Basic Concepts

The World Wide Web (the Web) is an increasingly popular medium for electronically distributing and viewing information in the form of pages of text, graphics, movies, and other media. This section introduces the concepts, terms, and procedures you use to create a Web page with Adobe PageMill.

See also:

[Web Terminology](#)

[Using Web addresses](#)

[About Web page design](#)

[Preserving a page layout](#)

[Using Web links](#)

[Building a Web site](#)

[Maintaining your Web site](#)

[Creating a new page](#)

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[Opening an image in another application](#)

[Viewing a page](#)

[Controlling the window display (Macintosh)](#)

[Using the Inspector palette](#)

Web Terminology

Understanding these common terms will help you as you create Web pages with Adobe PageMill:

• A document and a page in the Web world both refer to a single file. (In printed materials, a document is a single body of work that contains individual pages.) You move through and between these pages using hypertext links—similar to clicking a topic in an online help system.

• A Web *server* is a computer on any platform, such as Macintosh, UNIX, or Windows, that stores and manages Web documents. The server accepts requests from other computers and then delivers the documents back to the requester.

• A *browser* (sometimes called a Web client) lets you look at documents sent by a server. Many browsers are available, including Netscape Navigator™, Microsoft Internet Explorer, National Center for Supercomputing Applications (NCSA) Mosaic™, and so on.

• An Internet Service Provider (ISP) maintains the server where you send requests as well as makes space available for you to store your own Web pages.

• A site is a group of related pages on a Web server. You usually enter a Web site via a home page.

• A *home page* is the Web page that loads when you start a browser. A home page usually displays general information about the Web site, and links to the Web pages in this site and to pages in other sites.

• Your document is *published* when you *upload* a copy of your site to a Web server where the rest of the world can access it.

See also:

Basic Concepts

Using Web addresses

To go somewhere on the Web, you enter an Internet address called a URL (Uniform Resource Locator) in your browser. The URL is the pathname to the page or object you're looking for.

A URL is made up of several parts, for example:

http://www.company.com/departments/sales/western.html

or

Protocol/Domain/Directorypath/Pagename

•   Protocol (http://) is the set of rules that describes how you want the information transferred. The system used by the Web to transfer data is called HTTP (HyperText Transfer Protocol). Most browsers now also support file transfers, gophering (browsing for resources using menus and the appropriate application such as telnet or ftp), sending mail, and so on. For more information, see About URLs.

•   Domain (www.company.com) describes the host name and namespace on the Internet.

•   Directorypath (departments/sales) is the location within the machine's file structure of the Web site.

•   Pagename (western.html) is the filename of the page you're requesting.

See also:

Basic Concepts

About Web page design

Pages on the World Wide Web are described using the Hypertext Markup Language (HTML). HTML is a text-only markup language that was designed to allow text to be tagged (or marked up) to designate the content—not the appearance—of the text.

Adobe PageMill lets you create pages without typing any codes—unlike many other applications for designing Web pages that require you to learn the HTML codes (called *tags*) that format the text, graphics, and objects on a page.

See also:

Basic Concepts

Layout considerations

Typographical considerations

Graphics considerations

Using HTML formats

Layout considerations

This text-stream model limits control over page layout; for example, it does not let you control layouts that use multiple columns, layered text and graphics, or rotated text.

The text-stream model means that page proportions and line breaks will vary depending on the size of the monitor or window in which the page is viewed, the preferences set in PageMill, and the preferences set in the Web browser. However, as a rough guideline, you might design for the line length produced by a Web browser using a default font on a 640-by-480-pixel screen.

You cannot specify a precise horizontal and vertical position for a graphic. For example, if you position a graphic at the bottom right of a page as it appears on your monitor and a reader decides to make the window narrower, the graphic probably will move to the next line down and may end up on the left side of the page.

See also:

[About Web page design](#)

[Typographical considerations](#)

[Graphics considerations](#)

[Using HTML formats](#)

Typographical considerations

You cannot control the typographical appearance of your Web page using HTML, because the Web browser's window size and font settings determine line breaks, letter spacing, and word spacing. In addition, you cannot specify the following type characteristics from PageMill because the Web browser either completely controls them or does not support them:

• Font and leading

• Font width

• Tracking and kerning

• Outline, shadow, and reverse type styles

• Tab positions

• Spacing before or after a paragraph

To preserve the typography in a short passage of text, such as a company logo, create the text in an image-processing program and import it as an image. For more information, see Adding Images, Movies, Sounds, and Plug-in Objects.

See also:

About Web page design

Layout considerations

Graphics considerations

Using HTML formats

Graphics considerations

When you're considering what images to include in a Web page, keep in mind that images take longer to download than text. Some browsers don't display graphics at all, and some readers turn off graphics to speed up their browsing. Here are additional considerations for working with images that you'll display on the Web:

See also:

[About Web page design](#)

[Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.](#)

[Limit the image width to 480 pixels or less.](#)

[Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.](#)

[Save the file in GIF or JPEG format.](#)

[Use a dither-free Web palette in your image-editing application.](#)

[Create the image using anti-aliasing.](#)

[Use the same image in different places in your site.](#)

[Keep your target audience in mind.](#)

[Layout considerations](#)

[Typographical considerations](#)

[Using HTML formats](#)

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

To load quickly, no graphic should be larger than about 10K. The entire home page (all the graphics on the page plus the text) should not be larger than 50K (which takes about 20 seconds to download using a standard modem connection). To transfer a megabyte of data (1024K), a 14.4 bbs modem takes 10 minutes, and a 28.8 bbs modem takes 5 minutes. For more information about image size and download speed, see Determining the download time of pages and objects.

See also:

Graphics considerations

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Keep your target audience in mind.

Limit the image width to 480 pixels or less.

This width lets most readers view the image easily since 480 pixels is the default width of a Netscape window (when displayed on a 13-inch monitor). When you must use larger images, consider placing a thumbnail (a small version of the image) on the main page and linking it to the larger or higher resolution image. Then readers can decide if they want to spend the time downloading the bigger file.

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Keep your target audience in mind.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Scaling an image in PageMill does not change its file size and won't speed downloading. You can use an image-editing application such as Adobe Photoshop™ to resize or resample high-resolution images. A resolution of 72 pixels per inch (ppi)(for the Macintosh) or 96 ppi (for Windows) is high enough for most images because it is the resolution of most readers' monitors. See your graphics program documentation for more information on reducing image dimensions and image resolution.

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Keep your target audience in mind.

Save the file in GIF or JPEG format.

To decrease the file size of an image without dramatically changing how it looks, save the image in the Graphics Interchange Format (GIF). GIF uses an indexed color palette with no more than 256 (8-bit) colors and is useful for most graphics, line art, and text. GIF files can contain transparent areas and can be interlaced for faster downloading. When an image requires more color information or precise color fidelity (for example, when the image is a photograph or contains a gradient), save the file in JPEG format. JPEG compresses the file to save space while still providing millions (24-bit) of color. For more information, see Adding Images, Movies, Sounds, and Plug-in Objects.

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Keep your target audience in mind.

Use a dither-free Web palette in your image-editing application.

Work in RGB color mode rather than in CMYK mode when preparing images in an image-editing application to help prevent the undesired pointillist look of dithered—mixed—colors. RGB files are smaller, and use the same color model as that used by most monitors. Monitors can show only one palette per screen. If multiple images will appear on the same page, use your image-editing program to find the best adaptive color palette for all the images on a page. (An adaptive palette creates a color table by sampling colors from the more commonly used areas of the color spectrum that appear in the image.) To avoid dithering colors in flat color or limited color images, use a color palette with the lowest common denominator (limited color palettes don't work well with photographs). The Windows and Mac browser palettes differ slightly and share only 216 of 256 possible colors. Nondithering, 216-color palettes are available on the Web. (For example, Lynda Weinman, author of Designing Web Graphics, has posted a nondithering palette for the Mac and Windows at http://www.lynda.com/hex.html.)

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Keep your target audience in mind.

Create the image using anti-aliasing.

Low-resolution images often appear with jagged edges where colors change. In an image-editing application such as Adobe Photoshopª or using Adobe ScreenReadyª for the Macintosh, you can apply anti-aliasing to blur slightly the edges where colors change and create a smoother transition between adjacent colors. (Don'␣t anti-alias a graphic if you'␣re making the rectangular background around the image transparent or you'␣ll get a halo or fringe around the edges.)

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Use the same image in different places in your site.

Keep your target audience in mind.

Use the same image in different places in your site.

Typically, a browser has to download an image only once when it's repeated in a site. This lets duplicated elements, such as navigation bars and logos, appear very quickly.

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Keep your target audience in mind.

Keep your target audience in mind.

If you want modem users to access your page, the total graphics content of a single page should not exceed 50K. You can use PageMill's download statistics to check on downloading time for images and graphics before you put your site on a server. For more information, see Determining the download time of pages and objects.

See also:

Graphics considerations

Keep the file size as small as possible by reducing the image size and the number of colors (the color palette) used in the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe Photoshop.

Save the file in GIF or JPEG format.

Use a dither-free Web palette in your image-editing application.

Create the image using anti-aliasing.

Use the same image in different places in your site.

Using HTML formats

HTML structures information using named formats. You apply formats based on the function of a particular piece of text, such as a heading, a regular paragraph, or a list. HTML formats resemble the named styles in many word-processing programs in that you change the appearance of text by applying different formats. However, the appearance of a format can also be changed within the browser by the person reading a Web page—something a reader of a printed page cannot do. The formats in HTML preserve the functional organization of a page even if a reader changes a format's appearance. For more information, see Applying paragraph formats.

See also:

About Web page design

Layout considerations

Typographical considerations

Graphics considerations

Preserving a page layout

If preserving the graphic integrity or page layout is important, consider creating some of your Web pages as Adobe Acrobat® Portable Document Format (PDF) files. PDF files preserve the layout and typographical characteristics that HTML does not, and can include hypertext links between pages and to the World Wide Web. You can import PDF files from any version of Adobe Acrobat. To be read, you must have the PDFViewer plug-in installed in the Browser Plug-ins folder in the PageMill Plug-ins folder. (See About file formats and plug-ins.) When you place a PDF file, only the first page of the imported PDF file appears in PageMill. You can then link the image of the first page to the actual PDF file to view the entire document.

If you include PDF files, also include a link to the free Adobe Acrobat Reader application, which is required to view PDF files. You can configure Acrobat Reader as a helper application for browsers, to interpret the PDF format for browsers that don't support it using plug-ins. Acrobat Reader runs on the Macintosh, Windows, MS-DOS, OS/2, and some UNIX systems, such as LINUX. For more information about PDF files and Adobe Acrobat, see the Adobe Web site at http://www.adobe.com.

See also:

Basic Concepts

Using Web links

The most significant difference between a printed page and a Web page is a link, which lets you arrange pages in a Web site nonsequentially. When you click a link, the Web browser jumps you to the page set as the link's destination. Links appear as specially marked text or images on a page. Each page can have several links, with each link leading directly to another page within your site or to pages on any other Web server in the world.

In Adobe PageMill, creating a link can be as simple as dragging the icon of a page onto selected text or an image. For more information, see Creating a link.

See also:

Basic Concepts

Building a Web site

As with any publishing project, planning is important and can save you much time and trouble later. A Web site is structured very differently from printed books and periodicals, and its existence depends on both local and network hardware and software. Here are the suggested steps to follow in creating a Web site:

• Determine the requirements of your server
• Make a rough sketch of the site organization
• Organize the Web site files and folders on your computer
• Create the pages
• Add links
• Test the links
• Upload the pages to the server

See also:

Basic Concepts

Step 1: Determine the server requirements

Step 2: Sketch the page layouts and site links

Step 3: Structure your Web site

Step 4: Create the pages

Step 5: Add links

Step 6: Test links within your Web site

Step 7: Upload your pages to the Web server

Step 1: Determine the server requirements

In order to design and upload your site, you need to obtain specific information from your ISP, including who will be responsible for uploading the site. Before designing your pages, you must know:

• The URL of your Web site

• How much disk space is available for your site

• How you will be expected to deliver your files for publishing (file-naming conventions, transfer protocols, via disk or modem, and so on)

• If you plan to use scripts, the CGIs that are available

• If you plan to include server-side image maps, what kind of map format your server uses (NCSA or CERN), what operating system it runs, and the type of server software

Your Web server's administrator or your ISP can provide this information.

See also:

Building a Web site

Step 2: Sketch the page layouts and site links

Step 3: Structure your Web site

Step 4: Create the pages

Step 5: Add links

Step 6: Test links within your Web site

Step 7: Upload your pages to the Web server

Step 2: Sketch the page layouts and site links

Before you begin creating Web pages, you should know who your audience will be and what information you want to present (called the *content*). Then you can decide how your pages should look and how they will link together.

For each page:

- Sketch the layout of text and images
- Consider adding tables, movies, or sounds to the pages
- Decide where to place links and what elements you'll use for navigating through the pages. Avoid using too many links on a page that might confuse readers and keep them from following the information flow.

For the entire site:

- Diagram the relationships between the pages, showing the home page, and how pages link to each other and to pages outside your site
- Devise a naming scheme for the files that make up your site

See also:

Building a Web site

Step 1: Determine the server requirements

Step 3: Structure your Web site

Step 4: Create the pages

Step 5: Add links

Step 6: Test links within your Web site

Step 7: Upload your pages to the Web server

Step 3: Structure your Web site

Setting up the proper directory structure for your Web site is crucial to avoiding problems later (such as broken links when files are moved) when you try to upload your pages to a Web server. To display properly over the Web, all of a site's page files and images must be stored on the Web server. To make sure that all site files transfer together when you upload your site from your computer to the Web server, set up your preferences and the folders for pages and images before you create the site.

To set up the directory structure for your Web site:

1   Create a folder on your computer that will hold your entire Web site. This is known as the site's *local* root folder.

2   Within the local root folder, create a folder for images where PageMill stores imported PICT or BMP images that it converts to GIF files. For more information on how PageMill treats imported files, see Maintaining links to imported files.

3   Choose Edit > Preferences, and click Resources.

4   Do one of the following:

•   (Macintosh) Click the icon for the Resource Folder, select the images folder you created in step 2, and click In Here.

•   (Windows) Click the Browse button to locate the images folder, and click OK.

Note: If you do not create and assign the images to a folder, PageMill creates a default folder called PageMill_Resources. Converted files stored in the default folder are not part of your local Web site and are not included when you upload your pages.

5   If you're using server-side image maps, you may have to set additional preferences; see Setting format preferences for a server-side image map.

6   Save the first home page in the local root folder.

7   Within this root folder, continue to create subdirectories and insert all the files (including linked files) for your Web site.

Important: Do not save, link, or insert any Web files from outside this site folder.

See also:

Building a Web site

Step 1: Determine the server requirements

Step 2: Sketch the page layouts and site links

Step 4: Create the pages

Step 5: Add links

Step 6: Test links within your Web site

Step 7: Upload your pages to the Web server

Step 4: Create the pages

Create pages in Adobe PageMill's Page window, following your layout sketches. For more information, see [Adding Text](#) and [Adding Images, Movies, Sounds, and Plug-in Objects](#).

Follow these conventions when naming files:

• On Web servers other than Macintosh computers, be sure to follow the file-naming conventions of the server's platform. For example, do not use spaces in your filenames, and use only the characters A to Z, a to z, 0 to 9, - (hyphen), and _ (underscore). (On MS-DOS-based platforms, filenames must not exceed eight characters, not including the three-character filename extension.)

• Name HTML pages with either the .html or .htm filename extension (use .htm when you're uploading the files to a DOS server). Without the file extension, some browsers may display the file as a text file with all of its coding. You set this extension in the Page Preferences dialog box.

See also:

[Building a Web site](#)

[Step 1: Determine the server requirements](#)

[Step 2: Sketch the page layouts and site links](#)

[Step 3: Structure your Web site](#)

[Step 5: Add links](#)

[Step 6: Test links within your Web site](#)

[Step 7: Upload your pages to the Web server](#)

Step 5: Add links

Following your link layout plan, add links between pages. For more information, see Creating Links.

See also:

Building a Web site

Step 1: Determine the server requirements

Step 2: Sketch the page layouts and site links

Step 3: Structure your Web site

Step 4: Create the pages

Step 6: Test links within your Web site

Step 7: Upload your pages to the Web server

Step 6: Test links within your Web site

Test the links to local pages in Preview mode to ensure that no links between pages are broken. To test remote links, use the Switch > To command to launch your Web browser. For more information, see [Testing a link](#).

See also:

[Building a Web site](#)

[Step 1: Determine the server requirements](#)

[Step 2: Sketch the page layouts and site links](#)

[Step 3: Structure your Web site](#)

[Step 4: Create the pages](#)

[Step 5: Add links](#)

[Step 7: Upload your pages to the Web server](#)

Step 7: Upload your pages to the Web server

When you have completed and tested your Web pages, upload them to the Web server. How you upload them depends on the type of server you are using and your connection to it. For more information, see Uploading Your Web Site. If everything works, your pages are now available to anyone in the world with a Web browser.

See also:

Building a Web site

Step 1: Determine the server requirements

Step 2: Sketch the page layouts and site links

Step 3: Structure your Web site

Step 4: Create the pages

Step 5: Add links

Step 6: Test links within your Web site

Maintaining your Web site

Most Web sites need periodic maintenance. For example, you may need to restructure your site as it grows; correct information on the pages; or add, delete, or rename files. Use Adobe PageMill to update your pages. Remember that deleting, moving, or renaming files can break links.

When you are finished updating your Web site, upload it to the Web server, replacing the old version of the site.

See also:

Basic Concepts

Creating a new page

Choose File > New Page to create a blank page that is ready for you to add text, images, movies, and sound. You can have any number of pages open at a time.

See also:

Basic Concepts

To set the defaults for all new pages:

To set the defaults for all new pages:

1 Choose Edit > Preferences, and click Page.

2 Set the background color or pattern.

• For a color, use the Background Color menu in the Appearance section. Choose Default to use the default color or choose Custom and select a color, and then click OK.

• To set a pattern, drag a graphics file from the Finder (Macintosh only) to the Background Image well or click the image icon (Macintosh) or File button (Windows) under the Background Image well to locate a file.

3 To set the text and link colors, using the appropriate menus, choose Default to use the default color or choose Custom and select a color, and then click OK.

4 Click OK to close the Preferences dialog box. The default settings go into effect the next time you create a page.

See also:

Saving a page

Choose File > Save Page to save a page. Remember to save your work often. To save an existing page with a new name or new location, choose File > Save Page As. For file-naming conventions, see Step 4: Create the pages.

If you are uploading your files to a DOS or UNIX server, you might want to save your files with a specific line break format and filename suffix.

See also:

Basic Concepts

To change the default file saving formats:

To change the default file saving formats:

1 Choose Edit > Preferences, and click Page.

2 Select a format from the Line Breaks menu.

3 Select a suffix from the Suffix menu.

4 Click OK to close the Preferences dialog box. The default settings go into effect the next time you save a page.

See also:

Saving a page

Opening a page

In addition to opening existing PageMill documents, you can also open and edit Web pages you've downloaded. When opening a non-PageMill Web page on your computer, PageMill interprets all HTML tags that it understands, and displays a question mark for any tags that it cannot interpret. For more information, see Viewing and Editing HTML Code.

PageMill may work with some HTML tags differently than other authoring applications. If you open a page that was not created by PageMill, make a copy of the original file before you start editing. After proofing the edited document, you can delete the original file.

To open a PageMill page:

Choose File > Open.

To open a page from the Web:

1 Use a Web browser or a file-transfer utility to download the source HTML code to your computer (graphics and linked files are not downloaded). You cannot open a page directly over the Web.

2 Choose File > Open, choose All Readable or HTML (Macintosh) or All Files or HTML Files (Windows) from the File Type menu, and click Open.

See also:

Basic Concepts

Opening a page in another application

You can open a PageMill page or image in another application using the Switch To command. This is useful when you want to preview how your page will look in a Web browser.

Note: The application must be installed on your computer in order to appear in the Switch To menu.

See also:

Basic Concepts

To set up the Switch To menu:

To open a page or image in another application:

Opening an image in another application

You can also open a PageMill image in another application using the Switch To command. This is useful when you want to edit an image using a feature that PageMill does not support, such as cropping.

Note: The application must be installed on your computer in order to appear in the Switch To menu.

See also:

Basic Concepts

To set up the Switch To menu:

To open a page or image in another application:

To set up the Switch To menu:

1 Choose Edit > Preferences and click Switch To.

2 To add an application to the menu:
- (Macintosh) Click an unnamed icon, locate the application, click Open, and then click OK.
- (Windows) Click the Add button, locate the application, click Open, and then click OK.

3 To remove an application from the Switch To menu:
- (Macintosh) Click the trash can next to the application name.
- (Windows) Click the application, then click the Remove button.

See also:

Opening a page in another application

Opening an image in another application

To open a page in another application:

To open a page or image in another application:

1 Choose Window > Switch to (Macintosh) or View > Switch to (Windows).

2 Choose the application from the menu.

See also:

[Opening a page in another application](#)

[Opening an image in another application](#)

[To set up the Switch To menu:](#)

Viewing a page

You can view a page in Preview mode or Edit mode, and switch between the two modes at any time.

• Preview mode—indicated by the PageMill globe icon in the upper right corner of the page—is the default view when you open an existing page. In Preview mode, you can see how the page will appear in a graphical Web browser, and you can test hypertext links to other pages stored on your computer. You cannot alter a Web page in Preview mode.

Note: Because PageMill is not a full Web browser, you cannot preview links to pages that are not on your computer, and you cannot preview scripted interactions with servers.

• Edit mode—indicated by the pen-and-paper icon in the upper right corner of a page—is the default view when you create a new page. In Edit mode, you can create and edit Web pages. The button bar at the top of the window is active in Edit mode.

See also:

Basic Concepts

To view pages in Edit mode by default:

To switch between Preview mode and Edit mode:

To preview linked pages:

To preview linked pages in a new window by default:

To move between the most recently visited pages in Preview:

To view pages in Edit mode by default:

1 Choose Edit > Preferences, and click General.

2 Using the Open Pages in menu, choose Edit mode, and click OK.

See also:

Viewing a page

To switch between Preview mode and Edit mode:

To preview linked pages:

To preview linked pages in a new window by default:

To move between the most recently visited pages in Preview mode:

To switch between Preview mode and Edit mode:

Click the icon in the upper right corner of the page.

See also:

[Viewing a page](#)

[To view pages in Edit mode by default:](#)

[To preview linked pages:](#)

[To preview linked pages in a new window by default:](#)

[To move between the most recently visited pages in Preview mode:](#)

To preview linked pages:

Do one of the following:

• Click the link to display the destination page.

• Position the pointer over the link and press (Macintosh) or right-click (Windows) to display a menu. Choose Same Window to display the destination page in the same window or choose New Window to display the destination page in a separate window.

See also:

Viewing a page

To view pages in Edit mode by default:

To switch between Preview mode and Edit mode:

To preview linked pages in a new window by default:

To move between the most recently visited pages in Preview mode:

To preview linked pages in a new window by default:

1 Choose Edit > Preferences, and click General.

2 Using the Local Links menu, choose New Window, and click OK.

See also:

[Viewing a page](#)

[To view pages in Edit mode by default:](#)

[To switch between Preview mode and Edit mode:](#)

[To preview linked pages:](#)

[To move between the most recently visited pages in Preview mode:](#)

To move between the most recently visited pages in Preview mode:

Do one of the following:

• Click the Home, Back, or Forward buttons at the top of the page.

• Choose the page from the Title pop-up menu.

Note: Moving between recently viewed pages is possible only when you've chosen to preview pages in the same window.

See also:

Viewing a page

To view pages in Edit mode by default:

To switch between Preview mode and Edit mode:

To preview linked pages:

To preview linked pages in a new window by default:

Controlling the window display (Macintosh)

In PageMill, you can stack, tile, or close all windows. To control the window display, choose the corresponding command from the Window menu.

To set tiling preferences:

1   Choose Edit > Preferences and click General.

2   Click an icon to choose horizontal or vertical tiling, and click OK.

To switch windows:

Choose the window you want to display from the list at the bottom of the Window menu.

See also:

Basic Concepts

Using the Inspector palette

The Inspector palette is a floating palette, active only in Edit mode, that displays information about the current page or selected page elements. It has four panels with controls and options for various objects:

- The Frame panel has controls for frames that you create to divide Web pages.
- The Page panel has options for the current page.
- The Forms panel has options for the script associated with the form.
- The Object panel has options for selected images, tables, and other objects.

For more information about using a panel, see the description of the PageMill feature.

See also:

Basic Concepts

To display a panel:

To display or hide the Inspector palette:

To display a panel:

Click the corresponding tab. (The Frame and Object panels are unavailable if no frame or object is selected.)

See also:

[Using the Inspector palette](#)

[To display or hide the Inspector palette:](#)

To display or hide the Inspector palette:

Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows) to display the palette. Choose Window > Hide Inspector (Macintosh) or View > Hide Inspector (Windows) to hide the palette.

See also:

Using the Inspector palette

To display a panel:

Adding Text

Text and images are the most basic features of a Web page, and form the foundation for the links you will add later. This section describes how to add text to a Web page using the Adobe PageMill tools.

See also:

[Adding text to a page](#)

[Text applications supported in PageMill](#)

[Applying paragraph formats](#)

[Selecting a paragraph format](#)

[Creating lists](#)

[Changing paragraph alignment](#)

[Applying character styles](#)

[Applying physical character styles](#)

[Applying logical character styles](#)

[Using special characters](#)

[Changing the font size](#)

[Changing the color of text, links, and the page background](#)

[Checking spelling](#)

Adding text to a page

You can enter and edit text the same way you would in a word processor. When the page is empty, you must begin typing from the top of the page. If text exists on the page, you must type within, or at the beginning or end of the existing text.

You can add text to a Web page in these ways:

• Type text directly on the page.

• Copy or cut the text from another application, and then paste it into the page in PageMill.

• Drag the text from another application, and then drop it into the page in PageMill.

Macintosh Note: Drag-and-drop operations between applications require System 7 Pro or later, and the other application must support Macintosh Drag Manager.

• Using the Open command, import text in any of the formats supported by the PageMill application.

See also:

Adding Text

Text applications supported in PageMill

- AMIPro/Professional Word Pro (.sam) 1.1 & later (Windows)
- ClarisWorks 3.0 & later (Macintosh); 3.0 & later (Windows)
- HTML files (.htm, .html)
- Lotus 1-2-3 (.wks) 1A to 5.0 (Windows)
- MacWrite Pro 1.0 (Macintosh)
- Microsoft Excel (.xls) 3.0 to 5.0 (Macintosh); 2.1 to 5.0, 7.0 (Windows)
- Microsoft Word (.doc) 3.0 & later (Macintosh); 1.0-2.0, 6.0+ (Windows)
- Rich Text Format (.rtf)
- Text-only (.txt)
- WordPerfect (.wp5, .wp6) 1.0 to 3.5 (Macintosh); 5.0 & later (Windows)

Importing text from another application removes most character or paragraph formatting. HTML does not preserve some special characters. For more information, see Using special characters.

See also:

Adding Text

To type text directly on a page:

To import text by copying and pasting:

To import text by dragging and dropping:

To import text or spreadsheet contents using the Open command:

To delete text:

To type text directly on a page:

1   If the page is not in Edit mode, click the globe icon in the upper right corner of the page window.

2   Click the page where you want to type text. If there is no text where you click, the insertion point appears at the end of the existing text.

3   Type the text.

4   Choose from the following methods to end a line:

•   To start a new paragraph, press Return (Macintosh) or Enter (Windows). (This creates a <P> HTML tag and results in a double-space between the text entries.)

•   To create a line break within a paragraph, press Shift+Return (Macintosh) or Shift+Enter (Windows). (This creates a
 HTML tag.)

See also:

Text applications supported in PageMill

To import text by copying and pasting:

To import text by dragging and dropping:

To import text or spreadsheet contents using the Open command:

To delete text:

To import text by copying and pasting:

1 In another application, select the text and choose Edit > Copy.

2 Switch to a page in PageMill.

3 If the page is not in Edit mode, click the globe icon in the upper right corner of the page window.

4 Click on the page where you want to import the text.

5 Choose Edit > Paste. PageMill does not use import filters when you copy and paste text.

See also:

Text applications supported in PageMill

To type text directly on a page:

To import text by dragging and dropping:

To import text or spreadsheet contents using the Open command:

To delete text:

To import text by dragging and dropping:

1 Set up page windows in PageMill and in the second application that supports dragging and dropping so that both are visible.

2 In PageMill, if the page is not in Edit mode, click the globe icon in the upper right corner of the page window.

3 In the other application, select the text.

4 Drag the text from the other application into the PageMill page window, and then position the text on the page.

5 Release the mouse button.

The drag-and-drop feature isn't just for importing. You can quickly move text around a page or between pages by selecting it and then dragging and dropping it.

See also:

Text applications supported in PageMill

To type text directly on a page:

To import text by copying and pasting:

To import text or spreadsheet contents using the Open command:

To delete text:

To import text or spreadsheet contents using the Open command:

1 Choose File > Open.

2 Choose All Readable from the File Type menu (Macintosh) or All Files or Convertible Files (Windows) from the File of type menu to display all formats supported by PageMill. To read other text formats, you must have the appropriate plug-ins installed in the Text Converters folder in the PageMill Plug-ins folder.

3 Locate and select a file, and click Open.

PageMill creates a temporary HTML file while it's importing and converting the file. This file named *Untitledx.html* (where *x* is the next sequential number), can be edited, dragged and dropped, or copied and pasted just like any other PageMill document.

If the file contains images in TIFF, PICT, JPEG, or BMP formats, PageMill converts the files to GIF format and saves them in the PageMill_Resources folder. For more information on importing graphic files, Importing an image, movie, or sound.

4 To keep your changes, save the file in PageMill.

See also:

Text applications supported in PageMill

To type text directly on a page:

To import text by copying and pasting:

To import text by dragging and dropping:

To delete text:

To delete text:

1 Select the text.

2 Choose Edit > Clear, or press the Delete (Macintosh) or Backspace (Windows) key.

See also:

[Text applications supported in PageMill](#)

[To type text directly on a page:](#)

[To import text by copying and pasting:](#)

[To import text by dragging and dropping:](#)

[To import text or spreadsheet contents using the Open command:](#)

Applying paragraph formats

Formats structure the HTML pages. You apply different formats to parts of a page that serve different functions, such as headings, paragraphs of body text, and lists. Applying a format changes an entire paragraph. To change the appearance of individual words or characters, apply character styles instead; see Applying character styles. For more information about how the page structure and page appearance differ, see About Web page design.

With all formats but the Preformatted format, browsers collapse multiple spaces, tabs, and end-of-line characters into a single space. (To maintain the desired spacing, you can also use tables. For more information, see Adding Tables .)

To apply a format:

1 Click in a paragraph.

2 Choose from the following Format options:

• Choose the desired format from the Format menu in the toolbar. For a description of the formats, see Selecting a paragraph format.

• Click the Indent Right or Indent Left

 button in the toolbar to indent a paragraph.

• Choose the desired format from the Format menu. For the Heading format, also choose a size from the Heading submenu. For a list, also choose a list type from the List submenu; for more information, see Creating lists.

See also:

Adding Text

Selecting a paragraph format

You can choose the following formats either from the toolbar or from the Format menu:

Paragraph format is a plain format used for body text. Applying the Paragraph format removes other paragraph formatting.

Preformatted format applies a monospaced, or fixed-width, font to selected paragraphs, and retains all of the original spaces and line breaks. The Preformatted format preserves the original appearance of text when each character takes up the same space on a line (such as column alignment and line breaks), and is useful for tables from some spreadsheet applications, such as a financial report from an older mainframe computer. Browsers typically display the Preformatted format in a monospace font such as Courier.

Address format is useful for formatting the e-mail address, the postal address, or the telephone number of the Web page author. In PageMill, the address appears in italics. The actual appearance depends on the browser. (Remember that you still must link the mail text to make the browser jump to the mail command.) For more information, see Creating a link.

Note: Although PageMill allows you to center and right-align preformatted and address-styled text, HTML always displays these two formats as left-aligned text. If you want to center or right-align the text, try changing the format for the Preformatted or Address text to Paragraph, and then apply the Teletype style to the text..

Heading formats organize text on a page. PageMill supports the six levels of headings available in HTML 2.0. Heading sizes are relative, because the actual display size depends on the browser used to view the page. In general, use the largest size for the main heading on the page and use the other sizes for subheadings. When you select a Heading format, PageMill shows the Bold button depressed (and bold appears checked in the Style menu) because most browsers display all Heading formats in a bold type style. You cannot remove the boldface.

List formats create different kinds of lists. Some List formats number or bullet listed items automatically. The actual appearance of a list depends on the browser. For more information, see Creating lists.

Indent formats either remove space from the margins on both sides of the text (Indent Left) or add space to the margins (Indent Right). The actual amount of the indent depends on the browser; some browsers don't indent at all.

See also:

Adding Text

Creating lists

Creating a list is similar to applying a format. You can also create a list containing more than one level, such as an outline, by combining a list format with indents. PageMill automatically applies a different bullet or numbering style to each level of a nested list. You can choose from six list formats:

• Bullet List and Directory List convert selected paragraphs into an indented, bulleted list. The bullets are added automatically in front of paragraphs that end with a carriage return—not lines that end with Shift+Return (Macintosh) or Shift+Enter (Windows). Use the Directory List format when making a directory.

• Menu List converts selected paragraphs into an indented list with bullets.

• Numbered List converts selected paragraphs into an indented, numbered list. PageMill inserts number signs next to each item in the list. The correct numbers appear when a browser displays the list.

• Term and Definition List formats are designed to be used together to present glossary information. The Term format positions selected paragraphs flush with the left margin of the page. The Definition format indents the selected paragraphs.

To apply a Bullet, Directory, Menu, or Numbered list format:

1 Click in a paragraph.

2 Choose Format > List, and then choose Bullet, Directory, Menu, or Numbered.

To add a paragraph under a single numbered entry, press Shift+Return (Macintosh) or Shift +Enter (Windows) twice to begin a new paragraph separate from the numbered entry.

To apply Term and Definition list formats:

1 Make sure that terms and definitions alternate and are separated by carriage returns.

2 Click in a term.

3 Choose Format > List > Term.

4 Click in the definition associated with the term you just formatted.

5 Choose Format > List > Definition.

To create a nested list:

1 In an existing list, click in the paragraph that you want to nest.

2 Choose Format > Indent Right.

See also:

Adding Text

Changing paragraph alignment

PageMill provides left, center, and right paragraph alignment. (Some browsers do not support center or right paragraph alignment.) You change paragraph alignment using the toolbar.

To change paragraph alignment:

1 Click in a paragraph.

2 Click the Left Align Text button , the Center Align Text button , or the Right Align Text button in the toolbar.

See also:

Adding Text

Applying character styles

Character styles distinguish individual characters or words on a page. Applying a character style changes only the selected characters. (To change the characteristics of entire paragraphs, apply paragraph formats instead; see Applying paragraph formats.)

Some character styles, such as Sample, Keyboard, Code, and Variable, may seem unusually technical—a reflection of the roots of the Internet and HTML language in distributing reports throughout the scientific and technical community. You can choose from physical or logical character styles.

To apply a character style:

1   Select a range of text.

2   Do one of the following:

•   Using the Style menu, choose a character style, as described in the following two Applying physical character styles and Applying logical character styles.

•   To apply a physical style quickly, click the Bold **B** , Italic

/ , or Teletype

TT button in the toolbar.

See also:

Adding Text

Applying physical character styles

A physical style changes the appearance of selected text in a specific way. For example, applying the physical style Italic makes the selected text appear in italics in most browsers. Apply a physical style to make character formatting consistent across browsers. You can choose from four physical character styles:

- Plain is a basic style useful for body text.
- Bold applies a boldface version of a font.
- Italic applies an italic version of a font.
- Teletype applies a monospaced font.

See also:

Adding Text

Applying logical character styles

A logical style labels the selected text, but the actual appearance of the text depends on how a particular browser interprets the label. For example, applying the logical style Emphasis lets a browser use its own definition of Emphasis, which could mean italics, underlining, or boldface. Apply a logical style when the function of the selected text is more important than its specific appearance, or when you want a reader to control the appearance of character styles.

Strong is intended as a more intense emphasis, often displayed with boldface text.

Emphasis calls attention to the selected text. Many browsers display emphasis with italics.

Citation is intended for titles of publications or media, such as a book or videotape.

Sample is useful for representing computer status messages, and is displayed by most browsers with a monospaced font.

Keyboard is useful for representing text to enter into a computer, and is displayed by most browsers with a monospaced font.

Code can be used to represent lines of computer code, and is displayed by most browsers with a monospaced font.

Variable is intended for text used as a variable within computer instructions. For example, you could apply the Variable style to the phrase "your name" if the reader must substitute his or her name in the instructions.

See also:

Adding Text

Using special characters

On the Macintosh, you can type special characters (also known as extended characters) the same way you would in any other application, by using the Option key in combination with other keys or by copying and pasting special characters from the Key Caps application that came with your Macintosh. In Windows, you can type special characters by pressing the Alt key and then entering the four-number combination of the special character using the numbers on the keypad (not the numbers on the keyboard). For more information on entering special characters, see your Macintosh or Windows documentation.

Adobe PageMill automatically converts special characters into the ISO Latin-1 encoding supported by HTML 2.0. On the Macintosh, some special characters cannot be represented in the ISO Latin-1 character set. If you try to enter a special character that HTML does not support, PageMill filters it out whether you type it directly on the page or paste or drag it in from another application.

In Windows, PageMill supports all ISO upper ASCII characters.

See also:

Adding Text

Changing the font size

Although you can't set an absolute font size for text on a page, you can indicate how the text size should differ from the browser's default size. You can enlarge or decrease the font size, or you can specify a size relative to the surrounding text. Because only Netscape-compatible browsers support font size changes (the size won't change in most other browsers), it's best to change the font size only for limited special effects. To ensure that all readers can distinguish larger text, use a paragraph heading format.

Changing the base font size changes the default font size by a relative amount, from 1 (smallest) to 7 (largest). For example, a base font of 7 will be larger in a browser using a 24-point default font than one using a 12-point default font. The most you can change the relative font sizes is seven. For example, if the base font is set to 4, you can increase the relative font size up to +3 (for a value of 7), and you can decrease the relative font size by no more than -3 (value of 1).

To change the base font setting:

1 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

2 Click the Page tab.

3 Choose a value from the Base Font menu.

To increase the relative font size:

1 Select the text.

2 Do one of the following:

• Choose Style > Increase Font Size or Decrease Font Size to enlarge or reduce the font size by one size.

• Click the relative font size buttons
 (Macintosh), or

 (Windows) in the toolbar. Each click changes the relative font size by one size.

• Click the current relative font size button (between the font size buttons) and choose a new size from the menu.

See also:

Adding Text

Changing the color of text, links, and the page background

By default, text entered on a page is black and links are blue (these defaults are used by Netscape when no color specifications are included in the HTML code). You can change the color of text and the color of links, active links, and links that have been clicked. (If the link is an image, the border color changes.) The colors you set are visible only in Netscape-compatible browsers; all other browsers display text and links in the default colors set in the browser preferences.

To set your own specified default color for text, links, and background color, you use the Preferences command. To change the colors for a single page, you use the Inspector. To change the color of selected text, you use the Text Color button in the toolbar. All of these methods use the color picker to select a new color.

You can also select new colors for text, links, and the background color using the PageMill color panel. The color panel is a floating palette that contains 16 color swatches. You can customize the color panel.

See also:

Adding Text

To change the default colors for text, the page background, or links:

To change the color of text, page background, or links for a specific page:

To change the color of selected text:

To change the color of selected text, links, or the background using the PageMill color panel:

To customize the color panel: (Macintosh)

To customize the color panel: (Windows)

To change the default colors for text, the page background, or links:

1 Choose Edit > Preferences, and click Page.

2 For Appearance, choose Custom from the menus as follows:
- Default Text Color specifies the color of the text.
- Background Color specifies the page background.
- Link Color specifies the color of a link that the reader has not yet seen.
- Active Link Color specifies the color of a link as the reader clicks it.
- Visited Link Color specifies the color of links that the reader has recently seen.

3 Select a color and click OK.

4 Click OK in the Preferences dialog box.

See also:

Changing the color of text, links, and the page background

To change the color of text, page background, or links for a specific page:

To change the color of selected text:

To change the color of selected text, links, or the background using the PageMill color panel:

To customize the color panel: (Macintosh)

To customize the color panel: (Windows)

To change the color of text, page background, or links for a specific page:

1 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

2 Click the Page tab.

3 Choose Custom from the appropriate menu and select a new color; click OK. Any changes apply to the entire page.

See also:

Changing the color of text, links, and the page background

To change the default colors for text, the page background, or links:

To change the color of selected text:

To change the color of selected text, links, or the background using the PageMill color panel:

To customize the color panel: (Macintosh)

To customize the color panel: (Windows)

To change the color of selected text:

1 Select the text.

2 Click the Text Color button ▣▾ in the toolbar, choose Custom, and select a new color; click OK.

Note: You cannot change the color of linked text using the Text Color button. All linked text must be the same color and is set in the Inspector.

See also:

Changing the color of text, links, and the page background

To change the default colors for text, the page background, or links:

To change the color of text, page background, or links for a specific page:

To change the color of selected text, links, or the background using the PageMill color panel:

To customize the color panel: (Macintosh)

To customize the color panel: (Windows)

To change the color of selected text, links, or the background using the PageMill color panel:

1 Choose Window > Show Color Panel (Macintosh) or View > Show Color Panel (Windows).

2 To change a color, do one of the following:

• To change selected text, select the text and drag a color from the color panel over the selected text.

• To change the color of all the text or a category of links, make sure the Inspector palette is visible, then drag a color from the color panel over a Colors menu in the Page panel. The new color appears as the selected color in the menu.

• To change the color of the page background, drag a color from the color panel over the page icon or over the Background menu in the Page panel.

See also:

Changing the color of text, links, and the page background

To change the default colors for text, the page background, or links:

To change the color of text, page background, or links for a specific page:

To change the color of selected text:

To customize the color panel (Macintosh):

To customize the color panel (Windows):

To customize the color panel (Macintosh):

1 Choose Window > Show Color Panel.

2 Do one of the following:

• Double-click a color swatch in the color panel and choose a new color from the color picker; click OK. The new color replaces the old color in the color panel.

• Select colored text in a page and drag the text over a swatch in the color panel. The customized panel is saved when you save a page and is then available for all pages.

See also:

Changing the color of text, links, and the page background

To change the default colors for text, the page background, or links:

To change the color of text, page background, or links for a specific page:

To change the color of selected text:

To change the color of selected text, links, or of the background using the PageMill color panel:

To customize the color panel: (Windows)

To customize the color panel (Windows):

1 Choose View > Show Color Panel.

2 Double-click a color swatch to open the color box.

3 Do one of the following:

• Select colored text in a page and drag the text over a swatch in the color panel.

• Choose a color from the color selection box or type in the color values.

4 Click OK. The customized panel is saved when you save a page and is then available for all pages.

See also:

Changing the color of text, links, and the page background

To change the default colors for text, the page background, or links:

To change the color of text, page background, or links for a specific page:

To change the color of selected text:

To change the color of selected text, links, or of the background using the PageMill color panel:

To customize the color panel: (Macintosh)

Checking spelling

The PageMill Check Spelling command lets you check the spelling in a file. Referring to a language dictionary, PageMill highlights misspelled or unknown words and words with possible capitalization errors.

PageMill also comes with an Internet Dictionary and allows you to install one user dictionary—a separate file that you customize to supplement the base-language dictionary. The user dictionary contains all the words added to the dictionary during spelling checks or when correcting capitalization. For example, you can store the name of your company or your product in a user dictionary to ensure that you spell these names correctly. You must store the user dictionary file in the Spelling folder within the PageMill Plug-ins folder. To create or use a second user dictionary, quit the PageMill application, move the existing user dictionary to another folder so that you can create a new one, and then restart PageMill.

To check spelling:

1   Click in a page or select a range of text.

2   Choose Search > Check Spelling.

3   For Search Path Scope, choose from the following options:

•   Choose Page to search the entire Web page.

•   Choose Object to search within tables and form elements.

4   Deselect the Deep option to ignore spelling in tables and forms.

5   Deselect Wrap if you don't want to continue searching at the beginning of a document after reaching its end.

6   Click Start to begin the spell check.

7   As PageMill finds unfamiliar words or other errors, choose from the following options:

•   Click Ignore to continue checking spelling without changing text.

•   Enter a correction in the Change To text box, and click Change to correct the selected occurrence or click Change All to correct all misspelled occurrences in the text.

•   Select a word from the Suggestions list and click Change to correct the selected occurrence or click Change All to correct all misspelled occurrences in the text.

•   Click Ignore All to leave all instances of the text unchanged.

•   Click Add to store the text in the user dictionary and not mark subsequent occurrencesas incorrect.

See also:

[Adding Text](#)

Adding Images, Movies, Sounds, and Plug-in Objects

See the following topics:

About file formats and plug-ins

To be recognized by PageMill and the browser, images, animations, movies, and sounds must be named with the correct filename extensions, for example, .gif, .mov, .wav, and so on.

Web browsers display images in GIF and JPEG formats. The Macintosh version of PageMill lets you import PICT files and the Windows version of PageMill lets you import BMP files. The PICT or BMP files are converted to GIF format by PageMill.

PageMill can also import Adobe Acrobat® Portable Document Format (PDF) files, movies in the Macintosh QuickTime® and QuickTime for Windows® format, and Macromedia Shockwave™ files. To use PDF, movie, or Shockwave files, you must have the corresponding Netscape plug-ins installed in the Browser Plug-ins folder in the PageMill Plug-ins folder. PageMill is compatible only with plug-ins compatible with Netscape 2.0.

(Macintosh only) Some Netscape plug-ins require that you increase the amount of memory allocated to Netscape in order for the plug-in to work. When you install a plug-in that requires more memory, increase the memory partition for PageMill, just as you would for Netscape. For example, the Macromedia Shockwave plug-in requires an additional 300K of RAM.

Note: Netscape plug-ins vary in quality. Editing a page with a plug-in window puts more demands on the plug-in than viewing the page in a browser. Some plug-ins that work in a browser may not work well in PageMill. If PageMill detects any kind of problem with the plug-in, it will display a broken plug-in icon in place of the object. Since not all plug-in difficulties can be detected by PageMill, be sure and save your work before attempting to use a plug-in with PageMill for the first time.

To insert the browser plug-ins:

1 Determine what Netscape plug-ins you need.

2 Put a copy of these plug-ins in the Browser Plug-ins folder inside the Adobe PageMill Plug-ins folder. (These plug-ins should also be in your Netscape Plug-ins folder.)

Macintosh Note: To be sure you have all the same plug-ins in the two plug-ins folders, you can create an alias to your Netscape plug-ins folder, copy the alias folder into the PageMill Plug-ins folder, and then rename the folder Browser Plug-ins.

3 Restart PageMill.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Image and animation file formats

PageMill can open images in the following formats:

BMP (.bmp) is the standard Windows bitmap image format on DOS and Windows computers. The Windows version of PageMill converts a copy of a BMP file into a GIF file.

(.dib) is a type of BMP file and is treated like files with the BMP extension.

GIF (.gif) is an 8-bit color format that can display up to 256 colors and is generally useful for nonphotographic images with a fairly narrow range of color, such as a company logo.

JPEG (.jpeg or .jpg) is appropriate for images with a wide range of color, such as a 24-bit (millions of colors) photograph.

Macintosh Picture (PICT) files include files that you copy and paste or drag and drop from other applications such as Adobe Illustrator 6.0 and Adobe Photoshop. The Macintosh version of PageMill converts a copy of a PICT file into a GIF file.

Animated GIF contains a sequence of several images in a single file. Switching to Preview mode makes an animated GIF file cycle through the images like an old-fashioned flipbook. You can create the animated GIF file using GIFLoop, GIFConverter, or GifBuilder (*http://iawww.epfl.ch/Staff/Yves.Piguet/clip2gif-home/GifBuilder.html*).

Important: Only a few major browsers currently support animated GIF files, so be sure to preview your page in your intended browser to ensure that it appears as desired. Some browsers play an animation through only once, or display only the first or last frame of the animation.

Progressive JPEG files are similar to interlaced GIF files. You can import a progressive JPEG file, but the image does not display until you save and preview the page in Netscape or using another browser. To import a progressive JPEG file, you use the Place Object button in the toolbar.

Adobe Acrobat Portable Document Files (PDF) from any version of Adobe Acrobat can be imported. To be read, you must install the Adobe Acrobat 3.0 Reader and you must have the correct plug-in installed in the Browser Plug-ins folder. (See About file formats and plug-ins.)

(Macintosh only) To import images that are not in GIF, JPEG, BMP, or PICT format, you can use the Adobe ScreenReady application (available separately) to convert them as a batch into PICT graphics, which PageMill can import and convert directly. This works especially well with EPS files.

Shockwave (.dcr) are Macromedia Director[a] movies that have been compressed using Afterburner. To use these files you must have the correct plug-in installed in the Browser Plug-ins folder. (See About file formats and plug-ins.)

Java applets (.class, .java, .jav) are animations created using the Java programming language. PageMill can recognize applets but cannot preview them.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Movie file formats

PageMill can open movies in the following formats:

QuickTime movies (.mov) require that QuickTime 2.1 or later (Macintosh) and QuickTime for Windows 2.0 (Windows) be installed on your computer. The QuickTime plug-in must be installed in your Browser Plug-ins folder. (See About file formats and plug-ins.)

Macintosh Note: Before you can play a Macintosh QuickTime movie in a browser, you must flatten the movie. Flattening removes the resource fork from the Macintosh movie file. You can flatten movies using Adobe Premiere 3.0 or later or other applications such as MoviePlayer 2.0, Movie Converter 1.0, or FlattenMooV. For instructions on flattening movies, see your application's documentation or use the Adobe automatic Fax-back service, Adobe FaxYI, at 206-628-5737, and request FaxYI 200309 or FaxYI 143604.

Window AVI movies (.avi) require the appropriate Browser plug-in be installed. (See About file formats and plug-ins.)

MPEG movies (.mpg or .mpeg) require the appropriate Browser plug-in be installed. (See About file formats and plug-ins.)

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Sound file formats

Many sound formats are available to browsers, depending on the equipment you use to record the sound and the computer you use to store the sound file. "Importing" a sound actually creates a link to the sound file; you can create the same effect by linking to the file. (See Creating Links for more information.) Imported sound appears as linked text. To be recognized by PageMill and the browser, sound filenames must have the correct extension.

PageMill can import sound files in the following formats:

AU files (.au) are the most commonly used format for cross-platform applications (the μ-law format, is also called AU from the file extension used for these files).

Audio Interchange File Format files (.aiff, .aif, and .aifc) are widely used on Macintosh and Silicon Graphics computers.

WAV files (.wav) are used with Microsoft Windows applications.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Importing an image, movie, or sound

You can add images, movies, and sounds to your Web page in any of these ways:

• Drag and drop from another page, from the Finder or a Windows directory window, or from another application. You can drag and drop images from Adobe Photoshop 3.0.4 or later and from Adobe Illustrator 6.0 and later (Macintosh) or Adobe Illustrator 7.0 and later (Windows) directly into PageMill. Note that dragging and dropping a selection onto an existing selection creates a link to it; for more information, see Creating Links.

Macintosh Note: To use drag and drop, you must have System 7.5 or System 7 Pro and the other application must support Drag Manager.

• Drag from another page or from another application using the PageMill Pasteboard. The Pasteboard has five pages to organize copied selections. Selections remain on the Pasteboard even after quitting and restarting PageMill.

• Copy and paste from another page or from another application. For information about copying a graphic from your browser page, see your browser documentation.

• Use the File > Place command or the Place Object button in the toolbar.

• Use the File > Open command and choose from the image formats in the File Type menu; GIF, JPEG, or PICT (Macintosh) or Image Files (Windows). This opens the image in an Image window.

• Drag the image icon from an Image window to your PageMill page.

Important: Before adding images for the first time, set up the default Resource folder for images. See Step 3: Structure your Web site.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To import an image, movie, or sound from another application by dragging and dropping:

1   Set up a window in PageMill and the window in the application containing the item you want to import so that both windows are visible.

2   Make sure that the PageMill window is in Edit mode.

3   In the other application, select the image, animation, or sound.

4   Drag the image, animation, or sound from the other application into an open PageMill window, and position it on the page.

Dragging and dropping an image imports it as a PICT or BMP file, which PageMill converts to a GIF file named *Imagex.gif* and places in the PageMill_Resources folder. For best results, don't try to import movies by dragging and dropping.

See also:

Importing an image, movie, or sound

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To create a link to an image, movie, or sound, rather than placing it on the page:

Command-drag (Macintosh) or Alt-drag (Windows) the file icon from the Finder or a Windows directory window. (For more information about links, see Creating Links.)

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To import an image, movie, or sound from the Finder or a Windows directory window:

1 Set up a window in PageMill and the window containing the file icon so that both are visible.

2 Make sure that the PageMill window is in Edit mode.

3 Select the image, animation, movie, or sound file icon and drag it into the open PageMill window.

Dragging a multilayered image file from Adobe Photoshop 3.0.4 and later drags only the active layer. To import all layers, flatten the layers in Photoshop before importing.

Note: Command-dragging a PICT file (Macintosh) or Ctrl-dragging a BMP file (Windows) displays a dialog box that you can use to name the converted file. Make sure that PageMill is the frontmost application before you drag.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To add an image, movie, or sound to PageMill using the Pasteboard:

1 Make sure that both windows are visible and that any PageMill windows are in Edit mode.

2 If the Pasteboard is not visible, choose Window > Show Pasteboard (Macintosh) orView > Show Pasteboard (Windows).

3 Drag the image, movie, or sound from the Pasteboard.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

1   Make sure that both windows are visible and that the PageMill window is in Edit mode.

2   In another application, select the image, movie, or sound and choose Edit > Copy.

Macintosh Note: Adobe Illustrator 6.0 supports dragging and dropping files. If you are using Illustrator 3.0 or later up to version 6.0, you must convert Illustrator paths into a PICT image by pressing Command+Option+C instead of choosing Edit > Copy.

3   Switch to a page in PageMill.

4   Click the page where you want to import the image, movie, or sound.

5   Choose Edit > Paste.

Copying and pasting an image imports it as a PICT file (Macintosh) or BMP file (Windows), which PageMill converts to GIF as *Imagex.gif* and places in the PageMill_Resources folder.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To add an image, movie, or sound using the Place command or button:

1 Make sure the PageMill window is in Edit mode.

2 Choose File > Place (or click the Place Object button [image] in the toolbar).

3 For Object Type, choose an option:

- All (Macintosh) or All Files (Windows) to select all object types
- Images to select GIF and JPEG graphics (Macintosh), or .bmp, .dib, .gif, .jpg (Windows)
- Java applets
- Adobe Acrobat (PDF) files
- Sounds for AU, AI, AIFF, AIFC, and WAV formats
- HTML Files

4 Locate the image, movie, or sound that you want to add.

5 To specify an element not present on your hard drive, select the Remote URL option and enter the URL of the element. (For more information, see About URLs.) You can also create a local alias for remote objects.

6 Choose how to place the selected element, as follows:

- Click Place to have PageMill place data it recognizes into the appropriate object type—image, Java applet, Netscape plug-in object.
- Click Link To to create a link to the object.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To add an image file from an Image window to your PageMill page:

1 Make sure that both windows are visible and that the PageMill window is in Edit mode.

2 Drag the GIF image icon from the Image window to the open PageMill page where you want to add it.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

To play an animated GIF file, movie, animation, or a sound:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

Choose from the following options:

• Drag the file icon from the Finder or Windows directory window to your page.

• Choose File > Place to select and place the object on the page.

If PageMill cannot recognize the file type but the filename has an extension, PageMill assumes that the file contains data for a plug-in and creates an empty Netscape plug-in data object (using the EMBED tag).

Macintosh Note: PageMill can recognize, but not preview Java applets.

Many plug-in objects can be resized by selecting the object and dragging the handles that appear, or by using options in the Inspector palette's Object panel.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To play an animated GIF file, movie, animation, or a sound:

To play an animated GIF file, movie, animation, or a sound:

1   If the page is not in Preview mode, click the pen-and-paper icon in the upper right corner. Animations automatically play through one cycle when you switch to Preview mode.

2   Choose from the following options:

•   To play a movie, click the movie to start the playback.

•   To play a sound, click the sound.

PageMill does not load a movie or sound into local memory before starting playback. When you're playing a multimedia object over a network, you might get slow, noisy, or unpredictable playback if the transmission is interrupted while the object is playing. To avoid this problem, store all multimedia objects on your local hard drive.

Note: An alert message appears and the movie or sound won't play if the supporting file format plug-in isn't installed in the Browser Plug-ins folder. For more information, see About file formats and plug-ins.

See also:

Importing an image, movie, or sound

To import an image, movie, or sound from another application by dragging and dropping:

To create a link to an image, movie, or sound, rather than placing it on the page:

To import an image, movie, or sound from the Finder or a Windows directory window:

To add an image, movie, or sound to PageMill using the Pasteboard:

To add an image, movie, or sound by cutting and pasting using the Clipboard:

To add an image, movie, or sound using the Place command or button:

To add an image file from an Image window to your PageMill page:

To add a media object (QuickTime movie, PDF file, Shockwave animation, and so on) to aPageMill page:

Determining the download time of pages and objects

As you create your PageMill page, it's helpful to know how much time graphics and other page objects will take to download from a browser. To avoid frustrating readers with lengthy delays as pages download, you can use the Download Statistics command to estimate the download time, and adjust your page design accordingly.

To determine the size and download time of pages and selected objects:

1 In Edit mode, place the insertion point in a page or frame or select an object.

2 Choose Edit > Download Statistics.

The Download Statistics dialog box displays the selected element's file size and estimated transfer time. The Object section shows the estimated download time for a selected object. The Page section shows the estimated download time for the active document plus its linked files. When the active document is a frameset file, the Frameset section shows the download time for the frameset including all its source documents and linked files. The green pie chart represents the first minute of download time. If the download will exceed one minute, PageMill uses a blue pie chart inside the green pie chart.

Download time is based on the modem's average speed. The actual time to transfer information may vary, for example, if the server is busy or if files are being downloaded from a great distance.

3 For kbps, choose the modem speed you expect readers to use.

4 Click OK when you have finished viewing the information.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Maintaining links to imported files

It's important to keep in mind how images link to your Web page, because moving an image or other linked file after you have imported it can break the link:

• Importing a GIF or JPEG file into PageMill creates a link from your Web page to that image wherever it resided when you imported it.

• Importing a PICT file or BMP file copies the file (leaving the original intact), converts the copy to GIF format as *Imagex.gif* (Image1.gif, Image2.gif, etc.), and stores the copy in the PageMill_Resources folder as the link to your Web page. The Web page links to the GIF copy, not to the PICT or BMP original.

Properly setting up the PageMill_Resources folder ensures that all converted and linked images are stored in one place, inside the local root folder of your Web site. Use the Preferences command to set up the folder, before you import any PICT or BMP image files. For more information, see Step 3: Structure your Web site. Keep in mind that renaming the generic Imagex.gif breaks the link to the original file. To relink the file, you must locate the original link and recreate the link using the renamed file.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Locating missing objects

If an icon with a question mark appears where an image or other object should be when you preview a page, the object cannot be found on the disk. An object may be missing if you deleted, moved, or renamed the object on your computer. (See Maintaining links to imported files) The missing-image icon also displays the path of the object it's looking for.

Note: PageMill displays the missing-image icon if a filename contains the invalid "/" character, which is also invalid on the Web. To correct the problem, rename the file and then reimport or relink it to your PageMill page.

To find a missing image:

1 Double-click the missing object icon.

2 Locate the object, and then click OK.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Finding and replacing objects

PageMill lets you search for and replace any object that you can select—including text, images, movies, sounds, and objects such as form controls, buttons, and links.

To search for an object:

1   Select what you want to search for. You can select anything on a Web page—embedded objects such as links or form buttons or controls, text, and so on.

2   Choose Search > Find.

3   In the Find dialog box, drag the selection, or copy and paste the selection into the Find text box. The selection appears in miniature.

4   For Find, choose from the following options:

•   Choose Page Content to search for page objects.

•   Choose Link Address to search for URLs that are underlying the links on the page.

5   For Search Path Scope, choose from the following options:

•   Choose Page to search the entire Web page.

•   Choose Object to limit the search to within tables and form elements.

6   Leave the Deep option selected to search inside of tables and forms; or deselect Deep to skip all occurrences inside tables and forms. (If you're in a table, Deep applies to any nested tables.)

7   Leave the Wrap option selected to continue the search at the beginning of the page or object when you reach its end; deselect Wrap to stop at the end of the page or object.

8   Choose from the following Constraint options to limit the search:

•   Choose Text Case to match the case (upper- or lowercase) of the selection.

•   Choose Text Style to match the typeface style of the selection.

•   Choose Whole Word to match the selection to occurrences as whole words.

•   Choose Object Size to match the size of the original selection.

9   To replace the found selection with something else (text, an image, and so on), enter, drag, or copy and paste the replacement item in the Replace With text box.

10   Click Find. PageMill highlights found text or objects on the page, or displays the URL of found links in the Link Location bar.

11   Choose from the following options to continue the search:

•   Choose Find Next to find the next occurrence of the selection.

•   Choose Replace to replace the found occurrence with the item in the Replace With text box.

•   Choose Replace & Find to replace the found occurrence with the item in the Replace With text box, and then find the next occurrence.

•   Choose Replace All to change all occurrences of the found selection with the item in the Replace With text box.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Making part of an image transparent

You can make parts of a GIF file transparent in PageMill by selecting one color in the image and making it transparent. The transparent areas appear as the browser window's background color (or pattern). If you use a single-image file more than once in your site, all instances of the image use the same transparency settings as the original file.

Because you can specify only one color as transparent for each image in PageMill, avoid anti-aliasing the outside edges of a GIF image. An anti-aliased edge will contain variations of the background color that won't be transparent, creating an unwanted halo against the page color or the background pattern.

You can use an image-editing application to specify multiple colors for transparency—such as Adobe Photoshop 3.0.4 or later and its GIF89a Export module.

GIF files do not lose color information when you apply transparency, so you can change the transparency setting at any time. For example, if you applied transparency to red areas of an image and then later apply transparency to green areas, the original red color information reappears.

To make part of an image transparent:

1   As an option, in an image-editing application, select the part of the image that will remain (not be transparent). Fill all other areas with one color (but not a color used in the parts of the image that you want visible). Save the file.

Note: You can switch to an editing program from within PageMill by adding the application to the Switch To window. See Opening a page in another application.

2   In PageMill, select the image and choose File > Open Selection, or choose File > Open and choose from the image formats. The image appears in an Image window.

3   In the Image window, select the transparency tool , and click the color that you filled with in step 1.

4   Close the Image window and save the file.

To change a transparent area back into an opaque area:

1   In PageMill, hold down Command (Macintosh) or Control (Windows) and double-click the image to open it in the Image window.

2   Select the transparency tool and click the transparent area.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Displaying a text label instead of the image

When readers will be using browsers that cannot display graphics or have optional graphic display, you should include a text replacement for the image. In the Web browser, the text label appears in place of the image.

To add a text label to an image:

1 Select the image.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 Click the Object tab.

4 In the Alternate Label text box, type a label and then press Return or Enter.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Changing the size of an image

You can resize an image visually or by a specific amount, either by pixel dimensions or as a percentage of the height or width of the browser window size. You can maintain the horizontal or vertical proportions of the image as you resize it.

Resizing an image in PageMill always overrides the original image size, even if you later change the image dimensions in another application. To quickly change the dimensions of an image that appears on many pages, do not resize it in Adobe PageMill. Instead, resize the original image in an image-editing application to update all instances of the image at once.

Note: Reducing an image's dimensions in PageMill doesn't make the image download faster because PageMill doesn't resample (reduce the number of pixels in) the images you resize. To make images download faster, resample them in an image-editing application such as Adobe Photoshop and then reimport them into PageMill.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

To resize an image visually:

To resize an image numerically:

To resize an image visually:

1 Select the image.

2 Drag one of the handles on the edge of the image, as follows:

• To resize only horizontally, drag the handle on the right edge.

• To resize only vertically, drag the handle on the bottom edge.

• To resize both dimensions, drag the handle at the bottom right corner.

• To maintain the original image proportions, click the handle, hold down the Shift key, and then drag the bottom right corner handle (you must hold down Shift before you begin dragging).

See also:

Changing the size of an image

To resize an image numerically:

To resize an image numerically:

1 Select the image.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Click the Object tab.

4 In the Width or Height option, choose a unit of measure from the menu:

• Pixels measures dimensions in screen pixels on the page.

• Percent refers to the window size, with 100% width or height equaling the window's width or height. The image automatically resizes in proportion to the size of the browser window that displays it. Proportional resizing is useful, for example, for displaying a banner image at the full width of a browser window.

5 Specify new dimensions using one of the following options. You can move between fields by pressing Tab:

• To change the vertical dimension, deselect the Scale to Width option, and then type a value in the Height option.

• To change the horizontal dimension, deselect the Scale to Height option, and then type a value in the Width option.

• To reset the image to its original size, select Scale to Height and Scale to Width.

6 Press Return or Enter.

See also:

Changing the size of an image

To resize an image visually:

Aligning an image with text

If you position an image within a line of text and the image is taller than the text, the image will increase the line spacing in that line of text. You can align the top, center, bottom, right, or left side of the image with the text. PageMill also supports wrapping text around an image.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

To align an image with text:

To create a text wrap:

To align an image with text:

1 Select the image.

2 Click the Top Align Object [icon], Middle Align Object [icon], Bottom Align Object [icon], Left Align Object [icon], or Right Align Object [icon] button in the toolbar.

See also:

Aligning an image with text

To create a text wrap:

To create a text wrap:

1   Select the image

2   Click the Left Align Object button ▣≡ or the Right Align Object
≡▣ to wrap multiple lines of text around the image.

3   To end the text wrap, choose Edit > Insert Invisibles > Margin Break to insert a margin break character
↵. The margin break inserts a line break that extends down below the image and resets the insertion
point at the current left margin.

See also:

Aligning an image with text

To align an image with text:

Adding a border to an image

You can add a border to an image. A border always surrounds the rectangular boundaries of an image, regardless of the image's shape.

Most browsers display a two-pixel border around a linked image and no border around unlinked images. Keep this convention in mind when using borders with linked and unlinked images:

• If you add a border to an unlinked image and you don't want the border to look like a link border, specify a border width other than two pixels.

• If you remove a border from a linked image, design the image so that a reader can tell that it is a link.

To add or remove an image border:

1 Select the image.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Object panel, type a number into the Border option, or type **0** to remove an existing border. (If you leave this option blank, the browser determines if a border will appear around the image.)

4 Press Return or Enter.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Creating an interlaced image

Interlacing prevents the undesirable display of empty areas of a page while large images are downloading by gradually revealing a GIF file. Web browsers that do not support interlacing can still display interlaced GIFs, but without the interlacing effect.

You can't preview the interlaced effect in Adobe PageMill. To see the interlacing, you must load the page in a Web browser that supports interlaced GIF files.

To create an interlaced image:

1 Hold down Command (Macintosh) or Control (Windows) and double-click a GIF image on a page.

2 In the Image window, click the interlace icon (Windows) (Macintosh).

3 Close the Image window and save the file. Interlacing affects all instances of the image that appear in the Web page.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Using an image as a page background

You can use an image as the background pattern for a page. When a Web browser that supports Netscape backgrounds displays the page, the browser will tile, or repeat, the pattern behind the text and graphics on the page. You can use any image that PageMill can import. For more information, see Image and animation file formats.

A background image can detract from the effectiveness of a page if used improperly. Here are some considerations for creating an effective background:

•   Don't use an animated GIF file as a tiled background image. Browsers cannot run the animation sequence when the animated GIF is tiled as a background, and depending on the browser used, only the first or last frame of the image appears.

•   Minimize the level of contrast and color saturation in the background image. An intensely colored or visually busy background can make the page text difficult to read.

•   Use a small image so that it downloads quickly.

•   Avoid using transparency in background images, because the Macintosh Netscape 2.0 browser cannot display them.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

To add a page background using the Inspector palette:

To add a page background using the page icon:

To remove a background image:

To add a page background using the Inspector palette:

1   To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

2   Click the Page tab. The Background Image well is in the Page panel.

3   Choose from the following options:

•   In the Page panel, click the page icon (Macintosh) or the File button (Windows) below the Background Well, and locate and open a file.

•   Drag a file from the Finder or Windows directory window into the Background well.

•   Select and drag an image from an open PageMill page into the Background Image well or drag an image from another application.

See also:

Using an image as a page background

To add a page background using the page icon:

To remove a background image:

To add a page background using the page icon:

1   Locate the image file or open the image in its own application.

2   Drag the file from the Finder, Windows directory window, or open document over the page icon on the PageMill page.

See also:

[Using an image as a page background](#)

[To add a page background using the Inspector palette:](#)

[To remove a background image:](#)

To remove a background image:

1 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

2 Click the Page tab.

3 Click the trash can icon (Macintosh) or the Clear button (Windows) below the Background Image well.

See also:

Using an image as a page background

To add a page background using the Inspector palette:

To add a page background using the page icon:

Adding horizontal rules

Horizontal rules are a useful option for dividing your Web page into sections. You can change the size (thickness) and width of a horizontal rule visually or numerically. Width specifies how far the rule extends across the page as a percentage of the page width or as pixels.

To add a horizontal rule:

1   Click where you want to insert the rule.

2   Click the Insert Horizontal Rule button ▭ on the toolbar.

To make a horizontal rule unshaded:

1   Select the rule.

2   To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3   In the Object tab, select the No Shade option.

To change the dimensions of a rule visually:

1   Select the rule you want to edit.

2   Drag one of the handles on the edge of the rule, as follows:
•   To resize the horizontal dimension only, drag the handle on the right edge.
•   To resize the vertical dimension only, drag the handle on the bottom edge.
•   To resize both dimensions freely, drag the handle on the bottom right corner.
•   To resize while keeping the most recent proportions of the rule, hold down the Shift key as you drag the bottom right corner handle.

To change the dimensions of a rule numerically:

1   Select the rule you want to edit.

2   To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3   In the Object tab, choose from the following resize options:
•   To change the width, choose a Width option: Choose Percentage and enter a percentage to specify how far the rule extends across the default page; or choose Pixels and enter the width in pixels.
•   To change the size, enter a value in the Size text box in pixels to specify the rule's thickness.

4   Press Return or Enter.

See also:

Adding Images, Movies, Sounds, and Plug-in Objects

Creating Links

See the following topics:

[About URLs](#)

[Creating a link](#)

[Testing a link](#)

[Selecting and moving links](#)

[Finding and replacing links](#)

[Creating an anchor](#)

[Removing a link](#)

[Keeping frequently used links handy](#)

About URLs

Every link uses a URL, or Uniform Resource Locator, to find its destination. A URL is similar to the directory paths used in operating systems such as MS-DOS or UNIX, and includes the appropriate protocol required by the link. (For more information about structure of a URL, see Using Web addresses.) For example, a Web page could have a URL such as:

http://www.company.com/departments/sales/western.html

URLs are either absolute or relative:

•   An absolute URL gives the complete pathname from the root of the server to the name of the page to be linked. An absolute URL won't work if you move the file to another directory or server, because the URL no longer matches the directory names in the path. For example:

http://www.company.com/departments/sales/western.html

•   A relative URL describes the location of the linked page relative to the current page. In the following example, the two periods tell the browser that the file is located in the folder above the folder containing the current page. If you move a file referenced by a relative URL to another directory or server, the link continues to work as long as the file exists one directory up in the hierarchy.

../listformats.html

Important: If you must move a site between your computer and the Web server, relative URLs are more likely to preserve the links on both machines.

As long as PageMill supports the URL type, you can link to other URL types supported by World Wide Web browsers, such as ftp, gopher, and mailto. For example, to let readers of your page send you messages through e-mail, you can use the mailto URL type to link to an e-mail address.

PageMill supports the following URL protocols:
•   file://   Opens a file on a mounted volume
•   http://   Opens a World Wide Web page
•   ftp://   Connects to a server using the file transfer protocol
•   gopher:// Connects to a Gopher server
•   telnet://   Connects to a server using Telnet
•   news: Connects to a Usenet newsgroup
•   mailto: Sends an electronic mail message
•   snews: Opens a secure newsgroup connection
•   shttp://   Opens a secure World Wide Web connection

The specific use of URLs is outside the scope of this guide.

See also:

Creating Links

Creating a link

To create links in PageMill, you select the text or object that will be the link and then you specify the URL for the link destination. When a reader clicks on a link, they jump to the destination. This destination can be somewhere in the same page, somewhere in another HTML file, a graphic, movie, or other media object, another page on the Web, or another Internet service such as mailto. Having the correct URL address is critical to making the link work. Each link's protocol must match the type of link that you're creating. For more information, see on About URLs.

A link to a page leads to the top of a page. (To link to a location elsewhere on a page, create an anchor first, and then link to the anchor. For more information, see Creating an anchor.)

See also:

Creating Links

Creating a link to a PageMill or Netscape browser page

To create a link to a PageMill or Netscape page:

Creating a link to an image or other object

To link to an image or object without inserting it on the page:

Creating a link to remote web sites or other resources

Using local aliases

Creating a link to a PDF file

Creating a link to a PageMill or Netscape browser page

You can create a link in PageMill by dragging and dropping, by copying and pasting, by using the Place command, or by typing.

See also:

[Creating a link](#)

[To create a link to a PageMill or Netscape page:](#)

[Creating a link to an image or other object](#)

[To link to an image or object without inserting it on the page:](#)

[Creating a link to remote web sites or other resources](#)

[Using local aliases](#)

[Creating a link to a PDF file](#)

To create a link to a PageMill or Netscape page:

1 Open the page where you will create the link.

2 Select the text, image, or object that will be the link.

3 Choose from the following options:

• Open a PageMill destination page and drag the page icon and drop it onto the selection. (You must have saved a PageMill document before its page icon is available.)

• Drag a file icon from the Macintosh Finder or Windows directory window over the selected text.

PageMill creates a relative link when you link pages by dragging and dropping. You don't need to enter a URL.

• Drag linked text from the Pasteboard onto a page. (For more information, see Keeping frequently used links handy.)

• Drag linked text from a Netscape page or from the Netscape Bookmarks Window over the selected text. You can also drag links from Netscape into the Link Location bar.

• Click the Link Location bar at the bottom of the PageMill window, and type the URL of the destination page, then press Return or Enter. This is the only way to link to remote sites or resources.

• Choose File > Place. Select the file that you want to link to, and click Link To. (To link to a remote site, see Creating a link to remote web sites or other resources.)

Note: When you create links to files, be sure that you also store the files in your Web site folder before you upload your site. For more information, see Step 3: Structure your Web site.

See also:

Creating a link

Creating a link to a PageMill or Netscape browser page

Creating a link to an image or other object

To link to an image or object without inserting it on the page:

Creating a link to remote web sites or other resources

Using local aliases

Creating a link to a PDF file

Creating a link to an image or other object

You can create a link to an image or other object without placing the object on the page. The link address appears instead of the object itself.

See also:

[Creating a link](#)

[Creating a link to a PageMill or Netscape browser page](#)

[To create a link to a PageMill or Netscape page:](#)

[To link to an image or object without inserting it on the page:](#)

[Creating a link to remote web sites or other resources](#)

[Using local aliases](#)

[Creating a link to a PDF file](#)

To link to an image or object without inserting it on the page:

Hold down Command (Macintosh) or Alt (Windows), and drag the image file icon onto a page or choose File > Place, select the file, and click Link To. (For more information about placing images and objects, see Adding Images, Movies, Sounds, and Plug-in Objects.

See also:

Creating a link

Creating a link to a PageMill or Netscape browser page

To create a link to a PageMill or Netscape page:

Creating a link to an image or other object

Creating a link to remote web sites or other resources

Using local aliases

Creating a link to a PDF file

Creating a link to remote Web sites or other resources

When you're creating links to remote Web sites or other Internet resources, you enter the URL by typing.

1 Select the text or image that you want to become a link.

2 Do one of the following:

• Click the Link Location bar at the bottom of the PageMill window, and type the URL of the destination, then press Return or Enter.

Note: If you type the first letter of the URL protocol, and then press the Tab key, PageMill enters the rest of the URL protocol for you. (For example, to enter http:, type **h** and press Tab. PageMill enters ttp: and you can type the rest of the URL.) Use the same shortcut to enter the domain, by typing its first letter and pressing Tab to have PageMill fill in the rest (for example, .edu, .com, .net, and so on).

• Choose File > Place. Select the Remote URL option and enter the URL of the file you will link to. Click Link To. The linked URL appears on the PageMill page.

See also:

Creating a link

Creating a link to a PageMill or Netscape browser page

To create a link to a PageMill or Netscape page:

Creating a link to an image or other object

To link to an image or object without inserting it on the page:

Using local aliases

Creating a link to a PDF file

Using local aliases

When you're linking to resources outside of your root folder, you can create a local alias for the file or directory. You create a local alias when your site contains links that you reference using absolute paths. For example, you might create a local alias for a globally referenced resource (one stored elsewhere on the Web) or for a clip art file that resides in your company's Web site, but that you want to reference in your own page. Using a local alias prevents broken links when you upload your site to the Web server.

You create this local alias in the same way as you do local aliases for server-side image maps. (See [Setting local aliases for a server-side image map](#).)

See also:

[Creating a link](#)

[Creating a link to a PageMill or Netscape browser page](#)

[To create a link to a PageMill or Netscape page:](#)

[Creating a link to an image or other object](#)

[To link to an image or object without inserting it on the page:](#)

[Creating a link to remote web sites or other resources](#)

[Creating a link to a PDF file](#)

Creating a link to a PDF file

To use PDF files in PageMill, you must have the Adobe Acrobat 3.0 plug-in installed in your Browser Plug-ins folder. (See About file formats and plug-ins.)

Once the plug-in is installed, whenever you drag or place a PDF file on a page, a thumbnail of the first page of the document appears. This thumbnail is just like any other PageMill image. If you want the reader to be able to see the contents of the PDF file, you must create a link to the file. You can create a text link, or you can link the thumbnail to the PDF file. When clicked in the browser, the text or thumbnail opens the PDF file to fill the current window.

If you include PDF files, also include a link to the free Adobe Acrobat Reader so the reader can view the PDF file. You can use the Reader on the Macintosh, Windows, MS-DOS, and some UNIX systems. For more information, see the Adobe home page at *http://www.adobe.com*.

To create a text link to a PDF file:

Hold down Command (Macintosh) or Alt (Windows) as you drag the PDF file icon into the page. The linked URL appears on the page.

To create a link from the thumbnail to a PDF file:

1 Drag and drop the PDF file icon onto the PageMill page.

2 Select the PDF thumbnail.

3 If necessary, choose Windows > Show Inspector (Macintosh) or View > Show Inspector (Windows) and click the Object tab.

4 In the left column, type **HREF**, and in the right column type the URL of the PDF file.

See also:

Creating a link

Creating a link to a PageMill or Netscape browser page

To create a link to a PageMill or Netscape page:

Creating a link to an image or other object

To link to an image or object without inserting it on the page:

Creating a link to remote web sites or other resources

Using local aliases

Testing a link

PageMill allows you to test local links in Preview mode and remote links in a Netscape-compatible browser. You must use the Preferences command to set the browser you want to use before testing remote links. You must also be connected to the Internet to test remote links.

See also:

Creating Links

To test a local link:

To test a remote link:

To view the URL for a link:

To test a local link:

1   Make sure that any pages or images files containing links are stored in your Web site folder.

2   If the page is not in Preview mode, click the pen-and-paper icon in the upper right corner.

3   Click the link.

See also:

Testing a link

To test a remote link:

To view the URL for a link:

To test a remote link:

1 Choose Edit > Preferences, and click General.

2 Do one of the following:

• (Macintosh) In the Browsing section, choose Select Browser from the Remote Links menu and select the browser you wish to use.

• (Windows) In the Open Remote Links using text box, enter the name and path to the browser application or click the Browse button to locate the application.

3 Click Open, then click OK to return to PageMill.

4 If the page is not in Preview mode, click the pen-and-paper icon in the upper right corner.

5 Click the link.

See also:

Testing a link

To test a local link:

To view the URL for a link:

To view the URL for a link:

1   Do one of the following options:

• In Preview mode, move the pointer over the link.

• In Edit mode, triple-click the link.

2   View the URL in the Link Location bar.

See also:

Testing a link

To test a local link:

To test a remote link:

Selecting and moving links

When you move text or an image that functions as a link, the link goes with the text or image.

To select all text connected by the same link:

Triple-click the linked text.

To move linked text or a linked image:

1   Select the linked text or a linked image.

2   Do one of the following:

• Drag the link to another location on the same page, or to another page.

• Choose Edit > Copy. Click where you want to add a link, and choose Edit > Paste.

See also:

Creating Links

Finding and replacing links

You can use the PageMill search and replace feature to search for link addresses in your document. This can be very valuable, for example, when you change servers or rearrange the structure of your Web site.

To search for a link address:

1   Choose Search > Find.

2   In the Find dialog box, drag the link address, or copy and paste the address into the Find text box.

3   Choose Link Address to search for the URLs.

4   Set the other search options, then replace the links. See Finding and replacing objects for information on using these options.

See also:

Creating Links

Creating an anchor

By default, links to Web pages always link to the top of the destination page. If you want to create a link to a place other than the top of the page, you need to create a destination in the page. These destinations are called anchors. Anchors help readers navigate through long pages. For example, a table of contents or a navigation bar at the top of the page can list topics that link to anchors attached to headings throughout the page.

PageMill names anchors as *Anchorxxx* using randomly generated numbers. You can change the name of an anchor using the Inspector palette. The change affects only the page—not links to that anchor on other pages.

See also:

Creating Links

To create an anchor:

To rename an anchor:

To link to an anchor:

To link to an anchor when both the link text and anchor are not visible:

To hide anchor icons:

To link to an anchor on the same page without moving the anchor:

To create an anchor:

1   Save your page with a .html or .htm file extension.

2   If the page is not in Edit mode, click the globe icon in the upper right corner of the page.

3   Open the destination page where you want to create an anchor. If necessary, scroll to the part of the page where you want the new anchor.

4   Do one of the following:

•   Drag the page icon from the top of the page to where you want to place the anchor.

•   Click to the left of the text or object where you want to place the anchor, and choose Edit > Insert Invisible > Anchor.

Note: Anchors are always hidden in Preview mode and always visible in Edit mode (unless Edit > Hide Invisibles is chosen).

See also:

Creating an anchor

To rename an anchor:

To link to an anchor:

To link to an anchor when both the link text and anchor are not visible:

To hide anchor icons:

To link to an anchor on the same page without moving the anchor:

To rename an anchor:

1 Select the anchor.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Click the Object tab.

4 Type a new name for the anchor. Use only alphanumeric characters and do not use spaces in anchor names.

Note: Remember to change an anchor name before making links to the anchor. Changing the name after linking to the anchor breaks all links to the old anchor name.

See also:

Creating an anchor

To create an anchor:

To link to an anchor:

To link to an anchor when both the link text and anchor are not visible:

To hide anchor icons:

To link to an anchor on the same page without moving the anchor:

To link to an anchor:

1 Select the text or object that will link to the anchor.

2 Scroll to the anchor, or open the page containing the anchor.

3 Drag the anchor icon onto the selected text or selected object.

See also:

[Creating an anchor](#)

[To create an anchor:](#)

[To rename an anchor:](#)

[To link to an anchor when both the link text and anchor are not visible:](#)

[To hide anchor icons:](#)

[To link to an anchor on the same page without moving the anchor:](#)

To link to an anchor when both the link text and anchor are not visible:

1 Insert the anchor next to the text or object it will link to.

2 Select the text or object that will be the link and then drag and drop the anchor onto the text or object.

3 Choose Edit > Cut, move to the location outside of the current page, and then choose Edit > Paste to place the anchor in its final location.

See also:

Creating an anchor

To create an anchor:

To rename an anchor:

To link to an anchor:

To hide anchor icons:

To link to an anchor on the same page without moving the anchor:

To hide anchor icons:

Choose Edit > Hide Invisibles.

See also:

To link to an anchor on the same page without moving the anchor:

Hold down Command (Macintosh) or Alt (Windows), and drag the anchor icon to another location on the page. The anchor name appears.

See also:

[Creating an anchor](#)

[To create an anchor:](#)

[To rename an anchor:](#)

[To link to an anchor:](#)

[To link to an anchor when both the link text and anchor are not visible:](#)

[To hide anchor icons:](#)

Removing a link

Removing a link from text returns the text to its normal text color. Removing a link from an image discards the border indicating a link.

To remove a link:

1   Click to select the linked text or a linked image.

2   Choose Edit > Remove Link.

See also:

Creating Links

Keeping frequently used links handy

PageMill has several ways to keep frequently used links available so that you can just drag them onto the pages you create:

• Create a Web page containing frequently used links so that you can copy links from the file. Store the page on your computer and keep it open as you build a page.

• If you are using Netscape Navigator, copy links from the Netscape Bookmarks file by opening the Bookmarks.html file. Drag the links from the file onto the PageMill page.

💡 Store frequently used links on the Pasteboard. For example, if you keep a navigation bar on the Pasteboard, you can easily insert it in your Web pages as needed, instead of recreating each link in the navigation bar. To copy rather than remove something from the Pasteboard, hold down Option (Macintosh) or Ctrl (Windows) as you drag.

See also:

Creating Links

Creating Image Maps

Image maps are single images that contain multiple links. Clicking different parts of the image, called hotspots, activates different links and moves the reader to different locations.

See also:

[About image maps](#)

[Creating a client-side image map](#)

[Editing a client-side image map](#)

[Testing a client-side image map](#)

[Creating a server-side image map](#)

[Setting format preferences for a server-side image map](#)

[Setting local aliases for a server-side image map](#)

[Editing a server-side image map](#)

[Creating a default link](#)

[Marking the image as a server-side image map](#)

[Specifying the location of the server-side image map](#)

[Testing a server-side image map](#)

About image maps

Adobe PageMill lets you create two types of image maps: client-side image maps and server-side image maps. The image maps differ in the location of the image map files and the speed with which the linked page appears.

See also:

[Creating Image Maps](#)

[Client-side image maps](#)

[Server-side image maps](#)

Client-side image maps

Store the hotspot coordinates and links directly within the HTML page, not in a separate map-definition file as do server-side maps. Thus, it's faster to display linked pages and you can test links for a client-side map without uploading to the Web server. When the reader passes the pointer over a hotspot, the client-side map shows its exact address. When the reader clicks a hotspot, the browser sends the server a URL. The server contacts the Web server storing the page and sends the page back to the browser.

See also:

About image maps

Server-side image maps

Server-side image maps

Require two files: an HTML file containing the image and a separate map-definition file for the link. This image map file is stored on the Web server. When the reader passes the pointer over a hotspot, the coordinate numbers of the image map appear. When the reader clicks a hotspot, the browser sends the click coordinates to the server, the server looks up the coordinates in the map file, then sends the URL back to the browser. The browser then sends a request for that URL back to the server, the server contacts the Web server storing the linked page, and finally the server sends the correct page back to the browser. Not only is this communication time-consuming, but maintaining the correct server-side files can be confusing. Server-side maps are slower and more difficult to manage than client-side image maps.

The following procedure explains how to create a client-side image map. For the steps required to create a server-side image map, see Creating a server-side image map.

See also:

About image maps

Client-side image maps

Creating a client-side image map

Creating a client-side image map requires three steps:

- Select the GIF or JPEG file on the PageMill page.
- Edit the image map by drawing the hotspots and creating links to them. (If the image map is used within a frameset, target the linked hotspots.)
- Test the links.

See also:

Creating Image Maps

Editing a client-side image map

You can use any GIF or JPEG file to create a client-side image map. You edit client-side image maps in the PageMill window. Editing a client-side image map is called in-line or in-place editing because it's done within the page.

See also:

[Creating Image Maps](#)

[To activate an image for a client-side image map:](#)

[Adding hotspots to a client-side image map](#)

[Editing hotspots in a client-side image map](#)

[Layering hotspots in a client-side image map](#)

[Displaying links in a client-side image map](#)

To activate an image for a client-side image map:

1 If you are not in Edit mode, click the globe icon in the upper right corner.

2 Do one of the following:

• Double-click the image. A border appears around the selected image, and the drawing tools appear in the second line of the toolbar.

• Hold down Command (Macintosh) or Control (Windows) and double-click the image to open it in the Image window.

See also:

[Editing a client-side image map](#)

[Adding hotspots to a client-side image map](#)

[Editing hotspots in a client-side image map](#)

[Layering hotspots in a client-side image map](#)

[Displaying links in a client-side image map](#)

Adding hotspots to a client-side image map

You add hotspots to an image map using the drawing tools in the toolbar.

To add hotspots:

1 Select a rectangle, circle, or polygon tool from the toolbar.

2 Drag the tool over the image to draw a shape. PageMill numbers each hotspot as you draw it, with lower numbered hotspots in front.

3 Create the links for the hotspots.

4 Choose File > Save Page.

See also:

Editing a client-side image map

To activate an image for a client-side image map:

Editing hotspots in a client-side image map

Layering hotspots in a client-side image map

Displaying links in a client-side image map

Editing hotspots in a client-side image map

You can edit the hotspots you create by selecting them and then moving or resizing them, or changing their colors to make them more visible.

To edit a hotspot:

1 Double-click the image to select the image map.

2 Click the Selector tool ⬚, then click a hotspot. Handles appear around the hotspot.

3 Choose from the following options:

- To move a hotspot, drag the hotspot. Be careful not to drag the hotspot by its handles.
- To resize a hotspot, drag any of its handles.

Note: When moving or resizing hotspots, be sure the hotspot fits inside the image dimensions.

- To change the color of all hotspots, click the hotspot color tool ⬚ and select a color.

Note: Because the hotspot does not appear in the browser, it's important to make the clickable area obvious to the reader when designing an image for image maps.

- To delete a hotspot, choose Edit > Clear, or press Delete (Macintosh) or Backspace (Windows).

See also:

Editing a client-side image map

To activate an image for a client-side image map:

Adding hotspots to a client-side image map

Layering hotspots in a client-side image map

Displaying links in a client-side image map

Layering hotspots in a client-side image map

You can layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To change the layering order of hotspots:

1 Select the hotspot.

2 Click the Shuffle Hotspot tool ⬚, and choose an option from the menu:

• Bring To Front moves the selected shape to the top layer.

• Send To Back moves the selected shape to the bottom layer.

• Shuffle Forward moves the selected shape forward one layer.

• Shuffle Back moves the selected shape back one layer.

See also:

Editing a client-side image map

To activate an image for a client-side image map:

Adding hotspots to a client-side image map

Editing hotspots in a client-side image map

Displaying links in a client-side image map

Displaying links in a client-side image map

Once you've added a hotspot, you must link it to a destination. Linking a hotspot to another page or URL is just like linking text or images. (For more information, see Creating a link.) Be sure to save the file after you've linked the hotspots.

When you add a link, select a hotspot, or drag a link onto a hotspot, the filename of the link appears over the hotspot and the link URL appears in the Link Location bar. If the document has a title, the title appears in place of the filename.

To turn off link display:

Click the checkbox next to the Show Hotspot Label button Windows).

See also:

Editing a client-side image map

To activate an image for a client-side image map:

Adding hotspots to a client-side image map

Editing hotspots in a client-side image map

Layering hotspots in a client-side image map

Testing a client-side image map

• To test a client-side image map, switch the page to Preview mode and click the hotspot. You can also preview client-side maps from the hard drive in the browser that supports them. If the client-side image map does not work as expected, make sure you have not resized the image after adding the hotspots. If you need to resize an image used as an image map, resize in an image-editing program such as Adobe Photoshop before you create the image map. If you resize in PageMill, the hotspot coordinates will be incorrect.

See also:

[Creating Image Maps](#)

Creating a server-side image map

Creating a a server-side image map requires seven steps:

•   Use the Preferences command to set the map format, line break format, and suffix preferences and to set local aliases.

•   Open the GIF or JPEG file that you're using as an image map in the Image window.

•   Edit the image map by drawing the hotspots and creating links to them.

•   Create a link to a default page or errors page.

•   In the Inspector palette, click the Object tab and mark the image as an image map.

•   Test the links.

See also:

Creating Image Maps

Setting format preferences for a server-side image map

Setting up a server-side image map is more complicated than setting up a client-side image map. Links to server-side image maps may depend on a Common Gateway Interface (CGI) script that is closely tied to the type of server that publishes your Web site. (CGI is a language that allows communication between a Web browser and a Web server, such as a query to a database by a Web page. The proper use of CGI is outside the scope of this guide, but many sources for CGI information exist on the World Wide Web; or consult your Webmaster.)

When you set up an image as a server-side map, Adobe PageMill creates an image map file that describes the links to the file (the hotspots) you created. The image map file must contain the Web server locations of link destinations. You can use only one image map file per image; however, you can use an image and image map file more than once in a site or in a page.

To create a server-side image map file, you must first obtain this information (available from your Internet Service Provider [ISP]):

• The server platform
• The Web site map format, NCSA or CERN
• The location of your site's root folder on the Web server (Remote Root Directory)
• How to link the image to the image map file and script (often called the AHREF to the map file)

See also:

Creating Image Maps

To specify the map format preferences:

To specify the line breaks and suffix preferences:

To specify the map format preferences:

1   Choose Edit > Preferences, and click Resources.

2   Choose a server type from the Map Format menu, as specified by your ISP: either NCSA or CERN. The map format controls how the shape, coordinate, and link information is specified in the map file.

3   Click OK.

See also:

Setting format preferences for a server-side image map

To specify the line breaks and suffix preferences:

To specify the line breaks and suffix preferences:

1 Choose Edit > Preferences, and click Page.

2 In the File Format section, use the Line Breaks menu to select the Web server platform (not the platform on which you are creating Web pages): Macintosh, UNIX, or DOS.

3 Choose a suffix that matches the server platform:

• .html can be used for all platforms except DOS.

• .htm can be used for all servers with the exception of some UNIX servers (some UNIX servers prefer .html).

4 Click OK.

See also:

Setting format preferences for a server-side image map

To specify the map format preferences:

Setting local aliases for a server-side image map

A local alias provides the information PageMill needs to create the server-side image map file correctly. The local alias identifies the *remote root directory* (the URL to the Web site's home page, minus the filename of the home page) and the *local root folder* (the site folder on the local hard drive that contains the site's main home page and all linked files, images, and subfolders for that site).

To set up a local alias:

1   Choose Edit > Preferences, and click Server.

2   Next to the globe icon (Macintosh) or in the URL text box (Windows), enter the absolute URL to the top level of your site on the Web server, ending with a slash. For example, *http://www.earthandware.com/*.

3   Enter the name of the local root folder by doing one of the following:

•   On a Macintosh, click the folder icon under the globe and select the top level of your local root folder; open the folder and click In Here. PageMill fills in the local root folder name in the dialog box.

•   In Windows, click the Browse button next to the Local Root Folder text box to locate the site folder on your hard disk; click OK. PageMill fills in the local root folder name in the dialog box.

The above example tells PageMill to use http://www.earthandware.com/ for all image maps that you create inside the EarthAndWare folder. When PageMill writes out a map file, it will place http://www.earthandware.com/ in front of links to other files in the local hard disk folder.

Macintosh Note: If you configured a remote alias in PageMill 1.0, the configuration will automatically be converted the first time you start PageMill 2.0.

PageMill 2.0 supports setting server-side map preferences for multiple sites. If you are working on image maps for more than one site, set up server-side map preferences for each site. PageMill will use the correct remote root directory for all image maps in the corresponding local root folder.

To enter multiple local aliases:

Enter the first alias. Space for the second entry appears automatically.

See also:

Creating Image Maps

Editing a server-side image map

You can use any GIF or JPEG file to create a server-side image map. Editing a server-side image map is called out-of-place editing, and is done in an Image window.

See also:

Creating Image Maps

To open an image for a server-side image map:

Adding hotspots to a server-side image map

Editing hotspots in a server-side image map

Layering hotspots in a server-side image map

Displaying links in a server-side image map

To open an image for a server-side image map:

1 Open the page containing the image.

2 Do one of the following:

• Select the image and choose File > Open Selection.

• Hold down Command (Macintosh) or Ctrl (Windows) and double-click to display the image in an Image window.

See also:

[Editing a server-side image map](#)

[Adding hotspots to a server-side image map](#)

[Editing hotspots in a server-side image map](#)

[Layering hotspots in a server-side image map](#)

[Displaying links in a server-side image map](#)

Adding hotspots to a server-side image map

You add hotspots to an image map using the drawing tools in the Image window.

To add hotspots:

1 Select a rectangle, circle, or polygon tool ⬜,

⬭,

◿.

2 Drag the tool over the image to draw a shape. PageMill numbers each hotspot as you draw it, with lower-numbered hotspots in front.

3 Click to close the Image window. When prompted, save the changes.

PageMill saves the new file containing the hotspot data in the same folder as the image, and names the data file the same as the image plus the extension .map. (For example, the image map for Sun.gif would be Sun.map.) The hotspot data contains the shape of the hotspot, the link path to the linked file, and the coordinates for the position of the hotspot.

Important: Be sure you don't scale the graphic after adding hotspots. Scaling changes theimage size but does not change the hotspot coordinates, so the hotspots will not appear in the correct location.

See also:

Editing a server-side image map

To open an image for a server-side image map:

Editing hotspots in a server-side image map

Layering hotspots in a server-side image map

Displaying links in a server-side image map

Editing hotspots in a server-side image map

You can edit the hotspots you create by selecting them and then moving or resizing them, or changing their colors to make them more visible. You can also layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To edit a hotspot:

1 In the Image Window, click the Selector tool , and click a hotspot to select it. Handles appear around the hotspot.

2 Choose from the following options:

- To move a hotspot, drag the hotspot. Be careful not to drag the hotspot by its handles.

- To resize a hotspot, drag any of its handles.

Note: When moving or resizing hotspots, be sure the hotspot fits inside the image dimensions.

- To change the color of a hotspot, click the hotspot color tool and select a color.

Note: Because the hotspot does not appear in the browser, it's important to make the clickable area obvious to the reader when designing an image for image maps.

- To delete a hotspot, choose Edit > Clear, or press Delete (Macintosh) or Backspace (Windows).

See also:

Editing a server-side image map

To open an image for a server-side image map:

Adding hotspots to a server-side image map

Layering hotspots in a server-side image map

Displaying links in a server-side image map

Layering hotspots in a server-side image map

You can layer overlapping hotspots to change the order in which they are activated (frontmost first, with lower numbers in front of higher numbers). You can move a hotspot forward or backward in the layer order.

To change the layering order of hotspots:

1   In the Image Window, select the hotspot.

2   Click the Shuffle Hotspot tool ⬚, and choose an option from the menu:

• Bring To Front moves the selected shape to the top layer.
• Send To Back moves the selected shape to the bottom layer.
• Shuffle Forward moves the selected shape forward one layer.
• Shuffle Back moves the selected shape back one layer.

See also:

Editing a server-side image map

To open an image for a server-side image map:

Adding hotspots to a server-side image map

Editing hotspots in a server-side image map

Displaying links in a server-side image map

Displaying links in a server-side image map

Once you've added a hotspot, you must link it to a destination. Linking a hotspot to another page or URL is just like linking text or images.(For more information, see Creating a link.)

When you're typing in a link, you enter the URL in the Link Location bar at the bottom of the Image window, then press Return or Enter.

To add links select a hotspot or drag a link onto a hotspot; the filename of the link appears over the hotspot and the link URL appears in the Link Location bar.

To turn off link display:

Click the checkbox next to the Show Hotspot Label button (Windows) in the toolbar.

See also:

Editing a server-side image map

To open an image for a server-side image map:

Adding hotspots to a server-side image map

Editing hotspots in a server-side image map

Layering hotspots in a server-side image map

Creating a default link

A default link is used when someone clicks on an area of the image that is not covered by a hotspot. Generally you link it to a page that says something like "Sorry, try again," or you can just link it to the HTML page containing the image map image so that the page simply reloads in the browser.

Note: It's a good idea to specify a default link, because some image map servers or scripts won't work unless you do. Ask your ISP if your image map script requires a default link.

To create a default link:

Do one of the following:

• Drag a page icon onto the image.
• Drag an anchor icon onto the image.
• Type a URL into the Link Location bar at the bottom of the page or image window, and then press Return or Enter.

See also:

Creating Image Maps

Marking the image as a server-side image map

Before you can test the hotspot links for a server-side image map, you must mark the image as an image map.

To mark the image as an image map:

1 Click the image to select it.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Click the Object tab.

4 In the Object panel, click the Behavior Map button at the bottom of the panel.

See also:

Creating Image Maps

Specifying the location of the server-side image map

To implement the links to the server-side image map, you must specify where the CGI script and the image map data file will be stored on the server, with a pathname specific to the server.

To enter the image map location:

1 Select the image in the PageMill window.

2 Type the pathname of the image map in the Link Location bar at the bottom of the page. For more information, see Using relative or absolute pathnames to image map files and Using pathnames to image map files that refer to the CGI script .

See also:

Creating Image Maps

Using relative or absolute pathnames to image map files

Using pathnames to image map files that refer to the CGI script

Using relative or absolute pathnames to image map files

If you are using a Netscape server, such as Netsite™, use either a relative or absolute path from your HTML document to the image map file. For example, if the HTML file is in the same folder as an Images folder, and the Images folder contains the map file, type this relative pathname in the Link Location bar.

images/image.map

where image.map is the name of the map file associated with the image.

You could also type the full URL to the map file (http://www.company.com/~username/images/image.map) or the absolute path from the root of the server to the map file (/~username/images/image.map) in the Link Location bar.

See also:

Specifying the location of the server-side image map

Using pathnames to image map files that refer to the CGI script

Using pathnames to image map files that refer to the CGI script

If you are using an NCSA server, depending on the server software your Web server uses, you may have to specify the directory containing the CGI script and the script name. Then specify the path to the image map data file. For more information, consult your ISP. For example, in the Link Location bar, type:

/cgi-bin/imagemap/~username/images/image.map

where /cgi-bin/imagemap is the path from the root of the Web server to the image map script called imagemap, and /~username/images/image.map is the path from the root of the Web server to the map file for this particular image map.

(For more information about image maps, telephone the Adobe automated fax-back service at 206-628-5737, and request FaxYI 201325.)

See also:

Specifying the location of the server-side image map

Using relative or absolute pathnames to image map files

Testing a server-side image map

To make sure that an image map's hotspots work as expected, test the map. To test a server-side map, upload your site to a Web server and then test the image map in your browser. If the server-side image map does not work, check to make sure that you:

•   Specified the correct root folder location, if necessary, and server type in the Preferences dialog box. For more information, see Setting format preferences for a server-side image map.

•   Set your line breaks to the platform of your Web server. For more information see Setting format preferences for a server-side image map.

•   Specified the correct location of the CGI script and the image map data file on the server, with a pathname specific to the server. For more information, see Specifying the location of the server-side image map.

•   Selected the Behavior Map option in the Object panel of the Inspector palette. For more information, see Marking the image as a server-side image map.

•   Have not resized the image in PageMill. If you need to resize an image used as an image map, resize in an image-editing program such as Adobe Photoshop before you create the image map. If you resize in PageMill, the hotspot coordinates will be incorrect.

•   Created a default link for the image map if required by your server. For more information, see Creating a default link.

•   Uploaded the contents of your local root (site) folder to your Web server to mirror the directory structure of your computer's hard drive.

See also:

Creating Image Maps

Adding Tables

Tables are an efficient way to structure and summarize large amounts of data so that readers can scan and comprehend information quickly. Adobe PageMill tables can consist of cells, columns, rows, and a caption. Cells usually contain a heading, explanatory text, or numerical data, but in addition, can include links, lists, forms, images, sounds, or movies. You can also create a borderless table to help you lay out a page.

Anything that can act as a link on a regular page can also be a link in a table cell. For more information, see Creating Links.

Note: Some older browsers don't support tables.

See also:

Creating a table

Selecting a table cell or a table

Entering data in a cell

Creating cells that span rows or columns

Formatting and aligning cell contents

Changing the cell width

Adding columns and rows to tables

Changing the size of columns and rows

Creating a nested table

Changing the table size

Centering a table in a browser (Macintosh 2.0 only)

Changing the cell spacing and padding

Adding a border

Adding a caption

Creating dynamic, fixed, and borderless tables

Creating a table

You create a table using the Insert Table button. You can also copy and paste Microsoft Excel files (and Excel Clipboard-type data) directly into PageMill.

See also:

[Adding Tables](#)

[To create a table:](#)

[To add a table from Microsoft Excel:](#)

To create a table:

1   If the page is not in Edit mode, click the globe icon in the upper right corner of the Page window.

2   Click the page where you want to add a table.

3   Do one of the following:

• Click the Insert Table button ⊞ in the toolbar, and in the dialog box that appears, specify the size of the table by entering the number of rows and column, and click OK. This method allows you to create up to 99 rows and 99 columns. You can also set the table and cell width constraints, the cell spacing and padding, and the border size in this dialog box.

• Position the pointer over the Insert Table button ⊞ in the toolbar, and drag down and to the right to indicate the number of rows and columns. This method allows you to create up to 10 rows and 10 columns.

Note: You cannot have two tables next to each other; however, you can achieve the effect of having two tables in one line by nesting the tables within a single table.

See also:

Creating a table

To add a table from Microsoft Excel:

To add a table from Microsoft Excel:

1 Open the Microsoft Excel file, select the cells you want to copy, and choose Edit > Copy.

2 Activate the PageMill page into which you want to paste the table.

3 If the page is not in Edit mode, click the globe icon in the upper right corner of the Page window.

4 Choose Edit > Paste. The data flows automatically into a table (you do not need to create the table first). You can't paste Excel data into an existing PageMill table structure.

See also:

Creating a table

To create a table:

Selecting a table cell or a table

In PageMill you can select an individual cell, multiple cells, the contents of a cell, or the table itself. When a thick line surrounds the outside of the table, you are working within the table. When a thin line surrounds the table, you are working with the table as a whole.

See also:

Adding Tables

To select one or more table cells:

To select cell contents:

To select an entire table:

To select one or more table cells:

Click the pointer inside the table and drag to the border of the cell or cells. The entire table is highlighted with a thick line and the selected cell borders are highlighted.

You select table cells when you want to constrain their width, format them as header cells or non-wrapping cells, change their alignment or background color, merge or split cells, or add and remove columns and rows.

See also:

Selecting a table cell or a table

To select cell contents:

To select an entire table:

To select cell contents:

•   Click once to place the insertion point in the cell, then enter the contents or select and edit the contents as you would any other text or object. The entire table is highlighted with a thick line and the cell contents are highlighted.

See also:

Selecting a table cell or a table

To select one or more table cells:

To select an entire table:

To select an entire table:

Choose from the following options:

- Click anywhere inside the table to display the thick line around the table. Click the thick line.
- Click outside of the table and drag into the table.

The table is outlined with a thin line with handles. You select the entire table when you want to change its width, add a caption, add a border around the table, change the cell spacing or padding, or align the table on the page.

See also:

Selecting a table cell or a table

To select one or more table cells:

To select cell contents:

Entering data in a cell

To enter or replace data in the cell, type, drag and drop, or cut and paste directly into the cell. The cells gets wider as you enter text. You can shorten a long entry in a table and prevent an awkward design with only a few wide columns by entering a line break. The line break moves the remaining data down one line without inserting an empty line.

See also:

Adding Tables

To enter text or a number into a cell:

To insert text, or add images, movies, and sounds to a cell:

To move through a table:

To delete a cell's contents:

To enter text or a number into a cell:

1 Click to place the insertion point in the cell.

2 Type the text.

3 To control the appearance of how text breaks in a cell, choose from the following options:

• To insert a line break, press Shift+Return (Macintosh) or Shift+Enter (Windows).

• To create a cell that appears empty, insert a space character in the cell.

See also:

Entering data in a cell

To insert text, or add images, movies, and sounds to a cell:

To move through a table:

To delete a cell's contents:

To insert text, or add images, movies, and sounds to a cell:

Select the text or object you want to add and then drag it into the cell or use cut and paste, just as you would anywhere else on a page. For more information, see Adding text to a page or Importing an image, movie, or sound.

When it's created, each cell contains an invisible space. When you insert an object after the space, an empty line appears above the object. To remove the space, select it and press Delete (Macintosh) or Backspace (Windows).

See also:

Entering data in a cell

To enter text or a number into a cell:

To move through a table:

To delete a cell's contents:

To move through a table:

Choose from the following options:

- Press Tab to move sequentially through the cells.
- Press Shift+Tab to move to the previous (adjacent left) cell and select everything in that cell.
- Hold down Control and press the arrow keys to move in a specific direction.

See also:

[Entering data in a cell](#)

[To enter text or a number into a cell:](#)

[To insert text, or add images, movies, and sounds to a cell:](#)

[To delete a cell's contents:](#)

To delete a cell's contents:

Select the cell contents, and press Delete (Macintosh) or Backspace (Windows) or choose Edit > Clear.

See also:

[Entering data in a cell](#)

[To enter text or a number into a cell:](#)

[To insert text, or add images, movies, and sounds to a cell:](#)

[To move through a table:](#)

Creating cells that span rows or columns

When you create a table, all the cells are the same size and are designed to hold one value. You can make cells span rows or columns. Larger cells are useful for entering long headings or for creating a special design effect.

To join the cells in a row or column:

1 Select two or more adjacent cells.

2 Click the Join Cells button ▢ in the toolbar.

To separate joined cells:

Use one of the following methods:

- Choose Edit > Undo before performing any other actions.

- To divide cells joined in a row, click the Split Cell Vertically button ▢ in the toolbar.

- To divide cells joined in a column, click the Split Cell Horizontally button ▢ in the toolbar.

    Note: While joining cells combines the cell contents, separating the cells does not separate the contents.

    See also:

    Adding Tables

Formatting and aligning cell contents

You format the contents of a cell just as you do text in a page. To change the text appearance, apply any of the paragraph formats or character styles to a cell. For example, to create a bulleted list, select the text and then choose Bullet List from the Format menu in the toolbar.

You can also change the alignment, color, and relative font size of a cell's contents. For more information on changing formats, see Applying paragraph formats, Applying character styles, Changing the font size, and Changing the color of text, links, and the page background.

Note: You must format each cell in a table separately. If you select more than one cell, the text formatting options are dimmed.

By default, a table has the same color as the background color; you can change the color of the cells but you cannot change the color of a table border.

See also:

Adding Tables

To format and align cells using the Inspector:

To change the background color of cells:

To format and align cells using the Inspector:

1 Select one or more cells.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Choose from the following:

• To create a header cell, select Header Cell. Some browsers (such as Netscape Navigator) display a heading cell in centered, bold typeface.

• To prevent text from wrapping, select No Wrap.

• To set alignment, select an option from the Vertical Align and Horizontal Align boxes.

See also:

Formatting and aligning cell contents

To change the background color of cells:

To change the background color of cells:

1 Select one or more cells.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Choose one of the following options:

• Choose Custom from the Background menu, select a color, and click OK.

• Choose Window > Show Color Panel (Macintosh) or View > Show Color Panel (Windows), and drag a color from the color panel onto the Background menu.

Note: Background cell color is lost when you join cells. Be sure you complete the table layout formatting before you assign background colors.

See also:

Formatting and aligning cell contents

To format and align cells using the Inspector:

Changing the cell width

Keep the following information in mind when you're setting cell widths:

• HTML is not a page-layout application. The dimensions of a table and cells that you enter are sizing recommendations. The Web browser determines how the table appears.

• Changing the width constraint changes an HTML attribute value. The constraint is applied when the table is viewed in a browser.

• When there is more than one constrained cell in a column, the maximum pixel cell constraint and the minimum percent constraint is used. Percent constraints always take precedence over pixel constraints.

• Cells are never made smaller than their largest item. For this reason, pixel values don't always represent the actual width of a cell. If a cell contains an item too large to fit in the constrained width, the cell is sized to fit the item and the other cells shrink proportionally.

• By default, every table cell contains a space. Because of this, inserting an image that is wider than the cell width pushes the image down a line (the text is wrapping). To avoid the extra space, delete the line break or set the cell to No Wrap.

To constrain the cell width:

1 Select one or more cells.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 Choose from the following size options:

• Percentage: Specify the percentage of the cell's width.

• Pixels: Specify an amount.

4 Enter a value in the Width text box. If you specify no cell width, the value floats and is proportionate to other entries.

Note: To constrain cell width as you create a table, choose Pixels or Percent from the Cell Width menu in the Insert Table dialog box. If you choose None, the unspecified values compensate for extra space left by the other specified values. For more information, see Creating a table.

See also:

Adding Tables

Adding columns and rows to tables

You can easily add or delete rows or columns to or from an existing table.

To add or delete a row or column:

1   Select adjacent cells in a row or column.

2   Choose from the following options:

• To add or delete a column, click the Insert Column ▣►▣ or Delete Column button ▣►▣ in the toolbar.

• To add or delete a row, click the Insert Row ▣►▤ or Delete Row button ▤►▣ in the toolbar.

• To add or delete multiple rows or columns, select that number of rows or columns before clicking the Insert button. For example, if you select five rows, five more rows will be added.

• To add an empty row above the first row (for example, for headings), insert a row and then cut and paste the original first row contents into the second row.

See also:

Adding Tables

Changing the size of columns and rows

You can easily resize rows and columns in the table.

To change row and column sizes:

Move the pointer to the edge of the cell. When the double-headed arrow appears, drag to resize the row or column. Any resizing must fall within the layout constraints of the table.

See also:

[Adding Tables](#)

Creating a nested table

Any item that you can place elsewhere on the page—including tables, graphics, and movies—you can also insert in a table. Thus, you can nest, or insert, one table inside another. You may want to nest tables when using a borderless table as a design aid, or to format the data in a single cell as a table.

To create a new table inside an existing table:

1 Click a cell.

2 Position the pointer over the Insert Table button ⊞, and drag to define the number of cells in the table or click the button and enter the rows and columns in the dialog box. The new table appears inside the cell.

To nest an existing table inside another table:

Choose from the following options:
*   Select an existing table, and drag it into a cell.
*   Select multiple cells in another table, and drag them into a cell.
*   Select multiple cells in another table, and copy and paste them into a new cell.

See also:

Adding Tables

Changing the table size

The number of columns you set for the table determines its width. You change the table width by dragging or entering values in the Inspector.

To resize a table using the handles:

1 Select the table. Handles appear at the right and bottom of the table.

2 Drag a handle to resize.

To constrain the width using the Inspector:

1 Select the table.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

• In the Object panel, for Width, choose from the following size options:

• Percentage: Specify the percentage of the page's width. Use this option when you want a table to always take up a certain percentage of the browser window.

• Pixels: Specify an amount. Use this option when you want a table to remain the same size, no matter what the size of the browser window.

3 Enter a value in the Width option. If you specify no cell width setting, the value floats and is proportionate to other entries.

Note: To constrain the table width as you create a table, choose Pixels or Percent from the Table Width menu in the Insert Table dialog box. If you choose None, the unspecified value compensates for extra space. For more information, see Creating a table.

See also:

Adding Tables

Centering a table in a browser (Macintosh 2.0 only)

When you want to align a table, you use the Text align buttons in the toolbar. Due to an incompatibility between PageMill and Netscape Navigator, however, tables that are center-aligned in PageMill appear as left-aligned when viewed in the browser.

To center a table in the Netscape browser:

1 Choose Edit > Preferences and click HTML.

2 In the HTML Syntax area, choose Center from the Alignment menu.

3 Click OK.

See also:

Adding Tables

Changing the cell spacing and padding

Cell spacing is the amount of space between the cells—that is, the width of the shaded lines that separate the cells. Cell padding is the amount of space from the edge of the cell to the beginning of the cell's contents. Changing the cell spacing or cell padding affects all cell dividers and cells. (Changing the cell spacing does not affect the border. For more information, see Adding a border.)

To change the cell spacing or padding:

1 Click within a cell, and then click the thick line surrounding the table to select it.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows) to display the Inspector palette.

3 In the Object panel, choose from the following options:

• In the Cell Spacing text box, enter a pixel value up to 50. (The default is 2**.**)

• In the Cell Padding text box, enter a pixel value up to 50. (The default is 0.)

Note: To set the cell spacing and padding as you create the table, use the Insert Table dialog box. For more information, see Creating a table.

See also:

Adding Tables

Adding a border

A border helps distinguish a table from the page background and from the other objects on a Web page. By default, a table has a border of 1 pixel. You cannot change the border color.

To change the size of a table border:

1   Click within a cell, and then click the thick line surrounding the table to select it.

2   Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows) to display the Inspector palette.

3   In the Object panel, enter a pixel value in the Border text box to change the size of the table border, or enter a value of 0 to remove the border.

Note: To add a border as you create the table, use the Insert Table dialog box. For more information, see Creating a table.

   To create the appearance of multiple columns on your page, use a table with a 0-width border. See Creating dynamic, fixed, and borderless tables.

See also:

Adding Tables

Adding a caption

You can include a caption for your table to describe its contents. A caption can appear above (the default) or below the table. Usually it's more useful to readers to have the caption above the table so that they know what the table is about before they start reading it.

To add a caption:

1 Click within a cell, and then click the thick line surrounding the table to select it.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows) to display the Inspector palette.

3 In the Object panel, select the Caption option, and click a location above or below the table.

4 In the PageMill page, deselect the table.

5 Triple-click to select the word "caption" and type a description of the table.

To reposition or remove a caption:

1 Click within a cell, and then click the thick line surrounding the table to select it.

2 Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows) to display the Inspector palette.

3 In the Object panel, choose from the following options:

• To reposition the caption, click a button to the right of the Caption option to select a different location.

• To remove a caption, deselect the Caption option.

See also:

Adding Tables

Creating dynamic, fixed, and borderless tables

PageMill offers you a lot of control over a table's appearance and structure. When you want to create a specific type of table, however, the interactions between cell and column width constraints may be confusing. It's often helpful to create your table by setting as many of the parameters as possible in the Insert Table dialog box. This section provides examples of creating three different types of tables:

• Dynamic tables resize to fit the width of the Web browser.

• Fixed tables do not resize when viewed in a Web browser.

• Page layout tables have no borders when viewed in a Web browser.

See also:

Adding Tables

To create a dynamic table:

To create a fixed table:

To create a page layout table:

To create a dynamic table:

1   Click the Insert Table button [⊞] in the toolbar to display the Create Table dialog box.

2   Choose Percent from the Table Width menu.

3   Enter a value in the Table Width option, for example, 75%. The table will then fill 75% of the Web browser window.

4   Enter the number of rows and columns.

5   Enter the cell spacing, cell padding, and table border values, and click OK.

See also:

Creating dynamic, fixed, and borderless tables

To create a fixed table:

To create a page layout table:

To create a fixed table:

1 Click the Insert Table button ▦ in the toolbar to display the Create Table dialog box.

2 Choose Pixels from the Table Width menu.

3 Enter a value for pixel width in the Table Width option.

4 Choose Pixels from the Cell Width menu.

5 Enter the number of rows and columns.

6 Enter the cell spacing, cell padding, and table border values, and click OK.

Note: If you add an image to a table cell in a fixed table, be sure the image width does not exceed the cell width.

See also:

Creating dynamic, fixed, and borderless tables

To create a dynamic table:

To create a page layout table:

To create a page layout table:

1 Click the Insert Table button in the toolbar to display the Create Table dialog box.

2 Enter values for the Rows, Columns, Cell Spacing, and Cell Padding options.

3 Enter zero in the Border option.

4 Choose constraints for the Table Width and Cell Width, and click OK.

Note: Although PageMill displays a dotted-line border when you create the table, the border does not display in PageMill's Preview mode or in the Web browser.

See also:

Creating dynamic, fixed, and borderless tables

To create a dynamic table:

To create a fixed table:

Creating Forms

A Web page can function as a form. A form lets the reader type information and send it to the Web server, which can store, analyze, or act on the information depending on how it is programmed. For example, you can create a Web version of a product catalog and set up one of its pages as an order form that readers can use to order products using the Web. You can also use forms, for example, to let readers specify criteria for searching through your database, or for customizing their Web pages; to enter a password; to get customer feedback about products or services; and to collect information about your readers, such as age, income, and interests.

Creating a form involves two steps:

• Adding the form controls and options to a page.

• Linking to a script that acts on the data that the reader enters. This step is more complex because it requires a Common Gateway Interface (CGI) script written in a script or programming language such as AppleScript or Perl. Many Internet Service Providers (ISPs) have basic-form CGI scripts already running on their servers (for example, mailing the contents to a particular e-mail address); contact your ISP for more information.

In Adobe PageMill, you can have only one form on each page.

See also:

[About form scripts](#)

[Adding form objects](#)

[Adding checkboxes](#)

[Adding radio buttons](#)

[Adding text fields](#)

[Adding a hidden field](#)

[Adding a pop-up menu or list-selection field](#)

[Adding Submit and Reset buttons](#)

[Associating a CGI script with a form](#)

About form scripts

When the reader submits a form (presses the button that sends the data to the server), the server processes the data according to a CGI script. A script can simply send the contents of the form somewhere, or it can do more complex tasks, such as collecting data in a database or generating a new page based on the form's content.

Every form you create must have a corresponding CGI script on the server, provided by you or your script programmer. To work properly, this script must recognize the names and values it receives from the form objects on your page. For more information, see Associating a CGI script with a form. (Specific information about programming CGI scripts is outside the scope of this guide, but many sources for CGI information exist on the World Wide Web, or you can consult your Webmaster for information about CGI script programmers in your area.)

Options for forms in Adobe PageMill are limited only by the capabilities of the script programmer and programming language.

See also:

Creating Forms

Adding form objects

You can add form objects to a page as easily as you can add text, graphics, or links. Form objects are available in the toolbar at the top of the page in Edit mode. (Click the globe icon in the upper right corner of the page to switch to Edit mode.)

The form objects available in PageMill correspond to those available in HTML Version 2.0. In addition, the checkbox, radio button, text area, text field, and pop-up menu objects are standard user-interface objects. You must understand the guidelines for using standard user-interface objects so that your use corresponds to readers' previous experiences with them. (For more information, see a user-interface reference book.)

See also:

Creating Forms

Adding checkboxes

Adding radio buttons

Adding text fields

Adding a hidden field

Adding a pop-up menu or list-selection field

Adding Submit and Reset buttons

Adding checkboxes

Use checkboxes when you want readers to choose any combination of alternatives. You can customize each checkbox using the Inspector palette.

See also:

[Adding form objects](#)

[To add a checkbox:](#)

[To add a checkbox group:](#)

[To customize a checkbox:](#)

To add a checkbox:

1 In Edit mode, click the page where you want to add the checkbox.

2 Click the Checkbox button in the toolbar.

See also:

Adding checkboxes

To add a checkbox group:

To customize a checkbox:

To add a checkbox group:

1 In Edit mode, click the page where you want to add the first checkbox.

2 Click the Checkbox button ⊠ in the toolbar.

3 Click to select the checkbox.

4 For each additional checkbox in the group, hold down Option (Macintosh) or Ctrl (Windows) and drag an existing checkbox to copy it next to the previous checkbox.

See also:

Adding checkboxes

To add a checkbox:

To customize a checkbox:

To customize a checkbox:

1 In Edit mode, click to select a checkbox.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 In the Object panel, choose any of the following options to set attributes:

• Type a name to tell the form script which checkbox is sending data. You can rename the default to describe what the option represents. For example, you could name a checkbox "Overnight Delivery."

• Type a value to tell the form script what a selected checkbox means. For example, you could give a checkbox named Overnight Delivery a value of "Yes."

• Select Checked to tell PageMill whether the checkbox should be selected by default. For example, you could deselect Checked for a checkbox named Overnight Delivery because it is a more expensive option for a customer.

4 Press Return or Enter.

Another way to set a checkbox to be selected or deselected by default is to triple-click it on the page when in Edit mode.

5 If you or the script programmer changed the name or value of the checkbox in step 4, check the new name and value to make sure that they match the values for this checkbox in the CGI script that interprets the form's data.

See also:

Adding checkboxes

To add a checkbox:

To add a checkbox group:

Adding radio buttons

Use radio buttons when you want readers to select only one alternative from a group, such as a color choice. Selecting a button deselects all other buttons in the group. You can customize each radio button using the Inspector palette.

See also:

[Adding form objects](#)

[To add a radio button group:](#)

[To customize a radio button:](#)

To add a radio button group:

1 In Edit mode, click the page where you want to add the first radio button.

2 Click the Radio Button tool [image] in the toolbar.

3 Click to select the button.

4 For each additional button in the group, hold down Option (Macintosh) or Ctrl (Windows) and drag an existing button to copy it next to the previous button.

See also:

Adding radio buttons

To customize a radio button:

To customize a radio button:

1 In Edit mode, click to select a radio button.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 In the Object panel, choose any of the following options to set attributes:

• Type a name to tell the form script which radio button group is sending data. A radio button group is defined by buttons with a common name. For example, you could change the numbered default name to a descriptive name for the option, such as ''Colors.''

Note: To ensure that all buttons in the radio button group have the same name and that the group works properly, name the button before you Option-drag (Macintosh) or Ctrl-drag (Windows) it.

• Type a value to tell the form script what value to send when the radio button is selected. For example, you could assign a value of ''Blue.''

• Select Checked to have one radio button selected by default, and then deselect all other radio buttons in the group. You can select Checked for only one radio button per group.

4 Press Return or Enter.

5 If you or the script programmer changed the name and value of this radio button in step 3, check that the new name and value match the values for this radio button in the CGI script that interprets the form's data.

See also:

Adding radio buttons

To add a radio button group:

Adding text fields

A text field lets a reader type text in a form. You can type default text in a text field to guide readers. You can choose from single-line, password, and resizable multiline text fields:

•   A single-line text field lets readers enter specific information from a range too wide to list using radio buttons, checkboxes, or a scrollable list. Good examples are names, telephone numbers, and filenames.

•   A password field is a special kind of single-line text field. Typing text in a password field displays a series of bullets or asterisks that hide the actual text characters. (However, the text is not encrypted.)

Note: To use passwords or to set up security for directories or pages, contact your ISP. Passwords and security usually require scripting or server configuration that is beyond the scope of PageMill.

•   A *text area*, or multiline text field, lets a reader type a long passage of text. A text area can be scrolled if the text exceeds the size of the field.

Note: PageMill does not support text wrap in a text field unless you edit the source code to include the <WRAP> attribute in the <TEXT AREA> tag. For more information on the <WRAP> attribute, call Adobe FaxYI at 206-628-5737 and request document 202144.

You can also customize a text field using the Inspector palette by renaming the text field (which isn't visible to readers) or by resizing the text field visually or numerically. If you or the script programmer rename a text field, check that it matches the text field name in the corresponding CGI script.

See also:

Adding form objects

To add a single-line, password, or multiline text field:

To rename a text field:

To resize a single-line or password text field visually:

To resize a single-line text field numerically:

To resize a multiline text field visually:

To resize a multiline text field numerically:

To add a single-line, password, or multiline text field:

1   In Edit mode, click the page where you want to add the text field.

2   Type a label for the text field.

3   Click the Insert Text Area ⬜ , Insert Text Field
▣ , or Insert Password Field button
⬚ on the button bar.

4   For a single-line or multiline text field, to add text that appears by default, double-click in the text field and type the text.

See also:

Adding text fields

To rename a text field:

To resize a single-line or password text field visually:

To resize a single-line text field numerically:

To resize a multiline text field visually:

To resize a multiline text field numerically:

To rename a text field:

1   In Edit mode, click the text field to select it.

2   To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3   In the Object panel, type a new name in the Name text box.

4   Press Return or Enter.

See also:

Adding text fields

To add a single-line, password, or multiline text field:

To resize a single-line or password text field visually:

To resize a single-line text field numerically:

To resize a multiline text field visually:

To resize a multiline text field numerically:

To resize a single-line or password text field visually:

1 In Edit mode, click the text field to select it.

2 Drag the handle on the edge of the text field to resize the field.

See also:

Adding text fields

To add a single-line, password, or multiline text field:

To rename a text field:

To resize a single-line text field numerically:

To resize a multiline text field visually:

To resize a multiline text field numerically:

To resize a single-line text field numerically:

1   In Edit mode, click the text field to select it.

2   To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3   In the Object panel, type the horizontal dimension of the text field, measured in monospaced characters, into the Size text box. The Maximum Length setting controls how many characters the reader can enter into the field.

4   Press Return or Enter.

See also:

Adding text fields

To add a single-line, password, or multiline text field:

To rename a text field:

To resize a single-line or password text field visually:

To resize a multiline text field visually:

To resize a multiline text field numerically:

To resize a multiline text field visually:

1   In Edit mode, click the text field to select it.

2   Drag one of the handles on the edge of the text field as follows:
- To resize only the horizontal dimension, drag the handle on the right edge.
- To resize only the vertical dimension, drag the handle on the bottom edge.
- To resize both dimensions freely, drag the handle on the bottom right corner.
- To maintain the original proportions, Shift-drag the bottom right corner handle.

See also:

Adding text fields

To add a single-line, password, or multiline text field:

To rename a text field:

To resize a single-line or password text field visually:

To resize a single-line text field numerically:

To resize a multiline text field numerically:

To resize a multiline text field numerically:

1 In Edit mode, click the text field to select it.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Object panel, type new dimensions as follows:
- Rows specifies the number of lines of text visible.
- Columns specifies the number of monospaced characters visible horizontally.

See also:

Adding text fields

To add a single-line, password, or multiline text field:

To rename a text field:

To resize a single-line or password text field visually:

To resize a single-line text field numerically:

To resize a multiline text field visually:

Adding a hidden field

Hidden fields appear only in HTML code, and do not appear on the form when viewed by readers. The most common use for hidden fields is mailback scripts. For example, many ISPs provide a standard CGI script for receiving form data and mailing it to your e-mail box. The CGI script requires a hidden field with the site owner's mail address, so that the script knows what address to send the form information to. (See also Viewing the HTML code.)

See also:

Adding form objects

To add a hidden field:

To customize a hidden field:

To add a hidden field:

1 In Edit mode, click the page where you want to add the hidden field.

2 Choose Edit > Insert Invisible > Hidden Field.

The field appears on the page as a small box with an H in it. This marker and hidden fields are visible only in Edit mode. To turn off the display of hidden fields, choose Edit > Hide Invisibles.

See also:

Adding a hidden field

To customize a hidden field:

To customize a hidden field:

1 In Edit mode, click to select a hidden field on the page.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 In the Object panel, choose from the following options to set the attributes:

• Type a name to tell the form script which hidden field is sending data. You can rename the default to describe what the option represents. The name is determined by the CGI script. For example, the name of a hidden field might be "Mailed from." Ask your ISP or the script designer for the exact name.

• Type a value to tell the form script what value to send when the hidden field is selected. This value is determined by the CGI script. For example, the value of a hidden field might be a personal e-mail address. Ask your ISP or the script designer for the exact value.

4 If you or the script programmer changed the name and value of this hidden field in step 3, check that the new name and value match those for this hidden field in the CGI script that interprets the form's data.

See also:

Adding a hidden field

To add a hidden field:

Adding a pop-up menu or list-selection field

Pop-up menus and list-selection fields let readers choose from a set of alternatives:

•   Use a pop-up menu when you want the reader to choose only one item from a group. In this way, a pop-up menu resembles a radio button group, but a pop-up menu takes up less space.

•   Use a list-selection field when you want the reader to choose one or more items from a list. However, a list-selection field generally takes up more space than a pop-up menu, and it is less intuitive for making multiple selections than a group of checkboxes. To create a list-selection field, you create a pop-up menu first, and then convert it to a list-selection field.

See also:

Adding form objects

To add a pop-up menu:

To convert a pop-up menu to a list-selection field, or vice versa:

To set up the choices in a pop-up menu or list-selection field:

To set a value for pop-up menu or list selection field options:

To resize a list-selection field visually:

To resize a pop-up menu or list-selection field numerically:

To make multiple choices when browsing a list-selection field:

To allow or disallow multiple choices in a pop-up menu or list-selection field:

To add a pop-up menu:

1 In Edit mode, click the page where you want to add the pop-up menu or list-selection field.

2 Type a label for the pop-up menu.

3 Click the Pop-Up Menu button in the toolbar.

See also:

To convert a pop-up menu to a list-selection field, or vice versa:

1   In Edit mode, click the pop-up menu.

2   Drag the handle at the bottom of the item border, as follows:

•   To convert a pop-up menu to a list-selection field, drag the handle down until the field becomes the size you want or select the field and click Allow Multiple Selections in the Object panel of the Inspector.

•   To turn a list-selection field into a pop-up menu, make sure the Allow Multiple Selections option in the Object panel of the Inspector is deselected, then drag the handle up until onlyone item appears.

3   Click outside the pop-up menu or list-selection field.

See also:

Adding a pop-up menu or list-selection field

To add a pop-up menu:

To set up the choices in a pop-up menu or list-selection field:

To set a value for pop-up menu or list selection field options:

To resize a list-selection field visually:

To resize a pop-up menu or list-selection field numerically:

To make multiple choices when browsing a list-selection field:

To allow or disallow multiple choices in a pop-up menu or list-selection field:

To set up the choices in a pop-up menu or list-selection field:

1 In Edit mode, double-click the pop-up menu or list-selection field.

2 Choose Edit > Select All.

3 For each entry, type the entry and then press Return or Enter.

4 Make an item a default selection by choosing from the following options:

• For a pop-up menu, drag the triangle to position it next to a menu item.

• For a list-selection field, check the box next to an item in the list. (These checkboxes are for setting the default only; the reader will not see these checkboxes but will simply choose one option.)

5 Click outside the pop-up menu or list-selection field.

See also:

To set a value for pop-up menu or list-selection field options:

1 In Edit mode, click to select the pop-up menu or list-selection field.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 In the Object panel, type a value next to the item name to tell the form script what value to send when the menu option is selected. This value is determined by the CGI script. Ask your ISP or the script designer for the exact value.

4 If you or the script programmer changed the name or value of a menu option, check that the new name and value match those for this hidden field in the CGI script that interprets the form's data.

See also:

Adding a pop-up menu or list-selection field

To add a pop-up menu:

To convert a pop-up menu to a list-selection field, or vice versa:

To set up the choices in a pop-up menu or list-selection field:

To resize a list-selection field visually:

To resize a pop-up menu or list-selection field numerically:

To make multiple choices when browsing a list-selection field:

To allow or disallow multiple choices in a pop-up menu or list-selection field:

To resize a list-selection field visually:

In Edit mode, click the list-selection field and drag the handle at the bottom of the item border to resize it.

See also:

[Adding a pop-up menu or list-selection field](#)

[To add a pop-up menu:](#)

[To convert a pop-up menu to a list-selection field, or vice versa:](#)

[To set up the choices in a pop-up menu or list-selection field:](#)

[To set a value for pop-up menu or list selection field options:](#)

[To resize a pop-up menu or list-selection field numerically:](#)

[To make multiple choices when browsing a list-selection field:](#)

[To allow or disallow multiple choices in a pop-up menu or list-selection field:](#)

To resize a pop-up menu or list-selection field numerically:

1 In Edit mode, select the pop-up menu or list-selection field.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3 In the Object panel in the Items Visible text box, enter the number of items to display in the list-selection field. Additional items won't be visible until the reader scrolls the field.

Note: Typing a value of 1 into the Items Visible option converts the field to a pop-up menu if the Allow Multiple Selections option is deselected.

See also:

Adding a pop-up menu or list-selection field

To add a pop-up menu:

To convert a pop-up menu to a list-selection field, or vice versa:

To set up the choices in a pop-up menu or list-selection field:

To set a value for pop-up menu or list selection field options:

To resize a list-selection field visually:

To make multiple choices when browsing a list-selection field:

To allow or disallow multiple choices in a pop-up menu or list-selection field:

To make multiple choices when browsing a list-selection field:

In Edit mode, click the selections you want in the list-selection field.

See also:

[Adding a pop-up menu or list-selection field](#)

[To add a pop-up menu:](#)

[To convert a pop-up menu to a list-selection field, or vice versa:](#)

[To set up the choices in a pop-up menu or list-selection field:](#)

[To set a value for pop-up menu or list selection field options:](#)

[To resize a list-selection field visually:](#)

[To resize a pop-up menu or list-selection field numerically:](#)

[To allow or disallow multiple choices in a pop-up menu or list-selection field:](#)

To allow or disallow multiple choices in a pop-up menu or list-selection field:

1 In Edit mode, select the pop-up menu or list-selection field.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Object panel, select or deselect the Allow Multiple Selections option.

Note: Selecting Allow Multiple Selections for a pop-up menu converts it to a list-selection field.

See also:

Adding a pop-up menu or list-selection field

To add a pop-up menu:

To convert a pop-up menu to a list-selection field, or vice versa:

To set up the choices in a pop-up menu or list-selection field:

To set a value for pop-up menu or list selection field options:

To resize a list-selection field visually:

To resize a pop-up menu or list-selection field numerically:

To make multiple choices when browsing a list-selection field:

Adding Submit and Reset buttons

A Web page form does not send any form information to the Web server until the reader explicitly requests it to do so. Typically, readers send information by clicking a Submit button, and can clear a form and start over by clicking a Reset button. The exact names and appearances of the Submit and Reset buttons vary. Some Web pages use a graphic for a Submit button to match the graphic identity of the page. In PageMill, you can use only one Submit button per form.

See also:

[Adding form objects](#)

[To add a Submit or Reset button:](#)

[To change the text inside a Submit or Reset button:](#)

[To use an image as a Submit button:](#)

To add a Submit or Reset button:

1 In Edit mode, click the page where you want to add the button.

2 Click the Submit Button tool ▣ or Reset Button tool ▣ in the toolbar.

See also:

Adding Submit and Reset buttons

To change the text inside a Submit or Reset button:

To use an image as a Submit button:

To change the text inside a Submit or Reset button:

1 In Edit mode, double-click the Submit Button tool ⬚ or Reset Button tool ⬚; then double-click the text inside it.

2 Type the text you want. The button will resize to accommodate the new label.

See also:

Adding Submit and Reset buttons

To add a Submit or Reset button:

To use an image as a Submit button:

To use an image as a Submit button:

1 In Edit mode, click the image that you want to use as a button.

2 To display the Inspector palette, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Object panel, select the Button Behavior option.

See also:

Adding Submit and Reset buttons

To add a Submit or Reset button:

To change the text inside a Submit or Reset button:

Associating a CGI script with a form

Clicking the Submit button causes the browser to send the values of every option and text field on a form to the Web server. Each form must have a corresponding CGI script on the server—provided by you or by your script programmer—that recognizes and can process the names and values it receives from the form objects on your page. Work with the CGI script programmer to ensure that the form objects' names and values are consistent with those in the script. For more information about setting up names and values of form objects, see Adding form objects.

Note: PageMill does not support multiple forms (scripts) on a single page.

To associate the appropriate CGI script with a form:

1   If the page is not in Edit mode, click the globe icon in the upper right corner.

2   To display the Inspector palette, choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3   Click the Form tab .

4   Type the pathname for the CGI script into the Action text box.

5   In the pop-up menu to the right of the Action option, choose Get or Post. For more information about which option to choose, consult your script programmer or contact your ISP.

See also:

Creating Forms

Using Frames

See the following topics:

Understanding frames and framesets

Frames divide a browser window, so that more than one Web page can be shown at once. Frames appear as small separate windows. The content of each frame is a separate page (and separate file) with its own URL, independent of other frames. When you divide a page into frames, you're creating two components: a frameset *document*, and *frame source documents*. The frameset document, which is created automatically by PageMill, works behind the scenes to organize the frames—it tells the browser how to display the frame windows and which documents to display inside each frame. Pages that appear in the frames are the frame source documents. In PageMill, the frameset filename appears in the Title bar when you're working in a page containing frames. You cannot view the source code for a frameset document.

If a browser doesn't support frames, readers won't see your frame document. You can include a "no frames" message page in one of the frames for these readers. You can edit this message to display what you want to appear in place of the frames.

See also:

Using Frames

Here's a suggested procedure for creating your framesets:

Here's a suggested procedure for creating your framesets:

• Design your frameset first—decide which framesets will be static and which will be dynamic.

• Create and name the frames.

• Add the content to the frames. Save your frame source documents as you place or edit them in the frames.

• Save the frameset.

• Create the links.

• Target the links and save the frame documents with the links in place.

• Preview the links.

See also:

Understanding frames and framesets

Creating a frameset

The purpose of the frameset document is to store information about the size, placement, contents, and other attributes of each frame. To create a frameset, you divide the page into frames. In PageMill, dividing a page into frames is as simple as dragging a border. You can also nest frames (create one frameset inside of another).

See also:

Using Frames

To create a frameset:

To undo the creation of a frame:

To remove a frame:

To change the explanatory message for browsers that don't support frames:

To create a frameset:

1 If the page is not in Edit mode, click the globe icon in the upper right corner of the page.

2 Press Option (Macintosh) or Ctrl (Windows) and position the pointer just inside the thin line at the edge of the window until an arrow appears, indicating the direction to drag to create a frame.

3 Choose from the following options:

• Option-drag (Macintosh) or Ctrl-drag (Windows) vertically or horizontally to create a frame.

• Command-Option–drag (Macintosh) or Ctrl-Shift-drag (Windows) to create a frame the full width or height of the window.

• Place the insertion point in the page and choose Edit > Split Vertically (Macintosh) or Edit > Split Frames Vertically (Windows) or Edit > Split Horizontally (Macintosh) or Edit > Split Frames Horizontally (Windows). (You can also use this option to divide existing frames.)

See also:

Creating a frameset

To undo the creation of a frame:

To remove a frame:

To change the explanatory message for browsers that don't support frames:

To undo the creation of a frame:

Immediately after creating a frame, choose Edit > Undo.

See also:

[Creating a frameset](#)

[To create a frameset:](#)

[To remove a frame:](#)

[To change the explanatory message for browsers that don't support frames:](#)

To remove a frame:

1   Make sure the frame you want to delete is not selected.

2   Position the pointer over the thin line that defines the frame border. When you see the double-headed arrow, drag the frame border horizontally or vertically to the edge of the window or to the edge of an adjoining frame, then release the mouse. You will get a message asking if you want to delete the frame.

3   Click OK.

See also:

Creating a frameset

To create a frameset:

To undo the creation of a frame:

To change the explanatory message for browsers that don't support frames:

To change the explanatory message for browsers that don't support frames:

1 Open a page containing frames.

2 Choose Edit > No Frames Message. The default no frames message appears in a separate window: "Viewing this page requires a browser capable of displaying frames."

3 Edit the message or type a new message into a separate page, drag and drop the text into the window, and choose Edit > Save Frameset.

See also:

Creating a frameset

To create a frameset:

To undo the creation of a frame:

To remove a frame:

Adding content to a frame

You can add elements to a frame as you would to any other Web page. You can also insert an existing page into a frame.

Once you save a frame, you can add links. For more information, see Saving frames and framesets and Creating Links.

See also:

Using Frames

To open a page in a frame:

To add content to a frame:

To open a page in a frame:

1 Click within the frame to select it.

2 Do one of the following:

• Choose File > Insert Page (Macintosh) or File > Frameset > Insert Page (Windows), select a file from the Open dialog box, and click Open.

• Choose File > Insert New (Macintosh) or File > Frameset > Insert New (Windows) to insert a new blank page in the frame.

See also:

Adding content to a frame

To add content to a frame:

To add content to a frame:

1 In Edit mode, select the frame into which you'll add content.

2 Do one of the following:

• Type text into the frame.

• Choose File > Place (or click the Place Object button [icon] in the toolbar) to insert an image or other media object.

• Drag selected items from an open page to the frame.

• Choose Edit > Copy or Cut to copy or cut a selection or a page; then choose Edit > Paste to paste it into a frame.

See also:

Adding content to a frame

To open a page in a frame:

Renaming a frame

Each frame is named by default as frame*xxx* (Macintosh) or FramePage*xx* (Windows), where *xxx* is a randomly generated number. Names are used by other pages to designate a target for a link.

To rename a frame:

1 Click within a frame to select it.

2 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Frame panel, select the default name and enter a new name. It's best to give the frame a name that easily identifies the frame contents, for example, a frame containing a table of contents might be named TOC. Use only alphanumeric characters and do not use spaces in a frame name.

4 Choose File > Save Frameset (Macintosh) or File > Frameset > Save Frameset (Windows).

Warning: Be sure you name the frames before you target any links to the frame. Renaming frames after targeting links breaks the links, so that the linked page opens in a new browser window instead of the desired frame.

See also:

Using Frames

Resizing a frame

To resize a frame visually:

To resize a single frame:

To resize a nested frame:

Resizing a frame

You can resize a frame by simply dragging its borders.

See also:

[Renaming a frame](#)

[To resize a frame visually:](#)

[To resize a single frame:](#)

[To resize a nested frame:](#)

To resize a frame visually:

1 Move the pointer over an edge of the frame that abuts another frame until a double-headed arrow appears.

2 Drag to resize the frame. You can't resize by dragging from the outside edges of the window.

3 Choose File > Save Frameset (Macintosh) or File > Frameset > Save Frameset (Windows).

See also:

Renaming a frame

Resizing a frame

To resize a single frame:

To resize a nested frame:

To resize a single frame:

1 Click the frame in the PageMill page to select it.

2 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Frame panel, for Width or Height, choose a unit of measurement, then enter a value:

• Choose Pixels and enter a value for the width in pixels. This creates a frame that will not be resized when the browser window is resized. This is useful when you want text or images to always be displayed at their full size, no matter what the browser window size.

• Choose Percentage and enter a value to specify what proportion of the browser window will be used to display the frame. 100% width equals the width of the window. You can use the Percentage option, for example, to have a navigation menu display at the browser window's full width.

• Choose Relative to make the frame proportional to the other frames in the frameset. Use integers greater than 0 (1, 2, 3, and so on) to set relative width and height. For example, if you set one frame column to a relative Width of 1, and the other frame column to 5, the second column will be 5 times the size of the first column.

Note: If the frame fills the width of the window, the Height option appears. If the frame fills only part of the window, the Width option appears. When the combined frame widths do not equal the width of the browser window, the browser will adjust the frames by proportionally increasing or decreasing the frame dimensions.

4 Choose File > Save Frameset (Macintosh) or File > Frameset > Save Frameset (Windows).

See also:

Renaming a frame

Resizing a frame

To resize a frame visually:

To resize a nested frame:

To resize a nested frame:

1   Click within the frame in the PageMill page to select it.

2   To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3   Click the level of frame you want to resize in the frames resizing box. The Frames Resizing Box in the Frame panel of the Inspector displays a series of nested squares. Each square represents a frame level. One square indicates the selected frame is one level deep and is the topmost level (that is, it's not inside another frame). Any settings you enter apply to this frame. Two squares indicates the selected frame is nested inside another frame, three squares that the nested frame is nested inside another frame and so on. Click a square to select it. The values you enter for Height or Width are applied to the selected frame.

4   In the Frame panel, for Width or Height, choose a unit of measurement, then enter a value.

When you're resizing nested frames, the height and width can be changed for each nested level of the frame. The Width option is available when the selected level is related to the adjacent frames in terms of width. The Height option is available when the selected level is related to the adjacent frames in terms of height.

5   Choose File > Save Frameset (Macintosh) or File > Frameset > Save Frameset (Windows).

See also:

Renaming a frame

Resizing a frame

To resize a frame visually:

To resize a single frame:

Setting frame margins

Margins determine how much space remains between the edge of the frame and the top, bottom, and sides of the page.

To set frame margins:

1 Click within a frame to select it.

2 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Frame panel, for Margin Height and Width, enter new pixel values. Margins must be at least 1 pixel.

See also:

Using Frames

Determining scrollbar display

Scrollbars appear automatically for all frames. You can hide the scrollbars or make them appear only when the page in the frame exceeds the frame dimensions.

To set the display of scrollbars:

1 Click within a frame to select it.

2 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Frame panel, choose one of the following Scrollbar options:

• Yes to always show scrollbars.

• No to never show scrollbars.

• Auto to show scrollbars only when necessary.

See also:

Using Frames

Anchoring a frame

By default, the page in a frame that is displayed starting at the top of the page. You can insert an anchor in the frame source document, so that when the frameset is opened, the page displays at the location of the anchor.

To anchor to a specific location on a page:

1 In the frame that contains the page you want to open to a specific location, scroll to the location.

2 Choose Edit > Insert Invisible > Anchor (if one does not already exist).

3 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

4 Drag and drop the anchor icon on the Anchor At field in the Inspector's Frame panel, or type the anchor name in the field.

5 Save the page and frameset by choosing File > Save Everything (Macintosh) or File > Frameset > Save Everything (Windows).

See also:

Using Frames

Resizing

Resizing

To make a frame non-resizable:

1 Click within a frame to select it.

2 To display the Inspector panel, choose Window > Show Inspector (Macintosh) orView > Show Inspector (Windows).

3 In the Frame panel, deselect the Viewer Resizable option. Any frames sharing a border with the frame will also be non-resizable.

Note: PageMill cannot correctly preview frame-based pages that have the Viewer Resizable option selected. To preview these frames, open the page in a Web browser.

See also:

Anchoring a frame

Saving frames and framesets

It's recommended that you save frames and the frameset as you work. Before you save a frameset, be sure that the page and the individual frames appear as you want them to when the reader opens the page. For example, if you have followed a link, be sure and return to the original page before saving the frameset.

PageMill prompts you to save frames and framesets when you:

• Switch to Preview mode and click a link that causes an unsaved frame to be replaced by a new frame document.

• Switch to Preview mode and click a link that takes you out of the frameset before it has been saved.

• Close a document with unsaved frames or close an unsaved frameset document.

Macintosh Note: When you are prompted to save on the Macintosh, PageMill displays a thumbnail of the frameset document, highlighting the frame that is not saved.

The frameset document is changed and must be saved whenever you create a new frame, move a frame border, change any frame attributes, rename the frameset, or edit the No Frames Message.

See also:

Using Frames

To save the contents of a frame:

To save a frameset:

To revert to the last saved version of a frame or a frameset:

To save the contents of a frame:

1 Click within a frame to select it.

2 Choose from the following options:

• Choose File > Save Frame (Macintosh) or File > Frameset > Save Frameset (Windows). If you're saving the frame for the first time, PageMill names the page with the name of the frame plus the .html or .htm extension.

• Choose File > Save Frame As (Macintosh) or File > Frameset > Save Frameset As (Windows) to save and rename the frame. Name the page with a .html extension.

• Choose File > Save a Copy As (Macintosh only) to rename and save a copy of the frame.

3 Click Save.

See also:

Saving frames and framesets

To save a frameset:

To revert to the last saved version of a frame or a frameset:

To save a frameset:

1 Choose one of the following commands:

• File > Save Frameset (Macintosh) or File > Frameset > Save Frameset (Windows) to name and save the layout and configuration of a frameset for the first time, or to replace an existing frameset's layout and configuration.

• File > Save Frameset As (Macintosh) or File > Frameset > Save Frameset As (Windows) to save and rename a frameset.

• File > Save Frameset Copy As (Macintosh only) to rename and save a copy of the frameset file.

• File > Save Everything (Macintosh) or File > Frameset > Save Everything to save any content changes to individual frames and to save the frameset file.

2 Click Save.

See also:

Saving frames and framesets

To save the contents of a frame:

To revert to the last saved version of a frame or a frameset:

To revert to the last saved version of a frame or a frameset:

Do one of the following:

•   Click within a frame to select it and Choose File > Revert to Last Saved (Macintosh) or File > Frameset > Revert to Saved Frameset (Windows) to go back to the last saved version of a frame.

•   In a page that contains frames, choose File > Revert to Last Saved Frameset (Macintosh) or File > Frameset > Revert to Saved Frameset (Windows) to go back to the last saved version of a frameset.

See also:

Saving frames and framesets

To save the contents of a frame:

To save a frameset:

Printing frames

You can print the contents of a selected frame as individual pages.

To print a frame:

1   Click within the frame to select it.

2   Choose File > Print Frame.

See also:

Using Frames

Targeting links in frames

When you want a link to display a page in a specific frame, you create the link and then target the link to a specific frame. If you do not define a target for a link, the linked page opens into the frame that contains the link.

You define the target using the target menu. In most cases, you'll target a frame by dragging over the frame representation in the menu. Netscape's *special targets* provide additional control over how frames are targeted within a frameset. These special targets are displayed in the top of the target menu.

See also:

Using Frames

To set a target frame by dragging:

To set a target using a special target option:

Base Targets

Overriding targeted frames

To set a target frame by dragging:

1 Create the link in a frame.

2 In Edit mode, triple-click to select the link.

3 Do one of the following:

• Position the pointer on top of the link (Macintosh) or right-click the link (Windows) and press to display the target menu.

• Click the target button in the lower right corner of the frameset window to display the target menu.

4 Drag the target icon over the frame you want to display the linked page.

See also:

Targeting links in frames

To set a target using a special target option:

Base Targets

Overriding targeted frames

To set a target using a special target option:

1 Create the link in a frame.

2 In Edit mode, triple-click to select the link.

3 Do one of the following:

• Position the pointer on top of the link (Macintosh) or right-click the link (Windows) and press to display the target menu.

• Click the target button in the lower right corner of the frameset window to display a the target menu.

4 Choose an option from the target menu, as follows:

• Default, to display the linked page in the same frame as the link or in the base target frame. A default target resets the link so it's not targeted to a frame. You can also use this setting to clear a previous target.

• New Window, to display the linked page in a new window leaving the original browser window open.

• Parent Window, to display the linked page within a frameset that's currently displayed inside another frameset, and open the page inside its own original, parent frameset.

Note: PageMill cannot correctly preview frame-based pages that have links using the Parent Window target. To preview these frames, open the page in a Web browser.

• Same Frame, to display the linked page in the same frame as the link, just like the Default setting. Use this targeting option only when you want to override a base target.

• Same Window, to display the linked page using the entire current browser window. If the linked document is a frameset document, the previous frameset is replaced by the new frameset. Use Same Window when the link is to a page that is part of a frameset and you want the frameset to open in a new window, not in the current frameset, that is , in the "same window" as it would normally open in if the link were opened outside of a frames page.

See also:

Targeting links in frames

To set a target frame by dragging:

Base Targets

Overriding targeted frames

Base Targets

Netscape enables you to add a <BASE TARGET> tag inside the <HEAD> tag in a frameset document (for example, <BASE TARGET="main_window">). When you specify a base target, the browser uses a default frame window for all links that don't have defined targets, saving you from having to define each link separately. You specify a base target for the frame containing the link.

To assign a base target:

1   Click in the frame that will contain the links.

2   Choose Window > Show Inspector (Macintosh) or View > Show Inspector (Windows).

3   Click the Page tab.

4   Choose an option from the Base menu.

When you use a base target, you can't target a link to open in the same frame as the link. To do this, use the Same Frame option.

See also:

Targeting links in frames

To set a target frame by dragging:

To set a target using a special target option:

Overriding targeted frames

Overriding targeted frames

You can override targeted links so that instead of opening inside their targeted frame, they open in either the same window or a new window. You might want to do this to edit a frame or create additional links.

To override targeted frames:

In Preview mode, move the pointer over a targeted link and press the mouse button (Macintosh) or right-click (Windows) to display the menu. Choose New Window to display the linked page in a new, separate window or Same Window to display the linked page in the current window.

See also:

Targeting links in frames

To set a target frame by dragging:

To set a target using a special target option:

Base Targets

Moving from frame to frame

Moving backward and forward in frames is different from moving backward and forward in pages. When you preview links that are targeted to frames, the frame changes but the page does not change. This requires a method for moving inside of frame windows without leaving the frameset document.

To navigate in frames:

In Preview mode, click a link and move to the linked page. Move the pointer over an unlinked section of the page and press the mouse button (Macintosh) or right-click (Windows) to display a menu. Choose Back in Frame or Forward in Frame.

See also:

Using Frames

Opening a frame in a window

Opening a frame into a separate window makes it easier to work on a page, give the page a title, and view its source code.

To open a frame in a separate window:

Click inside the frame and choose File > Open into Window (Macintosh) or File > Frameset > Open into Window (Windows).

See also:

Using Frames

Uploading Your Web Site

Your Web site becomes visible to other people only after you upload your Web site's HTML page files to the Web server publishing your site. Before you upload your site, check for and correct any linking errors among your pages, and make sure that every HTML page file, image, and subfolder on your site is contained within the local root folder on your computer.

See also:

[Uploading your Web site (Macintosh)](#)

[Uploading your Web site (Windows)](#)

[Making a Fetch file transfer go smoothly (Macintosh)](#)

[Setting up Fetch preferences](#)

Uploading your Web site (Macintosh)

On the Macintosh, if you create a Web site inside the local root (site) folder, you can upload everything in that folder (HTML documents, images, subdirectories) using an FTP program. The directory (or local root folder) structure on the Web server must *mirror* (or match) the directory structure on the Mac, to avoid breaking links. Ask your Internet Service Provider (ISP) for help on how to upload your Web files.

If you are not publishing the files from your own computer or administering the Web server yourself, the way you transfer your site to the Web server depends on how you get to the Web:

• If you are using an ISP, talk with the Webmaster to determine how to transfer your pages to the Web server. In most cases, you may have FTP access only, so that you have to use FTP software such as Dartmouth's Fetch to transfer the files to the server. For more information, see Making a Fetch file transfer go smoothly (Macintosh). If you don't have the capability of transferring your files electronically, your ISP may request that you send your files on removable media, such as floppy disks or a ZIP drive.

• If you work for a company that gives you file access to its Web server, you may be able to mount the server as a networked volume on your computer. This action lets you transfer your pages simply by copying them to the server from your desktop computer the way you would any other file. Again, consult with your company's Webmaster to see if you have this option.

See also:

Uploading Your Web Site

Uploading your Web site (Windows)

On a Windows machine, if you create a Web site inside the local root (site) folder on your computer, you can upload everything in that folder (HTML documents, images, subdirectories) using the Uploader application. For more information on organizing your site, see Step 3: Structure your Web site.

Uploader is a separate application shipped with PageMill and installed by the Installer in your PageMill folder. Uploader can be started from Windows itself or can be launched from within PageMill. The first time you use Uploader you will be prompted to enter site and user information. These settings then stay in effect until you change them.

See also:

Uploading Your Web Site

To upload your Web site from within PageMill:

To upload an object or frameset:

To upload your Web site from Windows:

To upload your Web site from within PageMill:

1 Choose File > Upload > Page to display the Site Mapping Information dialog box.

2 For Site mapping name, enter a name that identifies the site for you, for example, Jane's Home Page.

3 For Host name, enter the address of your ISP. You can enter a domain name, such as mc.isp.com, or an IP numeric address (which you can get from your provider). The name may be entered for you automatically.

4 For Remote folder, enter the name of the folder on the server that will store your files, for example, public_html. This is the relative path from the default directory on the server. Do not preceed the path name with a slash (/)

5 For Local folder, enter the name of your local root folder, for example, c:\PageMill\root folder. This name may be entered for you automatically.

6 For User name, enter the login name provided by your ISP.

7 For Password, enter the Web access password provided by your ISP.

8 For Upload basis, choose one of the following:

• Previous log file, which uploads all files where the file date is different from the file date in the log or later than the date in the log.

• Remote file status, which uploads files based on the Name, Size, and Date information for the files. If any of these identifiers is different from the file on the remote server, the file is uploaded.

• Always, which uploads all files.

9 Click Save Password if you want PageMill to save your password.

10 Click OK.

11 Select the site you want to upload, and click Upload.

When uploading is complete, the dialog box closes. An error message appears if there is a problem during the uploading process.

Note: You cannot use proxy servers to upload your site.

See also:

Uploading your Web site (Windows)

To upload an object or frameset:

To upload your Web site from Windows:

To upload an object or frameset:

Select the object or frameset document and choose File > Upload > Object or File > Upload > Frameset.

When you upload an object, the file containing the object and the files associated with the object are uploaded. For example, uploading an image used in a server-side image map uploads the image file and the associated server-side image map file.

When you upload a frameset, the frameset document and the associated files are uploaded.

See also:

Uploading your Web site (Windows)

To upload your Web site from within PageMill:

To upload your Web site from Windows:

To upload your Web site from Windows:

1 Start the Uploader application.

2 Choose New or Edit if you need to change the site information.

3 Click Start Upload.

See also:

Uploading your Web site (Windows)

To upload your Web site from within PageMill:

To upload an object or frameset:

Making a Fetch file transfer go smoothly (Macintosh)

Dartmouth's Fetch is a popular FTP file-transfer utility you can use to transfer files to a Macintosh, Windows, or UNIX-based Web server. Fetch is available at *http://www.dartmouth.edu/pages/softdev/fetch.html* and from the Info-Mac archive mirror sites on the World Wide Web. Links to the Info-Mac archives appear on many Web sites that provide information about the Macintosh computer. Ask their ISP for support when uploading your files, as it is the provider's responsibility to help you.

Note: Fetch is an FTP file-transfer utility maintained by Dartmouth College, not to be confused with Extensis Fetch¨.

See also:

Uploading Your Web Site

Tips to make transfers smoother

Tips to make transfers smoother

If you use Fetch to transfer your files to the Web server, consider the following tips to help make transfers smoother:

•   If Fetch prompts you for the file type, specify Raw Data. For more information, see the next section, Setting up Fetch preferences.

•   Use the Raw Data format when you're uploading graphics or other cross-platform files.

•   Do not include spaces in filenames or characters other than A to Z, a to z, 0 to 9, and _ (underscore). If you include spaces, Fetch converts them to underscores. This changes the filenames, which breaks all of the links on your site. If you are uploading to DOS servers, you can use a single period, hyphens (-), and tildes (~). Windows NT as well as UNIX and Macintosh platforms support these characters.

•   If you are transferring to a UNIX file server, be aware that UNIX is case-sensitive. For example, Test.html and test.html are considered two different filenames.

•   Set up preferences. See Setting up Fetch preferences for more information.

See also:

Making a Fetch file transfer go smoothly (Macintosh)

Setting up Fetch preferences

In Fetch 3.0 or later, you can set Upload Preferences to prevent Fetch from adding extensions to your files and breaking file links.

To set up preferences in Fetch:

1   In Fetch, choose Customize > Preferences, and click the Upload tab.

2   For the default text format, choose Text from the pop-up menu.

3   For the default nontext format, choose Raw Data from the pop-up menu.

4   Deselect the Add .txt Suffix to Text Files option and the Add .bin suffix to Macintosh II files option to prevent Fetch from changing the filename suffix and breaking any links to the file.

5   Click OK.

To upload files from Fetch on computers running System 7.5. or later:

1   Select Automatic in the Fetch window to have the application automatically upload files in the appropriate format.

2   Drag and drop the Web site files from the Finder into the Fetch window.

To upload files from Fetch on computers running System 7.1.2. or earlier:

1   Choose Remote > Put Files and Folders.

2   Locate the file or folders you want to upload and click Add.

3   Click Done.

4   Click OK to confirm your selection. Make sure the Text File format is set to Text and the Other Files format is Raw Data.

If you upload files singly, be sure to put them in the right folders.

To upload entire folders using Fetch:

1   In Fetch, press Option and click Put File, or choose Remote > Put Folders and Files.

2   Select the file and folders you want to upload.

3   Click Add.

4   Click Done.

See also:

Uploading Your Web Site

Troubleshooting

This section contains solutions to problems you may encounter when using Adobe PageMill. For last-minute information not included in this book, see the ReadMe file installed with the application.

See also:

[Before you call technical support](#)

[Uninstalling PageMill (Windows only)](#)

[Transferring PageMill documents across platforms](#)

[Common problems](#)

Before you call technical support

Before calling technical support to report a problem, performing the following steps can solve many problems and often eliminates the need for telephone assistance.

To solve preliminary problems before calling technical support:

1 See the ReadMe file installed with the program for last-minute information not included in this user guide.

2 Restart your computer choosing from the following options:

• (Macintosh) Quit all open applications, hold down the Shift key, and choose Special > Restart; when the machine restarts and the desktop appears, release the Shift key. Then see if the problem reoccurs.

• (Windows) Exit all other open applications and restart your system in Safe Mode (Windows 95) or VGA Mode (Windows NT). Then see if the problem reoccurs.

3 Quit Adobe PageMill if it is still running, and do one of the following:

• (Macintosh) Throw away the Adobe PageMill Preferences file (by dragging it from the Preferences folder to the Trash), and empty the Trash. Restart your computer and reinstall Adobe PageMill.

• (Windows) Uninstall PageMill and remove all of PageMill's preferences from the Registry. Reinstall PageMill.

4 Don't delete the files from the Web before calling. Technical Support may need to look at the files over the Web to determine the problem.

5 If the problem is with forms or CGI scripts, have the URL of the online help page available.

6 Refer to the following Adobe sources for technical documents about PageMill that address the problem:

• At the Adobe Technical Support database at
http://www.adobe.com/supportservice/custsupport/tssearchdb.html/

This database functions like a net search and lets you look at the same documents that the Adobe technical support staff uses to troubleshoot calls.

• On the Adobe BBS, at 206/623-6984 in the Adobe PageMill conference

• On the Adobe automated fax-back system, Adobe FaxYI, at 206-628-5737 (start by requesting document 260099, the PageMill/SiteMill index)

• Via e-mail, by sending an Internet e-mail to the auto-responder at techdocs@adobe.com. Enter the desired document number in the subject field of the message (for example, document 260099, the PageMill/SiteMill index). If you have never used the system before or if you don't know the number of the document, enter Help into the subject line of the e-mail message.

See also:

Troubleshooting

Uninstalling PageMill (Windows only)

There may be instances when you need to uninstall the PageMill application.

To uninstall:

1 Choose Start > Programs > Adobe > PageMill 2.0.

2 Choose Uninstall PageMill 2.0.

See also:

[Troubleshooting](#)

Transferring PageMill documents across platforms

If you will be uploading your files to servers using different platforms or a platform that does not match your system, you need to decide on specific file naming rules before you create, copy, or upload HTML files. Your ISP can provide information on server naming conventions, for example, the ability of the server to recognize long filenames.

Windows 95 and Windows NT 4.0 support filenames of up to 255 characters. The Macintosh supports filenames of up to 31 characters. When a long filename is created for a Windows document, an automatic alias is generated following the older DOS convention of an eight-character filename followed by a three-character extension (8.3). You cannot control this alias name (unless you only use the 8.3 convention in the original filename). Long filenames are case-sensitive in Windows; however, the automatically generated alias converts all the letters to uppercase. If you copy files with longer filenames to servers that cannot support long filenames, the 8.3 alias is substituted for the long filename, breaking any links that reference the longer name. The following procedures can help you move your files quickly and easily.

When transferring PageMill documents between Windows and Macintosh:

1   Make sure the correct Netscape plug-in is installed on the computer to ensure that plug-ins can be viewed correctly.

2   Make sure the PageMill_Resources folder (or the folder you use for resources) is installed and mirrored correctly on both platforms.

3   To avoid problems, name your files using the eight-character filename and three-character extension convention.

When transferring PageMill documents from the Macintosh to the Windows platform:

1   Copy the files on disks formatted for Windows.

2   Use a file-transfer utility (for example, Apple File Exchange) to transfer the files, or transfer the files over a network. When transferring to a Windows-formatted disk, the Macintosh filenames are converted to the 8.3 convention.

Examples: March3-7.html (Macintosh) is converted to !march3.htm (Windows), NewFile.html (Macintosh) is converted to Newfile.htm (Windows), My Document.html is converted to ! mydocum.ent.

Note: PageMill 2.0 for the Macintosh and PageMill 2.0 for Windows support the same HTML features and files will display similarly on either platform.

When transferring PageMill documents from the Windows to the Macintosh platform:

Copy the files on disks formatted for Windows. When converting the names, Windows 95 and Windows NT 4.0 capitalize the filename and provide only a three-letter extension.

PageMill for the Macintosh includes versions 1.0, 1.0.1, 1.0.2, and 2.0. Files from any of these versions can also be opened in all versions of PageMill and can also be edited using a text editor such as SimpleText, or Wordpad.

Examples: march3.html (Windows) is converted to MARCH3~.HTM (Macintosh), NewFile.html (Windows) is converted to NEWFIL~1.HTM (Macintosh), MyDocument. html is converted to MYDOCU~1.HTM (Macintosh).

See also:

Troubleshooting

Common problems

This section describes common problems and their solutions.

See also:

Existing HTML page opens as a blank, gray screen

The HTML code has been altered in some way so that it can't be understood by PageMill, therefore PageMill cannot display the page. Check the HTML code in Source View or open the file in a text editor, then correct the incorrect or incomplete tags.

See also:

Common problems

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Make sure that the page is in Edit mode rather than Preview mode. Click the PageMill globe icon that appears in the upper right corner of the page in Preview mode to switch to Edit mode.

See also:

[Common problems](#)

[Existing HTML page opens as a blank, gray screen](#)

[Page icon is blank](#)

[Unexpected question marks on the page](#)

[Question marks appear in place of an image](#)

[Questions marks are displayed in the browser in place of an image](#)

[Colors in an imported image don't match the original](#)

[Server-side image map hotspots aren't active](#)

[Not enough memory](#)

[QuickTime movie doesn't display properly or won't play](#)

[PDF file can't be read](#)

[Movie, PDF file, or animation doesn't preview properly](#)

Page icon is blank

If no page icon appears to the left of the Title field at the top of the page, it means you haven't saved the page. Save the page with an .htm or .html suffix and the icon will appear.

See also:

[Common problems](#)

[Existing HTML page opens as a blank, gray screen](#)

[Can't select, edit, or drop anything on a page; or the Inspector palette is inactive](#)

[Unexpected question marks on the page](#)

[Question marks appear in place of an image](#)

[Questions marks are displayed in the browser in place of an image](#)

[Colors in an imported image don't match the original](#)

[Server-side image map hotspots aren't active](#)

[Not enough memory](#)

[QuickTime movie doesn't display properly or won't play](#)

[PDF file can't be read](#)

[Movie, PDF file, or animation doesn't preview properly](#)

Unexpected question marks on the page

If question marks ⏍ appear in an opened HTML file, the file may contain an error such as overlapping tags, nonsupported tags, or illegal usage; or the file may not be in the HTML format. (These question marks do not appear in the browser.) If the page otherwise looks fine, you can delete the question marks, or edit the noninterpreted HTML code in the Inspector palette, and then save a new HTML file. For more information on editing HTML code, see Viewing and Editing HTML Code.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

Question marks appear in place of an image

If the question mark [?] and pathname appear in place of an image, relink the image files. (See [Creating Links](#).)

See also:

[Common problems](#)

[Existing HTML page opens as a blank, gray screen](#)

[Can't select, edit, or drop anything on a page; or the Inspector palette is inactive](#)

[Page icon is blank](#)

[Unexpected question marks on the page](#)

[Questions marks are displayed in the browser in place of an image](#)

[Colors in an imported image don't match the original](#)

[Server-side image map hotspots aren't active](#)

[Not enough memory](#)

[QuickTime movie doesn't display properly or won't play](#)

[PDF file can't be read](#)

[Movie, PDF file, or animation doesn't preview properly](#)

Questions marks are displayed in the browser in place of an image

If an image is not appearing in a document when viewed in a Web browser, try one of the following solutions:

• Change the browser's preferences to display GIF and JPEG images automatically.

• Check the filenames and if necessary, add the .gif or .jpeg (or .jpg) extension to the filename, then reinsert and relink the images.

• Check the file format of the image. Open the image in an image-editing application and be sure you have saved the file as GIF or JPEG, and not just named it with the correct extension.

• Change the name of your Web site images and folders to names that conform to the UNIX file-naming standards, then reinsert or relink the images.

• Upload the image to the Web server as Raw Data. For more information see Uploading Your Web Site.

• Upload your files to the Web server all at once. Uploading files individually can place them in different locations causing the local root folder and the remote Web server to have different structures. See Step 3: Structure your Web site and Uploading Your Web Site.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

Colors in an imported image don't match the original

Try converting the original CMYK image to RGB using an image-editing application such as Adobe Photoshop. Preview and adjust the colors, and then import the image into PageMill.

PageMill defines color using the RGB color model, used by computer monitors and GIF files to display colors. Applications that define color using the CMYK color model are often those designed for printed graphics, such as Adobe Illustrator. When importing images, PageMill converts to RGB any images that were defined using CMYK colors. The conversion can shift colors because the color range of the CMYK model differs significantly from the RGB model. For more information, see Use a dither-free Web palette in your image-editing application.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

Server-side image map hotspots aren't active

Try the following:

• In the Object panel of the Inspector palette, make sure that the Behavior option for the image is set to Map.

• If the image map doesn't work from the server through a browser, check the image map location in the Object panel of the Inspector palette. The location should have the correct path, expressed in the proper syntax for your Web server type.

• Be sure to preview your site from a true Web server.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

Not enough memory

Try the following:

• Close unused images or HTML documents open in other windows.

• Quit other applications.

• **(Macintosh)** Turn off unnecessary system extensions using an extension manager such as Apple Extensions Manager (included with System 7.5), or drag them to a folder outside the System Folder, and then restart.

• **(Macintosh)** Increase the amount of memory Adobe PageMill uses. In the Finder, select the Adobe PageMill icon and choose File > Get Info. Increase the preferred size and then close the Get Info window.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

QuickTime movie doesn't display properly or won't play

Try the following:

• Make sure that the QuickTime Player plug-in is installed in the Browser Plug-ins folder in the PageMill Plug-ins folder.

• Make sure that the proper version of QuickTime is installed on your system. PageMill requires that you have QuickTime 2.1 or later (Macintosh) or QuickTime 2.0 or later (Windows) installed on your system.

• Double-click to start movie playback.

• **(Macintosh)** The movie may not be flattened. For more information, request docu-ments 200309 and 143604 from the Adobe automated fax-back system, Adobe FaxYI, at 206-628-5737.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

PDF file can't be read

Movie, PDF file, or animation doesn't preview properly

PDF file can't be read

Make sure that:
- Adobe Acrobat Reader 3.0 or Adobe Acrobat Exchange 3.0 is installed.
- The PDFViewer plug-in is installed in the Browser Plug-ins folder in the PageMill Plug-ins folder.

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

Movie, PDF file, or animation doesn't preview properly

Movie, PDF file, or animation doesn't preview properly

•   Try viewing the movie, file, or animation in Netscape or Microsoft Internet Explorer. If it still doesn't preview correctly in these browsers, the problem may be caused by a limitation of the QuickTime, PDFViewer, or Shockwave plug-in module and not by PageMill.

•   Make sure the Netscape plug-in is in the Netscape browser's Plug-in folder and in the Browsers Plug-ins folder (inside the PageMill Plug-ins folder).

See also:

Common problems

Existing HTML page opens as a blank, gray screen

Can't select, edit, or drop anything on a page; or the Inspector palette is inactive

Page icon is blank

Unexpected question marks on the page

Question marks appear in place of an image

Questions marks are displayed in the browser in place of an image

Colors in an imported image don't match the original

Server-side image map hotspots aren't active

Not enough memory

QuickTime movie doesn't display properly or won't play

PDF file can't be read

Viewing and Editing HTML Code

HTML stands for HyperText Markup Language and is used to describe the structure of Web pages. Each file you create in Adobe PageMill contains the HTML source code for that page.

Although you don't need to know HTML to create your Web pages, there may be times when you want to make slight changes in the HTML source code. For example, you might want to insert blinking text or other HTML tags not currently supported in PageMill (if you insert nonsupported code you will not be able to preview the effect in Preview mode). You might also want to check the HTML source code to verify the naming of one of your objects or links.

See also:

[Viewing the HTML code](#)

[Editing HTML code](#)

[Using HTML placeholders](#)

[Tagging paragraphs](#)

[Using Java scripts](#)

Viewing the HTML code

HTML code consists of ASCII text formatted by codes called *tags.* Tags appear in brackets. These tags are used by the browser to interpret the way the page should be displayed. HTML indicates the type of object you're inserting (image, table, frame, and so on), text formatting, and the names and locations to the links in the page, and so on. For example,

<BLOCKQUOTE>

    <H4 ALIGN=CENTER>Welcome to our online catalog. Now you can order any item in stock by using our new interactive <A HREF="EWOrder.html">Order Form</A>.<STRONG><KBD>

    </KBD></STRONG></H4>

</BLOCKQUOTE>

Most of the time, you don't need to worry about the HTML source code; it's generated automatically behind the scenes.

You can look at the source code for any Web page (but not for frameset pages). You can drag and drop page items onto a page in Source view, and PageMill converts them automatically to source code, and vice versa—dragging source code onto a PageMill page in Page view converts the code to what it describes, such as a graphic or text. The HTML source code is the PageMill interpretation of the code, until you save the file. For example, if you open a file containing the code <CENTER>, PageMill displays it in Source view as <P ALIGN CENTER>. Once you save the file, the on-screen display matches what is on your disk.

See also:

Viewing and Editing HTML Code

To show or hide the HTML code for a page:

To change the color codes:

To show or hide the HTML code for a page:

1   Open the page in PageMill.

2   Choose Edit > HTML Source. The command switches to either display or hide the HTML code.

The HTML source code is color-coded so you can identify the elements easily. You can change the display colors of comments and tags in the HTML Source view:

•   HTML tags appear in blue.

•   Text on a page appears in black.

•   Comments appear in red.

See also:

Viewing the HTML code

To change the color codes:

To change the color codes:

1 Choose Edit > Preferences,.

2 Scroll to the <Tag></Tag> HTML icon and select it (Macintosh), or click the HTML tab (Windows).

3 In the HTML Source View section, choose a Comment or Tag color option: Default or Custom. If you choose Custom, select a new color from the color picker or Color panel.

4 Click OK.

See also:

Viewing the HTML code

To show or hide the HTML code for a page:

Editing HTML code

PageMill has several features that are useful for editing a page's source code. Some make it easier to read the code, and others protect the code from changes when the browser interprets it. You can hide these editing items when you view the page in Edit or Preview mode.

You can also specify how HTML interprets text set to a relative font size and aligned paragraphs, using the Preferences command.

See also:

Viewing and Editing HTML Code

To edit in HTML Source view:

To set how HTML interprets relative font size:

To specify how HTML interprets paragraph alignment:

To edit in HTML Source view:

1   Choose Edit > HTML Source to switch to the Source view.

2   Click in the line of code where you want to add a comment or a hidden field.

3   To add a comment in HTML, choose Edit > Insert Invisible > Comment. Type your comment between the dashed lines. The brackets and two dashed lines must surround the comment, for example, <!--Comment-->.

Comments are notes to yourself and do not show up in the browser. Some examples of comments you could add include: "Give credit to the photographer in this frame" or "Leave room for the trademark." When Edit > Show Invisibles is chosen, comments appear as an icon in Page view.

4   To add an anchor in HTML Source view, choose Edit > Insert Invisible > Anchor. An anchor name appears in the source code. When Edit > Show Invisibles is chosen, hidden anchors appear as an icon in Page view. For more information about anchors, see Creating an anchor.

5   To add a margin break , choose Edit > Insert Invisible > Margin Break. The code <BR CLEAR="ALL"> appears in the source code. When Edit > Show Invisibles is chosen, invisible margin breaks appear as a return arrow icon.

6   To add a hidden field , choose Edit > Insert Invisible >Hidden Field.

Note: You can also enter comments, anchors, margin breaks, and hidden fields in Edit mode when you're working in Page View.

See also:

Editing HTML code

To set how HTML interprets relative font size:

To specify how HTML interprets paragraph alignment:

To set how HTML interprets relative font size:

1   Choose Edit > Preferences.

2   Scroll to the <Tag></Tag> HTML icon and select it (Macintosh), or click the HTML tab (Windows).

3   In the HTML Syntax section, choose a Font Size option to determine how a browser displays relatively sized text:

• SIZE Attribute to have the browser use its default tag

• <BIG>&<SMALL> Tags to use <BIG> and <SMALL> settings

4   Click OK.

For more information about relative font sizes, see Changing the font size.

See also:

Editing HTML code

To edit in HTML Source view:

To specify how HTML interprets paragraph alignment:

To specify how HTML interprets paragraph alignment:

1 Choose Edit > Preferences and select <Tag></Tag> HTML (Macintosh) or click the HTML tab (Windows).

2 Scroll to the <Tag></Tag> HTML icon and select it (Macintosh), or click the HTML tab (Windows).

3 In the HTML Syntax section, specify how HTML interprets paragraph alignment options:
- <DIV> Tag to insert a <Div> tag (preferred by Netscape browsers) before an alignment option
- <P> Tag to insert a blank line before the alignment setting
- <CENTER> Tag to center objects

4 Click OK.

PageMill does not support multiple alignment tags in a single document. When you select a new alignment tag from the Preferences dialog box, PageMill rewrites all the alignment tags in the document.

Note: Tables you align with the <P> tag do not appear centered in Netscape Navigator 3.0 and earlier, NCSA Mosiac 3.0b4 and earlier, or the America Online Web Browser 1.1 or earlier. Text you align with the <P> tag appears left-aligned in the America Online Web Browser 1.1 or earlier.

See also:

Editing HTML code

To edit in HTML Source view:

To set how HTML interprets relative font size:

Using HTML placeholders

You can prevent PageMill from examining or changing HTML code using the Edit > Insert Placeholder command ⛰. This command instructs PageMill to leave the enclosed HTML unchanged. The Placeholder command inserts two special comments in the HTML page: <!--NOEDI--> and <!--/NOEDIT-->. (You can also place the <!--NOEDIT--> and <!--/NOEDIT--> comments in your HTML files before opening them in PageMill, to keep PageMill from examining and possibly altering portions of your files you want left unchanged.) The Placeholder appears as an icon in a PageMill page.

When PageMill reads in an HTML page, any text between these two comments is stored as a Placeholder, and PageMill won't parse the text between the comments. The Placeholder displays a small icon in the text flow. You can use the Inspector palette to have a custom image (such as a graphic representation of what the HTML does) appear instead of the icon. You can edit the enclosed HTML directly in the Inspector palette, or in HTML Source view. PageMill remembers the Placeholder between sessions.

These special comments also support pseudo attributes for placing an image in the PageMill page instead of the little icon. These attributes look exactly like an image tag. For example:

<!--NOEDIT SRC="counter.gif" WIDTH=100 HEIGHT=50 -->

<SPECIAL_COUNTER_TAG>

<!--/NOEDIT-->

Note: There are no spaces between "<!--" and "NOEDIT." Don't omit the closing " -->," because they are comments.

See also:

Viewing and Editing HTML Code

Tagging paragraphs

Pressing Return when editing a page inserts a blank link between paragraphs (<P>). Pressing Shift+Return starts a sentence on the next line without inserting a blank line in between (<BR>).

See also:

Viewing and Editing HTML Code

Using Java scripts

PageMill 2.0 does not test or run Java scripts, but you can open pages that contain them.

When PageMill encounters a <SCRIPT LANGUAGE =...> tag inside the <HEAD></HEAD> tag, it must process any HTML inside the script in order to find the </SCRIPT> tag. To prevent PageMill from altering the script, insert the placeholder <!--NOEDIT--> and <!--/NOEDIT--> before and after the script, instructing PageMill to ignore the script.

Alternatively, place a <!-- on the line before the script begins, and a --> on the line after the script ends. Netscape and PageMill will treat the entire script as a comment and won't process it; Java, however, won't see the comment command and will process the script as expected.

See also:

Viewing and Editing HTML Code

Keyboard Shortcuts

Command	Shortcut
File Menu	
New Page	Ctrl + N
Open	Ctrl + O
Open Selection	Ctrl + D
Close	Ctrl + W
Save Page	Ctrl + S
Place	Ctrl + 1
Print	Ctrl + P
Edit Menu	
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Select All	Ctrl + A
Remove Link	Ctrl + R
HTML Source	Ctrl + H
Split Frame Horizontally	Ctrl + Shift + H
Split Frame Vertically	Ctrl + Shift + V
Download Statistics	F3
Preferences	F2
View Menu	
Show Inspector	F8
Show Color Panel	F6
Show Pasteboard	F5
Style Menu	
Plain	Ctrl + Shift + P
Bold	Ctrl + B
Italic	Ctrl + I
Teletype	Ctrl + Shift + T
Code	Ctrl + Shift + C
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <
Format Menu	
Indent Left	Ctrl + [
Indent Right	Ctrl +]
Paragraph	Ctrl + Shift + O
Smallest Heading	Ctrl + Shift + 6
Smaller Heading	Ctrl + Shift + 5
Small Heading	Ctrl + Shift + 4
Large Heading	Ctrl + Shift + 3

Larger Heading	Ctrl + Shift + 2
Largest Heading	Ctrl + Shift + 1

Search Menu

Find	Ctrl + F
Find Next	Ctrl + G
Replace	Ctrl + L
Replace & Find Again	Ctrl + =
Check Spelling	F7

Help Menu

Help Topics	F1

Other

Non-breaking space	Ctrl + Spacebar
Reset Button	Ctrl + 0
Horizontal Rule	Ctrl + 2
Checkbox	Ctrl + 3
Radio Button	Ctrl + 4
Multiline text area	Ctrl + 5
Single-line text field	Ctrl + 6
Password text field	Ctrl + 7
Popup Menu	Ctrl + 8
Submit Button	Ctrl + 9
Select All	Ctrl + (numpad) 5
Toggle Edit/Browse Mode	Ctrl + Enter

Save A Copy As command

Saves a copy of the document under a different name.

See also .

Revert To Saved command

Reverts to the last saved version of the document.

Select All command

Selects all text and objects on a page.

Preferences command

Specifies preferences for PageMill.

See also:

[To view pages in Edit mode by default:](#)

[Step 3: Structure your Web site](#)

[To specify the map format preferences:](#)

[To change the color codes](#)

[Centering a table in a browser (Macintosh 2.0 only)](#)

[To set the defaults for all new pages:](#)

[To change the default file saving formats:](#)

[To specify the line breaks and suffix preferences](#)

Show/Hide Pasteboard command

Displays/hides the Pasteboard

Show/Hide Inspector command

Displays/hides the Inspector

Zoom Out tool

Decreases the view of an image in the Image Editor.

See also:

[Making part of an image transparent](#)

[Adding hotspots to a client-side image map](#)

Zoom In tool

Magnifies the view of an image in the Image Editor.

See also:

[Making part of an image transparent](#)

[Adding hotspots to a client-side image map](#)

New Page command

Creates a new, blank PageMill document.

See also [Creating a new page](#).

HTML Source command

Lets you view and edit the HTML source for the current page.

See also [To edit in HTML Source view:](#).

Go Back command

Takes you to the previous page in Preview mode.

See also .

Go Forward command

Takes you to the next page in Preview mode.

See also [To move between the most recently visited pages in Preview mode:](#).

Go Home command

Takes you to the first-visited page in Preview mode.

See also [To move between the most recently visited pages in Preview mode:](#).

Insert New command

Inserts a new page into an existing frame.

See also .

Insert Page command

Inserts an existing page into an existing frame

See also .

Open Into Window command

Opens the selected frame into a separate window.

See also [Opening a frame in a window](#).

Open Selection command

Opens the selected image in an Image Editor window.

See also:

[Making part of an image transparent](#)

[To open an image for a server-side image map:](#).

Hotspot Color command

Lets you edit the color of hotspots.

See also:

[Editing hotspots in a client-side image map](#)

[Editing hotspots in a server-side image map](#)

Show/Hide Invisibles command

Displays/hides invisible characters (anchor, margin break, comment, hidden field).

See also:

[To edit in HTML Source view:](#)

[Creating an anchor](#)

[To create a text wrap:](#)

[Adding a hidden field](#)

Close command

Closes the active document.

Preview/Edit mode command

Toggles between Edit and Preview modes.

See also [Viewing a page](#).

Close All command

Closes all active documents.

Draggable URL Icon

Lets you create a link by dragging.

See also

Open in Same Window command

Opens the link in the same window.

See also [To preview linked pages:](#)

Open in New Window command

Opens the link in a new window.

See also [To preview linked pages:](#)

Link Location bar

Lets you directly type in the address of a link destination.

See also [Creating a link to remote Web sites or other resources](#).

Page title text area

Lets you specify the title of a page. The title is displayed at the top of the window when you're viewing the page in a browser.

See also .

General Preferences

Specifies general preferences

See also:

Resources Preferences

Specifies resource preferences.

See also:

Step 3: Structure your Web site

To specify the map format preferences:

HTML Preferences

Specifies the color for HTML Source View and syntax for HTML Font Size and Alignment tags.

See also:

To change the color codes

Centering a table in a browser (Macintosh 2.0 only)

To set how HTML interprets relative font size:

To specify how HTML interprets paragraph alignment:

Page Preferences

Specifies appearance and file format for the default PageMill page.

See also:

To set the defaults for all new pages:

To change the default file saving formats:

To specify the line breaks and suffix preferences

Table Inspector

Lets you specify a number of options for a table.

See also:

Changing the cell width

Changing the cell spacing and padding

Adding a caption

To change the background color of cells:

To format and align cells using the Inspector:

Comment Inspector

Lets you specify the text of a comment.

See also [To edit in HTML Source view:](#).

Margin Break Inspector

Lets you set alignment for a Margin Break.

See also [To create a text wrap](#).

Print Setup Dialog Box

Specifies settings for printing.