



User Guide

# Adobe® PageMill®

version  
**3.0**



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Adobe PageMill 3.0 User Guide for Windows

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# Chapter 1: Basic Web Concepts

**T**he World Wide Web (the Web) is the most popular medium for electronically distributing and viewing information as pages of text, graphics, movies, or other media. This chapter introduces the concepts, terms, and basic procedures you use to create a Web page with Adobe® PageMill® software.

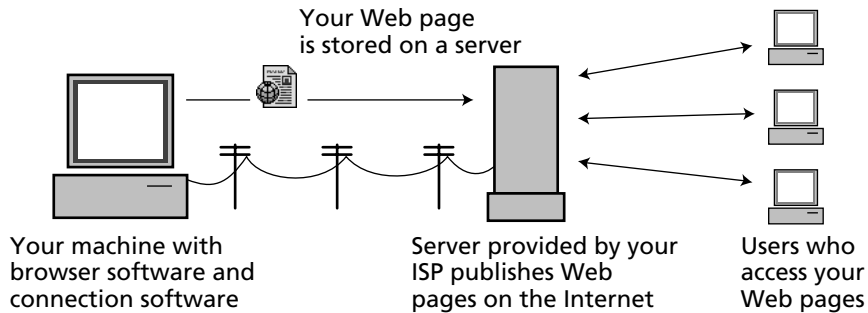
## About the World Wide Web

The Web is a collection of electronically linked documents (called *pages*) that are accessible from the Internet.

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

- *Document* and *page* both refer to a single file. 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 that stores and delivers Web documents. The server accepts requests for documents from other computers and then delivers the documents.
- A *browser* (sometimes called a Web *client*) lets you look at documents sent by a server. Many browsers are available, including Netscape Navigator® and Microsoft® Internet Explorer.
- An *Internet Service Provider (ISP)* maintains the server where you send requests and makes space available for you to store your own Web pages. (If you work in a company or educational institution, your organization probably provides the services you use to get to the Web server.)

**Note:** Your own computer can be a Web server if it has the proper software and a direct connection to the Internet, but running a Web server involves technical and administrative overhead. Most people and small companies avoid this option and have someone else provide them with Web access.

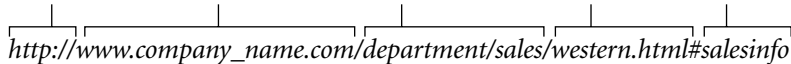


- A *site* is typically a group of related pages on a Web server. You usually enter a Web site via a home page. A site can be as small and simple as a single page with no links to an extensive inter-linked site with hundreds of files.
- A *home page* is the Web page that automatically loads when readers access your site on the Web. The home page is usually named *index.html*. (Check with your ISP or webmaster for the name to use.) A home page can also refer to the Web page that automatically loads when you first start a browser.
- Your document is *published* when you *upload* a copy of your site to a Web server where the rest of the world (or, if you're working on an intranet, the rest of the company or university) can access it. Most ISPs offer customers a few megabytes of space on their servers to store their site documents. (Uploading isn't necessary if you're able to save your Web pages directly to the Web server via a network connection. That is, if you're able to access your Web server using Network Neighborhood, you can use PageMill software to work directly on the site.)

## About Web addresses

To go somewhere on the Web, you enter an Internet address called a Uniform Resource Locator (URL) 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:

**PROTOCOL / DOMAIN / DIRECTORYPATH / PAGENAME # ANCHOR**  

 A diagram showing the URL `http://www.company_name.com/department/sales/western.html#salesinfo` with brackets underneath identifying its parts: `http://` is the Protocol; `www.company_name.com` is the Domain; `/department/sales/` is the Directory Path; `western.html` is the Page Name; and `#salesinfo` is the Anchor.

- **Protocol** is the set of rules that describes how you want the information transferred. The system used by the Web to transfer data is called Hypertext Transfer Protocol (HTTP). Most browsers also support other protocols (see “About URLs” on page 75).
- **Domain** describes the host name of the server on the Internet.
- **Directory path** is the location of the Web site within the server’s file structure.
- **Page name** is the filename of the page you’re requesting.
- **Anchor** (optional) is a particular location on the page.

## About Web page design

Pages on the World Wide Web are described using 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. Hence, your options for designing a Web page differ greatly from those for the printed page. As you design Web pages, remember that you don’t have complete control over how the reader sets the page size, the width of the text column, the fonts, or the size of the text.

This documentation does not try to instruct you on the complexities of designing for the Web. For help in this area, refer to any of the many excellent third-party books available.

PageMill lets you create pages without typing any HTML codes (also called *tags*) that format the page. With PageMill, you format text not by typing HTML code but by clicking buttons in the toolbar. Similarly, you resize or reposition imported graphics not by working with HTML but by dragging them.

Because HTML is a fast-evolving standard, you may want to manually add a special tag not directly supported by this version of PageMill. You can do this by entering custom HTML code into the page. (See “Viewing and Editing HTML Code” on page 171.) For more information on the HTML tags PageMill supports, search the Adobe online technical database for related technical documents at <http://www.adobe.com/supportservice/custsupport/database.html>.

## Web browser considerations

Different Web browsers interpret HTML differently. Sometimes, different versions of the same browser display a Web page in slightly different ways. PageMill in its Preview mode usually shows your page as most browsers will, but it cannot show it as *all* of them will. Because of this, you might want to preview your pages in several browsers to see if there are unexpected display differences.

## Layout considerations

An HTML page is one column of continuous text with graphics that flow along with the text, as if they were text characters themselves. This text-stream model limits your control over page layout; for example, it does not let you create layouts that use multiple columns, layered text and graphics, or rotated text.

The text-stream model also 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.



*Resizing a browser window changes line endings.*



---

To see where your text lines will break in most browsers, design your page using a default font on a 640-by-480-pixel screen.

---

You can't specify a precise 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.

## Typographical considerations

You can't totally 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 can't specify the following type characteristics from PageMill because most Web browsers either completely control them or do not support them:

- Font leading (the space above and below lines of text)
- Font width
- Tracking and kerning (the space between characters and words)
- 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-editing program and import it as an image (see page 50).

*Note: Even the typographical properties that you can control with PageMill are not absolute. For example, text formatted in a specific font using the Style > Font command has no effect if readers don't have that font installed on their computers.*

## 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:

**Keep the file size as small as possible.** Because you want a page to load very quickly, no graphic should be larger than about 10K. The entire 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). For more information about image size and download speed, see "Estimating the download time of pages and objects" on page 162.

You can use the following techniques to reduce a graphic's file size:

- Reduce the image size. Scaling an image in PageMill won't change its file size or speed its downloading. Instead, use an image-editing application such as Adobe Photoshop® to resize.
- Reduce the number of colors used in the image. Use only the built-in Web-safe color palette of the 216 colors common to all platforms.
- Resample the image to reduce its pixels per inch (ppi). A resolution of 96 ppi is high enough for most images because it is the resolution of most readers' monitors.
- Save the file in the right format. A Graphics Interchange Format (GIF) image can contain transparent areas and can be interlaced for better downloading (see page 58 and page 59). Similarly, the Progressive Joint Photographic Expert Group format (ProJPEG) lets an image load in stages, which speeds up its delivery.
- Save a JPEG image using the appropriate compression. See your image-editing application for more information.

**Limit the image width.** A width of 480 pixels or less lets most readers view the image easily. When you must use larger images, consider placing a *thumbnail* (a smaller 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 larger file.

**Use a small image as background.** Using a very small image to tile as the background is much faster and more efficient than tiling a large image.

**Use a dither-free set of colors.** Work in RGB color mode rather than in CMYK mode when preparing images in an image-editing application to help prevent *dithered*—mixed—colors. RGB files are smaller, and use the same color model used by monitors. To avoid dithering colors in images, use the Web-safe color palette when you create images.

*Note: The Windows® and Macintosh browser palettes share only 216 of 256 possible colors. To avoid dithering, use only the Web-safe colors provided on the PageMill Color Panel (see page 37)*

**Use anti-aliasing.** Low-resolution images often appear with jagged edges where colors change. In an image-editing application such as Photoshop, you can apply anti-aliasing to slightly blur 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 a halo or fringe may appear around the edges.)

**Use the same image in different places.** Typically, a browser has to download an image only once when it's repeated in a site or in a page. This lets duplicated elements, such as navigation bars and logos, appear quickly.

**Know your audience.** If you expect modem users to access your page, the total graphics content of a single page should not exceed 50K. You can check the download statistics to estimate the downloading time for images and graphics before you put your site on a server (see page 162). You can relax this file-size limit if the site is being viewed on an intranet.

## **HTML considerations**

HTML structures information by 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 can't 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” on page 28.

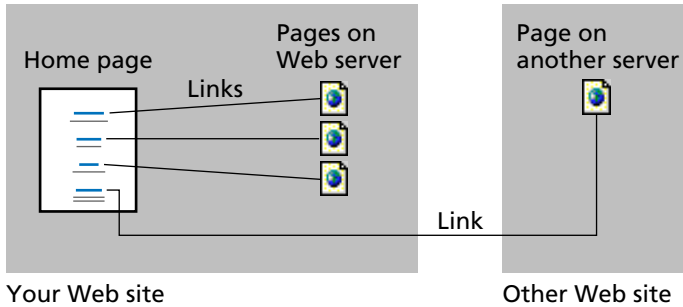
## **Preserving a page layout**

If preserving 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 into PageMill from any version of Acrobat as long as the PDF plug-in (see page 48) or the PDF ActiveX control is installed. For information on including PDF files in Web pages, see page 79.

If you include PDF files in your Web pages, also include a link to the free Adobe Acrobat Reader application. Acrobat® Reader or Acrobat Exchange® must be installed to view PDF files. Acrobat Reader runs on Windows, MS-DOS®, Macintosh, OS/2®, and many UNIX systems. For more information about PDF files and Acrobat, see the Adobe Web site at <http://www.adobe.com>.

## 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 to the page or file specified 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 or file within your site or to pages on any other Web server in the world.



In PageMill, creating a link can be as simple as dragging the icon of a page onto selected text or an image (see page 76).

# Chapter 2: Basic PageMill

## Concepts

**T**o build a Web site in PageMill, you need to set up the proper folder structure and know how to create and view Web pages.

### About 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 building a Web site:

**Step 1: Determine the server requirements.** To design and upload your site, you need to obtain the following information from your Web server's administrator or from your ISP:

- Who will be responsible for uploading the site
- The URL of your Web site
- The path to your Web directory from the root directory on the Web server (for example, /home/username/public\_html/)
- The name and the numeric IP address of the Web server you'll be uploading to
- The operating system your Web server is running (UNIX, Windows NT, Windows 95, DOS, or Macintosh®)
- How much disk space is available for your site
- How to deliver your files for publishing (file-naming conventions, transfer protocols, via disk or modem, and so on)
- If you plan to use forms, the Common Gateway Interface (CGI) scripts that are available
- If you plan to include server-side image maps (see page 99), what kind of map format your server uses (NCSA or CERN)

**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 content you want to present. Then you can decide how your pages should look and how they should link together.

For each page, do the following:

- Sketch the layout of text and images.
- Consider whether tables, movies, sounds, or other multimedia objects such as Java applets or ActiveX™ controls would enhance the content of the pages (see page 45).
- Decide where to place links and what elements to use for navigating through the pages. Avoid using too many links on a page, which might confuse readers and keep them from following the information flow.

For the entire site, do the following:

- 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. For example, the names of image files could all start with *img*.

**Step 3: Structure your Web site.** Setting up the proper folder structure for your Web site is crucial for avoiding problems such as broken links when you upload your pages to a Web server. For more information, see “Setting up a folder structure” on page 11.

**Step 4: Create and name the pages.** Create pages in PageMill, following your layout sketches.

When naming files and folders, note the following:

- Be sure to follow the file-naming conventions of the Web server’s platform. To be safe, use only the characters A to Z, a to z, 0 to 9, - (hyphen), and \_ (underscore). Don’t use accented characters, spaces, colons, question marks, slashes, or backslashes. (On non-Windows 95/NT DOS-based platforms, filenames must not exceed eight characters, not including the three-character filename extension.) If you name a file or folder with a prohibited character, PageMill changes the character to a special code starting with a percent sign (%). To remove the special code, you must rename and then relink the file. For more on file-naming, see page 164.
- Take advantage of file-naming conventions of the Web server’s software. For example, if you want a page to load automatically when readers enter your site, that page should probably be named *index.html* (check with your ISP or webmaster for details).
- Name HTML pages with either the *.html* or *.htm* filename extension. (Use *.htm* when you’re uploading the files to a DOS server or when transporting the files on any removable media limited to “8.3” filenames.) Without the file extension, some browsers may interpret the page as a text file, displaying its HTML coding instead of showing the page graphically. For details on setting the default extension, see page 14.

- To avoid errors when uploading to a case-sensitive Web server, be sure to keep the option “Treat Case-Sensitive URL Differences as Errors” turned on in the Resources page of the Preferences dialog box (see page 164).

**Step 5: Add links.** Following your link layout plan, add links between pages. For more information, see Chapter 5, “Working with Links.”

**Step 6: Test links.** Test local links by switching to Preview mode (see page 17). You can also test and verify remote links (see page 87).

**Step 7: Upload your pages.** When you’ve completed and tested your Web pages, upload them to the Web server. For information, see Chapter 10, “Working with Web Sites.” Your pages are now available to anyone in the world with a Web browser.

**Step 8: Maintain 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 PageMill to update your pages. Deleting, moving, or renaming files outside of PageMill can break links; always work within PageMill to perform these tasks (see page 158 and page 159). If a link becomes broken, use the Site Details views to locate and repair it (see page 87).

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

## Setting up a folder structure

To properly display 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, do the following:

- Specify default folders in the Preferences dialog box.
- Set up the folder structure for pages and images.

Ideally, you should do this setup before you start to create pages and content. If you already have a site or pages created, you can still structure them using PageMill’s site management features.

**Important:** *Be sure to use PageMill—not Windows Explorer—to create, move, and rename files and folders (see page 158 and page 159). Doing these tasks within PageMill ensures that links stay valid.*

**To set up the folder structure for a new Web site:**

- 1 Create a folder on your computer that will hold all the files and folders for your Web site. This is called the site's *local root folder*.
  - 2 Choose Site > New Site and specify the local root folder in the Folder text box. PageMill then creates a default home page, index.html, in the local root folder.
  - 3 If you don't want to use the default home page, delete index.html and create a new home page in the local root folder.
  - 4 Specify a folder where PageMill will store the GIF files that it converts from imported BMP images and where "externals" will be gathered (see page 161). Do this by choosing Edit > Preferences, clicking the Site tab, and entering the name in the Site Resources Folder Name text box. You don't need to create this folder yourself; PageMill creates it when it's needed. For example, if you want all converted images and externals to be placed in a folder called Images, enter **Images** in the text box.
  - 5 To make sure the converted images are placed within the site even when you don't have the site loaded, choose Edit > Preferences, click the Resources tab, and enter the full path to the same folder you specified in the previous step. For example, to make sure the converted images are placed in the site's Images folder, enter the full path to this folder: **C:\Mysite\Images**
- For more information on how PageMill treats imported files, see page 45.

**Caution:** *If you don't set up this folder within the local root folder, PageMill creates a default folder called PageMill\_Resources, which is outside the local root folder. Converted files stored in the default folder are external to your local Web site and are not included when you upload your pages unless you choose Site > Gather Externals (see page 161).*

- 6 Click OK.
- 7 If you're using server-side image maps, you may have to set additional preferences; see "Setting format preferences for server-side image maps" on page 100.
- 8 Within the local root folder, create any subfolders you want to store pages and image files in. Create the folder structure just as it will look once the site is uploaded to the Web server.

**Note:** *If you save, link, or insert any Web files from outside this local root folder (for example, from another network drive), these files become "externals" and must be gathered into the root folder before uploading to a Web server (see page 161). You can avoid this by linking only to files within the local root folder (that is, linking to any folder that appears under the local root folder in the Site Overview area).*

**To set up the folder structure for an existing Web site:**

- 1 Choose Site > Load > Browse and locate the topmost folder of the existing site.
- 2 Examine the Errors and the Externals folders in the Site Overview area and then correct the errors and gather externals into the local root folder as needed (see page 160).
- 3 Adjust the site structure as needed by creating, moving, and renaming files and folders within PageMill (see page 158 and page 159).

## Creating, saving, and opening pages

A Web site is made up of individual Web pages. You can create, save, and open individual pages, or you can load a whole site at the same time (see page 151), which lets you see the interrelations between the pages.

### Creating new pages

When you create a new page, it is blank and not linked to any other page. Creating a new site (see page 151) in an empty folder also creates a default page, called `index.html`, in the local root folder. Because this name is a common one for a home page and may be required by your webmaster or ISP, you should usually use it. Also note that all pages must be within the local root folder before being uploaded (see page 164).

**To create a new page:**

Do one of the following:

- To create the first page of a new site, choose Site > New and specify an empty local root folder in the Folder text box. This creates a new page, called `index.html`, in the local root folder.
- To create additional pages in a site, choose File > New Page.

**To set the defaults for all new pages:**

- 1 Choose Edit > Preferences and click the Page tab.
- 2 To set a default background pattern, click Clear below the Background Image area to remove a pattern, or click the File button to add one. Then locate an image file to use as a pattern.
- 3 To set default colors, choose Default or Custom from any of the following pop-up menus:
  - Default Text Color controls the color of text.

- Background Color controls the color behind text. If you have specified a background pattern, the background color shows only if the background image has transparent parts.
  - Link Color is the color of a link before it's selected in a browser.
  - Active Link Color is the color of the link while you're selecting it in a browser.
  - Visited Link Color is the color of a link after you've selected it in a browser.
- 4 Click OK. The default settings go into effect the next time you create a page.

## Saving pages

Remember to save your work often. For file-naming conventions, see page 10.

### To save a Web page:

Do one of the following:

- Choose File > Save Page to save a page.
- To save an existing page with a new name or new location, choose File > Save Page As.
- To save all open documents, choose File > Save All.

### To change the defaults for saving files:

- 1 Choose Edit > Preferences and click the Page tab.
- 2 Choose a format from the Line Breaks pop-up menu that matches the type of Web server you'll be uploading to (don't match the type of computer you're using to create a Web page). If you're uploading to a Microsoft NT server, choose DOS.
- 3 Choose a default filename extension from the Suffix pop-up menu. Choose .html for uploading to UNIX or Macintosh servers; choose .htm for DOS-based servers. (Ask your ISP or webmaster if you're unsure what type of server you'll be using.)
- 4 Click OK. The default settings go into effect the next time you save a page.

## Opening pages

In addition to opening existing PageMill documents, you can 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" on page 171.

PageMill may interpret or preview some HTML tags differently than other page-creation applications. If you open a page that was not created by PageMill to edit it, make a copy of the original file before you start to open it. After making sure the edited document looks and acts as expected in a browser, you can delete the original file.

For information on opening files created in other applications, see page 26.

**To open a PageMill page:**

Do one of the following:

- From within PageMill, choose File > Open.
- From the Windows desktop, right-click the file's icon and choose Edit with PageMill.

***Note:** PageMill saves files using the standard Web filename extensions: .html and .htm. Double-clicking a PageMill file opens the file in the application that Windows associates with that extension (.html or .htm), which is usually a Web browser and not PageMill. To make PageMill the application associated with these extensions, refer to your Windows online Help for instructions.*

**To reopen the current page and discard unsaved changes:**

Choose File > Revert to Saved.

**To open a page from the Web:**

- 1 Use a Web browser or a file-transfer (ftp) utility (for example, WS\_FTP) 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 In PageMill, choose File > Open, locate the file from its downloaded location on your hard disk, and click Open.

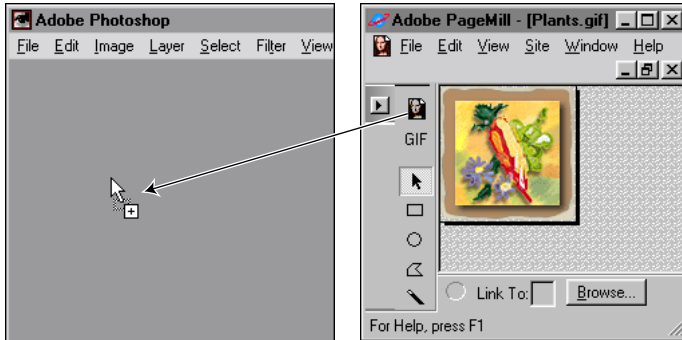
**Opening pages in another application**

You can open a PageMill page or image in any application that supports HTML or the graphic file's format. This is useful when you want to preview the page in a different browser, or edit a page or image using a feature that PageMill doesn't support. PageMill provides several shortcut methods of doing this:


- You can use the Switch To command.
- You can drag the page icon or the image icon into another application.

**To open a page or image in another application:**

- 1 Start the other application and position it so that its window is showing.
- 2 In PageMill, open the page or the image (to open an image in the Image window, right-click the image and choose Open Image Window).
- 3 Drag the page icon (the icon to the left of the Title pop-up menu) or the image icon into the other application window.



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 You can also drag the page icon or the image icon into an e-mail program to quickly add a page or image as an e-mail attachment.

---

**To set up the Switch To menu:**

- 1 Choose Edit > Preferences and click the Switch To tab.
- 2 Do the following:
  - To add an application to the menu, type a name for it in the Name text box, click Browse to locate the application's executable file, and then click Open.
  - To remove an application from the menu, click the Remove button next to its name.

**To open a page in another application using Switch To:**

- 1 Make sure the page you want to open is the active page in PageMill, and then choose File > Save Page.
- 2 Right-click the page icon, which is to the left of the Title text box, or choose View > Switch To.

3 Choose the application from the Switch To submenu.

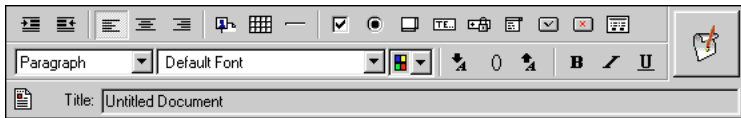
## Loading Web sites

A Web site is a group of related pages. When you edit the pages that make up your Web site on your computer, the site exists as a group of Web pages inside a single folder (the local root folder). The local root folder can contain additional subfolders and files.

Once a Web site is opened, you can view or edit its organization and the links between pages. For details on loading Web sites, see page 151.

## Adding page titles

One of the first things to do when creating Web pages is to give them a *title*. A page's title identifies the page for readers on the Web—it appears on the browser's title bar and in go-to lists in a browser. A page's title is not the same as its filename, which is the name stored on the Web server's hard disk and is never seen by a reader on the Web. For this reason, a title is not limited in length and content the way a filename is. The default title for a new page is *Untitled Document*.



### To give a page a title:

In Edit mode (see page 17), enter the title in the Title text box, which appears above the page window.

## Viewing pages

You can view a page in any of several modes:

- PageMill Preview mode
- Internet Explorer Preview mode
- Edit mode

You can switch between modes at any time. You can tell which mode is active by looking at the Mode button (the large button in upper right corner of the application window).

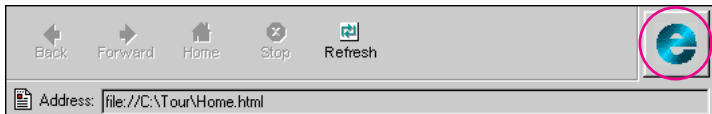
**PageMill Preview mode** In this mode, the Mode button appears as a globe icon. This mode is the default view when you open an existing page (but you can change this default if you want). You can't make any changes to a Web page in Preview mode.

When using PageMill to preview, you can see how the page will appear in most Web browsers and you can browse links to other pages stored on your local computer.



*The Mode button in PageMill Preview mode is a globe.*

**Internet Explorer Preview mode** If you have Internet Explorer (version 3 or later) installed, you can use this preview mode. The Mode button's icon is a stylized letter *e* in this mode. When using Internet Explorer to preview, you can browse remote linked pages without opening a separate window. For example, you could test a link that goes to [www.adobe.com](http://www.adobe.com). You can also preview ActiveX controls (see page 64) and HTML tags that aren't supported in PageMill Preview mode (for example, the BLINK tag or those used in cascading stylesheets). A page must be saved before previewing it in Internet Explorer.



*The Mode button in Internet Explorer Preview mode is a stylized e.*

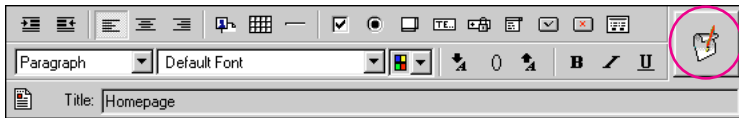


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You can preview your Web pages in any installed browser, not just in Internet Explorer, by adding the browser to the Switch To menu (see page 16).

---

**Edit mode** In this mode, the Mode button appears as a pen-and-paper icon. Edit mode is the default view when you create a new page and is the only WYSIWYG view in which you can edit Web pages. (Advanced users can also use a non-WYSIWYG version of Edit mode, called *Source mode*, that lets them view and edit the underlying HTML code for a page; see “Viewing and Editing HTML Code” on page 171.) The Inspector (see page 22) and the toolbar at the top of the window are active only in Edit mode. The contents of the toolbar change depending on what type of object is currently selected.



*The Mode button in Edit mode is a pen and paper.*

#### **To switch between Preview mode and Edit mode:**

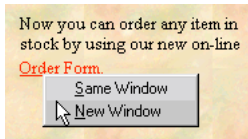
Do one of the following:

- Click the Mode button in the upper right corner of the page.
- Choose View > Preview Mode.
- Press Control+Enter.

#### **To open linked pages:**

In Preview mode, do one of the following:

- To open the linked page in the current window, click the link.
- To open the linked page in a new window, right-click the link and choose New Window (PageMill Preview mode) or Open in New Window (Internet Explorer Preview mode).



#### **To specify the default behavior for previewing linked pages:**

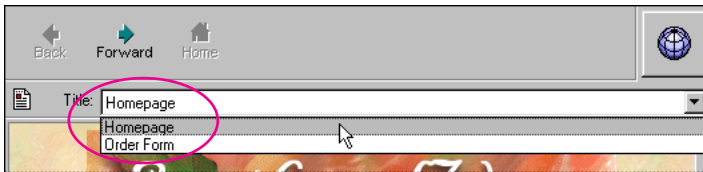
- 1 Choose Edit > Preferences and click the General tab.
- 2 Do the following:

- To specify whether pages should open in Preview, Edit, or Source mode, make a choice from the Open Pages In pop-up menu.
  - To specify whether linked pages should open in the same window or in a new window, make a choice from the Local Links pop-up menu.
- 3 Click OK. The default settings go into effect the next time you open a page or click a link.

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

Do one of the following:

- Click the Back, Forward, or Home buttons at the top of the page.
- Choose the page from the Title pop-up menu.



*Title pop-up menu*

**Note:** Moving between recently viewed pages is possible only when you've previewed pages in the same window.

**To specify whether to preview in PageMill or in Internet Explorer:**

Do one of the following:

- To specify the default preview application, choose Edit > Preferences, click the General tab, choose from the Preview Mode pop-up menu, and click OK.
- To override the default preview setting, right-click the Mode button in the upper right corner of the page and choose a preview application.

**To save a page automatically when switching to Internet Explorer Preview mode:**

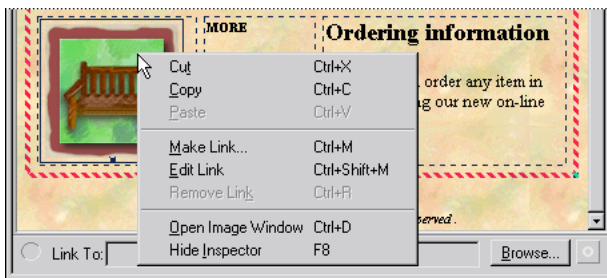
Choose Edit > Preferences, click the General tab, and select the option "Save Automatically Before Previewing in Internet Explorer."

## About right-click menus

PageMill offers an extensive set of context-sensitive menus, accessed by right-clicking an object or a page. Some commands on these menus are standard (Cut, Copy, and Paste), but most are unique to PageMill and are relevant to the place you clicked or to the object selected.

The context menus can also be found on the menus in the main menu bar. When a site is loaded, the right-click menus are duplicated in the Site > Site Selection submenu.

*Note: The PageMill documentation does not always mention the alternative of choosing a command from the right-click menu unless it's the easiest or fastest way to access a command.*



## Controlling the window display

Using the commands on the Window and View menus, you can control how PageMill displays its windows, palettes, and the Edit mode toolbar. When working with a site loaded, you can also specify the default view for the Site Details window (see page 156).

Several parts of the PageMill window display and environment are context-sensitive, which means they change according to the current selection or activity:

- The buttons in the Edit mode toolbar
- The contents of the right-click menus (see page 21)
- The contents of the Inspector and which panels are available (see page 22)

### To cascade (stack), tile, or close all windows:

Choose a command from the Window menu.

**To hide or display the Edit mode toolbar:**

Choose View > Toolbar.

**To control whether the Edit mode toolbar is shown when you open or create a page:**

- 1 Choose Edit > Preferences and click the General tab.
- 2 To keep the toolbar from showing when you create a new page or open a page, deselect the option “Open Pages with Toolbar Shown.”

**To bring an open window to the front:**

Choose its name from the Window menu or press Control+Tab to cycle through all open windows.

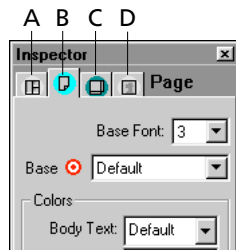
**To show or hide the status bar, the Inspector, the Color Panel, or the Pasteboard:**

Choose the appropriate command from the View menu.

## Using the Inspector

The floating Inspector palette displays information and properties about the current page or selected page elements. It is active only in Edit mode and has the following tabbed panels:

- The Frame panel, which has options for the current frame (see “Using Frames” on page 133)
- The Page panel, which has options for the current page (see “Working with Text” on page 25)
- The Form panel, which has options for the script associated with the current form (see “Creating Forms” on page 121)
- The Object panel, which has options for selected images, tables, and other objects (see “Adding Tables” on page 107 and “Adding Images and Multimedia Objects” on page 45)



A. Frame tab B. Page tab C. Form tab D. Object tab

**To display or hide the Inspector:**

Choose View > Show Inspector or choose View > Hide Inspector.

**To display a panel:**

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

## Setting general preferences

You can specify the default behavior for many PageMill features by setting up preferences.

**To set up the defaults for pages and sites:**

Choose Edit > Preferences and do any of the following:

- Click the General tab and set preferences (see page 17 and page 21).
- Click the Page tab and set preferences (see page 14 and page 38).
- Click the Active Content tab and set preferences (see page 63 and page 64).
- Click the Resources tab and set preferences (see page 45 and page 100).
- Click the Server tab and set preferences (see page 84).
- Click the HTML tab and set preferences (see page 174).
- Click the Switch To tab and set preferences (see page 15).
- Click the Site tab and set preferences (see page 151, page 158, and page 160).

**To set up the defaults for uploading Web sites:**

Follow the steps described on page 167.

## Printing pages

You can print a page from either Edit or Preview mode. If you print from Internet Explorer preview mode, you see the PageMill—not the Internet Explorer—Print dialog box.

When you print from a page with frames, you print the contents of the current frame, that is, the page in that frame (see page 144).

### To print a page:

Choose File > Print.

## Using plug-ins

In addition to *browser plug-ins* (see page 48), you can use *PageMill plug-ins*, which add features to PageMill. Plug-ins are special drop-in files and are distributed and supported by third-party vendors. Once installed, a plug-in usually adds its command to one of the PageMill menus based on what type of function it performs. Additionally, most plug-ins also appear in the Plug-in menu in the main menu bar.

### To install a third-party plug-in:

Follow the instructions that came with the plug-in.

### To access an installed plug-in:

Choose its command from one of the following locations:

- If a plug-in automates page creation, choose from the File > Create submenu.
- If it inserts content, choose from the Insert > Plug-in submenu.
- If it edits page content, choose from the Edit > Plug-in submenu.

Any or all of these menu locations may not appear, depending on the type of plug-in and where it was installed in the Plug-ins folder.

### To get more information on an installed plug-in:

Choose Help > About Plug-in and then choose from the submenu. The About dialog box may give copyright information as well as information on the features and use of the specified plug-in.

# Chapter 3: Working with Text

**T**ext and images are the most basic features of a Web page, and form the foundation for the links you will add later. You can add text to a Web page and edit it using PageMill tools.

## Entering text on a page

Most of the time, typing directly on a page is the most straightforward way to add text to a Web page. However, HTML imposes a few restrictions when you want to enter multiple spaces or special characters.

### To type text directly on a page:

- 1 In Edit mode (if necessary, click the Mode button to switch to Edit mode), click to place the insertion point and then type the text.
- 2 Text word-wraps as needed. You can break a line manually by doing one of the following:
  - To start a new paragraph, press Enter. (This creates a P tag and results in an extra line between paragraphs.)
  - To create a line break within a paragraph (sometimes called a soft return), choose Insert > Special Character > Line Break (or press Shift+Enter). (This inserts a BR tag in the HTML code and avoids an extra line between paragraphs.)

### To type multiple spaces:

In Edit mode, do one of the following:

- Choose Preformatted from the Format pop-up menu (see page 30) and then press the spacebar repeatedly.
- Choose Insert > Special Character > Nonbreaking Space (or press Control+spacebar) to enter multiple hard space characters. (Unlike regular spaces, multiple nonbreaking spaces are not collapsed into a single space by a Web browser.)
- To simulate spacing, you can enter text in table cells (see “Adding Tables” on page 107).

**To enter a special character:**

In Edit mode, do one of the following:

- To enter a line break, choose Insert > Special Character > Line Break. Adding a line break is similar to pressing Enter except that it avoids an extra line between paragraphs.
- To enter a nonbreaking space, choose Insert > Special Character > Nonbreaking Space.
- To enter an accented letter, press Alt and type the four-number ANSI character code from the numeric keypad (not the numbers on the first row of the keyboard). For example, to type the accented letter in the word *résumé*, hold down Alt and type **0233**. Refer to a Windows reference book for a list of ANSI character codes. You can also enter special characters or look up ANSI codes by using the Character Map application (which is usually in the Start > Programs > Accessories menu).
- To enter an accented letter using its special HTML code, choose View > HTML Source and enter the HTML code for the special character. For example, to enter *é*, you would type **&eacute;**. For a full list of HTML character codes, see page 178.

**To delete text:**

In Edit mode, select the text, and then choose Edit > Clear, or press Backspace.

## Importing text

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

- 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.

- Using the Open command, import text in any of the following formats.

Application or file format	Filename extension	Versions
AMIPro/Professional WordPro	.sam	1.1 and later
ClarisWorks™	.cwk	3.0 and later
HTML files	.htm, .html	—
Lotus 1-2-3	.wk2, .wk3, etc.	1A to 5.0
Microsoft® Excel	.xls	2.1 to 5.0, 7.0
Microsoft Word	.doc	1.0 to 2.0 and 6.0 (later versions can be saved in 6.0 format and opened in PageMill)
Rich Text Format (RTF)	.rtf	—
Text	.txt	—
WordPerfect®	.wp5, .wp6	5.0 and 6.0

**Note:** *If a file in another application contains Japanese characters, you cannot open it in PageMill using the Open command. However, you can drag and drop or copy and paste the contents of the file.*

Importing text from another application removes most character or paragraph formatting. Because HTML uses the ISO Latin-1 encoding, it cannot preserve and represent some special characters (for a list of what can be represented, see page 178). If you try to enter or paste a special character that HTML does not support, PageMill filters it out.

**To import text or spreadsheet data using the Open command:**

- 1 Choose File > Open.
- 2 Choose All Files or Convertible Files from the Files of Type pop-up menu to display all formats supported by PageMill. To read other text formats, the appropriate converter must be installed in the Text Converters folder.
- 3 Locate and select a file, and click Open. PageMill opens the file into a new, untitled document.

If the file contains images in BMP formats, PageMill converts the files to GIF format and saves them in the specified resource folder (see page 45). For more information on importing graphic files, see “Adding an image or multimedia object” on page 50.

**To import text by dragging and dropping:**

- 1 In Edit mode, set up the PageMill window and the window in the second application so that both are visible. The second application must support drag-and-drop features.
- 2 In the other application, select the text, drag it into the PageMill page window, and then release the mouse button.



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

---

**To import text by copying and pasting:**

- 1 In another application, copy the text.
- 2 In PageMill, switch to Edit mode, and place the insertion point where you want to paste.
- 3 Choose Edit > Paste. PageMill imports only the text; most formatting is not retained.

## Applying paragraph formats

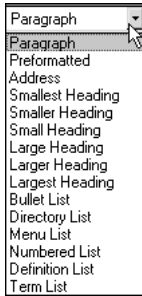
Paragraph formats structure the HTML pages. You apply different formats to parts of a page that serve different functions, such as headings, paragraphs of body text, and lists. Applying a format changes an entire paragraph. (To change the appearance of individual words or characters, apply character styles instead; see page 33.) For more information, see “About Web page design” on page 3.

With all formats except Preformatted, browsers collapse multiple spaces, tabs, and line-break characters into a single space.

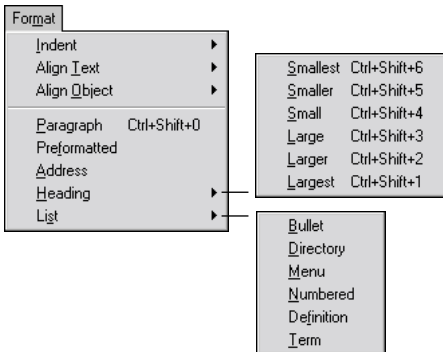
**To apply a paragraph format:**

In Edit mode, click in a paragraph or select several paragraphs and do the following:

- Choose a format from the Format pop-up menu in the toolbar.



- Choose a format from the Format menu. For a description of the formats, see “Standard paragraph formats” on page 29 and “Creating lists” on page 31.



## Standard paragraph formats

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

**Paragraph** A plain format used for body text. Applying the Paragraph format removes other paragraph formatting.

**Preformatted** Applies a monospaced (fixed-width) font, retaining all the original spaces and line breaks. The Preformatted format tries to preserve the original spacing of text (though not its font), and is useful for representing data from spreadsheet applications. Browsers typically display the Preformatted format in a monospaced font such as Courier.

Item	Part number	Price
Lawn Chair	C1028	\$79.95
Cafe Chair	C813	39.95
Classic Chair	C801	59.95

Item	Part number	Price
Lawn Chair	C1028	\$79.95
Cafe Chair	C813	39.95
Classic Chair	C801	59.95

*Paragraph format applied to tabular data and Preformatted format applied to the same data*

**Address** Useful for formatting an e-mail address, a postal address, or a telephone number. In PageMill, the address appears in italics. The actual appearance depends on the browser. (You still must link the mail address to make the browser jump to the mail command; see page 78.)

We welcome your questions and comments. Send e-mail to:  
*info@EARTHandWare.com*

**Note:** Although PageMill lets you center and right-align Preformatted and Address text, browsers display these two formats as left-aligned text. If you want to center or right-align the text but still want it formatted in a monospaced font, use the Paragraph format, specify the alignment, and then apply the Teletype character format to the text. You can also change the HTML Syntax Alignment preference to <DIV>, as explained on page 174.

**Heading formats** Organize the text and let you break it into sections. The sizes for the six heading formats 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 selected (and Bold appears checked in the Style menu) because most browsers display all heading formats in bold. You cannot remove the boldface type style.

**List formats** Create different kinds of lists. Some list formats add numbers or bullets to list items automatically. The actual appearance of a list depends on the browser. For more information, see “Creating lists” on page 31.

## Creating lists

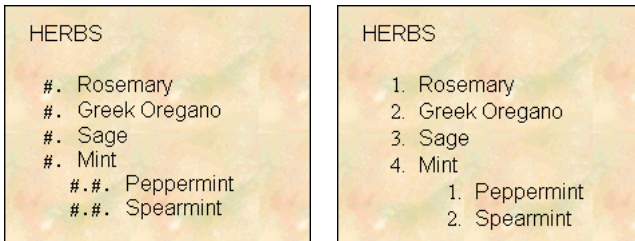
Creating a list is similar to applying other paragraph formats except that you can nest lists within lists and that some types of lists require two formats. You can choose from six types of lists:

**Bullet List, Directory List, and Menu List** Converts text into an indented, bulleted list. The bullets are added automatically in front of each paragraph. Depending on the browser, the items in some of these lists may appear without a bullet or in a multicolumn layout.



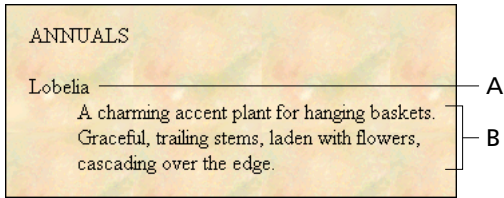
*Bulleted lists*

**Numbered List** Converts text into an indented, numbered list. PageMill inserts number signs (#) next to each item in the list. The correct numbers appear in Internet Explorer Preview mode or when the page is displayed in a Web browser.



*Numbered lists shown in PageMill and in a browser.*

**Term List and Definition List** 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.



*A. Term format B. Definition format*

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

In Edit mode, select one or more paragraphs and then choose from the Format > List menu or choose from the Format pop-up menu in the toolbar.

**To add a paragraph to a list:**

Do one of the following:

- Press Enter to add another item to the list at the current indent level.
- Press Shift+Enter to add a paragraph that's indented but unnumbered or unbulleted.

**To create a nested list:**

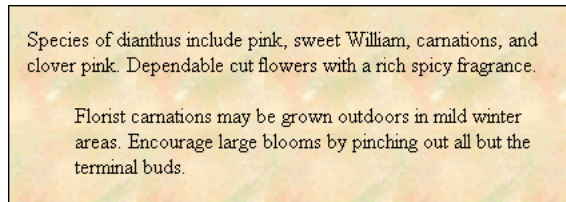
In an existing list, select one or more paragraphs and then choose Format > Indent Right. PageMill automatically applies a different bullet or numbering style to each level of a nested list.

**To apply Term and Definition list formats:**

- 1 Edit the text so that terms and definitions alternate and are separate paragraphs.
- 2 Click a term and choose Format > List > Term.
- 3 Click the definition associated with that term and choose Format > List > Definition.

## Indenting text

To indent to the left, PageMill removes space from the margins on both sides of text; to indent right, it adds space to the margins. The actual amount of the indent depends on the browser (some browsers don't indent at all). Indenting can affect any type of text block, regardless of its formatting. PageMill indents nonlist text by nesting instances of the BLOCKQUOTE tag.



*Bottom paragraph indented right*

### To indent text:

In Edit mode, click in a paragraph or select one or more blocks of text and then click the Indent Right (≡) or Indent Left (≡) button in the toolbar. You can also choose from the Format > Indent menu.

## Changing alignment

PageMill lets you align text to the left, center, and right. (Some browsers don't support center or right paragraph alignment.) You can change alignment of any type of text block, regardless of its formatting.

### To change alignment:

In Edit mode, select one or more paragraphs and then click the Left Align Text button (≡), the Center Align Text button (≡), or the Right Align Text button (≡) in the toolbar. You can also choose from the Format > Align Text menu.

*Note:* You can specify what HTML code PageMill uses to center paragraphs (see page 174).

## Applying character styles

Character styles distinguish individual characters or words on a page. Applying a character style changes only the selected characters. (To change entire paragraphs, apply paragraph formats instead; see page 28.) You can choose from physical or logical character styles.

Some character styles, such as Sample, Keyboard, Code, and Variable, may seem unusually technical—a reflection of the roots of the Internet and the HTML language, which were created for distributing reports throughout the scientific and technical community.

**To apply a character style:**

Select a range of text and use the Style menu to choose a character style. (You can also use the toolbar buttons to quickly apply the Bold, Italic, or Underline character styles.)

**About physical character styles**

A *physical* style changes the appearance of selected text in a specific way—by making the text bold, italicized, underlined, or monospaced (Teletype style). Apply a physical style to make character formatting consistent across browsers. You can also apply the Plain character style, which uses no special formatting.

**About logical character styles**

A *logical* style tags the selected text, but the actual appearance of the text depends on how a particular browser interprets the tag. 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.

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

All the best for *vibrant* homes and gardens.

**Strong** A more intense emphasis, often displayed with boldface text.

All the best for **vibrant** homes and gardens.

**Citation** Used for titles of publications or other media. Many browsers display citations with italics.

Receive a free copy of *Gardening Hints and Tips* with your order.

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

```
The message Postscript error : limitcheck
offending command : fill may indicate a path too
complex to print.
```

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

```
Type Name on the first line
```

**Code** Used to represent lines of computer code, and is displayed by most browsers with a monospaced font.

```
The PostScript operator showpage makes the paper come out
of the printer.
```

**Variable** Used for variables within computer instructions. For example, use the Variable style for the phrase “your\_password” in login instructions and the like. Many browsers display variables with italics.

To subscribe, type `subscribe` *your-first-name* *your-last-name* in the message body.

## Changing fonts and font sizes

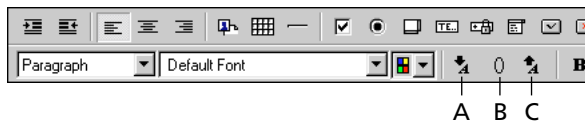
Browsers ordinarily use their default fonts to display text. However, you can override the default font with a specific one for selected text. If the text is viewed on a computer that doesn't have the specified font installed, the default font is used. (Try to choose a font that you're confident your viewers will have installed on their computers.)

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 specify a size relative to the surrounding text.

**Note:** *Because not all browsers support font size changes, it's safest to change the font size only for limited special effects. To ensure that all readers can distinguish larger text, use a paragraph heading format instead of a font-size change.*

You can also change the base font size. The base font size defines the size of text that has no formatting. Setting the base font size to 3 means that the font size setting of the viewer's browser will determine the size. Setting the base font smaller (1 or 2) or larger (4, 5, 6, or 7) changes the size of unformatted text so that it's smaller or larger than normal for the browser.

All other font sizes are relative to the base font value (with 7 being the maximum). For example, if the base font is set to 4, you can increase the relative font size up to +3; if the base font is 7, only negative relative font sizes are available.



A. Decrease relative font size B. Current relative font size C. Increase relative font size

### To change the font:

In Edit mode, select the text you want to change and do one of the following:

- If the toolbar is showing, choose a font from the Font pop-up menu on the toolbar.
- If the toolbar is not showing, choose Style > Font and choose a font from the submenu.

### To change the base font setting:

- 1 In Edit mode, display the Inspector (choose View > Show Inspector) and click the Page tab.
- 2 Choose a value from the Base Font menu.

**To change the relative font size:**

In Edit mode, select the text and do one of the following:

- Choose Style > Size > Increase Font Size or Decrease Font Size to enlarge or reduce the font size by one size.
- Click the relative font size buttons (A) (A) 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.

*Note:* You can specify what HTML code PageMill uses to change font sizes (see page 174).

## Working with color

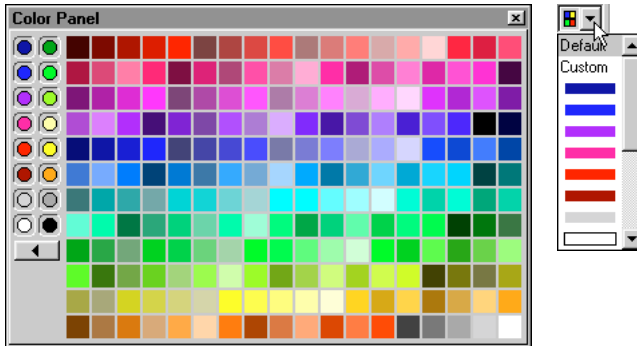
Some uses of color on a Web page are purely decorative, such as changing the background color of a page. Other uses of color provide information to readers, such as indicating whether text is a link and whether that link has been clicked (*visited*) lately.

When using colors in Web pages, you will usually want to choose only from the Web-safe color palette—a range of 216 colors that appear on all platforms identically, that is, without dithering. However, you can choose from a range of colors greater than the 216 colors by using the Color dialog box. If you're designing for a single-platform intranet, you may want to access additional colors since you won't have to worry about cross-platform dithering.

PageMill offers two mechanisms for working with color:

- You can use the Color Panel. The Color Panel can be collapsed to a floating palette of 16 customizable colors, or expanded to the full palette of 216 Web-safe colors. The collapsed Color Panel is initially defined with 16 Web-safe colors, but you can redefine these colors to use any other color, including non-Web-safe ones.

- You can use a Text Color pop-up menu. A Text Color pop-up menu contains color swatches for the 16 colors found in the collapsed Color Panel. It also contains commands for accessing non-Web-safe colors and for letting the browser determine the color. Text Color pop-up menus appear in the toolbar, in the Inspector, and in the Preferences dialog box. If you change a color in the collapsed Color Panel, the color also changes in all the pop-up menus.



Expanded Color Panel and Text Color pop-up from toolbar


**Note:** To differentiate all 216 colors in the expanded Color Panel, your computer must be set to 256-color (8-bit) mode or higher.

## Changing the color of text, links, and page backgrounds

By default, text entered on a page is black and links are blue. 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.) Some older browsers may not recognize the new colors and may continue to display text and links in the default colors for those browsers.

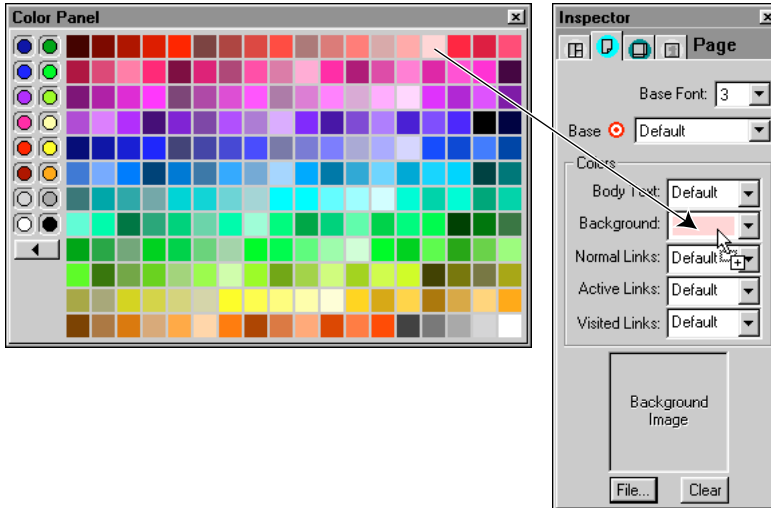
**Note:** PageMill Preview mode doesn't show you visited-link colors, but Internet Explorer Preview mode does.

To specify a default color for text, links, and background color for new pages you create, use the Edit > Preferences command (see page 13). To change the colors for a single page, use the Inspector. To change the color of selected text, use the Text Color button in the toolbar.

 PageMill's default color for a page background is gray. This may not be the same as the default background in a browser (for example, the default background in Internet Explorer may be white). To ensure a consistent color, manually choose a color for the background; don't leave the setting as Default.

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

- 1 In Edit mode, display the Inspector (choose View > Show Inspector) and click the Page tab.
- 2 Do one of the following:
  - To use a Web-safe color, choose View > Show Color Panel, drag a color from the expanded Color Panel, and then drop it on the color box in the Inspector.



- To use a color from the group of 16 colors (which are also Web-safe unless you've redefined them to use non-Web-safe colors), choose a color swatch from a pop-up menu.
  - To use a non-Web-safe color, choose Custom from a pop-up menu and select a new color. Then click OK.
  - To let the browser determine the color to use, choose Default from a pop-up menu.
- All changes apply to the entire page.

**To change the color of selected text:**

Select the text and then do one of the following:

- Click a color from the Text Color pop-up menu (■) in the toolbar.
- Click a color in the Color Panel (either collapsed or expanded).
- Choose Custom from the Text Color pop-up menu (■) in the toolbar, select a new color, and then click OK. (This may apply a non-Web-safe color and so is not advised.)

*Note:* You cannot change the color of linked text using the Text Color pop-up menu. All linked text must be the same color and is set in the Inspector.

**Customizing the Color Panel**

The Color Panel is a floating, expandable palette that contains the full set of 216 Web-safe colors as well as 16 color buttons that you can customize. You can customize only the 16 buttons in the collapsed Color Panel; the expanded Color Panel cannot be changed.

**To expand or collapse the Color Panel:**

Click the arrow button below the 16 color buttons.

**To customize the 16 color buttons of the Color Panel:**

1 Choose View > Show Color Panel and click the arrow button to show the full palette of 216 colors, if necessary.

2 Do one of the following:

- To replace a color button with a different Web-safe color, drag a color from the expanded palette onto one of the 16 color buttons.
- To replace color buttons with new colors, including non-Web-safe colors, right-click a color button and choose Set Custom Colors. Then define one or more new colors and click OK.

The color changes in the collapsed Color Panel as well as in the Text Color pop-up menus.

**To reset all the Color Panel buttons to their default colors:**

Right-click a color button and choose Set Default Colors.

**To determine the hex value of a color:**

Place the pointer over a color in the Color Panel. After a few seconds, the hex value of that color appears. You may need the hex value of a color if you're editing HTML code when working in Source mode (see page 173).

## Checking spelling

The Check Spelling command lets you check the spelling in a single file or in all the files in a site. PageMill highlights misspelled or unknown words and words with possible capitalization errors.

PageMill also includes a dictionary of common Internet terms and tags and lets you create one user dictionary—a separate file that you customize to supplement the main dictionary. The user dictionary contains all the words added to the dictionary during spelling checks or when correcting capitalization.

**To check spelling:**

1 Open the Spell Checker by doing one of the following:

- With a page active in Edit mode, choose Search > Check Spelling.
- With a site loaded, right-click a file or folder in a site window and choose Check Spelling.

The Spell Checker begins immediately and stops at the first unknown word. At this point, you can continue checking spelling or you can adjust settings (see page 41).

2 Choose from the following options:

- Click Ignore to continue checking spelling without changing this text or click Ignore All to leave all instances of the text unchanged.
- Enter a correction in the Change To text box or select a word from the Suggestions list, and then click Change to correct the selected occurrence or click Change All to correct all misspelled occurrences in the text.
- Click Add to store the text in the user dictionary and not mark subsequent occurrences as incorrect.

**To adjust spell-check settings:**

1 Open the Spell Checker (see page 41). The Spell Checker begins immediately and stops at the first unknown word.

- 2 Choose a language from the pop-up menu in the lower right corner of the Spell Checker to load the appropriate main dictionary.
- 3 From the Scope pop-up menu, do one of the following:
  - Choose Page to search the current Web page.
  - Choose Site Selection to search the pages of the site that are currently selected.
  - Choose Entire Site to search all the pages of the current site.
- 4 Deselect Wrap if you don't want to continue searching at the beginning of a document after reaching its end.
- 5 Click Start to continue the spell-check.

**To create, save, or use a user dictionary:**

- 1 Exit PageMill and move the User Dictionary file to another folder (or delete it if you won't be needing it again). This file is in the Spelling folder.
- 2 Do one of the following:
  - To create a new user dictionary, restart PageMill.
  - To use a different user dictionary, move the new one into the Spelling folder and restart PageMill.

## Searching for text

PageMill lets you search for and replace any object you can select, including text. For details, see page 68.

## Entering Japanese text

If you're working on a Japanese-enabled system, you can use PageMill to create Web pages that contain Japanese and other double-byte characters. These features are not visible on non-Japanese systems.

***Note:** If a file in another application such as Microsoft Word or Excel contains Japanese characters, you cannot open it in PageMill using the Open command. However, you can drag and drop or copy and paste the contents of the file.*

**To enter Japanese characters:**

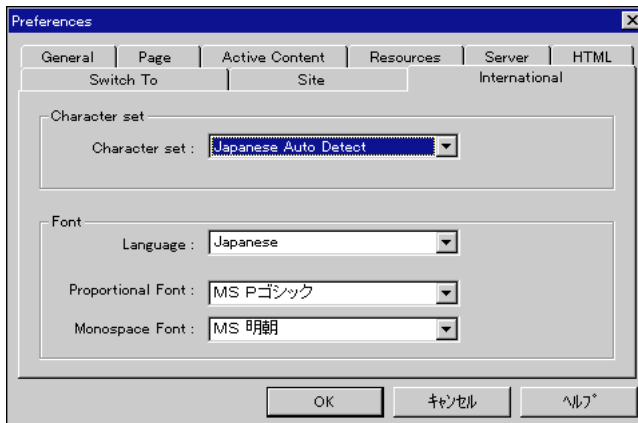
In Edit mode, enter Japanese characters as usual, using the front-end processor installed on your computer. You can change fonts using the Style > Font command.

**To view or change the character set:**

- 1 Choose Format > Character Set. The current character set is shown with a check mark. Choose a different character set from the menu list.
- 2 Restart PageMill.

**To set up preferences for entering Japanese characters:**

- 1 Choose Edit > Preferences and click the International tab.



- 2 Do the following:
  - To set the default character set, choose from the Character Set pop-up menu.
  - To specify fonts, choose from the Language pop-up menu and then choose a default font for displaying proportional characters and a default font for monospaced characters.
- 3 Click OK.
- 4 Restart PageMill for your changes to take effect.



# Chapter 4: Adding Images and Multimedia Objects

**Y**our Web pages can contain more than just text. PageMill lets you add images and a wealth of multimedia objects such as Java applets, animated GIFs, movies, animations, and sounds. You can also use some of these objects as links to other locations. (But if your readers will view your pages using modems, you should minimize the use of these objects to let the pages load faster.)

## About links to image files

It's important to understand how images are linked 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's file, wherever it was located when you imported it.
- Dragging an image from a Web browser or from an image-editing application into PageMill copies the file and then creates a link to the copy.
- Importing a BMP file copies the file (leaving the original intact), converts the copy to GIF format, and then names the new file *Imagex.gif* (Image1.gif, Image2.gif, and so on). The Web page links to the GIF copy, not to the BMP original. To change the *Imagex.gif* name, be sure to do so in the Site Overview area so that you won't break the link (see page 158).

PageMill uses settings from the Preferences dialog box to determine where to place the copies of the converted images:

**When you're working with a site loaded** Images are placed in the folder specified in the Site Resources Folder Name text box (choose Edit > Preferences and click the Site tab). The default folder name is Resources and is located within the local root folder for the site.

**When you're working with no site loaded** Images are placed in the folder specified in the Resource Folder text box (choose Edit > Preferences and click the Resources tab). The default folder name is PageMill\_Resources. This default location of this folder is usually not within your site.

For best results, both of these locations should specify the same folder, and that folder should be within the local root folder. Making the Resource Folder the same as the Site Resources Folder ensures that all converted files are stored within the local root folder. Be sure to set up the folder before you import any BMP files. For more information, see page 11.

**To view the URL of an image on a page:**

Do one of the following:

- In Edit mode, place the pointer over an image and pause there. The full URL appears and then disappears after a few moments.
- In the Site Overview area, right-click an image file and choose Properties. The full pathname appears in the dialog box.

## About file formats

To be recognized by PageMill and browsers, images and multimedia objects (animations, movies, Java applets, and sounds) must be named with the correct filename extensions (.gif, .mov, .wav, and so on).

Web browsers can display images that are in GIF and JPEG formats. PageMill also lets you import BMP files, which PageMill automatically converts to GIF format.

PageMill can also import Adobe Acrobat Portable Document Format (PDF) files, movies in the QuickTime® for Windows format, and Macromedia Shockwave™ files. To use these files, see page 48.

### Image file formats

PageMill can use images in the following formats:

**BMP (.bmp, .dib)** The standard Windows bitmap image format. PageMill automatically converts a BMP file into a GIF file. A DIB file is a type of BMP file and is treated like files with the BMP extension.

**GIF (.gif)** An 8-bit color format that can display up to 256 colors. It is useful for nonphotographic images with a fairly narrow range of color.

**JPEG, ProJPEG (.jpeg or .jpg)** Appropriate for images with a wide range of color, such as a 24-bit (millions of colors) photograph. ProJPEG files are enhanced JPEG files that can be displayed in a browser in stages (progressively). Be sure your JPEG images are saved in RGB or Indexed Color mode, and not in CMYK mode, which is not supported by Web browsers.

**Portable Document Format (.pdf)** The standard document-viewing format created using Acrobat Exchange or Distiller. It requires that the correct browser plug-in be installed (see page 48). See page 79 for how to create a link to a PDF file.

## Movie and animation file formats

PageMill can insert and play movies and animations in the following formats:

**Animated GIF (.gif)** A version of GIF that contains a sequence of several images in a single file. Switching to Preview mode makes an animated GIF file cycle through the images, so you can see the animation. You can create animated GIF files using shareware programs available on the Web (such as GIF Construction Set) or by using Adobe Premiere®.

***Note:** Not all browsers fully support animated GIF files, so be sure to preview your page in your intended browser. Some browsers play an animation only once or display only the first or last frame of the animation.*

**Microsoft Video (.avi)** Requires that the correct browser plug-in or Active Movie ActiveX control be installed (see page 48).

**MPEG (.mpg or .mpeg)** Requires that the correct browser plug-in be installed (see page 48).

**QuickTime (.mov)** Requires that QuickTime for Windows 2.0 or later be installed on your computer. You must also have the correct browser plug-in installed (see page 48).

**Shockwave (.dcr)** A Web-based animation format used by Macromedia applications such as Director. To use a Shockwave file, you must have the correct browser plug-in installed (see page 48).

## Sound file formats

Browsers can recognize many formats for sound clips. Inserting a sound actually creates a link to the sound file.

PageMill can insert sound files in the following formats:

**AU (.au)** The most commonly used format for cross-platform applications.

**Audio Interchange File Format (.aiff, .aif)** Widely used on Macintosh and Silicon Graphics computers.

**MIDI (.mid, .rmi)** Is a common format for synthesized music. MIDI sound support is native to Windows.

**Windows sound (.wav)** Is widely used in Windows applications.

## Applets and controls

You can include two types of mini-programs in your Web pages: Java applets and ActiveX controls.

**Java (.class)** A format for small applications (called *applets*) often used for animations created using the Java programming language. PageMill lets you insert and preview them. Older browsers may not support Java applets.

**ActiveX (.ocx)** A format for small applications (called *controls*) that can interact with readers and add functionality to a Web page. PageMill can preview controls only in Internet Explorer Preview mode.

## Using browser plug-ins

To use PDF or multimedia objects in PageMill, you may need the appropriate plug-in installed in the Browser Plug-ins folder. PageMill is compatible only with plug-ins compatible with Navigator 2.0.

***Note:** Because browser plug-ins vary in quality, save your work before first using a plug-in with PageMill. Common ones such as the PDF, QuickTime, and Shockwave plug-ins work well in PageMill, but others may not. If PageMill detects a problem with the plug-in, it displays a broken plug-in icon in place of the object. Try previewing the plug-in in a browser to see if it works as expected.*

PageMill ships with the plug-ins for QuickTime movies. The plug-in for viewing PDF (Acrobat) files is included when you install Acrobat Exchange or Acrobat Reader.

If you try to insert a file into a Web page but don't have the correct plug-in installed for that type of file, PageMill creates a link to the file instead of inserting it.

If PageMill doesn't recognize the filename extension of an object, PageMill assumes that the file contains data for a plug-in and creates an empty plug-in data object.

**To insert the browser plug-ins:**

- 1 Determine which browser plug-ins you need and obtain them from their manufacturers.
- 2 Put a copy of these plug-ins in the PageMill Browser Plug-ins folder.
- 3 Restart PageMill.
- 4 Confirm that there is also a copy of these plug-ins in your *browser's* Plug-ins folder.

**To set up the plug-in for viewing PDF files:**

- 1 If necessary, install Acrobat Reader or Acrobat Exchange on your computer.
- 2 Locate the the plug-in file, called Nppdf32.dll, in the Browser folder that you installed Acrobat Reader or Exchange to.
- 3 Copy this plug-in file into the Browser Plug-ins folder, located in the folder you installed PageMill to.
- 4 Also copy this plug-in file into the browser's Plug-in folder.

## About images

An image on a Web page can be used as any of the following:

- A static picture that provides visual information
- A link to another resource (see page 76)
- An image map with multiple links to other resources (see page 95)
- A Submit or Reset button on a form (see page 129)

If you have many static images to display, consider creating a page of thumbnails, small versions of each image, in an image-editing application, and then link each thumbnail to a full-size version of the image (see page 53). A page of thumbnails downloads much faster than a page of full-size images. For help on choosing images to include on a page, see “Graphics considerations” on page 5.

**Important:** *To avoid problems when uploading, store all images within your site's local root folder (see page 11).*

## Adding an image or multimedia object

Adding an image or multimedia object to a page means either *inserting* it or *linking* to it. An inserted object appears right in the page; a linked object is not visible on the page but instead opens or plays when you click its link (which could be linked text or a linked graphic).

You can add images or multimedia objects to your Web page in any of the following ways:

**Drag and drop** Dragging and dropping an image either imports it or links to it. If it is a BMP file, PageMill converts to a GIF file named *Imagex.gif* (where *x* is a number) and places it in the specified resource folder (see page 45).

You can drag and drop any type of image from the following sources to an open PageMill page:

- From another page
- From a desktop folder window
- From a Web browser
- From another application, such as from Adobe Photoshop or Adobe Illustrator 7.0
- From the PageMill Pasteboard (see page 86)
- From an Image window (dragging the image icon in the upper left)

The results of dropping an image on a page are listed in the following table:

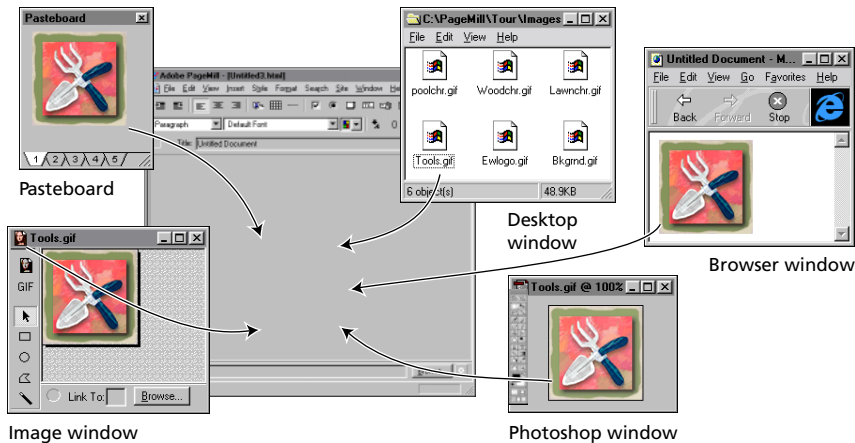
Drag and drop (with no selection)	Alt + drag and drop	Drop onto a selection
Inserts the object	Creates a link to the object	Creates a link to the object

Dragging and dropping sounds always create a link. Some special considerations apply when dragging and dropping multimedia objects such as movies (see page 47), ActiveX controls (see page 64), and PDF files (see page 79).

**Copy and paste** Copying and pasting an image imports it. If it is a BMP file, PageMill converts it to GIF as *Imagex.gif* (where *x* is a number) and places it in the specified resource folder (see page 45).

You can copy and paste from another PageMill page or from another application.

**Insert command** Choose the Insert > Object command or click the Insert Object button (🔗) in the toolbar.



*Various ways to import images, animations, movies, and sounds into PageMill*

### To import by dragging and dropping:

- 1 Make sure that the target PageMill window is in Edit mode.
- 2 Do one of the following to open the source window:
  - To drag from another PageMill window, use the File > Open command.
  - To drag from another application, open that application.
  - To drag from a desktop folder, open that folder.
  - To drag from the PageMill Pasteboard, choose View > Show Pasteboard.
  - To drag from the PageMill Image window, choose File > Open to open an image file in the Image window.
- 3 Position the source window so that both it and the target window are visible.
- 4 Drag the image or object from the source into the open PageMill window, noting the following:
  - When dragging from another application, be sure that application supports drag-and-drop functionality. If it doesn't, try copying and pasting instead.
  - When dragging a Java applet from a desktop folder, drag the .class file.

- When dragging from the Image window, drag the GIF image icon (above the vertical toolbar), not the image itself.

**To name the resulting GIF file as you drag and drop a BMP file:**

Hold down Shift and Control-drag the BMP file, specify a name and location for the GIF version of it, and click Save.

**To insert a BMP image without converting it to GIF:**

- 1 Choose File > Open and open the BMP file in the Image window.
- 2 Drag the BMP image icon from the Image window into your Web page. PageMill inserts the BMP file without converting it. (Caution: Not all Web browsers support BMP images.)

**To import by copying and pasting:**

- 1 Copy the image in another application, and then click where you want to paste it in a PageMill page.
- 2 In Edit mode, choose Edit > Paste.

**To import by using the Insert command or button:**

- 1 In Edit mode, do one of the following:
  - Choose Insert > Object and choose a file type.
  - Click the Insert Object button (📎) in the toolbar.
  - Right-click the Insert Object button (📎) in the toolbar and choose the type of object you want to insert.
- 2 Locate the file you want to insert. To locate an object not present on your hard disk, select Remote URL and enter the URL of the object (see “About URLs” on page 75).
- 3 Insert the object by doing one of the following:
  - To embed the object, click Place. Embedded sounds and movies play right in the Web page.
  - To create a link to the object, click Link To. Linked sounds and movies play in a separate window.

**To add a small image and link it to a larger version of the image:**

- 1 Create a small version of a larger image in an image-editing application such as Photoshop. (Simply resizing the image in PageMill to thumbnail size doesn't reduce the file size or the time it takes to download it.)
- 2 In PageMill, insert the small image into your Web page.
- 3 Do one of the following:
  - Drag the icon for the original, larger image from an Explorer folder or from the desktop onto the smaller image.
  - Drag the icon for the original, larger image from the Site Overview area onto the smaller image.
  - Choose File > Open and open the original, larger image in the Image window. Then drag the image icon from the Image window and drop it on the inserted smaller image on your Web page.

*Note: Linking PDF files to their thumbnails is a special case. For instructions, see page 79.*

**To insert, not link, an image whose format is not supported by PageMill:**

Locate the file whose format is unsupported (for example, a TIFF file) and do one of the following in Edit mode:

- Install a plug-in that supports the file type (see page 24 and page 48) and then insert in the regular ways (for example, by dragging and dropping).
- Hold down Control and drag the file into the page.

**Editing images**

The types of editing you can do to an image depend on how you've selected the image.

When you've selected an image as a whole, a thin line with three handles appears around it, and you can do the following:

- Align an image so that text runs around it.
- Resize the image.
- Change the border around the image.
- Add an alternate text label for the image (see page 61).

- Change the behavior of the image so that it can function as a button (see page 130).

When you've selected an image so that you can edit its contents, a thick dashed line appears around it, and you can do the following:

- Add hotspots to the image that you want to use as a client-side image map (see page 96).
- Open it in an Image window.

When you've opened the image in an Image window, you can do the following:

- Add hotspots to the image that you want to use as a server-side image map (see page 101).
- Make a GIF file *interlaced* or a JPEG file *progressive* so that a low-resolution version of the image downloads first (and more quickly) before a higher-resolution version does.
- Make parts of a GIF image transparent.

### Selecting images

To edit an image, you must first select it. PageMill has three selection states for images:

- When a thin line with handles surrounds an image, you can edit the image as a whole—for example, by aligning or resizing it.



- When a thick dashed line appears around it, you can edit the image to be a client-side image map—for example, by adding hotspots (see page 96).



- When the image is opened in an Image window, you can edit several properties (to make it interlaced or transparent) or you can make it into a server-side image map (see page 99).



#### **To select an image as a whole:**

In Edit mode, click the image. A thin line with three handles appears around the image, and the toolbar changes to include image-positioning buttons.

#### **To select an image so you can make a client-side image map:**

In Edit mode, double-click the image. A thick dashed line appears around the image, and the toolbar changes to include client-side image map buttons (see page 96).

#### **To open an image in an Image window:**

Do one of the following:

- To open an image that's already in a PageMill page, select the image and then choose Edit > Image > Open Image Window. You can also Control-double-click the image or double-click the image and then click the Open Image Window button (🖱️) on the toolbar.
- To open an image that's not yet in a PageMill page, choose File > Open, locate the image file, and click Open.

## **Aligning images with text**

You can align the top, middle, bottom, right side, or left side of the image with text. This is useful when an image in a line of text is taller than the text, which results in extra line spacing in that line. PageMill also supports wrapping text around an image.

#### **To align an image with text:**

In Edit mode, click an image and then click one of the alignment buttons on the toolbar: Top Align Object (⌵), Middle Align Object (⌵), Bottom Align Object (⌵), Left Align Object (⌵), or Right Align Object (⌵).

**To wrap text around an image:**

- 1 In Edit mode, click the image and click the Left Align Object button (≡|) or the Right Align Object button (≡|) on the toolbar.
- 2 Enter text as usual. When the text reaches the bottom of the image, it returns to the normal margin.
- 3 To end the text wrap before the text has reached the bottom of the image, choose Insert > Margin Break. The margin break character (¶) moves the text following it below the image and returns to the normal margin.

**Resizing images**

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.



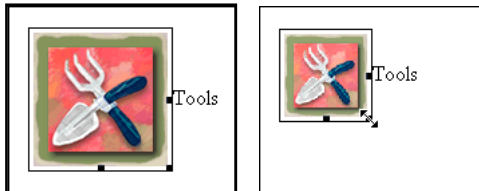
To quickly change the size of an image that appears on several pages, resize the original image in an image-editing application instead of in PageMill. By doing this, all the inserted instances of the image will be changed when they're reopened in PageMill.

---

***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). To make images download faster, resample them in an image-editing application such as Photoshop and then reimport them into PageMill.*

**To resize an image visually:**

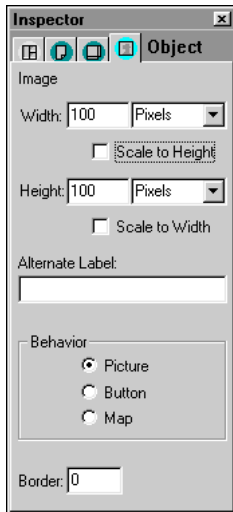
Select the image and drag one of its resize handles. (Shift-dragging constrains the resizing to the original proportions.)



*Original image and the resized image*

**To resize an image numerically:**

1 In Edit mode, click the image, display the Inspector (choose View > Show Inspector), and click the Object tab.



2 Choose a unit of measurement from the Width or Height pop-up menu:

- To measure in screen pixels, choose Pixels.
- To measure in proportion to the window size, choose Percent, where 100% width or height equals the window's width or height. (The image will automatically resize as the size of the browser window changes.) Proportional resizing is useful, for example, for displaying a banner image at the full width of a browser window.

3 Do one of the following:

- To change the vertical dimension, deselect the Scale to Width option, and then type a value in the Height text box.
- 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 proportions, select both Scale to Height and Scale to Width.

## Adding borders to images

Images in PageMill have a border of zero (no visible border) by default. You can change the image border as needed.

*Note: A border is always rectangular, regardless of the image's shape.*

### To add or remove an image border:

- 1 In Edit mode, click the image and display the Inspector (choose View > Show Inspector).
- 2 Do one of the following:
  - To specify a border width, type a value, in pixels, into the Border text box.
  - To specify no border, type **0** (zero) into the Border text box.
  - To let the browser determine if a border will appear around the image, leave the Border text box empty. Most Web browsers then use a 2-pixel border around a linked image and no border around an unlinked image.



*Border value 5 applied*

## Creating interlaced GIF or progressive JPEG images

An *interlaced* GIF image or a *progressive* JPEG (ProJPEG) image downloads in stages, gradually revealing the full image. Web browsers that do not support interlacing can still display interlaced GIFs or progressive JPEGs, but without the interlacing effect.

Interlacing affects all instances of the image that appear in the Web page. You can preview the interlaced effect only when you use Internet Explorer Preview mode.

### To create an interlaced or progressive image:

- 1 In Edit mode, click the GIF or JPEG image and then choose Edit > Image > Open Image Window. (You can also Control-double-click the image or double-click the image and then click the Open Image Window button on the toolbar.) The image appears in an Image window.


2 In the Image window, click the Interlace button (☐), close the Image window, and save the file.

### Making parts of a GIF image transparent

You can make parts of a GIF image (but not a JPEG image) transparent by making one of its colors transparent. The transparent areas appear in the page's background color (or pattern). If you use this file more than once in your site, all instances of it use the same transparency settings.

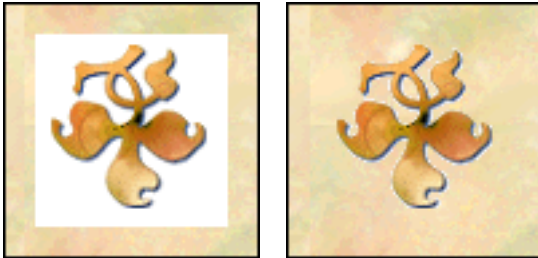
If the original image doesn't have a solid-color area that would look good transparent, you can modify the image in an application such as Photoshop.

---

 Even though PageMill can make only one color transparent, you can use an application such as Photoshop to make multiple colors transparent. But if you do use Photoshop, don't anti-alias the edges of the image to avoid creating a halo around the image.

---

GIF files do not lose color information when you apply transparency, so you can undo the 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.



*Image before and after applying transparency*

#### To prepare a GIF image for transparency (optional):

- 1 In an image-editing application such as Photoshop, select the part of the GIF 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).
- 2 Save the file in GIF format.



---

You can easily switch between PageMill and an image-editing program such as Photoshop by using the Switch To command (see page 15).

---

**To make parts of a GIF image transparent:**

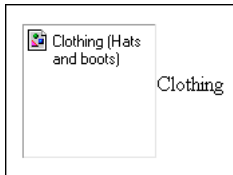
- 1 In Edit mode in PageMill, select the image (see page 54) and then choose Edit > Image > Open Image Window. (You can also Control-double-click the image or double-click the image and then click the Open Image Window button on the toolbar.) The image appears in an Image window.
- 2 In the Image window, select the Make Transparent button (↖), and click the color you want to make transparent.
- 3 Close the Image window and save the file.

**To change a transparent area back to its original color:**

- 1 In Edit mode in PageMill, select the image (see page 54) and then choose Edit > Image > Open Image Window. (You can also Control-double-click the image or double-click the image and then click the Open Image Window button on the toolbar.) The image appears in an Image window.
- 2 In the Image window, select the Make Transparent button (↖) and do one of the following:
  - To make a new color transparent, click a new color. The formerly transparent parts of the image return to their original color.
  - To remove all transparent colors, click the transparent part of the image. The original color returns.

## Setting up text labels for images

Some readers use browsers that cannot display graphics; others choose not to display graphics in order to speed up their access to the Web. To keep your Web pages meaningful to these readers, you should include a *text label* that the Web browser can use in place of the image.



*Image label in browser*

### To add a text label to an image:

- 1 In Edit mode, click the image and display the Inspector (choose View > Show Inspector).
- 2 Click the Object tab.
- 3 Enter text in the Alternate Label text box.

## Playing multimedia objects

Multimedia objects add motion, sound, and special effects to your Web pages. You should test their effects before you upload your Web pages.

### To play a multimedia object:

- 1 Confirm that you have all necessary plug-ins installed in the Browser Plug-ins folder (see page 48).
- 2 Do one of the following:
  - To play an animated GIF, change to Preview mode. In PageMill Preview mode (not Internet Explorer Preview mode), you can pause the animation by clicking it and resume the animation by double-clicking it.
  - To play a movie or sound that doesn't automatically play, click its link or the play button on its playback bar.

PageMill does not load a movie or a sound into memory before starting playback. For this reason, playback over a network might be slow or unpredictable.

- To play a Java applet, insert it into a page; an applet begins to play immediately. You can pause it by clicking Suspend in the Inspector when the applet is selected.

**To control how a movie plays in your Web page:**

- 1 Create or locate a QuickTime or Microsoft Video movie that you want to use.



QuickTime movies used in Web pages must be *flattened* (that is, made cross-platform compatible). To quickly create such a movie in Adobe Premiere, use File > Export > Flattened Movie.

---

- 2 Insert the file on your Web page using Insert > Object > Other File. Be sure to click Place to insert the file, not Link To.
- 3 Select the movie and display the Object panel of the Inspector (choose View > Inspector).
- 4 Adjust the Width and Height values and then set any of the following properties:

Name	Value	Meaning
autoplay	true or false	Whether the movie automatically plays when the Web page is first opened.
loop	true or false	Whether the movie plays continuously or only once.
controller	true or false	Whether the playback bar appears or not.

- 5 Preview the movie in a browser or in Internet Explorer Preview mode to confirm that the sound plays correctly. (If it doesn't, confirm that the browser has the appropriate plug-in to handle the file format.)

**To play music in the background in your Web page:**

- 1 Do one of the following:
  - Create or locate a sound or music file, such as a .mid or .wav file (.wav files tend to have the smallest file size).
  - Create or locate a QuickTime movie that has a sound track you want to use. To reduce the file size, the movie should not have an image—all you need is its sound portion.
- 2 Insert the file on your Web page using Insert > Object. Be sure to click Place to insert the file, not Link To.
- 3 Select the object and display the Object panel of the Inspector (choose View > Inspector).

4 Set the following properties:

Name	Value
autoplay	true
loop	true
hidden	true

5 Select the object and choose View > Download Statistics to see if the download time for this object is acceptable (sound files can be large and won't start playing until they are fully downloaded). For how to interpret the download statistics, see page 162.

6 Preview in a browser or in Internet Explorer Preview mode to confirm that the music plays correctly. (If it doesn't, confirm that the browser has the appropriate plug-in to handle the file format.)

## Working with Java applets

Java applets sometimes need to be customized before they look or act the way you want them to. For example, an animated bullet applet can easily be modified into an animated horizontal rule by changing its width, height, and style properties.

By default, an applet runs in both Preview and Edit modes. However, you can control when a Java applet runs as well as when it reloads.

### To modify a Java applet:

- 1 In Edit mode, select the applet and display the Inspector (choose View > Inspector).
- 2 Do the following:
  - To change the width or height of the applet, enter new values for the Width or Height properties. (You can also resize the applet on the page by dragging one of its selection handles.) After resizing an applet, you may have to click Reload to restart it.
  - To change or add other properties, which for applets are called parameter, PARAM, properties, edit the Name and Value text boxes. Each set of Name and Value entries creates a parameter change for the applet. As you enter a value, a new row is added for the next property.
  - To restart an applet after you've made some changes, click Reload.
  - To pause an applet, click Suspend.



---

Some applications (for example, Macromedia AppletAce) place applet parameters in a text file and not in the .class file. You can incorporate the parameters by copying them from the text file. Then place the .class file in PageMill, switch to Source mode, and paste the code before the </APPLET> tag. The new parameters appear in the Inspector. This technique lets you change many parameters at the same time.

---

**To control how an applet runs and loads:**

- 1 Choose Edit > Preferences and click the Active Content tab.
- 2 Do the following:
  - To allow applets to run in PageMill, select Enable Java Applets.
  - To make applets run only in Preview mode and not in Edit mode, deselect Run Applets in Edit Mode.
  - To automate reloading applets from their source, select “Reload Applets When Switching to Preview Mode.”
  - To specify that applets should look elsewhere for additional code to run, select Use CLASSPATH Environment Variable. (Leave this option off unless the documentation for the applet states it should be on. Selecting this option may cause applets to stop working when uploaded to a Web server.)
- 3 Click OK.

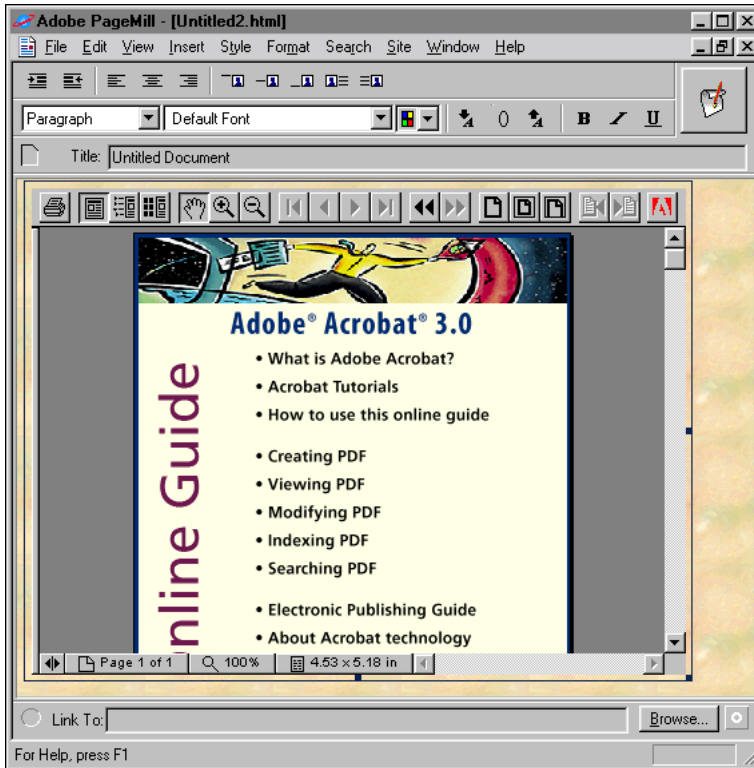
**To view advanced information on a Java applet:**

Choose View > Show Java Console. This dialog box provides diagnostic information on the state of an applet, which you could use in troubleshooting problems with an applet.

## Working with ActiveX controls

ActiveX is a technology from Microsoft that lets applications embed small programs, called *controls*, into Web pages and other types of documents.

ActiveX controls can perform a wide range of functions—including many that can enhance a Web page. For example, the Calendar Control adds a working calendar to a page, and the PDF Control inserts a fully functioning Acrobat window into your Web page.



Unlike other objects, you don't insert an ActiveX control by inserting its file (its .ocx file) into a Web page. Instead, you insert a control in one of two ways:

- You can insert an object file such as a sound or PDF file and have PageMill use an appropriate ActiveX control to display it. When you insert a control by choosing a file, PageMill looks at the type of file and determines if there is a control installed that's appropriate for that type of file. If so, it inserts the content of the file as part of the control. For example, when you insert a WAV sound file or a PDF file, PageMill inserts the sound or the Acrobat file in your Web page using the appropriate ActiveX control.

- You can choose an ActiveX control from a list of installed controls. The list that PageMill displays comes from the Windows registry. Some controls on this list may not be fully present or installed properly on your machine. If you insert a control that's not fully accessible to PageMill, only an alert icon appears on the Web page. If possible, insert a control from a file (use Insert > Object > ActiveX Control > Select File), which usually results in more usable controls.

**To insert a file using an ActiveX control:**

- 1 In Edit mode, choose Insert > Object > ActiveX > Select File.
- 2 Select the file that contains the ActiveX control data and click Insert. The control appears either as an icon or as the full control, depending on how the preferences are set (see page 67).

**To insert a file using an ActiveX control by dragging and dropping:**

In Edit mode, hold down Shift and Control and drag from a Windows folder into a Web page.

**To insert an ActiveX control from a list of installed controls:**

- 1 In Edit mode, choose Insert > Object > ActiveX > Select Control.
- 2 Select an ActiveX control from the list box and click Insert. The control appears either as an icon or as the full control, depending on how the preferences are set (see page 67).

**To edit an ActiveX control:**

In Edit mode, select the control, choose View > Inspector to display the Inspector, and do the following:

- To give the control a name so you can refer to it elsewhere (for example, in scripts), fill in the Name text box.
- To tell Web browsers where to find the control for downloading when the page is loaded, enter the control's URL or network location in the Codebase text box. You can also click Browse to find the location.
- To tell Web browsers where to find the file containing any run-time parameters the control may need, enter its URL or network location in the Data Source text box. You can also click Browse to find the location.

- To modify the control's properties, enter values, in pixels, for Width, Height, or Border, or click Properties to access any other properties unique to the control. (A Properties page is available only if the programmer of the control created one.)

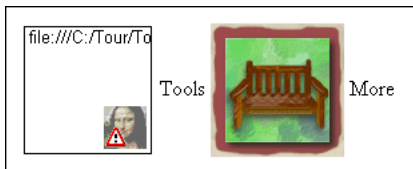
**To specify when an ActiveX control can be run:**

- 1 Choose Edit > Preferences and click the Active Content tab.
- 2 Do the following:
  - To let ActiveX controls run in PageMill, select Enable ActiveX Controls.
  - To let ActiveX controls run only in Preview mode, deselect Create ActiveX Controls in Edit Mode.

You can still insert an ActiveX control even when these options are deselected. In that case, the control is inserted as a placeholder icon and its functions and properties are unavailable.

## Locating missing objects

An icon with an exclamation mark appearing in Preview mode means that an object cannot be found on the disk. An object may be missing if you deleted, moved, or renamed it on your computer (see page 92 for tips on keeping links valid). The missing-object icon also displays the path and the name of the object it's looking for.



*Missing-object icon*

**To find a missing object:**

- 1 In Edit mode, double-click the missing-object icon.
- 2 Locate the object and then click OK.

## Finding and replacing

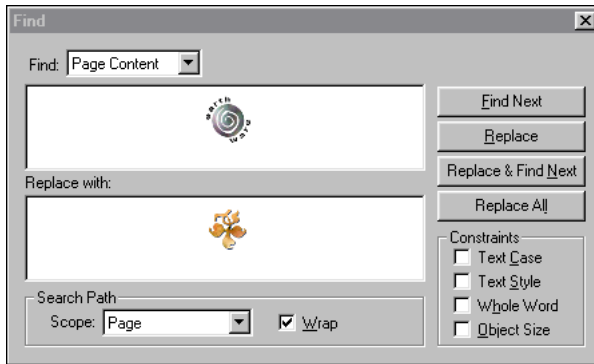
PageMill lets you search for and replace anything that you can select—including text, images, multimedia objects, ActiveX controls, and objects such as form controls, buttons, and links. You can search and replace on a single page or across a whole site.

### To search for text or an object:

- 1 In Edit mode, do one of the following:
  - To search multiple Web pages, load a site (see page 151), right-click a file or folder, and choose Find.
  - To search a single Web page, click in the page and choose Search > Find.
- 2 In the Find dialog box, drag or paste the selection (for example, an image) into the Find text box, or type the text you want to find.
- 3 From the Find pop-up menu, do one of the following:
  - To search for page objects or text, choose Page Content.
  - To search for URLs used in the links, choose Link Address.
- 4 From the Search Path Scope pop-up menu, do one of the following:
  - Choose Page to search the entire Web page.
  - Choose Site Selection to search the pages of the site that are currently selected.
  - Choose Entire Site to search all the pages of the current site.
- 5 Leave the Wrap option selected to continue the search at the beginning when you reach the end.
- 6 In the Constraints area, do the following:
  - Click Text Case to match the case (upper- or lowercase) of the selection.
  - Click Text Style to match the typeface style of the selection.
  - Click Whole Word to match the selection to occurrences as whole words.
  - Click Object Size to match the size of the original selection.

**To replace text or an object:**

- 1 Follow the steps in the procedure on searching (page 68).
- 2 Drag, type, or paste the replacement item into the Replace With text box. (The replacement item can be anything you can select: text, an image, and so on.)
- 3 Click Find Next. PageMill highlights found text or objects on the page, or displays the URL of found links in the Link To bar.



**4 To continue the search, do one of the following:**

- Click Find Next to find the next occurrence.
- Click Replace to replace the found occurrence with the item in the Replace With text box.
- Click Replace & Find Next to replace the found occurrence with the item in the Replace With text box, and then find the next occurrence.
- Click Replace All to change all occurrences of the found selection with the item in the Replace With text box.

**To search and replace in HTML source code for a site:**

- 1 Follow the steps in the procedure on searching in a site (page 68).
- 2 Choose Site from the Scope pop-up menu.
- 3 Select the Source option to search or replace in the HTML source code for the pages.

## Creating page backgrounds

You can use an image as the background pattern for a page. When a Web browser that supports backgrounds displays the page, the browser *tiles*, or repeats, the pattern behind the text and graphics on the page.

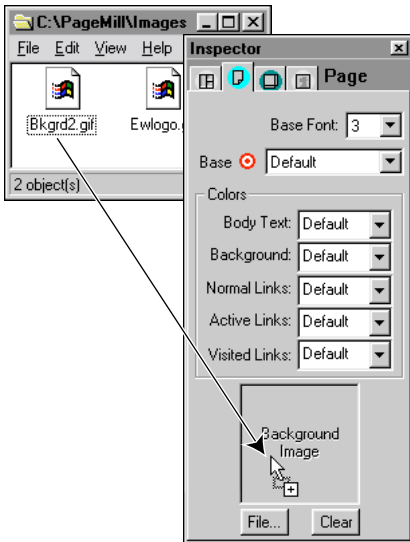
Although you can use any image that PageMill can import (see page 46), here are some considerations for creating an effective background:

- Don't use an animated GIF file as a background image (because only the first or last frame of the image appears).
- Avoid intensely colored or visually busy backgrounds so that text will be legible.
- Use a small image so that it downloads quickly.

### To add a page background using the Inspector:

- 1 In Edit mode, display the Inspector (choose View > Show Inspector) and click the Page tab.
- 2 Do one of the following:
  - In the Page panel, click the File button below the Background Image area, and locate and open a file.

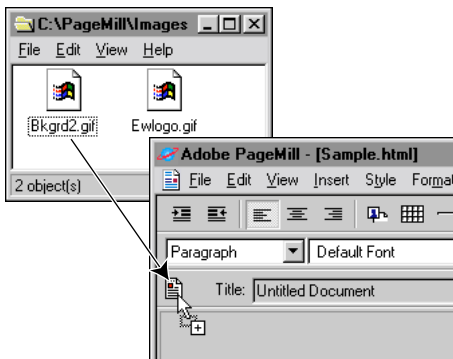
- Drag a file from a desktop folder window into the Background Image area.



- Drag an image from a PageMill page or from another application into the Background Image area.

**To add a page background using the page icon:**

In Edit mode, drag the file from a desktop folder window or drag the image from an open document and drop it onto the page icon on the PageMill page.



**To remove a background image:**

- 1 In Edit mode, display the Inspector (choose View > Show Inspector) and click the Page tab.
- 2 Click the Clear button below the Background Image area.

**To set the default background for all new pages:**

- 1 Choose Edit > Preferences and click the Page tab.
- 2 Do one of the following:
  - To remove a pattern, click Clear below the Background Image area.
  - To add a pattern, click File below the Background Image area, and then locate an image file to use as a pattern.
- 3 Click OK. The default settings go into effect the next time you create a new page.

## Adding horizontal rules

Horizontal rules are useful for dividing your Web page into sections. Rules are shaded by default, but you can make them unshaded. You can also change the thickness and width of a horizontal rule visually or numerically.

**To add a horizontal rule:**

In Edit mode, click where you want to insert the rule and then choose Insert > Horizontal Rule or click the Insert Horizontal Rule button (—) on the toolbar.

**To make a horizontal rule unshaded:**

- 1 In Edit mode, select the rule and display the Inspector (choose View > Show Inspector).
- 2 Select No Shade.

**To change the dimensions of a rule visually:**

In Edit mode, select the rule and drag one of its resize handles. (Shift-dragging constrains the resizing to the original proportions.)



**To change the dimensions of a rule numerically:**

1 In Edit mode, select the rule and display the Inspector (choose View > Show Inspector).

2 Do the following:

- To resize a rule in screen pixels, choose Pixels from the Width pop-up menu and then enter a value.
- To resize a rule in proportion to the window size, choose Percent from the Width pop-up menu and then enter a percentage. A value of 100% equals the window's width. (The rule will automatically resize as the size of the browser window changes.)
- To change the thickness, enter a value in pixels in the Size text box to specify the rule's thickness.



A. Default horizontal rule B. A customized horizontal rule



# Chapter 5: Working with Links

**A** link takes you from the current page to another location—somewhere else on the same page, on another page within your Web site, or on another page on any other server on the Internet. A link can be any text, image, or part of an image (called an image map) on your page.

## How links appear on a Web page

In PageMill, as in most browsers, text links appear in blue, and image links—when an image has a border—appear with a blue border by default. When you're in Preview mode or in a browser and pass the pointer over a link, the pointer changes to a hand. In a Web browser, after you use a link, it usually changes color to let you know you've clicked it.



*Linked text and linked graphic*

You can set the colors for normal, active, and visited links on your page (see page 38).

## About URLs

Every link uses a Uniform Resource Locator (URL) to find its destination. A URL is similar to the directory paths used in operating systems such as DOS or UNIX, and includes the appropriate protocol required by the link. (For information about the structure of a URL, see page 2.)

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. You might need to use an absolute URL to link to a clip art file that resides in your company's Web site. If possible, avoid using absolute URLs—they will no longer be correct (links will break) if you move the referenced files to another folder or server. The following URL is absolute:

*http://www.company.com/department/sales.html*

The problems associated with absolute URLs can be prevented by using *local aliases* (see page 84) or relative URLs.

- 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. Relative URLs are portable; that is, if you move a file referenced by a relative URL to another folder or server, the link continues to work as long as the file exists one folder up in the hierarchy. When you upload a site from your computer to a Web server, relative URLs are more likely to preserve the links on both machines.

*../sales.html*

You can link to other URL types supported by World Wide Web browsers such as ftp, gopher, and mailto (see page 78). PageMill supports the following URL protocols:

Protocol	Use
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

## Linking to Web pages

When readers click a link to a Web page, they jump to the destination specified by the URL (see page 75). You don't need to type a URL—when you link pages in PageMill, you can paste or drag file icons or links. You can also store often-used links on the Pasteboard and then drag them onto your pages.

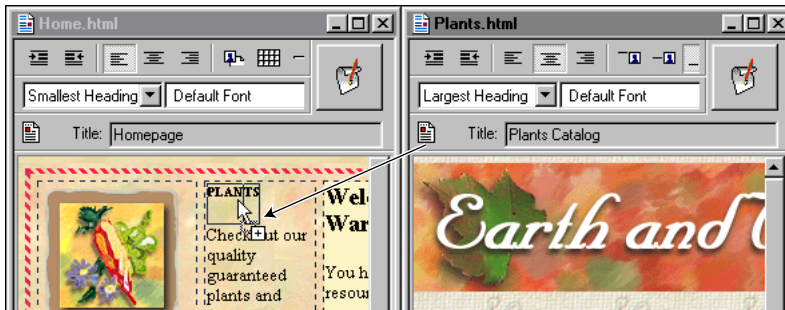
A link to a page leads to the top of a page. (To link to a location elsewhere on a page, create an anchor first and then link to the anchor; see page 82).

When you link to a local Web page (that is, a page accessible on your hard disk, on removable media, or through a network connection), the page becomes an “external” if it is not within the local root folder of the site (see page 161).

When you link to a remote Web page (that is, a page on the Internet or on an intranet), the page is added to the WWW Links folder in the Site Overview area (see page 151).

#### To create a link to a local Web page:

- 1 Select the text, image, or object that you want to become the link. If you don’t make a selection, the linked page’s title, filename, or URL is inserted and linked.
- 2 Do one of the following:
  - Open the page you want to link to and drag its page icon onto the selection. (The destination document must be saved before its page icon is available.)



Select text in the first window, then drag the page icon from the second window to create a link.

- Drag a file icon from a desktop folder window onto the selection.
- Drag a file from either the Site Overview area or the Site Details window onto the selection.
- Choose Edit > Make Link, locate a file in the dialog box, and click Link To.
- Click the Browse button next to the Link To bar at the bottom of the PageMill window, locate the file, and click Link To.
- Choose Insert > Object. Select the file that you want to link to, and click Link To.

- Hold down Alt and drag an image file icon from a Windows Explorer window, the desktop, a folder, or the PageMill Image window onto a page. This creates a link to the image without placing it on the page. (The name of the image file appears instead of the image itself.)

**To create a link to a remote Web page:**

- 1 Select the text, image, or object that you want to become the link. If you don't make a selection, the linked page's title, filename, or URL becomes the linked text.
- 2 Do one of the following:
  - Drag linked text from a browser page, from a bookmark from the Navigator Bookmarks Window, or from the Internet Explorer Favorites panel onto the selection.
  - Drag links from a browser page into the Link To bar.
  - Choose Insert > Object. Select Remote URL and enter the URL of the file you want to link to.
  - Click the Link To bar at the bottom of the PageMill window, type the URL of the destination page.



In the Link To bar, typing the first letter of the URL protocol or type of domain and then pressing the Tab key enters the rest of the URL protocol for you. (For example, to enter http:, type **h** and press Tab.)

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**To create a link by using the Pasteboard:**

In Edit mode, drag a link from the Pasteboard onto a page (for information on the Pasteboard, see page 86).

## Linking to e-mail addresses

You can link to e-mail addresses by using the mailto Web protocol. When readers click the linked text or image, the Web browser opens an e-mail window where they can compose and send a message.

**To create a link to an e-mail address:**

- 1 In Edit mode, select the text or image you want to link to the e-mail address.
- 2 Enter the e-mail address in the Link To bar preceded by the mailto protocol. For example, **mailto:myaccount@myISP.com**

3 To specify default text that will appear in the subject line of the e-mail message, add a subject parameter. The following example adds the word *Feedback* to the subject line:

**mailto:myaccount@myISP.com?subject=Feedback**

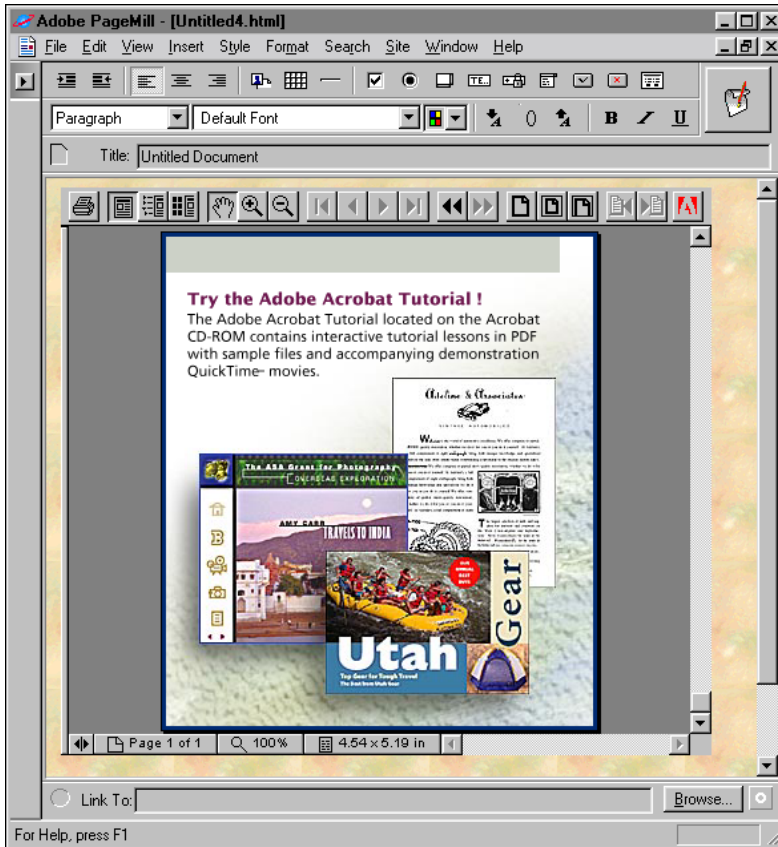
## Linking to PDF files

To use PDF files in PageMill, you must have the Acrobat plug-in installed in your Browser Plug-ins folder (see page 48) or the PDF ActiveX control installed. You also need either Acrobat Reader or Acrobat Exchange.

PDF files in Web pages can be embedded, linked, or included in an embedded version of Acrobat:

- Embedded PDF files appear as *thumbnails*, small graphic images of their first pages (if the Acrobat 3.0 plug-in is installed). Clicking them in Preview mode performs no action.
- Linked PDF files are similar to other links—the file can be linked to text or to any graphic of your choosing. In addition, you can also link a PDF file to its embedded thumbnail. Clicking them in Preview mode or in a browser lets a reader view and move through the entire PDF file. (The file might open in Acrobat in a separate window or within the browser window, depending on what plug-ins you have installed.)

- PDF files included in an embedded version of Acrobat use the PDF ActiveX control, which is automatically installed when Acrobat Reader or Exchange is installed. When you add a PDF file using the ActiveX control, the Acrobat toolbar, scrollbars, and status line are also included. Readers can use them within the Web page just as in Acrobat. (For details on ActiveX controls, see page 64.)



Readers must have Acrobat Reader or Acrobat Exchange installed on their computers to view the PDF files in your Web pages. For this reason, you may want to include a link to the URL where they can download the free Adobe Acrobat Reader. Versions of Acrobat Reader are available for Windows, DOS, Macintosh, and some UNIX systems. See <http://www.adobe.com> for more information.

**To embed a thumbnail image of a PDF file:**

In Edit mode, do one of the following:

- Drag the PDF file icon from its desktop folder into the page. The thumbnail image of the first page of the document appears. (If the PDF plug-in is not installed on your computer, a link to the file is created instead of embedding the file; see page 48.)
- Choose Insert > Object > Acrobat File, locate the file, and click Place.



You can control which page of the PDF file displays as the thumbnail by opening the file in Acrobat Exchange and using the File > Document Info > Open command.

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**To link to an entire PDF file:**

In Edit mode, do one of the following:

- Hold down Alt as you drag the PDF file icon from its desktop folder into an object on the page (text or a graphic). The linked URL appears on the page.
- Choose Insert > Object > Acrobat File, locate the file, and click Link To.

**To link the PDF's thumbnail to the whole PDF file (Navigator only):**

1 In Edit mode, select the PDF thumbnail, open the Inspector (choose View > Show Inspector), and click the Object tab.

2 In the left column, type **HREF**. In the right column, type the relative pathname of the PDF file, as shown in the following example (if the PDF file is in the same folder as the Web page, enter just the PDF filename):

Name	Value
HREF	externals\brochure.pdf

*Note:* In Internet Explorer, the PDF ActiveX control is automatically used to display the whole PDF file.



A foolproof way to enter the relative pathname is to create a text link to the PDF file, save the page, select the link, and then copy the pathname from the Link To bar.

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**To include a PDF file in an embedded version of Acrobat using the PDF ActiveX control:**

In Edit mode, do one of the following:

- Choose Insert > Object > ActiveX > Select File, locate the PDF file you want to insert, and click Insert.
- Hold down Shift and Control and drag from a Windows folder into a Web page.

## Using anchors

By default, links to Web pages always link to the top of the destination page. To create a link to a place other than the top of the page, you need to create a destination *anchor* in the page. 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 *Anchorxx* using randomly generated numbers. You can change the default name of an anchor, but be sure to do so from within PageMill (see page 158).

*Note: Anchors are always hidden in Preview mode and always visible in Edit mode (unless you choose View > Hide Invisibles, which hides anchors in both modes).*

**To create an anchor:**

In Edit mode, do one of the following:


- Click to the left of the text or object where you want to place the anchor, and choose Insert > Anchor.
- If the file has already been saved and is not part of a frameset, drag its page icon anywhere into the same document window.

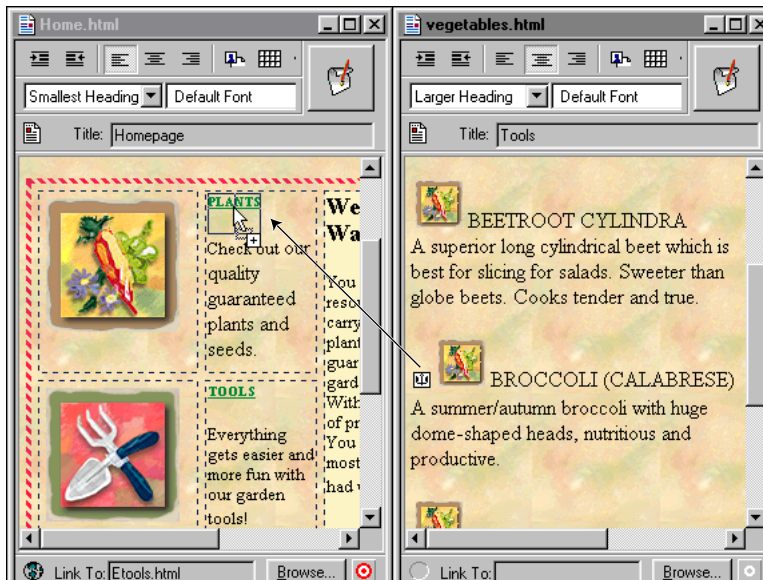
**To rename an anchor:**

- 1 Select the anchor, display the Inspector (choose View > Show Inspector), and click the Object tab.
- 2 Type a new name for the anchor, using only alphanumeric characters and no spaces.


**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 so that both it and the selection are visible. (The file containing the anchor must have been saved.)
- 3 Drag the anchor icon () onto the selected text or object.



**To link to an anchor without first making a selection:**

Hold down Alt, and drag the anchor icon () to another location. Initially, the anchor name appears as the link, but you can change the link text without losing the link to the anchor.

**To link to an anchor when the link text and anchor are not both visible at the same time:**

- 1 Insert the anchor temporarily next to the text or object it will link to.
- 2 Select the text or object that will be the link and then drag the anchor onto the text or object.
- 3 Select the anchor and choose Edit > Cut.
- 4 Move to the anchor's final location and click to place the insertion point.
- 5 Choose Edit > Paste.

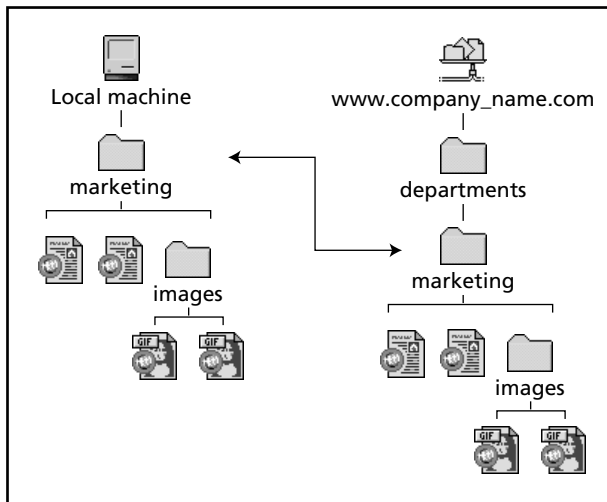
**To hide anchor icons:**

Choose View > Hide Invisibles.

## Using local aliases

In some cases, you may find it convenient to map a local folder—a *local alias*—to a remote one. PageMill looks to the local folder when it's verifying and accessing links. However, after you upload the site, the Web server looks to the remote location instead of the local folder. The local folder must have the same contents as the remote location.

You may want to do this, for example, to refer to an art folder that resides in your company's Web site. Also, because the local path can be an absolute path and the remote link is always an absolute path, you may need this feature to create absolute paths in URLs (such as when creating server-side image maps as described on page 99).

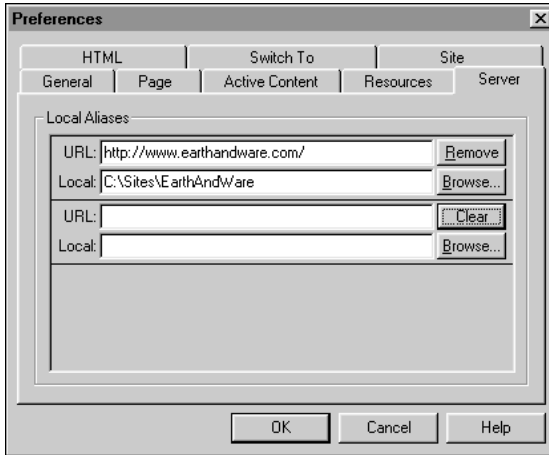


*The local root folder of the site on your computer maps to the remote root directory.*

**To set up a local alias:**

- 1 Choose Edit > Preferences and click the Server tab.
- 2 In the URL text box, enter the remote directory, which is where the Web server will look to complete links that you map locally. Enter the absolute URL to the top level of remote site, ending with a slash, for example, **<http://www.earthhardware.com/>**

- 3 Click Browse next to the Local text box to locate the local folder that mirrors the remote site—the local root folder on your hard disk—and then click OK. This folder can neither contain nor be within another aliased folder.



The above example tells PageMill to use the relative local path when verifying the remote links to `http://www.earthhardware.com/` but to use the absolute path when the site is uploaded to a Web server.

- 4 If necessary, enter additional local aliases for other remote links used in your site. When you enter the first alias, space for the second entry appears automatically.
- 5 Click OK.

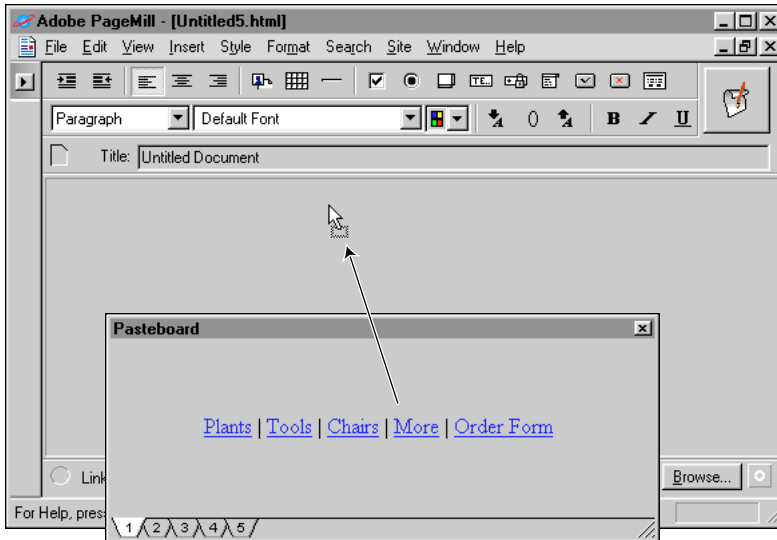
**To view all the local aliases used in a site:**

- 1 Choose Site > Load and either select a site from the list or choose Browse to locate the local root folder of a site.
- 2 Right-click the Externals folder and choose Expand > All.
- 3 Right-click an externals file and choose Show Details to open the Site Details window. The local alias, if any, for each remote link is shown.

## Keeping frequently used links handy

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

- Create a Web page containing frequently used links so that you can copy links from the file.
- If you use Netscape Navigator, open the Bookmark.htm file and drag the links from the file onto the PageMill page.
- If you use Internet Explorer, display the Favorites panel and drag a link 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 re-creating each link in the navigation bar.



### To display or hide the Pasteboard:

Choose View > Show Pasteboard or View > Hide Pasteboard.

### To move a link or object to the Pasteboard:

- 1 Click the numbered tab of the Pasteboard to display the panel you want to paste to.

2 In Edit mode, drag the link or object to the Pasteboard.

**To move a link or object from the Pasteboard:**

1 Click the numbered tab of the Pasteboard to display the desired panel.

2 In Edit mode, do one of the following:

- To move a link or object to a page and remove it from the Pasteboard, drag it from the Pasteboard to the page.
- To copy a link or object to a page and keep it on the Pasteboard, hold down Control as you drag.

**To empty all objects on the Pasteboard:**

1 Delete the Adobe PageMill Pasteboard file from the Program Data folder.

2 Restart PageMill.

*Note:* Be sure to remove objects from the Pasteboard after you no longer need them. Because PageMill loads the Pasteboard data into memory, storing large objects there can affect how fast PageMill opens.

## Testing and verifying links

PageMill lets you test local links in either of its two Preview modes (PageMill mode and Internet Explorer mode) and to test remote links either in a separate window or in the PageMill window itself.

You can also verify remote links without going to the remote site. Verifying is usually faster than testing. You must be connected to the Internet to test or verify remote links. (If you're working in a corporation that has an Internet security system, called a *firewall*, and have trouble verifying remote links, ask your webmaster or system administrator to set up the correct proxy servers to use.)

If a link doesn't go where you want, you can change it. You can edit a link (see page 90) and change pages without breaking links (see page 92).

**To test a local link:**

In Preview mode, click the local link.

**To test a remote link in the PageMill window using Internet Explorer:**

- 1 Right-click the Mode button in the upper right and choose Internet Explorer from the pop-up menu.
- 2 Click the remote link.

**To test a remote link in a separate window using Navigator or another browser:**

- 1 Choose Edit > Preferences and click the General tab.
- 2 In the Open Remote Links Using text box, enter the name and path to the browser or click Browse to locate the application.
- 3 Click Open and then click OK.
- 4 In Preview mode, click the link.

**To verify remote links without opening the remote sites:**

- 1 Choose Site > Load and either select a site from the list or choose Browse to locate the root folder of a site.
- 2 Right-click the WWW Links folder and choose Show Details to open the List view of the Site Details window. The remote links display a question mark (?) if they have never been verified and their icons contain a question mark. In the Link view, an unverified link has a gray arrow, and a verified link has a blue arrow.
- 3 Do one of the following:
  - To verify all remote links in the site, right-click the WWW Links folder and choose Verify All External URLs.
  - To verify a particular remote link, right-click a link in the WWW Links folder and choose Verify This URL.

PageMill accesses the remote sites on the Internet and updates their status to either OK or Not Found. The question mark is also removed from the icon of a verified URL. However, PageMill cannot verify mailto links.

**To cancel verification of remote links:**

Choose Site > Cancel Remote URL Verification.

## Viewing links

You can view not only the URL for an individual link, but also all the incoming links (links in your site leading to that page) and outgoing links (those within the page leading to other pages in the site) for a page of your site (see also page 154).

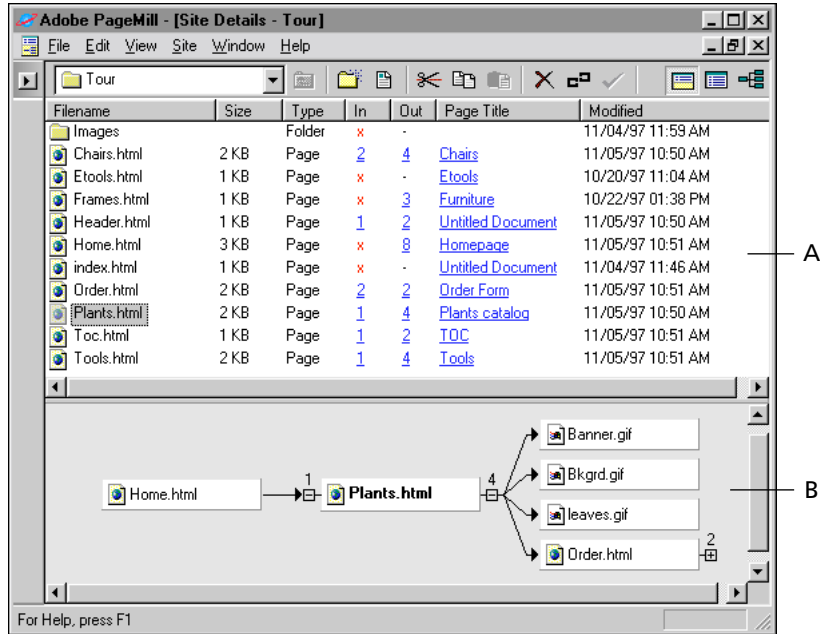
### To view the URL for a single link:

- 1 Do one of the following:
  - In Preview mode, move the pointer over the link.
  - In Edit mode, click the link if it is a linked image or hotspot in an image map.
  - In Edit mode, click in the link if the link is text and choose Edit > Edit Link.
- 2 View the URL in the Link To bar.

### To view the incoming or outgoing links for a page:

- 1 Choose Site > Load and open a previously loaded site or browse for a site folder.
- 2 Right-click the local root folder in the Site Overview area and choose Show Details. The List view shows the files in that folder and the number of links leading into and out of each file. A red *x* indicates no incoming links.

3 To see the names of the linked files, right-click the file and choose Show Details. The Site Details window now shows the Link view, a pictorial view of the links with all the link names. Click the plus signs or minus signs to collapse or expand the shown links.



A. List view B. Link view

## Editing links

When you move text or an image that functions as a link, the link goes with the text or image. You can also remove the link or change the link address.

When you remove a link from text, it returns to its normal color. When you remove a link from an image, the image loses the border—if present—that indicates a link.

In a Web site with many interlinked pages, you'll find it most convenient to edit links in the Site windows.

### To select and edit a link:

1 Do one of the following:

- To select a linked image or hotspot in an image map, click the image or hotspot.

- To select a text link, click anywhere in the link and choose Edit > Edit Link.

The link destination appears in the Link To bar at the bottom of the window.

- 2 Click in the Link To bar and edit the link as needed.

**To move or copy linked text or a linked image:**

Select the linked text or a linked image and then do one of the following:

- To move the link, drag it to a new location; or choose Edit > Cut, click where you want to move it, and then choose Edit > Paste.
- To copy the link, choose Edit > Copy, click where you want to add a link, and then choose Edit > Paste.

**To remove a link on a page:**

In Edit mode, select the linked text or image and then do one of the following:

- To remove the link along with the text or image, press Delete.
- To remove the link but leave the text or image, choose Edit > Remove Link.

**To remove all incoming links for a Web page:**

- 1 Choose Site > Load and either select a site from the list or choose Browse to locate the root folder of a site.

- 2 Right-click a Web page and choose Unlink. An alert message tells you how many files must be modified to unlink this page.

- 3 Click OK. All links in other pages that point to this page are removed.

**To replace one link with another:**

- 1 In Edit mode, choose Search > Find and then drag, type, or paste the link address into the Find text box.

- 2 Choose Link Address from the Find pop-up menu.

- 3 Choose Site from the Scope pop-up menu to change the link in all the files of the current site.

- 4 Set the other search options (see page 68) and then replace the links.

## Keeping links valid

Links can become invalid for several reasons:

- You may have changed the name or location of a linked page outside of PageMill.
- The remote site a link refers to may have been moved or removed from the Internet.

PageMill's site-maintenance features help you locate and fix these invalid links. They also help you prevent broken links by automatically updating links as you move pages or change their names and by verifying remote links for you. You can also use PageMill to find pages that have no references to them (such unreferenced pages would be inaccessible to readers unless you gave them the exact URL for that page).

See page 160 for more information on fixing errors and avoiding problems in Web sites.

### To locate and fix invalid links:

- 1 Choose Site > Load and either select a site from the list or choose Browse to locate the root folder of a site.
- 2 Double-click the Errors folder to open it. (If there are no errors, double-clicking does nothing.)
- 3 Right-click a file in the Errors folder and do one of the following:
  - To fix the link by removing it, choose Unlink.
  - To fix and keep the link, choose Correct Error, locate the correct file, and click Open. Then click OK to modify the file.



To see the errors in context, you can locate and fix them in the Site Details window instead of the Site Overview area. Right-click the local root folder, choose Show Details, and then browse the site looking for errors. (Invalid links are shown in the Link view with red arrows.)

---

### To rename or move a page without breaking links to it:

Always move or rename a page using the Site Overview area or the Site Details window so that PageMill can adjust the links as needed. For details, see page 158.

**To find an unreferenced page:**

- 1 Choose Site > Load and either select a site from the list or choose Browse to locate the root folder of a site.
- 2 Right-click the local root folder and choose Show Details.
- 3 Look at the In column for a red *x*, which indicates that there are no incoming links to that page. A page with a red *x* is unreferenced and therefore inaccessible.

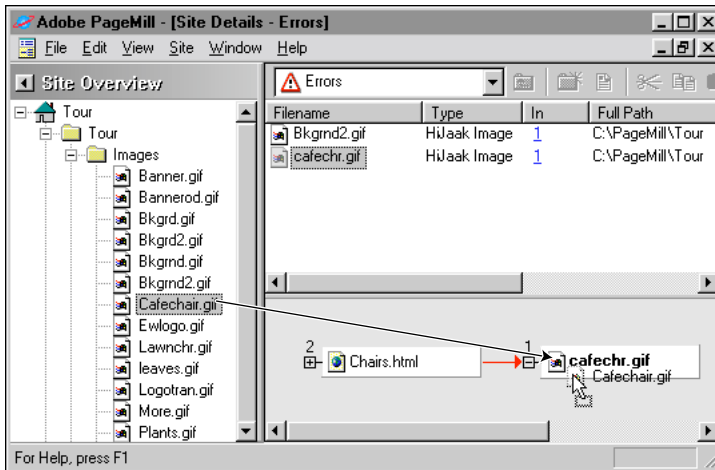
**To open a file that refers to a broken link:**

- 1 Right-click the Errors folder in the Site Overview area and choose Show Details. The In column in the Site Details window shows you how many files refer to the file that can't be found.
- 2 Click an underlined number in the In column and choose a filename. The file opens and you can remove or fix the link on the page (see page 90).

**To correct a link broken due to a file being renamed outside of PageMill:**

- 1 Display the correct filename in the Site Overview area by opening the folders of the site. For example, if the Sales.html file was renamed to Sales98.html, open folders so that Sales98.html is visible.
- 2 Right-click the Errors folder in the Site Overview area and choose Show Details.
- 3 Click the file with the out-of-date name. For example, click the Sales.html file in the Errors folder.

- 4 Drag the correct file from the Site Overview area onto the incorrect file either in the Errors folder or in the Link view.



- 5 Click OK to confirm changing the files so that they now link to the renamed file. (You can also relink the file by double-clicking the old filename in the Site Overview area or in the Link view and locating the new filename in the Correct Error dialog box.)

**To correct broken links by locating the correct file:**

- 1 Right-click the Errors folder in the Site Overview area and choose Show Details.
- 2 Double-click a filename in the Errors view in the Site Details window. (You can also double-click the filename in the Site Overview area or in the Link view, or right-click the filename and choose Correct Error.)
- 3 In the Correct Error dialog box, locate the file that will correct the broken link and then click Open.

*Note:* Locating files does not correct broken links to anchors or remote URLs. You must correct these links in the Errors view (see page 92).

# Chapter 6: Creating Image Maps

Image maps are used with a single image to indicate *multiple* links. (To link a whole image to a *single* destination, you should not use an image map; instead, simply link the image as described on page 76.) Clicking *hotspots*—clickable, linked areas of the image—moves the reader to the locations specified in the hotspot links.

## About image maps

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

**Client-side image maps** These 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, they display linked pages faster, and you can test links for them without uploading to the Web server. When the reader passes the pointer over a hotspot, the client-side map shows the exact address the hotspot links to. When the reader clicks a hotspot, the browser sends the server a URL request. The server contacts the Web server storing the page and sends the page back to the browser.

Navigator 2.x and later and all versions of Internet Explorer support client-side image maps.

**Server-side image maps** These image maps require two files: an HTML file containing the image and a separate map-definition file for the links. 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, and then the server 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.

This communication is time-consuming, and maintaining the correct server-side files can be difficult. For these reasons, if you have a choice, you should always create client-side image maps instead of server-side image maps. (However, you may need to use server-side image maps if your intended audience is restricted to older browsers that don't support client-side image maps.)

## About editing image maps

To create an image map, you must use the appropriate image-editing tools. PageMill has separate tools for client-side and server-side image maps:

- A client-side image map is edited in the regular page window. When selected, the image appears with a thick dashed line around it, and client-side hotspot tools are added to the regular toolbar.
- A server-side image map is edited not in the page window, but in a separate Image window. When the image is in this window, server-side hotspot tools appear to the left of the image.

## Creating client-side image maps

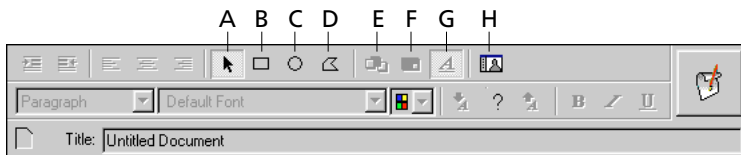
Creating a client-side image map is a fourfold process:

- Select the GIF or JPEG image on the PageMill page.
- Edit the image map by drawing the hotspots and creating links to them.
- Save the page.
- Test the links.

You edit client-side image maps in the PageMill window. Editing a client-side image map is sometimes called *in-line* or *in-place editing* because it's done within the page.

## Adding hotspots and default links to client-side image maps

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



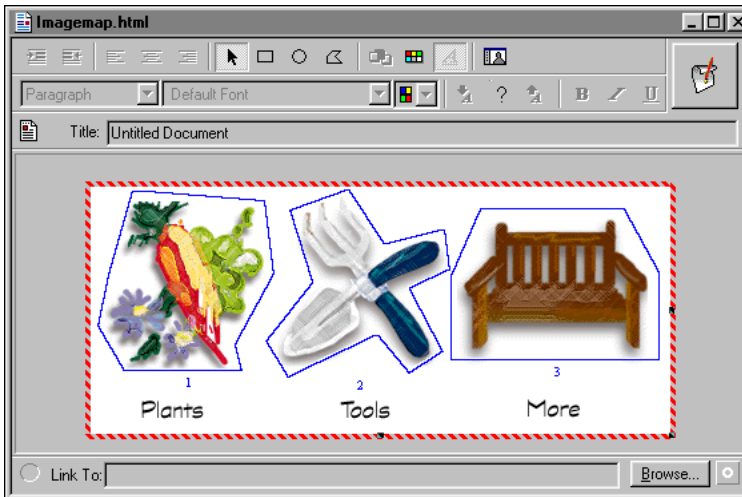
A. Selector Tool B. Rectangle Hotspot C. Circle Hotspot D. Polygon Hotspot E. Shuffle Hotspot F. Hotspot Color G. Show Hotspot Label H. Open Image Window

A default link is used when someone clicks an area of the image that's 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 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 add hotspots to an image:

- 1 In Edit mode, double-click an image. A thick dashed line appears around the selected image, and the drawing tools appear in the toolbar.
- 2 Click the rectangle (□), circle (○), or polygon (⬠) button in the toolbar and drag over the image to draw a shape. PageMill numbers each hotspot as you draw it, with lower-numbered hotspots in front. These numbers appear only in Edit mode.



*Hotspots in image map*

- 3 Create a link for each hotspot (you can use any of the methods described on page 76 except for using Insert > Object). The filename or title of the linked page appears in the hotspot.
- 4 To turn off link display and reduce screen clutter, click the Show Hotspot Label button (A) in the toolbar.

**To create a default link:**

- 1 Decide on or create a page that you want to be the default link (that is, the page you want displayed if a reader clicks on the image but outside of its hotspots).
- 2 Do one of the following:
  - Drag a page icon (📄) of the default page onto a non-linked part of the image.
  - Drag an anchor icon (🔗) from the default page onto a non-linked part of the image.
  - Click a non-linked part of the image, type a URL of the default page in the Link To bar at the bottom of the page or Image window, and press Enter.

**Editing hotspots in client-side image maps**

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.

Hotspots can overlap other hotspots. You can move overlapping hotspots forward or backward in the layer order. The frontmost one has the lowest number and is the one that will be activated when clicked in a browser.

**To edit a hotspot:**

- 1 In Edit mode, double-click the image and click a hotspot. Handles appear around the hotspot.
- 2 Do the following:
  - To resize a hotspot, drag any of its handles.
  - To move a hotspot, drag it from anyplace except its handles.
  - To change the color of the border for all hotspots in PageMill, click the Hotspot Color button in the toolbar (🎨) and select a color. (The hotspot shape and color don't appear in the browser, so you should make the clickable area obvious when designing the image.)
  - To delete a hotspot, press Backspace.

**To change the layering order of hotspots:**

- 1 In Edit mode, double-click the image and click a hotspot.
- 2 Click the Shuffle Hotspot button (🔀) and choose a command from the pop-up menu:
  - Bring To Front moves the selected hotspot to the top layer.

- Send To Back moves the selected hotspot to the bottom layer.
- Shuffle Forward moves the selected hotspot forward one layer.
- Shuffle Back moves the selected hotspot back one layer.

### Testing client-side image maps

You can test a client-side image map, just as you test any other type of link (see page 87). You can also preview client-side maps from the hard drive in a browser that supports them.

If the client-side image map doesn't work as expected, make sure you have not resized the image in an image-editing application after adding the hotspots. To resize the image outside of PageMill after adding hotspots, you must deselect and reselect Scale to Height and Scale to Width in the Inspector so that the image's new dimensions are loaded.

### Creating server-side image maps

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.)

When you set up an image as a server-side map, 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 on a page.

Creating a server-side image map requires several steps:

- Use the Preferences command to set the map format, line break format, and suffix preferences and to set local aliases.
- Open the image that you're using as an image map in the Image window, and add hotspots and create links to them.
- Create a link to a default page or errors page.
- In the Inspector, mark the image as an image map.
- Link the image on the page to the map file (and to a CGI script, if required).
- Test the links from the Web server.

## Setting format preferences for server-side image maps

Be sure to set up all preferences before creating a server-side image map. To create a server-side image map file, you must first obtain the following information 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 (the Remote Root Directory)
- How to link the image to the image map file and script (often called the A HREF to the map file)

### To specify the format preferences:

- 1 Choose Edit > Preferences and click the Resources tab.
- 2 Choose a server type from the Map Format pop-up menu. The map format controls how the shape, coordinate, and link information is specified in the map file. (If you're unsure, try NCSA, which is the more common format.)
- 3 Click the Page tab.
- 4 Choose the Web server platform (not the platform on which you are creating Web pages) from the Line Breaks pop-up menu.
- 5 Choose a suffix from the Suffix pop-up menu that matches the server platform:
  - Use .html for all platforms except DOS.
  - Use .htm for all servers except for some UNIX servers (some UNIX servers prefer .html).
- 6 Click OK.

## Setting local aliases for server-side image maps

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).

When you set up a local alias for your site, the local root folder is aliased to one of the following:

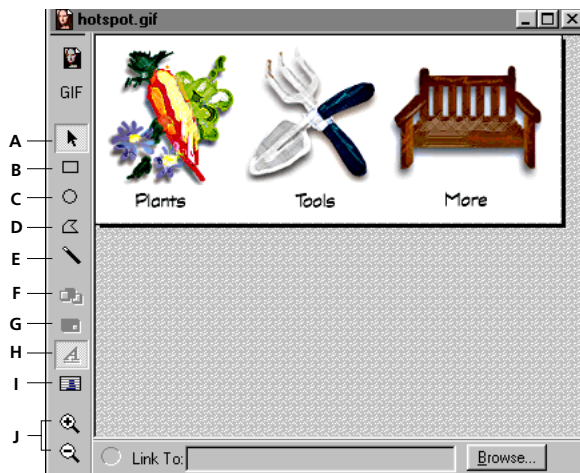
- The full URL of the root of the site on the server; for example:  
http://www.ispname.com/~username/
- The relative path of the site from the root of the server; for example:  
/~username/

Be sure to enter the slash at the end of the pathname in both cases.

To set up a local alias for a server-side image map, follow the steps on page 84.

### Adding hotspots to server-side image maps

You add hotspots to an image map using the drawing tools in the Image window. Editing a server-side image map is called *out-of-place editing* because it is done in the Image window (as opposed to *in-place editing*, which is done in the PageMill window).



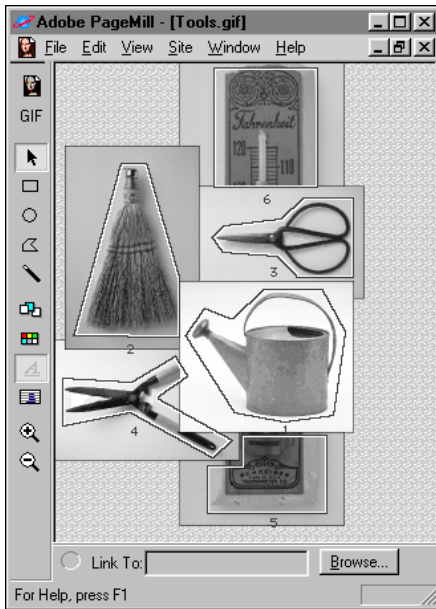
A. Selector Tool B. Rectangle Hotspot C. Circle Hotspot D. Polygon Hotspot E. Make Transparent  
F. Shuffle Hotspot G. Hotspot Color H. Show Hotspot Label I. Make Interlaced J. Zoom In and Zoom Out

You also need to add a default link, which is used when someone clicks an area of the image that's not covered by a hotspot (see page 98).


#### To add hotspots:

- 1 Do one of the following to display the image in an Image window:

- Right-click the image and choose Open Image Window.
  - Hold down Control and double-click the image.
- 2 Select a rectangle (□), circle (○), or polygon (⬭) button and draw a shape on the image. PageMill numbers each hotspot as you draw it, with lower-numbered hotspots in front.



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 If you need to enlarge the image to draw hotspots precisely where you want them, use the Zoom In button in the Image window.

---

- 3 Link the hotspots (see page 103).
- 4 Close and save the Image window.

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 image when working with server-side image maps. Scaling changes the image size but does not change the hotspot coordinates, so the hotspots will not appear in the correct location. If you must scale an image intended for a server-side image map, first change its size in an image-editing application, then insert the image, and finally create the image map.*

### Editing hotspots in server-side image maps

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. You can move overlapping hotspots forward or backward in the layer order. The frontmost one has the lowest number and is the one that will be activated when clicked in a browser (see page 98).

#### To edit a hotspot:

- 1 Do one of the following to display the image in an Image window:
  - Double-click the image and then click the Open Image Window button on () the toolbar.
  - Hold down Control and double-click the image.
- 2 Select a hotspot and follow the steps for editing client-side image maps (see page 98).


### Creating and displaying links in server-side image maps

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 (see page 76) except that you can't use the Insert > Object command or the Insert Object button on the toolbar.

When you 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 To bar.

You can turn off the link display to make pages appear visually less cluttered.

#### To turn off link display:

Click the Show Hotspot Label button () in the vertical toolbar in the Image window.

## Marking images as server-side image maps

Before you can test the hotspot links for a server-side image map, you must mark the image as an image map. When you preview an image map, if the pointer doesn't change when it's over the map image, you've probably forgotten to do this.

### To mark the image as an image map:

- 1 In Edit mode, select the image and display the Inspector (View > Show Inspector).
- 2 Click the Object tab and then click Map.
- 3 Enter the image map location by typing the pathname to the image map file in the Link To bar at the bottom of the page.

## About pathnames to server-side image maps

To implement the links to the server-side image map, you must specify where the CGI script and the image map data file (the .map file) will be stored on the server, with a pathname specific to the server. The pathname can vary depending on how your ISP has set up image maps to work on the server.

If you're using a Netscape server, such as Netsite, or Microsoft Internet Information Server, use either a relative or an 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 To 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 To bar.

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. (Ask your ISP if this is necessary.) For example, in the Link To bar, type the following:

*/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, send an e-mail to [techdocs@adobe.com](mailto:techdocs@adobe.com) and type **202130** in the subject line. A technical note on this subject will be e-mailed back to you.)

## Testing and troubleshooting server-side image maps

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.

Use the following table to troubleshoot problems in server-side image maps:

Problem	Possible cause
An error message about the map file appears.	<p>You didn't create a default link for the image map (if required by your server). See page 98.</p> <p>You didn't specify the correct root folder location, server type, and line breaks for the platform of your Web server. See page 100.</p> <p>You didn't specify the correct location of the CGI script and the image map data file on the server, with a pathname specific to the server. See page 104.</p>
An error message about the file that the hotspot was linked to appears.	You didn't upload the contents of your local root (site) folder to your Web server to mirror the directory structure of your computer's hard drive.
The pointer doesn't change to a hand when it passes over the image (and no coordinates are displayed in the browser's link-display area).	You didn't select the Map option in the Object panel of the Inspector. See page 104.
The wrong page opens when you click the image map.	You resized the image in PageMill instead of in an image-editing application.



# Chapter 7: Adding Tables

**T**ables are an efficient way to organize information into rows and columns.

*Note: Some older browsers don't support tables.*

## About tables

Tables are made up of cells in columns and rows. Tables may also have captions, headings, and borders.




Herb Requirements			
Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

Table with cell borders: A. Caption B. Heading C. Row D. Border E. Column

Tables without cell borders are also a handy way to lay out text and images on your page.

Tools	
	<p><b>Watering Can</b></p> <p>Made of galvanized steel.</p> <p>T333 \$39.95</p>
	<p><b>Trowel</b></p> <p>Stainless steel with birch handle.</p> <p>T416 \$19.00</p>


A table without cell borders used as a layout tool (all screen elements are actually in cells)

## Creating tables


You can create a new table within PageMill or copy and paste Microsoft Excel data into PageMill to create a table.

***Note:** You can't create two tables next to each other. To achieve the same effect, you can nest two tables within a single table (see page 119) and then make the outer table borderless (see page 117).*

### To create a table:

- 1 In Edit mode, click the page where you want to add a table.
- 2 Choose Insert > Table or click the Insert Table button () in the toolbar.
- 3 Enter the number of rows and columns.
- 4 Do any of the following:
  - To specify table or cell constraints, enter values for Table Width or Cell Width (see page 114).
  - To change the border, enter a value for Border (see page 117).
  - To set up cell spacing or padding, enter values for Cell Spacing or Cell Padding (see page 118).
- 5 Click OK.



If you drag down and to the right over the Insert Table button (), you can quickly create a table containing up to 10 rows and 10 columns.

---

### To create a table from Microsoft Excel:

Do one of the following:

- Copy the cells you want from Microsoft Excel. In Edit mode in PageMill, click where you want the table to appear and choose Edit > Paste. If you click inside a table, pasting Excel data creates a new table nested within the first one.
- Select the cells you want from Excel and then drag them into a PageMill page.

## Selecting cells, cell contents, or tables

You can select table cells, the contents of a cell, or an entire table. PageMill indicates the type of selection as follows:

- A thick *dashed line* around a table indicates that you're working within a table—that is, you have an insertion point in a cell, have one or more cells selected, or have the contents of a cell selected.

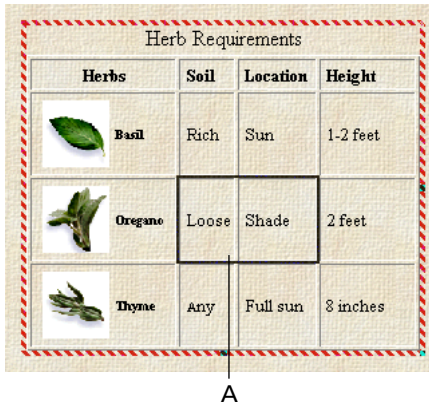





Table A shows a table titled "Herb Requirements" with a thick dashed red border. The table has four columns: Herbs, Soil, Location, and Height. The Oregano row is highlighted with a thick solid black border, indicating that the entire row is selected.

Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

A

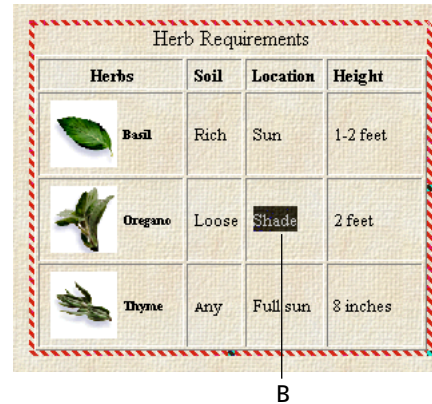





Table B shows the same "Herb Requirements" table with a thick dashed red border. The word "Shade" in the Oregano row is highlighted with a thin solid black border, indicating that only the content of that cell is selected.

Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

B

A. Selected cells B. Selected cell contents

- A *thin line* around a table with handles indicates that the entire table is selected.

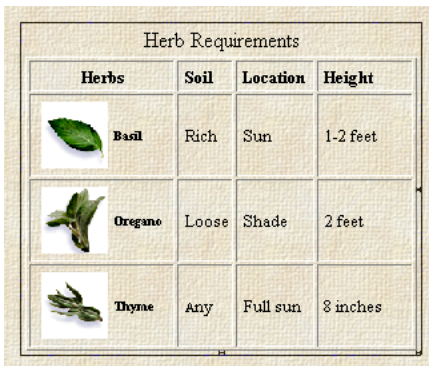





Table C shows the "Herb Requirements" table with a thin solid black border and small handles at the corners, indicating that the entire table is selected.

Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

**To select one, several, or all table cells:**

- 1 In Edit mode, click the cell you want to select to place the insertion point there (if the table is already selected, you have to double-click the cell to place the insertion point).
- 2 Press Control+9 to select the cell (you can also choose Edit > Table > Select More).
- 3 Do one of the following:
  - To select a different cell, click the new cell.
  - To extend the selection, hold down Shift and click in the table.
  - To select all cells, press Control+A (or choose Edit > Select All).



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 them, or add or remove columns and rows.

---

**To select cell contents:**

Do one of the following:

- If there is currently no table selection, click in the cell and select the contents as you would any other text or object.
- If the cell is selected, press Shift+Control+9 (or choose Edit > Table > Select Less).
- If the table is selected, press Shift+Control+9 twice (or choose Edit > Table > Select Less).

**To move to a cell and select its contents:**

Do one of the following:

- Press Tab to move to the next cell.
- Press Shift+Tab to move to the previous cell.
- Hold down Control+Alt and press an arrow key to move in a specific direction.

**To select an entire table:**

Do one of the following:

- Click inside the table and then click the thick line surrounding the table.
- Click inside the table and then press Control+9 twice (or choose Edit > Table > Select More).

- Control-click the table.
- Click the outer border of the table, if there is one.

The table is outlined with a thin line with handles.





You select an entire table when you want to change its width, add a caption or a border, change the cell spacing or padding, align the table on the page, or delete the entire table.

---

## Adding and deleting columns and rows

You can easily add or delete rows or columns to or from an existing table. Rows are added below the selection; columns are usually added to the right of the selection.

### To add a row or column:

- 1 In Edit mode, select adjacent cells in a row or column.
- 2 Do one of the following:
  - To add a row, click the Insert Row () button in the toolbar or choose Edit > Table > Insert Row.
  - To add a column, click the Insert Column () button in the toolbar or choose Edit > Table > Insert Column.
  - To add 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 contents of the first row into the second row.

### To add a row or column without first selecting cells:

Hold down Control and click a horizontal or vertical divider line in the table.

### To delete a row or column:

- 1 In Edit mode, select adjacent cells in a row or column.
- 2 Do one of the following:

- To delete a row, click the Delete Row (⌘+⌘) button in the toolbar or choose Edit > Table > Delete Row.
- To delete a column, click the Delete Column (⌘+⌘) button in the toolbar or choose Edit > Table > Delete Column.
- To delete multiple rows or columns, select that number of rows or columns before clicking a Delete button on the toolbar. You can't delete all the rows or columns of a table.

## Working in cells

You enter or replace data in a cell using regular editing techniques. If the cell gets too wide as you enter data, you can constrain or control it (see page 114). You can also manually shorten a long entry in a table by pressing Shift+Enter to insert a *line break*, which moves the remaining data down a line without inserting an empty line. You can also format and align the contents of cells.

## Entering and deleting data in cells

Every cell is created with a nonbreaking space character in it so that its border is visible. If you want the cell to remain “empty” but still be displayed with a border, don't remove the space character. If you want to add contents, select and delete the space so that the new contents wrap and align properly.

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	

A

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

B

A. Empty cell with space deleted B. Cell with space before the number does not align properly.

### To enter data into a cell:

- 1 In Edit mode, click a cell to place the insertion point or select its current contents.
- 2 Type the text, drag and drop text or objects, or paste the data. For more information, see “Importing text” on page 26 or “Adding an image or multimedia object” on page 50.

**To delete a cell's contents:**

In Edit mode, select the cell contents and press Backspace, or choose Edit > Clear. If you delete all the contents—including the nonbreaking space character that's inserted at the start of every cell when it's first created—that cell's border is removed, and PageMill displays a dotted-line border instead. This dotted line doesn't display in Preview mode or in a Web browser.

**To delete the nonbreaking spaces from multiple cells:**

- 1 In Edit mode, select a cell and Shift-click in the table to extend the selection.
- 2 Choose Edit > Clear. The cell borders no longer display (but they will reappear when you enter text in the cells).

**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. For example, to create a bulleted list in a cell, select the text and then choose Format > List > Bullet.

By default, a table has the same color as the background color; you can change the color of the cells but you can't change the color of a table border.

**To format the text of a cell:**

- 1 Select the text you want to format.
- 2 Change the tag, alignment, color, font, and relative font size by choosing a command from the Style or Format menu or by using the toolbar. For information, see Chapter 3, "Working with Text."

***Note:** You must format each cell in a table separately. If you select more than one cell, the text formatting options are unavailable.*

**To format a cell as a heading, align cell contents, or choose a cell background color:**

- 1 In Edit mode, select one or more cells and display the Inspector (choose View > Show Inspector).
- 2 Do the following:
  - To have the contents of the cell display as a heading in a browser, select Header Cell. Some browsers display table heading cells in centered, bold typeface.
  - To set alignment, select an option from the Vertical Align and Horizontal Align boxes.

- To choose a background color, choose a color from the Background pop-up menu or choose Custom to select a color from the Color dialog box. (You can also click a color on the Color Panel.)



Because background cell color is lost when you join cells (see page 119), you should finish the table layout before assigning background colors.

---

## Changing cell and table widths and heights

You can affect the height of cells by setting a height constraint in the Inspector. You can affect the width of cells either visually (by inserting a line break in a cell or by dragging a border), or automatically (by setting a width property in the Inspector).

The width and height of a table as a whole can also be changed either visually (by dragging its handles) or automatically (by setting its width and height properties). The interaction of constrained cells and tables can become complex; avoid constraining widths unless the contents of your table requires you to.

## Changing cell widths and heights

Keep the following information in mind when you're setting cell widths:

- The dimensions of a table and its cells that you enter are sizing recommendations. The Web browser determines how the table appears.
- When there is more than one constrained cell in a column, the maximum pixel cell constraint and the minimum percent constraint are 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 may push the image down a line (the text is wrapping) unless you delete the space or set the cell to No Wrap.


### To control selected cell widths:

- 1 In Edit mode, select one or more cells and display the Inspector (choose View > Show Inspector).

2 Do one of the following:

- To let the width be determined by the contents of the cell, choose None from the Width Constraint pop-up menu. This setting is often the most desirable.
- To resize the width visually, drag a row divider. You can't resize beyond the constraints set for that cell.
- To prevent text from wrapping, select No Wrap.
- To specify the width as a percentage of the table's width, choose Percent from the Width Constraint pop-up menu and then enter a value.
- To specify the width in pixels, choose Pixels from the Width Constraint pop-up menu and then enter a value.

If you don't specify a value, the width changes as needed to remain proportionate to the height.

*Note:* You can also specify these options to either pixels or percentage as you create a table, by using the Insert Table button () in the toolbar.

#### **To control selected cell heights:**

1 In Edit mode, select one or more cells and display the Inspector (choose View > Show Inspector).

2 Do one of the following:

- To let the height be determined by the contents of the cell, choose None from the Height Constraint pop-up menu. This setting is often the most desirable.
- To resize the height visually, drag a row divider. You can't resize beyond the constraints set for that cell.
- To specify the height as a percentage of the table's height, choose Percent from the Height Constraint pop-up menu and then enter a value.
- To specify the height in pixels, choose Pixels from the Height Constraint pop-up menu and then enter a value.

If you don't specify a value, the height changes as needed to remain proportionate to the width.

### **Creating dynamic and fixed-width tables**

By changing the width settings of a table as a whole, you can affect how it works in a browser. The two main types of table are as follows:

- Dynamic tables resize to fit the width of the Web browser (their dimensions are set to be a percentage of the page size).
- Fixed tables do not resize when viewed in a Web browser (their dimensions are set to specific pixel values).


You can also create tables that have some fixed-width columns and some dynamic columns (see page 114).

**To control the width of a table:**

1 In Edit mode, select the table (not the table cells; see page 109) and display the Inspector (choose View > Show Inspector).

2 Do one of the following:

- To let the width be determined by the contents of the rows, choose None from the Width Constraint pop-up menu.
- To specify a dynamic table, choose Percent from the Width Constraint pop-up menu and then enter a value.
- To specify a fixed-width table, choose Pixels from the Width Constraint pop-up menu and then enter a value.

*Note:* You can also specify this setting as you create a table, by using the Insert Table button () in the toolbar.

## Changing table heights

You can constrain the height of a table or let its height change as the contents of its cells change.

**To control the height of a table:**

1 In Edit mode, select the table (not the table cells; see page 109) and display the Inspector (choose View > Show Inspector).

2 Click the Object tab and do one of the following:

- To let the table height be determined by the contents of its cells, choose None from the Height Constraint pop-up menu.
- To resize the height visually, drag a handle. You can't resize a table beyond the constraints set for that table.
- To specify the height as a percentage of the height of the browser window, choose Percent from the Height Constraint pop-up menu and then enter a value.

- To specify the height in pixels, choose Pixels from the Height Constraint pop-up menu and then enter a value.

If you don't specify a value, the height changes according to the content of the cells and the width constraints on the cells.

## Adding, removing, and changing borders

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 can't change the border color.

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

*Table with border*

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

*Table with no border and borderless table in Edit mode*

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

HTML dictates that empty cells are always borderless. This is why PageMill initially creates cells with a space character in every cell. If you delete the space character in a cell and don't replace it with anything, that cell's border is removed, and PageMill displays a dotted-line border instead. This dotted line does not display in Preview mode or in a Web browser.



To create the appearance of multiple columns, you can use borderless tables to help lay out a Web page. For example, you could use a fixed-width borderless table to create a three-column bulleted list to place images and text precisely next to each other.

### To add, remove, or change a table border:

- 1 In Edit mode, select the table (not the table cells; see page 109) and display the Inspector (choose View > Show Inspector).
- 2 Do one of the following:
  - To add or change the visible border, enter a pixel value in the Border text box.

- To remove the border, enter 0 (zero) in the Border text box.

**Note:** To add a border as you create the table, use the Insert Table dialog box (see page 108).

## Changing 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 a table’s cell spacing or cell padding affects all cell dividers and cells. (Changing the cell spacing does not affect the border; see page 117.)

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

Cell Spacing=2 and Cell Spacing=5

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

Cell Padding=0 and Cell Padding=5

Tool	Part Number	Price
Watering Can	T333	\$39.95
Trowel	T416	\$19.95

### To change the cell spacing or padding:

- 1 In Edit mode, select the table (not the table cells; see page 109) and display the Inspector (choose View > Show Inspector).
- 2 Enter a value (from 0 to 500 pixels) in the Cell Spacing text box or in the Cell Padding text box.

**Note:** To set the cell spacing and padding as you create the table, use the Insert Table dialog box (see page 108).


## Joining and splitting cells

When you create a table, all rows have the same number of cells and all columns have the same number of rows. You can modify a table so that some rows or columns have fewer cells—joining some cells so that one cell occupies the space previously occupied by two or more. Joined cells are useful for entering long headings or for creating special effects.

		Product Description	
			Made of
			galvanized steel

A. Joined cells in a row B. Joined cells in a column

### To join the cells in a row or column:

In Edit mode, select two or more cells and click the Join Cells button () in the toolbar. You can also choose Edit > Table > Join Cells. Joining cells combines the contents of the cells.

### To split cells that have already been joined:

In Edit mode, do one of the following:

- Click in a joined cell and choose Edit > Table > Split Cell Horizontally or Split Cell Vertically. When you split a cell in this way, the contents to the left of the insertion point are placed in one cell, and the contents to the right are placed in the other.
- Select the joined cell and choose Edit > Table > Split Cell Horizontally or Split Cell Vertically (or click the Split Vertically or Split Horizontally button on the toolbar). When you split a cell in this way, all the content is placed in the leftmost or topmost cell. The other cell, because it now has no content, loses its border. You can enter a space character in the borderless cell to make its border reappear.

## Creating nested tables

You can insert, or *nest*, 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 nest a table inside another:**

In Edit mode, do one of the following:

- Click in a cell and then click and drag over the Insert Table button (☐) or click that button.
- Select an existing table and drag it into a cell.
- Select cells and drag them into a cell.
- Copy cells and paste them into a cell.

**Adding and changing captions**

You can include a *caption* for a table that describes its contents. A caption can appear either above or below the table.

Herb Requirements

Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

Herbs	Soil	Location	Height
 Basil	Rich	Sun	1-2 feet
 Oregano	Loose	Shade	2 feet
 Thyme	Any	Full sun	8 inches

Herb Requirements

*Table with caption above and with caption below.*

**To add or change a caption:**

- 1 In Edit mode, select the table (not the table cells; see page 109) and display the Inspector (choose View > Show Inspector).
- 2 Do one of the following:
  - To add a caption, select Caption and click the button above or below the table icon on the Inspector. Then select the word *caption* in the table itself and type the caption you want.
  - To move a caption, click the unselected button above or below the table icon on the Inspector.
  - To remove a caption, deselect the Caption option.

# Chapter 8: 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. You can also use forms to let readers specify search criteria, to enter a password, or to get customer feedback.

Creating a form involves three activities:

- Deciding what your form will look like and what data you need to collect
- Adding the form controls and options to a page
- Linking to a script that acts on the data that the reader enters

## About form scripts

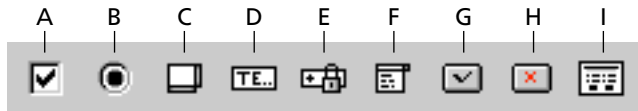
When the reader *submits a form* (clicks the button that sends the data to the server), the server processes the data according to a Common Gateway Interface (CGI) script written in a scripting or programming language such as Perl. A script can send the contents of the form somewhere, or it can do more 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, your ISP, 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” on page 131.

Specific information about programming CGI scripts is outside the scope of this guide, but many sources for CGI information exist on the Web. Also, many ISPs have common CGI scripts already running on their servers; contact your ISP for more information.

## Adding form objects

You can add form objects by using the commands on the Insert > Form menu or by using the toolbar.

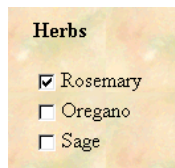


A. Checkbox B. Radio button C. Text area D. Text field E. Password field F. Pop-up menu G. Submit button H. Reset button I. Form Break button

Several of the form objects (such as the checkbox and the radio button) are standard user-interface objects. To minimize confusion, be sure to use these controls as they're used in standard applications (for example, use radio buttons, not checkboxes, for mutually exclusive choices).

### Adding checkboxes

Use checkboxes when you want readers to choose one or more options. Checkboxes can appear singly or in groups.



#### To add a checkbox:

- 1 In Edit mode, click where you want to add the checkbox and then choose Insert > Form > Checkbox or click the Insert Checkbox button () in the toolbar.
- 2 Add text next to the checkbox describing it. (See Chapter 3, “Working with Text.”)

#### To quickly duplicate a checkbox:

- 1 In Edit mode, select the checkbox you want to duplicate.
- 2 Control-drag a checkbox to add a new one to the group. The new checkbox is a copy of the first one and has the same name and value as the original one.

**To customize a checkbox:**

- 1 In Edit mode, select a checkbox and display the Inspector (choose View > Show Inspector).
- 2 Do the following:
  - To assign a descriptive name to the checkbox (the form script will use this name to track which checkbox is sending data), type a name in the Name text box.
  - To tell the form script what a checkbox means when a viewer selects it, type a value in the Value text box. This value is determined by the CGI script being used; ask your ISP or the script designer for the value needed. For example, you could give a checkbox named Overnight Delivery a value of *Yes*.
  - To make the checkbox be selected or deselected by default, click Checked. (You can also do this by triple-clicking the checkbox on the page.) For example, you could deselect Checked for a checkbox named Overnight Delivery because it is a more expensive option for a customer.

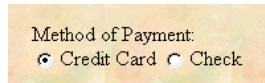


Whenever you change the name or value of a checkbox, make sure you or your script programmer also changes the CGI script that interprets the form's data.

---

**Adding radio buttons**

Use radio buttons when you want readers to select only one option from a group, such as a color choice. Clicking one radio button deselects all other buttons in the group. Radio buttons always appear in groups of two or more.



*A radio button group*

**To add and customize a radio button group:**

- 1 In Edit mode, click where you want to add the radio button and then choose Insert > Form > Radio Button or click Insert Radio Button (☉) in the toolbar.
- 2 Select a radio button and display the Inspector (choose View > Show Inspector).
- 3 Type a descriptive name in the Name text box. The form script will use this name to track which radio button group is sending data. All the radio buttons in a group must have the same name.

4 Hold down Control and drag the radio button on the page to add as many new ones to the group as needed.

**Note:** Naming the button before Control-dragging it ensures that all buttons in the radio button group have the same name.

5 Add text to the page next to each radio button describing it. (See Chapter 3, “Working with Text.”)

6 Select each radio button in the group in turn, and do the following in the Inspector:

- To tell the form script what a radio button means when it’s clicked, type a value in the Value text box. This value is determined by the CGI script being used; ask your ISP or the script designer for the value needed. For example, one button could have a value of *Blue*, and another, a value of *Red*.
- To set a radio button to be selected by default (and thereby deselecting all the others in the group), click Checked. (You can also do this by triple-clicking the radio button on the page.)



Whenever you change the name or value of a radio button, make sure you or your script programmer also changes the CGI script that interprets the form’s data.

---

## Adding text fields

A text field lets a reader type text in a form. A text field can contain default text and can be single-line, password, or multiline:

- A *single-line text field* lets readers enter information that typically is fairly short, such as names, telephone numbers, and filenames.

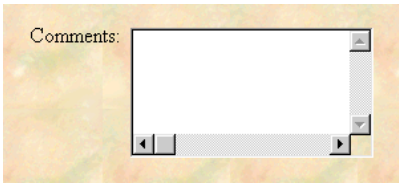
Name:

- A *password field* is a special kind of single-line text field that displays a series of bullets or asterisks instead of the actual typed characters. (However, the text is not encrypted.)

Password:

**Note:** To set up security or passwords for directories or pages, contact your ISP.

- A *text area*, or *multiline text field*, lets a reader type a long passage of text into a scrollable box.



**To add a multiline, single-line, or password text field:**

- 1 In Edit mode, click where you want to add the text field and type an onscreen label for the text field.
- 2 Click the Insert Text Area (☐), Insert Text Field (☐), or Insert Password Field (☐) button on the toolbar or choose one of these commands from the Insert > Form menu.
- 3 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.

**To rename a text field:**

- 1 In Edit mode, select a text field and display the Inspector (choose View > Show Inspector).
- 2 Type a new name in the Name text box.

**To resize a single-line or password text field:**

In Edit mode, select a text field and do one of the following:

- To resize visually, drag its handle.
- To resize numerically, display the Object panel of the Inspector and enter a Size value for the number of monospaced characters that will show. Then enter a Max Length value to control how many characters can be entered into the field. (The Max Length value is ignored in PageMill Preview mode.)

**To resize a multiline text field:**

In Edit mode, select a text field and do one of the following:

- To resize visually, drag one of its handles (Shift-drag the bottom right handle to maintain its proportions).

- To resize numerically, display the Object panel of the Inspector and enter a value for Rows to specify the number of lines of text visible. Then enter a value for Columns to specify the number of monospaced characters visible horizontally.

**To make text entered in a multiline text field wrap:**

- 1 Make a backup of your file so that you can revert to it later if you have to.
- 2 In Edit mode, select the text field and choose View > HTML Source.
- 3 After the COLS attribute in the TEXTAREA tag, enter a WRAP attribute, as in the following example:

```
<TEXTAREA NAME="name" ROWS="4"  
COLS="27" WRAP="VIRTUAL"></TEXTAREA>
```

You can enter either of the following types of wraps:

- To wrap text in a browser but not when the data is submitted to the Web server, enter `WRAP="VIRTUAL"`
  - To wrap text in a browser as well as when the data is submitted to the Web server, enter `WRAP="PHYSICAL"`
- 4 Preview the word-wrap in Internet Explorer Preview mode.

**Adding hidden fields**

Hidden fields appear only in HTML code, and do not appear on the form when viewed by readers. A common use of hidden fields is in mailback scripts. For example, many ISPs provide a standard CGI script for receiving form data and mailing it to your e-mail box. This CGI script requires a hidden field containing the site owner's mail address, so that the script knows what address to send the form information to (see also page 174).

**To add a hidden field:**

In Edit mode, click where you want to add the hidden field and choose Insert > 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 View > Hide Invisibles.

### To customize a hidden field:

- 1 In Edit mode, select a hidden field and display the Inspector (choose View > Show Inspector).
- 2 Do the following:
  - To assign a descriptive name to the field so that the form script can know which field is sending data, type a name in the Name text box. 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.
  - To tell the form script what value the hidden field has, type a value in the Value text box. This value is determined by the CGI script being used; ask your ISP or the script designer for the value needed. For example, the value of a hidden field might be an e-mail address. Ask your ISP or the script designer for the needed value.

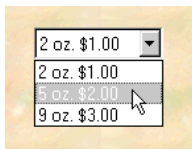


Whenever you change the name or value of a hidden field, make sure you or your script programmer also changes the CGI script that interprets the form's data.

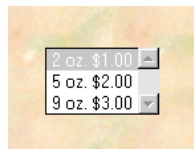
### Adding pop-up menus or list-selection fields

Pop-up menus and list-selection fields let readers choose from a set of options:

- 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. To create a list-selection field, create a pop-up menu first, and then convert it to a list-selection field.




*Pop-up menu*



*List-selection field*

### To add a pop-up menu:

- 1 In Edit mode, click where you want to add the pop-up menu or list-selection field and type an onscreen label.

2 Choose Insert > Form > Popup or click the Insert Pop-up button () in the toolbar.

**To convert between a pop-up menu and a list-selection field:**

In Edit mode, select the pop-up menu and do one of the following:

- To convert a pop-up menu to a list-selection field, select the pop-up and then click Allow Multiple Selections in the Object panel of the Inspector.
- To convert a list-selection field to a pop-up menu, select the field and then deselect the Allow Multiple Selections option in the Object panel of the Inspector.

**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 the list-selection field.

2 Choose Edit > Select All, type an entry, and then press Enter. Repeat for each additional entry.

3 Do one of the following:

- To specify which item will be the default in a pop-up menu, drag the triangle to position it next to a menu item.
- To specify which item will be the default in a list-selection field, check the box next to an item in the list. (These checkboxes are only for setting the default; the reader will not see these checkboxes.)

**To specify the values for the options of a pop-up menu or a list-selection field:**

1 In Edit mode, select a pop-up menu or list-selection field and display the Inspector (choose View > Show Inspector).

2 Type a value next to each item name to tell the form script what a menu option means when it's selected. This value is determined by the CGI script being used; ask your ISP or the script designer for the value needed.



If you change the name or value of a menu option, make sure you or your script programmer also changes the CGI script that interprets the form's data.

---

**To resize a list-selection field:**

In Edit mode, select the list-selection field and do one of the following:

- To resize visually, drag its handle.
- To resize numerically, display the Object panel of the Inspector and enter a value in the Items Visible text box. The value must be equal to or smaller than the total number of items in the list. Additional items won't be visible until the reader scrolls the field.

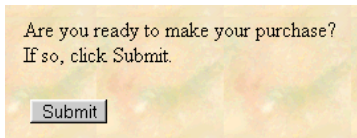
*Note:* Typing a value of 1 into the Items Visible option converts the field to a pop-up menu if the Allow Multiple Selections option is deselected.

**To allow or disallow multiple choices in a pop-up menu or list-selection field:**

- 1 In Edit mode, select a pop-up menu or list-selection field and display the Inspector (choose View > Show Inspector).
- 2 Select or deselect Allow Multiple Selections. Readers of the form can make multiple selections by Control-clicking or Shift-clicking the items they want.

**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. You should use only one Submit button per form.



The exact names and appearances of the Submit and Reset buttons may vary. Some Web pages use a graphic for a Submit button to match the graphic identity of the page. You can use a default image or any image you've placed on your Web page as a Submit or Reset button.

**To add a default Submit or a Reset button:**

- 1 In Edit mode, click where you want to add the button and then click Insert Submit Button (☑) or Insert Reset Button (☒) in the toolbar, or choose one of these commands from the Insert > Form menu.

2 If you want to change the button's label, double-click the Submit button or the Reset button on the Web page, select the text, and then type the text you want. The button resizes to accommodate the new text.


**To use an image as a Submit or Reset button:**

- 1 In Edit mode, select the image on your Web page and display the Inspector (choose View > Show Inspector).
- 2 Click Button as its behavior.
- 3 Click the Form tab of the Inspector and associate an action with this button object.

## Creating multiple forms on a page

You may need to create more than one form on a Web page. For example, you may want to use one form to gather address information and use another form to solicit feedback on your site. Each form will have its own set of controls and buttons—including a Submit and Reset button.

**To start a new form on a Web page:**

In Edit mode, click where you want to start a new form and then choose Insert > Form > Form Break or click the Insert Form Break button () in the toolbar. A Form Break bar indicates the boundary between the two forms in PageMill but does not appear in a browser.

**To remove a form break:**

- 1 In Edit mode, click the Form Break bar that separates the forms and press Delete. The contents of the two forms are combined.
- 2 Delete any form objects that were part of the form you want to remove.

## Associating a CGI script with a form

Once you've associated the Submit button with a script, clicking it 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” on page 122.

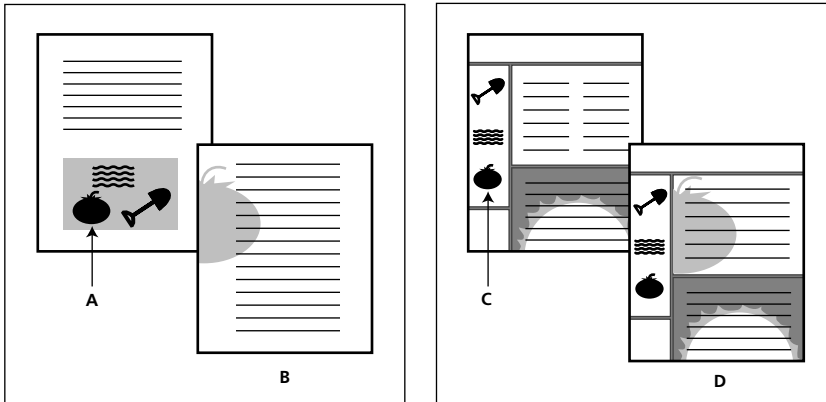
### To associate the appropriate CGI script with a form:

- 1 In Edit mode, click in the form you want and display the Inspector (choose View > Show Inspector).
- 2 Click the Form tab and then type the pathname for the CGI script on the Web server into the Action text box.
- 3 In the pop-up menu below the Action option, choose GET or POST. (When the POST option is selected, the CGI script collects information from the form and sends it to the Web server. When the GET option is selected, the script sends information from the Web server to the form.) For more information about which to choose, consult your script programmer or contact your ISP.



# Chapter 9: Using Frames

**F**rames divide a browser window so that more than one Web page can be shown at once.



*In a page with no frames, a reader clicks link **A**. to open new page **B**. In a page with frames, a reader clicks link **C**. and linked information appears in the targeted frame **D**. on the same page.*

## About frames and framesets

Frames let you create pages where only sections of the page change rather than the entire page. They are useful for displaying static, unchanging items, such as a navigation bar or a table of contents, where clicking a word or image in one frame brings up a different page in another frame.

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 a special frameset document along with the frame source documents.

- The *frameset document* is created by PageMill and 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. The frameset filename appears in the PageMill title bar when you're working in a page containing frames. You can view the source code for a frameset document (see page 171), but you don't use the View > HTML Source command to do it.
- The *frame source documents* are the pages that appear in the frames. These filenames also appear in the PageMill title bar.

Some older browsers do not support frames. A special “no frames” message is displayed when a user of these browsers tries to view a Web page that contains frames (see page 136).



You can have as many frames in a frameset as you want, but don't overdo it. Too many frames can look cluttered and cause long load times.

---

Here's an overview of the typical process for creating a frameset:

- Design your frameset—decide which frames will be static and which will change.
- Create and name the frameset (see page 135).
- Add the content to the frames. Save your frame source documents as you place or edit them in the frames (see page 136).
- Save the frameset (see page 137).
- Create and target the links and save the frame documents with the links in place (see page 144).
- Preview and troubleshoot the links (see page 92).



## Creating framesets

A frameset document stores the frameset title and keeps track of the size, placement, contents, and other attributes of each frame in the set. You create a frameset document by dividing a page into frames. You can also nest frames (create one frameset inside of another).



*Frames on a page*

**To create a frameset:**

- 1 In Edit mode, do the following:
  - Hold down Control and move the pointer to the inside edge of the window. When the pointer changes to an arrow (such as ) , drag out a frame border.
  - Hold down Shift and Control and move the pointer to the inside edge of the window. When the pointer changes to an arrow (such as ) , drag out a frame the full width or height of the window.
- 2 Resize the frames as needed by dragging their borders.



You can also click a page or a frame and choose `Edit > Frame > Split Frame Horizontally` or `Edit > Frame > Split Frame Vertically`.

---

**To remove a frame:**

- 1 In Edit mode, move the pointer over the frame border until it changes to a double-headed arrow and then drag the border to the edge of the window or to the edge of an adjoining frame. A dialog box appears asking you to confirm that you want to remove the frame. (If no dialog box appears, you didn't drag the border close enough to the edge or you dragged past it.)
- 2 Click OK.

**To change the message that appears in browsers that don't support frames:**

- 1 In Edit mode, choose `Edit > Frame > No Frames Message`. The current no-frames message appears in a separate window.
- 2 Edit the message.
- 3 Close the window and choose `File > Frameset > Save Frameset`.

## Adding content to frames

Every new frame is an untitled document that you can add content to as you would to any other Web page. You can also insert an existing page into a frame or clear out the contents of a frame with a new, blank page.

When a frame is small, you may find it easier to add content to it by opening it into a separate window. Be sure to save a frame (see page 137) before you open it in a separate window or preview any links on it.

**To insert a page in a frame:**

In Edit mode, select the frame and do one of the following:

- To insert a page you've already created, choose File > Frameset > Insert Page, select a file from the Open dialog box, and click Open.
- To clear out the contents of a frame and insert a new blank page, choose File > Frameset > Insert New.

**To add content to a frame:**

In Edit mode, select the frame and add contents just as you do on a Web page (by typing, pasting, inserting, dropping, and so on).

**To open a frame in a separate window:**

In Edit mode, click in the frame and choose File > Frameset > Open into Window. The frame in the frameset turns gray while you're editing it in a separate window.

**To spell-check a frameset:**

Do one of the following:

- In Edit mode, click in each frame in turn and choose Search > Check Spelling (see page 41).
- If the frameset is part of a site, load the site and check spelling for the entire site (see page 157), including all the pages of the frameset.

## Saving frames and framesets

When working with frames, you need to save both the frames and the frameset. When you save a frame, you save its contents (the source document in the frame). When you save the frameset, you save the layout of the frames, the properties of all the frames, and the no-frames message. PageMill lets you save just a frame or just the frameset, or both together.

Before you save a frameset, be sure the page and the individual frames appear as you want them to when the reader opens the page. For example, if you've followed a link in a frame, be sure to return to the original page before saving the frameset.

If you close a frameset that has unsaved changes, a series of dialog boxes prompts you to save each frame in turn and then the frameset file itself.

**To save a frame:**

- 1 In Edit mode, select a frame and do one of the following:
  - To save the frame, choose File > Save Frame.
  - To save the frame under a new name or in a new location, choose File > Save Frame As.
- 2 Click Save.

**To save a frameset:**

- 1 In Edit mode, do one of the following:
  - To save the frameset, choose File > Frameset > Save Frameset.
  - To save the frameset under a new name or in a new location, choose File > Frameset > Save Frameset As.
- 2 Click Save.

**To save all the frames and the frameset at the same time:**

In Edit mode, choose File > Frameset > Save Everything.

**To revert to the last saved version of a frame or a frameset:**

In Edit mode, do one of the following:

- To go back to the last saved version of a frame, select a frame and choose File > Revert to Saved.
- To go back to the last saved version of a frameset, choose File > Frameset > Revert to Saved Frameset.

## Editing frames

You can select a frame and then specify the following properties for it:

- The frame name, title, size, and margins
- Whether the frame displays scrollbars or borders
- Whether a frame is resizable by the reader
- Whether a frame opens at the top of a page or at a specified location on the page

**To select a frame:**

In Edit mode, click anywhere inside a frame. A light border appears around the frame indicating it's selected.

**Renaming and retitling frames**

Every frame has two types of names:

- A frame's *filename* is the name of the file as it is stored on a computer's hard disk. For example, a frame's filename might be Contents.html.
- A frame's *name* is an internal name that you use when targeting and creating links to a frame. Each frame is initially named Framexx, where xx is a randomly generated number. Because you use these names when targeting a link (see page 144), you may want to give a frame a more descriptive name. (Be careful to give your frames unique names; a browser might get confused if two frames have the same name in a single frameset.)

**Caution:** *Be sure you rename a frame before you create any links to it. Renaming a frame after targeting links breaks previous targets to it.*

A frame's name is not the same as its *title*. You can edit two types of titles for a frame document:

- The title for a frameset is the title that identifies it for readers on the Web—it appears on the browser's title bar and in go-to lists in a browser.
- The title of a source document appearing in a frameset is not displayed in a Web browser unless the source page is opened independently of the frameset.

**To rename a frame:**

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector).
- 2 Enter a new name for the frame in the Name text box. Use only alphanumeric characters and no spaces in the new name.
- 3 Choose File > Frameset > Save Frameset.

**To change the title of a frameset:**

In Edit mode, enter the title in the Title text box, which appears above the page window.

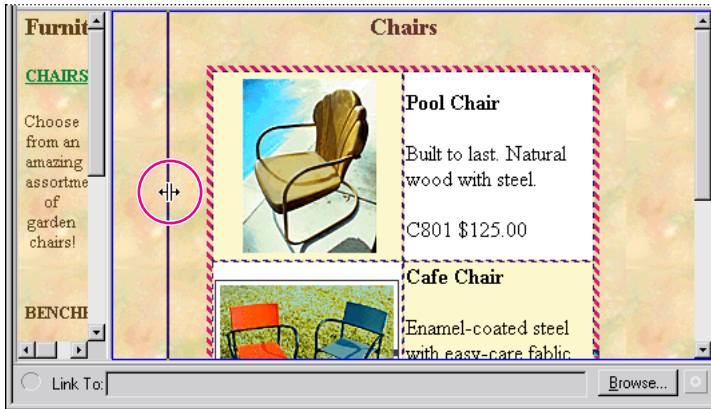
**To change the title of a frame source document:**

- 1 In Edit mode, click in the frame whose source-document title you want to change.

- 2 Choose File > Frameset > Open into Window.
- 3 Enter the new title in the Title text box and save and close the window.

## Resizing frames

You can resize a frame by simply dragging its borders or by using the Inspector.



*Resizing a frame to improve the word-wrap on the left*

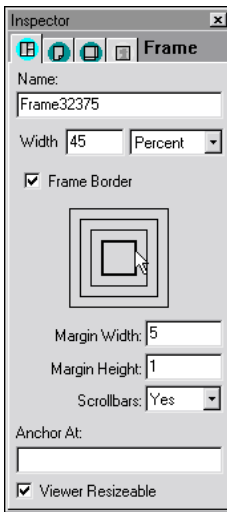
To resize nested frames (frames within frames), use the Inspector's Frames Resizing Box. This box, in the Frame panel of the Inspector, displays a series of nested squares. Each square represents a frame level. A single square indicates the selected frame is one level deep and is the topmost level (that is, it's not inside another frame). Any settings you enter apply to this frame. Two squares indicate 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.

### To resize a frame visually:

- 1 In Edit mode, move the pointer over a border between two frames until the pointer turns into a double-headed arrow, then drag the border.
- 2 Choose File > Frameset > Save Frameset.

### To resize a frame numerically:

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector), and then click the Frame tab.
- 2 If you want to resize a nested frame, click the box in the Inspector that represents the level of nesting you want the change to be related to. For example, clicking the outermost box changes the size in relation to the whole window, but clicking the innermost box changes the size in relation to the most adjacent frame.



- 3 Look at the Width or Height option. (If the frame fills the width of the window, only the Height option appears; if the frame fills the height of the window, only the Width option appears.)

**Note:** When the combined frame widths don't equal the width of the browser window, the browser will adjust the frames by proportionally increasing or decreasing the frame dimensions.

- 4 Choose a unit of measurement and enter a value as shown in the following table:

Measurement	Meaning and use	Example values
Pixels	Creates a frame that won't be resized when the browser window is resized. Use this to display text or images at their full size, no matter what the browser window size.	40, 200, 345

Measurement	Meaning and use	Example values
Percent	Specifies what proportion of the browser window will be used to display the frame. (Caution: A frame set to 100 would display at the browser window's full width and would therefore knock out adjacent frames.)	20, 50, 80
Relative	Makes the frame proportional to the other frames in the frameset. Use this, for example, to have one frame always be twice the width of another (set one frame's width to 1, and the other to 2).	1, 2, 3, 4

5 Choose File > Frameset > Save Frameset.

## Setting frame margins

Margins determine the space between the frame contents and the page edges.

### To set frame margins:

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector).
- 2 Click the Frame tab and enter a new pixel value for Margin Height or Width. The Margin Height determines the distance between the frame contents and the top and bottom of the page; the Margin Width determines the distance between the frame contents and the right and left sides of the page.
- 3 Choose File > Frameset > Save Frameset.

## Setting scrollbar display

Scrollbars appear automatically when the page in the frame exceeds the frame dimensions. You can change this behavior and hide them or make them always appear.

### To set the display of scrollbars:

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector).
- 2 Click the Frame tab and do one of the following:
  - To always show scrollbars, choose Yes from the Scrollbars pop-up menu.
  - To never show scrollbars, choose No from the Scrollbars pop-up menu.
  - To show scrollbars only when necessary, choose Auto from the Scrollbars pop-up menu. (This is the default setting.)

## Turning off frame borders

By default, a frame appears with a black border around it, but you can turn off these borders. Turning off the border of one frame turns them off for all frames in the frameset.



You can make a frame completely blend in with the adjacent frames by removing frame borders, turning off scrollbars (page 142), and making sure each frame uses the same background color or pattern (see page 38).

---

### To turn off a frame border:

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector).
- 2 Click the Frame tab and deselect Frame Border.
- 3 Choose File > Frameset > Save Frameset.

## Opening pages in frames at specified locations

By default, the page in a frame is displayed starting at the top of the page, but you can have a frame display at a specified location when the frameset is opened.

### To set up a frame to open its page at a specified location:

- 1 In Edit mode, scroll to the page location where you want the frame to open.
- 2 Choose Insert > Anchor (rename the anchor, if you want; see page 82), and select the anchor and copy its name.
- 3 Click the frame and display the Inspector (choose View > Show Inspector) and paste the anchor name in the Anchor At text field in the Inspector.

## Preventing frame resizing

By default, a reader can resize the frame in the browser, but you can set up the frame so that it can't be resized. PageMill can correctly preview resizable frame-based pages only when previewing in Internet Explorer Preview mode.

### To prevent a frame from being resized:

- 1 In Edit mode, select a frame and display the Inspector (choose View > Show Inspector).

- 2 Click the Frame tab and deselect the Viewer Resizable option. Any frames sharing a border with the frame will also not be resizable.

## Printing frames

When you print from a page with frames, you print the contents of the current frame (that is, the page in that frame). You can print an entire frameset from your browser.

### To print a frame:

Select a frame and choose File > Print Frame.

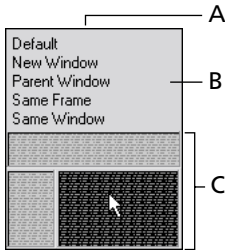
### To print an entire frameset:

- 1 Choose File > Frameset > Save Everything.
- 2 Open the frameset in a browser capable of printing entire framesets (for example, Internet Explorer 4.0) and print from there.

## Targeting links in frames

By default, a linked page opens into the frame that contains the link. However, you may want a link in one frame to display a page in a different frame. For example, the links in a frame containing a table of contents are typically all targeted to another frame. That way, the table of contents remains visible and available.

You define the target using the *Target menu*, a pop-up menu that contains a thumbnail of the frameset layout. The *special target commands* appear above the thumbnail and provide additional control over how frames are targeted within a frameset.



A. Target menu B. Special target commands C. Thumbnails of frames

**Caution:** Be sure all the frame source documents and the frameset file have been saved and named the way you want them before you target links in frames.

You can also specify a *base target*, a destination the browser uses for any links that don't have defined targets. Setting up a default target saves you from having to define each link separately. Even if you specify a base target, you will probably still want to manually set up links that open in frames other than the base target.

**Note:** Some older browsers may not support base targets.

#### To specify which frame or window a link should open in:

- 1 If necessary, create the link in a frame (see page 76).
- 2 Click the linked image or hotspot, or click anywhere in the linked text and do one of the following:
  - Right-click the link to display the Target menu.
  - Select the entire link and then click the Target button (⊕) in the lower right corner of the frameset window to display the Target pop-up menu.
- 3 Do one of the following:
  - To specify which frame the link should open in, drag over its thumbnail version.
  - To specify that the linked page should open in a new window, choose New Window.

- To specify that the linked page should open within its own original frameset instead of within the frameset currently displayed, choose Parent Window.

*Note:* PageMill can correctly display frame-based pages that have Parent Window links only when previewing in Internet Explorer Preview mode.

- To specify that the linked page open using the entire current browser window, choose Same Window. Use this command 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 frame’s page.

**To reset a link to open in the same frame that contains the link:**

1 In Edit mode, click the linked image or hotspot or click anywhere in the linked text and do one of the following:

- Right-click the link to display the Target menu.
- Select the entire link and then click the Target button (⊕) in the lower right corner of the frameset window to display the Target pop-up menu.

2 Do one of the following:

- To specify that the linked page open in the same frame as the link—or in the base target frame—choose Default.
- To specify that the linked page open in the same frame as the link—even overriding the base target—choose Same Frame.

For information on base targets, see page 145.

**To specify a base target (a default destination for links that don’t have defined targets):**

- 1 In Edit mode, click in the frame that will contain the links.
- 2 Display the Inspector (choose View > Show Inspector) and click the Page tab.
- 3 Choose an option from the Base Target (⊕) pop-up menu as described on page 145.

## Overriding targeted frames when previewing

When you’re testing your Web pages with linked frames, you may want to keep them from opening inside their targeted frame and instead have them open in either the same window or in a new window.

**To override targeted frames when previewing:**

In Preview mode, right-click a link and do one of the following:

- In PageMill Preview mode, choose New Window to display the linked page in a new, separate window or choose Same Window to display the linked page in the current window.
- In Internet Explorer Preview mode, choose Open in New Window to display the linked page in a new, separate window or choose Open to display the linked page in the current window.

## Moving backward and forward in frames

When you work in Preview mode, you can move backward and forward between pages in a frame without leaving the frameset.

**To move back and forward in a frame:**

Do one of the following:

- In PageMill Preview mode, move the pointer over an unlinked section of a frame, right-click, and choose Back in Frame or Forward in Frame.
- In Internet Explorer Preview mode, click the Back or Forward button in the toolbar.



# Chapter 10: Working with Web Sites

**O**n the World Wide Web, a Web *site* is a group of related pages that reside together on a Web server. When you edit your site in PageMill, the site exists as a group of Web pages inside a site folder. The site folder can contain additional subfolders and files. All the files making up your site are usually contained within this one local root folder.

## About site management

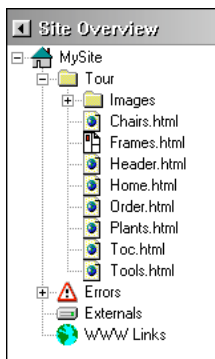
Site management consists of several important activities:

- Updating your pages to change or improve the contents of the pages.
- Keeping the links on the pages current and in working order. Web links—especially links to sites that you have no control of—often change or sometimes disappear.
- Adding, moving, or removing pages.
- Uploading the new or changed files to the Web server, and deleting any used files from the server.

**Important:** *Some site maintenance activities could be performed outside of PageMill. For example, it's possible to rename a Web page in a Windows Explorer window. Doing this is **not** recommended. Performing site maintenance within PageMill ensures the integrity of links and avoids error when you upload to a Web server. Only changes made from within PageMill are reflected in the site automatically.*

PageMill gives you three areas to view and work with your site, one overview area and two detailed-view windows:

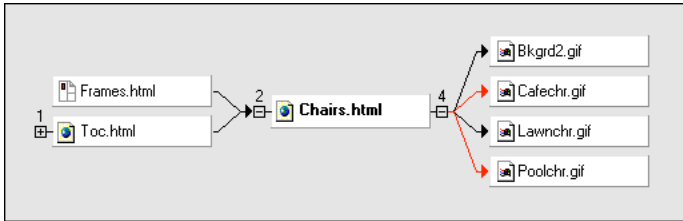
**Site Overview area** Displays the names and hierarchy of all the files in your site. This area also includes three special folders for working with errors and files external to the site folder.



**List view** Displays the contents of the site folder, the Errors folder, the Externals folder, or the WWW Links folder. The List view of the site folder includes the titles for all the files and folders as well as their sizes, their modification dates, and the number of links going into and out of each item. You can move, cut, copy, unlink, and rename files in this window.

Filename	Size	Type	In	Out	Page Title	Modified
Images		Folder	x	-		11/21/97 03:29 PM
Chairs.html	2 KB	Page	2	4	<a href="#">Chairs</a>	11/21/97 03:32 PM
Frames.html	1 KB	Page	x	3	<a href="#">Furniture</a>	10/22/97 01:38 PM
Header.html	1 KB	Page	1	2	<a href="#">Untitled Document</a>	11/05/97 10:50 AM
Home.html	3 KB	Page	x	8	<a href="#">Homepage</a>	11/12/97 10:29 AM
Order.html	2 KB	Page	2	2	<a href="#">Order Form</a>	11/05/97 10:51 AM
Plants.html	2 KB	Page	1	4	<a href="#">Plants catalog</a>	11/21/97 03:33 PM
Toc.html	1 KB	Page	1	2	<a href="#">TOC</a>	11/05/97 10:51 AM
Tools.html	2 KB	Page	1	4	<a href="#">Tools</a>	11/05/97 10:51 AM






**Links view** Displays a pictorial representation of your site, where each linked file is shown graphically linked by an arrow.



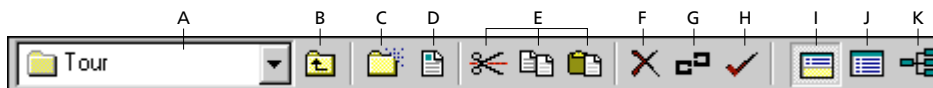
## Working with Web sites

PageMill lets you create and open sites either by loading a folder location or by first assigning a name to a site and then loading that site by name. Naming a site is convenient if you're working on several sites at once and might otherwise get them confused.

A site must have a *local root folder*, which is the folder on your hard disk or network that contains all the site files. PageMill automatically displays this local root folder in the Site Overview area along with several other special folders.

Folder	Contents
 Site name	Displays the name of the site. If you haven't named the site, it repeats the name of the local root folder. This folder appears only in PageMill and has no counterpart on your hard disk.
 Local root folder	The topmost folder on your hard disk or network containing the other files and folders for the site.
 Errors	A folder that displays any errors that PageMill finds. As you fix errors, items are removed from this folder. This folder appears only in PageMill and has no counterpart on your hard disk.
 Externals	A folder showing the path to files used in your site but that are not contained within the local root folder. This folder appears only in PageMill and has no counterpart on your hard disk.
 WWW Links	A folder showing the URLs used in your site that point to other places on the Internet. This folder appears only in PageMill and has no counterpart on your hard disk.

Many common commands appear in the Site Details toolbar. They are dimmed when the current context makes them inapplicable.



A. Folder Navigation pop-up menu B. Move up one level C. Create new folder D. Create new page E. Cut, Copy, and Paste F. Delete G. Unlink H. Verify I. List & Links J. List only K. Links only

**To create and name a site:**

- 1 Choose Site > New.
- 2 Enter a name in the Name text box. (A site's name appears only in PageMill; it doesn't have to be the same as the name of the local root folder.)
- 3 To create or specify a folder as the local root folder, do one of the following:
  - Enter a path in the Location text box (for example, **c:\personal\mysite**).
  - Click Browse, use the dialog box and the Folder text box to create and open a new folder, and then click OK.
  - To enter further settings, used when uploading the site, click Settings. See page 167 for details.
- 4 Click Create. The Site Overview area opens with the new site loaded and a default home page, index.html, is created in the local root folder.

**To load a site:**

Choose Site > Load and then do one of the following:

- To load a site by its name, choose a name from the top of the menu.
- To load a site by its path to a local root folder, choose a pathname (if no pathname appears, you haven't yet chosen a site by its pathname).
- To locate a local root folder, choose Browse, select a folder, and click OK.

Loading a site automatically closes a site that's already open.



Dragging a folder onto the PageMill application icon loads that folder in PageMill as a site. You can also right-click a folder and choose Open as Site in PageMill.

**To cancel loading a site:**

Press Esc or click the Cancel button next to the progress bar as a site is loading.

**To turn off alert messages that appear when loading a site:**

- 1 Choose Edit > Preferences and click the Site tab.
- 2 Do the following:
  - To turn off messages warning you that there are read-only files in the site you're opening, deselect "Display alert if locked files are found in the site." The icons for locked files in site windows contain a padlock. When selected, this option also detects any PDF file whose security setting disallows changing the document.
  - To turn off messages warning you about corrupted image maps, deselect "Display alert if bad image map files are found in the site."
- 3 Click OK.

**To reload a site:**

Choose Site > Reload.

***Note:** Reloading is necessary if a filename or location has been changed in the site from outside of PageMill (only changes made from within PageMill are reflected in the site automatically). Because PageMill can make changes to your site without breaking links, you should always use PageMill to make such changes.*

**To rename a site:**

- 1 Right-click the topmost site folder (the folder with the site name and the house icon) in the Site Overview area and choose Edit Current Site Settings. This command is present only if a named site is currently loaded.
- 2 Change the name in the Site Name text box. (A site's name appears only in PageMill; it doesn't have to be the same as the name of the local root folder.)
- 3 Click OK.

**To close a site:**

Do one of the following:

- To close the current site, choose Site > Close.

- To close the current site and open another one, choose Site > Load.

## Viewing the contents of Web sites

PageMill offers you a number of ways to view the files that make up a Web site (see page 149). You can also view a summary of a site's contents.

### To get an overview of a site:

Expand or collapse the contents of a folder in the Site Overview area by clicking its plus sign or its minus sign. You can also use the arrow keys to move up and down and to expand (Right Arrow) or collapse (Left Arrow).

### To hide the Site Overview area:




Do one of the following:

- Click the arrow in to the Site Overview title bar. Click it again to restore the area.
- Choose View > Hide Site Overview. Choose View > Show Site Overview to restore the area.

### To view details of a site:

- 1 If the Site Details window is not already showing, right-click the site root folder in the Site Overview area and choose Show Details.
- 2 Click in the Site Overview area and click or use the arrow keys to move up and down and to expand (Right Arrow) or collapse (Left Arrow) folders. As you select files or folders in the site, the Site Details window is updated to give you information on the selection. Note the following:
  - The *Type* column displays Image, Page, or Folder. An unrecognized type is displayed as Other.
  - The *In* and *Out* columns tell you how many incoming and outgoing links there are for that selection. A red *x* indicates no incoming links; a blue dash (–) indicates no outgoing links. You can click the link number to see the names of the linked files. (Selecting a filename will open that file.)
  - The *Page Title* column displays the title of the page, if it has one. Clicking the title opens the page.

**3** To change the view in the Site Details window, choose a command from the View > Details menu or do one of the following:

- To see the List view above the Links view, click the List & Links button () in the toolbar.
- To see only the List view, click the List Only button () in the toolbar.
- To see only the Links view, click the Links Only button () in the toolbar.

**To sort the List view of a site:**

Click a column label in the Site Details window to sort in ascending order by the contents of that column. Click again to re-sort in descending order.

**To view link details:**

**1** Do one of the following:

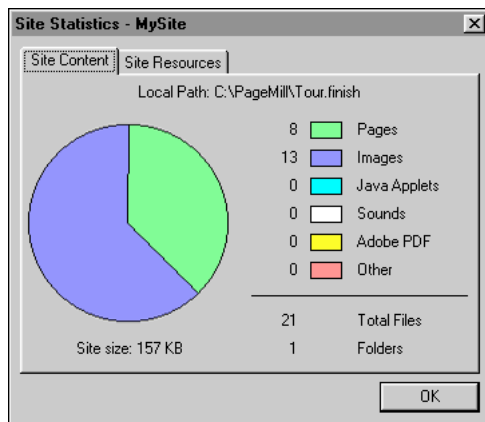
- Right-click a file (not a folder) in the Site Overview area and choose Show Details.
- Click a file in the List view.
- Click a link number in the In or Out column of the List view and choose Open Link View.

**2** Choose View > Links (or right-click the background in the Links view) and choose from the following:

- To show all files with each level alphabetized by name, choose Show All by Name.
- To show all files with each level organized by file type, choose Show All by Type.
- To show only Web pages, but not image files, sounds, anchors, and so forth, choose Show Pages Only.

**To view a summary of a site's contents:**

- 1 Choose Site > Show Statistics.



- 2 Do the following:



- Click the Site Content tab to see how many pages, images, applets, and so forth are in the site.
- Click the Site Resources tab to see how many errors, externals, and WWW links there are in the site.


**To view properties for site files:**

Right-click a file in the Site Overview area or in the Site Details window and choose Properties. The dialog box shows you basic file information, including the full pathname of the file, and lets you adjust its read-only attribute.

**To specify the defaults for showing the Site Details window:**

Choose Edit > Preferences, click the Site tab, and do one of the following:

- To have the Site Details window not open automatically when you load a site, deselect the option “Automatically Show Details When Loading a New Site.”
- To have the Site Details window be displayed with the List view above and the Links view below, click the first icon (  ) in the Default Details Mode area.
- To have the Site Details window be displayed with only the List view, click the second icon (  ) in the Default Details Mode area.

- To have the Site Details window be displayed with only the Links view, click the third icon () in the Default Details Mode area.

## Editing Web sites

Most changes to the content of individual pages are made in a Page window (in Edit mode). Two exceptions are site-wide searching and site-wide spell-checking; you perform these activities from the site windows.

In addition to content changes, you can make the following changes to a site:

- Move and rename files and folders (PageMill updates all links to use the new names or locations)
- Change the URLs of links pointing to external Web sites
- Create and delete files and folders
- Unlink files
- Locate and fix errors

No save or undo command is available or needed when you're editing a site; PageMill saves site-wide changes as you make them. Changes you make to individual pages or images, which affect one file at a time, are saved when you choose File > Save.

## Searching and spell-checking sites

When you search or spell-check a site, PageMill opens all the files in the site one at a time.

### To search and replace across some or all of a site:

- 1 In the Site Overview area or the Site Details window, right-click a file or folder, and choose Find. (You can also choose Search > Find.)
- 2 From the Search Path Scope pop-up menu, do one of the following:
  - Choose Site Selection to search the pages of the site that are currently selected.
  - Choose Entire Site to search all the pages of the current site.
- 3 Adjust other options in the dialog box as needed (see page 68). If you want to search and replace in the HTML code, be sure to select the Source option.
- 4 Click Find Next.

5 When done, choose File > Save All to save the changes to all the open pages. (PageMill automatically saves any changes to pages that aren't open.)

**To spell-check some or all the Web pages in a site:**

1 In the Site Overview area or the Site Details window, right-click a file or folder, and choose Check Spelling. (You can also choose Search > Check Spelling.) The Spell Checker begins immediately and stops at the first unknown word.

2 From the Scope pop-up menu, do one of the following:

- Choose Site Selection to search the pages of the site that are currently selected.
- Choose Entire Site to search all the pages of the current site.

3 Adjust other options in the dialog box as needed (see page 41) and click Start.

4 When done, choose File > Save All to save the changes to all the open pages. (PageMill automatically saves any changes to unopen pages.)

**Moving, renaming, and unlinking files, folders, and anchors**

When you move, rename, or unlink a file or folder, PageMill looks at all the links going into the file or files and adjusts them for you as needed. When unlinking a file, its links to other pages are not changed. When renaming an anchor, PageMill looks at all the links going into the anchor and adjusts them for you as needed.

**To move a file or folder in a site:**

1 Drag a file or folder into a different folder in the Site Overview area, in the Site Details window, or from the one to the other.

2 If a message informs you that files will have to be relinked, click OK.

**To rename a file, folder, or anchor in a site:**

1 Right-click a file, folder, or anchor in the Site Overview area or in the Site Details window, choose Rename and type a new name.

2 If a message informs you that files will have to be relinked, click OK.

**To turn off alert messages that appear when moving or renaming files:**

1 Choose Edit > Preferences and click the Site tab.

- 2 Deselect “Confirm move or rename operations.”
- 3 Click OK.

**To remove all incoming links to a file:**

- 1 In the Site Overview area or in a Site Details window, right-click a file, and choose Unlink.
- 2 Click OK to change all the files that currently link to this file. (Outgoing links from this file are not changed.)

## **Viewing and Changing URLs of WWW links**

The Site Overview area contains a special folder, named WWW Links, that collects all the links in your site that point to external Web destinations. If you’ve set up a browser to view remote links (see page 88), you can open a link in this folder.

If you edit the URL destinations, PageMill changes and saves the pages that contain them.

**To view the site of a WWW Link:**

Do one of the following:

- Double-click a link in the WWW Links folder.
- Right-click a link in the WWW Links folder and choose Open in Browser.

**To change the URL of a WWW link:**

- 1 In the Site Overview area, right-click the WWW Links folder and choose Show Details.
- 2 Right-click a link, choose Rename, and enter a new URL (pasting it from another source, if possible, to reduce the chances of typing errors).
- 3 When a message informs you that a file will have to be changed, click OK.

## **Creating and deleting files and folders**

You can create a new folder anywhere in a site and then drag files to it or create new files in it. When you create a new file, you can double-click it to open it in a Page window where you can add content and links.

When you delete a file or folder, make sure there are no links into it or you will break those links. You can’t delete the local root folder of a site.

**To create a new file or folder:**

In the Site Overview area or in a Site Details window, right-click a file or folder, and choose New Blank Page or New Folder.

**To delete a file or folder:**

- 1 In the Site Overview area or in a Site Details window, right-click a file or folder, and choose Delete.
- 2 Click OK.

## Fixing Errors

PageMill provides several convenient ways to spot and fix errors and possible problems in your sites:

- Broken links are displayed as red arrows in the Links view in the Site Details window. A red arrow is always an error and should be fixed.
- A file with no incoming links is displayed with a red *x* in the List view window. A red *x* may indicate that you've forgotten to link the page. (The home page for a site probably won't have incoming links.)
- A file with no incoming and no outgoing links is displayed with a red *x* and a blue dash (–) in the List view of the Site Details window. A file with no links is not necessarily an error, but it may mean that you forgot to link the page. Such an unreferenced file will be unreachable to your readers unless they have its exact URL.
- Local files that are linked to your site but that are not within the local root folder are *external* files. Such files will be left behind when you upload to a Web server. This error is often the cause of missing graphics and unreachable links once a site has been uploaded to a Web server. PageMill lists these files in the Externals folder and provides a convenient way to bring them within your site prior to uploading, by using the Gather All Externals command.

**Caution:** *Don't use Windows shortcut files (.lnk files) in the local root folder to access other folders. Such files are not recognized properly by PageMill or when you upload to a Web server.*

- An external file that is missing is ordinarily considered an error (and appears in the Errors folder). However, you can turn off this type of error checking so that you can work on parts of a site without having to have all files available. For example, you may want to take a few files home to work on, but leave the rest at work. In that case, you can specify that missing external files not be counted as errors.

- Due to the changeable nature of the Internet, links to Internet URLs—though valid when you first created them—may no longer be accurate. You can verify their accuracy before you upload a site.
  - You can have PageMill display an alert message before trying to access a server when previewing links. This lets you quickly spot errors you may have made in entering URLs without waiting for a time-out error.
  - When the case of a filename in a hand-typed URL does not match the true case of the filename, PageMill reports it as an error in the Errors folder. This avoids problems when uploading to a case-sensitive Web server. (For information on file-naming, see page 164.)
- See page 92 for information on fixing link errors and page 87 for information on verifying remote links.

**To avoid leaving files behind when you upload to a Web server:**

- 1 Look at the Externals folder in the Site Overview area to see if there is a plus sign (+) next to it. If so, some linked files in your site are not within the topmost site folder. These *externals* need to be copied into the site folder before uploading your site.
- 2 Fully expand the Externals folder by right-clicking it and choosing Expand > All.
- 3 Do one of the following:
  - To copy all the external files into the local root folder, right-click any folder or file in the Externals folder and choose Gather All Externals.
  - To copy just one external file into the local root folder, right-click the file and choose Gather This External.

The gathered files are copied into a folder named Resources (which is created if necessary; see page 45), and all the links are adjusted to refer to that location.

- 4 If the files copied into the Resources folder have external links in them, PageMill asks if you want these additional files gathered into the site as well. Click OK to continue.

**To see the full path of an external:**

- 1 Select the Externals folder in the Site Overview area.
- 2 Do one of the following:
  - Press the asterisk key (\*) on the numeric keypad to fully expand all the folders in the Externals folder.

- Right-click the Externals folder and choose Expand > All.
- 3 To see the path spelled out, right-click an external file and choose Properties.

**To specify that missing external files not be considered errors:**

Choose Edit > Preferences, click the Site tab, and deselect the option “Treat Missing Externals as Errors.”

**To specify where external files are copied:**

- 1 Choose Edit > Preferences and click the Site tab.
- 2 Enter a name in the Site Resources Folder Name text box (the default is *Resources*). This folder will be created if needed and is where PageMill copies external files in a site as well as where converted images are placed (see page 45).

**To have PageMill display an alert message before trying to access a server when previewing links:**

Choose Edit > Preferences, click the Site tab, and select the option “Ask Before Accessing a New Server.”

**To specify that mismatches in case in URLs not be considered errors:**

Choose Edit > Preferences, click the Resources tab, and turn off the “Treat Case-Sensitive URL Differences as Errors” option. PageMill will no longer compare the case of filenames in URLs to the actual case of the filenames (mismatches of case will no longer appear in the Errors folder in the Site Overview area). For information on file-naming and case-sensitivity issues, see page 164.

## Estimating the download time of pages and objects

Knowing how much time graphics and other objects will take to download from a Web server to a browser helps you to avoid creating lengthy download times for your readers. You should check the download time for pages and objects before you upload your site to a Web server.

PageMill’s estimated download times are based on theoretical connection speeds. 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.

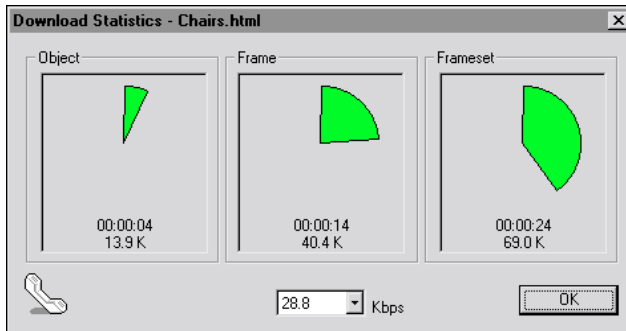
**To estimate the download time of pages and selected objects:**

**1** Do one of the following:

- Load a site (choose Site > Load), right-click a file in the Site Overview area, and choose Download Statistics.
- In Edit mode, place the insertion point in a page or frame or select an object and choose View > Download Statistics.

**2** Choose the connection speed you expect readers to use:

- If your readers will be using modem connections, choose a modem speed.
- If your readers will be directly connected to the Internet or to an intranet, choose T1.



Note the following:

- The Object area shows the estimated download time for a selected object.
- The Page area shows the estimated download time for the document plus its linked files.
- When the document is a frameset file, the Frameset section shows the estimated 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.

**3** Click OK.

## Uploading Web sites

Your Web site becomes accessible to other people only after you've uploaded all the site's files to a Web server. If you try to upload a single page without loading a site, PageMill insists that you define a site for it first. This is because all upload settings are contained in the settings for a site.

Before you upload a site, go through the following checklist:

- Check all local links for errors (see page 92).
- Test the links in framesets and image maps (see page 99).
- Gather all files and folders used in your site into a single local root folder (see page 161).
- Verify all remote links (see page 87).
- Spell-check the site (see page 41).
- Obtain from your ISP or webmaster the path and password for the server you'll be uploading to.
- Obtain from your ISP or webmaster both the URL for your site once it's uploaded and the name of the Web server. The public URL is often similar but rarely identical to the name of the Web server. For example, the public URL may be `www.adobe.com` but the server for that site may be something like `ftp.adobe.corp.com`.

### About file-naming on Web servers

Even if a site is error-free on your hard disk, it sometimes will contain broken links by the time it reaches its final destination: a Web server. Links in your Web pages can break after you've uploaded them for several reasons:

- You used long filenames, but you moved the site to a location that doesn't support long filenames (such as some Novell servers). Hence, the DOS filenames were used instead (you can view the DOS filename for a file in a site by right-clicking it and choosing Properties).
- You used characters in the filename that were legal in Windows but caused problems in the operating system of the Web server. (Many Web servers are UNIX systems, but they can be Windows NT or Mac OS machines as well.) For more on file-naming, see page 10.

- You linked to a file by hand-typing its filename and used the capitalization as it appeared in Windows Explorer. For example, you typed **Logo.gif** in the Link To bar because that's how the file was capitalized in Windows Explorer. Unfortunately, Windows Explorer does not always display filenames as they are actually capitalized on your hard disk—the actual capitalization may have been LOGO.GIF. (You can view the actual capitalization for a file in a site window by right-clicking it and choosing Properties.) Even though the link worked on your computer, it breaks when the site is uploaded to a case-sensitive Web server (and most of them are), because Logo.gif doesn't match the true filename LOGO.GIF.

You can avoid these problems by doing the following:

- Keep the option “Treat Case-Sensitive URL Differences as Errors” turned on in the Resources page of the Preferences dialog box unless you're sure the Web server you're using is not case sensitive.
- Don't create a link in the Link To bar by typing a path. Instead use the Browse button or drag a link into the page or into the Link To bar (see page 76).
- Don't create filenames with spaces in them, which can be a problem on some UNIX systems.
- If you must work on a Novell server that doesn't support filenames longer than eight characters and a three-character extension, redesign your site to use DOS-compatible 8.3 filenames. (Be sure to rename the files using the Site Details windows to avoid breaking even more links.)

## Uploading to a Web server

You can upload an entire Web site or a single page, object, or frameset. The single page, frameset, or object must be part of a site that you've already defined upload settings for.

If you encounter problems while uploading, check your connections to the Internet and the PageMill upload settings (see page 167).

**Note:** *If you're working from a corporate location that uses an Internet security system (a firewall), you won't be able to upload files outside of your domain without obtaining special commands from your system administrator or webmaster.*

### To upload a Web site:

- 1 Load a site (see page 151).
- 2 Choose Site > Upload. You can also right-click the local root folder and choose Upload.

- 3 Edit the upload settings as needed (see page 167).
- 4 Click OK. An error message appears if there is a problem during the uploading process.

**To cancel uploading:**

Click Cancel in the progress dialog box that appears when uploading.

**To view a report on an upload:**

Do one of the following:

- To see a summary report of what files you last uploaded, choose Site > Show Settings, click the site name you want to see the report for, and then click View Log. The log file opens in your system's default browser and reports on details of the last upload to a Web server.
- To see a detailed report or all the commands from the last ftp session, open the file called ftp\_log in a browser. This file is in the Uploader Logs folder within the Program Data folder.

**To upload a single page, frameset, or object:**

1 Do one of the following:

- Open the page or frameset you want to upload. Uploading a page uploads that page along with any files associated with it, such as graphics. Uploading a frameset uploads that frameset document and its associated files.
- Open the page and select the object you want to upload. Uploading an object uploads the file containing the object and any files associated with the object (such as an associated server-side image map file).
- Open the image you want to upload in an Image window.

2 Do one of the following:

- Choose File > Upload > Page.
- Choose File > Upload > Frameset.
- Choose File > Upload > Object.
- Choose File > Upload Image (available only when the Image window is active).

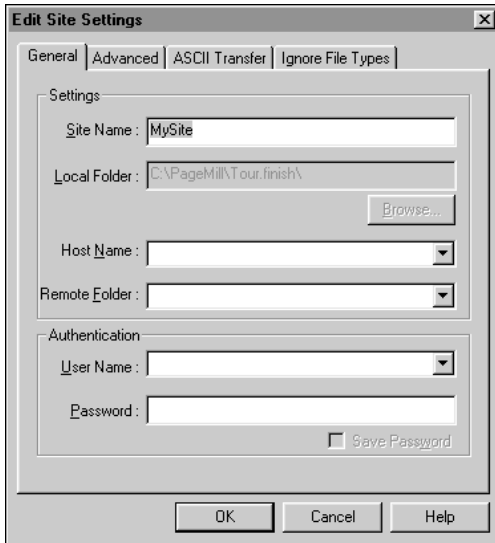
3 If PageMill can't find any site settings for this file, it lets you create a new site (see page 167) for the upload.

### To upload a single page or frameset from the Site Overview area:

Right-click the page or frameset and choose Upload. If PageMill can't find any site settings for this file, it lets you specify settings (see page 167) for the upload. Only the page or frameset is uploaded, not any linked objects within the page or frameset (to upload a page plus all its linked contents, use open the page and use File > Upload > Page).

### Adjusting upload settings

Before you upload a site (see page 165), you must enter its upload settings. Once you've specified these settings for a site, you don't have to redo them unless, for example, you need to change the URL of the destination site.



### To specify the basic upload settings for a site:

- 1 Choose Site > Show Settings. Click the site name you want to specify settings for and click Edit.
- 2 Click the General tab and do the following:

- To specify the address of your ISP, enter in the Host Name text box a domain name, such as **ftp.isp.com**, or the numeric IP address that your ISP provided, such as **123.00.000.45**. To upload to an intranet, enter the name of the network server that your webmaster provided.

***Note:** The host name is not necessarily the name that viewers will use to find your site. For example, viewers may use `www.adobe.com` to access your pages, but the host name may be something like `ftp.adobe.corp.com`. Ask your ISP or webmaster for the exact host name (or numeric IP address) to use.*

- To specify the name of the folder on the server that will store your files, enter a path in the Remote Folder text box. The path should be relative to where you log on to the server. For example, you may have to enter **users/myspot/public\_html/**, or, if the Web server logs you in at your home directory, you may have to enter only **public\_html/**. Don't precede the pathname with a slash (/).
- To enter the login name, enter the name that your ISP or webmaster gave you into the User Name text box. For example, enter **my\_username**.
- To include the password with the settings, enter the password provided by your ISP into the Password text box. The password appears as a series of asterisks (\*). If you don't enter a password here, you'll be asked for it when you upload.
- To avoid being asked for your password in the future, select Save Password.

3 Click OK and then click Close.

**To specify files to ignore when uploading a site:**

1 Choose Site > Show Settings. Click the site name you want to specify settings for and click Edit.

2 Click the Ignore File Types tab and do the following:

- To specify that a type of file should not be uploaded (even though a file of this type may be within the root folder), enter its extension in the upper text box and click Add. For example, entering **psd** prevents Photoshop files from being uploaded, which lets you conveniently store the original image files in a site folder without accidentally uploading them.
- To remove a file type from the list of those to ignore when uploading, select it in the lower text box and click Remove.

3 Select Always Ignore Files (deselecting this option disables the file-ignore feature).

4 Click OK and then click Close.

**To specify how to upload types of files:**

- 1 Choose Site > Show Settings. Click the site name you want to specify settings for and click Edit.
- 2 Click the ASCII Transfer tab and do the following:
  - To specify that a type of file should be uploaded using the ASCII transfer method, enter its extension in the upper text box and click Add. For example, enter `.css` to ensure that cascading stylesheets are uploaded as text. (PageMill automatically uploads `.html`, `.htm`, and `.txt` files using the ASCII transfer method, so you don't have to enter these extensions.)
  - To remove a file type from the list of those uploaded using the ASCII transfer method, select it in the lower text box and click Remove.
  - To turn off ASCII transfer—even for `.html`, `.htm`, and `.txt` files—select Always Do Binary Transfer.
- 3 Click OK and then click Close.

**To specify whether all files or only changed files are uploaded:**

- 1 Choose Site > Show Settings. Click the site name you want to specify settings for and click Edit.
- 2 Click the Advanced tab and do the following:
  - To upload all the files in the local root folder, regardless of their modification date or whether they're already on the server, click Always.
  - To upload only files that are not found on the Web server location or files that have been modified since the last upload, click Newer Files.
  - To upload files to the server and delete files from the server so that the site contents match the local root folder, click Synchronize Files.
  - To be warned when files are going to be deleted, select the option "Warn Me of Files to Delete When Synchronizing."
- 3 Click OK and then click Close.

**To specify advanced connection settings for uploading:**

- 1 Choose Site > Show Settings. Click the site name you want to specify settings for and click Edit.
- 2 Click the Advanced tab and do the following:

- To specify the number of times PageMill should try to establish a connection with the Web server before displaying an alert message, enter a value in the Retry text box.
  - To specify how many seconds PageMill should wait for a response from the Web server before displaying an alert message, enter a value in the Timeout Seconds text box.
  - To specify the port to which the upload should occur, enter a value in the Port Number text box.
- 3** Click OK and then click Close.

# Appendix A: Viewing and Editing HTML Code

**H**TML (Hypertext Markup Language) is the underlying code that makes up Web pages. As you create a Web page, PageMill writes the correct HTML source code for that page. Ordinarily, you won't need to look at the HTML code that PageMill writes. However, 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. You could also check the HTML source code to verify the naming of one of your objects or links.

*Note: If you insert unsupported code, you can preview the effect only in Internet Explorer Preview mode.*

## Viewing the HTML code

HTML consists of ASCII text formatted by codes called *tags*. Tags appear in angle brackets (such as <TABLE>) and can indicate formatting, the type of object you're inserting, 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="EOrder.html">Order
  Form</A> . <STRONG><KBD>
  </KBD></STRONG></H4>
</BLOCKQUOTE>
```

You can look at the source code for any Web page (including frameset pages). You can drag and drop page items onto a page's HTML source code, and PageMill converts them automatically to source code, and vice versa—pasting source code onto a page in Edit mode converts the code to what it describes, such as a graphic or text.

The HTML source code uses the following color codes in PageMill so you can easily identify the elements:

- HTML tags appear in blue.
- Text on a page appears in black.

- Comments appear in red.

You can change the display colors of comments and tags when you're working in the HTML source code.

If you have a selection in Preview mode, that selection is kept when you switch to view the HTML code. The mechanism for preserving a selection is to use a special kind of comment tag, `<!--SELECTION-->`. By default, this comment tag is not saved as part of the HTML code when you save a file, but you can specify that it be included, if you want.

**To show or hide the HTML code for a page:**

In Edit mode, choose View > Source Mode.

**To change the color codes:**

- 1 Choose Edit > Preferences and click the HTML tab.
- 2 Choose a color from the Comment Color pop-up menu or from the Tag Color pop-up menu. You can also choose Default or Custom. If you choose Custom, select a new color from the Color dialog box.
- 3 Click OK.

**To open pages in Source mode by default:**

- 1 Choose Edit > Preferences, and click the General tab.
- 2 Choose Source Mode from the Open Pages In pop-up menu.
- 3 Click OK. The default settings go into effect the next time you open a page.

**To include the comment tags used for selections when you save a file:**

- 1 Choose Edit > Preferences and click the HTML tab.
- 2 Select the option named "Save selection using HTML comment tags."
- 3 Click OK.

**To view the HTML source code of a frameset document:**

- 1 Choose Edit > Preferences and click the General tab.
- 2 Choose Source Mode from the Open Pages In pop-up menu, and click OK.
- 3 Open a frameset document.

## 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.

**Caution:** Do not edit the HTML source code unless you have some experience in HTML and have a backup of your file. If you accidentally introduce improper HTML code, PageMill displays a question mark icon.

### To edit a page's HTML code:

In Edit mode, choose View > Source Mode and edit HTML code as needed.

### To search and replace in HTML code for a site:

- 1 Follow the steps in the procedure on searching in a site (see page 68).
- 2 Choose Site from the Scope pop-up menu.
- 3 Select the Source Mode option to search or replace in the HTML source code for the pages.

### To search and replace in HTML code for a page:

- 1 In Edit mode, choose View > Source Mode.
- 2 Choose Search > Find, fill in the dialog box as needed (see page 68), and then click Find Next.

### To spell-check in HTML code for a site:

- 1 Follow the steps in the procedure on spell-checking in a site (see page 41).
- 2 Choose Site from the Scope pop-up menu.
- 3 Select the Source option to spell-check in the HTML source code for the pages.

### To correct improper HTML code:

In Edit mode, select the question mark icon, which represents the incorrect HTML, and do one of the following:

- Choose View > Source Mode and edit HTML code as needed.
- Choose View > Inspector and edit the HTML in the Unrecognized HTML text box.

## Setting HTML preferences

You can specify which HTML tags to use for setting relative font sizes and for aligning paragraphs.

### To specify which tags to use for relative font size:

- 1 Choose Edit > Preferences, click the HTML tab, and do one of the following:
  - To use a browser's default tag for font sizes, choose Size Attribute from the Font Size pop-up menu.
  - To use BIG and SMALL tags, choose <BIG>&<SMALL> Tags from the Font Size pop-up menu.
- 2 Click OK.

For more information about relative font sizes, see “Changing fonts and font sizes” on page 36.

### To specify what tags to use for alignment of text and objects:

- 1 Choose Edit > Preferences, click the HTML tab, and do one of the following:
  - To use the DIV tag, choose <DIV> Tag from the Alignment pop-up menu. DIV is preferred by Navigator but is not interpreted correctly by Internet Explorer 2.x and earlier.
  - To use the P tag for alignment, choose <P> Tag from the Alignment pop-up menu. Tables you align with the P tag do not appear centered in Navigator 3.0 and earlier, NCSA Mosaic 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.
  - To center-align text and objects, choose <CENTER> Tag from the Alignment pop-up menu. Older browsers may not interpret the CENTER tag correctly
- 2 Click OK. PageMill rewrites all the alignment tags when you resave the document.

## Adding special HTML tags

You can use several commands to insert special HTML tags that facilitate working in HTML source code. You may also want to add a META tag to include keyword search information on your document. PageMill always inserts its own META command stating that the page was created in PageMill, but you can add your own META tag after it.

**To insert special HTML tags:**

- 1 In Edit mode, choose View > Source Mode and do one of the following:
  - To add a comment, choose Insert > Comment. When View > Show Invisibles is chosen, a comment appears as an icon (☞) in Edit mode. For more information on using comments, see page 176.
  - To add an anchor, choose Insert > Anchor. An anchor name appears in the source code. When View > Show Invisibles is chosen, an anchor appears as an icon (⌘) in Edit mode. For more information about anchors, see page 82.
  - To add a margin break, choose Insert > Margin Break. The code <BR CLEAR="ALL"> appears in the source code. When View > Show Invisibles is chosen, a margin break appears as an icon (☐).
  - To add a hidden field, choose Insert > Hidden Field. When View > Show Invisibles is chosen, a hidden field appears as an icon with an H in it (H☐). For information on using hidden fields, see page 126.

*Note:* You can also enter comments, anchors, margin breaks, and hidden fields in Edit mode.

**To add a META tag:**

- 1 Make a backup of your file. (Improperly coded META tags can result in loss of data.)
- 2 In Edit mode, choose View > Source Mode.
- 3 Place the insertion point after PageMill's default META tag and press Enter.
- 4 Type the new tag. For example, to add keyword search items for a Web page on gardening, you might type the following:

```
<META NAME="keywords" VALUE="gardens, gardening, flowers, plants">
```

For a list of other types of META tags, refer to an HTML reference site or book.



Don't use the same keyword more than seven times; most Web search engines won't catalog words repeated eight times or more. The keywords should add up to no more than 1000 characters.

---

## Hard and soft paragraph returns

Pressing Enter when editing a page inserts a *hard return* (using the P tag), which inserts a blank line between paragraphs. Pressing Shift+Enter inserts a *soft return* (using the BR tag), which starts a sentence on the next line without inserting a blank line between paragraphs.

## Working with comments, placeholders, and scripts

Comments are lines of HTML code that are ignored by the browser. Comments can be simple notes to yourself (such as “updated on May 10th”) or can be put to more sophisticated uses such as enclosing JavaScript, VBScript, or JScript code to protect it from browsers that don’t support that scripting language.

You can prevent PageMill from examining—or changing—HTML code by using a special type of comment called a placeholder. This instructs PageMill to leave the enclosed HTML unchanged. Placeholders use two special comments in the HTML page: `<!--NOEDIT-->` and `<!--/NOEDIT-->`.

When PageMill reads an HTML page, any text between these two comments is stored as a placeholder, and PageMill doesn’t try to interpret that text. When View > Show Invisibles is chosen, a placeholder appears as an icon (🔒) in Edit mode.

Placeholders are useful for entering scripts—such as those written in JavaScript—that PageMill does not itself test or run. To prevent PageMill from parsing or altering the script, insert it in a placeholder. You can also use regular comments by placing `<!--` on the line before the script begins and `-->` on the line after it. In either case, the script interpreter in the browser ignores the comments and will process the script as expected.

You can type or edit the no-edit HTML code directly in the Inspector or in Source mode. You can also use the Inspector to have a custom image appear instead of the default icon, which lets you, for example, use one icon for JavaScript and another for other types of placeholders, such as a CGI counter.

### To insert a comment:

- 1 In Edit mode, choose Insert > Comment.
- 2 Choose View > Source Mode and type your comment after the `<!--` and then end it with `-->`. For example, enter `<!--This is a comment-->`. When View > Show Invisibles is chosen, a comment appears as an icon (🔒) in Edit mode.

**To insert placeholder code or a script:**

In Edit mode (but not in Source mode), choose Insert > Placeholder and do one of the following:

- Select the placeholder icon (📄), display the Inspector, and then type the code or JavaScript into the scrollable text box.
- Choose View > Source Mode and type the code or JavaScript between `<!--NOEDIT-->` and `</--NOEDIT-->` comments.

***Note:** Only the body of a JavaScript goes into the placeholder. You must also enter the SCRIPT LANGUAGE tag into the HEAD tag for the script to work. Refer to a JavaScript reference book for more information.*

**To insert a counter in a placeholder:**

- 1 In Edit mode, choose Insert > Placeholder.
- 2 Select the placeholder icon (📄) and display the Inspector (choose View > Show Inspector).
- 3 Enter the image tag or the URL to the CGI script for the counter that your ISP supplies.
- 4 Upload the document or site to the Web server (see page 164) to preview and test the counter.

**To change the image of a placeholder icon:**

- 1 In Edit mode, select the placeholder icon (📄) and display the Inspector.
- 2 Do one of the following:
  - In the Object panel, click the File button below the Placeholder Image area, and locate and open a file.
  - Drag a file from a desktop folder window into the Placeholder Image area.
  - Drag an image from a PageMill page or from another application into the Placeholder Image area.

## Entering special characters as entities

When you enter a character that's not on the keyboard (see page 26), PageMill converts it to the corresponding HTML *entity*, a special character code that begins with an ampersand (&) and ends with a semicolon (;). You can also enter characters by typing the entity directly in HTML source code.

### To enter an entity for a special character:

- 1 In Edit mode, click where you want the special character and then choose View > Source mode.
- 2 Type a character entity from the following list. Be sure to include the ampersand and the semicolon and to use lowercase or uppercase letters exactly as shown.

Entity	Description
&#133;	... Ellipsis
&#145;	' Opening curved single quotation
&#146;	' Closing curved single quotation
&#147;	" Opening curved double quotation
&#148;	" Closing curved double quotation
&#149;	• Bullet
&#150;	– En dash
&#151;	— Em dash
&copy;	© (copyright symbol)
&reg;	® (registration mark)
&cent;	¢ (cent sign)
&quot;	" Quotation mark
&amp;	& Ampersand
&lt;	< Less than
&gt;	> Greater than
&Agrave;	À

Entity	Description
&Aacute;	Á
&Acirc;	Â
&Atilde;	Ã
&Auml;	Ä
&Aring;	Å
&AElig;	Æ
&Ccedil;	Ç
&Egrave;	È
&Eacute;	É
&Ecirc;	Ê
&Euml;	Ë
&Igrave;	Ì
&Iacute;	Í
&Icirc;	Î
&Iuml;	Ï
&ETH;	Uppercase Icelandic eth
&Ntilde;	Ñ
&Ograve;	Ò
&Oacute;	Ó
&Ocirc;	Ô
&Otilde;	Õ
&Ouml;	Ö
&Oslash;	Ø
&Ugrave;	Ù
&Uacute;	Ú
&Ucirc;	Û

Entity	Description
&Uuml;	Ü
&Yacute;	Uppercase Y with acute accent
&THORN;	Uppercase Icelandic thorn
&szlig;	ß
&agrave;	à
&aacute;	á
&acirc;	â
&atilde;	ã
&auml;	ä
&aring;	å
&aelig;	æ
&ccedil;	ç
&egrave;	è
&eacute;	é
&ecirc;	ê
&euml;	ë
&igrave;	ì
&iacute;	í
&icirc;	î
&iuml;	ï
&eth;	Lowercase Icelandic eth
&ntilde;	ñ
&ograve;	ò
&oacute;	ó
&ocirc;	ô
&otilde;	õ

<b>Entity</b>	<b>Description</b>
&ouml;	ö
&oslash;	ø
&ugrave;	ù
&uacute;	ú
&ucirc;	û
&uuml;	ü
&yacute;	Lowercase y with acute accent
&thorn;	Lowercase Icelandic thorn
&yuml;	ÿ



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