

WebSphere Studio
Homepage Builder
Version 6.0 for Windows



User's Guide

Volume 2: Reference





User's Guide

Volume 2: Reference

For those who are familiar with the basic operations described in Volume 1: Primer, this guide presents further details of each function of Homepage Builder Version 6.

Contents

- Using the task menu
- Creating pages
- Inserting text, images, and tables
- Setting links
- Using free layout mode
- Creating frames
- Inserting an access counter and a form
- Inserting dynamic HTML, Java applets, and events
- Using a style sheet
- Managing your site
- Editing a video
- Creating buttons, logos, animated GIFs, rollover images, and shapes

Note:

Before using this information and the product it supports, read the information in “Notices” on page 425.

First Edition (June, 2001)

This edition applies to IBM WebSphere Studio Homepage Builder Version 6.0 for Windows and to all subsequent releases and modifications until otherwise indicated in new editions.

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Before you start Homepage Builder

This reference guide explains how to use each function of IBM WebSphere Studio Homepage Builder (called *Homepage Builder* hereafter). It is intended for those who are familiar with the basic operations described in *Volume 1: Primer*. For better understanding of standard mode and free layout mode, the new editing modes offered by Version 6, users of the previous versions should read Chapter 3 in *Volume 1: Primer*.

To find the information you want

Volume 1: Primer, this guide, and the online help provide necessary information on using Homepage Builder.

- To learn the overall functions provided by Homepage Builder, see Chapter 20 of this guide.
- If you want to do a particular task, or if you want to know what you can do with Homepage Builder, see, in this guide, the table of contents, “What you can do with Homepage Builder” in the preface, or the index.
- For information not presented in this guide, see the online help. For instructions on how to use the online help, see Appendix F in this guide.
- Each technical term is explained where it is first used and in the glossary at the end of this guide.

Sample panels in this guide




In the descriptions of sample Web browser windows in this guide, we assume the use of Microsoft® Internet Explorer 5.5 and Netscape Navigator 4.75. Any information presented on the Internet is subject to change without notification.

Most of the sample panels used in this guide are those displayed in standard mode. In the pages describing free layout mode, panels displayed in that mode are used. Depending on the type of personal computer you are using, the panels and the items you see may be slightly different from those described in this guide.



Notation used in this guide

● Icons used in this guide

The following icons mark notes, tips, and brief explanations of technical terms:

Icon	Meaning
	Definition of a technical term
	Note
	Tip

The following icons represent the two editing modes offered by Homepage Builder. See the description under the heading with each icon, if different operation is required in each mode.

Icon	Mode
	Standard
	Free layout

● Operations using the mouse

Term	Meaning
Point	Place the mouse pointer on the target object.
Click	Point to the target object and press the left mouse button once.
Right-click	Point to the target object and press the right mouse button once.
Double-click	Point to the target object and rapidly press the left mouse button twice.
Drag	Move the mouse pointer while holding the left mouse button down.

Term	Meaning
Drag and drop	Drag an object and then release the mouse button at the target point.



Homepage Builder can provide easy keyboard operations for those who are not used to using a mouse. See Chapter 22 for details.

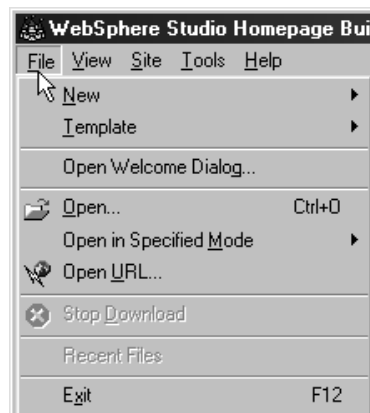
● Operations using the menu bar

In this guide, an operation that uses the menu bar is explained as follows:

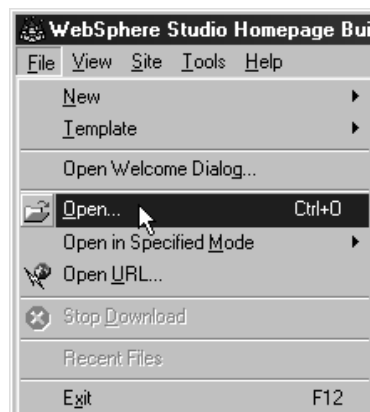
1. On the menu bar, click **File** → **Save**.

This statement actually means to do two steps:

1. On the menu bar, click **File**.



2. On the **File** pull-down menu, click **Save**.




● Operations using toolbar buttons

In this guide, an operation that uses a button is explained as follows:

1. Click .

This statement actually means to do two steps:

1. Place the mouse pointer on  on the toolbar.
2. Click the left mouse button.



If the buttons are not displayed

If the button you want to use is not displayed, the toolbar that contains it might be hidden. To show the toolbar, go to the menu bar, click **View → Toolbar**, and then click the name of the target toolbar (there are several kinds of toolbar). A toolbar that has a check mark beside it is already shown in the window.

Operating systems

Homepage Builder is designed for use with any of the following Microsoft Windows:

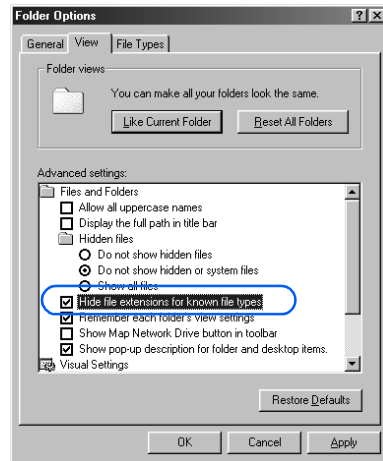
- Windows®95
- Windows 98
- Windows 2000
- Windows Millennium Edition (Windows Me)
- Windows NT®4.0

In this guide, the term Windows refers to any of these systems.

File extension

For some settings of Windows in your computer, file extensions such as htm in abc.htm may not be displayed. For the description in this guide, we assume that file extensions are displayed. To display them on your computer, do the following:

1. Double-click **My Computer** icon on the desktop.
2. On the menu bar, click **View → Folder Options**. (For Windows Me, click **Tools → Folder Options**.)
3. Click the **View** tab.
4. Clear the **Hide file extensions for known file types** check box.



5. Click the **OK** button.



Summary of changes

This section summarizes the features that have been added or improved in Homepage Builder Version 6.

Page editing

■ Task menu

The task menu gives access to procedures that are needed often in creating Web pages. The procedures are arranged in the order in which they are likely to be used. For example, the leftmost menu, **Start**, offers procedures for creating a new page, and the rightmost menu, **Publish Page**, offers the procedure for uploading the page after it has been created.

■ Two editing modes

Version 6 supports two editing modes: *standard mode*, the editing style supported in earlier versions of Homepage Builder; and *free layout mode*, a new style that enables you to move text and images freely on a page.

■ Templates

The Template Wizard, which presents templates to assist you in creating pages, has been improved so that you can customize almost all the elements on the pages. By selecting improved page layouts from the templates offered, you can create attractive pages instantly.

■ Simple and easy insertion of page elements

New wizards and dialogs guide you through each step in the process of inserting page elements into your page. You can insert the following page elements:

- Images such as photographs
- Links
- Albums
- Thumbnails
- Access counters
- Logos
- Rollover images
- Slide shows
- Checkerboard images

■ Document Outliner

The Document Outliner shows the structure of HTML tags included in a page. It replaces the Attribute Editor, which was supported in earlier versions of Homepage Builder.

■ Ruler

In Version 6, you can display rulers on a page. Rulers are useful for aligning text and images in free layout mode.

Site management

The site management function has been improved. It now presents a list of providers. By selecting the name of your provider from that list, you can easily specify the name of the server and the destination folder. Also, this site management function enables you to detect unnecessary files on the server and delete them.

Video editing

A new accessory tool, *WebVideo Studio*, has been added. This tool enables you to capture video data from a digital video camera and edit it. The output file thus generated can be sent directly to the page you are editing with Homepage Builder.

Drawing

WebArt Designer offers a new function with which you can easily draw straight lines, circles, polygons, and curved lines; combine them to draw a simple map or a chart; and send the result directly to the page you are editing with Homepage Builder.

Linking to i-Photo Builder

You can start i-Photo Builder from Homepage Builder. Using i-Photo Builder, you can create a page or modify images for i-mode (see note), and send them to the page you are editing with Homepage Builder.



For details on i-mode, see the glossary.

Using the task menu

1

Homepage Builder offers a useful menu called the *task menu*. You can use this menu to do such basic tasks as creating a new page, specifying page information, inserting page elements, and uploading a page you have created. Also you can get access to some other useful functions from this menu.

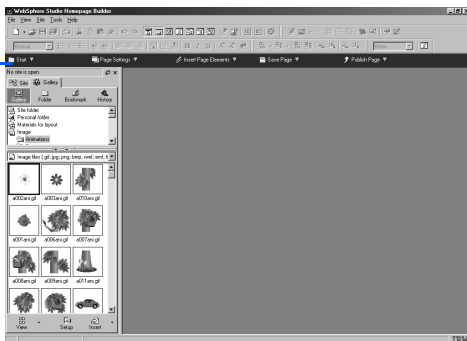


All the functions you can access from the task menu are also accessible from the menu bar. This guide explains most of the functions with reference to the menu bar.



Initially, the task menu is arranged horizontally between the toolbars and the page editing area. To arrange it vertically between the Site/Gallery View and the page editing area, click **View → Task Menu → Vertical** on the menu bar.

Task menu



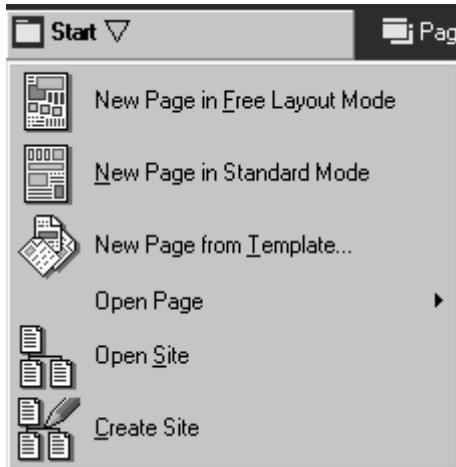
★★★★ Start menu	2
★★★★ Page Settings menu	3
★★★★ Insert Page Elements menu	4
★★★★ Save Page menu	6
★★★★ Publish Page menu	7

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★★★.



Start menu

Use the **Start** menu to create a new page or open an existing page. From this menu, you can also create a site or open an existing site.



● New Page in Free Layout Mode

Use this to open a new blank page in the page editing area, for editing in free layout mode. (This menu item corresponds with **File → New → New Page in Free Layout Mode** on the menu bar.) For details on creating a page in free layout mode, see Chapter 4 in *Volume 1: Primer*, or see Chapter 2 in this guide.

● New Page in Standard Mode

Use this to open a new blank page in the page editing area, for editing in standard mode. (This menu item corresponds with **File → New → New Page in Standard Mode** on the menu bar.) For details on creating a page in standard mode, see Chapter 5 in *Volume 1: Primer*, or see Chapter 2 in this guide.

● New Page from Template

Use this to create Web pages by use of one of the templates (sample Web pages) offered by Homepage Builder. (This menu item corresponds with **File → Template → New Page from Template** on the menu bar.) For details on using templates, see Chapter 4 or 5 in *Volume 1: Primer*, or see Chapter 2 in this guide.

● Open Page

Use this to open an existing page. When you select this menu item, the Open dialog appears, and you can select the HTML file that you want to open. If you select **Automatic detection** from the **Edit mode** field, the page is opened in the mode it was in when it was last opened. (This menu item corresponds with **File → Open** on the menu bar.) For details on opening a page, see Chapter 2 in this guide.

● Open Site

Use this to open an existing site. When you select this menu item, the Site List and Settings dialog appears, and you can select the site you want to open and click the **Open** button. (This menu item corresponds with **Site → Open Site** on the menu bar.) For details on opening a site, see Chapter 14 in this guide.

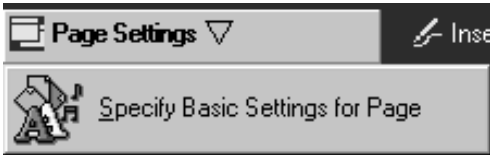
● Create Site

Use this to create a new site. When you select this menu item, the Create New Site dialog appears. (This menu item corresponds with **Site → New Site** on the menu bar.) For details on creating a site, see Chapter 14 in this guide.



Page Settings menu

You can specify the color of the page background, the color of text, the page title, and the sound file to be used as background music.



● Specify Basic Settings for Page

Use this to do page settings. When you select this menu item, the Page Settings (Page Title) dialog appears. (This menu item corresponds with **Edit → Quick Page Settings** on the menu bar.) For details on page settings, see Chapter 4 or 5 in *Volume 1: Primer*.



Insert Page Elements menu

You can insert such elements as text and images on your page. Depending on the width of the main window, the name of this menu may be shown as simply “Insert.”



● Insert Text

Use this to enter text, including headings. (This menu item corresponds with **Insert → Paragraph** on the menu bar.) For details on entering text, see Chapter 3 in *Volume 1: Primer*, or see Chapter 3 in this guide.

● Insert Image from Gallery

Use this to insert an image from the Gallery. (This menu item corresponds with **Insert → Image File → From Gallery** on the menu bar.) For details on inserting an image from the Gallery, see Chapter 4 in this guide.

● Insert Photograph

Use this to correct or resize a photo image, and insert it. (This menu item corresponds with **Insert → Photograph → Quick Insertion** on the menu bar.) For details on inserting a photo image, see Chapter 4 or 5 in *Volume 1: Primer*.

● Insert Logo

Use this to create and insert a logo image. (This menu item corresponds with **Insert → Logo** on the menu bar.) For details on creating a logo, see Chapter 10 in this guide.

● Insert Date and Time

Use this to insert the current date and time. When you select this menu item, the Insert Date and Time dialog appears. (This menu item corresponds with **Insert → Date and Time** on the menu bar.)

● Insert Link

Use this to set a link. When you select this menu item, the Create Link dialog appears. (This menu item corresponds with **Insert → Quick Link Insertion** on the menu bar.) By using the Create Link Wizard, you can set a link more easily than from the menu bar. For details on setting a link, see Chapter 4 or 5 in *Volume 1: Primer*, or see Chapter 7 in this guide.

● Insert Rollover Image

Use this to insert a rollover image—an image that is replaced with another image while the mouse pointer is placed over it on a Web browser window. (This menu item corresponds with **Insert → Rollover Image** on the menu bar.) For details on creating a rollover image, see Chapter 11 in this guide.

● Insert Album

Use this to insert several images in the form of an album. (This menu item corresponds with **Insert → Photograph → Album** on the menu bar.) For details on creating an album, see Chapter 12 in this guide.

● Insert Slide Show

Use this to insert several images in the form of a slide show. (This menu item corresponds with **Insert → Photograph → Slide Show** on the menu bar.) For details on creating a slide show, see Chapter 12 in this guide.

● Insert Thumbnail

Use this to insert several images as thumbnails. A thumbnail is a miniature version of an image; it is generally used for quick browsing through many images. (This menu item corresponds with **Insert → Photograph → Thumbnail** on the menu bar.) For details on creating thumbnails, see Chapter 12 in this guide.

● Insert Checkerboard Image

Use this to apply the checkerboard effect to an image and insert the resulting image. (This menu item corresponds with **Insert → Photograph → Checkerboard Image** on the menu bar.) For details on inserting a checkerboard image, see Chapter 12 in this guide.

● Insert Access Counter

Use this to create and insert an access counter. An access counter is a mechanism that counts and reports the number of visitors to your Web site. (This menu item corresponds with **Insert → Access Counter** on the menu bar.) For details on creating an access counter, see Chapter 10 in this guide.



Save Page menu

Use the **Save Page** menu to save your page in your hard disk.



● Save Current Page

If you are saving the page for the first time, the Save As dialog appears when you select this menu item. You can specify the file name and save it. (This menu item corresponds with **File → Save** on the menu bar.) For details on saving a page, see Chapter 2 in this guide.



Publish Page menu

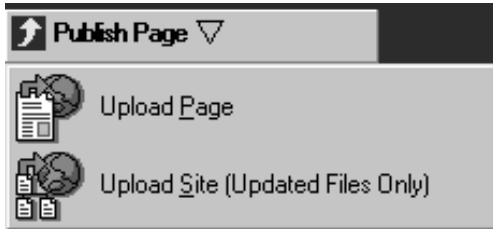
Upload your pages to the provider's server. You can upload files by the page, or you can upload the entire site—that is, the folder that contains all of your Web pages.



Before you upload your pages, be sure to save all the files that are open in the page editing area.

1

Using the task menu



Select one of the following and upload your page.

● Upload Page

Use this to upload the current page—the page being edited—to the server (this is called the *page upload*). (This menu item corresponds with **Site → Upload Page** on the menu bar.) For details on uploading files by the page, see Chapter 15 in this guide.

● Upload Site (Updated Files Only)

Use this to upload all the files in a site (this is called the *site upload*). You can upload the site currently open. If no site is open, you are prompted to select one; if you have no site, you are prompted to create one. (This menu item corresponds with **Site → Upload Site** on the menu bar.) For details on creating a site or uploading files by the site, see Chapter 6 in *Volume 1: Primer*, or see Chapter 14 in this guide.

Manipulating pages

2

This chapter explains how to manipulate pages on your personal computer. A *page* actually consists of a single HTML file and other materials—such as images and sound files—that are referred to by the HTML file.

Before doing the tasks in this chapter

1. Start Homepage Builder.

★★★	Creating a page	10
★★★	Saving a page you have edited	14
★★★	Opening a page	16
★★★	Editing multiple pages	18
★★★	Using a template	19



Creating a page

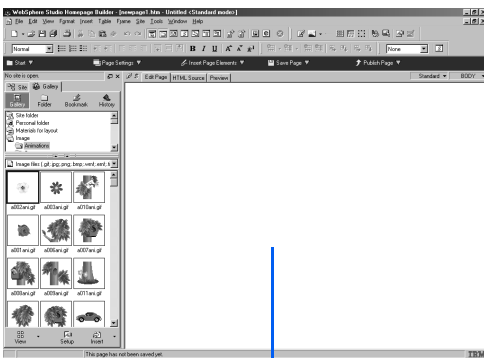
This section describes how to create a page without using a template. It also describes how to specify the page title, the color of the text, and the background color for the page.

Creating a blank page

To create a blank page, do the following:

In standard mode **S**

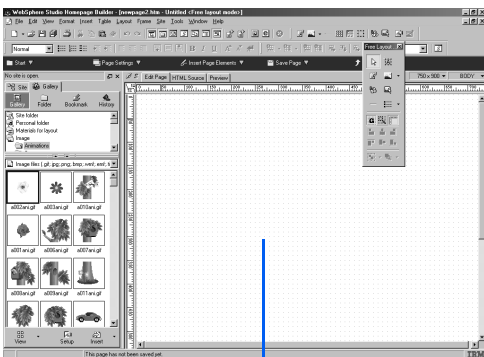
1. On the menu bar, click **File** → **New** → **New Page in Standard Mode**. A blank page is created and displayed in the page editing area.



Blank page


In free layout mode **F**

1. On the menu bar, click **File** → **New** → **New Page in Free Layout Mode**. A blank page is created and displayed in the page editing area.



Blank page

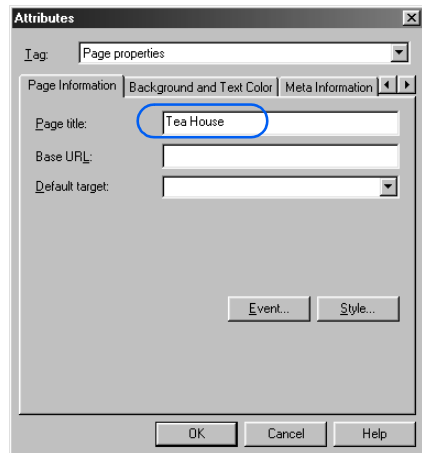


You can select an editing mode and open a blank page by clicking the  button on the toolbar.

Specifying the page title

Specify a title for the page you have created. The title is not shown within the page but is displayed on the title bar of the Homepage Builder main window. If you view the page on a Web browser, the page title is shown on the title bar of the browser.

1. On the menu bar, click **Edit** → **Page Properties**. The Attributes dialog appears.
2. In the **Page title** field, type the page title.



3. Click the **OK** button. The title is displayed on the title bar.

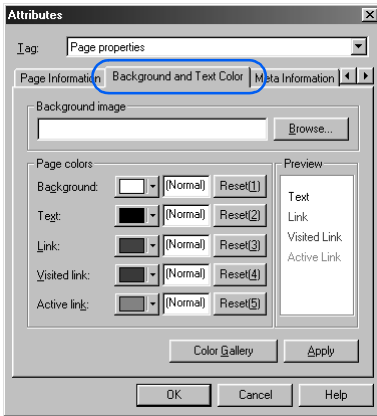
title



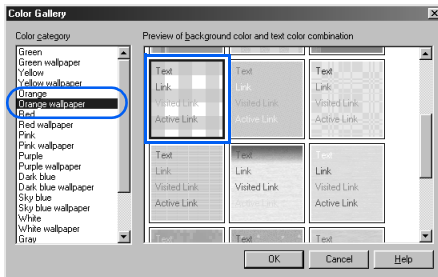
Specifying the color of the text and the page background

By using the Color Gallery, which contains several sets of predefined color combinations offered by Homepage Builder, you can easily determine the best color scheme for your page.

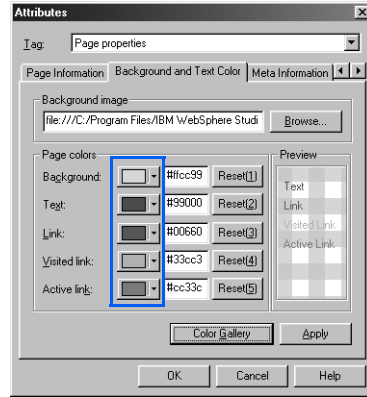
1. On the menu bar, click **Edit → Page Properties**. The Attributes dialog appears.
2. Click the **Background and Text Color** tab.



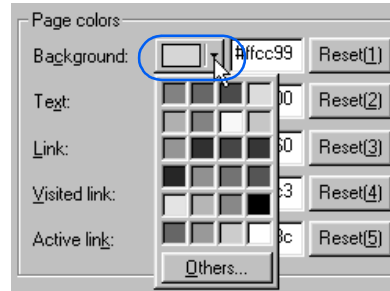
3. Click the **Color Gallery** button. The Color Gallery dialog appears.
4. Select a category from the list of color categories on the left. A list of color combinations in the category is displayed on the right side. Select one from the list.



5. Click the **OK** button. A color is set for each page element—for example, background, text, and links.

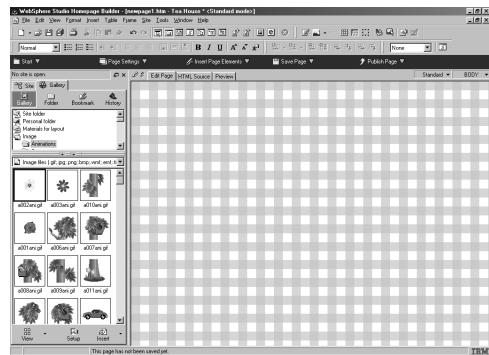


To change the color of an element, click the colored button for the element, and then click the color you want to use.



If you cannot find the color you want, click the **Others** button, and then select a color in the Color dialog.

6. Click the **OK** button. The color scheme for the page is set.

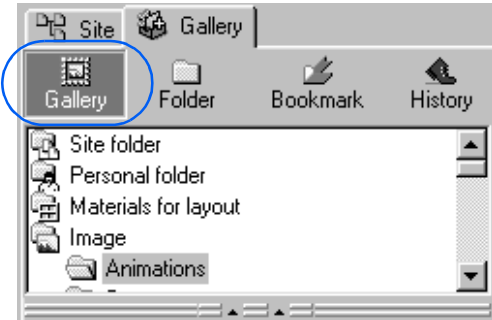


For the page background, the Color Gallery sets either plain color or wallpaper (an image file).

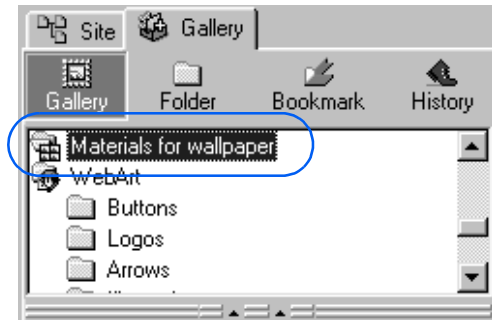
Putting wallpaper on a page

This section describes how to put wallpaper on a blank page without using the Color Gallery. Wallpaper is an image file you can specify as the page background.

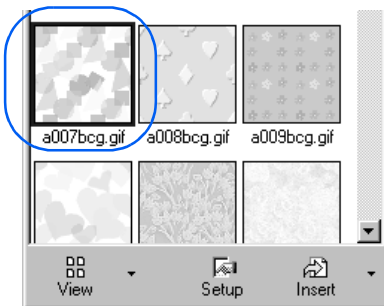
1. Click the **Gallery** tab, and then click the **Gallery** button.



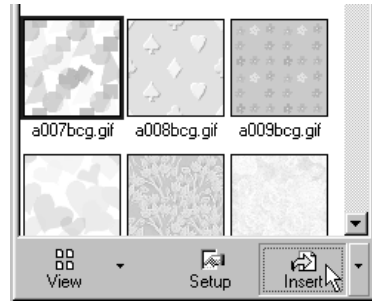
2. Click **Materials for wallpaper**.



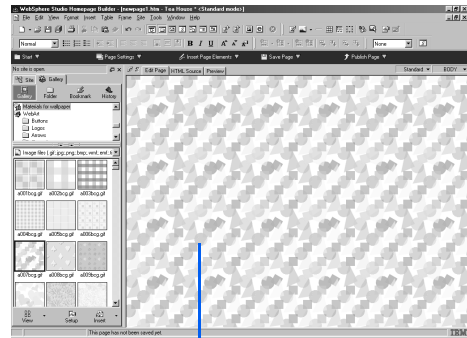
3. Click an image file for wallpaper.



4. Click the **Insert** button.



The image is pasted on the page as wallpaper.

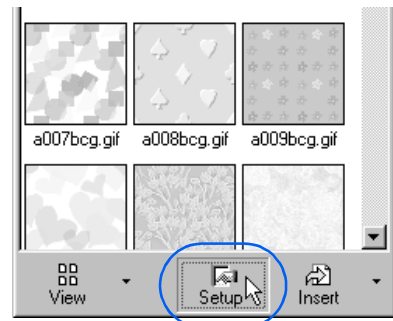


The image has actually been pasted.



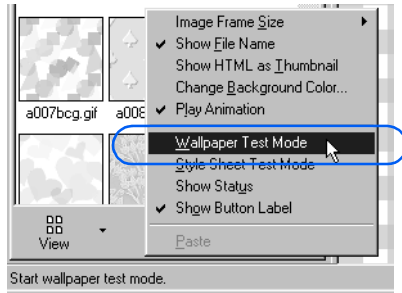
By using a function called the *wallpaper test mode*, you can check how your page looks with a wallpaper you are considering, before actually pasting the wallpaper onto it.

1. Click the **Setup** button.

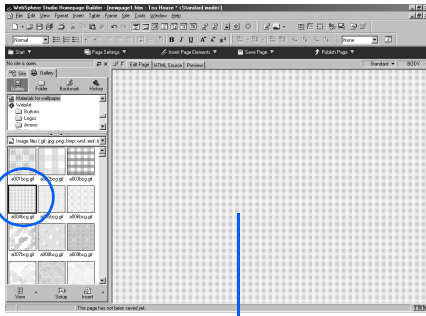


A pop-up menu appears.

2. Select **Wallpaper Test Mode** from the pop-up menu.

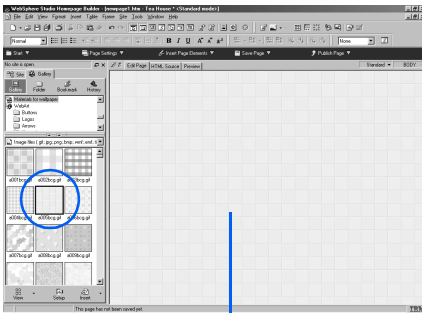


3. Click an image file. Your page looks as if the specified image file had been pasted on (though actually it has not).



Still in the test mode...

4. Click another image file and check how your page looks. Repeat this step until you find the image file you want to use.



Still in the test mode...

5. When you have found the image file you want to use, click the **Wallpaper Test Mode** menu to deselect the option. (You can obtain the same result by clicking anywhere on the page.)
6. Click the image file you want to use, and click the **Insert** button.

Removing wallpaper from your page

You can remove wallpaper that has been pasted on your page and reset the background color to white, as follows:

1. On the menu bar, click **Edit → Page Properties**. The Attributes dialog appears.
2. Click the **Background and Text Color** tab.
3. The path to an image file is specified in the **Background image** field. Delete it.
4. Click the **Reset (1)** button, to the right of **Background** in the **Page colors** group, and then click the **OK** button. The background color turns to white.



Saving a page you have edited

When you have created a new page or have finished editing an existing page, you need to save the changes to the file. When you save a page, you are saving not only a single HTML file but also all files referred to in that file.

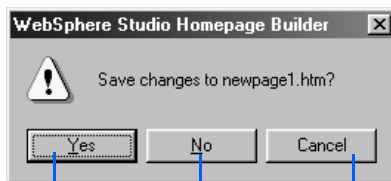


Use either uppercase or lowercase alphanumeric characters consistently for the names of the HTML files and material files used in your Web pages, because some server operating systems distinguish the case of the letters. Do not use marks such as exclamation points or question marks.

Saving a page when you close it

When you close a page, you can select whether you want to save the file.

1. On the menu bar, click **File** → **Close**. If the page has been changed, a dialog appears, asking if you want to save the page.

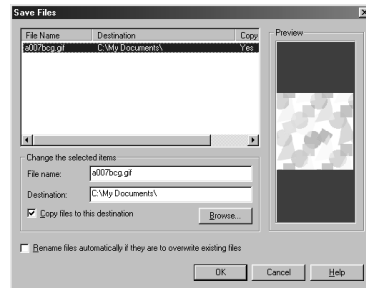


If you click **Yes**, the page is saved.

If you click **No**, the page is closed without being saved.

If you click **Cancel**, the page is not saved, and you can continue editing.

2. Click the **Yes** button. If the page is new, the Save As dialog appears.
3. Select the destination folder from the **Save in** field.
4. Type a file name in alphanumeric characters in the **File name** field, and then click the **Save** button. If you have inserted material files into your page, the Save Files dialog appears:



5. Select the **Rename files automatically if they are to overwrite existing files** check box as necessary, and click the **OK** button.



If you select the **Rename files automatically if they are to overwrite existing files** check box, a new file name is assigned automatically if you specify a name that duplicates one in the destination folder. To change the file name or the destination folder explicitly, clear the **Rename files automatically if they are to overwrite existing files** check box, and then select the file and change the information under **Change the selected items**.

Saving a page while editing it

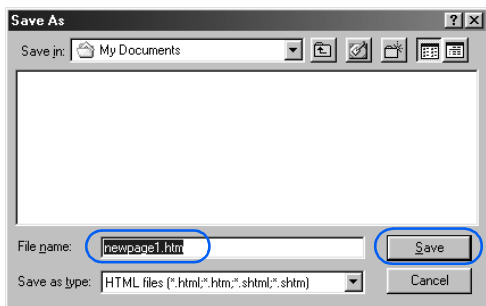
While editing a page, you can save it without closing it.

1. On the menu bar, click **File** → **Save**. If the page is new, the Save As dialog appears. If you have inserted material files, the Save Files dialog appears.
2. Select the check box for **Rename files automatically if they are to overwrite existing files** as necessary, and click the **OK** button.

Saving a page with a new file name

To save a page with a new file name, do the following:

1. On the menu bar, click **File → Save As**. The Save As dialog appears.
2. Type a file name in the **File name** field, and then click the **Save** button.



If you have inserted material files, the Save Files dialog appears.

3. Select the check box for **Rename files automatically if they are to overwrite existing files** as necessary, and click the **OK** button.



When you insert a material file in your page, the path of the file is represented by “file:///...” in the HTML source of the page. For example, if you insert an image file in GIF format, an tag is inserted whose *src* attribute has the value “file:///C:/image/abc.gif”. Such a path specification—beginning from the topmost level of a disk drive—is called the *absolute path*.

When you save the page, however, the path of the material file is converted to the *relative path*, which is implied by the directory in which the page has been saved. For example, “file:///C:/image/abc.gif” is converted to “abc.gif”.

The relative path specification is the correct way to specify files in HTML.



Opening a page

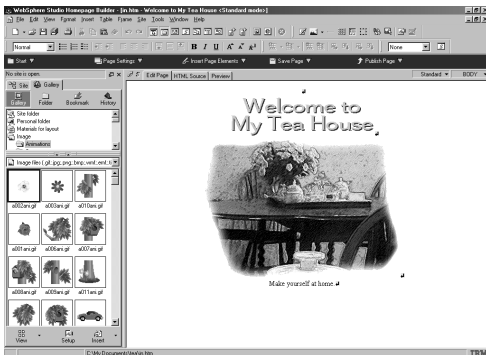
You can open a page in several ways. This section describes the following topics:

- Opening a page by specifying its file name
- Opening a page by the drag-and-drop operation
- Opening a page you have recently edited
- Opening a page in a new window
- Opening a page in a site

Opening a page by specifying its file name

Do the following:

1. On the menu bar, click **File** → **Open**. The Open dialog appears.
2. Select the location and the name of the HTML file, and the editing mode. Then click the **Open** button. The page opens in the page editing area.



- When you open an HTML file, you can select either **Standard mode** or **Free layout mode** from **Edit mode** in the Open dialog. **Automatic detection** is set as the default. If you accept this default, the file is opened in the editing mode it was in the last time you saved it. The information on the editing mode is written in the <META> tag in the file. If the tag contains no information, the file is opened in standard mode.

- To open a file in standard mode, select **Standard mode** from **Edit mode** in the Open dialog. You can also click **File** → **Open in Specified Mode** → **Standard Mode** on the menu bar.
- To open a file in free layout mode, select **Free layout mode** from **Edit mode** in the Open dialog. You can also click **File** → **Open in Specified Mode** → **Free Layout Mode** on the menu bar.
- Pages edited with Homepage Builder usually have no syntax errors (HTML mistakes). However, pages edited with text editors might have syntax errors because of entry mistakes. When you open a page that has syntax errors, Homepage Builder corrects the errors automatically.

If you do not want Homepage Builder to correct syntax errors automatically, click **Tools** → **Options** on the menu bar, click the **General** tab, and then clear the check box for **Correct HTML syntax errors automatically**. Then you can select one of three choices: **Open the error correction dialog only on fatal errors**, **Open an error correction dialog for any error**, or **Ignore all errors**.

Opening a page by a drag-and-drop operation

You can open a page by dragging the HTML file for it from Windows Explorer or the Site/Gallery View of Homepage Builder into a blank page-editing area. The following example assumes that you are dragging a file from Windows Explorer.

1. Open a Windows Explorer window and the Homepage Builder main window, and place them side by side.
2. In Homepage Builder, close all the pages that are open.
3. Drag an HTML file from Windows Explorer to the page editing area of Homepage Builder. The page opens.

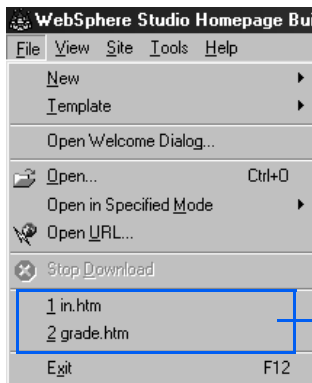


If a page is already open in the page editing area, the selected HTML file is not opened by the drag-and-drop operation. Instead, a link from the page to the selected HTML file is set.

Opening a page you have recently edited

The **File** menu lists the HTML file names of the five pages you have edited most recently.

1. On the menu bar, click **File**, and then click the HTML file name of the page you want to open.



A list of the pages you have edited most recently.

The page opens in the editing mode it was in the last time you saved it.

Opening a page in a new window

You can open a page in two windows at the same time. For example, you can display the same page in both the **Edit Page** tab and the **HTML Source** tab, aligned horizontally.

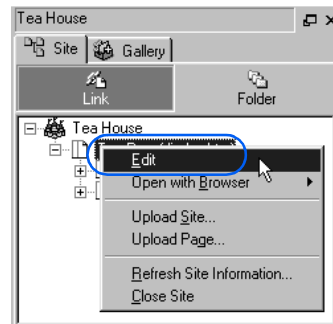
1. On the menu bar, click **Window → New Window**. The page you are editing is opened in another window.
2. Click the **HTML Source** tab.
3. On the menu bar, click **Window → Tile Horizontally**. The same page is displayed on both the **Edit Page** tab and the **HTML Source** tab, aligned horizontally.



Opening a page in a site

While a site is open, the files in it are listed on the **Site** tab.

1. On the **Site** tab, place the mouse pointer on the title of the HTML file you want to open, click the right mouse button, and then select **Edit** from the pop-up menu.



The page opens.



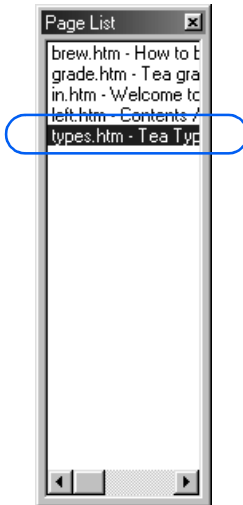
Editing multiple pages

You can open one or more pages in the page editing area. This section introduces several tips on editing several pages at a time.

Switching the page

The Page List dialog enables you to switch between pages while editing.

1. On the menu bar, click **Window → Page List**. The Page List dialog appears.
2. Click the name of the page you want to edit.



The page is displayed in the topmost window.



If you want to display the Page List dialog on every startup of Homepage Builder, go to the menu bar and click **View → Toolbar → Page List**. To cancel the setting, select the same menu again.

Opening the link destination page

You can easily open a page linked from the page you are editing.

1. Move the cursor onto the text or image on which a link has been set.



2. On the menu bar, click **File → Open This Link**. The link destination page opens.

Saving all the pages at the same time

You can simultaneously save all the pages that are open in the page editing area.

1. On the menu bar, click **File → Save All**. All the pages are saved.



For a new page, the Save As dialog appears. If you have inserted material files on the page you are saving, the Save Files dialog appears.

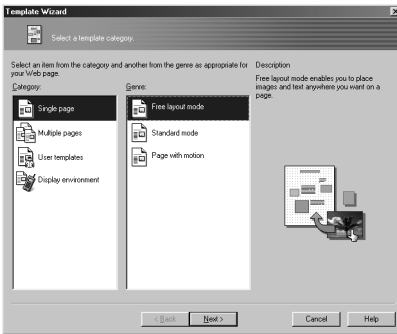


Using a template

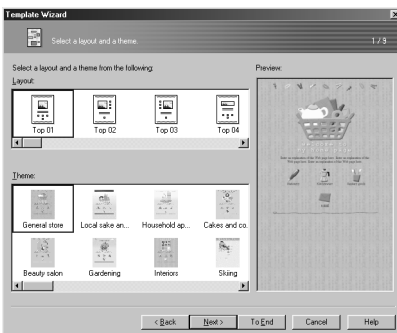
A template is a sample Web page that already contains elements such as the page title, icons, and images. Homepage Builder provides many templates; some of them are composed of multiple pages, and others are composed of only a single page. This section explains how to use a single-page template. For details on using a multiple-page template, see *Volume 1: Primer*.

Using a single-page template

1. On the menu bar, click **File → Template → New Page from Template**. The Template Wizard starts, and a dialog appears as follows:



2. Select **Single page** from **Category**, and then select a genre. A short description of the selected genre appears on the right side of the dialog.
3. Click the **Next** button. The dialog for selecting the layout and the theme of the page appears.
4. Select a layout and a theme, and then click the **Next** button.

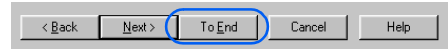


The dialog for specifying the title of the page appears.

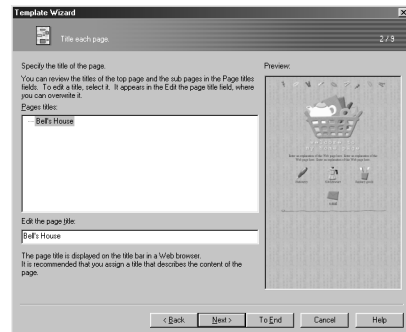


In the subsequent dialogs, the **To End** button always appears to the right of the **Next** button. After each change to the text or icons in the template, click the **Next** button. If you want to use the text and icons without change, you can click the **To End** button at any time to jump to the last dialog of the Template Wizard.

After leaving the Template Wizard, you can freely edit the page created from the template.



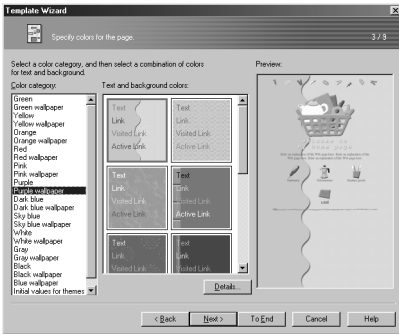
5. In the **Edit the page title** field, overwrite the default title. Then, click the **Next** button.



The page title, which you specify, is shown on the title bar when the page is viewed in a Web browser window. It is recommended that you assign a title that describes the contents of the page.

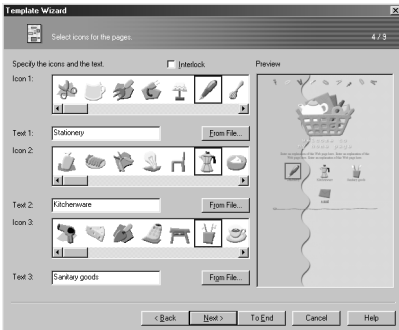
The dialog for specifying the background color of the page appears.

- Change the selections in the **Color category** and the **Text and background colors** fields as necessary, and then click the **Next** button.



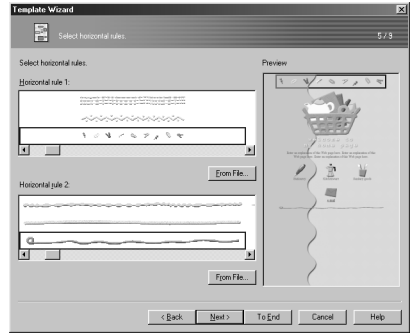
The dialog for selecting icons for use in the page appears.

- You can change icons, and text for each icon. To use an image from a source other than this dialog, click a **From File** button.



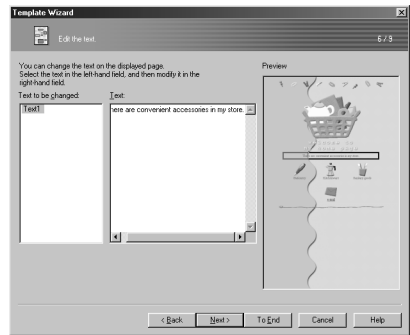
- Click the **Next** button. The dialog for specifying horizontal lines appears.

- Change the lines at the top and bottom of the page as necessary. By clicking a **From File** button, you can get a display of line styles to choose from.



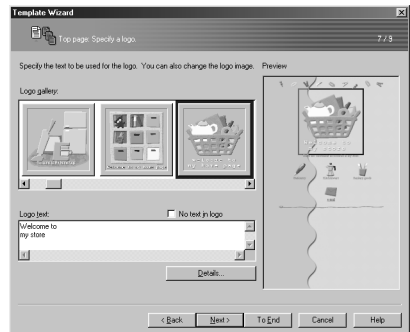
- Click the **Next** button. The dialog for editing text appears.

- Type the text to be included in the page, and then click the **Next** button.



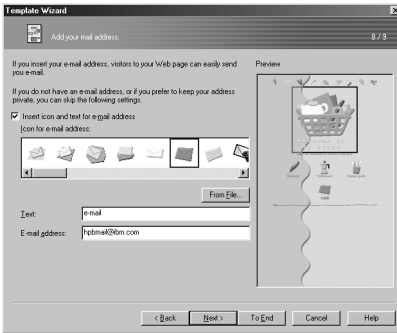
The dialog for selecting a logo appears.

- You can replace the logo image selected in the **Logo gallery** field as necessary, and add logo text by typing it in the **Logo text** field. Then click the **Next** button.



The dialog for entering the mail address appears.

13. If you want the visitors to your Web site to be able to send you e-mail, type your e-mail address in the **E-mail address** field. This field is optional.



14. Click the **Next** button. The last dialog in the Template Wizard appears.
15. Click the **Finish** button. In the page editing area, a new page created from the selected template appears. This page has not been saved.



16. Edit the page as necessary.
17. To save the page, go to the menu bar and click **File → Save As**. The Save As dialog appears.
18. Specify the name and location of the HTML file to be saved, and then click the **Save** button. The Save Files dialog appears.
19. Select the check box for **Rename files automatically if they are to overwrite existing files** as necessary, and then click the **OK** button. All the files associated with the page are saved in the specified folder.

Editing text

3

This chapter explains how to enter and edit text. It also explains how to make a page easy to read by using such elements as headings, horizontal rules, and lists.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.

Welcome to My Tea House

Make yourself at home.

How to brew tea

1. Warm your teapot and teacup.
2. Measure the tea correctly. Use one teaspoonful of tea for each cup to be served. Add another teaspoonful of tea for the pot if you like. (For broken leaves, measure less than a teaspoonful of tea per cup.)
3. Use boiling water. To draw the best flavor out of tea, always use freshly drawn, boiling water. Do not boil water more than once.
4. Brew tea. Allow the tea to brew until the swirling tea leaves settle down in the pot.

★★★★	Entering text	24
★★★	Decorating text	28
★★★	Positioning text freely on your page	31
★★★★	Deleting, moving, or copying text.	33
★★★	Finding or replacing text	35
★★★★	Making a paragraph the heading	37
★★★	Inserting a horizontal rule.	40
★★★	Creating a list	41
★★★	Inserting a text file	44

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★★★.



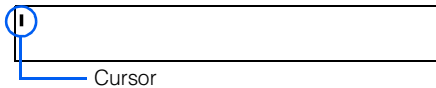
Entering text

Because HTML originated as a language for publishing text-based information on the Internet, entering text is the basic method for creating a page.

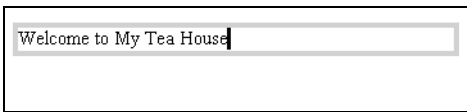


Entering text **S**

1. Move the cursor to the position where you want to start entering text.



2. Enter text, using the keyboard.



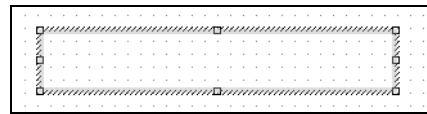
- As you enter text, a frame appears around it. This is called the focus frame, and it appears around whatever element is the target of operation at the moment.
- To delete text, press the Backspace key to delete the character just before the cursor, or press the Delete key to delete the character just after it.
- If you use a Web Browser to view the text you have entered, the text line may be wrapped, depending on the size of the window. If you do not want the text wrapped, first create a layout frame and enter text in it. For details, see “Positioning text and images freely on your page (standard mode)” on page 133.

Entering text **F**

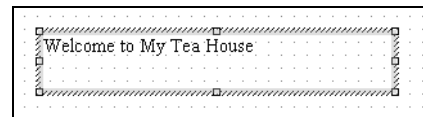
In free layout mode, you can create a text box at any position you like on a page, and then enter text in it. There are two methods.

Method A: By this method, you first specify the size of the text box, and then enter text in it.

1. On the menu bar, click **Insert → Text Box**. The mouse pointer turns into a cross.
2. Drag the mouse diagonally to create a text box. When you release the mouse button, the cursor appears inside the text box.

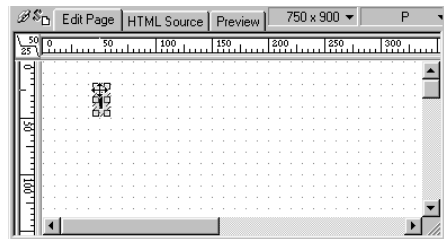


3. Enter text, using the keyboard.

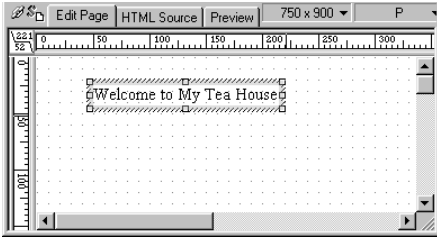


Method B: By this method, you specify only the start position of the text box, and enter text.

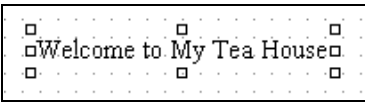
1. On the menu bar, click **Insert → Text Box**. The mouse pointer turns into a cross.
2. Click the mouse where you want to enter text.



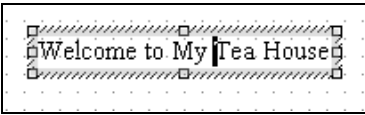
3. When a text box appears, enter text. The text box expands as you enter text.



- To edit text you have entered, click the text box twice. At the first click, the text box is focused; eight white square knobs appear around it.



At the second click, the cursor appears inside the text box, and you can start editing the text.



- To delete text, press the Backspace key to delete the character just before the cursor, or press the Delete key to delete the character just after it.

Making a line break

To make a line break, press the Enter key. A line break is indicated by ¶.



- To hide the ¶ marks, click **Tools → Options** on the menu bar, click the **Appearance** tab in the Options dialog, and then clear the **Line break code** check box.

Creating a new paragraph

In standard mode **S**

To start a new paragraph, press and hold the Shift key, and press Enter. To split a paragraph into two, place the cursor at the position where you want to split text, press and hold the Shift key, and press Enter.



If you want to start a new paragraph (rather than just make a line break) each time you press Enter, click **Tools → Options** on the menu bar, click the **Edit** tab in the Options dialog, and then select the check box for **Create a new paragraph by pressing the Enter key**.

In free layout mode **F**

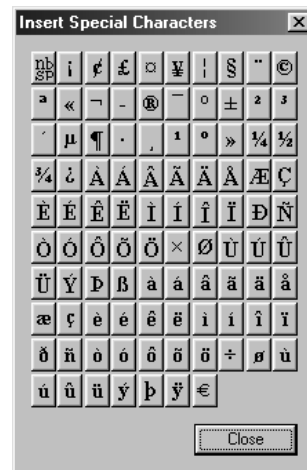
To start a new paragraph, click **Insert → Paragraph** on the menu bar, and then select the type of paragraph you want.

Inserting a special character

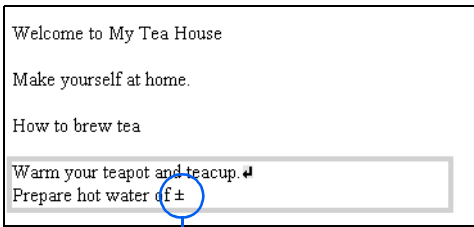
Following are the procedures for inserting a special character that is not on your keyboard, such as a trademark or a copyright symbol.

In standard mode **S**

- Move the cursor to the position where you want to insert a special character.
- On the menu bar, click **Insert → Special Characters**. The Insert Special Characters dialog appears.



- In the dialog, click the special character you want. The character is inserted.



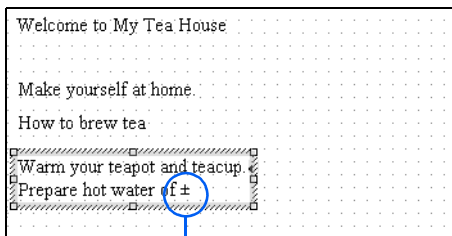
Special character

In free layout mode **F**

1. Move the cursor to the position where you want to insert a special character. If you want to insert a special character outside any existing text box, create a text box at that position; see “Entering text” on page 24.
2. On the menu bar, click **Insert → Special Characters**. The Insert Special Characters dialog appears.




3. In the dialog, click the special character you want. The character is inserted.



Special character



How to insert two or more spaces

The  button on the upper left of the Insert Special Characters dialog represents a non-breaking space. By default, you cannot insert two or more spaces by pressing the Spacebar; however, you can insert multiple spaces by clicking this button once for each space.

You can also insert a nonbreaking space by holding the Ctrl key down and pressing the Spacebar. If you want to be able to insert a nonbreaking space by pressing only the Spacebar, click **Tools → Options** on the menu bar, click the **Edit** tab in the Options dialog, and then select the check box for **Insert a non-breaking space by pressing the Spacebar**.

Inserting today's date and time

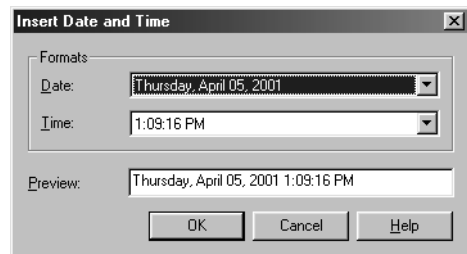
To insert the current date and time, do the following.



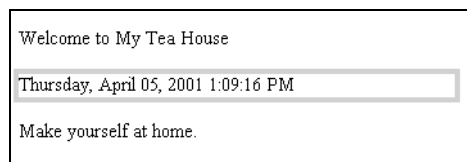
The date and time are not updated automatically.

In standard mode **S**

1. Move the cursor to the position where you want to insert the date and time.
2. On the menu bar, click **Insert → Date and Time**. The Insert Date and Time dialog appears.

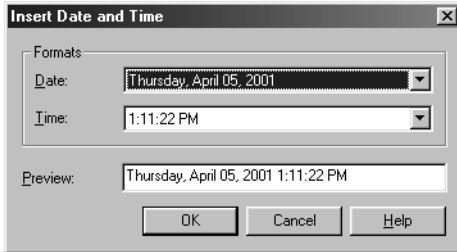


3. Select a date and time format, and click the **OK** button. The current date and time are inserted.

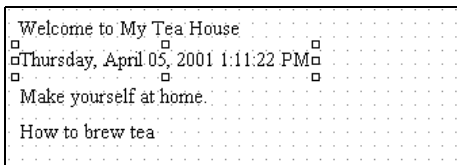


In free layout mode **F**

1. Move the cursor to the position where you want to insert the date and time. If you want to insert the date and time outside any existing text box, skip this step.
2. On the menu bar, click **Insert** → **Date and Time**. The Insert Date and Time dialog appears.



3. Select a date and time format, and click the **OK** button. The current date and time are inserted.





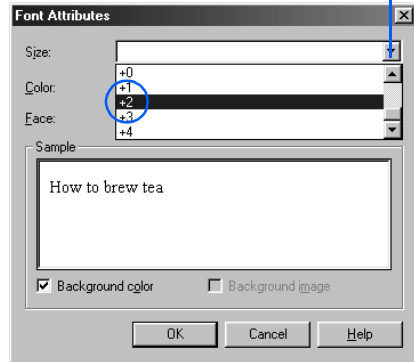
Decorating text

This section explains how to change attributes of text, such as size, color, and face.



```
<FONT size= color= face=>
<B>
</>
<U>
<TT>
<S>
<BLINK>
<SUP>
<SUB>
```

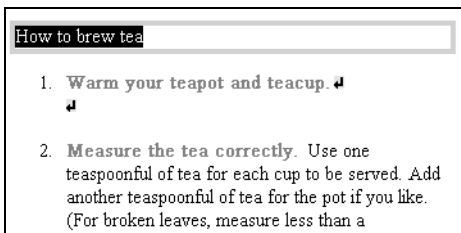
Click here and select a number.



Selecting a text string

First, select the text string you want to decorate, in one of the following ways:

- Select the text string by dragging the mouse pointer across it while holding the left button down. Release the mouse button at the end of the string.
- To modify the range, press and hold the Shift key, and press any arrow key.

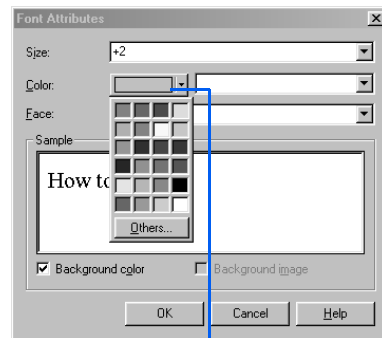


The text string you have selected is highlighted.



In the **Size** field, specify the font size from 1 through 7 (the default size is 3). A number preceded by + or - indicates the relative font size (the basic size is 3).

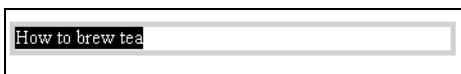
4. To change the text color, click the colored button next to **Color**, and select a color from the displayed color list.



Click this button, and select a color from the displayed color list.

Changing the font size, color, and face of the text

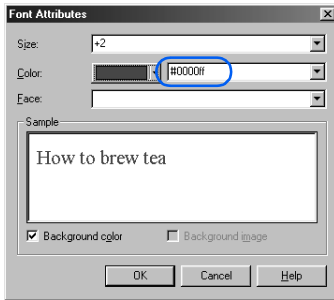
1. Select a text string.



2. On the menu bar, click **Format** → **Font**. The Font Attributes dialog appears.
3. To change the font size, select a number from **Size**. For example, select **+2**.

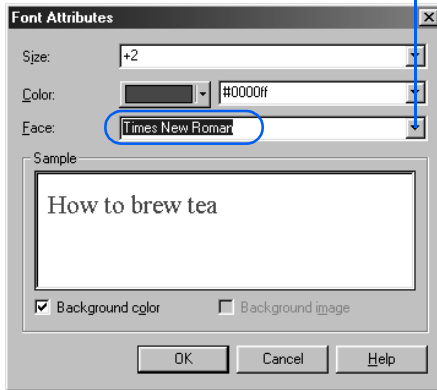


You can also change the text color by directly entering an RGB value that consists of # followed by six hexadecimal numbers. An RGB value specifies a single color as a combination of red, green, and blue. For example, #0000ff indicates blue. If you enter an RGB value directly, the colored button changes its color to that value.



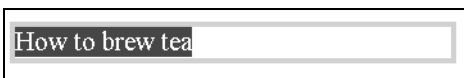
5. To change the face, select a name from **Face**.

Click here, and select a font name.



Even if you specify the face here, the text is not displayed in that face if the visitor to your Web page does not have that font installed.

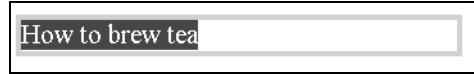
6. Click the **OK** button. The font attributes change.



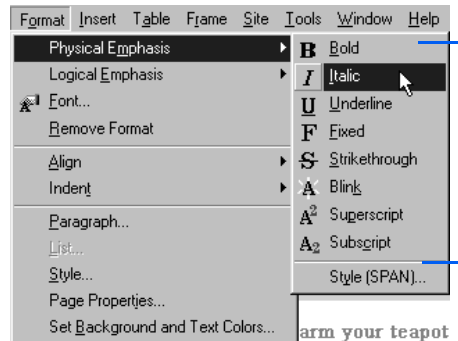
Emphasizing text

You can emphasize text by making it bold, italicizing it, underlining it, or making it blink. You can also use a fixed-width (monospace) font, strikethrough text, or display text in superscript or subscript characters.

1. Select text.



2. On the menu bar, click **Format** → **Physical Emphasis**, and then select the type of emphasis you want from the submenu.



Types of emphasis

The selected text is emphasized. The following table shows all the types of emphasis and their results.

Menu item	Sample result of display
Bold	How to brew tea
Italic	<i>How to brew tea</i>
Underline	<u>How to brew tea</u>
Fixed	How to brew tea
Strikethrough	How to brew tea
Blink	How to brew tea
Superscript	100 ²
Subscript	H ₂ O

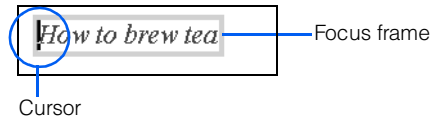


If you select the **Blink** submenu, the <BLINK> tag is inserted automatically. On the **Edit Page** tab, text marked with the <BLINK> tag is displayed in red and does not blink; but on a Web browser that supports the <BLINK> tag, it blinks. Note that Internet Explorer does not support the <BLINK> tag.

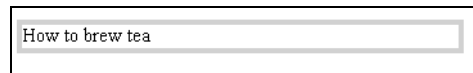
Removing decoration from text

Decorated text is enclosed by a pair of HTML tags such as and . To remove decoration from the text, you must delete such HTML tags.

1. Move the cursor onto the decorated text. The focus frame moves to the text.



2. On the menu bar, click **Format** → **Remove Format**. The decoration (a pair of HTML tags) is removed from the focused text.



To remove decoration from text, you don't have to select a text string; you just have to focus the text—that is, to enclose the text in the focus frame. To remove decoration from only part of the text, however, you must select the range, and then on the menu bar, click **Format** → **Remove Format**.



Positioning text freely on your page

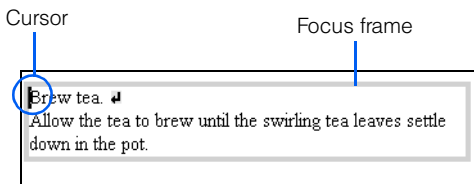
The method of positioning text on a page differs for the two modes. This section explains the method for each mode.

Aligning text to the right or center **S**

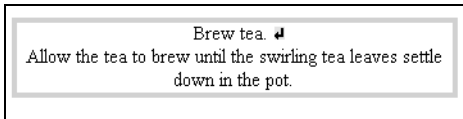
HTML <P align= >

In standard mode, text and images are aligned to the left by default. If you wish, you can center or right-justify them. Then, when they are viewed on a Web browser, they are always aligned to that position, regardless of the size of the Web browser window.

1. Move the cursor onto the paragraph you want to align. The focus frame appears around the paragraph.



2. To align the paragraph to the center, click **Format** → **Align** → **Vertical Center** on the menu bar. The entire paragraph is centered.



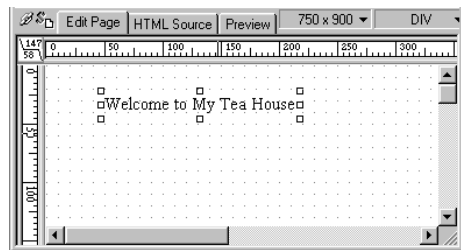
- To right-justify a paragraph, click **Format** → **Align** → **Right** on the menu bar.
- By using *layout frames*, you can position text freely on your page. For details, see “Positioning text and images freely on your page (standard mode)” on page 133.

Positioning text freely on a page **F**

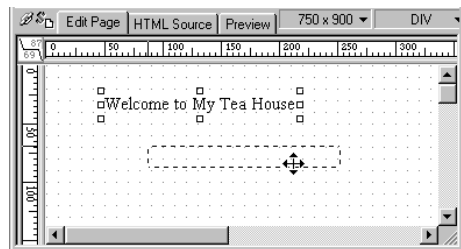
HTML <DIV style= id= >
<P>

In free layout mode, you can position text at any place on a page by dragging the text box that contains it. If you want to set the size of the page beforehand, use the **Change the page size** button on the upper right of the page editing area.

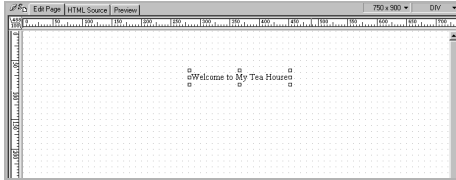
1. Click the text box. Eight square white knobs appear around it.



2. Drag the text box to the position at which you want to place it.



3. To align the text box to the center of the page, click **Layout** → **Center** → **Vertical Center of the Page** on the menu bar.



Initially, text is aligned to the left within a text box. To align it to the right or center, select the text box, and then click **Format → Align → Right** (or **Vertical Center**) on the menu bar.



In free layout mode, the position of text or an image is determined by an absolute coordinate, starting from the upper-left corner of the page. Therefore, if you align it to the center or to the right, it may not be aligned to that position when it is viewed in a Web browser window that has a different width.



Deleting, moving, or copying text

You can delete, move, or copy text just as you do with other word processors.



Clipboard

An internal area where the content that has been cut or copied is temporarily saved. Because most Windows applications have the cut, copy, and paste functions, you can copy text from another word processor software or text editor, and then paste it into the page editing area of Homepage Builder.

Because the content in the Clipboard remains there until the next time you cut or copy something, you can paste the same content multiple times.

Deleting text

To delete text, do the following:

1. Select a text string.
2. On the menu bar, click **Edit → Delete**, or press the Delete key. The text is deleted.

Moving text

To move text, cut it first, and then paste it into another place.



The text you have cut remains on the Clipboard until you cut or copy something else.

In standard mode **S**

1. Select a text string.
2. On the menu bar, click **Edit → Cut**. The selected text is cut and placed on the Clipboard.
3. Move the cursor to the position where you want to paste the text.

4. On the menu bar, click **Edit → Paste**. The text you have cut is pasted at the position of the cursor.

In free layout mode **F**

1. Click twice on the text box that contains a text string you want to move. When the cursor appears in the box, select that text string.
2. On the menu bar, click **Edit → Cut**. The selected text is cut and placed on the Clipboard. If you want to paste the text outside any existing text box, go on to step 4.
3. Move the cursor to the position where you want to paste the text.
4. On the menu bar, click **Edit → Paste**. The text you have cut is pasted at the position of the cursor. If you have not specified the position, the text appears at a random position on the page, and you can drag it to the position where you want to paste it.

Copying text

To copy text, copy it onto the Clipboard, and then paste it into another place. You can paste the same text multiple times.

In standard mode **S**

1. Select a text string.
2. On the menu bar, click **Edit → Copy**. The selected text is copied onto the Clipboard.
3. Move the cursor to the position where you want to paste the text.
4. On the menu bar, click **Edit → Paste**. The text you have copied is pasted into that position.

In free layout mode

1. Click twice on the text box that contains the text string you want to copy. When the cursor appears in the box, select that text string.
2. On the menu bar, click **Edit → Copy**. The selected text is copied onto the Clipboard. If you want to paste the text outside any existing text box, go on to step 4.
3. Move the cursor to the position where you want to paste the text.
4. On the menu bar, click **Edit → Paste**. The text you have copied is pasted at the position of the cursor. If you have not specified the position, the text appears at a random position on the page, and you can drag it to the position where you want to paste it.



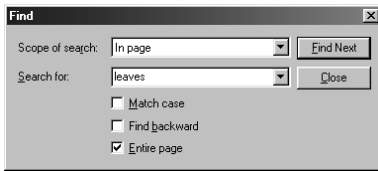
Finding or replacing text

You can find a specific text string in a page being edited. You can even replace it with another string. If you have created a site, you can search the site folder for files that contain a specific text string.

Finding a text string in a page

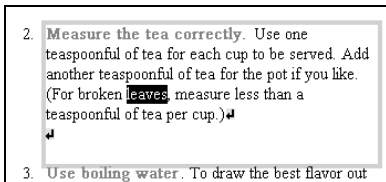
To find a text string in a page you are editing, do the following:

1. On the menu bar, click **Edit** → **Find**. The Find dialog appears.
2. Enter the text you want to find in the **Search for** field.



- By default, the **Entire page** check box is selected, and therefore the whole page is searched. To search only the text that follows the cursor position, clear the **Entire page** check box. To search only the text preceding the cursor position, clear the **Entire page** check box, and select the **Find backward** check box.
- To distinguish between upper and lower case, select the **Match case** check box.

3. Click the **Find Next** button. The first occurrence of the string is found and highlighted.

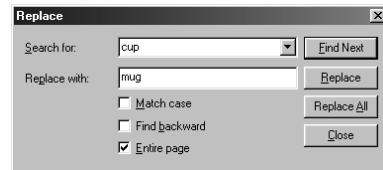


4. Repeat step 3.

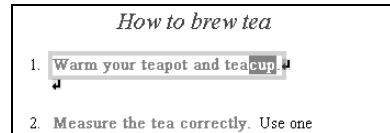
Replacing a text string

To find and replace a text string in a page you are editing, do the following:

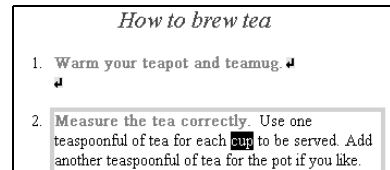
1. On the menu bar, click **Edit** → **Replace**. The Replace dialog appears.
2. Enter the text you want to find in the **Search for** field, and then type the replacement text in the **Replace with** field.



3. Click the **Find Next** button. The first occurrence of the string is found and highlighted.



4. To replace it, click the **Replace** button. The text is replaced, and the next occurrence of the text string in the **Search for** field is selected.



- To replace all the occurrences of the text string with just one command, click the **Replace All** button.
- To proceed without replacing the selected text, click the **Find Next** button.

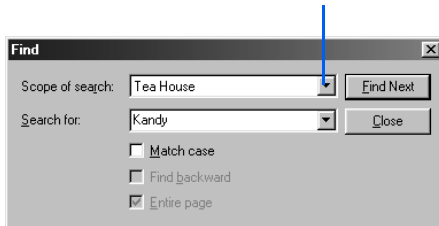
- Repeat step 4 until you have replaced all the occurrences of this text string that need to be replaced.

Listing files that contain a specific text string

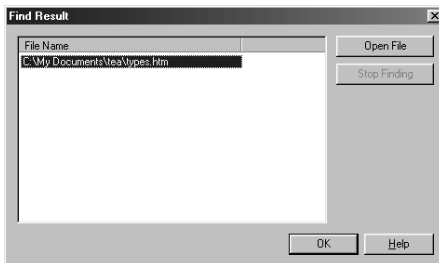
If you have created a site, you can find the files in the site folder that contain a specific text string.

- On the menu bar, click **Site → Find**. The Find dialog appears.
- Select a site name from **Scope of search**. In the **Search for** field, enter the text string you want to find.

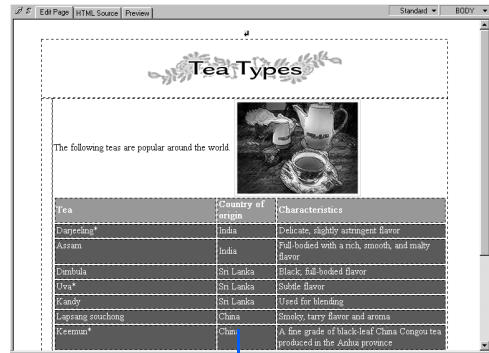
Click here, and then select a site name.



- Click the **Find Next** button. The Find Result dialog appears. Of the files in the site folder, this dialog lists only the ones that contain the specified text string.



- To open one of those files, select the name of the file, and then click the **Open File** button. The file is opened.



A file is opened in the page editing area.

- To find the text string in the file, click **Edit → Find** on the menu bar, and specify the text string again. The first occurrence of the string is found and highlighted.

Tea	Country of origin
Darjeeling*	India
Assam	India
Dimbula	Sri Lanka
Uva*	Sri Lanka
Kandy	Sri Lanka
Lapsang souchong	China
Keemun*	China



Making a paragraph the heading

The heading of a Web page plays an important part in helping readers understand the content, just as the heading in an article of a journal or a newspaper does. In HTML, the heading is one type of paragraph format. This section explains how to create a paragraph in the format you want, or how to convert a paragraph from one type to another.



<P>
<H1>
<H2>
<H3>
<H4>
<H5>
<H6>
<ADDRESS>
<BLOCKQUOTE>
<PRE>

Types of paragraphs

When you enter text into a page being edited, a “normal” paragraph is automatically created. You can convert it into another type, or into a heading. The following table lists the types of paragraph formats.

Type of paragraph	Explanation
Normal	This is a normal paragraph—the default format.
	<Display example> <i>Allow the tea to brew until swirling tea leaves settle down in the pot.</i>
Heading	There are six levels of headings, 1 through 6. 1 is the highest level. On a Web browser, the text of a “heading” paragraph is often displayed in a bold font. The font size usually becomes bigger as the heading level increases.
	<Display example> How to brew tea

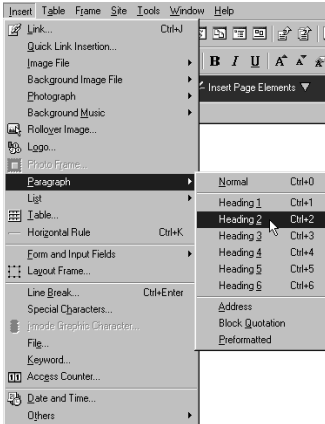
Type of paragraph	Explanation
Address	Use this paragraph type to enter an address. On a Web browser, the text of such a paragraph is often displayed in an italic font.
	<Display example> <i>San Francisco, California</i>
Block quotation	Use this paragraph type to enter a quoted statement. On a Web browser, the text of such a paragraph is often indented.
	<Display example> How to brew tea <i>Allow the tea to brew until swirling tea leaves settle down in the pot.</i>
Prefor-matted	Use this paragraph type to show text exactly as you have entered it. If you use this type of paragraph, you can enter as many spaces as you like by pressing the Spacebar. On a Web browser, the text of such a paragraph is displayed in a fixed-width (monospace) font.
	<Display example> +-----+-----+-----+ o o x x o o +-----+-----+-----+

Creating a paragraph

You can create a paragraph and enter text in it. In the following example, a heading-type paragraph is created.

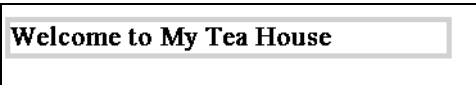
In standard mode **S**

1. Click where you want to insert a heading. On the menu bar, click **Insert** → **Paragraph** → **Heading 2**.



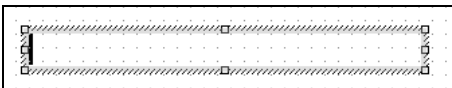
A heading-type-2 paragraph is created.

2. Enter the text for the heading.

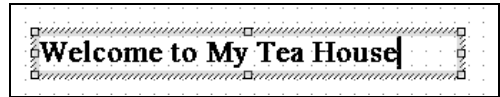


In free layout mode **F**

1. On the menu bar, click **Insert** → **Paragraph** → **Heading 2**. The mouse pointer turns into a cross.
2. Click the mouse at the position where you want the text box for the heading. Or, if you want to control the size of the text box, drag the mouse diagonally. A text box is inserted.



3. Enter the text for the heading.



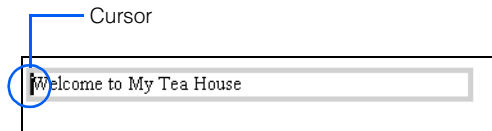
- To specify the type of paragraph, click **Insert** → **Paragraph**, and then select the submenu for the type of paragraph you want.
- If you insert a paragraph when the cursor is in a text box, a new paragraph is created in that text box.

Converting an existing paragraph into a heading

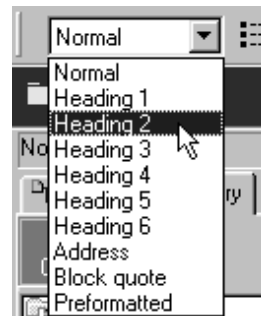
You can convert an existing paragraph into a heading, as follows:

In standard mode **S**

1. Move the cursor into the paragraph you want to convert to a different type.



2. On the toolbar, click the ▼ button to the right of the box for **Insert Paragraph or Change Paragraph Type**, and select **Heading 2**.



The paragraph becomes a Heading 2.



In free layout mode **F**

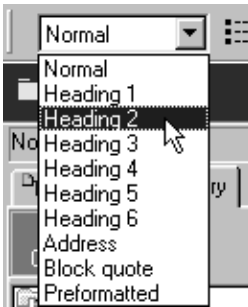
1. Click twice the text that you want to convert to a heading. The cursor appears in the text box.



2. Double-click inside the text box. The whole paragraph is selected and highlighted.



3. On the toolbar, click the ▼ button on the right of the box for **Insert Paragraph or Change Paragraph Type** and select **Heading 2**.



The paragraph becomes a Heading 2.



Changing heading levels

A long, well organized page tends to have many headings. To change the levels of the headings in a page being edited, use the Heading Editor dialog.

1. On the menu bar, click **Tools → Heading Editor**. The Heading Editor dialog appears. It lists all the headings (the <H1> to <H6> tags) in the page being edited.



2. Select a heading whose level you want to change. To raise the level, click the << button; to lower the level, click the >> button. Repeat this operation until you have adjusted the levels of all the headings as desired.
3. Click the **OK** button.



Inserting a horizontal rule

To delimit text, you can use a horizontal rule.



Inserting a horizontal rule

In standard mode **S**

1. Move the cursor to the position where you want to insert a horizontal rule.
2. On the menu bar, click **Insert** → **Horizontal Rule**. A horizontal rule across the page is inserted at the position of the cursor.



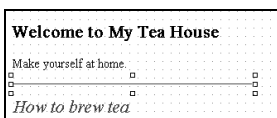
Horizontal rule

In free layout mode **F**

1. On the menu bar, click **Insert** → **Horizontal Rule**. The mouse pointer turns into a cross.
2. Drag the mouse diagonally to specify the position and the length of the horizontal rule.



A horizontal rule is inserted.



3. Drag the horizontal rule to the position where you want to place it.

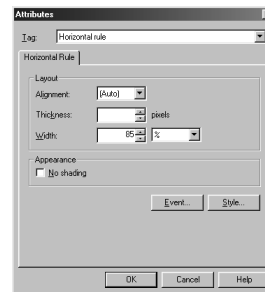
Deleting a horizontal rule

To delete a horizontal rule, do the following:

1. Click a horizontal rule.
2. Press the Delete key; or right-click the horizontal rule to display the pop-up menu, and then select **Delete** from it.

Changing the thickness or width of a horizontal rule

1. Click a horizontal rule.
2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog appears.
3. Change any item. For example: from **Alignment**, select **Center**; from **Width**, select **85%**.



4. Click the **OK** button. The attributes of the rule are changed as you specified.



Horizontal rule



You can also change the thickness or width by dragging the horizontal rule vertically or horizontally.



Creating a list

A lengthy block of text is hard to read. One way to make such a block of text easy to read and good-looking is to create a list.



```
<UL><LI>
<OL><LI>
<DL><DT><DD>
```

Types of lists

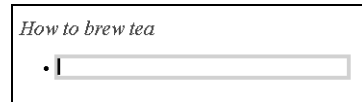
List type	Explanation
Bulleted list	A bullet precedes each list item.
	<Display example> <ul style="list-style-type: none"> • The world's three most famous teas <ul style="list-style-type: none"> ○ Darjeeling ○ Uva ○ Keemun
Ordered list	A number (such as 1, 2, 3, or i, ii, iii) precedes each list item.
	<Display example> <ol style="list-style-type: none"> 1. The world's three most famous teas <ol style="list-style-type: none"> i. Darjeeling ii. Uva iii. Keemun
Definition list	Each list item is followed by its definition.
	<Display example> <p>The world's three most famous teas Darjeeling, Uva, Keemun</p>

Creating a bulleted list

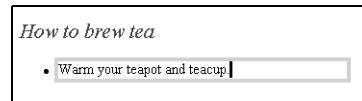
To create a blank field for a bulleted list item and enter text in it, do the following:

In standard mode **S**

1. On the menu bar, click **Insert** → **List** → **Bulleted List**. A blank field for a list item is created.



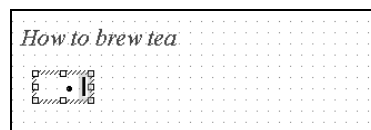
2. Enter text for the first item.



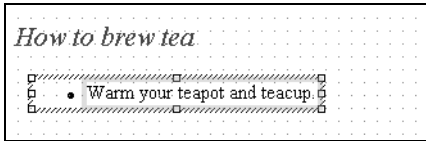
3. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key, while pressing the Enter key.

In free layout mode **F**

1. On the menu bar, click **Insert** → **List** → **Bulleted List**. The mouse pointer turns into a cross.
2. Click the mouse at the position where you want the text box. Or, if you want to control the size of the text box, drag the mouse diagonally. A text box is inserted.



3. Enter text for the first item.



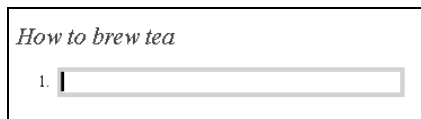
4. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key while pressing the Enter key.

Creating an ordered list

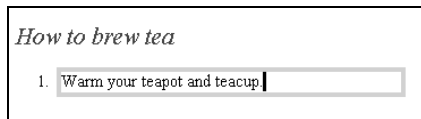
To create a blank field for an ordered list item and enter text in it, do the following:

In standard mode **S**

1. On the menu bar, click **Insert** → **List** → **Ordered List**. A blank field for a list item is created.



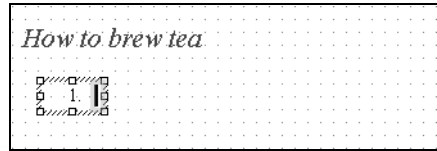
2. Enter text for the first item.



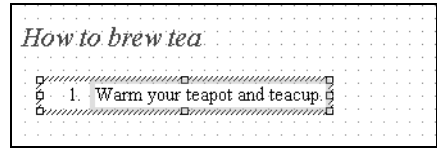
3. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key while pressing the Enter key.

In free layout mode **F**

1. On the menu bar, click **Insert** → **List** → **Ordered List**. The mouse pointer turns into a cross.
2. Click the mouse at the position where you want the text box. Or, if you want to control the size of the text box, drag the mouse diagonally. A text box is inserted.



3. Enter text for the first item.



4. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key while pressing the Enter key.



How to change a number

To change a number that precedes an ordered list item, do the following:

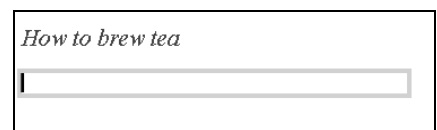
1. Click an ordered list item.
2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog appears.
3. Click the **Item** tab.
4. Enter the number you want in **Number**, and click the **OK** button.

Creating a definition list

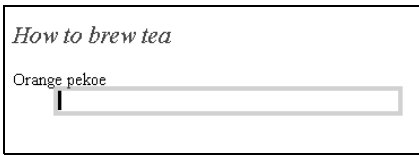
To create a definition list, in which each entry consists of a list item and its definition, do the following:

In standard mode **S**

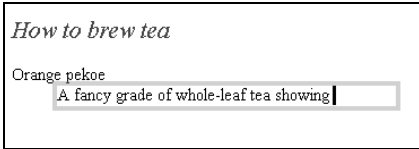
1. On the menu bar, click **Insert** → **List** → **Definition List**. A blank field for a list item is created.



2. Enter text, and then press the Enter key. A blank field for the definition is created.



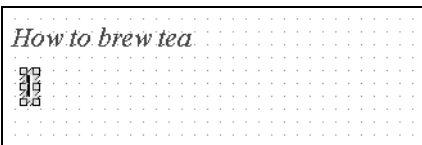
3. Enter text for the definition.



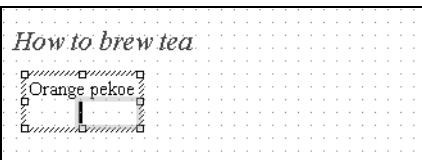
4. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key while pressing the Enter key.

In free layout mode **F**

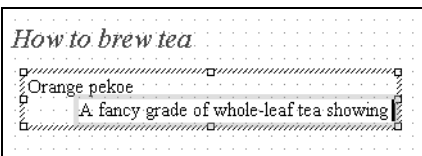
1. On the menu bar, click **Insert → List → Definition List**. The mouse pointer turns into a cross.
2. Click the mouse at the position where you want the text box. Or, if you want to control the size of the text box, drag the mouse diagonally. A text box for a list item is inserted.



3. Enter text for the list item, and then press the Enter key. The cursor moves to the position where the definition of the list item is to be entered.



4. Enter text for the definition.



5. To enter the next list item, press the Enter key. To make a line break within an item, press and hold the Shift key while pressing the Enter key.

Indenting a list item

To indent a list item by one level after entering multiple list items, do the following:

1. Move the cursor onto a list item.
2. On the menu bar, click **Format → Indent → Increase**. You cannot indent the first list item.

To remove an indentation, click **Format → Indent → Decrease**.

Changing a symbol

To change one or more of the symbols that precede list items, do the following:

1. Move the cursor onto a list item.
2. On the menu bar, click **Edit → Attributes**. The Attributes dialog appears.
3. To change symbols for all the list items in this list, click the **List** tab, and change the **Item type** value. To change symbols only for the focused list item and the items following it in this list, click the **Item** tab, and change the **Item type** value.

Dividing a list or joining lists

To divide a list into two lists, do the following:

1. Move the cursor to the position at which you want to divide a list.
2. Press the Enter key twice.

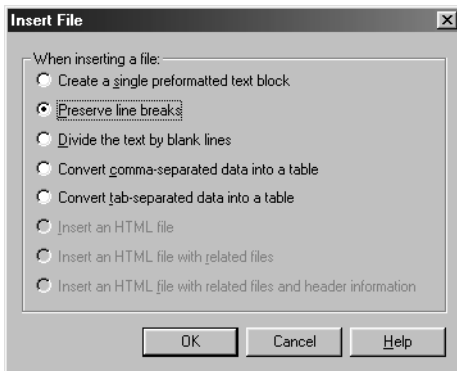
To join two continuous lists, press the Delete key between two lists.



Inserting a text file

You can insert the contents of a text file (*.txt) into a page being edited.

1. On the menu bar, click **Insert → File**. The Open dialog appears.
2. From **Files of type**, select **Text files**. Then specify a text file name, and click the **Open** button. The Insert File dialog appears.



3. Select the radio button for the insertion method you want, and then click the **OK** button. Ordinarily you should select **Preserve line breaks** or **Divide the text by blank lines**.
 - **Create a single preformatted text block:** Makes one paragraph of preformatted (monospaced) text.
 - **Preserve line breaks:** Leaves line breaks in text.
 - **Divide the text by blank lines:** Eliminates line breaks in text, and starts a new paragraph at each blank line.

In standard mode, the content of the text file is inserted at the position of the cursor.

In free layout mode, the content of the text file is inserted at a random position on the page. Drag the text to the position where you want it.



How to insert an HTML file or a CSV file

You can insert an HTML file (*.htm or *.html) or a CSV file (*.csv) in addition to a text file.

To insert an HTML file, do the following:

1. From **Files of type** in the Open dialog, select **HTML files**.
2. From the Insert File dialog, select one of the following: **Insert an HTML file**, **Insert an HTML file with related files**, or **Insert an HTML file with related files and header information**.

To insert a CSV file as a table, do the following:

1. From **Files of type** in the Open dialog, select **CSV files**.
2. From the Insert File dialog, select **Convert comma-separated data into a table**.

Inserting images

4

HTML accepts image files in JPEG, GIF, or PNG format. The most popular format is GIF. The JPEG format is suitable for photographic data. The PNG format is a newer image format that is expected to replace the GIF format, but at present few Web browsers are compatible with it.




This chapter explains how to insert an image into a page, how to change its attributes, and how to edit it.



In this chapter, tables are used in panel samples. To create tables, see Chapter 8.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.

		
Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

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★	Laying out text around an image (standard mode)	56
★★	Adding an explanation to an image	58
★★	Editing an image	60

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★★★.



Inserting an image

In *Volume 1: Primer*, you learned how to insert an image by using the task menu. In this chapter, you learn some other ways of inserting an image.

 **HTML**



You can insert image files of various formats into a page being edited. Inserted images are automatically converted into GIF or JPEG format. Images in PNG format are not converted. If the target browser is i-mode, any images not in GIF format are converted to that format.

Specifying the name of an image file

The procedure for inserting an image depends on the mode you are using.



If the  mark appears...

If the specified image file cannot be loaded, this mark appears. Be sure to specify the file name or the folder correctly. Note that this mark also appears if you insert an access counter (this is not an error).

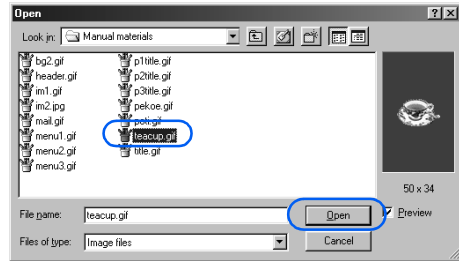
In standard mode

1. Move the cursor to the position where you want to insert an image.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

2. On the menu bar, click **Insert** → **Image File** → **From File**. The Open dialog appears.

3. Select an image file, and click the **Open** button.



An image is inserted at the position of the cursor.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

In free layout mode

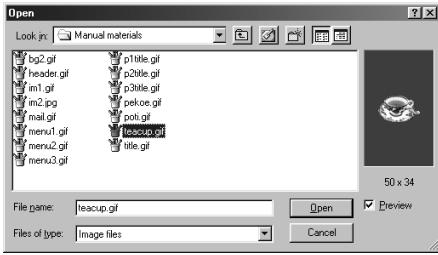
If you want to insert an image outside any existing text box, go on to step 2.

1. Move the cursor to the position where you want to insert an image.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

2. On the menu bar, click **Insert** → **Image File** → **From File**. The Open dialog appears.

3. Select an image file, and click the **Open** button.



If you have specified the cursor position, the image is inserted at that position.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F. O. P.

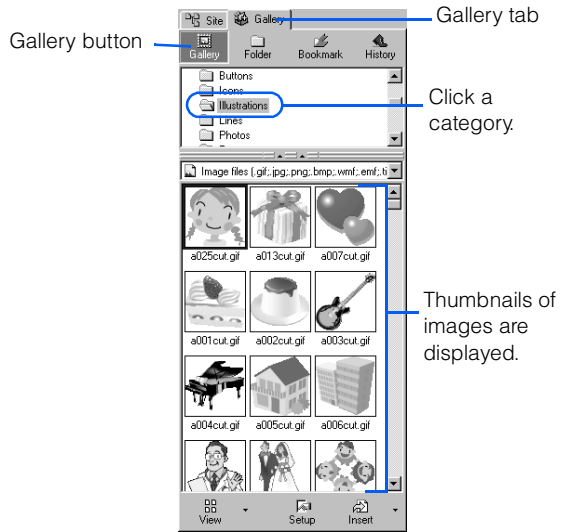
If you have not specified a position, the image appears at a random position on the page. You can drag it to the position where you want it.

Selecting an image from the Gallery

Homepage Builder provides many sample materials. You can select a sample image file and insert it into a page.

In standard mode

1. Move the cursor to the position where you want to insert an image.
2. In Site/Gallery View, click the **Gallery** tab and then click the **Gallery** button. A list of the material folders that Homepage Builder provides appears in the upper part of the **Gallery** tab.
3. Click one of the categories under the **Image** folder. Thumbnails of the images in the selected category are displayed in the lower part of the **Gallery** tab.



4. Click the image you want to insert.



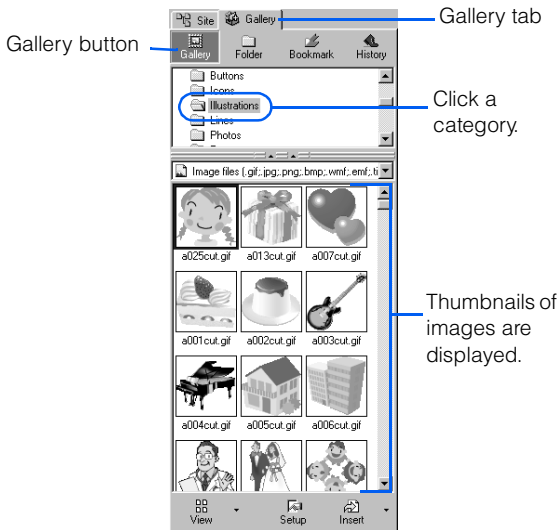
5. Click the **Insert** button. The image is inserted at the position of the cursor.



In free layout mode **F**

If you want to insert an image outside of any existing text box, go on to step 2.

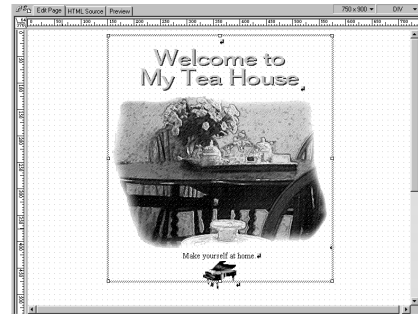
1. Move the cursor to the position where you want to insert an image.
2. In Site/Gallery View, click the **Gallery** tab and then click the **Gallery** button. A list of the material folders that Homepage Builder provides appears in the upper part of the **Gallery** tab.
3. Click one of the categories under the **Image** folder. Thumbnails of the images in that category are displayed in the lower part of the **Gallery** tab.



4. Click the image that you want to insert.



5. Click the **Insert** button. If you have specified the cursor position, the image is inserted at that position.



If you have not specified a position, the image is inserted at a random position on the page. You can drag it to the position where you want it.



The following tips are applicable to either mode:

- Another way to insert an image is to go to the menu bar and click **Insert → Image File → From Gallery**.
- At step 3, if you click **WebArt** folder, you can insert image files created in WebArt Designer. Those images are in MIF format; they are automatically converted into GIF format or JPEG format when they are inserted in a page.
- If you insert an animated GIF image, an icon that indicates an animated GIF appears at the upper left of the image. The image is enclosed by a frame with dotted lines.

- When you insert an image file in your page, the path of the file is represented by “file:///...” in the HTML source of the page. For example, if you insert an image file in GIF format, an tag is inserted whose src attribute has the value “file:///C:/image/abc.gif”. Such a path specification—beginning from the topmost level of a disk drive—is called the *absolute path*.

When you save the page, however, the path of the image file is converted to the *relative path*, which is implied by the directory in which the page has been saved. For example, “file:///C:/image/abc.gif” is changed to “abc.gif”.

The relative path specification is the correct way to specify files in HTML.

Using the Clipboard

If you have copied image data from other software to the Clipboard, you can paste it into a page being edited.

The following example describes how to copy an image from Paint into the page editing area of Homepage Builder.



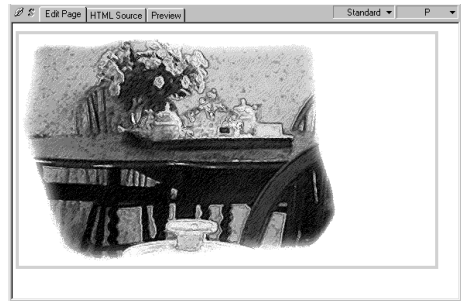
Paint is a Windows accessory tool that handles images. To start Paint, click **Start → Programs → Accessories → Paint** on the Windows taskbar. After that, select all or part of the image. To select the whole image displayed in the Paint window, for example, click **Edit → Select All** on the menu bar. For details on selecting or copying an image, see the online help for Paint.

1. Display an image in the Paint window, and select the part you want to copy. Then on the menu bar of Paint, click **Edit → Copy**.



The image data is copied to the Clipboard.

2. On the menu bar of Homepage Builder, click **Edit → Paste**. The image is pasted on the page being edited.



Loading an image from a digital camera

If an image is saved in a TWAIN 32-bit compliant device such as a digital camera or a scanner, you can load the image directly from the device.



Before doing this task, confirm that the TWAIN driver has been correctly installed, and connect the TWAIN-compliant device to your computer.

For instructions on how to use the TWAIN driver, see the manual for the TWAIN-compliant device.

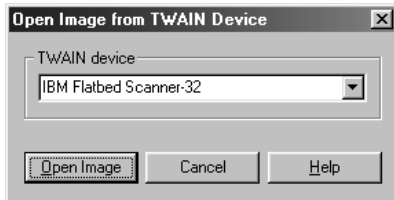
1. Move the cursor to the position where you want to insert an image.

2. On the menu bar, click **Insert → Image File → From TWAIN Device**.



If this menu is disabled, no TWAIN driver has been installed.

The Open Image from TWAIN Device dialog appears.



3. Select the name of the TWAIN-compliant device, and then click the **Open Image** button. The window of the TWAIN driver appears.



For instructions on how to operate the TWAIN-compliant device you have selected, see the operation manual provided by the manufacturer.

4. Open any image by using the TWAIN driver. The image is inserted at the position of the cursor.




Images opened from a TWAIN-compliant device are automatically converted into GIF or JPEG format.



Changing the display size of an image

After inserting an image, you can change its display size. Only the display size of the image is changed; its file size remains the same.

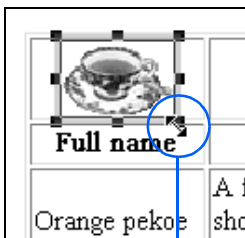
 HTML

In standard mode

1. Click an image. The image is selected, and eight square black knobs appear around it.



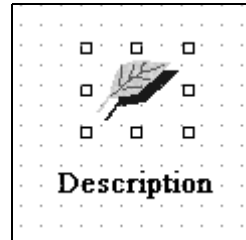
2. To change the display size, drag the knob at the lower right corner. When you have the image at the size you want, release the mouse button.



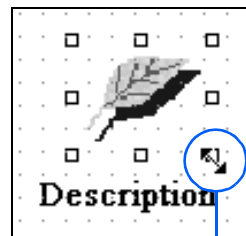
Drag this knob.

In free layout mode

1. Click an image. The image is selected, and eight square white knobs appear around it.



2. To change the display size of the image, drag the knob at the lower right corner. When you have the image at the size you want, release the mouse button.



Drag this knob.



The following tips are applicable to either mode:

- To restore the image display to the original size, go to the menu bar and click **Edit → Attributes**. Then click the **Reset Size** button in the **Size** group.
- To clear the specification of the image display size (the *width* and the *height* attributes of the tag), go to the menu bar and click **Edit → Attributes**. Then click the **Clear** button in the **Size** group.
- To change not only the image display size but also the image file size, go to the menu bar and click **Edit → Image → Edit Image**. Then select the **Save in the displayed size** check box in the Edit Image dialog.



Deleting, moving, or copying an image

If an image is unnecessary, delete it. If you insert an image at the wrong position, you can move it to the right position. If you want to insert the same image multiple times, copy it. The method for deleting, moving, or copying an image is the same as that for deleting, moving, or copying text.

Deleting an image

To delete an image, do the following:

1. Select an image.
2. On the menu bar, click **Edit → Delete**; or press the Delete key. The selected image is deleted.

Moving an image

To move an image, cut and paste it. You can paste it on another page.

In standard mode **S**

1. Select the image.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

2. On the menu bar, click **Edit → Cut**. The selected image is cut, and copied onto the Clipboard.
3. Move the cursor to the position where you want to insert the image.
4. On the menu bar, click **Edit → Paste**. The image is pasted at the position of the cursor.

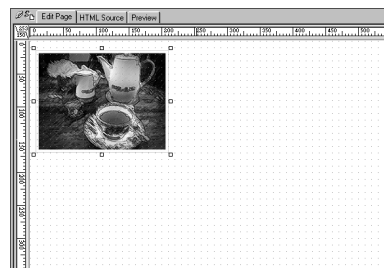
Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

The image has been moved into this position.

In free layout mode **F**

Following is the procedure for moving an image to another page. To move an image within a page, just drag it. For details, see “Positioning an image freely on your page” on page 54.

1. Select the image.



2. On the menu bar, click **Edit → Cut**. The selected image is cut, and copied onto the Clipboard.
3. Open the page into which you want to insert the image. If you want to insert it at a new position, go on to step 5.
4. Move the cursor to the position where you want to insert the image.

- On the menu bar, click **Edit → Paste**. The image is pasted at the position of the cursor. If you have not specified a position, the image is inserted at a random position on the page. You can drag it to the position where you want it.



Copying an image

To copy an image, first copy it onto the Clipboard, and then paste it to another position. You can do the paste operation as many times as you want.

In standard mode **S**

- Select the image.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

- On the menu bar, click **Edit → Copy**. The image is copied onto the Clipboard.
- Move the cursor to the position where you want to paste the image.
- On the menu bar, click **Edit → Paste**. The image is pasted at the position of the cursor.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

The image has been copied.

In free layout mode **F**

- Select the image.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

- On the menu bar, click **Edit → Copy**. The image is copied onto the Clipboard. If you are copying the image at a new position, go on to step 4.
- Move the cursor to the position where you want to copy the image.
- On the menu bar, click **Edit → Paste**. The image is pasted at the position of the cursor. If you have not specified a position, the image is copied at a random position on the page. You can drag it to the position where you want it.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

The image has been copied.



Positioning an image freely on your page

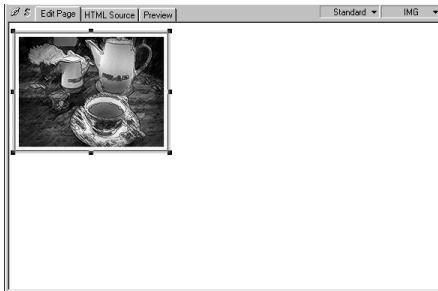
The method of positioning an image on a page differs in the two modes. This section explains the method in each mode.

Aligning an image to the right or center **S**

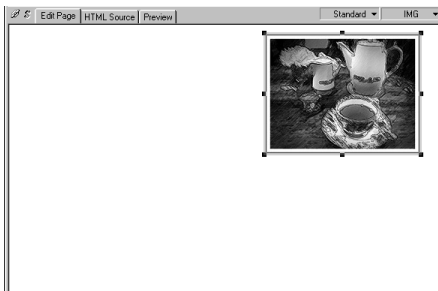
In standard mode, the image you insert is automatically aligned to the left, but you can right-justify or center it. When an image that is aligned to the right or center is viewed on a Web browser, it is always aligned to that position, regardless of the size of the Web browser window.


 `<P align= >`
``

1. Click an image. The focus frame appears around the image.



2. To align the image to the right, go to the menu bar and click **Format → Align → Right**. The image is aligned to the right of the page.



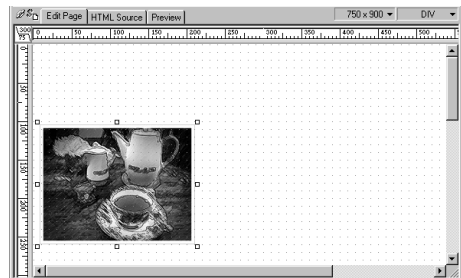
 By using layout frames, you can position an image freely on your page. For details, see “Positioning text and images freely on your page (standard mode)” on page 133.

Positioning an image freely on a page **F**

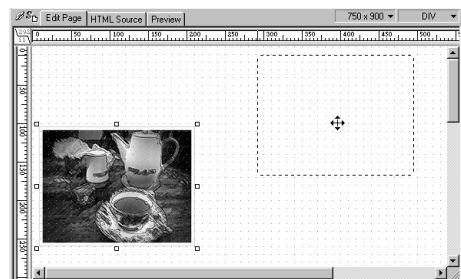
In free layout mode, you can move an image freely within a page by dragging it.

 `<DIV style= >`
``

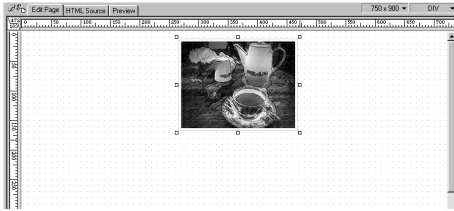
1. Click an image.



2. Drag the image to the position where you want to place it.



3. To center the image, go to the menu bar and click **Layout → Center → Vertical Center of the Page**.



In free layout mode, the position of text or an image is determined by an absolute coordinate, starting from the upper-left corner of the page. Therefore, if you align it to the center or to the right, it may not be aligned to that position when it is viewed in a Web browser window that has a different width.



In free layout mode, you can position page elements, such as images or text, to overlap each other, or you can change their stack levels. For details, see “Changing the stack level” on page 75.



Laying out text around an image (standard mode)

By default, you can lay out only a single line of text beside an image. You can, however, change the default and lay out multiple lines of text beside an image. You can also increase the space around an image.



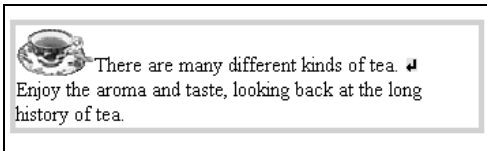
Even in free layout mode, if both text and an image exist in one text box, follow the instructions below to lay out text around an image.



``

Entering text beside an image

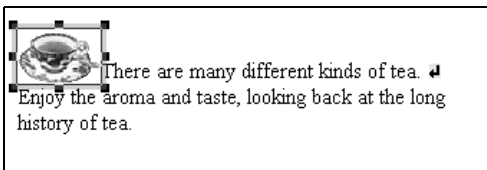
First, enter text beside the image. You can see that only a single line of text is beside the image; other lines are laid out below the image.



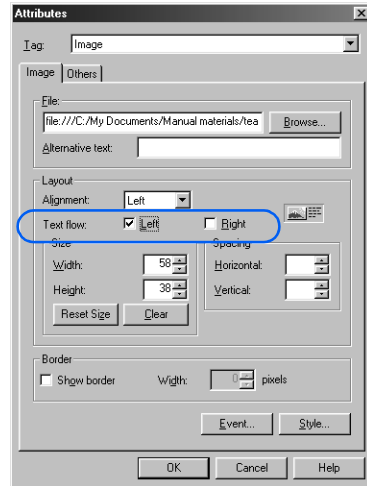
Flowing text around an image

Next, flow text to the left or right of the image.

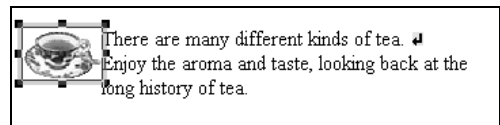
1. Click the image.



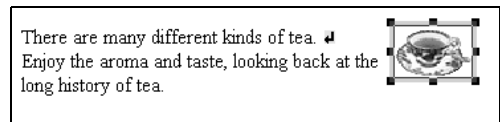
2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog appears.
3. Select either the **Left** or **Right** check box next to **Text flow**, and then click the **OK** button.



If you select the **Left** check box, text flows to the right of the image.

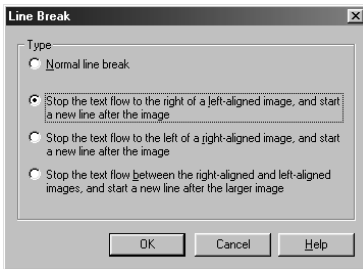


If you select the **Right** check box, text flows to the left of the image.

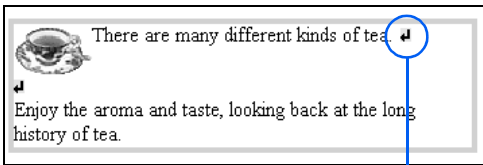


4. To end the text flow explicitly, move the cursor to the position at which you want the text flow to end, press and hold the **Ctrl** key, and press the **Enter** key. The Line Break dialog appears.

5. If you have selected the **Left** check box, select **Stop the text flow to the right of a left-aligned image, and start a new line after the image.** If you have selected the **Right** check box, select **Stop the text flow to the left of a right-aligned image, and start a new line after the image.**



6. Click the **OK** button.



The text flow ends at this point.



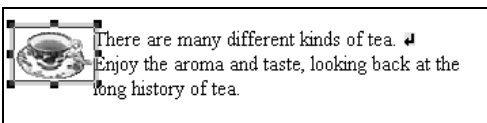
If you have entered text between two images

If you have entered text between two images, and if you want to end the text flow explicitly, select **Stop the text flow between the right-aligned and left-aligned images, and start a new line after the larger image** in the Line Break dialog.

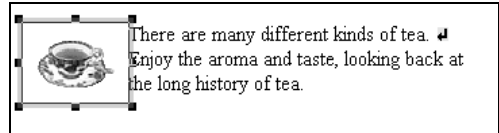
Increasing space around an image

An adequate amount of white space around an image can make it look better.

1. Select the image.



2. On the menu bar, click **Edit → Attributes**. The Attributes dialog appears.
3. Type the number of pixels in **Horizontal** and **Vertical**. (Here, *horizontal* means space to the left and right of an image. *Vertical* means space to the top and bottom of an image.) The larger the numerical value, the greater the spacing.
4. Click the **OK** button. The space around the image is increased.



Even if the **Edit Page** tab displays text flow as you have intended, Web browsers may not. This is because the character size differs depending on the browser, or because the number of characters that can be displayed in a single line differs depending on the screen width of the browser. Especially if you have inserted multiple images, you should check your page's appearance on different Web browsers.



Adding an explanation to an image

Images can beautify your page, but not all Web browsers can display images. You should add an explanation (called *alternative text*) to each image to tell people what it shows.

 ``



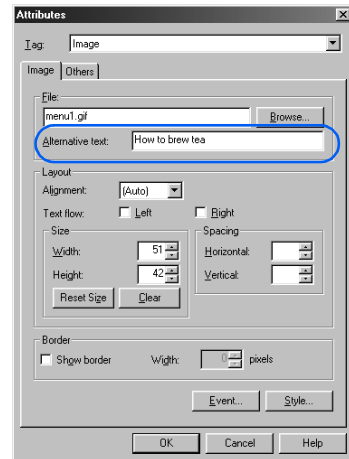
Some examples of when alternative text is needed:

- For those who use Web browsers that cannot display images.
- For those who have set their Web browsers to display no images, because they want to speed up their connection.
- For visually handicapped people.

Adding an explanation to each image

To add alternative text to each image, do the following:

1. Select the image.
2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog appears.
3. Enter text in **Alternative text**, and then click the **OK** button.

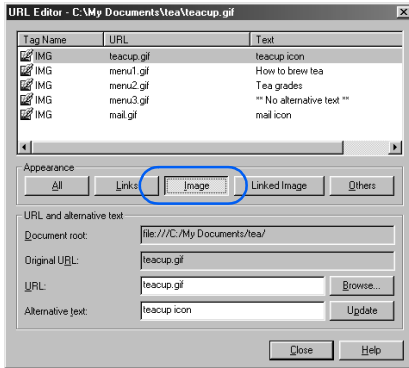


The appearance of the image does not change, but alternative text is added to the `` tag.

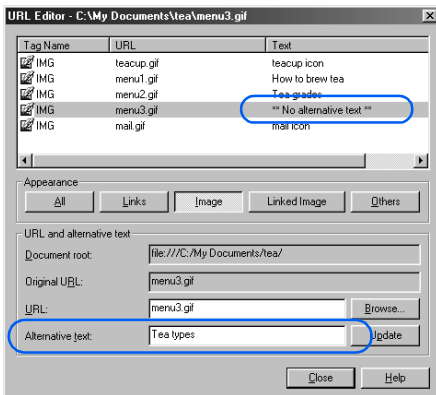
Checking whether every image has an explanation

To check whether every image on a page being edited has an explanation, do the following:

1. On the menu bar, click **Tools** → **URL Editor**. The URL Editor appears.
2. Click the **Image** button. A list of the images on the page appears, each with its alternative text. Any image without alternative text is indicated as such in the **Text** column.



3. Select an image that has no alternative text.
4. Enter the alternative text in the **Alternative text** field.



5. Click the **Update** button. To close the URL Editor, click the **Close** button.



Linked image

Remember to add alternative text to linked images, because Web browsers that cannot display images use alternative text to jump from linked images to other pages.

To check the alternative text for linked images only, click the **Linked Image** button instead of only the **Image** button in the URL Editor dialog.



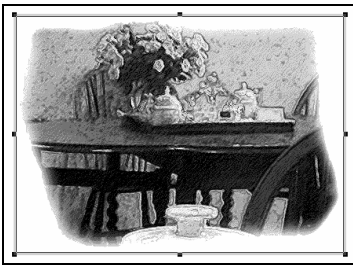
Editing an image

While you are editing a page, you can edit any image on that page in any way you like—for example, by changing the size of the image file or retouching the image. Because editing an image changes not only the appearance but also the file itself, you may want to make a copy of the unedited file and keep it in reserve.

Displaying the Edit Image dialog

To edit an image, first display the Edit Image dialog.

1. Select an image.



2. On the menu bar, click **Edit** → **Image** → **Edit Image**. The Edit Image dialog appears.



In this dialog, you can edit images in either GIF or JPEG format.

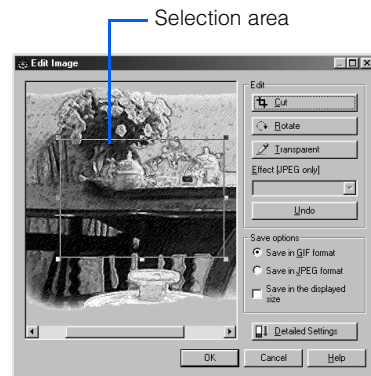


- After you make changes with the Edit Image dialog, you can undo them all by clicking the **Undo** button.
- To apply the changes you have made and close the Edit Image dialog, click the **OK** button.

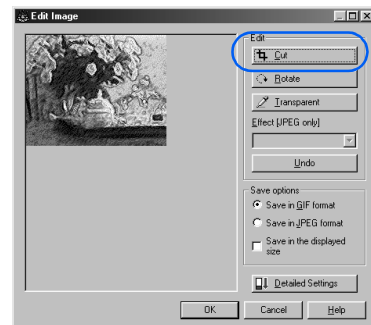
Cutting an image

To cut part of an image, use the **Cut** button.

1. Click the **Cut** button in the Edit Image dialog. A square selection area appears on the image.

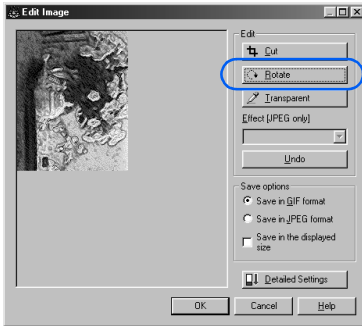


2. To resize the area, drag a square knob.
3. To move the area, click inside the area, and then drag the area.
4. After deciding on the size and position of the selection area, double-click the mouse button, or click the **Cut** button again. The image is cut; the selection area remains.



Rotating an image

Each time you click the **Rotate** button in the Edit Image dialog, the image rotates clockwise 90 degrees.



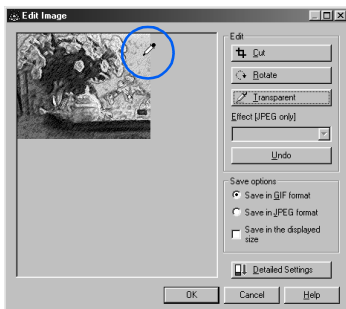
Changing the size of an image file

To set the size of an image file to be the same as the display size, select the **Save in the displayed size** check box in the Edit Image dialog.

Making a color in a GIF image transparent

If your image is in GIF format, you can make one color in it transparent. To blend the image with its background color with no jagged edges, make the color of the edges of the image transparent.

1. In the Edit Image dialog, click the **Transparent** button. The mouse pointer takes the shape of a sampler.
2. Click the color you want to make transparent.



The color becomes transparent.

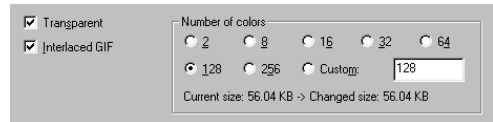


You can make only one color transparent. If you want to cancel your selection in step **2** and make a different color transparent, repeat steps **1** and **2** before you click the **OK** button.

Choosing detailed settings for a GIF image

To choose detailed settings for a GIF image, do the following:

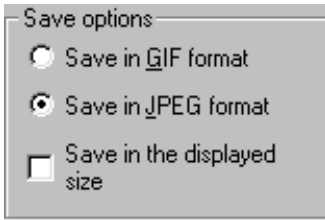
1. In the Edit Image dialog, confirm that the **Save in GIF format** radio button is selected, and click the **Detailed Settings** button. The choices for setting a GIF image appear.



2. If the **Transparent** check box has been selected, one color in the image is transparent. To show all colors, clear the **Transparent** check box.
3. To have the image “fade in” when a visitor views the page—that is, appear at relatively low resolution and progress to high resolution—select the **Interlaced GIF** check box. To have the top of the image appear first, and the rest follow, from top to bottom, clear this check box.
4. To reduce the file size by reducing the number of colors to be used, select the smaller number of colors in the **Number of colors** group. (This reduces the quality of the image.)

Converting a GIF image into a JPEG image

To convert an image from GIF format to JPEG format, select the **Save in JPEG format** radio button in the Edit Image dialog.

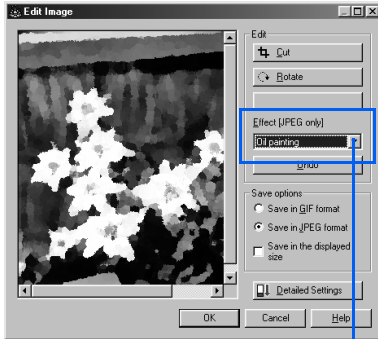


If you convert a GIF image into a JPEG image, you can add an effect to the image. See “Adding an effect to a JPEG image.”

Adding an effect to a JPEG image

Homepage Builder offers several effects that you can apply to an image in JPEG format. In the following example, an oil painting effect is applied to an image:

1. Select an effect from **Effect [JPEG only]**. For this example, select **Oil painting**. An oil painting effect is applied to the image.

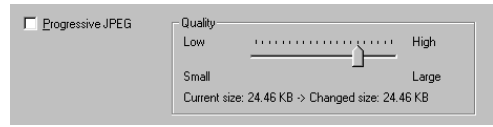


To select an effect, click here.

Choosing detailed settings for a JPEG image

To choose detailed settings for a JPEG image, do the following:

1. In the Edit Image dialog, confirm that the **Save in JPEG format** radio button is selected, and click the **Detailed Settings** button. The choices for setting a JPEG image appear.



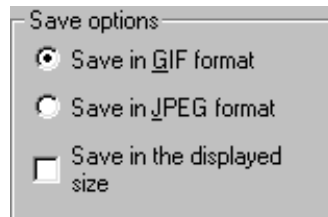
2. To have the image “fade in” when a visitor views the page—that is, appear at relatively low resolution and progress to high resolution—select the **Progressive JPEG** check box. To have the top of the image appear first, and the rest follow, from top to bottom, clear this check box.
3. To reduce the file size by reducing the image quality, move the **Quality** slider to the left.



Moving the **Quality** slider to the right cannot make the image better than the original.

Converting a JPEG image into a GIF image

To convert an image from JPEG format to GIF format, select the **Save in GIF format** radio button in the Edit Image dialog.



Tips on using Homepage Builder

5

This chapter presents some tips that help you make good use of Homepage Builder functions—for example, how to change the attributes of elements, how to use right-click and drag-and-drop operations, and how to cancel previous operations.

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Changing element attributes

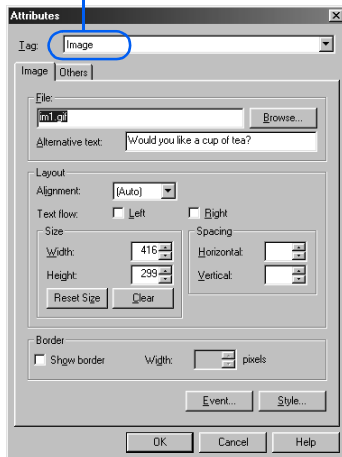
Each element inserted into a Web page has attributes. For example, a table has such attributes as width and color, whereas an image has such attributes as width and height. Attributes are used mainly for changing the appearance of an element. The procedures are as follows.

1. Click an element whose attributes you want to change. For this example, click an image.

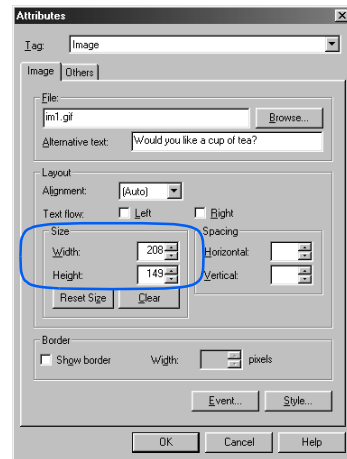


2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog for the image appears.

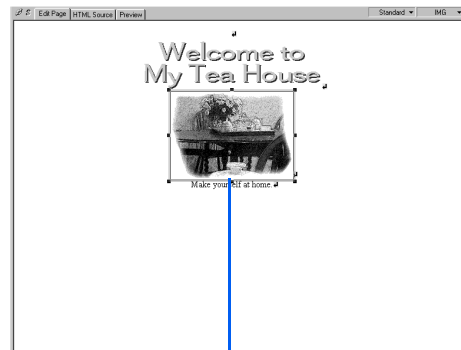
Type of the element



3. Change the values of the attributes as you like. For example, you can change the width and the height of an image as follows:



4. Click the **OK** button. The attributes are changed.



The size of the image has been reduced by half.



The contents of the Attributes dialog depend on which element and editing mode are selected.



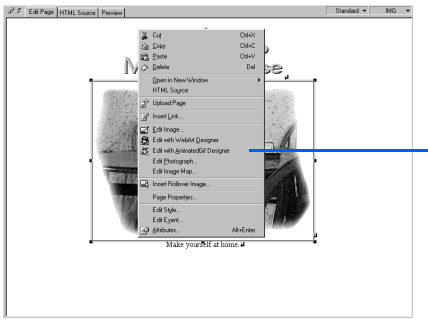
Using the right-click functions

The act of clicking the right mouse button is called *right-click*. If you select an element and then right-click, you get a pop-up menu listing several operations you can do to the element.

Examples of pop-up menus

Deleting an image from the page

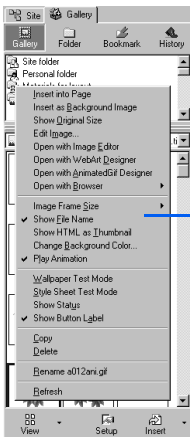
To delete an image from the page, right-click it and select **Delete** from the pop-up menu.



Pop-up menu displayed by right-clicking an image

Inserting a material file into the page

To select a file from the Gallery and insert it into the page, go to the **Gallery** tab, right-click the file, and select **Insert into Page** from the pop-up menu.

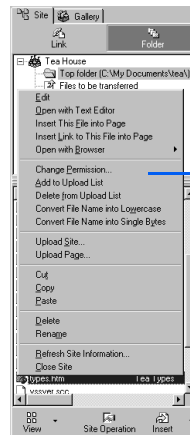


Pop-up menu displayed by right-clicking on the **Gallery** tab

Renaming a file in a site

To rename a file in a site, do the following:

1. Open the site.
2. In the Site/Gallery View, click the **Site** tab and then the **Folder** button.
3. Right-click the file name.
4. On the pop-up menu, click **Rename**.



Pop-up menu displayed by right-clicking on the **Site** tab



Menu bar versus pop-up menu

A pop-up menu displayed by the right-click operation contains items included in the menu bar. Whereas the menu bar enables you to select all the Homepage Builder functions, a pop-up menu enables you to invoke only functions that are related to the selected element or file. So, if you want to do a certain task on an element, a file, or a folder, use a pop-up menu.



Inserting elements by drag-and-drop

Moving an object from one place to another by dragging it and then dropping it at a new location is called the *drag-and-drop* operation. The behavior of the object depends on which mouse button you use to drag it.

Dragging and dropping an object with the left mouse button

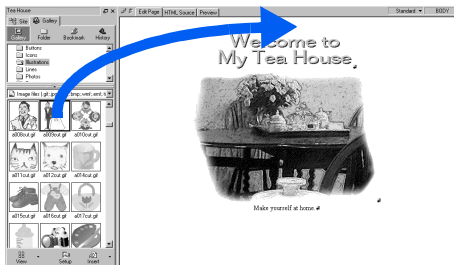
In the following example, you will drag-and-drop a file from the **Gallery** tab onto the page you are editing.

In standard mode **S**

1. On the **Gallery** tab, click the **Gallery** button. Under **Image**, click **Illustrations**.



2. Select an image file, and use the left mouse button to drag it to the page you are editing.



3. Release the mouse button at the position where you want to insert the image. The image is inserted at the position of the cursor.

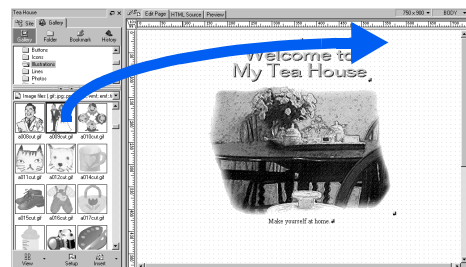


In free layout mode **F**

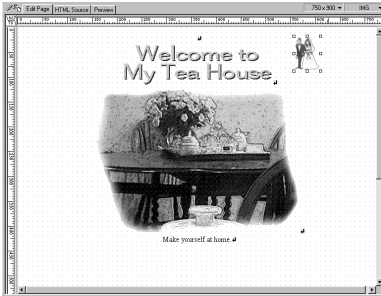
1. On the **Gallery** tab, click the **Gallery** button. Under **Image**, click **Illustrations**.



2. Select an image file, and use the left mouse button to drag it to the page you are editing.



3. Release the mouse button at the position where you want to insert the image. The image is inserted at the place where you dropped it.

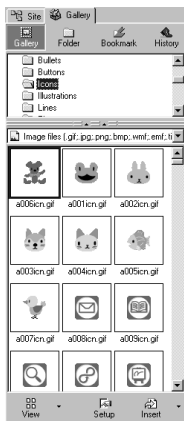


3. Release the mouse button at the position where you want to insert the image. A pop-up menu appears.
4. Select **Insert as Background Image** from the pop-up menu.

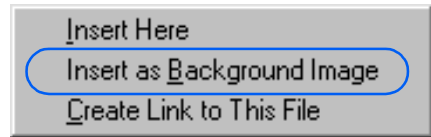
Dragging and dropping an object with the right mouse button

This time, you will use the right mouse button to drag-and-drop the same file. When you use the right mouse button, a pop-up menu appears, and you can select an option for inserting the selected object.

1. On the **Gallery** tab, click the **Gallery** button. Under **Image**, click **Icons**.



2. Select an image file, and use the right mouse button to drag it to the page you are editing.



The image is inserted into the page as the wallpaper.





Using the color palette

The dialog for setting color is called the *color palette*. By using the color palette, you can set the color of your choice on the page background, table, cell, or text. This section explains how to select a Web-safe color from the color palette, how to extract a color on the monitor screen and apply it to your page, and how to add a color to the color palette.



Web-safe colors

The color palette provided by Homepage Builder contains a set of 216 colors called the *Web-safe colors*. The Web-safe colors are a set of colors among 256 8-bit colors that are prepared for Web pages. These colors are displayed properly on any Web browser that supports Web-safe colors. Thus, if you select a color from the color palette, you are assured that it will appear as intended.

Selecting a color from the color palette

The following example explains how to select a Web-safe color from the color palette and apply it to the page background. In the same way, you can change the color of tables, cells, or text.



If you are using an image file for the page background, or using a style sheet that specifies the page background, you cannot change the background color with the color palette. For example, if you have inserted an image file as the background image of a page, you cannot change the background color by the following method.

1. Open the page on which you want to set the background color.



2. Make sure that nothing is selected on the page. Just above the upper right corner of the editing area, **BODY** is displayed.




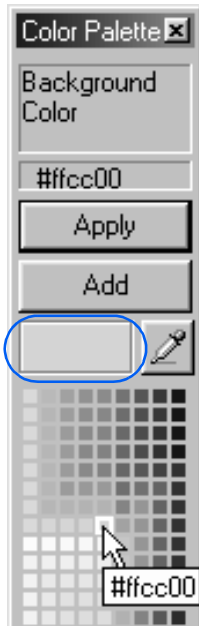
- To set the color of a table or a cell, first click the table or the cell so that it is focused.
- To change the color of text, select the text string so that it is highlighted.

3. On the menu bar, click **View** → **Color Palette**. The color palette is displayed.



The color you select is applied to the element displayed here.

4. Click the color you want to use. The selected color appears to the left of .



5. Click the **Apply** button. The selected color is applied to the page background.



Extracting a color on the monitor screen


This section explains how to select a color from the monitor screen and apply it to your page. This method is useful when you want to use a color that appears on your screen but do not know the RGB value for it. The following example shows how to pick up a color used in an image file in the Gallery and apply it to the page background.

1. Open the page you want to set color on. Make sure that nothing on the page is selected.



- To set the color of a table or a cell, first click the table or the cell so that it is focused.
- To change the color of text, select the text string so that it is highlighted.

2. On the menu bar, click **View** → **Color Palette**. The color palette appears:

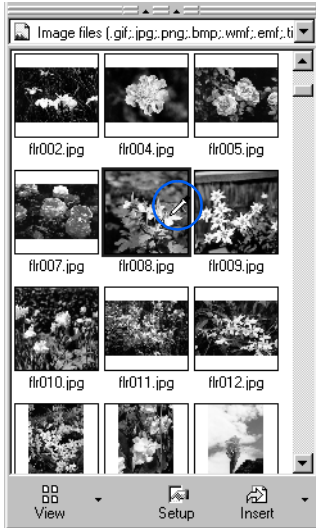
3. Click . The mouse pointer takes on the shape of a sampler.

4. On the monitor screen, search for the color you want to use.



While the mouse pointer is shaped like a sampler, the color of the location at which the mouse pointer is positioned is displayed in the color palette as you move the mouse pointer. Thus you can check the color before you select it.

5. When you have selected a color, click the mouse button. For example, you can click the mouse button at a spot on a photograph on the **Gallery** tab, as follows:




The selected color appears to the left of  in the color palette.

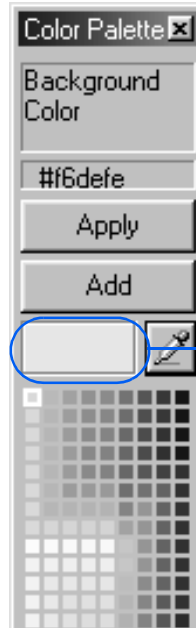
6. Click the **Apply** button. The selected color is applied to the page background.



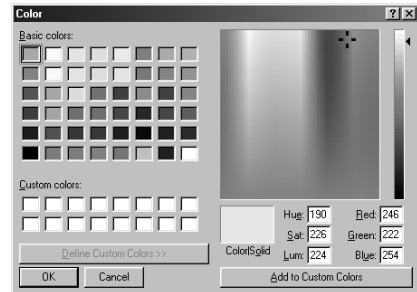
Adding a color to the color palette

If you pick a color from the monitor screen and add it to the color palette, you can easily select that color the next time you want to use it.

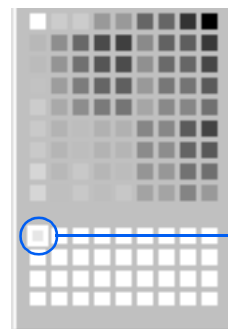
1. Select a color from the monitor screen. The selected color appears to the left of .



2. Click the **Add** button. The Color dialog appears:



3. Click the **OK** button. The color is added to the color palette and is displayed at the bottom of the palette. The next time you want to use the color, simply select it from the palette.



Using free layout mode

6

This chapter explains the operations that are unique to free layout mode, and some considerations on creating Web pages in this mode. For an overview of the basic operations of this mode, see *Volume 1: Primer*.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit in free layout mode.



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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



Using the grid and the ruler

The grid or the ruler helps you align text and images on a page. Each of them is also available in standard mode.

Using the grid

1. On the menu bar, click **View → Grid → View**. The grid is displayed on the page being edited.



In free layout mode, the grid is displayed by default; therefore, you do not usually need to do this operation.

2. On the menu bar, click **View → Grid → Snap**.
3. Drag the element you want to move. As it moves, its upper left corner always snaps to the grid.



- If you do not want to have elements adjusted to the grid, go to the menu bar and click **View → Grid → Snap** again.
- To change the interval of the grid, click **Tools → Options** on the menu bar, click the **Appearance** tab, and then specify the interval value in the **Grid, ruler, or focus frame** group.
- To hide the grid, go to the menu bar and click **View → Grid → View** again.

Using the ruler

1. On the menu bar, click **View → Ruler**.

The ruler is displayed on the page being edited.



- In free layout mode, the ruler is displayed by default; therefore, you do not usually need to do this operation.
- To hide the ruler, go to the menu bar and click **View → Ruler** again.



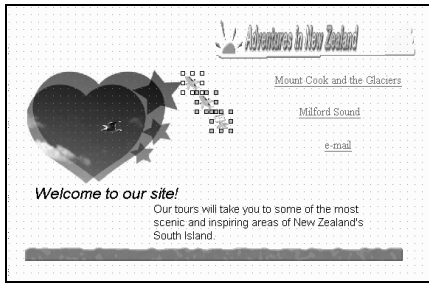
Grouping text and images

If you put multiple elements such as text and images in a group, you can move or resize them all at once.



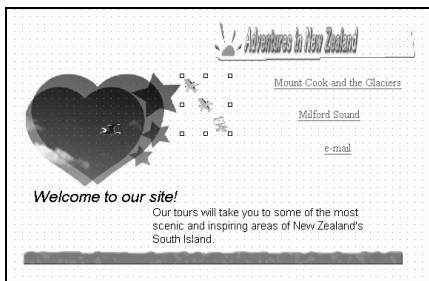
You can move or resize two or more elements at once even without grouping them. However, after you group elements, you can select them much more quickly.

1. Select all the elements you want to group. If the elements are adjacent to one another, drag the mouse diagonally, from upper left to lower right, to enclose all the elements you want to select.

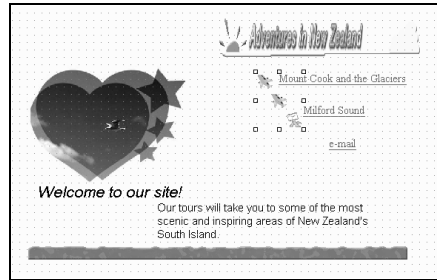


If the elements you want to group are scattered, click them, one by one, while pressing and holding the Shift key.

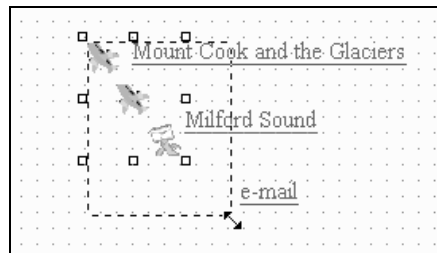
2. On the menu bar, click **Layout** → **Group** → **Group**. The selected elements are grouped. Any manipulation now affects the group as a whole.



3. To move all the elements in the group, position the mouse pointer within the group and drag it.



4. To resize each of the elements in the group by the same ratio, position the mouse pointer over one of the eight white square knobs that are displayed around the group, press and hold the Shift key, and then drag the mouse.



5. To ungroup the elements, go to the menu bar and click **Layout** → **Group** → **Ungroup**. The group is canceled.
6. To group the same elements again, go to the menu bar and click **Layout** → **Group** → **Regroup**.



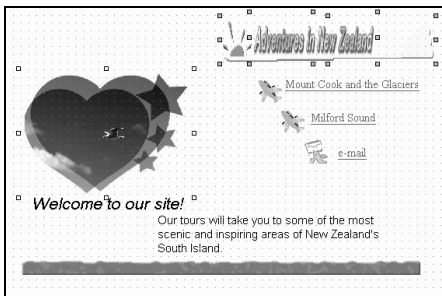
Aligning text and images

You can align multiple elements such as text and images, or adjust them so that they all have the same size.

Aligning multiple elements

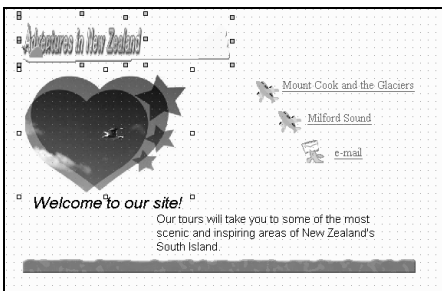
This section explains how to align multiple images to the left on a page.

1. Select the images that you want to align.



For instructions on selecting multiple elements, see “Grouping text and images” on page 73.

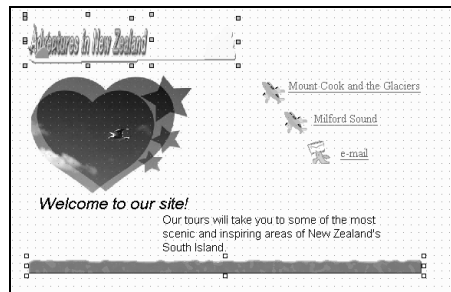
2. On the menu bar, click **Layout → Align → Left**. The images are aligned to the position of the left-most image.



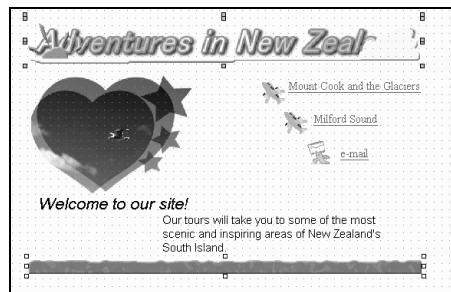
Resizing multiple elements to have the same size

This section explains how to resize multiple elements so that they all have the same width.

1. Select the images whose width you want to make uniform.



2. On the menu bar, click **Layout → Align Size → Width**. The images are resized to the same width.



If you select elements individually, the last element selected is used as the criterion for adjusting their sizes. If you select elements by dragging, the element whose stack level is the highest is used as the criterion. For details on stack levels, see the next section.



Changing the stack level

In free layout mode, you can stack elements—that is, position one over another. The element that was inserted earlier is usually hidden under the element that was inserted later. You can, however, change the levels of elements in a stack. This section explains two methods for changing levels so that an element that has been hidden is displayed.

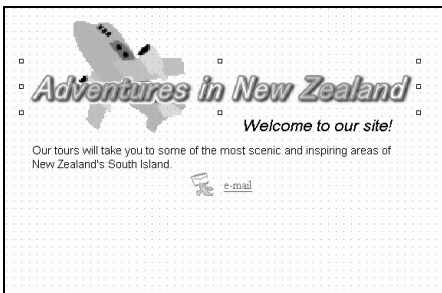
Using the menu bar

1. Select the element that is hidden.



If it is difficult to select the hidden element, press the Tab key repeatedly until that element is selected.

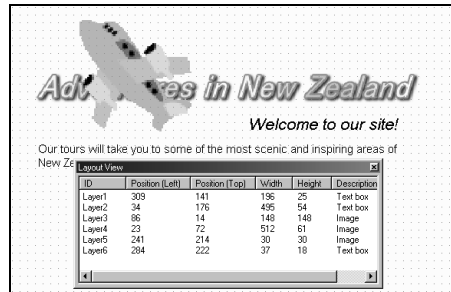
2. On the menu bar, click **Layout → Overlap → Bring to Front**. The element that was hidden is displayed at the top.



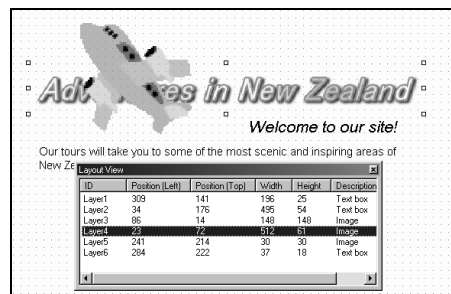
Using the Layout View

In free layout mode, each element on a page is enclosed by a rectangular area called a *layout frame*. In other words, if you insert an element in free layout mode, a layout frame is also inserted automatically, and the element is positioned in the frame. (A text box for inserting text is a kind of layout frame.) To manipulate any element, you can use the Layout View window, which lists the IDs of all the layout frames on a page.

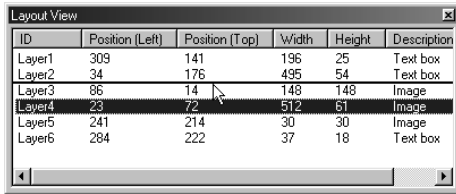
1. On the menu bar, click **View → Layout View**. The Layout View window appears.



2. On the page or in the Layout View window, select the layout frame of the hidden element. If you select a layout frame in the Layout View window, the corresponding element on the page is focused.

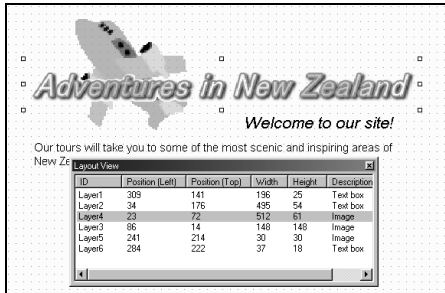


3. In the Layout View window, drag the selected item and drop it one level up.



ID	Position (Left)	Position (Top)	Width	Height	Description
Layer1	309	141	196	25	Text box
Layer2	34	176	495	54	Text box
Layer3	86	14	148	148	Image
Layer4	23	72	512	61	Image
Layer5	241	214	30	30	Image
Layer6	284	222	37	18	Text box

The selected element is moved up one level.



4. To hide the Layout View window, go to the menu bar and click **View** → **Layout View** again.



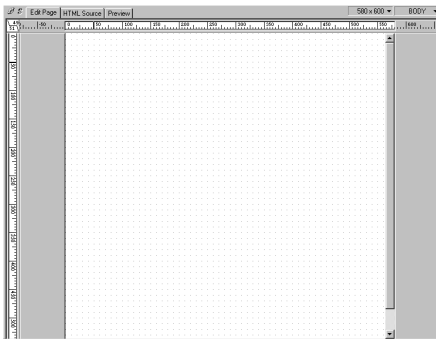
Setting the page size

When you open a page in free layout mode, the default size of the page is 750 x 900 pixels, and the page editing area is adjusted to that size. To expand the page editing area without changing the page size, you must position text or an image at the edge of the area and drag it little by little toward the outside of the window. To set a particular size for the page editing area, do the following.

Changing the page size

To change the size of a page, do the following:

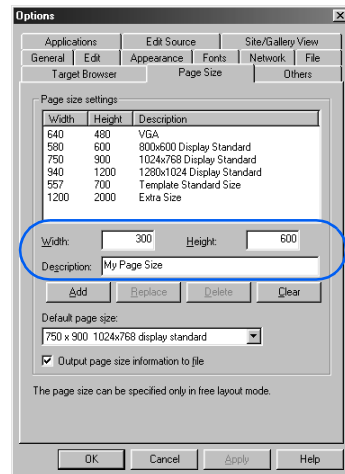
1. On the menu bar, click **Tools** → **Page Size** and one of the registered page sizes. The page size is changed to that size.



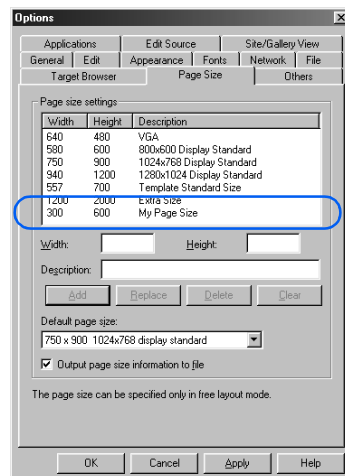
Registering your own page size

If the page size you want is not on the menu, you can register a page size with Homepage Builder so that you can set that size easily from this time on.

1. On the menu bar, click **Tools** → **Page Size** → **Set New Page Size**. (Or, go to the upper right of the page editing area, click **750 x 900**, and then select **Page size settings** from the pop-up menu.) The Options dialog appears.
2. In the **Width** and **Height** fields, enter the width and height of a page in pixels, and enter a description of the page size in the **Description** field.



3. Click the **Add** button. The page size is added to the list box above the **Width** and **Height** fields.



4. If you want this page size to be set for use on all the pages that you create in free layout mode, select this page size in the **Default page size** field.
5. Click the **OK** button. The dialog is closed.



Considerations on free layout mode

Web browsers

Because the pages created in free layout mode use the technology of style sheets, only the Web browsers that support style sheets (Netscape Navigator 4.0 or later and Internet Explorer 4.0 or later) can display the pages properly.

In free layout mode, you cannot specify the target browser. Instead, you can specify the size of the page.

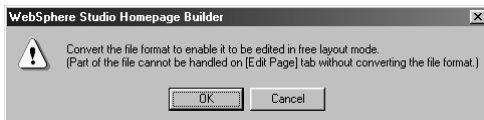
Depending on the environment in which a page is displayed, the appearance of the page (for example, the line wrapping of text or the overlapping of elements) may be different.

Page size settings

In free layout mode, you can specify the size of the page you are editing. If you click the button for setting page size, which is at the upper right of the page editing area, a pop-up menu appears, and you can select the page size you want from the menu. If the size you want is not on the menu, you can select **Page size settings** from the pop-up menu to specify your own size.

Mode conversion

If you select a file that has been created in standard mode or by an earlier version of Homepage Builder, and try to open it in free layout mode, the following message appears:



If you click the **OK** button, the file is converted to free layout mode. Then each element on the page is enclosed by a layout frame; you can therefore move each element freely on the page.

On the other hand, if you select a file that has been created in free layout mode and open it in standard

mode, the layout frames for the elements remain on the page.



Next time you open a file that has been converted from one mode to the other, select **Automatic detection** (the default) in the **Edit mode** field in the Open dialog; the file is then opened in the new mode.

Frames

If you open a page and click **Frame → Split Frame** on the menu bar, the new page thus created is opened in the same mode as the existing page.

Attributes dialog

In the Attributes dialogs for horizontal rules, images, rollover images, objects, plug-ins, tables, Java applets, and marquees, the attributes of the element as well as of the associated layout frame are displayed.

Functions supported only in free layout mode

The following functions are supported only in free layout mode:

- Displaying the Layout View window
- Inserting text boxes
- Grouping, aligning, and centering elements; adjusting the sizes of elements so that they have the same size; and changing the stack level of elements
- Specifying page size

Functions not supported in free layout mode

In free layout mode, the following functions are not supported:

- Displaying the Layout Frame List window
- Inserting layout frames, i-mode graphic characters, or style containers
- Specifying the target browser

Setting links

7

You can jump from one page to another by simply clicking a text string or an image that has a link. Links are convenient elements of Web pages.

This chapter explains how to set a link on text or an image, how to set multiple links on a single image.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



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- ★ Setting multiple links on a single image . . .85
- ★★ Receiving readers' responses88

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



Setting a link on text or an image

To enable a visitor to your site to jump from one place to another, you can set a link on text or an image within a page being edited. The place the visitor jumps from is called a *link source*; it can be either text or an image. The place the visitor arrives at is called a *link destination*; it can be a file, a label, or a URL.

The method for specifying a link depends on the destination of the link. This section describes how to set a link to each of the following link destinations:

- Another page
- Another place on the same page
- Another site
- A file other than HTML



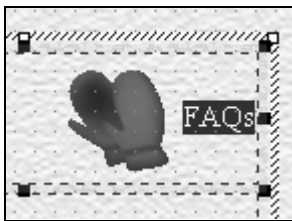


You can also use the link creation wizard to set a link. For details, see *Volume 1: Primer*.

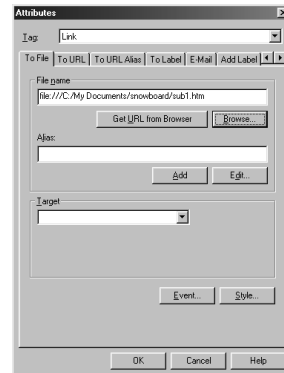
Setting a link to another page

To set a link from a top page to a subpage, or from a subpage to a top page, do the following:

1. Select text or an image to be used as the link source.



2. On the menu bar, click **Insert → Link**. The Attributes dialog appears.
3. Confirm that the **To File** tab is selected.
4. Click the **Browse** button, select an HTML file as the link destination in the Open dialog, and then click the **Open** button. The path and name of the selected file are displayed in the **File name** field.



Immediately after setting a link, the file name that begins with "file:///" is displayed on the **To File** tab. After the page is saved, however, "file:///" is removed from the file name automatically.

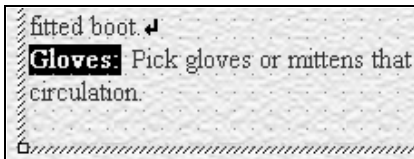
5. Check that the file name is correct, and click the **OK** button. A link is set on the selected text or image.



Setting a link to another place on the same page

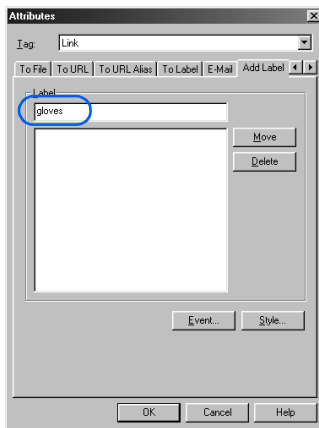
You can add a label to another place on the same page, and make it a link destination. Use this method, for example, if you want to place a summary of a page at the beginning of the page and to enable a visitor to jump to a lower part of the page.

1. First, you must add a label to the link destination. Select text or an image to serve as the link destination, and then, on the menu bar, click **Insert** → **Link**.

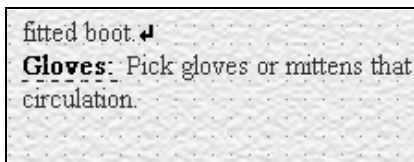


The Attributes dialog appears.

2. Click the **Add Label** tab, and enter a label name.



3. Click the **OK** button. A label is added to the selected text or image.



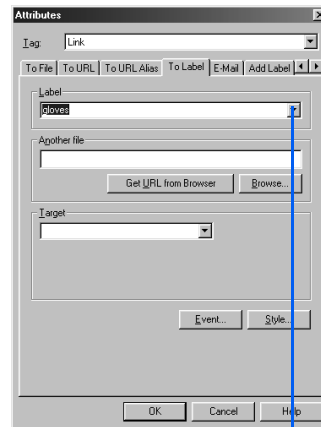
A dotted underline is added to the labeled text.

4. Next, select text or an image to serve as the link source. Then go to the menu bar, and click **Insert** → **Link**.



The Attributes dialog appears.

5. Click the **To Label** tab. Then, from the **Label** list box, select the name of the label you added in step 2.



Click here, and then select a label name.

6. Click the **OK** button. A link to the label is set on the selected text or image.
7. Save the page.
8. To check that the link has been set correctly, click the **Preview** tab.

Setting a link to a label specified in another page

You can set a link to a label in another page of the same site. Before selecting the label name from the **Label** list box, click the **Browse** button, and then select the HTML file that includes the label.

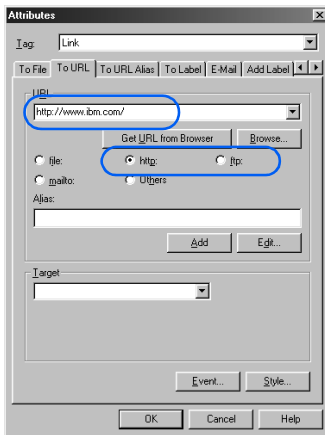


- If you set a label in the middle of a link destination page, that page—when jumped to from the link source—is displayed from that position.
- Be sure to save the link destination file before checking the link on the **Preview** tab.

Setting a link to another site

You can set a link to a URL beginning with "http:" or "ftp:".

1. Select text or an image to serve as the link source, and then, on the menu bar, click **Insert** → **Link**. The Attributes dialog appears.
2. Click the **To URL** tab.
3. Select **http:** or **ftp:**, and then enter a URL as a link destination.



4. Click the **OK** button. A link is set on the selected text or image.

Setting a link to a file other than HTML

To set a link to a non-HTML file, such as an image file, a sound file, or a program file, type the destination file name on the **To File** tab in the same way as described in "Setting a link to another page" on page 82. If you set a link to a file that cannot be run or displayed on a Web browser (for example, a program file), a visitor to your Web page can download the file by clicking the link source on the browser.

Changing the link destination

To change the link destination you have specified, do the following:

1. Move the cursor onto the link source (text or an image).
2. On the menu bar, click **Edit** → **Link** → **Edit Link**. The Attribute dialog appears.
3. Change the link destination.
4. Click the **OK** button.

Removing a link

To remove a link, do the following:

1. Move the cursor onto the link source (text or an image).
2. On the menu bar, click **Edit** → **Link** → **Remove Link**.



Setting multiple links on a single image

The preceding section described how to set a single link on a single image. You can also divide a single image into multiple areas and set a link on each area. An image that has multiple links is called an *image map* or a *clickable map*. This section introduces the basic process for creating an image map.



```
<IMG src= usemap= >
<MAP name= >
<AREA alt= coords= href= shape= >
```

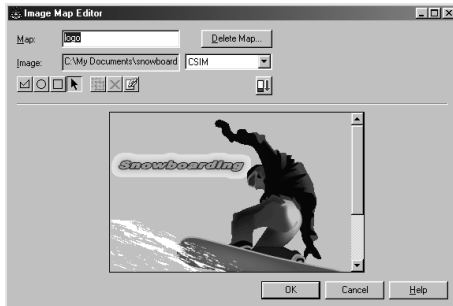
Displaying the Image Map Editor dialog

To create an image map, use the Image Map Editor dialog.

1. Select an image.




2. On the menu bar, click **Edit → Image Map → Edit Image Map**. The Image Map Editor dialog appears.

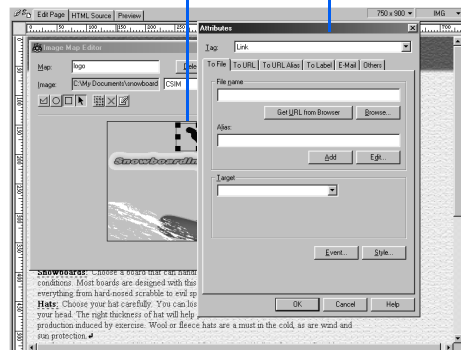



Setting links on multiple areas


Inside the image you have selected, you can create multiple areas whose shapes are rectangular, circular, or polygonal. You can set a link on each area.

1. Select the image in which you want to set multiple links. In the Image Map Editor dialog, click the button for the shape you want. For this example, click the  button.
2. On a thumbnail version of the image you selected, place the cursor at the position where you want to set a link, and drag diagonally from upper left to lower right. When you release the mouse button, you will see that a rectangular area has been created. The Attributes dialog appears.

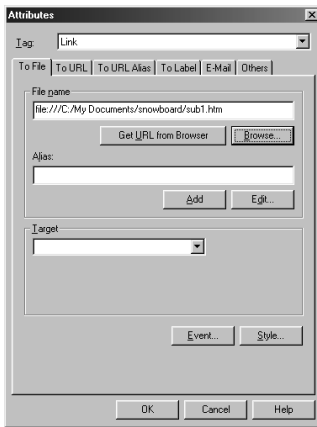
The Attributes dialog for the area
The area you have created




To create a circle, click the  button and drag the mouse diagonally on the image.

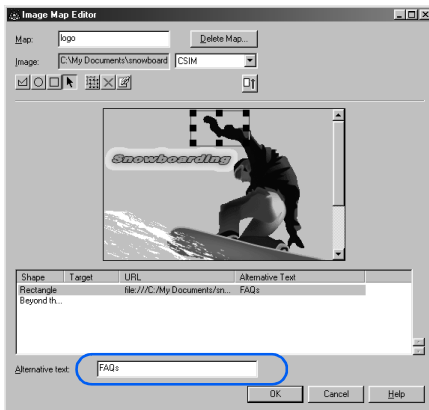
To create a polygon, click the  button, click the image once for each angular point of the polygon, and double-click the last angular point to finish.

- Specify a link destination in the Attributes dialog. (For the procedure, refer to the preceding section, “Setting a link on text or an image” on page 82.) Click the **OK** button.



An area with a link is added to the Image Map Editor dialog.

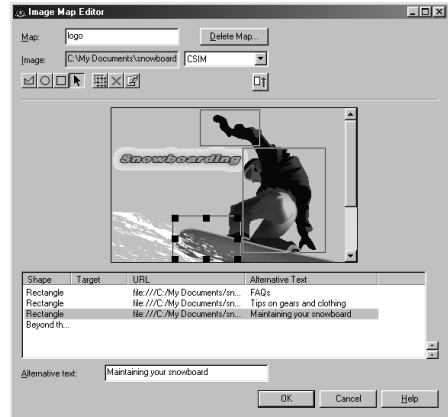
- In the Image Map Editor dialog, click the  (down-arrow) button. A list of the specified areas appears.
- In the **Alternative text** field, enter the alternative text.




Importance of alternative text

If you enter text in **Alternative text**, even visitors who use Web browsers that cannot display images will be able to jump from the area to the link destination. Therefore, you should always enter alternative text.

- To create multiple areas with links, repeat the preceding steps.




How to change a link destination

Click an item listed in the Image Map Editor dialog, click the  button, and change the link destination in the Attributes dialog.



How to remove a link

Click an item listed in the Image Map Editor dialog, and click the  button. The corresponding link (area) is deleted.

Saving an image map

There are two formats for image maps: client side image map (CSIM) and server side image map (in either NCSA [National Center for Supercomputing Applications] or CERN [Conseil Européen pour la Recherche Nucléaire, or European Organization for Nuclear Research] format). In the following example, an image map will be saved in the CSIM format, which is easier to manage.



client side image map

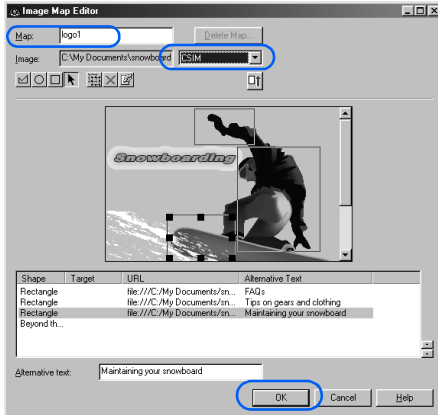
An image map that can be processed on the client (Web browser) side. Because HTML tags for this image map are embedded directly in an HTML file, you can easily use and manage this type of image map.



server side image map

An image map that is processed on the server (your provider's server) side. To use an image map in this format, you must create an image map file in addition to an HTML file. A server side image map can have either of two formats, NCSA and CERN; the choice between them depends on what software the server uses. Choose the format you want by selecting **NCSA** or **CERN** from the upper box in the Image Map Editor dialog.

1. From the upper right box in the Image Map Editor dialog, select **CSIM**.
2. Confirm that a map name is specified in the **Map** field, and click the **OK** button. (You can change the map name as necessary.)



To delete all the links (areas) from an image map, click **Edit → Image Map → Delete Image Map** on the menu bar. The links are removed, leaving only the image.



Receiving readers' responses

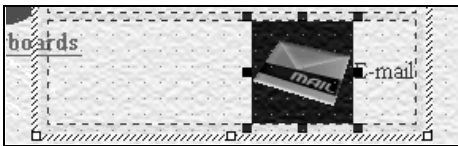
If you want the visitors to your Web site to be able to send in comments or requests for detailed information, embed your e-mail address in your Web page by using the link function. This section explains two methods for embedding your e-mail address.



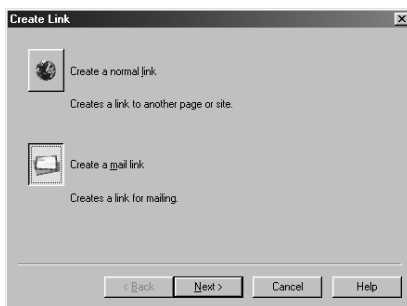
Using the link creation wizard

The link creation wizard enables you to insert your e-mail address easily. The following example explains how to embed your e-mail address into an image on your page.

1. Select text or an image, or both, on which you want to set a link. If you want to insert new text and set a link on it, you do not need to select anything. For this example, double-click an image to select it.

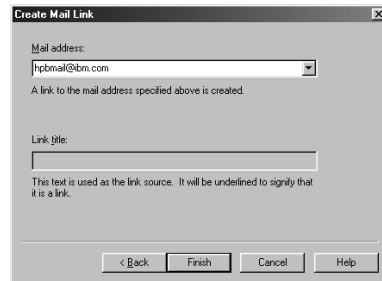


2. On the menu bar, click **Insert** → **Quick Link Insertion**. The Create Link dialog appears.
3. Select **Create a mail link**, and then click the **Next** button.

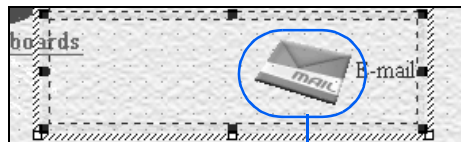


The Create Mail Link dialog appears.

4. Type your e-mail address.



5. Click the **Finish** button. Your e-mail address is embedded as the link destination of the image.

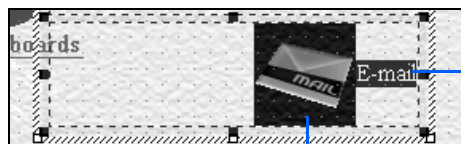


A link is set on this image

Another way to insert your e-mail address

You can insert your e-mail address by using the general method for inserting a link, just described; or, if you want to specify the subject of the mail, use the following method:

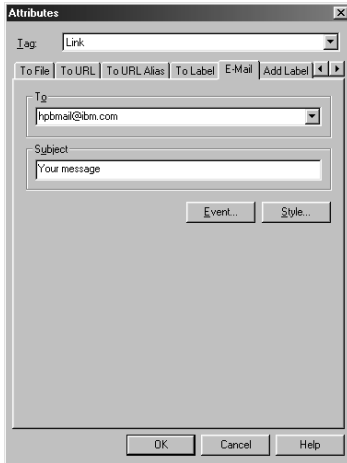
1. Double-click text or an image or both, on which you want to set a link. For this example, drag the mouse to select both text and an image.



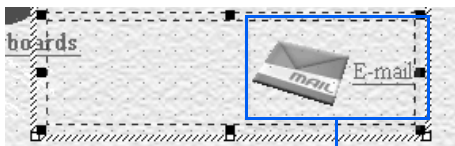
Image

Text

2. On the menu bar, click **Insert → Link**. The Attributes dialog appears.
3. Click the **E-Mail** tab.
4. In the **To** field, type your e-mail address. In the **Subject** field, you can optionally type the subject of the e-mail.



5. Click the **OK** button. Your e-mail address is embedded as the link destination.



A link is set here



If a visitor to your Web page clicks the link source on a Web browser, his or her e-mail application starts. Your e-mail address is automatically typed in the mail address field, and the subject is automatically typed in the subject field. Then the visitor can easily send e-mail to your address.

Creating tables

8

One way to achieve an attractive layout is to make skillful use of tables. Tables are generally used to arrange data. In Web pages created in standard mode, they are often used to lay out images and text.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

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- ★★ Adding or deleting a column94
- ★★ Adding or deleting a row96
- ★ Changing the attributes of a table98
- ★ Changing the attributes of a cell100
- ★★ Using a table to design your page102



Creating a table

This section explains how to create a blank table and how to create a table from data managed by spreadsheet software.

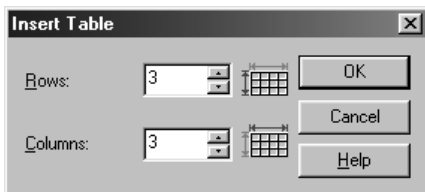


Creating a blank table

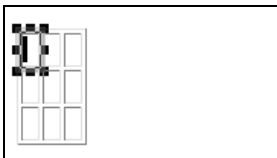
To create a blank table and enter data in it, do the following:

In standard mode **S**

1. Move the cursor to the position at which you want to create a table.
2. On the menu bar, click **Table → Insert Table**. The Insert Table dialog appears.
3. Enter the number of rows in the **Rows** field, and the number of columns in the **Columns** field.



4. Click the **OK** button. A blank table is created at the position of the cursor.



5. Move the cursor onto a cell, and enter data.

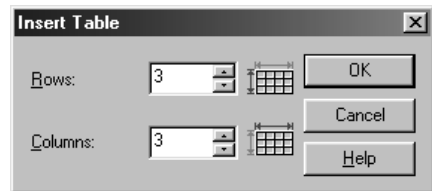
Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

Cell

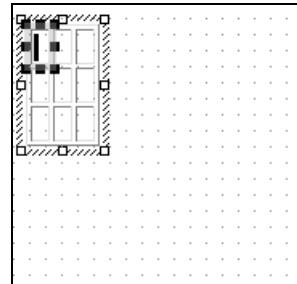
Table

In free layout mode **F**

1. On the menu bar, click **Table → Insert Table**. The Insert Table dialog appears.
2. Enter the number of rows in the **Rows** field, and the number of columns in the **Columns** field.



3. Click the **OK** button. A blank table is created at the upper left of the page.



4. Drag the table to the position where you want to insert it.
5. Move the cursor onto a cell, and enter data.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O. P.
Flowery orange pekoe	Smaller than O. P. leaves, also rolled lengthwise.	F. O. P.

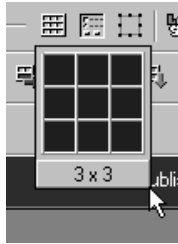
Cell

Table



Another way to create a blank table

On the toolbar, drag the  button to the lower right. A table array appears.



The small squares represent cells. To create a blank table with the numbers of columns and rows needed, adjust the number of cells by dragging, and then release the mouse button. A table appears at the position of the cursor. If you want to add or delete columns or rows, you can easily do so by use of the toolbar for tables.



Deleting a table

To delete a table, select it, go to the menu bar and click **Table → Delete Table**.



If you delete a column, its contents are also deleted by default. To change the default, click **Tools → Options** on the menu bar, click the **Edit** tab, and then clear the check box for **Delete all the data in the cells when a table is deleted**. Next time you delete a column, its contents are kept as text.

Creating a table from data managed by spreadsheet software

To insert a spreadsheet file or spreadsheet data created by a spreadsheet application into Homepage Builder, use one of the following methods. The spreadsheet file must be in either the CSV (comma-separated values) format or the tab-separated format.

- In the editor of a spreadsheet application, select the data you want to insert. Then drag and drop it into the editor of Homepage Builder.
- or:**
- Copy the table data from the editor of the spreadsheet application, and then paste it into Homepage Builder's editing area by right-clicking on an open page and selecting **Paste** from the pop-up menu.
- or:**
- Prepare a spreadsheet file in the CSV format or the tab-separated format; click **Insert → File** on the menu bar; open the prepared file, using the displayed Open dialog; and then, in the Insert File dialog displayed, select either **Convert comma-separated data into a table** or **Convert tab-separated data into a table**.



If you create a table from CSV format data, cells that contain only numbers are automatically aligned to the right; other cells are aligned to the left.



Adding or deleting a column

If you need more columns, either add a blank column or copy an existing one. If there is an unnecessary column, delete it.

Adding a blank column

You can add a blank column to the right or left of a selected cell.

1. Select a cell.

Selected cell

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

2. To add a blank column to the right, click **Table → Add Column → Add to Right** on the menu bar. A blank column is added.

Added column

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.



- To add a blank column to the left, click **Table → Add Column → Add to Left** on the menu bar.
- To add multiple columns, click **Table → Specify and Add** on the menu bar, and then specify the number and the direction.

Copying an existing column

You can copy an existing column.

1. Select a cell in the column you want to copy.

Selected cell

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

2. On the menu bar, click **Table → Copy Column**. The column that contains the selected cell is copied to the Clipboard.
3. On the menu bar, click **Table → Paste Column → On Right**. A column with the same contents as the selected one is added to the right.

Two identical columns

Full name	Description	Des
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	A fancy grade showing no tip, rolled lengthwis
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	Smaller than O rolled lengthwis

Deleting a column

You can delete an unnecessary column, as follows:

1. Select a cell in the column you want to delete.

Selected cell

Full name	Description	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

2. Click **Table → Delete Column** on the menu bar. The selected column is deleted.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.



If you delete a column, its contents are also deleted by default. To change the default, click **Tools → Options** on the menu bar, click the **Edit** tab, and then clear the check box for **Delete all the data in the cells when a table is deleted**. Next time you delete a column, its contents are kept and moved to the next column to the left of the deleted column.



Adding or deleting a row

If you need more rows, either add a blank row or copy an existing one. If there is a row you do not need, delete it.

Adding a blank row

You can add a blank row above or below a selected cell.

1. Select a cell.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Selected cell

2. To add a blank row above the selected cell, click **Table → Add Row → Add Above** on the menu bar. A blank row is added.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Added row



- To add a blank row below the selected cell, click **Table → Add Row → Add Below** on the menu bar.
- To add multiple rows, click **Table → Specify and Add** on the menu bar, and then specify the number and the direction.

Copying an existing row

You can copy an existing row. In the following example, the bottom row of a table is copied.

1. Select a cell in the row you want to copy.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Selected cell

2. On the menu bar, click **Table → Copy Row**. The selected row is copied to the Clipboard.
3. On the menu bar, click **Table → Paste Row → Below**. A row with the same content as the selected one is added.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Two identical rows

Deleting a row

You can delete an unnecessary row, as follows:

1. Select a cell in the row you want to delete.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowers		
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Selected cell

2. On the menu bar, click **Table → Delete Row**. The selected row is deleted.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowers		
Flowerly orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.




If you delete a row, its contents are also deleted by default. To change the default, click **Tools → Options** on the menu bar, click the **Edit** tab, and then clear the check box for **Delete all the data in the cells when a table is deleted**. Next time you delete a row, its contents are kept and moved to the row above the deleted row.



Changing the attributes of a table

After creating a table, you can change table attributes such as width and color.

 `<TABLE width= height= cellpadding= border= bgcolor= background= >`
`<CAPTION align= >`



pixel

A small square colored dot. It is often used as a unit for defining the display resolution or the image size. HTML often uses it as a unit for defining the size of an element.

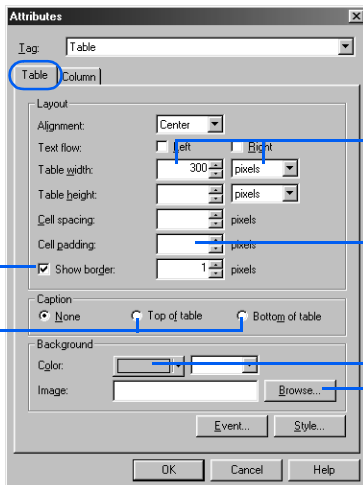
1. Select a table.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

Focus on the entire table.

2. On the menu bar, click **Edit → Attributes**. The Attributes dialog appears.

3. Click the **Table** tab. Here you can change the attributes of the entire table.



4. Change the attributes, A to F, as desired, and click the **OK** button. The changes go into effect at once.

A Changing the width of a table

To change the width of a table, specify **Table width** in one of the following ways:

- To assign the table a fixed width, specify **Table width** in pixels. Type a pixel value (300, for example) in the left box, and select **pixels** from the right box.
- To change the table width to fit the screen size of a Web browser, specify **Table width** as a percentage. Type a percentage ratio from 1 through 100 in the left box, and select **%** from the right box.

The following figure shows an example of changing the width of a table:

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

B Changing the cell padding

To change the cell padding, specify the size of the white space between borders and content in **Cell padding**. If nothing is specified, the default is 1.

The following figure shows an example of increasing the cell padding:

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

C Hiding the table borders

In standard mode, if you use a table just for layout, you may want to hide its borders. To do so, clear the **Show border** check box.

The following figure shows an example of hiding the table borders. (Though borders are shown as dotted lines on the **Edit Page** tab, they are hidden on the screen of any Web browser.)

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

D Adding a title to a table

To add a title to a table, select either **Top of table** or **Bottom of table**, and click the **OK** button. A blank field appears. Enter a title in it.

The following figure shows an example of a title added at the top of a table.

Tea grades		
Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

E Adding color to a table

To add color to the entire table, click the colored button to the right of **Color**, and select a color.

The following figure shows an example of a table to which color has been added.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

F Wallpapering the background of a table

To wallpaper the background of a table, click the **Browse** button, and then select an image file.

The following figure shows an example of wallpapering the background of a table.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.



Changing the attributes of a cell

After creating a table, you can change cell attributes such as cell type and color.



```
<TD width= height= align= colspan= rowspan= bgcolor= >
<TH>
```

Changing cell attributes

You can change multiple attributes of one or more cells, as follows:

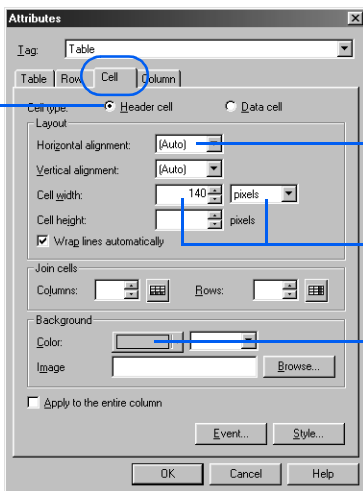
1. Select one or more cells.



If you select multiple cells here, you can change attributes of all of them at once.

2. On the menu bar, click **Edit** → **Attributes**. The Attributes dialog appears.

3. Click the **Cell** tab. Here you can change the cell attributes.



4. Change the attributes, A to D, as desired, and click the **OK** button. The changes go into effect at once.

A Converting a data cell into a header cell

There are two types of cell: a data cell and a header cell. Text in a header cell is generally displayed in a bold font and is aligned to the center.

To convert a data cell into a header cell, select **Header cell** from **Cell type**.

The following figure shows an example of a header cell.

Full name	Description	Ab
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.
	Smaller than O.P. leaves, also	

This cell has been converted into a header cell.

B Aligning text in a cell to the right

To align text in a cell to the right, select **Right** from **Horizontal alignment**.

Text in this cell has been aligned to the right.

name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
	Smaller than O.P. leaves, also	

C Changing the width of a cell

To change the width of a cell, specify **Cell width** in one of the following ways:

- To assign the cell a fixed width, specify **Cell width** in pixels. Type a pixel value (100, for example) in the left box, and select **pixels** from the right box.

- To change the cell width to fit the screen size of a Web browser, specify **Cell width** as a percentage. Type a percentage ratio from 1 through 100 in the left box, and select **%** from the right box.

The width of this cell has been changed.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.



You can also change the width of a cell by selecting the cell and then dragging one of the square knobs that appear around it.

D Adding color to a cell

To add color to a cell, click the colored button to the right of **Color**, and then select a color.

Color has been added to this cell.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.

Joining cells

You can join cells by using **Join cells** in the Attributes dialog. The following method, however, is easier.

- Select the cells to be joined.

Two cells have been selected with a drag operation.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.

- On the menu bar, click **Table → Join Selected Cells**. All the selected cells are joined.

Two cells have been joined.

Full name	Description	Abbreviation
Orange pekoe	A fancy grade of whole-leaf tea showing no tip, but nice thin leaves rolled lengthwise.	O.P.
Flowery orange pekoe	Smaller than O.P. leaves, also rolled lengthwise.	F.O.P.



To return joined cells to their original settings, click **Edit → Attributes** on the menu bar to display the Attributes dialog, and then delete the value entered in **Join cells**.

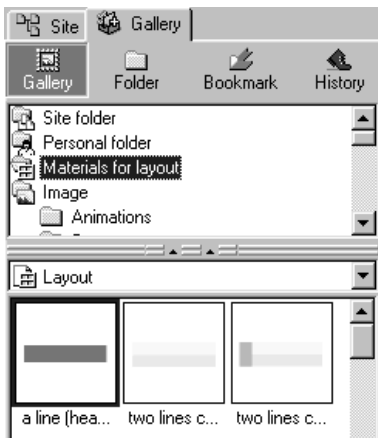


Using a table to design your page

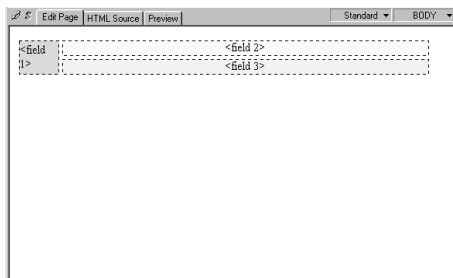
Homepage Builder provides several sample tables for designing your pages. These tables, called *layout tables*, are created especially for designing Web pages. By using a layout table, you can easily design a page even in standard mode—for example, laying out an image on the left side and text on the right side.

Inserting a layout table

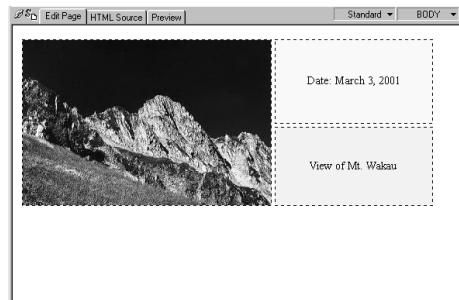
1. In the Site/Gallery View, click the **Gallery** tab and then click **Materials for layout**. A list of layout tables is shown on the lower part of the Site/Gallery View.



2. Select the layout table you want, and click the **Insert** button. For this example, select **two lines color (2)**. The layout table is inserted into the page.



3. Click anywhere inside the layout table, and type text or insert an image. In the following example, a photo has been inserted in the left column and text has been inserted in the right column.



Splitting a page by using frames

9

By using the frame function, you can split a Web browser window into several parts called *frames*. This section explains what a frame is and how to create a framed page or split the top page of an existing site into several frames.

Before doing the tasks in this chapter

1. Start Homepage Builder.



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- ★★ Splitting the top page 107
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- ★★ Copying the contents of a page 111
- ★★ Specifying the file name for a page within a frame 112
- ★★ Displaying the link destination page in another frame 113
- ★★ Saving all the pages related to frames . . . 115

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



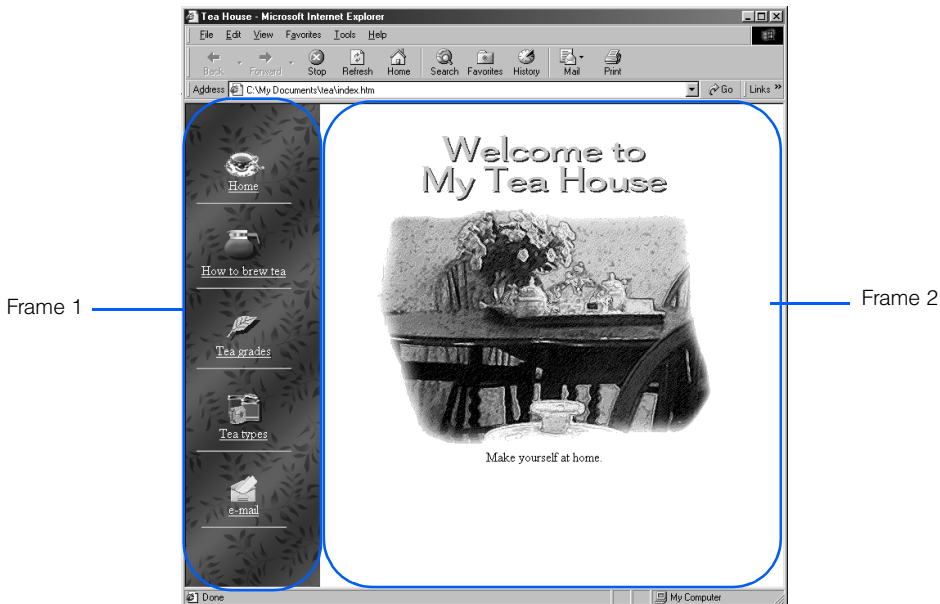
What is a frame?

By using the frame function, you can split a Web browser window into several frames and display a different page—that is, HTML file—in each frame.



```
<FRAMESET cols= rows= >  
<FRAME src= name= >  
<NOFRAMES>  
<A href= target= >
```

See the following figure:



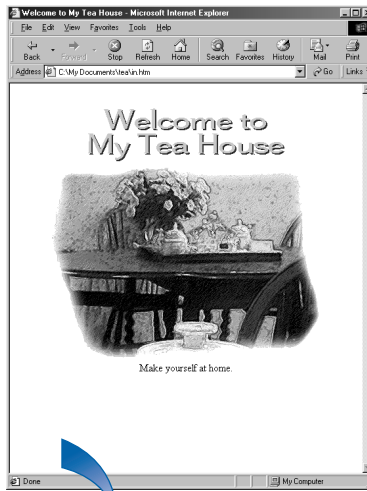
In this example, the top page of a Web site is split into two frames. Frame 1 contains the table of contents for this Web site. For each item listed in the table of contents, a link has been set to the page containing that item. Frame 2 contains the entry page for this Web site. If you click an item in the table of contents, the page of the link destination is displayed in Frame 2.

When you use frames, you create a page for each frame; such pages are called *in-the-frame pages*. Also, Homepage Builder automatically creates what is called a *frame-setting page*. Each of these pages is an HTML file.

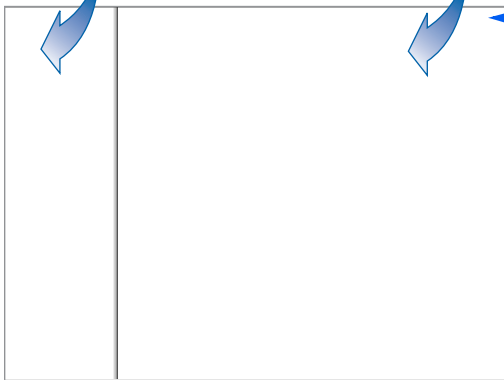
In this example, three HTML files are used:



In-the-frame page 1 (toc.htm)



In-the-frame page 2 (toppage.htm)



Frame-setting page (index.htm)

The frame-setting page defines the following:

- The number of frames and the size of each one.
- The name of the file displayed in each frame.
- The contents to be displayed when the Web site is viewed with a Web browser that does not support the frame function. (These contents are inserted between the <NOFRAMES> tag and </NOFRAMES> tag.)



When you use frames, the frame-setting page serves as the top page for your site. Therefore, if your provider requires that a top page have the name index.htm, assign that name to your frame-setting page.

There are several ways to create a page with frames. This chapter describes two:

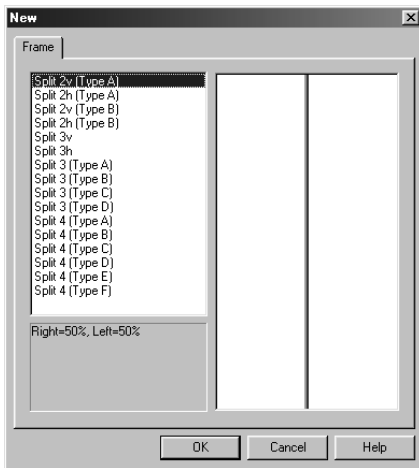
- Creating frames by using a template
- Splitting an existing top page into several frames



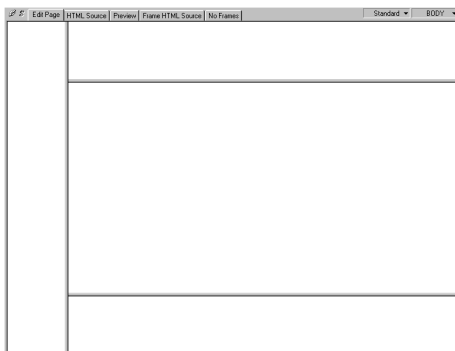
Creating frames by using a template

Homepage Builder offers templates for use in creating a frame-setting page. These templates provide only the frames. Follow the instructions below to create a blank frame-setting page by using one of these templates so that you can put an existing page in a frame.

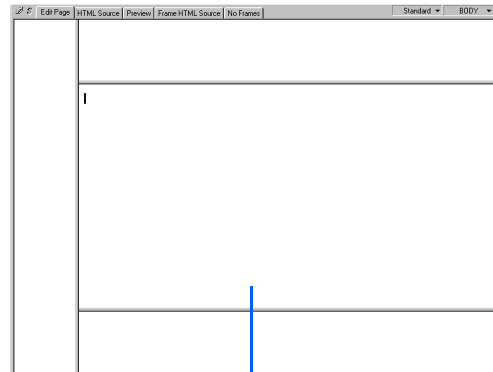
1. On the menu bar, click **File → Template → New Frames from Template**. The New dialog appears.



2. From the list, select the number of frames and the layout. Then click the **OK** button. The Select Mode dialog appears.
3. Select the editing mode, and click the **OK** button. A set made up of a frame-setting page and blank in-the-frame pages is created.



4. Select a frame by clicking inside it.



Click within a frame.

5. On the menu bar, click **File → Open in Frame**. The Open dialog appears.
6. Select the HTML file you want to put into the frame, and then click the **Open** button. The selected file is opened in the frame.

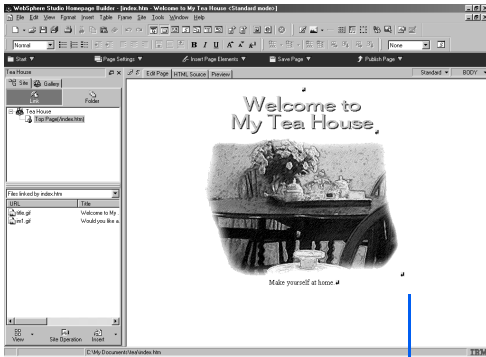




Splitting the top page

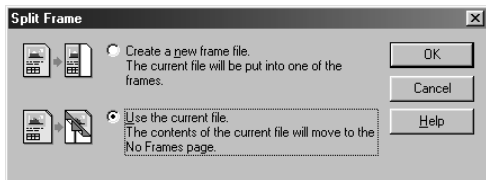
The following example shows how to split the top page of an existing site into two sections aligned side by side. When the page is split, a frame-setting page is created, and a new top page appears.

1. Open the top page (index.htm).



The top page is opened.

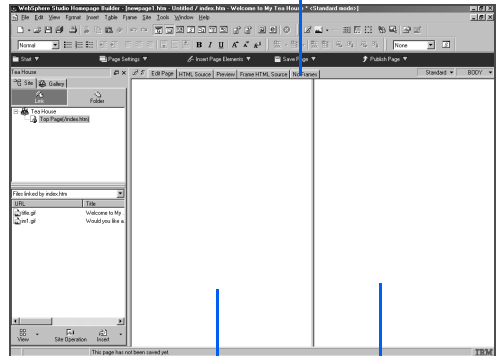
2. On the menu bar, click **Frame → Split Frame → Split Vertically**. The Split Frame dialog appears.
3. Select how the current top page is to be treated. For this example, select the **Use the current file** radio button. Then, click the **OK** button.



If you select the **Create a new frame file** radio button, a frame-setting page having a different name from the previous top page is created. The contents of the current top page move to the in-the-frame page.

In this example, a frame-setting page having the same file name as the previous top page is created, and becomes the new top page. (The contents of the previous top page move to the **No Frames** tab.) The **Edit Page** tab shows two blank pages within the frames.

The contents of the previous top page move to the **No Frames** tab.



Two blank *in-the-frame* pages are created.

From now on, you will be editing three HTML files. The file name and the title of the page you are editing are shown on the title bar.

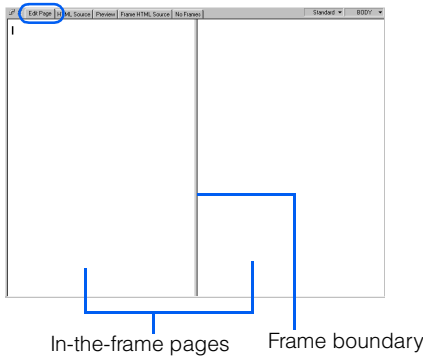


When you split a page, a new in-the-frame page is opened in the same mode as the page you split.

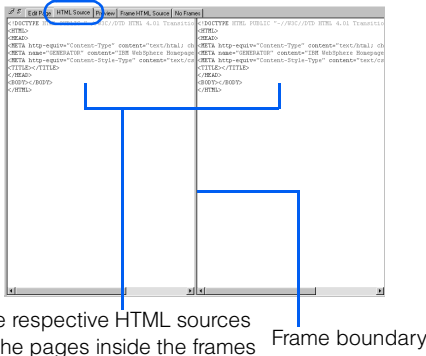


When a frame-setting page is opened, two additional tabs—the **Frame HTML Source** tab and the **No Frames** tab—appear in the window.

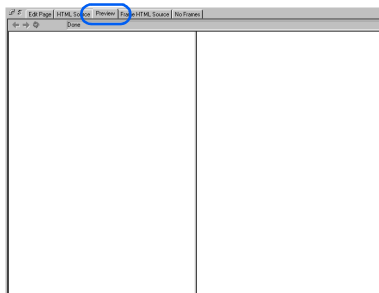
The **Edit Page** tab shows the pages within the frames. You can edit these pages as you edit other pages.



The **HTML Source** tab shows the HTML source of the pages within the frames. You can edit each source file directly.



The **Preview** tab shows the page preview by using a function of Internet Explorer.



The **Frame HTML Source** tab shows the HTML source of the frame-setting page. You can edit the source file directly.



The **No Frames** tab shows the contents prepared for a Web browser that does not support frames. The contents are included in the frame-setting page, inserted between the `<NOFRAMES>` tag and the `</NOFRAMES>` tag.





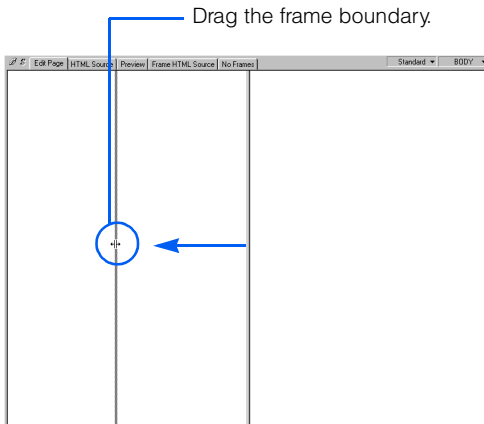
Resizing the frames

To change the size of a frame, you can specify either a size ratio or a pixel value.

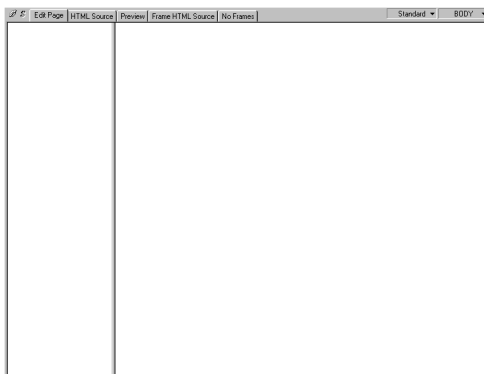
Specifying the size ratio

By dragging the boundary between frames, you can easily change the size ratio of the frames.

1. Drag the frame boundary to the left.



2. Release the mouse button wherever you like. The size ratio of the frames is changed.

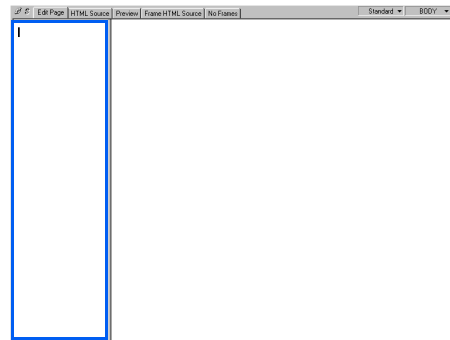


By default, the frame size is specified as a ratio (%). The actual size at which the frame is displayed is then determined by the size of the Web browser window in which it is viewed.

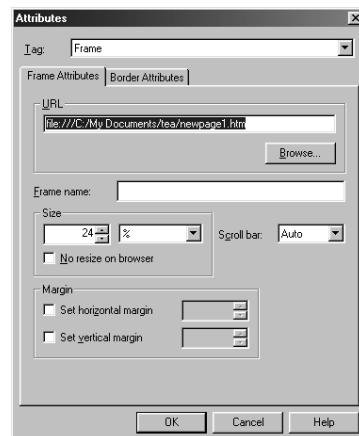
Specifying the pixel value

You can specify the frame size in pixels. Then it is fixed regardless of the size of the Web browser window. For example, suppose you have split a Web browser window into two sections that are aligned side by side. To specify the size of the left frame in pixels and allocate the remaining area to the right frame, do the following:

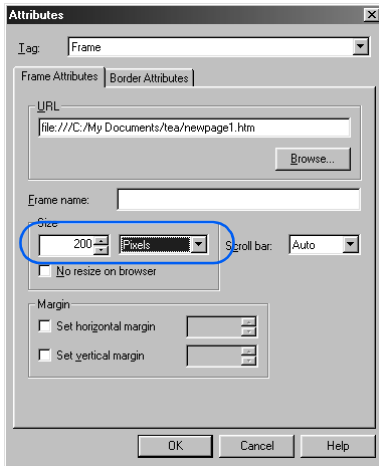
1. Click the page that is in the left frame. The left frame is selected.



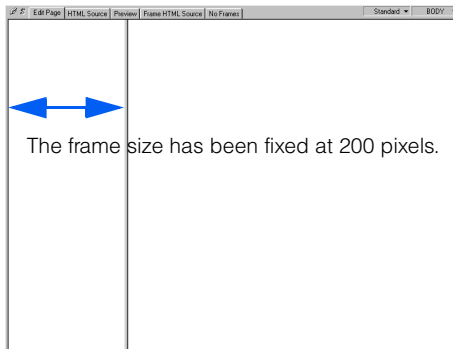
2. On the menu bar, click **Frame → Frame Attributes**. The Attributes dialog for the selected frame appears.



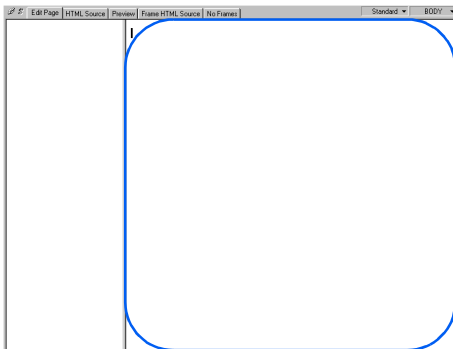
- From the right list box in **Size**, select **Pixels**. Then, type a pixel value (for example, 200) in the left box.



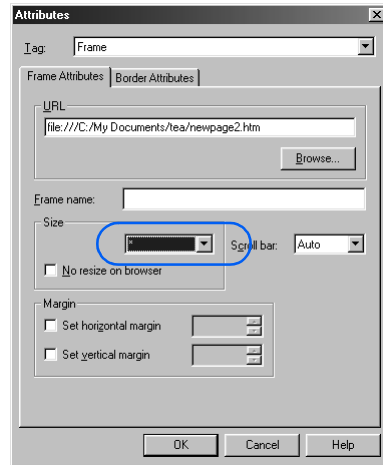
- Click the **OK** button. The size of the left frame is fixed.



- Click the page in the right frame. The right frame is selected.



- On the menu bar, click **Frame → Frame Attributes**. The Attributes dialog for the selected frame appears.
- From the right box in **Size**, select an asterisk (*).



- Click the **OK** button. The remaining area is allocated to the right frame.



Copying the contents of a page

Some Web browsers do not support the frame function. If you try to view a page that uses the frame function with such a browser, the contents of the **No Frames** tab is displayed instead of the contents of the **Edit Page** tab.

If you want to have the same contents in both the **No Frames** tab and the **Edit Page** tab, use the copy function. For the following example, we assume that you have created frames while maintaining the file name of the existing top page. To copy the contents of the **No Frames** tab into one of the in-the-frame pages in the **Edit Page** tab, do the following:

1. Click the **No Frames** tab.
2. On the menu bar, click **Edit** → **Select All**. All of the page elements on the **No Frames** tab are selected.



3. On the menu bar, click **Edit** → **Copy**. All the elements are copied to the Clipboard.
4. Click the **Edit Page** tab, and then click the right frame.
5. On the menu bar, click **Edit** → **Paste**. All the elements are pasted onto the page in the right frame. The background color and the text color, however, are not pasted.



6. To copy the background color and the text color, click the **No Frames** tab again, and then click **Edit** → **Copy Background and Text Colors** on the menu bar. The background color and the text color, which are attributes of the `<BODY>` tag, are copied to the Clipboard.
7. Click the **Edit Page** tab, and then click the right frame.
8. On the menu bar, click **Edit** → **Paste**. The background color and the text color are pasted onto the page in the right frame.



Specifying the file name for a page within a frame

A new in-the-frame page has a temporary file name, such as `newpage1.htm`. This section explains how to specify a permanent file name.

1. Click the page in the right frame. The page is selected.



2. On the menu bar, click **File** → **Save**. The Save As dialog appears. The page in the right frame is highlighted.

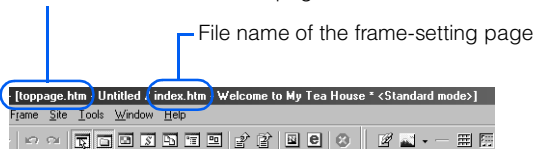


- To save a page that you have saved once before, click **File** → **Save** on the menu bar. The page is saved with the same file name; the dialog is not displayed.
- When the Save As dialog appears, the page currently selected is highlighted to confirm that the correct page is being saved.

3. Delete the temporary file name, and type a new one. In this example, type `toppage.htm`.

4. Click the **Save** button. The page in the right frame now has a permanent file name, `toppage.htm`. The file name is shown on the title bar.

File name of the in-the-frame page



5. Click the page in the left frame. The page is selected.

Click the left frame.

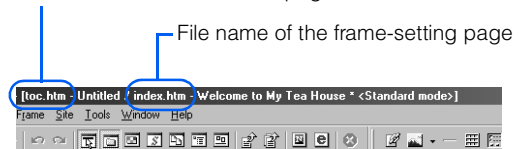


6. On the menu bar, click **File** → **Save**. Because the page is to be saved for the first time, the Save As dialog appears. The left page is highlighted.

7. Type the file name. For this example, type `toc.htm`, because this page will be the table of contents.

8. Click the **Save** button. The page in the left frame now has a permanent file name, `toc.htm`.

File name of the in-the-frame page



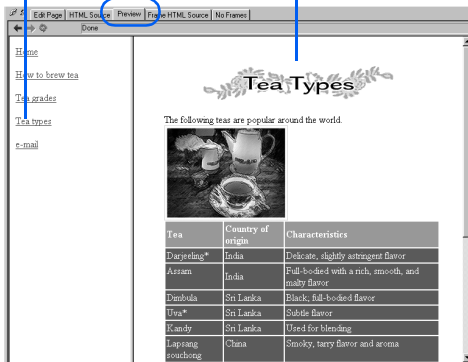


Displaying the link destination page in another frame

If you set a link on an image or text in an in-the-frame page, the link destination page, by default, appears in that frame, replacing the one you linked from. If you use the `<A>` tag's *target* attribute, which indicates where the link destination page is to be displayed, you can display the link destination page in another frame.

If you click here, ...

The link destination page is displayed in this frame.



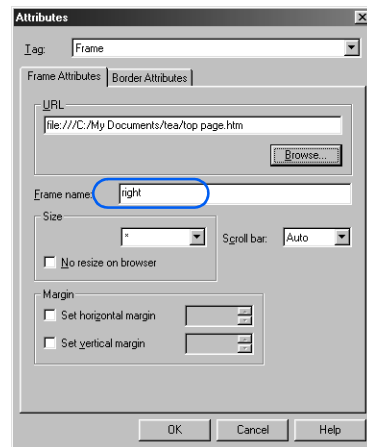
To display the *link destination* page in another frame, give a name to the frame.

1. Click the page in the right frame. The right frame is selected.



2. On the menu bar, click **Frame** → **Frame Attributes**. The Attributes dialog for the frame appears.

3. In **Frame name**, type the frame name. For this example, type `right`.



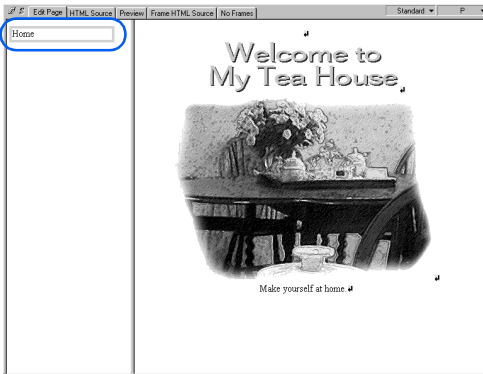
You should give a frame name that you can easily remember, as in this example, because you use the name when you set a link.

4. Click the **OK** button. The *name* attribute of the `<FRAME>` tag has been set.

Now you can set a link from the left frame page to the right frame page.

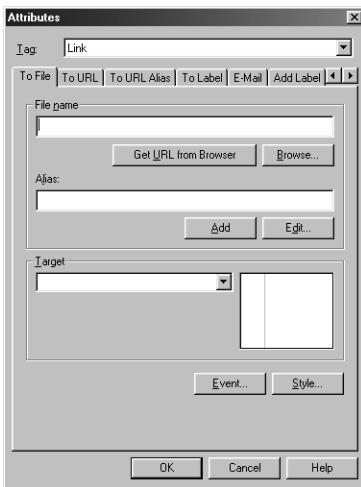
5. Click the page in the left frame. The page is selected.
6. If you are in free layout mode, click **Insert** → **Text Box** on the menu bar, and then click or drag the mouse on the page to create a text box at the position where you want to insert text.

7. Type the text to be used as the link source. For this example, type [Home](#).

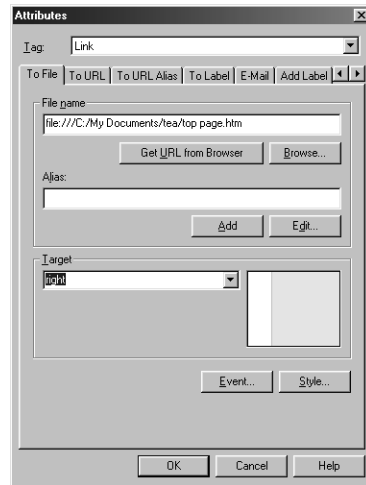


Alternatively, you can insert an image and use it as the link source.

8. Select the text “Home,” and then click **Insert** → **Link** on the menu bar. The Attributes dialog appears.

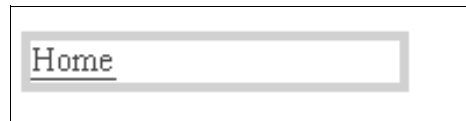


9. Click the **Browse** button. The Open dialog appears.
10. Select the link destination page. For this example, select **toppage.htm**.
11. From **Target**, select **right**. The target (the *target* attribute of the <A> tag) has now been set.

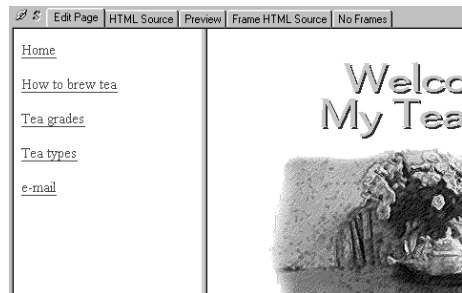


The **Target** field offers you the following choices: **New Window**, **Parent Frame**, **Same Frame**, and **Full Screen**. If you select **Full Screen**, for example, the link destination page is displayed in a Web browser window in full screen mode.

12. Click the **OK** button. A link is set on the text “Home.”



13. Repeat steps 7 through 12 to complete the table of contents.



For each subpage, you type the title; on that title, you set a link to the subpage.

14. Click the **Preview** tab, and check whether the link destination page is displayed in the right frame.



Saving all the pages related to frames

To save the frame-setting page and all the pages in the frames at the same time, do the following:

1. On the menu bar, click **Frame → Save Frames**.
2. If any in-the-frame page has been changed, a message appears, asking whether you want to save that page. To save it, click the **OK** button. Repeat this step for each in-the-frame page you have changed.
3. When you save a frame-setting page for the first time, the Save As dialog appears. Specify the save-in folder and the file name, and click the **OK** button. The frame-setting page is saved.



- If a page is to be saved for the first time, the Save As dialog appears. If you have inserted material files on the page, the Save Files dialog appears.
- To save only one in-the-frame page, select that page, go to the menu bar and click **File → Save**.



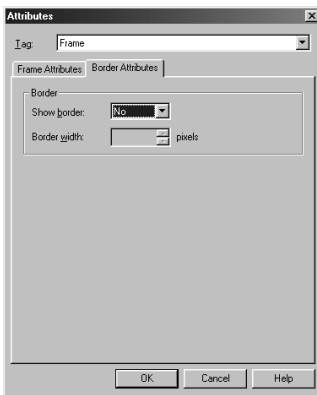
As the name of a frame-setting page, you must specify the top-page file name that is defined by your provider; generally it is index.htm or index.html.



How to hide frame boundaries

To hide the frame boundaries, do the following for each frame. If there are four frames, for example, do the same steps four times.

1. Select a frame.
2. On the menu bar, click **Frame → Frame Attributes**. The Attributes dialog appears.
3. Click the **Border Attributes** tab.
4. For Internet Explorer, select **No** from **Show border**. For Netscape Navigator, select **Yes** from **Show border** and **0** from **Border width**.



5. Click the **OK** button.

If you do these steps for each frame in turn, all of the frame boundaries are hidden. See the following example:



Note: If you cannot hide the frame boundaries with these steps, click the **Help** button in the Attributes dialog and read the explanation displayed.

Creating sophisticated pages

10

This chapter explains how to make your page more sophisticated by using advanced methods.

Before doing the tasks in this chapter

1. Start Homepage Builder.

★★	Creating a logo	118
★	Inserting an access counter	121
★	Creating a form	123
★	Inserting a sound file	128
★	Inserting a script file.	130
★	Positioning text and images freely on your page (standard mode)	133

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★.

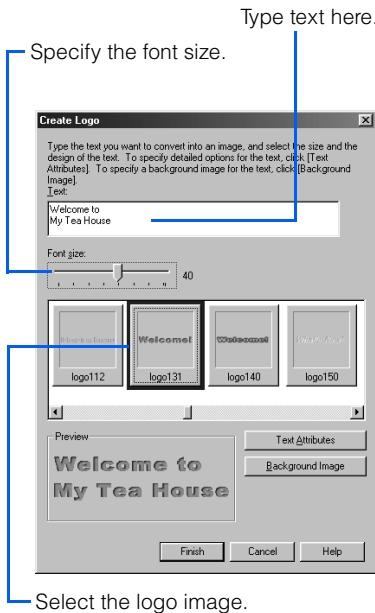


Creating a logo

This section explains how to create a logo and use it as the heading of your page.



1. If a page is open in standard mode, move the cursor to the location where you want to insert a logo.
2. On the menu bar, click **Insert → Logo**. The Create Logo dialog appears.
3. Type the text string to be used for the logo. Then specify the font size and the logo image.



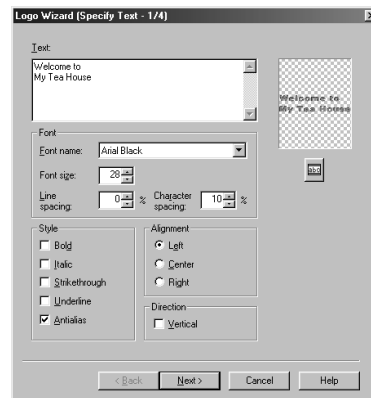
The logo is created when you click the **Finish** button in this step. The following steps describe further settings for creating your own logo.

4. Click the **Background Image** button. The Select Background Image dialog appears.

5. Select the image you want for background, and click the **Finish** button. You return to the Create Logo dialog.

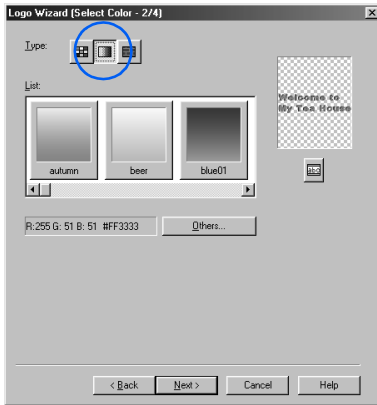


6. Click the **Text Attributes** button. The Logo Wizard (Specify Text – 1/4) dialog appears.
7. Change **Font, Style, Alignment,** and **Direction,** as necessary. A preview of the logo is displayed at the upper right corner of the dialog.



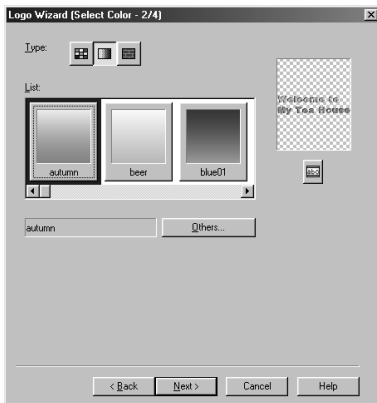
8. Click the **Next** button. The Logo Wizard (Select Color – 2/4) dialog appears.

9. Click one of the buttons in the **Type** field. For this example, select the middle button. A list of gradations is displayed in the **List** field.



- To select a color from a list of solid colors, click the left button.
- To select a texture from a list of textures, click the right button.

10. Select a gradation from **List**.



To do detailed color settings, click the **Others** button. For this example, the Gradation dialog appears.

11. Click the **Next** button. The Logo Wizard (Select Outline – 3/4) dialog appears.

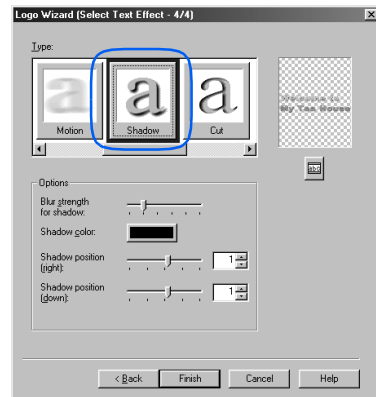
12. Select an outline from **Type**. For this example, select **None**.



If you select an outline other than **None**, options for the outline are displayed on the lower half of the dialog. You can change them freely.

13. Click the **Next** button. The Logo Wizard (Select Text Effect – 4/4) dialog appears.

14. Select an effect from **Type**. For this example, select **Shadow**.



15. Change the options for the selected effect, as necessary.



If you select an effect other than **None**, options for the effect are displayed on the lower half of the dialog. You can change them freely.

16. Click the **Finish** button. You return to the Create Logo dialog.

17. Click the **Finish** button. A logo image is inserted.



Logo image

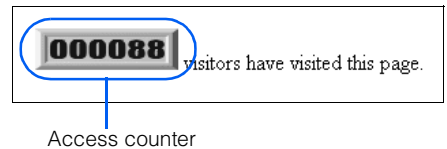


The logo you have created is a GIF-format image. The image is automatically given a name—for example, logo1.gif. (You can change this file name in the Save Files dialog, which is displayed when you save the page you are editing.) Immediately after a logo is created, its file name is specified by the absolute path (for example, file:///.../tmp/logo1.gif), because it is saved temporarily in Homepage Builder's work folder. Once you save the page where the logo is inserted, the path of the file is converted to the relative path, which is implied by the directory in which the page has been saved.



Inserting an access counter

If your provider offers a CGI (common gateway interface) program for an access counter, you can display the number of times your Web page has been visited.



 HTML



To run an access counter, you must have access to a CGI program. See “Appendix E. About CGI” for details.

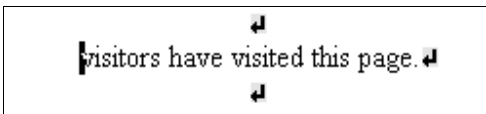


CGI program

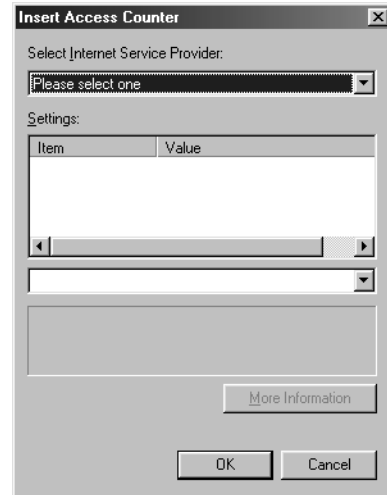
A program for exchanging data between a client and a server. It is generally written in Perl or C language. A CGI program is often used when a server receives information entered in a Web browser, such as questionnaires and orders, and then processes it.

1. Open the page on which you want to insert an access counter.
2. Move the cursor to the position at which you want to insert an access counter.

If you are working in free layout mode, and if you want to insert an access counter outside any existing text box, skip this step.



3. On the menu bar, click **Insert → Access Counter**. The Insert Access Counter dialog appears.

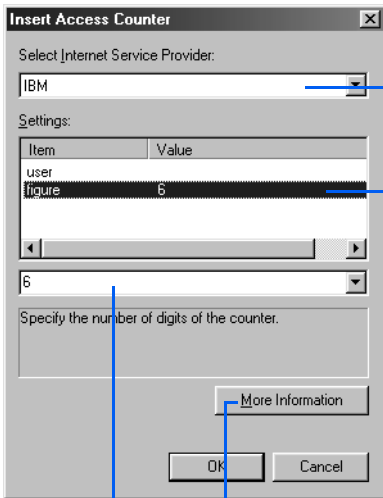


4. Select a provider from **Select Internet Service Provider**, and then enter or change the values in **Settings** as necessary.



On the Web page of your provider, confirm the information on the items of **Settings**. (You may be able to display the Web page of your provider when you select the provider from **Select Internet Service Provider** and click the **More Information** button.) Some providers may ask their users to prepare an image file for the access counter and send it to the server.

Select your provider. If your provider is not on the list, select **Others** and enter data about your provider according to the tip displayed in the lower part of the dialog.



Enter or change the value as necessary.

If you select an item, its value and description are displayed in the lower part of the dialog.

If you click this button after connecting to the Internet provider, that provider's Web page appears, with information about setting the access counter. This button is enabled only if such an information page is offered.



- The providers on the list may be different in different countries.
- If your provider is not on the list, select **Others**; only the field at the bottom of the dialog becomes enabled.

Read the provider's guidelines before entering HTML tags, as follows. The guideline might state, for example:

Specify

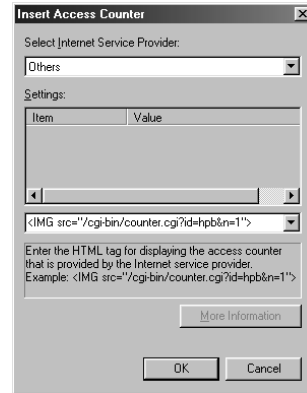
```
<IMG src="/cgi-bin/counter.cgi?id=hpb&n=1">
```

in the HTML source.

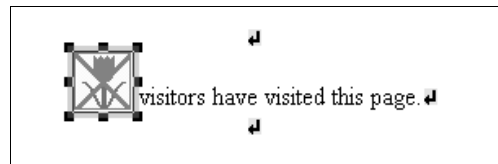
Then, type as follows:

```
<IMG src="/cgi-bin/counter.cgi?id=hpb&n=1">
```

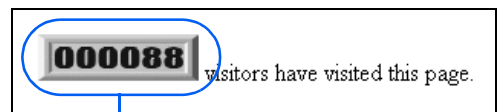
The text enclosed in " " is specific to the provider or the user. If there is no such guideline, or if anything is unclear, ask your provider.



5. Click the **OK** button. The access counter is inserted. Because Homepage Builder cannot display an access counter, a tulip mark representing a missing image is displayed instead.



6. After you upload your Web page that contains the access counter to the provider's server, open your page on a Web browser. You can actually view the counter, as this figure shows. (The image that contains the number is the access counter. You cannot view it until you upload your Web page to the provider's server.)



Access counter



Creating a form

On a form, such as a questionnaire or an order form, visitors to your Web site can fill in the blanks and enter responses to multiple choices. This section discusses how to create a form for a questionnaire.



```
<FORM method= action= >
<INPUT type= value= name= size= >
<TEXTAREA rows= cols= name= >
<BUTTON type= name= >
<SELECT name= >
<OPTION value= selected= >
<FIELDSET>
<LEGEND>
```



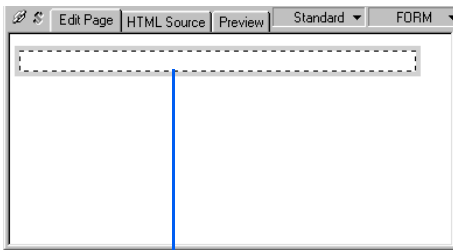
To run a form, you must have access to a CGI program. See "Appendix E. About CGI" for details.

Creating an area for your form

First, you must create an area for your form in your page.

In standard mode **S**

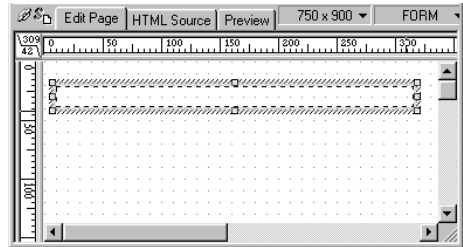
1. Position the cursor at the location where you want to create your form.
2. On the menu bar, click **Insert → Form and Input Fields → Form**. An area for your form is created at the position of the cursor.



The form area is indicated by a dotted line.

In free layout mode **F**

1. On the menu bar, click **Insert → Form and Input Fields → Form**. The mouse pointer turns into a cross.
2. Click and release the mouse at the position where you want the box. Or, if you want to control the size of the box, drag the mouse diagonally. A box for a form is inserted.



Although the form area is indicated by a dotted line on the **Edit Page** tab of Homepage Builder, this line is not displayed on Web browsers.

If you insert elements in the form area, the area expands.

Specifying a CGI program

To run the form you have created, you must have a CGI program. If your provider offers a CGI program for forms, follow the provider's guidelines on specifying the form attributes.



Because each provider's CGI program has its own specifications, this User's Guide does not offer detailed instructions for specifying a program.

1. Click the form area.
2. On the menu bar, click **Edit → Attributes**. The Attributes dialog appears.

3. Type the form handler as instructed by your provider.



For a detailed description of the items in the Attributes dialog, click the **Help** button.

4. Click the **OK** button.

Using a table for layout

To lay out the input fields for your form, use a table. This section explains how to create a table within a form area and then hide the table frames.

1. Click the form area.

2. On the menu bar, click **Table → Insert Table**. The Insert Table dialog appears.
3. Type the number of rows and columns.

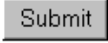




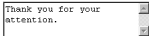

4. Click the **OK** button. A table is created in the form area.



5. Click the right mouse button on the table to display the pop-up menu, and then click **Hide Table Frame**. The table frames are hidden.

6. Insert text and images, or add another table. The form is now complete except for the input fields.

A list of input fields

The following table lists and describes the types of input field you can use. The rightmost column (**Insertion method**) tells how to insert each input field.

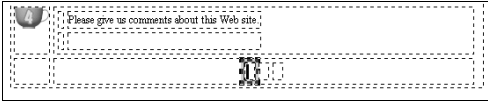
Type of input field	Explanation	Example	Insertion method
Submit button	After entering information, a visitor can click this button to upload it to the CGI program on your provider's server.		On the menu bar, click Insert → Form and Input Fields → Push Button → Submit Button.
Reset button	A visitor can click this button to restore the values in all the input fields to their initial values.		On the menu bar, click Insert → Form and Input Fields → Push Button → Reset Button.
Image button	This is a button with an image.		On the menu bar, click Insert → Form and Input Fields → Push Button → Image Button.
General button	This is a button with text. You can enter any text you want.		On the menu bar, click Insert → Form and Input Fields → Push Button → General Button.
Extended button	This is a button that you can create by selecting any text or image on the page you are editing.		On the menu bar, click Insert → Form and Input Fields → Push Button → Extended Button.
Radio button	A visitor can choose any one radio button from a group of related buttons.	<input type="radio"/> Male <input type="radio"/> Female	On the menu bar, click Insert → Form and Input Fields → Radio Button.
Check box	A visitor can select one or more check boxes by clicking.	<input type="checkbox"/> Newspaper <input checked="" type="checkbox"/> Magazine <input type="checkbox"/> Internet	On the menu bar, click Insert → Form and Input Fields → Check Box.
Text area	A visitor can type multiple lines of text in this area.		On the menu bar, click Insert → Form and Input Fields → Text Area.
Text field	A visitor can type one line of text in this field.	<input type="text" value="Eugene"/>	On the menu bar, click Insert → Form and Input Fields → Text Field.
List box	A visitor can select one of multiple choices.		On the menu bar, click Insert → Form and Input Fields → List Box.

Type of input field	Explanation	Example	Insertion method
Option menu	A visitor can select one of two or more choices.		On the menu bar, click Insert → Form and Input Fields → Option Menu.
Group box	A group box groups several input fields under one name.		On the menu bar, click Insert → Form and Input Fields → Group Box.

Inserting input fields

To insert a submit button, do the following:

1. Move the cursor to the position where you want to insert an input field.



2. On the menu bar, click **Insert → Form and Input Fields → Push Button → Submit Button**. The Attributes dialog appears.



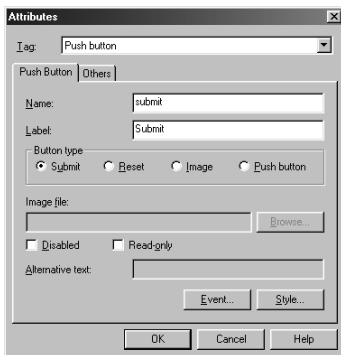
If the Attributes dialog does not appear, click **Tools → Options** on the menu bar to open the Options dialog. Then click the **Edit** tab and select the **Open the Attributes dialog when form parts are inserted** check box.

3. In the **Name** field, type the name of the input field.

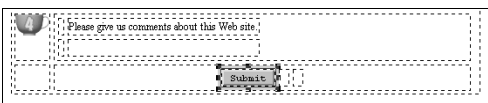


The name you type in the **Name** field is used by the CGI program as an identification code. If you are using a CGI program offered by your provider and the name is predefined, type that name.

4. In the **Label** field, type **Submit**.

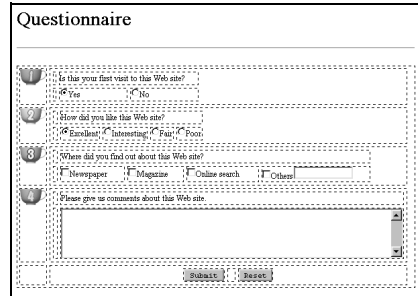


5. Click the **OK** button. A submit button is inserted.

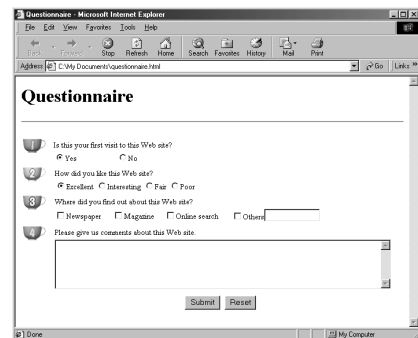


To change the attributes of an input field after it has been inserted, move the cursor onto the field, and then click **Edit → Attributes** on the menu bar.

The procedure for inserting other input fields is the same as that for inserting a submit button. By combining several types of input fields, you can create a questionnaire like this:



To confirm that your form operates correctly, upload the form page to the server, and then view it with a Web browser. The form should look like this:






Inserting a sound file

This section describes how to insert a sound file into a page as background music.

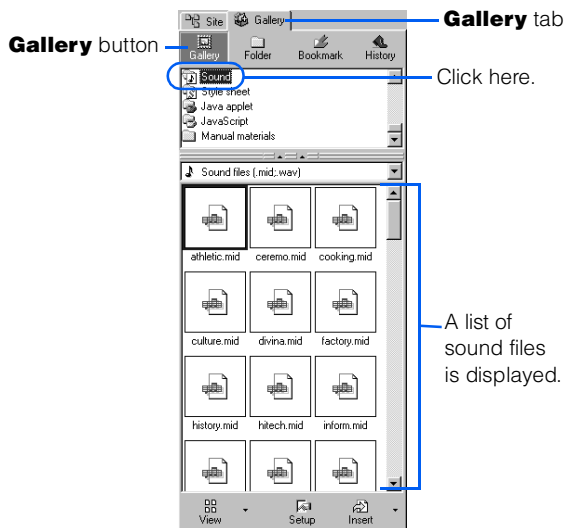


How to insert a sample sound file

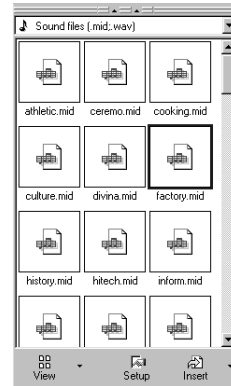
To insert a sound file from the Gallery as background music, do the following:

 The sound files in the Gallery are available if you have installed the sample data provided by Homepage Builder in your computer.

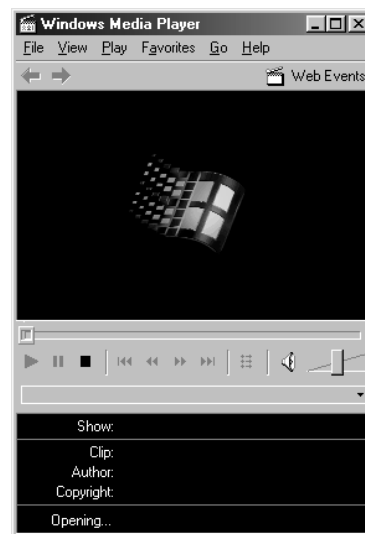
1. If you are working in standard mode, move the cursor to the position where you want to insert a sound file.
2. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button. On the upper part of the **Gallery** tab, a list of the categories of materials provided by Homepage Builder appears.
3. Click **Sound**. On the lower part of the **Gallery** tab, thumbnails of sound files appear.



4. Click a sound file.

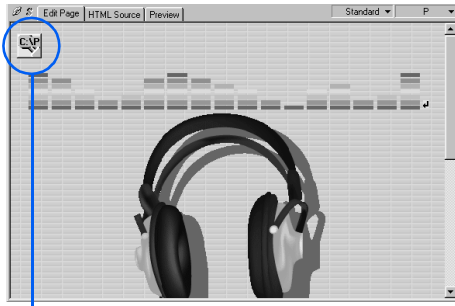


5. Click the ▼ button next to the **Insert** button, and then select **Play** from the pop-up menu. Windows Media Player starts, and the selected sound file is played back.



- Depending on your computer settings, a program other than Windows Media Player may start to run.
- To play back a sound file, you need a sound card installed in your computer.

6. Repeat steps 4 and 5 until you find the sound file you want to use.
7. Select that sound file, and then click the **Insert** button. The selected file is inserted into your page as background music. An icon signifying that a sound file has been inserted is displayed on the page.



A sound file has been inserted.

8. Click the **Preview** tab to check that the sound file works correctly. If you have installed a sound card in your computer, the file is played automatically.



- There is another way to insert a sound file from the Gallery as background music: On the menu bar, click **Insert** → **Background Music** → **From Gallery**.
- To insert a sound file not included in the Gallery: On the menu bar, click **Insert** → **Background Music** → **From File**, or, on the **Gallery** tab, click the **Folder** button, and then select a sound file.



Inserting a script file

By using the script editor that Homepage Builder offers, you can create a script program and insert it into your Web page.

By inserting a program written in a script language, you can achieve various effects on your Web pages. For example, a script enables you to do the following:

- Gradually change the background color of your Web page
- Display the current time
- Display a scrolling message in the status bar of a Web browser



<SCRIPT language="JavaScript">

A list of sample script files

Homepage Builder provides several sample JavaScript files, as follows:

| File name | Description |
|--------------------|--|
| bgchange.js | Gradually changes the background color of your Web page. |
| lastupdt.js | Displays the date and time the page was last modified. |
| scroll.js | Displays the scrolling message "Hello everyone. Welcome to my Web page..." on the status bar of a Web browser. |

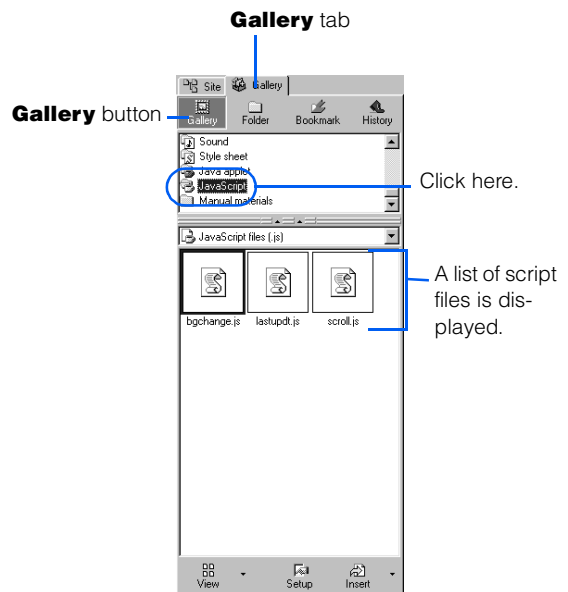
How to insert a sample script file


You can select a JavaScript program from the Gallery and insert it into the page you are editing. The following example explains how to insert a program that displays a scrolling message on the status bar (generally, the bottom line) of a Web browser.



The JavaScript files in the Gallery are available if you have installed the sample data provided by Homepage Builder in your computer.


1. Move the cursor to the position where you want to insert a JavaScript file.
2. On the **Gallery** tab of the Site/Gallery View, click the **Gallery** button. On the upper part of the **Gallery** tab, a list of the categories of materials offered by Homepage Builder appears.
3. Click **JavaScript**. On the lower part of the **Gallery** tab, thumbnails of the JavaScript files are displayed.



4. Select file **scroll.js**, and then click the **Insert** button. The selected JavaScript program is inserted at the cursor position on the page being edited. The program is represented by the  mark.

- Click the **Preview** tab to check the movement of your page. On the status bar of the **Preview** tab, the message "Hello everyone. Welcome to my Web page..." is displayed.
- As the last step, view your page with a Web browser. Click **Tools → Web Browser** on the menu bar, and then select a browser name from the submenu to start a Web browser. (If you get a message asking whether you want to save the files, click **Yes**.) Your Web page is displayed on the Web browser. On the status bar of the browser, the message "Hello everyone. Welcome to my Web page..." is displayed.

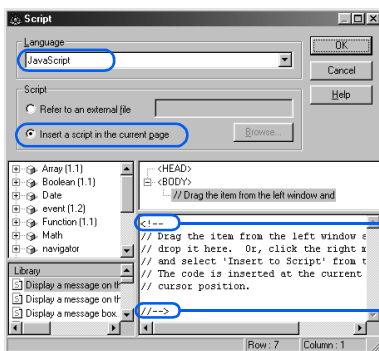


To change the text of the message, click the  mark that has been inserted into your page, and then, on the menu bar, click **Edit → Attributes** to display the Script dialog. Then change the text string as you like.

Editing a script program

This section describes how to edit a script program and insert it into your page. A JavaScript program is used as an example.

- On the page you are editing, move the cursor to the position at which you want to insert a script program.
- On the menu bar, click **Insert → Others → Script**. The Script dialog appears. This dialog offers an editor for JavaScript or VBScript programs.



You will write a script program between these tags.

- From **Language**, select a script language. For this example, select **JavaScript**.
- Confirm that **Insert a script in the current page** is selected.
- Write a script program between `<!--` and `//-->`. The following sample script gradually changes the page background color from black to white:

```
<!--
// Gradually changes the background
// color from black to white.
//
var color = 0x000000;
for (i=0; i<256; i++)
{
    color += 0x010101;
    document.bgColor = color;
}
//-->
```

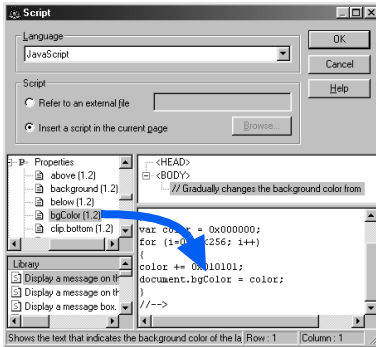



- This sample script will not operate properly on all Web browsers.
- If a background image has been specified in your page, you cannot see the effect of this program. Delete the background specification (the `background` attribute of the `<BODY>` tag), and then try again.

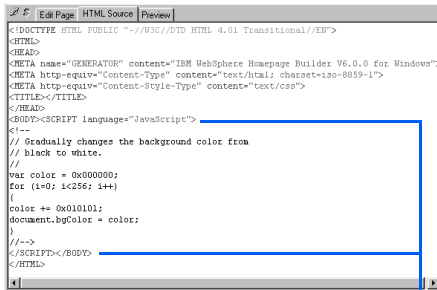


The left side of the Script dialog contains objects and libraries that you can use in your script program. (For details, click the **Help** button and read the help information.)

For example, when you write the script program described in step 5, you can use the object list to insert the object `document.bgColor` into your program. From the object list, which is located at top left in the dialog, click the **document** object in the **Window** object, and then drag the `bgColor` property to the editing area (or click the right mouse button on the `bgColor` property and then select **Insert to Script** from the pop-up menu). The object `document.bgColor` is then inserted into the cursor position of the editing area.



- Click the **OK** button to close the Script dialog and return to the page you have been editing. The  mark signifies that a script program is in this position.
- Click the **HTML Source** tab, and check the HTML source. The JavaScript program is displayed in the body part of your page, between the `<BODY>` tag and the `</BODY>` tag.



The JavaScript program is written between the `<SCRIPT>` tag and the `</SCRIPT>` tag.

- Click the **Preview** tab to see how the program works. You can see that the page background color gradually changes from black to white.



The meaning of `<!--` and `//-->`

In HTML, you must enclose a JavaScript program in `<!--` and `//-->`, and a VBScript program in `<!--` and `'-->`. Then a Web browser that supports scripts will interpret the program and run it, and a Web browser that does not support scripts will interpret it as comments.



How to insert a script in the header part

- On the menu bar, click **Edit** → **Page Properties**.
- Click the **Others** tab.
- Click the **Edit Script** button. The Script dialog appears.
- Write a script program, and then click the **OK** button. The script program is inserted between the `<HEAD>` tag and the `</HEAD>` tag.



Positioning text and images freely on your page (standard mode)

In standard mode, to position text and images freely on your page, you create an area called the *layout frame*, position the frame at any place you like, and then insert text or images in it.

 `<DIV style= id= >`

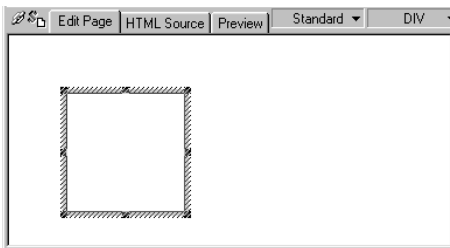


- Layout frames use the technology of style sheets; therefore, only Netscape Navigator 4.0 or later and Internet Explorer 4.0 or later can display layout frames. The contents of a layout frame may look different on different browsers.
- If you create your page in standard mode, using layout frames, the images and the text in the page may be stacked on one another, depending on the size of a browser or the screen resolution. To avoid this kind of trouble, it is recommended that you use tables rather than layout frames for page layout. For information on using tables, see Chapter 8.

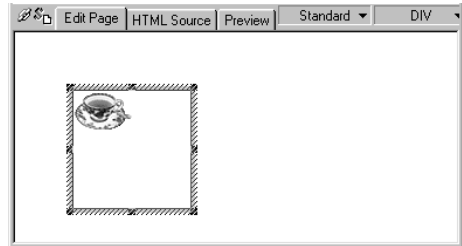
Creating a layout frame

To create a layout frame, do the following:

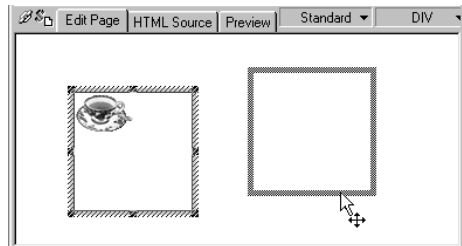
1. On the menu bar, click **Insert** → **Layout Frame**. The Layout Frame dialog appears.
2. Click the **OK** button. A layout frame is created on the page you are editing.



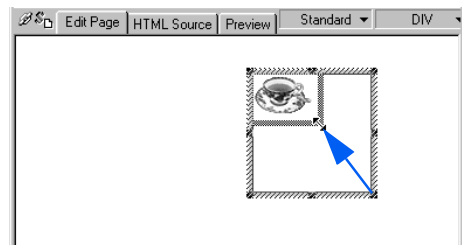
3. Insert any elements, such as text, images, or tables, in the layout frame.



4. To move the layout frame, move the mouse pointer near the boundary of the frame until it turns into a cross. Then drag the frame to the position where you want it.



5. To change the size of the layout frame, drag one of the square knobs shown on the frame.



How to use the grid in moving a layout frame

To move a layout frame you have created, use the grid.

1. To display the grid, go to the menu bar and click **View → Grid → View**. The grid appears on the page you are editing.
2. To move a layout frame, move the mouse pointer near the boundary of the layout frame until the mouse pointer turns into a cross. Then drag the frame to the position where you want it, and release the mouse button.
3. To hide the grid, go to the menu bar and click **View → Grid → View** again.

If you click **View → Grid → Snap**, the top-left corner of the layout frame always snaps to the grid when you move the frame.

How to change the stack level of layout frames

If you have created two or more layout frames on your page, and they are stacked, you can specify the relative positions of the frames in the stack. For example, if one layout frame is hidden under another, you can make the hidden frame the top frame in the stack.

1. Select one of the layout frames on your page.
2. On the menu bar, click **Edit → Attributes**. The Layout Frame dialog appears.
3. From the **Stack level** field, select the ID of the layout frame whose stack level you want to change.
 - The **Stack level** field lists the IDs of all the layout frames on the page.
 - The ID of the layout frame currently selected is shown in bold.

- The layout frames are assigned IDs of Layer1, Layer2, Layer3, and so on, in the order in which they are created.
 - The first ID in the list is placed at the top of the stack. If you create another layout frame, its ID becomes the first ID in the list.
4. To change the stack level of the selected ID, click the up-arrow button or the down-arrow button in the **Stack level** field.
 5. Click the **OK** button. The stack level is changed.

Adding motion to your pages

11

This chapter describes how to create lively Web pages by using such advanced methods as dynamic HTML, the rollover effect, and events.



You can also use animated GIF images to animate your Web pages; see Chapter 17.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



- ★ Using dynamic HTML136
- ★ Creating a rollover image140
- ★ Inserting a Java applet147
- ★ Setting an event152

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



Using dynamic HTML

Dynamic HTML enables you to animate a Web page by using only the HTML file, with no need to prepare a separate animated GIF file or write a program in another file. To use dynamic HTML, you create a box called a *layout frame* on your page, apply an effect (movement) to that layout frame, and insert text or images into it. Then the frame itself, and the text or images inside it, move as defined by the effect.



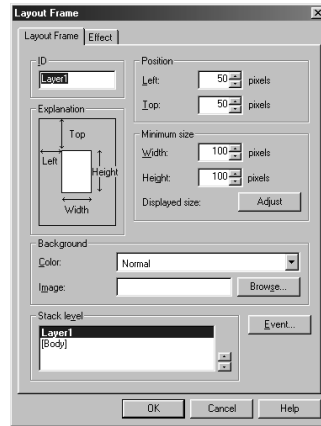
- Only Netscape Navigator 4.0 or later and Microsoft Internet Explorer 4.0 or later support dynamic HTML. A page that contains dynamic HTML might look different when viewed with a different browser.
- Dynamic HTML is not a certain type of HTML tag. It is a technology that uses JavaScript, style sheets, and events.



layout frame and effect

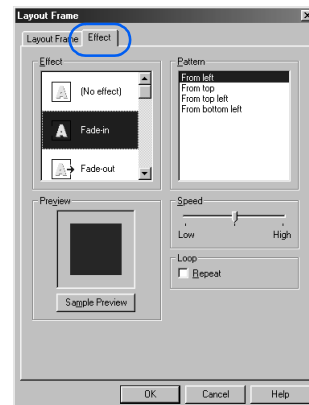
A *layout frame* (sometimes called a *layer*) is an area to which you can apply a dynamic HTML effect. In standard mode, you can insert a layout frame anywhere you like in a page. In free layout mode, you cannot insert a layout frame itself, but any input field inserted into a page is automatically framed with a layout frame. Using this frame, you can insert the input field at any place you like in a page.

Effect is a movement of a layout frame. You can select one of the following effects: Fade-in, Fade-out, Scroll, Wipe (appear), Credit, Jump, Vibration, Rotation, Bounce, Float, and Standstill. JavaScript is used in these effects.



On the **Layout Frame** tab of the Layout Frame dialog, you can specify the position, the size, the background, and the stack level of a layout frame.

2. Click the **Effect** tab.
3. From **Effect**, select the effect you want to apply to the layout frame—for this example, **Fade-in**. From **Pattern**, select the direction of movement—for this example, **From left**.



Using dynamic HTML S

In standard mode, the procedure is as follows.

Creating a layout frame

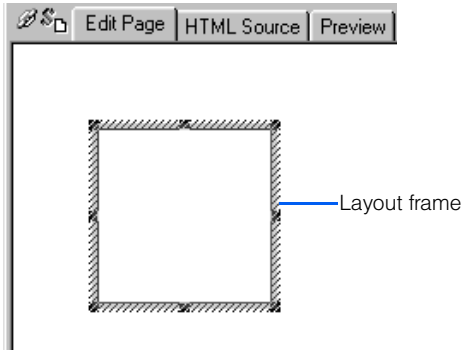
First, create a layout frame at any position you like on your page. You can create more than one layout frame on a single page.

1. On the menu bar, click **Insert → Layout Frame**. The Layout Frame dialog appears.



- To preview the movement of the selected effect, click the **Sample Preview** button.
- To make a movement repeat continuously, select the **Repeat** check box.
- To change the speed of movement, drag the **Speed** slider bar.

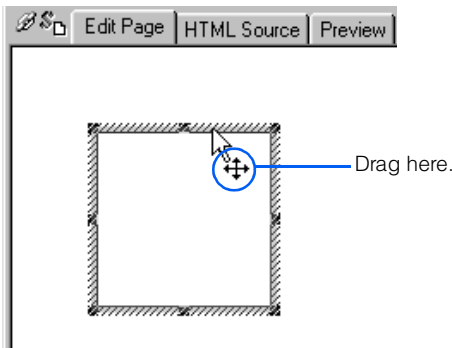
4. Click the **OK** button. The Layout Frame dialog closes, and a layout frame is inserted into the page.



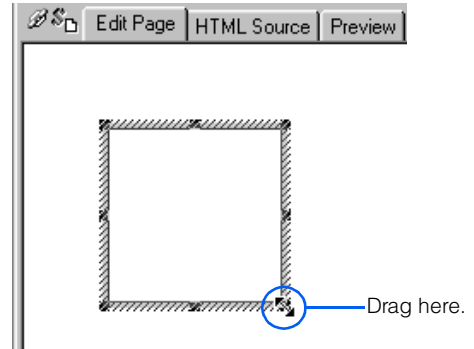
Changing the position and the size of a layout frame

To move or resize a layout frame by using the mouse, do the following:

1. To move a layout frame, move the mouse pointer near the boundary of the layout frame until the mouse pointer turns into a cross. Then drag the mouse to the place where you want the layout frame.



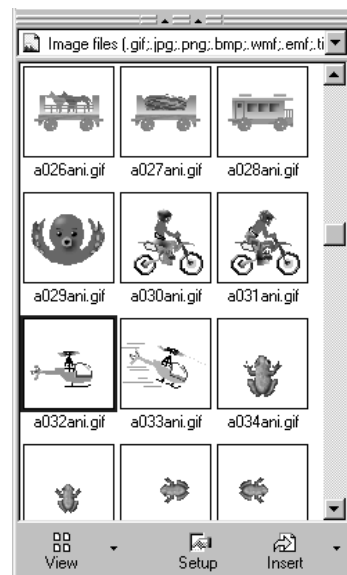
2. To change the size of the layout frame, drag one of the small black square knobs shown on the frame.



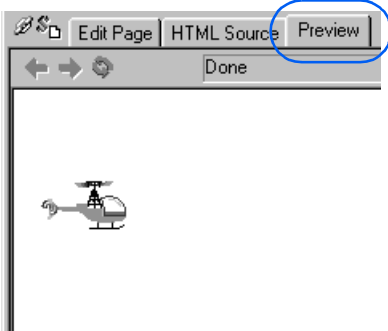
Inserting text and images in a layout frame

You can insert elements such as text, images, and tables in a layout frame. The following example describes how to insert an animation (an animated GIF file) into a layout frame.

1. Click a layout frame.
2. On the upper part of the **Gallery** tab, click **Animations** under **Image**.
3. On the lower part of the **Gallery** tab, select an animated GIF file.



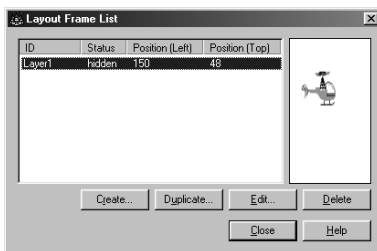
- Click the **Insert** button. The selected animation is inserted into the layout frame.
- To preview the movement, click the **Preview** tab.



How to manipulate layout frames

You can create more than one layout frame on a page. To copy, edit, or delete a layout frame, use the Layout Frame List dialog. You can also create a layout frame in this dialog.

- On the menu bar, click **View → Layout Frame List**. The Layout Frame List dialog appears.
- Click the ID of a layout frame. A preview of that frame appears on the right side of the dialog, and the frame itself is selected on the page being edited.



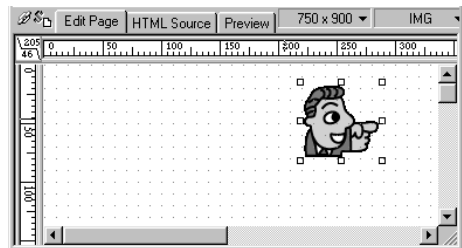
- You can edit the layout frame directly on the page. Or, click one of the following buttons:
 - Create:** Creates a new layout frame, regardless of which layout frame is selected.

- Duplicate:** Makes a duplicate copy of the selected layout frame and its contents, except for any effect that has been applied to it.
- Edit:** Displays the Layout Frame dialog for the selected layout frame, enabling you to edit the attributes and the effect of the frame.
- Delete:** Deletes the selected layout frame. (If you delete all the layout frames on the page, all the JavaScript programs are deleted from the page.)
- Close:** Closes this dialog.

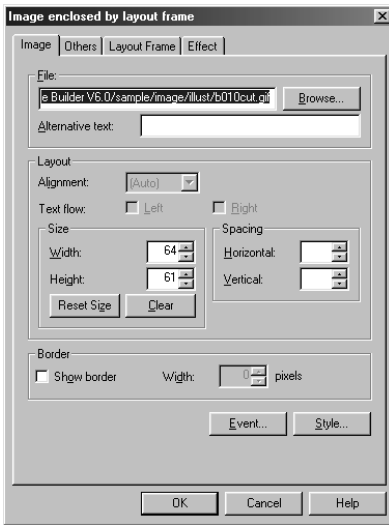
Using dynamic HTML F

In free layout mode, each element on a page, such as text or images, is automatically enclosed by a layout frame. You can therefore use dynamic HTML easily on any element.

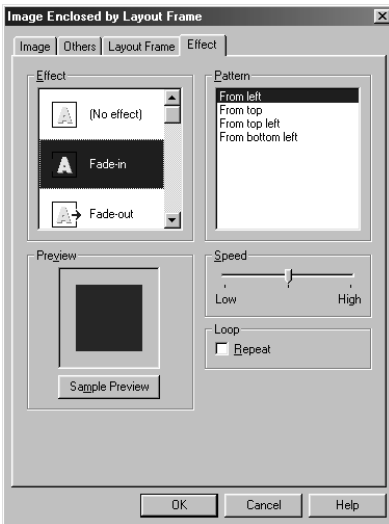
- Select an element that you want to animate. For this example, select an image.



- On the menu bar, click **Edit → Attributes**. The Image Enclosed by Layout Frame dialog appears.



3. Click the **Effect** tab.
4. From the **Effect** field, select the effect you want to apply to the image. From the **Pattern** field, select the direction of movement.

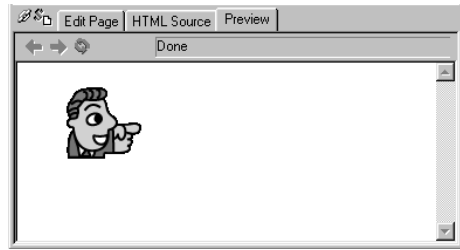


5. Click the **OK** button. The dialog closes, and the specified effect is applied to the selected image.



In free layout mode, you can view a list of layout frames in the Layout View window. To display the Layout View window, click **View → Layout View** on the menu bar.

6. To check the movement, click the **Preview** tab.





Creating a rollover image

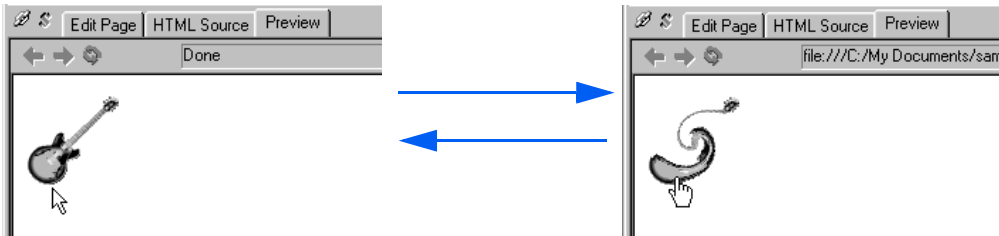
On some Web pages you have browsed, you have probably seen an image that is replaced with another if you place your mouse pointer over it, and returns to the original if you move the mouse pointer away. Such an effect is called the *rollover effect*, and an image to which the rollover effect has been applied is called a *rollover image*.

This section explains how to create a rollover image and insert it on a page.

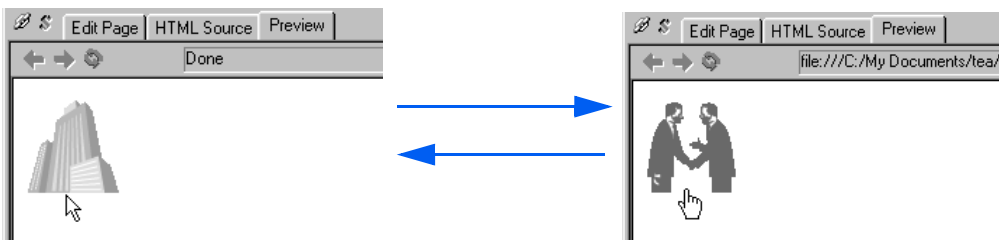
Preparing rollover effects

A rollover image is made up of two images: the original image and an image that replaces the original one when the mouse pointer passes over it. You can prepare the two images in either of the following ways:

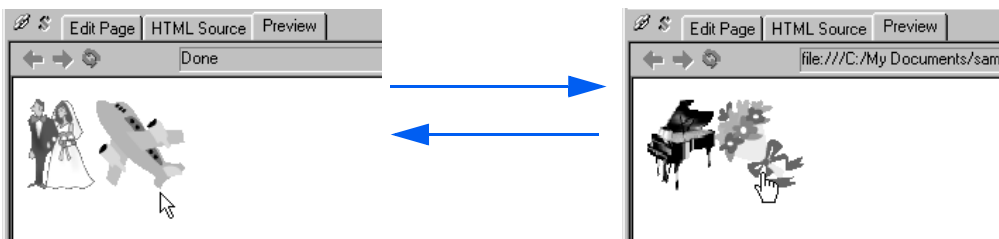
- **Prepare only one image, and create the second one by applying a special effect to the first image.**



- **Prepare two images in advance.**



Another option is to apply the rollover effect to other images on a page. If you choose this option, you will need a second copy of each image. See page 144 for details.





```
<SCRIPT language="JavaScript">
<A href= onmouseover= onmouseout= id= >
<IMG src= border= name= >
```



Only Internet Explorer 4.0 or later and Netscape Navigator 4.0 or later support the rollover effect.



How the rollover effect is achieved

The rollover effect is achieved by the two image files and a JavaScript program that controls them. If you view a rollover image on a Web browser, the image specified by **Original image** is displayed first. If you place the mouse pointer over the image, it is instantly replaced by the one specified by **Replacement image**. If you move the mouse pointer away from the image, the original image returns. A JavaScript program controls this switching of images.

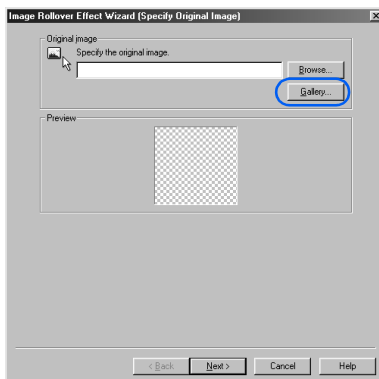
Creating the second image from the first one

The following steps explain how to create a second image from an original image by applying a special effect, combine the two images to create a rollover image, and then insert the rollover image into your page.

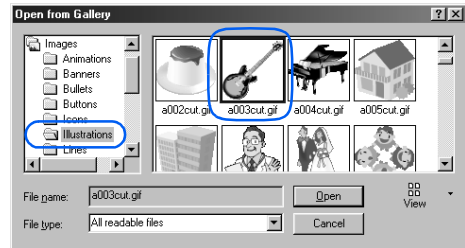
1. On the menu bar, click **Insert → Rollover Image**. The Image Rollover Effect Wizard (Specify Original Image) dialog appears.



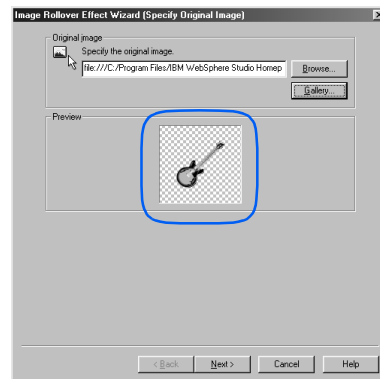
If you select an image on your page before selecting the menu, the path and the preview of the selected image appear in the dialog.



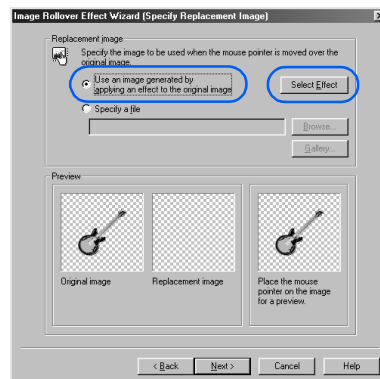
2. Click the **Gallery** button. The Open from Gallery dialog appears.
3. Select which image to use as the original image.



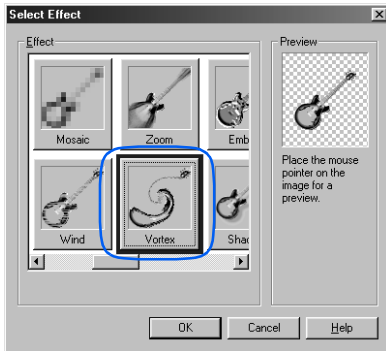
4. Click the **Open** button. The selected image appears in the **Preview** field.



5. Click the **Next** button. The Image Rollover Effect Wizard (Specify Replacement Image) dialog appears.
6. Select the radio button for **Use an image generated by applying an effect to the original image**, and then click the button for **Select Effect**. The Select Effect dialog appears.

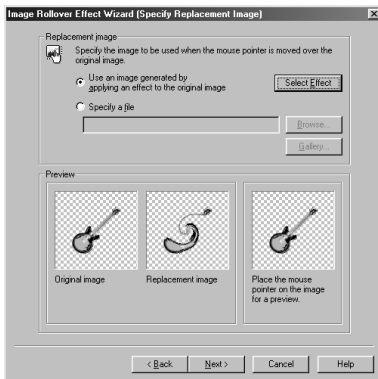


- To generate the second image, select a special effect you want to apply to the original image. For this example, select **Vortex**:

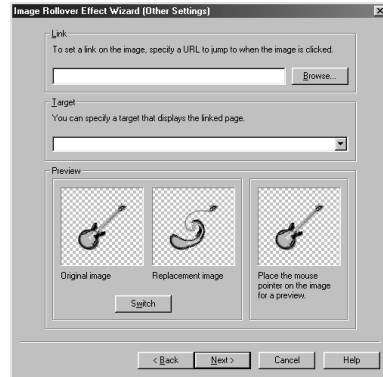


If you place the mouse pointer on the image displayed in the **Preview** field, the image is replaced by a new image generated from the original image by applying the selected effect.

- Click the **OK** button. In the Image Rollover Effect Wizard (Specify Replacement Image) dialog, the middle box in the **Preview** field shows the image generated by applying the Vortex effect to the original image. You can also preview the rollover effect in the box on the right.



- Click the **Next** button. The Image Rollover Effect Wizard (Other Settings) dialog appears.



- If you want to set a link on the rollover image, type the URL of the link destination in the **Link** field. If you want to specify the target window in which you want the link destination page to be displayed, select that window from the **Target** drop-down list.



If you want to make a mailing program send e-mail to your address rather than link to the URL, type your mailing address in the **Link** field.

`mailto:yourname@provider.com`

(Replace with your mailing address)

If you want to set a link to the label on a page, precede the label name with #.

`#label name`

(Specify the label name)

- If you want to reverse the roles of the two images, click the **Switch** button. The image in the left box and the image in the middle box in the **Preview** field trade places.
- Click the **Next** button. The Image Rollover Effect Wizard (Set Rollover Effect on Other Images) dialog appears. You can use this dialog to apply the rollover effect to the images in other locations. For details, see page 144.
- Click the **Finish** button. The rollover image is inserted into the page you are editing.



14. If you are in free layout mode, drag the image to the position where you want to insert it.
15. Click the **Preview** tab, and confirm that the rollover effect operates correctly.

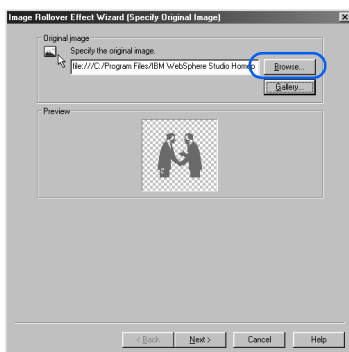


The image formats to which a special effect can be applied are JPEG and GIF, excluding animated GIFs.

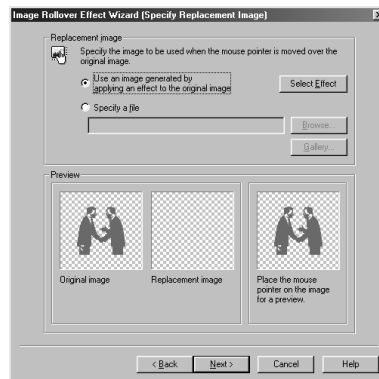
Using two images you have prepared

The following steps explain how to create a rollover effect by using two images you have prepared.

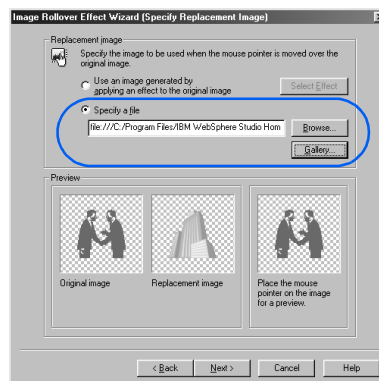
1. On the menu bar, click **Insert → Rollover Image**. The Image Rollover Effect Wizard (Specify Original Image) dialog appears.
2. Click the **Browse** button, and then select the image you want to display first. That image appears in the **Preview** field.



3. Click the **Next** button. The Image Rollover Effect Wizard (Specify Replacement Image) dialog appears.



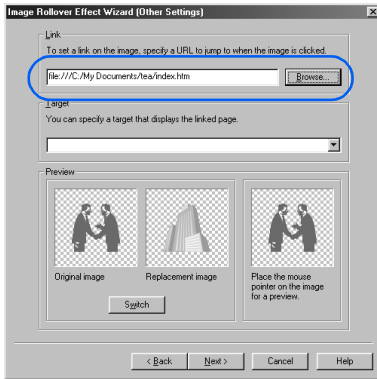
4. Select the **Specify a file** radio button.
5. Click the **Browse** button to open the Open dialog. Select the other image file, and then click the **Open** button. In the Image Rollover Effect Wizard (Specify Replacement Image) dialog, the selected image is displayed in the middle box of the **Preview** field.



6. Click the **Next** button. The Image Rollover Effect Wizard (Other Settings) dialog appears.



7. If you want to set a link on the image you insert, specify the URL of the link destination in the **Link** field.



If you want to make a mailing program send e-mail to your address rather than link to the URL, type your mailing address in the **Link** field.

<mailto:yourname@provider.com>

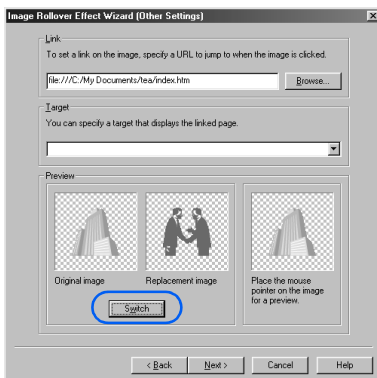
(Replace with your mailing address)

If you want to set a link to the label on a page, precede the label name with #.

[#label name](#)

(Specify the label name)

8. If you want to reverse the roles of the two images, click the **Switch** button. The image in the left box of the **Preview** field trades places with the image in the middle box.



9. Click the **Next** button. The Image Rollover Effect Wizard (Set Rollover Effect on Other Images) dialog appears. You can apply the rollover effect to the images in other locations in this dialog. For details, see “Applying the rollover effect to images in other locations” on page 144.

10. Click the **Finish** button. The rollover image is inserted in the page you are editing.



11. If you are in free layout mode, drag the image to the position where you want to insert it.



On the **Edit Page** tab, you can identify a rollover image by the icon on its top-left corner.

12. To check the rollover effect, click the **Preview** tab.

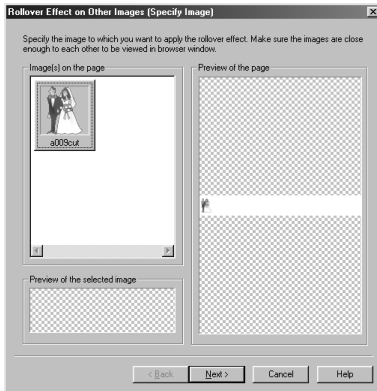
Applying the rollover effect to images in other locations

As an option, you can apply the rollover effect to other images on a page in addition to the first image to which you applied it. Then, if a visitor to the Web page places the mouse pointer over the first image, all of the images to which you have applied this effect are replaced simultaneously.



If you choose this option, select an image near the first one over which you place the mouse pointer. If the images are too far apart, they might not appear on the same screen of your Web browser. You may be unable to confirm whether the effect works correctly on the second image.

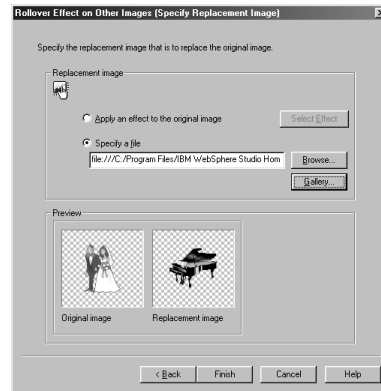
1. Follow steps **1** to **12** in “Creating the second image from the first one” on page 141 or steps **1** to **9** in “Using two images you have prepared” on page 143. Then display the Image Rollover Effect Wizard (Set Rollover Effect on Other Images) dialog.
2. Click the **Add** button. The Rollover Effect on Other Images (Specify Image) dialog appears.



3. The **Image(s) on the page** field contains a list of the images used in your page. Select the one you want. It appears, highlighted, in **Preview of the page**.



4. Click the **Next** button. The Rollover Effect on Other Images (Specify Replacement Image) dialog appears.
5. Specify the replacement image. This procedure is the same as the one in the Image Rollover Effect Wizard (Specify Replacement Image) dialog.



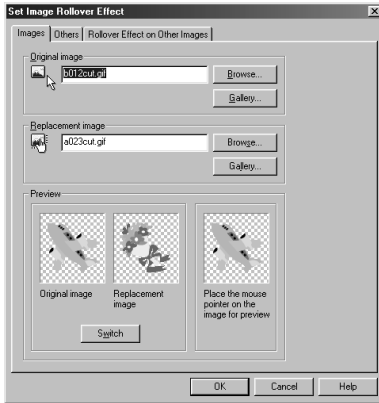
6. Click the **Finish** button. The dialog closes, and you return to the Image Rollover Effect Wizard (Set Rollover Effect on Other Images) dialog.
7. Repeat steps **2** to **6** as necessary.
8. Click the **Finish** button. The images to which the rollover effect is applied are inserted in the page you are editing.

How to change the settings of the rollover effect

If you have created and inserted a rollover image into your page either by the procedure given in this section or by use of WebArt Designer, you can change the settings of the rollover image—for example, the image files used and the link destination of the images. To change the settings, do the following:

1. Click the image.
2. On the menu bar, click **Edit → Rollover Image → Setup Rollover Effect**.

If you have created a rollover image by any other method, you cannot change the settings from this menu.



How to remove the rollover effect

To remove the rollover effect and keep only the original image, do the following:

1. On the menu bar, click **Edit → Rollover Image → Remove Rollover Effect**.

If you have applied the rollover effect to an image in another location, the effect is removed from that image too.









Inserting a Java applet









A Java applet is a program written in the Java language. Homepage Builder does not offer functions for creating your own Java applets, but it does provide many sample Java applets. You can easily customize each applet by changing its parameters.



```
<APPLET code= codebase= width= height= >
<PARAM name= value= >
```

A list of sample Java applets

Name	Description	Typical parameters
 AirShow	Airplanes fly in formation across the window and then leave. Your text is constructed from smoke trails in the clear blue sky. All text is displayed in capital letters.	Text, scroll width, sound, background color, ...
 FlyImage	Many small images float on the screen. If you click an image, a new window opens, and the page you associated with that image is displayed. By changing the parameters, you can create your own link pages or album pages with motion.	URL of the image files, URL of the link destination for each image, ... (For best results, specify about 20 image files.)
 ImgBlink	This applet causes a foreground image to blink. Combining blinking foreground images with nonblinking background images can make your Web page presentation more fun and attractive. In this sample applet, the blasts from a space shuttle in the foreground are overlaid on the shuttle body in the background.	Foreground image, background image, blinking intervals, ...
 ImgFade	The images you specify fade in and out in succession. This applet is effective when you want images to be presented in order, like a slide show. In this sample applet, four images are specified, each displaying a seasonal landscape. One season fades in, fades out, and is replaced with the next season.	URL of the image files, image file names, time span for displaying an image, ...
 ImgPlay	A succession of images is displayed in an animated series. For example, pictures of your face taken from different angles can be displayed, giving the appearance of rotation. How to use the jog shuttle: The jog shuttle enables the visitor to your page to play your animation frame by frame, or even backwards, with a simple mouse operation: Click the jog shuttle and move the mouse pointer in a circle on it (do not drag). If you move the mouse pointer clockwise, the animation plays forward as the jog shuttle rotates clockwise. If you move the mouse pointer counterclockwise, the animation plays backward as the jog shuttle rotates counterclockwise. To cancel the jog shuttle, click again.	URL of the image files, image file names, the number of frames displayed while the jog shuttle makes a turn, ...
 ImgScrol	An image and text scroll together horizontally. For example, you can scroll your favorite portrait and its title. Also, you can scroll an image by itself or text by itself.	Image, text, color of the text board, scroll width, ...

Name	Description	Typical parameters
 ImgSplit	The specified image is split into pieces which are then gradually rejoined, restoring the original image.	Image, number of splits, time span for displaying each piece of an image, ...
 ImgWhirl	An image rotates.	Image, sound, time span for displaying each angle of an image, ...
 ImgZoom	An image zooms in and then zooms out.	Image, sound, time span for displaying each image, ...
 MsgBoard	A message scrolls from right to left; the text can change color or blink.	Text, color of the text board, scroll width, ...
 SgnBoard	Lights flash around a plain signboard, like those you would see at the entrance of a movie theater.	Text, color of the text board, blinking intervals, ...
 Stadium	A message appears character by character on placards held by fans in a baseball or football stadium. All text is displayed in capital letters.	Text (up to 4 characters), color of the text, background color, ...
 Stretch	A message emerges from a central point and spreads to left and right until it reaches the sides of a bulletin board. You might use this applet as the title of your top page.	Text, text color, background color, ...
 WaveText	The text moves up and down as though on a wave. Specify colors only for the first and last characters. The colors for the rest of the characters are automatically assigned tints, gradually changing from the color of the first character to the color of the last character.	Text, color of the first letter in the text, color of the last letter in the text, ...



How to view detailed information on applet parameters

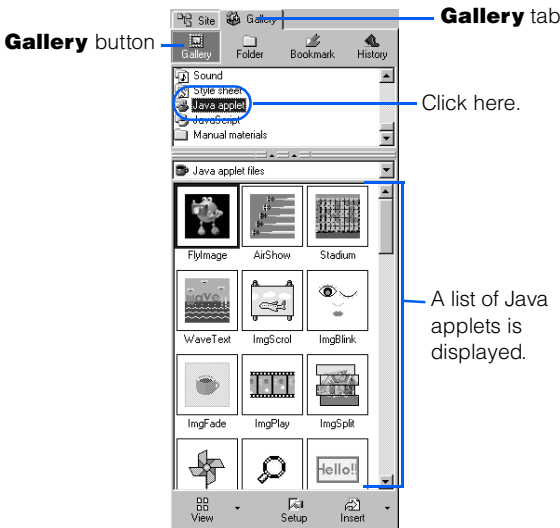
To view detailed information on the parameters of an applet, do the following:

1. On the **Gallery** tab, click the **Gallery** button; then select **Java applet**. A list of applets appears.
2. Select the one you want to use.
3. Click the down-arrow button next to the **Insert** button. Then, from the pop-up menu, select **See Applet Explanation**. A Web browser starts, and an HTML file that contains an explanation of the applet is displayed.

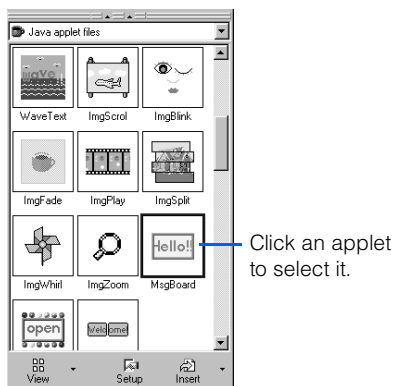
Inserting a sample Java applet

The following example shows how to insert the sample Java applet named `MsgBoard` into your page. This applet displays a message in which the letters change color and blink.

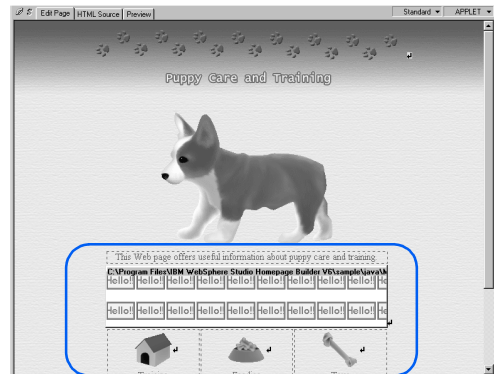
1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button. On the upper part of the **Gallery** tab, a list of the categories of the images provided by Homepage Builder appears.
2. Click **Java applet**. On the lower part of the **Gallery** tab, thumbnails for the sample Java applets appear.



3. Click an applet. For example, click **MsgBoard**.



4. Click the down-arrow button ▼ next to the **Insert** button, and then select **Preview Applet** from the pop-up menu. A Web browser starts, and you can view the behavior of the applet. The `MsgBoard` applet, for example, shows a scrolling message in a box.
5. When you have decided which applet to use, select it (for this example, select **MsgBoard**), and then click the **Insert** button. The selected Java applet is inserted. (If you are in standard mode, it is inserted at the position of the cursor.) The Java applet is represented not by the image you saw on the **Gallery** tab, but by an alternative image, as in this figure:



The selected Java applet is inserted into your page (this is just an alternative image).



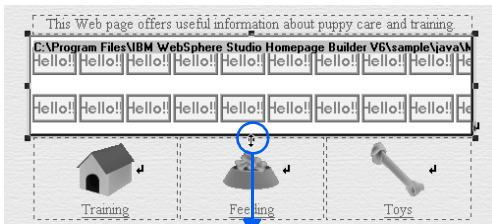
- You cannot run a Java applet in the Homepage Builder page editing area. (An alternative image is displayed instead of the actual Java applet.) Java applets run only on a Web browser that supports them.
- If you insert one of the sample Java applets and cannot check its movement with the **Preview** tab, save the Web page that contains it. The files that make it up are copied from the folder of sample materials into the Web page subfolder. You can then check the movement with the **Preview** tab.
- A single Java applet is made up of several files. If a Java applet has been inserted as described in this section, a subfolder for it is automatically created when you save the Web page you are editing, and all the required files are copied into it. When you

upload your files to the provider's server, you must also upload the subfolder for the Java applet and the files in it. If your provider does not permit the use of subfolders, move the entire content of the Java applet subfolder to the top folder and erase the *codebase* attribute of the <APPLET> tag. To delete the codebase attribute, click **Edit → Attributes**. The Attributes dialog appears. Delete the value in **Code base** on the **Applet** tab.

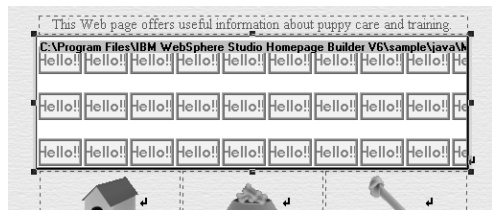
Changing the size of the display area for a Java image

To change the display size of a Java applet you have inserted, click it, and drag one of the eight black square knobs around it.

Drag like this...



...to change the size like this:

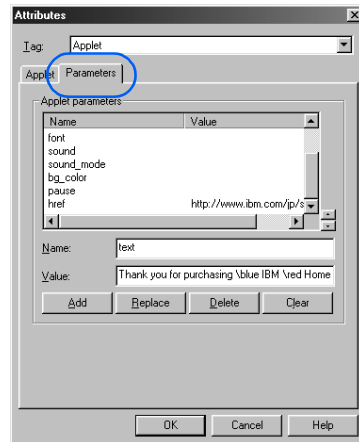


Customizing a Java applet

You can easily customize a Java applet by changing its parameters, such as the image or text used in it, the text or background color, and the speed of movement. Change them according to your own personal taste.

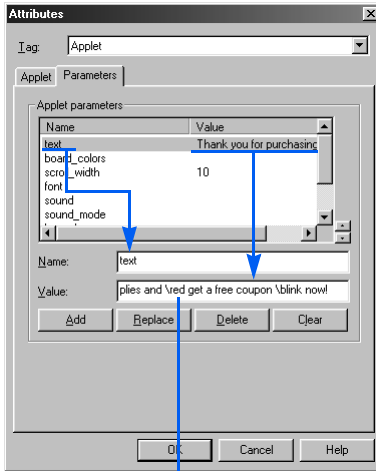
In the following example, you will change the parameters of the applet called *MsgBoard* to display the text of your choice.

1. Select the Java applet that has been inserted into your page.
2. On the menu bar, click **Edit → Attributes**. The Attributes dialog appears.
3. Click the **Parameters** tab. A list of parameters for the applet appears.



4. Click the parameter you want to change. The parameter name is displayed in the **Name** field, and the parameter value is displayed in the **Value** field.
5. Change the parameter value in the **Value** field, and then click the **Replace** button. For example, change the value of the 'text' parameter as follows:

```
\blue Purchase our pet supplies and
\red get a free coupon \blink now!
```

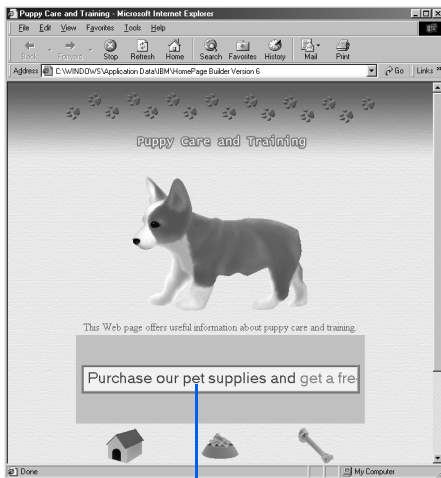


Change the parameter value.



Insert a single blank space after an attribute such as \blue (blue), \red (red), or \blink (blink).

6. Click the **OK** button.
7. On the menu bar, click **Tools → Web Browser** to start a Web browser. (If a message asks you if you want to save files, click the **Yes** button.) The message, “Purchase our pet supplies and get a free coupon now!,” appears in a frame.

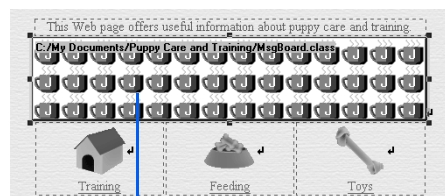


The text of the message has been changed.

Inserting your own Java applet

To insert your own Java applet (rather than one of the sample Java applets provided by Homepage Builder), do the following:

1. Create in your site folder a subfolder for the Java applet.
2. Copy into that subfolder all the files that compose the Java applet, including, for example:
 - Class files (*.class)
 - Image files and other files specified in the class files
3. On the menu bar, click **Insert → Others → Java Applet**. The Attributes dialog appears. Confirm that **Applet** is displayed in the **Tag** list box.
4. Type the class file name in **Code**, the Java applet subfolder name in **Code base**, an explanation of the applet in **Alternative text**, and the dimensions of the applet in **Width** and **Height**.
5. On the **Parameters** tab, enter the parameter name in **Name** and the corresponding value in **Value**, and then click the **Add** button. Repeat this step for each parameter.
6. Click the **OK** button to insert the applet. The applet is indicated by an alternative image. (You can view the actual applet on a Web browser or the **Preview** tab. To view the applet on the **Preview** tab, first save the Web page where you inserted the applet.)



The selected applet is inserted (this is an alternative image).



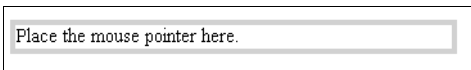
Setting an event

An occurrence such as the passage of a mouse pointer over an image is called an *event*. To specify that a program is to run when a certain event occurs is called *setting an event*.

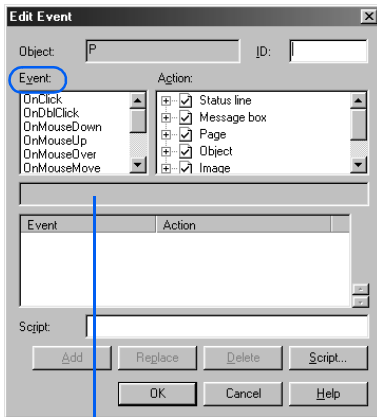
 `<SCRIPT language="JavaScript">
<P onmouseover= onmouseout= >`

HTML defines several types of events. In the following example, you will learn how to display or hide a message on the status bar of the Web browser by passing the mouse pointer over or out of a paragraph.

1. Click the text to which you want to set an event.



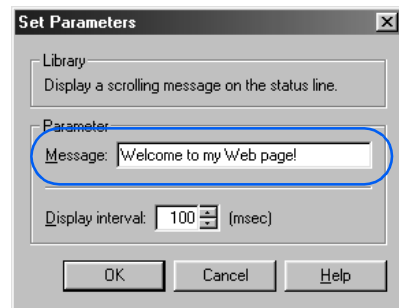
2. On the menu bar, click **Edit** → **Edit Event**. The Edit Event dialog appears.



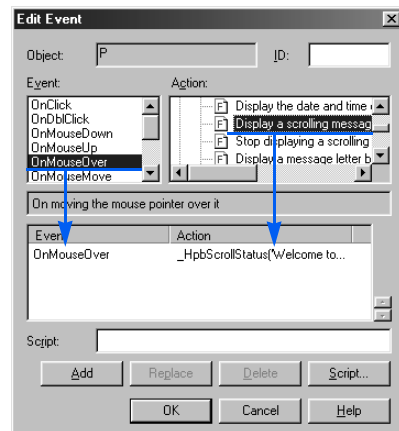
Message area

3. To specify what is to happen when the mouse pointer passes over the selected paragraph, select **OnMouseOver** from the **Event** field. The message area in the middle of the dialog displays a description of the selected event—in this example, “On moving the mouse pointer over it.”
4. In the **Action** field, click the **+** (plus) sign to the left of **Status Line**, and then **Display a scrolling message on the status line**.

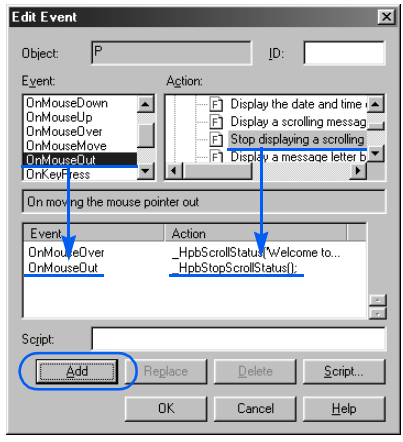
5. Click the **Add** button. The Set Parameters dialog appears.
6. Type the text of the scrolling message you want to display on Web browsers. For this example, type **Welcome to my Web page!**



7. Click the **OK** button. The list box on the lower part of the Edit Event dialog shows the selected event (OnMouseOver in this example) and the selected action (the JavaScript function and its parameters).



- 8. To specify what is to happen when the mouse pointer is moved out of the selected paragraph, select **OnMouseOut** from the **Event** field. The message area in the middle of the dialog displays a description of the selected event—in this example, “On moving the mouse pointer out.”
- 9. In the **Action** field, under **Status Line**, click **Stop displaying a scrolling message on the status line**.
- 10. Click the **Add** button. The list box on the lower part of the Edit Event dialog shows the selected event (in this example, OnMouseOut) and the selected action (the JavaScript function and its parameters).

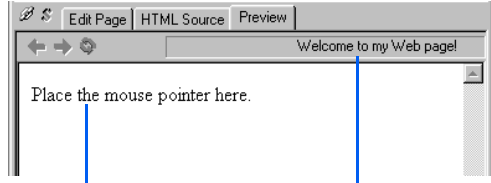


- 11. Click the **OK** button to return to the page you are editing.
- 12. Click the **HTML Source** tab to check which HTML tags are being used.



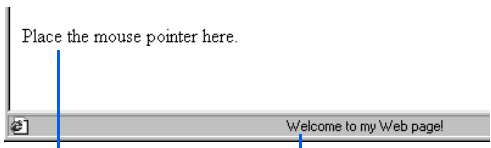
In this example, you can see that the header part of the HTML source contains two JavaScript programs: one that displays a message and another that stops displaying the message. Each is enclosed in the <SCRIPT> and </SCRIPT> tags. These JavaScript programs are invoked by the *onmouseover* and *onmouseout* events, which are set on the text “Place the mouse pointer here.”

- 13. To confirm that the script runs properly, click the **Preview** tab. If you place the mouse pointer over the text “Place the mouse pointer here,” the message you specified scrolls through the status bar.



If you place the mouse pointer here... A message scrolls here.

- 14. Finally, on the menu bar, click **Tools → Web Browser** to start a Web browser. The Web browser starts, and the page is displayed. If you place the mouse pointer over the text “Place the mouse pointer here,” the message you specified scrolls through the status bar.



If you place the mouse pointer here... A message scrolls here.



The event-related attributes (such as *onmouseover* and *onmouseout*) apply to most HTML tags. Some Web browsers, however, do not support event-related attributes.

For details about how various Web browsers affect the movement of events, see the online help.

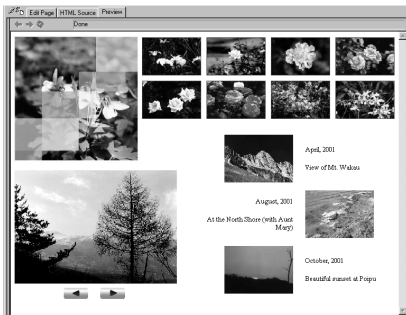
Exhibiting photos on your page

12

This chapter introduces several styles for exhibiting photos taken with a digital camera. You can choose the style that shows your photos most attractively.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



- ★★ Creating an album156
- ★★ Creating thumbnails158
- ★★ Creating a slide show160
- ★★ Creating a checkerboard image162

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



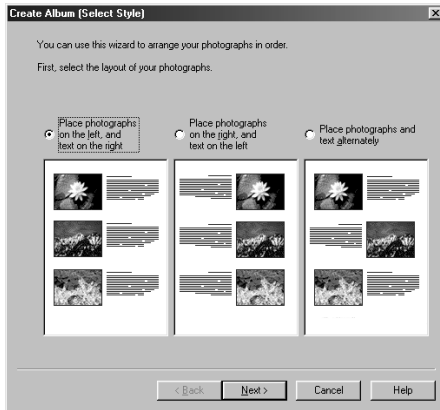
Creating an album

You can select several photos that you have taken with a digital camera, add a short comment to each of them, and arrange them neatly on your page.

Sample album



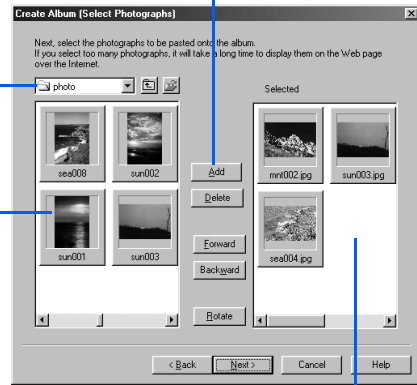
1. On the menu bar, click **Insert → Photograph → Album**. The Create Album (Select Style) dialog appears.



2. Select a layout of the album, and then click the **Next** button.
3. Select the photos you want to insert into the album, by the steps shown here.

- 1) Select the folder that contains the photos.

- 3) Click the **Add** button.

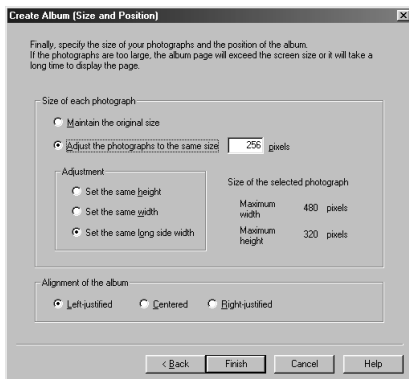


- 2) Thumbnails of all the photos in the folder are displayed. Click the photos you want to insert into the album, one by one.
- 4) The selected photos are added in this box. All the photos in this box will be included in the album.



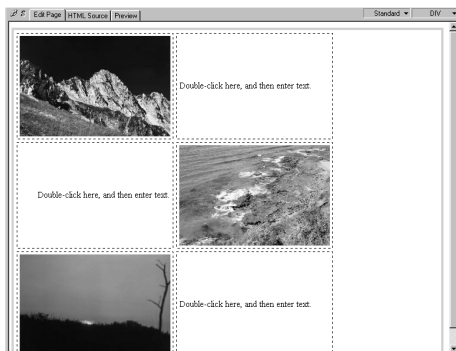
- To delete a photo you have selected, click it in the right box, and click the **Delete** button.
- The photos are inserted into the album in the order in which they are listed in the right box. To change the order, select a photo in the right box, and then click the **Forward** or **Backward** button.
- To rotate a photo, click it in the right box, and click the **Rotate** button. The photo is rotated 90 degrees clockwise.

4. After you have selected photos, click the **Next** button.
5. Specify the size of the photos and where you want to insert the album.



- You cannot enlarge a photo to a size that is larger than its original size.
- In free layout mode, you cannot specify the **Alignment of the album** option. After an album is inserted, drag it to the position you like.

6. Click the **Finish** button. An album is inserted into the page being edited.



7. Change the text for each photograph.



Creating thumbnails

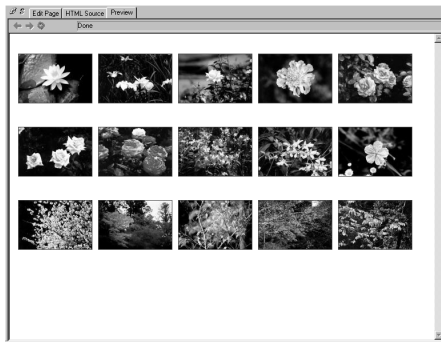
You can create thumbnails for photos and arrange them on your page. If you click a thumbnail on a Web browser, the original image is displayed in full size.



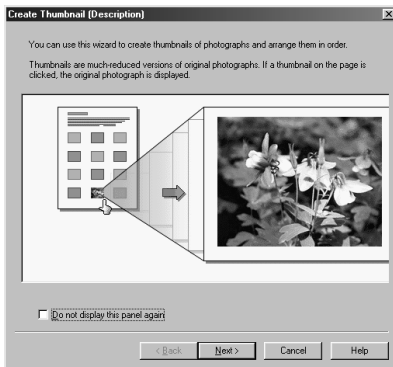
thumbnail

A miniature version of an image, often used to allow quick browsing through many images.

Sample thumbnails



1. On the menu bar, click **Insert** → **Photograph** → **Thumbnail**. The Create Thumbnail (Description) dialog appears.



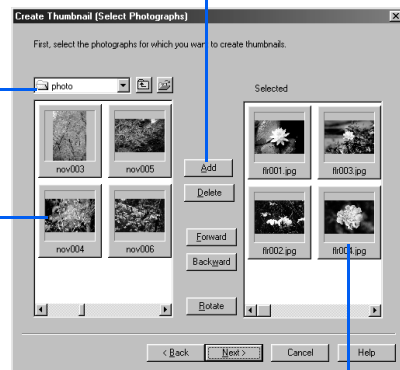
This dialog is for information only. If you have read the explanation in this dialog and do not want it to be displayed again, select the **Do not display this panel again** check box.

2. Click the **Next** button.

3. Select the photos for which you want to create thumbnails, by the steps shown here.

- 1) Select the folder that contains the photos you want to select.

- 3) Click the **Add** button.

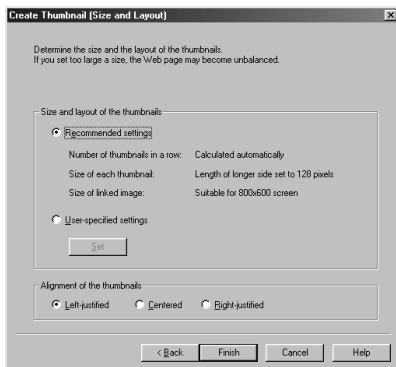


- 2) Thumbnails of all the photos in the folder are displayed. Click the photos you want to select, one by one.
- 4) The selected photos are added in this box. All the photos in this box will be displayed as thumbnails.



- To delete a photo you have selected, click it in the right-hand box, and click the **Delete** button.
- The thumbnails are arranged in the order in which they are listed in the right-hand box. To change the order, select a photo in the right-hand box, and then click the **Forward** or **Backward** button.
- To rotate a photo, click it in the right-hand box, and click the **Rotate** button. The photo is rotated 90 degrees clockwise.

4. After you have selected photos, click the **Next** button. The Create Thumbnail (Size and Layout) dialog appears.



5. In the **Size and layout of the thumbnails** group, select either **Recommended settings** or **User-specified settings**. In the **Alignment of the thumbnails** group, select where you want to insert the thumbnails.

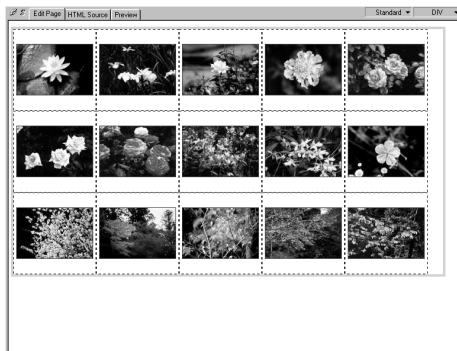


If you select **User-specified settings** and click the **Set** button, you can specify the number of thumbnails in a row, the size of a thumbnail image, and the size of the original image to be linked from the thumbnail.



In free layout mode, you cannot specify the **Alignment of the thumbnails** option. After thumbnails are inserted, drag them to the position you like.

6. Click the **Finish** button. Thumbnails are inserted into the page being edited.





Creating a slide show

You can create a slide show and insert it into your page. Photos in a slide show are displayed one by one, under manual control or automatically.

Sample slide show



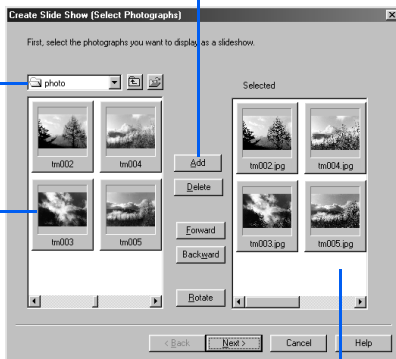
Only Internet Explorer 4.0 or later or Netscape Navigator 4.0 or later can display slide shows.

1. On the menu bar, click **Insert** → **Photograph** → **Slide Show**. The Create Slide Show (Select Photographs) dialog appears.

2. Select the photos you want to include in a slide show, by the steps shown here.

1) Select the folder that contains the photos you want to select.

3) Click the **Add** button.



2) Thumbnails of all the photos in the folder are displayed. Click the photos you want to select, one by one.

4) The selected photos are added in this box. All the photos in this box will be included in the slide show.

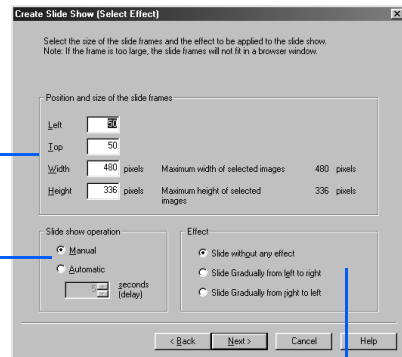


- To delete a photo you have selected, click it in the right-hand box, and click the **Delete** button.
- The photos are arranged in the order in which they are listed in the right-hand box. To change the order, select a photo in the right-hand box, and then click the **Forward** or **Backward** button.
- To rotate a photo, click it in the right-hand box, and click the **Rotate** button. The photo is rotated 90 degrees clockwise.

3. After you have selected photos, click the **Next** button. The Create Slide Show (Select Effect) dialog appears.

4. Specify the details for the slide show.

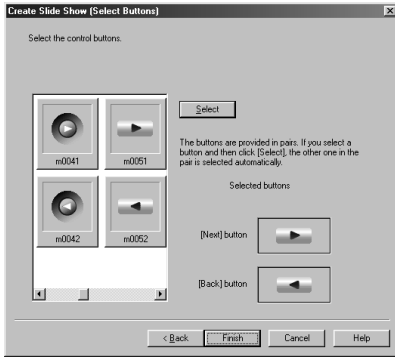
Specify the position and size of the slide show, in pixels.



Specify how the images are to be replaced.

Specify whether you want to create a slide show that runs automatically (one image is replaced by another after a specified interval) or manually (one image is replaced by another when a button is clicked).

5. Click the **Next** button. The Create Slide Show (Select Buttons) dialog appears.



6. Select the buttons you want to use in the slide show, and click **Select**.



The buttons are in pairs; if you select a button and click **Select**, the other button in the pair is also selected.

7. Click the **Finish** button. A slide show is inserted into your page.





Creating a checkerboard image

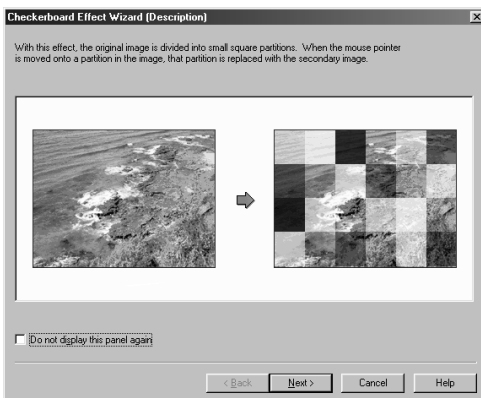
The checkerboard effect is a sophisticated application of the rollover effect. If you apply the checkerboard effect to an image, the image is split into small pieces and the rollover effect is applied to each piece. You can thus create an image that gradually turns into another or changes its color when a viewer moves the mouse pointer over it.

Sample checkerboard image



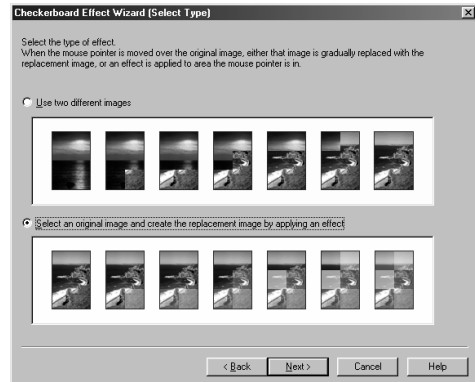
Only Internet Explorer 4.0 or later and Netscape Navigator 4.0 or later can display checkerboard images.

1. On the menu bar, click **Insert** → **Photograph** → **Checkerboard Image**. The Checkerboard Effect Wizard (Description) dialog appears.



This dialog is for information only. If you have read the explanation in this dialog and do not want to display it again, select the **Do not display this panel again** check box.

2. Click the **Next** button. The Checkerboard Effect Wizard (Select Type) dialog appears.



3. Because the checkerboard effect is an application of the rollover effect, you need to prepare two images. Select one of the following:

- **Use two different images:** Select this option if you are going to specify two separate images to be used.
- **Select an original image and create the replacement image by applying an effect:** Select this option if you are going to specify only a single image; the second image is generated from the first one.

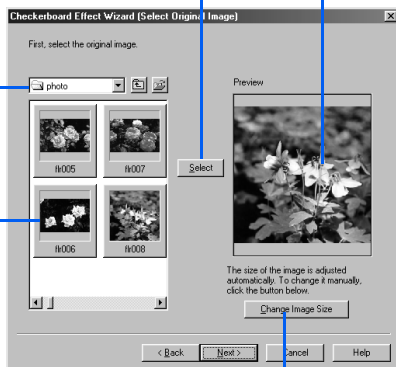
4. Click the **Next** button. The Checkerboard Effect Wizard (Select Original Image) dialog appears.

5. Select the photo to which you want to apply the checkerboard effect.

1) Select the folder that contains the photo you want to select.

3) Click the **Select** button.

4) The selected photo is displayed in this box.



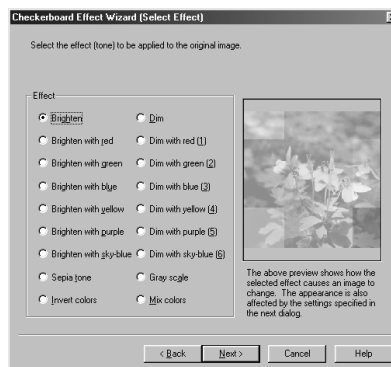
2) Thumbnails of all the photos in the folder are displayed. Click the photo you want to select.

5) To change the size of the image, click this button. You can either select the size that is suitable for a certain display resolution, or specify the size in pixels.

6. Click the **Next** button. If you selected **Use two different images** in step 3, go to step 7a. If you selected **Select an original image and create the replacement image by applying an effect** in step 3, go to step 7b.

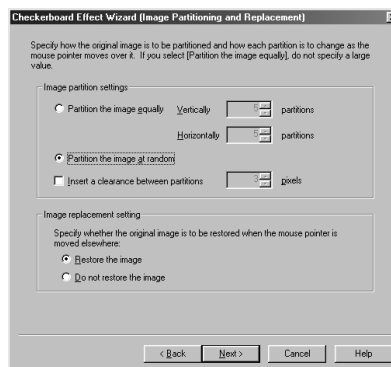
7a. In the Checkerboard Effect Wizard (Select Replacement Image) dialog, select the replacement image. Do not select an image whose aspect ratio is entirely different from that of the original image. Then click the **Next** button. The Checkerboard Effect Wizard (Image Partitioning and Replacement) dialog appears. Go to step 8.

7b. In the Checkerboard Effect Wizard (Select Effect) dialog, select the effect you want to apply to the original image in order to generate the second image. Then click the **Next** button.



The Checkerboard Effect Wizard (Image Partitioning and Replacement) dialog appears.

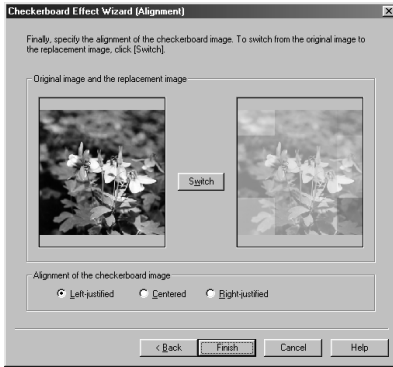
8. In the **Image partition settings** group, specify how you want to split the images. If you want to leave space between pieces of the images, select the **Insert a clearance between partitions** check box. In the **Image replacement setting** group, specify whether you want each piece of image to return to the original when the mouse pointer is moved away.



Do not split the image into more than 50 pieces.

9. Click the **Next** button. The Checkerboard Effect Wizard (Alignment) dialog appears.

10. If you want to reverse the roles of the two images, click the **Switch** button. In the **Alignment of the checkerboard image** group, select the position where you want to insert the checkerboard image.

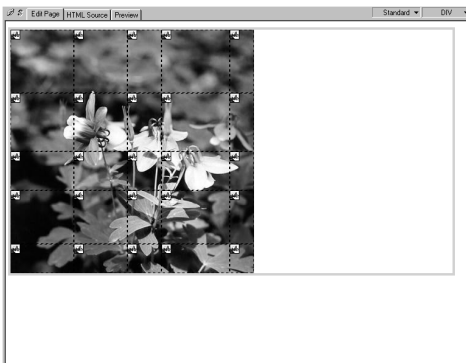


If you selected **Select an original image and create the replacement image by applying an effect** in step 3, clicking the **Switch** button to reverse the roles of the two images will make your page more attractive.



In free layout mode, you cannot specify the **Alignment of the checkerboard image** option. After inserting the checkerboard image, drag it to the position where you want it.

11. Click the **Finish** button. A checkerboard image is inserted into the page.



12. To check the movement of the image, click the **Preview** tab, and move the mouse pointer over the image. As you move the pointer, the pieces under it are replaced with the pieces that make up the replacement image.

Using style sheets

13

The use of *style sheets* is a technology that is likely to become essential for creating a Web page. By using style sheets, you can design more sophisticated and elaborate Web pages. Moreover, by using the same style sheet for several pages or throughout your site, you can make the layout of your pages consistent and easy to maintain.

This chapter first explains what a style sheet is, and then introduces several methods of using a style sheet.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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What is a style sheet?

A style sheet defines the style, or appearance, of a Web page. It can be a separate file consisting only of such definitions, or it can be included along with content in an HTML file.

In 1996 the World Wide Web Consortium (W3C) formulated a standard to control the appearance of Web pages. Homepage Builder complies with this standard by supporting a style sheet format called the *cascading style sheet (CSS)*.

With a style sheet you can make the design of your Web pages as elaborate as those you see in magazines. Attributes of HTML tags offer ways to specify some characteristics of layout, such as boldface text or the format of paragraphs. Style sheets, however, offer many more capabilities. Moreover, W3C plans to gradually shift the definitions of style for Web pages from HTML tags to style sheets, so that eventually layout will be controlled entirely by use of style sheets. To prepare for this, you should become acquainted with the basics of style sheets.

What kind of style can you define?

You can define the following layout-related items with style sheets:

Category	Items you can specify
Font	Typeface, size, weight (bold or normal), style (italic, underline)
Color and background	Text color, background color, background image and its position
Text layout	Alignment, line pitch, letter spacing
Page layout	Page margin, table margin
List	Type of list, position, image used for list marks
Position	Position, size, stack level
Others	Shape of the cursor, specification of page eject when printing

For example, you can use a style sheet to define the following style for a paragraph (the <P> tag): the typeface is Arial, the font size is normal, text is aligned center, and the background color is green.



A page laid out with a particular style sheet may look different on different Web browsers. Also, some browsers may not support all of the definitions in your style sheet. Therefore, after you have written a style sheet, check your page to see whether it is displayed as you want on the type of browser you expect the visitors to your Web page to use.

How do you define a style?

You can define a style in one of the following ways:

- If you want to define a style that is applied automatically to every occurrence of the same tag (for example, every <P> tag), define a style for a tag. See “Defining a style for a type of element” on page 169.
- If you want to define a style and apply it to individual occurrences of tags (for example, if you want to apply the same style only to the first occurrence of the <P> tag and the second occurrence of the <H3> tag), define a *class style* or an *ID style*. Class styles and ID styles are similar, but we recommend that you use a class style, because you can associate an ID style with only one occurrence of a tag on a page. For how to define a class style, see “Defining a style for different elements” on page 170.
- If you want to define a style for only a part of text, see “Defining a style for a predefined area” on page 173.

How do you write a style sheet?

A style sheet can have either of two forms. It can simply be a set of specifications included in any HTML file; or it can be a separate file made up of specifications of style, as the name suggests. The latter kind is called an *external style sheet file*.

1 Specifying the style in your HTML file. The advantage of this method is that you can easily understand how the style is specified and change its settings, because all the style definitions are included in the HTML file. The disadvantage is that maintaining consistency in the design of your Web pages is more difficult, because you must specify the style for each page.

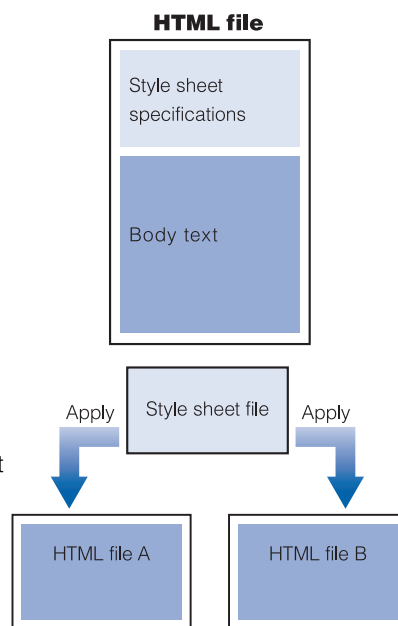
2 Creating a style sheet file and setting a link to it from your HTML file. A style sheet file is a file prepared in a predefined format. Because the file contains only text, you can edit it with any text editor—for example, Windows Notepad. The file extension for a style sheet file is **.css**. The advantage of using this method is that you can have a consistent design throughout your Web site, because you can maintain the contents (HTML file) and the design (style sheet file) separately. Also, by sharing a style sheet file, co-workers in a company, or students in a school, can create Web pages in the same style. The disadvantage is that you must maintain a style sheet file in addition to your HTML files.

This guide recommends that you choose as follows:

- If you want to specify a style for a single page, select **1**.
- If you want to specify a style for multiple pages, or if you want to share a style with someone else, select **2**.

If you are not familiar with style sheets, you may find it difficult to write style definitions by either of these two methods. Don't worry. With Homepage Builder, you can still specify the style.

This chapter explains how to specify a page style by using each of these two methods.



Looking into the source of a style sheet

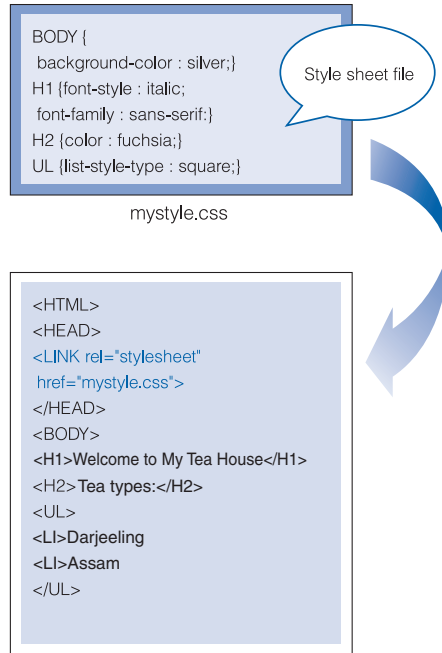
The following figures show the relationship between a style sheet and an HTML file. The left figure shows a sample style sheet embedded in an HTML file. The right figure shows an example of an external style sheet file linked from an HTML file.

Specifying a style directly in an HTML file

```
<HTML>
<HEAD>
<STYLE>
<!--
BODY {
  background-color : silver;}
H1 {font-style : italic;
font-family : sans-serif;}
UL {list-style-type : square;}
-->
</STYLE>
</HEAD>
<BODY>
<H1>Welcome to My Tea House</H1>
<H2 style="color : fuchsia">
Tea types:</H2>
<UL>
<LI>Darjeeling
<LI>Assam
</UL>
```

abc.htm

Specifying a style in an external style sheet file, which is linked from an HTML file



As you can see in the left figure, you can embed a style sheet in an HTML file in one of the following ways:

- Specifying the style in the header part of a file—that is, between the `<STYLE>` tag and the `</STYLE>` tag.
- Specifying the style by using the `style` attribute of an HTML tag.

In contrast, an external style sheet file does not require the `<STYLE>` and `</STYLE>` tags.



In a style sheet, each style is specified in the following format:

Selector {Property : Value ;}

For example, if you specify a small font and the italic attribute for the `<P>` tag, the source of the style sheet is as follows:

**P {font-size : x-small;
font-style : italic;}**



Embedding a style sheet in your page

This section describes how to embed style specifications in a page you are editing.

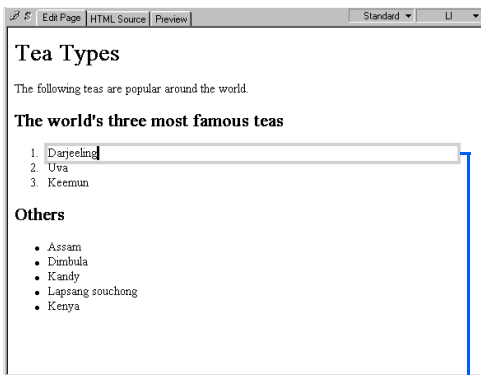


```
<STYLE>
<!-- -->
<SPAN style=>
```

Defining a style for a type of element

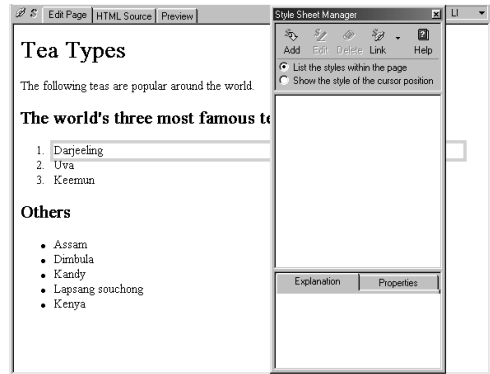
You can define a style for any type of element (tag) used in a page—for example, list items (the tags) or paragraphs (the <P> tags). When you define a style for a tag, that tag has the same effect wherever it is used in the page. For example, by defining a style for a paragraph (the <P> tag), you instruct HTML to apply the same style wherever the <P> tag occurs in the page. The following example shows how to specify a style for list items (the tags):

1. Focus on the element for which you want to specify a style (a list item in this example).

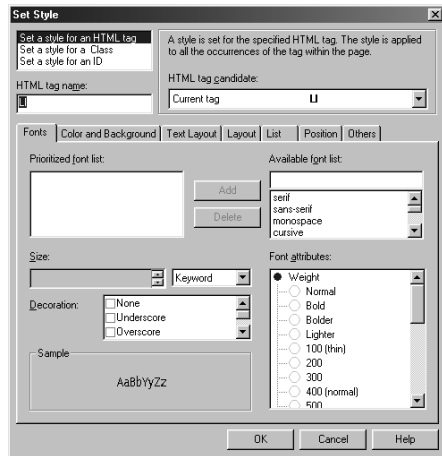


Focus frame

2. On the menu bar, click **Format → Style**. The Style Sheet Manager appears.

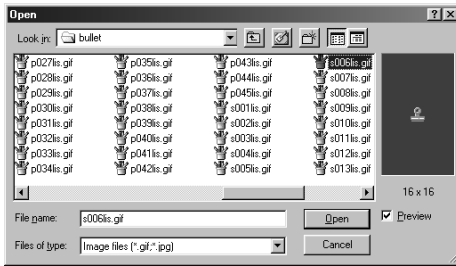


3. In the Style Sheet Manager window, click the **Add** button. The Set Style dialog appears.



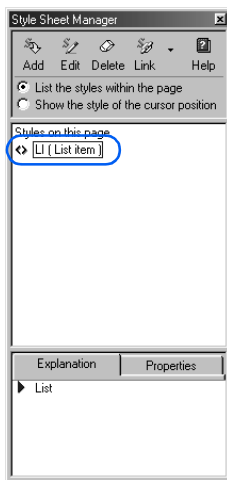
4. Confirm that **Set a style for an HTML tag** has been selected and that **LI** is set in the **HTML tag name** field.
5. Click the **List** tab.
6. In the **Bullet Image** field, click the **Browse** button. The Open dialog appears.

- In the folder in which Homepage Builder is installed, go to the **sample\imagebullet** folder and select an image file. Then click the **Open** button.



The Open dialog closes, and you return to the Set Style dialog.

- Click the **OK** button. The list mark you selected is applied to all the list items in the page. The Style Sheet Manager shows **LI**, the name of the style.



- To check which tags are being used in the style sheet, click the **HTML Source** tab. You can see the style embedded between the `<STYLE>` and `</STYLE>` tags.



The style specifications are further enclosed by `<!--` and `-->`, which are used for Web browsers that do not support style sheets. Without `<!--` and `-->`, such a browser cannot handle the style definition tags, and therefore displays the tags themselves, as plain text.


- Click the **Preview** tab to preview your page.



The list marks have been changed.



How to cancel a style you have specified


In the Style Sheet Manager, select the name of the style (**LI** in this example) and then click the **Delete** button .

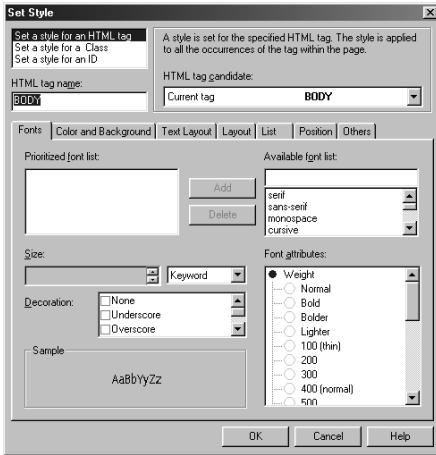
Defining a style for different elements

The preceding section explained how to define a style sheet for an HTML tag. With this method, you must define a style sheet for every tag, and the style you define is applied to every occurrence of the tag.

If you want to specify the same style sheet for different elements, use *classes*. By using a class, you can have the same style for different tags by associating the class with the tags. Moreover, by associating different classes to each occurrence of the same tag, you can achieve different styles for the same tag.

The following example shows how to define a class.

- On the menu bar, click **Format → Style**. The Style Sheet Manager appears.
- Click the **Add** button . The Set Style dialog appears.



3. Select **Set a style for a Class**.



The **Set a style for an ID** option has almost the same effect as the **Set a style for a Class** option. The only difference is that you can apply an ID to only one place (one occurrence of a tag) in a page. Therefore, it is recommended that you use classes rather than IDs.

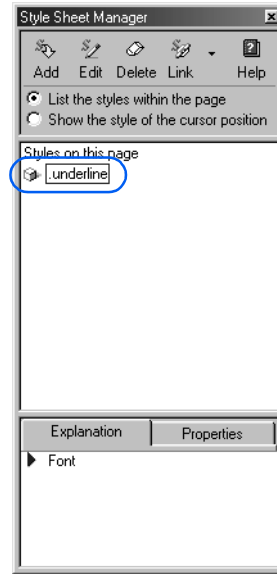
4. Type `.underline` in the **Class Name** field.



Always precede the class name with a period.

5. From the **Decoration** field, select **Underscore**.

6. Click the **OK** button. The class name `.underline` is shown in the Style Sheet Manager.



7. On the **Edit Page** tab, focus on the element (a list item in this example) to which you want to apply the style sheet you have just created:

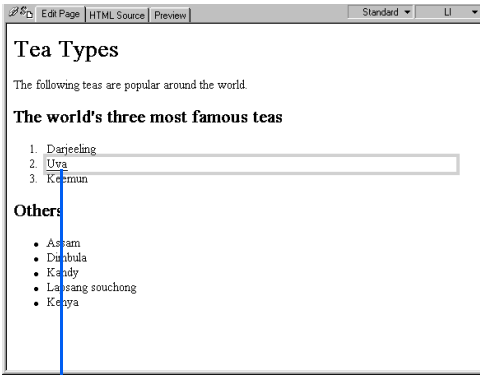


Focus frame

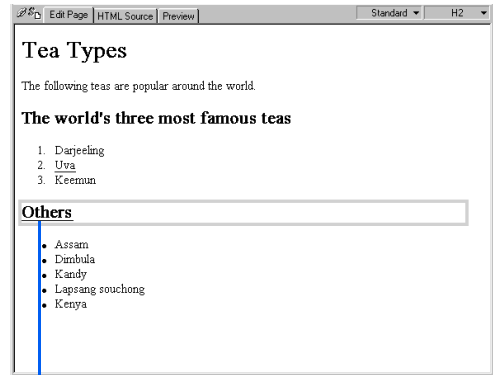
8. From the list box in the Style Class toolbar, select **underline**.



The element in focus is underlined.



Underline



Underline

Now, apply the same style sheet to another element.

9. First, focus on the element to which you want to apply the style.



Focus frame

10. From the list box in the Style Class toolbar, select **underline**. The selected element is also underlined.

11. To check which tags are being used in the style sheet, click the **HTML Source** tab. On the upper part of the HTML source, you can see a class named ".underline" defined between the <STYLE> and </STYLE> tags. The tags to which the class has been applied have the `class="underline"` attribute.



By defining several classes and applying them for the same tag, you can achieve a different appearance for every occurrence of the same tag. Suppose you have defined a class named **.bold** that makes text bold. If you apply this class to the list item below the one to which you have applied the class **.underline**, the page looks like this:

Text in bold



Defining a style for a predefined area

You can specify a style for a particular area on your page. The style is defined by the *style* attribute of an HTML tag (the `` tag in the following example) rather than by the specifications between the `<STYLE>` and `</STYLE>` tags.

1. On the **Edit Page** tab, drag the mouse to select the area where you want to specify a style.

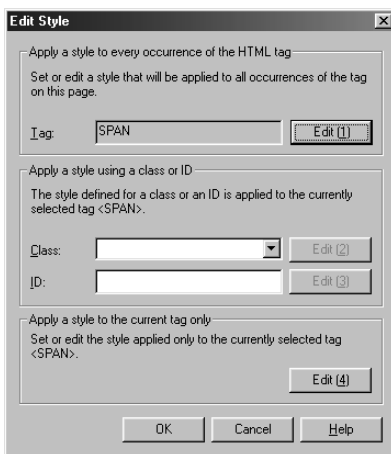


Drag to select the area.



You can select either a part of a paragraph (as in this example) or several adjacent paragraphs.

2. On the menu bar, click **Format → Physical Emphasis → Style (SPAN)**. The **Edit Style** dialog appears.



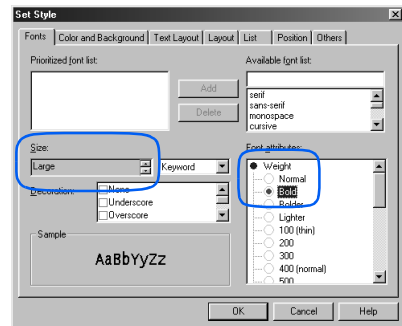
In the dialog, **SPAN** has been set in the **Tag** field. This is because the area you selected is automatically enclosed by the `` and `` tags. The style you are going to specify for the area is added as an attribute of the `` tag.

3. Click the **Edit (4)** button. The Set Style dialog appears.



By clicking the **Edit (4)** button, you cause the style you are going to specify to be applied only to the tag currently selected (a single `` tag in this example). If you click the **Edit (1)** button instead, the style is applied to every occurrence of the same tag (all the `` tags in this example).

4. Specify the style. For this example, select **Large** from the **Size** field, and select **Bold** under **Weight** from the **Font attributes** field.



5. Click the **OK** button. The dialog closes, and you return to the Edit Style dialog.


6. Click the **OK** button. The style is applied to the selected area.



The style has been applied.

7. To check the HTML source, click the **HTML Source** tab. The selected text string is enclosed by the `` and `` tags, and the *style* attribute is added to the `` tag.

Canceling a style you have specified

To cancel a style you have applied to a tag, a class, or an ID on your page, select the name of the style in the Style Sheet Manager and then click the **Delete** button .

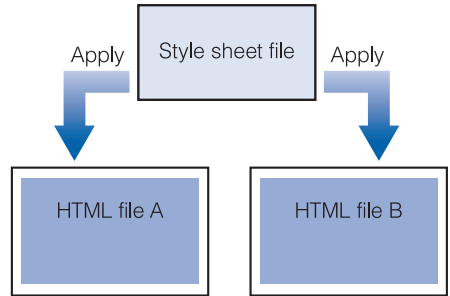
To cancel a style you have applied to part of a text string (by using the `` tag), select that part of the text string, go to the menu bar, and click **Format → Remove Format**.



Using an external style sheet file

The preceding section explained how to specify the style in an HTML file. This method is easy to use, but you cannot easily unify the appearance of several pages with it, because you must specify the style for each page separately.

If you want to have consistent appearance throughout several pages, use a *style sheet file* (file extension is **.css**), which contains only style definitions. You can apply the styles defined in a style sheet file to each page by simply setting a link from the page to the style sheet file. This gives you a consistent style for these pages.



```
<LINK rel="stylesheet" href=>
```



If you have embedded styles in the HTML source by the method described in the preceding section (“Embedding a style sheet in your page” on page 169), the embedded styles override the style specifications in an external style sheet file.

Using an existing style sheet file

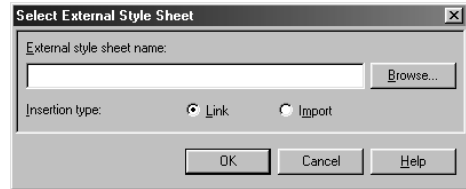
By setting a link from your page to an existing style sheet file, you can apply the style in that file to your page.



- For instructions on using sample style sheet files included in the Gallery, see “Using a sample style sheet file” on page 179.
- If you want to have a consistent style throughout an entire site, see “Defining a style for an entire site” on page 181.

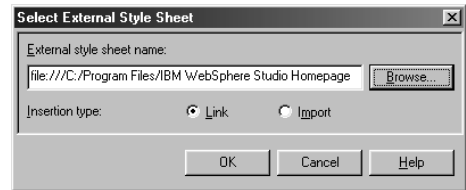
1. On the menu bar, click **Format → Style**. The Style Sheet Manager appears.

2. Click the **Link** button . The Select External Style Sheet dialog appears.

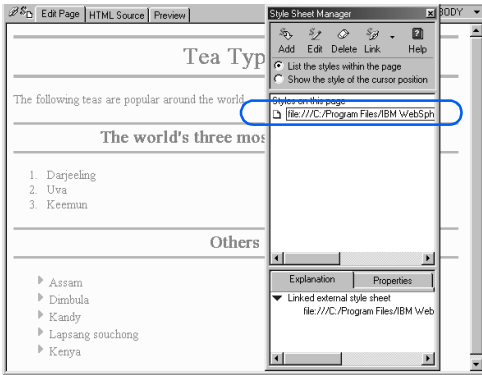


3. Click the **Browse** button. The Open dialog appears.

4. Select the style sheet file you want to use, and then click the **Open** button. The dialog closes, and you return to the Select External Style Sheet dialog.



5. Select the **Link** radio button from **Insertion type**, and then click the **OK** button. The name of the style sheet file you selected appears in the Style Sheet Manager, and the settings in the style sheet file are applied to the page being edited.

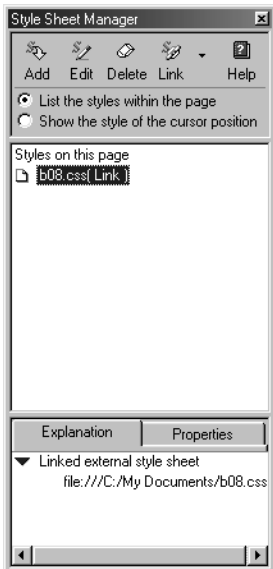


You can also select the **Import** radio button from **Insertion type**. This type is, however, not supported by all browsers. Therefore, it is recommended that you select the **Link** radio button unless there is good reason to do otherwise.

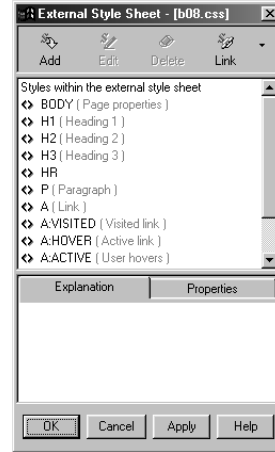
Editing a style sheet file


To edit an external style sheet file that has been linked to from your page, do the following:

1. In the Style Sheet Manager, select the style sheet file you want to edit.



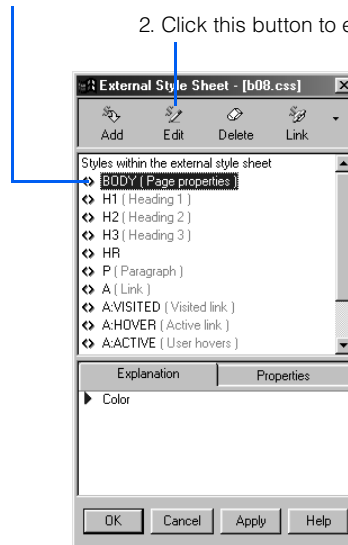
2. Click the **Edit** button . The External Style Sheet dialog appears.



3. Select the tag or class whose style you want to change, and then click the **Edit** button .

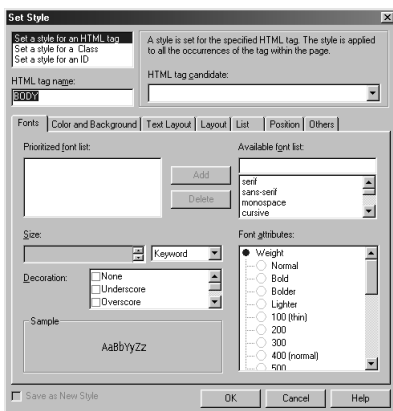
1. Click the name of a tag or a class to select it.

2. Click this button to edit its style.



This example assumes that a style is specified for each tag.

The Set Style dialog appears.

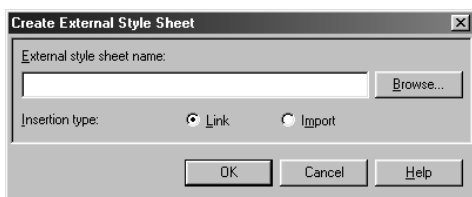


4. Change the style as necessary. (See “Defining a style for a type of element” [step 4 and after] on page 169 and “Defining a style for different elements” [step 3 and after] on page 170.)
5. Click the **OK** button. The Set Style dialog closes, and you return to the External Style Sheet dialog.
6. Click the **OK** button. You return to the Style Sheet Manager. The changes you made to the style are automatically applied to the current page.

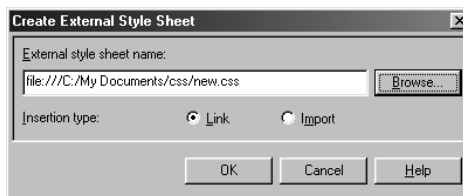
Creating a style sheet file

You can create your own style sheet file from scratch, and place it in the Personal Folder. Then you can easily use it at any time by linking to it.

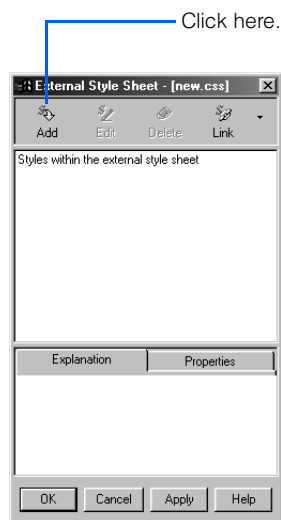
1. On the menu bar, click **Format** → **Style**. The Style Sheet Manager appears.
2. Click the down-arrow button ▼ next to the **Link** button. From the list that appears, select **Create and Link to External Style Sheet**. The Create External Style Sheet dialog appears.



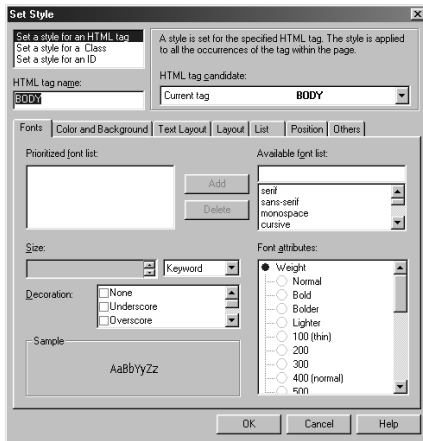
3. Click the **Browse** button. The Open dialog appears.
4. Move to the folder in which you want to create a style sheet file, type a file name, and then click the **Open** button. You return to the Create New Style Sheet dialog, which now shows the path of the external style sheet file.



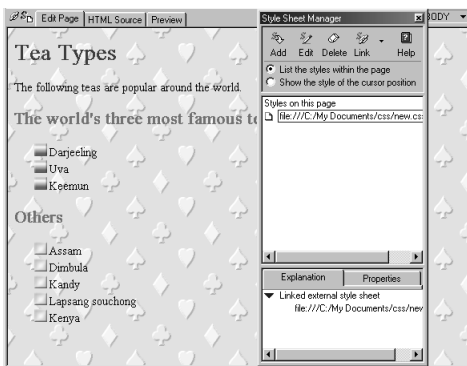
5. Select the **Link** radio button from **Insertion type**, and then click the **OK** button. The External Style Sheet dialog appears.
6. To add a style to the style sheet file, click the **Add** button .



The Set Style dialog appears.



7. Specify the style as necessary. (See “Defining a style for a type of element” [step 4 and after] on page 169 and “Defining a style for different elements” [step 3 and after] on page 170.)
8. Click the **OK** button. You return to the External Style Sheet dialog.
9. Click the **OK** button. You return to the Style Sheet Manager. The style you just specified is automatically applied to the current page.



Canceling the link to an external style sheet file

To cancel the link from your page to an external style sheet file, select the style sheet file in the Style Sheet Manager and then click the **Delete** button . The link is canceled.



The style sheet file itself is not deleted by this operation.



Using a sample style sheet file

Homepage Builder provides several sample style sheet files.

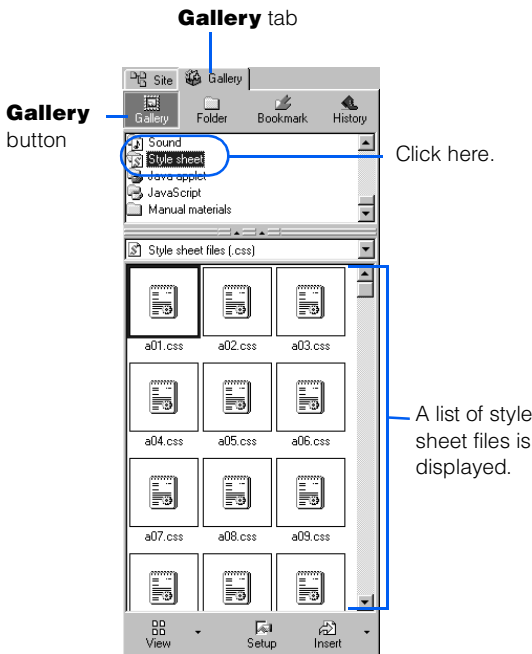


<LINK rel="stylesheet" href=>

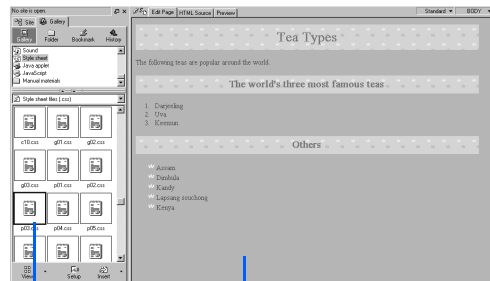
How to apply a sample style sheet file

To apply a style sheet file included in the Gallery, do the following:

1. In the page editing area, open the page to which you want to apply a style sheet.
2. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button. On the upper part of the **Gallery** tab, a list of categories for the materials provided by Homepage Builder appears.
3. Click **Style sheet**. On the lower part of the **Gallery** tab, a list of style sheet files appears:

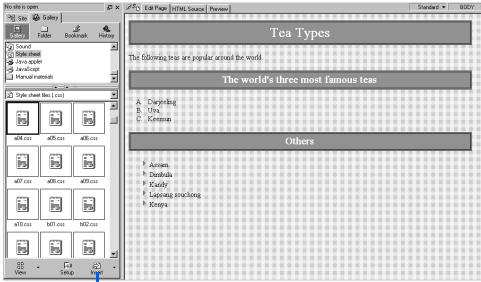


4. Click the **Setup** button at the bottom of the Site/Gallery View, and then select **Style Sheet Test Mode** from the pop-up menu. Homepage Builder enters style sheet test mode. By clicking a style sheet file while in this mode, you can preview how the selected style sheet changes the appearance of your page.
5. Click style sheet files one by one until you find the one you want to use.



If you click a style sheet file... you can preview the page with the selected style.

6. When you have decided which style sheet file to use, click the **Setup** button, and then select **Style Sheet Test Mode** again to clear the check mark. Homepage Builder exits from style sheet test mode.
7. Select a style sheet file, and then click the **Insert** button. A link from the page to the selected style sheet file is set, and the style is applied to the page.



If you click this button, the style is applied to the page.

Using the style sheet preview function

If, for example, your page is still blank or does not have much content yet, use the style sheet preview function rather than style sheet test mode.

1. Select a style sheet file.
2. Click the down-arrow button ▼ next to the **Insert** button, and then select **Preview Style Sheet** from the pop-up menu. In the Preview Style Sheet dialog, a sample page that uses the selected style sheet file appears.
3. Click the style sheet files one by one until you find the one you want to use.
4. When you have decided which style sheet file to use, click the **Apply to Page** button. A link from your page to the selected style sheet file is set, and the style is applied to the page.



If a site is open, you can apply the selected style sheet file to the entire site—that is, all the pages in the site—by clicking the **Apply to Site** button.



Defining a style for an entire site

You can have a style applied to all the pages in your site. You can apply an external style sheet file offered by Homepage Builder, or any other external style sheet file, to the entire site.



The name of the style sheet file applied to the entire site is automatically named hpbstyle.css.

Applying a style sheet file offered by Homepage Builder

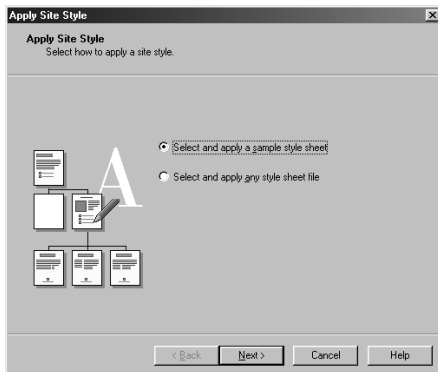
To choose one of the sample style sheet files offered by Homepage Builder and apply it to the entire site, do the following:



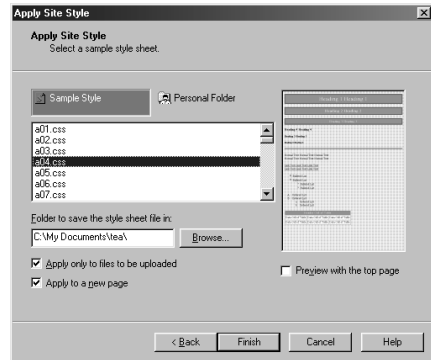
To use this function, you must have created a site. If you have not, click **Site → New Site** on the menu bar to create one.

For the following example we assume that a site is already open.

1. On the menu bar, click **Site → Site Style → Set Site Style**. The Apply Site Style dialog appears.



2. Confirm that **Select and apply a sample style sheet** is selected, and then click the **Next** button. The following dialog appears.



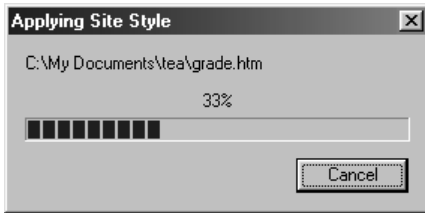
3. Select a style sheet file from the list box.



You can preview the sample layout of the selected style on the right of the dialog. By selecting the **Preview with the top page** check box, you can preview how the top page of your site looks when the style sheet file is applied to it.

4. Specify the folder in which you want to save the style sheet file.
5. To apply the style sheet file only to files that are to be uploaded, select the **Apply only to files to be uploaded** check box. If you clear this check box, the style sheet file is applied to all the HTML files in the site.
6. To have the style sheet file applied to any new pages created later in this site, select the **Apply to a new page** check box.

7. Click the **Finish** button. The style sheet file is applied to the pages in the site, and the status is displayed in the Applying Site Style dialog.



Applying any style sheet file

This section explains how to apply any external style sheet file you have to the entire site.



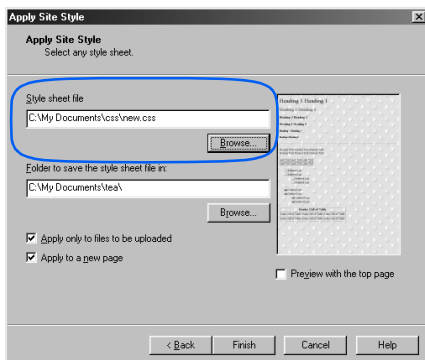
To use this function, you must have created a site. If you have not, click **Site → New Site** on the menu bar to create one.

The following example assumes that a site is already open.

1. On the menu bar, click **Site → Site Style → Set Site Style**. The Apply Site Style dialog appears.
2. Select **Select and apply any style sheet file**, and then click the **Next** button.

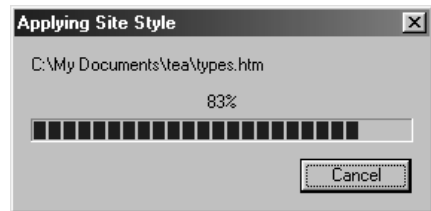
The dialog for selecting a style sheet file appears.

3. Click the upper **Browse** button, and select the style sheet file you want to use.



You can preview the sample layout of the selected style on the right of the dialog. By selecting the **Preview with the top page** check box, you can preview how the top page of your site appears when the style sheet file is applied to it.

4. Specify the folder in which you want to save the style sheet file.
5. To apply the style sheet file only to files that are to be uploaded, select the **Apply only to files to be uploaded** check box. If you clear this check box, the style sheet file is applied to all the HTML files in the site.
6. To apply the style sheet file to any new pages created later in this site, select the **Apply to a new page** check box.
7. Click the **Finish** button. The style sheet file is applied to the pages in the site, and the status is displayed in the Applying Site Style dialog.



Canceling the site style

To cancel all the links to the style sheet file from the pages in a site, go to the menu bar and click **Site → Site Style → Remove Site Style**.



If you select a style sheet file in the Style Sheet Manager and delete it, only the link from the current page to the style sheet file is canceled.

Managing your site

14

To help you manage your Web pages, Homepage Builder offers a way to create a “virtual site,” and recommends that you create one. A virtual site is actually a folder that contains all the files for your Web pages. This chapter explains how to make the most of a virtual site.

Before doing the tasks in this chapter

1. Start Homepage Builder.

★★★	Creating a site	184
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★★★	Duplicating or deleting a site	187
★★★	Changing the site settings	189
★★★	Checking the status of links in a site	190
★★★	Uploading your site	192
★★★	Site upload: Supplementary information . .	196
★	Checking a site for errors	199
★	Creating a site map	200



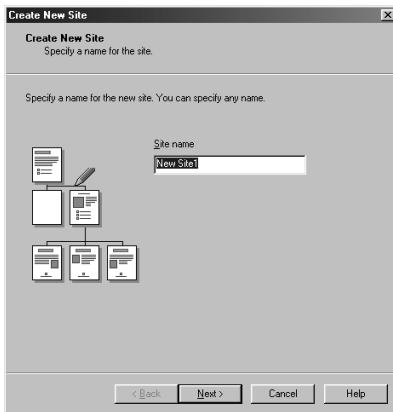
Creating a site

This section explains how to create a virtual site on your computer so that you can easily manage all the files related to your Web pages.

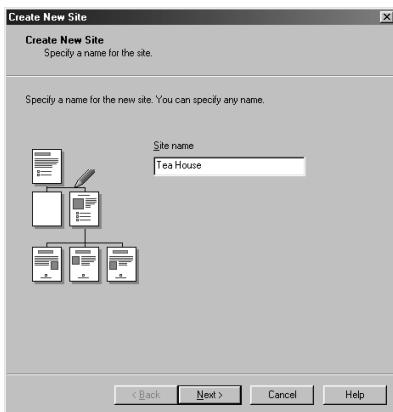


Before creating a site, save all of the pages you have opened. A site might not be created correctly if a page is being edited or is unsaved.

1. On the menu bar, click **Site** → **New Site**. The Create New Site dialog appears.

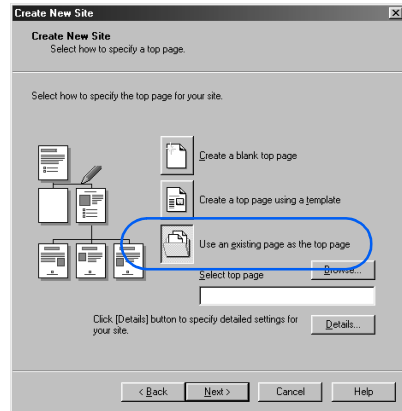


2. The **Site name** field contains the text “New Site1.” Overwrite that text by typing the name you want to assign to your site.

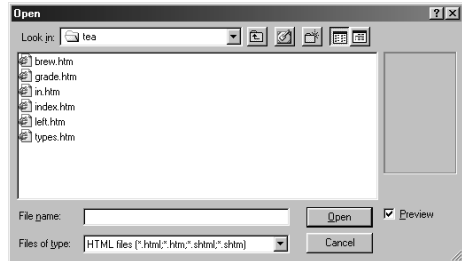


3. Click the **Next** button.

4. Select **Use an existing page as the top page**.

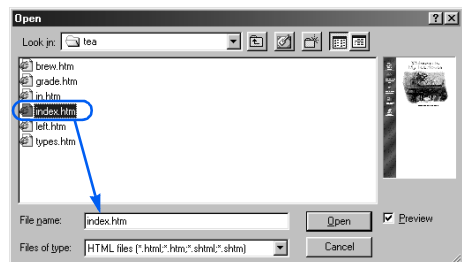


5. Click the **Browse** button. The Open dialog appears.



6. From the **Look in** field, select the folder that contains the files related to your Web pages. A list of HTML files saved in that folder appears.

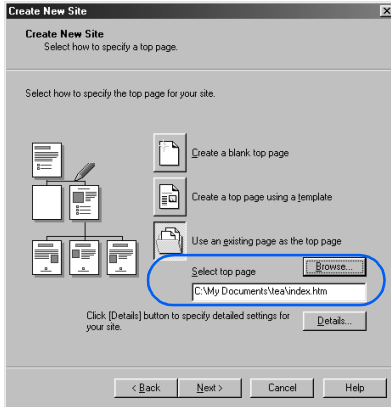
7. From a list of files, select the name of the top page (generally, it is “index.htm” or “index.html”).





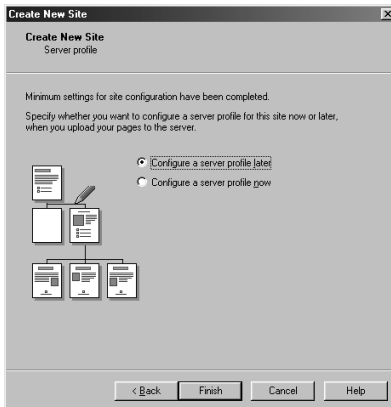
If the top page uses the frame function, specify the name of the frame-setting page (an HTML file that contains the <FRAMESET> tag).

- Click the **Open** button. The file name of the top page appears in **Select top page**.



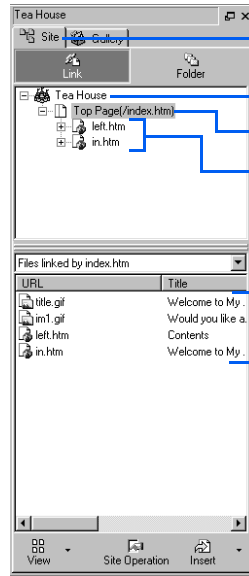
If you want to make detailed settings for the site—for example, the locations of files for each file type—click the **Details** button.

- Click the **Next** button. The following dialog appears.



- Confirm that **Configure a server profile later** is selected, and click the **Finish** button.

- If any page is open, a message appears, asking whether you want to close all the pages; click the **Yes** button. A site is created, and on the **Site** tab, the file categories under the top page are displayed in a tree structure.



Site tab

Site name

Top page

Subpages

Files referred to from the selected file



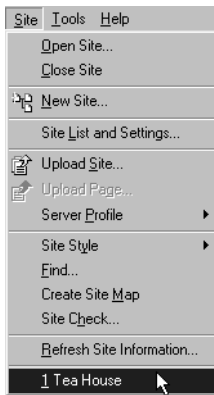
Opening and closing a site

You can create more than one site; however, you can open only one site at a time. This section explains how to open and close a site.

Opening a site

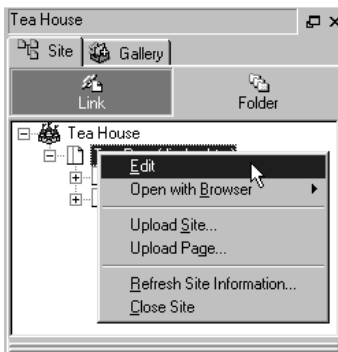
To open a site, do the following:

1. On the menu bar, click **Site**.
2. On the **Site** menu, click the name of the site you want to open.



The selected site opens. The pages in it are not open yet.

3. To open a page in the site, click the **Site** tab, right-click the HTML file you want to open, and then click **Edit** on the pop-up menu.



The page opens.



On the **Site** menu, the names of up to five recently created sites are displayed. If the name of the site you want to open is not on this list, click **Site** → **Site List and Settings** on the menu bar, select the site you want to open, and then click the **Open** button.

Closing a site

To close the site you have opened, do the following:

1. On the menu bar, click **Site** → **Close Site**.
2. If the message “Do you want to close all open pages?” appears, click the **Yes** button.
3. If the message “Save changes to *filename.htm*?” appears, click the **Yes** button to save the file. All the open pages are closed, and the page editing area is cleared.



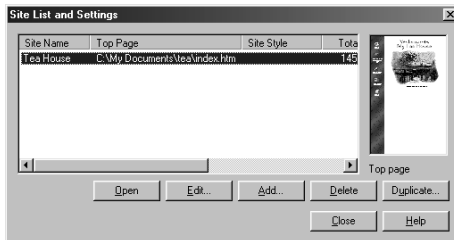
Duplicating or deleting a site

This section describes how to make a duplicate copy of your site in another folder as a backup, and how to delete a site.

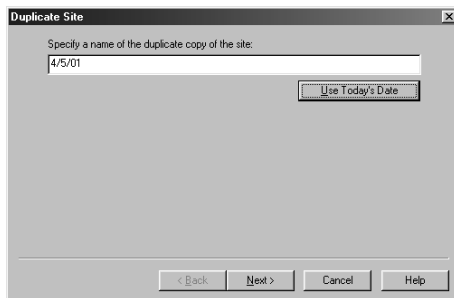
Making a duplicate copy of a site

To make a backup of your site, do the following:

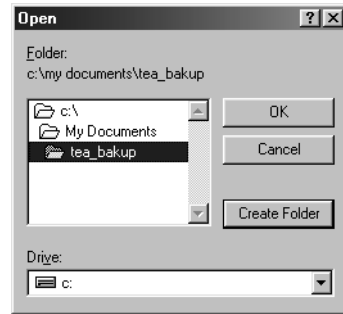
1. On the menu bar, click **Site** → **Site List and Settings**. The Site List and Settings dialog appears.
2. Select the site you want to duplicate.



3. Click the **Duplicate** button. The Duplicate Site dialog appears.
4. Type a new site name, or click the **Use Today's Date** button to allow the system to name the site automatically.

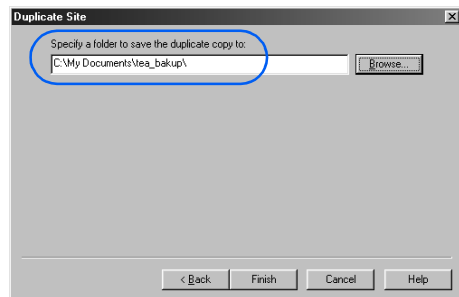


5. Click the **Next** button. The dialog for specifying the location of the duplicate copy appears.
6. Click the **Browse** button. The Open dialog appears.
7. Double-click the folder in which you want to save the duplicate copy. The folder is selected.



How to save the copy in a new folder

1. Double-click the folder in which you want to create a subfolder.
 2. Click the **Create Folder** button.
 3. In the Create Folder dialog, type the folder name, and then click the **OK** button. A new folder is created, and is selected in the Open dialog.
 8. Click the **OK** button. The Open dialog is closed, and the folder name appears in the Duplicate Site dialog.
9. Check the folder name, and then click the **Finish** button. The site is copied and added to the site list.
 10. Click the **Close** button to close the Site List and Settings dialog.



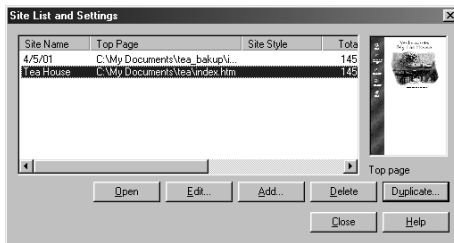
Deleting a site

To delete a site, do the following.

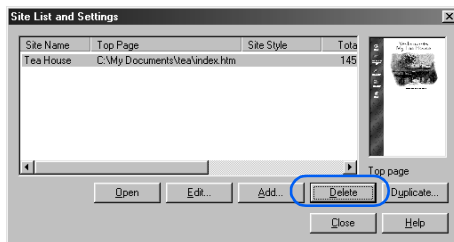


Even if you delete a site, the files and subfolders in the site folder remain undeleted. To delete the folders and the files contained in them, delete them directly, using a tool such as Windows Explorer.

1. On the menu bar, click **Site** → **Site List and Settings**. The Site List and Settings dialog appears.
2. Select the site you want to delete.



3. Click the **Delete** button. The selected site is deleted.

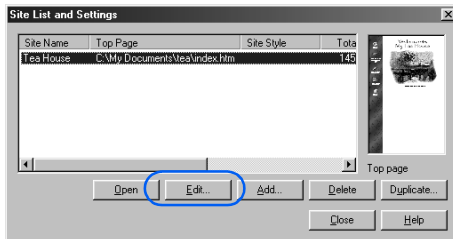




Changing the site settings

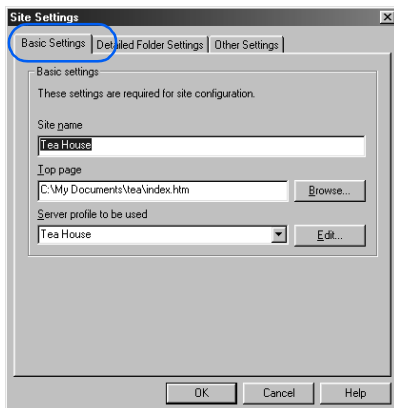
You can change the settings for your site by the following procedure.

1. On the menu bar, click **Site → Site List and Settings**. The Site List and Settings dialog appears.
2. Select a site name, and click the **Edit** button.

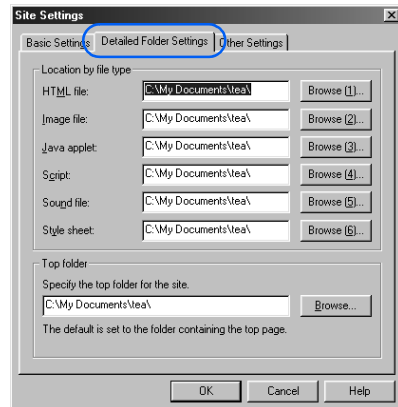


The Site Settings dialog appears.

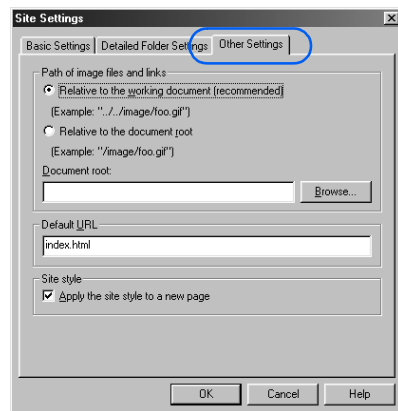
On the **Basic Settings** tab, you can change the site name, the file name of the top page, and the server profile to be used. To modify the contents of the selected server profile, click the **Edit** button.



On the **Detailed Folder Settings** tab, you can specify a location for files of each file type.



On the **Other Settings** tab, you can specify other detailed settings.



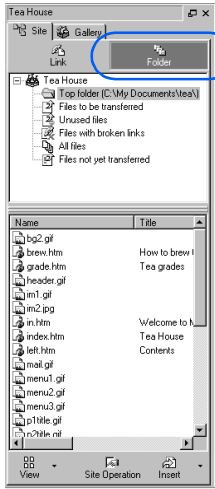
3. Change the settings, if necessary, and click the **OK** button. The settings are changed, and you return to the Site List and Settings dialog.
4. Click the **Close** button. The Site List and Settings dialog closes.



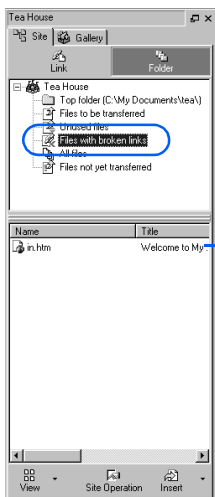
Checking the status of links in a site

From any open site, you can check the status of links to other pages in the same site by using the **Site** tab.

1. On the **Site** tab, click the **Folder** button.



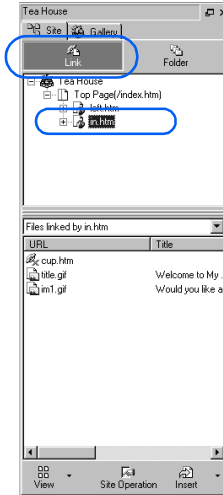
2. On the upper part of the **Site** tab, click **Files with broken links**. If any file or files in the site folder contain incorrect links, they are listed in the lower part of the **Site** tab.




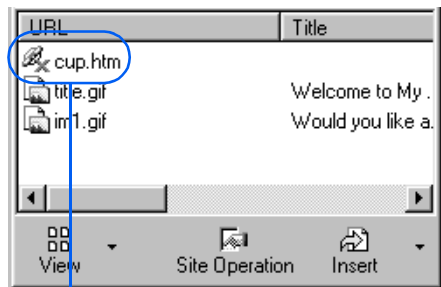
This file has an incorrect link or links.

3. Next, click the **Link** button.

4. On the upper part of the **Site** tab, click the name of a file you found in step 2. A list of the files linked from that file appears in the lower part of the **Site** tab.



5. Find a file or files with the  icon. Any file with this icon indicates that a link to that file is in error.



This file does not exist, or the file name is incorrect.

6. Open the file that has an incorrect link, and correct that link.



The following icons indicate correct links.

Icon	Meaning
	A link to an HTML file.
	A link to a frame-setting page.
	A link to a label.
	A label.
	An image.
	An image map.
	A link from an image map.
	A link to a page on a Web server.
	A Java applet.
	A plug-in object.
	A link containing an e-mail address.
	A link to an FTP server.
	A link to a CGI program.
	A link to a CSS file.
	A link to a video file.



How to refresh site information

If you use a program other than Homepage Builder to add or delete files, the changes are not reflected correctly on the **Site** tab. To refresh the site information—that is, to reflect changes to the site—explicitly, click **Site → Refresh Site Information** on the menu bar.



Uploading your site

You can connect to your provider's server, and upload the entire site—that is, all the files and subfolders that make up a site—to make your Web pages accessible on the Internet. This is called the *site upload*. To upload your site, you need to create a server profile—specifying the information on the destination server—in advance. The profile needs to be specified only once; next time you upload your site, you can reuse it.

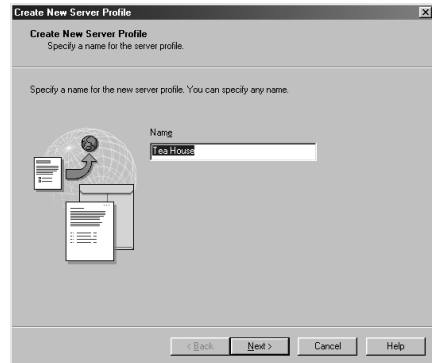


- If you upload files by the site, Homepage Builder uploads only the files that have been changed or added since the last upload. (This is the default method.) This means that when you first upload your site, all the files and subfolders that compose the site are uploaded; whenever you upload your site after that, only the files newly created or changed since the last upload are uploaded.
- If you have already uploaded your files to the server by using an FTP application other than Homepage Builder, you probably do not want to upload the entire site again. If you click **Site → Server Profile → Mark All Files as Uploaded** on the menu bar, Homepage Builder recognizes all the files that are currently in the site folder as “the files that have been uploaded.”

Uploading your site for the first time

To upload your site for the first time, do the following:

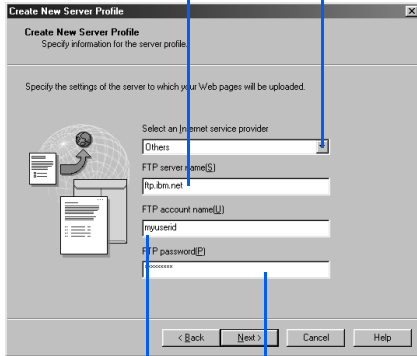
1. If the site that you want to upload is not open, go to the menu bar and click **Site → site name** to open it.
2. On the menu bar, click **Site → Upload Site**. A warning message appears, notifying you that you have not created a server profile.
3. On the message box, click the **OK** button. The Create New Server Profile dialog appears.



4. Confirm that the site name is displayed; then click the **Next** button. The dialog for specifying server information appears.
5. Select your provider, and specify the FTP server name, the FTP account name, and the FTP password.

Select your provider by clicking the down-arrow. If the provider's name is not on the list, select **Others**.

Select your FTP server. If its name is not on the list, type it in.



Some providers may refer to the FTP account name as the "user name," the "user ID," the "mail address," the "FTP login name," or the "Web page ID."

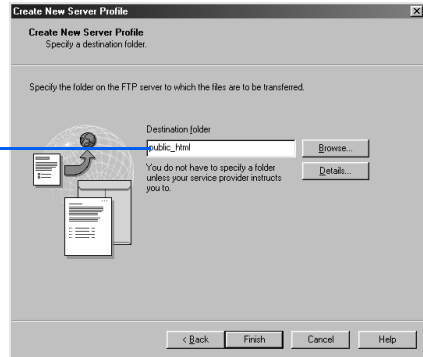
Some providers may refer to the FTP password as the "password" or the "Web page password."



- For the FTP server name, FTP account name, or FTP password, contact your provider or the server administrator.
- If you enter incorrect information in this dialog, you cannot upload your files. Note that the information to be entered is case-sensitive.
- A typical error is that an incorrect server is specified as the destination server—for example, a server for network connection of your Web browser or an e-mail server. Be sure to specify a server that manages Web pages. For the FTP account name and the FTP password, be sure not to enter your personal user ID or password for connecting to the Internet.

6. Click the **Next** button.

7. Specify the destination folder as instructed by the provider.



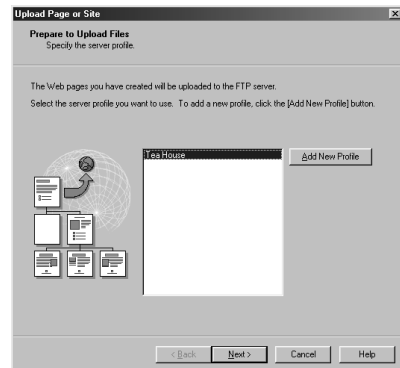
If the name of your provider is on the list mentioned in step 5, this field should contain the name of the correct folder. (If you don't have to specify a folder, this field is left blank.)



Be sure to type the folder name exactly as instructed by the provider. For example, if you have been instructed to place your data in `public_html`, type `public_html` in the **Destination folder** field (do not precede the folder name with a slash). If you have been instructed to place your data in `/home/username`, type `/home/username`.

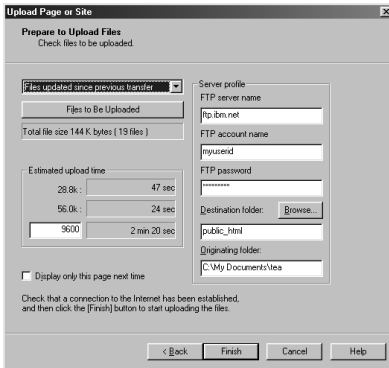
8. Click the **Finish** button.

9. Confirm that the name of the server profile you have just created is selected.



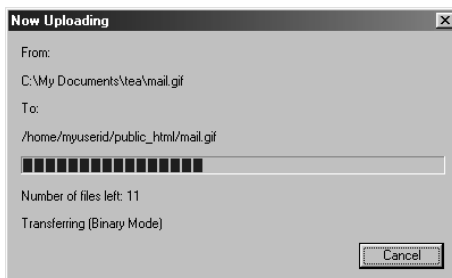
The name of the server profile is usually the same as the site name; if you have assigned a different name, select it.

10. Click the **Next** button. The dialog for checking server profile settings appears. On the right side of the dialog, the contents of the server profile are displayed.



- In this dialog, **Files updated since previous transfer** has been selected automatically. Ordinarily, you do not need to change this setting. The first upload enables you to upload all the files and subfolders in your site.
- If you click the **Files to Be Uploaded** button, a list of the files to be uploaded is displayed. If you do not want to upload any of the files in the list, clear the check box beside its name.
- You do not need to type any value in the **Estimated upload time** field. If you want an estimate of how long the upload will take, type the modem speed of your computer.

11. Click the **Finish** button. If your computer is not connected to the Internet, a dialog, prompting you to connect, is displayed. After connection, the upload begins, and a dialog that indicates the upload status appears, as follows:



When the upload is complete, a message appears, notifying you.

12. Click the **OK** button.

Uploading your site with an existing server profile

If you want to use an existing server profile, do the following:

1. If the site you want to upload is not open, go to the menu bar and click **Site → site name** to open the site.
2. On the menu bar, click **Site → Upload Site**. The Upload Page or Site (Prepare to Upload Files) dialog appears.
3. If you have two or more server profiles, select the one you want.



To create a new server profile, click the **Add New Profile** button. For details, see “Uploading your site for the first time” on page 192.

4. Click the **Next** button. The dialog for checking server profile settings appears. On the right side of the dialog, the contents of the selected server profile are displayed.

For the rest of the operation, go to step 10 in “Uploading your site for the first time” on page 192, and proceed from there.

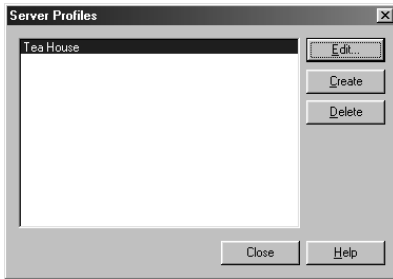
Editing the server profile

If the upload fails, there might be an error in the server profile. Do the following to confirm the settings there, and correct them if necessary.

1. On the menu bar, click **Site → Server Profile → Edit Server Profile**.

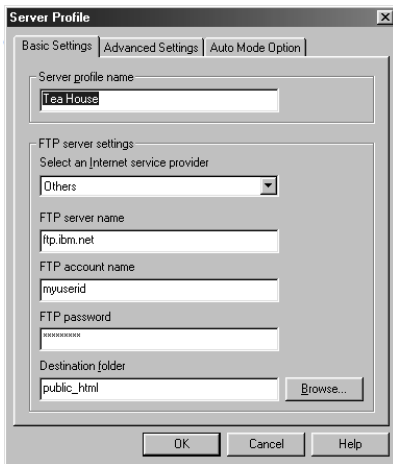
The Server Profiles dialog appears.

2. From the list, select the server profile you want.

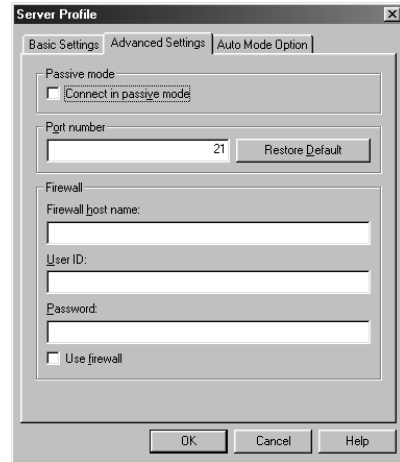


3. Click the **Edit** button. The Server Profile dialog appears.

The **Basic Settings** tab enables you to change the name of the server profile, the FTP server name, the FTP account name, the FTP password, or the destination folder.

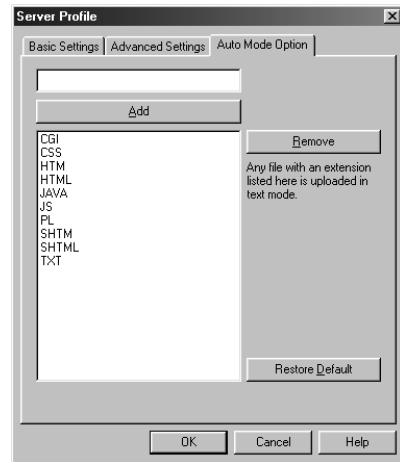


The **Advanced Settings** tab enables you to change the settings for passive mode, port number, and firewall. (The only firewall type supported is "SITE *host-name*.")



For the settings of passive mode and port number, follow the instructions given by your provider.

The **Auto Mode Option** tab enables you to register the file extensions of the files that are to be transferred in text mode.



4. Confirm the settings. If there is any error, correct it.
5. Click the **OK** button.
6. Click the **Close** button. The Server Profiles dialog closes.



Site upload: Supplementary information

This section supplements the descriptions of *site upload*.

Difference between files-to-be-transferred and unused files

Homepage Builder categorizes the files in the site folder on your personal computer into two groups: *files-to-be-transferred* and *unused files*.

Files-to-be-transferred are files that are uploaded to the server in a site upload. In most cases, Homepage Builder categorizes all the files in the site folder and that can be traced by links from the top page as files-to-be-transferred.

Unused files are usually not referred to from any file in the site. If, however, the site contains a file that Homepage Builder cannot analyze, and if that file has a link to another file, the link destination file is categorized as an unused file even if it is actually used in the site. The following files are categorized as unused files:

- A file linked from a script file
- A file linked from a Java applet not included in the Gallery (only if the files related to the Java applet are not all in the same folder)
- A file linked from a CGI program

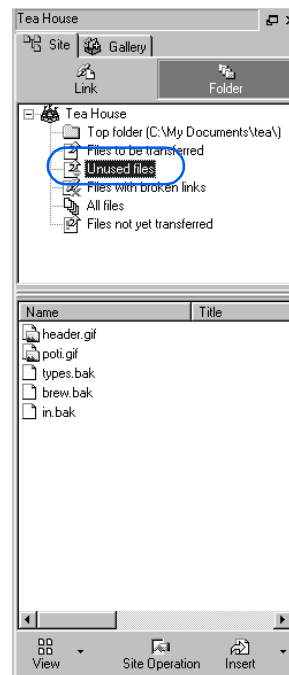
Changing the status of a file on your personal computer from unused to to-be-transferred

Files that Homepage Builder categorizes as unused files are not uploaded to the server in a site upload. If you want to upload them also, you must change their status from unused to to-be-transferred before you upload your site. The steps are as follows:



If, after the site upload, you notice that some files have not been uploaded, change the status of those files by the following procedure, and then upload your site again.

1. On the **Site** tab, click the **Folder** button.
2. Click **Unused files**. A list of files that Homepage Builder recognizes as unused appears in the lower part of the **Site** tab.



If you find an unnecessary file in the list, click its name with the right mouse button, and then click **Delete** to delete it.

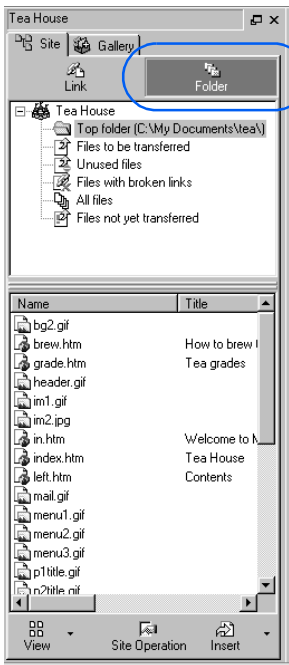
3. Select the files whose status you want to change.

- Click the **Site Operation** button, and then select **Add to Upload List** from the pop-up menu. The status of the selected files is changed to **Files to be transferred**.
- On the upper part of the **Site** tab, click **Files to be transferred**. The files to be transferred are listed on the lower part. You can see that the selected file is now included in the list.

Renaming a file in the site

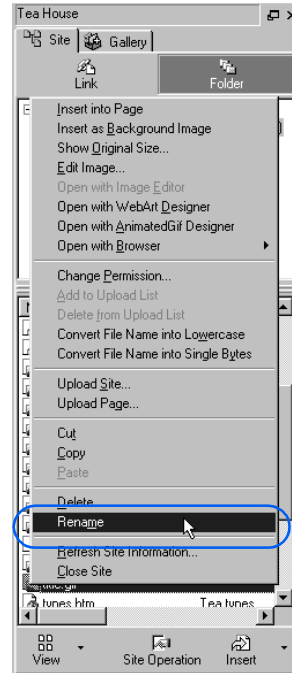
If you use Windows Explorer or MS-DOS command prompt to rename an HTML file that is linked to by other HTML files, the links become inconsistent. To avoid this, use the following procedure to rename a file. This method is valid only if the file is included in a site and the site is open.

- On the **Site** tab, click the **Folder** button. A list of the files in the site's top folder appears.



- If the file you want to rename is in a subfolder, you must select the subfolder to list the files in it.

- Place the mouse pointer on the file you want to rename, click the right mouse button, and then select **Rename** from the pop-up menu.



- If the file list is shown in thumbnail view, the Rename dialog appears. Type the new name in the **To** field, overwriting the old name, and click the **OK** button. The Update Links Automatically dialog appears.

If the file list is shown in list view, the text cursor appears on the name you selected. Type the new name over the old one. The Update Links Automatically dialog appears.

- Click the **OK** button. The links to the file are updated automatically.

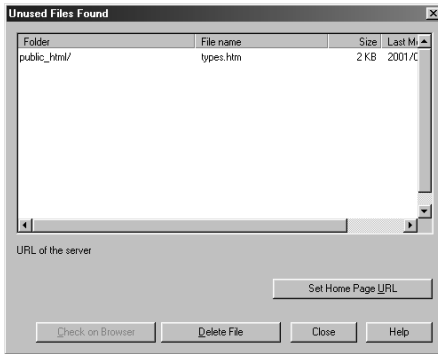
Detecting unused files on the server

If your site on the server contains files that are not being used, you can detect and delete them.

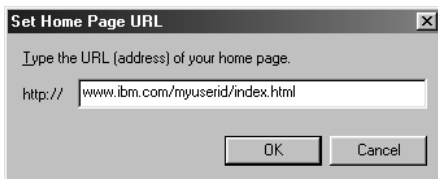


- To use this function, you must open the site in advance.
- Consider the files detected only as candidates for deletion. As was explained in “Difference between files-to-be-transferred and unused files” on page 196, Homepage Builder considers files unused if they are linked from files that Homepage Builder cannot analyze, even if they are actually used in the site.

1. On the menu bar, click **Site → Server Profile → Find Unused Files on Server**. A message appears, asking whether you want to start searching for unused files.
2. Click the **OK** button. Homepage Builder searches for unused files. If it detects any, the Unused Files Found dialog appears.



3. Click the **Set Home Page URL** button. The Set Home Page URL dialog appears.
4. Type the address, or URL, of your Web site, and click the **OK** button.



The Unused Files Found dialog appears again.



Once you specify a URL, you do not need to specify it in later uses of this procedure.

5. To view the detected file on a browser, select it, and then click the **Check on Browser** button. On a Web browser window, the selected server file is displayed.
6. To delete unused files from the server, select them, and then click the **Delete File** button.



You can also delete server files by use of the File Transfer program, one of the accessory tools provided by Homepage Builder. For details, see “Uploading individual files” on page 205.



Checking a site for errors

You can check all the files in a site for the following:

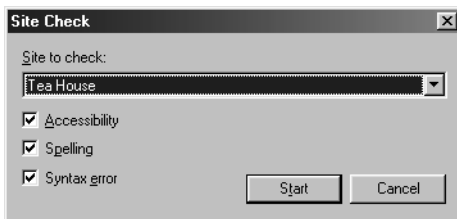
- **Accessibility:** Can persons with disabilities and persons of advanced age access your pages smoothly?
- **Spelling:** Have you misspelled any words?
- **Syntax:** Are there any HTML syntax errors?

1. On the menu bar, click **Site → Site Check**.



If any pages are open, save them before doing this operation.

The Site Check dialog appears.



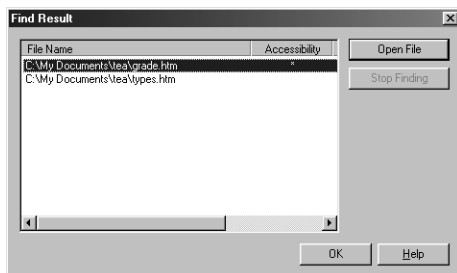
2. Select a site from **Site to check**.



- If a site is open, you can select only that site.
- If no site is open, you can select any of the sites you have created.

3. Select the check boxes for the items you want to check.

4. Click the **Start** button. The Find Result dialog appears.



- The Find Result dialog lists every file that contains errors.
- If * is displayed in **Accessibility** for a file, that file contains one or more errors on accessibility.
- If * is displayed in **Misspelled** for a file, that file contains one or more misspelled words.
- If * is displayed in **Syntax error** for a file, that file contains one or more syntax errors.

5. If you want to open and correct a file, select the file name from the list, and then click the **Open File** button.

6. Do the following, as needed:

- To check a file for accessibility, go to the menu bar and click **Tools → Accessibility Check → Check**.
- To correct a misspelling, go to the menu bar and click **Tools → Spell Check**.
- To check for syntax errors, go to the menu bar and click **Tools → HTML Syntax Check**.



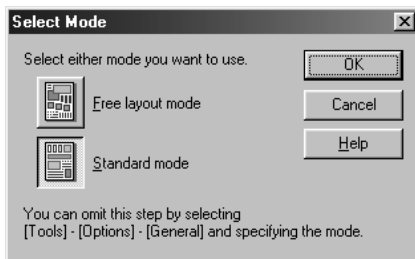
Creating a site map

A *site map* is a page that shows the structure of all of the links in a site.

To create a site map, do the following:

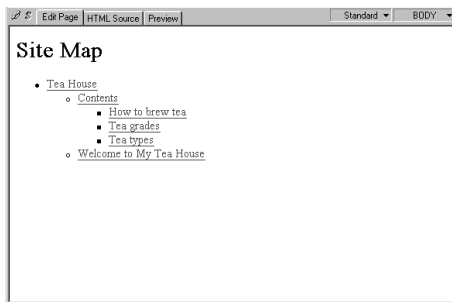
1. Open a site, go to the menu bar and click **Site** → **Create Site Map**.

The Select Mode dialog appears.



2. Select the editing mode, and click the **OK** button.

A site map such as this one is created.



If you set the editing mode in advance, the Select Mode dialog is not displayed. To set the editing mode, do the following:

1. Click **Tools** → **Options** to display the Options dialog.
2. Click the **General** tab.
3. In **Page creation mode**, select **Free layout mode** or **Standard mode**.

Uploading files

15

You can upload the files that constitute your Web pages by one of the following methods:

1. Upload all the files in a site at once (site upload).
2. Upload files by the page (page upload).
3. Upload individual files (file upload).

Usually, you use method 1. For details on method 1, see *Volume 1: Primer*.

To upload files regardless of site, try method 2 or 3. These methods are explained in “Uploading files by the page” and “Uploading individual files” in this chapter.

Before doing the tasks in this chapter

1. Start Homepage Builder.

★★	Uploading files by the page	202
★★	Uploading individual files	205



Uploading files by the page

Uploading all the files included in a page at a time is called *page upload*. If the page contains materials such as images and sounds, they are uploaded all together. The other pages linked from the page, however, are not uploaded.

Uploading files by the page



In a page upload, files linked from the following files are not uploaded:

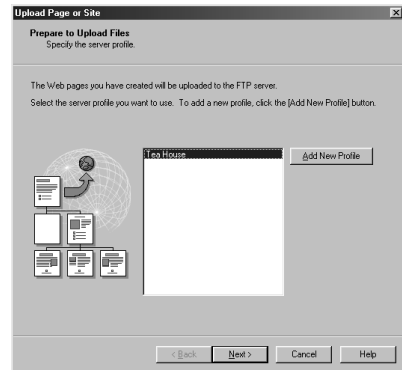
- Script files
- Java applets not included in the Gallery (only if the files related to the Java applet are not all in the same folder)
- CGI programs

To upload a file linked from one of these files, use “Uploading individual files” on page 205.

1. In the page editing area, open the page you want to upload.



2. On the menu bar, click **Site → Upload Page**. The Upload Page or Site (Prepare to Upload Files) dialog appears. If you have already created a server profile, its name appears in the box.



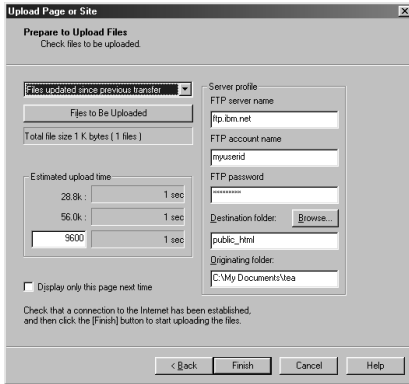
- If you have not created a server profile, a message asking if you want to create one appears. If you do, click the **OK** button.
- If you want to upload your files to a new server, click the **Add New Profile** button. Then you can create a new server profile before you upload your page.

3. Confirm that the name of your server profile is selected.



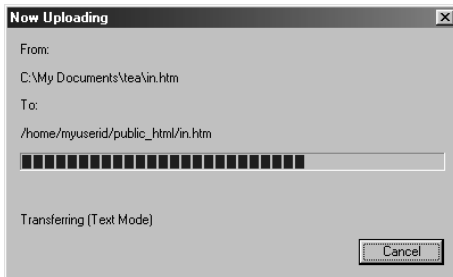
- The name of a server profile is usually the same as the site name. If you have given it a different name, select that name.
- If more than one name is displayed, select the one you want to use.

4. Click the **Next** button. The dialog for checking server profile settings appears. The settings are displayed on the right side of the dialog.



- In this dialog, Homepage Builder automatically selects **Files updated since previous transfer** as the transfer method. You do not need to change this option even when you are uploading the page for the first time; all the files in the page are uploaded when the page is uploaded for the first time.
- If you click the **Files to Be Uploaded** button, a list of the files to be uploaded appears. If you do not want to upload any of the files in the list, clear the check box beside its name.
- You do not need to enter anything in the **Estimated upload time** field. If you want to estimate the time required for uploading, type the modem speed of your personal computer.

5. Click the **Finish** button. If your computer is not connected to the Internet, a dialog, prompting you to connect, is displayed. After connection, the upload begins, and a dialog that indicates the upload status appears, as follows:



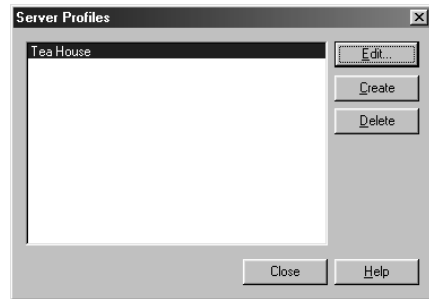
When the upload is complete, a message appears, notifying you.

6. Click the **OK** button.

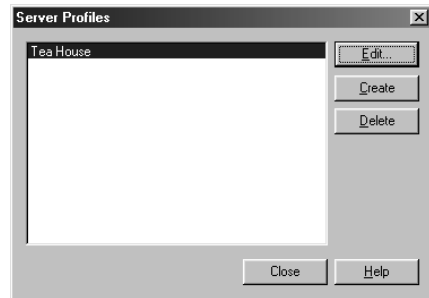
Editing the server profile

If the upload fails, there might be an error in the server profile. Do the following to confirm the settings, and correct the information as necessary.

1. On the menu bar, click **Site** → **Server Profile** → **Edit Server Profile**. The Server Profiles dialog appears:



2. From the list, select one of the server profiles.

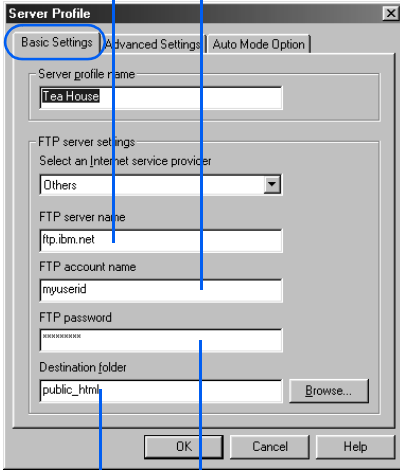


3. Click the **Edit** button. The Server Profile dialog appears.

On the **Basic Settings** tab, you can change the name of the server profile, the FTP server name, the FTP account name, the FTP password, and the destination folder. Some providers may call these items by different names, as follows:

Some providers may refer to the FTP server name as the "host name" or the "upload destination for a Web page."

Some providers may refer to the FTP account name as the "user ID," the "FTP login name," or the "Web page ID."



Some providers may refer to the FTP password as the "customer password" or the "Web page password."

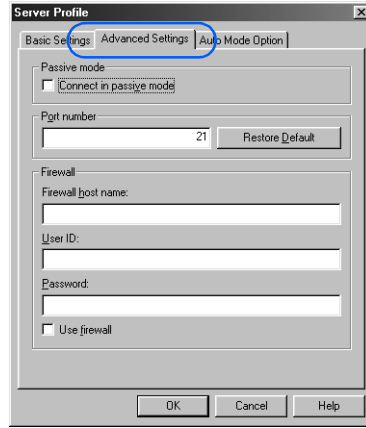
The destination folder may be referred to as the "path name." Some providers specify "public_html" as the destination folder. For some providers, you do not need to specify any destination folder.

If the upload fails, check the following:

- Are the FTP server name, the FTP account name, the FTP password, and the destination folder specified correctly?
- If an error occurs while files are being uploaded, confirm that no special characters or symbols are used in the file name.
- If the top page is not displayed, check the following:
 - Is the name of the top page the one given by your provider?
 - Is the file name typed correctly? Remember that it is case-sensitive.
 - Is the destination folder specified correctly?

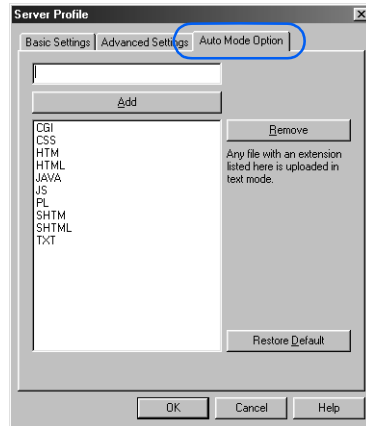
If the upload still fails after you confirm the above items, ask your provider.

The **Advanced Settings** tab enables you to change the settings for passive mode, port number, and firewall. (The only firewall type supported is "SITE *host-name*.")



For the settings of passive mode and port number, follow the instructions given by your provider.

The **Auto Mode Option** tab enables you to register the file extensions of the files that are to be transferred in text mode.



4. Confirm the settings. If there is any error, correct it.
5. Click the **OK** button.
6. Click the **Close** button. The Server Profiles dialog closes.



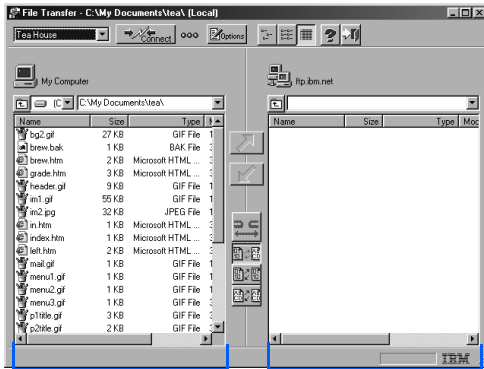
Uploading individual files

To upload individual files, or to delete server files regardless of the site or page, use the file transfer program called File Transfer. This section explains how to upload individual files by using that program.

Starting the File Transfer program

- Use one of the following methods to start File Transfer:
 - In the Windows taskbar, click **Start → Programs → IBM WebSphere Studio Homepage Builder V6.0 → File Transfer**.
 - On the menu bar of Homepage Builder, click **Tools → File Transfer**.

The File Transfer main window appears. The left side of the window represents your personal computer, and the right side represents the server computer.




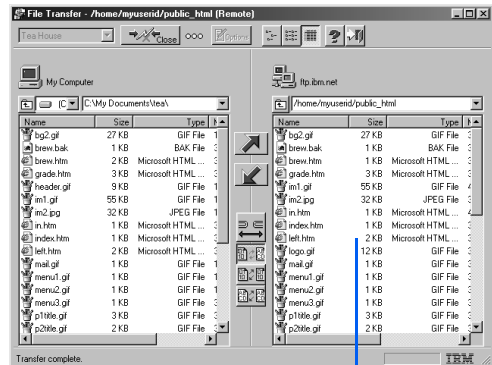
Your personal computer

The server computer

Connecting to the server


If you have created a server profile—that is, if you have already set all the information that Homepage Builder needs to get access to the server (the FTP server name, FTP account name, FTP password, and destination folder)—connect to the server as follows:

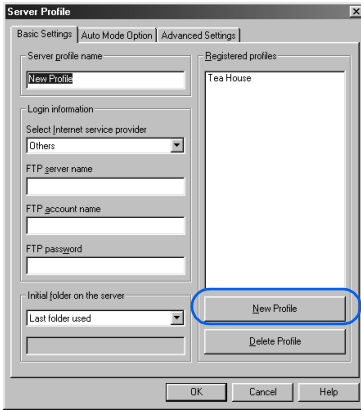
- Click the down-arrow button ▼ to the left of the **Connect** button , and select a server profile.
- Click the **Connect** button. Your computer is connected to the server.



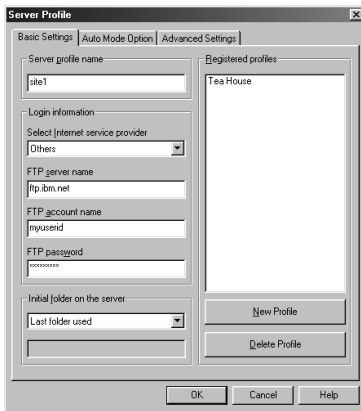
When you are connected to the server, the server files are listed in this list box.

If you have not created a server profile, do the following to set the information and then connect to the server:

- Click the **Options** button . The Server Profile dialog appears.
- Click the **New Profile** button.



3. Type the name of a server profile in the **Server profile name** field.
4. Select your provider from the list under **Select Internet service provider**. If your provider is not on the list, select **Others**.
5. Type or select the FTP server name, and type the FTP account name and the FTP password as instructed by your provider.



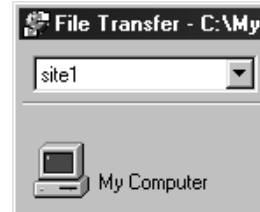
If you enter incorrect information in the Server Profile dialog, the file upload will fail. If you are not sure of any information you enter in this dialog, contact your provider or server administrator.


One common error is to specify the server for the Web browser or for e-mail. Be sure to specify the server that manages Web pages.



On the **Advanced Settings** tab, you can specify whether to use passive mode and firewall. The only firewall format supported by Homepage Builder is [SITE host_name](#).

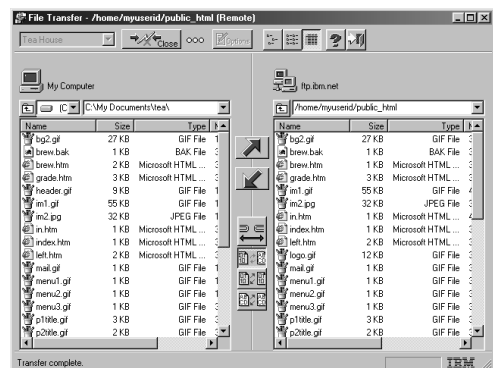
6. Click the **OK** button. The name of the server profile appears in the top-left corner of the main window.



7. Click the **Connect** button . Your computer is now connected to the server.

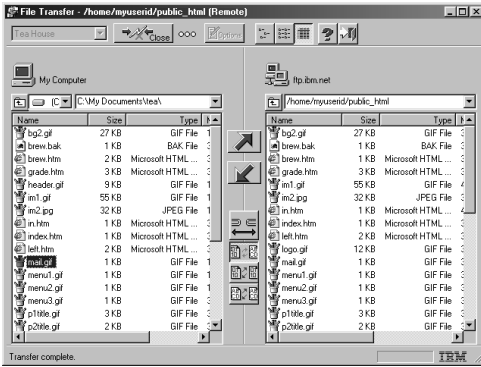
Uploading files

1. On the right side of the main window, where the server file structure is displayed, move to the destination folder.



- Depending on the provider, the server file structure may not be displayed.
- A server file with an incorrect name may not be displayed.

2. From the left side of the main window (where the file structure of your computer is displayed), select the file you want to upload.




- To select more than one file, click the file names while holding the Ctrl or the Shift key.
- To select all the files in the folder, right-click the file list, and then select **Select All** from the pop-up menu.

3. Click . The selected files are uploaded.

Downloading files from the server

Suppose you have uploaded a file to the server and deleted it from your personal computer. To edit the file again later, you must download it from the server. You can, for example, create a new folder in drive C of your computer and download the file into that folder, by the following procedure:

1. On the left side of the File Transfer main window, select drive C. A list of the files on drive C is displayed.
2. Right-click the list, and select **New Folder** from the pop-up menu. A new folder is created.
3. Type the name of the folder.
4. Double-click the new folder to open it.
5. From the server file list on the right side of the main window, select the file you want and click . The file is downloaded to the folder you have just created.

Deleting server files

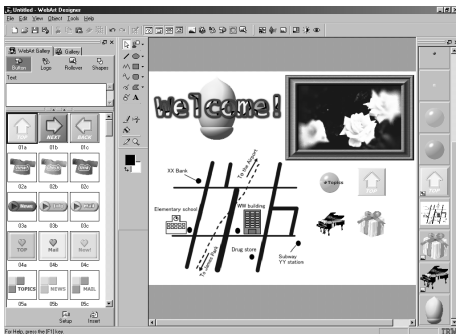
To delete a server file, right-click the file on the right side of the main window, and then select **Delete** from the pop-up menu.

To delete a server folder and all the files in it, right-click the folder on the right side of the main window, and then select **Delete** from the pop-up menu.



You should not delete any files from the server other than those you yourself uploaded. A server may have folders that contain information on user registration or other important data. Files deleted from the server are not put into the Windows Recycle Bin, and therefore cannot be recovered at all.

WebArt Designer is one of the accessory tools included in Homepage Builder. It assists you in creating and editing images. By using WebArt Designer, you can easily draw shapes and simple maps, or create logos and buttons for your Web pages. The Homepage Builder main program also enables you to edit GIF or JPEG images, but WebArt Designer offers you a richer set of functions for editing images. This chapter describes how to create logos, buttons, maps, and images with rollover effect.



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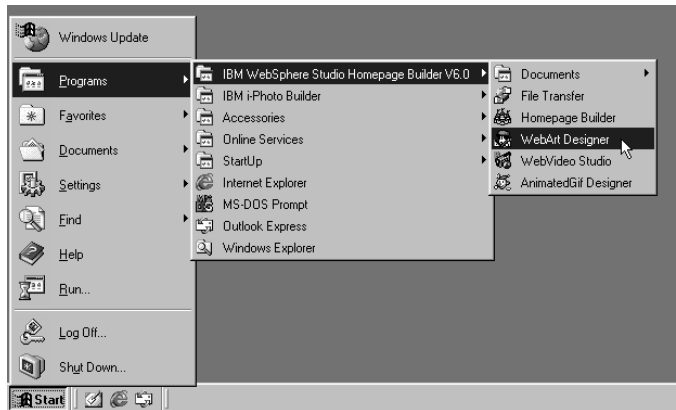
Starting and closing WebArt Designer

This section describes how to start and close WebArt Designer. This section also describes the concept of *objects*, which is peculiar to WebArt Designer, as well as the basic operations of objects.

Starting WebArt Designer

To start WebArt Designer, do either of the following:

- In the Windows taskbar, click **Start** → **Programs** → **IBM WebSphere Studio Homepage Builder V6.0** → **WebArt Designer**.



or:

- On the menu bar of Homepage Builder, click **Tools** → **WebArt Designer**.

The main window appears.



- You can insert images created by WebArt Designer into your pages by the same procedure as you use to insert other images.
- The online help provides details about WebArt Designer. If you encounter problems, or if you want to learn advanced methods, go to the menu bar and click **Help** → **Help Topics**.

Closing WebArt Designer

To close WebArt Designer, click **File** → **Exit** on the menu bar.

The main window

The main window of WebArt Designer consists of three principal parts: Template Gallery, Canvas, and Object Stack.

Menu bar

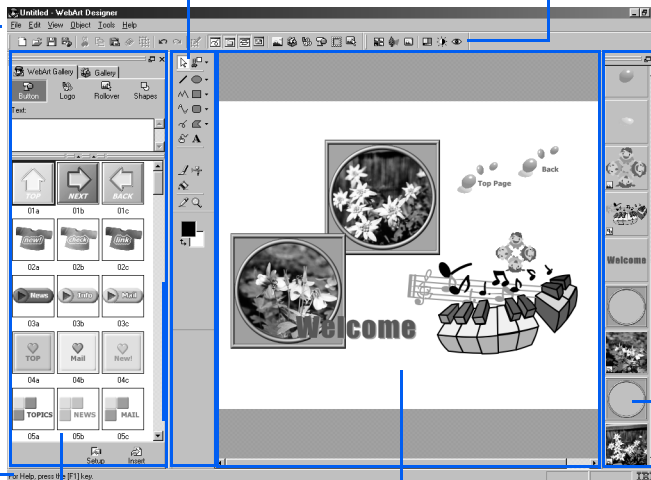
You can get access to all the functions of WebArt Designer from the menu bar.

Operation toolbar

You can use the Operation toolbar to draw and edit shapes.

Toolbar

You can call frequently used functions from the buttons on the toolbar.



Canvas

The Canvas is the working area where you can edit materials (objects).

Object Stack

The Object Stack represents the sequence in which one object follows another. It displays objects as thumbnails. The object farthest back on the Canvas is displayed at the bottom of the Object Stack; the object at the front is displayed at the top.

Template Gallery

You can use the Template Gallery to insert materials into the canvas. The **WebArt Gallery** tab is for WebArt Designer only. The **Gallery** tab is common to the Homepage Builder main program and WebArt Designer.

Status bar

The status bar displays information about whatever you have selected or focused on.



About objects


In WebArt Designer, original materials are called *objects*. This section describes the types of objects, their interaction, and basic operations with objects.

What are objects?

Objects are classified as follows:

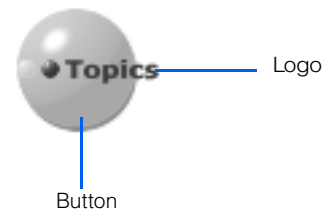
- Shapes—image data created by using *lines* (also called *vector data*) whose direction and length are defined by numerical values. If you zoom in on a line, you will see that it is smooth, no matter how much it is enlarged. Shapes can be edited on the Canvas.
- Logo—text with an effect.
- Button—a button-like figure with an effect.
- Photo frame—a frame that decorates the border of a photographic image.
- Clip art—a Windows metafile, which retains quality better than an image object when it is resized.
- Image—any image other than the preceding five object types. All the image files created by software other than WebArt Designer are objects of this type.

Among these six types, the shape, logo, button, and photo frame objects are unique to WebArt Designer. You can change their text, shape, or color by clicking **Edit → Edit Object** on the menu bar of WebArt Designer.

On the other hand, image objects are ordinary image files. To add an image file as an image object on the Canvas, click **Edit → Paste from File** on the menu bar. In the Object Stack, each image object is identified by a  icon at the left corner of the thumbnail. You cannot change the text, shape, or color of image objects, but you can edit them by using the **Tools** menu.

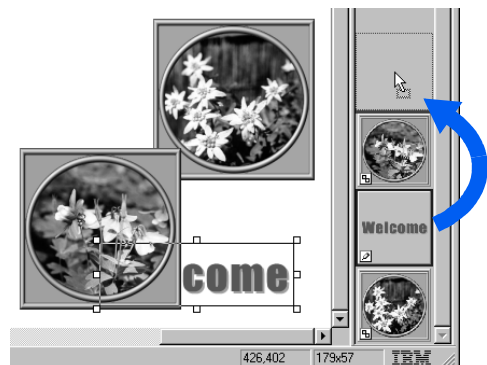
Sequence of objects

Objects are not placed on the Canvas at random. Rather, they are stacked, so that the last-placed object appears to be on the top of the stack. For example, if you have placed a button first and laid a logo over that button, the logo appears to be written on the button. The following example shows a logo object overlaid on a button object.



In WebArt Designer, you can create images by stacking a variety of objects on the Canvas. For example, you can overlay a logo on a button; or you can overlay a logo on a photograph, and then overlay a photo frame on that photo. Combining multiple objects can create complicated images.

To change the sequence of objects, just drag and drop objects on the Object Stack in the sequence you want.



Selecting objects

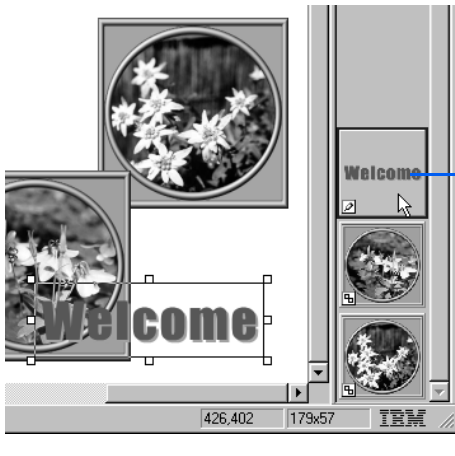
To delete or edit an object, you must first select it on the Canvas or the Object Stack, by one of the following procedures:

- Click an object on the Canvas. To select multiple objects, click each object while pressing and holding the Ctrl key or the Shift key.



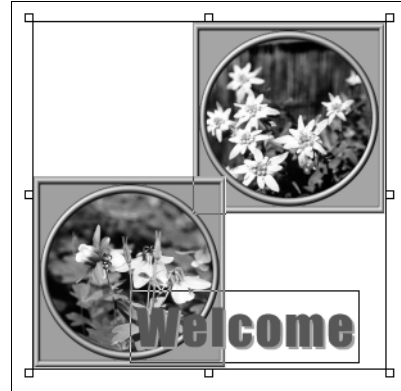
The objects selected on the Canvas

- Click a thumbnail on the Object Stack. A focus frame appears on the border of the selected thumbnail (object). To select multiple objects, click each thumbnail while pressing and holding the Ctrl key or the Shift key.



The objects selected on the Object Stack

- On the Canvas, drag diagonally from the upper left to the lower right so that all the objects you want to select are enclosed. When you release the mouse button, the selection area is determined. All the objects within the selected area are selected, surrounded by square knobs.
- To select all the objects on the Canvas, go to the menu bar and click **Edit → Select All**.



Selecting all the objects on the Canvas

Deleting an object

To delete an object, do the following:

1. Select the object you want to delete.
2. On the menu bar, click **Edit → Delete**. The selected object is deleted.

Moving an object

1. Select the object you want to move.
2. Drag the object on the Canvas, and drop it at the position you like.

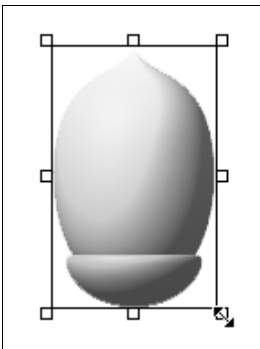
Copying an object

1. Select the object you want to copy.
2. On the menu bar, click **Edit → Copy**.
3. On the menu bar, click **Edit → Paste**. A copy of the selected object appears in the upper left corner of the Canvas.
4. Drag the copy to the position you like.


Resizing an object

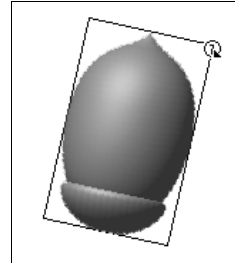
To change the size or shape of an object, do the following:

1. Select the object whose size you want to change.
2. To change the size of the object, drag diagonally one of the square knobs at the corners of the object (except for the knob at the upper right corner). To maintain the aspect ratio of the object, drag the knob while pressing and holding the Shift key. To change the width only, drag a knob at the center of either side of the object. To change the height only, drag a knob at the center of either the top or the bottom side of the object.



Rotating an object

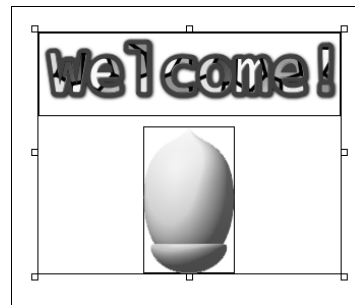
To rotate an object, select it and position the mouse pointer over the square knob at the upper-right corner of the object. When the mouse pointer turns into , drag it to rotate the object.



Aligning multiple objects

To align multiple objects, do the following. For this example, the objects are centered.

1. Select the objects you want to align.
2. On the menu bar, click **Object → Align → Vertical Center**. The selected objects align to the center vertically.



You can select one of the following alignments:

Left: Aligns to the left.

Vertical Center: Aligns to the center vertically.

Right: Aligns to the right.

Top: Aligns to the top.

Horizontal Center: Aligns to the center horizontally.

Bottom: Aligns to the bottom.

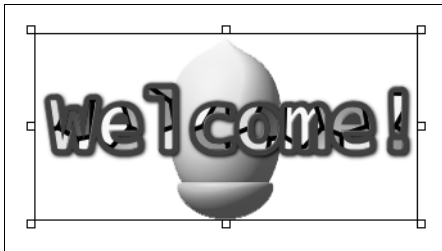
Center: Aligns to the center vertically and horizontally.

Grouping multiple objects

To manipulate objects as a set—for example, to move or resize multiple objects while maintaining the overall composition—you can group them. Do the following:

1. Select the objects you want to group.
2. On the menu bar, click **Object → Group → Group**. The objects you selected are grouped, and eight square knobs appear on the frame enclosing the objects.

You can manipulate the group as a single object.



Ungrouping multiple objects

If you cancel a group, you can manipulate objects individually again.

1. Select the group you want to cancel.
2. On the menu bar, click **Object → Group → Ungroup**. The group is canceled.

Saving objects

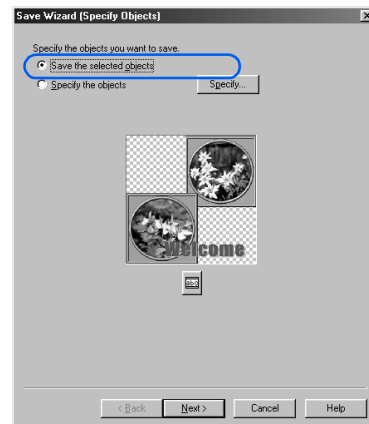
To save objects into an image file for use on your Web page, do the following:

1. Select one or more objects.



The objects selected on the Object Stack

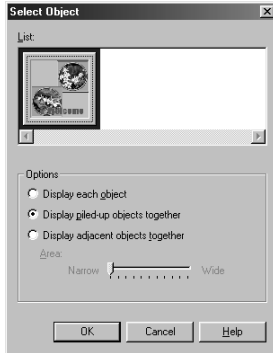
2. On the menu bar, click **File → Save Wizard for Web**. The Save Wizard (Specify Objects) dialog appears.



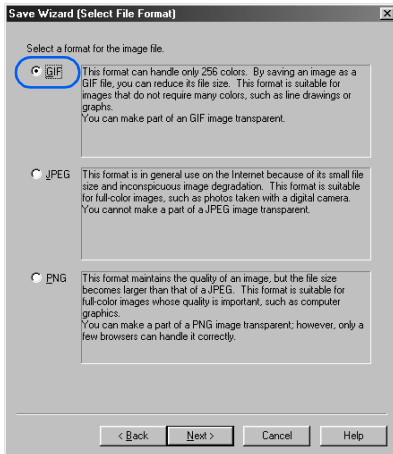
3. Confirm that the **Save the selected objects** check box is already selected.



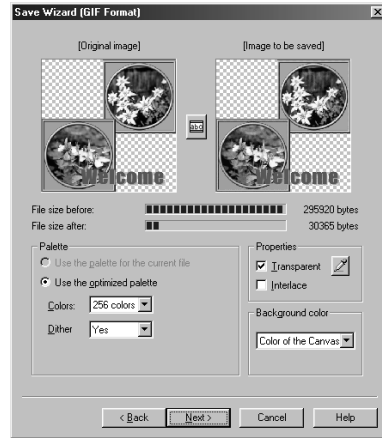
If no object has been selected, the **Specify the objects** check box is selected. Click the **Specify** button, and select objects by using the Select Object dialog.



4. Click the **Next** button. The Save Wizard (Select File Format) dialog appears.
5. Select one of the three image file formats: **GIF**, **JPEG**, or **PNG**. For this example, select **GIF**, the most popular format.



6. Click the **Next** button. The Save Wizard (GIF Format) dialog appears.

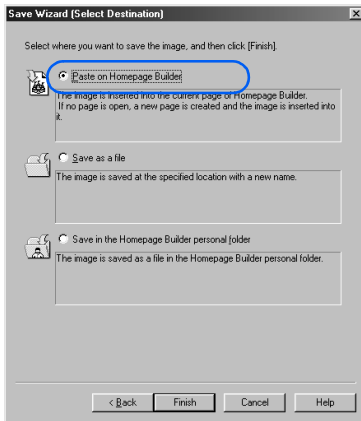


This dialog enables you to configure settings specific to the file format you have selected. For details, click the **Help** button in the dialog.

7. Click the **Next** button. The Save Wizard (Select Destination) dialog appears.
8. To determine where the image file is to be saved or sent, select one of the following radio buttons:

- **Paste on Homepage Builder:** Insert the image file into the page in the Homepage Builder main window. (If no page is open, a blank page is automatically created, and the image file is pasted on the page.)
- **Save as a file:** Give the image file a name, and save it in any folder.
- **Save in the Homepage Builder personal folder:** Give the image file a name, and save it in the Personal Folder. (To use files in the Personal Folder, click the **Gallery** tab of either Homepage Builder or WebArt Designer, click the **Gallery** button, and then select **Personal folder**.)

For this example, select the **Paste on Homepage Builder** radio button.



9. Click the **Finish** button. The image file is inserted into the page in Homepage Builder.



How to edit objects again

If you save objects (shapes, logos, buttons, or photo frames) in an image file by use of the Save Wizard for Web dialogs, you can no longer edit them. If you want to edit objects later, save them in WebArt file format (*.mif), by one of the following procedures:

- To save only the selected objects in any folder, go to the menu bar and click **File → Save Object**, and then specify the location and the file name in the Save Object dialog. To open a file that has been saved by this method, click **Edit → Paste from File** on the menu bar, and then select the file in the Paste from File dialog.
- To save only the selected objects in the Personal Folder, go to the menu bar and click **File → Send Object To → Personal Folder**.
- To save the Canvas itself, with all the objects displayed on it, go to the menu bar and click **File → Save Canvas As**, and then specify the location and the file name in the Save Canvas As dialog. Be sure to select **WebArt files (*.mif)** as the image format. To open a file that has been saved by this method, go to the menu bar and click **File → Open Canvas**, and then select the file in the Open Canvas dialog.



Creating logos

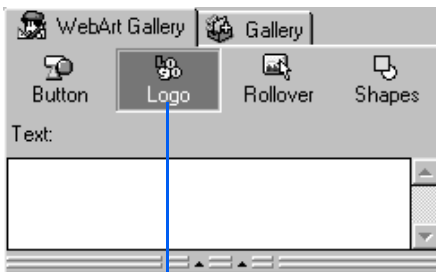
In Homepage Builder, an image created from text is called a *logo* (a *logo object*, to be exact). This section explains two methods of creating logos:

- Using a sample logo
- Using the Logo Wizard

Using a sample logo

With this method, you can create a logo by using the **WebArt Gallery** tab of the Template Gallery, and paste it on the Canvas.

1. On the **WebArt Gallery** tab, click the **Logo** button.



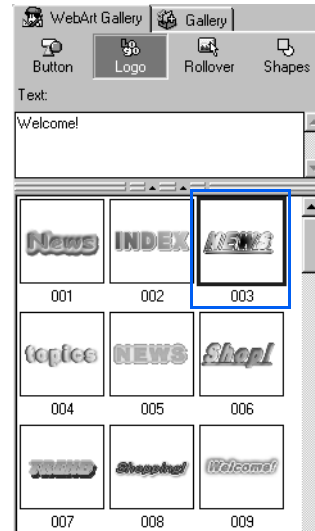
Logo button

Sample logo files appear.

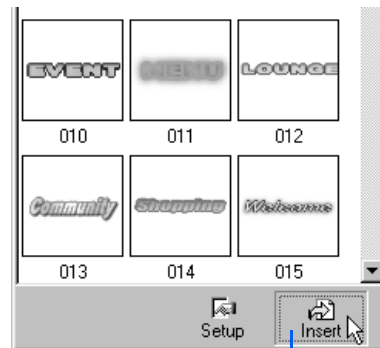
2. Type any text in the **Text** box. For example, type *Welcome!*



3. Select one of the sample logos below the **Text** box. A frame appears on the border of the selected logo.



4. Click the **Insert** button.

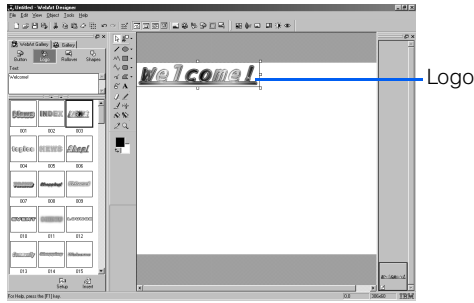


Insert button

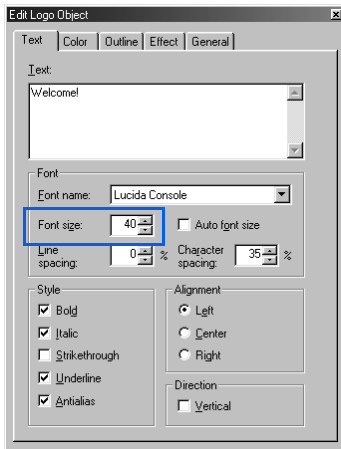


Instead of clicking the **Insert** button, you can double-click the selected file.

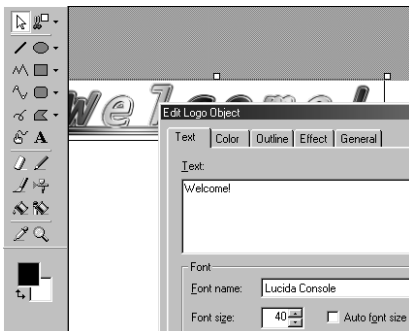
A logo is created on the Canvas.



5. To change the font size of the logo, go to the menu bar and click **Edit → Edit Object**. The Edit Logo Object dialog appears.
6. On the **Text** tab, select a font size from the **Font size** field.



7. If you click other attributes on the **Font** tab, your changes are reflected immediately in the logo on the Canvas.



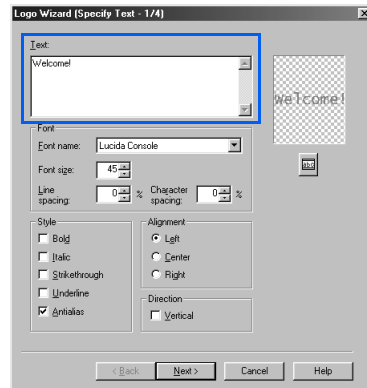
The Edit Logo Object dialog has five tabs. You can change the attributes of the selected logo on each tab. The contents of the tabs are almost identical with the contents of the Logo Wizard, described in the next section.

8. To close the Edit Logo Object dialog, click the **X** button at the upper right corner of the dialog.

Using the Logo Wizard

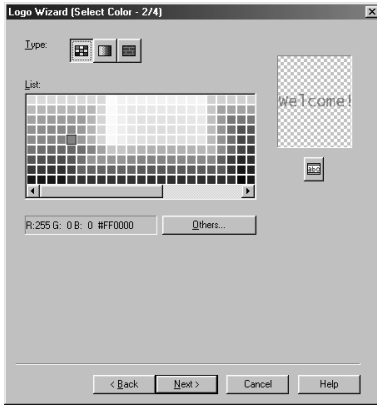
With this method, you can use the Logo Wizard dialogs to specify text, color, outline, and effect, one by one, until the logo is created. The preview image on the right changes as you make selections in each dialog.

1. On the menu bar, click **Object → Create Logo**. The Logo Wizard (Specify Text - 1/4) dialog appears.
2. Type any text in the **Text** box. For this example, type **Welcome!**

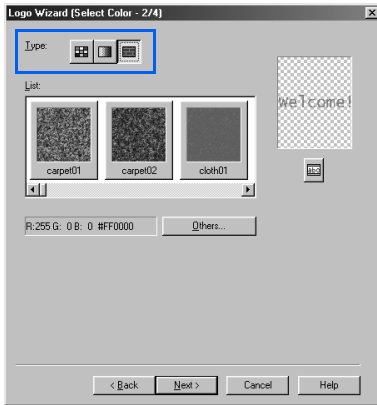


In this dialog, you can specify the font, style, and alignment of the logo.

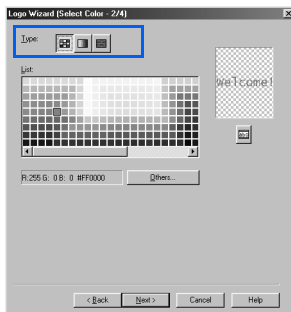
3. Click the **Next** button. The Logo Wizard (Select Color - 2/4) dialog appears.



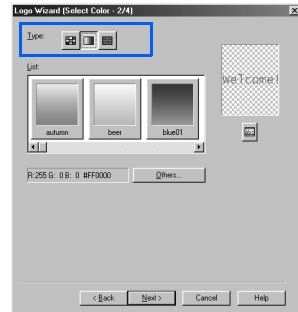
4. From **Type**, click one of the three buttons. For this example, click the rightmost button.



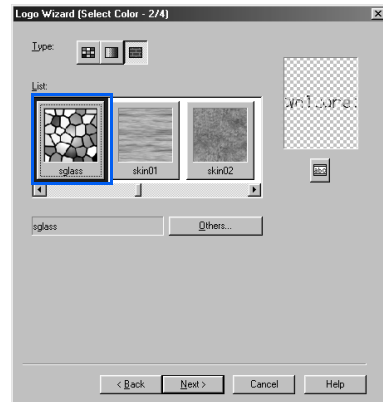
- To select a plain color, click the leftmost button.



- To select a gradation, click the middle button.



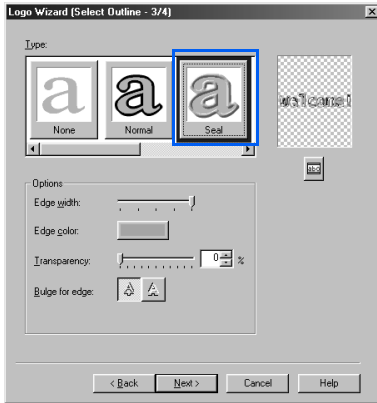
5. Select a texture from **List**. For this example, select **sglass**.



- To display other items in the list, drag the scrollbar to the right.

6. Click the **Next** button. The Logo Wizard (Select Outline - 3/4) dialog appears.

7. From **Type**, select an outline pattern. For this example, select **Seal**.



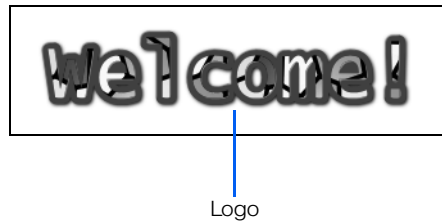
8. Optionally, change the options of that outline in the **Options** group. For example, change the color of the outline by clicking the colored button next to **Edge color**.



9. Click the **Next** button. The Logo Wizard (Select Text Effect - 4/4) dialog appears.
10. From **Type**, select a logo effect. For this example, select **Shadow**.



11. Click the **Finish** button. A logo is created on the Canvas.



To change the size of a logo, select the logo object, and then drag one of the square white knobs around the logo (except the one at the upper right corner, which is used for rotating the object). To change the logo size without changing the aspect ratio, press and hold the Shift key, and then drag one of the knobs at the corners.



Creating buttons

A button-like figure to which an effect has been applied is called a *button* (a *button object*, to be exact). This section explains two methods of creating buttons:

- Using a sample button
- Using the Button Wizard

Using a sample button

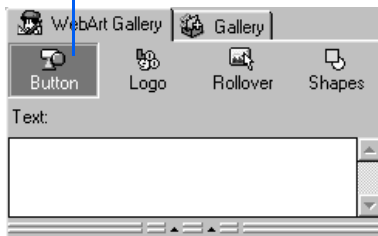
For this method, you use the **WebArt Gallery** tab of the Template Gallery.



Each button on the **WebArt Gallery** tab is composed of two or more objects—for example, the button itself, a logo, and image objects.

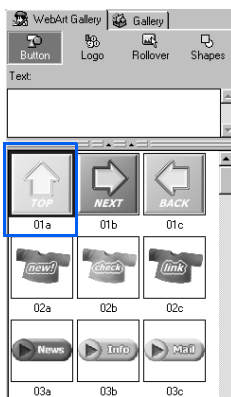
1. On the **WebArt Gallery** tab, click the **Button** button.

Button button

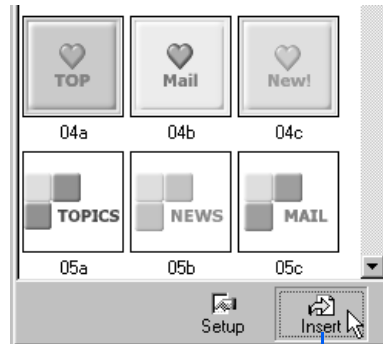


Sample button files appear.

2. Select one of the buttons below the **Text** box. A frame appears on the border of the selected file.

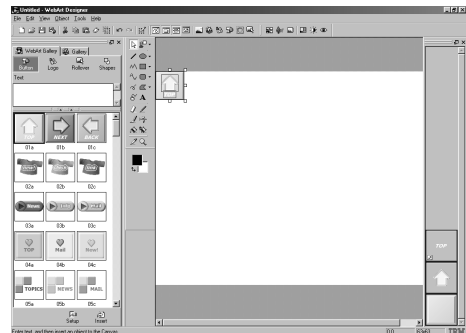


3. Click the **Insert** button.



Insert button

The selected button is pasted onto the Canvas.

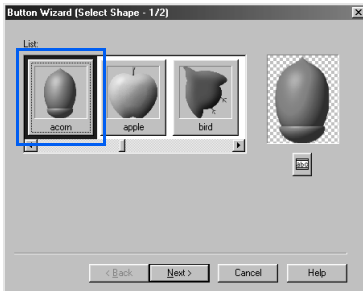


If you enter any text in the **Text** box before clicking the **Insert** button, it replaces any text on the selected button; however, if the number of the characters in the **Text** box is different from the number of the characters on the button, the size balance of the characters on the button, the size balance of the text (that is, the logo object) and the other objects will be lost. If the size balance is lost, you should change the size of either the logo or the button (see the Tip on the preceding page).

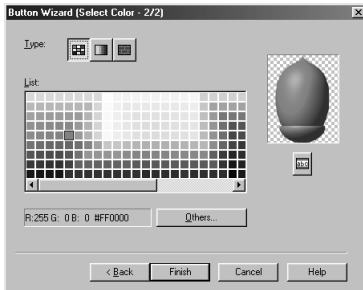
Using the Button Wizard

With this method, you can use the Button Wizard to create a button. The preview image on the right changes as you make selections in each dialog.

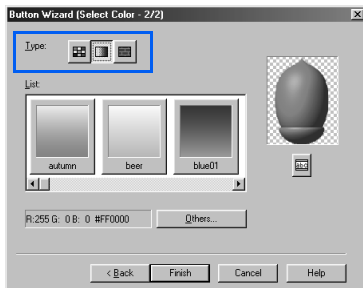
1. On the menu bar, click **Object → Create Button**. The Button Wizard (Select Shape - 1/2) dialog appears.
2. Select a shape from **List**. For this example, select **acorn**.



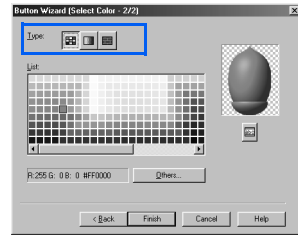
3. Click the **Next** button. The Button Wizard (Select Color - 2/2) dialog appears.



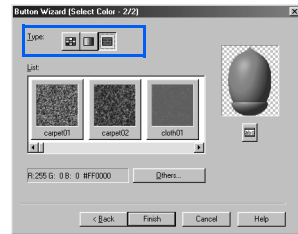
4. Click one of the three buttons from **Type**. For this example, click the middle button. A list of gradations appear in the **List** box.



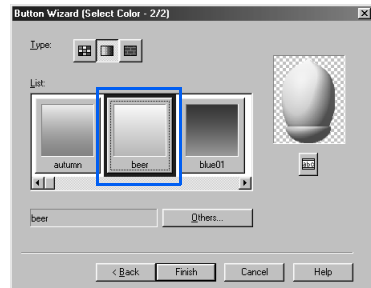
- To select a plain color, click the leftmost button.



- To select a texture, click the rightmost button.

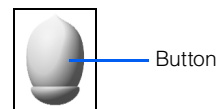


5. Select a gradation from **List**. For this example, select **beer**.



- To display other items in the list, drag the scrollbar to the right.

6. Click the **Finish** button. A button is created on the Canvas.

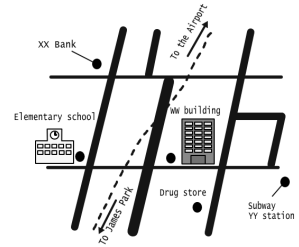


- To create a lettered button, first create a button, next create a logo (see “Creating logos” on page 218), and then combine them.




Drawing shapes

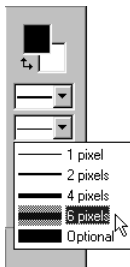
By using the drawing function of WebArt Designer, you can draw simple maps and other shapes for your Web page. The resulting shapes are called *vector-type* data. Unlike other image types, *vector-type* data includes coordinates of the line, for easier editing. For this example, draw the map shown here.




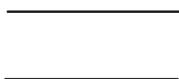
If the Operation toolbar is not displayed, click **View → Operation Toolbar** on the menu bar to show it.

Drawing lines and creating an outline of the map

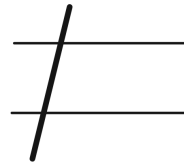
1. First, draw the roads. Click the **Straight Line** button  on the Operation toolbar. Select a different width from the **Line Width** drop-down list as necessary. If you select **Optional**, specify the number of pixels in the box below the drop-down list.



2. Move the mouse pointer onto the Canvas. The mouse pointer turns into .
3. To draw a horizontal line, click the mouse button at the starting point and hold it down; press the Shift key and hold it down; and drag the mouse horizontally. At the end point of the line, release the Shift key and the mouse button. A horizontal line is drawn.
4. Draw another horizontal line.

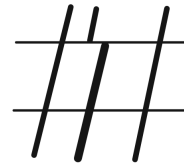



5. To draw a diagonal line, select the line width, move the mouse pointer to the starting point, click and hold the mouse button, and drag the mouse diagonally to the left. At the end point, release the mouse button. A diagonal line is drawn.

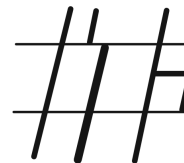


Use grids to facilitate drawing. To display grids, click **View → Show Grid** on the menu bar.

6. Draw the rest of the diagonal lines.





7. To draw a tight curve on the road, click the **Zig-zag Line** button  on the Operation toolbar. Select the width you want.
8. Move the mouse pointer on the Canvas, clicking the mouse button once at the starting point and once at the turning point, and double-click at the end point. A tight curved line is drawn.



Adding the station and other objects

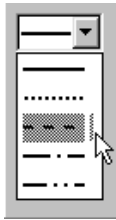
- Next, draw a curved line to represent the railway line (the dotted line in this example). To draw a curve, use one of the following buttons:

Curve (Specify Anchor Points) : Click the mouse button at the turning points as in drawing a curved line, and double-click to finish drawing.

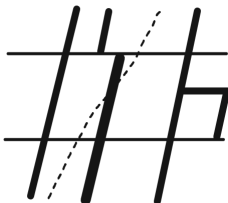
Curve (Smooth) : Draw the line by using the freehand tool. When you finish drawing, the line is smoothed automatically.


Curve (Freehand) : Draw the line by using the freehand tool.

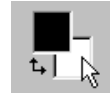
For this example, use the **Curve (Smooth)** button. Click the **Curve (Smooth)** button, and then select a dotted line from the drop-down list of line types.




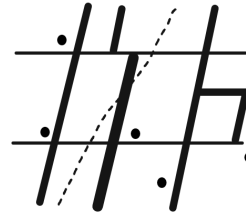
Click and hold the mouse button at the starting point on the Canvas, and drag the mouse. A line is drawn. When you release the mouse button, the line is automatically smoothed.



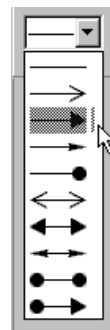
- To put a black circle on the map for each building, use the **Ellipse/Circle** button  on the Operation toolbar. Click the ▼ mark next to the button, and open the pull-down menu; then click **Ellipse/Circle (Fill Only)**. To change the color of the shape, click the **Background color** button; then, in the Color (or Color Settings) dialog, select black.



- Move the mouse pointer onto the Canvas. The mouse pointer turns to .
- To draw a circle, drag the mouse diagonally while pressing and holding the Shift key. When you release the button, a circle is created.

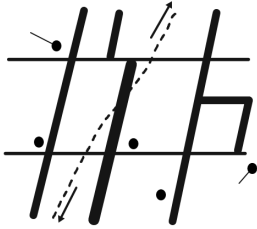




- To draw a line connecting with the circle, do the following:
 - On the Operation toolbar, click the **Straight Line** button.
 - From the **Line Type** drop-down list, select a solid line.
 - On the Canvas, click and hold the mouse button at the starting point, and drag the mouse diagonally.
 - At the end point of the line, release the button.
- To add an arrow-line along the railway, do the following:
 - On the Operation toolbar, click the **Straight Line** button.
 - From the **Line Width** drop-down list, select a line width; from the **Shape of Start/End Points** drop-down list, select an arrow type.



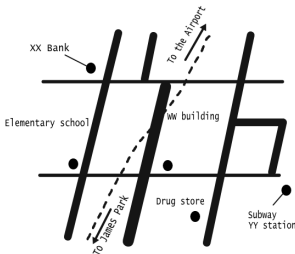
- c. On the Canvas, click and hold the mouse button at the starting point, and drag the mouse diagonally.
- d. At the end point of the line, release the button.

7. Repeat step 6 to draw another arrow-line.

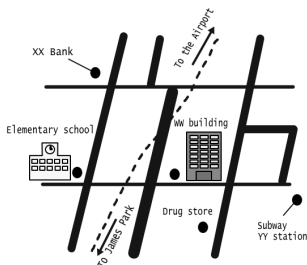


8. To type text on the Canvas, click the **Text** button  on the Operation toolbar, and then click at the position where you want to insert text. The mouse pointer turns into .

9. Type the name of a place or a building, and then press the Esc key or click outside the text box.



10. To add illustrations to the drawing, click the **WebArt Gallery** tab, and then click the **Shapes** button. Select the illustration you like, and click the **Insert** button. The illustration appears at the upper left corner of the Canvas; resize it and drag it to the position you like.





Editing objects

To edit the shape object you have drawn, do the following:

1. Select the object you want to edit.
2. On the menu bar, click **Edit → Edit Object**. The Edit Shape dialog appears.
3. Change the settings for the object.

Grouping shapes

To group shapes on the map and move them as a group, or zoom in or out on the map, do the following:

1. On the Operation toolbar, click the **Select Object** button . Drag the mouse pointer over the map while holding the left mouse button down. All objects on the map are selected, and eight square knobs appear around the rectangle that encloses the selected objects.
2. On the menu bar, click **Object → Group → Group**. All the objects on the map are grouped, and eight square knobs appear around the map.
3. Drag the map to the position where you want it.
4. To zoom in or out on the map, click the **Zoom In/Zoom Out** button  on the Operation toolbar, and select the zoom ratio you want.



To ungroup the objects so that you can edit them individually again, cancel the group by clicking **Object → Group → Ungroup** on the menu bar. To group the same objects again after you finish editing, select any one of them, and then click **Object → Group → Regroup** on the menu bar.



Creating rollover images

An image in a Web browser that is replaced by another when the mouse pointer is placed on it, and then reverts to the original image when the mouse pointer is moved away, is called a *rollover image*. Rollover images add visual effects and movement to your pages.

You can create rollover images with the Homepage Builder main program, but you can create more elaborate ones with WebArt Designer. WebArt Designer also offers handy materials for rollover images.

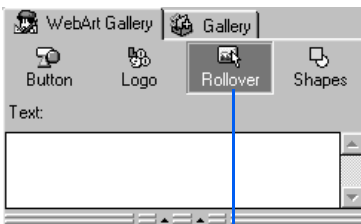
This section explains two ways to create a rollover image:

- Using a sample rollover image
- Specifying two images to be used in a rollover image

Using a sample rollover image

WebArt Designer offers a variety of sample rollover images. By using them, you can create your own rollover image easily.

1. Click the **WebArt Gallery** tab, and then click the **Rollover** button. A list of sample materials for rollover images appears.



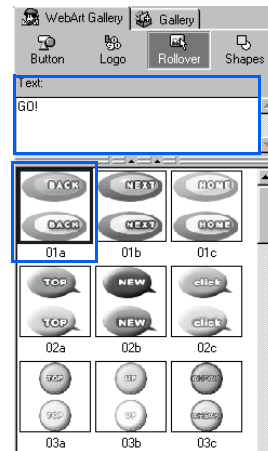
Rollover button



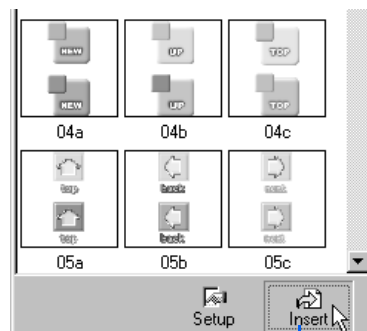
Each sample consists of a pair of images: the original image, and an image that replaces it when the mouse pointer is placed on it.

2. Select one of the sample materials. The selected material is enclosed by a frame.

3. To replace the text of the material, type the new text in the **Text** box. For this example, type **GO!**



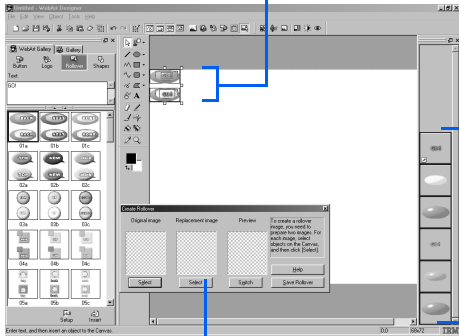
4. Click the **Insert** button.



Insert button

The rollover material with the specified text is pasted on the Canvas. The Object Stack (the area on the right side) displays all the objects that make up the pair of images pasted on the Canvas. In addition, the Create Rollover dialog appears.

A pair of images



The Create Rollover dialog

All the objects that make up the pair of images

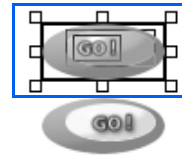


- A pair of images consists of multiple objects—typically, two logos and two buttons.
- If you have replaced the text, the size of the logos may not match that of the buttons. To adjust the size, select a logo, go to the menu bar and click **Edit → Edit Object**, and then change the font size and other settings in the Edit Logo Object dialog.

5. To select one or more objects for use as the original image, use either of the following methods. For this example, select two objects: a logo and a button.

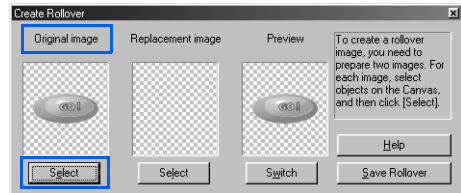
- On either the Canvas or the Object Stack, click each object you want to select while pressing and holding the Ctrl key. Each object you have clicked is enclosed in a frame to show that it has been selected.
- On the Canvas, drag diagonally from the upper left to the lower right to enclose all the objects you want to select. When you release the mouse button, all the objects

within the enclosed area are selected, and are surrounded by a set of square knobs.

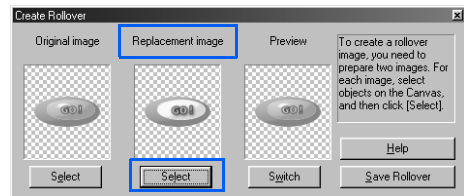


Two objects have been selected.

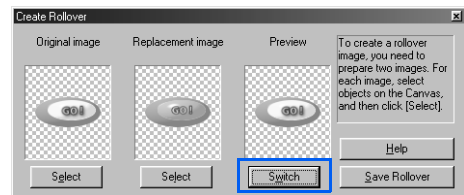
6. In the Create Rollover dialog, click the **Select** button below **Original image**. The selected objects are displayed in the left and right boxes.



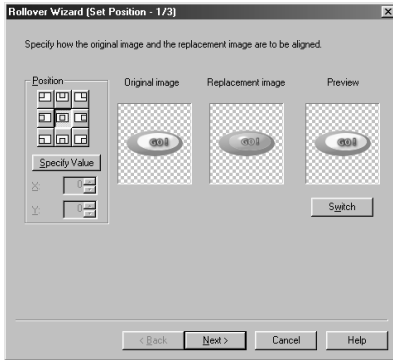
7. In the same way, select one or more objects to be used as the replacement image, and then click the **Select** button below **Replacement image**. The selected objects are displayed in the middle box. To confirm that one of the images replaces the other, place the mouse pointer on the image displayed below **Preview**.



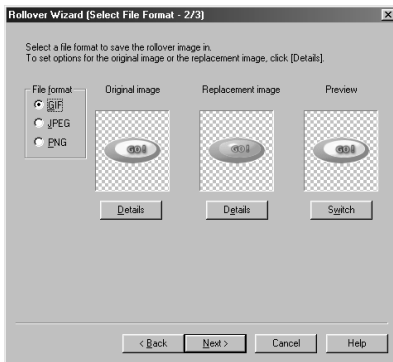
8. If you want to reverse the roles of the two images, click the **Switch** button.



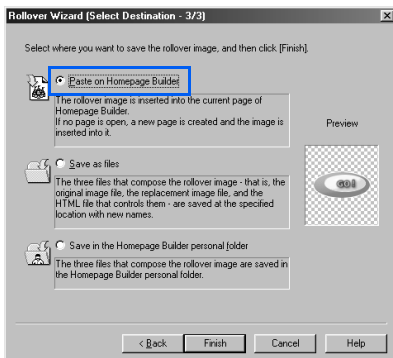
- Click the **Save Rollover** button. The Rollover Wizard (Set Position - 1/3) dialog appears.



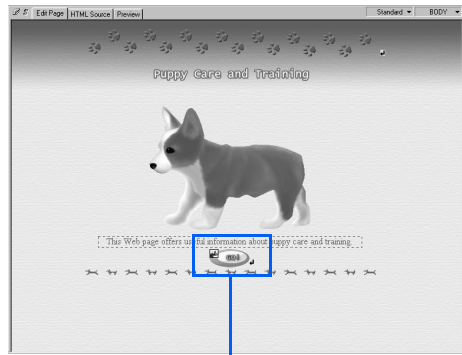
- Click the **Next** button. The Rollover Wizard (Select File Format - 2/3) dialog appears.



- Click the **Next** button. The Rollover Wizard (Select Destination - 3/3) dialog appears.
- Select a destination for the rollover image. For this example, select **Paste on Homepage Builder**.



- Click the **Finish** button. A rollover image is sent to Homepage Builder, and inserted into the page.



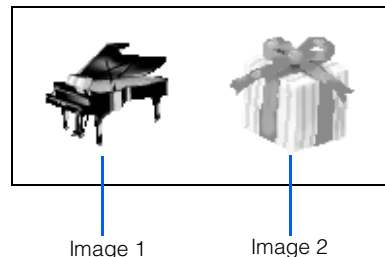
A rollover image is inserted into the page you are editing.



If a message, “Homepage Builder is not responding,” appears on the screen, check whether a tab other than **Edit Page** is activated in the editing area of Homepage Builder.

Specifying two images to be used in a rollover image

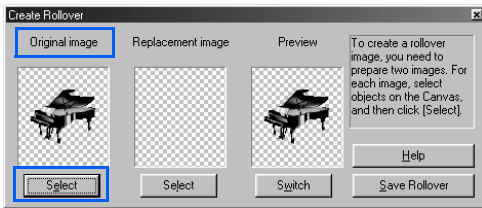
- Choose objects to serve as the two images to be used in a rollover image, and paste them on the Canvas.



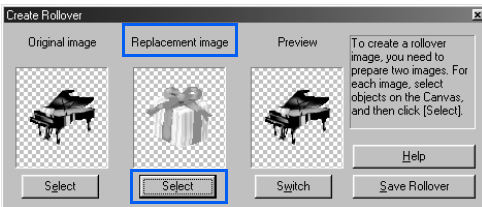
You can even combine multiple objects and convert them into a single image file.

- On the menu bar, click **Object → Create Rollover**. The Create Rollover dialog appears.

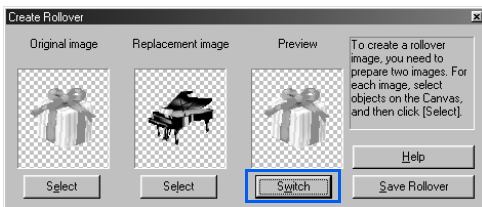
- From the Canvas, select one or more objects to serve as the original image. Then click the **Select** button below **Original image**. The selected objects are displayed in the left and right boxes.



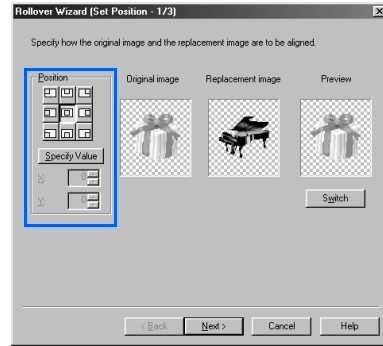
- From the Canvas, select one or more objects to serve as the replacement image. Then click the **Select** button below **Replacement image**. The selected objects are displayed in the middle box.



- If you want to reverse the roles of the two images, click the **Switch** button.

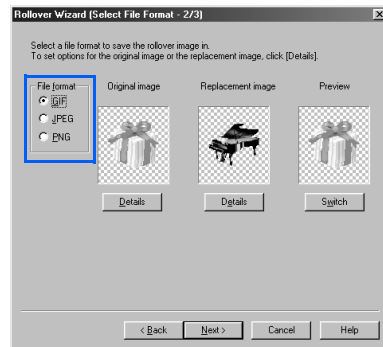


- Click the **Save Rollover** button. The Rollover Wizard (Set Position - 1/3) dialog appears.



- If the two images have different sizes, specify how they are to be aligned by clicking one of the nine buttons in the **Position** group. The alignment changes accordingly.

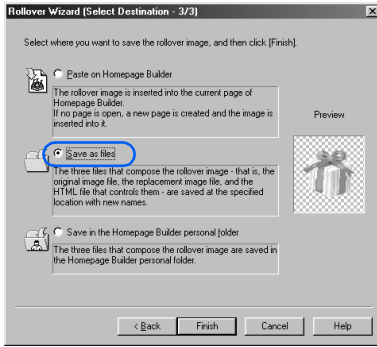
- Click the **Next** button. The Rollover Wizard (Select File Format - 2/3) dialog appears.



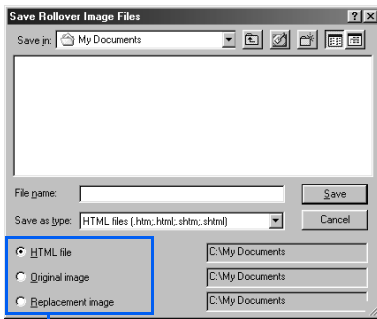
- Select one of three image file formats: **GIF**, **JPEG**, or **PNG**. If you want to change settings for the format you have selected, click the **Details** button, and then change the settings in the Attribute Settings dialog.

- Click the **Next** button. The Rollover Wizard (Select Destination - 3/3) dialog appears.

- Select a destination for the rollover image. For this example, select **Save as files**.



12. Click the **Finish** button. The Save Rollover Image Files dialog appears.



Select these one by one, and specify each file name.

13. From **Save in**, select the folder where you want to save the three files that make up your rollover image (the two image files and a single HTML file that controls them).
14. Select the **HTML file** radio button, and type a name for the HTML file in **File name**.



If you type a name for the HTML file, both the name for the original image file and that for the replacement image file are set automatically. For example, if you type **ROLL01** as the name for the HTML file, the name for the original image file is set to **ROLL01_n_image**, and that for the replacement image file is set to **ROLL01_m_image**. Although you can change those names, you should not, because they signify the relationship among the three files.

15. If you want to change the file name assigned to the original image, click the **Original image** radio button, and type a new name in **File name**.
16. If you want to change the file name assigned to the replacement image, click the **Replacement image** radio button, and type a new name in **File name**.
17. Click the **Save** button. The three files are saved.



How to use the files for a rollover image in Homepage Builder

If you have selected the **Save as files** radio button in the Rollover Wizard (Select Destination - 3/3) dialog, the three files that make up the rollover image are saved in any folder you specify. To paste this rollover image onto the Homepage Builder editing area, do the following:

1. On the **Gallery** tab of Homepage Builder, click the **Folder** button.
2. From the upper part of the **Gallery** tab, select the folder that contains the files for the rollover image. A list of the files in the folder appears on the lower part.
3. From the file list, select the HTML file for the rollover image.
4. Click the down-arrow button next to the **Insert** button, and then select **Insert This File into Page** from the pop-up menu.
5. In the Insert File dialog, select the radio button for **Insert an HTML file**, and then click the **OK** button.

If you have selected the radio button for **Save in the Homepage Builder personal folder** in the Rollover Wizard (Select Destination - 3/3) dialog, the three files that make up the rollover image are saved in the Personal Folder. To paste this rollover image onto the Homepage Builder editing area, do the following:

1. On the **Gallery** tab of Homepage Builder, click the **Gallery** button.

2. From the upper part of the **Gallery** tab, select **Personal folder**. A list of the files in the Personal Folder appears on the lower part.
3. From the file list, select the HTML file for the rollover image.
4. Click the down-arrow button next to the **Insert** button, and then select **Insert This File into Page** from the pop-up menu.
5. In the Insert File dialog, select the radio button for **Insert an HTML file**, and then click the **OK** button.



Decorating a photographic image with a frame

You can retouch a photographic image, apply an effect to it, or decorate it with a photo frame.

Pasting a photographic image on the Canvas



Before doing the following operations, be sure to save the photographic image on your hard disk or on removable media.

1. On the menu bar, click **Edit** → **Paste from File**. The Paste from File dialog appears.
2. Select the image file, and then click the **Open** button. The image is pasted on the Canvas.

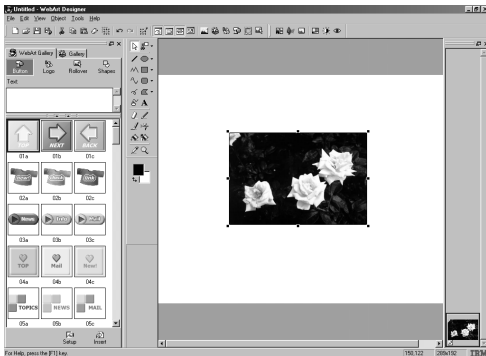


Image files in such formats as GIF, JPEG, PNG, BMP, TIFF, FlashPix, Photo CD, and Windows metafile can be pasted onto the Canvas of WebArt Designer.

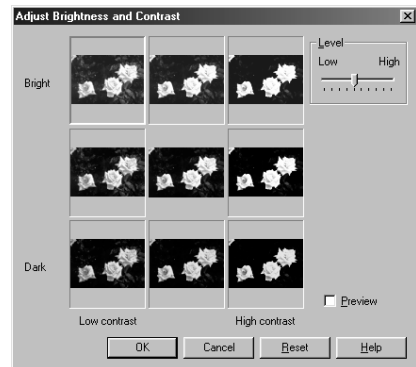
Brightening the image

Images taken with digital cameras are often dark and fuzzy. To brighten such an image, do the following:

1. Select the image on the Canvas.

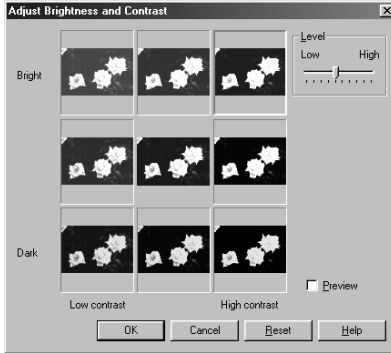


2. On the menu bar, click **Tools** → **Brightness and Contrast**. The Adjust Brightness and Contrast dialog appears.



This dialog enables you to correct the brightness and contrast of the selected image. It shows nine images. The image that is currently selected on the Canvas is displayed in the center; the other eight images have slightly different brightness and contrast.

- Click the best of the nine images displayed. That image moves to the center.



If a digital image is dark or fuzzy, the upper right image, which is bright and sharp, may be the best one.

- Select the **Preview** check box. The brightness and contrast of the image on the Canvas are changed.
- To redo, click the **Reset** button, move the **Level** slider, and select the best image again.

To finish, click the **OK** button. The brightness and contrast of the selected image are corrected.

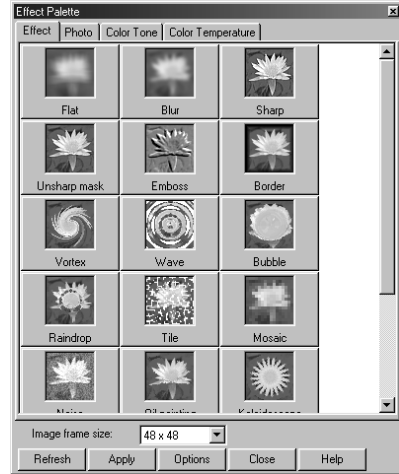
Applying an effect to the image

To apply an effect to an image on the Canvas, do the following:

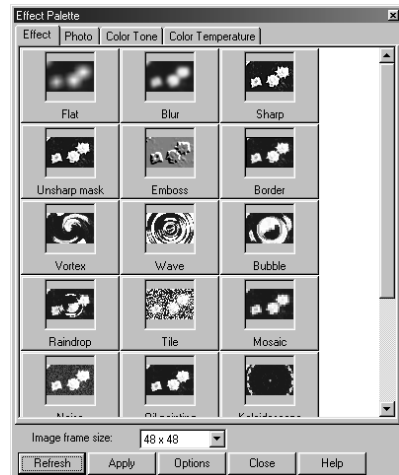
- Select the image on the Canvas.



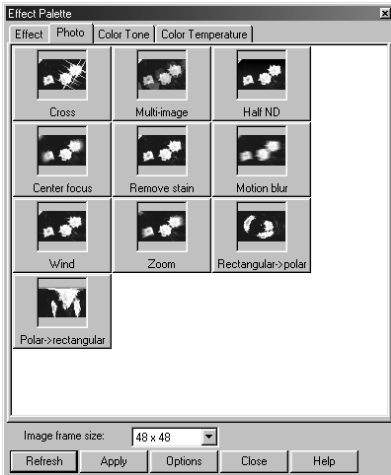
- On the menu bar, click **Tools → Effect**. The Effect Palette dialog appears.



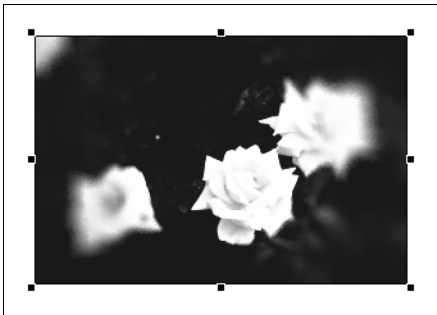
- Click the **Refresh** button. You can see how each effect would change the image.



- Click the **Photo** tab. A list of effects suitable for photographic images appears:



- To apply an effect to the image on the Canvas, double-click that effect.



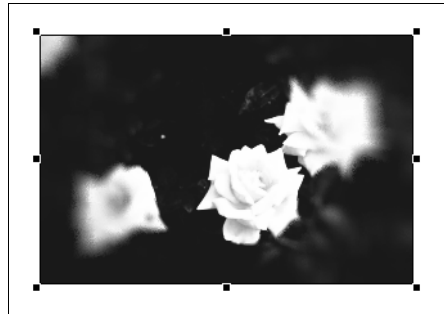
- To redo, undo the previous operation by clicking **Edit → Undo** on the menu bar, and double-click another effect.

To finish, click the **Close** button.

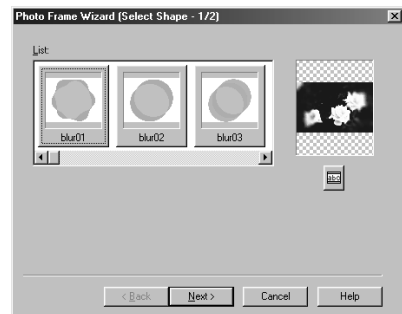
Creating a photo frame

After pasting and retouching a photographic image, you can create a photo frame object, and then paste it on the image. In the following Photo Frame Wizard dialogs, the preview image on the right will change as you make selections in each dialog.

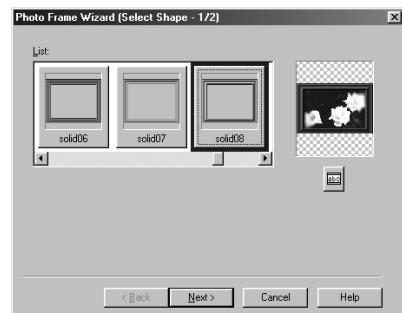
- Select the photographic image on the Canvas.



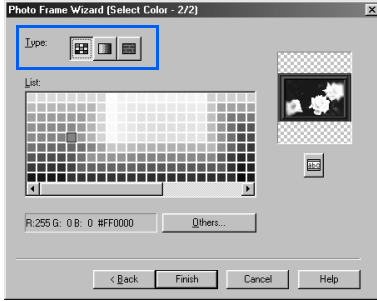
- On the menu bar, click **Object → Create Photo Frame**. The Photo Frame Wizard (Select Shape - 1/2) dialog appears.



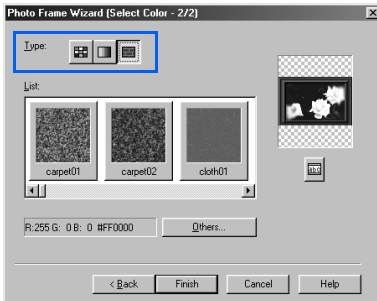
- Select a shape from **List**.



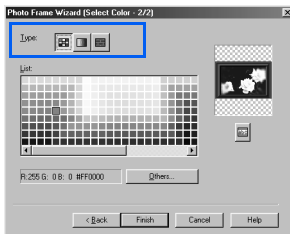
4. Click the **Next** button. The Photo Frame Wizard (Select Color - 2/2) dialog appears.



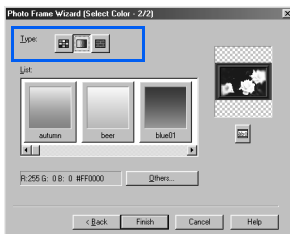
5. Select a button from **Type**. For example, click the rightmost button. A list of textures appears in **List**.



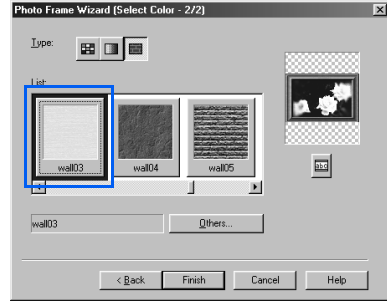
- To select a plain color, click the leftmost button.



- To select a gradation, click the middle button.



6. Select a texture from **List**. For this example, select **wall03**.



- To display other items in the list, drag the scrollbar to the right.

7. Click the **Finish** button. The image on the Canvas is decorated with the photo frame you have just created.



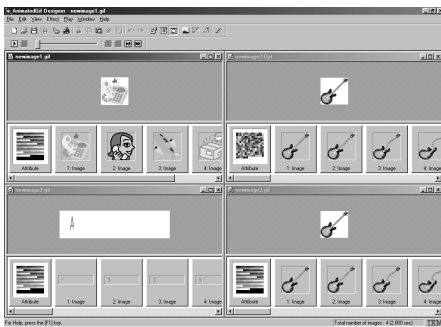
AnimatedGif Designer

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AnimatedGif Designer, one of the accessory tools included in Homepage Builder, is for use in creating animated GIF files.

An *animated GIF* is a kind of GIF image. It is composed of multiple images. You can paste it in your page just as you do other images. When viewed on Web browsers, it appears to move.

This chapter describes the main functions of AnimatedGif Designer.



- ★★★ Starting and closing AnimatedGif Designer238
- ★★ Creating an animation from one or more images240
- ★★ Creating an animation from text245
- ★ Reducing the file size247

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



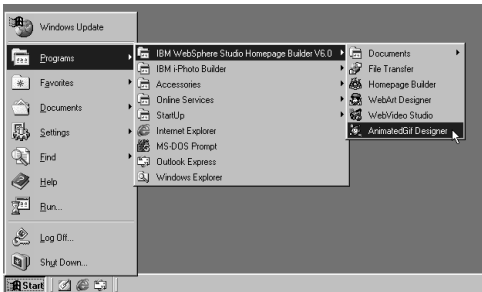
Starting and closing AnimatedGif Designer

This section describes how to start and close AnimatedGif Designer. It also explains how to use the Startup dialog and the main window of AnimatedGif Designer.

Starting AnimatedGif Designer

To start AnimatedGif Designer, do either of the following:

- In the Windows taskbar, click **Start → Programs → IBM WebSphere Studio Homepage Builder V6.0 → AnimatedGif Designer**.



or:

- On the menu bar of Homepage Builder, click **Tools → AnimatedGif Designer**.

Using the Startup dialog

To use the Startup dialog, which appears when you start AnimatedGif Designer, click one of the following buttons.

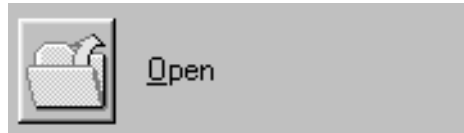
To create an animation by use of the Animation Wizard, click this button (or click **File → Animation Wizard** on the menu bar).



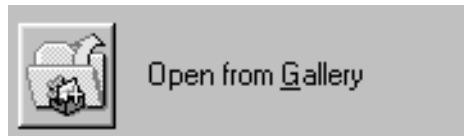
To create a blank animated GIF file, click this button (or click **File → New** on the menu bar).



To open an animated or non-animated GIF file, click this button (or click **File → Open** on the menu bar).

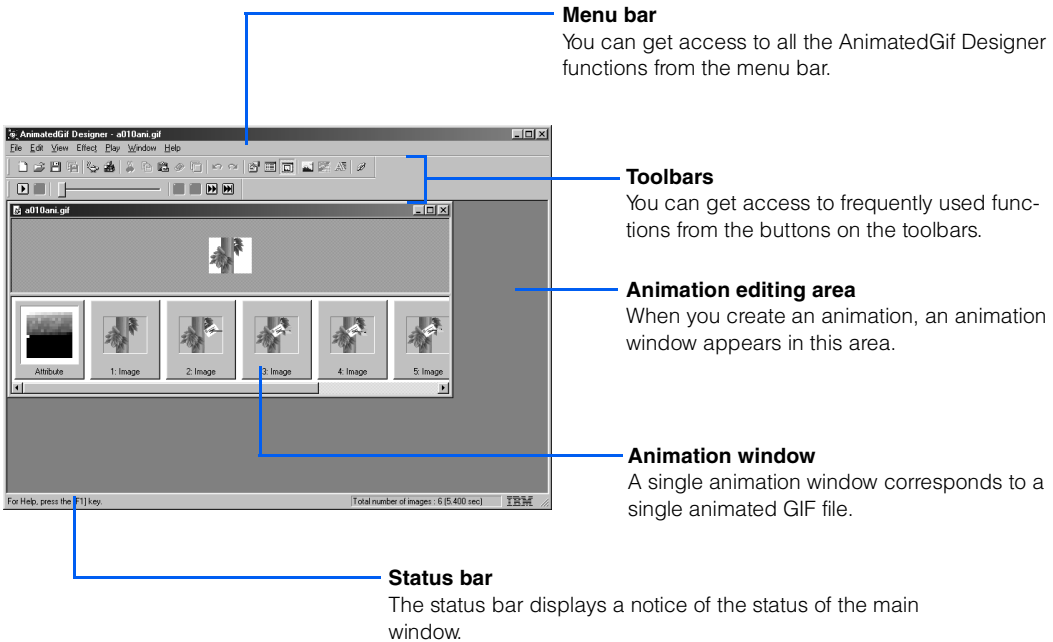


To open an animated GIF file in the Gallery, click this button (or click **File → Open from Gallery** on the menu bar).



The main window

If you click the **Close** button in the Startup dialog, the main window of AnimatedGif Designer appears. At first the animation editing area is blank. When you create an animation, an animation window appears there.



The online help provides details about AnimatedGif Designer. If you encounter problems, or if you want to learn advanced methods, click **Help → Help Topics** on the menu bar.

Closing AnimatedGif Designer

To close AnimatedGif Designer, go to the menu bar and click **File → Exit**.



Creating an animation from one or more images

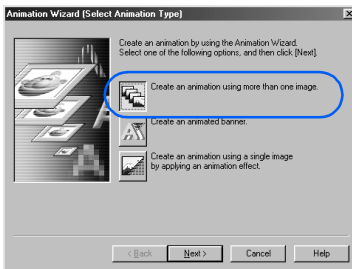
You can:

- Create an animation from multiple images
- or:**
- Create an animation from a single image

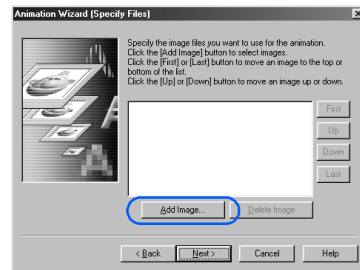
Creating an animation from multiple images

With this method, you can create an animated GIF file from two or more images. Use this method only if you already have all the images to be included in your animation.

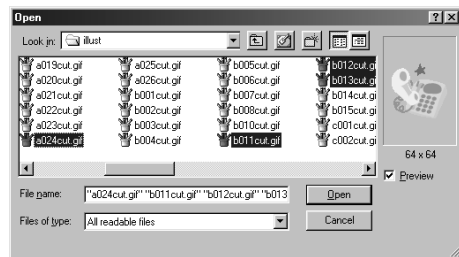
1. Open the Animation Wizard (Select Animation Type) dialog in either of the following ways:
 - Click the **Animation Wizard** button in the Startup dialog.
 - Click **File** → **Animation Wizard** on the menu bar.
2. Confirm that the **Create an animation using more than one image** button is selected.



3. Click the **Next** button. The Animation Wizard (Specify Files) dialog appears.

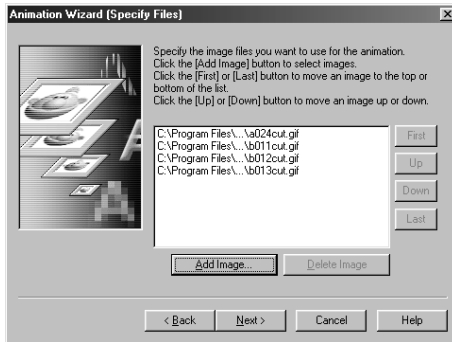


4. Click the **Add Image** button. The Open dialog appears.
5. Select one or more image files. To select multiple files, click each file while pressing and holding the Ctrl key or the Shift key.



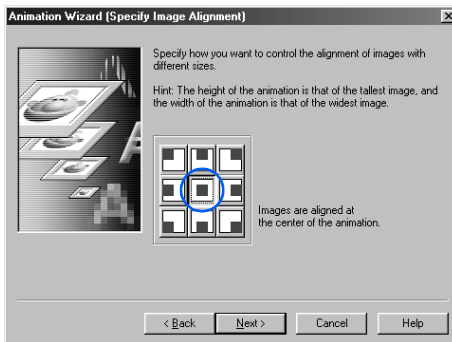
In this example, multiple image files are selected all at once. If you cannot select all the images at once—for instance, if the image files are in different folders—repeat steps **4** to **6** until you have selected all the images.

- Click the **Open** button. The files you selected are listed in the Animation Wizard (Specify Files) dialog.



- The order in which the files are listed in the Animation Wizard (Specify Files) dialog is the order in which they will be displayed in the animation. To change the order of the files, select any file name from the list and click the **First**, **Up**, **Down**, **Last** buttons until you have it in the desired place.
- To delete a file, select its name, and then click the **Delete Image** button.

- Click the **Next** button. The Animation Wizard (Specify Image Alignment) dialog appears. The button in the center is selected.



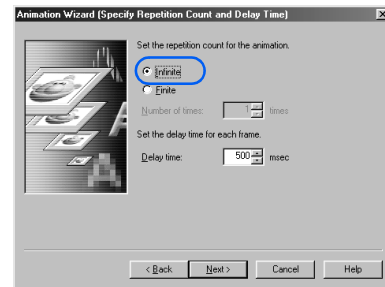
- If you want to change the alignment of the image frames, click any button other than the one in the center.



frame

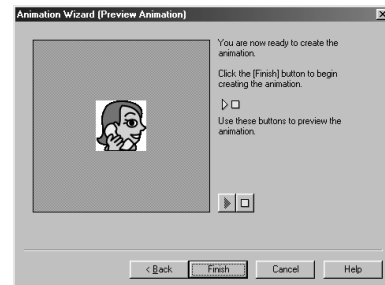
Each image in an animation. Here, the image files you have selected in the Animation Wizard (Specify Files) dialog are called frames.

- Click the **Next** button. The Animation Wizard (Specify Repetition Count and Delay Time) dialog appears.
- Specify how many times you want to repeat the animation. For this example, select the **Infinite** radio button.



- To specify how long each frame is to be displayed, enter a numeric value in **Delay time**, in milliseconds.

- Click the **Next** button. The Animation Wizard (Preview Animation) dialog appears. Here you can preview the animation.



- Click the **Finish** button.



To change specifications in the previous dialogs, click the **Back** button.

An animation window titled “newimagexx” appears. It displays all the image frames that make up the animated image.



Image frames that make up the animated image



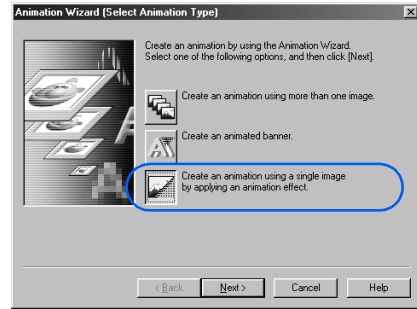
A single animation window corresponds to a single animated GIF file.

14. On the menu bar, click **File → Save As**. The Save As dialog appears.
15. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.
16. To close the animation window, go to the menu bar and click **File → Close**.

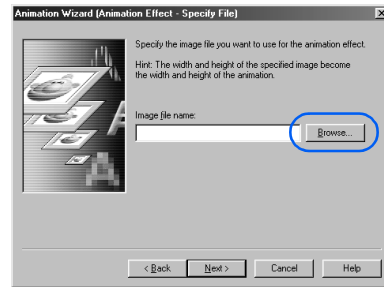
Creating an animation from a single image

With this method, you can easily create an animation from a single image.

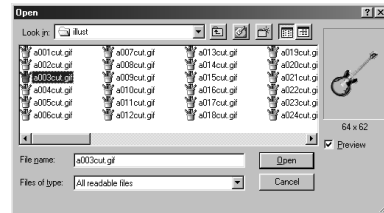
1. Open the Animation Wizard (Select Animation Type) dialog in either of the following ways:
 - In the Startup dialog, click the **Animation Wizard** button.
 - On the menu bar, click **File → Animation Wizard**.
2. Select the button for **Create an animation using a single image by applying an animation effect**.



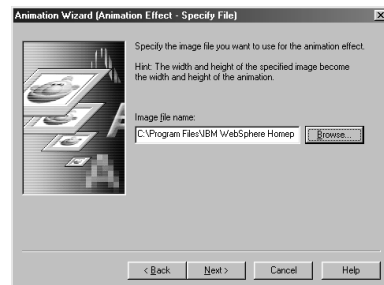
3. Click the **Next** button. The Animation Wizard (Animation Effect - Specify File) dialog appears.



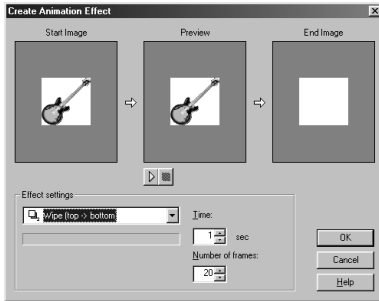
4. Click the **Browse** button. The Open dialog appears.
5. Select an image file.



6. Click the **Open** button. The file you have selected is displayed in the Animation Wizard (Animation Effect - Specify File) dialog.

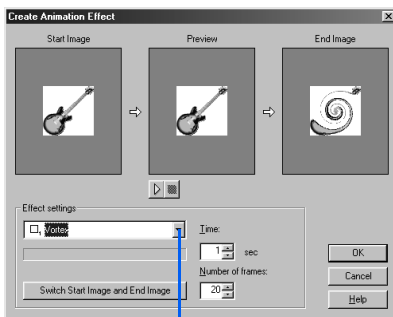


- Click the **Next** button. The Create Animation Effect dialog appears.



With this dialog, you can specify the type of animation effect, the time that the whole animation will last, and the number of frames to be created by the animation effect.

- Select an animation effect from the list box below **Effect settings**. For this example, select **Vortex**.



Click here, and then select an effect.



You can select any of the following effects:

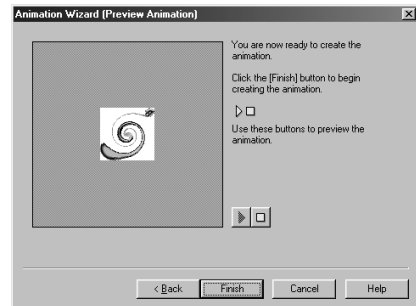
- Wipe (top -> bottom, bottom -> top, right -> left, left -> right, in -> out, out -> in)
- Rectangle wipe (in -> out, out -> in)
- Mosaic wipe (regular, random)
- Scroll (top -> bottom, bottom -> top, right -> left, left -> right)
- Blend
- Blur
- Vortex
- Tile
- Mosaic

- Noise
- Oil painting
- Scatter
- Pinch
- Center focus
- Zoom
- Grayscale
- Bilevel
- Sepia
- Halftone
- Motion blur
- Wind
- Rotate (clockwise, counterclockwise)

- To preview the animation, click the button.

- If necessary, change the values for **Time** and **Number of frames**. You can also click the **Switch Start Image and End Image** button.

- Click the **OK** button. The Animation Wizard (Preview Animation) dialog appears. In this dialog, you can preview the animation.

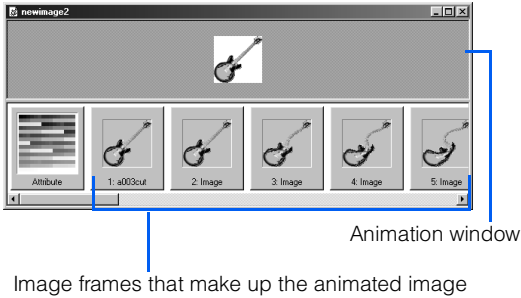


- Click the **Finish** button.



To return to the previous dialogs and specify items again, click the **Back** button.

An animation window titled “newimagexx” appears. It displays all the image frames that make up the animated image.

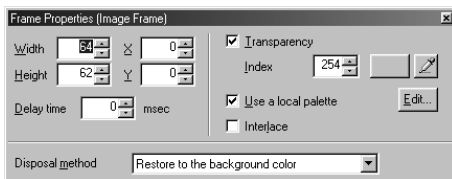


A single animation window corresponds to a single animated GIF file.

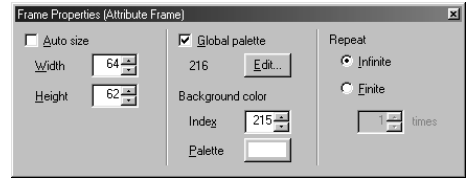
13. On the menu bar, click **File** → **Save As**. The Save As dialog appears.
14. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.
15. To close the animation window, go to the menu bar and click **File** → **Close**.



For each image frame in an animation window, you can change the size or the position of the image, or specify how long that frame is to be displayed. Click a frame in the animation window, and then click **Edit** → **Frame Properties**. The Frame Properties (Image Frame) dialog appears. You can set these options in this dialog.



If you click the leftmost frame (Attribute frame) in the animation window, and then click **Edit** → **Frame Properties**, the Frame Properties (Attribute Frame) dialog appears. In this dialog, you can edit the global palette or specify how many times the animation is to be repeated.



For how to use these dialogs, see the online help.



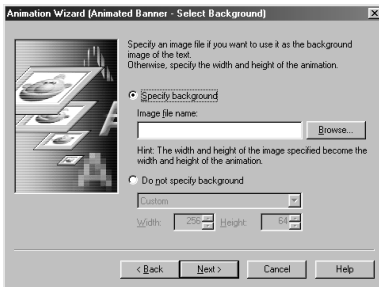
Creating an animation from text

To create an animation from text, you create multiple images by adding an animation effect to text, and then combine them into a single animated GIF file.

1. Open the Animation Wizard (Select Animation Type) dialog in either of the following ways:

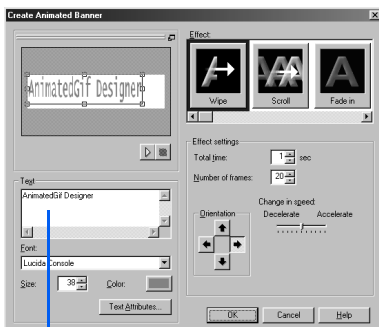
- In the Startup dialog, click the **Animation Wizard** button.
- On the menu bar, click **File → Animation Wizard**.

2. Select the **Create an animated banner** button, and then click the **Next** button. The Animation Wizard (Animated Banner - Select Background) dialog appears.



3. To add an image to the background of text, select the **Specify background** radio button, and then specify an image file. Otherwise select the **Do not specify background** radio button.

4. Click the **Next** button. The Create Animated Banner dialog appears.



Enter text here.


5. Enter text in the **Text** box. If necessary, change the font name, size, and color of the text.



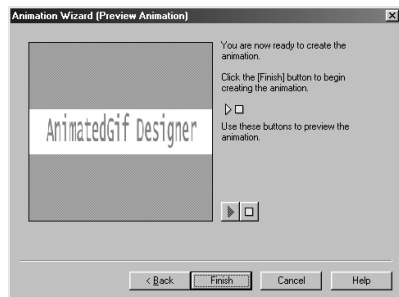
- To change the text color, click the colored button next to **Color**, and then select a color (a plain color, a gradation, or a texture).
- To decorate the text, click the **Text Attributes** button, and then change items on the **Outline** or **Effect** tab in the Edit Logo dialog.

6. Select an effect.



- To preview the motion of an effect, point to the sample of it in **Effect**. To select an effect, click a sample.
- When you select an effect, the options you can set for the effect appear in the **Effect settings** group. Change the options, if necessary.
- To preview the animation, click the  button.

7. Click the **OK** button. The Animation Wizard (Preview Animation) dialog appears. In this dialog, you can preview the animation.

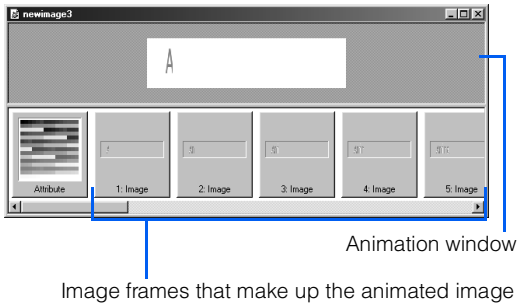


8. Click the **Finish** button.



To go back to step **3** and specify a different effect or different settings, click the **Back** button.

An animation window titled “newimagexx” appears. It displays all the image frames that make up the animated image.



A single animation window corresponds to a single animated GIF file.

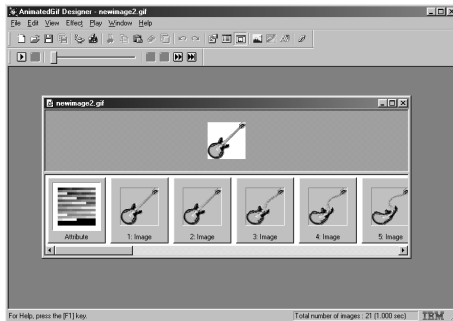
- 9.** On the menu bar, click **File → Save As**. The Save As dialog appears.
- 10.** Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.
- 11.** To close the animation window, go to the menu bar and click **File → Close**.



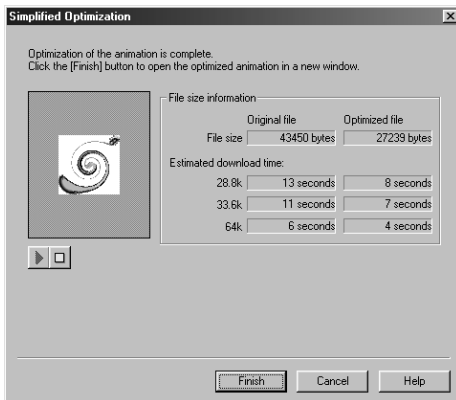
Reducing the file size

Reducing the size of a file speeds up both the uploading and the viewing of that file. To reduce the size of an animated GIF file, optimize the animation by the method presented in this section.

1. On the menu bar, click **File → Open**, select an animated GIF file whose size you want to reduce, and click the **Open** button. An animation window opens.

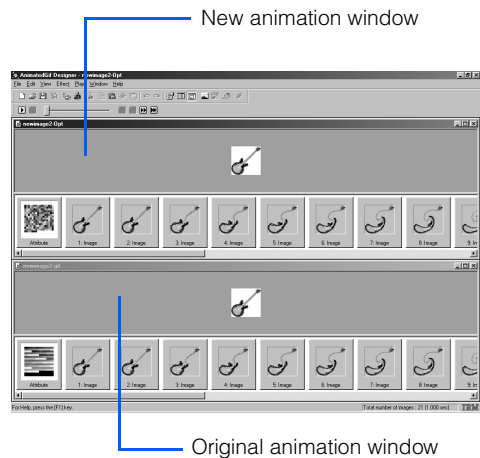


2. On the menu bar, click **File → Simplified Optimization**. A dialog that shows the processing status appears and disappears; then the Simplified Optimization dialog appears.



To see how much the file size has been reduced, compare the **Original file** value with the **Optimized file** value.

3. Click the **Finish** button. A new animation window titled "xx-Opt" appears (xx is the name of the original animated GIF file). The original animation remains open.



Because optimization deletes all extra information, an optimized animation is hard to edit. If you plan to edit the animation later, keep the original file as well as the optimized one.

4. On the menu bar, click **File → Save As**. The Save As dialog appears.
5. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The optimized animation is saved as a single animated GIF file.
6. To close each animation window, go to the menu bar and click **File → Close**.



How to optimize an animation while specifying option settings

The Simplified Optimization function uses the following default settings:

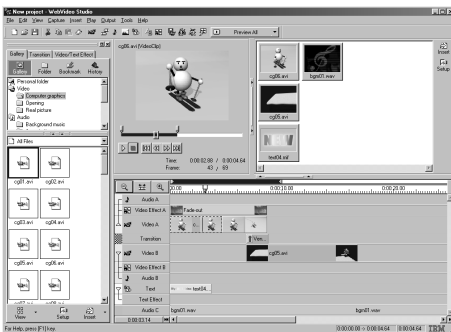
- Optimize an animation, using the 256-color palette.
- Delete any comments.
- Delete the overlapped parts of frames.

If you want to change these settings individually, go to the menu bar and click **File → Customized Optimization** (instead of **Simplified Optimization**), and then optimize the animation while specifying option settings in the Optimize Animation dialog.

WebVideo Studio

18

WebVideo Studio is one of the accessory tools included in Homepage Builder. With it, you can capture a video you have taken with your digital video camera, edit it, add various effects, and generate a video file or an animated GIF file as output. You can easily insert the output file into a page in Homepage Builder.



★★★★	Overview of WebVideo Studio	250
★★★★	Starting and closing WebVideo Studio.	251
★★★★	Terms used in WebVideo Studio.	258
★★★★	Using the Video Creation Wizard	259
★★★	Creating a project from scratch	264
★★★	Capturing your video	273
★	Table of specifications	275

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★★★.



Overview of WebVideo Studio

This section summarizes the major functions of WebVideo Studio and explains the operating environment it runs in.

Major functions of WebVideo Studio

With WebVideo Studio, you can do all these things:

- Capture, as a video file, a video you have taken with your digital video (DV) camera.
- Trim off unwanted scenes.
- Combine separate video files into a single video file.
- Superimpose titles and text on a video file.
- Superimpose photos and illustrations on a video file.
- Insert a sound file (that is, an audio file) as background music.
- Generate a video file and insert it into a page opened with Homepage Builder.
- Generate an animated GIF file or sequential photo image files, and insert the result into a page opened with Homepage Builder.

System requirements

Video editing generally requires high data-processing capability. To run WebVideo Studio, you need at least the following operating environment:

	If you are not using the video capture function	If you are using the video capture function
Operating system	Windows [®] 95, Windows 98, Windows Me, Windows NT [®] 4.0 Service Pack 6 or later (Intel version), or Windows 2000	Windows 98 Second Edition, Windows Me, or Windows 2000
CPU	Pentium [®] II 266 MHz or later, or Celeron [™] 300 MHz or later	Pentium II 400 MHz or later, or Celeron 500 MHz or later
Memory	64 MB or more	
Display	A monitor that is capable of 800 x 600 resolution (SVGA) and can display 65,000 colors or 16,770,000 colors	
Hard disk	100 MB or more of free hard disk space for use as the work area.	2 GB or more of free hard disk space for use as the work area. (To capture video from a digital video camera, you will need 220 MB every minute.)
Related devices	None	<ul style="list-style-type: none">• A digital video camera that supports digital video output• A digital video capture card or board having the IEEE1394 interface (OHCI compliant)



Starting and closing WebVideo Studio

This section explains how to start and close WebVideo Studio. This section also gives an overview of the main window of WebVideo Studio.



The online help provides details about WebVideo Studio. If you encounter problems, or if you want to learn the details, click **Help → Help Topics** on the menu bar.

Starting WebVideo Studio

To start WebVideo Studio, do either of the following:

- In the Windows taskbar, click **Start → Programs → IBM WebSphere Studio Homepage Builder V6.0 → WebVideo Studio**.

or:

- On the menu bar of Homepage Builder, click **Tools → WebVideo Studio**.

Closing WebVideo Studio

To close WebVideo Studio, go to the menu bar and click **File → Exit WebVideo Studio**.

Using the Welcome to WebVideo Studio dialog

To use the Welcome to WebVideo Studio dialog, which appears when you start WebVideo Studio, click one of the following buttons.

To create a project by use of the Video Creation Wizard, click this button (or click **File → New Project with Video Creation Wizard** on the menu bar).



Create a project, using the Video Creation Wizard

To create a project from scratch, click this button (or click **File → New Project** on the menu bar).



Create a new project

To open a project that you have edited recently, click this button. The Recently Edited Projects dialog appears.



Open the most recently edited project

WebVideo Studio main window

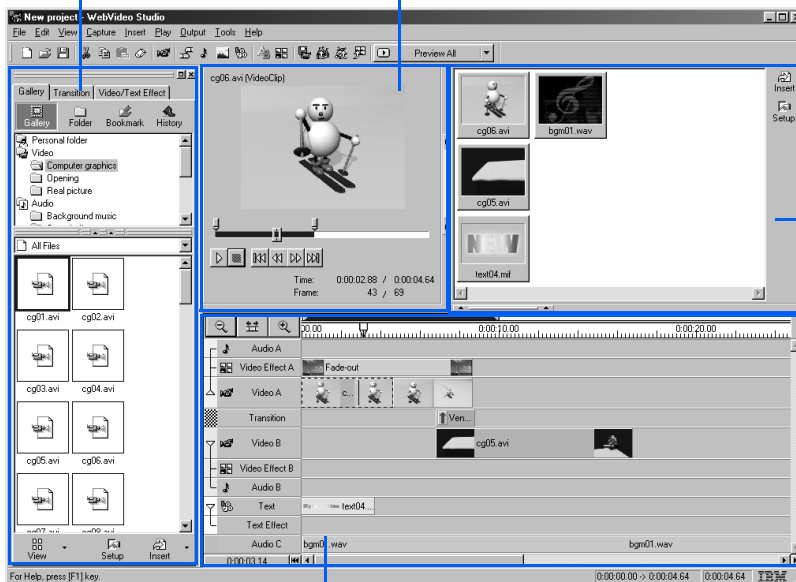
If you click the **Close** button in the Welcome to WebVideo Studio dialog, the main window of WebVideo Studio appears. The main window has four major parts: Gallery View, Monitor, the editing area, and Project View.

Gallery View

Provides a function similar to that of the **Gallery** tab in the Site/Gallery View of Homepage Builder. The Gallery View consists of three tabs: **Gallery**, **Transition**, and **Video/Text Effect**.

Monitor

Enables you to preview data in the Gallery View, the editing area, or the Project View. You can also use it to trim data (clips) in the editing area.



Editing area

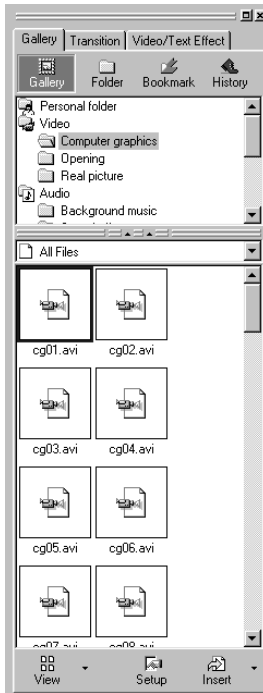
Enables you to insert data that you actually want to use in video editing. You can insert video files, image files, transitions (explained later), video effects, text, text effects, or audio files. The scale on the top of this area represents the timeline, from the left to the right.

Project View

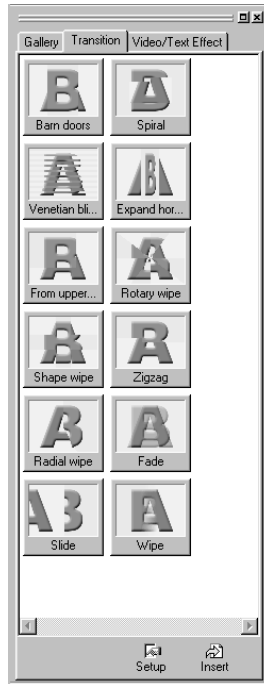
WebVideo Studio manages video data by units called *projects*. The Project View contains all the files that are included in a project (regardless of whether they will be used). To insert a file into the editing area, drag it from the Project View and drop it in the editing area.

Gallery View

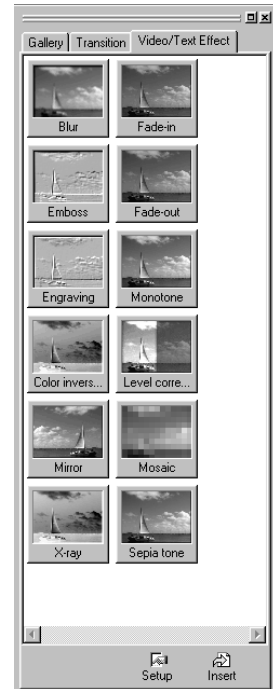
The Gallery View consists of three tabs: **Gallery**, **Transition**, and **Video/Text Effect**.



Gallery tab



Transition tab





Video/Text Effect tab

The **Gallery** tab contains thumbnails of the sample files provided by WebVideo Studio. You can use this tab in the same way as the **Gallery** tab in the Site/Gallery View in the main program of Homepage Builder.

The **Transition** tab contains a list of effects you can apply to any place where two video clips or image clips overlap, so that the transition becomes smooth and effective.

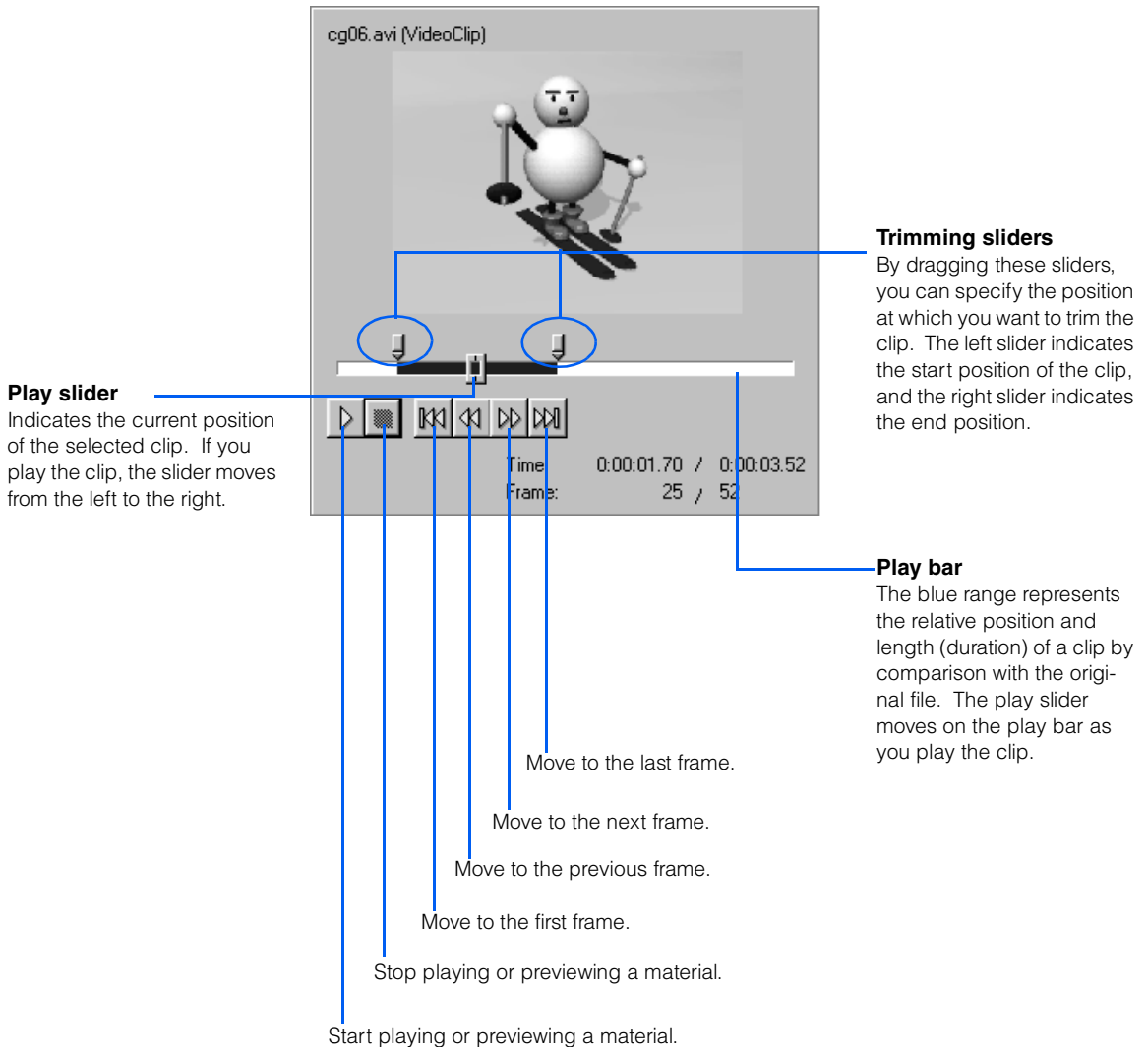
The **Video/Text Effect** tab contains a list of effects you can apply to each video or text clip. The **Sepia tone** effect, for example, makes the picture become sepia.



- If you click the  button at the upper right of the Gallery View, the Gallery View closes. To display it again, click **View** → **Gallery View** on the menu bar.
- If you click the  button at the upper right of the Gallery View, the Gallery View will be separated from the main window, and you can place it anywhere you like. To rejoin the separated Gallery View to the main window, double-click the title bar of the Gallery View.

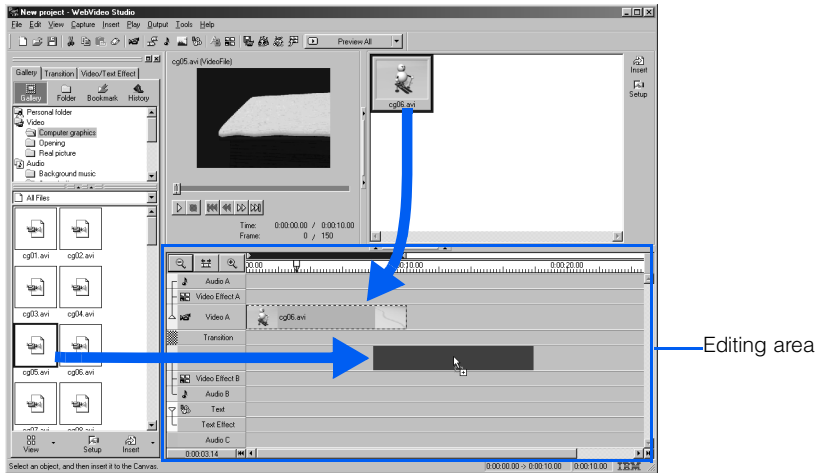
Monitor

The Monitor enables you to preview a video or an image file, or to play an audio file. These files can be in the Gallery View, the editing area, or the Project View. Using the Monitor, you can also edit a video or audio clip in the editing area; for example, you can trim off unnecessary parts. The image displayed on the Monitor can be copied onto the Clipboard.

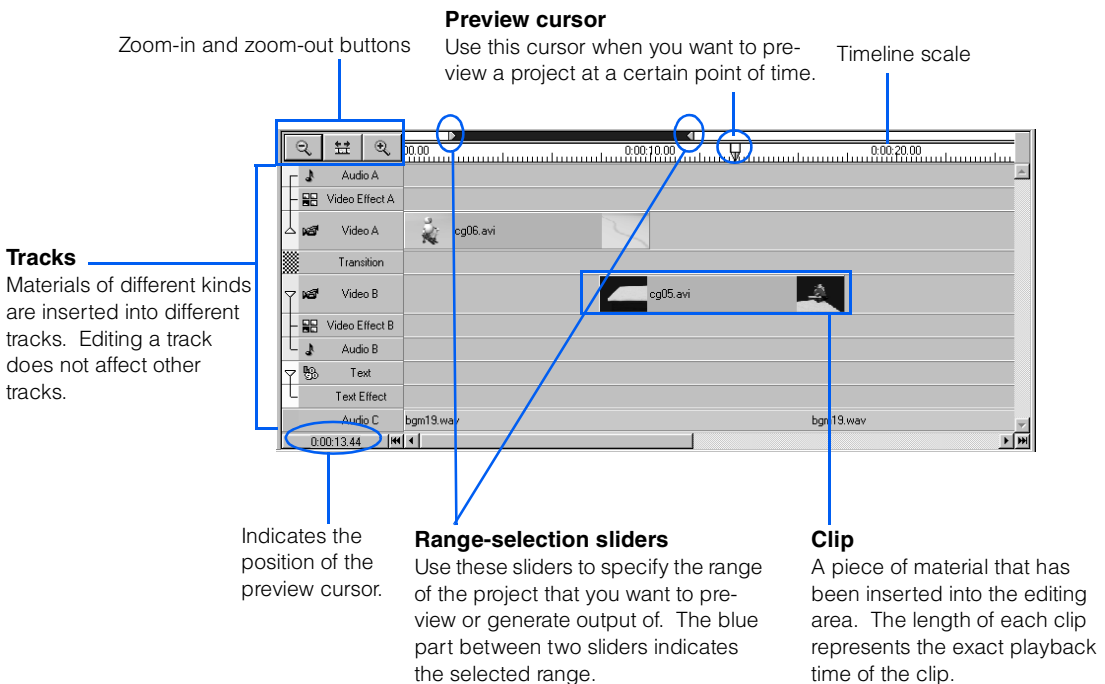



Editing Area

The editing area is where you insert, arrange, or edit the materials you are using in a project. The scale at the top of the editing area represents the timeline for the project; a project is played from left to right. To insert materials into the editing area, drag them from the Project View or the Gallery View and drop them at the position you want.

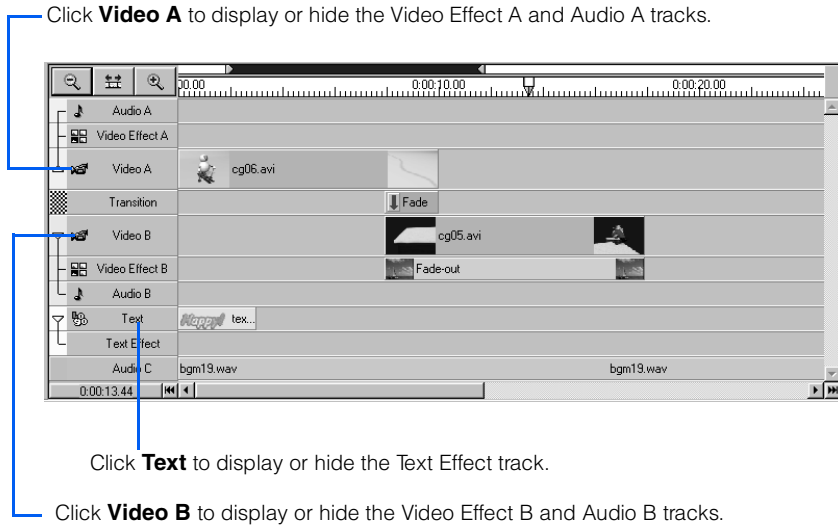


You can edit each material (called a *clip*) that has been inserted into this area. By dragging a clip, you can easily move it along the track. You can also adjust the length of a clip by dragging its edges.



You can change the unit of the timeline scale as necessary. If you specify a small value, you can position or trim a clip at an exact place. If you specify a large value, you can view the entire project. To change the unit, click **View → Timeline Scale → (a unit of scale)** on the menu bar, or click one of the three zoom icons at the upper-left corner of the editing area. To display the entire project in the editing area, click the  icon.

The editing area contains ten tracks, as follows:



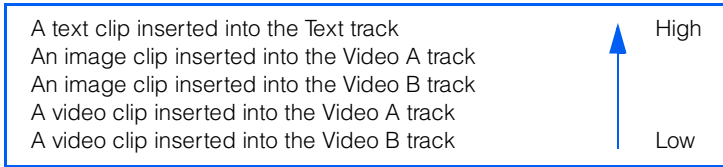
A short explanation of each track follows:

- **Video tracks (A and B):** Tracks for inserting videos and images. If you want to insert two video clips and join them, you can insert them either on the same track or on separate tracks. If you want to control the transition between the video clips, you must insert them into separate tracks. If the Video A and Video B tracks have clips on the same timeline, the clip on the Video A track takes priority.
- **Transition track:** A track for inserting transition clips. You can place a transition clip anywhere you like on the Transition track. Normally, insert it where a clip on Video A and a clip on Video B overlap on the timeline. The arrow on a clip indicates the direction of the transition—from Video A to Video B, or from Video B to Video A. You can switch this direction by clicking the arrow.
- **Audio tracks (A, B, and C):** Tracks for inserting audio. If you capture a video material that includes audio, an audio clip is inserted on the same timeline as the video clip.
- **Video Effect tracks (A and B):** Tracks for inserting video effects, which are applied to the clips on Video A or Video B.
- **Text track:** A track for inserting text, such as the title of the video.
- **Text Effect track:** A track for inserting text effects, such as fade-in or fade-out, which are applied to the text on the Text track.



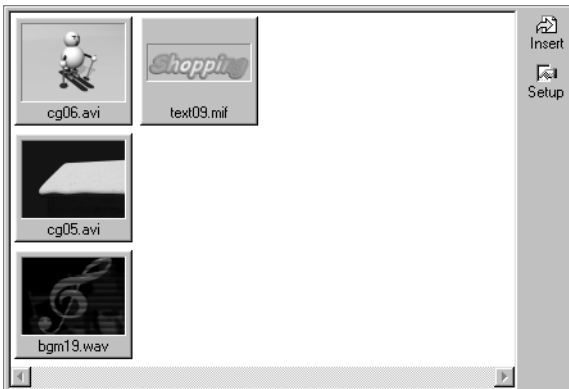
Priority of the tracks

If clips are inserted into several tracks on the same timeline, they are assigned priorities as follows:



Project View

The Project View contains thumbnails of the files that have been inserted into the project. Any file that is included in the editing area is also included in the Project View. You can insert a file from the Project View into the editing area by a drag-and-drop operation. You can trim off a part of file in the editing area without affecting the original file in the Project View.





Terms used in WebVideo Studio

This section explains the general terms used in video editing and the terms used in WebVideo Studio.

Capture

To store the data recorded by a digital video camera into the hard disk of a computer. The video data captured is converted into an AVI file.

Clip

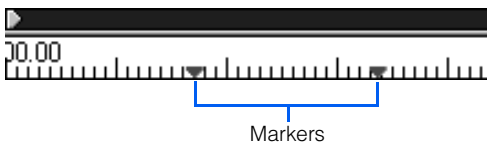
An individual file (video, audio, image, or text) inserted in the editing area. The length of a clip exactly represents the actual playback time. You can adjust the length of a clip by dragging the ends of it. You cannot, however, expand the length of an audio clip or a video clip beyond the length of the original file.

Frame

In a video clip, an image at a certain point of time.

Marker

Frame information that you can specify on the timeline in the editing area. You can add one or more markers. You mark a certain point of time for later editing, or you can specify the frames (images) to be used for an animated GIF file or sequential photo image files. To add a marker, right-click at any place on the timeline, and then click **Set Marker Here** on the pop-up menu.



Plug-in

A software component that plugs into a Web browser application so that the browser can access and run files embedded in HTML files that are in formats the browser would not usually recognize. If you edit a video file with WebVideo Studio and insert it into a Web page, you might need a plug-in to view the video on a browser.

Project

A unit of video data edited and controlled by WebVideo Studio is called a *project*.

Streaming

An Internet technology that makes it possible to play back a file while downloading it. Streaming is generally used for video or audio files that are especially large.

Text

In WebVideo Studio, any text (such as the title or credits) to be superimposed on a video is called the *text*. Just as with a logo image created with Homepage Builder, you can decorate text, or add such effects as scroll or fade-in.

Track

Just as picture and audio are generally recorded on separate tracks on videotapes, the clips you edit with WebVideo Studio are arranged on separate tracks, according to the type of clip—for example, video, transition, video effect, or audio. Editing clips on one track does not affect any other tracks.

Transition

A method of controlling transition from one video clip to another. WebVideo Studio can provide several transition effects.



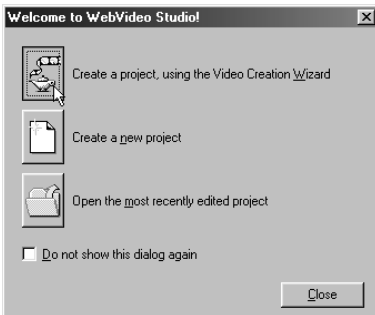
Using the Video Creation Wizard

The Video Creation Wizard is very useful for creating WebVideo Studio projects. This section explains how to use it.

Creating a project by use of the Wizard

By using the Video Creation Wizard, even beginners can create their own videos easily. After closing the Wizard, you can freely edit the video data.

1. In the CD-ROM drive, insert the CD-ROM that contains sample files for WebVideo Studio.
2. Start WebVideo Studio.
3. When the Welcome to WebVideo Studio dialog appears, click the button for **Create a project, using the Video Creation Wizard**.

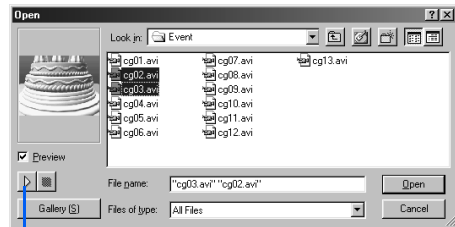


The Video Creation Wizard starts.

4. Click the **Next** button. The Select Video or Image Materials (2/6) dialog appears.



5. Click the **Add** button. The Open File dialog appears.
6. Select one or more video files or image files you want to use in editing your video. For this example, select two AVI files from the **Computer Graphics** folder.



To preview a file, select it and click this button.

7. Click the **Open** button. In the list box, the thumbnails of the selected files appear. In this video, the files are played back in the order in which they appear in this list box.



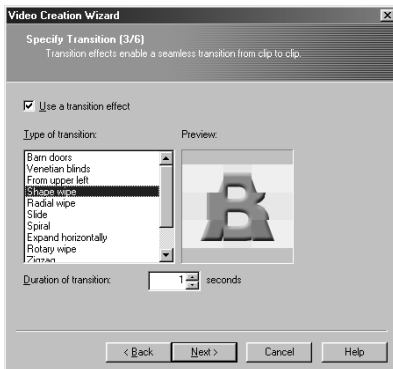
You can also add a file into this list box by dragging it from Windows Explorer.

8. If you wish, change the order of the files by selecting a thumbnail and clicking the **Move to Right** or **Move to Left** button or by dragging it to a new position.



9. Click the **Next** button. The Specify Transition (3/6) dialog appears.

10. Confirm that the **Use a transition effect** check box is selected, and then select a transition from the list displayed. On the right side of the dialog, you can see a preview of the one you have selected.



If you are using three or more video files, the same transition is applied to all of them.

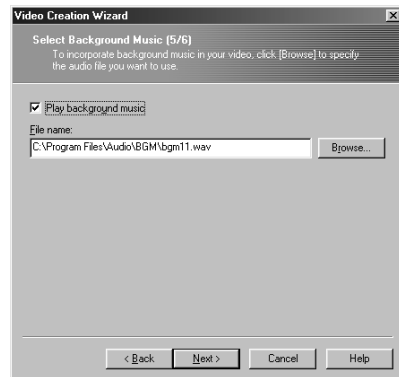
11. Click the **Next** button. The Specify Text (4/6) dialog appears.

12. Confirm that the **Insert a title at the opening** check box is selected, and then type the title of the video, which will be displayed at the opening. In the same manner, confirm that the **Insert a title at the closing** check box is selected, and then type the text you want to insert at the end of the video.



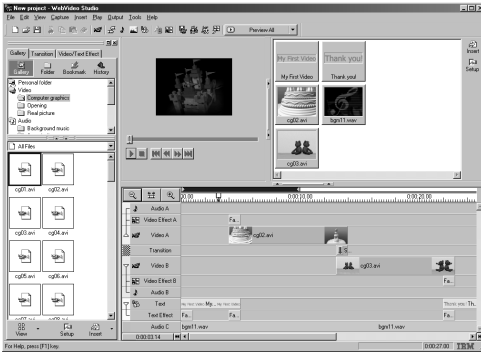
13. Click the **Next** button. The Select Background Music (5/6) dialog appears.

14. Confirm that the **Play background music** check box is selected, and then click the **Browse** button to select an audio file. The **File name** field displays the path and the name of the audio file.



15. Click the **Next** button. The Completed (6/6) dialog appears.

16. Click the **Finish** button. The main window of WebVideo Studio displays the contents of the project you have just created.



Checking the contents of the project

First, play back the video project you have just created:

1. On the menu bar, click **Play → Preview All**. After the Processing Status dialog appears and disappears, the entire project is played back on the Monitor.

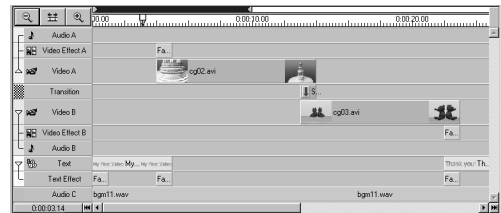


Next, check how each file in the video project is arranged in the main window:

2. Check the Project View. This box displays a list of all the files in this project, including the video files and the audio file you have inserted.



3. Check the editing area. In this area, materials actually used in the project are categorized and arranged on each track. A piece of material on a track is called a *clip*.



How to play back only a part of a project

If a project is large, you should avoid playing it all back, because preparation for the playback will take much time. To play back only a part of a project, do the following:

1. In the editing area, drag the range-selection sliders above the timeline to specify the range you want to select. The selected range is shown in blue.



2. On the menu bar, click **Play → Preview Selection**. Only the selected range is played back.

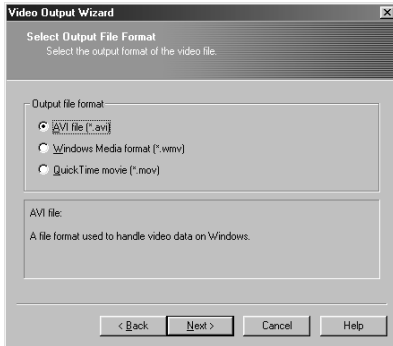
Generating a video file

To generate a video file from the project you have created, do the following:

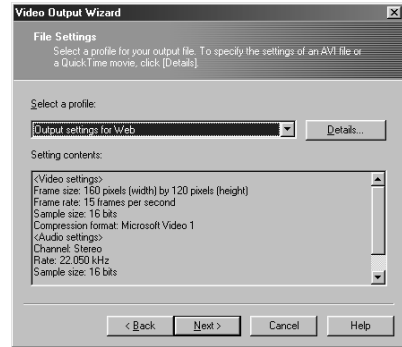
1. On the menu bar, click **Output → Output Video to File**. The Video Output Wizard starts, and the Select Output Range dialog appears.



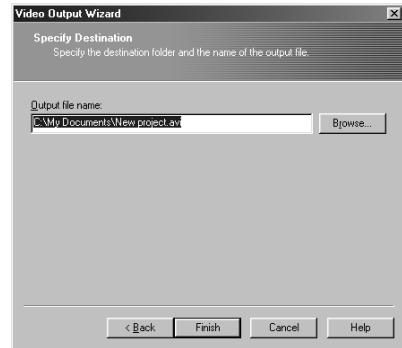
2. Confirm that **Entire project** is selected in **Output range**, and then click the **Next** button. The Select Output File Format dialog appears.



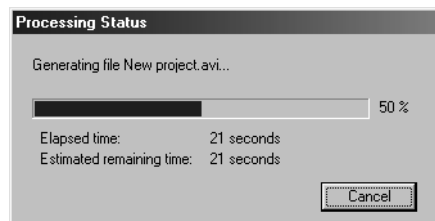
3. Confirm that **AVI file (*.avi)** is selected, and then click the **Next** button. The File Settings dialog appears.



4. Confirm that **Output settings for Web** is selected in **Select a profile**, and then click the **Next** button. The Specify Destination dialog appears.
5. Click the **Browse** button, at right in the **Output file name** field. The Save As dialog appears.
6. Specify the destination folder and the file name, and then click the **Save** button. In the Specify Destination dialog, the path and name of the file appear.



7. Click the **Finish** button. Creation of the video starts. During creation, the Processing Status dialog is displayed.



When the video has been created, the dialog closes, and the file generated is played back on the Monitor in the main window.



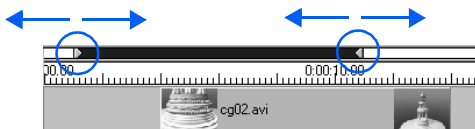
8. Using Windows Explorer, confirm that a video file has been generated. You can play it back by double-clicking on it, if you have Windows Media Player.



How to generate a video file from a part of a project

If a project is large, you should avoid generating the entire project, because the file takes time to generate and becomes very large. To generate a video file from only a part of a project, do the following:

1. In the editing area, drag the range-selection sliders above the timeline to specify the range you want to select. The selected range is shown in blue.

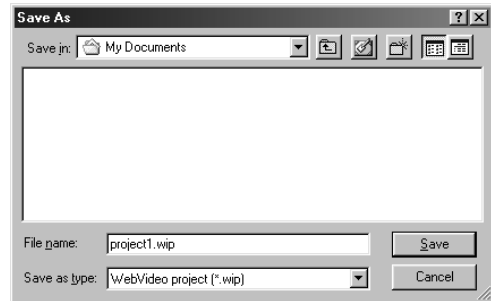


2. Do the steps in “Generating a video file” on page 262. In step 1, select **Selected range only** instead of **Entire project**.

Saving the project

To save a project you have created, so that you can edit it later, do the following:

1. On the menu bar, click **File → Save Project**. The Save As dialog appears.
2. Specify the location and the name of the project, and then click the **Save** button.



The project is saved.



After you save the project, do not change the location or the name of any file in it.



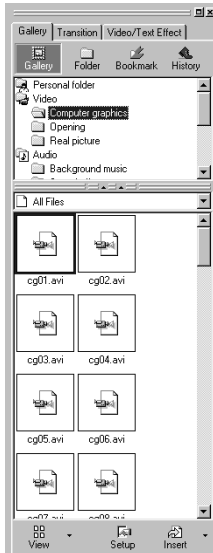
Creating a project from scratch


This section explains how to create a project from scratch—that is, without using the Video Creation Wizard.

Inserting sample video files

Here you will learn how to create a new project and insert video files into it. For this example, you will be inserting sample video files provided by WebVideo Studio.

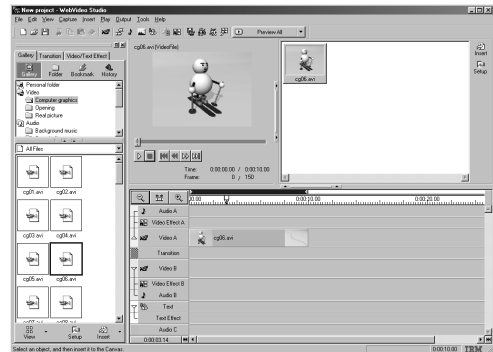
1. In the CD-ROM drive, insert the CD-ROM that contains the sample files.
2. On the menu bar, click **File** → **New Project**.
3. On the **Gallery** tab in the Gallery View, click **Computer Graphics** under **Video**. In the lower part of the Gallery View, a list of files included in the **Computer Graphics** folder is displayed as thumbnails.



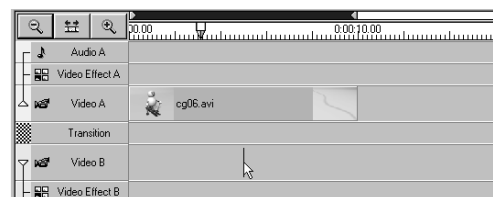
4. If you click a video file in the Gallery View, the first image of the video is displayed on the Monitor. You can play back the video by clicking the  (Play) button.



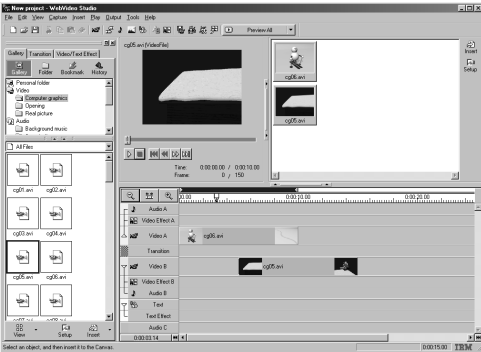
5. Select the video file you want, and click the **Insert** button. The clip for that file is inserted into the Video A track in the editing area, and the thumbnail of the file is added to the Project View.



6. Next you will insert another video file, this time on the Video B track. On that track, click the mouse at the position where you want to insert a video file. A vertical bar, or cursor, appears on the track.

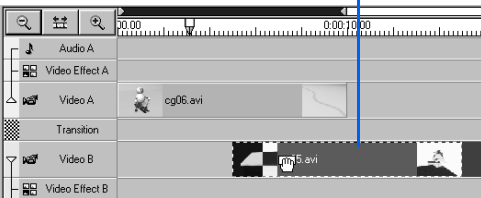


- Now insert a video file on the Video B track by the procedure in step 5. A thumbnail of that file is added to the Project View.



- Drag the clips on the Video A and B tracks to the positions you want. For this example, arrange them so that the last part of the Video A clip overlaps the first part of the Video B clip.

Drag the clip to move it.

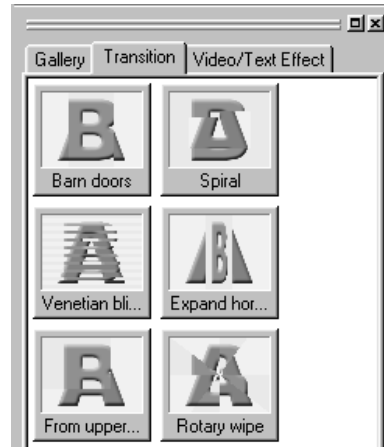


- To insert your own video file rather than one of the sample video files provided by WebVideo Studio, click **Insert → Video File** on the menu bar. The Insert Video File dialog appears.
- You can also insert a file into the editing area by dragging it from the Gallery View. While you drag it, a black rectangle appears on the track that the mouse pointer is on; drop it at any position you like.

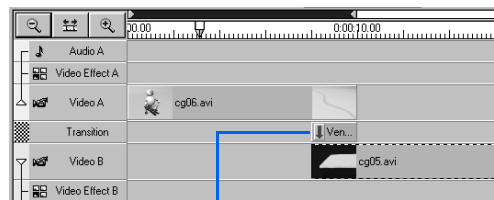
Inserting a transition

To insert a transition between two video clips, do the following:

- In the Gallery View, click the **Transition** tab. A list of transitions appears.



- Place the mouse pointer over each transition in turn, to see what it does.
- Select the transition you want, and then click the **Insert** button. The selected transition is inserted into the Transition track in the editing area. It is positioned where the clip on the Video A track and the clip on the Video B track overlap.



A transition has been inserted.



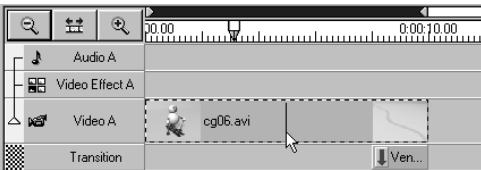
- If you drag a transition from the Gallery View into the editing area, drop it at the place where the clips on the two video tracks overlap.
- The arrow displayed on a transition clip indicates the direction of the transition—that is, from Video A to B or from Video B to A. To reverse the direction of the arrow, click it.

4. In the editing area, select a range within the project that includes the transition, and play back that range. (For details on how to select a range within a project, see “How to play back only a part of a project” on page 261.)

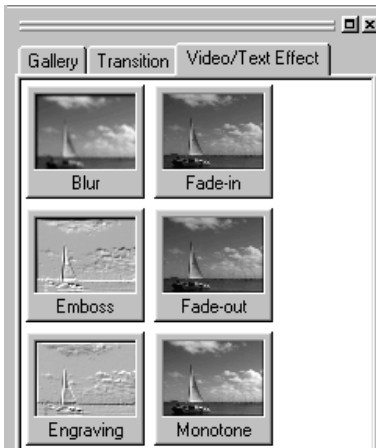
Inserting a video effect

To add an effect to a video clip, do the following:

1. In the editing area, select the video clip to which you want to add an effect. For this example, select the clip on the Video A track.



2. In the Gallery View, click the **Video/Text Effect** tab. A list of effects you can add to video clips and text clips appears.

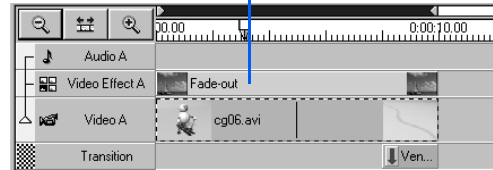


3. Place the mouse pointer over each effect to see what it does.
4. Select the effect you want, and then click the **Insert** button. The selected effect is inserted into the Video Effect A track in the editing area.



If the Video Effect A track is not displayed, click the name part of the Video A track; the Video Effect A track will then appear.

A video effect has been inserted.

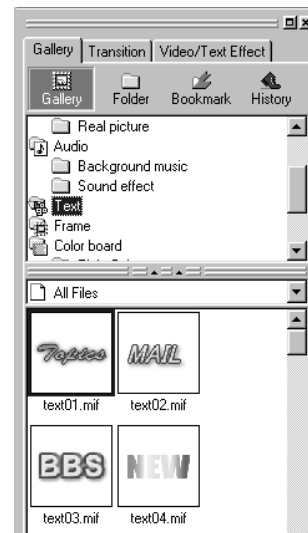


5. In the editing area, select a range within the project that includes the video effect, and play back the selected range. (For details on how to select a range within a project, see “How to play back only a part of a project” on page 261.)

Inserting a title

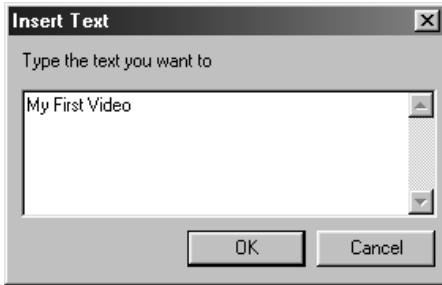
To insert a title at the beginning of a video project, do the following:

1. Click the left edge of the Text track.
2. In the Gallery View, click the **Gallery** tab.
3. Click the **Gallery** button, and then the **Text** folder. Thumbnails of logos (text) appear in the lower part of the Gallery View.



4. Select the logo you want, and then click the **Insert** button. The Insert Text dialog appears.

5. Enter the title. For this example, type **My First Video**.



6. Click the **OK** button. A text clip is inserted into the left edge of the Text track.



7. To adjust the playback time of the text clip, drag the right edge to the left or right.

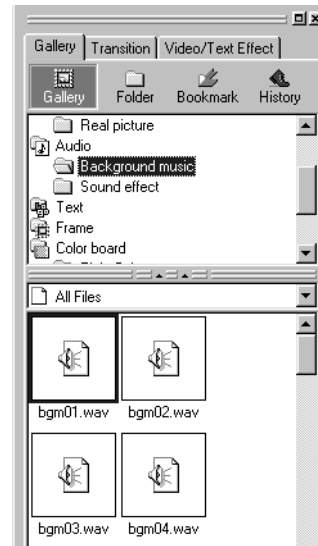


- You can also insert a title by selecting **Insert → Text** from the menu bar.
- To edit text you have inserted, click the text clip, and then click **Edit → Properties** on the menu bar. In the Clip Properties dialog, you can edit the text, or add color, an outline, or an effect such as a motion. In the same manner, you can change the attributes of any clip in the Clip Properties dialog.

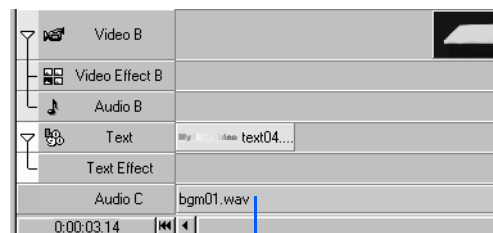
Inserting a BGM

To insert an audio file into a video project, do the following:

1. In the Gallery View, click the **Gallery** tab.
2. Click the **Gallery** button, the **Audio** folder, and then **Background music**. Thumbnails of audio files appear in the lower part of the Gallery View.



3. To listen to an audio file, click it and then the **▶** (Play) button in the Monitor.
4. Select the audio file you want, and then click the **Insert** button. An audio clip for that audio file is inserted into the Audio C track.



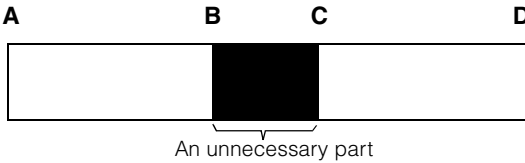
An audio clip has been inserted.

5. To adjust the playback time of the audio clip, drag the right edge to the left or right.

Editing a video clip

This section explains how to edit a video clip. For this example, we assume that the video clip in Video A contains an unnecessary part, and you will learn how to remove it from the clip. The following drawings illustrate what you will do in this section.

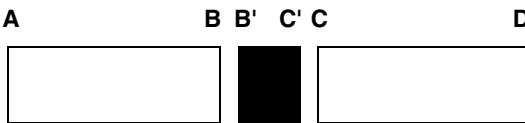
Initially, the video clip on the Video A track is as follows:



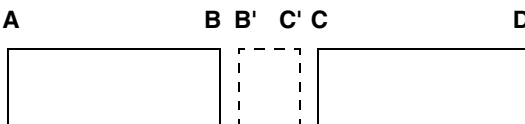
First, divide the clip at position B:



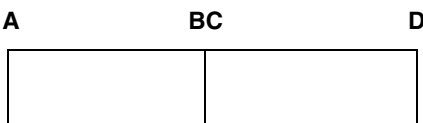
You now have two clips. Divide the one on the right at position C:



You now have three clips. Delete the middle one:



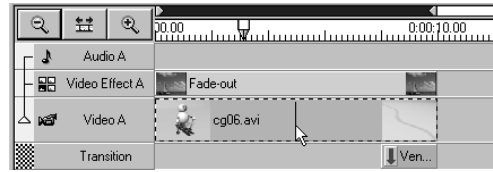
Finally, connect the two remaining clips:



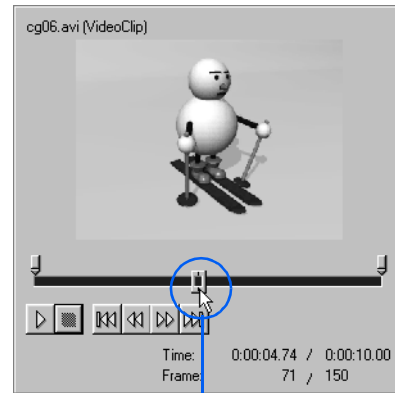
The unnecessary part has been removed from the video clip. The two adjacent clips can now be played back as if they were a single clip.

Do the following:

1. Select the video clip on Video A.

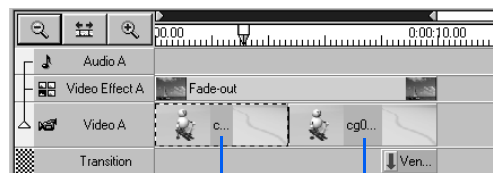


2. On the Monitor, drag the play slider until you find the unnecessary part in the clip, and position the slider at the beginning of it. For this example, place the slider at any appropriate position.



Play slider

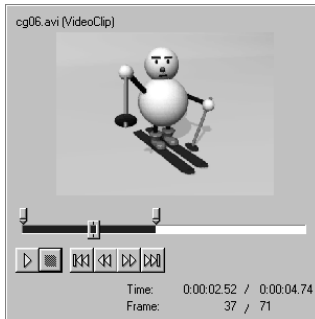
3. On the menu bar, click **Edit → Split Clip at Cursor**. The video clip is divided at the specified position.



The video clip has been divided.



If you select the clip on the left and look at the Monitor, you will notice that only the left part of the play bar is blue:



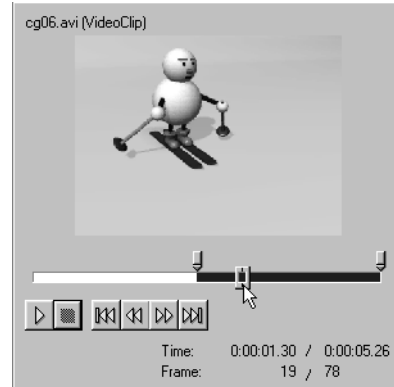
If you select the clip on the right, you will notice that only the right part of the play bar is blue:



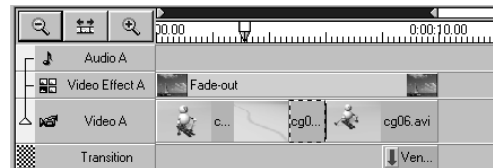
The blue part in the play bar indicates the relative position and length (duration) of the clip as compared with the original file. Because you have divided a clip into two separate clips, each of the clips is trimmed like this. If you make a mistake in trimming a clip, the original file remains unaffected; you can therefore restore the clip into its original state at any time by dragging the trimming slider above the play bar.



4. Select the video clip on the right. For this example, we assume that an unnecessary part is included at the beginning of this clip.
5. On the Monitor, drag the play slider to the position where the unnecessary part ends. For this example, place the slider at any appropriate position.

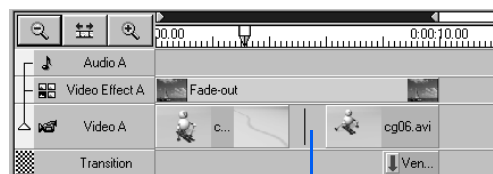


6. On the menu bar, click **Edit** → **Split Clip at Cursor**. The video clip on the right is further divided into two.



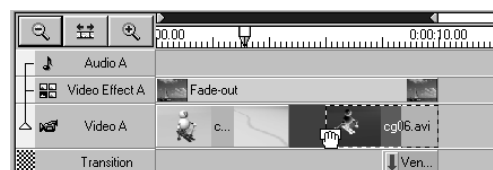
The original video clip has now been divided into three clips; the middle clip is the unnecessary part.

7. Select the middle clip, go to the menu bar, and click **Edit** → **Delete**. The middle video clip is deleted.

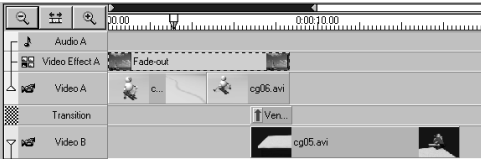


The video clip has been deleted.

8. Select the video clip on the right side and drag it to the left, so that it is connected with the clip on the left side.



- Optionally, drag other clips to adjust their positions and lengths.



You have now finished editing your video.

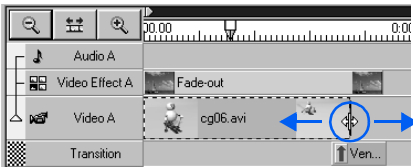
- Finally, play back the part you have edited. Drag the range-selection sliders to select the range you want to play back, and then click **Play** → **Preview Selection** on the menu bar.



How to trim a clip

In this example, you have divided a clip to delete the middle part. To trim off the beginning or the end of a clip, you can do the following:

- In the editing area, you can trim off the beginning of a clip by dragging its left edge to the right. You can trim off the end of a clip by dragging its right edge to the left. Use this method to trim a clip that cannot be played back (such as a transition clip or a video effect clip), or if you do not have to be exact about where you trim the clip.



- To trim a video or audio clip at an exact position, select the clip in the editing area, and then drag the play slider to the position at which you want to do the trimming. Then, click **Play** → **Set Beginning of Clip** on the menu bar to trim off the part on the left side of the slider, or click **Play** → **Set End of Clip** on the menu bar to trim off the part on the right side of the slider.

Sending a video file to Homepage Builder

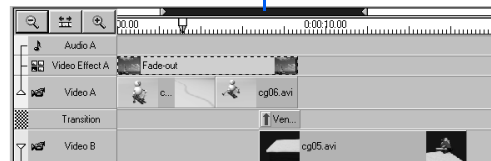
In this section, you will learn how to insert, or paste, a video you have edited into the current page of Homepage Builder as a video file. You will select only a part of the video for insertion, because a large file takes a long time not only to upload but also to view on a Web browser.

- Start the main program of Homepage Builder, and open the page into which you want to insert the video file. Make sure that the **Edit Page** tab is selected.



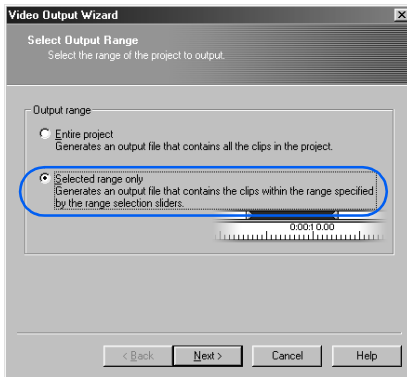
- In the editing area of WebVideo Studio, drag the range-selection sliders to specify the range you want to select. The selected range is shown in blue.

The selected range

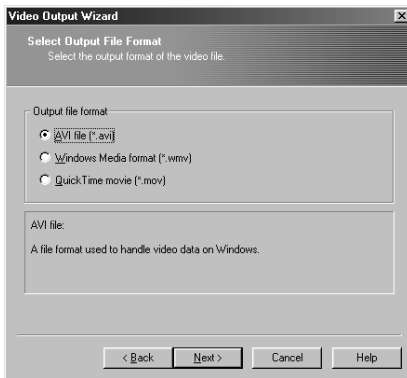


- On the menu bar of WebVideo Studio, click **Output** → **Send to Homepage Builder** → **As Video**. The Video Output Wizard starts, and the Select Output Range dialog appears.

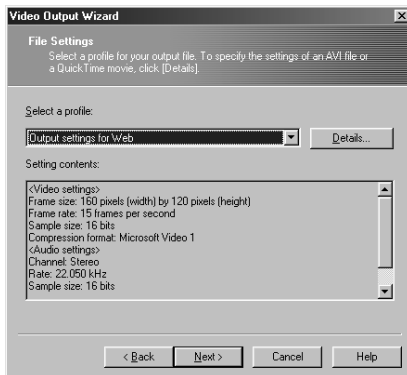
4. In **Output range**, select **Selected range only**.



5. Click the **Next** button. The Select Output File Format dialog appears.



6. Select **AVI file (*.avi)**, and click the **Next** button. The File Settings dialog appears.

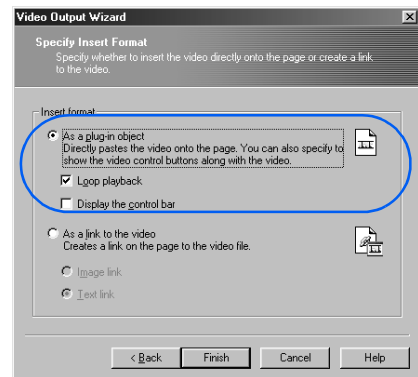


7. Confirm that **Output settings for Web** is selected in **Select a profile**, and click the **Next** button. The Specify Insert Format dialog appears.



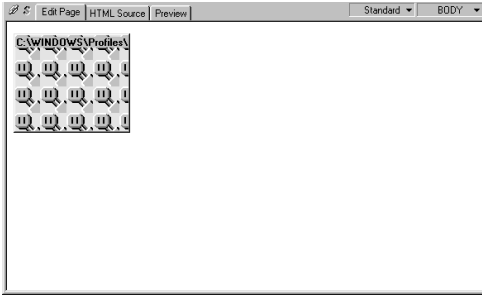
The profile settings can affect the size of the file generated and the quality of the video data. For example, if you select **Output settings for Web**, a 30-second video, including audio, will make a file whose size is 4 to 5 MB. Because some providers limit the size of your Web site, you should check with your provider before generating a video file. To reduce the size of a video file, click the **Details** button, and specify a low resolution in the Output Settings dialog.

8. Specify how the video file is to be inserted into the page. For this example, select **As a plug-in object**. Leave the **Loop playback** option on, and the **Display the control bar** option off.



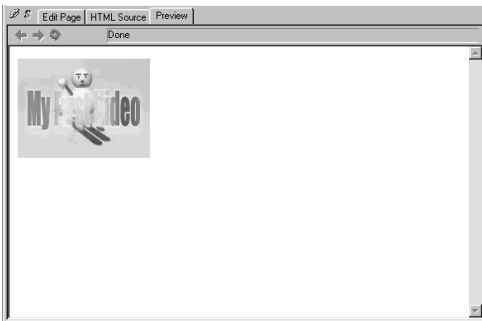
If you select **As a link to the video**, a link to the video file is inserted into the page. If you further select **Image link**, an image in the video is inserted as the link source. If you select **Text link**, the text "Link to (*the name of a video file*)" is inserted instead. To play back a video that is linked from the page, you need such an application as Windows Media Player.

9. Click the **Finish** button. After the Processing Status dialog appears and disappears, the video file is inserted into the current page of Home-page Builder. An icon signifying that a plug-in has been inserted is displayed on the page.



If Homepage Builder has not been started, it starts automatically, and a new page is opened. Before a page is opened, you might be asked whether you want to open the page in free layout mode or standard mode.

10. Click the **Preview** tab. The video file is played back automatically, and you can check its movement.



How to create an animated GIF or sequential photographs

You can create sequential photo image files or an animated GIF file from the video you have edited, and insert it into the current page of Homepage Builder. To create sequential photographs, click **Output → Send to Homepage Builder → As Sequential Photographs** on the menu bar. To create an animated GIF, click **Output → Send to Homepage Builder → As Animated GIF** on the menu bar. For details on how to create animated GIF files or sequential photographs, click the **Help** button in the dialog that is displayed, and read the online help.



Capturing your video


After you take a video with a digital video camera, you can load the data into your personal computer and insert it into a project in WebVideo Studio.



- Video capturing with WebVideo Studio is supported only by Windows 98 SE, Windows 2000, or Windows Me. If you are using any other operating system, capture the video with other software.
- The maximum length for a continuous video capture is 5 minutes. Video capture ends automatically after 5 minutes.
- To capture video data from a digital video camera, you need about 220 MB of hard disk space per minute.
- For details on the IEEE1394 cards and digital video cameras supported by the video capture function, see the Web site for Homepage Builder, by the following procedure:
 1. On the Windows taskbar, click **Start → Programs → IBM WebSphere Studio Homepage Builder V6.0 → Documents → Web Page for Product**.
 2. On the Web page displayed, click the link to IBM WebSphere Studio Homepage Builder.

1. Connect your video camera to your personal computer, and turn the camera on.
2. On the menu bar of WebVideo Studio, click **Capture → Video Camera**. The Capture Video dialog appears.



3. In **DV camera controls**, click the  (Play) button. On the Monitor, the video picture is played back.



4. Click the **Start Capture** button at the place where you want to start capturing data. Capturing starts. On the status line, the number of frames that have been captured, as well as the elapsed time, is displayed.
5. At the place where you want to stop capturing, click the **Stop Capture** button.
6. Click the **Insert into Project** button. The video data captured is assigned a name and inserted into the Project View.



7. If you want, repeat steps **3** to **6**. Until you click the **Insert into Project** button, the data captured is overwritten by the next data captured.
8. When you have finished, close the Capture Video dialog.



- The buttons for **DV camera controls** in the Capture Video dialog may not be compatible with your IEEE 1394 card or digital video camera. If these buttons are not available, press the **Play** button in your video camera before clicking the **Start Capture** button in the dialog.
- When you click the **Stop Capture** button in the Capture Video dialog, the number of omitted frames (if there are any) appears on the status line. To prevent or minimize the omission of frames, select the check box for **No preview during capture** before you capture your video.
- To save system resources and to avoid any trouble that might happen when you plug in or unplug the DV cable (IEEE1394), close the Capture Video dialog as soon as you have finished capturing data.



Table of specifications

The specifications of WebVideo Studio are as follows:

Input	Local file	Video	AVI, MPEG, MOV (QuickTime movie)	
		Audio	WAV, AIFF	
		Still image	GIF, JPEG, PNG, MIF, DCM, WMF	
	Digital video camera (Windows 98 Second Edition, Windows Me, Windows 2000 only)		A digital video camera that supports DV output, and a DV capture card (or capture board) with the IEEE1394 interface (OHCI-compliant)	
Output	Local file	Video	AVI, WMV (Windows Media format ¹), MOV (QuickTime movie ²)	
		Image	Animated GIF, GIF, JPEG	
	Cooperation with Homepage Builder	Insertion of a video file	Inserts a video file into a page directly as a plug-in, or by means of link from a thumbnail image or text	
		Insertion of an image file	Inserts the selected image frame into a page (through the Clipboard) as an image file	
		Creation of sequential photographs	Creates sequential photographs from the image frames in the specified range, and inserts it into a page	
		Creation of an animated GIF	Creates an animated GIF file from the image frames in the specified range, and inserts it into a page	
Editing	Storyboard editing	Creation of a video through an interactive and easy-to-use interface, the Video Creation Wizard		
	Timeline editing	Dividing, cutting, moving, and copying clips		
	Transitions	Twelve kinds (such as wipe or fade)		
Effects	Video	Image correction	Automatic level correction	
			Color conversion (monotone, sepia)	
		Special effects	Mosaic and fade control, for example	
	Superimposing	Logo (text)		
		Image file		
	Audio	Insertion of BGM and sound effects		
Level adjustment; fade-in, fade-out, cross-fade				

1 Not supported in Windows 95. If you are using Windows NT 4.0, you need Service Pack 6.

2 To generate MOV files, you need to install QuickTime 4.

Other useful functions

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This chapter describes other useful functions of Homepage Builder.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★.



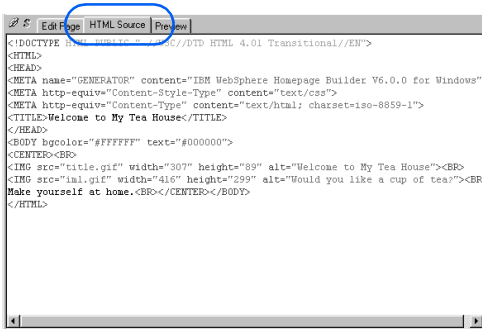
Editing HTML directly

For advanced users who know HTML tags well, or for those who want to enter HTML tags other than those Homepage Builder supports, Homepage Builder provides several functions for editing HTML directly.

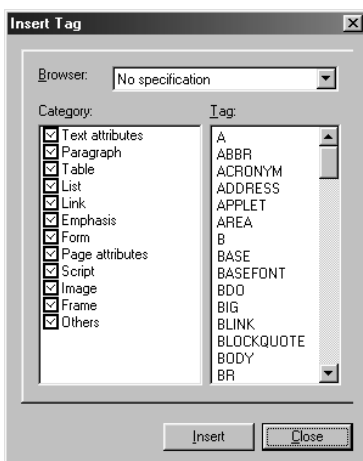
Editing the HTML source

A page being edited has three tabs: the **Edit Page** tab, the **HTML Source** tab, and the **Preview** tab. To edit the HTML source, use the **HTML Source** tab.

1. Open a page and click the **HTML Source** tab. The HTML source of the page appears.



2. Edit the HTML source directly.
3. If you want to use a tool for entering HTML tags, go to the menu bar and click **Tools → Insert Tag**. The Insert Tag dialog appears.

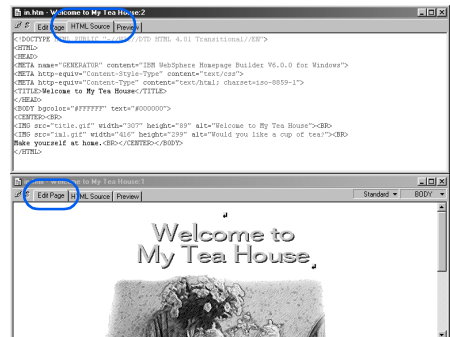


- To insert an HTML tag at the position of the cursor, select a tag name from the Insert Tag dialog, and click the **Insert** button.
- While displaying the Insert Tag dialog, you can edit the page on the **HTML Source** tab or the **Edit Page** tab.

4. When you finish editing, click the **Edit Page** tab to return to the WYSIWYG editor, with which you can check the change you have made.



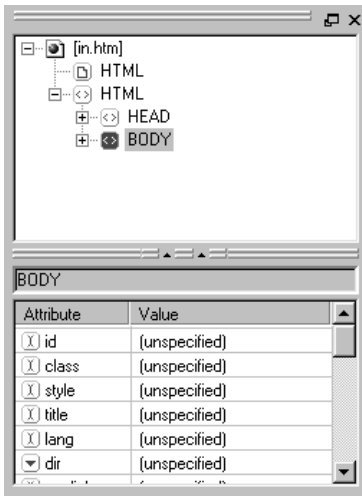
To open both the **Edit Page** tab and the **HTML Source** tab of a page, go to the menu bar and click **File → Open in New Window → HTML Source** (or **Edit Page**). To arrange two windows as nonoverlapping tiles, go to the menu bar and click **Window → Tile Horizontally** (or **Tile Vertically**).



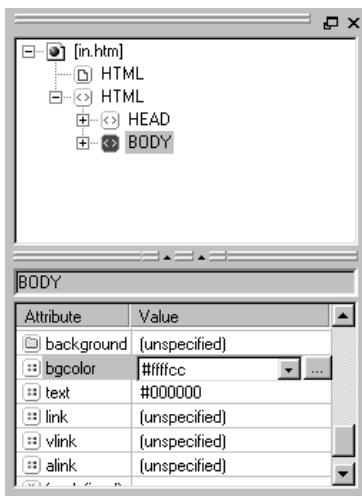
Using Document Outliner

Document Outliner presents a graphic, hierarchical view of the structure of the HTML tags on your page. In the Document Outliner window, you can change the attribute of an HTML tag for the focused element. For example, you can change the size attribute of an `` tag for the image you have selected in the page editing area.

1. On the menu bar, click **View → Document Outliner**. The Document Outliner window appears. It displays the HTML tags used in the page you are editing.



2. If you select an element in the page editing area (either on the **Edit Page** tab or on the **No Frames** tab), the HTML tag for that element is selected in the upper part of the Document Outliner window. Its attributes are displayed in the lower part of the window.
3. Change the attributes as necessary.



The page editing area displays the page, with your changes.

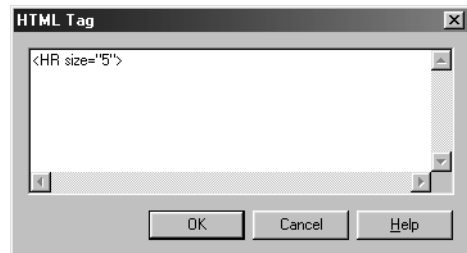


- The editing page and Document Outliner are synchronized. When an element on a page is selected, the cursor moves onto the corresponding HTML tag, or vice versa.
- With Document Outliner, you can edit some of the attributes that cannot be edited in the Attributes dialogs.

Entering an HTML tag with its attributes

Even on the **Edit Page** tab, you can enter an HTML tag with its attributes.

1. Move the cursor to the position at which you want to insert an HTML tag.
2. On the menu bar, click **Insert → Others → HTML Tag**. The HTML Tag dialog appears.
3. Enter an HTML tag with its attributes.

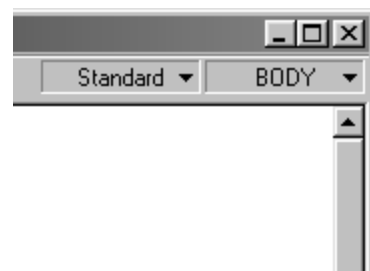


4. Click the **OK** button. The HTML tag is inserted at the position of the cursor.



How to display the Attributes dialog quickly

The upper right corner of the **Edit Page** tab displays the name of whatever HTML tag is embedded at the position of the cursor.



It is actually a button. If you click it, a pop-up menu listing HTML tag names appears. The sequence of the tag names indicates the structure of the HTML tags on the page.



To open the Attributes dialog quickly, select the tag name you want from the pop-up menu. However, you cannot change the attributes of some HTML tags.



Creating a proper page for the target browser (standard mode)

The *target browser* is the type of Web browser you expect the visitors to your Web pages to use. Even if you have created pages, they mean nothing if the target browser cannot display them correctly. This section describes how to create a proper page for the target browser.



- The description in this section applies only to standard mode. Although you cannot specify a target browser in free layout mode, you can set a page size by selecting **Tools → Page Size** on the menu bar.
- Homepage Builder complies with the specifications for creating i-mode-compliant Web pages. These specifications, however, apply to the i-mode services in Japan and therefore may not be the same as those for any other country.



Even if you create a Web page for a particular target browser, it may not be displayed properly if:

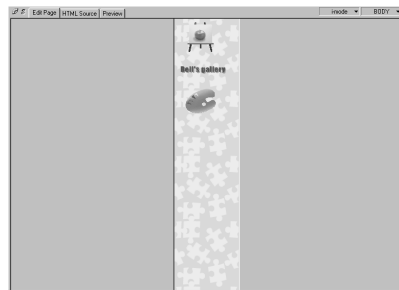
- the page is viewed on a different support level of the same target browser
- there are restrictions—for example, the number of colors used in an image, or the file size—other than those related to HTML tags

You can avoid these problems by checking how your page looks on an actual browser whenever you edit the page with Homepage Builder.

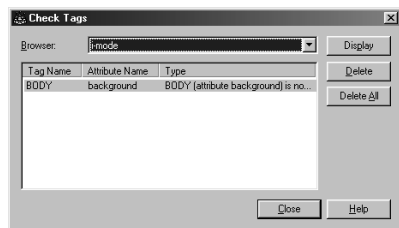
Creating a Web page for i-mode cellular phone

Because of the great difference in size, creating a Web page for viewing on a cellular phone differs in several ways from creating one for viewing on a personal computer. This section describes how to create a Web page for an i-mode-compliant screen. For details about i-mode, see the Glossary.

1. On the menu bar, click **Tools → Target Browser → i-mode**. The page editing area is reduced to a size that can be displayed on an i-mode screen.



2. Create a Web page within a page. Because some HTML tags are not supported in i-mode, you cannot select the items for those tags on the menu bar or in the Attribute dialog. Those items are shown in gray.
3. On the menu bar, click **Tools → Target Browser → Tag Check**. The Check Tags dialog appears, displaying a list of the HTML tags that i-mode does not support.



4. To delete one or more tags or attributes on the list, select them and click the **Delete** button. To delete all the tags and attributes on the list, click the **Delete All** button.

- To restore the page editing area to the standard size, click **Tools → Target Browser → Standard**.

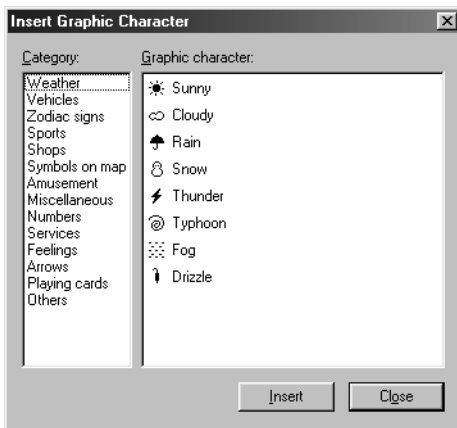


There are other types of target browsers in addition to i-mode (for example, 1/4 VGA). By clicking **Tools → Target Browser** and a browser type on the menu bar, you can check how your page looks on each browser.

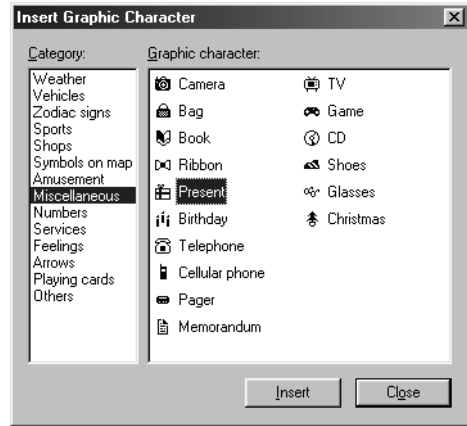
Inserting graphic characters for i-mode

You can insert graphic characters in a page, as follows:

- On the menu bar, click **Insert → i-mode Graphic Character**. The Insert Graphic Character dialog appears. You can use this dialog while editing the page.



- From the list in the left box, select a category of graphic characters. A list of all the graphic characters in that category appears in the right box.
- Select a graphic character, and click the **Insert** button.



The graphic character is inserted into the page.



- To close the dialog, click the **Close** button.



Graphic characters are not shown on the **Preview** tab.

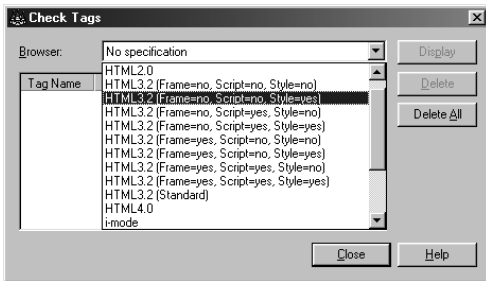
Considerations on image formats

Not every target browser supports every image format. For example, i-mode supports only GIF images. If you have specified **i-mode** as the target browser, any image inserted in a page is converted to GIF format automatically. If you insert an image before you specify the target browser, the format of the image is checked when you save the page. If an unsupported format is detected, a message appears, asking whether you want to convert the image to the valid format. Click the **Yes** button to display the dialog you can use to convert the image format or change the image size.

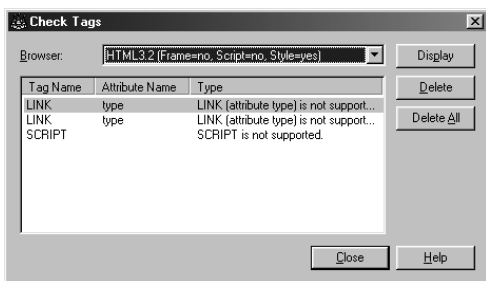
Checking whether a page is proper for the target browser

Different browsers support different sets of HTML tags. To check whether the target browser supports the HTML tags in a page, do the following:

1. On the menu bar, click **Tools → Target Browser → Tag Check**. The Check Tags dialog appears.
2. Select the HTML specification of your target browser. For example:
 - For Internet Explorer 3.0 or Netscape Navigator 3.0, select **HTML 3.2 (Frame=yes, Script=no, Style=no)**.
 - For Netscape Navigator 4.0, select **HTML 3.2 (Frame=yes, Script=no, Style=yes)**.



If any of the tags and attributes used in the page are not supported by the HTML specification you have selected, they are listed in the Check Tags dialog.



3. To check the tag at its position on the page, select the tag name from the list, and then click the **Display** button.

4. To delete a tag or an attribute from the page, select the tag name or the attribute name from the list, and then click the **Delete** button. To delete all the tags and attributes listed in the dialog, click the **Delete All** button.
5. Click the **Close** button.



Linking to i-Photo Builder

If i-Photo Builder is installed in your personal computer, you can use it to convert images into GIF format and insert them into your Web page.



i-Photo Builder

With i-Photo Builder, you can create an optimum image for the i-mode-compliant cellular phone, using photos taken with a digital camera. Various frames are provided to decorate your photos. With i-Photo Builder alone, you can create a Web page with i-mode-compliant images, and send it to the server.

Starting i-Photo Builder

1. On the menu bar of Homepage Builder, click **Tools → i-Photo Builder**. i-Photo Builder starts.

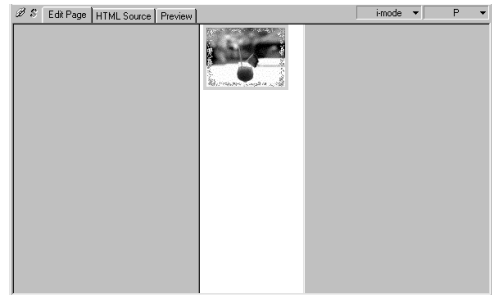


You can select this menu item only if i-Photo Builder is installed in your personal computer.

2. Open one or more image files, and reduce the size or the colors of each image. You can decorate the photos with photo frames as necessary.



3. Select one of the thumbnails that you want to insert into a page in Homepage Builder.
4. On the menu bar, click **File → Send Selected Image → To Homepage Builder**. The selected file is inserted into your page as a GIF file.



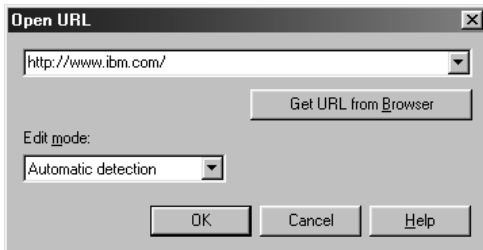
For details of i-Photo Builder, see *i-Photo Builder User's Guide*.



Downloading a page from the Internet

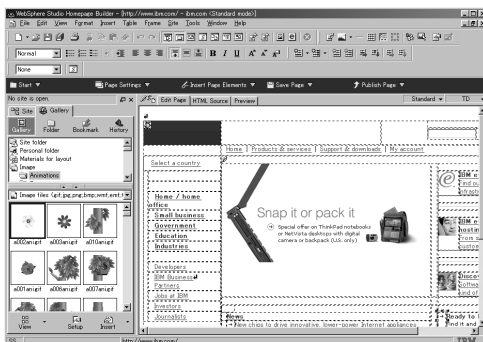
You can download a Web page whose URL begins with "http://", and save it on your computer.

1. On the menu bar, click **File → Open URL**. The Open URL dialog appears.
2. "http://" is already entered; enter the rest of the URL.



If the page you want to download is already open in your Web browser, click the **Get URL from Browser** button. The URL is automatically entered.

3. By default, **Automatic detection** is selected in **Edit mode**. If necessary, you can change it by clicking the down-arrow ▼ button.
4. Click the **OK** button. A warning message appears.
5. Click the **No** button. The page is downloaded, and it opens in the page editing area.



6. To save all of the files associated with the page, do the following:
 - a. On the menu bar, click **File → Save As**.
 - b. Specify the folder in which you want to save the files.
 - c. Click the **Save** button.

All the files that compose the page are saved in the specified folder.



Adding your page to the templates for later use

If you add your page to the templates offered by Homepage Builder, you can use it as you use any other template.

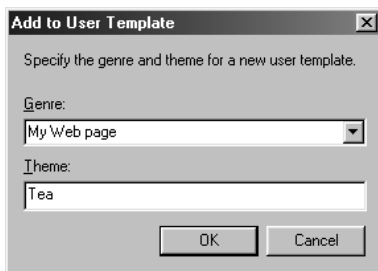
Adding a page to the templates

To add a page to the templates, do the following:

1. Open the page you want to add to the templates.



2. On the menu bar, click **File** → **Template** → **Add This Page to User Template**. The Add to User Template dialog appears.
3. Type the genre of the page in **Genre**, and the theme in **Theme**.

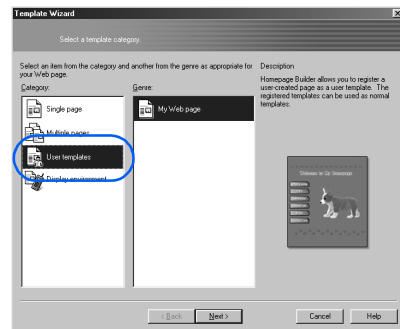


4. Click the **OK** button. The message "Added to the user templates" appears.

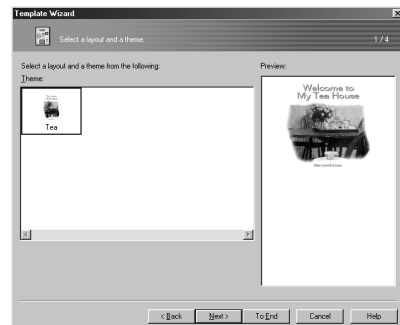
Using a user template you have added

After you add your page to the templates, you can use it in just the same way as you use the other templates offered by Homepage Builder.

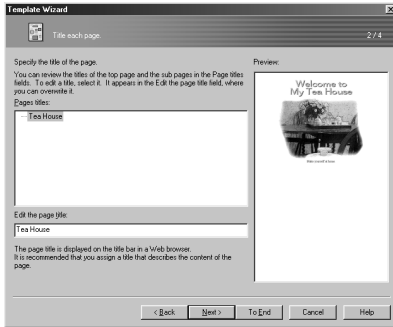
1. On the menu bar, click **File** → **Template** → **New Page from Template**. The dialog for selecting a template category and a genre appears.
2. From **Category**, select **User templates**. Then select a genre.



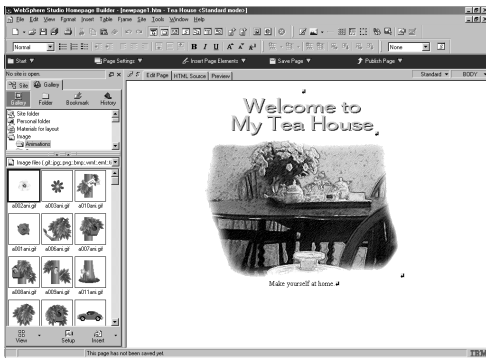
3. Click the **Next** button. The dialog for selecting a theme appears.
4. Select the theme for your Web page.



- Click the **Next** button. The dialog for specifying the page title appears.



- Change the title as necessary, and click the **Next** button. The dialog for specifying text and background colors appears.
- Change the items in **Color category** and **Text and background colors** as necessary, and click the **Next** button. The last dialog of Template Wizard appears.
- Click the **Finish** button. A new page created from the selected user template is opened in the page editing area. This page has not been saved.



- On the menu bar, click **File** → **Save As**. The Save As dialog appears.
- Specify the location and the file name of the HTML file to be saved, and then click the **Save** button. The Save Files dialog appears.
- Click the **OK** button. All the embedded files are saved in the specified folder.



Creating a table of contents

This section explains how to create a table of contents from the headings in a page you are editing.

1. On the menu bar, click **Insert** → **Others** → **Table of Contents**. The Insert Table of Contents dialog appears.

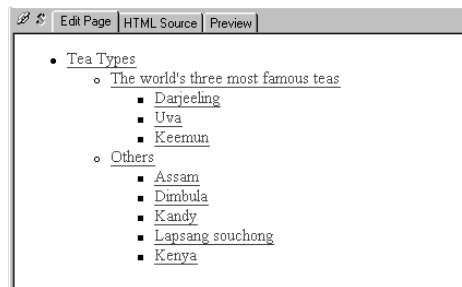


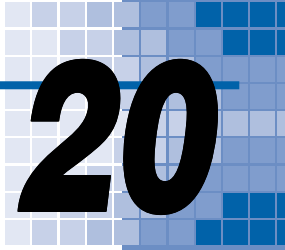
2. To specify how the table of contents is to be created, do the following:

- From **Headings to be included**, select the heading levels you want to include in the table of contents.
- From **Where to insert**, select the location of the table of contents. If you select **Another file**, you must also specify the name of that file.
- The table of contents is created in list format. Select a list type from **List type**.
- In the **Label of each heading** group, specify how the links and the labels are to be added:
 - To enable readers to jump both from the table of contents to the headings and from the headings to the table of contents, select the **Add a label and set a link to the table of contents** radio button.

- To enable readers to jump only from the table of contents to the headings, select the **Add a label only** radio button.
- To create only a table of contents (that is, to permit no jumps), select the **No label** radio button.

3. Click the **OK** button. A table of contents is created as you have specified.





Functions of Homepage Builder: Summary

This chapter summarizes all the functions provided by the main program of Homepage Builder and by the accessory tools offered by Homepage Builder—WebArt Designer, AnimatedGif Designer, WebVideo Studio, and File Transfer.

Some of the basic functions provided by the tools are also offered by the main program—for example, editing images or uploading files. If, however, you want to use a more advanced method or do more specialized tasks, the tools described here are for you. WebArt Designer assists you in creating images such as logos, buttons, and shapes, or even a rollover image—an image that is replaced by another when the mouse pointer is placed over it. AnimatedGif Designer helps you create animated GIF files. File Transfer enables you to upload individual files related to your Web pages and to delete files from the server. WebVideo Studio helps you create your own video by combining video files or sample materials.

- Functions of Homepage Builder290
- Functions of WebArt Designer329
- Functions of AnimatedGif Designer344
- Functions of File Transfer352
- Functions of WebVideo Studio356

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★.

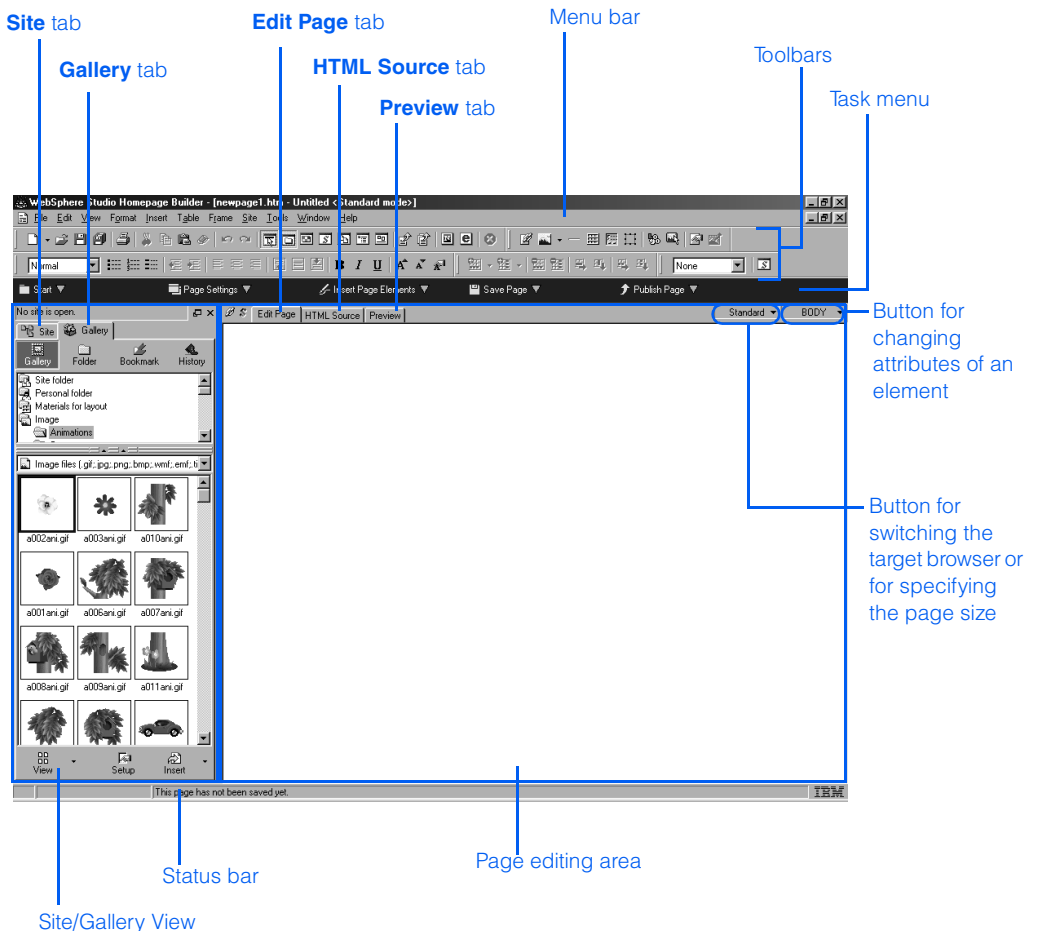


Functions of Homepage Builder

You can get access to all of the functions of Homepage Builder from the main window. This section explains each component in the main window—the Site/Gallery View, the page editing area, the menu bar, and the toolbar.

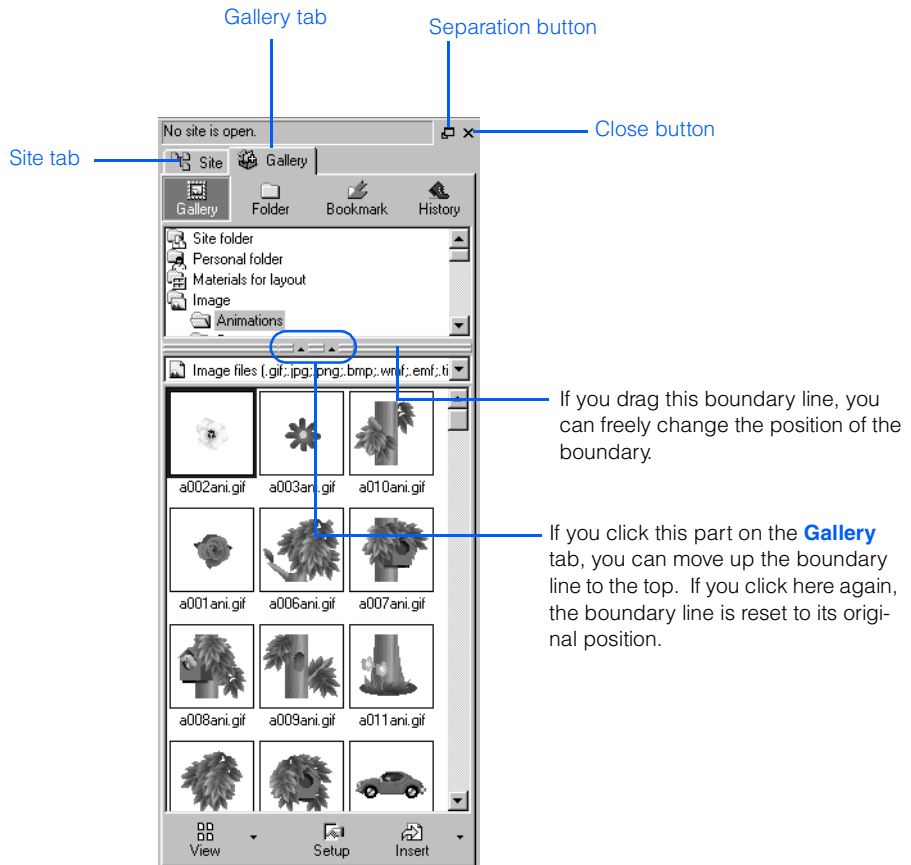
Homepage Builder main window

The main window of Homepage Builder has the following components:



Site/Gallery View

You can use the Site/Gallery View to confirm the link status of your site and to insert materials into your page. The Site/Gallery View contains two tabs: the **Site** tab, for checking the site status; and the **Gallery** tab, for inserting materials.



The separation button and the close button

On the top-right corner of the Site/Gallery View are the following two buttons:



Separation button

If you click this button, the Site/Gallery View will be separated from the main window, and you can place it anywhere you like. To rejoin the separated Site/Gallery View to the main window, double-click the title bar of the Site/Gallery View.



Close button

If you click this button, the Site/Gallery View closes. To display the Site/Gallery View again, click **View → Site/Gallery View** on the menu bar.

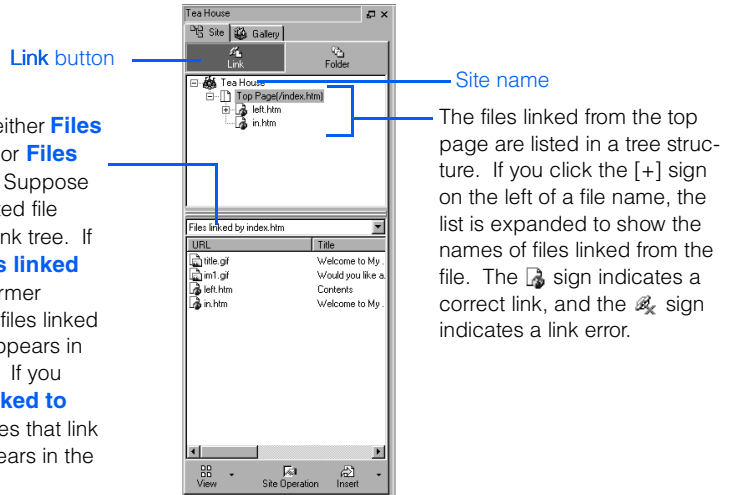
Site tab

The contents of the **Site** tab appear only when a site is open. The **Site** tab contains the following two buttons. The contents of this tab depend on which button you select.



If you click this button, you can view a list of files included in the site and their link status. If you select a file from a tree of files in the upper part (called the *link tree*), a list of files linked from that file (or a list of files that links to that file) is shown in the lower part (called the *file list area*).

You can select either **Files linked by yyy** or **Files linked to yyy**. Suppose you have selected file **ABC** from the link tree. If you select **Files linked by ABC**, the former choice, a list of files linked from file ABC appears in the file list area. If you select **Files linked to ABC**, a list of files that link to file ABC appears in the file list area.



Site tab (Link button)



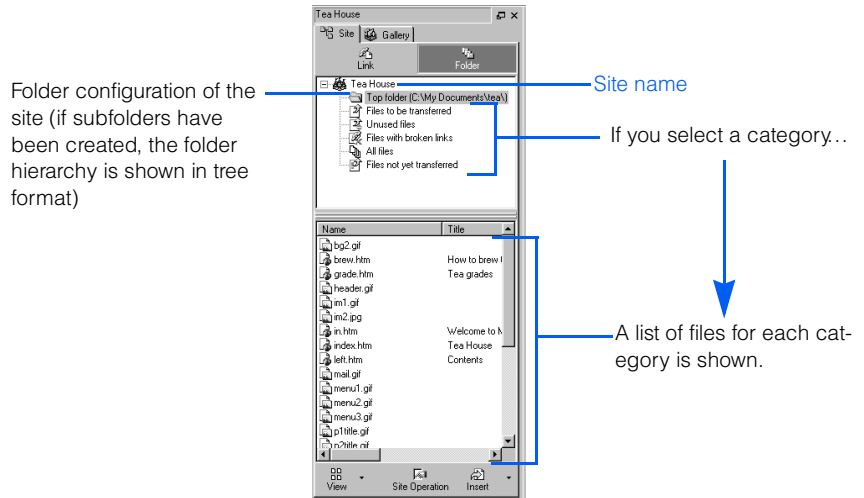
To change the types of files displayed on this tab, click **Tools → Options** on the menu bar to display the Options dialog. Next click the **Site/Gallery View** tab, and then select the file types you like.



If you click this button, you can view the file status of your site when it is open. A list of all subfolders and files is shown in tree structure in the lower part of the **Site** tab. To make files easy to find, files are categorized as follows:

Category name	Description
Files to be transferred	Files that are to be uploaded when you click Site → Upload Site on the menu bar to upload the entire site.
Unused files	Files that are in the site folder but are not used in any pages. Files in this category are not uploaded. To move a file from this category to the Files to be transferred category, select that file from the list on the Site tab, click the right mouse button, and then click Add to Upload List on the pop-up menu.

Category name	Description
Files with broken links	Files that contain link errors.
All files	All the files contained in the site folder.
Files not yet transferred	Files that have been changed since the last upload.



Site tab (Folder button)

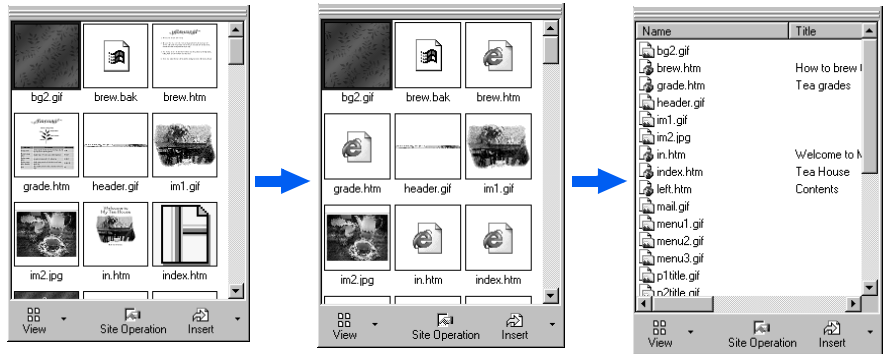


- To change the categories displayed on this tab, click **Tools → Options** on the menu bar to display the Options dialog, click the **Site/Gallery View** tab, and then select the file types you want.
- Between the site name and a list of categories in the upper part of the **Site** tab, the folder configuration of the site is shown in tree structure. To move a file from one folder to one of the folders shown in the upper part of the **Site** tab to one of the folders shown in the upper part, drag the file from the file list in the lower part of the **Site** tab to one of the folders shown in the upper part. The file is moved, and the Update Links Automatically dialog appears. Click the **OK** button; the links set to the file are automatically corrected.

The **Site** tab contains three buttons: **View**, **Site Operation**, and **Insert**.



You can use this button to switch the view of the file list displayed in the lower part of the **Site** tab. As you click this button, the view toggles from **Thumbnail View** to **Thumbnail View (Image Only)** to **List View**, and back to **Thumbnail View**. By clicking the down-arrow (▼) next to this button, you can select a view directly.



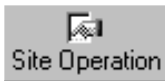
Thumbnail view (images and HTML files)

Thumbnail view (images only)

List view



There are no thumbnails for frame-setting pages.



If you click this button, a menu containing the following items appears. (Depending on whether the **Link** button or the **Folder** button is being selected, the menu contains different menu items.)

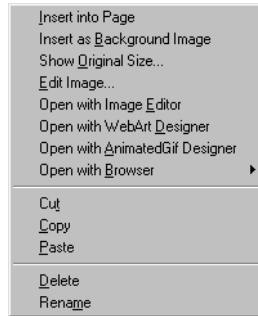
Menu item	Description
New Site	Creates a site.
Site List and Settings	Lists all the sites you have created. You can change their settings.
Change Permission	Changes the access permission of a file on the server. Some servers might not allow you to use this function. (See note.)
Add to Upload List	Adds the selected file to the list of files to be uploaded to the server. (See note.)
Delete from Upload List	Removes the selected file from the list of files to be uploaded to the server. (See note.)
Convert File Name into Lowercase	Converts the name of the selected file to lowercase characters. (See note.)

Menu item	Description
Upload Site	Uploads only files that have been updated since the last upload. When you upload your site for the first time, all the files are uploaded. If the files are already on the server, you can upload only the updated ones by selecting Mark All Files as Uploaded from the Server Profile submenu.
Upload Page	Uploads only the page being selected.
Server Profile	<p>Creates, changes, or deletes a server profile, which contains the FTP server name, the FTP account name, the FTP password, and the destination folder. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • New Server Profile: Enables you to create a new server profile. • Edit Server Profile: Enables you to change or delete an existing server profile. • Mark All Files as Uploaded: Marks all files in the site as already transferred. If the server already has your latest files, select this menu item. Then, in the next site upload, only the updated files will be uploaded.
Site Style	<p>Sets the style of the entire site. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Set Site Style: Sets a new style for the site. Follow the instructions on the wizard that appears. • Remove Site Style: Cancels the style set by the above menu. • Edit Site Style: Edits the site style set by the above menu.
Refresh Site Information	Refreshes the site information to reflect its latest status. If you changed files in the site but the changes are not reflected in the Site tab, refresh the information by using this menu item.
Close Site	Closes the currently open site.

Note: This menu item is displayed only when the **Folder** button is being selected.



If you select a file and then click this button, the selected file is inserted into the page you are editing. If you select a file and then click the down-arrow (▼) button next to this button, the tasks you can do on the selected file appear on the menu:



The menu contains the following items. For different types of file, the menu contains different items.

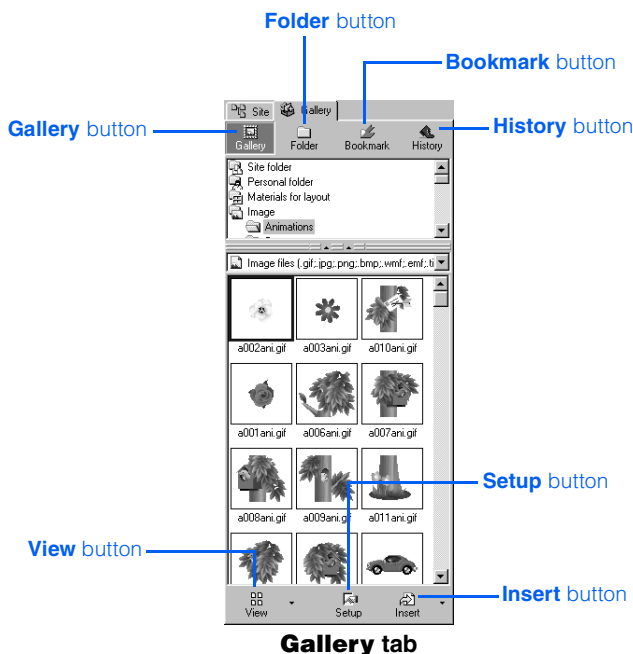
Menu item	Description
Edit	Opens the selected HTML file as a page.
Open with Text Editor	Opens the selected HTML file with a text editor.
Insert This File into Page <i>or</i> Insert into Page	Inserts the selected file to the page being edited.
Insert Link to This File into Page	Inserts the text "Link to (<i>filename</i>)" or "(<i>title</i>)" on the page being edited, and sets a link to the selected file on that text.
Insert as Background Image	Inserts the selected image file as the background image of the page.
Insert as Background Music	Inserts the selected sound file as background music.
Show Original Size	Displays the image file in its original size. The Show Original Size dialog appears.
Edit Image	Edits the selected image file. The Edit Image dialog appears.
Open with Image Editor	Starts the image editor program registered on the Applications tab of the Options dialog, and opens the selected image file for your editing.
Open with WebArt Designer	Starts WebArt Designer, and opens the selected image file.
Open with AnimatedGif Designer	Starts AnimatedGif Designer, and opens the selected image file.

Menu item	Description
Open with Browser	Opens the selected file on a Web browser. You can select the type of Web browser you want to use.
Play	Plays the selected sound file.
Preview Style Sheet	Displays the Preview Style Sheet dialog. This dialog enables you to check the layout of the selected style sheet, and apply the style to the current page or the entire site.
Style List	Displays the contents of the selected style sheet. The External Style Sheet dialog appears.
Cut	Cuts the selected file and copies it onto the Clipboard. (See note.)
Copy	Copies the selected file onto the Clipboard. (See note.)
Paste	Fetches the file from the Clipboard and pastes it in the selected folder. (See note.)
Delete	Deletes the selected file. (See note.)
Rename	Renames the selected file. (See note.)

Note: This menu item is displayed only when the **Folder** button is selected.

Gallery tab

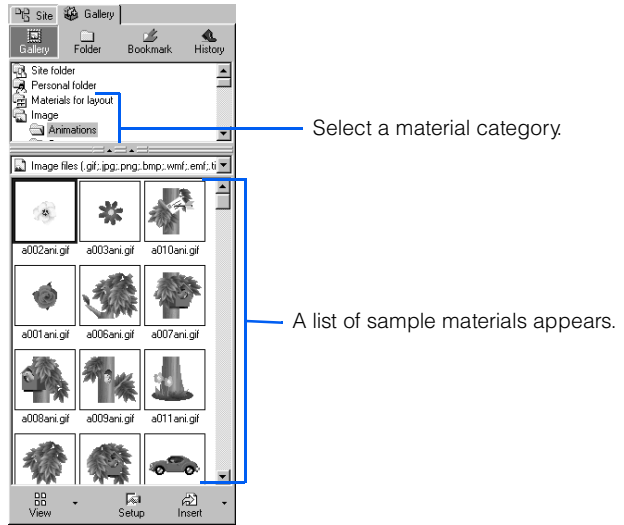
You can use the **Gallery** tab to insert materials—images, sounds, scripts, applets, and other files—on your page.



There are four buttons at the top of the **Gallery** tab: **Gallery**, **Folder**, **Bookmark**, and **History**.



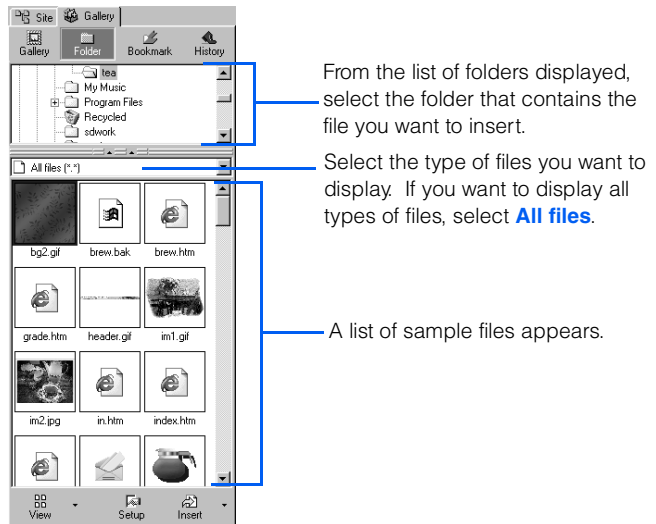
When you click this button, the contents of the Gallery appear by category. To insert a file on your page, select a category from the upper part and a file from the lower part, and then click the **Insert** button.



Gallery tab (Gallery button)



When you click this button, all the folders and files you can access are displayed. To insert a file on your page, select a folder in the upper part and a file in the lower part, and then click the **Insert** button. You can insert not only the materials offered by Homepage Builder, but also any materials you can access from your personal computer.



Gallery tab (Folder button)

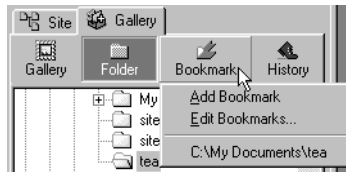


You can use this button to add bookmarks and use them. This button offers a function similar to the Favorites or Bookmarks function offered by a Web browser, enabling you to easily select the folders you use often.

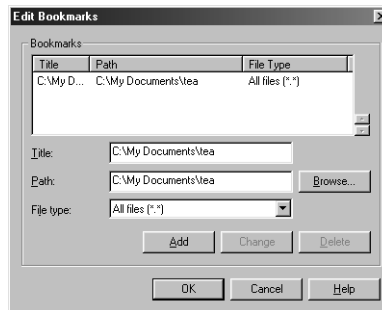
To register the current folder as a bookmark, click this button and select **Add Bookmark** from the pop-up menu.



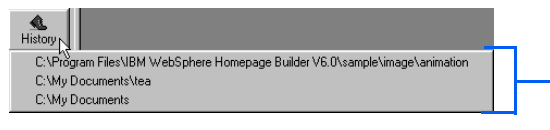
To select a folder you have registered as a bookmark, click the **Bookmark** button and then select the folder you want. A list of the files in that folder appears in the lower part of the **Gallery** tab.



To edit bookmarks, click the **Bookmark** button and then select **Edit Bookmarks** from the pop-up menu to display the Edit Bookmarks dialog. You can then add, change, or delete bookmarks as necessary.



If you click this button, a list of folders you have recently selected appears. If you click the name of a folder, a list of the files in that folder appears in the lower part of the **Gallery** tab.



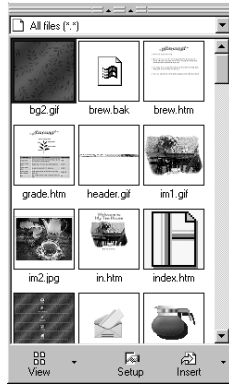
Gallery tab (History button)

A list of folders you have recently selected appears.

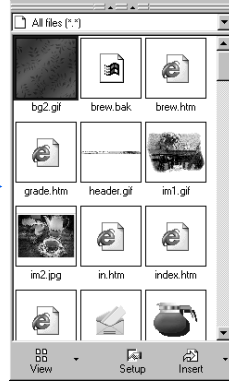
At the bottom of the **Gallery** tab are three more buttons: **View**, **Setup**, and **Insert**.



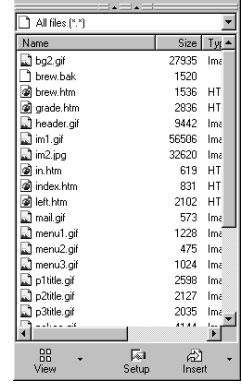
You can use this button to switch the view of the file list displayed in the lower part of the **Gallery** tab. As you click this button, the view toggles from **Thumbnail View** to **Thumbnail View (Image Only)**, to **List View**, and back to **Thumbnail View**. By clicking the down-arrow (▼) next to this button, you can select a view directly.



**Thumbnail view
(images and HTML files)**



**Thumbnail view
(images only)**



List view

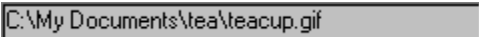


There are no thumbnails for frame-setting pages.



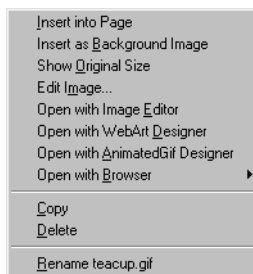
When you click this button, a menu that contains the following items appears. For some menu items, you can switch the settings on or off.

Menu item	Description
Image Frame Size	Changes the display size of image files in the thumbnail view.
Show File Name	If you clear this menu item while in the thumbnail view, file names are not displayed.
Show HTML as Thumbnail	If you select this menu item, HTML files are displayed as thumbnails. This menu item is applicable only to the thumbnail view.
Change Background Color	Changes the background color of the file list area. This menu item applies only to the thumbnail view.
Play Animation	If you select this menu item, you can see the movement of the animated GIF files. This menu item applies only to the thumbnail view.

Menu item	Description
Wallpaper Test Mode	If you select this option, the display will change to show you what your page will look like if the selected image file is inserted as wallpaper. It is recommended that you leave this option off, and select it only when you want to insert wallpaper.
Style Sheet Test Mode	If you select this option, the display will change to show you what your page will look like if the selected style sheet is applied. We recommend that you leave this option off, except when you want to apply a style sheet.
Show Status	If you select this menu, the path (location) of the folder or file currently selected is displayed at the bottom of the file list. 
Show Button Label	If you clear this menu, captions for the buttons on the Gallery tab are not displayed.
Paste	Fetches the file that has been cut or copied onto the Clipboard, and pastes it into the selected folder.



If you select a file and then click this button, the selected file is inserted into the page you are editing. If you select a file and then click the down-arrow (▼) button next to this button, the tasks you can do on the selected file appear on the menu:



The menu contains the following menu items. Different menu items are displayed for different types of file.

Menu item	Description
Insert This File into Page <i>or</i> Insert into Page	Inserts the selected file into the page being edited.

Menu item	Description
Insert Link to This File into Page	Inserts the text "Link to (<i>filename</i>)" or "(<i>title</i>)" into the page being edited, and sets a link to the selected file.
Insert as Background Image	Inserts the selected image file as a page background.
Insert as Background Music	Inserts the selected sound file as background music.
Show Original Size	Displays the image file in its original size. The Show Original Size dialog appears.
Edit	Opens the selected HTML file as a page.
Edit Image	Edits the selected image file. The Edit Image dialog appears.
Open with Text Editor	Opens the selected HTML file with a text editor.
Open with Image Editor	Starts the image editor program that has been registered on the Applications tab of the Options dialog, and opens the selected image file for your editing.
Open with WebArt Designer	Starts WebArt Designer, and opens the selected image file.
Open with AnimatedGif Designer	Starts AnimatedGif Designer, and opens the selected image file.
Open with Browser	Opens the selected file on a Web browser. You can select the type of Web browser you want to use.
Play	Plays the selected sound file.
See Applet Explanation	Displays an HTML file that contains a detailed description of the selected Java applet.
Preview Applet	Displays the selected Java applet.
Preview Style Sheet	Displays the Preview Style Sheet dialog. This dialog enables you to check the layout of the selected style sheet. In this dialog, you can apply the style to the current page or the entire site.
Style List	Displays the contents of the selected style sheet. The External Style Sheet dialog appears.
Copy	Copies the selected file onto the Clipboard. (See note.)
Delete	Deletes the selected file. (See note.)
Rename	Renames the selected file. (See note.)

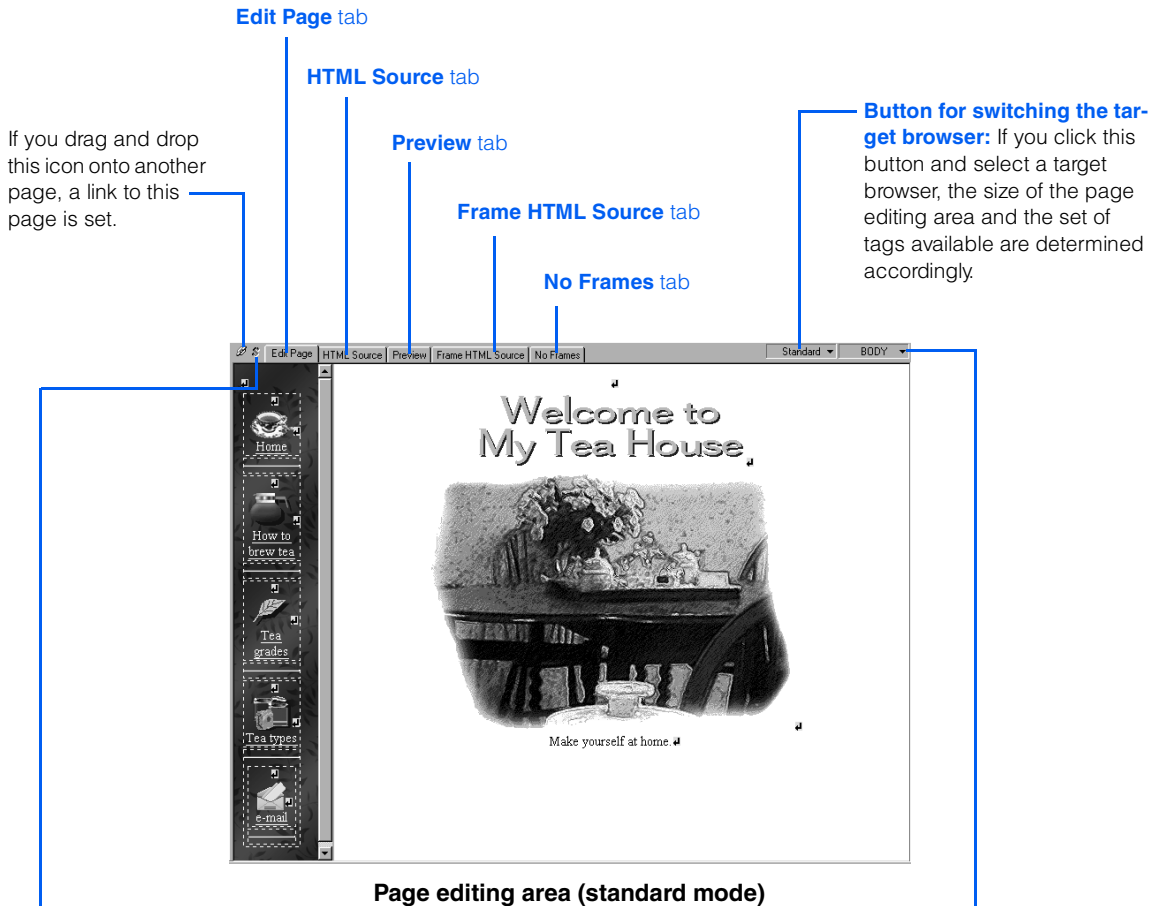
Note: This menu item is displayed only when the **Folder** button is selected.

Page editing area

The area on the right side of the main window is used to edit your pages. You can open more than one page at a time.

You can select any of three views for the page you have opened: **Edit Page**, **HTML Source**, or **Preview**. If you open a page that uses the frame function, two additional choices are offered: **Frame HTML Source** and **No Frames**.

■ In standard mode **S**



Style sheet indicator: This icon is highlighted when a page that uses style sheets is open. If you click this icon, the Style Sheet Manager window is displayed.

Button for changing attributes of an element: The HTML tag associated with the element on the cursor position is displayed. If you click this button and select the name of an element from the pop-up menu, the Attributes dialog for the tag associated with the selected element appears, and you can change the attributes as necessary.

In free layout mode **F**

The image shows a screenshot of a web editor interface in free layout mode. The interface includes a top menu bar with tabs: Edit Page, HTML Source, Preview, Frame HTML Source, and No Frames. A ruler is visible at the top, showing dimensions of 750 x 900. On the left, there is a vertical sidebar with icons for Home, How to brew tea, Tea grades, Tea types, and e-mail. The main editing area contains a page layout with the text "Welcome to My Tea Hous" and a photograph of a tea table. A "Free Layout" palette is open on the right, showing various editing tools. A grid is overlaid on the page editing area. A "Style sheet indicator" icon is highlighted in the sidebar. A "Page size button" is located in the top right corner of the editing area.

Edit Page tab

HTML Source tab

Preview tab

Frame HTML Source tab

No Frames tab

Page size button: You can select the size of your page. The default value is 750 x 900.

If you drag and drop this icon onto another page, a link to this page is set.

Style sheet indicator: This icon is highlighted when a page that uses style sheets is open. If you click this icon, the Style Sheet Manager window is displayed.

Free Layout Palette: This palette contains the buttons for functions that you may use often to edit a page in free layout mode.

Button for changing attributes of an element: The HTML tag associated with the element on the cursor position is displayed. If you click this button and select the name of an element from the pop-up menu, the Attributes dialog for the tag associated with the selected element appears, and you can change the attributes as necessary.

Ruler

Grid

Page editing area (free layout mode)

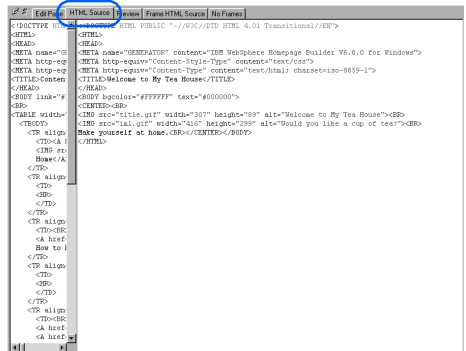
Edit Page tab

You ordinarily edit pages on this tab. In this guide, unless specified otherwise, we assume that you are using this tab for editing pages.



HTML Source tab

Use this tab only when you want to edit HTML tags directly. Tags and their attributes are distinguished by colors. If you want to display line numbers on the page you are editing, select **Tools** → **Options** on the menu bar. Click the **Edit Source** tab, and then click **Show line numbers**.



Preview tab

The **Preview** tab is displayed only if Internet Explorer 4.0 or later is installed on your personal computer. If you click this tab, you can check how your page looks on the Internet without starting a Web browser.

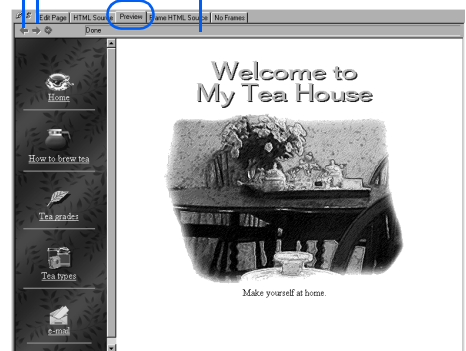


You can preview the movements of animated GIF files, roll-over images, dynamic HTMLs, and script files.

Return to the page you last displayed. It functions the same as the **Back** button on a Web browser.

Proceed to the next page. This button functions the same as the **Forward** button on a Web browser.

This bar functions the same as the status bar on a Web browser.



Frame HTML Source tab

If you view a frame-setting page on the **Edit Page** tab or the **HTML Source** tab, all the pages defined in the frames are shown simultaneously in separate panes. The **Frame HTML Source** tab, on the other hand, shows the HTML source of the frame-setting page (an HTML file that defines the frames). If you click the **Edit Page** tab and click **Frame → Frame Attributes** on the menu bar, and then change the frame settings in the Attributes dialog, the content of this tab is changed automatically. Instead of using the Attributes dialog, you can also directly edit the HTML source shown on this tab.

```

<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">
<HTML>
<HEAD>
<META name="GENERATOR" content="IBM WebSphere Homepage Builder V6.0.0 End Windows">
<META http-equiv="Content-Style-Type" content="text/css">
<META http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
<TITLE>Tea House</TITLE>
</HEAD>
<FRAMESET cols="225,775" rows="1" frameborder="0" border="0">
<FRAME src="left.htm" name="parent">
</FRAMESET>
<NOFRAMES>
<BODY bgcolor="#FFFFFF" text="#000000">
<CENTER><BR>
<IMG src="title.gif" width="300" height="90" alt="Welcome to My Tea House"><BR>
<IMG src="tbl.gif" width="416" height="299" alt="Would you like a cup of tea?"><BR>
To view this Web site, you need a browser that supports frames.<BR>
</CENTER>
</BODY>
</NOFRAMES>
</FRAMESET>
</HTML>

```

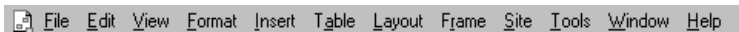
No Frames tab

Some Web browsers do not support the frame function. If you try to open a frame-setting page on such a browser, the content of the **No Frames** tab is displayed instead. For users who cannot view frames on their Web browsers, always prepare a page that does not use frames. You can operate the **No Frames** tab in the same way as you do the **Edit Page** tab.





Menu bar

From the menu bar, you can get access to all the functions provided by Homepage Builder. Depending on the status of the main window, some menu items are not displayed. For example, the **Edit** menu is displayed only when a page is open.




In the tables in this section, some menu items are common to both standard mode and free layout mode. Others are unique to one mode or the other; they are marked as follows:

	Item unique to standard mode
	Item unique to free layout mode

File menu




Use the **File** menu to manipulate files.

Menu item	Description
New	<p>Creates an HTML file. A blank page is open in the page editing area.</p> <ul style="list-style-type: none"> • New Page in Free Layout Mode: Creates a page in free layout mode. You can insert an image or a text at any place in a page. You can also position one image or text over another so that they overlap. • New Page in Standard Mode: Creates a page in standard mode. In this mode, you can create a Web page by the methods used in a word processor. This mode is used in the same way as in the previous versions of Homepage Builder.
Template	<p>Creates new pages by using a template. Select one of the following submenu items:</p> <ul style="list-style-type: none"> • New Page from Template: Uses a template offered by Homepage Builder to create one or more pages, each consisting of an HTML file and the related files. Follow the instructions on the wizard. • New Frames from Template: Creates a frame-setting page by using one of the templates offered by Homepage Builder. • Add This Page to User Template: Adds the page you are editing as a user template. To use a user template, go to the menu bar and click File → Template → New Page from Template. • Add This Site to User Template: Adds all the pages in the open site as user templates. To use a user template, go to the menu bar and click File → Template → New Page from Template. • User Templates: Displays a list of user templates that have been registered.
Open Welcome Dialog	<p>Displays the Welcome to WebSphere Studio Homepage Builder dialog. If a site is open, you cannot select this menu item.</p>
Open	<p>Opens an existing HTML file. When the Open dialog appears, select a file and then click the Open button. As any other HTML file, you can open an external style sheet file in the same way to change its settings. If you open an external sheet file from this menu, however, it is not linked to the page.</p>
Open in Specified Mode	<p>You can specify the editing mode explicitly when you open an existing HTML file.</p> <ul style="list-style-type: none"> • Free Layout Mode: Opens a file in free layout mode. • Standard Mode: Opens a file in standard mode. <p>If you try to open a file in a mode different from the one in which you saved it last time, you may get a message asking if you want to convert the file into the mode you have selected.</p>
Open URL	<p>Downloads and opens a page from the Internet. When the Open URL dialog appears, specify the URL and then click the OK button.</p>
Open This Link	<p>Opens the link destination page if a link is set on the text or image in focus.</p>
Open in New Window	<p>Opens the current page in another window. You can select the view of the page—Edit Page, HTML Source, or Preview. By using this function, you can open the same page in two windows—one in the Edit Page view and the other in the HTML Source view, for example—and compare them with each other as you work on the page.</p>

Menu item	Description
Open in Frame	Displays an existing HTML file within the frame on which the cursor is placed, if a frame-setting page is currently open. The Open dialog appears, and you can select a file and then click the Open button.
Save	Saves the page you are editing. If the page is being saved for the first time, the Save As dialog appears.
Save As	Saves the current page as a new file. The Save As dialog appears, and you can specify the destination folder and the file name.
Save All	Saves all the pages open in the page editing area. The Save As dialog appears for any page that is being saved for the first time.
Save Frames	Saves the frame you are editing. Select one of the following from the submenu: <ul style="list-style-type: none"> • Save Frames: Saves the frame-setting page (an HTML file that defines the frames) you are editing. If the page is new, the Save As dialog appears. If a page in one of the frames is new, a message asks you whether you want to save the page. • Save Frames As: Saves the current frame-setting page as a new file.
Reload	Reloads the current page from the file. If the page has been changed, a confirmation message asks you if you want to save the changed version first.
Stop Loading from URL	Stops reading a file on the network.
Close	Closes the page being edited. If the page has been changed, a confirmation message asks you if you want to save it first.
Close All	Closes all the pages open in the page editing area. If any page has been changed, a confirmation message asks you if you want to save it first.
Duplicate Page	Makes a duplicate of the file being edited. The duplicate page is not saved unless you explicitly save it.
Save in Personal Folder	Saves the selected area of the current page in the Personal Folder. Once a page has been saved, you can open it by clicking the Gallery tab, the Gallery button, and Personal folder .
Print	Prints the page being edited, or previews a print image of it. Select one of the following from the submenu: <ul style="list-style-type: none"> • Print: Prints the page being edited. If a frame-setting page is open, Homepage Builder prints the page on which the cursor is placed. The Print dialog appears, and you can start printing by clicking the OK button.  If a transparent image (for example, a transparent GIF) is inserted in a page, or is used as wallpaper, you may not be able to print the page correctly if you run the printing command on the Edit Page tab. <ul style="list-style-type: none"> • Print Preview: Displays a print image of the page being edited.
(Recently used files)	Selects a file from a list of files you recently opened.
Exit	Closes Homepage Builder. If the current page has not been saved, a message appears, asking if you want to save the page.

Edit menu

Use the **Edit** menu to edit pages.



Menu item	Description
Undo	Cancels the most recent operation and restores the edited object to its previous status.
Redo	Performs the operation previously canceled with the Undo menu.
Cut	Cuts the selected area from the page you are editing and copies it to the Clipboard.
Copy	Copies the selected area from the page you are editing to the Clipboard.
Paste	Pastes the contents of the Clipboard at the position of the cursor on the page you are editing. If you selected an area before choosing Paste , that area is replaced by the contents of the Clipboard.
Paste As	Pastes the contents of the Clipboard by specifying how to treat the tags in it. Select one of the following from the submenu: <ul style="list-style-type: none">• HTML: Treats the contents of the Clipboard as HTML tags. For example, if the string <code><P>abc</P></code> is on the Clipboard, only the text <code>abc</code> is pasted into the page as a new paragraph, because <code><P></code> and <code></P></code> are recognized as HTML tags.• Text: Treats the contents of the Clipboard as text. For example, if the string <code><P>abc</P></code> is in the Clipboard, the entire string <code><P>abc</P></code> is pasted into the page, because <code><P></code> and <code></P></code> are recognized as text.
Delete	Deletes the selected area of the page. If no area has been selected, the tag associated with the element in focus is deleted.
Remove Tag	Deletes the nearest tags that enclose the object you select. For example, suppose that a text string is tagged with <code></code> and <code></code> so that it is in boldface, and you want to convert it to regular type. Put the cursor anywhere in that string, and click Remove Tag . The first tag to the left of the cursor is deleted, along with its end tag.
Select All	Selects all the contents of the page.
Deselect 	Deselects the selected objects.
Select Next 	Selects the object just after the one currently selected.
Select Previous 	Selects the object just before the one currently selected.
Copy Text Attributes	Copies only the tags used for emphasizing the text at the position of the cursor to the Clipboard. The tags to be copied by this menu include, for example, <code></code> , <code><I></code> , and <code><SUP></code> . To emphasize another text string with the same tags, select the text string, go to the menu bar and click Edit → Paste .
Copy Background and Text Colors	Copies the background color, the background image, and the text color of the page to the Clipboard. To paste these attributes to another page, move the cursor to the target page, go to the menu bar, and click Edit → Paste .
Find	Searches the page or site currently open for a text string. The Find dialog appears for your use in specifying search conditions.

Menu item	Description
Find Next	Searches for the next matching text string after you close the Find dialog or when the dialog does not have a keyboard focus.
Replace	Replaces a text string on the page with another one. The Replace dialog appears.
Link	Sets a link or cancels a link you have set. Select one of the following from the submenu: <ul style="list-style-type: none"> • Edit Link: Changes the attributes of the link. If the cursor is positioned on an element that has a link, the Attributes dialog for the link appears. • Remove Link: Cancels the link that has been set on the element where the cursor is positioned.
Image	Edits the selected image file. Select one of the following from the submenu: <ul style="list-style-type: none"> • Edit Image: Edits the image by using the image editing function of Homepage Builder. • Edit with WebArt Designer: Edits the image by using WebArt Designer, the image-editing tool offered by Homepage Builder. • Edit with AnimatedGif Designer: Edits the image by using AnimatedGif Designer, the tool for creating animated GIF files offered by Homepage Builder. • Edit with Image Editor: Edits the image by using any image editor program specified in the Options dialog.
Image Map	Edits or deletes the image map. Select one of the following from the submenu: <ul style="list-style-type: none"> • Edit Image Map: Sets an image map for the selected image. If the cursor is positioned on an image, the Image Map Editor dialog appears. • Delete Image Map: Removes the image map set for the selected image. If the cursor is positioned on the image with an image map, the Delete Image Map dialog appears.
Rollover Image	Applies or cancels the rollover effect on the selected image. Select one of the following from the submenu: <ul style="list-style-type: none"> • Setup Rollover Effect: Applies the rollover effect on the selected image or changes the rollover settings. • Remove Rollover Effect: Removes the rollover effect that has been applied to the selected image.
Page Properties	Sets properties on the page, such as the page title and the background in the Attributes dialog.
Quick Page Settings	Enables you to specify the page title, the background color, the text color, and BGM in the Page Settings dialog.
Frame Attributes	Enables you to change the attributes of the frame. If the frame function is used in the page being edited, the Attributes dialog appears.
Edit Style	Sets a style on the page by using a style sheet.
Edit Event	Defines an event and an action (script) for the tag associated with the element on which the cursor is positioned. For example, if the cursor is placed on an image that is defined in the tag and if you select OnClick as the event and "Display a message box" as the action, a message box appears when a visitor to your Web page clicks the image.

Menu item	Description
ActiveX Control Properties	Displays the attributes of the selected ActiveX control.
Attributes	Changes the attributes of the selected element. If the cursor is positioned on an element, the Attributes dialog for the element appears.

View menu

Use the **View** menu to change the view of the page or to display or hide the components in the main window.

Menu item	Description
Task Menu	<ul style="list-style-type: none"> • View: Displays or hides the task menu. The task menu contains the functions you are most likely to use to create a Web page. The same menu items are also available on the menu bar. • Horizontal: Displays the task menu horizontally. • Vertical: Displays the task menu vertically.
Toolbar	Displays or hides a toolbar. Any toolbar marked with a check is currently displayed.
Site/Gallery View	Displays or hides the Site/Gallery View. You can use the Site/Gallery View to manage your sites and to paste materials into your page.
Color Palette	Displays or hides the Color Palette. You can use the Color Palette to set color on the elements of your page.
Style Sheet Manager	Displays or hides the Style Sheet Manager. You can use the Style Sheet Manager to edit styles.
Status Bar	Displays or hides the status bar.
Document Outliner	Displays or hides Document Outliner, which shows the structure of the HTML tags in a page.
Layout View 	Displays or hides the Layout View. When you create a page in free layout mode, the Layout View displays a list of the text or the images you have inserted in a page. In this view, you can rearrange the order of the objects in a stack.
Ruler	Displays the ruler to help you place the elements on a page.
Grid	<p>View: Displays grids to help you place the elements on a page.</p> <p>Snap: Snaps elements to the grid when you move or resize them.</p>
Page Size	Displays the file size of the page—that is, an HTML file and all the related files. The Page Size dialog displays the size of each file, the total size, and the estimated download time.
Layout Frame List 	Displays or hides a list of layout frames if the page being edited is using the dynamic HTML technology.

Menu item	Description
Edit Page	Displays the page in WYSIWYG (what-you-see-is-what-you-get) mode on the Edit Page tab.
HTML Source	Displays the HTML source of the page on the HTML Source tab.
Preview	Displays the page as if it were viewed on a Web browser. You can use the Preview tab only if Internet Explorer 4.0 or later is installed on your computer.
Frame HTML Source	Displays the HTML source of the frame-setting page if the frame function is being used.
No Frames	Displays the content of the <NOFRAMES> tag in WYSIWYG mode. You can use the <NOFRAMES> tag to prepare your page for Web browsers that do not support frames.

Format menu


Use the **Format** menu to change the format of text.


Menu item	Description
Physical Emphasis	<p>Changes the physical emphasis of the selected text. You can set the following:</p> <ul style="list-style-type: none"> • Bold: Makes the text bold. • Italic: Makes the text italic. • Underline: Makes the text underlined. • Fixed: Uses a fixed-width (monospace) font for the selected text. • Strikethrough: Strikes through the selected text. • Blink: Makes the selected text blink. • Superscript: Displays the selected text in superscript characters. • Subscript: Displays the selected text in subscript characters. • Style (SPAN): Sets a style for the selected text through the Set Style dialog. If you select text and then select this menu, the and tags are inserted around the text; then you can set a style that applies only to the selected text.


Menu item	Description
Logical Emphasis	<p>Changes the logical emphasis on the selected text. The view of the logical emphasis differs among Web browsers. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Emphasis: Emphasizes the selected text, usually in italics. • Strong: Further emphasizes the selected text, usually in bold. • Code: Marks the selected text as program fragments, usually by displaying it in a monospace font (such as a typewriter font). • Sample: Marks the selected text as a sample. • Keyboard: Marks the selected text as the text to be typed from the keyboard, usually by displaying it in a monospace font (such as a typewriter font). • Variable: Marks the selected text as a variable name, usually by displaying it in italics. • Definition: Marks the selected text as the description of a term, usually by displaying it in bold or italic bold. • Citation: Marks the selected text as the title of a book or an article, usually by displaying it in italics.
Font	Changes the size, the color, and the face of the selected text. The Font Attributes dialog appears.
Remove Format	Cancels the emphasis you put on the text by use of the Physical Emphasis or Logical Emphasis menu.
Align	Aligns the selected paragraph to the left, center, or right. You can also align a paragraph in a table to the top, middle, or bottom.
Indent	Indents the selected paragraph or cancels the indentation of the paragraph.
Paragraph	Changes the type or the alignment of the selected paragraph. If the cursor is positioned on a paragraph, the Attributes dialog for the paragraph appears.
List	Changes the type or the numbering of the selected list. If the cursor is positioned on a list, the Attributes dialog appears.
Style	Displays the Style Sheet Manager. You can use the Style Sheet Manager to set a style on your page.
Page Properties	Changes the page properties—for example, the page title, the background color, or the meta information (special information embedded in an HTML file; meta information is not defined by HTML grammar).
Set Background and Text Colors	Changes the color of the page background or text. The Background and Text Color tab of the Attributes dialog appears.

Insert menu

Use the **Insert** menu to insert such elements as links and images.

Menu item	Description
Text Box 	Inserts a frame (a text box) to enter text. When you select this menu, the mouse pointer turns into a cross. To insert a text box, click the mouse at the position where you want to enter text. Or, if you want to control the size of the box, drag the mouse diagonally.
Link	Sets a link on the selected text string or image. Specify the link destination in the Attributes dialog.
Quick Link Insertion	Displays the Create Link dialog for use in setting links to other pages or sites or in creating a mail link.
Image File	Inserts an image file at the position of the cursor. You can insert an image from a file, from the Gallery, or from a TWAIN-compliant device, or by specifying a URL.
Background Image File	Inserts an image file as the page background. You can insert an image from a file or from the Gallery.
Photograph	<ul style="list-style-type: none">• Quick Insertion: Easily inserts an image into a page. You can rotate an image, modify it, or change its size. You can also add a picture frame around the image. For these operations, the Insert Photograph dialogs appear.• Album: Adjusts the size of multiple images, and arranges them in album style on a page with a description of each image. For these operations, the Create Album dialogs appear.• Slide Show: Creates a slide show of multiple images and inserts it into a page. A slide show is a visual presentation of still images in series. They can be shown automatically, or an operator can control them manually by clicking the button for forward or backward. For these operations, the Create Slide Show dialogs appear.• Thumbnail: Creates thumbnails of images, arranges them in order, adjusts their sizes, and sets a link from each thumbnail to the corresponding original image. For these operations, the Create Thumbnail dialogs appear.• Checkerboard Image: Adds the checkerboard effect to an image—that is, splits an image into small pieces and adds color effects to each piece.
Background Music	Inserts a sound file as the background music for the page. You can insert a sound file from a file or from the Gallery.
Rollover Image	Applies the rollover effect to the selected image file. The Image Rollover Effect Wizard dialog appears.
Logo	Creates and inserts a logo. The Create Logo dialog appears.
Photo Frame	Creates a photo frame for the selected image. The Photo Frame Wizard dialog appears.

Menu item	Description
Paragraph	<p>Creates a paragraph. Select one of the following from the submenu. Each submenu item name represents the type of paragraph as follows:</p> <ul style="list-style-type: none"> • Normal: Used for a normal paragraph. • Heading 1-6: There are six levels of headings, 1 through 6. These are often used for the titles of chapters and sections. Heading 1 appears in the largest font. • Address: Used to describe addresses, company names, and school names. This type of paragraph is usually displayed in italics. • Block Quotation: Used for a paragraph of quoted matter, to set it off from the body of the text. • Preformatted: Used to have spaces and line breaks displayed as entered, using a monospace font.
List	<p>Creates a list. Select one of the following from the submenu, which offers three choices:</p> <ul style="list-style-type: none"> • Bulleted List: A list whose items are preceded by circles or square marks. • Ordered List: A list whose items are preceded by numbers (for example, 1, 2, 3 or i, ii, iii). • Definition List: A list that consists of pairs of items. Each pair consists of a term and its description.
Table	<p>Creates a table. In the Insert Table dialog that appears, specify the number of rows and columns. If you have selected an area, a table that encloses the area is created.</p>
Horizontal Rule	<p>Creates a horizontal rule.</p>
Form and Input Fields	<p>Creates a form. First select Form from the submenu to create a frame for the form. Then select one of the following from the submenu to create components for the form—that is, input fields. An input field can be created only inside a form frame.</p> <ul style="list-style-type: none"> • Push Button: Select one of the following types: <ul style="list-style-type: none"> - Submit Button: A button that causes the information entered into input fields to be sent to the CGI program on the server. - Reset Button: A button that restores the fields to their original values. - Image Button: A button with an image. - General Button: A button with text. You can enter any text you want. - Extended Button: A button that you can create by selecting any text or image on the page you are editing. • Radio Button: One of several buttons in a group from which the user can make a selection. • Check Box: A field that the user can select or clear. • Text Area: A field in which the user can enter multiple lines of text. • Text Field: A field in which the user can enter one line of text. • List Box: A field that offers the user a choice of two or more items. The user clicks the down arrow or up arrow to scroll the list, and clicks the item to be selected. • Option Menu: A field that offers the user a choice of two or more items. The user clicks the down arrow and selects an item from the drop-down list. • Group Box: A field in which two or more related fields are grouped.
Layout Frame 	<p>Creates a layout frame used for dynamic HTML.</p>

Menu item	Description
Line Break	Inserts a line break.
Special Characters	Inserts a special character—for example, a space or a copyright mark. In the Insert Special Characters dialog that appears, click the character you want to insert.
i-mode Graphic Character 	Inserts graphic characters unique to i-mode. This menu item is available only when an i-mode device is selected as the target browser.
File	Inserts a text file, a table data file, or an HTML file. In the Open dialog, select the file you want to insert.
Keyword	Registers any words (keywords), and inserts them in a page as meta information, between the <META> tag and the </META> tag. The Keyword dialog appears.
Access Counter	Creates an access counter and inserts it into a page. You can use this counter to count the visitors to your Web page.
Date and Time	Inserts the current date and time. Select the date format in the Insert Date and Time dialog.





Menu item	Description
Others	<p>Inserts an element that uses advanced technology. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Script: Inserts an existing script file or enables you to write a script in your page. In the Script dialog, specify the file name of the script file you want to insert, or write your own script. • Java Applet: Inserts a Java applet. In the Attributes dialog, specify the class name of the Java applet and its parameters. • Plug-ins: Inserts a plug-in object. In the Attributes dialog, specify such attributes as the file name and the location of the object. • ActiveX Control: Inserts an ActiveX Control. In the ActiveX Control dialog, select the control you want to insert. Netscape Navigator does not support ActiveX. • Object: Inserts, at the position of the cursor, an object into which an image, an ActiveX Control, or an HTML file is to be placed. In the Attributes dialog, specify the URL of an executable program (such as Java or ActiveX) and the object parameters. • Marquee: Inserts the <MARQUEE> tag and the </MARQUEE> tag into a page. Using these tags, you can make text move from left to right. Netscape Navigator does not support these tags. • Style Container (DIV) : Inserts the <DIV> tag. If you select a range of text or images before you select this menu, the selected area is enclosed with the <DIV> tag and the </DIV> tag. You can then specify a style for the <DIV> tag by use of the Attributes dialog. • Comments: Inserts comments. In the Edit Comments dialog, type your comments. They are not displayed on Web browsers, but you can view them in the HTML source file. • HTML Tag: Inserts an HTML tag. In the HTML Tag dialog, enter the HTML tag you want to insert. You can even enter a tag that is not supported by Homepage Builder. Example: <code><BGSOUND src="bgm.wav"></code> • Table of Contents: Inserts a table of contents by using the headings included in your page. In the Insert Table of Contents dialog, specify the options (such as the type and the destination) for the table of contents. • SSI: Inserts an SSI (Server Side Includes) command. This menu is applicable only if you are using a server that supports SSI. You can insert one of the following commands: Insert File, Execute Command, Show Last Update Time, Show File Size, ECHO, or CONFIG.

Table menu

Use the **Table** menu to create and edit tables.

Menu item	Description
Insert Table	Creates a table. In the Insert Table dialog, specify the number of rows and columns for the table. If you have selected an area before selecting this menu, a table that encloses the selected area is created without a dialog being displayed.

Menu item	Description
Insert Table Caption	Adds a caption at the top (or bottom) of the table. In the Insert Caption dialog, enter the table caption.
Add Row	<p>Adds one or more rows to the table. From the submenu, select one of the following:</p> <ul style="list-style-type: none"> • Add Above: Adds a row above the cell where the cursor is positioned. • Add Below: Adds a row below the cell where the cursor is positioned.
Add Column	<p>Adds one or more columns to the table. From the submenu, select one of the following:</p> <ul style="list-style-type: none"> • Add to Left: Adds a column to the left of the cell where the cursor is positioned. • Add to Right: Adds a column to the right of the cell where the cursor is positioned.
Specify and Add	Adds the specified number of rows or columns at the specified position. Place the cursor in a cell next to which you want to add more rows or columns, and then select this menu. The Add Rows or Columns dialog appears; you can use it to specify the number and the position of cells.
Delete Row	<p>Deletes the row the cursor is in.</p> <p> If you clear the Delete all the data in the cells when a table is deleted check box on the Edit tab of the Options dialog, the contents of the row are not deleted.</p>
Delete Column	<p>Deletes the column the cursor is in.</p> <p> If you clear the Delete all the data in the cells when a table is deleted check box on the Edit tab of the Options dialog, the contents of the column are not deleted.</p>
Delete Table	<p>Deletes the table the cursor is in.</p> <p> If you clear the Delete all the data in the cells when a table is deleted check box on the Edit tab of the Options dialog, the contents of the table are not deleted.</p>
Split Row	Splits a cell horizontally. Place the cursor in the cell you want to split, and then select this menu.
Split Column	Splits a cell vertically. Place the cursor in the cell you want to split, and then select this menu.
Specify and Split	Splits a cell into the specified number of cells at the specified position. Place the cursor in the cell you want to split, and then select this menu. The Split Row or Column dialog appears; you can use it to specify the number of cells you want to split the cell into, and the direction of the split.
Join Rows	Joins the selected cell with the cell above or below it. From the submenu, select With Cell Above or With Cell Below .
Join Columns	Joins the selected cell with the cell to its left or right. From the submenu, select With Cell on Left or With Cell on Right .
Join Selected Cells	Joins the cells you have selected by dragging the mouse.
Copy Row	Copies the selected row, and places it on the Clipboard.

Menu item	Description
Copy Column	Copies the selected column, and places it on the Clipboard.
Paste Row	Pastes the row you have copied to the Clipboard into the table the cursor is in. From the submenu, select Above to paste the row above the cursor, or select Below to paste the row below the cursor.
Paste Column	Pastes the column you have copied to the Clipboard into the table the cursor is in. From the submenu, select On Left to paste the column to the left of the cursor, or select On Right to paste the column to the right of the cursor.

Layout menu

Use the **Layout** menu to edit a page layout—for example, by grouping images or texts as one object, moving an object, or rearranging objects.

Menu item	Description
Group	<ul style="list-style-type: none"> • Group: Groups multiple elements into a single object. • Ungroup: Cancels the grouping. • Regroup: Regroups the same elements that have been ungrouped.
Align	Select one from the following: Left, Vertical Center, Right, Top, Horizontal Center, Bottom, Equalize Horizontally, or Equalize Vertically.
Center	Select either Vertical Center of the Page or Horizontal Center of the Page.
Align Size	Select one from the following: Width, Height, or Width and Height.
Overlap	Changes the order in which objects are stacked. Select one from the following: Bring to Front, Send to Back, Bring Forward, or Send Backward.

Frame menu

Use the **Frame** menu to create and edit frames.

Menu item	Description
New Frames from Template	Creates a frame-setting page by using a template. In the New dialog, select the template you want to use.
Split Frame	Splits a page or a frame into multiple frames. From the submenu, select Split Vertically to split the page or frame vertically, Split Horizontally to split the page or frame horizontally, or Specify and Split to specify the number of output frames and the direction in which they are to be split.
Delete Frame	Deletes the frame you have selected.
Frame Attributes	Changes the attributes of the frame you have selected.

Menu item	Description
Save Frames	Saves the frame-setting page (an HTML file that defines the frames) you are editing. If the page is to be saved for the first time, the Save As dialog appears. If any of the pages in the frames has been changed, a confirmation message appears.
Save Frames As	Saves the frame-setting page with a new file name.
Frame-Setting Page Properties	Changes the properties of the frame-setting page. In the Attributes dialog, specify the frame attributes—for example, the title of the frame-setting page.
Next Frame	Moves onto the frame that follows the currently selected frame.
Previous Frame	Moves onto the frame that precedes the currently selected frame.
Reload Frames	Reloads the frame-setting page being edited. If the page has been changed, a confirmation message appears.

Site menu

Use the **Site** menu to manage or transfer your sites.


Menu item	Description
Open Site	Opens an existing site. In the Site List and Settings dialog, select a site and then click the Open button.
Close Site	Closes the currently open site.
New Site	Creates a site.
Site List and Settings	Displays the site information in the Site List and Settings dialog. In this dialog, you can create, duplicate, or change the settings of your site.
Upload Site	Uploads only the files that have been updated since the last upload. If you are uploading your site for the first time, all the files are uploaded. If you have uploaded your files before, using an FTP application other than Homepage Builder, it is recommended that you click Site → Server Profile → Mark All Files as Uploaded on the menu bar so that you can upload only the files you have changed since then.
Upload Page	Uploads only the files related to the selected page.


Menu item	Description
Server Profile	<p>Creates, changes, or deletes a server profile (a set of information that Homepage Builder maintains for the server access—for example, the FTP server name, the FTP account name, the FTP password, and the destination folder). Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • New Server Profile: Enables you to create a new server profile. • Edit Server Profile: Enables you to select an existing server profile from a list and change or delete it. • Mark All Files as Uploaded: Sets all files in the site as "already transferred." If the server already has your latest files, select this menu item. You can then upload only the updated files in the next upload. • Find Unused Files on Server: Connects to the FTP server, and detects unused files in the server. You can delete them as necessary.
Site Style	<p>Sets a style for the entire site. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Set Site Style: Sets a style for the site. Follow the instructions on the wizard. • Remove Site Style: Cancels the style you have set for the site. • Edit Site Style: Edits the contents of the site style.
Find	Searches the files in the site for the specified text string.
Create Site Map	Creates a page that shows the site hierarchy. The created page is automatically opened and displayed in the editing area.
Site Check	Does an accessibility check, a spelling check, and a syntax error check on all the files in the site.
Refresh Site Information	Refreshes the information on the currently open site. If you added or deleted files in your site by using a program other than Homepage Builder and the update is not reflected correctly, select this menu to refresh the information.
(Recently used sites)	Enables you to select and open a site from the list of sites you have recently opened.

Tools menu

Use the **Tools** menu to run a tool or a useful function such as a spelling check.

Menu item	Description
WebArt Designer	Starts WebArt Designer, which is used for creating and modifying images.
AnimatedGif Designer	Starts AnimatedGif Designer, which is used for creating animated GIF files.
File Transfer	Starts File Transfer.
WebVideo Studio	Starts WebVideo Studio, used for editing video files.
i-Photo Builder	Starts i-Photo Builder, a page-editing tool for i-mode cellular phone, if it is installed in your computer.

Menu item	Description
Web Browser	Starts a Web browser and displays the page you are editing. <ul style="list-style-type: none"> • Internet Explorer: Starts Internet Explorer. • Netscape: Starts Netscape Navigator.
URL Editor	Changes the URL of a link, an image, a plug-in object, or a background image, and enables you to edit the alternative text for all the images on the page. The URL Editor dialog appears.
Heading Editor	Enables you to change the heading level of each heading on the page by use of the Heading Editor dialog.
Insert Tag	Inserts an HTML tag. In the Insert Tag dialog, click the name of the tag you want to insert.
Spell Check	Corrects the spelling on your page. If a spelling error is found, the Spell Check dialog appears.
HTML Syntax Check	Checks for errors in HTML syntax. If an error is found, the Syntax Error dialog appears, and you can correct the error.
Accessibility Check	If you select Check , the page is checked for accessibility, and any HTML tag errors are listed in the Accessibility Check dialog. If you select Set Options , you can select which items to check in use the Set Options for Accessibility Check dialog.
Create Channel	Creates a file used for registering your Web page as a channel.
Open Image from TWAIN Device	Loads image files from a TWAIN-compliant device. The Open Image from TWAIN Device dialog appears.
Target Browser 	Enables you to create a page that is suitable for the target Web browser (the Web browser you intend your visitors to use). Select one of the following from the sub-menu: <ul style="list-style-type: none"> • Tag Check: Checks for any tags or attributes that are not supported by the specified Web browser. The Check Tags dialog appears. • Settings: Enables you to set the size of the page editing area or the tag check options as needed for the target Web browser. The Target Browser tab of the Options dialog appears. • Standard: Indicates the assumption that a visitor to the page will use a general type of Web browser, such as Internet Explorer or Netscape Navigator. • (Target browser name): Enables you to select a target browser from a list of target browsers. If you select a special browser type, the size of the page editing area is adjusted to match the browser.

Menu item	Description
Page Size 	<p>Specifies the size of the page editing area.</p> <ul style="list-style-type: none"> • Set New Page Size: Displays the Page Size tab in the Options dialog. You can specify a new size for a page. • 640 x 480 VGA: Sets the page size at 640 x 480 pixels. • 580 x 600 800 x 600 Display Standard: Sets a page size suitable for a display with 800 x 600 resolution. • 750 x 900 1024 x 768 Display Standard: Sets a page size suitable for a display with 1024 x 768 resolution. • 940 x 1200 1280 x 1024 Display Standard: Sets a page size suitable for a display with 1280 x 1024 resolution. • 557 x 700 Template Standard Size: Sets a page size used in templates. • 1200 x 2000 Extra Size: Sets a page size of 1200 x 2000 pixels. • Size Unspecified: No size is specified for a page.
Options	Enables you to set Homepage Builder options in the Options dialog. See Appendix D for details.

Window menu

Use the **Window** menu to change the view of the page displayed in the page editing area.

Menu item	Description
New Window	Opens another window, which displays the page you are editing.
Cascade	Arranges the open windows in a cascaded form (so that they overlap, but all their captions are visible).
Tile Horizontally	Arranges the open windows one above the other, without stacking.
Tile Vertically	Arranges the open windows side by side, without stacking.
Arrange Icons	Arranges the icons that represent minimized pages.
Close All	Closes all the open pages.
Page List	Displays or hides the Page List dialog, which lists all open pages. If you click a page in this dialog, the page is displayed in the topmost window.
(Pages currently open)	Enables you to select a page from the list of pages currently open and display the page in the topmost window.

Help menu

Use the **Help** menu to view various useful information about Homepage Builder, such as the online tutorial, the online help, and the version information.

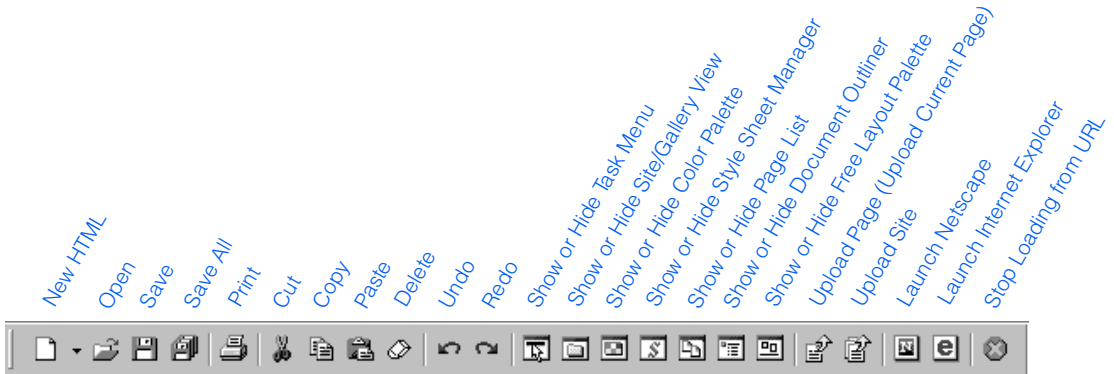
Menu item	Description
Start Tutorial	Starts the online tutorial, which introduces the overall functions and operations of Homepage Builder.
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
Web Page	Starts a Web browser, and displays the Web pages for WebSphere Studio Homepage Builder and the Web Sphere family.
About WebSphere Studio Homepage Builder	Displays the version information for Homepage Builder.

Toolbars

A toolbar contains buttons corresponding to the menu items that are used often. By using the toolbar, you can perform an operation just by clicking a button. Some toolbars appear or hide according to the status of the main window. For example, the Frame toolbar is shown automatically when frames are being used.

General toolbar

The General toolbar contains buttons for the functions that are used most often.



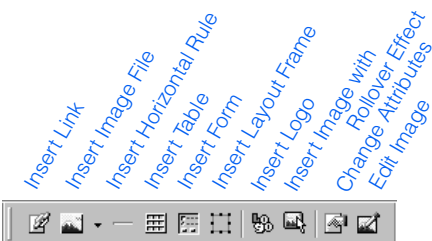
Format toolbar

You can use the Format toolbar to change the format of your pages.



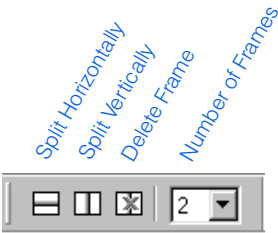
Insert toolbar

You can use the Insert toolbar to insert such elements as images and tables. The toolbar also contains buttons with which you can change element attributes or edit images.



Frame toolbar

The Frame toolbar is displayed only when frames are being used.



URL toolbar

The URL toolbar is displayed only when the page being edited contains links.

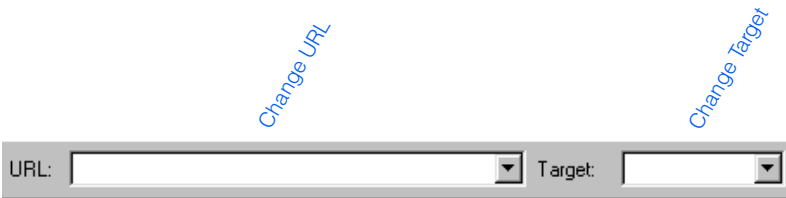
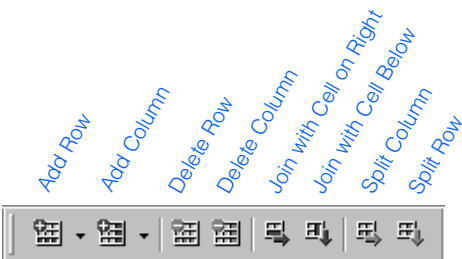


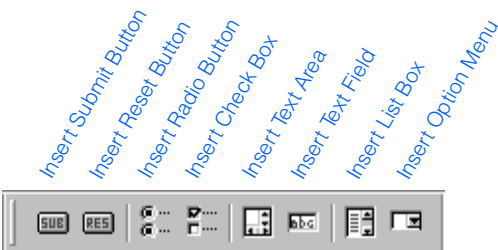
Table toolbar

You can use the Table toolbar to edit tables.



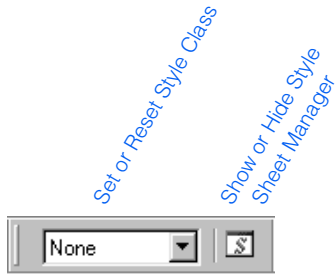
Form and Input Fields toolbar

The Form and Input Fields toolbar is displayed only when the page being edited contains forms.



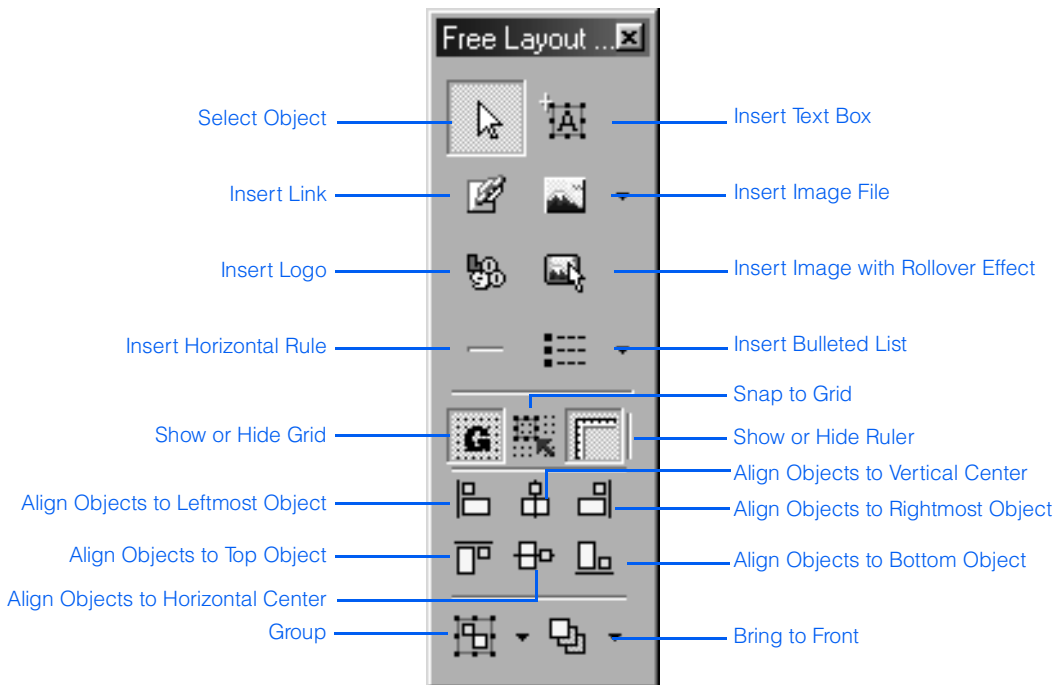
Style Class toolbar

You can use the Style Class toolbar to apply a style class at the position of the cursor on your page. You can apply style classes defined on the page or in an external style sheet linked from the page.



Free Layout Palette toolbar **F**

You can use the Free Layout Palette toolbar to edit a page in free layout mode. By pressing buttons on the toolbar, you can insert a text box, group or arrange objects, or change the order of objects in a stack.



Status bar

The status bar is at the bottom of the main window. The status bar displays information according to the status of the main window.

The file name of the image currently focused. While you are resizing a table or an image by dragging it, the current size of the table or image is displayed.



The path of the page you are editing. To view other information, click **Tools** → **Options** on the menu bar, click the **Appearance** tab in the Options dialog, and specify which information you want to view.

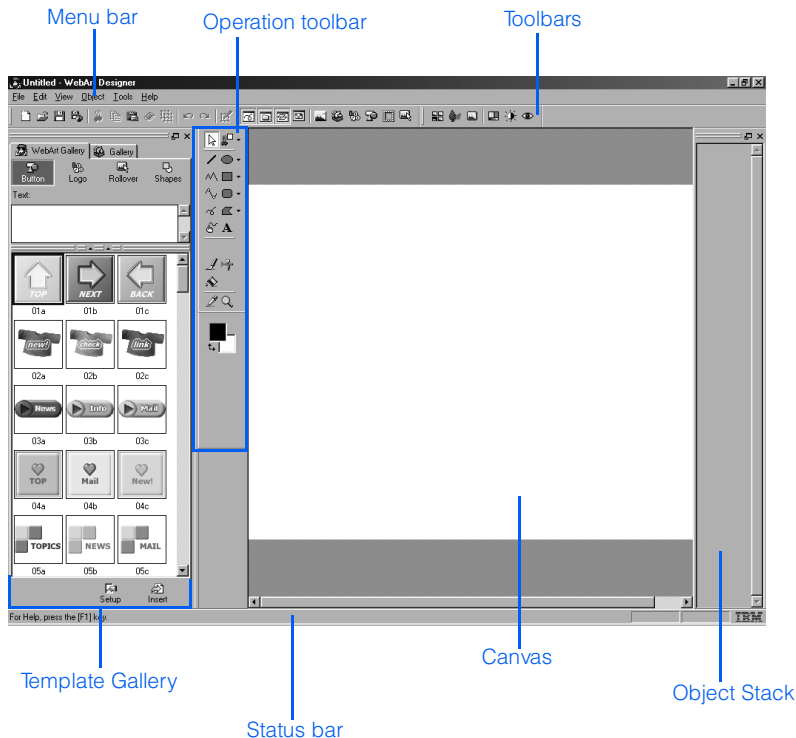


Functions of WebArt Designer

WebArt Designer is one of the accessory tools provided by Homepage Builder. It assists you in creating and editing images. By using this tool, you can easily create logos and buttons for your Web pages. You can also draw a simple map by using the drawing function. Although the Homepage Builder main program too enables you to edit GIF or JPEG images, WebArt Designer offers you a richer set of functions for image editing. This section explains each component in the WebArt Designer main window and the operations you can perform by using the menu bar and the toolbars.

WebArt Designer main window

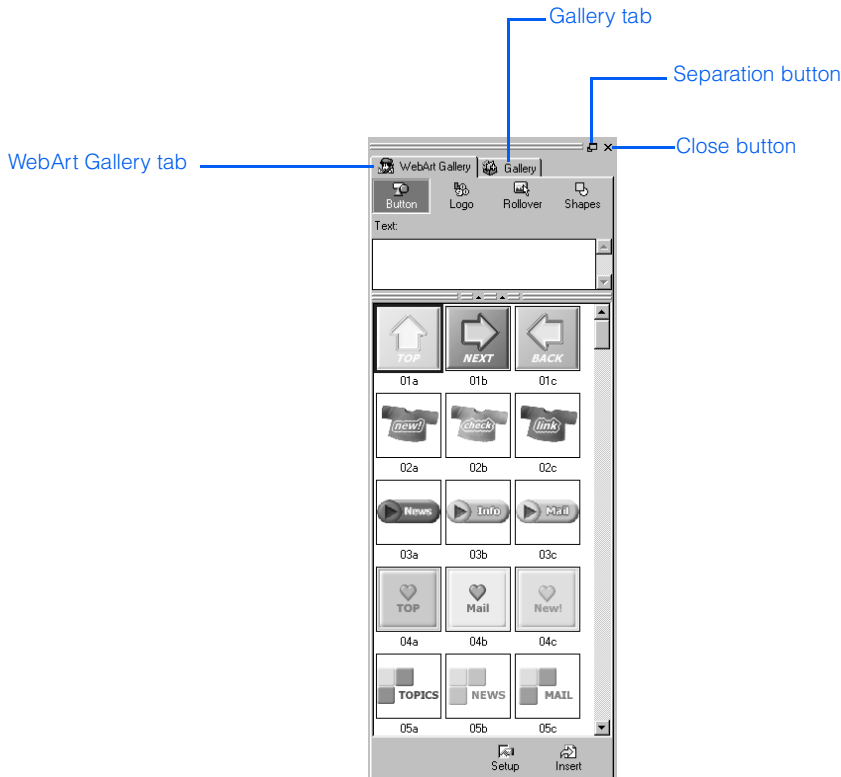
The main window of WebArt Designer consists of the following components:



For instructions on using WebArt Designer, see Chapter 16.

Template Gallery

You can create images by using the sample materials in the Template Gallery.



The separation button and the close button

At the top-right corner of the Template Gallery are the following buttons:



Separation button

If you click this button, the Template Gallery is separated from the main window, and you can place it anywhere you like. To re-join the separated Template Gallery and the main window, double-click the title bar of the Template Gallery.



Close button

If you click this button, the Template Gallery closes. To display the Template Gallery again, go to the menu bar and click **View → Template Gallery**.

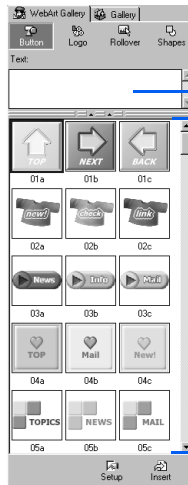
WebArt Gallery tab

The **WebArt Gallery** tab lists a number of images created with WebArt Designer. These images are saved in a special file format called *WebArt files (*.mif)*. You can paste one of these images on the Canvas, edit it, and save it in another file format.

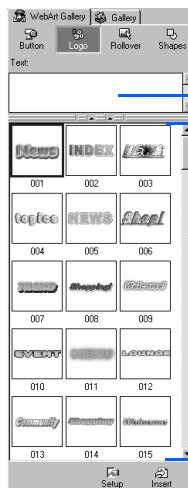
The **WebArt Gallery** tab contains the following four buttons:



Clicking this button displays the buttons available. Type text in the **Text** field, select the thumbnail of the button you want, and then click the **Insert** button. To change the shape or color of the button, go to the menu bar and click **Edit → Edit Object**.

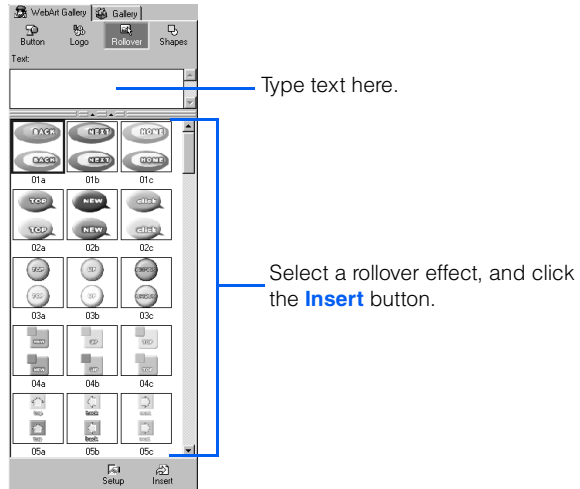


Clicking this button displays the logo files available. Type text in the **Text** field, select the thumbnail of the logo you want, and then click the **Insert** button. To change the font size or color of the logo, go to the menu bar and click **Edit → Edit Object**.

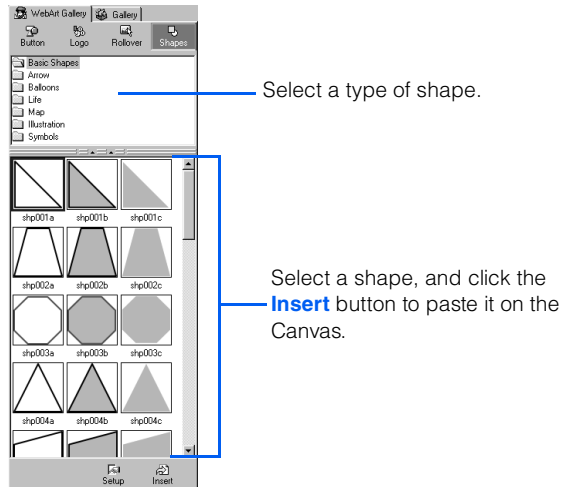




Clicking this button displays the rollover images available. Type text in the **Text** field, select the thumbnail of the rollover image you want, and then click the **Insert** button. The Create Rollover dialog appears. Specify the two images used for the rollover—the original image and the image that replaces the original one when the mouse pointer is moved over it—and then click the **Save Rollover** button. Follow the instructions on the Rollover Wizard dialogs.

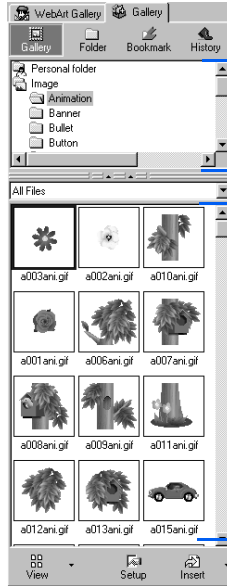


Clicking this button displays the shapes available. Select a shape from the list, and click the **Insert** button to paste it on the Canvas.



Gallery tab

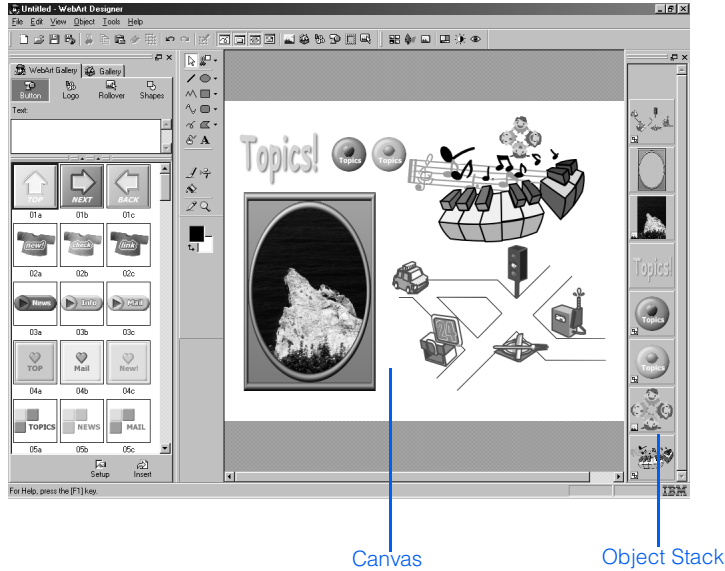
The **Gallery** tab provides mostly the same functions as those provided by the Site/Gallery View in the main program of Homepage Builder, except that the **Gallery** tab provides only image files.



Select a type of material, such as illustrations, buttons, or wallpaper.

Select an image, and click the **Insert** button to paste it on the Canvas.

Canvas and Object Stack



The blank rectangular area at the center of the main window, called the *Canvas*, is the area for editing objects.

On the right of the main window is the *Object Stack*, which displays thumbnails of the objects on the Canvas. In the Object Stack, the last object in the stack is shown at the bottom, and the first object at the top. An image in the Object Stack might be marked with one of the following icons:



Marks an image object—that is, an image file pasted on the Canvas or an object converted into an image object.



Signifies a hidden object. If you select an object and then click **Object → Hide** on the menu bar, the object is hidden from the Canvas, and the thumbnail of the object in the Object Stack is marked with this icon.



Marks the object currently being edited.



Marks grouped objects.

Menu bar

From the menu bar, you can access all the functions provided by WebArt Designer.

File Edit View Object Tools Help

File menu

Use the **File** menu to manipulate files, create a Canvas, and save objects.

Menu item	Description
New Canvas	Creates a new Canvas. If changes have been made to the Canvas currently open, a confirmation message appears.
New Canvas with Specified Size	Creates a new Canvas with the specified size. The Canvas Settings dialog appears, and you can specify the size of the Canvas. If changes have been made to the Canvas currently open, a confirmation message appears.
Open Canvas	Opens a Canvas that has been saved. The Open Canvas dialog appears, and you can specify the file you want to open. You can open a file with any of the following file formats: <ul style="list-style-type: none">• WebArt files (*.mif)• GIF files (*.gif)• JPEG files (*.jpeg, *.jpg, *.jpe)• PNG files (*.png)• Bitmap files (*.bmp)• Windows Metafile files (*.wmf, *.emf)• TIFF files (*.tiff, *.tif)• FlashPix files (*.fpx)• Photo CD files (*.pcd)• DCM files (*.dcm)
Save Canvas	<p>Saves a Canvas. If you save a Canvas in WebArt file format, you can open it again with the Open Canvas menu and edit it. If you save it in another format (for example, as a GIF file or a JPEG file), the object information is not retained. Therefore, if you want to edit the Canvas later, be sure to save it in WebArt file format. When you have finished with the Canvas, save it by selecting the Save Wizard for Web menu instead of this menu.</p> <p>When you save a Canvas for the first time, the Save Canvas As dialog appears. Specify a location and a file name for the Canvas.</p>
Save Canvas As	Saves a Canvas with a new name. In the Save Canvas As dialog, specify the location and the name of the file to be saved. You can save a file in any of the following file formats: <ul style="list-style-type: none">• WebArt files (*.mif)• GIF files (*.gif)• JPEG files (*.jpeg, *.jpg, *.jpe)• PNG files (*.png)• Bitmap files (*.bmp)

Menu item	Description
Send Object To	<ul style="list-style-type: none"> • Homepage Builder: Inserts the selected object at the position of the cursor in the page editing area of Homepage Builder. • Personal Folder: Saves the selected object in the Personal Folder.
Save Object	Saves the selected objects in WebArt file format (*.mif). Select this menu if you do not need to save the Canvas or if you want to reduce the file size.
Save Wizard for Web	Saves the selected objects in GIF, JPEG, or PNG format. Select this menu if you want to save the objects in a format that can be easily handled by Web pages.
Preferences	Enables you to set WebArt Designer options.
(Recent files)	A list of files that have been recently used appears at this position. If you click the name of a file, that file opens.
Exit	Closes WebArt Designer. If the Canvas being edited has not been saved, a message appears, asking if you want to save the Canvas.

Edit menu

Use the **Edit** menu to edit objects on the Canvas.

Menu item	Description
Undo	Cancels the most recent operation and restores the edited object to its previous status.
Redo	Performs the operation previously canceled with the Undo menu.
Cut	Cuts the selected object and copies it to the Clipboard.
Copy	Copies the selected object to the Clipboard.
Paste	Pastes the content of the Clipboard onto the Canvas.
Paste Object Attribute	Applies an attribute of the selected object (color, size, text, font name, edge outline, or effect) to the copy destination object. Use this menu when, for example, you want to match the color of two objects.
Delete	Deletes the selected object. You can delete one or more objects at once.
Duplicate	Makes a duplicate of the selected object. You can duplicate one or more objects at once.
Paste from File	Opens an image file and pastes the objects in that file onto the Canvas.
Paste from Gallery	Loads a file from the Gallery and pastes the objects it contains onto the Canvas.
Paste from TWAIN Device	Loads an image from a TWAIN device and pastes it onto the Canvas as an image object.
Select All	Selects all the objects on the Canvas.

Menu item	Description
Cancel Selection	Deselects all the selected objects on the Canvas.
Select Next	Selects the next object in the Object Stack.
Select Previous	Selects the preceding object in the Object Stack.
Edit Object	Enables you to edit the selected object. If you have selected a logo, a button, a photo frame, or a shape object, a dialog for editing such attributes as text, color, outline, effect, shape, position, and size appears. If you have selected an image object, you can edit its size and position only.
Edit Anchor Points	Enables you to change the line length or the shape of the curved line by dragging any of the square marks that appear on the apexes of the selected line.
Close Curve	Draws a straight line between the starting and ending points of the selected curved line.
Canvas Settings	Changes the size and color of the current Canvas. The Canvas Settings dialog appears.
Get Page Background Information	Obtains the page background color (or image) from the page open in the page editing area of Homepage Builder, and uses it as the background color (or image) of the Canvas. Use this menu to check how an object looks on the page background.

View menu

Use the **View** menu to change the view of a Canvas or to show or hide the components in the main window. Even if you use this menu to change the size of a Canvas, the actual Canvas size, or file size, is not changed.

Menu item	Description
Zoom In	Zooms in on the Canvas. From the submenu, select the power: x 2 , x 3 , or x 4 .
Zoom Out	Zooms out from the Canvas. From the submenu, select the power: x 1/2 , x 1/3 , or x 1/4 .
Actual Size	Displays the Canvas at actual size.
Show Grid	Shows or hides a grid on the Canvas. A grid is a set of horizontal and vertical lines that helps you align and size objects.
Snap to Grid	Adjusts objects to the grid. If you select this menu and then move or resize an object on the Canvas, the position and size of the object are adjusted to the grid.
Standard Toolbar	Shows or hides the Standard toolbar.
Operation Toolbar	Shows or hides the Operation toolbar.
Image Toolbar	Shows or hides the Image toolbar.
Status Bar	Shows or hides the status bar.

Menu item	Description
Template Gallery	Shows or hides the Template Gallery. The Template Gallery is used for pasting objects on a Canvas.
Object Stack	Shows or hides the Object Stack. The Object Stack is used for changing the stack level of an object.
Color Palette	Shows or hides the Color Palette. The Color Palette is used for setting a color when a line or shape is drawn with a brush.

Object menu

Use the **Object** menu when you edit objects. WebArt Designer supports six types of object: logo objects, button objects, photo frame objects, clipart objects (Windows metafiles), shape objects, and image objects. You can change attributes of the objects of the first five types. You can paint or add an effect to image objects.

Menu item	Description
Select Object	For use in selecting an object. Select this menu, and then click the object.
Create Logo	For use in creating a logo object. Follow the instructions on the wizard dialogs to specify such information as the logo text.
Create Button	For use in creating a button object. Follow the instructions on the wizard dialogs to specify such information as the shape and color of the button to be created.
Create Photo Frame	For use in creating a photo frame object. Follow the instructions on the wizard dialogs to specify such information as the shape and color of the photo frame to be created.
Create Shape	For use in creating or editing a shape that can be inserted into a Web page. Select a drawing tool from the submenu, and draw a shape by dragging the mouse on the Canvas.
Create Rollover	For use in creating an image having a rollover effect. A rollover effect switches an image to another when the mouse pointer is placed over the original image. Before selecting this menu to create a rollover image, you must first create two images on the Canvas.
Select as Rollover Image	For use in creating a rollover image by using the selected object as either the original image or the replacement image. When the Create Rollover dialog appears, select the other image on the Canvas and then click the Select button. Then click the Save Rollover button and follow the instructions on the wizard dialogs.
Hide	Hides the selected object. The hidden object is marked with an X at the bottom left of the image on the Object Stack. To show the hidden object, select the object and this menu again.

Menu item	Description
Overlap	<p>Moves the selected object to the selected position in the Object Stack. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Bring to Front: Moves the object to the front of the Object Stack. • Send to Back: Moves the object behind the other objects in the Object Stack. • Bring Forward: Moves the object forward one position in the Object Stack. • Send Backward: Moves the object backward one position in the Object Stack.
Flip	<p>Flips the selected object either vertically or horizontally. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Flip Vertically: Flips the object top to bottom. • Flip Horizontally: Flips the object left to right.
Rotate	<p>Rotates the selected object. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Rotate 90 Degrees to the Left: Rotates the object 90 degrees to the left. • Rotate 90 Degrees to the Right: Rotates the object 90 degrees to the right. • Rotate 180 Degrees: Rotates the object 180 degrees. • Specify Angle: Rotates the object by the specified number of degrees. In the Rotate Object dialog, specify the angle and the direction.
Align	<p>Aligns the selected objects. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Left: Aligns the left edges of the objects to the left edge of the selected area. • Vertical Center: Aligns the vertical center of each object to the vertical center of the selected area. • Right: Aligns the right edges of the objects to the right edge of the selected area. • Top: Aligns the top of the objects to the top of the selected area. • Horizontal Center: Aligns the horizontal center of each object to the horizontal center of the selected area. • Bottom: Aligns the bottom of the objects to the bottom of the selected area. • Center: Aligns the center of the objects to the center of the selected area. <p>For example, if you want to place a logo in the middle of a button, select both the button and the logo, and then click Object → Align → Center on the menu bar.</p>
Rasterize	<p>Converts a logo object, a button object, or a photo frame object into an image object. Once an object is rasterized, you can no longer change its attributes. You can, however, paint it or add an effect on it.</p>
Duplicate and Rasterize	<p>Makes a copy of the selected object and then converts the copy into an image object. Use this menu when you want to keep the original object as is.</p>
Remove Extra Space	<p>Removes any extra space around the selected image object.</p>
Group	<p>Groups the selected objects into a single image object. You can handle the grouped objects as a single object, or you can cancel a grouping. Select one of the following from the submenu:</p> <ul style="list-style-type: none"> • Group: Groups multiple elements into a single object. • Ungroup: Cancels the grouping. • Regroup: Regroups the elements that have been ungrouped.

Tools menu

Use the **Tools** menu to edit image objects. If an object other than an image has been selected, a dialog appears, asking you if you want to convert it into an image object. If you want to convert it into an image and then edit it, click the **Yes** button.



After an object is converted into an image, you can no longer change its attributes.

Menu item	Description
Paint	Enables you to paint on an image object. Select a paint tool from the submenu, select an image object on the Canvas, and then use the tool on the image. <ul style="list-style-type: none">• Eraser: For use in erasing an area of your drawing. Drag the mouse over the area to be erased. This tool is useful for erasing a small area.• Pen: For use in writing text or drawing pictures freehand.• Brush: For use in writing text, drawing pictures, or painting freehand.• Airbrush: For use in applying the spray effect to an object.• Fill: For use in painting a shape or an area out. Click the object or the area you want to paint out.• Transparent Fill: For use in painting a shape or an area out by "coloring" it transparent.
Crop	Enables you to crop a part of an object to create an image object. From the submenu, select one of the following crop types: Rectangle , Ellipse , Polygon , or Freehand . Then, on the Canvas, specify the area of an object to be cropped. A duplicate copy of the specified area is created as a new image object.
Effect	Applies an effect to an image object. In the Effect Palette dialog, select an effect.
Shadow Effect	Adds a shadow to an image object. In the Shadow Effect dialog, specify the direction and distance of the shadow.
Button Effect	Applies a button effect to an image object. In the Button Effect dialog, specify concave or convex, and specify the darkness of the shadow for the button by moving the slider.
Color Tone	Adjusts the color tone of an image object. In the Adjust Color Tone dialog, adjust the saturation, color balance, and brightness of the object.
Brightness and Contrast	Adjusts the brightness and contrast of an image object.
Red Eyes	Corrects red eyes on a photographic image. In the Correct Red Eyes dialog, specify the correct color of the eyes and then click the red eyes.
Gradation	Creates a gradation of your own. The gradation you have created can be saved as a file and be applied to a logo, a button, a photo frame, or a shape.
AnimatedGif Designer	Starts AnimatedGif Designer for use in creating animated GIF files.

Help menu

Use the **Help** menu to read the online help or to refer to the version information of WebArt Designer.

Menu item	Description
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
About WebArt Designer	Displays the version of WebArt Designer.

Toolbars

A toolbar contains buttons corresponding to the menu items that are used often. By using a toolbar, you can perform operations just by clicking a button. You can also move any toolbar by dragging the left side of it.

Standard toolbar

The Standard toolbar contains the buttons that are used most often.



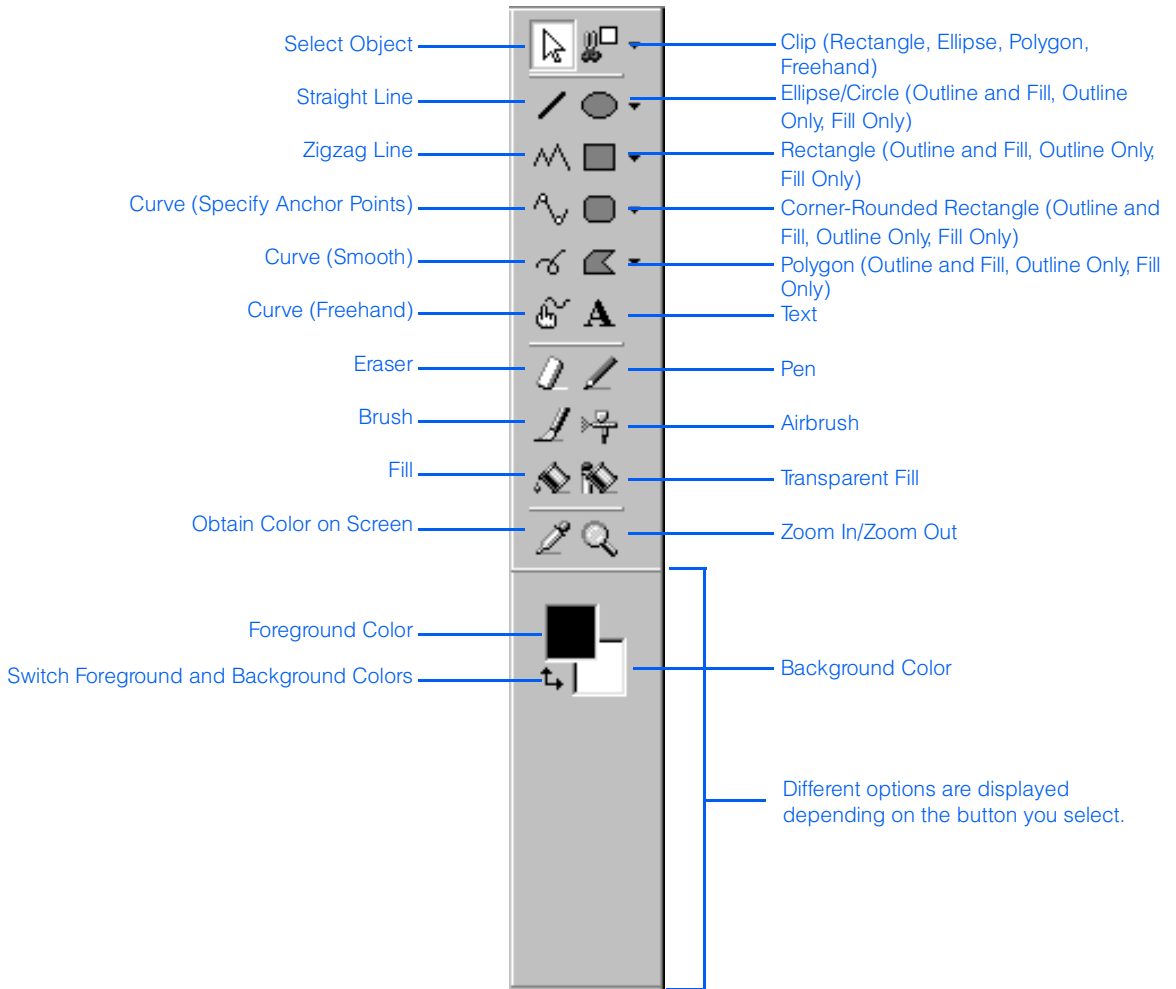
Image toolbar

The Image toolbar contains buttons for editing image objects.



Operation toolbar

Use the Operation toolbar to draw shapes. It contains buttons for the functions that are used often in drawing.



Status bar

The status bar is at the bottom of the main window. If you move the mouse pointer over the main window, information about the window component on which the pointer is placed is shown on the status bar.



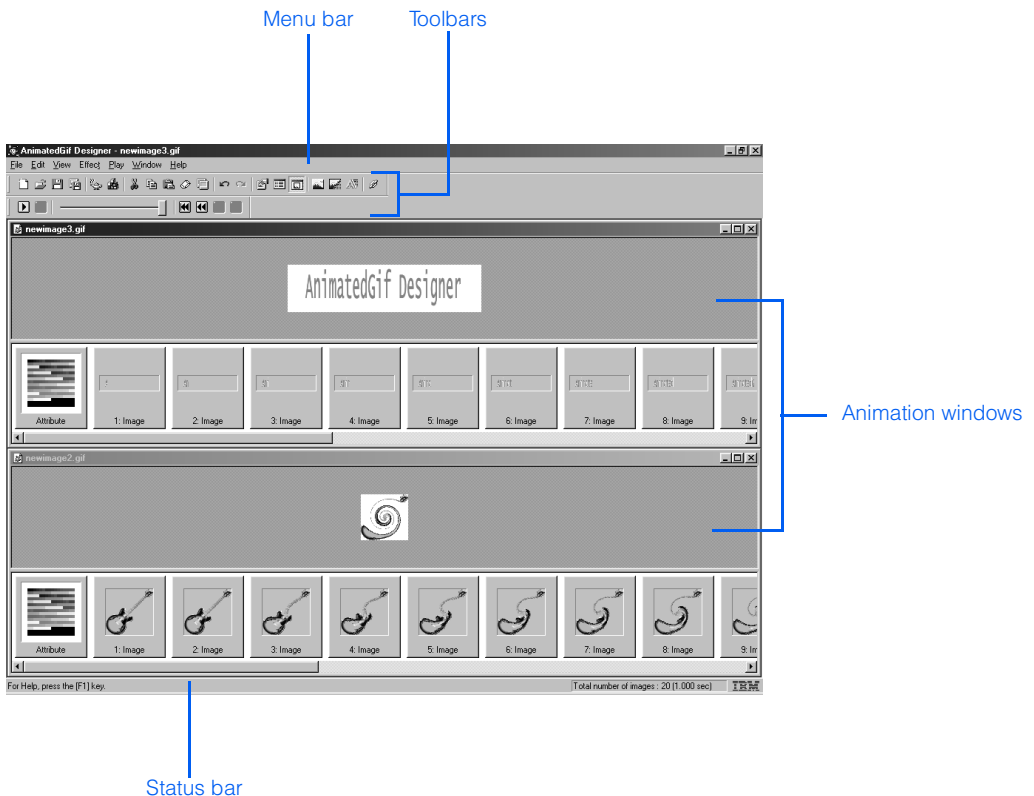


Functions of AnimatedGif Designer

AnimatedGif Designer is a program for creating animated GIF files. An *animated GIF* is a series of image files in GIF format, displayed sequentially to give the appearance of an animation. You can insert an animated GIF into a page in the same way as a regular GIF image file. You can create an animated GIF from either multiple images or a single image. This section explains each component in the AnimatedGif Designer main window and the functions you can invoke from the menu bar and the toolbars.

AnimatedGif Designer main window

The main window of AnimatedGif Designer has the following components:



For instructions on using AnimatedGif Designer, see Chapter 17.

Animation window

An animation window is used for editing an animation. This window is displayed when you create a new animation or edit an existing one. A single animation window corresponds to a single animated GIF file. By opening multiple animation windows, you can edit multiple animated GIF files at the same time.

An animation window is composed of two parts: the image display window (the upper part) and the frame display window (the lower part). Each element in an animation is called a *frame*.

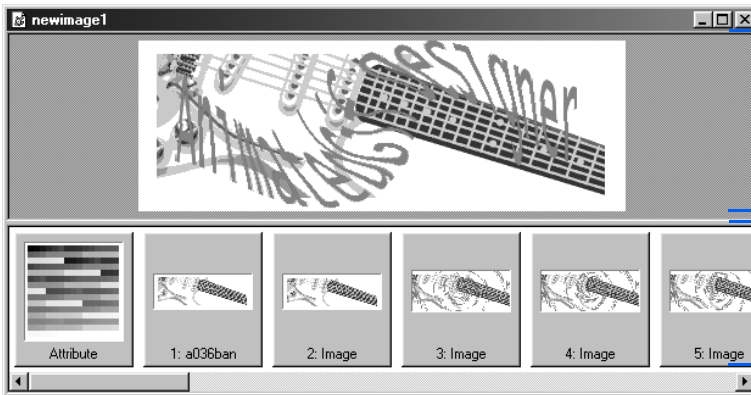
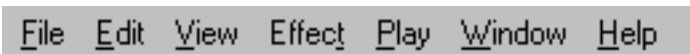


Image display window:
The frame selected in the frame display window is displayed here.

Frame display window:
The elements, or frames, that compose the animation are displayed here in the order in which they are shown.

Menu bar

From the menu bar, you can get access to all the functions provided by AnimatedGif Designer.



File menu

Use the **File** menu to manipulate animated GIF files. For example, you can start a wizard that enables you to create an animation easily, step by step.

Menu item	Description
New	Creates a new animated GIF file.
Open	Opens an existing animated GIF file. In the Open dialog, specify the file you want to open.
Close	Closes the current animated GIF file. If changes have been made, a message appears, asking if you want to save the changes.
Save	Saves the current animated GIF file. If the animation has never been saved, the Save As dialog appears.
Save As	Saves the current animated GIF file with a new name. In the Save As dialog, specify the file name.
Send To	<ul style="list-style-type: none">• Homepage Builder: Inserts the current animated GIF file into the page open with Homepage Builder.• Personal Folder: Saves the animated GIF file in the Personal Folder.
Save Frame	Saves the frame selected in the frame display window as a separate GIF file. In the Save Image As dialog, specify the file name. Use this menu when you want to use an image included in an existing animated GIF file.
Simplified Optimization	Reduces the size of an animated GIF file by optimizing, with the default options, the color palette and the frames used by the selected animated GIF file. The optimized animation is shown in a new animation window. (The original animation remains unchanged.)
Customized Optimization	Reduces the size of an animated GIF file by optimizing, with the options you specify, the color palette and the frames used by the selected animated GIF file. The optimized animation is shown in a new animation window. (The original animation remains unchanged.)
Animation Wizard	Enables you to create an animated GIF file by following the instructions on the wizard.
Open from Gallery	Creates an animated GIF file by using one of the materials offered by AnimatedGif Designer. From the list of materials, select the one you want to use for the animation.
Preferences	Enables you to set AnimatedGif Designer options.
(Recent files)	The files that have been used recently are listed at this position. Click the name of a file to open it.
Exit	Closes AnimatedGif Designer. If the files being edited have not been saved, a message appears for each file, asking if you want to save them.

Edit menu

Use the **Edit** menu to edit each of the frames that compose an animation.

Menu item	Description
Undo	Cancels the most recent operation and restores the file to its previous state.
Redo	Performs the operation previously canceled with the Undo menu.
Cut	Cuts the selected frames and copies them onto the Clipboard.
Copy	Copies the selected frames onto the Clipboard.
Paste	Pastes the content of the Clipboard in front of the frame currently selected.
Delete	Deletes the selected frames.
Duplicate	Makes a copy of each selected frame and inserts the copy in front of the corresponding original frame.
Select All	Selects all the frames in an animated GIF file.
Reverse Selection	Reverses the selection of frames—that is, deselects the selected frames, and selects the unselected frames.
Invert Frame Order	Reverses the order of the selected frames. For example, if you select frames 1, 2, 3, 4 in that order, the new order will be 4, 3, 2, 1.
Insert Image	Inserts another frame, or image, in front of the frame selected. In the Insert Image dialog, select the file you want to insert. You can insert more than one file.
Insert Image from TWAIN Device	Loads images from a TWAIN-compliant device connected to your PC. The Open Image from TWAIN Device dialog appears.
Insert Comments	Inserts a comment frame in front of the currently selected frame. In the comment frame, you can record such information as the date the animation was created and the name of the person who created it. The comment frame does not appear when you play the animation.
Flip	Flips the selected frames. From the submenu, select either Vertically or Horizontally .
Rotate	Rotates the selected frames. From the submenu, select 90 Left , 90 Right , or 180 .
Move or Resize	Changes the position or the size of the image displayed in the image display window.
Get Page Background Information	<p>Obtains the page background color (or image) from the page open in the page editing area of Homepage Builder, and sets a similar color for the background of the animation. If you select this menu, the background color of the attribute frame (the first frame in an animation window) changes into almost the same color as the background color of the page.</p> <p>Use this menu when you want to add text having the antialias attribute (that is, without the jagged edges) on a transparent background. AnimatedGif Designer blends the page background color with the text color so that the text can have smooth edges.</p>

Menu item	Description
Change Total Animation Time	Changes the total time for playing an animation. In the Change Total Animation Time dialog, specify the new total time.
Change Properties of Selected Frames	Changes the properties of all of the selected frames at the same time. In the Change Properties of Selected Frames dialog, specify the properties of the frames.
Frame Properties	Displays or changes the properties of the selected frame. If you select the attribute frame, the properties for the entire animation are displayed. If you select an image frame, the properties of that image frame are displayed. If you select a comment frame, the comments are displayed.

View menu

Use the **View** menu when you want to change the view of the AnimatedGif Designer window.

Menu item	Description
Zoom In	Zooms in on the image in the image display window. From the submenu, select the power: x 2 , x 3 , or x 4 .
Zoom Out	Zooms out from the image in the image display window. From the submenu, select the power: x 1/2 , x 1/3 , or x 1/4 .
Actual Size	Displays the image at actual size.
Show Grid	Shows or hides a grid. A grid is a set of horizontal and vertical lines that appears in the image display window.
Snap to Grid	Adjusts images to the grid. If you select this menu and then move or resize the image in the image display window, its position or size is adjusted to the grid.
Show Active Image Only	If you select this menu, only the selected image appears in the image display window. If you deselect this menu, a synthesis of that frame and the preceding frame is displayed.
Show Frames	Switches the view of the frames in the frame display window. From the submenu, select As List or As Thumbnails . Initially, As Thumbnails is selected.
Thumbnail Size	Specifies the size of each frame in the frame display window (thumbnail view). From the submenu, select 64 x 64 , 80 x 80 , 96 x 96 , or 128 x 128 pixels.
Standard Toolbar	Shows or hides the Standard toolbar.
Play Toolbar	Shows or hides the Play toolbar.
Status Bar	Shows or hides the status bar.

Effect menu

Use the **Effect** menu to add an animation effect.

Menu item	Description
Add Animation Effect	Creates an animation by applying an effect to the selected frame. In the Create Animation Effect dialog, select the effect you want to apply.
Add Animated Banner	Creates an animated banner by adding text to the selected frame and applying an effect to the text. In the Create Animated Banner dialog, type the text and select an effect.

Play menu

Use the **Play** menu to play back, or preview, an animation.

Menu item	Description
Start	Starts previewing an animation.
Stop	Stops previewing an animation.
Show First Frame	Selects and shows the first frame.
Show Previous Frame	Selects and shows the frame that precedes the currently selected frame.
Show Next Frame	Selects and shows the frame that follows the currently selected frame.
Show Last Frame	Selects and shows the last frame.

Window menu

Use the **Window** menu to change the view of multiple animation windows that are open.

Menu item	Description
Cascade	Arranges the open windows in a cascaded form; the windows overlap, but all their captions are visible.
Tile	Arranges the open windows like tiles.
Arrange Icons	Arranges icons that represent minimized windows.
(Files currently open)	Enables you to select a file from the list of files currently open and display the file in the topmost window.

Help menu

Use the **Help** menu to see the online help or the version information.

Menu item	Description
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
About AnimatedGif Designer	Displays the version of AnimatedGif Designer.

Toolbars

A toolbar contains buttons corresponding to the menu items that are used often. By using the toolbar, you can perform operations just by clicking a button.

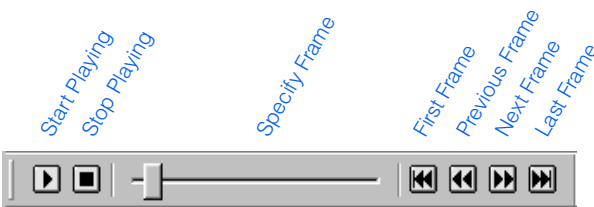
Standard toolbar

The Standard toolbar contains the buttons that are used most often.



Play toolbar

Use the Play toolbar to preview an animation.



Status bar

The status bar, which is at the bottom of the main window, displays a brief description of a menu item or information on the animated GIF file you are editing.



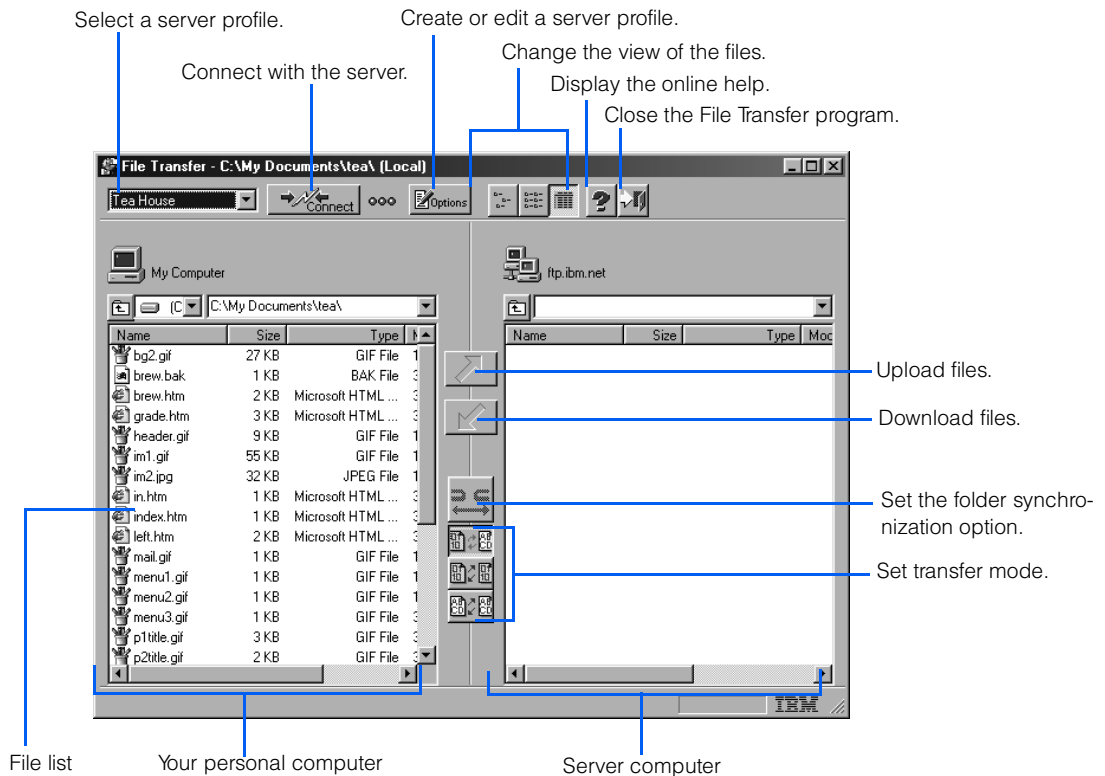


Functions of File Transfer

File Transfer is an FTP program offered by Homepage Builder. Although you can upload files by the site or page by using the Homepage Builder main program, you use the File Transfer program to upload individual files or to delete files from the server. This section explains each component in the File Transfer main window and the functions you can invoke from the buttons and shortcut menus.

File Transfer main window






















The left side of the main window represents your personal computer, and the right side represents the server computer. If you have already created server profiles by using Homepage Builder, select the name of a profile from the list box at the top left of the window, and then click the **Connect** button. After connection is made, a list of the files in the site folder on your PC is shown on the left side of the window, and a list of the files in the site folder on the server is shown on the right side. If you haven't created a server profile, first click the **Options** button to create one.



For instructions on using the File Transfer program, see Chapter 15.

Buttons

The following are the buttons in the main window of File Transfer:

Button	Description
	<p>Use this button to connect to the server. Before clicking this button, select the name of a server profile from the drop-down list to the left of this button.</p> <p>If connection is successful, the button changes to ; you can use it to disconnect from the server.</p>
	<p>Use this button to create or change a server profile.</p>
	<p>Use this button to change the view of the files. The initial setting is , which shows the name, size, type, and updated date and time of each file.</p>
	<p>Use this button to display the online help for the File Transfer program.</p>
	<p>Use this button to close the File Transfer program.</p>
	<p>Use this button to move to the parent folder of the current folder. (If you want to move to a child folder, double-click the folder name on the file list.)</p>
	<p>Use this button to upload or download files between your PC and the server. To upload files to the server, select the files and then click . To download files from the server to the PC, select the files and then click .</p>
	<p>Use this button to synchronize the control of the directories on the PC and the server, provided that the directories affected have the same structure on both machines. For example, assume that folder public_html is displayed on both the PC file list and the server file list. If you move to directory public_html in the PC file list by double-clicking the folder name, the control on the server also moves to public_html.</p> <p>To start synchronization, click this button so that it changes to . To cancel synchronization, click  again so that the button returns to .</p>
	<p>Use this button to select transfer mode. The initial setting is . Do not change this setting unless you have a special reason.</p> <ul style="list-style-type: none"> • If you want to switch transfer mode automatically by file type, select . The file type is determined by the file extension. To check or change the settings, click  to display the Server Profile dialog and then click the Auto Mode Option tab. • If you always want to transfer files in binary mode, click . • If you always want to transfer files in text mode, click .

Shortcut menus

The File Transfer program offers shortcut menus instead of a menu bar. If you right-click on a file list, a shortcut menu appears. If you want to do an operation on a certain file, right-click on that file. To do an operation on two or more files, first select them by holding down the Shift or the Ctrl key while clicking the file names, and then right-click on them.


Shortcut menu for the PC file list

If you right-click on the file list on the left side of the window, a shortcut menu that contains the following menu items appears:

Menu item	Description
Change Folder	Moves the selected file or folder into another folder. In the Select Folder dialog, select the destination folder.
New Folder	Creates a new folder on the PC under the selected folder.
Rename	Renames the currently selected file or folder on the PC.
Delete	Deletes the selected files or folders on the PC. The deleted files and folders are moved to the Windows Recycle Bin.
Convert to Lowercase	Converts all the file names in the PC file list into lowercase characters. For example, HomePage.html is changed to homepage.html .
List Files Not on Server	Lists the files that are included in the current folder on the PC but not in the current folder on the server. This is a quick way to find out which files have not been uploaded to the server. To return the file view to the original state, press the F5 key.
List Updated Files	Lists the PC files that are newer than the same files on the server by having the system compare the files in the current folder on the PC with those in the current folder on the server. This tells you which files have been updated since the last upload. To return the file view to the original state, press the F5 key.
Refresh	Refreshes the contents of the file list displayed.
Select All	Selects all the files and folders on the PC file list.

Shortcut menu for the server file list

If you right-click on the file list on the right side of the window, a shortcut menu that contains the following menu items appears:

Menu item	Description
New Folder	Creates a new folder on the server under the selected folder.
Rename	Renames the selected file or folder on the server.
Delete	Deletes the selected files or folders on the server.
Change Access Permission	<p>Changes the access permission on the server files and folders. Select the files whose access permission you want to change, and then select this menu. Set the new access permission in the dialog that is displayed. The access permission is changed.</p> <p> For servers of some types, you might not be able to change the access permission. For details, contact the provider or the server administrator.</p>
Move to Home Folder	Moves from the current directory of the server to the home directory. Use this menu when you want to check your own home directory—that is, the login directory.
List Files Not on PC	Lists the files that are in the current folder on the server but are not in the current folder on the PC. This tells you which files exist only on the server. To return the file view to the original state, press the F5 key.
List Updated Files	Lists the server files whose dates are later than those on the PC. To return the file view to the original state, press the F5 key.
Refresh	Refreshes the contents of the file list currently displayed.
Select All	Selects all the files and folders on the server file list.

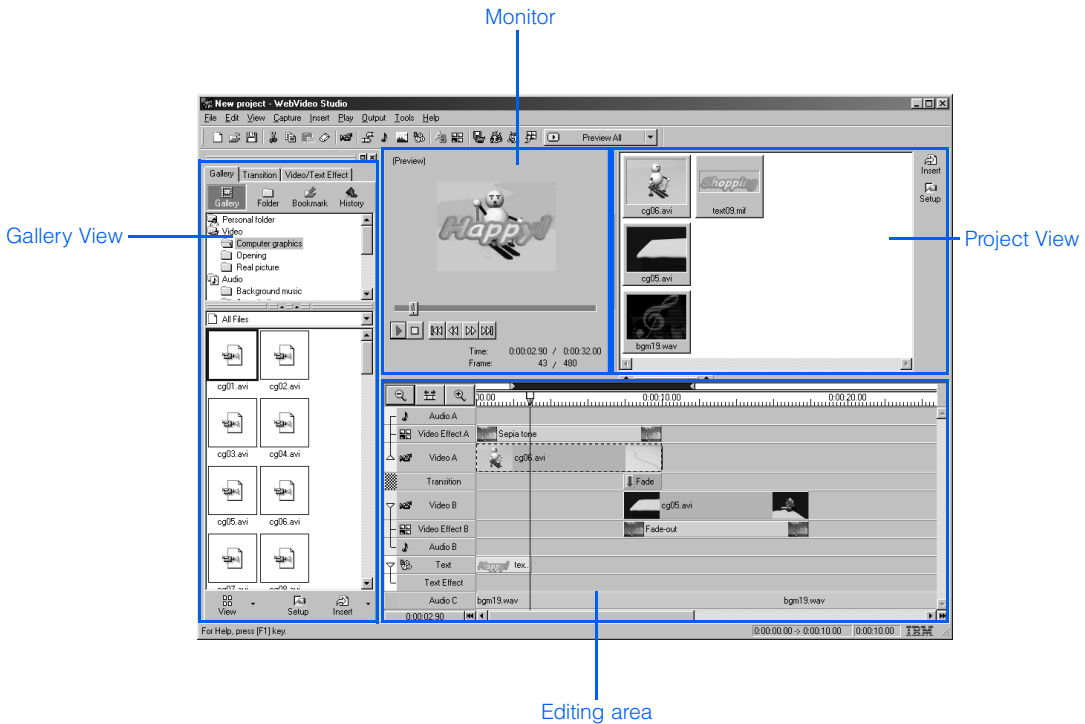


Functions of WebVideo Studio

The video-editing program called *WebVideo Studio* is one of the accessory tools provided by Homepage Builder. It enables you to load and capture video from your digital video camera, edit it, and generate output such as a video file or an animated GIF file. You can easily insert a video file into a page being edited with Homepage Builder.

WebVideo Studio main window

The main window of WebVideo Studio has the following components:



For instructions on using WebVideo Studio, see Chapter 18.

Menu bar

From the menu bar, you can get access to all the functions provided by WebVideo Studio.

File Edit View Capture Insert Play Output Tools Help

File menu

WebVideo Studio manages video data and the related information in units called *projects*. Use the **File** menu to manipulate your project.

Menu item	Description
New Project	Creates a new project.
Open Project	Opens an existing project file.
Save Project	Saves the current project.
Save Project As	Saves the current project with a new project name.
New Project with Video Creation Wizard	Enables you to create a project easily and interactively by use of the Video Creation Wizard. When the Wizard starts, follow the instructions on the dialog.
Open Welcome Dialog	Opens the Welcome to WebVideo Studio dialog.
Preferences	Enables you to set options for WebVideo Studio.
(Recent Files)	The files that have been used recently are listed at this position. Click the name of the file you want to open.
Exit WebVideo Studio	Closes WebVideo Studio.

Edit menu

Use the **Edit** menu to edit your video.

Menu item	Description
Cut	Cuts the selected clip, and copies it onto the Clipboard.
Copy	Copies the selected clip onto the Clipboard.
Paste	Pastes the contents of the Clipboard at the position of the cursor.
Delete	Deletes the selected clip.
Select All	Selects all the clips in the editing area.
Invert Selection	Reverses the selection of clips in the editing area.

Menu item	Description
Split Clip at Cursor	Splits a clip at the position of the cursor.
Separate Video and Audio	Separates a video clip from the associated audio clip so that you can edit them separately.
Copy Monitor Image	Copies the image shown on the Monitor onto the Clipboard so that you can paste the copy into another application.
Set Marker at Previous Cursor	Puts a marker at the position of the cursor on the timeline in the editing area. You can use the marker to specify the image frame to be used in creating an animated GIF or sequential photographs.
Marker List	Displays a list of markers.
Set Background Color	Specifies a color for the margin of the Monitor area.
Properties	Specifies the properties of the selected clip.

View menu

Use the **View** menu to display or hide some components, such as the toolbar, of the main window.

Menu item	Description
Toolbar	Displays or hides the toolbar.
Gallery View	Displays or hides the Gallery View.
Status Bar	Displays or hides the status bar.
Timeline Scale	Changes the unit of scale for the timeline in the editing area.

Capture menu

Use the **Capture** menu to load video data into your personal computer.

Menu item	Description
Video Camera	Loads video data from your digital video camera.
Capture Settings	Displays the Capture Settings dialog. You can specify the resolution of the video to be captured, or the format for compression.

Insert menu

Use the **Insert** menu to insert a file—for example, a video file, an audio file, a video effect, or text—into your project.

Menu item	Description
Video File	Inserts a video file into the editing area.
Audio File	Inserts an audio file into the editing area.
Image File	Inserts an image file into the editing area.
Text	Inserts text, such as the title, into the editing area.
Transition	Inserts a transition into the editing area.
Video or Text Effect	Adds an effect to the selected video clip or the text clip.

Play menu

Use the **Play** menu to manipulate the Monitor.

Menu item	Description
Preview All	Plays back the entire project.
Preview Selection	Plays back only the selected range of the project.
Play	Plays back the selected video clip or audio clip.
Stop	Stops playing back a project or a clip.
First Frame	Moves to the first frame.
Previous Frame	Moves to the preceding frame.
Next Frame	Moves to the next frame.
Last Frame	Moves to the last frame.
Set Beginning of Clip	Trims the front (left) part of the clip at the position of the play slider on the play bar in the Monitor.
Set End of Clip	Trims the back (right) part of the clip at the position of the play slider on the play bar in the Monitor.

Output menu

Use the **Output** menu to generate an output file from the video you have edited.

Menu item	Description
Output Video to File	Generates a video file from the project.
Send to Homepage Builder	<ul style="list-style-type: none">• As Video: Creates a video file and inserts it into the page being edited with Homepage Builder.• As Animated GIF: Creates an animated GIF file and inserts it into the page being edited with Homepage Builder.• As Sequential Photographs: Picks out the specified number of images from the project to create sequential photographs, and inserts them into the page being edited with Homepage Builder. You can either pick out images from a certain part of the video specified by time, or use images that you have already marked.
Specify Output Range	Displays the Select Output Range dialog to set the position of the range-selection sliders.
Output Settings	Sets options for the video file to be generated.

Tools menu

Use the **Tools** menu to start the main program of Homepage Builder or one of the tools it provides.

Menu item	Description
Homepage Builder	Starts the main program of Homepage Builder.
AnimatedGif Designer	Starts AnimatedGif Designer.
WebArt Designer	Starts WebArt Designer.

Help menu

Use the **Help** menu to view the online help or check the version of the program.

Menu item	Description
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
About WebVideo Studio	Displays the version of WebVideo Studio.

Toolbar

The toolbar contains buttons for the most frequently used menu items. By using the toolbar, you can perform operations just by clicking a button.



Status bar

The status bar is at the bottom of the main window. It displays an explanation of a menu item or information on each clip.



Displays the start time and the end time of the selected clip.

Displays the length (duration) of the selected clip.

(Each value is shown in the form of *hour:minute:second:hundredths of a second.*)

Creating Web pages accessible to everyone

21

What can you do to make your Web pages more usable and universally readable? This chapter gives you some tips on how to design Web pages accessible to everyone—including people with disabilities and older persons—and introduces a tool that evaluates the accessibility of your pages.

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- ★★ Web pages that are friendly to users with physical disabilities 367
- ★★ Checking pages for accessibility 368



Web pages that are friendly to users who are blind

Blind users can navigate pages through the use of screen reader software or a talking browser that reads pages with synthesized speech. For these Web site visitors, you should provide textual equivalents for nontextual information in their pages, including images and video. This provides visitors who are blind with an alternative way to interact with the page.



When screen reader software reads a Web page created in free layout mode, it does not read in the order in which the page is presented on a Web browser.

The following are some tips on designing pages accessible to visually handicapped users.

Provide alternative text for each image

By providing alternative text for images, you can go a long way towards making your pages accessible to most users with visual disabilities. One attribute of the `` tag, *alt*, can be used to provide alternative text, as follows:

```
<IMG src="tea.gif" alt="tea leaf">
```

The text following *alt*=, called *alternative text*, explains the contents of the image with text. In this example, the alternative text ("tea leaf") explains the contents of `tea.gif`, which is a photograph of a tea leaf.

On a browser that supports only text, the alternative text is displayed instead of the image, and a screen reader application reads it aloud. In addition, the user who uses a general Web browser, but chooses to improve page loading by not displaying images, views alternative text instead of images.

If a link is set on an image, you must provide alternative text for that image so that blind users can learn of the link by use of a talking browser and jump to its destination if they wish.

Give a title to each page

When a visitor to your Web site views your page on a browser, the page title is shown on the title bar, which is at the top of the browser window. Because a screen reader reads this title out before any text on the page, it gives a screen-reader user the primary information on your page. A page title is specified between the `<TITLE>` and `</TITLE>` tags, as follows:

```
<TITLE>How to brew tea</TITLE>
```

In this example, the page title is "How to brew tea."

If your Web site uses frames, be sure to include titles on each of the frame pages. Then, in text and talking browsers, the frames show up as a list of titles.

Provide alternative text for each area in an image map

An image map contains multiple links on a single image. As with ordinary image files, you should provide alternative text for each area in the image map so that all users are aware of the link and can jump to the link destination. Use the *alt* attribute for the `<AREA>` tag, as follows:

```
<AREA shape="rect" coords="10,10,90,90"
href="grades.htm" alt="Tea grades" >
```

In this example, the alternative text for this area is "Tea grades" and a talking browser will notify the user that "Tea grades" is a link.

Do not use server-side image maps

The type of image map described in the preceding section is called the *client-side image map*. An image map can be saved as a client-side image map or as a server-side image map. Because the link information for a server-side image map is on the server, a Web browser cannot interpret the areas of the image map and therefore cannot jump to the link destination unless the image is displayed. Therefore, you should use client-side image maps, rather than server-side image maps, on your pages.

Do not use too much alternative text

If your page contains an image that is unimportant or redundant, use `alt=""` to tell taking browsers that the image does not need to be announced. For example,

```
<IMG src="filler.gif" alt="">
```



Web pages that are friendly to users with impaired vision

To design pages that are accessible to users with impaired vision, note the following:

Things you should consider

- Do not place text on a background that has small patterns.
- Make a distinct contrast between text and the background so that the text stands out.
- Avoid red-green and yellow-orange combinations for users who are color blind.



Users with impaired vision who may require large fonts can configure their browsers so that every page uses them.

Checking pages by yourself

To understand how your page might look for users with impaired vision, stand three feet away from the display and view the page.



Web pages that are friendly to users with physical disabilities

The following are some tips for designing pages that are accessible to older persons and users with physical disabilities.

Make images large and widely separated

Manipulating a mouse can be difficult, if not impossible, for some users with physical disabilities, because a pointing device requires good hand-eye coordination. If you want to set a link on an image, make it large enough so that such a user can click it. If you cannot change the size of the image, leave plenty of space between adjacent images.

Further design considerations

Some Web sites have a **Next** button that jumps to the next page and a **Go Back** button that jumps back to the previous page. By placing such buttons with links at the same position on each page, you can enable a user to navigate through the pages without moving the mouse.



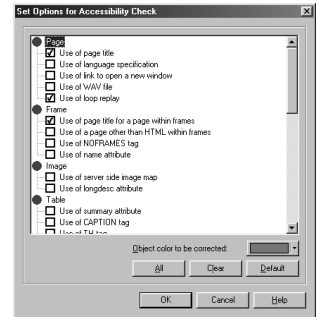
Checking pages for accessibility

You can check your pages for accessibility to persons with disabilities.

Specifying the items to check

First, specify the item to be checked.

1. Open the page you want to check.
2. On the menu bar, click **Tools** → **Accessibility Check** → **Set Options**. The Set Options for Accessibility Check dialog appears. The items to be checked are already selected.
3. Confirm the selections. Change the settings, if necessary.
4. Click the **OK** button.



By default, the following items are selected.

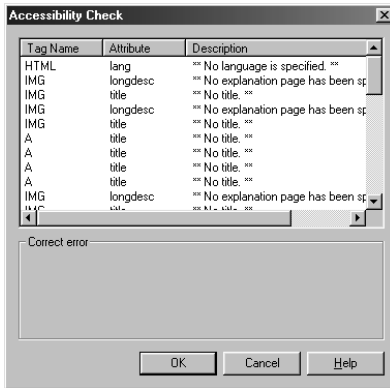
Item	Explanation	Related tag or attribute
Use of page title Use of page title for a page within frames	Should specify the page title.	<TITLE> tag
Use of loop replay	Music (plug-in data or audio data) is to be played only once.	The <i>loop</i> attribute of the <EMBED> tag
Use of alternative text (alt) <ul style="list-style-type: none">• Link image (IMG)• Image map (AREA)• Applet (APPLET)• Form (INPUT)	Add alternative text (explanation) to linked images, image maps, Java applets, and input fields of forms.	The <i>alt</i> attribute of the following tags: <ul style="list-style-type: none">• tag• <AREA> tag• <APPLET> tag• <INPUT> tag
Use of explanatory note for OBJECT tag	Add explanations.	<OBJECT> tag

To see the explanations of other items, click the **Help** button in the Set Options for Accessibility Check dialog.

Checking your page for accessibility

After choosing the items you want to check for, check a page you are editing, as follows:

1. On the menu bar, click **Tools → Accessibility Check → Check**. The Accessibility Check dialog appears. The HTML tags and attributes that contain errors are listed with descriptions.



2. To correct an error, click the tag name in the list, correct the error in the **Correct error** field, and then click the **Apply** button.



3. After correcting all the errors, click the **OK** button to close the dialog.

Home Page Reader

IBM Home Page Reader (HPR) is a spoken on-ramp to the Information Highway for computer users who are blind or visually impaired.

This innovative product makes use of the tremendous capabilities of IBM's ViaVoice Outloud text-to-speech synthesizer. It provides a keyboard interface, simple and easy to use, for navigating among the elements on a Web page. Thus HPR quickly, easily, and efficiently provides unprecedented Web access to those who are blind or who have visual impairments, by enabling them to hear the full range of Web page content presented logically, clearly, and understandably.

Home Page Reader can speak ordinary text; frames; image and text links; alternative text for images and image maps; and form elements, such as JavaScript, descriptions of graphics, text in column format, and data input fields. It includes special table navigation features that enable users to understand even the most complex tables, such as television listings.

For details, visit the following Web address:
<http://www.austin.ibm.com/sns/hpr.html>

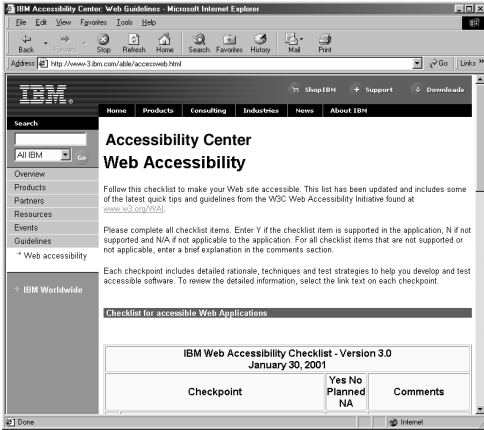


IBM may change this URL at any time without notice.

Web accessibility page

IBM has a long history of helping improve the employability, education, and quality of life for people who have disabilities. The following Web site provides information on accessibility:

<http://www.austin.ibm.com/sns/accessweb.html>



This Web page contains checklists for designing accessible pages. Note that IBM may change this URL at any time without notice.

Accessibility features

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This chapter introduces some of the features of Homepage Builder that make it possible for everyone, including people with varying degrees of disabilities, to create Web pages.

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Keyboard operations

Homepage Builder aims at enabling those who have difficulty in using a mouse to do operations from the keyboard.

Sample keyboard operations

The mouse operations described in this manual can be replaced with keyboard operations, as follows.

Manipulating the Site/Gallery View

To manipulate the Site/Gallery View from the keyboard, do the following:

1. Press the F6 key. The focus moves from the page editing area to the Site/Gallery View.
2. Use the Tab key or the arrow keys to move within the Site/Gallery View. After you select the file you want, press the Tab key to move to the button area, use the arrow keys to move to one of the buttons (the **Insert** button, for example), and then click the Spacebar to invoke the function associated with the button.
3. To return control from the Site/Gallery View to the page editing area, press the F6 key again.



If the Document Outliner, the Layout View, or the task menu is being displayed, you can change the focus from one of these components by pressing the F6 key repeatedly.

Resizing an image **S**

You can change the display size of an image by a drag operation from the keyboard as follows:

1. Use the arrow keys to select the image you want.
2. Press the Alt + Enter keys. The Attributes dialog appears.
3. In the **Width** and **Height** fields in the **Size** group, specify the width and height of the image, in pixels. Then click the **OK** button.

Resizing an image **F**

In free layout mode, you can change the display size of an image from the keyboard as follows:

1. Use the Tab key to select the image you want.
2. Press the Alt + Enter keys. The Attributes dialog appears.
3. In the **Width** and **Height** fields in the **Size** group, specify the width and height of the image, in pixels. Then click the **OK** button.

List of shortcut keys (accelerators)

Following are shortcut keys that you can use to get access to the menu bar by keyboard operations alone.

Homepage Builder

Keys	Menu or operation
Ctrl + N	File → New
Ctrl + O	File → Open
Ctrl + S	File → Save
Ctrl + W	File → Save As
F5	File → Reload
F12	File → Exit
Ctrl + Z	Edit → Undo
Ctrl + Y	Edit → Redo
Ctrl + X	Edit → Cut
Ctrl + C	Edit → Copy
Ctrl + V	Edit → Paste
Ctrl + D	Edit → Remove Tag

Keys	Menu or operation
Ctrl + A	Edit → Select All
Ctrl + F	Edit → Find
F3	Edit → Find Next
Ctrl + H	Edit → Replace
Alt + Enter	Edit → Attributes
Shift + Alt + U	View → Edit Page
Alt + U	View → HTML Source
Alt + P	View → Preview
Ctrl + L	Format → Align → Left
Ctrl + E	Format → Align → Center
Ctrl + R	Format → Align → Right
Ctrl + J	Insert → Link
Ctrl + O	Insert → Paragraph → Normal
Ctrl + 1	Insert → Paragraph → Heading 1
Ctrl + 2	Insert → Paragraph → Heading 2
Ctrl + 3	Insert → Paragraph → Heading 3
Ctrl + 4	Insert → Paragraph → Heading 4
Ctrl + 5	Insert → Paragraph → Heading 5
Ctrl + 6	Insert → Paragraph → Heading 6
Ctrl + K	Insert → Horizontal Rule
Ctrl + Enter	Insert → Line Break
Ctrl + Alt + Right Arrow	Table → Split Column
Ctrl + Alt + Down Arrow	Table → Split Row
Alt + Up Arrow	Table → Join Rows → With Cell Above
Alt + Down Arrow	Table → Join Rows → With Cell Below

Keys	Menu or operation
Alt + Left Arrow	Table → Join Columns → With Cell on Left
Alt + Right Arrow	Table → Join Columns → With Cell on Right
F7	Tools → Spell Check
F6	Switch focus among the Site/Gallery View, the page editing area, the Document Outliner, and the Layout View
Shift + F6	Switch focus as the F6 key does, but in reverse order
Alt + F4	Close
Alt + F6	Switch between a modeless dialog and the main window.

The following table applies only to free layout mode:

Keys	Menu or operation
Arrow keys	Move the selected page element
Ctrl + Arrow keys	Move the selected page element in larger increments
Tab	Select the next page element
Shift + Tab	Select the preceding page element
Esc	Cancel selection
Enter	Edit text in a text box (the cursor appears)
Shift + Arrow keys	Resize
Shift + Ctrl + Arrow keys	Resize in larger increments

WebArt Designer

Keys	Menu or operation
Ctrl + N	File → New Canvas
Ctrl + O	File → Open Canvas
Ctrl + S	File → Save Canvas

Keys	Menu or operation
Ctrl + W	File → Save Canvas As
Ctrl + E	File → Save Wizard for Web
F12	File → Exit
Ctrl + Z	Edit → Undo
Ctrl + Y	Edit → Redo
Ctrl + X	Edit → Cut
Ctrl + C	Edit → Copy
Ctrl + V	Edit → Paste
Delete	Edit → Delete
Ctrl + U	Edit → Duplicate
Ctrl + G	Edit → Paste from File
Ctrl + A	Edit → Select All
Ctrl + D	Edit → Cancel Selection
Tab	Edit → Select Next
Shift + Tab	Edit → Select Previous
Alt + Enter	Edit → Edit Object
Ctrl + B	Edit → Get Page Background Information
Ctrl + H	Object → Hide
F6	Switch focus between the Template Gallery and the Canvas
Alt + F4	Close
Arrow keys	Move the selected objects
Ctrl + Arrow keys	Move the selected objects in larger increments
Shift + Arrow keys	Resize
Shift + Ctrl + Arrow keys	Resize in larger increments
Alt + F6	Switch between a modeless dialog and the main window.

AnimatedGif Designer

Keys	Menu
Ctrl + N	File → New
Ctrl + O	File → Open
Ctrl + S	File → Save
F12	File → Exit
Ctrl + Z	Edit → Undo
Ctrl + Y	Edit → Redo
Ctrl + X	Edit → Cut
Ctrl + C	Edit → Copy
Ctrl + V	Edit → Paste
Delete	Edit → Delete
Ctrl + U	Edit → Duplicate
Ctrl + A	Edit → Select All
Alt + Enter	Edit → Frame Properties
Ctrl + B	Edit → Get Page Background Information
Ctrl + R	Play → Start
Ctrl + E	Play → Stop
Alt + F4	Close
Alt + F6	Switch between a modeless dialog and the main window.

WebVideo Studio

Keys	Menu or operation
Ctrl + N	File → New Project
Ctrl + O	File → Open Project
Ctrl + S	File → Save Project
Ctrl + X	Edit → Cut
Ctrl + C	Edit → Copy
Ctrl + V	Edit → Paste
Delete	Edit → Delete

Keys	Menu or operation
Ctrl + A	Edit → Select All
Ctrl + Shift + C	Edit → Copy Monitor Image
Alt + Enter	Edit → Properties
Alt + F6	Switch between a modeless dialog and the main window.

File Transfer

Keys	Menu	
	When the focus is on a list of PC files	When the focus is on a list of server files
Ctrl + O	Change Folder	—
Ctrl + M	New Folder	New Folder
Ctrl + N	Rename	Rename
Ctrl + S	Convert to Lower-case	—
Delete	Delete	Delete
Home	—	Move to Home Folder
Ctrl + P	—	Change Access Permission
Ctrl + D	List Files Not on Server	List Files Not on PC Server
Ctrl + U	List Updated Files	List Updated Files
F5	Refresh	Refresh
Ctrl + A	Select All	Select All
Alt + F4	Close	Close
Alt + F6	Switch between a modeless dialog and the main window.	Switch between a modeless dialog and the main window.



Options related to accessibility

This section introduces the options that you can use to improve accessibility.

Homepage Builder

You can change all the options related to accessibility in the Options dialog.

Enlarging text

To change the font size used on the Edit Page tab, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Fonts** tab.
3. Specify the font size.

To change the font size used on the HTML Source tab, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Edit Source** tab.
3. Specify the font size in the **Font and line-wrapping** group.

Enlarging thumbnail images

To enlarge thumbnail images in the Site/Gallery View, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Site/Gallery View** tab.
3. Select a size from **Image frame size**.

Customizing color

To change the color of the grid displayed on the **Edit Page** tab, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Appearance** tab.

3. Select a color from **Grid color**.

To change the color of the focus frame displayed on the **Edit Page** tab, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Appearance** tab.
3. Select a color from **Focus frame color**.

To change the background color of the Site/Gallery View, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Site/Gallery View** tab.
3. Select a color from **Background color**.

To use the system color for the task menu, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Others** tab.
3. Select the check box for **Apply the system color to the task menu**.

Turning on screen-reader-compatible menus

Homepage Builder uses custom versions of the menu bar and the task menu, which do not include Microsoft Active Accessibility (MSAA) support. You can turn on standard Windows menus instead, so that your screen reader can get access to them.

To use screen-reader-compatible menus, do the following:

1. On the menu bar, click **Tools → Options**.
2. Go to the **Others** tab.

3. Clear the check box for **Show icons on the menu**.

WebArt Designer

You can change all the options related to accessibility in the Preferences dialog.

Enlarging thumbnail images

To enlarge thumbnail images in the Template Gallery, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **View** tab.
3. Select a size from **Image frame size**.

Customizing color

To change the color of the grid displayed on the Canvas, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **View** tab.
3. Select a color from the **Color** field in the **Grid** group.

To change the background color of the Template Gallery, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **View** tab.
3. Select a color from **Background color**.

Turning on screen-reader-compatible menus

WebArt Designer uses a custom version of the menu bar, which does not include Microsoft Active Accessibility (MSAA) support. You can turn on the standard Windows menu instead, so that your screen reader can get access to it.

To use screen-reader-compatible menus, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **Initial Settings** tab.
3. Clear the check box for **Show icons on the menu**.

AnimatedGif Designer

You can change all the options related to accessibility in the Preferences dialog.

Customizing color

To change the color of the grid displayed in an animation window, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **General** tab.
3. Select a color from **Color** in the **Grid settings** group.

Turning on screen-reader-compatible menus

AnimatedGif Designer uses a custom version of the menu bar, which does not include Microsoft Active Accessibility (MSAA) support. You can turn on the standard Windows menu instead, so that your screen reader can get access to it.

To use screen-reader-compatible menus, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **General** tab.
3. Clear the check box for **Show icons on the menu**.

WebVideo Studio

You can change all the options related to accessibility in the Preferences dialog.

Customizing color

To change the color of each type of clip displayed in the editing area, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **View** tab.
3. Select a color for each clip in **Clip colors**.

Enlarging clips

To enlarge clips in the editing area, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **View** tab.
3. Select a size from **Clip size**.

Turning on screen-reader-compatible menus

WebVideo Studio uses a custom version of the menu bar, which does not include Microsoft Active Accessibility (MSAA) support. You can turn on the standard Windows menu instead, so that your screen reader can get access to it.

To use screen-reader-compatible menus, do the following:

1. On the menu bar, click **File → Preferences**.
2. Go to the **General** tab.
3. Clear the check box for **Show icons on the menu**.



Descriptions of sample files in the Gallery

Homepage Builder provides the following to improve the accessibility of the sample files in the Gallery.

Closed captioning for sample video files

Closed captioning is available for all the sample video files offered by Homepage Builder. To view captioning with the Windows Media Player, for example, do the following:

- Windows Media Player V6.4: On the menu bar, click **View → Captions**. To turn captioning off, click **Captions** again.
- Windows Media Player V7.0: On the menu bar, click **View → Now Playing Tools → Captions**. To turn captioning off, click **Captions** again.

Descriptions of sample sound files

A brief description of each sample sound file is included in `sample\sound\index.htm`, which is in the folder in which Homepage Builder has been installed.

List of sample image files

A list of sample image files is provided in an HTML file. To view this file, do the following:

1. On the Windows taskbar, click **Start → Program Files → IBM WebSphere Studio Homepage Builder V6.0 → Documents → Sample Materials**.



Accessibility features in Windows

Microsoft's Windows operating system offers several accessibility features. This section introduces some of them.

MouseKeys

The MouseKeys feature enables you to use the numeric keypad to do the mouse operations such as moving the mouse pointer, and clicking, double-clicking, or dragging with the mouse.

Turning on the MouseKeys feature

To activate the MouseKeys feature, do the following:

1. On the Windows taskbar, click **Start** → **Settings** → **Control Panel**.
2. Double-click **Accessibility Options**. The Accessibility Properties dialog appears.
3. Click the **Mouse** tab.
4. In the **MouseKeys** group, select the check box for **Use MouseKeys**.

To switch between using MouseKeys and the standard keyboard, use the Num Lock key.

Moving the mouse pointer with MouseKeys

To move the mouse pointer with the keys on the numeric keypad, do the following:

1. Make sure that MouseKeys is activated.
2. To move the pointer horizontally or vertically, press the arrow keys (the 2, 4, 6, and 8 keys).
3. To move the pointer diagonally, press the Home (7), End (1), PageUp (9), or PageDown (3) key.

Clicking with MouseKeys

To click or double-click the mouse button with the keys on the numeric keypad, do the following:

1. Make sure that MouseKeys is activated.
2. To click, press the 5 key. To double-click, press the plus (+) key.



- To click with the right mouse button, press the minus (–) key and then the 5 key.
- To double-click with the right mouse button, press the minus (–) key and then the plus (+) key.
- To click with both left and right buttons, press the asterisk (*) key and then the 5 key.
- To double-click with both left and right buttons, press the asterisk (*) key and then the plus (+) key.
- To restore the setting to left mouse click, press the slash (/) key.

Dragging with MouseKeys

To drag the mouse with the keys on the numeric keypad, do the following:

1. Make sure that MouseKeys is activated.
2. To move the mouse pointer onto the object you want to drag, press the arrow keys (2, 4, 6, and 8).
3. To press and hold the mouse button, press the 0 (Ins) key.
4. To drag the mouse pointer, press the arrow keys (the 2, 4, 6, and 8 keys).
5. To release the mouse button, press the period (.) key.

Other accessibility features

This section introduces several accessibility features besides MouseKey. For details on each of the following accessibility features, go to the Web page at the following address, and click the name of the feature under the operating system installed in your personal computer:

<http://www.microsoft.com/enable/products/chartwindows.htm>

StickyKeys

StickyKeys is designed for people who have difficulty holding down two or more keys at a time. When a shortcut requires a key combination, such as CTRL+P, StickyKeys enables you to press keys in succession rather than simultaneously.

SoundSentry

SoundSentry enables you to change the settings to generate visual warnings, such as a blinking title bar or a screen flash, whenever the computer you are using generates a sound. You can choose visual warnings (for example, a flashing border) for sounds made by windowed programs or by full-screen text programs.

ShowSounds

When ShowSounds is on, you can see captions for speech or other sounds that are part of your computer program.

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Appendix A. HTML tags supported by Homepage Builder

This appendix lists the HTML tags and attributes supported by Homepage Builder.

A list of HTML tags supported by Homepage Builder

Homepage Builder supports the HTML 4.01 specification. Homepage Builder enables you to use the following HTML tags and their attributes.



Asterisks (*) mark tags and attributes that are not defined in HTML 4.01.

Tag	Generic attribute group (note 1)		Description	Settable on the Format menu, Insert menu, or in the Attributes dialog? (note 2)	Displayable on the Edit Page tab? (note 3)
	Attribute	Attribute value			
A	core, internationalization, event		Anchor	Y	Y
	charset		Character encoding of linked resource	A	N/A
	type		Content type	A	N/A
	name		Label	Y	Y
	href		URL for linked resource	Y	Y
	hreflang		Language code	A	N/A
	target		Target	Y	N/A
	rel		Link destination type	A	N/A
	rev		Link source type	A	N/A
	accesskey		Accessibility key character	Y	N/A
	shape	rect	Type of drawing	A	N/A
	coords		Coordinates	A	N/A
	tabindex		Tab index	Y	N/A
	onfocus		Action when the element becomes active	Y	N/A
onblur		Action when focus is lost	Y	N/A	
ABBR	core, internationalization, event		Abbreviated form	A	Y
ACRONYM	core, internationalization, event		Acronym	A	Y
ADDRESS	core, internationalization, event		Information on author	Y	Y
APPLET	core		Java applet	Y	Y (note 4)
	codebase		Optional base URL for applet	Y	N/A

Note 1 Each generic attribute group contains the following attributes:
 core id, class, style, title
 internationalization lang, dir
 event onclick, ondblclick, onmousedown, onmouseup, onmouseover, onmousemove, onmouseout, onkeypress, onkeydown, onkeyup

Note 2 The marks Y, P, and A tell you whether you can edit the HTML tag or the attributes in the **Format** menu, the **Insert** menu, or the Attributes dialog.
 Y Yes.
 P Partially.
 A HTML tag: You can edit the HTML tag on the **HTML Source** tab or in the Insert Tag dialog that appears when you click **Tools → Insert Tag** on the menu bar.
 Attributes: You can change the value on the **HTML Source** tab or on Document Outliner.

Note 3 The marks Y, P, N, and N/A tell you whether the **Edit Page** tab can display the HTML tag or attribute.
 Y Yes.
 P Partially.
 N No.
 N/A Indicates that the HTML tag or the attribute has nothing to do with the display.

Note 4 You cannot view the movement of an applet on the **Edit Page** tab. This tag is indicated only by an icon.

	archive		Archive list	Y	N/A
	code		Applet class file	Y	N/A
	object		Serialized applet file	A	N/A
	alt		Alternative text	Y	N/A
	name		Name	A	N/A
	width		Width	Y	Y
	height		Height	Y	Y
	align	top, middle, bottom, left, right	Vertical or horizontal alignment	Y	Y
	hspace		Horizontal space	Y	Y
	vspace		Vertical space	Y	Y
AREA	core, internationalization, event		Client-side image map area	Y	N/A
	shape	rect, circle, poly	Type of drawing	Y	N/A
	coords		Comma-separated list of lengths	Y	N/A
	href		URL for linked resource	Y	N/A
	target		Target	Y	N/A
	nohref		No URL	Y	N/A
	alt		Alternative text	Y	N/A
	tabindex		Tab index	Y	N/A
	accesskey		Accessibility key character	Y	N/A
	onfocus		Action when the element becomes active	Y	N/A
	onblur		Action when focus is lost	Y	N/A
B	core, internationalization, event		Bold text style	Y	Y
BASE			Document base URL	Y	N/A
	href		Base URL	Y	N/A
	target		Predetermined value of target	Y	N/A
BASEFONT			Base font size	A	N
	id		Style ID	A	N
	size		Size	Y	N
	color		Text color	Y	N
	face		Comma-separated list of font names	Y	N
BDO	core, internationalization		Directionality	A	N
BIG	core, internationalization, event		Large text style	A	Y
BLINK *	core, internationalization, event		Blinking	Y	Y (note 5)
BLOCK-QUOTE	core, internationalization, event		Long quotation	Y	Y
	cite		Quotation source	A	N/A
BODY	core, internationalization, event		Document body	Y	Y
	onload		Action when the document has been loaded	Y	N/A
	onunload		Action when the document has been removed	Y	N/A
	background		Background image	Y	Y
	bgcolor		Background color	Y	Y
	text		Text color	Y	Y
	link		Color of links	Y	Y
	vlink		Color of read links	Y	N/A
	alink		Color of selected links	Y	N/A
	BR	core		Forced line break	Y
clear		left, all, right, none	Control of text flow	Y	Y
BUTTON	core, internationalization, event		Pushbutton	Y	Y
	name		Name	Y	N/A
	value		Value	Y	N/A
	type	button, submit, reset	Type	Y	N/A
	disabled	disabled	Unavailable in this context	Y	N
	tabindex		Tab index	Y	N/A
	accesskey		Accessibility key character	Y	N/A
	onfocus		Action when the element becomes active	Y	N/A
	onblur		Action when focus is lost	Y	N/A
CAPTION	core, internationalization, event		Table caption	Y	Y
	align	top, bottom, left, right	Alignment	Y	Y
CENTER	core, internationalization, event		Center	Y	Y

Note 5 You cannot view blinking on the **Edit Page** tab. This tag is indicated by the red color of the contents.

CITE	core, internationalization, event		Citation	Y	Y
CODE	core, internationalization, event		Computer code fragment	Y	Y
COL	core, internationalization, event		Table column	Y	N
	span		Number of columns	Y	Y
	width		Width	Y	Y
	align	left, center, right, justify, char	Horizontal alignment	Y	P (note 6)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	Y	Y
COLGROUP	core, internationalization, event		Table column group	A	N
	span		Number of columns	A	Y
	width		Width	A	Y
	align	left, center, right, justify, char	Horizontal alignment	A	P (note 6)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	A	Y
DD	core, internationalization, event		Definition description	Y	Y
DEL	core, internationalization, event		Deleted text	A	Y
	cite		Comment	Y	N/A
	datetime		Date and time of change	Y	N/A
DFN	core, internationalization, event		Definition description	Y	Y
DIR	core, internationalization, event		Directory list	A	Y
	compact	compact	Compact	A	N
DIV	core, internationalization, event		Layout container	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
DL	core, internationalization, event		Definition list	Y	Y
	compact	compact	Reduced interitem spacing	A	N
DT	core, internationalization, event		Definition term	Y	Y
EM	core, internationalization, event		Emphasis	Y	Y
EMBED *	core, event		Plug-in	Y	Y (note 8)
	src		Object	Y	N/A
	height		Height	Y	Y
	width		Width	Y	Y
	align		Alignment	Y	Y
	hspace		Horizontal space	Y	Y
	vspace		Vertical space	Y	Y
	loop		Loop	A	N/A
	hidden		Hidden	A	N
	volume		Volume	A	N/A
	autostart		Auto-start	A	N/A
	repeat		Repeat	A	N/A
	panel		Panel	A	N/A
	text		Title	A	N/A
	type		Data type	A	N/A
	palette		Palette	A	N/A
textfocus		Focus	A	N/A	
FIELDSET	core, internationalization, event		Input field group	Y	Y
FONT	core, internationalization		Font	Y	Y
	size		Size	Y	Y
	color		Text color	Y	Y
	face		Comma-separated list of font names	Y	Y
FORM	core, internationalization, event		Interactive form	Y	Y
	action		Server-side form handler	Y	N/A
	method	GET, POST	Method used to submit the form	Y	N/A
	enctype		Type of encoding	Y	N/A
	onsubmit		Action when the form is submitted	Y	N/A
	onreset		Action when the form is reset	Y	N/A

Note 6 The **Edit Page** tab can display only the attribute values "left," "center," and "right."

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 8 This tag is indicated by an icon.

	target		Target	Y	N/A
	accept-charset		List of supported character sets	A	N/A
	name		Name	Y	N/A
	accept		MIME type that can process a form	A	N/A
FRAME	core		Subwindow	Y	Y
	longdesc		Long description	A	N/A
	name		Frame name	Y	N/A
	src		URL, file name	Y	Y
	frameborder	1, 0	Border	A	N/A
	marginwidth		Margin width in pixels	Y	Y
	marginheight		Margin height in pixels	Y	Y
	noresize	noresize	Does not allow users to resize frames	Y	N
scrolling	yes, no, auto	Auto scroll bar	Y	N	
FRAMESET	core		Window subdivision	Y	Y
	rows		Number of up-down divisions	Y	Y
	cols		Number of left-right divisions	Y	Y
	onload		Action when all the frames have been loaded	A	N/A
	onunload		Action when all the frames have been removed	A	N/A
	frameborder *		Display of borders	Y	P (note 9)
	border *		Border width	Y	P (note 9)
H1	core, internationalization, event		Heading 1	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
H2	core, internationalization, event		Heading 2	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
H3	core, internationalization, event		Heading 3	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
H4	core, internationalization, event		Heading 4	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
H5	core, internationalization, event		Heading 5	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
H6	core, internationalization, event		Heading 6	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
HEAD	internationalization		Document head	Y	N/A
	profile		Named dictionary of meta-information	A	N/A
HR	core, event		Horizontal rule	Y	Y
	align	left, center, right	Alignment	Y	Y
	noshade	noshade	No shading	Y	Y
	size		Thickness	Y	Y
	width		Width	Y	Y
HTML	internationalization		HTML document	Y	N/A
	version		Version	A	N/A
I	core, internationalization, event		Italic text style	Y	Y
IFRAME	core		Subwindow within document	Y	P (note 10)
	longdesc		Long description	A	N
	name		Frame name	Y	N/A
	src		URL, file name	Y	N
	frameborder	1, 0	Border	Y	Y
	marginwidth		Margin width in pixels	Y	Y
	marginheight		Margin height in pixels	Y	Y
	scrolling	yes, no, auto	Auto scroll bar	Y	N
	align	top, middle, bottom, left, right	Vertical or horizontal alignment	Y	Y
	height		Height	Y	Y
	width		Width	Y	Y

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 9 The attribute value "0" cannot be displayed.

Note 10 Except for the frame borders, in-the-frame pages cannot be displayed on the **Edit Page** tab.

IMG	core, internationalization, event		Image	Y	Y
	src		File name	Y	Y
	alt		Alternative text	Y	N/A
	longdesc		Long description	A	N/A
	height		Height	Y	Y
	width		Width	Y	Y
	usemap		CSIM map name	Y	N/A
	ismap	ismap	Use of server-side image map	Y	N/A
	align	top, middle, bottom, left, right	Vertical or horizontal alignment	Y	Y
	border		Border width	Y	Y
	hspace		Horizontal gutter	Y	Y
	vspace		Vertical space	Y	Y
	name *		Name	Y	N/A
	INPUT	core, internationalization, event		Input field	Y
type		text, password, checkbox, radio, submit, reset, file, hidden, image, button	Type	Y	Y
name			Name	Y	N/A
value			Value	Y	Y
checked		checked	Selected radio buttons and check boxes	Y	Y
disabled		disabled	Unavailable in this context	Y	Y
readonly		readonly	No entry possible	Y	N/A
size			Number of columns	Y	Y
maxlength			Maximum characters for text fields	Y	Y
src			Image file name	Y	Y
alt			Alternative text	Y	N/A
usemap			CSIM map name	A	N/A
tabindex			Tab index	Y	N/A
accesskey			Accessibility key character	Y	N/A
onfocus			Action when the element becomes active	Y	N/A
onblur			Action when focus is lost	Y	N/A
onselect			Action when some text is selected	Y	N/A
onchange			Action when the element value is changed	Y	N/A
accept			List of MIME types for file upload	A	N/A
align		top, middle, bottom, left, right	Vertical or horizontal alignment	A	N
ismap		Server-side image map	A	N/A	
istyle*		Input mode	Y (note 15)	N/A	
INS	core, internationalization, event		Inserted text	A	N
	cite		Comment	Y	N
	datetime		Date and time	Y	N
ISINDEX	core, internationalization		Index search	A	N
	prompt		Prompt message	Y	N
KBD	core, internationalization, event		Keyboard	Y	Y
LABEL	core, internationalization, event		Label of input field	A	Y
	for		ID for input field	Y	N/A
	accesskey		Accessibility key character	Y	N/A
	onfocus		Action when the element becomes active	Y	N/A
	onblur		Action when focus is lost	Y	N/A
LEGEND	core, internationalization, event		Fieldset legend	Y	Y
	accesskey		Accessibility key character	A	N/A
	align	top, bottom, left, right	Alignment	Y	Y
LI	core, internationalization, event		List item	Y	Y
	type	1, a, A, i, l, disc, square, circle	Type	Y	Y
	value		Number	Y	Y
LINK	core, internationalization, event		Media-independent link	Y	N/A
	charset		Character encoding of linked resource	A	N/A
	href		URL for linked resource	Y	N/A
	hreflang		Language code	A	N/A
	type		Content type	A	N/A

Note 15 Available only when you are editing a page for i-mode.

	rel		Link destination type	A	N/A
	rev		Link source type	A	N/A
	media		Media	A	N/A
	target		Target	A	N/A
MAP	core, internationalization, event		Client-side image map	Y	N/A
	name		Map name	Y	N/A
MARQUEE* (note 13)	core, internationalization, event		Marquee	Y	Y (note 14)
	behavior	scroll, slide, alternate	Behavior	Y	N/A
	bgcolor		Background color	Y	Y
	direction	left, right, down, up	Direction	Y	N/A
	loop		Loop	Y	N/A
	scrollDelay		Scroll delay speed	Y	N/A
	scrollAmount		Scroll speed	Y	N/A
	truespeed		Displays at the specified speed	Y	N/A
	height		Height	Y	Y
	width		Width	Y	Y
	hspace		Horizontal space	A	N
	vspace		Vertical space	A	N
MENU	core, internationalization, event		Menu list	A	Y
	compact	compact	Reduced interitem spacing	A	N
META	internationalization		Generic meta-information	Y	N/A
	http-equiv		HTTP response header name	Y	N/A
	name		NAME item	Y	N/A
	content		Associated information	Y	N/A
	scheme		Scheme	A	N/A
NOFRAMES	core, internationalization, event		Alternative content container for non-frame-based rendering	Y	Y
NOSCRIPT	core, internationalization, event		Alternative content container for non-script-based rendering	A	N
NOEMBED*	core		Non plug-in	A	N
OBJECT	core, internationalization, event		Generic embedded object	Y	Y (note 8)
	declare	declare	Declaration	A	N/A
	classid		Object	Y	N/A
	codebase		Base URL for classid, data, archive	Y	N/A
	data		Reference to object's data	Y	N/A
	type		Data type	Y	N/A
	codetype		Content type for code	Y	N/A
	archive		Archive list	Y	N/A
	standby		Standby character	Y	N/A
	height		Height	Y	Y
	width		Width	Y	Y
	usemap		CSIM map name	A	N/A
	name		Name	A	N/A
	tabindex		Tab index	Y	N/A
	align	top, middle, bottom, left, right	Vertical or horizontal alignment	Y	Y
	border		Border width	Y	Y
	hspace		Horizontal space	Y	Y
	vspace		Vertical space	Y	Y
OL	core, internationalization, event		Ordered list	Y	Y
	type	1, a, A, i, l	Item type	Y	Y
	compact	compact	Reduced interitem spacing	A	N
	start		Starting number	Y	Y
OPTGROUP	core, internationalization, event		Option group for option menu or list box	A	N
	disabled	disabled	Unavailable in this context	A	N
	label		Label	A	N
OPTION	core, internationalization, event		Selectable choice for option menu or list box	Y	Y
	selected	selected	Selected	Y	Y

Note 8 This tag is indicated by an icon.

Note 13 It runs only on Internet Explorer 4.0 or later.

Note 14 The object appears in a dotted line frame. (Scrolling is not available.)

	disabled	disabled	Unavailable in this context	A	N
	label		Label	A	N/A
	value		Value	Y	Y
P	core, internationalization, event		Paragraph	Y	Y
	align	left, center, right, justify	Alignment	P (note 7)	P (note 7)
PARAM			Parameter for applets and objects	Y	N/A
	id		ID	A	N/A
	name		Name	Y	N/A
	value		Value	Y	N/A
	valuetype	DATA, REF, OBJECT	Type of value	A	N/A
	type		Content type	A	N/A
PRE	core, internationalization, event		Preformatted text	Y	Y
	width		Maximum number of characters in a line	A	N
Q	core, internationalization, event		Short inline quotation	A	N
	cite		Quotation source	Y	N/A
S	core, internationalization, event		Strike-through text style	Y	Y
SAMP	core, internationalization, event		Sample program output, scripts, and others	Y	Y
SCRIPT			Script statements	Y	Y (note 8)
	charset		Character encoding for external file	A	N/A
	type		Content type	A	N/A
	language		Language	Y	N/A
	src		External file name	Y	N/A
	defer	defer	Delay	A	N/A
	event		(Unused)	A	N/A
	for		(Unused)	A	N/A
SELECT	core, internationalization, event		Option menu or list box	Y	Y
	name		Name	Y	N/A
	size		Number of rows	Y	Y
	multiple	multiple	Multiple selection permitted	Y	Y
	disabled	disabled	Unavailable in this context	Y	Y
	tabindex		Tab index	Y	N/A
	onfocus		Action when the element becomes active	Y	N/A
	onblur		Action when focus is lost	Y	N/A
	onchange		Action when the element value is changed	Y	N/A
SMALL	core, internationalization, event		Small text style	A	Y
SPAN	core, internationalization, event		Style container	Y	Y
STRIKE	core, internationalization, event		Strike-through text style	A	Y
STRONG	core, internationalization, event		Strong emphasis	Y	Y
STYLE	internationalization		Style sheet	Y	Y
	type		Content type	A	N/A
	media		Media	A	N/A
	title		Title	A	N/A
SUB	core, internationalization, event		Subscript	Y	Y
SUP	core, internationalization, event		Superscript	Y	Y
TABLE	core, internationalization, event		Table	Y	Y
	summary		Summary	A	N
	width		Width	Y	Y
	border		Border width	Y	Y
	frame	void, above, below, hside, lhs, rhs, vside, box, border	Type of border	A	N
	rules	none, groups, rows, cols, all	Type of ruled line	A	N
	cellspacing		Spacing between cells	Y	Y
	cellpadding		Spacing within cells	Y	Y
	align	left, center, right	Table position relative to window	Y	Y
	bgcolor		Background color	Y	Y
	datapagesize		(Unused)	A	N/A
	height *		Height	Y	Y

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 8 This tag is indicated by an icon.

Note 11 The attribute value "baseline" cannot be displayed or edited.

	background *		Background image	Y	Y
TBODY	core, internationalization, event		Table body	Y	Y
	align	left, center, right, justify, char	Horizontal alignment	A	P (note 7)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	A	P (note 11)
TD	core, internationalization, event		Table data cell	Y	Y
	abbr		Abbreviation for header cell	A	N/A
	axis		Header cell group	A	N/A
	header		Header cell ID	A	N/A
	scope		Header cell scope	A	N/A
	rowspan		Number of rows spanned by cell	Y	Y
	colspan		Number of columns spanned by cell	Y	Y
	align	left, center, right, justify, char	Horizontal alignment	P (note 12)	P (note 12)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	P (note 11)	P (note 11)
	nowrap	nowrap	No automatic word wrap	Y	Y
	bgcolor		Background color	Y	Y
	width		Width	Y	Y
	height		Height	Y	Y
	background *		Background image	Y	Y
	TEXTAREA	core, internationalization, event		Multiline text field	Y
name			Name	Y	N/A
rows			Number of rows	Y	Y
cols			Number of columns	Y	Y
disabled		disabled	Unavailable in this context	Y	Y
readonly		readonly	No entry possible	Y	N/A
tabindex			Tab index	Y	N/A
accesskey			Accessibility key character	Y	N/A
onfocus			Action when the element becomes active	Y	N/A
onblur			Action when focus is lost	Y	N/A
onselect			Action when text is selected	Y	N/A
onchange			Action when the element value is changed	Y	N/A
istyle*			Input mode	A (note 15)	N/A
TFOOT		core, internationalization, event		Table footer	A
	align	left, center, right, justify, char	Horizontal alignment	A	P (note 12)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	A	P (note 11)
TH	core, internationalization, event		Table header cell	Y	Y
	abbr		Abbreviation for header cell	A	N/A
	axis		Header cell group	A	N/A
	headers		Header cell ID	A	N/A
	scope		Header cell scope	A	N/A
	rowspan		Number of rows spanned by cell	Y	Y
	colspan		Number of columns spanned by cell	Y	Y
	align	left, center, right, justify, char	Horizontal alignment	P (note 12)	P (note 12)
	char		Alignment character	A	N/A
	charoff		Offset for alignment character	A	N/A
	valign	top, middle, bottom, baseline	Vertical alignment	P (note 11)	P (note 11)
	nowrap	nowrap	No automatic word wrap	Y	Y
	bgcolor		Background color	Y	Y
	width		Width	Y	Y
	height		Height	Y	Y
	background *		Background image	Y	Y

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 11 The attribute value "baseline" cannot be displayed or edited.

Note 12 The attribute values "justify" and "char" cannot be displayed or edited.

Note 15 Available only when you edit a page for i-mode.

THEAD	core, internationalization, event		Table header	A	Y
	align	left, center, right, justify, char	Horizontal alignment	A	P (note 12)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	A	P (note 11)
TITLE	internationalization		Document title	Y	Y
TR	core, internationalization, event		Table row	Y	Y
	align	left, center, right, justify, char	Horizontal alignment	P (note 12)	P (note 12)
	char		Alignment character	A	N
	charoff		Offset for alignment character	A	N
	valign	top, middle, bottom, baseline	Vertical alignment	P (note 11)	P (note 11)
	bgcolor		Background color	Y	Y
	background *		Background image	Y	Y
TT	core, internationalization, event		Teletype or monospaced text style	Y	Y
U	core, internationalization, event		Underlined text style	Y	Y
UL	core, internationalization, event		Unordered list	Y	Y
	type	disc, square, circle	Item type	Y	Y
	compact	compact	Reduced interitem spacing	A	N
VAR	core, internationalization, event		Instance of a variable or program argument	Y	Y

Note 11 The attribute value "baseline" cannot be displayed or edited.

Note 12 The attribute values "justify" and "char" cannot be displayed or edited.

Generic attributes group

The following table lists the attributes in the three attribute groups: *core*, *internationalization*, and *event*.

Attribute group	Attribute	Description	Settable in the Attributes dialog?		Displayable on the Edit Page tab?	
			Y	Yes N No	Y	Yes N/A Not applicable
core	id	Document-wide unique ID		Y		Y
	class	Space-separated list of classes		Y		Y
	style	Style information		Y		Y
	title	Advisory title or amplification		N		N/A
internationalization	lang	Language code		N		N/A
	dir	Direction for weak or neutral text		N		N/A
event	onclick	Action when the mouse button is clicked		Y		N/A
	ondblclick	Action when the mouse button is double-clicked		Y		N/A
	onmousedown	Action when the mouse button is pressed down		Y		N/A
	onmouseup	Action when the mouse button is released		Y		N/A
	onmouseover	Action when the mouse pointer is moved over		Y		N/A
	onmousemove	Action when the mouse pointer is moved within an object		Y		N/A
	onmouseout	Action when the mouse pointer is moved away		Y		N/A
	onkeypress	Action when the key is pressed and released		Y		N/A
	onkeydown	Action when the key is pressed down		Y		N/A
onkeyup	Action when the key is released		Y		N/A	



Appendix B. Style sheets supported by Homepage Builder

Homepage Builder supports the following cascading style sheets and classes:

- CSS1 (cascading style sheet level 1)
- Part of CSS2 (cascading style sheet level 2)
- Part of pseudo-classes

CSS1 (cascading style sheet level 1)

The following table lists the CSS1 attributes:

Attribute group	Attribute	Settable in the Set Style dialog?		Displayable on the Edit Page tab?	
		Y N	Yes No	Y P N	Yes Partially yes No
Font	font-family		Y		Y
	font-size		Y		Y
	font-weight		Y		Y
	font-style		Y		Y
	font-variant		Y		N
Color and background	color		Y		Y
	background-color		Y		Y
	background-image		Y		Y
	background-repeat		Y		Y
	background-attachment		Y		Y
	background-position		Y		Y
Text	word-spacing		Y		N
	letter-spacing		Y		Y
	text-decoration		Y		Y
	vertical-align		Y		P (note 1)
	text-transform		Y		N
	text-align		Y		P (note 2)
	text-indent		Y		Y
	line-height		Y		P (note 3)
Box	margin-top		Y		Y
	margin-left		Y		Y
	margin-bottom		Y		Y
	margin-right		Y		Y
	padding-top		Y		Y
	padding-left		Y		Y
	padding-bottom		Y		Y
	padding-right		Y		Y
	border-top-width		Y		Y
	border-left-width		Y		Y
	border-bottom-width		Y		Y
	border-right-width		Y		Y
	border-width		Y		Y
	border-top-color		Y		Y
	border-left-color		Y		Y
border-bottom-color		Y		Y	
border-right-color		Y		Y	

Note 1 Values for the *vertical-align* attribute can be partially displayed.

Note 2 The attribute value "justify" cannot be displayed.

Note 3 A value that is smaller than the font height cannot be displayed.

Box (continued)	border-color	Y	Y
	border-top-style	Y	Y
	border-left-style	Y	Y
	border-bottom-style	Y	Y
	border-right-style	Y	Y
	border-style	Y	Y
	border-top	Y	Y
	border-left	Y	Y
	border-bottom	Y	Y
	border-right	Y	Y
	width	Y	Y
	height	Y	Y
	float	Y	N
	clear	Y	N
Classification	display	N	N
	white-space	N	N
	list-style-type	Y	Y
	list-style-image	Y	Y
	list-style-position	Y	Y

CSS2 (cascading style sheet level 2)

The following table lists the attributes of CSS2:

Attribute	Settable in the Set Style dialog?		Displayable on the Edit Page tab?	
	Y N	Yes No	Y P N	Yes Partially yes No
position		Y		P (note)
top		Y		Y
left		Y		Y
z-index		Y		Y
visibility		Y		N
cursor		Y		N
page-break-before		Y		N
page-break-after		Y		N

Note Only the position of the absolute coordinate (ABSOLUTE specification) can be displayed.

Pseudo-classes

The following table lists the pseudo-classes:

Pseudo-class	Settable in the Set Style dialog?		Displayable on the Edit Page tab?	
	Y N	Yes No	Y N	Yes No
a:link		Y		Y
a:visited		Y		N
a:hover		Y		N
a:active		Y		N



Appendix C. Image file formats supported by Homepage Builder

Homepage Builder enables you to paste image files in various formats on the page you are editing. Homepage Builder converts those images into the GIF or JPEG format automatically.

The accessory tools WebArt Designer, AnimatedGif Designer, and WebVideo Studio also enable you to use image files in various formats.

Image file formats supported

The following table shows how Homepage Builder, WebArt Designer, and AnimatedGif Designer support each image file format. Y indicates that the format is supported. The file extensions are shown in parentheses ().

Image file format	Homepage Builder		WebArt Designer		AnimatedGif Designer		
	Pasting	Saving	Reading	Saving	Reading	Pasting	Saving
GIF (*.gif)	Y	Y	Y	Y (note)	Y	Y	Y
JPEG (*.jpg)	Y	Y	Y	Y (note)		Y	
PNG (*.png)	Y	Y	Y	Y (note)		Y	
BMP (*.bmp)	Y		Y	Y (note)		Y	
WMF (*.wmf; *.emf)	Y		Y			Y	
TIFF (*.tif)	Y		Y			Y	
FlashPix (*.fpx)	Y		Y			Y	
Photo CD (*.pcd)	Y		Y			Y	
DCM (*.dcm)	Y		Y			Y	
WebArt (*.mif)	Y		Y	Y		Y	

Note: Information on the object will be lost.

The following table explains each image file format.

Image file format	Explanation
GIF (*.gif)	<p>GIF (Graphics Interchange Format) images can handle a maximum of only 256 colors. However, because files in this format are relatively small, it is used on the Internet just as much as JPEG is used. You should use the GIF format for images that do not require a large number of colors.</p> <p>GIF images can be static or animated. Animated GIFs appear to move when viewed on Web browsers. You can insert both static GIFs and animated GIFs into your pages in the same way, using Homepage Builder.</p>
JPEG (*.jpg)	<p>The JPEG (Joint Photographic Experts Group) format is in general use on the Internet because of its small file size and inconspicuous image degradation. You should use the JPEG format for full-color images such as photographic images taken with digital cameras.</p>

PNG (*.png)	PNG (Portable Network Graphics) is a relatively new image file format. Although it is similar to GIF, it can handle more colors than GF, and it does not lose data even when compressed. Only a few Web browsers are compatible with it at present, but it is expected to come into general use on the Internet, replacing GIF.
BMP (*.bmp)	BMP (bitmap) has been adopted as the standard graphics format for Windows. You can create images in this format by use of Windows software such as Paint. BMP format can handle up to 16 million colors. Because it cannot be compressed, the image quality is always high; however, the file size tends to be very large.
WMF (*.wmf; *.emf)	The WMF (Windows Metafile) format is used for saving such Windows clip art as graphics and pictures. The file size is much smaller than that of BMP.
TIFF (*.tif)	The TIFF (Tagged Image File Format) format is compatible with a number of DTP applications. It can be handled by different types of machines and operating systems, and it can be fully restored after compression. However, TIFF files are sometimes hard to open, because there are various types of TIFF.
FlashPix (*.fpx)	The FlashPix format is used for digital processing. It can contain image data in multiple resolutions.
Photo CD (*.pcd)	Image files in this format are usually stored in photo CDs that can be created from photographic negatives and prints. Photo CD files can contain image data in multiple resolutions.
DCM (*.dcm)	Only the retouching software PerfectPhoto can create image files in this format.
WebArt (*.mif)	Only WebArt Designer can create image files in this format. If you open a file in this format by using WebArt Designer, you can change the attributes of the objects in it.

Video file formats supported

The following table shows the support WebVideo Studio offers for each video file format. Y indicates that the format is supported. The file extensions for the different formats are shown in parentheses ().

Video file format	WebVideo Studio	
	Reading	Saving
AVI (*.avi)	Y	Y
MPEG (*.mpg, *.mpeg)	Y	
MOV (*.mov)	Y	Y

Video file format	Explanation
AVI (*.avi)	AVI (Audio Video Interleaved) is a Windows multimedia file format for audio and video files that uses the Microsoft RIFF (Resource Interchange File Format) specification.
MPEG (*.mpg, *.mpeg)	MPEG (Moving Pictures Experts Group) is a set of standards for compressing audio and video files.
MOV (*.mov)	MOV is a file extension for a video file in QuickTime for Windows format.



Appendix D. Option settings

This appendix explains the options you can set for Homepage Builder, WebArt Designer, AnimatedGif Designer, and WebVideo Studio.

Options for Homepage Builder

To set options for Homepage Builder, click **Tools** → **Options** on the menu bar. The Options dialog opens.

General tab


The **General** tab enables you to set basic options for Homepage Builder.



Field	Description	Default value
Format HTML source automatically	If you select this check box when you open an HTML file or an external style sheet, the source file is then formatted automatically in the format specified in the Edit Source tab. If you want to keep the original indentation of the source unchanged, clear this check box.	Cleared
Correct HTML syntax errors automatically	<p>Specifies the action to be taken if an error is detected in the HTML file to be opened. If a fatal error is detected, you must first correct the error or you cannot edit the file in the page editing area. In general, leave this check box selected. If this check box is selected, you can select one of the following options:</p> <ul style="list-style-type: none">• Show warning message box: Syntax errors are corrected automatically. A message box informs you of the error.• No warning: Syntax errors are automatically corrected without any warning messages. <p>If you clear this check box, you can select one of the following:</p> <ul style="list-style-type: none">• Open the error correction dialog only on fatal errors: A correction dialog is displayed only if a fatal error is detected.• Open an error correction dialog for any error: A correction dialog is displayed for any type of error. A correction dialog shows detailed information about the error and enables you to correct any fatal error.• Ignore all errors: All the errors are ignored.	Selected (show warning message box)
Default background color	Specifies the default background color of a new page.	(Normal)
Default image map format	Specifies the initial format that an image map is to have when the Image Map Editor dialog is opened.	CSIM

Field	Description	Default value
Page creation mode	<p>Specifies the default mode for editing a new page. The editing mode you select here is valid unless you specify another mode explicitly (for example, by selecting File → New → New Page in Standard Mode). If you click the New button on the toolbar, for example, a new page opens in the mode you selected.</p> <ul style="list-style-type: none"> • Select when a page is created • Free layout mode • Standard mode 	Select the mode when creating a new page.
Open the last used site at startup	Opens the site last used when Homepage Builder starts.	Cleared
Display the Welcome dialog at startup	Displays the Welcome to WebSphere Studio Homepage Builder dialog every time Homepage Builder starts.	Selected

Edit tab

The **Edit** tab enables you to set options for editing a page.





Field	Description	Default value
Open the Attributes dialog when form parts are inserted	If you select this check box, the Attributes dialog opens immediately after a form part is created. Homepage Builder offers this option, because you need to specify attributes for most of the form parts.	Selected
Open the Attributes dialog by double-clicking	<p>If you select this check box, you can open the Attributes dialog for an element by double-clicking it.</p> <p>If you clear this check box, an element you double-click is selected.</p>	Cleared
Open the Attributes dialog when a file is dropped	<p>If you select this check box, the Attributes dialog opens when you drop a file onto the page editing area.</p> <p>If you clear this check box, the Attributes dialog will not open.</p> <p> If you click the Cancel button in the Attributes dialog, the file-drop operation is also canceled. Not all file-drop operations open the Attributes dialogs even if this check box is selected.</p>	Cleared
Delete all the data in the cells when a table is deleted	If you clear this check box, the contents of the cells remain when you delete a table, a row, or a cell.	Selected
Create a new paragraph by pressing the Enter key	<p>If you select this check box, you can create a paragraph by pressing the Enter key.</p> <p>If this check box is cleared, a line break occurs when the Enter key is pressed.</p>	Cleared

Field	Description	Default value
Delete an image or an object at the cursor position when text is inserted	<p>If you select this check box, the image or object in focus is deleted when you insert text.</p> <p>If you clear this check box, the image or object in focus is not deleted when you insert text. The text is inserted immediately after the image or object in focus.</p>	Cleared
Insert a non-breaking space by pressing the Spacebar	<p>In general, HTML does not allow you to insert consecutive space characters (the only exception is in preformatted text). To insert more than one space, you must use nonbreaking space characters.</p> <p>If you select this check box, you can insert nonbreaking space characters with the Spacebar.</p> <p>If you clear this check box, you cannot insert more than one space with the Spacebar; you must click Insert → Special Characters on the menu bar and use the Insert Special Characters dialog.</p>	Cleared
In standard mode, insert the layout frame at the cursor position 	<p>If you select this check box and insert a layout frame, the tag that specifies the frame is inserted at the cursor position in the HTML file.</p> <p>If you clear this check box and insert a layout frame, the tag that specifies the frame is inserted at the top of the HTML file.</p> <p>Because you can specify the absolute position of a layout frame, the position of the tag does not affect its appearance. To distinguish this tag from other tags, it is recommended that you clear this check box and insert the tag at the top of the HTML file.</p>	Cleared
In free layout mode, activate the cursor in the text box by a single click 	<p>If you select this check box, you can display the cursor in a text box containing text by clicking the text box once. If you do not select this check box, you need to click twice to display the cursor in the box.</p>	Cleared

Appearance tab

The **Appearance** tab is for specifying the appearance of the page editing area.

Field	Description	Default value
Edit codes	<p>Specifies whether you want to show or hide the following editing symbols:</p> <ul style="list-style-type: none"> • Line break code: In HTML, a line break generally occurs automatically according to the screen width. To cause a line break explicitly, press the Enter key. If you select this check box, a line-break symbol appears at the position where an explicit line break occurred. • Comment and script codes: If you select this check box, a symbol appears for each of the comments, scripts, and unknown tags on the page. 	Both check boxes are selected.

Field	Description	Default value
Object frames	<p>Some HTML elements—such as paragraphs and forms—determine the characteristics of the text or the elements inside; they are not displayed by themselves. You can identify such an element only when it is focused and a focus frame appears around it. With this option, you can specify whether you want to show or hide the frames of such elements on the page editing area for each mode.</p> <ul style="list-style-type: none"> • None: Does not display frames. • Forms and tables: Displays dotted lines showing the frame of a form and the invisible frame of a table, cell, or table caption. • All: Displays the frames of all the elements. • Forms, tables, and layout frames: Displays dotted lines showing the frame of a form, the invisible frame of a table, cell, or table caption, and a layout frame. 	<p>Forms and tables </p> <p>Forms, tables, and layout frames </p>
Status bar	<p>Specifies the items to be displayed on the status bar:</p> <ul style="list-style-type: none"> • Page title: Displays the title of the current page. • Path to the page: Displays the full path of the current page. • Tag layer: Displays the hierarchy of the tag at the cursor position. • Base URL: Displays the base URL of the current page. • HTML tag: Displays the HTML tag in focus. 	Path to the page
Grid, ruler, or focus frame	<p>Specifies the options for a grid and a ruler.</p> <ul style="list-style-type: none"> • Show grid: Select this check box to display a grid. • Interval: Specify the interval between grid lines, in pixels. • Grid color: Specify the color of the grid. • Show ruler: Select this check box to display a ruler. • Focus frame color: Specify the color of the focus frame. • Snap layout frame to grid: Select this check box to align the top left corner of each layout frame to the grid. 	<p>The Show grid and the Show ruler check boxes are selected. The Snap layout frame to grid check box is cleared. </p> <p>All check boxes are cleared. </p>

Fonts tab

The **Fonts** tab enables you to specify the fonts used in the page editing area. Note that the specification of fonts here does not affect the appearance of the page on a browser. Each browser has its own font setting.



If the fonts used on the **Edit Page** tab differ greatly from those used on the **Preview** tab, you can set similar fonts here.

Field	Description	Default value
Proportional font	Specifies the font used for normal text and headings.	Times New Roman

Field	Description	Default value
Fixed font	Specifies the font used for monospace text (such as preformatted text).	Courier New
Font size	Specifies the font size.	11-point

Network tab

If you click **File → Open URL** on the menu bar, Homepage Builder connects your PC with the external network and loads a file from a Web server on the network, using HTTP protocol. The **Network** tab enables you to set the proxy server and other Internet-related options.

Group	Field	Description
Proxy server	Address	Specifies the address of the HTTP proxy server. Example: www.proxy.xx.yy.com
	Port	Specifies the port number of the HTTP proxy. Example: 8080
	Open URL via proxy	To connect with the external network, you might need to specify the proxy server. To do so, select this check box and specify the address and the port number of the proxy.
Warning setting	Show warning before URL is opened	Displays a warning message, if any is issued, when a file is loaded from a Web server on the network.
Temporary Internet files	Folder for temporary files	Specifies the folder that holds the temporary files used when a file is loaded from a Web server on the network through HTTP.
	Delete Temporary Files	Deletes all the files and folders in the folder for temporary files.

File tab

On the **File** tab, the **File options** group enables you to specify the end-of-line code and the suffix for HTML files. The **Save options** group enables you to specify options for saving files.

Group	Field	Description	Default value
File options	End-of-line code	Specifies the end-of-line code to be used when a file is saved. In general, LF is used for UNIX, and CR+LF is used for DOS, Windows, and OS/2.	CR+LF
	Suffix for HTML files	Specifies the default file extension for HTML files.	htm
	Insert DOCTYPE	Specifies the DOCTYPE to be used. Unless you have a special reason, you should not change the default setting.	Selected
	Include GENERATOR in HTML source	Specifies whether you want to insert the <META> tag with the <i>name="GENERATOR"</i> attribute when you create a file or load an existing file and save it after making changes.	Selected

Group	Field	Description	Default value
Save options	Create backup file	If you select this check box, a backup file is created when you overwrite an existing file. The backup file is named <i>aaaa.BAK</i> , where <i>aaaa</i> is the name of the current file.	Selected
	Create autosave file for every <i>n</i> operations	If you select this check box, the current file is saved automatically on after <i>n</i> operations. You can specify the number of operations (<i>n</i>) in the field next to this check box.	Selected (<i>n</i> = 3)
	Specify character encoding with META tag	Specifies the character encoding. By specifying this option, you can ensure a browser can read your page properly.	Selected (Auto)

Applications tab





The **Applications** tab enables you to specify the external applications invoked from Homepage Builder.

Group	Field	Description
Specify external applications	Applications for HTML files	Enables you to add, change, or delete HTML browsers. The names of the HTML browsers you have registered appear in the list box.
	Other Applications	Enables you to register an applet viewer, an image editor, and a text editor.

Edit Source tab

The **Edit Source** tab enables you to set options for the **HTML Source** tab in the page editing area.

If the check box for **Automatically format HTML source** on the **General** tab has been selected, the settings on the **Output characters** and the **Source format** groups are applied to the HTML sources of all open files. Otherwise, these settings take effect on subsequent editing. If you right-click on the **HTML Source** tab to show a pop-up menu, and then click **Format HTML Source**, the HTML source is formatted as specified here.

Group	Field	Description	Default value
Color settings	With color	Specifies whether you want to distinguish each HTML source element by color.  If you select this check box, performance may be degraded. If the display speed of the HTML Source tab is slow, clear this check box.	Selected
	Default	Clears all the specified colors to return to the default colors.	
	Comments	Specifies a color for comments.	Orange
	Tags	Specifies a color for tags.	Blue
	Attributes	Specifies a color for attributes.	Deep purple
	Attribute values	Specifies a color for attribute values.	Purple
	Text	Specifies a color for normal text.	Black
	Errors	Specifies a color for text that contains an error.	Red
Font and line-wrapping	Font	Specifies a font for use on the HTML Source tab.	Courier New
	Size	Specifies a size for the font used on the HTML Source tab.	9-point
	Wrap lines automatically	Specifies whether you want to wrap lines automatically according to the size of the window. If you select this check box, the scroll bar disappears, and you can see the entire source.	Cleared
	Show line numbers	Displays line numbers for easy editing.	Cleared
Output characters	Tags	Specifies whether you want to use uppercase or lowercase letters for tags.  This option does not apply to style sheet settings.	Uppercase
	Attributes	Specifies whether you want to use uppercase or lowercase letters for tag attributes. Tag attributes here indicates, for example, <code>yyy</code> in <code><xxx yyy="zzz"></code> .  This option does not apply to style sheet settings.	Lowercase
Source format	Indent	Specifies the number of spaces to be indented.  This option also applies to style sheet settings.	2 spaces


Site/Gallery View tab

The **Site/Gallery View** tab enables you to set options for the Site/Gallery View.

Group	Description	Default value
Thumbnail view	<p>Specifies the settings for the file list in thumbnail view.</p> <ul style="list-style-type: none"> • Show file names: Select this check box to display a file name under each thumbnail. • Show status: Select this check box to display the name of the folder or file selected on the Gallery tab. If the check box is selected, a field is added on the Gallery tab to display the status information. If the search for files takes time, a message is displayed in this field. • Show button labels: Specifies whether to show button labels, such as View, Setup, and Insert. • Show HTML thumbnails: Select this check box to display not only image files but also HTML files by thumbnails. • Play animation: Plays an animated GIF file. • Image frame size: Specifies the maximum size of thumbnails. An image that exceeds the specified size is displayed in this size. An image that is smaller than the specified size is displayed at actual size. • Background color: Specifies the background color of the area where materials are displayed on the Gallery tab. 	<p>Selected</p> <p>Cleared</p> <p>Selected</p> <p>Cleared</p> <p>Selected</p> <p>64 x 64</p> <p>White (#ffffff)</p>
Tree view: site link	<p>Specifies the types of files displayed in the tree view area when the Link button is selected on the Site tab.</p> <ul style="list-style-type: none"> • Show all: Displays all the files whose link relationships are managed by the Site/Gallery View. • Show selected items: Displays only the file categories that you have selected. 	<p>Show selected items (HTML)</p>
Tree view: site folder	<p>Specifies the types of files displayed in the tree view area when the Folder button is selected on the Site tab.</p> <ul style="list-style-type: none"> • Show all: Displays all the file categories managed by the Site/Gallery View. • Show selected items: Displays only the file categories that you have selected. 	<p>Show selected items (Top folder, To be uploaded, Unused, Broken links, All, and Not uploaded yet)</p>

Target Browser tab

The **Target Browser** tab enables you to set the size of the page editing area and specify the options for tag check according to the target browser.

Field	Description	Default value
Target browser setting	<p>A list of target browsers currently set is displayed. To add a browser, click the Add button.</p> <ul style="list-style-type: none"> • i-mode: Adjusts the size of the page editing area to the general screen size of i-mode compliant browsers. • i-mode (502i series): Adjusts the size of the page editing area to the general screen size of browsers that are compliant with the 502i series of i-mode. The 502i series supports colors and MARQUEE tags. <p> Web site specifications for i-mode</p> <p>Homepage Builder complies with the specifications for creating i-mode-compliant Web pages. These specifications, however, apply to the i-mode services in Japan and therefore may not be the same as those for any other country.</p> <ul style="list-style-type: none"> • 1/4 VGA: Adjusts the size of the page editing area to the 1/4 VGA screen size. • TV Mode (640x480): Adjusts the size of the page editing area to the general screen size of TV-compliant browsers. • VGA: Adjusts the size of the page editing area to the VGA screen size. • WorkPad: Adjusts the size of the page editing area to the general screen size of WorkPad-compliant browsers. 	
Initial target setting	Specifies the name of the default target browser. When you create a file, it is opened with the target browser setting specified by this option.	Standard
Save the target browser information in a file	If you select this check box, you can include the information on the selected target browser when you save a page.	Selected
Check tags automatically when the target browser is switched	If you select this check box, you can do a tag check whenever the target browser is switched. If a tag or an attribute not supported by the specified browser is detected, the CheckTags dialog is displayed.	Selected

Page Size tab

The **Page Size** tab enables you to set the size of a page created in free layout mode.

Field	Description	Default value
Width	Specifies the page width.	
Height	Specifies the page height.	

Field	Description	Default value
Description	Enables you to enter a description for each setting of page size.	
Default page size	Specifies the initial page size.	750 x 900 pixels
Output page size information to file	If you select this check box, the page size information is saved in a page you are editing.	Selected

Others tab

The **Others** tab enables you to set miscellaneous options.

Group	Field	Description	Default value
Dictionary for spell checking	Language	Specifies the language used for spelling check.	English (US)
	User's dictionary	Specifies the user dictionary used for spelling check.	
Show icons on the menu		If you select this check box, you can display menu items with the related icons.	Selected
Apply the system color to the task menu		If you select this check box, you can apply the system color to the task menu.	Cleared

Options for WebArt Designer

To set options for WebArt Designer, click **File → Preferences** on the menu bar. The Preferences dialog opens.

Initial Settings tab

The **Initial Settings** tab enables you to set initial settings for WebArt Designer.

Group	Field	Description	Default value
History	Undo steps	Specifies how many steps you can cancel with the Undo operation. You can specify a value between 1 and 20.	8 steps
New Canvas size	Width	Specifies the width of a new Canvas.	640 pixels
	Height	Specifies the height of a new Canvas.	480 pixels
	Update these values if the Canvas size is specified for a new Canvas	If you select this check box, the Width and Height field values in this dialog are updated when you create a new Canvas by clicking File → New Canvas with Specified Size on the menu bar and specify the new Canvas size.	Selected
Menu	Show icons on the menu	If you select this check box, you can display menu items with the related icons.	Selected

View tab

The **View** tab enables you to change the appearance of the WebArt Designer window.

Group	Field	Description	Default value
Template Gallery	Show titles and file names	If you select this check box, a title or a file name is shown for each image on the Template Gallery.	Selected
	Show button labels	If you select this check box, the labels for buttons are shown on the Template Gallery (for example, Gallery, Folder, Bookmark, Setup, and Insert).	Selected
	Image frame size	Specifies the maximum size of the images displayed on the Template Gallery. An image that exceeds the specified size is scaled down and displayed in this size. An image that is smaller than the specified size is displayed at actual size.	64 x 64 pixels
	Background color	Specifies the background color of the area where a list of files is displayed.	White
Grid	Width	Specifies the width of the grid intervals.	10 pixels
	Height	Specifies the height of the grid intervals.	10 pixels
	Color	Specifies the color of the grid.	Pink
	Type	Specifies the type of the grid lines—solid, dash, or dot.	Solid
	Show grid	To show a grid, select this check box.	Cleared
	Snap to grid	To align the position and the size of an object to the grid, select this check box.	Cleared
Open the Create Rollover dialog when rollover objects are inserted from the Template Gallery		If you select this check box, the Create Rollover dialog appears automatically when you insert a sample rollover image on the Canvas.	Selected

Object tab

The **Object** tab enables you to set options for WebArt objects.

Group	Field	Description	Default value
Interpolation on transformation		Specifies how an image object is to be interpolated when it is enlarged, scaled down, or rotated. If you select High speed , the processing is fast but the image quality is degraded. If you select High quality , the image retains its quality but takes longer to process.	High quality



Group	Field	Description	Default value
Remove margins automatically	When converting to image	If you select this check box, the extra space left when you convert an object into an image (by clicking Object → Rasterize on the menu bar) is removed automatically.	Selected
	When cutting	If you select this check box, the extra space left when you crop part of an image object by use of the crop tool (Tools → Crop) is removed automatically.	Selected
	When saving	If you select this check box, the extra space left when you save an object using the Save wizard for Web is removed automatically.	Selected
Setting for creating shapes	Antialias	If you select this checkbox, you can create a shape object in anti-aliasing mode so that it can have smooth edges.	Selected
Display the object while it is being dragged		If you select this check box and drag an object in order to move or resize it, the object is displayed during the drag operation. If this check box is cleared, only the object frame is moved or resized during the drag operation.	Selected

Options for AnimatedGif Designer

To set options for AnimatedGif Designer, click **File → Preferences** on the menu bar. The Preferences dialog opens.

General tab

On the **General** tab, you can specify general settings for AnimatedGif Designer.

Group	Field	Description	Default value
Grid settings	Distance	Specifies the interval between grid lines. (A grid is a set of horizontal and vertical lines displayed on the preview panel. It helps you position or resize an image.)	10 pixels
	Color	Specifies the color of the grid. Click the button and specify the color you want in the Color dialog.	Pink
	Show grid	To show a grid on the preview panel, select this check box.  You can click View → Show Grid on the menu bar to obtain the same result.	Cleared
	Snap to grid	If you select this check box, the edge of an image is automatically aligned to the grid when you move or resize it.  You can click View → Snap to Grid on the menu bar to obtain the same result.	Cleared

Group	Field	Description	Default value
Menu	Show icons on the menu	If you select this check box, you can display menu items with the related icons.	Selected
Number of actions in history		Specifies how many steps you can cancel with the undo operation. You can specify a value between 1 and 20.	8
Show startup dialog		If you select this check box, the Startup dialog is displayed every time you start AnimatedGif Designer.	Selected


New Animation tab

The **New Animation** tab enables you to specify the initial settings for a new animation. You can change these settings in the Frame Properties (Attribute Frame) dialog.

Group	Field	Description	Default value
Global palette settings		You can select one of the following: <ul style="list-style-type: none"> • Do not use the global palette • Use a preset palette • Use a custom palette 	Use a preset palette (216 colors: web safe)
Screen size	Automatic size setting	If you select this check box, the size of the screen is adjusted automatically so that all the frames fit on the screen. If you clear this check box, you must specify the width and height of the screen.	Selected
	Width	Specifies the width of the screen when the Automatic size setting check box is cleared.	256 pixels
	Height	Specifies the height of the screen when the Automatic size setting check box is cleared.	64 pixels
Number of times to repeat		Specifies the repetition of an animation. If you want to play an animation infinitely, select Infinite . If you want to stop the animation after the specified number of repetitions, select Finite and then specify the repetition count.	Infinite

Image tab

The **Image** tab enables you to set options for image frames.

Group	Field	Description	Default value
Image insertion	Interlace	Specifies whether you want to have an image interlaced when you insert it into an animation. On slower connections, an interlaced image will load at a lower resolution, and then increasingly improve resolution.	Cleared
	Delay time	Specifies how long an image (image frame) is to be displayed, in milliseconds (1/1000 s). Values are rounded off to the nearest 10 milliseconds. (Example: 1234 ms → 1230 ms).  It is recommended that you specify a value in units of about 50 milliseconds. If you specify a value more minutely, the image might not be displayed as you intend.	500 milliseconds
	Disposal method	Specifies how to erase an image when an image frame is replaced by the next one.	Restore to the background color
	Position	Specifies where to position the image inserted if it is smaller or larger than the screen.	Center
	Palette	Specifies the type of palette to be used for the image inserted.	Local palette
Palette conversion	Conversion method	Specifies the method of palette conversion to be used when you have changed the palette of an image by inserting an image, changing the settings for a local (or global) palette, or editing a palette.	Dither
Inversion and rotation	Axis	Specifies the axis to be used for image inversion (Edit → Flip) and rotation (Edit → Rotate).	Center of screen

Options for WebVideo Studio

To set options for WebVideo Studio, click **File → Preferences** on the menu bar. The Preferences dialog opens.

General tab

The **General** tab enables you to set basic options for WebVideo Studio.

Field	Description	Default value
Default output profile for a new project	Specifies the default output profile to be used when a video file is generated from a project. To display the contents of a profile, select it and click the Show Details button.	Output settings for Web

Field	Description	Default value
User-defined output profiles	Displays a list of output profiles you have defined. To display the contents of a profile, select it and click the Show Details button. To delete a profile, select it and click the Delete button.	
Folder to hold temporary files	Specifies the folder that holds the temporary files used when you preview a project or generate an output file.	(Work folder of your operating system)
Folder to hold files captured	Specifies the folder containing the video files that have been captured.	(My Documents folder)
Display the Welcome dialog at startup	Specifies whether you want to display the Welcome to WebVideo Studio dialog every time WebVideo Studio starts.	Selected
Show icons on the menu	Specifies whether you want to show menu items with the associated icons.	Selected

View tab

The **View** tab enables you to set options related to the appearance of the editing area.

Field	Description	Default value
Clip size	Specifies the size of clips shown in the editing area. You can select Small , Medium , or Large .	Medium
Clip colors	Specifies the colors that represent the clips to be displayed in the editing area.	Video: Light blue Image: Pink Audio: Orange Effect: Light green Text: Yellow Transition: Brown

Edit tab

The **Edit** tab enables you to initialize the environment of the editing area.

Field	Description	Default value
Initial value for image/text duration	Specifies the initial value for the duration of image clips and text clips that have been inserted into the editing area.	5 seconds
Snap to another object when moved	Specifies whether a clip being moved is to snap to another clip or to the preview cursor. After selecting this check box, you can use the slider to specify how strongly the clip is to snap to another clip or to the preview cursor.	Selected



Appendix E. About CGI

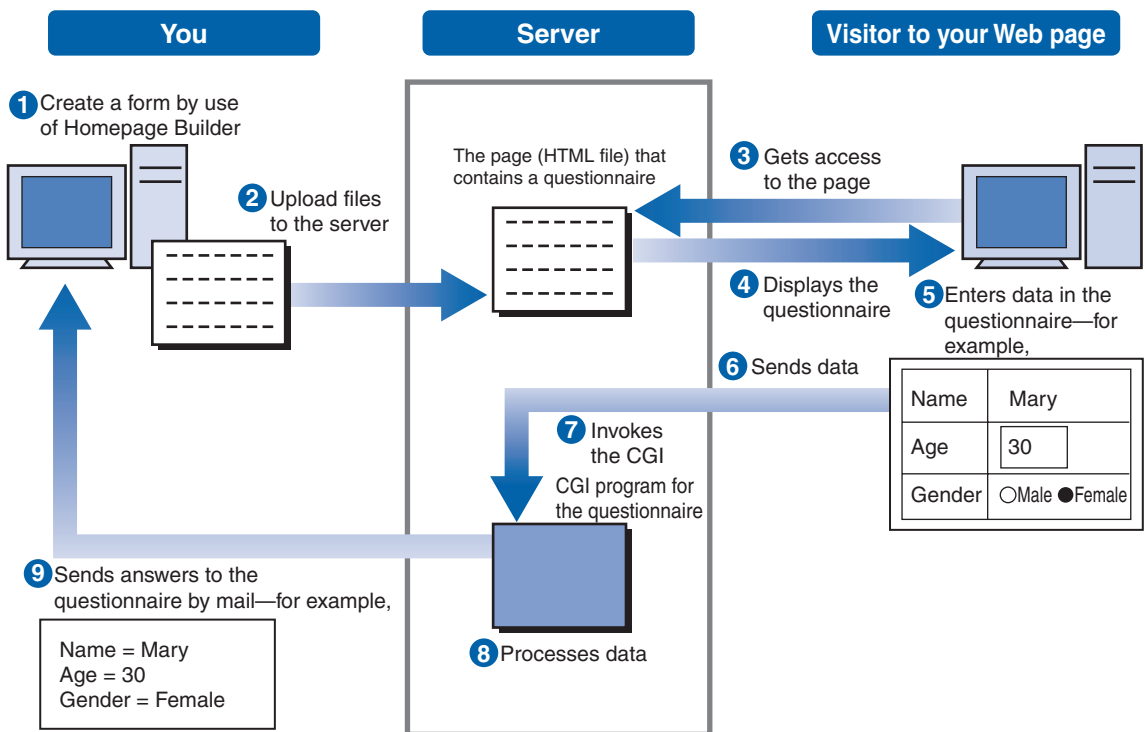
With CGI (Common Gateway Interface) you can invoke a server program and display the result on a Web browser. Such a server program is called a *CGI program*.

What are CGI programs used for?

One typical CGI program is an *access counter*, which counts the number of visitors to your Web page and displays the number as an image. Another CGI program is a program for a *form* or a *bulletin board*. A form, such as a questionnaire or an order form, enables visitors to your Web page to enter data, which is sent to you. A bulletin board enables visitors to your Web page to exchange comments.

If you create an access counter or a questionnaire on your page by the procedure given in this guide, it will not function unless the server has a CGI program that can process it. In other words, you need both a CGI program *and* an HTML file that invokes it.

The following drawing shows the operation flow for processing a questionnaire, on the assumption that your provider provides a CGI program for the questionnaire.



Who prepares the CGI program?

Who prepares the CGI program if, for example, you want to include a questionnaire in your Web page? The answer depends on your service provider. Check with your provider to learn which of the following applies to you.

Case 1: If your provider provides a CGI program

A CGI program is written in a programming language such as Perl or C. Because general users have difficulty in writing such programs by themselves, each service provider usually provides the CGI programs that are commonly used. If your provider provides a CGI program for questionnaires, all you have to do is to get from your provider the name of the program or the attributes of the form, and then specify them on the form you have created.

Case 2: If you have to write your own program and upload it to the server

If your provider accepts CGI programs but does not provide them, you must write a CGI program and upload it to the server. Homepage Builder does not offer you a function for writing CGI programs; instead, it offers many sample CGI programs. These sample programs will be explained later in this appendix.

Case 3: If your provider neither provides any CGIs nor accepts the use of CGIs

If your provider does not accept the use of CGI programs, there is no way to include a questionnaire on your page.

Access permissions for CGI programs

When you upload a CGI-related file, such as a CGI program or the PL file, to a provider's server, you must specify a file attribute for access permission, such as 777 or 755. This is something you did not have to do for HTML files. Because the value of the attribute depends on the provider, you should find out from your provider which value you should specify.



The attribute of a file used in Web page creation is generally set to such a value as 644, which indicates that only the person who has created the Web page can read and write the file, and that other users are allowed only to read it. This setting, however, does not apply to a CGI program. To use a CGI program, you must enable the visitors to your Web page to run the program or write data (such as answers to a questionnaire) into the file. To include such settings in a file, you must specify such a value as 777 or 755 as the file attribute.

To set access permission for a file or a folder, use Homepage Builder's FTP tool, the FileTransfer program. Do the following:

1. Start the FileTransfer program.
2. Connect to the server.
3. Right-click on a server file or folder, and click **Change Access Permission** on the pop-up menu.
4. Specify the numeric value by selecting or clearing each check box. To set 777, for example, select all the check boxes.



Appendix F. Troubleshooting

For troubleshooting, this section presents the answers to frequently asked questions (FAQs) and explains how to use online help.

Frequently asked questions (FAQs)

The following are frequently asked questions about Homepage Builder. They are answered on the following pages.

Installation

- Q1. Why is it sometimes necessary to restart after installing Homepage Builder, and sometimes not?

Page editing

- Q2. Why isn't the **Preview** tab displayed?
- Q3. In standard mode, how can I position text and images?
- Q4. Why can't I apply the wipe effect to the whole layout frame?
- Q5. Why are layout frames displayed differently on different Web browsers?

Images

- Q6. Why can't I edit sample images?
- Q7. Are there any restrictions on the use of sample images?
- Q8. Why can't I apply the rollover effect to an image on the page being edited?

Link

- Q9. How can I set a link to another page?

Style sheets

- Q10. Why can't I edit files for the sample style sheet?

CGI

- Q11. Can I insert an access counter?
- Q12. Can I create a form for a questionnaire?

Site

- Q13. How do I change the file name of a page in a site?
- Q14. How can I use existing pages in creating a site?
- Q15. How do I delete a file from the server?

Upload

- Q16. Why can't I upload my page? (I cannot connect to the server.)
- Q17. Error messages were displayed while I was uploading files, and the upload failed. Why?
- Q18. How can I find out the name of the destination server?
- Q19. Although I uploaded files to the server, why can't I view the top page?
- Q20. How do I download the files that have been uploaded to the provider's server?
- Q21. Although I uploaded image files to the server, why can't I view the images on any Web browser?

Installation

Q1

Why is it sometimes necessary to restart after installing Homepage Builder, and sometimes not?

A1

It depends on the version of the operating system and on the system environment.

Page editing

Q2

Why isn't the **Preview** tab displayed?

A2

Usually such tabs as **Edit Page**, **HTML Source**, and **Preview** are displayed at the top of the page open in the main window of Homepage Builder. If Internet Explorer 4.0 or later is not installed in your computer, however, the **Preview** tab is not displayed, because some functions of Internet Explorer are used for the preview function of Homepage Builder.

Q3

In standard mode, how can I position text and images?

A3

To position text and images freely on your page in standard mode, you need to create an area called a *layout frame*. Position the layout frame wherever you like by using the drag operation or by defining a style, and then insert text or images in it. For details, see " Positioning text and images freely on your page (standard mode)" on page 133.

Q4

Why can't I apply the wipe effect to the whole layout frame?

A4

If you have inserted elements into a layout frame and if they are bigger than the frame itself, the Wipe effect may not be applied to the whole layout frame. To make sure that the effect is applied as desired, specify the size of the layout frame, as follows:

1. Open the Attributes dialog for the layout frame.
2. In the **Minimum size** group, click the **Adjust** button.
3. Click the **OK** button.

Q5

Why are layout frames displayed differently on different Web browsers?

A5

Layout frames are realized by using the technology of cascading style sheets (CSS). Web browsers that do not support CSS, such as Netscape Navigator 3.0, Internet Explorer 3.0, and older versions, cannot display layout frames correctly. Moreover, Netscape Navigator 4.0 cannot display background colors and background images in layout frames.

Images

Q6

Why can't I edit sample images?

A6

Because the sample images are read-only, you cannot edit them. If you want to edit them, you must remove the read-only attribute by copying them into another folder or by pasting them into the page you are editing with Homepage Builder.

Q7

Are there any restrictions on the use of sample images?

A7

Homepage Builder offers sample images such as clip art. If you use Homepage Builder while observing the conditions stated in the *License Information*, you can distribute or upload the pages you have created with Homepage Builder, even if they include sample images. You cannot distribute or upload the sample images themselves, however.

Q8

Why can't I apply the rollover effect to an image on the page being edited?

A8

If any value is specified in the *name* attribute of the tag, you cannot apply the rollover effect. You must delete the *name* attribute, as follows, before applying the rollover effect:

1. Select the image, and then click **Edit → Attributes** on the menu bar.
2. Click the **Others** tab in the Attributes dialog.
3. Delete the value specified in **Name**, and then click the **OK** button.

Link

Q9

How can I set a link to another page?

A9

You can set a link to another page in one of the following ways:

- Clicking **Insert → Link** on the menu bar. For details, see “Setting a link on text or an image” on page 82.
- Using the Create Link wizard. For details, see *Volume 1: Primer*.
- Setting a link by drag and drop. Do as follows:
 1. Open the link source page.
 2. On the Site/Gallery View, click the **Site** tab, and then click the **Folder** button.
 3. Drag the link destination HTML file to the editing area and drop it. The link is set automatically. The page title of the link destination file is used as the link source text string on which a link is set automatically. If the destination file does not have a page title, its file name is used. You can change the text string as necessary.

Style sheets

Q10

Why can't I edit sample style sheet files?

A10

Because sample style sheet files are read-only, you cannot edit them. If you want to edit them, you must remove the read-only attribute by copying them into another folder. Or, if you paste one of these files into the page you are editing with Homepage Builder, you can edit it after you save the page.

CGI

Q11

Can I insert an access counter?

A11

Yes, you can. But if your provider does not accept the use of a CGI program for an access counter, you cannot use it even if you create an access counter. To insert an access counter, see “Inserting an access counter” on page 121. For details about CGI programs, see “Appendix E. About CGI.”

Q12

Can I create a form for a questionnaire?

A12

Yes, you can. But if your provider does not accept the use of a CGI program for a questionnaire, you cannot use it even if you create a questionnaire. To create a form for a questionnaire, see “Creating a form” on page 123. For details about CGI programs, see “Appendix E. About CGI” on page 413.

Q13

How do I change the file name of a page in a site?

A13

To change the file name, see “Renaming a file in the site” on page 197. If you rename a file by this procedure, the links between files in the site are updated automatically.

Site

Q14

How can I use existing pages in creating a site?

A14

See “Creating a site” on page 184, which tells how to create a site by using existing pages.

Q15

How do I delete a file from the server?

A15

You can delete a file from the server in either of two ways:

- To find and delete unused files, see “Detecting unused files on the server” on page 198.
- If you have already found unused files, you can use the File Transfer program to delete them. See “Deleting server files” on page 207.

Upload

Q16

Why can't I upload my page? (I cannot connect to the server.)

A16

The following are the three most likely causes. (Contact your provider on anything that is unclear.)

- **You have specified an incorrect FTP server name, FTP account name (user ID), or FTP password.** You might have specified a wrong server—for example, a server for the Web browser's network connection or an e-mail server. Check the guide furnished by your provider, and specify the correct FTP server name, FTP account name, and FTP password of the server that manages Web pages.
- **You have specified an incorrect destination folder.** Be sure to type the destination folder name as instructed by the provider. For example, if you have been instructed to place your data in public_html, type `public_html` in the **Destination folder** field (do not precede the folder name with a slash). If you have been instructed to place your data in /home/username, type `/home/username`. You may not need to specify a destination folder.
- **You have specified an incorrect port number.** Generally, "21" is used as a port number. You do not need to change it unless your provider specifies it.

Q17

The error messages were displayed while I was uploading files, and the upload failed. Why?

A17

Use only alphanumeric characters in a file name. If you use any other characters or spaces, you may not be able to upload your files. Even if you can upload them, your pages may not display correctly on the web browser.

Q18

How can I find out the name of the destination server?

A18

Contact your provider or administrator if you are not sure of the FTP server name, the FTP account name, the FTP password, or the settings of the destination folder.

Q19

Although I uploaded files to the server, why can't I view the top page?

A19

The following are the two most likely causes:

- The file name of your top page may not be assigned the name that your provider requires. Most providers define the file name of a top page as "index.htm" or "index.html." All file names are case-sensitive. Contact your provider for details. If your file names are incorrect, see Q13 to rename the files, and upload them again.
- You may have specified an incorrect destination folder. Make sure to type the destination folder name as instructed by the provider.

Q20

How do I download the files that have been uploaded to the provider's server?

A20

See "Downloading files from the server" on page 207.

Q21

Although I uploaded image files to the server, why can't I view the images on any Web browser?

A21

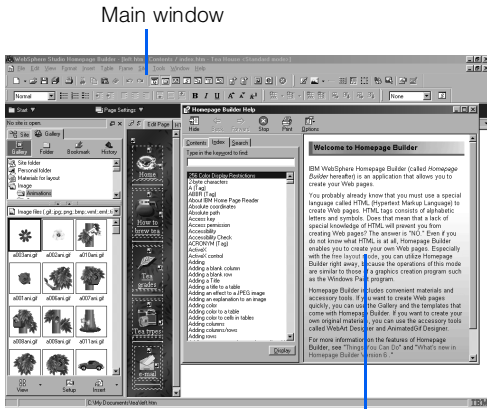
The following are the two most likely causes:

- **Uppercase and lowercase letters are mixed in the names of those files.** Although your local computer does not distinguish between uppercase and lowercase letters, the server computer does, because the operating system of your local computer is different from that of the server computer. For example, if you use lowercase letters for image file names specified in HTML files and uppercase letters for the names of actual image files, you cannot view the images on Web browsers.
- **The image files are not in a correct folder on the server.** Some providers prohibit the creation of subfolders.

Using online help

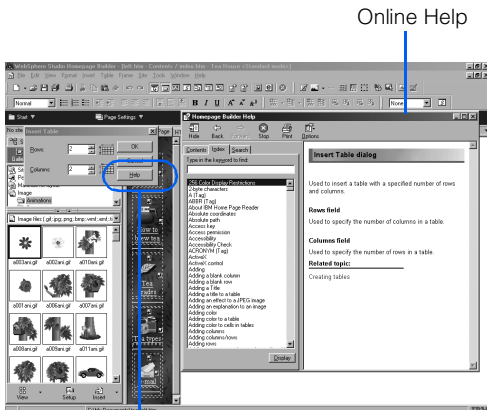
This User's Guide describes typical ways of using Homepage Builder. It does not cover the details of all of Homepage Builder's functions. If you want to know details, consult the online help first. To display the online help, do either of the following:

- To display the online help for the main window, press the F1 key.



Online help

- To display the online help for any dialog, click the **Help** button in the dialog.

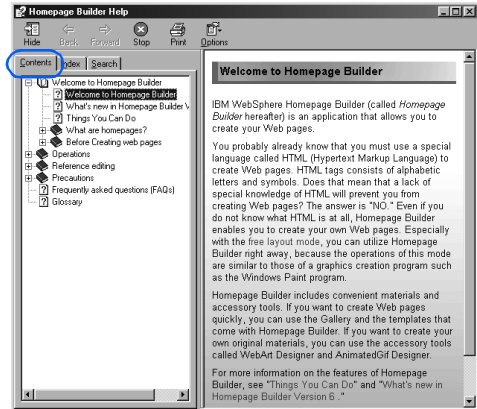


Online Help

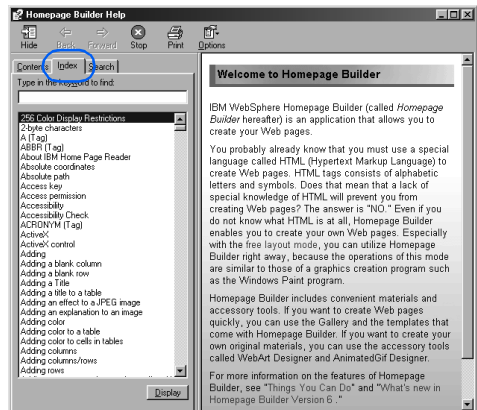
Help button in a dialog

The online help contains information on many topics. To search for a topic, do the following:

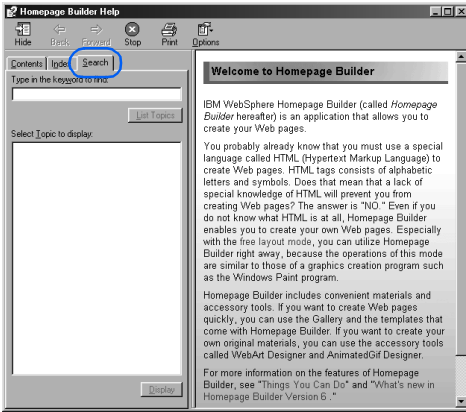
- On the menu bar, click **Help** → **Help Topics**. The Help Topics dialog appears.
- To find a topic in the table of contents, click the **Contents** tab. To enter a keyword and find all the topics related to it, click the **Index** tab. To find all the text strings that contain the word you specify, click the **Search** tab.
- Follow the instructions on each tab, and display the topics you need.



Contents tab



Index tab



Search tab



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Glossary

A

access counter

A CGI program that counts the number of times a page has been accessed. Although Homepage Builder does not offer a function for creating an access counter, it offers a function for inserting an existing access counter.

accessibility

Usability of Web pages for persons with disabilities.

album

A collection of photos taken with a digital camera and arranged in order with the description on the Web page.

animated GIF

A GIF image that consists of multiple images. It can be included in Web pages in the same way as other images. AnimatedGif Designer, one of the accessory tools provided by Homepage Builder, assists you in creating animated GIF files.

AnimatedGif Designer

One of the accessory tools provided by Homepage Builder. AnimatedGif Designer assists you in creating animated GIF files.

attribute

A parameter that you can specify in an HTML tag. For example, the <TABLE> tag has such attributes as *width* and *align*; the tag has such attributes as *height* and *border*.

When you work with elements while using Homepage Builder, you first create or insert an element and then change its attributes. For example, when you work with a table, you first create a table and then change its width or alignment. When you insert

an image, you first insert the generic image, and then change its height or its border.

B

button

A button-like figure with an effect, which you can create by use of WebArt Designer.

C

CGI program

A program for exchanging data between a client and a server. It is generally written in Perl or C language. A CGI program is often used when a server receives information entered in a Web browser—for example, questionnaires or orders—and then processes it. Although Homepage Builder enables you to insert existing CGI programs into your pages, it does not offer a function for creating CGI programs.

checkerboard effect

One of the effects that you can apply to images. It divides an image into small pieces and adds color effects to each piece.

class

A method for defining styles. You can apply a single class to different tags.

Clipboard

An internal area where content that has been cut or copied is temporarily saved. Because the content in the Clipboard is not replaced until the next time you cut or copy something, you can paste the same content multiple times.

D

download

The transfer of files from the server to your computer.

dynamic HTML

A technology for making lively Web pages with your HTML file only, with no need to prepare a separate image file or to write a program in another file.

Only Netscape Navigator 4.0 or later and Microsoft Internet Explorer 4.0 or later support dynamic HTML.

E

event

A phenomenon such as movement of the mouse pointer over or out of a paragraph. To make a program run when a certain event occurs is called *setting an event*.

F

form

An interactive form, such as a questionnaire or an order form. Visitors to your Web site can fill in the blanks and enter responses to multiple choices within the form. A CGI program is required for processing such a form. Homepage Builder has no function for writing a CGI program, but includes several model CGI programs that can be adapted as needed.

frame function

A function that enables you to split a Web browser window into several frames and display a different page in each frame. The frame function requires a page within each frame and a single frame-setting page, which contains the <FRAMESET> tag and the <FRAME> tags.

free layout mode

One of the page editing modes provided by Homepage Builder. You can position objects such as images or text at any place you like in a page. You can also make one element overlap another. Compare with standard mode.

FTP (File Transfer Protocol)

In TCP/IP, an application protocol used for transferring files to and from host computers. By extension, an application that enables you to transfer files is also called *FTP*. By using an FTP application, you can upload the files that compose your pages from your computer through the Internet to the server.

Both Homepage Builder and File Transfer, one of the accessory tools provided by Homepage Builder, offer the FTP function. To upload files by the site or by the page, use the FTP function of Homepage Builder. To upload individual files, use the FTP function of File Transfer.

H

HTML (HyperText Markup Language)

The markup language used for Web pages. HTML consists of *tags* such as <P>, <H1>, and . The latest version of the HTML specification is HTML 4.01.

Homepage Builder enables you to create Web pages or a Web site as if you were creating documents with a word processor, even if you have no knowledge of HTML. Tags need not concern you, because the required tags are automatically embedded into the document.

HTML file

A file format used for Web pages, which has the file extension of .htm or .html. Both of these two file extensions are treated as HTML files, but some providers allow only one of them. Therefore, before you start creating Web pages, be sure to find out from the provider which file extension is recommended. (This User's Guide assumes that .htm is being used.) Because an HTML file is a plain text file, you can open and edit it with a text editor.

I

image

Digital data such as photographs, illustrations, and animations. Images in GIF, JPEG, and PNG formats are used for Web pages. When you paste an image in any other format (for example, BMP or TIFF) into the page editing area of Homepage Builder, the image is automatically converted into GIF or JPEG format.

image map

An image that has multiple links. It is also called a *clickable map*. There are two types of image map:

- **client-side image map**

An image map that can be processed on the client (Web browser) side. Because HTML tags for this image map are embedded directly in an HTML file, you can easily use and manage this type of image map.

- **server-side image map**

An image map that should be processed on the server (your provider's server) side. To use this image map, you must create an image map file in addition to an HTML file. A server side image map can have either of two formats, NCSA or CERN; the choice depends on the application the server uses for image maps.

i-mode

The service provided by NTT DoCoMo Inc., a Japanese telephone company. To use this service, you will need to get an i-mode compliant cellular phone and register the use of i-mode. Using the e-mail address for your cellular phone, you can send and receive e-mail and get access to the Internet.

installation

The insertion of a program on a personal computer to make it available for use.

Internet

The worldwide collection of networks that connects an enormous number of computers and enables them to communicate with one another.

Before the Internet had spread widely, organizations such as companies and schools established their

own individual communication networks for information processing—to distribute documents, to get access to databases, and to train students. The Internet extends this concept. It connects individual networks to establish a "network of networks," which encompasses a worldwide range of communication networks.

You can use the Internet for various purposes, such as exchanging e-mail (text messages and computer files), viewing Web pages, and presenting your own Web pages.

J

Java applet

A program written in the Java language. Homepage Builder does not offer you a function for creating your own Java applets, but it provides many model Java applets. By changing the parameters (the options that are passed to the program) of an applet, you can change the background, the behavior, and the text to be displayed.

JavaScript

A program written in the JavaScript language. Such technologies as dynamic HTML and events use JavaScript.

L

layout frame

A rectangular area you can create in any position you like within a page. The layout frames use the style sheets. In some Web browsers, they are called *layers*.

link

A function to enable a user to jump from one Web page to another. For example, if you display one Web page on a Web browser, and then click text or an image containing a link, you can view the Web page to which that link applies. The place you jump from is called the *link source*; text or an image can be a link source. The place you arrive at is called the

link destination; a file, a label, or a URL can be a link destination.

logo

An image you can create by applying an effect to a text string with Homepage Builder or WebArt Designer.

M

material

An object referred to from an HTML file: an image file, a sound file, a Java applet, a script file, or a style sheet file.

menu bar

A bar, placed at the top of the main window, that contains menus such as **File** and **Edit**. You can generally access all the functions of each Windows application from the menu bar.

O

object

In WebArt Designer, the unit of original material. There are the following types of objects:

- Logo—text with an effect.
- Button—a button-like figure with an effect.
- Photo frame—a frame that decorates the border of a photographic image.
- Shape—an object consisting of lines whose directions or lengths are defined by numerical values.
- Clip art—a Windows metafile, which can retain quality better than an image object when it is resized.
- Image—all images other than the preceding four types. All the image files created by software other than WebArt Designer are objects of this type.

Logos, buttons, photo frames, and shapes can be created only with WebArt Designer.

P

page

A group consisting of one HTML file and other files referred to from that HTML file. For a Web browser, a page is a unit of display. For Homepage Builder, a page is a unit of editing.

page upload

The process of uploading all the files included in a page in a single operation.

photo frame

A frame for decorating an image. To add a photo frame to an image, select the image and click **Insert** → **Photo Frame** on the menu bar. You can select the type of photo frame and its color.

pixel

A small square colored dot. It is often used as a unit for defining display resolution or image size. HTML often uses it as a unit for defining element size.

plug-in object

Sound data (*.wav; *.mid; *.au) or multimedia data (Shockwave, VRML) that you can play back on a Web browser. It is called a *plug-in object*, because you must add a plug-in application to your Web browser to play it back.

provider

A business that supplies Internet connectivity services to individuals, businesses, and other organizations. It is formally called an *Internet service provider (ISP)*.

After you subscribe to a provider, your personal computer can get access to the Internet by making a phone call—that is, dialing up—to one of the access points specified by the provider. Once your computer obtains access, you can view Web pages on a Web browser or transfer the Web pages you created on your computer to the server.

R

rollover effect

An effect by which an image in a Web page (A) is replaced with another image (B) when you place the mouse pointer over it, and then the original image returns when you move the mouse pointer away. The rollover effect is realized by the two image files (A and B) and a JavaScript program that controls them.

As an option, you can apply another rollover effect to another image (C) in the same page. Then, if you place the mouse pointer over (A), for example, (A) is replaced with (B), and (C) is replaced with (D).

S

server

A computer owned by the provider. To upload your pages, you must get access to the server. Homepage Builder maintains the information you need for access to the server (for example, the FTP server name, the FTP account name, the FTP password, and the destination folder) in a *server profile*. After you have created a server profile, you can easily upload files every time you update them by using that profile.

server profile

A collection of information you need for access to the server—the server name, the user ID, the password, and the destination folder.

shape

A vector-type object created by use of the drawing tools of WebArt Designer. Whereas a bitmap image consists of groups of dots or pixels, a vector image is created as collections of lines whose direction and length are defined by numerical values. You can easily edit or modify a shape object you have drawn. No matter how much the object is enlarged or reduced, its outline remains smooth.

site

Generally, the location on the server where all the files that compose a set of Web pages are stored; in

Homepage Builder, a virtual site in your computer. A virtual site is managed as a single folder that includes all the files that compose a set of your pages. The advantage of a virtual site is that your computer and the provider's server have identical sets of files. After you create a virtual site in your computer, Homepage Builder manages file updates for you. When you upload files, Homepage Builder determines which files have been updated since the last upload, and sends only the updated ones.

site folder

A folder in your computer that includes all the files that compose a set of your pages. It is also called a *top folder*.

site upload

The process of uploading all the files in a virtual site in a single operation.

slide show

A visual presentation, showing a series of still images one by one either automatically (at a specified interval) or under manual control.

standard mode

One of the page editing modes provided by Homepage Builder. In this mode, you can edit a page in the same way as you use a word processor. Objects such as images or text are inserted at the position of the cursor. If you want to edit a page by the methods you used with Homepage Builder Version 5 or earlier, select this mode.

style

Specifications of appearance or layout, such as typeface, font size, color, line pitch, and margin.

style sheet

A standard for controlling Web page styles, formally called a *cascading style sheet (CSS)*. CSS was advocated in 1996 by the World Wide Web Consortium (W3C). Homepage Builder complies with the CSS specification.

A style sheet defines the style, or appearance, of a Web page. A style sheet enables you to achieve elaborate designs, like those you see in some magazines, right on your Web pages.

You can write a style sheet in one of the following ways:

- Specifying the style in your HTML file.
- Creating a style sheet file and setting a link from your HTML file to the file.

subpage

A page linked from a top page. If a site has a hierarchical structure, all the pages other than a single top page are subpages.

T

tag

Descriptions, surrounded by `< >`, that identify document elements in HTML. For example, the tag `<P>` indicates a paragraph, `<H1>` indicates a heading, and `` indicates an image. A slash is added to the tag to indicate the end of the element it applies to. The end of a heading, for example, is tagged with `</H1>`.

target

One attribute of a link (the `<A>` tag). If you have divided a page into multiple frames, you can cause the link destination page to appear in another frame by specifying a value for the *target* attribute in the link source.

task menu

A menu of the basic functions needed in creating a Web page. All the menu items on the task menu are included in the menu bar. From left to right, they are arranged in the order in which they are used in the process of creating and uploading a Web page.

template

A page that consists of the optimum combination of elements. For those users who have difficulty in creating Web pages from scratch, Homepage Builder provides many templates for many categories.

thumbnail

A reduced version of an image. You can arrange thumbnails on a Web page for quick viewing and selection.

top page

The entry page for each Web site. Because this page often serves as an index, it is typically named "index.htm." (The file name of your top page might be predefined by your provider, so be sure to ask your provider what file name to use.)

To jump from a top page to subpages, use a link function.

transfer

The sending of files that compose Web pages to the server (the computer owned by the provider) through network lines.

U

upload

The transfer of files from your computer to the server.

URL (Uniform Resource Locator)

The unique address of a Web page. It consists of alphabetical characters, such as `http://www.ibm.com/`. It is used by Web browsers to identify and locate Internet resources. If you are using Internet Explorer, type the URL in the **Address** field; if you are using Netscape Navigator, type the URL in the **Location** field.

A URL consists of several parts. For example, `http://www.ibm.com/software/webservers/hpbuilder/` consists of the protocol to be used in accessing a Web page (`http`), the name of the server on which the Web page resides (`www.ibm.com`), the path to the Web page (`/software/webservers/hpbuilder/`), and, optionally, the file name.

W

wallpaper

An image file pasted on the background of a page.

WebArt Designer

One of the accessory tools provided by Homepage Builder. It assists you in creating and editing images. By using this tool, you can easily create logos, buttons, simple drawings, and maps for your Web pages. The main program of Homepage Builder, too, enables you to edit GIF or JPEG images, but WebArt Designer offers you a richer set of functions.

Web browser

An application that enables you to view Web pages. It is also called a *WWW browser* or just a *browser*. Microsoft's Internet Explorer and Netscape's Netscape Navigator are among the best known Web browsers.

WebVideo Studio

One of the accessory tools provided by Homepage Builder. WebVideo Studio assists you in capturing and editing video taken with a digital video camera, and generates video files or animated GIFs as output. You can insert them easily into a page in Homepage Builder.

wizard

A user interface that enables you to do tasks step by step. You just need to select something or answer the question, and then click the **Next** button. Wizards are often used in Windows software, because they enable you to do tasks quickly and accurately.



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