AOLpress

User's Guide to AOLpress 2.0

Do-it-Yourself Publishing
for the Web

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Part 1
Getting Started

Part I gives you an introduction to AOLpress. You'll learn what it can do, how to install it, and you'll learn the basics in a quick lesson.

Read **Welcome!** to learn what AOLpress can do and how to get technical support if you need it.

Read **Chapter 1** if you need to install AOLpress. It covers installation and system requirements. It also covers a few essentials about preferences you may want to set before you use AOLpress.

Follow the example in **Chapter 2** to get a quick overview of how AOLpress helps you create Web pages.

Read **Chapter 3** to learn more about using AOLpress to browse the Web.

Welcome!

The World Wide Web has fueled the explosive growth of the Internet and the emerging software and services industries that surround it. The Web lets individuals, companies, and institutions—anyone with an Internet connection—publish electronically.

The fundamental unit of the Web is the "page" you see when you browse for information. Pages are *hypertext* documents. When you click on a link, your computer gets the page referenced by the link and displays it on your screen. Web pages can also contain images, sound, video, forms, and other features.

What is AOLpress?

AOLpress helps you create and publish Web pages. The important difference between AOLpress and Web browsers is that AOLpress is both an editor *and* a browser. The editing features are not available in normal Web browsers.

Because AOLpress integrates authoring and browsing, you can integrate reading and editing. If you are browsing (reading) a page on your PrimeHost hosting service directory or any AOLserver where you have permission to change pages, you can make changes and republish the page immediately.

Behind the scenes, Web pages are stored in a format called HTML (HyperText Markup Language). If you use AOLpress, you won't have to learn this language. Instead, you can create Web pages just as you would create paper documents with a word processor like Microsoft Word.

You can use AOLpress with or without access to the PrimeHost hosting service. With the PrimeHost hosting service, you will be able to save your pages directly to the AOLservers used by the service.

What is the PrimeHost hosting service?

AOLpress and the AOL PrimeHost hosting service give you an integrated publishing system for the World Wide Web. The computer on your desk connects to Web servers where you can publish your pages. AOLpress and the PrimeHost hosting service let you join the thousands who have made their presence known on the Internet.

For information about PrimeHost, see `http://www.primehost.com`.

You can use AOLpress with several levels of service. As your Internet needs grow, you can move up to higher service levels. Each service level gives you more disk space and supports more frequent page accesses than the previous level.

♦ **No service:** You can use AOLpress to create Web pages without having a Prime-Host hosting service account. If you have your own AOLserver, you can use AOLpress to save pages directly to that server. Otherwise, you have to use some other file transfer mechanism (such as FTP) to move pages you create with AOLpress to the Web server you are using.

♦ **Personal Service:** With your AOL membership, you can access the Internet and publish your pages on the World Wide Web. Your AOL membership includes access to "My Place", where you can publish up to 2 MB of pages and other files per screen name (up to 10 MB per account). My Place lets you use AOLpress to publish directly to `http://members.aol.com/`*members*. Go to keyword "My Place" on AOL to learn more.

♦ **Domain Service:** This service level gives you a unique "domain" name — such as `mycompany.com`. This makes your company easy to find on the Web (`http://www.mycompany.com`) and helps you project a professional image.

♦ **Commercial Service:** In addition to a domain name, this service level gives you control over most administrative, database, and programming capabilities of the AOLserver where your Web site is hosted.

♦ **Dedicated Service:** In addition to the features of the Commercial service, this service level gives you full access to the system, your choice of hardware and software configuration, and secure financial transactions.

PrimeHost also provides the "Storefront Solution," which lets you quickly put your catalog of products online so that you can accept electronic payment securely.

What are AOLservers?

AOLserver is the software the PrimeHost hosting service uses to store your Web pages and send the contents to people who want to read your pages. If you want to set up your own Web hosting service, you can download the AOLserver software for free from `http://www.aolserver.com/`. The AOLserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided.

Why give our software away for free?

In our ongoing effort to promote publishing on the World Wide Web, we make two major Web tools — AOLpress and AOLserver — available at no charge. AOLpress is the top-ranked Web page authoring software, and AOLserver is the remarkable server software (called "awesome" by New Media magazine) at the core of the PrimeHost hosting service. This free distribution is our gift to the Web community.

Our assumptions about you

We realize there is probably no "typical" reader of this book or user of AOLpress. Some of you are novices; some have considerable experience. How you will use this book depends on what you already know. How we explain things depends on what we assume about you and your system.

You can use AOLpress if you can use a word processor.

♦ We assume your computer connects to the Internet either directly or through a modem connected to AOL or an Internet Service Provider. Otherwise:

- If your computer connects to a local-area network (LAN), you should contact your system administrator to find out how to connect to the Internet.

- If your computer is not connected to a network or modem, you must connect it.

♦ We assume you know how to use your computer and its operating software.

- You have experience with a window-based, graphical user interface, like Microsoft Windows or the Macintosh.

- You know how to run programs.

- You know about files and directories (sometimes called documents and folders), how to create them, rename them, move them, and delete them.

- You know how to use your computer's mouse.

♦ We assume you have used one of the popular word-processing software packages, such as Microsoft Word.

- The editing conventions in AOLpress are similar.

- The file-saving operations in AOLpress look similar, but they also allow you to save files over the Internet.

♦ We *do not* assume that you are familiar with the World Wide Web and with the concept of navigating through information with hypertext, but we recognize that many of you are familiar with these services and concepts.

- If you are familiar with Web navigation, scan Chapter 2 to see how AOLpress lets you browse the Web. Then work through its examples to create a Web page.

AOLserver administrators

Administering AOLservers requires expertise typical of a system administrator. Extending or customizing the server requires programming expertise.

The AOLserver manages permissions for access to information, user accounts, and modification of files. Hence, the AOLserver administrator has the responsibilities of a system administrator. Separate documentation for the AOLserver software is available for those who use the PrimeHost hosting service at the Commercial or Dedicated level and those who download the free AOLserver software and manage their own server.

About this book

This book is both a tutorial and a reference manual for the AOLpress software. We intend this book for the novice and the experienced user. If you are a new user, you should start with Part I, use the software for a while, and then read through the rest of the book. Experienced users can search through the chapters, table of contents, and index to find special topics explained.

This book also covers the way AOLpress and the PrimeHost hosting service interact. The AOLserver documentation describes how to administer and program the server.

How to use this book

We urge you to *use* this book, not just *read* it. To learn about the software, use the book as a tutorial. We show how to accomplish a variety of tasks. *Work through the instructions* to learn*.* The book usually introduces a set of steps to accomplish a particular task with a distinctive heading:

➔ Do a task:

Following the heading that introduces a task are either sequential steps or optional steps, each with its distinctive style:

1 Numbered paragraphs, like this one, designate step-by-step instructions. Follow them to learn how the tools work.

2 Menu commands are shown with arrows, for example, **File**➔**Save** means you should pull down the **File** menu and choose the **Save** option.

■ Paragraphs with a square bullet, like this one, are optional steps. Usually there is a sequence. Do one or more of the steps to cause the designated action or actions.

We recommend that you review this book after you have used AOLpress for a while. You will discover useful features that you breezed over the first time.

Online tutorial

AOLpress comes with an online tutorial that teaches you how to use AOLpress. It's really an online workbook, because you edit the Web pages that make up the tutorial to learn how to use AOLpress. To start the tutorial, choose **Help**➔**Tutorial**.

Online help

There are many online help pages available throughout AOLpress. Most windows have a help button that you can click to get assistance with a specific task. AOLpress provides several other ways you can find answers to your questions:

→ **Use the online help and online documentation:**

■ Choose the **Help→Contents** menu item. You will see a page that contains links to various types of online help and online documentation. For example, you can click on the link to the online User Guide to search the online version of this book.

→ **Search for help by looking up a word:**

1 Choose the **Help→Search For Help On** menu item. You will see a page that lets you search the AOLpress User's Guide.

2 Type a word or words in the field, and click the **Search** button. You will see a list of sections that contain those words. You can click on a link to move to a section. The word you searched for will be highlighted.

→ **Search the list of Frequently Asked Questions:**

■ Choose the menu **Help→FAQ**. ("FAQ" stands for "Frequently Asked Questions," and is usually pronounced "fack".) Another FAQ with information about AOLpress is provided at http://www.aolpress.com/faq.html.

→ **Get contact information for help with technical questions:**

■ Choose the menu **Help→Tech Support**.

→ **Find clip art and other resources:**

■ You can find clip art for your pages at http://www.aolpress.com/gallery/index.html and links to other clip art sites on the Web at http://www.primehost.com/members/create/index.htm.

Typographical conventions

We use a variety of fonts to identify items or processing steps:

bold, sans serif:	Menus, menu items, and field names. Menu names with options use arrows, for example, **File→Save**.
italic:	To emphasize selected words. For example, "We urge you to *use* this book."
italic, underlined	A *hyperlink*. When browsing a Web page, click on a hyperlink to display the Web page it references.
courier	Text that you type. For example: http://gnn.com/.

Variations on different types of computers

AOLpress is available for Microsoft Windows and Macintosh. We have compromised between making the application similar across different platforms, versus making it look similar to other applications on the same platform. Paragraphs in this book that apply to specific platforms are identified in the text. If you are using a Macintosh, the screen will look a little different from examples in this book, but the fields are the same and they work the same way.

What's new in v2.0?

If you've used AOLpress (or GNNpress or NaviPress) before, see page 195 for a list of the new features you will find in AOLpress v2.0. The icon to the left identifies features that are new in this version. If you are using an earlier version, these features will not be available. To find out how you can upgrade to AOLpress v2.0, please visit our Web site (http://www.aolpress.com/).

To contact us or get more information

To sign up for the PrimeHost hosting service or to get technical support:

♦ Call 800/879-6882

♦ Send email to info@primehost.com to sign up

♦ Send email to support@primehost.com for technical support

♦ Visit http://www.primehost.com/

♦ Go to the "primehost" keyword on AOL

To download AOLpress or AOLserver for free:

♦ Visit http://www.aolpress.com/

♦ To find out about technical support, email lists, and AOL message boards about AOLpress, visit http://www.aolpress.com/feedback.html.

Chapter 1
Installing AOLpress
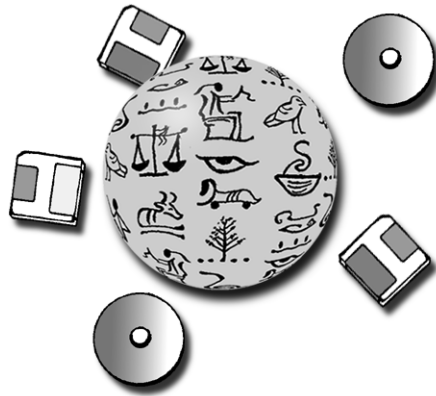
What you'll find
in this chapter:

This chapter explains how to install AOLpress on the following operating systems:

♦ Microsoft Windows 3.1, 3.5 NT, Workgroups, and Windows95 (32-bit and 16-bit)

♦ Mac OS: System 7 and later

You can download the AOLpress software from http://www.aolpress.com. (AOLpress may also be available for Solaris, SunOS, Irix, and HP UNIX platforms. Check the AOLpress Web site for availability.)

Using AOLpress with an AOL account

Your AOL membership includes Web space where you can publish up to 2 MB of pages and other files per screen name (for a total of 10 MB per account). Your Web address is http://members.aol.com/*screen_name*.

If you are an AOL member and you want to publish to this location, read the instructions at http://www.aolpress.com/press/memberfaq.html. This page contains the latest information about using AOLpress with a connection to AOL.

System requirements

If you want to use AOLpress over the Internet, you need to have a "SLIP" or "PPP" connection from an Internet service provider, modem, and the appropriate connection software (for example, Trumpet winsock or Chameleon).

You can still use AOLpress to author and access local files when your computer is not connected to the Internet. For example, while you create pages you may want to leave your modem off and then connect your modem to the Internet when you are ready to publish your pages. When your modem is off, you have access to all the features of AOLpress, but cannot open, save, delete, or browse on network locations.

If you have additional questions about using AOLpress with various types of Internet connections, see the Frequently Asked Questions (FAQ) lists at http://www.aolpress.com/faq.html and at http://www.primehost.com/faq/faq.htm.

MS Windows

♦ Microsoft Windows 3.1, NT, Workgroups, or Windows 95

♦ Intel x86 microprocessor (386 minimum; 486 or above recommended)

♦ 4 Mbytes RAM minimum; 8 Mbytes recommended

♦ 5 Mbytes free disk space required for installation

♦ Internet TCP/IP software:
  • Windows NT and Windows95 have support for TCP/IP built in. Windows NT and Windows95 users do *not* need to install third-party software.
  • The Windows 3.1 and Windows for Workgroups 3.11 operating systems do *not* have built-in support for TCP/IP. You have to install a "TCP/IP stack" on your system if you plan to use the World Wide Web. Sources of TCP/IP software include FTP Inc., Microsoft, NetManage, Novell, and Spry Inc.

♦ A modem or direct network connection.

Macintosh

♦ System 7 or above.

♦ CPU: 68020 or higher, or Power PC

♦ 8 Mbytes RAM; 12 Mbytes recommended

♦ 5 Mbytes disk space required for installation

♦ MacTCP software (check your system disks if it is not already installed)

♦ A modem or direct network connection. (If you use a modem, you also need PPP or SLIP software.)

Installing AOLpress

MS Windows

➜ **Install AOLpress on Windows 3.1, NT, Workgroups, or Windows95:**

1 Click on the Web link to download AOLpress. (For Windows 95 or later versions of Windows, download the 32-bit version. For Windows 3.1, download the 16-bit version.) Specify the location on your hard drive where you want to store the compressed AOLpress software. This can be a folder where you store temporary files.

2 Use the **File Manager** or **File Explorer** to find the file you downloaded.

3 Double-click on the file you downloaded to expand and run the setup procedure.

4 Follow the prompts in the setup procedure to install AOLpress.

5 When the installation is complete, you can double-click on the AOLpress icon in your Program Manager to run AOLpress.

Installing with no Internet connection

If you do not have a WINSOCK.DLL file (TCP/IP connection software), you will see a message that says "Couldn't find TCP/IP network (WINSOCK.DLL). Would you like a stand-alone installation?"

If you proceed with a stand-alone installation, a null WINSOCK.DLL is placed in the AOLpress folder. AOLpress tells you that you are not connected to a network when you first try to access an Internet location.

If you install AOLpress stand-alone and later decide you want to use it over the Internet, you must change the installation as follows:

1 Install Internet access connection software (this should place a file called WINSOCK.DLL in your Windows folder.

2 Arrange for Internet access from a provider such as the PrimeHost hosting service.

3 Start the Windows **File Manager** and search for AOLPRESS.EXE. Delete the WINSOCK.DLL file in the same folder as AOLPRESS.EXE. If there is no WINSOCK.DLL file in its folder, AOLpress will use the WINSOCK.DLL file in the Windows folder.

If you delete the null WINSOCK.DLL without installing Internet access software, and then try to use AOLpress, it will not start. Either install a valid WINSOCK.DLL or reinstall AOLpress.

1 Installing AOLpress

Macintosh

➔ Install AOLpress on a Macintosh:

1   Click on the Web link to download AOLpress. Specify the location on your drive where you want to store the compressed AOLpress software. This can be a folder where you store temporary files.

2   Double-click on the file you downloaded to expand and run the installation.

3   Follow the prompts in the installation procedure to install AOLpress.

4   When the installation is complete, double-click on the AOLpress icon to run AOLpress.

Upgrading to new versions of AOLpress

When new versions of AOLpress are introduced, you can update over the network instead of re-installing. Select **File➔Upgrade** AOLpress**.** You can download a new version of the software and install it.

Preferences you should set now

Chapter 15 covers Preferences in detail, but you might need to set the Proxy server now if your site is behind a firewall or if you connect to the Internet through a service provider who runs your connections. First ask your System Administrator if your are behind a firewall. Some hints that you might be are:

♦   You cannot ftp to a remote site.

♦   You cannot log in to a remote site.

♦   You can reach internal Web servers but no external Web sites.

➔ Set preferences:

1   Start AOLpress.

2   Choose the **Tools➔Preferences➔Network** menu item.

3   Click the **Always Proxy** check box.

4   Ask your system administrator for the name of the Proxy server. Typically it is in the form `hostname:port` (for example, `www.mycom.com:81`). *Do not* type the leading http://.

5   You may also need to set a **SOCKS host** name in this window if you are behind a firewall. Ask your system administrator.

If you want to use AOLpress to send email, set your **Mail Address** in the Network Preferences window, too.

Chapter 2
Create a Web Page in 10 Easy Steps

What you'll find in this chapter:

The steps in this chapter show you how to quickly create a Web page for yourself. Your page will have text, links, and a way for people to send you email. And, you'll be surprised how quickly you can create all of this. This chapter also shows you how to publish your page to the PrimeHost hosting service (if you have an account).

Step 1: A little background

Before we start our tour of the World Wide Web and AOLpress, we'd like to explain a few of the terms you'll see. They are a lot less mysterious than they sound.

♦ **Web Pages:** The documents you see on the Web are called "pages." They contain text, images, and "links" that let you jump to other pages.

♦ **Browse:** When you look at a Web page, you are "browsing" that page, and the software you are using is called a "browser". Another term for browsing Web pages is "surfing." AOLpress is *both* a browser and an "authoring tool" — because it lets you look at pages *and* create or change them.

♦ **Web server:** The computer that stores the pages you see is called a "Web server." It runs software that knows how to send pages and images to browsers.

♦ **Web client:** On the Web, the "client" is your own computer. You don't need to understand "client-server computing" to use AOLpress. In case you're curious, a "client" computer is one that sends requests to a "server" computer. The "server" processes the request, and the "client" takes care of showing you the results.

Web servers
(Web pages published here)   Web client (or "browser")
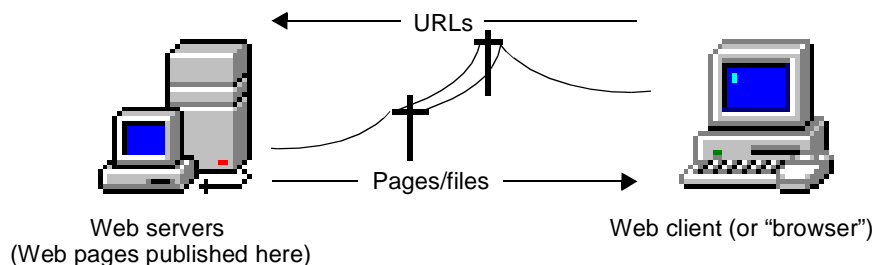
♦ **URL:** The strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are locations on the Web called Uniform Resource Locators or "URLs". You can pronounce this as "you-are-els" or "earls".

♦ **Web site:** All your pages, images, and other files make up your "Web site."

♦ **Home page:** The first page you want people to see in your set of pages is called the "home page." Other pages are just "pages."

♦ **MiniWeb:** With AOLpress, you can treat all the pages, images, and other files in a folder as a small version of the Web — called a "MiniWeb." A MiniWeb acts as a "File Manager" for your Web pages. You use MiniWebs to manage your pages and see connections between files.
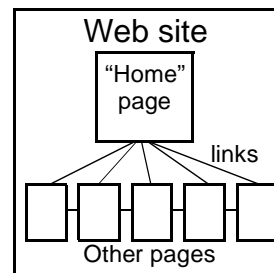
♦ **HTML:** The language used behind-the-scenes to format Web pages is called HyperText Markup Language (HTML). In the past, people had to learn this language to create Web pages. Now, you can use AOLpress to create pages as easily as you would write a letter using a word processor.

♦ **Publish:** When you make your pages public to other people browsing the Web, you are "publishing" those pages. With AOLpress, publishing is about as easy as saving a file with a word processor.

Step 2: Start AOLpress

➜ **To start AOLpress:**

■ Double-click the AOLpress icon in the AOLpress program group or folder.

AOLpress automatically opens a *Page Window* with helpful pointers to documentation, support, and authoring assistance. You can set your Preferences (see page 190) to bring up an empty Web page, a specific page or a MiniWeb.
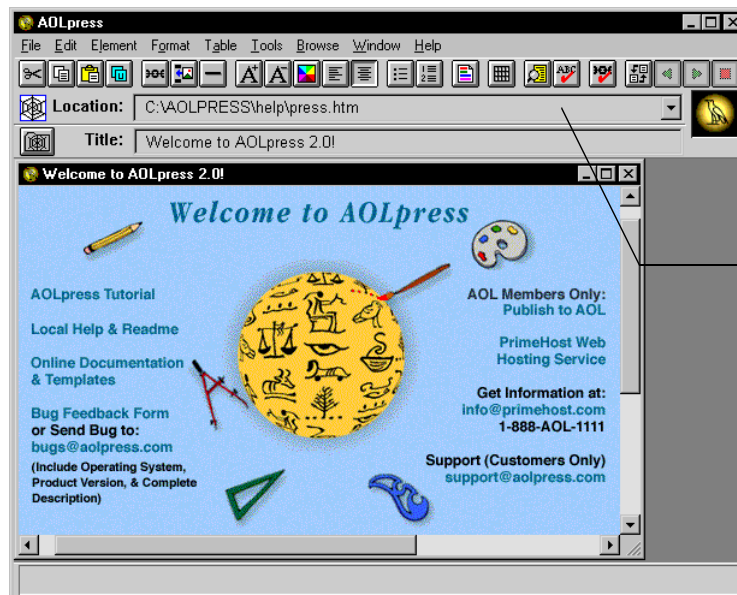
Location field: enter address to open a Web page

If you haven't browsed the Web before, see page 25 to learn how. If you have already browsed the Web, you can browse the Web with AOLpress the same way you would with other browser software programs.

2 Create a Web Page in 10 Easy Steps

Step 3: Create a Web page

AOLpress also includes an online tutorial that helps you learn to create and edit Web pages. To start the online tutorial, choose **Help➜Tutorial** in AOLpress.

1 Choose the **File➜New➜New Page** menu item. You'll see a blank window that says "Please title this page." This is just like a blank document in a word processor.
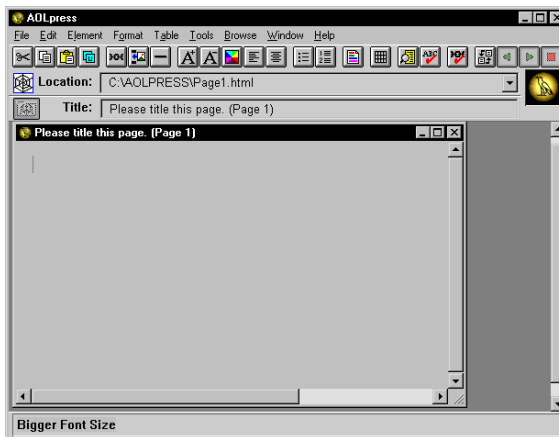
2 Let's start by giving the page a title. In the **Title** field above the blank area, type "_____'s Page" and fill in your name. For example, type "Joe's Page". Press the Return key and you will see this title at the top of the window.

Step 4: Type and format text

1 At the top of the page, type "Welcome to _____'s Home Page!" Fill in your name again. For example, type "Welcome to Joe's Home Page!" Then, click on the welcome message you typed to make sure the cursor is in this line.

2 Choose the **Format➜Heading➜Hdg 1** menu item. This makes your welcome message big and bold. Your welcome message will look like this:

Step 5: Create a list

1   After your welcome message, type this text:

2   Use your mouse to highlight the lines that say "PrimeHost" and "Excite". (Highlight all of both lines.)

3   Choose the **Format→List→Bulleted List** menu item to make these two lines a list.
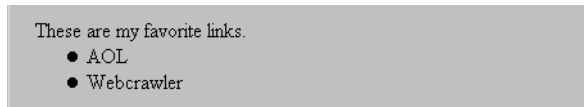
Step 6: Create links to other pages

1   Use your mouse to highlight the word "PrimeHost" in your window. Then choose the **Element→Link** menu item.

2   Type the URL for PrimeHost's home page (`http://www.primehost.com/`) in the **Link to Page** field, like this. Then, click the **OK** button. The text that says "PrimeHost" is now a link to PrimeHost's Web site.
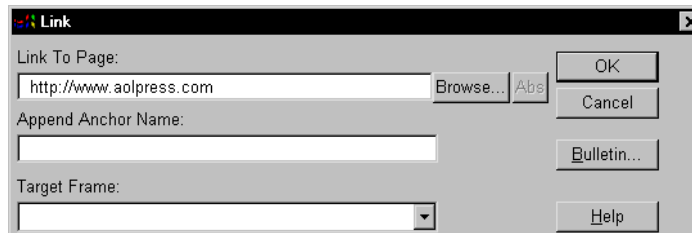
3   Double-click on the link you just created. Double-clicking opens a second window. (Don't worry if you accidentally single-click on the link. You can use the **Back** button later to move back to the page you are editing. Your changes to the page will still be there unless you close the window you were editing in without saving or click the "Reload Page" icon.)

4 With the PrimeHost window active, type `http://www.excite.com/` into the **Location** field near the top of the AOLpress window. You will see the Web page for the Excite search engine.
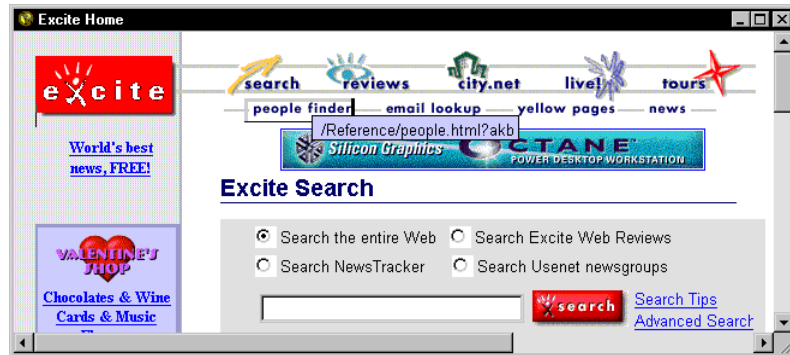
5 Click the Copy URL button in the toolbar.

6 Now move back to the window you were editing and use your mouse to highlight the word "Excite". Then choose the **Element→Link** menu item.

7 With the cursor in the **Link to Page** field, press Ctrl+V to paste the URL you copied from the Excite page into this field. Then, click the **OK** button. The text that says "Excite" is now a link, too.
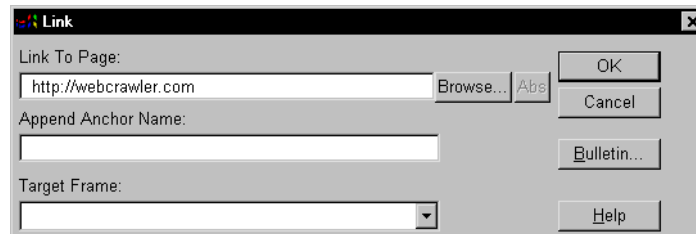
Step 7: Create an email link

1 After your list of links, type "Send me email." (If there isn't a line to move your cursor to after the list, choose the **Format➔Exit List Format** menu item.)

2 Highlight the word "email" and choose the **Element➔E-mail Link** menu item.

3 In the **Send email to** field, type your email address. Then click the **OK** button. For example:

Email Link	✕
Send email to:	OK
chris@myaddress.com	Cancel
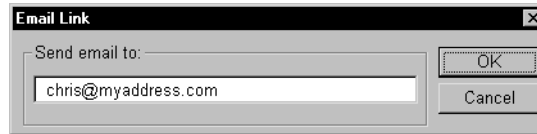
4 Click on the link you just created to try sending mail to yourself. You will see a page that looks like this. Go ahead and send yourself an email message using AOLpressl.

Send E-mail	_ □ ✕
E-mail Message	
From: someone@somewhere.com	
To: joe@aol.com	
Subject: Howdy Joe	
Send	**Don't forget to pick up some pizza and beer on the way home.**
	-Sincerely, Joe

5 Notice that the return address for your email is "someone@somewhere.com" unless you already changed it. Choose the **Tools➔Preferences➔Network** menu item to open a window where you can set your return email address.

2 Create a Web Page in 10 Easy Steps

Step 8: Add colors and images:

1 Move back to the page you have been creating.

2 Choose the **Format→Page Attributes** menu item. You will see a window with these fields at the top, which let you select colors for the background and text in your page.
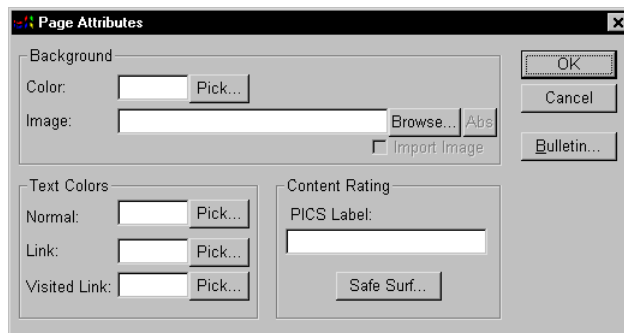
3 Click the **Pick** button to the right of the **Background Color** field. You'll see a color window. Click on a light background color like white or yellow. Then click the **OK** button in the color picker. The code for the color you selected will be shown in the Background Color field.

4 Click the **OK** button in the Body Attributes window. The background of your window will change to the color you selected.

5 You can easily add images to your page. To find a sample image, choose **Help→Tutorial**. Scroll down the page until you see the pencil image.

6 Use your mouse to highlight the pencil image.

7 Move back to the window that contains your page.

8 Place the cursor in your page and press Ctrl+V to paste the image you selected. You can copy and paste graphics from any Web page to your page. (But remember that using someone else's images without permission violates their copyright.)
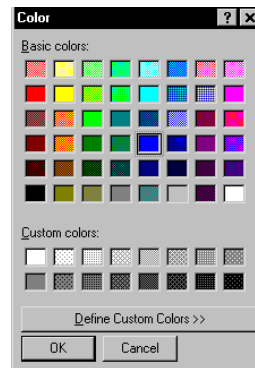
Step 9: Saving to your local disk

As you create Web pages, you should save copies of them to your local disk drive as described in this section. In fact, you can use AOLpress to create and save Web pages even when your modem is not connected. Then, when you connect to the Web, you can publish your pages as described in the next section.

➜ **To save your home page to your local disk:**

1 Choose **File➜Save As**. A file selection window appears. (For details on selecting files on various platforms, see page 50.)

Save As	✕
Page Location:	OK
c:\mydir\page2 html	Cancel
Files: **Directory:**	Scan
7rl.gif mydir ▼	Options...
page1.html ..	
Drives / Sites:	Create Dir...
C:\ ▼	
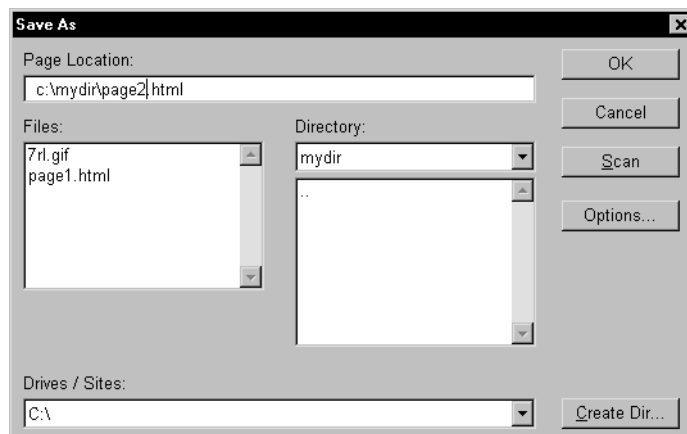
2 Select your local drive in the field labeled **Drives / Sites** (**Sites** on a Macintosh).

3 In the **Directory** list (Windows) or the list of folders and files (Macintosh), double-click on the directory or folder where you want to save your page.

4 Move the cursor to the **Page Location** field (the unlabeled field below the **Sites** field on a Macintosh) and add `index.html` to the end of the page location. For example, the **Page Location** on your local disk could be `c:\mydir\index.htm` on Windows and `BigDrive:Web Pages:index.htm` on a Macintosh. (Colons separate layers of drive, folder, and file names on a Macintosh.)

 (Use a file name of `index.htm` for your "home page" —the first page you want people to see when they visit your pages. If people don't specify a file name when they visit your pages, the server gives them the `index.htm` file automatically.)

5 Click **OK** when you have finished setting the location.

See page 167 for ways to customize how AOLpress saves images and modifies links when you save a page.

Step 10: Publishing to PrimeHost

Publishing on the Internet with AOLpress is as easy as saving a file on your computer as you did in the previous section — the steps are the same, except you save to the PrimeHost hosting service instead of to your local disk drive and you are asked to enter your username and password.

If you don't have an AOL account or a PrimeHost hosting service account, follow the instructions at http://www.primehost.com/ (or on America Online at keyword: primehost) to open an account. Once you have an account, you can publish pages as follows.

(See page 175 for more details on publishing pages.)

➜ **To publish your personal home page:**

Make sure you are connected to the PrimeHost hosting service before you try to publish a page. If you do not yet have an Internet connection or a PrimeHost hosting service account, you should skip the rest of this section.

1   Choose the **File→Save As** menu item. The file selection window you saw when you saved the file locally appears. (For details on using such windows, see page 50.)
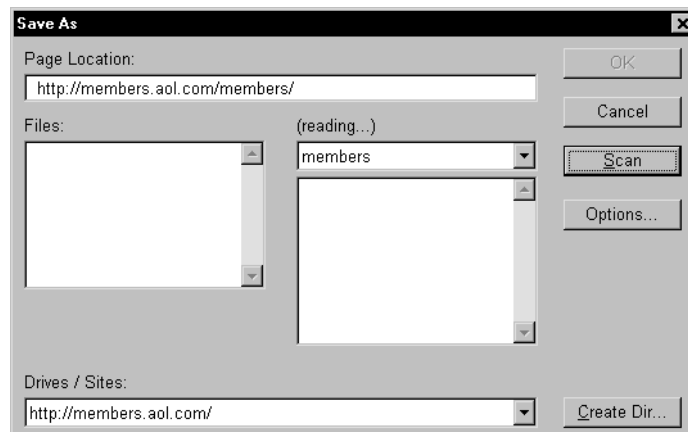
2   If you are a member of AOL, type http://members.aol.com/*members*/ in the **Page Location** field. For example, if your members is "snoopy", type http://members.aol.com/snoopy/ (If you have problems saving to your AOL space, see http://www.aolpress.com/press/memberfaq.html.)

If you have Domain, Commercial, or Dedicated service, type the Web address for your domain. For example, type http://www.mycompany.com/.

3 Move the cursor to the **Page Location** field and add a file name of index.html to the end of the location. (The index.htm file should be your "home page" —the first page you want people to see when they visit your pages. If people don't specify a file name when they visit your pages, the server gives them the index.htm file automatically.)

4 Click **OK** to save your page. The first time you save to this location in each session, you will see this authentication window:

Type your screenname or username and password if AOLpress prompts you for them. AOLpress will save the page and all the image files (lines, bullets, photos) associated with it. Saving the file across the network may take a few seconds.

■ If a page with the file name you typed already exists, a window will ask you whether to save the file, don't save, or rename the page.

■ If any of your images already exist in this directory, AOLpress asks you if you want to save it, don't save it, rename it, or cancel. There is no need to re-save image files now, though you can if you wish. AOLpress will ask what you want to do for each pre-existing file.

Now your page is on the Web! Your friends with Web browsers can see it if they look at the address where you saved the page (for example, http://members.aol.com/*members*/). Don't forget to add your page to your own Hot List, so you can get to it easily.

If you want to change your page in the future, just display your page with AOLpress. Make your changes with AOLpress, then choose **File→Save** to publish your changes.

See page 167 for ways to customize how AOLpress saves images and modifies links when you save a page.

Learning More...

AOLpress also includes an online tutorial that helps you learn to create and edit Web pages. It includes information on lots of things not covered in this short chapter — like creating tables and frames.

To start the online tutorial, choose **Help→Tutorial** in AOLpress.

Chapter 3
Browsing with AOLpress

This chapter explains how to use AOLpress to navigate and read information on the World Wide Web. While AOLpress is primarily a tool for creating and publishing Web pages, it is also a browser. Familiarity with AOLpress and its differences from other Web browsers is also important when you create pages.

In general, browsing the Web with AOLpress is much like browsing the Web with an ordinary Web browser.

Quick start

Here is a quick summary of commands you can use while browsing the Web:

Opening Pages

When you know the URL	**Location** field at top of page, or **File➜Open** menu, **Location** field
Hyperlinks	Single-click on the *__hyperlink__* (double-click to get the page in a new window)
Window history	Click drop-down arrow of **Location** field in page window.
Global history	**Browse➜Global History**. Click **Fetch** button
Hot List	**Browse➜Hot List**

Viewing

Back	**Back** button at top of page
Forward	**Forward** button at top of page
No images	**Tools➜Preferences➜General**
Stop loading	**Stop** button
Reload	**Browse➜Reload Page** or press **Browse** button in Tool Bar
Load or reload images	**Browse➜Load Images**

Hot List

Add URL to Hot List	**Browse➜Add To Hot List**
Edit Hot List	**Browse➜Hot List**

Opening pages

As the following figures show, there are several ways to open Web pages in AOLpress.

Open Locations:

Follow hyperlinks:

NaviSoft creates powerful, yet easy to use, *network publishing tools*. These tools form an integrated client-server network publishing system for creating content, managing information, and developing applications on the *World-Wide Web*. Our software is intended for companies and enterprising individuals

Use the Tool Bar: Use the Menu Bar:

→ Opening pages with AOLpress:

■ You can follow a *link* in an open page to a new page (a new URL).

■ If you know the URL address, you can type it directly in the **Location** field or in the window you see after choosing **File→Open**.

■ If you closed a window containing the page you now want to open (during this session or a previous session), check the **File→Open Recent** list.

■ Each AOLpress Page window keeps a history of the current session. Using the **Back** and **Forward** buttons at the top of the window, you can move to any page AOLpress has displayed in a Page window in this session.

■ The AOLpress Hot List keeps track of addresses that you have placed there. You can use the Hot List to "remember" names of interesting Web pages, and consult your Hot List when you want to return to a URL you previously found.

■ AOLpress keeps a Global History of the current session. You can jump back to any page in the list of pages that AOLpress has displayed in any Page window.

■ There are many Web pages that provide information services for the World Wide Web. You can use these to search for information.

3 Browsing with AOLpress

Viewing a page

A small web animation appears in the top right corner of the AOLpress window. This means AOLpress is searching for and loading a page. The status bar at the bottom of the window shows what AOLpress is doing.

You may see hour glasses appear in the page, soon to be replaced by images. The hour glass appears while an image is being loaded, and is replaced by the image when it is ready to be displayed. If your system and network connection are fast enough, images may load before you see the hour glass.

If you have set your preferences so that pictures are not loaded (see page 186), an hour glass icon or question mark icon appears and the image does not appear automatically. This is a useful option if your modem is not very fast. You can click the mouse on the icon to cause the image to appear.

A lightning bolt appears if the image cannot be loaded. This usually occurs because a link is incorrect.

Reloading pages and images

When you load a page it is *cached* (stored in your computer's memory). If you open that page again, it does not have to be transferred over the network again.

However, sometimes you want to reload the current page. (For example, if the page provides current weather photos or stock prices.) To do this, you can use the **Reload** button or the **Browse➔Reload Page** menu item. This causes the page and all the images it contains to be transferred over the network again, even if the page is cached. When you reload a page, AOLpress shows changes to the page since you last visited it.

If you are editing the page with AOLpress, you should save any changes to your pages before you reload. It you attempt to reload a page that you have edited, you will see a window that asks whether you want to save your changes or reload and lose changes.

If you want to reload only the images in the page, you can use the **Browse➔Load Images** menu item. For example, you may have clicked the **Stop** button while images were loading. Or, you may have unchecked the "Load Remote Images" field in the **Tools➔Preferences➔General** window to make pages load faster.

Stop

If you want to stop loading a Web page or image, press this button. To resume loading after you have stopped it, use **Browse➔Reload Page**. This causes the page and images to be transferred again.

Scrolling

Most Web pages are longer than a screen. You can use the scroll bars on the right and bottom sides of the windows to scroll up and down or left and right.

Printing a page

Choose the menu **File➜Print** to print the current page. The menu **File➜Print Setup** lets you specify various printing options—size of page, orientation, scale, and color.

External viewers for special file types

Some links in Web pages point to files that AOLpress cannot display. Included in this category are such objects as images, video clips, audio clips, and PostScript files. When you click on the link to one of these types of files, AOLpress can launch an *external viewer*, and the contents of the file appears on your screen or plays through your audio device.

If you have not specified an external viewer for a particular type of file, AOLpress copies the file to your local hard drive, and asks you for a file name. To set external viewers for AOLpress, see page 193.

Browsing preferences

You can choose the **Tools➜Preferences➜General** menu item to bring up the General Preferences window. This window lets you make some choices about what happens when you browse with AOLpress.

Load images

If the **Load Remote Images** field in the General Preferences window is not check marked, then when AOLpress opens a page it does not load the images in that page. Instead an hour glass icon or question mark icon is shown where the image would appear. This can save time if your modem is not very fast. See page 186 for details.

Clicking on the question mark causes the image to be loaded. Or, you can choose the **Browse➜Load Images** menu item when you find a page with images you want to see.

Prefetch pages

If the **Prefetch Pages** field in the General Preferences window is check marked, then whenever a web page is opened, all pages to which that page links to are loaded into local memory. While this option causes the initial loading to go more slowly, browsing is much faster after the pages are loaded. See page 186 for details.

3 Browsing with AOLpress

Following links

➔ To jump to another page:

To jump to a page that is "linked" to text or an image in the current page, click the mouse on the appropriate text. (Linked text is usually a different color and underlined.)

- Single-clicking replaces the page in the current Page window with the new page.

- Double-clicking creates a new Page window showing the new Web page.

AOLpress lets you open and browse in multiple windows. The number of windows you can open is limited by how much memory (RAM) your computer lets AOLpress use. You will see a message if there is not enough memory to open another window.

Backward and forward

➔ Backward:

- After you follow a hyperlink, notice that the **Back** button is no longer fuzzy.

- Click this button to take you back a page. The backward function is also available in the **Browse** menu: **Browse➔Backward**.

➔ Forward:

- After you back up, notice that the **Forward** button is no longer fuzzy.

- This button takes you to a Web page you have just backed up from. The forward function is also available in the **Browse** menu: **Browse➔Forward**.

With these two buttons you can move through the Web pages you have visited in this Page window. Notice also that the underline for the hyperlink you followed is a new color, and the underline is now dashed. This means the page this link points to is cached (stored in local memory). Hence it is much faster to use the link again, because AOLpress no longer has to download the page across the Internet.

Change locations within a page

Some pages have links to *internal* anchors, which look like hyperlinks that have been already been used. They simply point to a location within the same page. You can read a page by just scrolling upward and downward, but these anchors let you move to specific sections. Click on the link to jump to the anchor it points to.

Cloning a page

Double-click on Page icon to the left of the Location field to open another window showing the same page.

If a link doesn't work

Sometimes the pages you request do not open successfully. When AOLpress cannot open a page, the server usually gives a helpful message. Some of the reasons for the lack of success are beyond your control.

A common cause of problems is that the link you tried to follow was incorrect. Sometimes a URL connected to link has moved, yet the link is still there. You can sometimes figure out bad links. Look for the following possibilities if you typed the URL correctly:

♦ Some URLs require the trailing slash be at the end of the URL.

♦ Sometimes the file name requires the .html file ending and the author forgot to use it. Try *.htm* as well.

Other messages you might see are:

Retrieve Failed	Usually the result of a server error, which may be out of your control. **Browse→Reload Page** may produce the correct result.
Couldn't Find Server	The program couldn't find the URL that contains the page. Either the URL is wrong or the server that contains the page is down.
Not Found	The filename is wrong, even though the server may be correct. Sometimes this occurs because a link points to a file that no longer exists.
Couldn't find File / Page/MiniWeb	The file is not available. Sometimes this is because there are too may people trying to access the server that contains the page you want to see.
"Forbidden"	You do not have permission to access a particular page.

3 Browsing with AOLpress

History—returning to where you've been

You can reopen pages you have viewed during this session using AOLpress' history.

Window history

Click the down arrow to the right of the **Location** field to see a list of all Web pages you have visited during this session in that Page Window. You can re-open any page in this list by selecting it. This menu only lists pages opened from *this* window; it does not list pages visited from other windows you may have opened.

Global history

A similar list of all Web pages viewed by *any* Page Window during this session is available if you choose the **Browse➜Global History** menu item. A list of Web pages appears. If the list is too long to fit in the small window, use the scrolling arrows on the right side of the window.

Chronological list of all pages visited in the current session
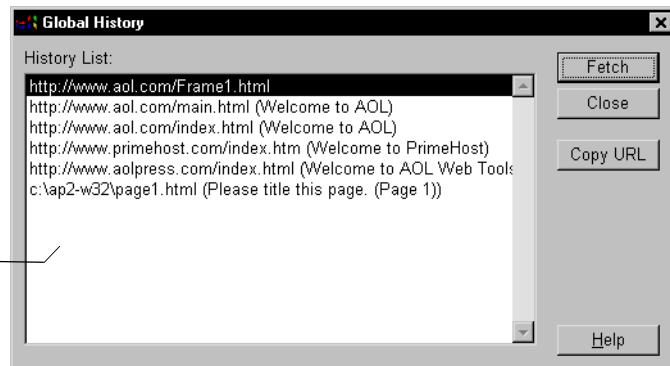
To view a page from this history, double-click on it to select it from the list, then click the **Fetch** button.

You can open a Global History or Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

Closing the AOLpress application automatically clears your global history. Each launch of AOLpress begins a new global history.

Hot list—keep track of pages

AOLpress also allows you to keep a *Hot List* from session to session. This is a list of Web sites (URLs) that you think you might visit frequently, or that you want to remember and access easily. Unlike the history list, the Hot List is maintained after you finish your session and exit AOLpress.

This list is stored in your AOLpress preferences file, which AOLpress creates internally when you use any **Tools→Preferences** item. Deleting this file erases your list.

Adding or opening a page

➜ **To add or open a page:**

1   Go to that page in the Page Window (enter the URL in the **Location** field, or if you have visited it already choose it either from the **Browse→Global History** menu or by scrolling the arrow to the right of the **Location** field).

2   Choose the menu item **Browse→Add To Hot List to** add the page to the list. To see the list, choose the menu item **Browse→Hot List**.

Collection of commonly visited Web locations
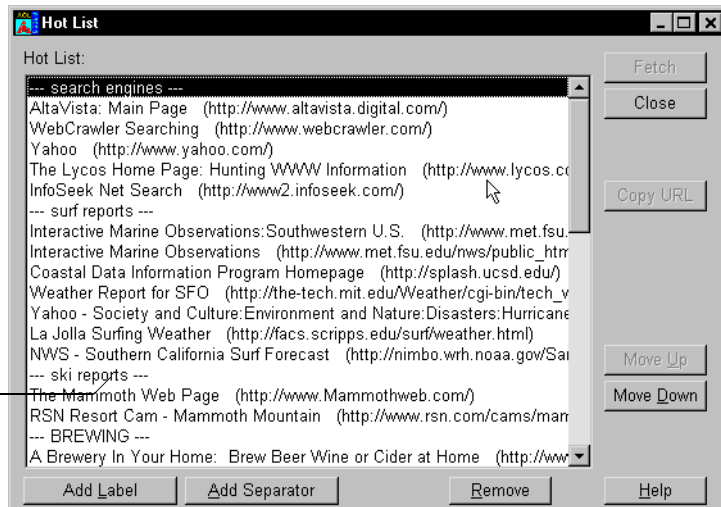
3   Double-clicking on any entry in the Hot List brings up that page in the Page Window, or you can single-click on any entry to select it, then click the **Fetch** button. If no entry is selected, the **Fetch** button is inactive.

You can open a Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

3 Browsing with AOLpress

Editing and formatting the Hot List

When you add a page to your Hot List, it is added to the end of the list. You can edit and rearrange your Hot List. The buttons in the Hot List have these functions:

Fetch	Causes the selected page to be displayed in the *Page Window*. Click on **Fetch** after you have selected an entry from the list.
Close	Closes the *Hot List Window*.
Add Label	Allows you to add a label above a selection in the list. When you click on **Add Label**, a window appears and asks you for the name of the label. Type the name in the box indicated.
Add Separator	Adds a line across the list above the selected item.
Move Up	Select an entry, a separator, or a label. Click **Move Up** to raise the selection one notch up the list.
Move Down	Select an entry, a separator, or a label. Click **Move Down** to lower the selection one notch down the list.
Remove	Removes the selection from the list.
Copy URL	Copies the URL of the selection. You may then **Paste** the URL.
Help	Invokes the help window about the *Hot List*.

Where to browse

There are lots of resources — both printed and online — that gives you lists of interesting places to visit on the Web. We won't attempt to give you a list here. However, if you are searching for something in particular, here are some places to start your search:

♦ Global Network Navigator. This site gives you news, articles, and an online community called "Netizens"—http://gnn.com/

♦ WebCrawler, a keyword searcher of Web pages—http://webcrawler.com/

♦ Yahoo, a catalog of Web sites—http://www.yahoo.com/

♦ Infoseek, a full-text Web search site—http://www.infoseek.com/

You use a Page window for browsing with AOLpress. This is also the window you use to create Web pages.

Creating Pages

Part II shows you how to use AOLpress to create the kinds of things you may want to put in your Web pages.

Read **Chapter 4** to get a quick overview of the kinds of things you can put in your Web pages with AOLpress.

Read **Chapter 5** to learn how to create and save a new Web page.

Read **Chapter 6** to learn how to add text, lists, and formatting to your pages.

Read **Chapter 7** to learn how to add tables to your pages.

Read **Chapter 8** to learn how to add images and color to your pages.

Read **Chapter 9** to learn how to add links and multimedia to your pages.

Read **Chapter 10** to learn how to add frames to your pages.

Read **Chapter 11** to learn how to uses forms in your pages.

Read **Chapter 12** to learn how to view and edit the HTML for your pages.

Chapter 4
Web Pages and What to Put in Them

You've probably browsed the Web and seen things you'd like to put in your pages. How do you figure out how these things were created so that you can do the same thing?

This chapter will describe the kinds of things you can put in your Web pages. We'll also give you hints for using AOLpress to figure out how something was created. Later chapters will tell you the steps for putting these things in your pages.

Things Web pages can contain

You can't always tell how a Web page was created just by looking at it. Web designers use plenty of tricks to make pages look the way they do. Often, there are several ways to create a similar look.

The sections that follow list formats you may see in Web pages. They briefly describe ways to create each format and refer you to the section of this book that gives the appropriate step-by-step instructions.

Text

For information about putting text in your pages, see **Chapter 6**.

♦ **Different fonts:** You can easily make text **bold** or *italic*. Or, you can switch to a `"typewriter" font like this one` (page 63). Normally, you don't control the fonts used by your reader's browser. However, when you are an advanced user, you can change the font if you edit the HTML directly (page 75).

Sometimes the text you see in a page is really an image (page 85). For example, if you want special effects like text with a shadow behind it, you might create an image of that text. Try to select the text by dragging your mouse in AOLpress. If you can't select it like normal text, it's probably an image.

♦ **Bigger or smaller text:** You make text larger or smaller by changing the type size (page 65). You can also change the size of text by changing a paragraph to a heading (page 67).

♦ **Colored text:** You can change the color of all the text and links in a page by changing the page attributes (page 96). You can change the color of some individual text by changing the type color (page 65).

♦ **Indented paragraphs:** You can indent a paragraph by making it a "blockquote" (page 68), by using definition lists (page 71), or by creating a table with hidden borders (page 78).

♦ **Columns of text:** You can create columns of text by creating a table (page 78).

♦ **Spacing between paragraphs:** Normally, there is space after each paragraph. You can remove the space by using a line break instead of a new paragraph (page 55).

♦ **Centered or right-justified text:** Normally, text is left-justified. You can center or right-justify text by aligning the paragraph (page 66). If the text is in a table, you can align the contents of the table cell horizontally and vertically (page 81), and you can center the table itself (page 81).

♦ **Text overlapping images:** You can't overlap text and images (or two images) in a page. You can create an image that includes the text that should overlap the image. Or, you can use a background picture for your page. Then, the text in your page will then appear to overlap the background picture (page 96).

Lists

For information about putting lists in your pages, see **Chapter 6**.

♦ **Bulleted lists:** If you want a dot to appear to the left of each item in a list, you can create a bulleted list (page 69). Other symbols appear if you have a list within a list. If you want to use some other image as a bullet, you can insert your own image (page 88). If any bulleted item is longer than one line, you may want to use a table with hidden borders to make the text line up correctly (page 78).

♦ **Numbered lists:** To number list items, create a numbered list (page 69).

♦ **Indented lists:** If you want a list that contains terms with indented definitions, you can create a definition list (page 71).

Tables

For information about putting tables in your pages, see **Chapter 7**.

♦ **Tables with wide borders:** You can make the borders around a table or the spacing between table cells as wide or narrow as you like when you change the table layout (page 78).

♦ **Columns of text:** If you see text columns that are narrower than the window, the designer probably used a table with no borders (page 83). The empty space may be an extra column (that contains spaces or an invisible image).

♦ **Centered tables:** Normally, a table is shown on the left side of a page. You can also center a table (page 81).

Images and Animation

AOLpress doesn't create images; it lets you put images you create with other software into your Web pages. Here are some hints about the kinds of images you can create and use. For information about putting images in your pages, see **Chapter 8**.

♦ **Creating or finding images:** There are lots of software programs for creating images. You'll want to find one or more that can create GIF or JPEG files. Another way to get images is to look for free clip art on the Web (page 86).

♦ **Buttons:** The gray buttons you see in forms are part of the form (page 142). Other buttons you see in Web pages are images of buttons.

♦ **Horizontal dividers:** For a simple line, create a horizontal rule (page 93). For rules with different colors or sizes, you can use an image or advanced HTML (page 98).

4 Web Pages and What to Put in Them

♦ **Pictures linked to another place:** You can link an image just as you would link text (page 92). If you don't want a border shown around a linked image, turn off the link border for the image (page 88).

♦ **Pictures with links to several other places:** Pictures that link to several other places are called "image maps" (page 92), because a common use is to create links within a map. Sometimes images that look like image maps are really several images with no space between them. (Hold down the Ctrl key and double-click on an image to find the edges of the image.)

♦ **Pictures you can see through:** You can create "transparent" GIF files so that the background color or image shows through in transparent areas. This lets you create images that look like other shapes even though they are all really rectangles.

♦ **Pictures next to paragraphs:** You can make text wrap to the left or right of an image (page 88). You can also use tables to put images next to text (page 80).

♦ **Animated pictures and video:** The easiest way to create animated pictures is to use other software programs to create "animated GIFs." You won't see the animation in AOLpress, but you will when you use browsers that support animated GIFs. Other ways to create animation are to use Java, ActiveX, or a video format such as MPEG or QuickTime. Your readers may need to download special viewers to see these kinds of videos.

♦ **Pictures that do something when you click on them:** If you see an image that does something when you click on it, the image is either a Java applet or an ActiveX control. AOLpress lets you put Java applets into your pages (page 114), but you can't see or use either Java applets or ActiveX controls within AOLpress.

♦ **A background color or image:** You can change the background color of the page or use a background image by setting the page attributes (page 96). Since the background image repeats to fill the page, you can use a small image to fill all the space. You can also use wide or tall background images to create interesting borders on the left side or top of the page.

♦ **Fancy font styles:** Sometimes the text you see in a page is really an image (page 88). For example, if you want special effects like text with a shadow behind it, you might create an image of that text. Try to select the text by dragging your mouse in AOLpress. If you can't select it like normal text, it's probably an image.

♦ **Overlapping images:** You can't overlap two images in a page. However, you can cut the images into rectangular pieces to make it look like the images overlap.

Instead of this: Do this:
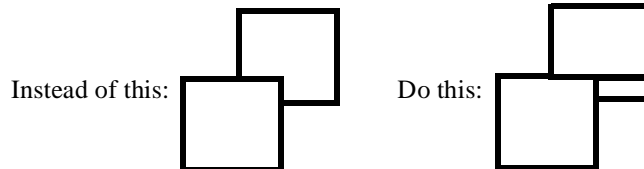
Links

For information about putting links in your pages, see **Chapter 9**.

♦ **Links to another page:** Links help people move from place to place (page 102).

♦ **Links to a specific position in a page:** If you create an anchor somewhere in a page, a link can jump to that position (page 103).

♦ **Links to send email:** You can create a link that opens a page that lets the reader send an email message (page 108).

♦ **Links to download a file:** You can create a link to download a file (page 109).

♦ **Extra buttons in the toolbar:** You can add buttons to the toolbar for readers using AOLpress (page 110).

Sound

AOLpress doesn't create sound files; it lets you put links to sound files you've created with other software into your Web pages. For information about putting multimedia in your pages, see **Chapter 9**.

♦ **Click to play a sound:** You can create a link to play a sound file (page 109).

♦ **Background sound:** You can make sound play when someone loads your page (page 119).

Frames

For information about putting frames in your pages, see **Chapter 10**.

♦ **Divide a page into sections:** You can create frames to divide a page into sections. The sections can be scrollable or not scrollable. For example, you can use frames to display a navigation menu on the left, right, top, or bottom edge of the window.

Forms

For information about putting forms in your pages, see **Chapter 11**.

♦ **Forms with various fields:** You can create forms with a wide variety of field types (page 134).

♦ **Forms for sending email and other things:** If you have a PrimeHost hosting service account, several programs are provided to process the information sent from a form (page 132).

♦ **Counter that shows how many times a page is visited:** If you have a PrimeHost hosting service account, a "hit counter" is provided to show how many visits your page receives (page 93).

Advanced Tools

There are many advanced languages and tools you can use on the Web. Here's a sample list. You can learn more about these languages and tools from other books.

♦ **HTML:** This is the language Web pages are written in. When you use AOLpress, you don't need to learn HTML to create Web pages. However, you can edit the HTML and add special features that you can't create directly with AOLpress (page 147). For example, by editing the HTML you can use different fonts, add colored backgrounds to table cells, set the width of a table, change the bullet symbol or number for a list item, or change the width and color of a horizontal rule. For information about editing HTML directly, see **Chapter 12**.

♦ **Javascript:** This is a language you can use to control how the Web browser behaves. For example, you can create scrolling status bar messages, put text in fields, make pages load automatically like a slide show, and more.

♦ **Java:** This is a language you can use to create software that runs in your Web pages. The language is similar to C++, but there are software tools that simplify creating Java "applets." AOLpress helps you add Java applets to your pages (page 114). You'll need to use another browser to test your applets.

♦ **ActiveX:** This is Microsoft's language for creating software that runs in your Web pages. You can add ActiveX controls to your pages by editing the HTML directly.

♦ **Cookies:** These are files you send to be stored on a reader's computer. If they visit again, you can read this file to learn what they did last time.

♦ **Selling:** If you want to sell products on your Web site, you can use the PrimeHost hosting service Storefront Solution (http://www.primehost.com/prices/store.htm).

♦ **Searching:** There are various tools for searching a Web site. If you have a Prime-Host hosting service account, you can allow visitors to search your Web pages.

♦ **Database interaction:** If you have data stored in a database, there are various ways to put that information into Web pages. If you have a PrimeHost hosting service account, you can create and use a database with your Web site.

♦ **Server-parsed HTML:** You can use this language to automatically add some information to a page. For example, you could put the same header and footer information on all my pages automatically. Or, you could insert a file that changes frequently within a page without having to update the page whenever the file changes.

♦ **Perl, Tcl, C, and other languages:** Many other languages can be used to process forms and update information dynamically.

♦ **And more...:** New things you can do on the Web are being added all the time. The next section gives you some hints for figuring out how something was done in a Web page you like.

Figuring out how a page was created

If you want to know how something in a Web page was created, open the page with AOLpress and try any of these tricks:

■ Choose the **Format→Show Border** menu item. You will see dotted lines around the cells in any hidden tables. You will also see dotted lines at the beginning and end of any lists or forms.

■ Select the item with your mouse in AOLpress. (If the item is linked to some other page, hold down the Ctrl key so that AOLpress doesn't follow the link.) You can use this trick to find the edges of an image.

■ With the item selected, look at the first two commands in the **Format** menu. They let you exit from or remove the item's format. The command names tell you whether the item has a paragraph, heading, list, or table format. For example, if you are in a table, the commands will be **Exit Table Format** and **Remove Table Format**.

■ Click your right mouse button on an item you have selected (or you can choose the **Element→Get Attribute** menu item). If there is a window that lets you control this type of item, you will see that window.

■ Highlight the item and choose the **Tools→Show HTML** menu item. You will see the actual code that defines this item highlighted. Even if you don't know much HTML, you can probably guess what kind of item this is by looking at the tags.

Page design guidelines

Creating Web pages is easy with AOLpress. But, creating *well-designed* Web pages requires a little thought. The following hints will help you plan and create better pages. Entire books are devoted to good page design, so remember, this is just an overview.

Browsers Display Pages Differently

Different Web browsers display pages in slightly different ways. The best strategy is to test your pages with common Web browsers such as Netscape and Internet Explorer. If you can, see what your pages look like on both a Macintosh and a PC. Get your friends to tell you if your pages look right on their computers.

HTML vs. Word Processors

Creating Web pages with AOLpress is almost, *but not quite*, like using a word processor. The difference is that the language used to create Web pages is more "structure oriented" than "display oriented." That is, you create a heading, and the reader's browser decides what a heading should look like. This is useful because you don't know the size of your readers' screens or what fonts they can use. The reader also decides how big to make the browser window. This limitation is changing as Netscape and Microsoft add more capabilities for specifying fonts, font sizes, and window sizes.

Headings

♦ Do not use header levels smaller than **Hdg 3** for text you want to be read easily.

♦ Typically, the title of the page should also be in the text of the page as a heading.

Images and graphics

♦ In the **Alignment** box under the **Element→Image** menu item, check the **Bottom**, **Left**, or **Right** button for images, so text wraps nicely for those readers who make their window narrow. If you use **Middle** or **Top** there will be a large gap between lines.

♦ Some readers still use browsers that don't display images. You should add some text in the **Text for non-graphic browsers** field for these readers.
  • For non-linked images this field should describe the image.
  • For linked images this field should tell where the link goes.
  • Use brackets to surround the text in the **Text for non-graphic browsers** field, for example `[Lightning bolt image]`.

♦ Keep image files smaller than about 30 Kbytes.

Organize a set of Web pages

♦ Put important information or links near the top of the page, so that readers don't need to scroll down to see it.

♦ When including textual or pictorial navigation aids, place cues on the left side to go back or to the previous page. Use the right side to go forward or to the next page.

♦ To keep the reader from getting lost, organize the information in a hierarchical format with 2-5 layers.
  • Let readers move down the hierarchy quickly by providing a table or contents, index, or menus.
  • Provide header and/or footer navigation bars (text or graphics) for moving up and down throughout the hierarchy.

Chapter 5
Creating and Saving Pages

What you'll find in this chapter:

AOLpress is an easy-to-use word processor for creating and editing Web pages. As you create a page, it looks like does when you view it with a browser. Behind the scenes, AOLpress creates the page in *Hypertext Markup Language* (HTML). You never have to look at the HTML, although you may edit the HTML with AOLpress if you want to.

You can create a new Web page in any of these ways:

♦ Start editing a new, blank page.

♦ Start editing any other Web page, and save it to a new location.

♦ Start with a document in some other format, and import it into a Web page.

Creating a blank page

If you do not have documents in another format that you can import, you can create pages from scratch. There are several ways to open a blank page.

Creating a new, blank page

➜ **Open a new empty page:**

■ Choose **File➜New➜New Page** from the menus.

■ If you want to use an existing page as a template for new pages, you can create a MiniWeb and make your template the "stationery" for that MiniWeb by choosing **Edit➜Set Stationery**. Then, when you create a new page, it will start with the contents of your stationery page. See page 165 for details.

Setting the start-up page default

When you run AOLpress, you see the "Welcome to AOLpress" page. To change the startup page, change the **Startup View** in the **Tools➜Preferences➜General** window.

➜ **Set the start-up page:**

1 Choose Menu item **Tools➜Preferences➜General**.

2 Select one of three choices for the Startup View:

■ Home Page—opens with the page you specify.

■ Blank Page—opens with a new empty page.

■ MiniWeb—opens with a new MiniWeb and a new empty page in the MiniWeb.

■ Nothing—doesn't open any page or MiniWeb initially.

AOLpress uses two kinds of windows: *Page* windows and *MiniWeb* windows. You use Page windows to browse and author individual Web pages, and you use MiniWeb windows to work on a collections of related pages. Page windows and MiniWeb windows have different menus and commands. However, the basic commands — such as *drag-and-drop* and *copy and paste* — work the same in both windows. See page 153 to learn more about MiniWebs.

Recovering lost pages

AOLpress stores backup copies of pages you have edited but have not saved. If you restart AOLpress after a crash, it opens these copies and tells you it is recovering old files. You can continue editing these files and save them without losing much work.

If AOLpress is trying to recover files that don't exist each time you start AOLpress, you can delete the files in the "autosave" folder inside the AOLpress folder.

Editing and saving an existing page

One of the most useful features of AOLpress is that it lets you browse and author at the same time. You can save pages you visit on the Web to your local files for editing. Saving a page to your local folder provides a quick way to format the page and then publish it on your PrimeHost hosting service directory. (But, remember that copyright law also applies to the Web, so you shouldn't use someone else's text or images without permission.)

You can also copy an existing page to a new location with the **File→Copy File** menu item. You can edit that new file without making changes to the existing page. See page 166 for details about copying files with AOLpress.

→ **Saving an existing page to a new location:**

1 Browse to find the page you want to start editing.

2 Save the page with a new name. Choose the menu item **File→Save As**, and save the page to a folder on your local disk. (For details on using file selection windows, see page 50. For details on saving files to your PrimeHost hosting service directory and to other locations, see page 175.)

■ Because you are creating a new page, you will see the **Save As** window. If you've already saved this page, choosing **File→Save** will save your page without displaying this window.
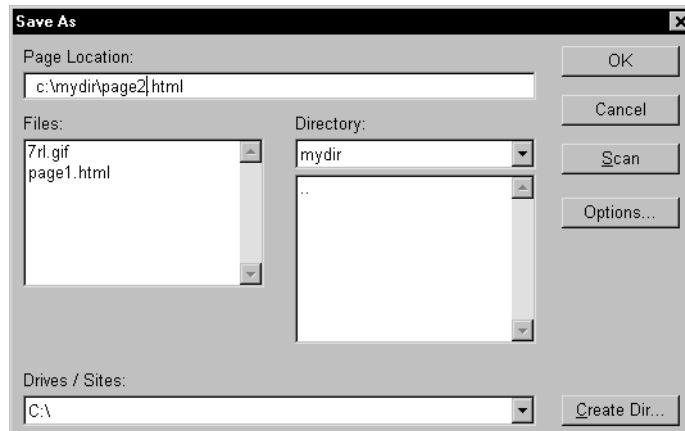
■ If you want to be able to use file names longer than 8 characters (and you are not using Windows 3.1), choose **Tools→Preferences→General**. Make sure the "MiniWebs create as" field is set to "Macintosh" if you are using a Macintosh and "Posix" if you are using UNIX or a version of Windows that supports long file names. (If you are using Windows 3.1, set the field to "DOS".)

<div style="writing-mode: vertical">**5 Creating and Saving Pages**</div>

Importing a document

If you have a document that is stored in another format, you can import it into a Web page with AOLpress. The formats you can import are:

♦ HTML pages

♦ Plain Text (with line breaks at the end of each line or at the end of each paragraph)

➜ **Import text from another Web page:**

1 Place your cursor where you want to insert the file.

2 Choose the menu **File➜Import**. You will see this window. (For details on using such file selection windows, see page 50.)
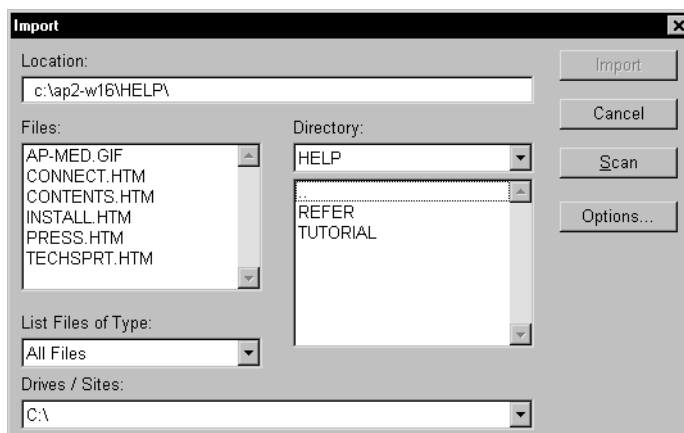
3 When you click **Import**, the file and any included images are inserted at your cursor. This window has the following choices:

Import	Imports whatever page is selected in the window into the document where your cursor is placed.
Cancel	Closes the **Import** window.
Scan	Browse your local files or your hosting service directory. If you enter a site that you don't have permission to browse, the message "Cannot Browse Location" appears in the box where the file names would otherwise appear.

4   Within the **File→Import** window is the **Options** button. Click this button to see the
    following choices:
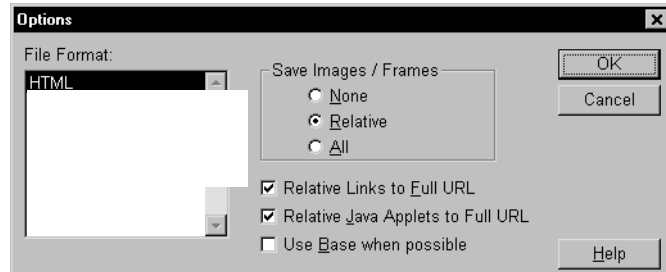
|	
None	If there are any images in the page you are importing, they are not imported to the same folder that contains the page. If you want the imported page to reference the images in their original location, check the **Relative Links to Full URL** field.
Relative	All relative images are saved locally into your folder, and they are linked within the text of the document as local images. See page 100 for an explanation of relative and absolute references
All	All image files in the document are copied to your folder.
Relative Links to Full URL	All relative links in the imported page are converted to absolute URLs.
Use Base when possible	You can ignore this field. Checking it has no effect when you import from most pages.

5 Creating and Saving Pages

Selecting files

Several commands in the **File** menu windows let you select a file. In addition, the **Browse** buttons in various windows open similar windows. These windows let you manipulate files on both your local disks and on your PrimeHost hosting service directory. When you save or open a file, you may be prompted for a user name and password if the file or location is protected.

MS Windows

The file selection windows under Microsoft Windows are much like file selection windows in other Windows software.
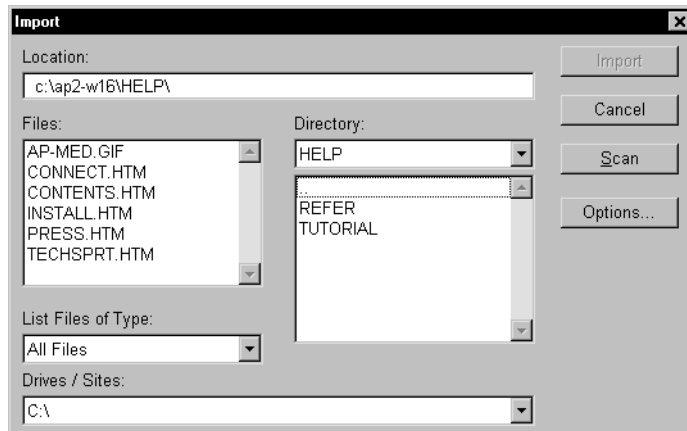
◆ In addition to selecting local disk drives (such as `C:\`), the **Drives / Sites** field lets you select directories you've published to, such as your PrimeHost hosting service directory or your AOL personal publishing directory (`http://members.aol.com/`*members*). See page 196 to learn how to add more directories to this list.

◆ The **Location** field uses Windows file paths, such as `c:\mydir\index.htm` for local files. For files on a server, the **Location** field uses URLs, such as `http://members.aol.com/`*members*`/myfile.htm`. For pages, use a file extension of `.htm` (for example, `mypage.htm`). For MiniWebs, use no file extension.

◆ MiniWebs are stored both as directories and files, so they show up in both lists. Double-click on a MiniWeb in the **Directory** list to see a list of the files in the MiniWeb. Double-click on a MiniWeb in the **Files** list to perform the window's action on the MiniWeb.

Macintosh

File selection windows on a Macintosh contain several additional fields.

Browse up folder tree

Select a file or folder

Select a server

Location field

Type of file to look for
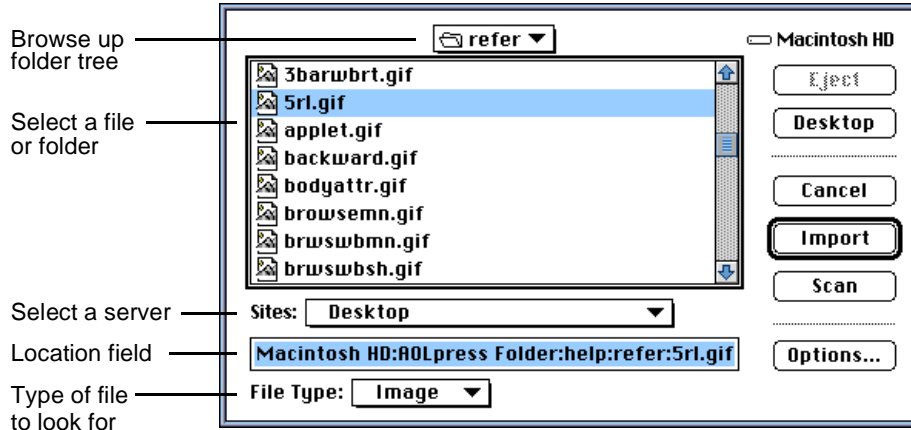
♦ You can type the full location of the file or a URL directly into the **Location** field (the unlabeled field below the **Sites** field). Disks, folders, and files are separated by colons (:) in this field. For example, `BigDrive:Web Pages:Club:index.htm` is a file in the Club folder of the Web Pages folder on a drive called "BigDrive".

♦ In addition to local disks, the **Sites** field lets you select Web locations you've published to, such as your PrimeHost hosting service directory or your AOL personal publishing directory (`http://members.aol.com/members`). See page 196 to learn how to add AOLservers, MiniWebs, and folders to this list.

♦ After you use the **Sites** field and the scrolling list of files and folders to find a directory, you can type a file name at the end of the text in the **Location** field (below the **Sites** field). To make your pages portable to all other platforms, it is best to use file names with 8 characters and no spaces. For pages, use a file extension of `.htm` (for example, `my_page.htm`). For MiniWebs, use no file extension.

♦ The **Desktop** button moves you to the files and folders on the Macintosh desktop.

5 Creating and Saving Pages

Chapter 6
Creating Text and Lists

What you'll find in this chapter:

Editing and formatting text and lists in AOLpress is similar to editing and formatting text with an ordinary word processor. You don't need to know the technical details about the HTML code AOLpress is creating behind the scenes.

Page titles

Every page has a title. The title is different from the file name — it is the text that will be shown in the title bar at the top of a window displaying the page. Changing the title will not change the file name or Web address of a page, nor will changing the file name change the title.

For your titles, choose about half a dozen words that describe the document's contents. Search engines often use page titles first when assigning keywords for finding a page.

→ **Title a page:**

1 Move your cursor to the **Title** field near the top of the AOLpress window and type a new title for the page.

2 The web in the icon next to the **Location** field breaks, to show that you have unsaved changes. Saving the page changes this icon back.

Icon for a new, unsaved pages	Icon for pages with unsaved changes	Icon for saved pages

Creating text

As you move the mouse over the Page window, the cursor is I-shaped. When you click the mouse in the text, a flashing I-shaped cursor marks the point where text will be placed when you type. Once you have positioned the cursor, there are several ways to get text into your page.

→ **Type text into your page:**

■ Type on the keyboard. The text appears at the cursor position.

You do not see any HTML tags around text you type. (HTML is the language used to format Web pages. For example, a paragraph begins with a "<P>" tag.) If you want to see and edit the HTML code, choose the **Tools➜Show HTML** menu item.

→ **Copy text from another page:**

1 With the mouse, highlight the text you want to copy, and click the **Copy** icon. (You can even copy and paste text from some other application to AOLpress. For example, in Microsoft Word or PowerPoint, select text and then choose the **Edit➜Copy** menu item.)

2 Return to the Web page you are editing, position the cursor where you want to place the text, and click on the **Paste** icon (or choose **Edit→Paste** or press Ctrl-V).

➜ **Drag-and-drop from other page windows:**

1 In any AOLpress page window, highlight the text you want to move. (You cannot drag-and-drop from other applications to AOLpress.)

2 Holding the cursor down on the highlighted text, drag the text to the page and location where you want to put it.

3 Release the cursor. The text is removed from where you selected it, and placed into the new location.
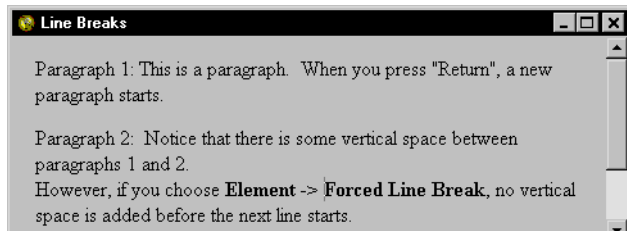
➜ **Importing text:**

You can import text from another page or a text file into a page. For details see page 48.

New paragraphs and forced line breaks

When you reach the end of a line, you don't need to press the <Enter> key to move to the next line. This happens automatically. Pressing <Enter> starts a new paragraph. Browsers automatically adjust the line lengths in paragraphs if you change the size of the window.

➜ **Create a new paragraph — with a space after the previous paragraph:**

■ Press the Enter (or Return) key to start a new paragraph.

■ In the middle of a list, you can add a new paragraph without creating another list item by choosing the **Format→Paragraph→New** menu item.

Line Breaks

Paragraph 1: This is a paragraph. When you press "Return", a new paragraph starts.

Paragraph 2: Notice that there is some vertical space between paragraphs 1 and 2.
However, if you choose **Element** -> **Forced Line Break**, no vertical space is added before the next line starts.

➜ **Create a Forced Line Break—same paragraph, one line below:**

■ Press Shift-Enter (or Shift-Return) or choose **Element→Forced Line Break**.

A line separated by a *forced line break* is still part of the *same* paragraph as the line above and is subject to that paragraph's formatting.

6 Creating Text and Lists

Spaces

Normally in HTML, any number of spaces is shown as one space. This means if you type two spaces, you will only see one. If you type a tab it will also show up as a space. You can use the following methods in AOLpress to move text horizontally.

➜ **Move text horizontally:**

■ The best way to
align text into
columns is to use
tables. See page 78
for details.

You can use tables like this one to align columns	11.10
	55567.89

If you turn on "Non-breaking Spaces", you can indent text by typing multiple spaces. You can also add spaces within text.

Or, you can align columns in preformatted text:
Low   11.23
High   3456.78

■ Another way to add
horizontal spaces is
to choose **Tools➜**
Preferences➜
General and check
"Non-Breaking" in
the **Text Edit Spacing** field. Then, you can type multiple spaces. However, some
browsers show these non-breaking spaces as " " instead of as a space. If you
select "One" in this field, you can only type one blank space at a time.

■ Another way to add spaces is to highlight the paragraph and choose **Format➜Para-**
graph➜Preformatted to change the paragraph to a fixed width font and allow you to
align text by adding spaces.
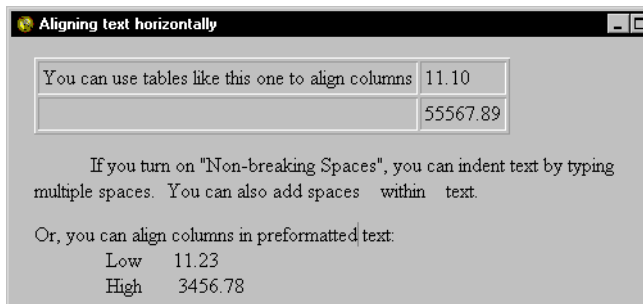
Special characters

If you want to use special characters (such as punctuation or letters with accent marks)
in your Web page, you can copy them into AOLpress.

➜ **To copy special characters:**

1 Choose **Help➜ Contents**.

2 Click on the "Special characters" link (after the "Text" bullet item in the right
column).

3 Find the characters you want to use and highlight it.

4 Choose **Edit➜ Copy** or press Ctrl-C.

5 Move back to the page you are editing and put your cursor where you want to insert
the special character.

6 Choose **Edit➜ Paste** or press Ctrl-V.

Editing text

You can edit text with the mouse and keyboard, similar to most word processors. Select the text you want to edit, then use any of editing techniques in the following list.

➜ To edit text:

■ To delete text, select it, then press Backspace or Delete on the keyboard, or use the **Edit➜Clear** or **Edit➜Cut** menu.

■ "Drag-and-drop": To move text, highlight it, hold the mouse button down and move the cursor to the desired new location, then release the mouse button.

■ You can **Cut** and **Paste** text, either with the **Edit** menu (**Edit➜Cut** then **Edit➜Paste**) or the **Cut** and **Paste** buttons on the toolbar.

■ To replace text, select it then type over it.

■ To move a line of text up or down, place the cursor above the line or at the left margin, then press the <Delete> key to raise the line or the <Enter> key (or <Return> on some keyboards) to lower the line.

➜ Use the keyboard to control the cursor:

■ The arrow keys move the insertion point one character or line in each direction.

■ Holding down the control key makes the left and right arrows move left and right by a word rather than a character. (If your keyboard has word left/right keys they should work as well.)

■ The Home and End keys move to the start and end of the current paragraph respectively. With the control key down they move to the start and end of the current line.

■ The Next (+Page, PgDown) key and the Prev (-Page, PgUp) keys move the insertion point to the next or previous page, respectively.

■ Holding down the Shift key while you move the cursor with the keyboard selects text instead of just moving the cursor.

➜ Edit text with the keyboard:

■ If your keyboard has Cut, Copy and Paste keys, then these perform as labeled.

■ Holding down the CTRL key when depressing the Copy key copies the URL.

■ Pressing Enter (or Return) starts a new paragraph in whatever way seems appropriate. For example, in a list it creates a new list item.

■ Pressing CTRL+J (at the end of a list, header, or form) exits the current format (list, header, or form) and starts a new paragraph in whatever way seems appropriate.

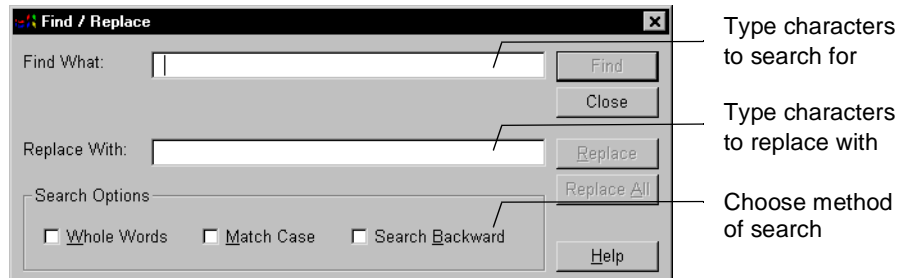■ Pressing Backspace (or CTRL+H) deletes the last character.

6 Creating Text and Lists

- Pressing CTRL+D deletes the next character.

- Pressing Delete normally deletes the character to the right of the cursor, but you can make it delete the character to the left by choosing the **Tools➔Preferences➔ General** menu item and checking the **UNIX Style Delete** field.

    - On a Macintosh, pressing Delete does a backspace.

- Pressing CTRL+U deletes to the beginning of the line.

Finding and replacing text

Edit➔Find/Replace opens a window that lets you find or replace text in the current page.

Find / Replace	
Find What:	Find
	Close
Replace With:	Replace
Search Options	Replace All
☐ Whole Words ☐ Match Case ☐ Search Backward	Help

Type characters to search for

Type characters to replace with

Choose method of search

➔ **Find and replace text:**

1 Type the characters to search for in the **Find What** box at the top.

2 Type the characters to replace these in the **Replace With** box underneath.

3 Optionally select one or more of the following **Search Options**:

Whole Word	Checking this box makes the match find only whole words that match the text you type. When this box is not checked, the program matches your text even if it is a part of a word. For example, if you check this box, searching for "cat" will match "cat" only, and not words like "catalog".
Match Case	Checking this box makes the match case-sensitive. When this box is not checked, the program finds matches that use either upper or lower case letters. For example, if you check this box, searching for "ZIP" matches "ZIP", but not "zip" or "Zip".
Search Backward	Checking this box makes the program search backward through the page beginning at the cursor position. The default is to search forward.

NEW!

Search
HTML

If you are finding and replacing in a MiniWeb, you can search the
HTML tags directly, see page 147 for more information.

4 Use the buttons on the right side of the window to control the search.

|	
Find	Finds and selects the next match.
Close	Closes the window.
Replace	Replaces the current selection with the characters in the **Replace With** box.
Replace All	Finds and replaces all the characters that match in the entire page.
Find Next	Finds the next match. The **Search Backward** field controls whether this is the next match in the forward or backward direction.
Wrap & Find	Same as **Find Next**, but starts over at the beginning of the page if it gets to the end of the page.

Checking spelling

You can check the spelling of the text in your page (or your entire MiniWeb) by using
the Spell Checker.

➜ **To check spelling:**

1 Choose the **Tools➜Spell Check** menu
item.

2 AOLpress will start checking your page
starting at your cursor location. If it
doesn't recognize a word, you will see
the Spell Check window.

The unrecognized word is shown in the
field at the top and suggested corrections
are listed below. You can do these things
to unrecognized words:

■ **Correct:** Select one of the suggested
corrections or edit the word yourself.
Then click **Replace**. If you want to fix
all occurrences of the misspelled word automatically (even when you use the
spell checker in future AOLpress sessions), check the **Always Replace** box
before you click the **Replace** button.

■ **Guess Again:** If one of the suggested corrections is close to the word you want,
select that word and click **Guess**. You will see a new list of suggested words.
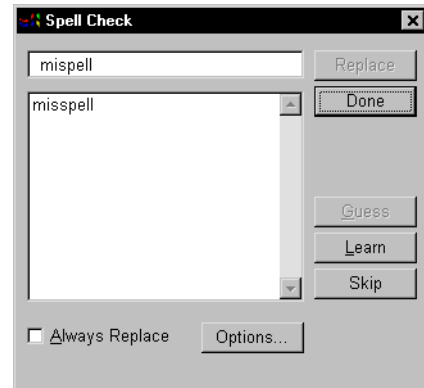
6 Creating Text and Lists

You can pick one of these words and use it to **Replace** the word or **Guess** again.

If you want AOLpress to suggest words that contain characters with accent marks, click the **Options** button and type the accented characters into the field provided. Type all the digits (1234567890) in this field if you want AOLpress to suggest words you have added to the dictionary that contain numbers.

■ **Add to Dictionary:** If the unrecognized word is one that you want AOLpress to recognize in the future, click **Learn** to add the word to the dictionary.

■ **Ignore:** If you want to allow a word without adding it to the dictionary, click **Skip**. The word will be ignored until you exit from AOLpress.

3 AOLpress continues moving forward through your page to check the spelling. If you started the spell check in the middle of the page, it goes back to check the first part of your page, too. When you finish checking your page, click **Done** to close the Spell Check window.

You can control the lists of words that have been added to your AOLpress dictionary and words that will be automatically replaced by the spell checker.
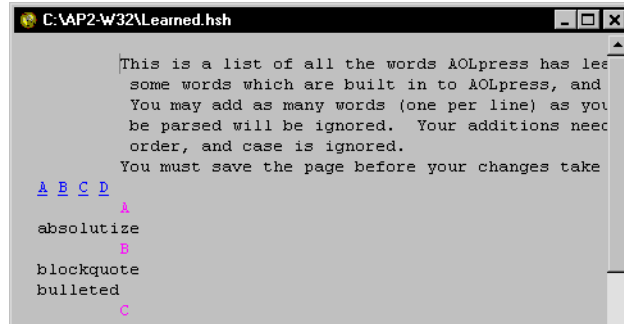
➔ **To edit the list of learned words:**

1 Click the **Options** button in the Spell Check window. You will see a window that looks like this one.

2 If you want to select a different Personal Dictionary or create a new one with no extra words, click the **Select** button. You will see a standard file selection window.

You can select any dictionary you have created with AOLpress. To create a new dictionary, specify a file name with an extension of `.hsh` and click **OK**.
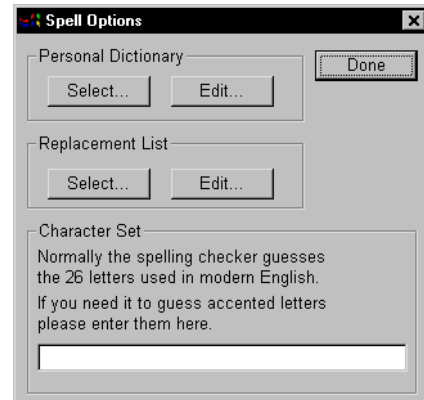
3 If you want to see or edit the list of learned words, click the **Edit** button for the Personal Dictionary. You will see a page like the following, which lists any words you have added to the dictionary.

4 You can add words to this list or remove words. You must put exactly one word on each line.

5 When you are finished editing the list of words, save this page. The next time you spell check a page, the words you added will be recognized.

→ **To edit the list of automatically replaced words:**

1 Click the **Options** button in the Spell Check window to open the Spell Options window.

2 If you want to select a different list of replaced words or create an empty list, click the **Select** button. You will see a standard file selection window.

You can select any replaced words list you have created with AOLpress. To create a new list, specify a file name with an extension of .rpl and click **OK**.

3 If you want to see or edit the list of automatically replaced words, click the **Edit** button for the Replacement List. You will see a page that lists any words you have replaced while the **Always Replace** box was checked.
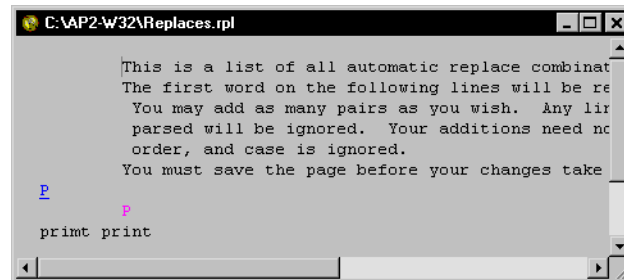
6 Creating Text and Lists

4   You can add words to this list or remove words. Put exactly two words on each line. The first word should be the one you want to replace. The second word should be the one you want to replace it with.

5   When you finish editing the list of replaced words, save this page. The next time you spell check a page, the words you listed will be replaced automatically.

Formatting text

Text can be given distinctive styles, like **bold**, *italic*, `fixed width`, and more. To format the text you have selected, use the **Format→Type Style** menu. *Type* styles are applied to individual characters (and strings of characters like words and sentences), as opposed to whole paragraphs or other page elements.

Some paragraph styles also affect how text looks — for example, Headings and Quotations. You can use the type styles described in this section to further modify the type style of a Heading or other paragraph style.

AOLpress provides two categories of type styles: formatted (physical) styles and logical styles. You can also change the type size (see page 65) and type color (see page 65) of any text.

Formatted type styles

Formatted type styles are styles that have a specific meaning, for example, **bold** or *italic*. Regardless of the browser used to view your page, text with formatted styles always appear in that style.

AOLpress has these formatted styles:

Plain	Plain text
Bold	Bold text
Italic	Italicized text
<u>Underline</u>	Underlined text
`Fixed Pitch`	a monospaced font such as Courier
_ Superscript _	a smaller point size of the current font, elevated above the baseline
⁻ Subscript ⁻	a smaller point size of the current font, moved slightly below the baseline

Logical type styles

Logical text styles describe how a particular word or phrase is used. In contrast, "formatted type styles" describe how a word or phrase should be displayed. Logical type styles have no "standard" appearance. Different browsers may display these styles in different ways. For example the "emphasis" style may be italicized on some browsers and shown in bold on others.

The deleted text and new text styles are HTML 3.2 styles that are not yet supported by all browsers.
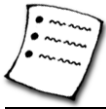
6 Creating Text and Lists

The *logical* styles are:

~~Deleted Text~~	Text has been deleted, for example in a legal document or a software specification. By default, a line strikes through the text.
New Text	Text that has been added to a document. By default, the text is dark gray and change bars are added to the page.
Citation	A reference to a book, article, or other work, for example, "For more information, see *Taylor, The Life of Birds*".
`Code`	Words or phrases that are part of code examples or commands, for example, "`ls *doc`".
Definition	A defined word or phrase, for example "The second to last item is the **penultimate** item".
Emphasis	An emphasized word or phrase. Some other browsers show this style in italics.
`Keyboard`	Text intended to be typed in by the reader on a command line or other text-entry environment.
`Sample`	Example text, similar to code.
Strong	Strongly emphasized text (stronger than the emphasis style). By default, AOLpress shows this style in red. Some other browsers show this style in bold.
`Variable`	A place holder for some other value in a command line or sample text, for example, "To print a file, use the print `file name` command, where `file name` is the file you want to print"

Applying and removing type styles

Both formatted and logical styles are cumulative, that is, you can apply several styles to a selection. When a style has been applied to a selection, that style name has a check next to it in the **Format➜Type Style** menu.

➜ Apply a type style:

1 Select the text you want to apply a style to.

2 Choose a type style from the **Format➜Type Style** menu.

- You can apply more than one style at a time to text. To do this, repeat step 2 while the selected text is still highlighted.

➜ **Remove a single type style from a selection:**

1 Select the text that has the style you want to remove.

2 Choose the type style (checked) you want to remove using the **Format➜ Type Style** menu.

➜ **Remove all type styles from a selection:**

1 Select the text you want to revert to plain text.

2 Choose **Format➜Type Style➜Plain**.

■ Use **Edit➜Undo** if you want to correct a recent formatting choice.

The text you selected reverts to the default style of the surrounding text.

Type sizes

You can make text bigger or smaller by changing the type size.

Bigger — To make the text larger than the surrounding text, choose **Format➜Type Size➜Bigger**. Font size changes are cumulative. You can apply this style multiple times to text to increase the font size further. The actual font size varies on different browsers.

Smaller — To make the text smaller than the surrounding text, choose **Format➜Type Size➜Smaller**. You can apply this style multiple times to text to decrease the font size further.

In AOLpress, you can make text 1 or 2 sizes smaller and up to 4 sizes bigger. Other browsers may support even bigger or smaller sizes. Even if you don't see the font size change in AOLpress when you apply an even bigger or smaller size, other Web browsers may show a size difference.

Type colors

➜ **To add color to selected text:**

1 Highlight the text you want to change to a different color.

2 Choose the **Format➜Type Color** menu.

3 Choose from the list of colors, or select **Custom** to choose a color from a color picking window. Selecting **Default** sets the type back to the default color for the page. The sixteen colors listed are the standard color for 16-color PCs.

If you want to change the color of all the text in a page, see page 96.
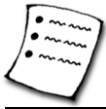
Paragraph formats

You can give a paragraphs a format — like *Heading*, *Numbered List*, or *Blockquote* — to format your page. You use the **Format** menu to assign paragraph formats.

In most word processors, to include the paragraph format when you copy text, you copy the entire line at the end of the paragraph. In AOLpress, you need to copy the blank line before the paragraph, instead. (The information about the paragraph format is stored before the paragraph.)

Normal paragraphs

Normal paragraphs start at the left margin with no indenting or special type styles.

➜ **Change a paragraph back to a normal paragraph:**

1   Select the text you want to change back

2   Choose the **Format➜Remove Format** menu item.

Aligning paragraphs

You can make any paragraph, heading, or list centered, right aligned, or aligned on both the left and right. You can even align text that wraps next to an image. Note that some browsers (such as Netscape) do not support **Align Flush**.

➜ **Align a paragraph:**

1   Place the cursor in the paragraph, heading, or list you want to align or justify.

2   With the **Format➜Paragraph** menu item, choose **Align Left**, **Align Right**, **Align Center**, **Flush**, or **Align Default**. ("Align Flush" aligns both the left and right edges of the text. "Align Default" removes any previous paragraph alignment.)

Headings

AOLpress gives you six heading levels, from Hdg 1, the largest, to Hdg 6, the smallest.

You use headings to title sections and to show the structure of your page. They are set off from the text with a larger font, bold text, or other form of emphasis.

Headings

Heading 1

Heading 2

Heading 3

Heading 4
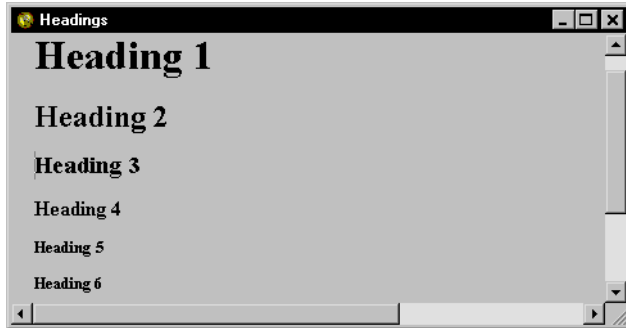
Heading 5

Heading 6

→ **Apply a heading to text:**

1 Place the cursor where you want the heading to start.
2 Choose a heading type from the **Format→Heading** menu.
3 Type your heading text.

→ **Apply a heading to existing text:**

1 Position the cursor in the line of text you want to affect.
2 Choose a Heading type from the **Format→Heading** menu.

→ **Change a heading format:**

1 Select all of the text in the heading.
2 Choose the new heading level you want to use from the **Format→Heading** list.

→ **Remove a heading format:**

1 Position the cursor anywhere in the heading text.
2 Choose the **Format→Remove Heading Format** menu item. (Or, you can use **Edit→Undo** to undo a recent formatting choice.)

6 Creating Text and Lists

Blockquotes, preformatted text, and addresses

Block Quotations are used for long passages of quoted material to be indented from regular paragraphs.

Preformatted text is used when you want tabs, spaces, and line breaks in the text preserved, for example, for code samples that must appear as they are typed. Most browsers display Preformatted text in a monospaced font like Courier.

Addresses are typically used at the top or the bottom of a page to indicate the owner of the document, when it was last changed, any copyright information, or any other administrative information for the page. Address signatures are usually in italics and indented, by default.
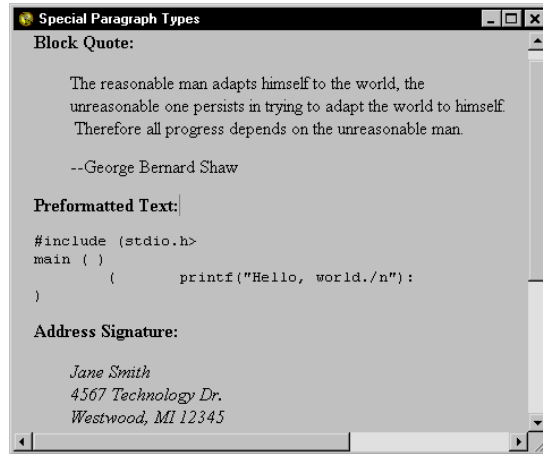
➤ **Apply paragraph formats:**

1 Place the insertion point where you want the structure to begin, or position the cursor in the paragraph you want to affect.

2 Choose one of these three structures from the **Format➜Paragraph** menu.

➤ **Change paragraph formats:**

1 Position the cursor in the paragraph you want to affect.

2 Choose **BlockQuote**, **Preformatted**, or **Address** from the **Format➜Paragraph** menu.

➤ **Remove paragraph formats:**

1 Position the cursor in the paragraph you want to affect.

2 Choose the menu **Format➜Remove Paragraph Format**.

Lists

Lists are useful for organizing related text. They combine a group of lines, all separated by line breaks, into a single structure.

There are three types of lists:

♦ *Bulleted* lists are indented with bullets marking each item. *Bulleted* lists are useful for listing items that can appear in any order.

Sample List Formats		
• Bulleted Item 1 • Bulleted Item 2 • Bulleted Item 3	1. Numbered Item 1 2. Numbered Item 2 3. Numbered Item 3	Term 1 　Definition 1 Term 2 　Definition 2

This structure indents and indicates items by bullets or squares.

♦ *Numbered* lists have sequential numbers. *Numbered* lists are best for items that are ordered in a specific sequence, as with procedures.

♦ *Definition* lists have a *term* line followed by a further-indented *definition* paragraph.The term and definition structure is repeated throughout the list.

You can add, delete, and rearrange list items. You can also nest lists. *Nested* lists have multiple levels of sub-lists and can be mixed. For example, a Numbered list can be nested within a Definition or Bulleted list, or another Numbered list.

Bulleted and numbered lists

Bullets are not characters that can be selected. Think of them as part of the line break between paragraphs. The only way to select or delete bullets is to select or delete the line break.

➜ **Apply a bulleted or numbered list structure:**

1　Place the insertion point where you want the Bulleted or Numbered list to begin when you type Or, select the text you want to turn into a list.

2　Choose **Bulleted List** or **Numbered List** from the **Format➜List** menu.

You cannot select the numbers or bullets associated with a list. They are part of the structure, but not part of the context.

➜ **End the current list structure:**

1　Place the cursor anywhere in the list.

2　Choose **Format➜Exit List Format**.

The cursor moves to the line below the list, and leaves it unstructured. Exiting from a nested list takes you out one level. Repeat the Exit command to continue to move out. To move completely out of the list, place the cursor below the list and click.

➜ Paste or type new items:

1 Place the cursor at the end of the line before the new item you want to add.

2 Press Enter (or Return) to provide a line for the new item.

3 Type text or **Paste** previously typed list items.

Several list items can be pasted in at once. The items below the new items shift downward to accommodate the new list items.

➜ Delete or move items within the list:

■ Use basic editing conventions—cut, copy, paste, and backspace.

If you add or delete an item in the middle of a Numbered list, all the items below it are automatically renumbered to reflect the change. (If the numbers look odd, scroll up and down to refresh the screen.)

➜ Add a normal paragraph within a list:

■ Normally, when you press the Enter (or Return) key within a list, the bullet or number for the next item is added automatically. However, sometimes you want to add a second paragraph to a single list item.

To add a second paragraph within a list, choose **Format➜Paragraph➜New**.

➜ Remove a list structure (that is, make it unstructured):

1 Place the cursor in the list, and choose **Format➜Remove List Format**.

■ Individual items in a list cannot be unstructured. You must unstructure the whole list at once.

■ Use **Edit➜Undo** if you want to correct a recent formatting choice.
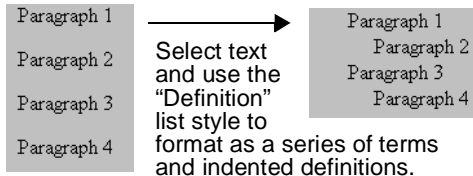
Definition Lists

Definition lists contain indented *Terms* followed by their *Definitions*, indented further.
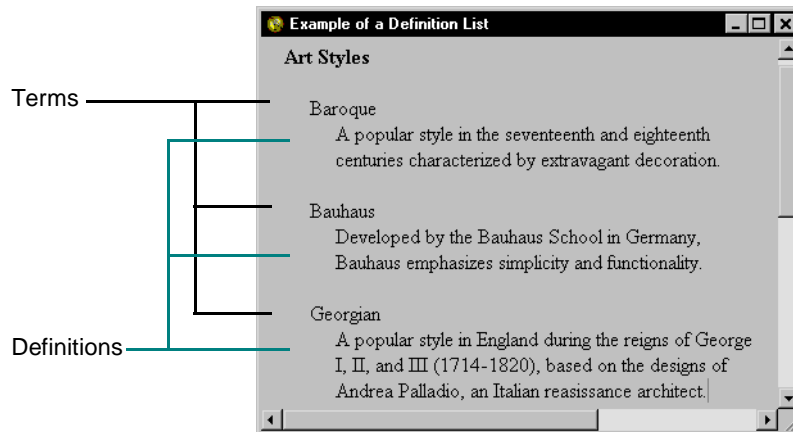
Definition Lists follow the same basic rules as Bulleted and Numbered lists. The differences are described below.

➔ **Apply a definition list structure:**

1 Place the insertion cursor where you want the Definition list to begin.

   ■ Or, you can select text you want to turn into an Definition list.

   Terms and Definitions must be on separate lines. The Term item must be *first*, then the Definition line.

Select text and use the "Definition" list style to format as a series of terms and indented definitions.

2 Choose **Definition List** from the **Format→List** menu. (If you selected text before choosing this menu item, the first paragraph becomes a Term, the second a Definition, and so on until the last paragraph in the selection.)

3 Type text for the first Term. Press Enter (or Return) at the end of a Term to create a Definition line.

4 Press Enter (or Return) at the end of a Definition to create a new Term line.

→ **Change the relative positions of term and definition lines:**

1 Place the cursor within or highlight the Term or Definition you want to change.

2 Choose **Term** or **Definition** from the **Format→List** menu.

■ If you placed the insertion cursor within a line or at the beginning of a line, all the text to the right of the cursor moves down one line and changes to a Term or Definition (depending on which you choose). There is still a line for the term or definition where your cursor started, even if your cursor was at the beginning of the line.

Placing the cursor in a line and pressing the Enter (or Return) key has the same effect as placing the cursor in a line and selecting the opposite line type from the **Format→List** menu.

Put your cursor here and choose Format→List→Definition (or press Enter).

This is Term 1	This is
This is Definition 1	Term 1
This is Term 2	This is Definition 1
This is Definition 2	This is Term 2
This is Term 3	This is Definition 2
This is Definition 3	This is Term 3
	This is Definition 3
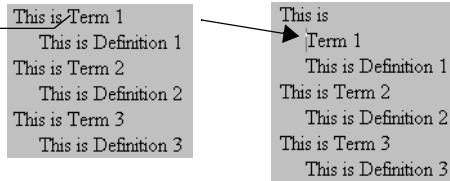
■ You can choose **Format→List→Term** when the cursor is in a Term line to create two Terms in a row. Likewise, you can choose **Format→List→Definition** when the cursor is in a Definition line to create two Definitions in a row.

Put your cursor here and choose Format→List→Term.

This is Term 1	This is
This is Definition 1	Term 1
This is Term 2	This is Definition 1
This is Definition 2	This is Term 2
This is Term 3	This is Definition 2
This is Definition 3	This is Term 3
	This is Definition 3
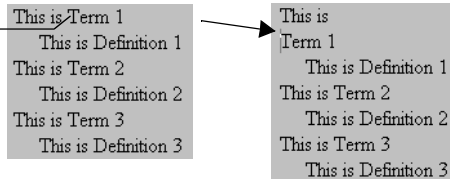
■ If you highlight the entire term or definition line, that line slides left or right to become a Term or Definition (depending on which you choose) without moving down a line or affecting any other lines.
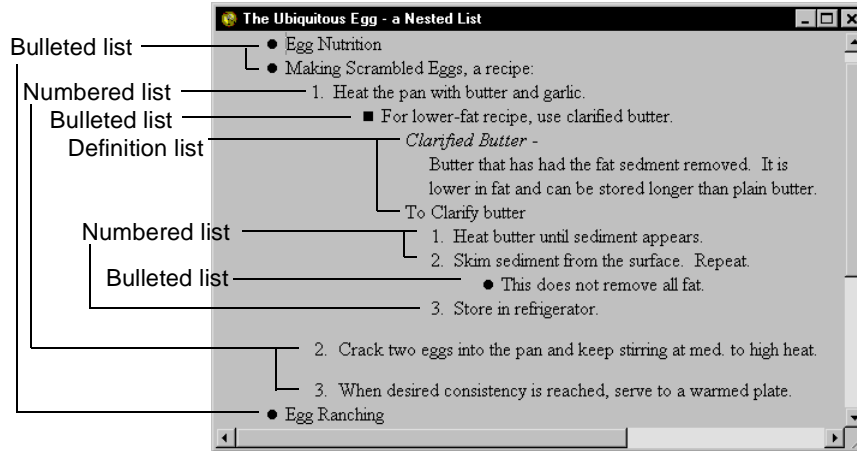
Highlight a Term and choose Format→List→Definition.

This is Term 1	This is Term 1
This is Definition 1	This is Definition 1
This is Term 2	This is Term 2
This is Definition 2	This is Definition 2
This is Term 3	This is Term 3
This is Definition 3	This is Definition 3
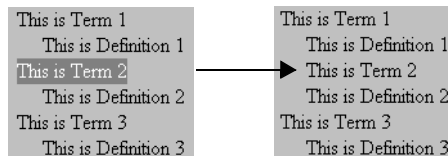
Nested Lists

At any point in a list you can create a *sub-list*, which is indented from the current item.

Bulleted list ———	● Egg Nutrition
	● Making Scrambled Eggs, a recipe:
Numbered list ———	1. Heat the pan with butter and garlic.
Bulleted list ———	■ For lower-fat recipe, use clarified butter.
Definition list ———	*Clarified Butter -*
	Butter that has had the fat sedment removed. It is lower in fat and can be stored longer than plain butter.
	To Clarify butter
Numbered list ———	1. Heat butter until sediment appears.
	2. Skim sediment from the surface. Repeat.
Bulleted list ———	● This does not remove all fat.
	3. Store in refrigerator.
	2. Crack two eggs into the pan and keep stirring at med. to high heat.
	3. When desired consistency is reached, serve to a warmed plate.
	● Egg Ranching

Window title: The Ubiquitous Egg - a Nested List

There is no limit to the number of nested list layers and the kinds of primary and nested lists that can be mixed. Nested lists can carry markers that are different from the primary lists that contain them. These markers may not look the same to all browsers.

As with all Lists, the nested sub-list is itself a distinct list that adheres to basic list rules. See the list rules above to understand how nested lists work.

➜ **To nest an existing list item(s):**

1 Select the item(s) you want to nest.

2 Choose the list structure you want to use from the **Format➜List** menu.

3 Continue the nested list by pressing Enter (or Return) at the end of the nested list.

There are two results, depending on how you select the item in step 1.

Placing the cursor in the item line:	*Placing the cursor* in the item line shifts everything to its right to a new indented line. Everything to the left of the cursor remains in the original item position in the primary list. This is true even if the cursor rests to the left of all text in the line.
Selecting the entire line:	*Selecting the entire line* moves the entire item line to a nested position and erases the original item position.

➡ **Nest a new list with typed or pasted items:**

1 Place the cursor at the end of the item line you would like to nest below.

2 Choose the desired list structure from the **Format➡List** menu

3 Type or **Paste** new items, as many as you want.

➡ **Show and hide list borders:**

To help show the structure a nested list, you can add border lines above and below lists.

■ Choose **Format➡Show Border**. The lines you see are not part of the page. They are shown only to help you edit the page and are only shown in AOLpress. (This also adds borders around tables with hidden borders and forms.

■ To hide the borders, choose **Format➡Hide Border**.

Removing formats

You can remove type styles and paragraph structures, leaving the text in a plain format. Use **Edit➡Undo** if you want to correct a recent formatting choice.

➡ **Remove all type styles from a selection:**

1 Select the characters you want to change back to plain text.

2 Choose **Format➡Type Style➡Plain**.

➡ **Change a heading into a normal paragraph:**

1 Place the cursor in the heading you want to change to plain text.

2 Choose **Format➡Remove Heading Format**.

➡ **Remove Block Quotes, Preformatted text, or Address signatures:**

1 Place the cursor in the paragraph you want to affect.

2 Choose **Format➡Remove Paragraph Format**.

➡ **Remove a list structure:**

1 Place the cursor anywhere in the list

2 Choose **Format➡Remove List Format**.

You cannot remove the format of more than one list level at a time.

Learning more...

To practice creating text and lists in the online tutorial, choose **Help→Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Creating Text" link or the "Creating Lists" link.

Advanced HTML for text and lists

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your text and lists:

♦ **Change the font:** You can specify a different font for text. For example, this code displays text in the first font in the list found on the reader's computer.

```
<FONT FACE="Verdana,Arial,Helvetica">text</FONT>
```

♦ **Change the list bullet:** You can use a different list bullet for unnumbered lists by starting the list with any of the following tags:

```
<UL TYPE="disk">
<UL TYPE="circle">
<UL TYPE="square">
```

♦ **Change the numbered list type:** You can use letters or Roman numerals for numbered lists by starting the list with a tag like the following. The TYPE can be 1 (numbers), A (uppercase letters), a (lowercase letters), I (uppercase Roman numerals), or i (lowercase Roman numerals).

```
<OL TYPE="A">
```

♦ **Change numbered list numbering:** You can start a numbered lists at a number other than 1 or change the number of a particular list item tags like the following:

```
<OL START=5>
<LI VALUE=10>
```

♦ Prevents a paragraph from wrapping: Use the following tag to prevent browsers from breaking a paragraph into multiple lines. This is similar to using preformatted paragraphs, but does not use the fixed-width font.

```
<P NOWRAP>
```

♦ You can also use style-sheets to define how your text looks. For more information on the style sheet features supports by AOLpress, choose **Help→Contents**. Follow the "New features" link and scroll to the bottom of the New Features page. Then, follow the link to information about style sheets.

♦ You can use "server-side includes" to automatically include standard headers and footers in your pages. See page 147 for more information.

<div style="text-align: right">**6 Creating Text and Lists**</div>

Creating Text and Lists
Learning more...

Chapter 7
Adding Tables

What you'll find in this chapter:

Tables (like the one below) let you align text and images into columns and rows.

AOLpress gives you control over the *look* of your tables.

♦ You can set and modify the number of rows and columns in your table.

♦ You can add headings and table captions to your table.

♦ You can set the width of your table's border and the amount of space in the margins of individual table *cells*.

♦ You can merge cells to create areas that span any number of rows and columns.

♦ You can align the contents of cells both horizontally and vertically.

♦ You can put almost anything inside a table cell: text, images, headings, links, forms, horizontal rules — even other tables.

Creating and formatting tables

➡ **To create a table:**

1 Move your cursor to the place where you want to create the table.

If the text or images you want to put in the table are already in your page, highlight them before you create the table. When you create the table, the table cells will be filled with the paragraphs you selected (from left to right and then from top to bottom). Lists, forms, and other tables are not split up; the entire list, form, or table is placed in a single cell.

2 Choose the **Table➡Create Table** menu item. You will see the Table window.

```
Table                                                    [x]
┌─Dimensions──────┐  ┌─Borders──────────┐    ┌──────────┐
│                 │  │                  │    │    OK    │
│ Rows:     [2  ] │  │ ☑ Visible Borders│    └──────────┘
│                 │  │                  │    ┌──────────┐
│ Columns:  [2  ] │  │ Border Size: [1 ]│    │  Cancel  │
│                 │  │                  │    └──────────┘
└─────────────────┘  └──────────────────┘
┌─Caption─────────────────────────┐  ┌─Cell Margins──────┐
│ [                             ]  │  │ Spacing:  [2    ] │
│                                  │  │                   │
│ ⦿ Above Table  ○ Below Table     │  │ Padding:  [2    ] │
└──────────────────────────────────┘  └───────────────────┘
```
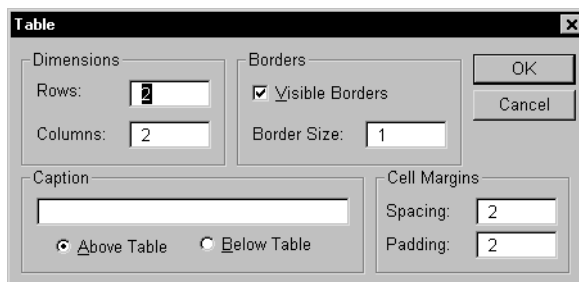
3 Set the number of vertical columns and horizontal rows you want in your table. (It's easy to change these numbers later.)

4 If you want the table to have a caption, type the text for in the **Caption** field. The caption will be centered from left to right either **Above** or **Below** the table.

5 The fields at the bottom of the window control the borders and spacing of the table.
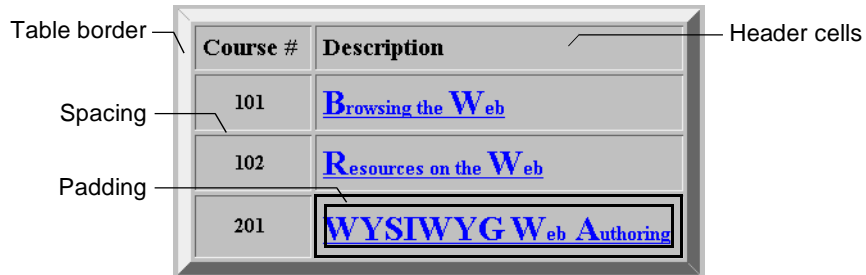
- If you want to hide the borders of the table, uncheck the **Visible Borders** box. (It's actually easier to edit a table with borders, so you'll probably want to leave this box checked while you are creating the table. When you are finished editing the table, you can hide the borders if you like.)

- The **Border Size** field lets you set the width (in pixels) of the outside border of the table. If you make the **Border Size** a larger number (for example, 10), the table will look like it has a picture frame.

- The **Spacing** field lets you set the width (in pixels) of the borders between the individual cells in the table.

- The **Padding** field lets you set the amount of blank space (in pixels) between the text or other contents of a cell and the borders of that cell. You can think of this field as setting the margin widths of the cell.

6 Click **OK** when you are ready to create the table.

7 If you want to change any of these settings later, just put your cursor inside the table and choosing the **Table➜Alter➜Layout** menu item.

Adding or deleting table cells

You can add or delete rows and columns using the options you see when you choose **Table➜Alter**.

➜ **To add rows and columns:**

1 Place your cursor in the row or column after the row or column you want to create.

2 Choose the **Table➜Alter➜Insert Row** or **Table➜Alter➜Insert Column** menu item. An empty row or column is added before the row or column containing your cursor.

3 If you want to add rows to the bottom of your table or columns to the right edge of your table, choose the **Table➜Alter➜Layout** menu item. In the window, increase the number of rows or columns in the table.

➡ **To delete rows and columns:**

1 Place your cursor in the row or column you want to delete.

2 Choose the **Table➜Alter➜Delete Row** or **Table➜Alter➜Delete Column** menu item. The row or column containing your cursor will be deleted.

➡ **Removing a table:**

■ If you want to remove a table but keep the contents of the cells, put your cursor in the table and choose the **Format➜Remove Table Format** menu item.

■ If you want to remove an entire table and all of its contents, use your mouse to highlight the entire table. Then, press the Backspace or Delete key.

Putting text and images into tables

You can put text, graphics, and other elements into table cells just as you would add them elsewhere on a page. Just position your cursor and type. You can also add text formatting, images, headings, links, forms, horizontal rules — even other tables.

If the items you want to place in a table are already in your page, highlight them before you create the table. Then, when you create the table, table cells will be filled with the paragraphs you selected (from left to right and then from top to bottom). Lists, forms, and other tables are not split up; the entire list, form, or table is placed in a single cell.

You can use the arrow keys to move the cursor from the end or beginning of one cell to another. You can start new paragraphs by pressing Enter (or Return). You can force text to wrap to the next line by choosing the **Element➜Forced Line Break** menu item.

Cells automatically expand as you add elements. Once the table is as wide as your page window, text wraps to the next line in the cell. When your readers view this page, wide tables are adjusted to fit in the width of their browser windows. We recommend that you test the formatting of your tables with various page window widths. (See page 83 for advanced ways to control the width of your tables and table cells.)

Formatting table cells

A special way of formatting table cells is to make them "header cells". By default, the text in header cells is shown in bold. You might want to change the cells in the top row or the left column of a table into header cells.

Another way you may want to format cells is to align the contents vertically or horizontally.

➜ **To create a header cell:**

1 Place the cursor in the cell that you want to be a header cell.

2 Choose the **Table➜Header Cell** menu item. The cell becomes a header cell, the text changes to bold, and the text is centered vertically and horizontally in the cell.

3 If you want to change a header cell back to a normal cell, choose the **Table➜Normal Cell** menu item.

➜ **To align the table itself:**

■ If you want to center the entire table on the page, put your cursor in the table and choose the **Table➜Center Table** menu item.

■ To align a centered table to the left of the page, put your cursor in the table and choose the **Table➜Uncenter Table** menu item.

➜ **To align the contents of cells:**

■ To change the vertical (top-to-bottom) alignment of the contents of a cell, place your cursor in the cell and choose the **Table➜V Align Cell** menu item. You can choose to align the contents to the **Top**, **Middle**, **Bottom**, or **Baseline** of the cell.

■ You can choose the **Table➜V Align Row** menu item to vertically align the contents of all the cells in a table row. (If you align the contents of a cell, that setting overrides the alignment of the row.)

■ To change the horizontal (left-to-right) alignment of a cell, highlight the text you want to align and choose the **Format➜Paragraph** menu item. You can choose **Align Left**, **Align Right**, **Align Center**, **Align Flush**, or **Align Default** to align the paragraphs. ("Align Flush" aligns both the left and right edges of the text. "Align Default" removes any previous paragraph alignment.) If you highlight the entire table, you can change the alignment of all the cells in the table.

■ To align an image with text, highlight the image and choose the **Element➜Get Attribute** menu item. In the Image window, choose an **Alignment** option—**Top**, **Middle**, **Bottom, Left,** or **Right**—to align the image with the adjoining text.

7 Adding Tables

Merging and splitting table cells

You can merge table cells to create areas that span rows and columns. For example, you could create a table like this one:
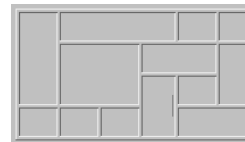
➜ **To merge table cells:**

1 Move your cursor to upper-left cell in the set of cells you want to merge.

■ Merging cells deletes the contents of all the cells you merge, except the contents of the upper-left cell. To keep the contents of the other cells, cut and paste them into the upper-left cell of the area before you merge cells.

2 Choose the **Table➜Merge Cell** menu item. You will see the Merge Cell window.
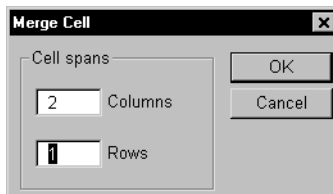
3 Type the number of **Columns** and **Rows** the cell should span, and click **OK** to merge the cells. For example,

If you place the cursor in the upper-left cell of this table and merge that cell to span 2 columns and 2 rows ...		... the result will be a table that looks like this:

4 If you want to unmerge cells, choose the **Table➜Split Cell** menu item. The merged area will be split into the number of columns and rows that were merged. (You cannot split cells unless they have already been merged.)

Learning more...

To practice creating tables in the online tutorial, choose **Help➜Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Creating Tables" link.

Advanced HTML for tables

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your tables:

♦ **Columns of text:** If you see a page with text narrower than the full width of the page window, the empty space may be an extra column in a table with no borders. To force an empty column to have the correct width, you can use a transparent image with its **Width** set to the width you want the column to have.

♦ **Column widths:** Another way to specify a width for a column is to set the WIDTH attribute for a cell's <TD> tag. You can specify a width in pixels or percent of the entire window width. For example, this code makes the first cell in the row 150 pixels wide and the second cell 500 pixels wide:

```
<TABLE BORDER>
  <TR>
    <TD WIDTH="150">cell 1 contents</TD>
    <TD WIDTH="500">cell 2 contents</TD>
  </TR>
</TABLE>
```

♦ **Table widths:** You can also use the WIDTH attribute to specify the width of the entire table. For example, this code makes the table half as wide as the window. The first cell is one quarter of the width of the table (1/8 the width of the window).

```
<TABLE WIDTH="50%">
  <TR>
    <TD WIDTH="25%">cell 1 contents</TD>
    <TD WIDTH="75%">cell 2 contents</TD>
  </TR>
</TABLE>
```

♦ **Table colors:** You can control the background color of tables cells. For readers using Internet Explorer, you can also control the table and cell border colors. For example, this code makes the first cell background yellow and the second cell background gray in most browsers. With Internet Explorer, the highlighted part of the second cell's border is also yellow and the shadowed part of the border is red.

```
<TABLE BGCOLOR="gray">
  <TR>
    <TD BGCOLOR="yellow">cell 1 contents</TD>
    <TD BORDERCOLORLIGHT="yellow" BORDERCOLORDARK="red">cell
       2 contents</TD>
  </TR>
</TABLE>
```

You can set the BORDER, BORDERCOLOR, BORDERCOLORLIGHT, and BORDERCOL-ORDARK attributes in the <TABLE>, <TR>, <TD>, and <TH> tags.

7 Adding Tables

Adding Tables
Learning more...

Chapter 8
Adding Images

What you'll find in this chapter:

Images give the Web its lively look and exploit the capabilities of electronic media. Though many pages use hypertext effectively without them, pictures can make information clearer and the page more appealing. This section covers inserting, positioning, and sizing images and changing the colors used by a page.

Quick start

Here is a quick summary of commands you can use with images:

Insert Images In-line

Insert an image	**Element→Image**
Copy image from page to page	**Copy** and **Paste** or drag-and-drop
View clip art library	**Help→Online Resources** and follow link to "Create your Web" and then to "Clip Art"

Replace and Modify Images

Replace in-line image	**Element→Get Attribute**, then **Image** window
Change alignment with text	**Element→Get Attribute**, then **Image** window
Re-position image	**Cut** and **Paste** or drag-and-drop
Copy image	**Copy** and **Paste** or drag-and-drop
Delete image	Delete/Backspace, or **Tools→Cut**
Change page colors	**Format→Page Attributes**

Finding and creating images

You cannot create images with AOLpress. Instead, you create images with other software programs and add them to your Web pages with AOLpress. There are many software programs you can use to create and modify images. (Search the Web for "shareware" to find Web sites that provide inexpensive or free software.)

Clip art gallery

AOLpress also provides "clip art" you can use in your pages at http://www.aolpress.com/gallery/index.html. And, the PrimeHost hosting service provides links to other clip art collections if you choose **Help→Online Resources** and follow the links.

Image formats

AOLpress and the common Web browsers support several image formats:

GIF   Graphical Interchange Format. File names normally have `.gif` suffix. Can use up to 256 colors. Compresses files without loss of information. Compression is best for images with areas of a single color.

JPEG   Joint Photographic Experts Group. File names normally have `.jpg` or `.jpeg` suffix. Can use many colors. Best for photographic or painted images. You can specify amount of file compression. Some of the information is lost during compression.

XBM   X bitmap format. Files normally have `.xbm` suffix. Uses only 2 colors.

There are several types of GIF files:

♦ "Interlaced" GIF images use a window-shade effect — you see a low-resolution image quickly and the details are filled in as the rest of the image is loaded. JPEG files can also have this effect if you save them as a "progressive JPEG."

♦ "Transparent" GIF files have one color that is designated as the background color. In most browsers, the background color or background image of the page shows through in areas of the image with this color. Transparent images are used when you want an image that looks as if it is some shape other than a rectangle.

♦ "Animated" GIF files contain a series of image that get shown to create movement. You can insert an animated GIF in AOLpress, but you will only see the first frame of the animation. However, the GIF will be animated when you view your pages with browsers that support animated GIFs.

Most images are shown "in-line" — the image is shown as a part of the page itself. A common technique for displaying large images is to create a small version of the image called a "thumbnail". Make the thumbnail an in-line image and link the thumbnail to either a page containing the full-size image or to the full-size image itself.

If a browser cannot display a particular image type, the images are represented by an "undisplayed image" icon (or text) on the page. Double-clicking on the undisplayed image icon can spawn an external viewer to display the image. On Windows and Macintosh, for example, you can use Microsoft Imager or Paintbrush as an external viewer. To set the viewers for specific types of images, see page 193.

NEW! AOLpress has two settings for image viewing. The default setting allows you to view transparent GIFs, progressive JPEGs, and ART files (used in AOL). If you notice that AOLpress crashes when loading images, choose **Tools→Preferences→General** and change the **Image Display Method** to Photoshop4 JPEG.

Inserting images

There are several ways to insert an image into a page:

◆ Choosing the **Element➜Image** menu item or toolbar button.

◆ Using **Copy** and **Paste** or drag-and-drop from another page.

◆ Using the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image instead, your page is replaced by a blank page containing the image. You must save this page before you can edit it.)

➜ **To insert an image:**

1 Position your cursor where you want the image to be.

2 Choose **Element➜Image** to open the Image window:

Type file location or browse for file

Toggle relative or absolute link

Align image with text

Check to import file into folder

Type text for browsers that don't show images

Type image size or leave blank to set automatically

Check if linked images should have a border

3 Enter the Location of the image. Either:

■ Type a URL or the local file name in the **Location** field; or

■ Click the "**Browse**" button to browse for the file on your local disks or your Web directory. (For details on using such file selection windows, see page 50.) Click the **OK** button when you have selected the file you want.

URL or file
to import

Import

Location:

c:\ap2-w16\HELP\

Import

Cancel

Files:

AP-MED.GIF
CONNECT.HTM
CONTENTS.HTM
INSTALL.HTM
PRESS.HTM
TECHSPRT.HTM

Directory:

HELP

Scan

Options...

List of files in
the selected
folder

..
REFER
TUTORIAL

Directories
in the selected
drive or folder

List Files of Type:

All Files

Click here to
select a file
type

Drives / Sites:

C:\

Select a drive
or site from
this list

4 You can click the **Rel** button to change the reference to the image to a relative URL. If the reference is already a relative reference, you can click the **Abs** button to change the reference to an absolute reference. See page 100 for an explanation of relative and absolute references.

5 Check the **Import Image** box if you want to copy the image file to the folder that contains the page. If you do not check this box, the image file stays where it is and the page references the image in the location where it already exists.

■ This box is dimmed if the image is already stored in the page's folder. You don't need to copy it since it is already there.

■ You cannot uncheck this box if the image is stored on your computer's disk and the page is on a Web server. The image will be copied from your local disk to the server automatically because people accessing your page on the server cannot see image files on your computer's disk.

6 Choose an **Alignment** option—**Top**, **Middle**, **Bottom, Left,** or **Right**—to choose how the image is aligned with adjoining text. Text aligns with images as shown below.

Top	Middle	Bottom	Left	Right

You can horizontally align the text next to an image with **Format➜Paragraph**.

7 If you leave the **Width** and **Height** fields blank, AOLpress will figure out the size of the image and use that size. If you want to make the image appear bigger or smaller, you can type the size you want to use in these fields. You can also change the size of the image later.

8 In the **Description** field, type the text you want to appear instead of the image for readers using browsers that do not display graphics.

9 Uncheck the **Show Link Border** box if this image is going to be linked to some location and you don't want a rectangular border shown around the image.

10 Click **OK**, and the image appears where your cursor was positioned.

Copying images from another page

You can copy images from one page to another. If the image is not already stored in the same folder as the page, AOLpress automatically copies the image to the folder that contains the page.

→ To copy an image from one page to another, either:

■ **Copy** and **Paste**. Choose from the **Edit** menu or use edit buttons in the toolbar or their keyboard equivalents.

■ Drag-and-drop.

Deleting images

→ To delete an image, either:

■ Position the cursor just after an image and press the Delete or Backspace key.

■ Select the image and
  - ■ Click **Cut** in the toolbar;
  - ■ Press the Delete key; or
  - ■ Choose **File→Delete**. (For details on such file selection windows, see page 50.)

    Deleting an image from a page does not delete the actual image file. In addition, deleting a page file does not delete image files associated with it. If you want to delete files that are associated with another file, delete them separately using **File→Delete** or by selecting and deleting the file icon in the MiniWeb view.

Positioning images

Once images are in a page, you can replace images, realign text to them, reposition them, or delete them.

➜ Replace or change text alignment of an image:

1 Select an image by double-clicking on it or dragging across it. It is OK to select both an image and some of the associated text.

2 Choose **Element→Get Attribute** to open the Image window.

3 Type a new file name in the **Location** field or click "**Browse**" to find the new image.

4 You can check the **Import Image** box if you want to copy the image to the folder you are working in.

5 Change the **Alignment** setting if you want to change the way the image aligns with the adjoining text.

6 Click **OK**.

➜ To reposition an image, either:

■ **Cut** and **Paste**. You can use the commands in the **Edit** menu, the buttons in the toolbar, or the keyboard equivalents.

■ Drag-and-drop.

■ Change the *vertical* position by placing the cursor above the image and adding or deleting lines to move the image.

➜ Move an image down a *single* line:

■ Press Shift-Enter (or Shift-Return), a *forced* line break

➜ Indent the image:

1 Use **Format→Paragraph→Preformatted** to preformat the image's paragraph. This changes the font of the text in the paragraph as well.

2 Put the cursor to the left of the image and press the spacebar to indent the image.

8 Adding Images

Resizing images

Most browsers can display images at different sizes than the actual size of the image in its file. When you import an image, the actual width and height of the image (in pixels) are specified in the page. You can change these values by resizing the image.

➔ **To resize an image:**

1 Double-click on the image you want to resize. You will see a dotted line around the image and drag arrows on the right and bottom edges of the image.

2 Drag an arrow to change the image to the size you want.

Drag left or right

Drag in any direction

Drag up or down

3 Or, you can highlight the image and choose **Element**➔**Get Attribute** to open the Image window. Then, remove the numbers from the **Width** and **Height** fields if you want AOLpress to reset the image to its original size. If you want to make the image bigger or smaller, you can type the size you want (in pixels) in these fields.

Linking images and image maps

You can create a link from an image to any other page. See page 102 for details.

Image Maps are a special kind of link, based on an image. An image is divided, or *mapped*, into regions. Each region functions as a separate link. A single image, like a diagram of a truck, can be clicked in different places to link to information about that part of the image. Clicking on the truck's hood could link to an engine specification page, or clicking on a wheel could link to a tire wear comparison. Image maps work well for geographic maps, diagrams, or large images that function as indexes to more information. For details about creating Image Maps, see page 105.

Horizontal rules

You can create horizontal rules, which span the full width of the page, to divide areas of the page. You don't need to create an image to add a simple horizontal rule.

➜ **Insert a Horizontal Rule:**

1 Position the cursor where you want the rule to start.

2 Choose **Element**➜**Horizontal** Rule.

➜ **Reposition or duplicate a Horizontal Rule. Either:**

■ Use the basic editing conventions—select, cut, copy, paste, and drag-and-drop.

■ Use the **Cut**, **Copy**, and **Paste** buttons in the toolbar.

Using built-in hit counters

If you are a PrimeHost hosting service customer or an AOL member, you can use a built-in counter image program to show how many times a page has been visited. For example:

This page has been visited **00000031** times.

➜ **To find out how to add a counter to your page:**

■ If you are a PrimeHost hosting service member, see the PrimeHost Getting Started Guide (at http://www.primehost.com/members/create/tutorial/index.htm) and the PrimeHost FAQ (at http://www.primehost.com/faq/faq.htm).

■ If you are an AOL member, see that Web Administrator's page (http://members.aol.com/wwwadmin/index.htm).

8 Adding Images

Rating your page content

If your pages contain text, images, or other content that might be offensive to children (or to their parents or teachers), you should add a rating to your pages. The rating you add can be used by several browsers that let parents and teachers control the level of potentially offensive material children can see. By rating your pages honestly and encouraging others to do so, you can help reduce the call for government-sponsored censorship of the World Wide Web.

AOLpress supports the Platform for Internet Content Selection (PICS) standard. You can type a label for any PICS implementation. Two popular implementations of the PICS standard are RSACi (Recreational Software Advisory Council on the Internet) and SafeSurf.

Note that AOLpress doesn't control the interface parents and teachers use to control what their children can see or the message children see if they try to access a page with offensive content. Instead, other browsers that allow content blocking based on ratings have windows for setting acceptable rating levels.

➜ **To rate your page with RSACi:**

RSACi is supported by Microsoft Internet Explorer v3.0.

1   Go to the RSAC Web site at <u>http://www.rsac.org/</u> and fill out the questionnaire to rate a page, a directory, or your entire site. You will be given a rating that reflects your answers to the questionnaire. Your rating will look similar to this:

```
<META http-equiv="PICS-Label" content='(PICS-1.0
"http://www.rsac.org/ratingsv01.html" l gen true comment
"RSACi North America Server" by "me@myaddress.com" for
"http://www.myaddress.com/index.htm" on
"1996.04.16T08:15-0500" exp "1997.01.01T08:15-0500"
r (n 2 s 0 v 1 l 0))'>
```

2   Highlight and copy the part of the rating shown in bold above. (That is, copy all the text between the quote marks at the beginning and end of the "content=" argument in this HTML tag.)

3   Choose the **Format➜Page Attributes** menu item

4   Paste the text you copied into the **PICS Label** field in the Page Attributes window

➜ **To rate your page with SafeSurf:**

AOLpress lets you select SafeSurf ratings rather than typing the label by hand.

1 Choose the **Format→Page Attributes** menu item. You will see the following window.

Page rating

2 Click the **Safe Surf** button. You will see a window like this:.

3 Add a rating by selecting different levels for any set of categories. Initially, all categories are unrated.

For example, the levels for "Nudity" are: subtle innuendo, explicit innuendo, technical reference, non-graphic-artistic, graphic-artistic, graphic, detailed graphic, explicit vulgarity, and explicit and crude.

4 After you rate your page in all categories that apply, click **OK**. The SafeSurf rating for the levels you selected will appear in the **PICS Label** field.

For example, if your page contains non-graphic-artistic nudity, the rating label will look similar to this: (PICS-1.0 "http://www.classify.org/safesurf/" l on "1996.05.14T15:36+0800 r (SS~~004 4). You can cut and paste this label to the Page Attributes window for your other pages if you like. It is important to rate all your pages that can be found by searching the Web.

5 Click **OK** in the Page Attributes window when you have finished rating your page. For information on the other fields in this window, see page 96 and page 110.

8 Adding Images

Setting colors and background images

The section on page 65 showed how to change the color of text in your page. In addition, you can change the color of all the text, the linked text, or the background color of a page. You can also use an image file for the background of a page.

You use **Format→Page Attributes** to set colors and select a background image.

Any browser that allows background color changes will display the colors you set.

→ **To set background and text colors for the whole page:**

1   Choose **Format→Page Attributes**. You will see the following window. This window allows you to select colors for the page background, the normal text, text with an unused link, and text with a link that you have already followed.

2   Click **Pick** next to the item for which you want to choose a color. You will see the standard Color window.

3   Select a color from this window. You may want to choose a standard color so that the background will not be dithered on screens that can only display 256 colors.

Another way to set a color is to type the RGB value for the color you want (in hexa-decimal numbers) into the field directly. The first two characters are the red value, the next two green, and the final two blue. Therefore #ff0000 is red, #00ff00 is green, #0000ff is blue, #ffff00 is yellow, #000000 is black, and #ffffff is white.

4   Click **OK** in the Color window.

5   In the Page Attributes window, you can set another color or click **OK** to see the effects of your changes.

For information on the other fields in this window, see page 94 and page 110.

If you set any color, we recommend that you set all four colors to prevent conflicts with settings your readers may have. For example, if you set a light background color and use the default text colors, a reader with a default background of black and light text may not be able to read your page because the text may appear light on a light background. The default colors are:

Background	Gray: #c0c0c0
Text	Black: #000000
Link	Blue: #0000ff
Visited Link	Deep Purple: #400080

→   **To select a background image:**

1   Choose the **Format→Page Attributes** menu item.

2   Type a URL in the **Location** field or click the **Browse** button to find the new image. If the image you select is smaller than the browser window, the image will be "tiled" to fill the whole space. You should use an image with edges that match up when the image is tiled. Tiling allows you to specify a small image that will load quickly.

3   You can click the **Rel** button to change the reference to the background image to a relative URL. If the reference is already a relative reference, you can click the **Abs** button to change the reference to an absolute reference. See page 100 for an explanation of relative and absolute references.

4   If you want to copy the background image you selected to the same folder as your page, check the **Import Image** box.

5   Click **OK** to see the effects of your changes.

AOLpress shows the page's background color or image behind transparent GIF images. AOLpress lets you use a GIF or JPG file as a background image.

For information on the other fields in this window, see page 94 and page 110.

If you use a background image, we recommend that you also set the colors to avoid conflicts with your readers' settings. In most cases, the colors in your background image should contrast strongly with the text colors you choose and the background image should be simple enough that it doesn't distract from the text.

8 Adding Images

Learning more...

To practice working with images in the online tutorial, choose **Help→Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Adding Images" link.

Advanced HTML for images

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your images:

♦ **Space around images:** You can add space around images by using the HSPACE attribute to add space to the left and right of an image and the VSPACE attribute to add space above and below an image. The number you provide is measured in pixels. For example:

```
<IMG SRC="filename.gif" HSPACE="5" VSPACE="10">
```

♦ **Provide space after image:** To move text following an image aligned to the left or right down, you can use a tag like the following. You can choose to move text down until the left, right, or both edges of the window are clear of images.

```
<P CLEAR="left">
```

♦ **Custom horizontal rules:** You can change the color, thickness, and width of a horizontal rule. For example, this code makes a red horizontal rule with no 3D shading. The rule is 10 pixels high and half the width of the window.

```
<HR COLOR="red" NOSHADE SIZE="10" WIDTH="50%">
```

♦ **Background images to tables:** You can add background images to tables and table cells by using the BACKGROUND attribute in a <TABLE> or <TD> tag. (Visible with Internet Explorer only.) For example:

```
<TABLE BORDER BACKGROUND="tbkgd.gif">
```

♦ **Non-scrolling background images:** To prevent your background image from scrolling when the page scrolls, add the following attribute to the page's <BODY> tag (Internet Explorer only):

```
<BODY BACKGROUND="bkgd.gif" BGPROPERTIES="fixed">
```

Chapter 9
Adding Links and Multimedia

What you'll find in this chapter:

One of HTML's distinctive features is the ***hyperlink***, which is a link to another document. These appear in a distinctive font, and clicking on one will go to the page it references.

Links can be relative to the current page or absolute. You can have links to other locations in the same page and links to specific places in other documents.

Quick start

Here is a quick summary of commands you can use with links:

Create link	Select text or position cursor. Choose **Element➜Link**
Create anchor	Select text or position cursor. Choose **Element➜Anchor**
Change links and anchors	Control/Option-select link or anchor. Choose **Element➜Link** or **Element➜Get Attribute**
Create email link	Select text or position cursor. Choose **Element➜E-mail Link**
Remove a link	Select link. Choose **Element➜Unlink**

About links

Relative and absolute links

A link is a cross-reference to another file or target location in a file. Other files and anchors are the targets of links. A link can be either an *absolute* link or a *relative* link.

♦ **Absolute links** specify the full location of a file. You can only use absolute links to link to a file on a different server or disk.

♦ **Relative links** omit part of the file specification and use the current location as the default. (For example, `http://www.mydomain.com/customer/index.htm` is an absolute reference. Relative references to this file depend on where your current directory is. For example, `index.htm` or `customer/index.htm`. See page 174 for more about the syntax of relative references.)

It's usually best to use relative links within your own Web site. Relative links allow you to move the entire directory tree to a new location without breaking your links. You should try to use absolute links only to references files outside your own Web.

AOLpress can automatically change references from absolute to relative references and back for you. If you see a **Rel** button in a window for creating links or setting image attributes, the link is currently an absolute link and you can click this button to make it a relative link. If you see an **Abs** button, you can change the relative link to an absolute link. Also, when you choose the **File➜Save As** menu item, the **Options** button provides a window that allows you to convert all relative references to absolute references by checking the **Relative Links to Full URL** box.

Anchors

An anchor is a target location in a page. Links can point to anchors in the same page or another page. Anchors are often used to help readers find parts of a page. The "anchor" marks the place you want to move to. Links point to these anchors. Anchors don't do anything when you click on them, they are only *bookmarks* to be linked to.

Target Frames

If you are using frames, your links can point to a variety of frame locations. See page 128 for details on choosing a target frame for a link.

Web addresses (URLs)

The cryptic strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are addresses on the Web. These addresses are called Uniform Resource Locators or "URLs." You can pronounce this as "you-are-els" or "earls." Browsers use these addresses to find Web pages and other files on the Internet.

You can think of a URL as being a little like a file location on your disk drive. However, the URL also tells the location of the file on the Web and how to read the file.

URLs contain three types of information. (Well, if you start writing programs for the Web, they can contain more than that. But, we won't get into that now.)

```
http://www.mydomain.com/directory/index.htm
```

Access method   Computer location   File location

♦ **Access method:** Most URLs you see have an *access method* of `http`, which stands for HyperText Transfer Protocol. This is the standard protocol used to send Web pages across the Internet. (That's really all you need to know about it unless you want to write programs for the Web.) If you see a Web address starting with something like "`www.mycompany.com`", you need to put "`http://`" before that address to read that page with AOLpress.

Other common access methods are: `file`, `ftp`, and `mailto`. Other access methods—such as gopher, news, and wais— need a proxy server, which you can set in the **Tools➜Preferences➜Network** window. See page 191 for details. Read the `http://www.ncsa.uiuc.edu/demoweb/url-primer.html` page if you want to learn more about URLs for other access methods.

♦ **Computer location:** The next part of the URL tells which computer holds the file. The location is usually "`www.`" plus the "domain" name you see in email addresses from this location (such as `aol.com` or `gnn.com`). Some URLs contains a different prefix or no prefix before the domain name. You may occasionally see a number after the domain name. This is called a "port number."

♦ **File location:** The last part of the URL tells where to find the file on the computer. The file location can contain a directory path and/or a file name. If you omit the directory, the top-level directory on the Web server is used. If you omit the file name, the default "home page" file name on the Web server is used. On most Web servers, the default home page is index.htm or index.html. For example:

Location in URL	Directory	File
/subdir/file.htm	Use the "subdir" directory below top-level directory.	Use the "file.htm" file.
/file.htm	Use the top-level directory.	Use the "file.htm" file.
/subdir/	Use the "subdir" directory below top-level directory.	Use the default home page name for this Web server.
/	Use the top-level directory.	Use the default home page name for this Web server.

Creating links

→ **Make a link:**

1   Select the text or image you want to make into a link, either to another web site or another page within your MiniWeb.

2   Choose the **Element→Link** menu item to bring up the **Link** window.

3   Type the URL in the **Link To Page** field, for example, http://gnn.com/

4   If you want to link to some place in the middle of a page, type an anchor name in the **Append Anchor Name** field. You will also need to create an anchor with the same name in the page you referenced in the **Link To Page** field. See page 103 for details.

If the anchor you want to link to is in the same page as the link (that is, if you want the link to scroll the page), you don't need to type anything in the **Link To Page** field.

5   If you are using frames, select or type the **Target Frame** you want to display the page you are linking to. See page 128 for details.

6 The Link window also contains the following buttons:

Browse	Allows you to browse your local files or your hosting service directory for files to choose as links. If you enter a site that you cannot browse, you get a message "Cannot Browse Location." (For details on using such file selection windows, see page 50.)
Rel or **Abs**	Click the **Rel** button to change the link reference to a relative URL. If the reference is already a relative reference, click the **Abs** button to change the reference to an absolute reference. See page 100 for an explanation of relative and absolute references.
Cancel	Close the Link window:
Bulletin	If you want to store a comment about the link and the date and time you created the link (in Universal Time), click this button, type your comment, and click **OK**. (Bulletins can also allow you to notify users of Smart Bookmarks when you update your pages. See http://www.firstfloor.com for details.) You can also create a Bulletin for a page if you choose **Format→Page Attributes**.
Help	Provides online help on links.

7 Click **OK**. The text you selected in your document is now colored and underlined. Clicking on your new link takes you to the page you chose.

Creating anchors

Anchors allow you to link to a position in a page. The anchor is not a link and cannot be clicked on. For example, anchors can be used if you want to add a table of contents to a long page.

→ Create an anchor within a page:

1 Select some text in your page. Or you can just position your cursor where you want to place the anchor.

2 Choose the **Element→Anchor** menu item.

3 Type an anchor name in the field. For convenience, use an anchor name related to the text you selected. For example, you can type **Top** if you are placing an anchor at the top of a long page so links can jump to the top of the page. If you already created a link to this anchor, use the same anchor name you used in the link window.

4 Click **OK**.

5 Any text you selected in your page turns magenta (pink). This reminds you where the anchors are located. Other browsers show anchors as normal text.

9 Adding Links and Multimedia

➜ **To check anchor names or remove anchors:**

■ If you forget an anchor name and want to create a link to that anchor, select the anchor text and choose **Element➜Anchor**. You will see the anchor name in a window.

■ If you erase the anchor name from this window and click **OK**, the anchor will be removed from the page.

■ If you leave your mouse cursor motionless over a link for a second, AOLpress shows the link location in a blue popup area. You can turn off these popups by choosing **Help➜Show Page Popups**. This also turns off blue link popups. (PC only)

Copying and pasting URLs

In addition to selecting text to link to, you can copy-and-paste URLs from almost any source, including Hot Lists and web pages. To copy a URL from the Hot List:

➜ **Copying a URL:**

■ If the page you want to link to is stored in your Hot List, open your Hot List with the **Browse➜Hot List** menu item, select the page you want to link to, and click the **Copy URL** button. This copies the URL of the page so that you can paste it.

■ If you've already opened the page whose address you want to copy, choose the **Edit➜Copy URL of Page** menu item (or click the **Copy URL** button in the toolbar). This copies the URL of the current page so that you can paste it.

■ If the page you want to link to is listed as a link on another page, highlight that link and choose the **Edit➜Copy URL in Selection** menu item (or click the **Copy URL** button in the toolbar). You can hold down the Ctrl key on your keyboard while you highlight a link to prevent AOLpress from opening that page. This copies the URL of the link so that you can paste it.

➜ **Pasting a URL to create a link:**

■ If you want AOLpress to fill in the text for the link, position the cursor where you want to create the link, and choose the **Edit➜Paste URL** menu item (or click the **Paste URL** button in the toolbar). This creates a link to the URL you copied. If you copied the URL of a page, AOLpress adds the title of that page as the text for the link. If you copied the URL of a highlighted link, AOLpress adds the URL of the page as the text, instead.

■ If you want to turn existing text into a link, highlight the text you want to link, and choose the **Edit➜Paste URL** menu item (or click the **Paste** button in the toolbar). This makes the highlighted text a link to the URL you copied.

Changing links

→ **Modify an existing link:**

1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link. You don't have to select the exact boundaries of an existing link; AOLpress will automatically retain the boundaries the link had before.

2 Choose the menu **Element→Get Attribute** or **Element→Link**.

You can now make any changes to your link just as you would if you were creating a new link from plain text.

→ **Remove a link:**

1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link.

2 Choose the menu **Element→Unlink**.

The selected text now appears in the state it was before it was a link.

Image maps—multiple links from images

Image maps let you send readers to different places depending on where they click on an image. For example, you can create an image map with symbols for parts of your business (support, sales, products) or parts of your Web site. When a reader clicks on a symbol in the image, the browser moves to the page for that subject.

For example, this image map from America Online's home page contains buttons that link to different pages.

Server-side and client-side image maps

AOLpress can create both server-side image maps and client-side image maps:

♦ **Server-side image maps:** When a reader clicks on a map image, the browser sends the coordinates of the click to the server, which runs a program to process the coordinates and decide which "hot spot" the mouse clicked on. The server then returns the page for that location in the map.

♦ **Client-side image maps:** Information about the map's links is stored as part of the page. When a reader clicks on the map image, the browser decides which "hot spot" the mouse clicked on and asks the server for the correct page. This provides several advantages:

- Following client-side image map links is faster because less communication with the server is needed.

- Pages that use client-side image maps are portable to any server. (The syntax for server-side image map files varies depending on the type of server, so server-side image maps are not portable. For information on using AOLpress' server-side image maps on a different type of server, see the image map information in the AOLpress FAQ at http://www.primehost.com/faq.)

- Most browsers that support client-side image maps show the link destination in the status bar as you move your cursor over the image. AOLpress also highlights linked areas as you move your cursor over the map.

However, the disadvantage to using only client-side image maps is that some browsers don't yet support them. Therefore, it is best to create both types of maps for the same image. Browsers that support client-side image maps use the map stored in your page, and browsers that don't support them will contact the server to interpret the map.

Creating image maps

AOLpress makes it quick and easy to create both types of maps for an image. First create the image and include it in your page. Then you define the links in the image. If you are unfamiliar with how to import and use images in documents, see page 88.

➡ **Creating an image map:**

1 Select an image in your page that you want to turn into an image map.

2 Choose the **Element➡Image Map** menu item to see the Image Map window. You can resize the Image Map window to see more of your image.

Draw hot spot locations on the image.

Type location for the selected shape

3 Select a shape tool (for example, the circle tool) and draw a shape on your image.

4 In the **Location** field, type the link you want this shape to use. The link can be any link you could normally use for linked text or images. For example, `mypage.htm`, `http://gnn.com/,` or `mailto:myaddress@me.com`. You can click the **Browse** button to search for a page you want to link to. See page 100 for details on links.

If you type in the **Location** field when no shape is selected, you will be asked if you want to create a default rectangle. The "default rectangle" specifies a link to follow when someone clicks on the image but not inside any other shapes you have drawn.

5 If you want to link to some place in the middle of a page, type an anchor name in the **Append Anchor Name** field. You will also need to create an anchor with the same name in the page you referenced in the **Location** field. See page 103 for details. If the anchor you want to link to is in the same page as the link (that is, if you want the link to scroll the page), you don't need to type anything in the **Location** field.

6 If you are using frames, select or type the **Target Frame** you want to display the page you are linking to. See page 128 for details.

7 Press Enter (or Return) or select another tool from the tool bar.

8 Move your cursor around the image. When your mouse moves over a shape, you will see a label that shows the location of the link. Where two shapes overlap, you see the location for the shape that is on top. You can use the "Ordering" tool in the toolbar to change which shape is on top.

The toolbar to the left of the Image Map window lets you create and manipulate the shapes of areas that will be links.

Arrow: Use this tool to select an existing shape so that you can set a location, move, resize, delete, or change the stacking order of the shape.

Rectangle: Use this tool to create rectangular areas in your map. Then, type a location for that area. If you want to set a default location for all the parts of the image that don't have shapes, draw a rectangle around the entire image. Set the default location for this shape. Then, select the shape and use the "Ordering" tool to move this shape to the back.

Circle: Use this tool to create circular areas in your map. Then, type a location for that area.

Polygon: Use this tool to create multi-sided shapes in your map. Then, type a location for that area.

Delete Shape: Click this button to delete the currently selected shape.

Delete All Shapes: Click this button to delete all the shapes in the map.

Magnify: Click this button to zoom in and make the image appear larger.

Reduce: Click this button to zoom out and make the image appear smaller.

9 Adding Links and Multimedia

Ordering: Select a shape, then click this tool to select from a menu that lets you **Bring to front**, **Bring forward** (one layer), **Send backward** (one layer), or **Send to back**. If two shapes overlap, the link for the shape in front is used.

Save: Use this button to save your changes. You will see a window that looks like the one to the right. By default, AOLpress creates both a server-side map file for use on the AOLserver (with an extension of `.nvm`) and client-side map information, which it stores in your page with the name you specify. You can uncheck one of the fields if you don't want to create both types of map files. See page 105 for details about server-side and client-side image maps.

Close: Click this button to close the Image Map window. You will be prompted to save any changes you have made.

Help: Click this button for online help on making image maps.

You can see the `.nvm` file you create for server-side image maps in the MiniWeb view. If you delete an image map from a page (by highlighting it and pressing the Delete key), the image and image map files are not deleted. To delete the files, you can use **File→Delete** or select and delete the files' icons in the MiniWeb view.

Multimedia links

You can also use AOLpress to create links to email addresses, AOL keywords, and sound and video files.

Email links

If you want people who visit your pages to be able to send you email by clicking on a link, you can create an email link.

→ **Creating an email link:**

1 Select the text you want to link. For example, you might select your email address or text that says "Send me email." If you don't select anything first, the e-mail address will automatically be added to the page and linked.

2 Choose the **Element→E-mail Link** menu item to bring up the **E-mail Link** window.

3 In the **Link** field, type `yourname@youraddress.com`

4 Click **OK**. When your readers click on this link, most browsers will let them send email to the address you typed.

Links to AOL keywords

NEW! You can also create links to AOL keywords. However, you cannot follow these links with AOLpress. In fact, the only people who can follow these links are people who are accessing the Web with AOL's Web browser.

➤ **Creating a link to AOL:**

1 Find the keyword for the AOL location you want to link to.

2 Choose the **Element➔Link** menu item.

3 Type `aol://1722:`*`keyword`* in the **Link To Page** field, where *`keyword`* is the keyword for the AOL window you want to link to. For example, aol://1722:WEBMASTER links to the Web Developers Resource Center. (Even if the AOL keyword contains spaces, don't include any spaces in the keyword you use in the link.)

Links to sound and video

One of the great things about the Web is that your pages can contain links to all kinds of things. In addition to other pages, you can link to sounds, video, and more. If your readers will need a special application to view your files, you can also provide a link that lets them download the application.

This guide assumes you already have audio or video files if you plan on incorporating them into your web document. It does not explain how to create these types of files.

Links to audio or video files are just like links to other pages. However, an external viewer (for video) or player (for audio) is required to use these types of links. See page 193 for details.

➤ **Insert an audio or video link:**

1 Select the text or image you would like to be linked to your audio or video file.

2 Choose the menu **Element➔Link**.

3 In the Link window, click the **Browse** button.

4 In the **List Files of Type** field, choose "Sound" or "Video". For example, a common type of sound file is a ".WAV" file.

5 Select the file you want to link to and click **OK**.

6 Finally, click **OK** in the Link window.

The text is now linked to the file you chose. If you click on this link and you have an external viewer or player configured for this file type you will see or hear the file.

See page 119 for ways to add "background" sounds to pages.

9 Adding Links and Multimedia

Toolbar navigation buttons

You can add toolbar icons like the ones to the right to a page. Such buttons can link to pages like your "Home" and "Next" pages. Many browsers do not display these additional toolbar icons, but for browsers that do display them, you can make navigation much easier.

➤ **Adding toolbar navigation buttons:**

1 Choose the **Format→Page Attributes** menu item. You will see the following window. These fields at the bottom of the window allow you to add toolbar icons.

2 In the **Link Type** field, select the type of toolbar icon you want to add. You can add the following types of icons:

	Link to the home page		Link to the "next" page in a series of related pages
	Link to the table of contents		Link to the "previous" page in a series of related pages
	Link to the index		Link to help information for this site
	Link to the glossary		Link to a bookmark you want to provide
	Link to the copyright information		Link to the "first" page in a series of related pages
	Link to the next "higher" level in a hierarchy of pages		Link to the "last" page in a series of related pages

3 In the **Link To** field, type the location of the page you want this icon to link to. You can click the **Browse** button to search for the file you want. You can change the link from absolute to relative and back with the **Abs**/**Rel** button.

4 If you want to change the text shown when the mouse cursor hovers over this icon, type your text in the **Button Help** field. For example, if you create a bookmark icon, you should provide information about what type of page the bookmark links to.

5 Click **OK** to see the effects of your changes. For details on other fields in this window, see page 94 and page 96.

Checking links

You use this AOLpress function to make your web information as accurate as possible. *Check Links* gives you the ability to select a page and check most of the links it contains. AOLpress finds links that are not working, for whatever reason. You can then edit your document and links as needed. Without Check Links, you would have to click on each link in the document to verify it.

➜ **To check the links in any Web page:**

1 Open any Web page, either in your local folder or on a Web server.

2 Choose menu **Tools➜Check Links** to see the Check Links window.

3 Watch the window.

AOLpress scans links in the page and verifies that they work. A message at the bottom of the window shows AOLpress' activity. If it finds a bad link, the status message changes to indicate the problem. If no bad links are found you get "no bad links found" message. If you get a "Could not find "http://...." message, you can edit the link.

Changing a broken link

➜ Edit the URL:

1 Edit the URL as necessary in the **Link to Page** field.

2 Select the **Change** button. This corrects the link and starts checking the next link.

Adding an anchor name

➜ Add an anchor to the URL:

1 Type in an anchor name in the **Append Anchor Name** field.

2 Select the **Change** button.

This changes the link, adds the anchor, and moves on to check the next link.

Closing the Check Links window

While the Check Links window is open, your page is locked. You cannot browse any links until you close the Check Links window. If you try, you get a "This page is temporarily locked..." message at the bottom of your Page window. You can use **File➜Open** to load pages though.

➜ Close the Check Links window:

■ Click the **Done** button.

■ You can also cancel the link checking while it is in progress by clicking this button.

Stopping link checking

➜ Abort the link checking:

■ Click the **Stop** button.

This gives you an "aborted 'http://....[name of link currently being checked]'" message and allows you to change the link.

Checking the next link

→ **Continue link checking:**

■ Click **Next**.

Use after interruption, or if you wish to leave in a link that is currently unavailable.

Browsing to choose links

If you want to change the URL of a link, you may want to browse your local files or your PrimeHost hosting service directory.

→ **Browse files or a server:**

1 Click the **Browse** button.

2 Click on the down-arrow to the right of the **Drives / Sites** field to choose a drive or server to browse.

3 Use the **Files** and **Directory** lists to browse files and directories once you have chosen a drive or server.

```
File to link to...                                          ☒

Location:                                              ┌─────────┐
┌────────────────────────────────────────────┐        │   OK    │
│ c:\mydir\                                    │        └─────────┘
└────────────────────────────────────────────┘        ┌─────────┐
                                                       │ Cancel  │
Files:                    Directory:                   └─────────┘
┌──────────────────┐      ┌──────────────────┐        ┌─────────┐
│ page1.html       │      │ mydir         ▼  │        │  Scan   │
│                  │      └──────────────────┘        └─────────┘
│                  │      ┌──────────────────┐
│                  │      │ ..               │
│                  │      │                  │
│                  │      │                  │
│                  │      │                  │
│                  │      │                  │
└──────────────────┘      └──────────────────┘

List Files of Type:
┌──────────────────┐
│ HTML          ▼  │
└──────────────────┘

Drives / Sites:
┌──────────────────┐
│ C:\           ▼  │
└──────────────────┘
```

If you enter a site you cannot browse, you see a "Cannot Browse Location" message.

Java applets

Java is a programming language you can use to create "applets" (small applications) that run inside a Web browser. Applets are programs that run on the computer you are using to browse the Web. In contrast, most other programs you use on the Web run on the "server" computer (the one that stores the Web pages).

You may have heard of both "Java" and "JavaScript". They are actually two different programming languages:

♦ **Java** is an object-oriented language created by Sun Microsystems. It was designed for creating applications that can be downloaded from the Internet and run on many platforms. For example, you can create applets that put animation in your page, that calculate some value, that display different graphics, AOLpress lets you create Java applets and add them to your pages. However, AOLpress currently can't *run or display* Java applets.

♦ **JavaScript** is an object-based language created by Netscape to let programmers control the browser's behavior. For example, you can use JavaScript to open windows, to display specific Web pages, and to validate field values. JavaScript is more limited than Java (and a bit easier to learn). AOLpress currently does not run JavaScript, but JavaScript code already included in your pages is not erased.

You can use AOLpress to add Java applets to your pages. These applets may have been written by you or by someone else. If you want to learn how to write Java applets, see http://java.sun.com/.

Most browsers (including AOLpress) currently can't run or display Java applets. By default, AOLpress shows a box with an "X" in it where Java applets occur. You can hide these "X"s to see the same thing as people with other browsers that don't support Java. To do this, uncheck the "Show Java Windows" box in the **Tools➜Preferences➜General** window and restart AOLpress.

There are at least three types of files an applet can use:

♦ **Class file:** This is an applet file that gets downloaded over the Web and run in a Java-enabled browser. It is a compiled version of the Java file. (Note that one applet can have multiple class files.) The file extension is normally `.class` on UNIX and Mac OS, and `.cla` on Windows.

♦ **Java source file:** This is the source code for the applet. You compile the Java source file using software from Sun Microsystems to create class files. The file extension is normally `.java` on UNIX and Mac OS, and `.jav` on Windows.

♦ **Parameter file:** This is a file that contains a list of the parameters used by the Java applet. You can also specify the valid and default values for each parameter in this file. If this file does not exist, AOLpress scans the Java source file to find parameters. The file extension is `.param` on UNIX and Mac OS, and `.par` on Windows. See page 116 for details.

Inserting Java applets

There are several ways to insert a Java applet into a page:

◆ Choose **Element→Java Applet** to open the Applet window and select an applet.

◆ **Copy** and **Paste** or drag-and-drop a class file from a MiniWeb to a page. The applet is added to the page and the Applet window opens automatically along with a list of parameters if one is available.

◆ **Copy** and **Paste** or drag-and-drop the applet from another page.

The first two methods above open the Applet window. In addition, you will see the Applet window if you select an applet and choose **Element→Java Applet**.

→ **Using the Applet window:**

1 Position the cursor where you want the Java applet to appear.

2 Choose **Element→Java Applet** to open the Applet window:

3 Type the location of the applet's class file or click the **Browse** button and select a class file. (Note that some applets are made up of multiple Class files. You need to select the main class file for the applet in order for the applet to run correctly.)

■ You can use the **Rel**/**Abs** button to switch between relative and absolute links to the applet file.

■ You can click the **Display** button to see the Java source file for the class file you have selected (if they are both in the same directory).

4 In the **Width** and **Height** fields, type the display size (in pixels) of the applet.

5 Give the applet a **Name** if applets will need to communicate with each other.

6 Select how you want to align the applet with the text that follows it. The choices are the same as for images: **Top**, **Middle**, **Bottom**, **Left**, and **Right**. See page 88 for examples.

7 Many applets let you set parameters to control how the applet will run. For example, an applet that runs a slide show may let you set the speed at which the slide show will run.

If someone has created a parameter file for this applet (or if the Java source file is in the same directory), AOLpress prompts you for parameter values when you drag the applet from a MiniWeb to a page. See page 116 for details on creating parameter files.

Otherwise, you will need to enter parameters and their values by hand. For each parameter:

■ In the **Parameter** field, type the name of the parameter, an equal sign, and the parameter's value. Here are some examples:

```
speed=10
slide1=myimage.gif
nextpage=page2.html
```

■ In the **Type** field, select which type of parameter this is. If the value is the name of an image file, select "Image". If the value is the name of a page or some other type of URL, select "Link". For all other types of parameter values (such as, text, numbers, and dates), select "Normal".

■ Click the **Add** button to add the parameter to the list.

■ You can **Change** or **Remove** parameters after you add them to the list.

8 When you are finished, click **OK** to place the applet in your page.

Creating applet parameter files

You can create parameter files to make it easier for you and other AOLpress users to include your applets in their pages.

When you drag an applet from a MiniWeb to a page, AOLpress searches the MiniWeb for a file with the same name as the class file but with a file extension of `.param`. This file can contain a list of parameters the applet accepts, valid and default values for parameters, and formatting information for windows that prompt for parameter values. If a `.param` file does not exist, AOLpress looks for a `.java` source file, and scans it to find parameters.

If AOLpress finds parameters for the applet, it displays a window with fields for each parameter. For example, the following windows prompt for several values. You can click **Next** in the first window to see the second window.

➜ **Creating a parameter file:**

1 Choose **File➜New➜New Page** to open an empty page window.

2 Choose **Format➜Paragraph➜Preformatted.**

3 Type the text of your parameter file. For example, the parameter file that allows AOLpress to create the previous windows looks like this:

```
Parameters for Satellite Applet={title}
Set values for each parameter:={text}
speed=10
num_satellite=
size_satellite=
scale={atom,planet,solarsys,galaxy,megacluster} planet
label=Hello World
{next}
infolink={url}
helplink={url} satell/help.html
centerimage={imageurl} satell/jupiter.gif
satellimage={imageurl}
```

The first line in this example sets the window title for the first window. You can use any text followed by "={title}". The second line puts text in the window to explain what users should do. You can use as many of these text lines as you like. Just end each text line with "={text}". The line that says "{next}" splits the list of parameters into multiple windows that have **Next** and **Prev** buttons.

The rest of the lines in this parameter file define parameter fields:

- **Normal text field:** To create a field in which users can type text, numbers, or dates, just type the parameter name followed by an equal sign. If you want to provide a default value, type that value after the equal sign. For example:

  ```
  speed=10
  ```

- **Radio field:** To create a field in which users can select one of the values you provide, type the parameter name, an equal sign, and the list of valid values within curly braces. If you want to provide a default value, type that value after the last curly brace. For example:

  ```
  scale={atom,planet,solarsys,galaxy,megacluster} planet
  ```

- **URL field:** To create a field in which users can either type or browse for a URL, type the parameter name followed by "={url}". If you want to provide a default URL, type that value after the last curly brace. For example:

  ```
  helplink={url} satell/help.html
  ```

- **Image field:** To create a field in which users can either type or browse to find the URL of an image file, type the parameter name followed by "={imageurl}". If you want to provide a default URL, type that value after the last curly brace. For example:

  ```
  centerimage={imageurl} satell/jupiter.gif
  ```

  The differences between this type of field and a URL field are that the image you select is copied to your directory unless you uncheck the **Copy** box in the window and the default file type for browsing is image files.

4 Choose **File➤Save As**. In the Save As window, click the **Options** button and choose to save the page as "Text" before you save the file.

Creating Java source files

You can also write Java source files (`.java`) with AOLpress. To do this, you must be in a MiniWeb. See page 165 for details.

Learning more...

To practice working with images in the online tutorial, choose **Help➤Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Creating Links" link.

Advanced HTML for links

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your links:

♦ **Sound background:** You can make a sound file play automatically when your page is opened by adding tags like the following. (Currently, the <EMBED> tag plays the sound in Netscape and the <BGSOUND> plays it in Internet Explorer.)

```
<EMBED SRC="filename.wav" AUTOSTART="True" HIDDEN="True">
<BGSOUND SRC="filename.wav">
```

♦ **Other multimedia:** See page 42 for a list of some of the other types of multimedia content you can include in your pages.

9 Adding Links and Multimedia

Adding Links and Multimedia
Learning more...

Chapter 10
Creating Frames

What you'll find in this chapter:

NEW! Frames let you divide the page window into sections. Usually, you can scroll each frame separately.

For example, here is a Web page that uses frames (you can see this page by choosing **Help**➜**Contents** and choosing to "View the Reference Guide." Then, follow the link to the page on frames.):

A page that contains frames is called a "**FrameSet**." There are separate files for the FrameSet and for each page you want to display in the frames. If you already have pages you want to put inside a frame, first create a new FrameSet. Then, you can follow the instructions for putting a page in a frame and linking to frames.

Creating frames

➜ **To create a page to which you can add frames (a "FrameSet"):**

1 Choose the **File**➜**New**➜**New FrameSet** menu item. You will see a new page with one frame outlined.

→ **To add frames to a FrameSet page:**

You can't add frames to a regular page, first you have to create a FrameSet page. Then, follow these steps to add frames to the FrameSet.

1 Move your mouse cursor to one of the page or frame margins.

2 When your cursor looks like the one to the right (pointing in any direction), hold down your mouse and drag across the window to create a frame.

If your page has a complicated set of frames, there may be several levels at which AOLpress could create a new frame. AOLpress normally creates frames within the smallest possible area. However, if you press the <Ctrl> key, it creates the new frame in the largest possible area. These pictures show an example:

However, the order in which you create frames affects the "largest possible area" a frame can have. In general, it's best to create all the frames that divide the entire window first. Then, divide any of those frames into smaller frames.

For example, in the second row of pictures above, if there were already a separate frame "row" below the frames shown, you couldn't create a new frame "row" across the entire width of the window. A better way to create the same frame layout would be to divide the window into three frame "rows" and then divide the middle row into two frame "columns". These limitations exist because of the way HTML defines frames. However, you don't need to understand HTML in order to create and use frames. If you can't create the frame layout you want, try creating the frames in a different sequence.

10 Creating Frames

➡ **To remove a frame:**

1   Put your cursor in a frame you want to remove and choose **Format➡Frames➡Delete Frame**.

or

1   Move your mouse cursor to the frame border.

2   When your cursor looks like the one to the right, drag the frame border to the frame border next to it or to the edge of the page.

3   AOLpress will ask if you want to destroy the frame. Click **Yes** to remove the frame. (You cannot remove the last frame from a FrameSet page.)

Resizing frames

➡ **To resize a frame:**

1   Move your mouse cursor to a frame border.

2   When your cursor looks like the one to the right, drag the border.

➡ **To set an exact size for your frames:**

1   Select the frame to which you want to assign a size.

2   Choose the **Format➡Frames➡Frame Size** menu item. You will see this window:

- **Percent:** Initially, frame sizes are set to percentages of the entire page window size. For example, if the window is divided into a left and right frame, the percentages might be 30% and 70%.

- **Pixels:** Selecting this option and typing a number of pixels sets a specific width or height for a frame. However, you should use a **Relative** size for at least one frame in each direction. This allows one frame to adjust to different page window sizes while the other frames stay the same size.

- **Relative:** Selecting this option lets you give frames sizes that are relative to each other. If you want one frame to use all the remaining space after you specify pixel sizes for other frames, select **Relative** and use a relative width or height of 1. For example, if you want frame2 to be three times the width of frame1, use a relative width of 3 for frame2 and 1 for frame1.

For example, if you want narrow frames across the top and left edge of the window, the frames could have the sizes shown here:

Width = 1 relative; Height = 150 pixels	
Width = 150 pixels; Height = 1 relative	Width = 1 relative; Height = 1 relative

Editing within frames

→ **To edit the contents of a frame:**

1   Click inside a frame. The border of the frame will be outlined in red. (If the page is outlined in magenta, the entire FrameSet is selected.)

2   Edit the page within the frame as you would normally. Commands you select apply to the contents of the selected frame. For example, if you use **Spell Check**, it checks the text in the frame you have selected.

→ **To put a page inside a frame:**

1   Select the frame in which you want to put a page.

2   Use **File→Open** to open the page you want inside that frame.

3   Use your mouse to drag the web icon (to the left of the **Location** field) into the frame you selected.

10 Creating Frames

Or, you can put a page inside a frame this way:

1   Choose the **Format➔Frames➔Frame Info** menu item. You will see this window:

Frame Info	✕
URL: [frame1.htm] Browse... Abs	OK
Name: [main]	Cancel
Restrictions	Margins
☐ Disable Scrolling	Width: [ ]
☐ Disable Resize	Height: [ ]

2   Type the name of the file in the URL field or click the **Browse** button to find the file.

3   In the **Name** field, give the frame a name. You will use this name when linking to pages that you want to appear in a particular frame. For example, "left" and "right".

4   If you check the **Disable Scrolling** box, there won't be any scroll bars around the frame. Make sure that the pages you display in a frame that can't scroll are small enough to fit even if the reader's browser window is small. And, don't forget to test your frame sizes on both Macintoshes and PCs with several different browsers.

5   If you check the **Disable Resize** box, readers won't be able to drag the frame borders to resize the frames. Since AOLpress is primarily for creating pages, you can resize the frames in AOLpress even if you check this box.

6   You can set the **Width** and **Height** to the number of pixels around the frame contents.

➔ **To work with the entire FrameSet:**

1   Move your mouse cursor to the frame border until your cursor looks like the one to the right (or the same cursor rotated by a quarter turn).

2   Click your mouse button. The border of the entire page window will be outlined in magenta. (Or, you can choose **Format➔Frames➔Select Frameset**.)

3   You can the following commands to work with the entire FrameSet:

- **Edit➔Undo**: Removes the last change you made to the frame layout.

- **File➔Save** or **File➔Save As**: Saves the file that contains a definition of the frame layout. If you use **Save As** to save to another folder, AOLpress normally saves pages and images inside frames unless you made absolute links to them. (You can control whether frame contents are saved by clicking the **Options** button.)

- **Tools➔Show HTML**: Shows you the HTML tags that define your frame layout.

- **Browse➔Reload Page**: Reloads the file that defines the frame layout.

→ **To edit what people without frame support see:**

Some older and less-common Web browsers do not support frames. AOLpress lets you see and edit what people using these browsers will see by hiding frames.

1   Select any individual frame in your window.

2   Choose the **Format→Frames→Hide Frames** menu item. This shows you what the FrameSet page looks like to people who use browsers that do not support frames.

3   Edit the page as you would edit a normal page. For example, you might want to cut and paste the contents of your main frame into the window you see when you hide frames. Also, don't forget to provide important links that are shown in your other frames. You may also want to provide a link that lets people download a browser (such as AOLpress) that supports frames.

You can also hide all frames by default by unchecking the Show Frames field in the **Tools→Preferences→General** window.

Saving frames

→ **To save frames:**

When you save the contents of one frame, the frame layout and the contents of the other frames are not also saved automatically.

◆   To save the contents of other frames, select each frame and choose the **File→Save** menu item.

◆   To save the frame layout, select the FrameSet and choose the **File→Save** menu item. (If you followed links within any frames, the pages that are displayed when you save the FrameSet will be displayed the next time you open the FrameSet.)

If you use **Save As** to save the FrameSet to another folder, AOLpress normally saves the pages and images inside the frames unless you made absolute links to them. (To control whether frame contents are saved, click the **Options** button.)

Linking to frames

→ **To create links to frames:**

If you want a link to show a page in a particular frame, you use the name you gave the frame as the "Target Frame" in the link. In addition, there are some special frame names you can choose from:

♦ **_blank**: Opens another page window and displays the linked page in that window. Each time someone clicks on link to the _blank frame, a new window opens, even if that page is already open in a separate window.

♦ **_self**: Puts the linked page in the same frame that contains the link. This also happens if you don't select any Target Frame for a link. You can use the back button in newer browsers to move back though pages you have visited in a frame.

♦ **_top**: Removes the frames from your page windows and displays the linked page. For example, if you link to another Web site, you should use the "_top" target so the other Web site won't be displayed inside your frame layout.

♦ **_parent**: Puts the linked page in the frame that contains the current frame. Unless you have a complex frame layout, this is usually the same as the _top frame.

♦ **Any other name:** Puts the linked page in a new window. (Netscape and Internet Explorer will reuse the new window if the reader leaves the window open and later follows a link with the same target name.)

For example, to create a link in a left frame called "toc" (for Table of Contents) that displays a page in a right frame called "main", follow these steps:

1 Highlight some text in the left frame.

2 Choose the **Element→Link** menu item.

3 Type the file name of the page you want to display in the Link to Page field. For example, you could type new.htm.

4 In the **Target Frame** field, select frame where you want to display the page. For example, this frame is called "main".

5 Click **OK** to create the link.

You can also select a target frame when you create links in an image map, when you check links, and when you select a form handler. (The target for a form handler determines which frame will display the results of the program the form runs.)

Learning more...

To practice working with frames in the online tutorial, choose **Help➜Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Creating Frames" link.

Advanced HTML for frames

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your links:

♦ **Borderless frames:** You can create frames without borders by using the FRAME-BORDER and FRAMESPACING attributes in the <FRAMESET> tag. For example:

```
<FRAMESET FRAMEBORDER="0" FRAMESPACING="0" ROWS="120,*">
<FRAME SRC="file1.htm" NAME="left" NORESIZE SCROLLING="no">
<FRAME SRC="file2.htm" NAME="text" NORESIZE>
</FRAMESET>
```

♦ **Frame margins:** You can set the margin of empty space around the contents of a frame with the MARGINWIDTH and MARGINHEIGHT attributes in the <FRAME> tag. For example:

```
<FRAME MARGINWIDTH="15" MARGINHEIGHT="0" SRC="f2.htm"
        NAME="text">
```

♦ **Alternatives to frames:** Frames have certain limitations. For example, if a reader tries to bookmark a page displayed within a frame, the bookmark actually points to the Frameset that contains the frame layout. It will display the initial page in that frame, not the page the reader was viewing when the bookmark was created.

Instead of using frames, you might consider using tables with hidden borders if your readers may want to create bookmarks to pages within your site.

10 Creating Frames

Creating Frames

Learning more...

Chapter 11
Creating and Using Forms

What you'll find in this chapter:

Forms give your readers a way to send you information or get customized information. For example, one of the forms in an electronic mail order company would allow the customer to specify their name, address, credit card number, and telephone number. This section explains how you create forms.

Quick start

Here is a quick summary of commands you can use to create forms:

Create a form within a page	**Format→Form**
Insert a form element into a form	Click appropriate button on form palette:
Radio button	**Radio**
Check box	**Check**
Text field	**Text**
Text area field	**TArea**
Selection List	**Slist**
Image field	**Image**
Reset	**Reset**
Submit	**Submit**

Choosing a program for a form to run

When you submit a form on the Web, a program on the server runs to send email, get information from a database, or whatever the particular form does. Normally, you would have to write programs to do these things. However, some built-in programs are provided with the PrimeHost hosting service. These programs let you use forms without being a programmer.

Note: You can't test your forms when they are stored on your local computer's disk. You'll need to save pages to your server before you test forms.

♦ **PrimeHost hosting service customers:** Several programs are provided with your account, including programs for sending form replies as email. See the PrimeHost features list (at http://www.primehost.com/members/features.htm) for details.

NEW! ♦ **AOL members:** Several programs are provided with your membership, including programs for sending form replies as email and providing a "guestbook" where visitors can sign in. See the AOL Web Administrator's page (at http://members.aol.com/wwwadmin/index.htm) for details.

♦ **Commercial or Dedicated PrimeHost hosting service (or an AOLserver):** There are a number of built-in programs for searching and adding information to database tables. See the AOLserver documentation for more information.

♦ **Commercial or Dedicated PrimeHost hosting service (or an AOLserver):** You can write your own form handling programs. These programs can use the AOLserver API or the CGI (Common Gateway Interface). See the AOLserver manual at http://www.aolserver.com/server/docs/2.0/html/toc.htm for details.

♦ **Other CGI programs:** Other programs are available as shareware or freeware on the Web. See http://www.primehost.com/members/develop/index.htm for programs developed specifically for the AOLserver. Or, use your favorite search engine to look for "CGI programs" or "CGI libraries".

♦ **Stores on the Web:** If you want to use forms to sell goods and services over the Web, see http://www.primehost.com/prices/store.htm.

Creating forms

A page can contain more than one form, but forms cannot be nested.

➜ **Create a form that will run the program:**

1 Choose the **Format➜Form** menu item to see this window:

Type location of program or script

2 Type the URL of your CGI program or script in the **Form Handler Location** field. The previous section talks about form handlers you can use.

3 In the **Method** field, select the HTTP method that will be used to submit the form to the server. The documentation for most programs should tell you which method to use. The choices are **GET** and **POST**. Most servers (all AOLservers) support both **GET** and **POST**; older servers may only support **GET**. You should use **POST** if you can, because it can transfer more information. The form data gets sent to the server in a different way depending on whether you choose **GET** or **POST**:

- **GET** causes the filled-out form contents to be added to the URL as if they were a normal query. The program gets the data from an environment variable.

- **POST** causes the filled-out form contents to be sent to the server in the hidden header information rather than as part of the URL. The program gets the data from the standard input location.

4 If you are using frames, select or type the **Target Frame** you want to display the page you are linking to. See page 128 for details.

5 Click **OK** to create the form. The *Form Palette* appears containing 8 buttons for field elements. You can move the Form Palette anywhere on your screen.

6 Dotted lines appear around the form. Click the cursor inside the form (between the dotted lines) to make the Form Palette visible. Click the cursor outside the form, to hide the Form Palette.

7 You can display or hide the dotted boundary of the form with **Format→Hide Borders/Show Borders**. This also displays/hides dashed borders around lists.

→ **Moving out of a form or removing a form:**

■ Click **Format→Exit Form Format** when the form is at the bottom of the page and there is nothing beneath the form to click into, and you want to exit the form.

■ Use the option **Format→Remove Form Format** to remove the form. You must remove all form elements first, but AOLpress reminds you to do this.

Using the form palette

Now that you have created a form, you need to add *Fields,* such as Text Fields, Radio Buttons, Check Boxes, Text Areas, Selection Lists, Image Fields, Reset buttons, and Submit buttons.

Each field element needs to have a *Form Tag* to identify the field when the results are sent to the form handler.

You can also put text, images, links, and tables in a form just as you do in the rest of the page. Form fields can be dragged-and-dropped or cut and pasted, but must always be placed within a form.

Radio Buttons

A *Radio Button* is a diamond-shaped or circular button you can click on or off. Several Radio Buttons can be grouped by giving all the buttons in the group the same "Form Tag". The group then acts like a single field in which only one button can be switched "on" at a time. The value of the button that is switched on becomes the value of the Radio Button field when you submit the form.

For example, you might have a group of Radio Buttons with a Form Tag of "fruit". The buttons in the group could have Button Labels and Values of Banana, Apple, and Kiwi. When you submit the form, the value of the "fruit" field is the selected fruit.

➜ **Add a Radio Button::**

1 Position the cursor where you want the Radio Button to be.

2 Click the **Radio** button on the form palette to see this window:

Buttons with same form tag are bound together

If selected, radio button is on initially

Text that follows button, identifying it on your page

Value of field if this item is selected

3 Specify values for **Form Tag**, **Button Label**, and **Value.**

■ The **Form Tag** is the name of the field. All Radio Buttons with the same Form Tag are part of the same field. Only one button may be selected at a time.

■ The **Button Label** is the text that follows the button, and therefore identifies it, in your page. It is not submitted with the form.

■ The **Value** is the field value. Each Value must be unique within a group of Radio Buttons with the same Form Tag. When a form is submitted, a string like "Form_Tag=Value" is included, where Value is the Value of the selected item.

■ If **Default** is selected, this Radio Button is on when the Form is reset. There can be no more than one default radio button with the same Form Tag.

4 Click **OK** to insert the Radio Button at the cursor position within the form.

For example, creating three Radio Buttons with values like these:

Radio		×
Form Tag:	Banana	
Button Label:	Fruit	
Value:	Banana	
	☐ Defaul	

Radio		×
Form Tag:	Apple	
Button Label:	Fruit	
Value:	Apple	
	☐ Defa	

Radio		×	
Form Tag:	Kiwi		OK
Button Label:	Fruit		Cancel
Value:	Kiwi		
	☑ Default		Help

Resulting field:

○ Banana ○ Apple ◉ Kiwi

Check Boxes

Check Boxes are similar to Radio Buttons, except they allow multiple
values to be submitted with the same Form Tag.

⊠
Check

➜ **Add a Check Box:**

1 Position the cursor where you want the Check Box to be.

2 Click the **Check** button on the form palette to see this window:

Checkbox		×
Form Tag:	Send me more info	OK
Button Label:	sendinfo	Cancel
Value:	yes	
	☑ Checked	Help

If selected,
box is turned
on when form
is initialized

Resulting field: ⊠ Send me more info

3 Specify values for **Form Tag**, **Button Label**, and **Value**. You may also click **Checked**.

- The **Form Tag** is the name of the field. Each field must have a unique name,
  unless you want this check box to be a part of a radio field.

- The **Button Label** is the text that follows the check box, and therefore identifies
  it, in your page. It is not submitted with the form to the server.

- The **Value** is the field value when this check box is checked. If a check box
  contains a check mark, a string like "Form_Tag=Value" is included when the
  form is submitted. You can have multiple check boxes with the same Form Tag
  and different values. If multiple check boxes with the same Form Tag are
  checked, a string like "FormTag=Value1,Value2,...ValueN" is sent.

- If **Checked** is selected, this Check Box is turned on by default when the Form is
  displayed. More than one check box with the same Form Tag may be Checked.

4 Click **OK** to insert the Check Box at the cursor position within the form.

Text Fields

The Text Field is a one-line box on the Form where the user may type in text. It can have an initial setting, or it can be blank.

→ **Add a Text Field:**

1 Position the cursor where you want the Text Field to be.

2 Click the **Text** button on the form palette to see this window:

Optional text, displayed by default

Length of text field

Maximum number of characters allowed

Resulting field: Name:

3 Type a **Form Tag** to give this field a name. The Form Tag is required and must be unique in the form.

4 You can provide **Initial Text** to be displayed within the text field by default and to be submitted with the form data if the user does not change it.

5 Select the **Field Type**, either Text or Password. If Text is selected, the text that the user types appears in the field. If Password is selected, an asterisk (*) appears instead for each letter.

6 You can provide a **Display Size** to control the length of the text field shown in the form.

7 You can also provide a **Max Input** value to set the maximum number of characters users are allowed to type in this field.

8 Click **OK**, and the text field appears where the cursor was positioned.

Every element in a form must have a "Form Tag" to name the field or button. This name identifies the fields that contained each value when the results are sent to the form handler. When a form is submitted, then the information sent to the form handler for a text field will contain "<Form Tag>=<Contents of the Text Field>".

Text Areas

If you want to input more than one line of text you should use a **Text Area** rather than a **Text Field**.

→ **Add a Text Area:**

1   Position the cursor where you want the Text Area to be.

2   Click the **TArea** button on the form palette to see this window, which allows you to insert a text area (a scrollable area in which the user can type more than one line of text) into a form.

Resulting field:

Size of text area in page

3   Type a **Form Tag** to give this field a name. The Form Tag is required and must be unique in the form.

4   You can provide **Initial Text** to be displayed within the text area by default and to be submitted with the form data if the user does not change it.

5   Optionally specify the **Rows** (number of rows) and **Cols** (number of columns) to set the size of the Text Area in the page. A user may enter more characters than the number of rows and columns can display, but the horizontal and vertical scroll bars allow the user to read everything in the text area.

6   Click **OK**, and the text area appears where the cursor was positioned.

Every element in a form must have a "Form Tag" to name the field or button. This name identifies the fields that contained each value when the results are sent to the form handler. When a form is submitted, then the information sent to the form handler for a text area will contain "<Form Tag>=<Contents of the Text Area>".

Selection Lists

You can insert a *Selection List*—either a scrollable list from which the user may select one or many items, or a pull-down list from which the user may select one item—into a form.

→ Add a Selection List:

1 Position the cursor where you want the Selection List to be.

2 Click the **SList** button on the form palette to see this window:

Number of lines
displayed in
list

Enter new list
items

Resulting field:

3 Type a **Form Tag** to give this field a name. The Form Tag is required and must be unique in the form.

4 Insert items to select from into the **Elements** list.

- Type an item in the **Elements** field.

- You can click the **Select** box to make this item a default selection. Unless the **Allow Multiple Selections** box is checked, there can be only one item selected as the default.

- Click **Add** to add the item to the list.

Click to make
item a default
selection

Selection list
field

11 Creating and Using Forms

5   To change the text or default status of an item in the list, highlight that item in the list (so that it is displayed in the **Elements** field), make the changes, and press **Change**.

6   To delete an item from the selection list, highlight the item in the text area and click the **Delete** button.

7   To change the order of items in the selection list, highlight the item and click the **Up** or **Down** buttons.

8   In the **Selection List Attributes** box type the number of lines to be displayed in the **Display: # Lines** field.

   ■   The default is to display one line. When only one selection is allowed (see the next step) it is common to display one line, since clicking on the Selection List provides a pull-down list from which the one selection can easily be chosen.

   ■   When multiple selections are allowed, it is probably better to display at least two lines for clarity and ease of use.

9   In the **Selection List Attributes** box choose, by clicking, whether to Allow Multiple Selections. The default is to not allow multiple selections.

   ■   If when using a Selection List that allows multiple selection you wish to make multiple, non-consecutive selections, depress the CTRL key (Command key on Macintosh) when making these selections. Otherwise the subsequent mouse clicks deselect the previous selection(s).

10 Click **OK**, and the selection list appears where the cursor was positioned.

Every element in a form must have a "Form Tag" to name the field or button. This name identifies the fields that contained each value when the results are sent to the form handler. When a form is submitted, then the information sent to the form handler for a Selection List will contain "<Form Tag>=<Selected Item(s)>".

Image Fields

You can insert a "clickable" image into a form. Clicking on the image immediately submits the form, sending the x and y position of the click.

→ **Add an image field:**

1 Position the cursor where you want the image to be.

2 Click the **Image** button on the form palette to see this window:

Enter URL of desired image

Choose how image is aligned with text

Save image to page's folder and create relative link

Image Field
Form Tag:
navbar
Location:
images/bar.gif
Alignment
○ Top ○ Middle ● Bottom

OK
Cancel
☐ Import Image
Help

Resulting field: home   help   search places   search people   feedback

3 Type a **Form Tag** to give this field a name. The Form Tag is required and must be unique in the form.

4 Enter the **Location** of the image. Either:

■ Type an URL or the local file name in the Location field.

■ Click the Browse button to search for and select the file.

5 Choose, by clicking, an **Alignment** option--Top, Middle, or Bottom--to choose how the image is aligned with the adjoining text.

6 You can check the **Import Image** box if you want the image file copied to this page's folder.

■ If imported, the image file is saved to the page's folder and has a relative link.

■ Otherwise, the image remains outside the page's folder. Its location is a full URL.

7 Click **OK**, and the image appears where the cursor was positioned.

(Every element in a form must have a "Form Tag" to name the field or button. This name identifies the fields that contained each value when the results are sent to the form handler. When a form is submitted, then the information sent to the form handler for an image field will contain "<Form Tag>.x=<horizontal position of click (in pixels)>" and "<Form Tag>.y=<vertical pos>".)

Reset buttons

A form can have a Reset button. When pressed by the user, it sets the other
field elements to their initial state.

➜ **Add a Reset Button:**

1 Position the cursor where you want the Reset button to be.

2 Click the **Reset** button on the form palette to see this window, which allows you to
insert a Reset button, a box labeled, by default, **Reset**, into a form.

Reset Button	☒
Button Label: ┃Reset	OK
	Cancel
	Help

3 Type, optionally, a **Button Label**. The default is Reset.

4 Click **OK**, and the Reset button appears in the form at the cursor position.

Submit buttons

A form can have a Submit button. When clicked, it submits the current
form to the form handler that was specified when the form was created.

➜ **Add a Submit Button:**

1 Position the cursor where you want the Submit button to be.

2 Click the **Submit** button on the form palette to see this window, which allows you
to insert a Submit button, a box labeled, by default, **Submit**, into a form.

Submit Button	☒
Button Label: ┃Submit	OK
	Cancel
	Help

3 Type, optionally, a **Button Label**. The default is Submit.

4 Click **OK**, and the Submit button appears in the form at the cursor position.

Image fields act as submit buttons, and if a form contains only a single text field
(no other form elements), pressing Enter (or Return) within the text field submits
the form to the form handler.

Changing forms

Text, images, links, etc. can be inserted and modified in the form just as in the rest of the page. Form elements can be dragged-and-dropped and cut and pasted, but must always be placed within a form.

Form elements can be modified by selecting the element in the form and clicking the form palette button which corresponds to the type of form element selected. This produces the window for the selected form element with the current attributes displayed. Making changes in the window and clicking **OK** effects the changes in the form element.

➜ **Change the form handler location or method:**

1 Place the cursor within the form to be changed.

2 Choose **Format➜Form**. This opens the **Form Handler** window with the current **Form Handler Location** and **Method** displayed.

3 Make changes in the window and press **OK** to change in the form.

Learning more...

To practice working with images in the online tutorial, choose **Help➜Tutorial**. Scroll to the bottom of the first page and click on the "TOC" icon. You'll see a list of the lessons in the tutorial. Then, click on the "Creating Forms" link.

Advanced HTML for forms

If you want to edit the HTML for your pages directly, see Chapter 12 to learn how. Once you are comfortable adding finishing touches to your pages by editing HTML code, you can add the following features to your forms:

♦ **Hidden fields:** You can create hidden fields in a form by creating a text field and changing the TYPE attribute to "hidden". For example:

```
<INPUT TYPE="hidden" VALUE="hiddenvalue" NAME="test1">
```

♦ **Slider fields:** You can create a field that lets readers select a value using a slider by modifying the attributes of a field as shown here:

```
<INPUT TYPE="range" VALUE="10" MIN="0" MAX="100" NAME="test2">
```

♦ **Disabled fields:** You can prevent readers from changing the value in a form field by adding the DISABLED attribute to the <INPUT> tag. For example:

```
<INPUT TYPE="text" DISABLED VALUE="sample text" NAME="test3">
```

11 Creating and Using Forms

Creating and Using Forms

Learning more...

Chapter 12
Viewing and Editing HTML

What you'll find in this chapter:

The Hypertext Markup Language (HTML) is the language used to specify the contents and format of Web pages. When the Web was created, people first wrote pages by typing HTML tags by hand—just as they would write computer programs. Now, AOLpress lets you create pages without worrying about the HTML tags. You edit Web pages as you would edit documents with a word processor.

However, if you do know HTML, AOLpress lets you edit the HTML code directly and then look at the results of your changes. This is useful when you want to add features that are too new or too browser-specific to be supported by AOLpress.

Viewing HTML

If you know the source language for Web pages, HTML, *or* if you want to learn about it by example, use the **Tools→Show HTML** menu item. You will see the HTML tags that define the document.

For example, you might also want to view the HTML source to find out how a particular page was created so that you can create similar pages.

➜ **Open a window showing the HTML tags:**

1 Open a Web page. The page need not be part of a MiniWeb.

2 Choose the **Tools→Show HTML** menu item to open a window containing the HTML for your page. The HTML window automatically scrolls to the position of your cursor in the page.

The HTML tags (such as `<P>` for paragraph) are blue, the HTML tag attributes (such as `ALIGN=` to align items) are purple, hidden comments are green, and your text is black. AOLpress automatically indents the HTML code for headings, lists, and other structures to make the code easier for you to read.

3 You can open multiple HTML windows for different Page windows.

➜ **To close the HTML window, either:**

■ With focus in the HTML window, choose the **File→Close** menu item.

■ Edit the page in the Page window. The HTML window closes if you edit the page so that the contents of the Page window and the HTML window do not conflict.

→ **Viewing HTML popups:**

NEW!

1 When you highlight something in your page and leave your mouse cursor motion-less over the selection for a second, AOLpress shows the HTML code behind the selection in a pink popup.

2 You can turn off these popups by choosing **Help→Show Page Popups**. This also turns off blue link popups. (PC only)

Editing HTML

You can edit the HTML source and display the changes you have made in the Page window.

For example, you might want to edit the HTML source to add tags and attributes for which AOLpress does not provide direct authoring support. The sections at the end of Chapter 6 through Chapter 11 list such tags and attributes.

For example, you can add the <P CLEAR=ALL> tag after a paragraph that wraps around an image to make sure the next paragraph or image starts below the first image.

→ **Editing the HTML source:**

1 Open a page.

2 Choose the **Tools→Show HTML** menu item.

3 You can edit the HTML by typing text directly or by using any of the commands in the **Edit** menu.

■ If you cut and paste from an HTML window to a Page window, you will be able to see the HTML tags in the Page window. You can use this technique if you want to create a Web page that explains how to use HTML tags.

■ If you cut and paste from a Page window into an HTML window, the tags will not be pasted.

4 To save changes you make in an HTML window, choose the **File→Parse** menu item. AOLpress checks your HTML code for errors. If any errors are found, you will see a message explaining the error. If no errors occur (or if you choose to ignore the errors), your changes will be shown in the Page window.

■ You can also choose **File→Save As** to save your HTML changes to a separate file.

■ Use **File→Reload** if you want to discard changes you made to the HTML and start modifying the HTML again using the current code for the Page window.

12 Viewing and Editing HTML

→ **Searching the HTML source:**

NEW!

1 When you choose **Edit→Find/Replace** from a MiniWeb window, you can choose to search the HTML behind your pages by putting a check mark in the **Search HTML** box. Normally, AOLpress searches only the text that is visible in your pages.

2 Note that you must have created a MiniWeb for this folder in order to search the HTML. To create a MiniWeb for an existing folder, choose **Tools→Webize**.

→ **Editing pages with server-side includes:**

NEW!

If you use "server-side includes (SSI)" (also called "server-parsed HTML") to automatically include other files, environment variables, or the results of programs in your pages, you can edit your source code with AOLpress (if your pages are stored on a v2.0 or later AOLserver).

1 To make AOLpress always load the unparsed source files, choose **Tools→Preferences→General** and put a check in the **Unparsed** box for Server Side Includes.

2 If you are viewing the HTML for a page, you can choose **File→Reload Parsed** to see the parsed source and **File→Reload Unparsed** to see the unparsed source.

Server-side include commands are stored as comments in the HTML code, so you only see them when you edit the HTML. For example, the command to include a file called "include.txt" would look like:

```
<!--#include file="include.txt" -->
```

Most pages with server-side include coding have a file extension of .shtml. For details about server-side includes, see the AOLserver documentation at http://www.aolserver.com/server/docs/2.1/html/shtml.htm.

AOLpress corrects HTML errors

When you start to edit an existing page, AOLpress checks the page for any HTML errors. If AOLpress finds invalid HTML, it provides a message that says "AOLpress has modified this page for HTML conformance" to let you know it has changed the HTML. You can click the **View Problems** button to open the HTML editor for this page. AOLpress will highlight and describe each problem. You can choose to ignore problems, or you can fix them by editing the HTML code.

When you use the HTML editor, AOLpress also checks the HTML code you wrote for problems.

Here are some common HTML flaws:

♦ <HEAD> tags (like <TITLE>) inside the <BODY> section. AOLpress will move these tags up to the <HEAD> section, where they belong.

♦ <LI> tags not contained in any list. AOLpress will turn these into <P> tags.

♦ Character formatting around paragraphs. For example, if AOLpress finds "<B><H2>text</H2></B>", it will convert it to "<B></B><H2>text</H2>" because the <B> tag cannot contain the <H2> tag.

Learning more...

The HTML 3.2 specification contains many of the HTML extensions introduced by Netscape and Microsoft. In fact, the differences between HTML 3.2 and Netscape's HTML are minor. AOLpress supports HTML 3.2. (You can choose to conform to Netscape or HTML 3.2 in the **Tools→Preferences→General** window.)

See page 187 for details about how tags differ in HTML 3.2 and Netscape.

In addition to the HTML tags you can add through WYSIWYG editing in AOLpress, the effects of additional tags and attributes listed at the end of Chapter 6 through Chapter 11 can be seen in AOLpress. Other browsers may not yet support all of these additional tags.

You can add these tags and attributes to your pages by editing the HTML directly. However, you should have some experience working with HTML before you do this.

Detailed information about the HTML standard is available on the Web. See the following URLs for details on these HTML tags and their attributes:

♦ HTML 3.2 (http://www.w3.org/pub/WWW/MarkUp/)

♦ Netscape
(http://developer.netscape.com/library/documentation/htmlguid/index.htm)

♦Microsoft (http://www.microsoft.com/workshop/author/newhtml/htmlr000.htm)

12 Viewing and Editing HTML

Viewing and Editing HTML
Learning more...

Managing and Publishing Pages

AOLpress and the PrimeHost hosting service form an integrated publishing system for creating and managing content and publishing Web pages.

Chapter 13 describes the *MiniWeb*, which helps you organize and manage collections of pages. With a MiniWeb, you can visualize and organize a collection of pages into a document.

Chapter 14 covers saving pages and publishing Web pages to the Web.

Chapter 13
Working with MiniWebs

What you'll find in this chapter:

MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder. MiniWebs provide a visual structure for organizing and manipulating your Web pages. In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures.

These are just some of the benefits provided by MiniWebs:

♦ MiniWebs help you *visualize* the organization of your pages and other files.

■ You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more.

■ You can show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.

♦ MiniWebs help you *edit* groups of files.

■ You can "Webize" an existing set of folders — making MiniWebs and SubWebs (nested MiniWebs) automatically.

■ You can perform a find and replace on all the pages in a MiniWeb at once.

■ You can create a "stationery" page to be used as a template for all new pages.

■ If you rename a file in a MiniWeb, links to that file in the current MiniWeb are automatically corrected.

■ You can drag-and-drop files from your MiniWeb to your pages to create links.

♦ MiniWebs help *manage* your pages and other files.

■ You can publish an entire folder of your Web site by saving a MiniWeb to the Web.

■ You can check all the links in your MiniWeb and fix any broken links.

■ You can find files that are not linked to and therefore are not needed.

■ You can spell check the entire MiniWeb at once.

■ You can print all the pages in a MiniWeb, or print any view of a MiniWeb.

■ You can use a hierarchical folder structure with relative links between files in different folders. This makes it easy to move files to a different location.

Things to know about MiniWebs

Each MiniWeb shows the contents of a folder on your local machine or on your hosting service directory. When you create files in a MiniWeb, you are also creating files in that folder.

You can put one MiniWeb inside another MiniWeb to reflect the structure of your entire site. (Such nested webs are called "*SubWebs*".)

MiniWebs are excellent tools for creating Web sites with multiple pages — even if you expect your readers will be using browsers other than AOLpress. Because MiniWebs are unique to AOLpress, you cannot view MiniWebs with other browsers. In addition,

you cannot use MiniWebs to view the directory structures of other servers.

Quick start

Here is a quick summary of commands you can use with MiniWebs:

Open a MiniWeb	**File➜Open** or select the open icon in the MiniWeb view.
Open a new MiniWeb	**File➜New➜New MiniWeb** or select the MiniWeb icon in the MiniWeb view.
Open a file	**File➜Open** or select the **Open** icon in the MiniWeb view.
Convert a folder into a MiniWeb	**Tools➜Webize**
Add Pages	**File➜New➜New Page** or choose the Page icon in the toolbar.
Set the Home Page	Click the down arrow to the right of the **Home Page** field.
Copy URLs	**Edit➜Copy URL** or choose the **Copy URL** icon in the toolbar.
Delete Pages	Highlight an icon, and press the delete or backspace key, or choose the **Edit➜Cut** or **File➜Delete** menu item.
Save	**File➜Save** or **File➜Save As**
Change an icon	**Edit➜Set Icon** or **Edit➜Make Icon**
Change a file's title	**Edit➜Set Title**
Set a help file for a file	**Edit➜Set Help**

MiniWeb window

The *MiniWeb* is like a "File Manager" for your Web pages. It helps you organize and manage the files that make up your Web site. It gives you with a graphical view of the collection of files showing all the pages and any other files (such as images and sounds) and the connections between them. One page is designated as the home page (it is displayed with a special icon—a spider at home in its web). If a page links to another page outside the folder, those pages are also shown.

A MiniWeb uses icons to represent files (pages) and arrows to represent the links between them. Icons can be dragged and dropped into other MiniWeb windows and into Page windows. Arrows between icons represent links between the files. MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:

MiniWeb toolbar

The toolbar gives you quick access to frequently used commands such as **Open**, **Import**, and **Save As.**

MiniWeb menus

The **File** menu operates on either Pages or MiniWebs—opening, saving, closing—either locally or remotely over the net. Click on any entry to access tools associated with the application. The **Edit** menu is used to copy URLs from or to the MiniWeb. The **View** menu controls the viewing scale and redraws the MiniWeb. The **Tools** menu has utilities or functions to access special services on the AOLserver. **Browse** examines the history and the Hot List. **Help** provides access to documentation, search tools, and examples.

See the following sections for descriptions of the menus in MiniWeb windows.

(See page 209 in Appendix 16 for a brief list and description of all the menu items you see when you are using a MiniWeb window.)

Creating MiniWebs

➜ Setting the MiniWeb type:

A MiniWeb controls lengths of file names you can use. You should make sure the MiniWeb will use the correct file name rules before you create a MiniWeb.

1 Choose the **Tools➜Preferences➜General** menu item.

2 In the **MiniWebs Create As** field, select the file name rules you want to use:

- If you choose **DOS**, you are restricted to the eight-dot-three file name format. (It is best to choose "DOS" if you may ever need to use your files on a PC running Windows 3.1.)

- If you choose **Macintosh**, you can use file names with up to 31 characters.

- If you choose **Posix**, most Unix systems allow you to use 256-character file names. (If you are using Windows 95 and will never need to transfer your files to a PC running Windows 3.1, choose Posix.)

3 Click **OK**.

If you have already created a MiniWeb and want to change the file naming rules, delete the `.nvd` file in this folder, change your file naming preference, and recreate the MiniWeb as described on page 158.

➜ To create a new MiniWeb, either:

- Choose the **File➜New➜New MiniWeb** menu item.
- Click the "New MiniWeb" icon in the MiniWeb toolbar.

If you have a MiniWeb open, the new MiniWeb you create will be a SubWeb of that MiniWeb. See page 173 for details about SubWebs.

Webizing existing folders

You may already have a set of files you want to publish on the Web. AOLpress makes it quick and easy to convert directories or folders containing pages and other files into a MiniWeb. We call this "*Webizing*" the folder.

You can Webize a folder on your hard drive or PrimeHost hosting service directories. You cannot Webize someone else's Web site.

You can re-Webize a folder at any time. If you have a problem with a MiniWeb, try re-Webizing it. This makes the MiniWeb match the files in the folder. You should re-Webize a folder if you add pages or other files to the folder with software other than AOLpress.

➜ **To convert existing folders to MiniWebs:**

1 From any Page or MiniWeb window, choose the **Tools➜Webize Directory** menu item. (Or, **Tools➜Webize Folder** on a Macintosh)

2 If the folder you want to Webize has subfolders that you want to turn into SubWebs, click **Options**. The Webize Options window lets you choose whether you want to Webize subfolders that *are not* already MiniWebs, and whether you want to Webize subfolders that *are* already MiniWebs. If you check both boxes, all subfolders are Webized. If you uncheck both boxes, no subfolders are Webized.

3 Browse to find the folder you want to convert to a MiniWeb. (To Webize a folder and its subfolders, find the highest-level folder you want to Webize.)

4 Double-click on the folder name in the list of **Files**. Or, select the folder in the **Directory** list and click **Webize**.

5 If a MiniWeb already exists for a folder, you will be asked whether you want to regenerate the MiniWeb. Click **Regenerate** to update the MiniWeb.

Viewing MiniWebs

MiniWebs provide a visual structure for organizing and manipulating your Web pages. You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more. You can also show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.

Opening existing MiniWebs

You can store MiniWebs on your local disk drives, on any disks you can connect to through your local network, or on your hosting service directory. There are several ways to open existing MiniWebs.

➜ **To open an existing MiniWeb, do one of the following:**

■ Choose the **File➜Open** menu item. Select **MiniWeb** in the **List Files of Type** field. Select the MiniWeb you want to open. Then, click **Open**.

(If the MiniWeb is not listed as a separate file, select its folder and erase the file name of "new.htm" at the end of the **Location** field.)

■ Select the **Open** icon in the MiniWeb view.

■ Type the MiniWeb URL you want to open in the **Location** field of a Page window. For a MiniWeb stored on your hard drive (on a PC), you might type `C:\users\me\myweb`. For a MiniWeb stored on your AOL personal publishing directory, you might type `http://members.aol.com/`*members*`/myweb`.

■ Click on the MiniWeb icon to the left of the **Title** field in a Page window.

You can click this button any time you are viewing a page that is part of a MiniWeb. The button is grayed out if the page is not part of a MiniWeb. See page 158 for information on converting folders into MiniWebs.

13 Working with MiniWebs

Selecting a MiniWeb view

The default way to view a MiniWeb is with the "Web" view. The MiniWeb is shown with icons for all the files in as a series of concentric circles. The icons are connected by arrows that show the connections between files. You can view MiniWebs in several other formats. The "Tree" and "Name" views are shown in the figures that follow.

Web View

Tree View

Name View

➔ **To select a MiniWeb view:**

1 Choose the **View→Name** menu item. The window will list files by file name. Links to files are indented below each file.

2 As you work, you can switch the MiniWeb view between **Web**, **Tree**, **Name**, **Title**, and **MIME Type** (which is similar to the file type).

3 Notice that each type of file has a different icon, and that there are several colors for arrows and text. The next sections explain these icons, arrows, and colors.

Icons in MiniWebs

One page is designated the home page (it is displayed with a special icon—a spider in its web), any file in the folder that can be reached through a series of links from the home page is shown in the web. Some pages may not be "reachable"; they are displayed either to the right or below the main graph.

Pages that are referenced but have not yet been created are grayed out. References to the external Web have another type of grayed icon, and their names are green. Files other than pages (images, sounds, etc.) are shown with different icons.

HTML pages can have three icons: new, modified and normal. The normal icon is a full web, the modified icon is a broken web (until the file is saved), the new icon is a very small web. Images also have several variations on the standard icon.

You can change the icon for any file to an image you choose. For example, you can use the image itself as the icons for your image files. This makes it easier to find the image you want. It is best to use fairly small images as icons. Images are scaled down to fit in the normal MiniWeb icon size, so large images loose most of their detail.

13 **Working with MiniWebs**

➜ **To change an icon in a MiniWeb:**

1 Select the icon you want to change.

2 Choose one of the following menu items:

- If you want to use an image as the icon for its own file, choose the **Edit➜Make Icon** menu item. You can only choose this menu item if the MiniWeb icon you select is for an image file.

- If you want to use some other image as the icon for this file, choose the **Edit➜Set Icon** menu item. You will see a window that lets you browse for the file you want. The icon changes when you click **OK**.

3 If you want to change all the icons for a particular type of file, see page 195.

Arrows in MiniWebs

When you use the "Web" or "Tree" view, arrows between the icons indicate the relationships between them.

♦ Black arrow: A normal, one directional link.

♦ Double-ended cyan arrow: Each page refers to the other.

♦ Blue arrow: Link to an in-line image.

♦ Green arrow: Link from a page containing a form to the form handler program.

♦ Gray dotted arrow: A link that does not appear in the page when it is displayed (for example, a link to an image map file)

Color codes in MiniWebs

MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:

Icon color/style

Solid	The file is physically located in the MiniWeb.
Dithered	The file is a relative link, but is not physically located in the MiniWeb. See page 100 for an explanation of relative and absolute references
Green text	The file is an absolute link and is not physically located in the MiniWeb.
Broken	The file is physically located in the MiniWeb but has unsaved changes.

Focusing the view

AOLpress lets you focus on specific files, even if your MiniWeb contains *lots* of files.

➜ To hide various file types:

1 Choose **View→Display Control**.

2 In the Display Control window, select the types of files you want to hide. You can hold down the Shift key to select several types in a row, or the Ctrl key (the Command key on a Macintosh) to select any set of file types.

3 Click **Apply** to hide the selected file types.

4 Put a check in the **External files** box to hide files outside the MiniWeb or the **Ghost files** box to hide files that are linked to but do not exist.

5 To add kinds of files to the list, type a MIME type in the field and click **Add**. The new type will be added above "Anything else." (For a list of MIME types, choose **Tools→Preferences→Extensions/MIME**.)

➜ To hide or display links in the Name, Title, or MIME type view:

■ If the **Name**, **Title**, or **MIME Type** view does not show links to other files, you can display them by choosing the **View→List Links To** menu item.

■ If the same view does not show links from other files, you can display them by choosing the **View→List Links From** menu item.

■ If a type of link is shown, you can hide those links by reselecting the menu item.

➜ To find a file:

1 If you want to find a particular file in a large MiniWeb, choose **Edit→Find Page**.

2 In the Find Page window, type the full name of the file you want to find. The file can be a page or any other file in the MiniWeb.

3 Click **OK**. The file you named will be highlighted in the MiniWeb.

➜ To zoom in or out in the Web or Tree view:

■ You can view part of the MiniWeb at a larger size by choosing **View→Zoom In**.

■ You can view more of a MiniWeb by choosing the **View→Zoom Out** menu item.

13 Working with MiniWebs

Using the MiniWeb view

Pointing the mouse at an icon displays the file's title (or URL if it has no title) in the status bar. (See page 170 if you want to change titles.)

Clicking on an icon selects it. In the Web or Tree view, you can drag the selected icon around to reposition it.

Opening pages and files

Dragging-and-dropping an icon from a MiniWeb view into a Page Window opens the file in that Page Window.

Double-clicking on an icon generally opens the file in a new Page Window. AOLpress performs the action that makes sense for each type of file.

For some types of files, AOLpress cannot display the file. You can provide a help file that opens when you double-click on such files. To do this, choose the **Edit→Set Help** menu item and browse to find the correct page that contains help information. Such help pages are particularly helpful for Java class files—you can provide information about what the applet does and the parameters it needs.

Page	If the page exists in the MiniWeb or there is an absolute link to the page, it is opened in a new Page Window. If the page has not been created (light dithered icon), AOLpress asks you if you want to create it. If there is a relative link to the page, you should first find the SubWeb that contains the page and open the page from that SubWeb.
Image	It attempts to launch an external viewer. If no viewer is available, and the image is either a GIF, JPEG, or XBM, then it opens a Page window containing just the image. Otherwise you are asked if you want to save the file.
Video or Sound	It attempts to launch an external viewer. If no viewer is available, you are asked if you want to save the file.
Image Map	The Image Map window is opened for the image.
Form	No useful result if double-clicked—produces a "Not Found" message, or something similar.
Java class file (.class)	It can't display this type of file. You are asked if you want to save the file.
Java source file (.java)	The source code for the Java applet is opened.
Parameter file (.param)	It can't display this type of file. You are asked if you want to save the file.

Editing MiniWebs

You can use MiniWebs to help you create, save, and delete pages and other files. MiniWebs also help you create a variety of links between files.

Creating new pages in MiniWebs

➜ **To create a new page or file in a MiniWeb, either:**

■ Choose the **File➜New➜New Page** menu item.

■ Click the **New Page** icon in the MiniWeb toolbar.

■ Double-click on any "ghosted" icon in your MiniWeb. (These icons show you which files are linked to but do not exist.) You will see a prompt that asks if you want to create the file.

➜ **To define a page template (or "stationery"):**

1 Highlight the page you want to use as a template in the MiniWeb window.

2 Choose the **Edit➜Set Stationery** menu item. When you create a new page, the page you selected will be used as the starting point for your new page.

Creating Java source files in MiniWebs

You can create new Java source files with AOLpress. You compile a Java source file using software from Sun Microsystems to create class files. The file extension is normally `.java` on UNIX and Mac OS, and `.jav` on Windows.

➜ **To create a new Java source file:**

1 Choose the **Element➜Java Applet** menu item. You will see a window that lets you type Java source code. For details about the Java language and compiling Java source, see http://java.sun.com/.

2 When you finish typing the source code, choose the **File➜Save** menu item.

3 Save the file with a file extension of `.java` on UNIX and Mac OS systems, and `.jav` on Windows. If you click the **Options** button, you will see that the Java file format is selected. This format saves the file with no HTML tags.

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Copying pages and files to MiniWebs

MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder.

AOLpress gives you several ways to copy files to your MiniWebs.

➜ **To copy a file from one location to another:**

1 Choose the **File**➜**Copy File** menu item. You will see this window:

2 Choose the file you want to copy. The file can be any file on your local or networked disks. Or, it can be a file on your PrimeHost hosting service directory.

3 Click **Copy** when you have selected the file. You will see this window:

4 Select the folder where you want to save the file and add a file name. You can copy the file to a local disk, or to your PrimeHost hosting service directory.

This method copies a single file. It doesn't copy images within pages or other linked files to the new location. If you want to copy the images too, use the **File→Save As** menu item and click the **Options** button to choose how to deal with images.

→ Other ways to copy files to your MiniWeb:

■ Edit a page and choose the **File→Save As** menu item to save the page to your MiniWeb with a new file name or location.

■ Drag-and-drop a file icon from one MiniWeb to another. This copies the file to the second MiniWeb.

■ Import an existing file into the MiniWeb by choosing the **File→Import** menu item. Importing a page into a MiniWeb puts a separate copy of the file in your MiniWeb.

■ Paste a page into a MiniWeb by pasting its URL: (You can use this method to copy a file anywhere on the World Wide Web to your MiniWeb.)

1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.

2 Click the **Copy URL** button in the toolbar or choose the **Edit→Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)

3 Move to a MiniWeb window and choose the **Edit→Paste URL** menu item.

Options for copying links and images

If you use any of the previous methods (except **File→Copy File**) to copy a page to a MiniWeb, you will either automatically see the following Options window or you can open the Options window by clicking the Options button in the file selection window.

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This window allows you to set the following options:

■ **File Format:** Normally, pages are imported or copied as HTML pages. If you chose the **File→Save As** menu item, you can change the format of the file that is saved to "Text without line breaks" or "Text".

■ **Save Images:** When you copy a page, you can choose what you want to do with any images inside the page:

None	Choose **None** if you do not want to copy any of the images. If the images are not already part of your MiniWeb, also check the **Relative Links to Full URL** box so that the links to the images will still work.
Relative	Choose **Relative** if you want to copy images with relative links to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.
All	Choose **All** if you want to copy all the images in the page to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.

■ **Control Links:** If you want to convert relative links in the page to absolute links, check the **Relative Links to Full URL** box. For example, check this box if you copy a page from some other server and want the links in that page to continue working.

■ The **Use Base when possible** box is ignored when you are copying a file into a MiniWeb.

Saving and publishing MiniWebs

When you save a MiniWeb, AOLpress also saves all files in the MiniWeb that are open and have unsaved changes.

➔ To save a MiniWeb, either:

■ From the MiniWeb window choose the **File→Save** menu item. This saves the MiniWeb in its current location along with any unsaved pages.

■ From the MiniWeb window choose the **File→Save As** menu item. You can use this window to move the MiniWeb to a different location on your local disk or on the Web. The files in your MiniWeb are copied to the new location you choose.

The **File→Save As** menu item provides a quick way to publish all the files in a folder to the Web. See page 176 for details.

The **Options** button opens a window that lets you choose whether or not to save all the SubWebs under this MiniWeb, and whether or not to convert any relative references to other files to absolute references. By default, relative links to files in the same MiniWeb are still relative in the new location and SubWebs under the MiniWeb are also copied to the new location.

Deleting files in MiniWebs

When you delete a file from a MiniWeb, you are also deleting the file from your disk or from the server's disk. If other files in your MiniWeb link to the file you delete, you will still see a "ghost" image of the file icon.

Deleting an image or image map from a page does not delete the actual file. Likewise, deleting a page file does not delete files associated with it—such as images and image maps. If you want to delete files associated with another file, you must delete them separately using one of the following techniques.

➜ **To delete a file, either:**

■ In a MiniWeb view, highlight an icon and press the Delete or Backspace key. You will not be prompted, and there is no way to undo this action.

■ In a MiniWeb view, highlight an icon and choose the **Edit➜Cut** menu item. You can choose the **Edit➜Paste** menu item to restore the file.

■ In a MiniWeb view, choose the **File➜Delete** menu item to open the Delete window. Select the file you want to delete and click **Delete**. A prompt window will ask if you are sure you want to delete the file.

Creating links using MiniWebs

MiniWebs give you many ways to control links between pages and files.

If you rename a file within a MiniWeb, the links to that file within the current MiniWeb (but not the SubWebs) are automatically fixed. From a MiniWeb window you can also use the "Check Links" feature (see page 111) to check the links in all the pages in your MiniWeb and in all of its SubWebs at once.

➜ **To create links:**

■ Use the right mouse button to drag a page icon from a MiniWeb to a page.

■ Use the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image, instead, your page is replaced by a blank page containing the image.)

■ Paste a link into a page by pasting the URL:

  1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.

  2 Click the **Copy URL** button in the toolbar or choose the **Edit➜Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)

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3 Move to a Page window and position the cursor wherever you want to place the link. If the text or image you want to act as a link is already in the page, highlight it. If you don't highlight any text, the title of the page you are linking to is automatically added to your page as a link.

4 Choose the **Edit➜Paste URL** menu item.

Setting titles for files in a MiniWeb

Page titles are the text that appears at the top of a Page window. You should use titles that describe the contents of individual pages but provide consistency within your Web site. To help you create consistent page titles, AOLpress lets you change titles from within a MiniWeb.

In addition, you may want to provide text to describe other types of files. This text will appear in the status bar at the bottom of the window when your mouse points to the file in the MiniWeb.

➤ To change a page title:

1 Select the icon for a file. While your mouse points to this file, you will see the current title of the file in the status bar at the bottom of the window. If there is no title, you see the filename.

2 Choose the **Edit➜Set Title** menu item. You will see a window like this:

3 Edit the title and click **OK**.

4 When you have finished editing titles, save the MiniWeb. (This also saves all the changes you have made to the pages in the MiniWeb.)

Page Title	☒
Please supply a brief descriptive line for this page:	
Our Company Name: Contacting Us	
<u>O</u>K	<u>C</u>ancel

Managing MiniWebs

In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures.

Setting the home page

The "home page" is the page where readers start in a directory. If a reader uses a URL with no file name (such as, `http://www.mycompany.com/mydir/`), the AOLserver automatically sends the home page in that MiniWeb to be displayed.

→ **To set a home page for a MiniWeb:**

1 Click the arrow to the right of the **Home Page** field below the MiniWeb toolbar. You will see a list of the titles of pages in your MiniWeb.

2 From this list, select the title of the page you want to be the home page of your MiniWeb. The icon for that page in your MiniWeb will change to have a spider in the web.

Finding and replacing MiniWeb-wide

When you are in a MiniWeb window, you can find text anywhere in your MiniWeb and make global changes to the MiniWeb.

→ **To find and replace text:**

1 Choose the **Edit→Find/Replace** menu item.

2 Type the text you want to search for in the **Find What** field.

3 If you want to change that text, type the new text in the **Replace With** field.

■ You can also choose one or more of the following **Search Options**:

Whole Words	Finds only whole words that match the characters you type. The default is to match any characters, even parts of words.
Match Case	Makes the match case-sensitive. The default is to ignore case.
Search HTML	If you are finding and replacing in a MiniWeb, you can search the HTML source directly.

➜ **Use the buttons on the right to control the search.**

Find	Finds and selects the next match.
Close	Closes the window.
Replace	Replaces the selection with the text in the **Replace With** field.
Replace All	Finds and replaces all the occurrences in the entire MiniWeb.
Wrap & Find	Repeats the current **Find** operation, but starts at the beginning of the first page in the MiniWeb.

You can search for text in a paragraph even if there are hidden HTML tags within the text. For example, you can find text even if a link starts within the text or if some words in the text are bold. However, you cannot search for HTML tags themselves in all the pages of the MiniWeb. When you view the HTML (see page 146), you can perform a Find/Replace on a single page of HTML, including the tags.

Spell checking MiniWeb-wide

You can check the spelling of all the pages in your MiniWeb using the **Tools➜Spell Check** menu item. To check a single page, choose **Tools➜Spell Check** with the Page window active. To check the entire MiniWeb, choose **Tools➜Spell Check** with the MiniWeb window active. See page 59 for details.

Printing pages and MiniWebs

To manage a MiniWeb, you may need to create printed documentation about the MiniWeb.

➜ **To print all the MiniWeb pages:**

■ Move to the MiniWeb window and choose the **File➜Print** menu item. This will send all the pages in your MiniWeb to your current printer.

➜ **To print the current MiniWeb view:**

1 Move to the MiniWeb window and display the MiniWeb in the format you want to print.

2 Choose the **File➜Print Graphs** menu item. This sends the view of your MiniWeb to your current printer.

Using SubWebs

Larger Web sites use several related folders instead of a single folder. This makes maintaining the Web site easier in some ways, because you can make the folder structure match the structure of your site. For example, you might store customer support pages in a "custsupp" folder, sales pages in a "sales" folder, and images in an "images" folder.

You manage multi-folder Webs in AOLpress with "*SubWebs*". Each subfolder is its own SubWeb. A folder icon for each SubWeb is shown in the MiniWeb for the folder containing the SubWeb.

In general, you use SubWebs the same as any other MiniWeb. For example, you can drag-and-drop files from one SubWeb to another SubWeb. The differences are the additional ways files in a SubWeb can interact with files in other SubWebs.

→ **To create a SubWeb, either:**

■ Use the **Tools→Webize** menu item to create a main MiniWeb and SubWebs for all of your existing folders. See page 158 for details.

■ Display the MiniWeb that will contain the SubWeb. Then choose the **File→New→ New MiniWeb** menu item or click the "New MiniWeb" icon in the MiniWeb toolbar. The new MiniWeb will be a SubWeb of the MiniWeb you were viewing.

■ Drag-and-drop a SubWeb icon into another MiniWeb window.

■ Create an empty MiniWeb. Then, choose the **File→Save As** menu item to save the MiniWeb inside another MiniWeb.

■ Import one MiniWeb into another MiniWeb.

→ **To open a SubWeb, either:**

■ Double-click on the SubWeb's folder icon in the MiniWeb.

■ Choose the **File→Open** menu item.

■ Select the **Open** icon in the MiniWeb view.

■ Type the SubWeb's URL in the **Location** field of a Page window.

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References between SubWebs

It's usually best to use *relative links* (see page 100) within your own Web site. Relative links allow you to move the entire directory tree to a new location (for example from your hard disk to the Web) without breaking your links. You should try to use absolute links only to references files outside your own Web.

A relative reference to a file in the same directory is simple—just use the file name and omit any information about the Web location and the directory. For example, use `other.htm` instead of `http://www.mydomain.com/mydir/other.htm`

You can also use relative links to reference files in different SubWebs within your site, but they are a little more complicated. Suppose you have a directory tree like this:

Relative references between files in these directories would have the following syntax:

Reference Between...	Relative Link Format
"main" to "products"	`products/file.htm`
"main" to "prod_a"	`products/prod_a/file.htm`
"products" to "prod_a"	`prod_a/file.htm`
"products" to "main"	`../file.htm`
"products" to "images"	`../images/fig.gif`
"prod_a" to "main"	`../../file.html`
"prod_a" to "images"	`../../images/fig.gif`

Chapter 14
Publishing Pages

What you'll find in this chapter:

One of the most popular features of the AOLpress is the *integrated* ability to browse, edit, and publish pages. You can update pages and publish them at any time. If you have questions about publishing with AOLpress, see the Frequently Asked Questions (FAQ) lists at http://www.aolpress.com/faq.html and http://www.primehost.com/faq.

Publishing with multiple authors

AOLpress helps you avoid conflicts when several people edit the same Web pages. When you publish a page, AOLservers (v2.1 or higher) make sure no one has changed the page since the last time you loaded it. If anyone has changed the page, the server sends you a message. (Other servers may check versions and give similar messages.)

If you want to warn other people in your group that you are making changes to a page, you can lock the page.

➔ **To lock a page:**

1 Choose the **Tools➔Administer Page➔Lock** menu item. If the **Lock** item is dimmed and the **Unlock** item is not dimmed, this page is already locked. If both items are dimmed, the server that stores this page does not support page locking. (There may be a delay before the menu item is undimmed while AOLpress asks the server whether it supports file locking.)

2 If you haven't already provided your username and password, AOLpress will prompt you for them so that it can lock the page.

3 While the page is locked, edit and then save the page. The page will still be locked even if you exit from AOLpress. Other people get a warning if they try to edit a page you have locked. The warning gives your username so they know who has locked the page. They can't save changes to a page you have locked (unless they first unlock the page using their username and password).

4 When you have changed and saved the page, use **Tools➔Administer Page➔Unlock**. If this is a new session, AOLpress will ask for your username and password.

Publishing a whole folder

If you want to publish all the files in a folder on your computer to the Web, you can create a MiniWeb and save it to the Web to publish all the files quickly.

➔ **Publishing a folder:**

1 From any Page or MiniWeb window, choose the **Tools➔Webize Directory** menu item. (Or, **Tools➔Webize Folder** on a Macintosh.) See page 158 for details.

2 Select the folder you want to publish to the Web, and click **OK**. AOLpress will create a MiniWeb view of your folder.

3 From the MiniWeb window, choose the **File➔Save As** menu item.

4 Select the Web location where you want to publish these files (see the sections that follow for details). Click **OK** and AOLpress begins saving the files to the Web.

Publishing to PrimeHost

Once you create a Web page, you can publish it to your personal publishing space on the PrimeHost hosting service. Until you publish it, your page exists only on your disk. You can see your page; but no one else can.

➜ **Publish your Web page to the PrimeHost hosting service:**

1 Choose the **File▶Save As** menu item. This window appears. (For details on using such windows on PCs and Macintoshes, see page 50.)

2 In the **Page Location** field, type URL for your publishing directory (or select it from the **Sites** field if you've published to this location before).

3 If you want to add a directory, click the **Create Dir** button and use the window that opens to create a subdirectory under the directory for your username.

Enter new directory name

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4 Move the cursor to the **Page Location** field and add a file name for the Web page to the end of the page location. A common convention is a name followed by `.htm` (for example, you might type **`joespage.htm`**).

5 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.

■ You may be asked for your username and password. If so, type your PrimeHost hosting service username and password.

■ If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Now your page is on the Web!

If you have questions about publishing with AOLpress, see the Frequently Asked Questions (FAQ) list at `http://www.primehost.com/faq`.

Publishing to AOL

Your AOL membership includes publishing space for up to 2 MB of pages and images. Go to keyword "My Place" on AOL to set up your directory and learn more.

In addition, you read `http://www.aolpress.com/press/memberfaq.html` for details about the version of the AOL software you need to be using to publish with AOLpress and troubleshooting hints.

➔ **Publish your Web page to your AOL account:**

1 Choose the **File➔Save As** menu item.

2 Type `http://members.aol.com/`*`screenname`*`/pagename.htm` in the **Page Location** field, where *`screenname`* is the name you used to log into AOL. If you this is your default page, give it a page name of `index.htm` or `index.html`.

3 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.

■ If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Publishing to another AOLserver

If you don't have a PrimeHost hosting service account, you can sign up by following the instructions at http://www.primehost.com.

If you want to set up your own Web server, you can download the AOLserver software for free from http://www.aolserver.com. The AOLserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided. Then, you can use AOLpress to publish to that server.

➔ **Publish your Web page to another AOLserver:**

1   Choose the **File➔Save As** menu item.

2   In the **Page Location** field, choose the AOLserver where you want to publish your page (you must have write permission for the location where you want to publish).

   ■   If you have ever visited the AOLserver you are interested in, it shows up in the list you can see by clicking on arrow next to the **Drives / Sites** field.

   ■   If you have not visited this AOLserver before, then you can type its URL in the **Page Location** field at the top of the window. This AOLserver may be any server on the Internet where you have write permission.

3   Click the **OK** button to save the page. Saving the file across the network may take a few seconds.

   ■   You may be asked for your username and password. If so, type your username and password for this AOLserver.

   ■   If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Publishing to non-AOLservers

If you want to publish to a Web server other than the PrimeHost hosting service or your own AOLserver, you can save them directly if the Web server supports the HTTP (HyperText Transfer Protocol) PUT protocol.

The Apache server and Cern httpd server don't support PUT initially, but you can add a PUT script and configure the server to use it. For information and a sample PUT script, see http://www.w3.org/pub/WWW/Amaya/User/Put.html and follow the link to "How to configure the CERN server." Download the sample script; it's a small C program. After compiling it and installing in /cgi-bin as put.cgi, add this line to srm.conf and restart the server.

```
Script PUT /cgi-bin/put.cgi
```

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Another way to save files to other types of servers is through FTP (File Transfer Protocol). If you can use FTP to move files directly to the page directories on your Web server, you can use FTP from within AOLpress to save your pages.

If you do not have at least FTP access to your Web page directories, you will need to transfer the files with software other than AOLpress.

➜ To save pages with FTP:

1 Choose the **File➔Save As** menu item.

2 In the **Page Location** field, type:

`ftp://username@your.ftp.site/path/filename.htm`

- ■ "username" should be the name you use to log into the FTP server.

- ■ "your.ftp.site" should be the name of your ftp server (such as `ftp.mydomain.com`).

- ■ "path" should be the directory path to your file. Use the full directory path from the perspective of the FTP server. If you do not know the full directory path, use FTP software to move to the directory where you want to save pages. Then, use the "pwd" command to see your current working directory.

- ■ "filename.htm" should be the name of your Web page.

For example, suppose you want to save a page called `mypage.htm` to the `/users/myname/public_html` directory on `ftp.domain.com`. You would type the following in the **Page Location** field:

`ftp://myname@ftp.domain.com/users/myname/public_html/mypage.htm`

3 Click the **OK** button to save the page. Saving the file may take a few seconds.

- ■ You may be asked for your username and password. If so, type the username and password you would use to FTP files.

- ■ If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

4 To make this process easier, you can add your FTP location to the list of sites you commonly save to, by following these steps:

- ■ Choose the **Tools➔Preferences➔Sites** menu item.

- ■ In the Site Location field, type the ftp location you used above (without the file name for your page). For the example in step 2 above, you would type:

`ftp://myname@ftp.domain.com/users/myname/public_html/`

- ■ Click the **Add** button, then click the **Done** button. Your FTP site will now be listed in the **Drives / Sites** list in the Save As window.

➜ **To email pages:**

1   Choose the **File➜Save As** menu item.

2   Click the **Options** button. In the Options window, select the file format you want to email. For example, you can send only the text, the HTML code, or an RTF file that can be imported into Microsoft Word. For details on file formats see page 181.

3   In the **Page Location** field, type the following where "username@address.org" is the email address of the person to whom you want to send the contents of the page.

```
mailto:username@address.org
```

4   Click the **OK** button to email the page.

Publishing to other formats

When you save a page, by default AOLpress saves the HTML code that will be used to display the page on the Web. There are several other ways you can save your pages. Clicking the **Options** button on the Save As window gives you this list of options:

You can choose any of the following file formats:

♦   **HTML:** Saves tagged text for use on the Web. This is the default format for pages.

♦   **Text without line breaks:** Saves only the text from your page. No formatting is included. Each paragraph is a single line in the text file.

♦   **Text:** Saves only the text from your page. Includes line breaks within paragraphs.

♦   **Java:** Removes all the formatting and saves only the text, which should be Java source code. See page 114 for details.

♦   **Rich Text Format (RTF):** Creates a file that you can import into Microsoft Word to retain most of the formatting you used in the page. You can also use this file as input to other software programs that create Microsoft Windows online help files.

Note that when you save a page as text or RTF, the Web icon below the toolbar is still shown as a "broken" Web. This is to remind you that you will loose some of the formatting in your page if you do not also save it as HTML.

When you save a page, AOLpress can also save the images along with the page. The **Save Images** field controls which images are saved:

♦ **None:** No images are saved. If you don't want to save the images, but still want them to be visible in the saved page, you should check the **Relative Links to Full URL** field. The page will display the images from their original locations.

♦ **Relative:** All the images with relative file references (see page 174) are saved to the same directory as the page.

♦ **All:** All the images are saved to the same directory as the page.

Uncheck the **Relative Java Applets to Full URL** field if you are saving the page to a location that already contains the Java applets used in the page.

Check the **Use Base if Possible** box if you want to continue using relative links in the page but specify that they are relative to the original (base) location instead of the new location. (AOLpress can't use a base location if you are saving the page into an existing MiniWeb or if you are saving a page from your own computer to a server.)

File names and URLs

File names have different restrictions depending on the type of computer you are using and the setting of the **MiniWebs Create As** field in the **Tools➜Preferences➜General** window.

■ If you choose **DOS**, file names can be no longer than eight characters, and must be at least one character. They may end with an extension of up to three characters (for example, .htm, but not .html). File names are not case-sensitive. URLs are case-sensitive; only letters, numbers, and underscores are allowed. (It is best to choose "DOS" if you may ever need to use your files on a PC running Windows 3.1.)

■ If you choose **Macintosh**, you can use file names with up to 31 characters. File names are not case-sensitive, but case is retained. Extensions are not required, but you should use .htm or .html to make it easy to move the files to the server.

■ If you choose **Posix**, most Unix systems allow you to use 256-character file names, including file names with an extension of .html. (If you have installed the 32-bit version of AOLpress on a Windows 95 system and will never need to transfer your files to a PC running Windows 3.1, choose Posix.)

If you have already created a MiniWeb for this folder and want to change the file naming rules, delete the .nvd file in this folder, change your file naming preference, and recreate the MiniWeb (see page 158).

In general, to make files portable to all types of computers, it's best to use the "8.3" file names required on Windows 3.1.

Part 3
Reference

Part 4 provides reference
information about
AOLpress.

Read **Chapter 15** to learn how to customize AOLpress by changing your Preferences.

See **Chapter 16** for a quick list of the menu commands and toolbar icons you can use in AOLpress.

See **Chapter 17** for a list of the new features in this version of AOLpress.

Chapter 15
Setting Preferences

What you'll find in this chapter:

The Preferences windows let you control various aspects of the behavior of AOLpress. To see a list of the Preferences windows, choose the **Tools→Preferences** menu item.

General preferences

Choose the **Tools→Preferences→General** menu item to bring up the General Preferences window. You use this window to control general browsing and editing behaviors of AOLpress.

Load Remote Images	If you turn off **Load Remote Images**, images that are not stored on your local file system are not loaded unless you click on them. This speeds up page loading, especially if you are browsing pages with lots of large images or if you are using a fairly slow modem.
	If you find a page with images you want to see use the **Browse→Load Images** menu item to load all the images in that page.
Prefetch Pages	If you turn on **Prefetch Pages**, AOLpress preloads pages to which the current page has links (so that when you click on one of these links it will already be loaded into your computer's memory cache).
Show Java Windows	Most browsers (including AOLpress) currently can't run or display Java applets. By default, AOLpress shows a box with an "X" in it where Java applets occur. You can hide these "X"s to see the same page layout as people with other browsers that don't support Java. To do this, uncheck the **Show Java Windows** box and restart AOLpress.

Unix Style Delete

Under Microsoft Windows, the Delete key normally deletes the next character and the Backspace key deletes the previous character. On most Unix and Macintosh systems, both keys delete the previous character.

Setting **Unix Style Delete** causes both the Delete and Backspace keys to delete the previous character. Not setting this field causes the Delete key to delete the next character. Pressing CTRL+D always deletes the next character.

Edit Complex Lists

The **Edit Complex Lists** check box controls what happens when you paste paragraphs into a list or create a nested list (by adding list formatting to existing list items).

♦ **If this field is unchecked:** Pasting paragraphs into a list adds new list items to the list. If you create a nested list, the nested list is added within the current list item.

♦ **If this field is checked:** Pasting paragraphs into a list adds more paragraphs to the current list item. If you create a nested list, a new list item is added to the outer list to contain the nested list.

Backup Frequency

AOLpress stores backup copies of the pages you have edited but have not saved. When you restart AOLpress after a crash, it opens these copies and tells you that it is recovering old files. You can continue editing these files without loosing much of your work.

Use the **Backup Frequency** field to control how often AOLpress saves copies of your work. If you set this field to zero (0), AOLpress does not save any backup copies. The copies of your pages are stored with names like "auto1.htm" in the "autosave" subfolder below the folder where you installed AOLpress.

AOLpress does not make backup files for changes to MiniWebs.

If AOLpress gets stuck or crashes and then gets stuck when you try to run it again, try deleting the files in the "autosave" subfolder.

Conform To

This field lets you choose whether you want AOLpress to create and display HTML code using the **Netscape** conventions or **HTML 3.2**. If most of your readers will be using Netscape to browse your pages, you should conform to Netscape conventions. Otherwise, HTML 3.2 may be a better choice.

Changing the **Conform To** field doesn't affect how other browsers display your page. You may want to explicitly set features where the default varies to make all browsers use the same setting. Changing this setting affects the following areas:

15 Setting Preferences

Feature	Netscape	HTML 3.2
Tags for font size changes	`<FONT SIZE=#>`	`<BIG>`, `<SMALL>`
Does ">" end quoted attributes within tags?	Yes	No
Can pages have multiple `<TITLE>`s and `<BODY>`s?	Yes	No
Must `<SCRIPT>` be within `<HEAD>` block?	No	Yes

Multiple Spaces

By default, HTML displays multiple white-space characters (spaces, tabs, etc.) as a single space (except in "Preformatted" paragraphs). If **One** is selected in the **Text Edit Spacing** field, you can only type one space in a row.

AOLpress provides a way for you to type multiple spaces by using special "non-breaking space characters." When you type multiple spaces, spaces other than the first one are actually non-breaking spaces. Non-breaking spaces keep browsers from condensing spaces into one space. You can turn on this capability by selecting the "**Non-breaking**" option in the **Text Edit Spacing** field. However, some browsers will show " " instead of spaces if you do this.

Server-Side Includes

If you use "server-side includes (SSI)" (also called "server-parsed HTML") to automatically include other files, environment variables, or the results of programs in your pages, you can edit your source code with AOLpress (if your pages are stored on a v2.0 or later AOLserver).

1 To make AOLpress always load the unparsed source files, choose **Tools➔Preferences➔General** and put a check in the **Unparsed** box for Server Side Includes.

2 If you are viewing the HTML for a page, you can choose **File➔Reload Parsed** to see the parsed source and **File➔Reload Unparsed** to see the unparsed source.

Most pages with server-side include coding have a file extension of `.shtml`. Server-side include commands are stored as comments in HTML, so you only see them when you edit the HTML. For example, the command to include a file called "include.txt" would look like:

```
<!--#include file="include.txt" -->
```

For details about server-side includes, see the AOLserver manual at
http://www.aolserver.com/server/docs/2.1/html/shtml.htm.

MiniWeb Create As

In the **MiniWebs Create As** field, select the file name rules you want to use:

- If you choose **DOS**, you are restricted to the eight-dot-three file name format. (It is best to choose "DOS" if you may ever need to use your files on a PC running Windows 3.1.)

- If you choose **Macintosh**, you can use file names with up to 31 characters.

- If you choose **Posix**, most Unix systems allow you to use 256-character file names. (If you are using Windows 95 and will never need to transfer your files to a PC running Windows 3.1, choose Posix.)

If you have already created a MiniWeb and want to change the file naming rules, delete the .nvd file in this folder, change your file naming preference, and recreate the MiniWeb as described (see page 158).

MiniWeb Open

This field lets you decide which windows you want to open when you open a MiniWeb with the **File→Open** menu item or by moving to a MiniWeb URL that does not include the name of the page file to open. You can choose any of the following:

♦ **Home Page**: Opens only the page that has been selected as the home page (initial page) for this MiniWeb.

♦ **Web**: Opens the MiniWeb view for this MiniWeb.

♦ **Both**: Opens both the home page and the MiniWeb view for this MiniWeb.

Note that other browsers do not support MiniWebs and always open the home page if the file name is not included in a URL.

Frames

You can hide all frames by unchecking the Show Frames field in the **Tools→Preferences→General** window. If you only want to hide frames occasionally, use the **Format→Frames→Hide Frames** menu item.

15 Setting Preferences

Image Display Method
AOLpress has two settings for image viewing. The default setting allows you to view transparent GIFs, progressive JPEGs, and ART files (used in AOL). If you notice that AOLpress crashes when loading images, change the **Image Display Method** to Photoshop4 JPEG.

Startup View
This field controls which page is displayed first when you start AOLpress (with no command-line arguments). You can choose any of the following:

♦ **Home Page**: Starts with the page specified in the **Home Page** field. Use an absolute (complete) reference to the page you want. If you specify only a file name, AOLpress looks for the file in its help folder on your local disk.

♦ **Blank Page**: Starts with a new, blank page open.

♦ **MiniWeb**: Starts with a new MiniWeb and a blank page.

♦ **Nothing**: Starts with no page open.

Network

Click the menu **Tools→Preferences→Network** to bring up the Network Preferences window. You use this window to control how AOLpress interacts with your network.

If AOLpress does not allow you to browse the Web, you may need to ask your system administrator how to set some of these fields.

Mail Address

Type your email address in the **Mail Address** field. The email address you provide is used as a return address for mail you send from AOLpress, as a password when you download files with anonymous ftp, and as an identification line on all HTTP requests.

SMTP Mail Host

Type the name of the SMTP (Simple Mail Transfer Protocol) mail host machine. This is a machine that takes care of putting email from your internal mail system into an accepted Internet format.

Most systems do not require you to specify the **SMTP Mail Host**. If you do not know whether your system uses SMTP or the name of the SMTP mail host, ask your system administrator.

Name Server

A name server interprets Web page addresses, and finds the addresses that correspond to the addresses.

Most systems do not require you to specify the **Name Server**. If you do not know whether you need to specify a name server, ask your system administrator. If you do need to specify a name server, type the IP address of the name server in these fields.

Proxy

AOLpress does not handle news, gopher, or WAIS requests directly. If you are browsing these kinds of links you have to specify a **Proxy** server. When AOLpress finds an access method it does not understand it sends it to the specified proxy server, which handles the request. For example, you may use a CERN httpd server, with a name in the form `hostname:port` (for example, `www.mycompany.com:81`). *Do not* type the leading `http://`.

If your site is behind a firewall, then you even need to proxy http (Web page) requests through that machine, so click the **Always Proxy** check box. However, you will not want to proxy domains inside your firewall, so list them in the "except these domains" field. If you use another server to proxy all http requests, you may not be able to browse directories on an AOLserver or publish your pages to an AOLserver, depending on the configuration of the proxy server you use.

If you are not behind a firewall, do not check the **Always Proxy** box. You only want to proxy non-http requests.

SOCKS Host

If your system uses the SOCKS protocol for firewall security, you should type the name of the SOCKS host in this field. You can allow pages stored on trusted domains (such as the domains on your side of the firewall) to skip the SOCKS checking by typing those domain names in the field provided.

Fonts

You can decide what fonts you want AOLpress to use in the pages you look at. This decision does not affect the fonts that other people see when they read your pages. Many browsers let people choose fonts for regular text and fixed-width text, so you should test your pages with a variety of fonts. (If you want to change the font your readers see, see page 75.)

➔ **To change the fonts:**

1   Choose the **Tools➔Preferences➔Font** menu item. You will see the Font Preferences window:

```
Font Preferences                                           ×
┌─Face and Point Size────────────────────┐  ┌──────────┐
│                                         │  │    OK    │
│ Fixed Width:   │Courier New      │▼│  │10│▼│  ├──────────┤
│                                         │  │  Cancel  │
│ Proportional:  │Times New Roman  │▼│  │12│▼│  └──────────┘
└─────────────────────────────────────────┘
```

2   You can choose a different font or font size for the **Proportional** font, which is the font used for most text and headings in your page.

3   You can also choose a different font or font size for the **Fixed Width** font, which is used for preformatted paragraphs and text in the HTML editing window. (Note that the Fixed Width font controls the font *but not the font size* of text formatted as "fixed pitch", "code", "keyboard", "sample", or "variable" within a non-preformatted paragraph.)

4   Click **OK** to apply the changes to your font preferences.

File extensions and MIME

When AOLpress loads a *local file* it attempts to handle it by looking at the extension on the file name, from which it can generate a MIME type. Then, it uses the MIME type and the external viewer you specify in the MIME Viewers preferences window to find out how to display the file.

(MIME stands for "Multipurpose Internet Mail Extensions." This standard identifies files sent across the Internet so the program that receives it can deal with it correctly.)

→ **To modify the list of file extensions:**

1 Choose the **Tools→Preferences→Extensions/MIME** menu item. You will see the Extensions/MIME Preferences window.

Currently
selected
file extension

MIME type
for this
file extension

2 Select a file extension from the scrolling list.

- **To add an extension:** Type a new file extension and a new MIME type. Then click **Add**. The new entry will be added before the selected entry. For example, you can add a file extension of `.doc` with a MIME type of `application/msword` to indicate that the files are Microsoft Word files. (You will also need to select `winword.exe` as the external viewer for this MIME type in order to have AOLpress open Microsoft Word automatically. See page 193 for details.)

   Or, you may want to add an entry with an additional file extension for a MIME type that is already listed.

- **To change an extension:** Change the file extension or the MIME type and click **Change**.

- **To delete an extension:** Select an entry and click **Delete**.

MIME viewers

When you follow a link to a file that AOLpress does not know how to display (for example, a video), AOLpress looks through the list of MIME viewers for a program to run to display the file. If there is no entry for the MIME type, AOLpress asks if you want to save the file on your local system.

→ **To add a MIME viewer:**

1 Choose the **Tools→Preferences→MIME/Viewer** menu item. You will see the MIME/Viewer Preferences window.

Currently selected MIME type

Location of external viewer for this MIME type

2 Type a MIME type. For example, you might type application/msword, which is the MIME type for Microsoft Word documents.

3 Type the file location of the viewer for these files in the **External Viewer** field. Or, you can click **Browse** to search for the file. For example, the location of the viewer for Microsoft Word files might be C:\MSOFFICE\WINWORD\WINWORD.EXE.

4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **External Viewer** field.)

5 To change a viewer, select the MIME Type, modify the viewer name, and click **Change**.

For a list of common MIME types, choose the **Tools→Preferences→Extensions/MIME** menu item. (The file extensions are used only when you load local files. For remote files, the MIME type of the file is used directly.)

These are some additional MIME types you might want to view:

```
application/commonground
application/macwriteii
application/msword
application/zip
application/x-framemaker
application/x-tcl
application/x-wais-source
text/tab-separated-values
```

MiniWeb icons

If you have files with additional MIME types in your MiniWebs, you can add icons for these file types. These icons will be shown when you use the Web or Tree view. (See page 161 for instructions on how to change individual MiniWeb icons.)

→ **To select an icon for a MIME type:**

1 Choose the **Tools→Preferences→MiniWeb Icons** menu item. You will see the MiniWeb Icon Preferences window.

Currently selected MIME type

Location of icon for this MIME type

2 Type a MIME type. For example, you might type `application/msword`, which is the MIME type for Microsoft Word documents.

3 Type icon file' location in the **Icon Location** field. Or, click **Browse** to search for the file. You can use gif, jpeg, or xbm file containing a 32x32 pixel image.

4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **Icon Location** field.)

5 To change an icon, select a MIME Type, change its icon location, and click **Change**.

15 Setting Preferences

Sites

This window lets you store a list of folders on your local drives and server sites on which you can save pages. AOLpress uses this list in various places. For example, the list in this window appears in the **Drives / Sites** field in the **File→Open** window.

The list can contain more than AOLserver locations. You can add any folder on your local drives, any directory on a server on which you publish pages, or any MiniWeb to this list.

→ **To add a new server or folder location:**

1 Choose the **Tools→Preferences→Sites** menu item. You will see the following preferences window.

Site Preferences

Site Location:

```
http://www.aolpress.com
http://www.primehost.com
http://www.aol.com
```

Done
Cancel
Add
Change
Delete
Help

2 Type the URL or location you want to add in the **Site Location** field.

You can add your AOL personal publishing directory, your PrimeHost hosting service directory, other AOLserver directories, local drives and folders, MiniWeb locations, FTP paths, and email addresses to this list. (See page 179 for details on FTP and email URLs.) You can also add directory URLs on any server that supports and enables the HTTP (Hypertext Transfer Protocol) PUT protocol, as AOLserver does.

3 Click **Add**. The location you added will now be listed when you are prompted for a drive, MiniWeb, or site location.

Animation

You can change the animation in the upper-right corner of a window when a page is being loaded. In the future, the http://www.aolpress.com/ Web site may contain additional animation files for you to download. AOLpress will prompt you to save the file and then ask if you want to use the file as the default animation.

Configure toolbar

You can add or remove icons from the AOLpress toolbar so that the commands you use most often are easy to select.

➔ **To change the set of toolbar icons:**

1   Choose **Tools➔Preferences➔Configure Toolbar**. You will see this window.

```
Configure Toolbar                              ×
 ┌────────────────────────────┐   ┌─────────┐
 │ Select buttons for the toolbar: │   │   OK    │
 │ Use the control key to make   │   └─────────┘
 │ disjoint selections.         │   ┌─────────┐
 └────────────────────────────┘   │ Cancel  │
                                   └─────────┘
 ┌───────────────────────────┐▲   ┌─────────┐
 │ New MiniWeb              │   │ Default │
 │ New Page                │   └─────────┘
 │ New FrameSet            │   ┌─────────┐
 │ Open                    │   │ Revert  │
 │ Save                    │   └─────────┘
 │ Save As                 │
 │ Copy File               │
 │ Delete File             │
 │ Print                   │
 │ --------                │
 │ Undo                    │
 │ Redo                    │
 │ --------              ▼ │
 └───────────────────────────┘
```

2   *Hold down the Ctrl key*, which lets you select multiple items that are not sequential.

3   While you hold down the Ctrl key, click on unselected items you want to add to the toolbar. Also, click on selected items you want to remove from the toolbar. Select the "-----" items in places where you want a wider space between buttons.

4   If you forget to hold down the Ctrl key, you can click the **Revert** button to return to the selections shown when you opened the Configure Toolbar window. Or, you can click the **Default** button to return to the default toolbar settings.

5   Click **OK** when you have selected the toolbar buttons you want.

Another way to configure the toolbar is to add toolbar navigation buttons to your pages. See page 110 for details.

15 Setting Preferences

Setting Preferences
Configure toolbar

Chapter 16
AOLpress Quick Reference

What you'll find in this chapter:

Page window

Page window toolbar

The Toolbar gives you quick access to frequently used commands such as **Cut**, **Copy**, **Paste,** and **Copy URL**. There is also a **MiniWeb** icon and a **Page** icon. See page 197 for information about customizing the toolbar.

Cut · Copy · Paste · Copy URL · Link · Image · Horiz. Rule

Bigger Font · Smaller · Color · Align Left · Center · Bulleted List · Numbered · Page Attributes

Page

MiniWeb

Create Table · Show HTML · Spell Check · Check Links · Reload · Backward · Forward · Stop

Page window menus

The sections that follow give you a quick list and description of all the menu items you see when you are using a Page window.

File menu

You use the **File** menu to operate on pages either locally or remotely over the network.

```
File
  New                    ▶
  Open...           Ctrl+O
  Open Recent            ▶
  Close

  Save              Ctrl+S
  Save As...

  Import...
  Copy File...
  Delete...

  Print Setup...
  Print...          Ctrl+P

  Upgrade AOLpress...

  Exit
```

New Page	Lets you create a new page, a new MiniWeb, or a new Frameset containing one frame.
Open	Lets you browse (locally or remotely) for files or specify the URL directly. You may also choose how to use the file (for example, you can open an HTML page as a Text page and see the tags).
Open Recent >	Shows a list of recent pages from windows you have closed during the current session.
Close	Closes the current page. Prompts if you have unsaved changes.
Save	Saves the current page.
Save As	Lets you save the page locally or on the network. You can choose formats and other options.
Import	Lets you import a text file or image into the current page.
Copy File	Lets you copy a file from anywhere locally or on the network to anywhere else.
Delete	Lets you browse for files and delete them.
Print Setup	Lets you choose a printer and its settings.
Print	Lets you send the current page to a printer.
Upgrade AOLpress	Opens a page of information about downloading the latest version.
Exit	Exits. Prompts if you have unsaved changes.

Edit menu

You use the **Edit** menu to modify your pages.

```
Edit
Undo            Ctrl+Z
Redo            Ctrl+Y

Cut             Ctrl+X
Copy            Ctrl+C
Paste           Ctrl+V
Clear
Select All      Ctrl+A

Copy URL of Page  Shift+Ctrl+C
Paste URL         Shift+Ctrl+V

Find / Replace...  Shift+Ctrl+F
Find Next          Ctrl+G
```

Undo	Undoes the last edit (some operations, like Insert File may not be undone). There is no limit to the number of Undos.
Redo	Reverses the last **Undo**.
Cut	Saves selection to the clipboard and deletes it from the page.
Copy	Saves the selection to the clipboard.
Paste	Transfers the contents of the clipboard to the current page, either at the current insertion point or in place of the selection. If the clipboard contains a URL from a **Copy URL** command, acts like the **Paste URL** command.
Clear	Deletes the selection without saving it.
Select All	Selects the entire page.
Copy URL of Page	Saves the URL of the current page (or if the selection contains a link then the URL in the link) into the clipboard in such a way that pasting it yields a link.
Paste URL	Equivalent to **Paste**, except the URL is pasted and the selection (if there is one) becomes the anchor to a hyperlink. If there is no selection, then the URL is added as text for the new anchor.
Find/Replace	Invokes the **Find/Replace** window. This provides several options for finding and replacing text.
Find Next	Repeats the last **Find** without presenting a window.

Element menu

You use the **Element** menu to add special features to your page.

```
Element
    Get Attribute...        Shift+Ctrl+G

    Horizontal Rule
    Forced Line Break   Shift+Return

    Link...                 Ctrl+L
    Anchor...
    E-mail Link...

    Image...
    Image Map...

    Unlink

    Java Applet...
```

Get Attribute	Allows you to set various attributes for the selection (for example, if you select a link, you see the **Link** window).
Horizontal Rule	Adds a horizontal line at the insertion point.
Forced Line Break	Forces a line break at the insertion point.
Link	Lets you attach a link to the current selection. If the selection already contains a link, lets you alter or remove the link.
Anchor	Lets you attach a name to a point in the page. You can use this name in links that move to this point in a page.
E-mail Link	Displays the Email Link window, in which you can type an email address that the link should allow readers to send email to.
Image	Lets you insert an image into the page and align text with it.
Image Map	Lets you make the selected image into a clickable image with multiple links.
Unlink	Removes the currently selected link.
Java Applet	Inserts a Java applet and lets you set parameters, size, and alignment.

NEW!

16 AOLpress Quick Reference

Format menu

The **Format** menu adds structure and modifies the appearance of your page.

Format	
Exit Format	Ctrl+M
Remove Format	
Type Style	▶
Type Size	▶
Type Color	▶
Heading	▶
Paragraph	▶
List	▶
Form...	
Show Border	
Page Attributes...	
Frames	▶

Exit Format	Creates a new paragraph outside the current format item (for example, list, form, heading, preformatted paragraph, etc.) and puts the cursor there.
Remove Format	Removes current formatting. If the cursor is in a list, heading, ... it undoes the formatting of the entire list, heading, etc.
Type Style >	A submenu lets you emphasize text in various ways.
Type Size >	A submenu lets you make text bigger or smaller.
Type Color >	A submenu lets you choose a color for the selected text.
Heading >	A submenu lets you use one of six levels of headings.
Paragraph >	A submenu lets you create one of several types of paragraphs. It also lets you align text horizontally.
List >	A submenu lets you create one of three types of lists—Numbered, Unnumbered, Definition. It also lets you reverse terms and definitions in a Definition list.
Form	Inserts a form and prompts you for the URL of a script on your server that runs when the form is submitted.
Show Borders	Draws a border around forms and lists so you can see where they end. When the borders are shown, this command changes to **Hide Borders**.
Page Attributes	Lets you change the background and text colors of your page.
Frames	A submenu lets you edit frames in a Frameset page.

NEW!

Table menu

The **Table** menu lets you create and format tables in your pages.

```
Table
    Create Table...
    Alter            ▶
    Split Cell
    Merge Cell...
 ✓  Normal Cell
    Header Cell
    V Align Row      ▶
    V Align Cell     ▶
    Center Table
```

Create Table	Lets you create a table and specify the number of rows and columns and set the spacing and border width.
Alter >	Lets you modify the number of rows and columns and the spacing and border width.
Split Cell	Lets you split a cell that has been merged.
Merge Cell	Lets you merge several cells into a single cell.
Normal Cell	Turns a header cell into a normal cell.
Header Cell	Turns a normal cell into a header cell.
V Align Row	Aligns contents of an entire row to the top, middle, or bottom.
V Align Cell	Aligns the contents of one cell to the top, middle, or bottom.
Center Table / Uncenter Table	Centers or uncenters the table your cursor is in.

NEW!

16 AOLpress Quick Reference

Tools menu

The **Tools** menu lets you show information about your page and customize the behavior of AOLpress

```
Tools
    Show HTML...
    Spell Check...        Shift+Ctrl+E
    Webize Directory...
    Check Links...
    Search Server...
    Administer Server...
    Administer Page...               ▶
    Page Helpers
    Preferences                      ▶
```

Show HTML	Lets you view and edit the HTML tags for the current page.
Spell Check	Lets you check the spelling of your document.
Webize	Turns existing folders into MiniWebs.
Check Links	Checks to make sure all URLs referenced by the page exist.
Search Server	Opens a page listing all the tables on the server with links for searching each table. (Not supported unless you have the Commercial or Dedicated level of the hosting service or your own server. See the server documentation.)
Administer Server	Opens a page with links to the server administration functions. (Not supported unless you have the Commercial or Dedicated level of the hosting service or your own server. See the server documentation.)
Administer Page >	Lets you set various options for a page on the server. (Not supported unless you have the Commercial or Dedicated level of the hosting service or your own server. See the server documentation.)
Preferences >	Lets you set preferences for a variety of behaviors.

Browse menu

The **Browse** menu lets you find and display new or old pages.

```
Browse
Backward        Ctrl+B
Forward         Ctrl+F
Stop            Shift+Ctrl+S
Reload Page     Shift+Ctrl+R
Load Images
Global History...
Hot List...
Add To Hot List
```

Backward	As you follow hyperlinks in the Web, a history of pages is stored. This item lets you backtrack through the history.
Forward	Moves forward through the page history after you backtrack.
Stop	Aborts any outstanding requests from this window to read files.
Reload Page	Reloads the current page (and all images in it) from the Web.
Load Images	Reloads all the images in the current page.
Global History	Lists all pages you have viewed in this session in any window. You can view one by double-clicking on it.
Hot List	Shows the list of pages you have added to this list. You can view one by double-clicking on it or pressing **Fetch**.
Add to Hot List	Adds the current page's URL to the Hot List.

Window menu

The Window menu appears under Microsoft Windows only. It lets you arrange the Page and MiniWeb windows in your workspace.

```
Window
Tile
Cascade
Arrange Icons
√1 Please title this page. (Page 1)
```

Tile	Arranges your windows side-by-side or bottom-to-top.
Cascade	Arranges your windows so they overlap and titles are visible.
Arrange Icons	Arranges icons of minimized Page and MiniWeb windows.

Help menu

The **Help** menu provides a variety of ways to get more information on AOLpress.

```
Help
   Contents...
   Search For Help On...

   Online Resources...
   FAQ...
   Tutorial...
   Tech Support...

 ✓ Show Tool Tips
 ✓ Show Page Popups

   About AOLpress
```

Contents	Shows the table of contents for the documentation with links to each section.
Search for Help	Lets you search for keywords in the documentation.
Online Resources	Provides access to clip art and other resources.
FAQ	Answers Frequently Asked Questions
Tutorial	Teaches you how to use the software
Tech Support	Shows email addresses and telephone numbers for technical support. The _**mail**_ link lets you send us an email message.
Show Tool Tips	Lets you turn on and off the labels that appear for toolbar items when you place the mouse over them.
Show Page Popups	Turns on and off popups of the HTML for selected text and links that appear when you place the mouse over them.
About AOLpress	Shows the version number of your copy of the software.

NEW!

MiniWeb window

MiniWeb window toolbar

The toolbar gives you quick access to frequently used commands.

New MiniWeb · New Page · Open · Import · Save As · Cut · Copy · Paste · View as Web · View by Name · View by Title · Webize · Check Links · Spell Check · Stop

MiniWeb window menus

The sections that follow list the menu items you see in a MiniWeb window.

16 AOLpress Quick Reference

File menu

The **File** pull-down menu lets you operate on MiniWebs and pages locally or remotely over the network. It is identical to the File menu in the Page window, except it also contains the **New Java** and **Print Graph** items.

```
File
  New                    ▶
  Open...          Ctrl+O
  Open Recent            ▶
  Close

  Save             Ctrl+S
  Save As...

  Import...
  Copy File...
  Delete...

  Print Setup...
  Print...         Ctrl+P
  Print Graph...

  Upgrade AOLpress...

  Exit
```

Most of the items in this menu do the same thing when you are in a MiniWeb window as they do when you are in a Page window. These are the few differences:

New Java	Opens a window in which you can type the code for a Java applet.
Close	Closes the MiniWeb window. Prompts you to save any unsaved pages.
Save	Saves the MiniWeb.
Save As	Lets you save the MiniWeb either locally or on the network. Lets you choose formats and various options.
Import	Lets you import a file into the current MiniWeb. You can also import the images in the page along with the page.
Print	Prints all the pages in the current MiniWeb.
Print Graph	Prints the current MiniWeb view to the selected printer.

Edit menu

The **Edit** menu lets you modify your MiniWeb. It is similar to the Edit menu in the Page window, except it does not have the **Undo**, **Redo**, and **Select All** items. It contains additional items to **Find Page**, **Set Title**, **Set Icon**, **Make Icon**, **Set Help**, and **Set Stationery**.

```
Edit
  Cut              Ctrl+X
  Copy             Ctrl+C
  Paste            Ctrl+V
  Clear

  Copy URL of Page Shift+Ctrl+C
  Paste URL        Shift+Ctrl+V

  Find / Replace...  Shift+Ctrl+F
  Find Next          Ctrl+G
  Find Page...

  Set Title...
  Set Icon...
  Make Icon
  Set Help...

  Set Stationery
```

Cut	Saves the selected page or other file to the clipboard and deletes it from the MiniWeb.
Copy	Saves the selected page or file to the clipboard.
Paste	Transfers the contents of the clipboard to the current MiniWeb. You can paste from a MiniWeb to a Page window, but you can't paste from a Page window to a MiniWeb.
Clear	Removes the selected page from the MiniWeb. If there are still links to that page it is shown in faint gray. The icon cannot be removed until all links have been broken.
Copy URL of MiniWeb/Page	If nothing is selected, copies the URL of the MiniWeb into the clipboard. Otherwise it copies the URL of the selected page.
Paste URL	Equivalent to **Paste**.
Find/Replace	Lets you find text in any page in the MiniWeb.
Find Next	Finds the next occurrence of the text in any MiniWeb page.
Find Page	Lets you select a page in the MiniWeb by typing its file name.
Set Title	Lets you set a title to be shown in the status bar when you place the mouse cursor over a file in the MiniWeb.
Set Icon	Lets you change the MiniWeb icon for the currently selected file.

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Make Icon	Uses the actual image as the MiniWeb icon for the currently selected image.
Set Help	Lets you specify a file that provides help when you double-click on a file in the MiniWeb.
Set Stationery	Sets the currently selected Page as a "stationery" file for this MiniWeb. When a new page is created, the stationery page is used to initialize it.

View menu

The **View** menu helps you manage the appearance of the MiniWeb.

```
View
  Clean Up          Ctrl+W
  Display Control...
√ Web
  Tree
  Name
  Title
  MIME Type
  Zoom In
  Zoom Out
  Normal Size
```

Clean Up	Realigns all items in the MiniWeb view.
Display Control	Lets you hide various types of files in the MiniWeb view.
Web	Displays the MiniWeb as a graphical web.
Tree	Displays the MiniWeb as a graphical tree.
Name	Displays the MiniWeb as list sorted by file name.
Title	Displays the MiniWeb as list sorted by page title.
MIME Type	Displays the MiniWeb as list sorted by type of file.
Zoom In	Makes the MiniWeb icons larger and shows a smaller area.
Zoom Out	Makes the icons smaller and shows a larger area.
Normal	Goes back to the default icon size.
List Links To	Shows links to each file if checked.
List Links From	Shows links from each file to other files if checked.

Tools menu

The **Tools** menu in the MiniWeb window does not contain the **Show HTML** and **Administer Page** items from the Page window. In addition, the MiniWeb version of this menu contains the **Administer MiniWeb** item.

```
Tools
Webize Directory...

Check Links...
Spell Check...

Search Server...

Administer Server...
Administer MiniWeb    ▶
Preferences           ▶
```

Webize	Lets you turn existing folders into MiniWebs.
Check Links	Runs through the links in all the pages in the MiniWeb and checks to make sure the URLs they reference exist.
Administer MiniWeb	Lets you set the **Permissions** options for a MiniWeb stored on a server.(Not supported unless you have the Commercial or Dedicated level of the hosting service or your own server. See the server documentation.)

Browse menu

The **Browse** menu in the MiniWeb window is a subset of the Browse menu in the Page window. It has only the **Stop**, **Global History**, and **Hot List** menu items.

Window menu

The **Window** menu in the MiniWeb window is the same as the Window menu in the Page window.

Help Menu

The **Help** menu in the MiniWeb window is the same as the Help menu in the Page window.

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Using the mouse

➜ **Using the mouse on a Macintosh:**

■ If the instructions in this manual say to "right-click" with the mouse, hold down the command (apple or cloverleaf) key and click the mouse.

➜ **Select text with the mouse:**

■ To set the insertion point, click the mouse.

■ To set the insertion point in a link, use CTRL+click to avoid following the link (hold the CTRL button down and click the mouse).

■ To select a block of text, hold the mouse button down and sweep over the letters or words you want to select.

■ To extend any selection to the current mouse position, SHIFT+click (hold the SHIFT button down and click the mouse). Or, click with the right mouse button.

■ To select a single word, double-click anywhere on the word.

■ To select a whole paragraph, triple-click anywhere in the paragraph.

■ To select the whole page, quadruple-click anywhere in the page.

■ Click in the margin to select parts of a page:

  ■ single-click selects a line
  ■ double-click selects a paragraph

➜ **Use the mouse for other miscellaneous tasks:**

■ As you move the mouse, the status bar shows the link destinations you move over.

■ If you click on a link, the link is loaded into the current window. If you double-click on a link, it is loaded into a new window.

■ If you hold down the mouse button on a link and drag the pointer into another AOLpress page window and then release, then that window follows the link.

■ If you depress the mouse on a link and drag the pointer into a MiniWeb window, that page being linked to is inserted into the MiniWeb.

■ If you depress the mouse on a link and drag the pointer out of any AOLpress window, then a new window is created to follow the link.

■ If you hold down the right mouse button (on the Macintosh, hold the command key down and press the button) on a link and drag the cursor to another window, a link is made to the URL of the original link. The link is inserted where you release the mouse. If you release the mouse on top of a selection, the selection is bound to the link, otherwise the title of the page is inserted and used as the link.

■ If you click on the icon of an image that has not been loaded (either because you clicked the **Stop** icon, or because image loading is turned off) then it is loaded.

Chapter 17
What's New in V2.0?

What you'll find
in this chapter:

This version of AOLpress allows you to create frames within Web pages, has a cleaner look, and gives you faster responses.

In this book, the icon to the left identifies new features in this version. If you are using an earlier version, these features will not be available. To find out how you can upgrade to AOLpress v2.0, please visit our Web site (http://www.aolpress.com/).

Frames

Frames let you divide the page window into sections that can be scrolled separately. See page 122 for details on how to create and control frames with AOLpress.

New window design

The windows in AOLpress are cleaner and clearer.

The **Absolutize/Relativize** buttons have been replaced with smaller **Abs/Rel** buttons.

Creating pages

The **File** menu contains a **New** submenu that lets you create any of the following items: **Pages**, **MiniWebs**, and **FrameSets**.

If you install the 32-bit version of AOLpress and choose "Posix" in the **MiniWebs Create As** field in the **Tools➜Preferences➜General** window, you can use file names longer than 8 characters and file extensions longer than 3 characters with Windows 95.

Links

You can create an e-mail link by choosing the **Element➜E-mail Link** menu item. Then type the e-mail address of the person you want the link to send mail to. If you select text before choosing **Element➜E-mail Link**, that text will become a link. If you did not select anything first, the e-mail address will automatically be added to the page and linked.

If you leave your mouse cursor motionless over a link for a second, AOLpress shows the link location in a blue popup area. You can turn off these popups by choosing **Help➜Show Page Popups**. (Windows only)

You can create "bulletins" for links and for pages. (Bulletins can also allow you to notify users of Smart Bookmarks when you update your pages. See http://www.firstfloor.com for details)

◆ To create a bulletin for a link, choose the **Element➜Link** menu item and click the **Bulletin** button.

◆ To create a bulletin for a page, choose the **Format➜Page Attributes** menu item and click the **Bulletin** button.

◆ Creating a bulletin also stores a bulletin with the date the bulletin was created in Universal Time (GMT).

Images

AOLpress displays transparent GIF images correctly even if your images are on top of a background image. AOLpress can also display progressive JPEG images.

You can set the width and height of an image in the window you see when you choose the **Element→Image** menu item. (You can still resize images by dragging the border with the mouse.) To reset the width and height to the actual size of the image, open the Image window and remove the values from the **Width** and **Height** fields. When you click **OK**, the image returns to its actual size.

AOLpress has two settings for image viewing. The default setting allows you to view transparent GIFs, progressive JPEGs, and ART files (used in AOL). If you notice that AOLpress crashes when loading images, change the **Image Display Method** to Photoshop4 JPEG in the **Tools→Preferences→General** window.

Tables

You can convert a table to ordinary paragraphs by putting the cursor in the table and choosing the **Format→Remove Table Format** menu item.

You can center a table by putting the cursor in the table and choosing **Table→Center Table**. You can uncenter a table by choosing **Table→Uncenter Table**.

MiniWebs

MiniWebs now have a white background. The links in a name or title MiniWeb view have a colored background.

Server-side include editing

If you use "server-side includes (SSI)" (also called "server-parsed HTML") to automatically include other files, environment variables, or the results of programs in your pages, you can now edit your source code with AOLpress (if your pages are stored on a v2.0 or later AOLserver).

To make AOLpress always load the unparsed source files, choose **Tools→Preferences→General** and put a check in the "Unparsed" box for Server Side Includes. If you are viewing the HTML for a page, you can choose **File→Reload Unparsed** to see the unparsed source and **File→Reload Parsed** to see the parsed results.

HTML support

When you highlight something in your page and leave your mouse cursor motionless over the selection for a second, AOLpress shows the HTML code behind the selection in a pink popup area. You can turn off these popups by choosing **Help➔Show Page Popups**. (Windows only)

When you choose **Edit➔Find/Replace** from a MiniWeb window, you can choose to search the HTML behind your pages by putting a check mark in the **Search HTML** box. Normally, AOLpress searches only the text that is visible in your pages.

The following HTML features are supported if you add them to your pages by editing the HTML directly.

♦ The WRAP=Physical attribute for a TEXTAREA in a form is supported. (However, WRAP=Virtual is not supported.)

♦ Netscape's <SPACER> tag is supported

♦ There is minimal support for the STYLE attribute and cascading style sheets on the <SPAN> and <DIV> tags.

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