F O R   W I N D O W S   A N D   M A C   O S

Claris Home Page 3.0

USER'S GUIDE

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Chapter 1: Planning your Web site

Welcome to the Claris Home Page application from Claris Corporation. Claris Home Page is a powerful Web authoring tool you can use to create Web pages quickly and easily. This guide explains how to use Claris Home Page to author your Web pages for publishing on the World Wide Web.

Note You can visit the Claris Web site for the latest information on Claris Home Page, at http://www.claris.com/.

Hypertext Markup Language (HTML) is a language used to display documents on the World Wide Web so they can be viewed from any platform (such as UNIX, Windows, and Macintosh). You don't need to know HTML in order to author Web pages because Claris Home Page provides the HTML tags for you. On the other hand, Claris Home Page provides you a way to work directly in the HTML source and add your own HTML tags if you want.

Spend some time planning your Web site so that the organization and visual presentation of your Web pages communicate your intent effectively. When you are ready to build your site, you can use the Claris Home Page Site Editor to view and edit your site's organization. In the Site Editor, you can also perform other tasks, such as creating pages, checking the download time of your site, and uploading your files to the Web.

Designing the structure of your Web site

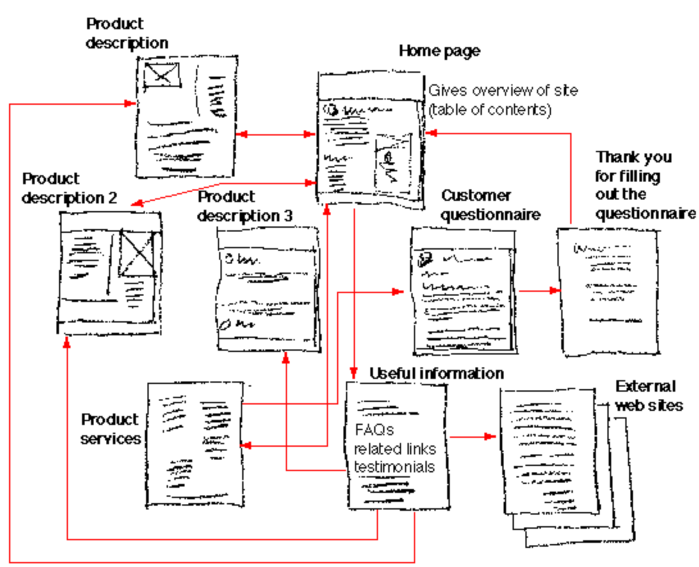
Designing your Web site begins with planning the purpose of the site, what the content will be, and how you want to structure it. A well-designed Web site can make it easy for your audience to navigate and get the information you want them to receive. It can also make it easier for you to manage and update later on.

Planning the purpose and content of the site

Perhaps the most important consideration is figuring out how your site will serve your intended audience. Your site may provide entertainment, or a special service, such as access to reference materials, advertising, or sales of goods and services. Your site could include a questionnaire that solicits information from your viewers. Knowing what information your viewers want and how often you should update that information will help you maintain your site so that it's fresh and useful. The more you know about your audience, the better you can serve them with your site.

Outlining the structure of the site

When you plan your site, you may want to experiment with several designs for organizing information, and consider multiple ways people can navigate to the individual pages in your site. Most people will experience your site one page at a time with the home page as the starting page. The home page will often have some sort of table of contents that describes what's on the site. Sketching an outline or flow chart of your site can illustrate the home page and how it will link to the other pages in the site. You can resolve any design issues and change the overall structure of the site before you create the actual pages and links in Claris Home Page.



It's always possible that someone may arrive at another page in your site first. For example, someone using a search engine such as Yahoo or Alta Vista may search for a keyword that appears somewhere within your site, but not on the home page. For this reason, it's a good idea to include a link on all of the pages in your site that goes back to the home page.

Deciding what to include in your Web pages

Claris Home Page provides several ways to display information in your Web pages. The options you use depend on the type of information you want to include.

Deciding what to include in your Web page can also depend on who your audience is and which browsers they'll be using. Older browsers that don't support the current version of HTML won't necessarily support all of the latest options, such as tables, frames, text fonts and color, or plug-ins for databases, movies, sound, and applets.

Using common elements to create a theme

Repeating common elements in your site can be effective for tying information together and communicating the main message of your site. Using company logos, slogans, mottos, and special graphics are good examples of this. You can also take this a step further and use art for the background of your pages, special images for buttons, and color schemes for text and images. More subtle effects for creating a unifying theme across your Web pages include naming your links consistently, having special placement of text and images, and using bold and italics in your pages.

You can create your own Claris Home Page libraries to save these special design effects and common elements and then use them for each new page you create. In addition, you can save any page you create as an HTML template, and use this template to create more pages for your site.

Including text and images in your pages

Text and images are the basic visual elements you see in most Web sites and are supported by all versions of HTML. Claris Home Page provides ways to use text and images to build a Web site easily. In Claris Home Page, you can type text as you would in a word processor, and the appropriate HTML is inserted for you. If you want to include some special characters, such as the copyright symbol, in your site, you can use Claris Home Page to format the symbols as HTML so that they appear in all browsers. You can also bring text you created in another application into a Web page and easily apply HTML formatting styles to it.

When you use images other than JPEG or GIF, Claris Home Page converts them, if possible, to GIF format, one of the standard image formats recognized by Web browsers. Claris Home Page includes libraries of GIF images you can use in your pages. You may decide to use images instead of text for your links in a table of contents or navigational list, so that you associate information graphically to other pages in your site. When selecting images for your site, keep in mind that larger, complex images that incorporate many colors and textures, can significantly add to the download time of a page.

You can easily get an estimate for download time of your pages using the Document Statistics feature. (See "Using the Statistics window" on page 2-14 for more information.) Word counts for your pages are also available through this feature.

Tip If you use black and white or one-color images on your pages, they download faster.

Using tables or frames for page layout

In addition to using tables for organizing information into rows and columns, you can hide the borders and use tables to design the page layout. You can simulate tabs and margins in HTML by placing text and images in table cells that are uniformly spaced apart. You can then use this table for all pages in your site. (See "Saving a page as a template" on page 2-25.)

A frame page is another useful way for controlling how information is displayed in your site. You can use frames to display simultaneous views of your Web pages, so that your viewers can navigate through your site in the same window. The disadvantage in using frames, however, is that not all browsers support frames—if you decide to use frames, consider setting up alternate pages for those browsers that don't support them.

Horizontal rules also offer alternative ways of controlling the layout of your Web page. Horizontal rules are objects you can use to divide your pages into sections. You can align them to the right, left and center of the page and change their length, width, and shading.

Including forms or a database on your site

Claris Home Page supports making your Web site interactive through the use of forms in your pages. You can use forms to solicit information from your viewers, whether you are prompting them to sign a guest book, to fill out a questionnaire, or to search your database of goods so they can place an order.

To use forms, you will need a Common Gateway Interface (CGI) script to process data back and forth between your viewer's browser and the Web server where your site is published. For more information, see chapter 9, "Adding forms to your Web page."

Claris Home Page also lets you link to a FileMaker Pro 4.0 database in your page, so that you can use the integrated Web server capabilities of FileMaker Pro, instead of a CGI script, to process form data. Use the FileMaker Connection Assistant and FileMaker form libraries to create form pages that readily connect to the database.

Including movies, sound, or animation

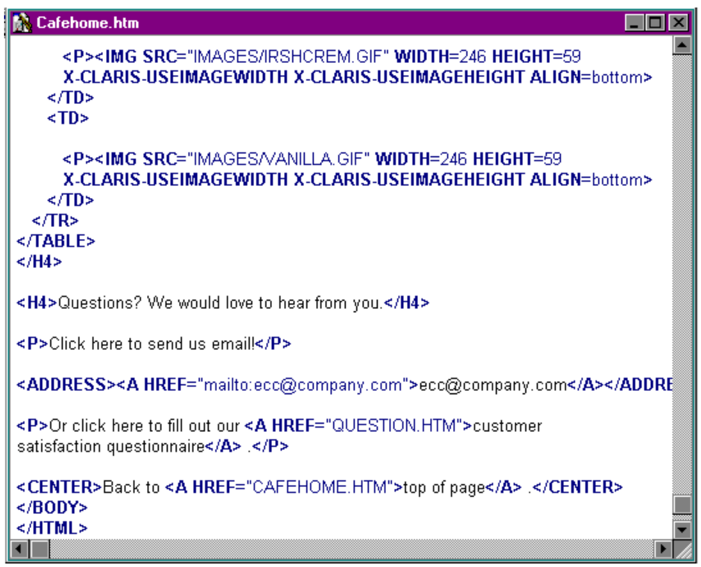
You can use Claris Home Page to set up pages that feature movies, sound, and animation for your Web audience. A browser plug-in application is required for these files to display on your Web pages. Plug-ins are small add-on applications for viewing various types of information like multimedia and data processing. If you decide to include any elements that require a plug-in to work, your site should provide a link to the plug-in itself, so your viewers can download it. As a courtesy to your viewers, it's also a good idea to provide brief instructions for putting the plug-in in their browser's preferences folder.

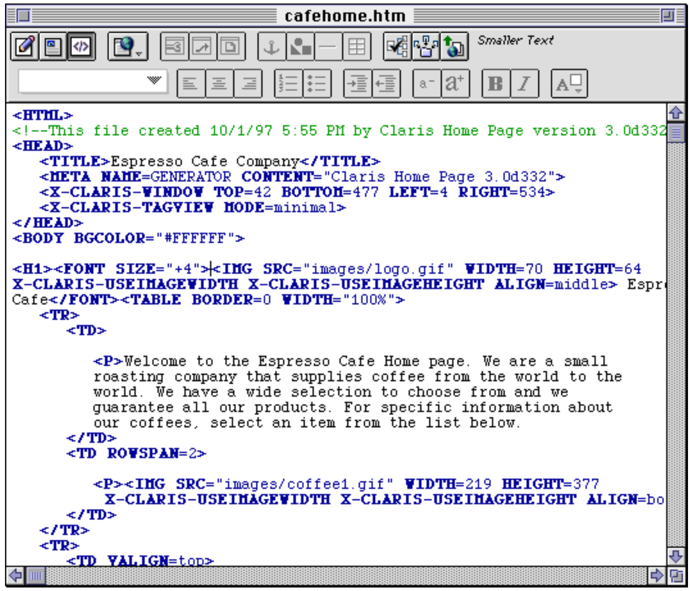
Including applets (small applications)

Applets, such as those written in the Java programming language, provide added functionality and multimedia effects to your Web pages. Java applets can be used to create special effects, such as clocks, calculators, and other interactive elements. Other types of applets are in the process of being developed in other programming languages (such as ActiveX). You can use Claris Home Page to add a Java applet to your Web page and to customize its parameters.

Including your own additional HTML

If you're knowledgeable about HTML, you can modify the source of your Web page using Edit HTML Source mode. This mode shows you the underlying HTML enable/disable tags that describe the structure and function of the page contents. You can also use the object editors to add your own HTML code to each page element as you work in Edit Page mode.





Tip Because you can view the HTML source for any page on the World Wide Web, looking at the source of pages you like is a great way to get design ideas and learn more about HTML.

Setting up the site

Before you begin creating the Web pages for your site, use Claris Home Page to set up a folder for storing the files in a single location. Defining the site in Claris Home Page allows you to view all the site files you create in the Site Editor. You can use the Site Editor to open the files, add new Web pages to the site, and apply document options to one or more pages in the site. Use the Site Editor to create a mirror of your site as it will be published on the Web and then use it to verify the links and upload the files to the server when you're ready.

Your Internet service provider or Web server administrator may require that your site have a home page. The home page, usually named "index.htm," is the point of entry for your site and is the first page linked to the domain name in the URL for your site.

Tip You can create multiple sites within one main site folder by naming all the home pages in their respective site folders the same file name (such as index.htm).

It's also a good idea to set up an images folder when you set up your site to contain all of the images that you insert into your Web pages. You can set this folder to be the default folder for storing images Claris Home Page automatically converts to GIF format.

To set up a site:

- Create a site folder to contain your pages and associated site files
- Define the site in Claris Home Page to use the Site Editor as you work
- Create a media or images folder within the site folder to store all the JPEG, GIF , and media files referenced by your Web pages
- Set the default media folder so Claris Home Page will automatically store all files it converts to GIF in the specified folder
- Use the Site Editor to keep track of the site contents

Defining a new site

Defining a site in Claris Home Page allows you to view the organization of all the site's files in the Site Editor. You can define your site in Claris Home Page based on the contents of a folder. When you define a site, Claris Home Page creates a site definition file that stores the site information in the site folder and opens the Site Editor.

To define a site using a new empty folder:

1. Start Claris Home Page.

For more information, see "Starting Claris Home Page" on page 2-1.

2. Choose New from the File menu.

3. In the New dialog box, click Create New, select Empty Site from the scrolling list, and click OK.

4. In the Save As dialog box, navigate to the location where you want to store the site.

5. Type the name for the site folder in the File Name text box (Windows) or the Save Site Folder As text box (Macintosh).

6. Click Save.

The Site Editor opens and displays the new site folder and its contents.

To define a site using an existing folder:

1. Start Claris Home Page.
2. Choose Open Folder as Site from the File menu.

   The Browse for Folder dialog box (Windows) or the Select a Folder dialog box (Macintosh) appears.
3. In the dialog box, navigate to the folder you want to define as the site folder and click OK (Windows) or Select Folder Name (Macintosh).

   The Site Editor opens and displays the contents of the site folder you specified.

Note Claris Home Page creates a site definition file, which defines the site based on the contents of the site folder and stores FTP login settings that you need to upload your site. The site definition file has the extension .wst and resides in the site folder. For more information see "Specifying the Web server account" on page 12-8.

As you develop your Web site, you can use the Site Editor to view the contents, open files, or create new pages in the site. You can also make document changes to any of the pages, such as changing the background color. When your Web site is complete and ready for publishing, you can use the Site Editor to upload all your files to the Web in one step. See "Using the Site Editor" on page 2-27 for more information.

Setting up the media folder

A media folder is useful to have inside your site folder for containing all the images, movies, and other media files for your site. You can create this media folder on your computer, or have Claris Home Page create one for you and then use it for consolidating media into one location.

To create a media folder using Claris Home Page:

1. Open the Site Editor by choosing Open Folder As Site from the File menu and selecting the site folder where you want to store the images folder.
2. In the Site Editor, click the Consolidate button  on the toolbar.

   If you have open or unsaved files, a message appears prompting you to save the unsaved files. Click OK to continue.

   The Consolidate dialog box appears.
3. In the Consolidation dialog box, type the name of the media folder in the Media folder name text box.

   Claris Home Page creates a folder and places it inside the site folder.

4. Click Consolidate.

For more information about consolidating images, see "Consolidating media files" on page 12-4.

To set the media folder to store all images that Claris Home Page converts to GIF format:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).

2. Click the Images tab in the dialog box.

3. Click Convert and save automatically to directory.

4. Click Browse to choose your media folder.

For more information, see "Specifying the default converted images folder" on page 4-3.

Previewing and testing your site

There are many factors that affect the final presentation of your site on the Web, many of which are beyond the Web designer's control. For example, your audience might be using all kinds of different computer systems with or without a capacity for displaying graphics. Your audience may also have different types of connections to the Web, different modem speeds, and different preferences settings in their Web browsers. While you may not be able to control these factors, you can preview the design of your pages in different Web browsers and provide alternative ways for viewing your site.

Claris Home Page provides two ways to preview a page as you're designing it. You can use Preview Page mode to display your page in Claris Home Page as it might appear in a browser. And you can use Preview in Browser mode to display your page in one or two browsers you have set up on your computer. To use this mode, you don't need to be connected to the Web. However, there are some things, such as external links, CGI scripts, certain applets, and form interaction, etc. that you must test on the Web server in order to know that they work and appear the way you planned them.

Note You must have a browser installed on your computer to be able to use the Preview in Browser feature.

Testing at different resolutions

You can test your pages for how they may appear to people using monitors set to lower resolutions by using the Size Window feature in Claris Home Page.

To use the Size Window feature in Claris Home Page:

- Choose Size Window from the View menu (Windows), or the Window menu (Macintosh), and then choose the resolution (lower than your current resolution), to which you would like to resize the window, from the submenu.

Testing with different Web browsers

Each browser interprets the HTML of your Web pages slightly different from other browsers. It's a good idea to test your pages in as many Web browsers as possible. As you create your Web pages in Claris Home Page, you can see how they'll look in a browser using the Preview in Browser mode. When you choose this option, Claris Home Page starts the browser application that is set in the system registry (Windows) or whichever is installed—Microsoft Internet Explorer or Netscape Navigator—(Macintosh) and displays the page in the browser window. Claris Home Page uses this browser as the default until you change the setting. See "Previewing your work" on page 2-12 for more information on changing the default browser or adding a second default browser.

There are a number of Web browsers available that work on the Windows, Mac OS, and UNIX platforms, including Microsoft Internet Explorer, Netscape Navigator, NetCruiser, Mosaic, and the America Online (AOL) browser. Some Web browsers are commercial programs and others are available free of charge.

The same page viewed with different browsers will have different results in terms of what features they support. For example, not all browsers will support tables, and things like color, fonts, formatting styles and sizing may differ from browser to browser (especially across platforms). As a general rule, older browsers do not support newer HTML elements, such as frames or client-side image maps, and multimedia effects, such as animated GIFs or right-aligned images. If you suspect that some of your intended audience will have older browsers, you might consider having alternative text-only pages of your site they can view.

Note Claris Home Page uses the Rainbow or Safety Palette, which is supported by all browsers, by default. Claris Home Page also supports several color palettes that you can use to build your Web pages. However, not all palettes are supported uniformly by all Web browsers. For example, Microsoft Internet Explorer supports fewer colors than Netscape Navigator. If you use an unsupported color for your text, the browser will not display the color of the text. Make sure to test your pages on many browsers.

Testing on the Web server

Web servers are computers that store Web sites and respond to requests from different browsers over the Internet. The server is always turned on and running 24 hours a day. Your entire Web site will reside on a Web server when it's published.

There are some things in your Web site that you can't test until you actually upload the site to the Web server. For example, if your site includes elements that require a CGI script to work (such as a form, a searchable database, or a server-side image map), you'll need to test how it works with the CGI script on the Web server.

Web page elements you will want to test once your files are on a server include:

- Server-side image maps
- Forms connected to a CGI script
- Forms connected to a FileMaker Pro database
- Movies, sound, and animations that require plug-ins and helper applications
- Applets that extend the functionality of the site
- Links to external Web sites or Internet-accessible resources
- External links to helper applications that go with your multimedia
- Mailto links for sending messages to your email address

You can view an estimated download time of these elements in Claris Home Page. For more information, see "Using the Statistics window" on page 2-14.

Chapter 2: Claris Home Page basics

Claris Home Page provides you with the tools you need to create Web pages. You can use these tools to insert text, images, tables and other Web page elements into a page, create links to other pages, and edit your work.

Two edit modes let you edit the content of your Web page and the actual HTML source for the page. Object and link editors let you change the attributes of an element, such as the size of an image, the alignment of text in a table cell, or the URL of a linked page. Toolbars and special tool palettes make it easy to switch modes, insert elements, and apply formatting styles in your page.

Other options help you preview your work in Claris Home Page or a browser of your choice, view time estimates of how long it might take to download a page or an element on the page, and make changes to several pages at one time using the Site Editor.

Claris Home Page also provides a variety of templates and assistants to help you get started.

Starting Claris Home Page

To start Claris Home Page, double-click the Claris Home Page 3.0 folder on your system to display its contents, and double-click the Claris Home Page 3.0 application icon.

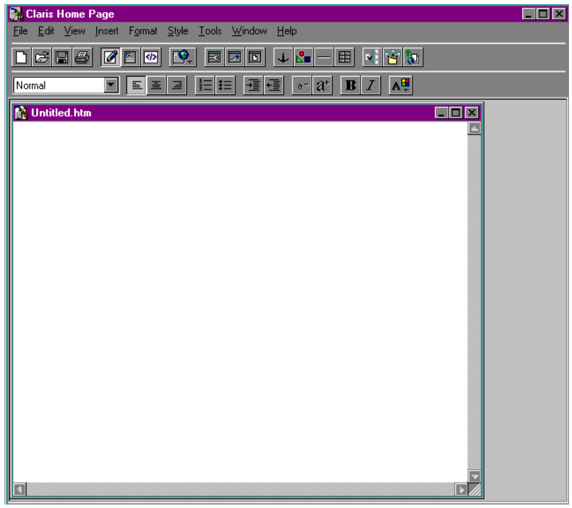
HomePage.e...
Windows

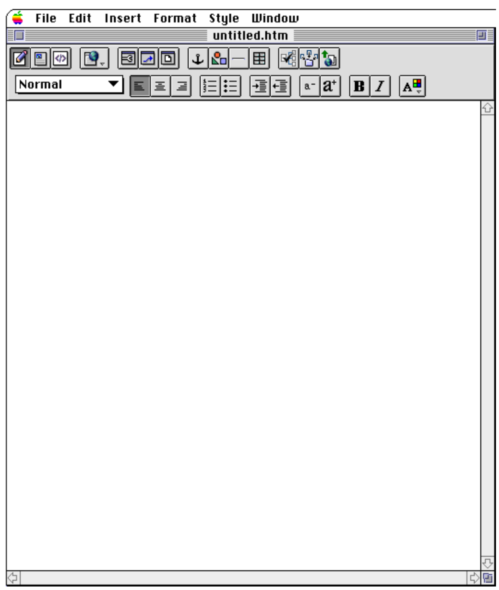
Windows: You can also click the Start button, point to the Claris Home Page 3.0 folder, and then click the Claris Home Page icon. Or you can right-click an HTML file and choose Claris Home Page from the context menu.

Macintosh

Macintosh: You can also double-click a file that was created in Claris Home Page to open the application.

When you start Claris Home Page, a new untitled Web page appears on the screen.


Claris Home Page
File Edit View Insert Format Style Tools Window Help
Normal
Untitled.htm


File Edit Insert Format Style Window
untitled.htm
Normal

If you don't want Claris Home Page to create an untitled document each time you start it, you can change the default setting to display nothing or to display an Open dialog box at startup. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh), click the General tab, and then choose the appropriate setting from the At Startup pop-up menu.

Creating a Web page

There are several ways you can create a Web page in Claris Home Page. You can start from scratch, adding text and other elements to a blank page, or you can use Claris Home Page templates that already contain information. Templates are sample Web pages that contain predefined formats for you to use as a starting point when you create a Web page.

To create a blank, untitled Web page do one of the following:

- Choose New Page from the File menu.

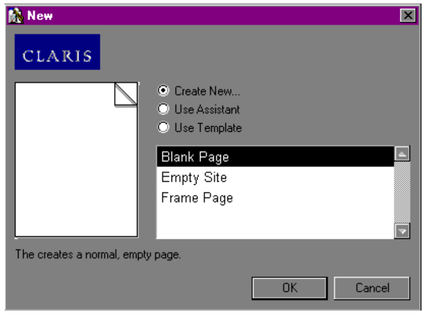
  Windows: You can also click the New Page button on the Basic toolbar.
- Choose New from the File menu, select Create New, select Blank Page, and then click OK.
- Open the Site Editor and click the New Page button on the toolbar.

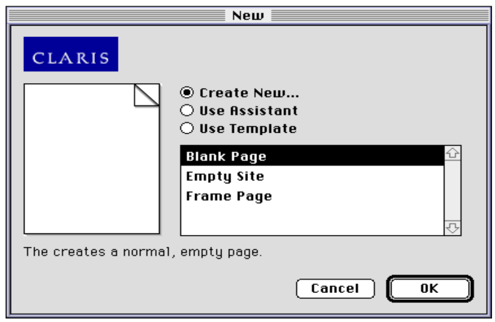
  See "Using the Site Editor" on page 2-27 for more information.

To create a page using a template:

1. Choose New from the File menu.

   The New dialog appears.
2. Click Use Template and then choose a template from the scrolling list.





3. Click OK.

Note You can make your own HTML templates from pages you create and use them repeatedly as often as you wish. Templates that you create appear in the scrolling list in the New dialog box. See "Saving a page as a template" on page 2-25.

Using site assistants

Included with Claris Home Page are special assistants to help you create a specific kind of site, such as one that uses frames, or one that contains forms connected to a FileMaker Pro database. Assistants are step-by-step panels that guide you through the process of creating these special types of Web sites. You specify the information for the site and Claris Home Page creates the pages and links them together.

To use a site assistant:

1. Choose New from the File menu.

A New dialog box opens.

2. Click Use Assistant and then select an assistant in the list.

Select this assistant	**To do this**
FileMaker Connection Assistant	Create a Web site that lets your Web audience access a FileMaker database from the Web.
Frame Assistant	Create frame documents—a special kind of Web page that is divided into sections called frames.
Newsletter Assistant	Create a Web site for a newsletter. This assistant creates a home page with links to other pages or links to anchors in the home page.
Personal Site Assistant	Create a personal Web site to display photos, favorite links, addresses, and more.
Presentation Assistant	Create a presentation. This assistant creates a series of sequential Web pages that you can use to inform clients of new products or services.
Report Assistant	Creates a Web site for a report. This assistant creates a home page with links to other pages or links to anchors in the home page.
School Site Assistant	Create a Web site for your school. Each classroom or department can have their own Web page.
Standard Site Assistant	Create a Web site with links to multiple pages.

3. Click OK.

4. Follow the instructions on each panel of the assistant.

A progress chart indicates your progress as you complete the steps.

Note You can create an empty site folder and add your own pages to it. Select Create New in the New dialog box and select Empty Site in the scrolling list. See “Defining a new site” on page 1-8 for more information.

Working in a Claris Home Page document

When you create a Web page in Claris Home Page, it is displayed in Edit Page mode by default. Working in Edit Page mode is similar to working in word processing documents. For example, you can type text, insert images, or copy and paste elements in much the same way. However, because of HTML limitations, there are some things you can’t do, such as set tabs or page margins. Claris Home Page provides toolbars, palettes, and object and link editors that let you apply HTML attributes to your Web page elements.

Keyboard shortcuts are listed next to options in the menus and a context menu is also available for some elements like text and images while you're working on a page. To display the context menu, right-click (Windows) or Control-click (Macintosh) the element in the page. For a listing of keyboard, mouse, and context menu shortcuts, see appendix B "Shortcuts for using Claris Home Page."

Opening HTML files

You can open and edit any HTML file in Claris Home Page.

To open an HTML file:

1. Choose Open from the File menu.
2. Select the file you want to open.
3. Click Open.

Changing the size of the document window

You can change the size of your document window to view it using your monitor's specific size.

To change the size of your document window:

1. Choose Size Window from the View menu (Windows) or Window menu (Macintosh).
2. Select the monitor size you want to view your document window in.

   Select Default to return the document window to the size that Claris Home Page first opened your document as.

Using Edit Page mode

Edit Page mode displays the contents of your Web page in a format that allows you to perform all of the editing tasks involved in creating your Web page, such as typing and formatting text, inserting images, creating links, and so forth.

By default, when you first open a file or create a new document, Claris Home Page displays the document in Edit Page mode.

If you want to change the default mode that Claris Home Page opens documents in, choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh), click the General tab, and then choose Preview Page or Edit HTML Source from the Open Documents in pop-up menu.

To switch to Edit Page mode, choose Edit Page from the View menu (Windows) or from the Window menu (Macintosh) or click the Edit Page button on the toolbar.

Cutting, copying, and pasting

In Claris Home Page, you can cut, copy and paste text, tables, links, images, and other elements within your Web page, between other Web pages, or between Claris Home Page documents and other applications.

To cut or copy and paste an element:

1. Select the element.
2. Choose Cut or Copy from the Edit menu.

   If you choose Cut, Claris Home Page removes the element from its original location, and places it on the Clipboard. If you choose Copy, the element stays where it is and a copy is placed on the Clipboard.
3. Select the location in the page where you want the element to go.
4. Choose Paste from the Edit menu.

Tip You can also drag elements to cut, copy, and paste them. If you drag an element within the same document, it is cut and pasted. If you drag an element from one Claris Home Page document to another, it is copied and pasted.

Undoing your work

If you want to delete something in your document, select it and press the Backspace or Delete key.

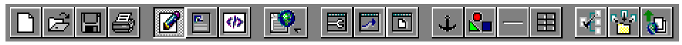
If you want to cancel the last action you performed, choose Undo from the Edit menu.

Using the toolbars and palettes

Claris Home Page includes toolbars and special tool palettes you can use to perform tasks quicker than selecting the corresponding option from a menu. Tool tips display a description of the tools when you hold the mouse pointer over them.

Basic and Style toolbars: The Basic toolbar provides access to many of the commonly used features in Claris Home Page such as Edit Page, Preview Page, and Preview in Browser modes. Click a button to activate your choice. When you click a button to insert an element, the element is inserted at the insertion point in the page.

Tip You can also drag the Insert Anchor, Insert Horizontal Rule, or Insert Table buttons onto your page to insert those elements.



Basic toolbar (Windows)

Basic toolbar (Macintosh)

The Style toolbar has buttons you can use to format text. Select the text and click a button to activate your choice, or choose an option from the pop-up menu.

Tip You can also drag the Make Numbered List Entry button, or Make Bullet List Entry button onto your page to insert those elements.

Style toolbar

The Basic and Style toolbars appear by default.

Image editor toolbars: The toolbars in the Image editors provide tools for you to add transparency or interlacing to images and hotspots to image maps. To use these toolbars, double-click the image to open the Image Object Editor. To open the Client-Side Image Map Editor, click the Behavior tab, if necessary, and then click the Edit button. To open the Transparency and Interlacing Image Editor, click the Appearance tab, if necessary, and then click the Set button.

Client-Side Image Map Editor toolbar

Transparency and Interlacing Image Editor toolbar

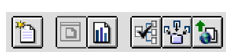
Frame page toolbar: When you create a frame page, the Edit Frames button appears on the Basic toolbar to let you know you are working in Edit Frames mode. Also added to the toolbar are five frame layout buttons. Click on these buttons to subdivide a frame vertically, subdivide a frame horizontally, add a frame to your frame page, select a parent frameset, or select a root frameset.

Toolbar in Edit Frames mode

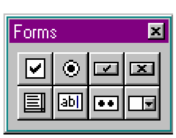
Library toolbar: When you open a Claris Home Page library, a library toolbar appears on the library window along with a Library menu option. This toolbar provides buttons for new entries into a library, inserting a specific element into a page, and using a specific element for the background of a page.

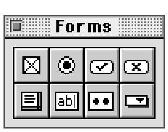
Library toolbar

Site Editor toolbar: Another toolbar is found in the Site Editor. This toolbar provides buttons for adding a new page, setting document options, checking site statistics, verifying links and references, consolidating, and uploading.



Site Editor toolbar





Forms tool palette: Claris Home Page has a floating Forms tool palette you can use to insert form elements into your documents. To display the Forms tool palette, choose Forms Palette from the View menu (Windows) or Show Forms Palette from the Window menu (Macintosh). To hide the Forms tool palette, click the close box or choose it again from the View menu (Windows) or from the Window menu (Macintosh).

To use the Forms tool palette, drag one of the buttons onto your Web page to add the corresponding element. You can also click once on a button in the Forms tool palette to insert an element at the insertion point. Move the Forms tool palette anywhere on your screen by dragging its title bar.

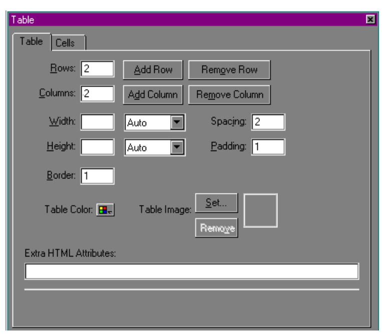
Using the object and link editors

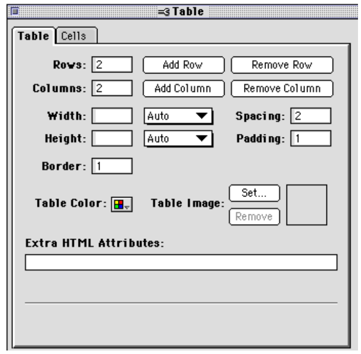
When you add an element to your Web page, such as a table, an image, or a hypertext link, you use an object editor or the link editor to specify or make changes to its characteristics.

In all of the object and link editors, you will find an additional field in which you can add extra HTML. You can add the HTML directly to the object or hypertext link in Edit Page mode without having to go to Edit HTML Source mode. For more information, see "Adding extra HTML to your page" on page 2-16.

Most object editors open for you when you insert an element into the page. You can use different methods to open the object editor for an element:

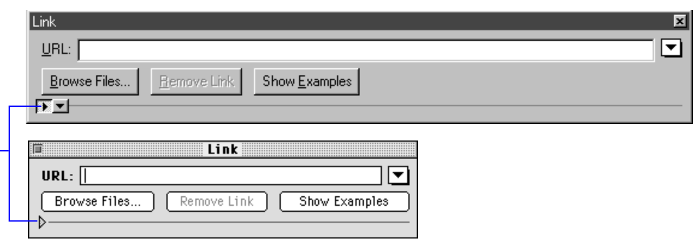
- Double-click the element
- Select the element and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh)
- Select the element and click the Object Editor button on the Basic toolbar





You can see the results of a change without having to close the object editor by clicking in a different text box.

Hypertext links can be edited using the Link Editor. To open the Link Editor and edit a particular link: select the link in Edit Page mode and choose Link Editor from the View menu (Windows) or Show Link Editor from the Window menu (Macintosh).



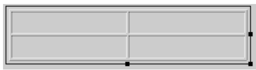
Click to expand bottom section of Link editor

The Link Editor is displayed in an expandable window. Click the triangle ▷ on the bottom section of the window to display more information.

Resizing elements using the mouse

Besides using the object editors, you can resize many of the elements in your page, such as tables, images, frames, and form elements, using the mouse.

To resize an element using the mouse:



1. Select the element.

The element is highlighted with a border that includes one or more handles.

2. Drag the bottom handle to change the height of the element, drag the right-side handle to change the width of the element, and drag the lower-right corner handle to change the height and width of the element at the same time.

To resize graphic elements proportionately, Shift-drag the corner handle.

Aligning elements

You can change the horizontal alignment of text, images, and other elements in relation to the Web page.

To change the alignment of an element:

1. Select the element and choose Alignment from the Format menu.

2. Choose Align Left, Align Center, or Align Right from the submenu.

You can also change the alignment of text and other elements using the Align Left, Align Center, and Align Right buttons on the toolbar.

To align elements within a table cell, select the table cell that contains the element you want to align. In the Table Object Editor, click the Cells tab, and then select the appropriate option from the Horizontal Align or Vertical Align pop-up menu. For more information, see "Changing the alignment of elements in a table" on page 5-10.

Previewing your work

Claris Home Page provides you with different ways for checking your Web page after you've worked on it in Edit Page mode. You can use Preview Page mode to preview the page in Claris Home Page, and Preview in Browser mode to view it in a browser that you specify. You can also use the Statistics window to get an estimate of download times for your page and elements on the page.

For information about viewing the source tags for your page, see "Using Edit HTML Source mode" on page 2-16.

Using Preview Page mode

When you switch to Preview Page mode, Claris Home Page displays your Web page the way it might appear in a browser. Keep in mind, however, that the appearance of your Web page may vary when displayed in different kinds of browsers.

In Preview Page mode, you can test interactive elements of your Web page, such as links and certain form capabilities, and you can see how elements such as numbered lists will look in a browser.

Note In Preview Page mode, all of the editing capabilities and some of the menu options are disabled.

To switch to Preview Page mode, click the Preview Page button on the Basic toolbar or choose Preview Page from the View menu (Windows) or the Window menu (Macintosh).

Previewing your Web page in a browser

In Claris Home Page, you have three preview choices for viewing your Web page in a browser. By default, Claris Home Page is set to open your page in Internet Explorer and Netscape Navigator. The third choice allows you to preview your Web page in all the browsers you currently have on your system. If you don't have Internet Explorer or Netscape Navigator on your system, or if you want to see how your page looks in a different browser, you can change the default browsers. See "Changing the preview browser settings" next.

To preview your Web page in a browser, do one of the following:

- Choose Preview in Browser from the View menu (Windows) or the Window menu (Macintosh) and then choose a browser from the submenu.
- Click the Preview in Browser button on the toolbar and choose a browser from the pop-up menu.

Note You can set Claris Home Page to automatically save changes in your page before previewing in a browser. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh), click the General tab, and if necessary, select the Auto-save before running commands checkbox.

Changing the preview browser settings

You can change the settings for both Preview in Browser options that Claris Home Page uses to display your Web pages. The name of the new browser appears in the Preview in Browser submenu.

To change a default browser:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Browser Preview tab.
3. Click Browse for either Preview Browser One option or Preview Browser Two option.

   An Open dialog box appears.
4. Select the browser application and click Open.

   The name and path of your selection appears in the dialog box.
5. Click Clear if you wish to change your choice back to the default.
6. Click OK to close the Application Options (Windows) or Preferences (Macintosh) dialog box.

Using the Statistics window

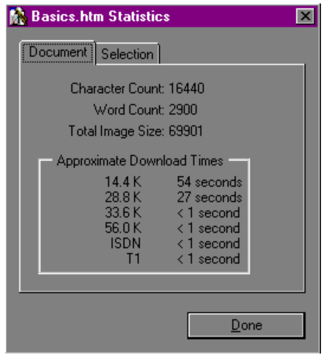
The Statistics window provides estimates of how long it will take your viewers to download your Web page (or elements in your page) to their browser. You can check the estimated download time for a page you're developing any time you are working with your page in Edit Page mode.

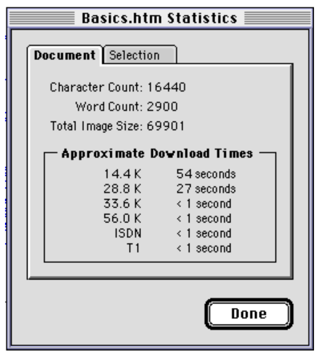
Note The Statistics window displays estimates of download time under ideal conditions. Network congestion, server loading, or other adverse conditions can significantly increase the download time of your Web pages.

To use the Statistics window:

1. If you want to see statistics for a specific element or section of your Web page, select it first.
2. Choose Document Statistics from the Tools menu (Windows) or from the Edit menu (Macintosh).

   The statistics window for the selected document appears.





3. Click the Document or the Selection tab and read the estimated statistics for the whole document or the section you've selected.

This statistic	Provides this information
Character Count	Number of characters in your Web page or selection
Word Count	Number of words in your Web page or selection
Total Image Size	Number of bytes for all images in your Web page or in the section you selected
Approximate Download Times	Estimates of how long it will take a viewer to download your Web page or the section you selected using different modem speeds

Adding extra HTML to your page

You can add extra HTML to your pages using Edit HTML Source mode and to specific elements in a page while you are working in Edit Page mode. You can also change some of the file output tags that Claris Home Page automatically inserts for you. There are several ways to add extra HTML to your Web pages:

- Add attributes to an element in an object editor
- Add comments or HTML text
- Add HTML to the Prefix Comments, HTML, HEAD, and BODY tags (the document tags) in Edit Page mode or Preview Page mode
- Use Edit HTML Source mode to add extra HTML to the page
- Change specific HTML output settings for all pages in Claris Home Page

Using Edit HTML Source mode

As you create your Web page in Edit Page mode, Claris Home Page inserts the HTML tags for you. You can view these tags and add your own HTML to it in Edit HTML Source mode. Claris Home Page saves and incorporates the changes you make.

Important Be careful when editing your Web page in Edit HTML Source mode. Unless you are familiar with HTML and its syntax, you can destroy your work. As a precaution, make a copy of your Web page before you change it in Edit HTML Source mode.

To switch to Edit HTML Source mode:

- Click the Edit HTML Source button on the Basic toolbar or choose Edit HTML Source from the View menu (Windows) or the Window menu (Macintosh).

When in Edit HTML Source mode, the HTML menu appears on the menu bar, which contains options for setting the text display in this mode.

Tip When you wish to edit an element in Edit HTML Source mode, first select the element in Edit Page mode and then switch to Edit HTML Source mode. This way you open to the exact location you want to edit without having to search for the element.

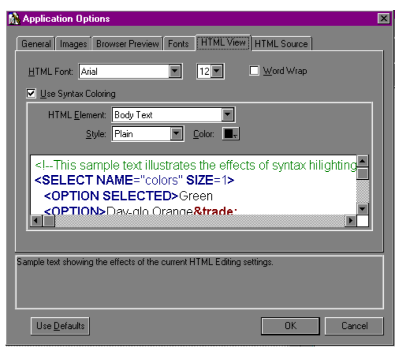
In Edit HTML Source mode, you can use all of the usual text editing operations such as typing, undoing, cutting, copying, pasting, dragging, and finding and replacing text. You can also change the display of text and HTML tags to make viewing it easier. Other options, such as those found in the Insert, Format, and Style menus, are not available in Edit HTML Source mode.

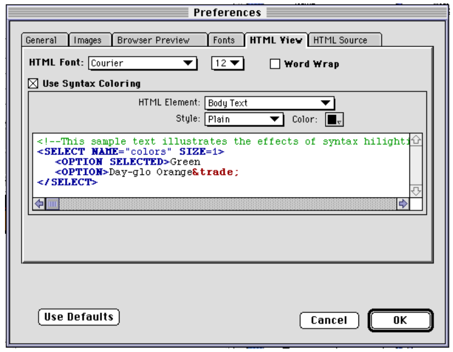
Changing the text display in Edit HTML Source mode

To make viewing easier, you can change the way HTML tags and text are displayed in Edit HTML Source mode. You can change the font type and font size of the source, use syntax coloring to distinguish tags from text, and use the word wrap option to temporarily break lines of text within the document window so you don't have to scroll horizontally.

To change the display in Edit HTML Source mode:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the HTML View tab.
3. Make the appropriate selections and click OK.





Claris Home Page displays a sample of text with your selections applied to it. Use the scroll bars to view your full settings. When Syntax Coloring is not selected, the sample text appears as black.

To distinguish tags from text, use different colors and styles for them. Select Use Syntax Coloring, choose a tag type from the HTML Element pop-up menu, and select a color and style for that type.

To change the font type and size of the source, choose them from the HTML Font pop-up menus. The settings apply to all pages you view in Edit HTML Source mode.

To make temporary line breaks and turn off horizontal scrolling, select the Word Wrap check box.

Note You can also turn Syntax Coloring and Word Wrap on and off from the HTML menu.

To restore all the HTML Editing settings to their default values, click Use Defaults.

Adding attributes to an element

You can add extra HTML attributes to an element in Edit Page mode. To do this:

1. Select the element you want to add an attribute to and then open its object or link editor.
2. Click the Extended tab, if necessary, or the triangle ▷ to show the Extra HTML Attributes text box.

3. In the Extra HTML Attributes text box, type the appropriate HTML and close the object or link editor.

   Claris Home Page adds the HTML to the element's tag.

Adding HTML to text

You can add HTML code or comment to your text in a Web page to format special characters or insert a comment that is visible in the source on a browser (you can view it in Edit HTML Source mode).

To add HTML to the text in your Web page:

1. Choose HTML Code or Comment from the Insert menu.
2. Type your code or comment in the text box.

Adding HTML to the document tags

You can add extra HTML attributes to the document tags for your Web page.

To add attributes to a document tag:

1. Choose Document Options from the Tools menu (Windows) or from the Edit menu (Macintosh).
2. Click the Extended tab, and then type the HTML attributes in the appropriate text box.

Type extra HTML in this text box	**To add**
Prefix Comments	Commented text to the beginning of your HTML file, such as the name of the author, messages, and so on.
<HTML> Tag Attributes	Attributes to the <HTML> tag. Commented text that states the enclosed text is HTML and may contain two elements, HEAD and BODY, such as the title of a document, list elements, and so on.
<HEAD> Tag Attributes	Attributes to the <HEAD> tag. Commented text that contains general information about your HTML file, such as a record of the HTML file's original URL, a relationship between files, and so on.
Text in Head Section	Text that appears in the HEAD section of the file. This option allows you to add tags other than <TITLE>.
<Body> Tag Attributes	Attributes to the <BODY> tag. Commented elements that contain the actual text of the HTML file, such as headings lists, addresses and so on.

3. Click OK to close the Document Options dialog box.

The extra HTML you type in these text boxes only affects the current Web page you have open unless you have selected several pages using the Site Editor. To apply your changes to multiple pages, open the Site Editor (choose Open Site Folder from the File menu), select the pages you want to change, and make the appropriate option changes in the Document Options dialog box.

Changing HTML output settings

HTML output are automatically inserted for you. These application options affect the way a file is saved, and the type of HTML that Claris Home Page applies for text and hypertext links.

You can change the default settings if you want to. Your change affects all pages that you create in Claris Home Page.

To change the default HTML output settings:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).

2. Click the HTML Source tab, and then change the appropriate setting.

Select this HTML output setting	To do this
Default HTML File Extension (Windows) or Suffix (Macintosh)	Change the default filename suffix for new HTML files. Should typically be .htm or .html, for instance mypage.htm or mypage.html.
Header Comment	Add information that identifies your pages as Claris Home Page files at the beginning of the HTML. (These comments are only visible when viewing the HTML source.) Choose None if you don't want any information added. Choose Identify as Home Page file if you want a comment added identifying your Web pages as Claris Home Page files. Choose Identify and time-stamp if you want a comment added identifying your Web pages as Claris Home Page files and a time-stamp identifying the last time each file was saved.
Line Break Format	Specify the line break format your files will follow. Use this option only if you want to edit the HTML code of your Web page in a text editor since Claris Home Page can handle all line break conventions. Choose Macintosh (CR), Windows (CRLF), or Unix (LF) to specify the kind of line breaks you want to use.

Select this HTML output setting	**To do this**
Paragraph Alignment Uses	Specify how centered text is coded. Choose <CENTER> tag to have Claris Home Page use the <CENTER> tag. Choose ALIGN attribute to have Claris Home Page use the ALIGN=CENTER parameter within other tags (such as <P>).
Generate </P> Tags	Add a closing paragraph tag to every opening paragraph tag in your files. This option is selected by default.
Generate X-CLARIS Tags	Claris Home Page uses several custom tags (beginning with “X-CLARIS”) to save information such as where the Claris Home Page application window appears on the screen and what size the window is. Enable this option to display these additional tags in the HTML file.
Use Absolute Pathnames	Specifies fixed pathnames for hypertext links between files based on the computer where they reside. Because the pathnames do not change, links can be broken when files are moved to another computer. When this option is deselected, Claris Home Page uses relative pathnames based on the location of files that contains the links.

Setting the color and background of your Web page

You can change the color or use an image as a tiled pattern for the background of your Web page. When you use an image, it overrides the color setting.

You can also specify a different color for the background of tables and table cells. See “Using the Table Object Editor” on page 5-3 for more information.

Using the Site Editor, you can change several pages at one time. Choose Open Folder As Site from the File menu, select the pages you want to change in the Site Editor, and then follow these instructions to change the background of all selected Web pages. (See “Changing the color and background of a table” on page 5-11 for more information.)

Changing the background color

To change the color of your Web page’s background:

1. Choose Document Options from the Tools menu (Windows) or from the Edit menu (Macintosh).

The Document Options dialog box appears.

2. Click the Appearance tab.

3. Place the pointer on the Background Color box and hold the mouse button down until the pop-up color palette appears.
4. Select the color you want to use as the new background for your Web page.

   To select a color not found in the pop-up color palette, choose Other from the color palette, select the color you want to use, and then click OK.
5. Click OK to close the Document Options dialog box.

   The background color of your Web page changes.

You can change the color palette that appears in the pop-up menu. Also note, however, that not all colors are supported uniformly by all Web browsers. For more information see "Changing the default color palette display" on page 2-23.

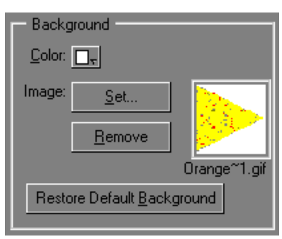
Using an image for the background

To use an image as a tiled background for your Web page:

1. Choose Document Options from the Tools menu (Windows) or from the Edit menu (Macintosh).
2. Click the Appearance tab.
3. Click the Set button for the Background Image.

   An Open dialog box appears.
4. Select the image file you want to use.
5. Click Open.

   The path of the image file and a thumbnail representation of the image appear in the Document Options dialog box.



6. Click OK to close the Document Options dialog box.

Note If you select both a color and an image for the background, the image overrides the background color unless image loading is turned off in the browser.

To hide the background image in Edit Page mode:

Background images normally display in Edit Page mode. To increase performance, you can set Claris Home Page to not display them in Edit Page mode.

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Images tab.
3. Click the Display Background Images in Edit Mode check box to deselect the option.

To remove an image from the background of your Web page:

1. Choose Document Options from the Tools menu (Windows) or Document Options from the Edit menu (Macintosh).
2. Click the Appearance tab.
3. Click Restore Default Background.

Changing the default color palette display

You can change the color palette that appears for the color settings in the Document Options dialog box:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the General tab.
3. Choose a new palette from the color palette pop-up menu and click OK.

Also note, however, that not all colors are supported uniformly by all Web browsers.

Saving your Web page

As in any application, it is important to save your files frequently to avoid the possibility of losing data. In addition, within Claris Home Page certain functions will only work after you have saved your Web page, for example switching to Preview Page mode or Preview in Browser mode. You can set Claris Home Page to automatically save a new page and give it a temporary filename whenever you switch modes.

Claris Home Page save your Web page as an HTML file with the default extension of .htm. You can also save your page as a template file to reuse for creating other Web pages.

To save a Web page:

1. Choose Save from the File menu.

   The Enter Title dialog box appears the first time you save a new page. Enter a title and click OK. You can change the title later if you want. (For more information, see "Changing the title of your Web page" next.)

   The Save dialog box appears.

2. Choose HTML File from the Save as type or File type pop-up menu.
3. In the File name or Save file as text box, type the filename for your Web page followed by the extension `.htm` for a Windows file or `.html` for a Macintosh file.

   In order for your files to be seen as Web pages in Claris Home Page and in Web browsers, they must have the .htm or .html extension. The text box provides a default name as "title" with the proper extension.

4. Click Save.

To change the filename extension that appears by default in the Save dialog box:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the HTML Source tab.
3. Type the extension in the Default HTML File Extension text box (Windows) or Default HTML File Suffix text box (Macintosh).

Changing the title of your Web page

Claris Home Page prompts you to give your Web page a title the first time you save the document. Later you may wish to change it. The title of a Web page appears in the title bar at the top of most browser windows. This title can be different than the filename and does not need an HTML extension. You can see what the title is for your Web page in Preview Page mode.

The words that appear in a Web page title are also used in searches by many Internet search engines. If it is important that viewers are able to find your Web page via keyword searches, make sure that the title includes words your viewers are most likely to use when doing the keyword search.

To change the title of your Web page:

1. Choose Document Options from the Tools menu (Windows) or from the Edit menu (Macintosh).
2. Click the Parameters tab.
3. Enter the title in the Document Title text box.
4. Click OK.

   The new title appears in the title bar in Preview Page mode.

Saving a page as a template

You can save your Web page as a Claris Home Page template and use it for creating other Web pages.

To save a Web page as a template:

1. Choose Save As from the File menu.

   If you haven't saved your Web page yet, the Enter Title dialog box appears. Enter a title and click OK. (For more information, see "Changing the title of your Web page" on page 2-25.)

   The Save dialog box appears.
2. Select the Page Template folder located in the Claris Home Page folder. The file must be saved in this folder.
3. Choose HTML Template from the Save as type or File type pop-up menu.
4. In the File name or Save file as text box, type the filename for your template followed by the extension `.htm`.

5. Click Save.

   A dialog box opens asking you to type a short description of the template.

6. Type a descriptive name for the template and click OK.

   The name you type appears in a list of templates in the New dialog box the next time you start Claris Home Page.

To use the template:

1. Choose New from the file menu.
2. Click Use Template and select the template in the list.

   A sample picture of the page appears on the left.

   Note If your template doesn't appear in the list, exit Claris Home Page and then start the application again.

3. Click OK to close the New dialog box.

   The template opens as a new untitled page.

Auto-saving your files

You can set Claris Home Page to automatically save a new page and give it a temporary filename whenever you switch to a preview mode. Claris Home Page will continue to save the file at the regular intervals you specified.

To set the auto-save option:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the General tab.
3. Specify how often (in minutes) you want Claris Home Page to save your files by selecting the Auto-save document every "#" minutes check box and typing a number in the text box.

Time stamping your saved file

When you save your Web page, Claris Home Page adds a header comment by default to the HTML source to indicate the date and time that you saved it and to identify it as a Claris Home Page file. This comment is only visible when viewing the HTML source.

You can change the default setting to remove the date and time stamp and just identify your pages as Claris Home Page files or to save all files without the header comment.

To change the header comment setting:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).

2. Click the HTML Source tab.

3. Choose a header type from the Header Comment pop-up menu.

See “Changing HTML output settings” on page 2-20 for information about the other options in this dialog box.

You can also place a comment of your choice that is only visible to you and not by browsers. Choose Comment from the Insert menu. Type your comment in the Comment dialog box your comment usually appears at the top of the page in Edit HTML Source mode.

Printing your Web page

You can use Claris Home Page to print the Web pages you create. You can print a page while in Edit Page mode, Preview Page mode, or Edit HTML Source mode and Claris Home Page will print your page as it appears in that particular mode. For example, table borders that are set to zero will print in Edit Page mode but not in Preview Page mode.

To print your Web page:

1. Choose Print from the File menu.

Your system’s standard Print dialog box appears.

2. Click OK (Windows) or Print (Macintosh).

Claris Home Page prints the entire contents of your Web page file.

Using the Site Editor

The Site Editor is another type of editor found in Claris Home Page. The Site Editor displays information about all of the files that exist inside a site folder.

To open the Site Editor:

1. Choose Open Folder As Site from the File menu.

The Browse for Folder dialog box (Windows) or the select a Folder dialog box (Macintosh) appears.

2. In the dialog box, navigate to the folder you want to define as the site folder and click OK (Windows) or Select "Folder Name" (Macintosh).

   The Site Editor opens and displays the site folder you specified and its contents.

To use the Site Editor, select one or more pages and click a button on the toolbar or choose an option from the menus. To open a file from the Site Editor, double-click its icon in the list. If you double-click an image file, Claris Home Page opens it in the Image Object editor.

To perform this task	Do this
Open a page that's listed in the Site Editor	Double-click its name in the list.
Create a new page	Click the New Page button on the toolbar.
Set document options for one or more pages	Select the filenames in the list and click the Document Options button from the Site Editor toolbar.
To check the links in your Web pages before you upload the files	Click the Verify Links/References button in the toolbar to display the Verify Links/References dialog, and then click OK.
Consolidate the image files	Click the Consolidate button in the toolbar to display the Consolidate dialog box, and then click Consolidate.
Upload individual files or an entire site to a remote server	Select only the files you wish to upload, and then click the Upload button in the toolbar to display the Upload dialog, and then click OK. To upload the entire site, click Entire Site in the Upload dialog box. See chapter 11, "Uploading your pages to a Web server" for more information.

Chapter 3: Adding text to your Web page

Claris Home Page lets you work with text in some of the ways that you would in a standard word processor. You can type text, cut and paste text from another page or another document, find and replace text, and check your spelling. You can use several levels of headings, apply styles, change the size of text, change the text font, and change the color of text.

Be aware, however, that HTML imposes certain limitations on your text formatting. For example, HTML doesn't let you change spacing between words or lines, add tabs, or change how words are hyphenated. Other limitations arise because all browsers and platforms are not alike. If a browser window is set to a different size, the layout you carefully arranged on your page may look considerably different. Although you can't predict exactly how text will appear to your audience on the Web, you can test the appearance of text on different browsers they are likely to be using.

Entering text

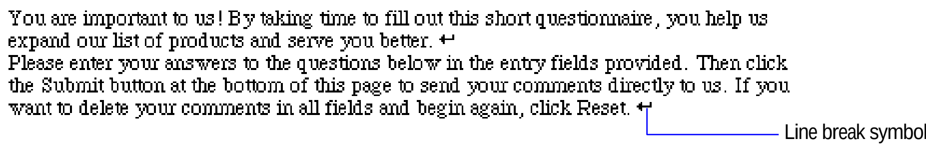
You can add text to your Web page by typing it directly onto the page, by copying and pasting it from another Web page or application, or by dragging it from another page in your Web site. On the Macintosh, you can drag text from another application as well. (See "Cutting, copying, and pasting" on page 2-7 for more information about copying elements in a Web page.)

You can delete text by selecting it and pressing Delete, and cancel your last action by choosing Undo from the Edit menu or pressing Ctrl-Z (Windows) or ⌘-Z (Macintosh).

As you type, the lines of text in a paragraph run continuously and wrap evenly regardless of the size of your window. The text you type also wraps evenly in a Web browser window no matter what size it is.

Press Enter (Windows) or Return (Macintosh) to end a paragraph of text and insert a paragraph break. Claris Home Page adds an extra line after each paragraph. If you want to make a paragraph break without adding the extra line, choose Line Break from the Insert menu or press Shift-Enter (Windows) or Shift-Return (Macintosh).

Note Claris Home Page shows line break symbols by default in Edit Page mode. To hide the line break symbols, choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh) and click the General tab. Click to deselect the Show Line Breaks check box, and click OK.



Opening a text file from another application

You can open text files that you created in other applications and apply HTML formatting styles to them in Claris Home Page.

To open a text file in Claris Home Page:

1. Choose Open from the File menu.

   Select the text file in the Open dialog box.

   Windows: Choose Text Files from the Files of type pop-up menu and navigate to the folder where the text file is located.

   Macintosh: Only HTML and text files appear in the Open dialog box.

2. Click Open.

   The text file appears in Edit Page mode.

Note You can also copy text from another application and paste it in an untitled Claris Home Page document.

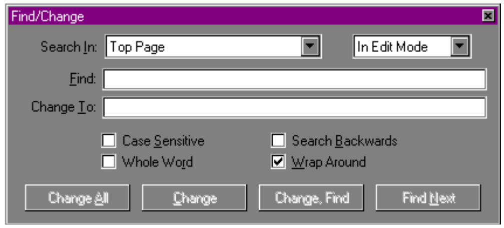
Finding and replacing text

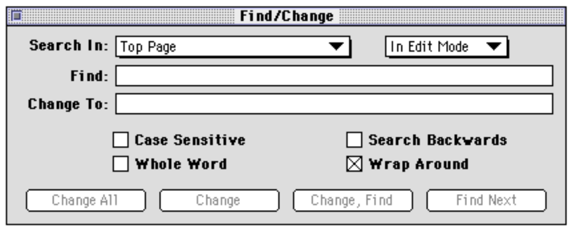
You can find and replace strings of text, including text characters, words, phrases, and keyboard symbols, such as the ampersand (&).

To find and replace text:

1. Choose Find/Change from the Edit menu.

   The Find/Change dialog box appears.





2. Type the text you want to find in the Find text box.
3. If you want to replace the found text, type the replacement text in the Change text box or if you want to delete the found text, leave this box empty.
4. Select the options you want to use.

Select this option	**To do this**
Search In	Select the page you want to search in. Search the Top Page, All Open Pages, and All Pages In All Open Sites. Using the Site Editor you can also Selected Pages In The Top Site, All Pages In The Top Site, and Selected Pages In All Open Sites.
In Edit Mode In HTML Mode	Select the mode you want to search in. Search In Edit Mode to find the a match in Edit Page mode only. Search In HTML Mode to find a match in Edit HTML Source mode only.
Case Sensitive	Only find exact matches of the text, including case. For example, “Coffee” would find “Coffee” but not “coffee.” Leave unchecked to ignore case.
Whole Word	Only find the text if it appears by itself without any other characters.
Search Backwards	Search backward from the insertion point instead of forward.
Wrap Around	Search through the page again.

5. Click the appropriate button to perform the search.

Click this button	To do this
Find Next	Find the text you typed in the Find text box.
Change All	Replace all instances of the found text with the text you typed in the Change text box.
Change	After a successful find, replace the found text.
Change, Find	After a successful find, replace the found text and search for the text again.

Choose Find Next from the Edit menu if you want to find the same text again without reopening the Find/Change dialog box.

Applying styles to text

Use Claris Home Page to apply standard HTML formatting styles to paragraphs and to individual characters or words easily. In Edit Page mode, choose a style and Claris Home Page adds the appropriate HTML tags to the text or paragraph for you.

Using paragraph styles

You can use paragraph styles to format different level headings, lists, quotes, and bylines and to align paragraphs to the sides of the page.

When you apply a paragraph style, the change affects all of the text within the paragraph. In most cases, if text within the paragraph already has a character style, it adopts the paragraph style in addition to the character style. For example, if you make the first word in a paragraph italic and then make the paragraph into a heading, the first word is still set in italic.

To apply a paragraph style:

1. Select the paragraph or group of paragraphs you want to format.

2. Choose the style from the Format menu.

Choose one of these styles	To do this
Normal	Remove any Heading, Preformatted, Address, or List styles from a paragraph.

Choose one of these styles	To do this
Preformatted	Format the text of the paragraph to display in the monospace font used by the Web browser. This causes all of the characters typed to have the same width so you can use multiple spaces to line up text exactly how you want it to look. **Note** Tables are more useful for presenting text in multiple columns as long as the browser supports tables. For more information on tables, see chapter 5 “Adding tables to your Web page.”
Address	Format your byline or address so your audience can find it easily. **Note** Bylines and the email address of the Web page author are usually placed at the bottom of the Web page, separate from other text.
Headings 1–6	Format text with six different heading levels, where Heading 1 is the largest and Heading 6 is the smallest.
Bullet List, Definition List (Term and Definition), or Numbered List	Format paragraphs into a list of items. You can choose from several different types of lists depending on the information you are presenting. For more information, see “Creating a list” on page 3-9.
Number List Style	Label the numbered list items using alphabetic or numeric characters.
Increase Indent	Format a paragraph as an extended quotation by indenting both the left and right sides of the paragraph. Uses the <BLOCKQUOTE> tag.
Decrease Indent	Remove the indentation of the paragraph. Removes the <BLOCKQUOTE> tag.
Alignment	Align text to the left side, center, or right side of the Web page. Choose Align Left, Align Center, or Align Right from the submenu.

Using character styles

Claris Home Page provides styles for applying HTML attributes to text characters. Character styles include physical and logical character styles, and Font, Size, and Text Color.

Characters formatted with a *physical style* (such as Bold, Italic, or Strikethrough) look the same no matter what browser they appear in as long as the browser supports that physical style. (If a browser doesn’t support the style, then there’s no way of knowing how the characters will be interpreted.)

Characters formatted with a *logical style* appear differently depending on how a browser interprets that style. For example, characters formatted with the Emphasis style might appear in italics in one browser while in another browser they might appear underlined. This allows for more flexibility between browsers.

Here is how Claris Home Page displays the logical styles it supports. Remember, they may look different in other browsers.

Strong *Emphasis* *Citation* Inserted ~~Deleted~~

`Sample` `Keyboard` *Variable* `Code`

To apply a character style:

1. Select the characters you want to format.
2. Choose one or more character styles from the Style menu.

Type of character style	Choose one of these styles	To do this
Physical styles	Plain	Remove all physical and logical character styles, such as Bold. Does not affect Font, Size, or Text Color.
	Bold	Make text **bold.**
	Italic	Make text *italic.*
	Underline	Make text underline.
	Strikethrough	Make text ~~strikethrough.~~
	Superscript	Make text superscript.
	Subscript	Make text subscript.
	Teletype	Make text `teletype.`

Type of character style	Choose one of these styles	To do this
Logical styles (choose Other from the Style menu)	Strong	Indicate the text is very important.
	Emphasis	Indicate the text is important.
	Citation	Indicate that the text is from a book or other document.
	Inserted	Indicate that the text has been inserted into the document.
	Deleted	Indicate that the text has been deleted from the document.
	Sample	Indicate that the text is a sequence of literal characters.
	Keyboard	Indicate that the text is keyboard input.
	Variable	Indicate that the text is a variable.
	Code	Indicate that the text is code.
Font	None	Make text display in the default font of the Web browser.
	Other	Type a list of fonts separated by commas (for example, `Helvetica, Ariel, Courier`). The text will display in the first listed font found on the browser's system.
	(Font name)	Make the text display in the font specified. (If the font is not available on the browser's system, another font will be substituted.)
Size	1 through 7 (3 is the default)	Format text with 7 sizes where 7 is the largest size and 1 is the smallest.
	Increase	Format text with the largest size (same as 7).
	Decrease	Format text with the smallest size (same as 1).
Text Color	Black, White, Gray, Red, Blue, Green, Magenta, Cyan, Yellow, and Other	Make the text a different color. For more information, see "Changing the color of text" on page 3-14.

Removing paragraph or character styles

To remove a paragraph style, you reset the selected text back to Normal. Select the text and choose Normal from the Format menu. (Character styles remain unaffected.)

To remove all character styles from text, select the text and choose Plain from the Style menu.

Changing how text is displayed in Claris Home Page

To make working with text easier, you can change how text is displayed in Edit Page and Preview Page modes without affecting the actual HTML formatting styles of the text.

Note This procedure does not change the way text is displayed in your Web pages on the Internet.

To change how the text is displayed in Claris Home Page:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Fonts tab.
3. Choose a font type and size.

   Change the proportional font settings to set how normal or plain text appears. Change the monospaced font settings to set how text appears in form fields and with the Preformatted or Teletype styles.

   Note The default display font setting is Times, 12 points.

Formatting special characters

Characters that require more than one key to type, such as the copyright symbol (©), are not guaranteed to appear in all browsers or on all types of computers. To ensure special characters like this appear in your Web page, you type numeric entities assigned by the International Standards Organization (ISO) in the HTML Code text box. For example, the numeric entity for the copyright symbol is `©`. The actual character appears when you preview the page in a browser or after you close and reopen the page in Claris Home Page.

For a complete list of the ISO Latin-1 character set and the assigned numeric entities, see appendix A, "Codes for special characters."

To enter a special character:

1. Switch to Edit Page mode, if necessary.
2. Place the insertion point where you want the special character to appear.
3. Choose HTML from the Insert menu and then choose Code.

   An HTML Code icon <?> appears in your page and the HTML Code window opens.

4. Type &#, the number for your special character, and a semicolon (`;`) in the HTML Code window.

   When you add &# before the number, the number is recognized as a numeric entity for a special character.

5. Click the close box of the HTML Code window.

   The HTML Code icon remains as a placeholder for the code you assigned. The special character appears when you view your page in a browser, and it also appears in Claris Home Page the next time you open the file.

   To enter in HTML code as a comment, click the Include<!--NOEDIT--> Marker checkbox. When checked, Claris Home Page will not convert the HTML code between the comment lines.

© 1997 Claris Corporation

Browser view

<?> 1997 Claris Corporation

Edit Page mode view

Creating a list

There are several ways you can format text to help you organize information on your Web page. Using lists is one popular method. You can create three kinds of lists using Claris Home Page: bulleted, definition, and numbered lists.

The first step in creating a list on your Web page is deciding which kind of list to use.

Use this kind of list	For this type of information
Bulleted list	Items that don’t necessarily follow a sequence (also known as an unordered list). In this kind of list, a bullet precedes each item.
Definition list	Terms that might be unfamiliar to the user. Definition lists consist of terms that are followed by their definitions.
Numbered list	Items that need to be listed in a sequence (also known as an ordered list). In this kind of list, a number or letter precedes each item, which you can specify.

Note When you create a numbered list in Edit Page mode, you see a number symbol (#) or an X in front of each entry. The actual numbers or letters only appear when you view your page in Preview Page mode or in a browser.

Creating a bulleted list

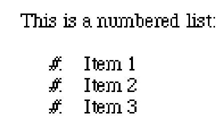
To create a bulleted list:

1. In Edit Page mode, type the list items, starting each item on a new line.
2. Select the list.
3. Choose Bullet List from the Format menu or click the Make Bullet List Entry button on the toolbar.

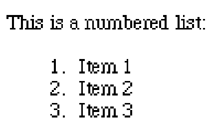
Note You can also start a new bulleted item by clicking anywhere in the text and choosing List from the Insert menu.

To add an item to a list, click in the list where you want to begin a new item and press Enter (Windows) or Return (Macintosh).

Creating a numbered list



Edit Page mode



Preview Page mode

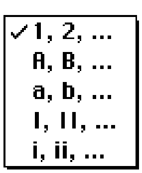
To create a numbered list:

1. In Edit Page mode, type the list items, starting each item on a new line.
2. Select the list.
3. Choose Numbered List from the Format menu.

   Note You can view the results of a numbered list in Preview Page mode or in a browser.

To add an item to a list, click in the list where you want to begin a new item and press Enter (Windows) or Return (Macintosh).

There are five number styles you can use for a numbered list.



To change the number style:

1. Select the numbered list.
2. Choose Number List Style from the Format menu and select a number or letter style.

   In Edit Page mode, you see number symbols (#) or X's in the list. You can view your page in Preview Page mode or in a browser to see the actual numbers or letters.

Creating a definition list

To create a definition list:

1. Choose Definition List from the Format menu and then choose Term.

2. Type the first term and press Enter (Windows) or Return (Macintosh).

The insertion point is indented and the format changes to Definition.

3. Type the definition for the first term and press Enter (Windows) or Return (Macintosh).

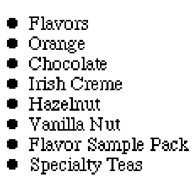
The insertion point moves back out to the left margin and the format changes to Term.

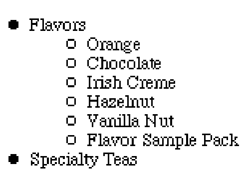
Repeat steps 2 and 3 for each glossary term and definition you want to create.

Tip You can tell what the format is for text by clicking the text and looking at the pop-up menu on the toolbar. The format name changes in the pop-up menu when you click a paragraph that has a different format.

To add an item to a list, click in the list where you want to begin a new item and press Enter (Windows) or Return (Macintosh).

Creating a nested list





A nested list is indented within another list to show subcategories.

To create a nested list:

1. Type the list and the subcategory list, starting each item on a new line.

2. Select all of the text.

3. Choose Bullet List from the Format menu.

4. Select the subcategories you want to nest.

5. Click the Increase Indent button on the toolbar.

To remove the nested list style, click the Decrease Indent button.

Reordering items in a list

You can drag list items to a new position in the list.

To select a single list item that you want to reposition, you need to select the entire item (including the paragraph return at the end of the line).

1. Triple-click the item you want to move.

   If you want to move more than one item at a time, hold down the Shift key and select the other items.

2. Drag the selected item or items into the left margin of the new location.

Note If you change the order of numbered list items, they're renumbered automatically.

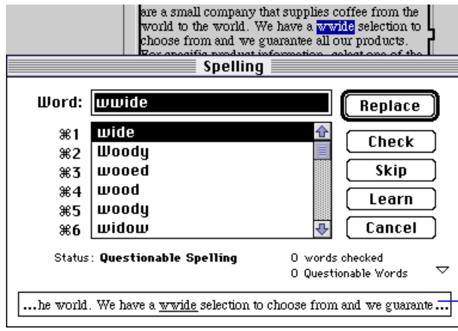
Checking your spelling

Claris Home Page provides a spelling checker to help you polish your writing. You can check the spelling of all the words in the page you're working on and check individually selected words. You can also use the spelling checker to count the number of words in your Web page or selection.

To check the spelling	Do this
In a page	Choose Spell and then Check Spelling from the Tools menu (Windows) or Edit menu (Macintosh).
In selected text	Select the words you want to check, and then choose Spell and then Check Selection from the Tools menu (Windows) or Edit menu (Macintosh).

Once you choose one of these options, the Spelling dialog box appears and Claris Home Page begins checking for questionable words.

The spelling checker verifies the words you are checking with those in the main dictionary (that is installed in the Claris folder, see chapter 1, "Installing Claris Home Page" in the *Getting Started* guide that accompanied your application) and with whatever is the currently selected dictionary. If it does not find a word that matches, it suggests alternatives. If the spelling of the word in question is correct (such as the spelling of someone's name), you can add the word to a user dictionary by clicking Learn if you already have created a user dictionary.



Click the triangle ▽ to display the questionable word in context in the bottom of the spelling dialog box.

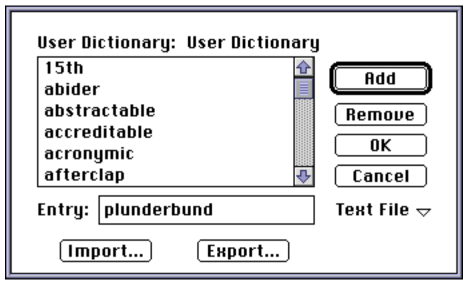
Use this option	To do this
Replace	Click to replace the questionable word with the word selected in the list (changes to Done when check is complete). Type a keyboard shortcut (shown to the left of the word) to replace a word.
Check	Type the text in the Word text box you want to check. Click Check. The spelling of the word is checked and if questionable, a list of optional words appear.
Skip	Click to keep the word in question as is and move on to another selection.
Learn	Click to add the questionable word to the user dictionary.
Cancel	Click to stop the spelling checker.
Words checked	Learn how many words are in the selection or document.
Questionable words	Learn how many questionable words are in the document.
Questionable word in context text box	See the questionable word in context. Click the triangle to hide or show the word in context.

Changing dictionaries

To change the dictionary that Claris Home Page is currently using, choose Spell from the Tools menu (Windows) or Edit menu (Macintosh), and then select Select Dictionaries.

Editing dictionaries

To edit words in your user dictionary, choose Edit User Dictionary from the Edit menu. In the dialog box, you can add a new entry to the dictionary, remove entries from the list, edit dictionary entries, import dictionary entries from a text file, or export the contents of a dictionary to a text file.



Use this option	To do this
Add	Add the entry to the dictionary
Remove	Remove a selected entry from the dictionary
OK	Apply your changes to the user dictionary and close the dialog box.
Cancel	Close the dialog box without making any changes to the user dictionary.
Entry	Type a new entry or edit a selected entry.
Import	Import entries from another dictionary.
Export	Export entries from another dictionary.

Changing the color of text

You can change the color of all of the text on your Web page and you can change the color of selected text. Colors assigned to selected text are character styles and therefore override the default color you assign for all text on your Web page.

You can also change the color of hypertext links. See “Changing the color of links” on page 7-14.

Note Not all colors are supported uniformly by all Web browsers.

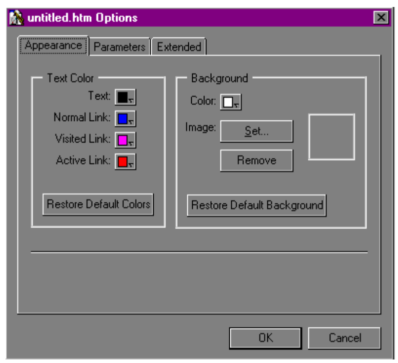
Changing the default color of text

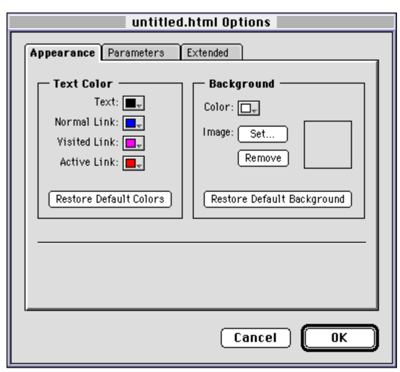
To change the default color for all the text on a Web page:

1. Choose Document Options from the Tools menu (Windows) or Edit menu (Macintosh).

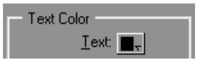
   The Options dialog box appears.

2. Click the Appearance tab if necessary, to see a new set of options.





3. Place the pointer over the Text box in the Text Color area and hold the mouse button down until the pop-up color palette appears.



Note You can change the default color palette that appears. See "Changing the default color palette display" on page 2-23 for more information.

4. Select the color you want for the text.
5. Click OK to close the Options dialog box.

To change the color of all text on your page back to the default settings:

1. Choose Document Options from the Tools menu (Windows) or from the Edit menu (Macintosh).
2. Click the Appearance tab.
3. Click Restore Default Colors, and then click OK.

Your links revert to their default color and any text not assigned a specific color character style reverts to the text default color.

Changing the color of selected text

To change the color of selected text:

1. Select the text in your page.
2. Choose Text Color from the Style menu or click the Text Color button  on the toolbar and then choose one of the pre-defined colors or choose Other for more options.

   If you choose a pre-defined color, the color is applied to the text you selected.

   If you choose Other, a Color dialog box appears. Click on the color you want, and click OK to apply the new color to the text.

   Windows: If you want to define a custom color, click Define Custom Colors in the Color dialog box. For more information on how to set a custom color, consult your Windows documentation.

   Macintosh: If you want to define a custom color, click More Choices in the Color dialog box. For more information on how to set a custom color, consult your Macintosh documentation.

To change the color of selected text back to the default color, choose Text Color from the Style menu, and then choose Default.

Using horizontal rules to separate text

You can use horizontal rules to separate your Web page into sections. Horizontal rules are objects that you can resize to be short or long, thick or thin.

Inserting a horizontal rule

You can insert horizontal rules anywhere in your page including inside table cells. To insert a horizontal rule:

1. Place the insertion point where you want the horizontal rule to appear in the page.
2. Choose Horizontal Rule from the Insert menu or click the Insert Horizontal Rule button on the toolbar.

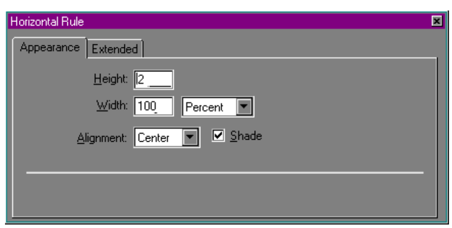
   Claris Home Page inserts horizontal rules of a size commonly used by many Web page designers.

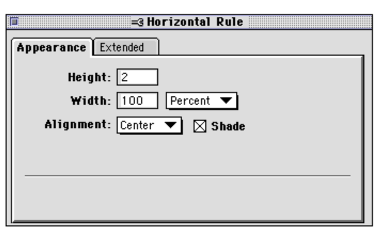
Changing the attributes of the horizontal rule

You can change the size and alignment of the horizontal rule and make it look like a solid line or recessed in the page

To change the attributes of a horizontal rule:

1. Double-click the horizontal rule to open the Horizontal Rule Object Editor.





2. Click either the Appearance or Extended tab to change the settings as appropriate, and then apply the settings by pressing Tab or clicking the close box of the Horizontal Rule Object Editor.

Use this horizontal rule attribute setting	To do this
Height	Change the thickness of the rule.
Width	Change the length of the rule. Choose Percent to make the length a percentage of the browser window's width. Choose Pixels to make the length a fixed amount that is not affected by the browser window's width.
Alignment	Change the alignment of the rule to the left side, right side, or center of the paragraph or page.
Shade	Make the rule look recessed. Deselect to make the rule solid.
Extra HTML Attributes	Add other HTML attributes to the horizontal rule. (This is an advanced feature that requires knowledge of HTML; it specifies additional parameters for the <HR> tag. For more information, see "Adding extra HTML to your page" on page 2-16.

Tip You can also use the mouse to change the thickness of a horizontal rule. Click the rule to select it and drag the handle at the bottom of the rule up or down.

Chapter 4: Adding images to your Web page

Images that you include on your Web pages can be simple line art or color photographs. You can use an image for visual effect alone, or make it function as a clickable link. Make an image *interlaced* so that your audience can see more of the image as it's downloading onto their computers. Add a single transparent color to an image to make parts of it (like the background) disappear. You can even use an image to create a background pattern for your Web page. (For more information, see "Using an image for the background" on page 2-22.)

Images that you include on your Web page must be in one of the two standard formats used on the Web: *JPEG* (Joint Photographic Experts Group) or *GIF* (Graphics Interchange Format). Claris Home Page converts image files in other formats to GIF for you.

Claris Home Page comes with a library of GIF images to use on your Web pages. You can also create your own libraries of images. For more information, see chapter 6, "Using Claris Home Page libraries."

When you're deciding where to include images on your Web pages, keep in mind that some browsers don't support images and sometimes people turn off image loading in their browsers. You can specify an alternative label that appears in place of the image in these cases.

Web pages with large image files take longer to download. As you add images to your Web page, you can check how long it will take browsers to download. For more information, see "Using the Statistics window" on page 2-14.

When you're ready to upload your pages to the Web, you can use Claris Home Page to consolidate all the referenced image files into one folder. See "Consolidating media files" on page 12-4 for more information.

Inserting an image

When you insert an image into your Web page, Claris Home Page creates a pointer to the folder where the image file is stored. Before you add images to your Web pages, make sure the image files are stored in the images folder that you have set up for your Web site (see "Setting up the media folder" on page 1-9 for more information). Then set the images folder to be the default location where Claris Home Page stores converted files. (See "Specifying the default converted images folder" on page 4-3.)

To insert an image into your Web page:

1. Place the insertion point in the page where you want the image to appear.
2. Choose Image from the Insert menu or click the Insert Image button on the toolbar.

   You can also add an image to your Web page by dragging it.
3. In the Open dialog box, select the image file and click Open.

   The image appears on the Web page.

   If the image is a JPEG or GIF file, Claris Home Page creates a pointer to the current location of the file. If the image is in a different file format (such as BMP, TIFF, or PICT), Claris Home Page converts the file to GIF format.

Note To view JPEG images that you insert into Claris Home Page on the Macintosh, you need QuickTime 2.0 or later installed on your computer. Your audience won't need this application if their browsers support JPEG images.

Converting image files to GIF format

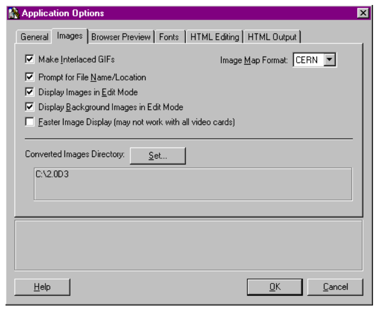
Claris Home Page automatically converts image files such as PICT and BMP files into GIF format when you insert them into a page.

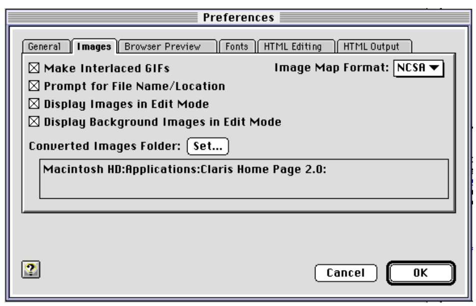
When Claris Home Page converts an image, it automatically stores the converted image file in the Claris Home Page folder. You can set the default so that images are automatically stored in your images folder in the site folder, or you can also have Claris Home Page prompt you for a filename and location each time it converts a file. You can also set Claris Home Page to automatically add an interlacing effect to the converted images. For a description of what the interlacing effect does, see "Creating an interlaced image" on page 4-8.

Specifying the default converted images folder

To set the default location where Claris Home Page stores the converted GIF files:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Images tab to display a new set of options.





3. Select Convert and save automatically to directory (Windows) or Convert and save automatically to folder (Macintosh).
4. Click Browse to select the folder you want the converted images stored in.
5. Click OK.

Specifying each filename and location

To set Claris Home Page to prompt you for a filename and location each time it converts an image file to GIF format:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Images tab.
3. Select Prompt for File Name/Location and click OK.

   When Claris Home Page converts a file, it prompts you to assign a filename and a location for the converted file.

Note When Claris Home Page converts Photoshop or TIFF files, it automatically adds the word (converted) to the filename.

Automatically interlacing converted images

When Claris Home Page converts an image into GIF format, an interlacing effect is applied to the converted image. You can change the default setting so that Claris Home Page does not automatically make every image it converts to GIF interlaced as well. For more information, see "Creating an interlaced image" on page 4-8.

To remove the default interlacing for converted images:

1. Choose Applications Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Images tab to display a new set of options.
3. Deselect the Make Interlaced GIFs check box.
4. Click OK.

Note This setting only affects GIF files that Claris Home Page automatically converts from other image file formats, such as PICT or BMP files.

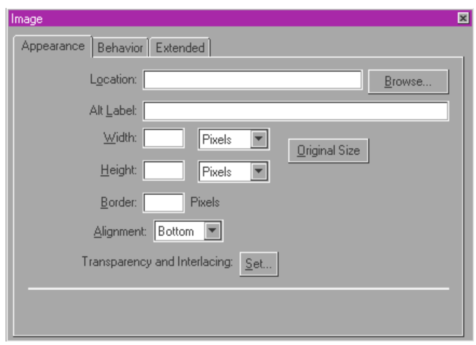
Using the Image Object Editor

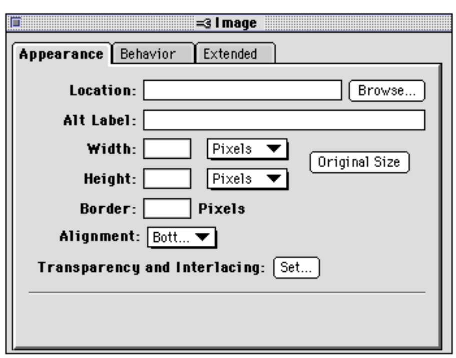
Once you've added an image to your page, you can use the Image Object Editor to change the attributes of your image. You can change the appearance of an image (such as the size and alignment), add special effects to it, and make it behave as a form button or an image map. You can also use the Image Object Editor to locate the file if the reference link to it is broken.

Note You can also make an image into a single hypertext link that you can click to go to a different page. For more information, see chapter 7, "Creating links and anchors."

You can open the Image Object Editor three different ways:

- Double-click an image.
- Click an image, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Click an image, and click the Object Editor button on the toolbar.





To change the attributes of an image, select the image and then change the settings in the Image Object Editor. Click the Appearance tab to see more options. To apply the new settings, press tab or click the close box on the Image Object Editor.

Use this Appearance setting	To do this
Location	Locate and re-establish the reference link to a missing file. The Location text box displays the path of the reference link to the image file. Click Browse to select a new path.
Alt Label	Type the text that appears in place of the image if a Web browser doesn't support images or if your viewer has turned image loading off. You should always provide an alternative label for important images.
Width	Change the width of the image. Choose Percent to make the width a percentage of the browser window's width. Choose Pixels to make the width a fixed amount that is not affected by the browser window's width. For more information, see "Setting the image size" next.
Height	Change the height of the image. Choose Percent to make the height a percentage of the browser window's height. Choose Pixels to make the height a fixed amount that is not affected by the browser window's height. For more information, see "Setting the image size" next.
Original Size	Restore a resized image back to its original size.
Border	Change the thickness in pixels of the border around the image. A setting of 0 makes the border around the image invisible.
Alignment	Change how the image is aligned with text in a line or on the page. Choose Top to align the top of the image with the top of the text next to it. Choose Middle to align the middle of the image with the text next to it. Choose Bottom to align the bottom of the image with the bottom of the text next to it. Choose Left or Right to place the image on the left side or right side of the page and have text flow around it. (View your page in a browser to see the actual left and right alignment of the image within text.)
Transparency and Interlacing	Click Set to make a GIF image interlaced or to add transparency to a GIF image. See "Creating an interlaced image" on page 4-8 and "Adding transparency to an image" on page 4-9 for more information.

To change the behavior of an image, click the Behavior tab and choose a setting. For more information, see “Making images interactive” on page 4-10.

Use this Behavior tab setting	To do this
Picture	Change a form submit button or image map to a picture.
Form Submit Button	Make an image behave like a form submit button.
Image Map	Make an image behave like an image map. Click Edit to open the Image Map Editor so you can add hotspot links to the image map. See “Creating an image map” on page 7-8 for more information.

To add extra HTML attributes to an image, click the Extended tab and type the appropriate HTML. For more information, see “Adding extra HTML to your page” on page 2-16.

Use this Extended tab setting	To do this
Extra HTML Attributes	Type code for additional HTML attributes for your image. (This is an advanced feature that requires knowledge of HTML; it specifies additional parameters for the <IMG> tag.

Setting the image size

You can set the size of an image to rescale to the browser window’s size or to remain fixed as the window’s size changes. Whether you set an image to rescale in a browser depends on the type of image. For example, you may not want a photograph to rescale as your viewers resize their browser windows because it distorts the image, but you may want a simple border or dividing line to rescale as the browser window changes.

To set the image size and how it adjusts to the size of a browser window:

1. Double-click on the image to open the Image Object Editor.
2. Click the Appearance tab to display a new set of options.
3. Choose the setting type from the Width or Height pop-up menus.
   - Choose Percent to set the size as a percentage of the browser window’s width or height.
   - Choose Pixels to set the size as a fixed number of pixels that remains unaffected by the browser window’s size.

4. Type the number of pixels or percent for the image's width or height.
5. Press Enter (Windows) or Return (Macintosh).

Tip Use the mouse to change the width and height of the image proportionately. Select the image, hold down the Shift key, and then drag the lower-right corner handle.

To set the image to its original size, click the Original Size button in the Image Object Editor.

Creating an interlaced image

When a Web browser downloads a normal GIF image, the image gradually appears, line by line, from top to bottom on the screen. If an image is large and takes a long time to download, this can be frustrating for someone viewing it. Your audience might have to wait for almost the entire image to download before they really know what the image is.

To avoid this problem, you can change an image so that it is interlaced. When a browser downloads an interlaced GIF image, a rough outline of the entire image is displayed first and then detail is gradually added.

Note When Claris Home Page converts image files to GIF format, the images are automatically set to be interlaced. For more information on image conversion, see "Converting image files to GIF format" on page 4-2.

To make an image interlaced:

1. Double-click the image to open the Image Object Editor.
2. Click the Appearance tab, if necessary, to display a new set of options.
3. Click Set to open the image file in the Transparency and Interlacing Image Editor.
4. Click the Interlace button  on the toolbar.

   To change the image back into a non-interlaced image, click the Don't Interlace button .
5. Close the Transparency and Interlacing Image Editor and save the changes to the image file when Claris Home Page prompts you to.

   The image file is stored and displayed as an interlaced image.

Tip To open the image in the Transparency and Interlacing Image Editor using the mouse, right-click (Windows) or Control-click (Macintosh) the image and choose Transparency and Interlacing from the pop-up menu.

Adding transparency to an image

You can make a single color in an image transparent so the background of the Web page shows through. This is useful for making the rectangular background and outline of an image disappear. It can also be useful for controlling the space between objects or lines of text with an invisible image.

To make the background of an image transparent:

1. If necessary (such as with most scanned images and photographs), use an image-editing program to make the image background a single color and then add the image to your Web page.
2. Select the image and open the Image Object Editor.
3. Click the Appearance tab to display a new set of options.
4. Click the Transparency and Interlacing Set button to open the image file in the Transparency and Interlacing Image Editor.
5. Move the pointer over the image until it turns into an eyedropper, and click to select the color of the image you want to make transparent.

   All pixels of the selected color become transparent.

   Note You can only make one color transparent in an image.

6. Close the Transparency and Interlacing Image Editor and save the changes to the image file when Claris Home Page prompts you to.

   The color you selected in the image becomes transparent so you can see the background of your Web page. To learn how to change the color or background of your Web page, see “Setting the color and background of your Web page” on page 2-21.

Tip To open the image in the Transparency and Interlacing Image Editor using the mouse, right-click (Windows) or Control-click (Macintosh) the image and choose Transparency and Interlacing from the pop-up menu.

To remove transparency from an image:

- Open the image in the Transparency and Interlacing Image Editor, and click the Remove Transparency button on the toolbar.

To use a transparent image to control line spacing:

1. Make a square image that is a single color and the same color as the image’s background (usually white).

2. Set the size to be a fixed amount of pixels.

3. Make the image transparent.

4. Insert the image between the lines of text you want spaced according to the size of the image.

Note You can also insert spacers to separate objects and text on your page. See "Using horizontal rules to separate text" on page 3-17, for more information.

Making images interactive

You can make images more than just visual elements on your Web pages. You can make them interactive so your audience can click them to perform an action.

You can make an image function as:

- A link, so viewers can click it to go to a different Web page or to an anchor in the same Web page.

  To make an image into a link, select the image and choose Link to File or Link to URL from the Insert menu. For more information, see chapter 7, "Creating links and anchors."

- An image map, so viewers can click different parts of it to activate different links.

  To turn an image into an image map, select the image and open the Image Object Editor. Click the Behavior tab, select Image Map and click Edit. Draw hotspots in the image and link them to pages in the Image Map Editor. For more information, see "Creating an image map" on page 7-8.

- A submit button in a form, so viewers can click it to send form data to the server.

  To make an image into a Submit form button, select the image and open the Image Object Editor. Click the Behavior tab and select Form Submit Button. For more information, see "Using an image as a submit button" on page 9-18.

Chapter 5: Adding tables to your Web page

Tables provide a way of organizing and displaying information on your Web page. A table is made up of a series of rows and columns. A single block of information in a table is called a cell and can contain text, images, lists, form elements, and other tables. In fact, anything that can be placed in an HTML document can be placed in a table cell. You can make the background a different color than the rest of the page.

Flavor Varieties Available	
Orange	Hazelnut
Chocolate	Vanilla Nut
Irish Creme	Flavor Sample Pack

Note Tables are a relatively new part of HTML, and not all browsers support them. For this reason, before you start creating tables, make sure you know who your audience is and what kinds of browsers they use. If the majority of your viewers are using browsers that don't support tables, you might want to consider using preformatted text to lay out your information. For information on using preformatted style, see "Using paragraph styles" on page 3-4.

Inserting a table

There are two ways that Claris Home Page adds a table to your Web page. You can insert an empty table and then add text and images to it. You can also paste a copy of spreadsheet data or an exported tab-separated (or tab-delimited) file from a database into your Web page and Claris Home Page formats it into a table.

Once you've created a table, you can use the Table Object Editor to add more rows and columns, and to apply other attributes to the table.

To insert an empty table:

1. Place the insertion point where you want your table to appear on your Web page.
2. Choose Table from the Insert menu.

   A table with two rows and two columns appears, and the Table Object Editor opens.

To insert a table of data from another application:

1. Copy the data from a spreadsheet file or tab-delimited text from an exported database file.
2. Place the insertion point in the Web page where you want the table to go.
3. Choose Paste from the Edit menu.

   Claris Home Page inserts a table containing the copied text.

Once you've created a table, you can use the Table Object Editor to add more rows and columns, and to apply other attributes to the table.

Adding elements to the table

You add elements—text or images—to a table individually according to the cell you select.

Note If you select the entire table and start typing or insert an element, the table is deleted.

To enter text in a cell, click in the cell to select it and start typing. To add an image or other element, select the cell and choose the element from the Insert menu.

As you type, the cell expands downward with all of the other cells in the same row of the table. The cell also expands to accommodate the height of an image or other element. The width of the cell, however, remains the same. For information on changing the width of the cell, see "Changing the cell width or height" on page 5-7.

You can copy and paste text, images, and other elements from one cell to another in a table, from another open Web page into your table, or from another application into your table.

You can also drag elements from one cell to another cell or from an open Web page to your table.

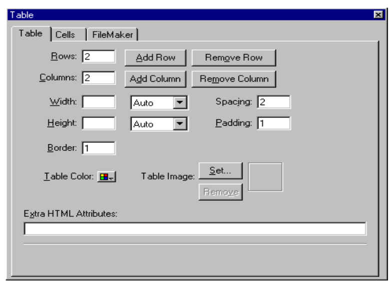
To delete an element in a cell, select the element and press Backspace or Delete. To delete an entire row or column, including its contents, double-click one of the cells to open the Table Object Editor, click the Table tab, and click Remove Row or Remove Column.

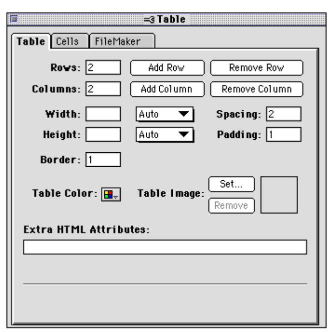
Using the Table Object Editor

Use the Table Object Editor to change the attributes of a table and the contents of each cell. For example, you can make the border invisible so your viewers are unaware that the information is contained in a table. The Table Object Editor appears automatically when you insert a table into your page.

You can also open the Table Object Editor three other ways:

- Double-click a table border or cell in a table.
- Click a table or cell, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Click a table or cell, and click the Object Editor button on the toolbar.





Note When you select the table border and open the Table Object Editor, only the Table tab settings are displayed. To see the Cells tab settings, select a cell in the table.

Changing table attributes

To change the attributes of a table, select the table and then change the settings in the Table Object Editor (click the Table tab if necessary). To apply the new settings, press Tab or click the close box of the Table Object Editor. See "Resizing a table or parts of a table" on page 5-6 for more information.

Use this table attribute setting	To do this
Rows	Specify the number of rows in the table. Rows are added to and subtracted from the bottom of the table. The maximum number of rows you can specify is 100.
Add Row	Add a row directly below the selected cell or table.
Remove Row	Delete the selected row or the bottom row of the selected table and its contents.
Columns	Specify the number of columns in the table. Columns are added to and subtracted from the right side of the table. The maximum number of columns you can specify is 25.
Add Column	Add a column directly to the right of the selected cell or table.
Remove Column	Delete a selected column, or the right-most column of a selected table, and its contents.
Width	Change the width of the table. Choose Percent to make the width a percentage of the browser window's width. Choose Pixels to make the width a fixed amount that is not affected by the browser window's width. Choose Auto to make the width fit evenly around the table elements. For more information on changing the table width, see "Changing the table width or height" on page 5-6.
Height	Change the height of the table. Choose Percent to make the height a percentage of the browser window's height. Choose Pixels to make the height a fixed amount that is not affected by the browser window's height. Choose Auto to make the height fit evenly around the table elements. For more information on changing the table height, see "Changing the table width or height" on page 5-6.
Spacing	Change the amount of space between cells (by making the border thicker).
Padding	Change the amount of space around the data in cells.
Border	Change the thickness of the table borders to make it appear beveled or three-dimensional. A setting of 0 makes the borders of the table invisible.
Table Color	Change the background color of a table. For more information on changing the color and background of a table, see "Changing the color and background of a table" on page 5-11.

Use this table attribute setting	To do this
Table Image	Specify a background image for a table. Click Set to select an image file. Click Remove to restore the default background setting.
Extra HTML Attributes	Add other HTML attributes to a table. Requires knowledge of HTML. For more information, see “Adding extra HTML to your page” on page 2-16.

Changing cell attributes

To change the attributes of a cell, select the cell and then change the settings in the Table Object Editor. Click the Cells tab if necessary in the Table Object Editor to display the cell attribute settings. To apply the new settings, press Tab or click the close box of the Table Object Editor.

Use this cell attribute setting	To do this
Column Width	Change the width of all the cells in a column. For more information, see “Changing the table width or height” on page 5-6.
Column Span	Change how many columns a cell spans. For more information, see “Resizing a cell to span rows and columns” on page 5-9.
Row Height	Change the height of all the cells in a row. For more information, see “Resizing a row or column using the mouse” on page 5-9.
Row Span	Change how many rows a cell spans. For more information, see “Resizing a cell to span rows and columns” on page 5-9.
Horizontal Align	Change how elements are horizontally aligned within the cells. For more information, see “Changing the alignment of elements in a table” on page 5-10.
Line Wrap	Make text wrap in a cell.
Vertical Align	Change how elements are vertically aligned within the cells. For more information, see “Changing the alignment of elements in a table” on page 5-10.
Header Cell	Format the selected cell as a table header cell in order to label a row or column. (Text in header cells appear in bold face type in Claris Home Page; they may look different in your browser.)
Cell Color	Change the background color of an individual cell. For more information, see “Changing the color and background of a table” on page 5-11.
Row Color	Change the background color of an entire row. **Note** The cell color for a specific cell will override its row color setting.

Use this cell attribute setting	To do this
Cell Image	Specify a background image for a cell. Click Set to select an image file. Click Remove to restore the cell's default background setting.
Extra HTML Attributes	Add other HTML attributes to an individual cell in a table. Requires knowledge of HTML. For more information, see "Adding extra HTML to your page" on page 2-16.

Selecting cells in a table

There are two ways to select cells in a table. You can select multiple cells in a range or at random.

- To select a range of cells, hold down the Shift key as you click to select multiple table cells in a row or column.
- To select random cells, Ctrl-click (Windows) or Command-click (Macintosh) the desired table cells.

Resizing a table or parts of a table

There are different ways you can change the size of a table and the table's cells. You can use the Table Object Editor or the mouse to change the size of the table, individual cells, or rows and columns.

You can set the size of a table to be a percentage of the browser window's size so that the table adjusts according to what the size of the window is. Or you can set the size to be a fixed number of pixels so that the table is always the same size regardless of which browser it appears in.

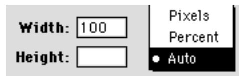
Note Some browsers that support tables do not support widths measured in pixels.

Changing the table width or height

You can change the width and height of a table and how it appears in different browser windows by using the Table Object Editor. You can also resize a table using the mouse.

To resize a table in relation to the browser window:

1. Double-click on the table border to open the Table Object Editor.
2. Click the Table tab if necessary.
3. Choose a setting type from the Width or Height pop-up menus.



Choose this type	To have the table sized like this
Pixels	Table width or height is always the specified size, measured in pixels, regardless of the browser window's size. **Note** Some browsers that support tables do not support table widths measured in pixels.
Percent	Table width or height appears as the specified percentage of the browser window width or height.
Auto	Table width or height fits evenly around its elements.

4. Type the number of pixels or percent for the table's width or height.

If you leave the Width or Height boxes empty, the browser used to view the table will determine the table's width or height. (In other words, no width or height attributes are added to the <TABLE> tag.) In Claris Home Page, the table is tall enough to display the text and images inside it and is as wide as the window.

5. Press Tab or close the Table Object Editor to apply your changes.

To resize a table using the mouse:

- Select the table.
- Drag the bottom handle to change the height of the table.
- Drag the right-side handle to change the width of the table.
- Drag the lower-right corner handle to change the width and height at the same time.

Changing the cell width or height

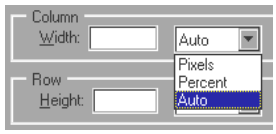
Changing the size of a cell affects the size of the table and the row or column that the cell is in. To change the size without affecting other cells, see "Resizing a cell to span rows and columns" on page 5-9.

To resize a cell using the Table Object Editor:

1. Select a cell in the table and open the Table Object Editor.

2. Click the Cells tab if necessary.

3. Choose a setting type from the Width or Height pop-up menus.



Choose this type	To have the cell sized like this
Pixels	Column width or row height is always the specified size, measured in pixels, regardless of the browser window's size. **Note** Some browsers that support tables do not support widths measured in pixels.
Percent	Column width or row height appears as the specified percentage of the browser window width or height.
Auto	Cell width or height fits evenly around its elements.

4. Type a number in the Width text box for column's width.

5. Type a number in the Height text box for row height.

6. Press Tab or close the Table Object Editor to apply your changes.

To resize a cell using the mouse:

- Drag the bottom border of the cell to change the height.
- Drag the right border to change the width of the cell.

  The size of all the other cells in that row or column changes too.

Note Dragging the handles instead of the border causes the cell to span columns and rows. See "Resizing a cell to span rows and columns" on page 5-9 for more information.

Resizing a row or column using the mouse

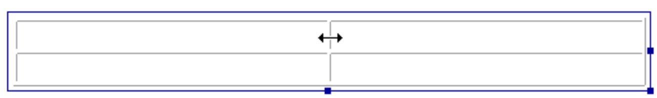
When you change the cell width or height in a table, the row and column that the cell is part of resizes also. You can also resize a row or column using the mouse.

Note Some browsers may ignore the size you set for the row or column. In addition, some browsers may override the specified size if the row or column size you set is too small to display the text or images within that row or column.

To resize a row or column using the mouse:

1. Select the table.
2. Place the pointer over the border of the row or column you want to resize.

   The pointer changes into a double-headed arrow.



3. Drag the border of the row or column to resize it.

Resizing a cell to span rows and columns

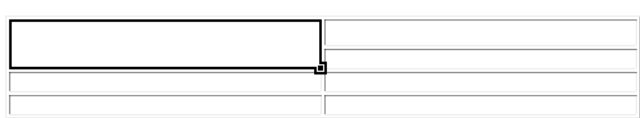
You can resize a cell without affecting the size of other cells by making the cell span more than one column or row. This is useful if you want to make a table heading, for example.

Important If you resize a cell to span over cells that contain text or graphics, the text or graphics are lost.

To change the number of rows or columns a cell spans:

1. Click inside the cell to select it.

   A heavy line appears on the inside of the cell.



2. Open the Table Object Editor.
3. Click the Cells tab if necessary.
4. Type a number in the Span text box for rows or columns you want the cell to span.
5. Press Tab or click the close box of the Table Object Editor to apply the changes.

   Claris Home Page gives you a warning that resizing the cell may cause elements in some cells to be deleted.

Note You can select the Header Cell check box in the Table Object Editor to format text in the selected cell as a row or column header.

To make a cell span more than one column or row using the mouse:

- Drag the handle to make the cell span more than one column. The other cells remain unchanged.

Changing the alignment of elements in a table

Any element that is in a table cell can be aligned to the border of the cell and to other elements in a row. You can also align text and images to the left, right, and center of a cell.

To align text and images to the left, right, or center of a cell:

1. Select the element.
2. Choose Alignment from the Format menu and then choose Align Left, Align Center, or Align Right.

To align elements top, middle, or bottom of a cell:

1. Click in the cell to select it.
2. Choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh) or click the Object Editor button on the toolbar.
3. Click the Cells tab if necessary.
4. Choose a setting from the Vertical Align pop-up menu.

Choose this setting	To have elements aligned like this
Top	Elements are aligned at the top of the cell.
Middle	Elements are aligned in the middle of the cell.

Choose this setting	To have elements aligned like this
Bottom	Elements are aligned at the bottom of the cell.
Baseline	Text is aligned by the baseline of each character. The baseline is an imaginary line that divides the main body from the descender of a lowercase letter, such as a "g" or "j." This setting is generally used in tables where each cell contains a single line of text. When you are viewing your page in Claris Home Page, however, the text will look like it's top-aligned. Preview the page in your browser to see how it will look.

Changing the color and background of a table

You can change the color or background image of a table or individual cells in the table, and make it different than the background of the rest of the page.

Note Some browsers may ignore cells with no elements. Therefore, some cells may not display background color settings.

For more information about setting the background of the rest of the page, see "Setting the color and background of your Web page" on page 2-21.

To change the color of a table, individual cells, or a row of cells:

1. Select the table or cell you wish to change.
2. Open the Table Object Editor.
3. Click the Table tab if you're changing the color of a table or the Cells tab if you're changing the color of individual cells.
4. Place the pointer over the Table Color, Cell Color, or Row Color box and hold the mouse button down until the pop-up color palette appears.

   Note You can change the default color palette that appears. For information on how to do this, see "Changing the default color palette display" on page 2-23.

5. Select the color you want for the table or table cell.

   A color set for an individual cell overrides the row or table colors.

To change the background image of a table or individual cell:

1. Select the table or cell you wish to change.
2. Open the Table Object Editor.

3. Click the Table tab if you're changing the background of a table or the Cells tab if you're changing the background of an individual cell.
4. Click the Table Image Set or Cell Image Set button.
5. In the Open dialog box, select the image file and click Open.

Chapter 6: Using Claris Home Page libraries

You can use a Claris Home Page library to store Web page elements and copy them onto new pages. For example, you can store logos, navigation buttons, boilerplate text, clip art, tables, form elements, and pieces of HTML code. A library lets you organize the elements in groups by entry name so they're easy to find and copy onto your pages.

The library window is like a card catalog: The left section of the window lists the entries and the right section displays the contents (the Web page elements) of each entry. You can copy individual elements from the right section or you can copy a whole group of elements by dragging the entry name from the left section of the library window onto your page. When you add an element to the library, you can either add it to an existing entry or make a new entry for it.

To get you started, Claris Home Page provides library files that contain clip art, animations, images, applets, movies, and styles ready for you to use. You can use these libraries or your Web pages to create your own custom libraries.

When you copy Web page elements that reference other files (such as GIF image files, movie files, or applets) from one of these libraries onto your page, you need to save a copy of the referenced files for your site as well. When you create a new library and add these kinds of elements to it, you also need to add a copy of the referenced files to the folder that the library file is in. You can use Claris Home Page to do this. See "Consolidating media files" on page 12-4.

Opening a Claris Home Page library

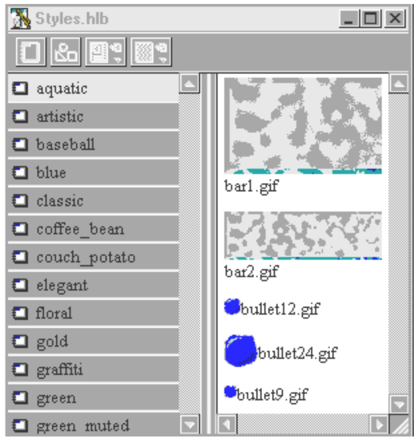
To open a library:

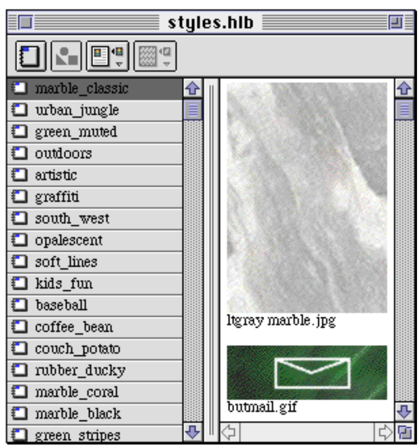
1. Choose Library from the File menu and then choose Open or a library name from the submenu.

Library names appear in this submenu of all library files that reside in the Contents folder inside the Claris Home Page folder. Library files have the .hlb extension.

2. If you chose Open, navigate to the folder where the library file resides and click Open.

The library window appears and a new Library menu appears on the menu bar.





Note The GIF image files and other referenced files that are provided with a Claris Home Page library are stored in the same folder as the library file (in the Contents folder). When you copy an image from one of these libraries onto your Web page, the reference is made to the image file located in that folder. When you want to upload all the files in your site to the Web server, you'll need to have all the referenced image files located in your site folder. An easy way to copy them into your site folder is to use the consolidate images feature. For more information, see "Consolidating media files" on page 12-4.

Using a library

Libraries are useful for keeping common Web page elements organized in one file and copying them onto new Web pages in your site.

The two new pop-up buttons on the Library toolbar are a way to insert library elements into your Web page.

To insert a library element into your page:

1. Open the pages you want to insert library elements into and open the library.
2. Select the element in the right-hand section of the library window.
3. Place the pointer over the Insert in Page button  on the Library toolbar, hold the mouse button down until you see the pop-up menu, and then choose a page.

   The library element is inserted at the insertion point in the page.

To insert a library element into the background:

1. Open the page you want to insert a library background image into and open the library.
2. Select the element in the right section of the library window.
3. Place the pointer over the Use As Page Background button  on the Library toolbar, hold the mouse button down until you see the pop-up menu, and then choose the page.

   The Library element is inserted into the background of the page.

You can hide the background in Edit Page mode if you want. To hide a background image:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).
2. Click the Images tab to display a new set of options.
3. Deselect the Display background images in Edit Page mode check box.
4. Click OK.

   The background is hidden in Edit Page mode but still appears in Preview Page mode and in the browser.

To copy library elements using the mouse:

1. Open the pages you want to copy elements into and open the library.
2. Position the library window on your screen so you can see the library's contents and your Web page.
3. Drag elements from the library to copy them onto your pages.

To copy	Do this
One element	Select the element in the right section of the library window and drag it onto your page.
All of the elements in an entry	Select the library entry in the left section of the library window and drag it onto your page. All the elements displayed in the right section of the library for the selected entry are copied onto your page.

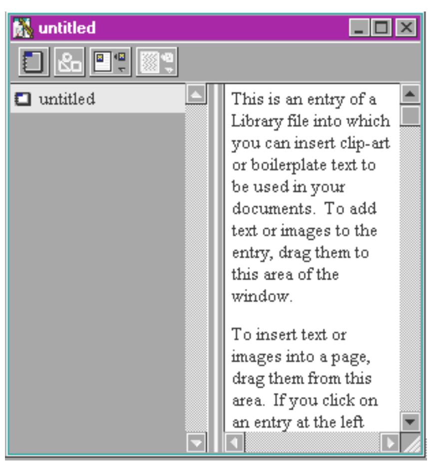
Creating a library

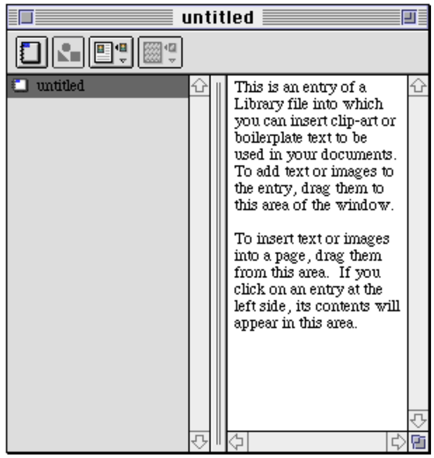
You can create a library to contain references to GIF files and any elements that you can place in an HTML file. When you add Web page elements to a library that reference other files, you should also add the referenced files to the same folder that the library file is in.

To create a library:

1. Choose Library from the File menu and then choose New.

   An untitled library window appears.





The untitled library window displays an untitled entry on the left section and information about library files on the right section.

2. Add elements to the library. (See “Adding entries to a library” next.)
3. Choose Save from the File menu.
4. In the dialog box that appears, type a name for your library and choose the location for the file.

   Note To save a library so that it appears in the File menu in the Library submenu, save the file in the Contents folder inside the Claris Home Page folder.

5. Click Save.

   Claris Home Page saves your library with the file extension `.hlb`.

Adding entries to a library

When you add Web page elements to a library, they’re stored in entries. You can organize your library elements in groups. For example, in a background library, your entries might be paper textures, floral textures, and so on. When you select the paper texture entry on the left section of the library window, the different paper texture elements appear on the right section.

There are several ways you can add an element to a library—you can make a new entry and copy elements into it, you can copy elements from other libraries, you can drag them from your Web page, and you can drag files from your desktop into an open library.

To make a new entry:

1. Choose New Entry from the Library menu or click the New Entry button on the toolbar.

   An untitled entry appears on the left section of the library window.
2. Select the entry name "untitled" and type a name for the new entry.
3. Add elements to the entry by pasting or dragging them from your page into the right section of the library window.
4. Choose Save from the File menu.

To add entries from other libraries:

1. Open both libraries and arrange them side by side.
2. Choose New Entry from the Library menu or click the New Entry button on the toolbar.

   An untitled entry appears on the left section of the library window.
3. Select the entry name "untitled" and type a name for the new entry.
4. Drag each entry from the original library to the right section in the new library window.

   To delete elements from the entry, select them in the right section of the library window and press Delete.
5. Choose Save from the File menu.

Editing library entries

The contents of a library can be organized in different ways. You can change the order of entries in the list, rename an entry to include subcategories and, delete entries in the library window.

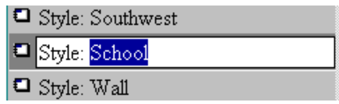
Changing the order of entries in the list

You can change the order of entries in the list by dragging their icons to new positions in the left section of the library window.

Renaming an entry

To rename an entry:

1. Double-click the entry name in the left section of the library window.



2. Type a new name for the library entry.

3. Choose Save from the File menu.

Deleting an entry

To delete an entry:

1. Click on the entry's icon in the left section of the library window.

2. Choose Clear from the Edit menu or press Delete.

3. Choose Save from the File menu.

Editing text elements in the library window

You can edit text elements of an entry by using the same tools and methods you use to edit text on your Web page. Select the text you want to edit and choose an option. For example, if you want to change a text style to bold, select the text and choose Bold from the Style menu. You can also cut, copy, and paste text from another library. See chapter 3, "Adding text to your Web page."

Chapter 7: Creating links and anchors

You can include hypertext links in your Web pages to allow your audience to move easily from one page to another within your site, or to other locations and resources on the World Wide Web.

Claris Home Page makes it easy for you to create links from your Web page to other:

- pages in your site
- places in the same page
- sites on the Web

You can also create special kinds of links to pages so they appear in frames, and links to databases so they appear in forms (see chapter 8 "Adding frames to your Web page" and chapter 9 "Adding forms to your Web page" for more information).

You can make text, images, or specific parts of an image (called an *image map*) into hypertext links that connect to pages, anchors in a page, and other Internet-accessible resources, such as email addresses.

Every page or resource on the World Wide Web needs to have an address so that you can link to it. This address is referred to as a *URL*, or Uniform Resource Locator. When you create links to other Web sites or to Internet resources , you must specify the exact URL of the destination. However, when you create a link to another page or anchor within a page in your Web site, Claris Home Page automatically inserts the required URL.

It's best to have the contents of your Web pages in place before you begin creating links. Making a flow chart of your pages can help you keep track of where you want to add links and where those links should lead. (For more information, see "Outlining the structure of the site" on page 1-2.)

Linking to pages within your Web site

Any text element or graphic image on your page can be a hypertext link to another page in your Web site. When you set up text or an image to be a hypertext link, you choose the page you want to link to, and Claris Home Page automatically inserts the destination URL for that link.

You can also link parts of an image to other pages in your Web site by creating an image map. See "Creating an image map" on page 7-8.

Creating a link to a Web page

When you create a link, you select text or an image and specify a destination URL for it. By default, a link you create in a page takes you to the top of the page you're linking to. To make a link go to a different place in the page, you need to create an anchor. See "Linking to an anchor in your page" on page 7-3.

To create a link to a Web page in your site:

1. Select the text or image you want to make into a link.
2. Choose Link to File from the Insert menu or click the Link Editor button on the toolbar.
3. Select the name of the Web page you want to link to and click Open.

   The text becomes underlined and the color of the text or the image border changes to indicate the link.

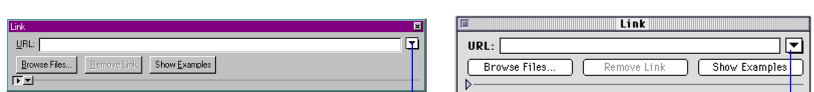
   To remove the visible border from an image link, select the image, choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh), and type `0` in the Border text box.

   For information about changing the default color of links, see "Changing the color of links" on page 7-14.
4. Save your Web page.

To create another link to the same location or a recently used URL:

1. Select the new text or image you want to make into a link.
2. Choose Link Editor from the View menu (Windows) or Show Link Editor from the Window menu (Macintosh).
3. Choose the most recent URL listed at the top of the URL pop-up menu.

   You can also click the Browse Files button to locate a file.



Use the pop-up menu to see the most recently used URLs.

For information about testing links, see “Testing the links” on page 7-12.

Setting a Base Document URL: You can specify a Base Document URL for the links on a page in your site. This feature can be used for complex Web sites that comprise many folders so that the links are associated with a single document or folder. If your Web site is a single folder, this feature is not necessary.

Note Some older browsers do not support the HTML element used to create the Base Document URL for a page.

Setting a Base Document URL for the links in a page is generally done before links are created for that page, because it affects all the links you create for that page.

To set the Base Document URL for a page in your site:

1. Choose Document Options form the Tools menu (Windows) or Document Options from the Edit menu (Macintosh).
2. Click the Parameters tab, if necessary
3. Type the complete pathname for the page in your site that will serve as the Base Document URL in the Base Document URL text box. For example:

   `http://domain_name.com/folderB/subfolderB/index.htm`
4. Click OK to apply your setting.

Linking to an anchor in your page

When you create a link to a page, the link goes to an anchor at the top of the page. You can create your own anchors and place them anywhere you want in the page. When someone clicks on a hypertext link to an anchor, the browser displays the part of the page that contains the anchor.

You can create links that jump to anchors on the same page that contains the link or that jump to anchors on other pages in your Web site.

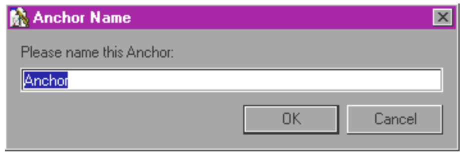
Creating an anchor

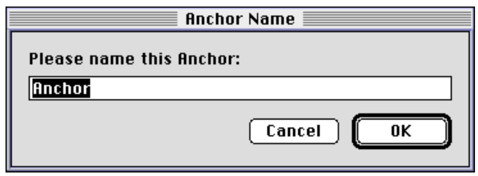
To create an anchor in your page:

1. Position the insertion point where you want to place the anchor in your Web page.

2. Choose Anchor from the Insert menu, or click the Insert Anchor button on the toolbar.

   A dialog box appears with a default name for the anchor.





3. Type a new name for the anchor.

   You'll refer to this name when you create a link to the anchor.

4. Click OK.

   An anchor icon appears on your Web page.

5. Save your Web page.

Creating a link to the anchor

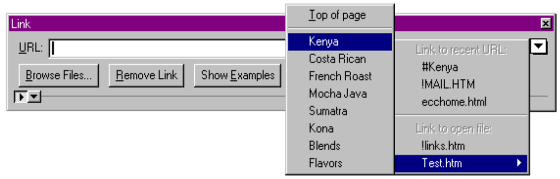
After you've created and named the anchor in your page, you can create a link to it.

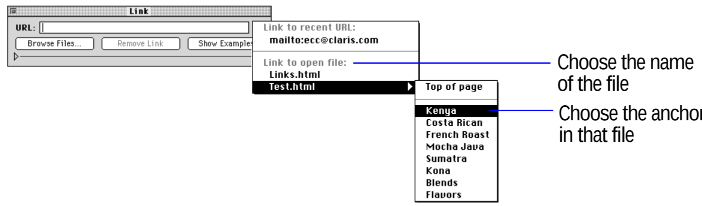
To create a link to an anchor:

1. Open the Web page that contains the anchor you want to link to.
2. Select the text or image you want to make into a link to the anchor.
3. Choose Link to URL from the Insert menu, or click the Link Editor button on the toolbar.

   The Link Editor opens.

4. In the URL pop-up menu, choose the open page that contains the anchor, and then choose the anchor name from the submenu.





5. Close the Link Editor and save the page.

The selected text or image becomes underlined and the color of the text or the image border changes to indicate the link.

To remove the visible border from a linked image:

1. Select the image, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).

2. Type `0` in the Border text box.

3. Close the Image Object Editor.

For information about changing the default color of links, see “Changing the color of links” on page 7-14.

You can test the link in Preview Page mode or Preview in Browser mode. For more information, see “Testing the links” on page 7-12.

Tip You can create a link to the anchor by dragging the anchor from one page to another. When you drag the anchor from one page to another, the anchor remains in its original location and a text link to the anchor is inserted in the new location. To create a link in the same page as the anchor, hold down the Control key (Windows) or Option key (Macintosh), and then drag the anchor to the location where you want to insert the link. By default, the text of the link is *#anchorname* where *anchorname* is the name of the anchor.

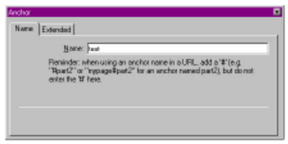
Changing the anchor's attributes

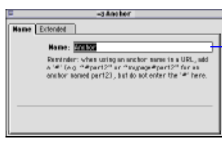
You can change the name of an anchor at any time or add extra HTML to it. Note, however, that any links you've made to the anchor must be re-created using the new name you assign.

To rename an anchor:

1. Double-click the anchor icon in your Web page.

The Anchor Object Editor appears.





2. Type a new name for the anchor in the Name text box.

3. Close the Anchor Object Editor to apply the changes.

To add HTML to an anchor element:

1. In the Anchor Editor, click the Both tab.

2. Type the HTML in the Extra HTML text box.

3. Close the Anchor Object Editor to apply the changes.

Linking to external Web pages and resources

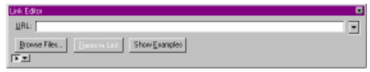
To link to a Web page or other Internet-accessible resources outside of your Web site, you must know the exact URL for that Web page or resource and you must use the correct syntax when you type it into the Link Editor.

To create a link to an external site:

1. Select the text or image you want to make into a link.

2. Choose Link to URL from the Insert menu or click the Link Editor button on the toolbar.

   The Link Editor appears.



3. Type the URL of the link's destination in the URL text box.

   You can see some examples of the correct syntax for URLs by clicking Show Examples.

To link to	Use this syntax
A Web page within your Web site	file.html
A Web page outside your Web site	http://servername/dir/file.html
An anchor on the same Web page	#anchorname
An anchor on a page within your Web site	file.html#anchorname
An anchor on a page outside your Web site	http://.../file.html#anchorname
An FTP site	ftp://servername/dir/file.txt
An email address	mailto:username@hostname

Note An example of an Internet-accessible resource is an email address.You can use *mailto* links to send an electronic message to a specific email address. When mailto links are clicked, the browser opens an email message window where you can type and send a message addressed to that email address.

4. Close the Link Editor.

   The selected text or image changes to indicate the link.

To remove the visible border from a linked image:

1. Select the image.
2. Choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).

3. Type 0 in the Border text box in the Image Object Editor.

For information about changing the default color of links, see "Changing the color of links" on page 7-14.

To create another link to the same location, select the new text or image you want to make into a link and choose the most recent URL listed at the top of the URL pop-up menu.

You can test your links to external pages and resources by using the Preview in Browser mode. For more information, see "Previewing and testing your site" on page 1-10.

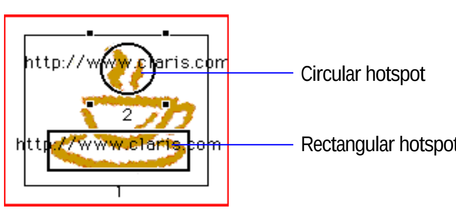
Creating an image map

You can divide an image into multiple parts and link the parts (called *hotspots*) to different pages in your Web site. When you create an image map, you link different parts of the image to separate destinations.

You can create client-side image maps and server-side image maps. Client-side image maps are easy to implement, because they eliminate the need for a CGI script, which is required by server-side image maps, and they may perform faster because of the reduced demand on the server processor. However, some older browsers such as Mosaic and earlier versions of Internet Explorer and Netscape Navigator do not support the client-side image map.

If you want to accommodate people who have newer browsers and those who have older browsers, you might consider creating both a client-side and a server-side version of each image map on your Web site. You also might consider using several individual images as links instead of an image map.

To create either kind of image map, you need to assign *hotspots* to the image. Hotspots are hypertext areas on an image map that people can click to jump to different URLs.



Creating a client-side image map

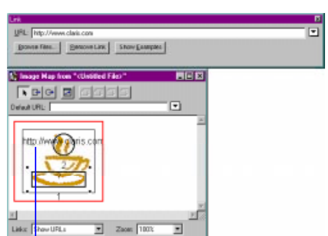
When you create a client-side image map, you draw hotspots over parts of the image and link them to pages or URLs. You can make the areas of an image that aren't covered by hotspots link to a default URL. When someone clicks on the image map but doesn't click on a particular hotspot, the default link is activated.

To create a client-side image map:

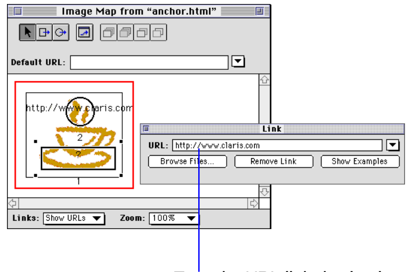
1. Select the image and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
2. Click the Behavior tab, if necessary.
3. Click the Image Map radio button, and then click the Edit button.

   The image file opens in the Image Map Editor.
4. Use the Zoom pop-up menu to increase the magnification of the image.
5. Select the Rectangular Link or the Circular Link tool on the toolbar and draw a rectangle or circle over the area of the image that you want to be a hotspot.

   When you are finished creating the hotspot, the Link Editor appears.
6. Type the filename or URL of the link destination in the URL text box or choose it from the URL pop-up menu.



URL filename shown



Type the URL link destination

7. Repeat steps 5 and 6 to create other hotspots in the image.

Claris Home Page consecutively numbers each hotspot as you draw it, with smaller-numbered hotspots in front.

Note If you draw hotspots that overlap each other, hotspots in front take precedence over the ones in back. Use the Move Link buttons to change the order that layered hotspots are used.

8. For areas that aren't covered by a hotspot, type a URL in the Default URL text box or choose it from the Default URL pop-up menu

9. Close the Link Editor and the Image Map Editor.

To remove all hotspots and destination URLs from an image map:

1. Select the image.

2. Choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).

3. Click Clear.

Creating a server-side image map

It is useful to provide server-side image maps for members of your Web audience who may have old browsers. Making a server-side image map work requires an available CGI image map program or equivalent software supported by your Web server. You must also choose what type of server-side image map is supported by your Web server or Internet service provider, NCSA or CERN.

To set the type of server-side image maps you create:

1. Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh).

2. Choose the Images tab, if necessary.
3. Set the Image Map Format option to NCSA or CERN.
4. Click OK.

To create a server-side image map:

1. Select the image and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
2. Click the Behavior tab, if necessary.
3. Click the Image Map radio button, and then click the Edit button..

   The image file opens in the Image Map Editor.
4. Click the Create Server Side Image Map check box.
5. Use the Zoom pop-up menu to increase the magnification of the image.
6. Select the Rectangular Link and the Circular Link tools to draw hotspots in the image.

   The Link Editor appears for every hotspot you draw.
7. In the Link Editor, Type the filename or URL for each hotspot link destination in the URL text box.

   To specify a default URL for the image map, type the URL in the Default URL text box or choose the URL from the pop-up menu next to the Default URL text box.

   Claris Home Page consecutively numbers each hotspot as you draw it, with smaller-numbered hotspots in front.

   Note If you draw hotspots that overlap each other, hotspots in front take precedence over the ones in back. Use the Move Link buttons to change the order that layered hotspots are used.

8. Save your image map file by choosing Save from the File menu, and then close the Image Map Object Editor.

   The image map file is named the same as the image file except that the extension is .map instead of .jpg or .gif. This map file is created in the same folder as the image file.
9. With the image still selected in your page, choose Link to URL from the Insert menu or click the Link Editor button on the toolbar.

   The Link Editor appears.
10. For most ISPs, you will need to type the pathname of the image-handling script and map file name in the URL text box.

Depending on your ISP, you may type something like this for a CGI called "imagemap" and an image file called "picture.gif," which would have a map file called, "picture.map":

```
/cgi-bin/imagemap/~myfiles/images/picture.map
```

Note Check with your ISP for the format of this link.

11. Close the Link Editor.
12. Save your Web page.

Important Talk to your Web server administrator or Internet service provider to get the Web server requirements for using a server-side image map. Some Web server software may have built-in image map support, and not require an additional CGI, though they still may require either a NCSA or CERN image map format. Other servers may require a special file name extension for the map file other than the .map extension that Claris Home Page creates.

For more information on server-side image map issues, see http://www.claris.com/support/products/clarispage/.

To remove all hotspots and destination URLs from an image, select the image, open the Image Map Object Editor, and click Clear.

You can test the image map links in Preview Page mode. For more information, see "Testing the links" on page 7-12.

Testing the links

You can test a link to a page or an anchor in your Web site using Preview Page mode or a context menu in Edit Page mode. Links to other Web sites or Internet-accessible resources must be tested in a Web browser.

You can also use the Site Editor to make sure all the links are correct before you upload your site to the Web. See "Verifying links and references" on page 12-6.

Before you test the links, make sure you save all of your Web pages that contain the links or are the target of links.

To test a link in Preview Page mode:

1. Choose Preview Page from the View menu (Windows) or the Window menu (Macintosh) or click the Preview Page button on the toolbar.

2. Move the pointer over the link until it turns into a hand .
3. Click the link.

   Claris Home Page displays the linked page. If the link is connected to an anchor on the page, then the part of the page that contains the anchor appears at the top of the window.

To test a link using a context menu in Edit Page mode, right-click (Windows) or Control-click (Macintosh) the link and choose Follow Link from the pop-up menu.

For information about other keyboard and mouse shortcuts you can use in Claris Home Page, see appendix B "Shortcuts for using Claris Home Page."

To test a link to an external Web site or Internet-accessible resource:

1. Click the Preview in Browser button, and choose a browser from the pop-up menu.

   Claris Home Page starts the default browser application and opens the page in it.
2. Move the pointer over the link until it becomes a hand and click the link.

   See "Previewing your work" on page 2-12 for more information.

Copying links and anchors

You can copy and paste links or anchors between pages of your Web site rather than re-creating them multiple times. Simply select the link or anchor and copy and paste as you would normally, or you can drag it from one page to another. To copy a link or an anchor to a location in the same page, hold down the Alt key (Windows) or Option key (Macintosh) while you drag it. Claris Home Page copies the entire link, including the link's address.

You can also store links and anchors in a library and copy them from there into your Web page. See chapter 6, "Using Claris Home Page libraries" for more information.

For more information about copying elements, see "Cutting, copying, and pasting" on page 2-7.

Deleting links

To delete a hypertext link but not the text or image associated with the link:

1. Select the link.
2. Choose Link Editor from the View menu (Windows) or Show Link Editor from the Window menu (Macintosh).
3. Click Remove Link.

To delete the text or image in addition to the link itself, select the link and press Delete.

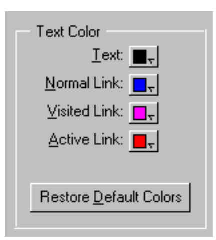
Changing the color of links

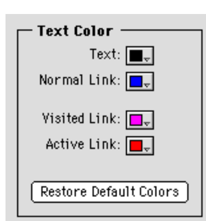
You can change the default color of links in your Web page. The color of the link can change to show whether it has been clicked or not.

Note Not all browsers display the colors that you select, so you'll probably want to view your Web pages in your browser to check your new color scheme.

To change the color of links:

1. Choose Document Options form the Tools menu (Windows) or Document Options from the Edit menu (Macintosh).
2. Click the Appearance tab, if necessary.





3. Choose a color from the Text Color pop-up menus for the type of link you want to change.

Choose a color from this pop-up menu	To change the color of	Default color
Normal Link	Links that the viewer has never clicked	Blue
Visited Link	Links the viewer has already clicked	Purple
Active Link	Links while they are being clicked	Red

Note You can change the default color palette that appears in these pop-up menus. See “Changing the default color palette display” on page 2-23.

4. Select the color you want for that type of link.
5. Click OK.
6. Repeat steps 3 through 5 for each link color you want to change.
7. Save your page.

Changing the color of links affects only the document you’re working on. To change the color of links of all pages in your site at once, you can do so in the Site Editor. See “Using the Site Editor” on page 2-27.

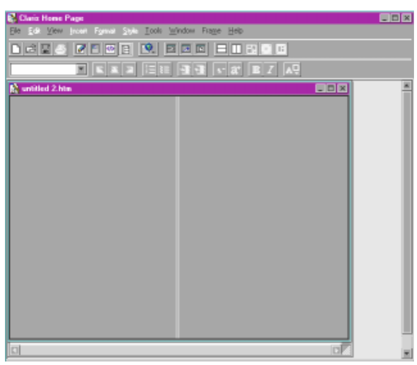
Chapter 8: Adding frames to your Web page

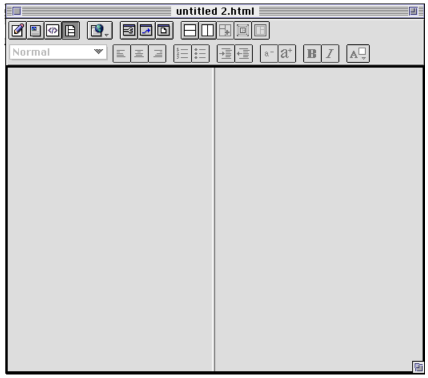
Web browsers usually display a single Web page. It is possible to have a browser display more than one Web page at a time. You do this by creating a special kind of frame layout document that is divided into rectangular sections called *frames*. When you're editing frames in the page, you cannot add text, images, links, or other elements to them. Frames are simply containers, placeholders that you use to display Web pages.

A page that uses frames (also known as the root frameset) can show your audience the entire scope of your site in one window and make it easy to navigate through the pages. You can place as many frames in a page as you like and you can resize the frames and change their orientation. You can place a Web page that contains links in one navigational frame and have the links open different Web pages in another frame.

Note Before you decide to use frames, be aware that they are a new feature of the Netscape extensions to HTML 3.0 and aren't supported by many Web browsers.

Claris Home Page automatically adds an explanatory message to pages that use frames for people who use Web browsers that don't support frames. You should customize this message by changing it in Edit Page mode and insert a link to a non-frame version of your Web page if you want.





Creating a page that uses frames

There are two ways to create a page that uses frames in Claris Home Page. You can create a page using the Frame Assistant. The assistant helps you set up your frame layout, create a navigational menu (like a table of contents) and assign existing files to your frames. For more information on using the Frame Assistant, see “Using site assistants” on page 2-4.

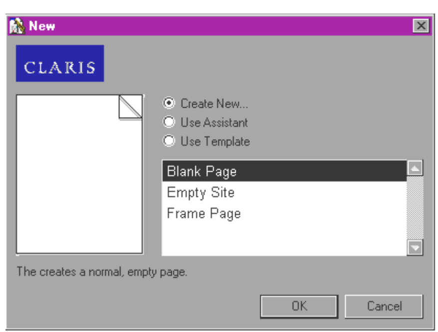
You can also create a page that uses frames without the use of the Frame Assistant. To create a page that uses a navigational menu, see “Creating a navigational frame layout” on page 8-11.

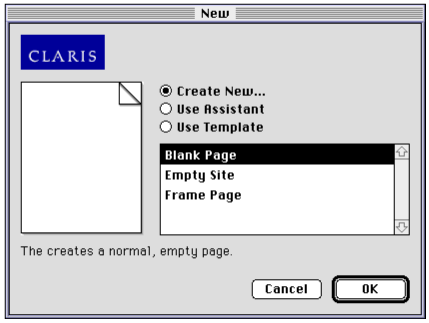
To create a page that uses frames:

1. Open all the Web pages you want displayed in the frames.

2. Choose New from the File menu.

The New dialog box appears.

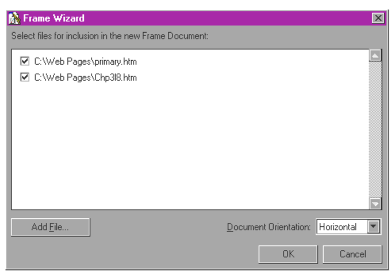




3. If you want to create a page that uses frames yourself, click Create New, select Frame Page in the list, and click OK.

   If you want to use an assistant to create the page, click Use Assistant, select Frame Assistant in the scrolling list, and click OK. Skip the rest of these steps and follow the instructions in the Frame Assistant.

4. Select the pages that you want to display in frames by clicking the check boxes next to each page in the dialog box.



   If the pages you want displayed in the frames are not open, click Add File, select the page, and then click Open. Once selected, the Web page appears in the list with a selected check box next to it.

   If you don't select any pages, Claris Home Page creates a page with two blank frames.

5. Choose Horizontal or Vertical from the Document Orientation pop-up menu to set the orientation of the frames.

6. Click OK.

   An untitled page containing frames opens displaying the Web page in the orientation you specified.

Important Claris Home Page automatically displays pages that uses frames in Edit Frames mode. This is an additional mode available only when you are working with frames. When a page that uses frames is open and selected, the Frame menu appears on the menu bar, the Edit Frames button is selected, and the Subdivide Horizontally, Subdivide Vertically, Add Frame, Select Parent Frameset, and Select Root Frameset buttons appear on the toolbar.

Modifying the frame explanatory message

When a page that uses frames is viewed with a browser that does not support frames, a message appears instead of the page. You can customize this message.

To make changes to the alternative message:

1. Switch to Edit Page mode by clicking the Edit Page button on the toolbar.
2. Select the sample text that appears by default and type a new message.

   You can add formatting styles to the text, insert images and make links to other pages in this message.
3. Switch back to Edit Frames mode by clicking the Edit Frames button on the toolbar.

Adding frames to your page

When you first create a page that uses frames, Claris Home Page lets you select the pages you want to display in the frames and automatically creates a horizontal or vertical frame for each page you specify. You can add frames to the page at any time, and divide existing frames into more horizontal or vertical frames.

Tip You can rearrange the position of frames on the page by using the mouse. Simply drag the frame you want to move to its new location within the page.

To add a new frame:

1. Select a frame in the page and choose Add Frame from the Frame menu.

   An open dialog box appears so you can choose a Web page for the frame.

2. Select the page you want displayed in the new frame.
3. Click Open.

   If the frame you selected is a horizontal frame, a new horizontal frame is added above it. If the frame you selected is a vertical frame, a new vertical frame is added to the right of it. See “Using the frame object editors” on page 8-6 for information about changing the orientation of horizontal or vertical frames.

If you want to add a frame without specifying a Web page to display in the frame, choose Add Blank Frame from the Frame menu.

To delete a frame, select the frame and press Backspace (Windows) or Delete (Macintosh).

Creating frames within frames

If you want to have horizontal frames and vertical frames in the same page, you need to create frames within a frame. Frames that are grouped together are enclosed by their own border. This type of border is called a *parent frameset*. The border that encloses the entire grouping of frames on the page is called a *root frameset*.

To create frames within a frame:

1. Select the frame.
2. Divide the frame into two frames:
   - To divide a frame into two horizontal frames, choose Subdivide Horizontally from the Frame menu or click the Subdivide Horizontally button on the toolbar. The single frame is divided into two horizontal frames.
   - To divide a frame into two vertical frames, choose Subdivide Vertically from the Frame menu or click the Subdivide Vertically button. The single frame is divided into two vertical frames.

Note You can change the vertical and horizontal orientations of all the frames in the root frameset or a parent frameset. See “Changing the orientation of frames” on page 8-10 for more information.

Using the frame object editors

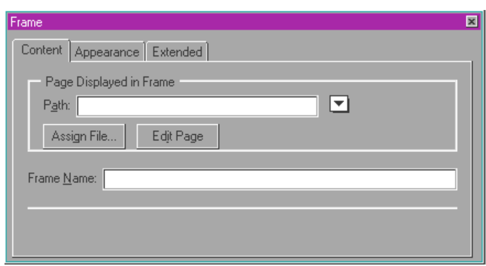
You can change the attributes of a frame using two frame object editors. You use the Frame Object Editor to assign Web pages to the frames in your page and to change the appearance of the frames (such as their size). You use the Frame List Object Editor to change the direction of the frames within a frameset. You can have several framesets in a page.

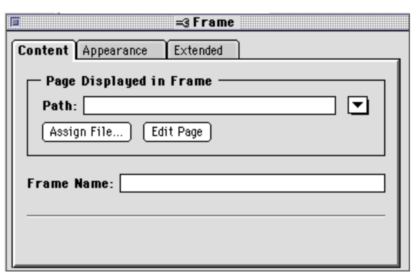
You can also use the Frame Object Editor to name the frames and to open any Web pages you need to make additional edits to. Naming frames is necessary when you want to create one stationary frame for holding a table of contents or navigational buttons and another dynamic frame for displaying alternating pages. For more information, see "Creating a navigational frame layout" on page 8-11.

Using the Frame Object Editor

To open the Frame Object Editor, do one of the following:

- Double-click a frame.
- Click a frame, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Click a frame, and click the Object Editor button on the toolbar.





To apply the changes you make to a frame, press Tab or close the Frame Object Editor.

Using the Frame List Object Editor

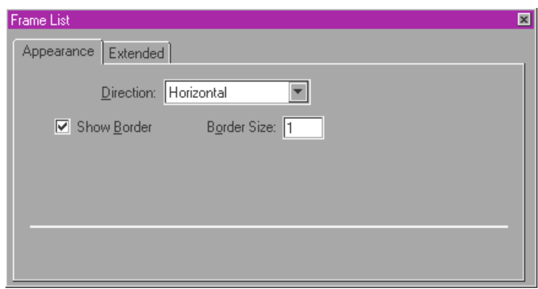
You can change the orientation of a group of frames within a frameset or all the frames on your page.

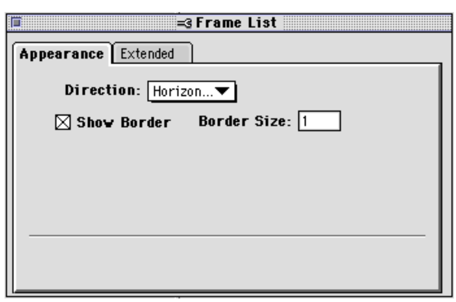
To change a group of frames within a frameset, select a frame within the frameset and choose Select Parent Frameset from the Frame menu or click the Select Parent Frameset button.

To change all the frames in your page, choose Select Root Frameset from the Frame menu or click the Select Root Frameset button.

To open the Frame List Object Editor, select a parent or root frameset and do one of the following:

- Choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Click the Object Editor button on the toolbar.





Assigning Web pages to your frames

All frames in the page need to have a Web page assigned to them. Claris Home Page prompts you to assign pages when you first create a page that uses frames and when you add frames to the page. In addition, you can:

- use the Frame Object Editor to assign a page to a selected frame
- drag the file icon of a Web page or an anchor icon from an open Web page onto a frame

To assign a page to a frame using the Frame Object Editor:

1. Select the frame and open the Frame Object Editor.
2. Click the Content tab, if necessary.
3. Specify the filename of the Web page you want to appear in the frame in the Page Displayed in Frame text box.

   You can either type the URL to the filename in the text box, choose the URL from the pop-up menu of open or recently opened files, or click the Assign File button to choose the file.
4. Press Tab to apply the new setting.

   The Web page appears in the frame.
5. Select each of the other frames in your document and repeat these steps to assign Web pages to them.
6. Close the Frame Object Editor.
7. Save the page.

Important Be sure to assign Web pages to all of the frames in your document. If a frame is not assigned a Web page, the viewer's browser may place a defaulted message.

Changing the appearance of a frame

You can use the Frame Object Editor to change the size of frames and to specify whether to display a border or scrolling bars on them.

To change the appearance of a frame, select the frame, open the Frame Object Editor, and click the Appearance tab. To apply the new settings in the object editor, press Tab or close the object editor.

Use this frame attribute setting	To do this
Size	Change the size of a frame. Choose Percent to make the size a percentage of the browser window's size. Choose Pixels to make the size a fixed amount that is not affected by the browser window's size. Choose Stars to make the size of a frame use the remaining space in the page. This setting acts like a wildcard to match the remaining space with the settings of the other frames. For example, if you have two frames in the page, and you set the first frame to 40 percent and the second frame to Stars, the second frame uses the remaining 60 percent of the document. If more than one frame in a document has the Stars setting selected, the remaining space is divided up between them proportionately based on the value in the Size text box.
Fixed Size	Select if you don't want the viewer to be able to resize the frame. Leave unselected if you want the viewer to be able to resize the frame.
Margin Width	Specify how far you want the Web page displayed in the frame indented from the sides of the frame. You can specify any amount from 0-100 pixels.
Margin Height	Specify how far you want the Web page displayed in the frame indented from the top and bottom of the frame. You can specify any amount from 0-100 pixels.
Scrollbars	Specify whether the frame has a scrollbar or not. Choose Always if you want the frame to have a scrollbar, Never if you don't want the frame to have a scrollbar, or Auto if you want the frame to have a scrollbar when the Web page displayed in the frame is larger than the frame itself. **Note** It's a good idea to test how these scrollbars appear in different browsers. For more information, see "Testing with different Web browsers" on page 1-11.
Show Border	Specify whether the frame has a border or not.

Tip You can also resize frames using the mouse. Place the pointer over the border of the frame or frameset until it changes into a double-headed arrow. Then drag the border to its new position.

Changing the appearance of a frameset

You can use the Frame List Object Editor to change the size and orientation of all the frames in a frameset and to specify whether to display a border around it.

To change the appearance of a frameset, select the frameset border, open the Frame List Object Editor, and click the Appearance tab. To apply the new settings in the object editor, press Tab or close the object editor.

Use this frame attribute setting	To do this
Size	Change the size of a frameset. Choose Percent to make the size a percentage of the browser window's size. Choose Pixels to make the size a fixed amount that is not affected by the browser window's size. Choose Stars to make the size of the frameset use the remaining space in the page. This setting acts like a wildcard to match the remaining space with the settings of the other frames. For example, if you have other frames in the page, and you set the frameset to 40 percent and the other frames to Stars, the other frames uses the remaining 60 percent of the document. If more than one frame in a document has the Stars setting selected, the remaining space is divided up between them proportionately based on the value in the Size text box.
Show Border	Specify whether the frameset has a border or not.

Tip You can also resize a group of frames using the mouse. Place the pointer over the border of the frameset until it changes into a double-headed arrow. Then drag the frameset to its new position.

Changing the orientation of frames

You can change the orientation of a frame or a group of frames to vertical or horizontal. To change the orientation of an individual frame, select the frame, and then drag it to a new location. When you change the orientation of a group of frames, all the frames within that frameset border change.

To change the orientation of a frameset:

1. Select a frame within the frameset you want to change, and click the Select Parent Frameset button or Select Root Frameset button.

   The root frameset includes all frames and parent framesets on the page.

2. Open the Frame List Object Editor.

3. Click the Appearance tab.
4. Choose Horizontal or Vertical from the Direction pop-up menu.

   All the frames within the frameset change their orientation as selected.

Adding other HTML attributes to a frame

You can add your own HTML attributes to a frame or frameset by specifying it in the Frame or Frame List Object Editor.

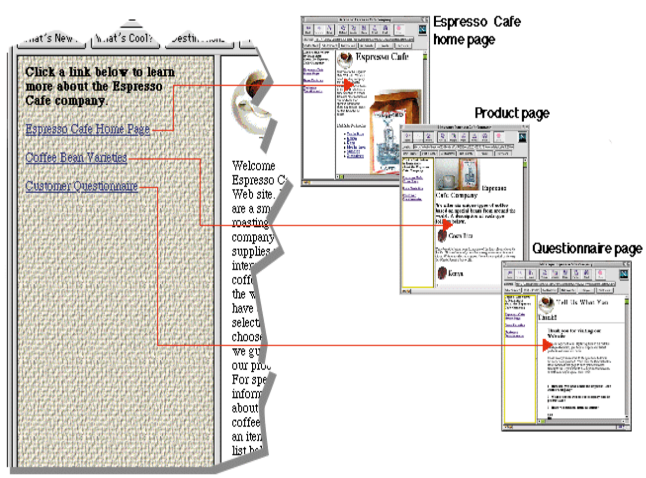
To specify additional attributes for a frame:

1. Select the frame, parent frameset, or root frameset and open its object editor.
2. Click the Extended tab.
3. Type the desired HTML in the Extra HTML Attributes text box. To apply the new settings, press Tab or close the object editor.

Note This is an advanced feature that requires knowledge of HTML; it specifies additional attributes for the <FRAME> tag.

Creating a navigational frame layout

You can set up a navigational frame that contains a list of links and make the linked pages display in another frame. This is useful for creating a table of contents for your Web site that always remains visible.



To create this type of layout you need to create a navigational frame and a target frame, assign a page to each frame, and name the target frame. Then you need to create links in the navigational list to the pages in your site and refer each to the target frame.

Before you set up the frames, you need to create the pages for your Web site, including the page that contains the navigational list.

To create a navigational frame layout:

1. Open the Web page that contains your navigational list and the first page you want to display in the target frame.

   Usually the first page you want displayed in the target frame is the first item in the navigational list.

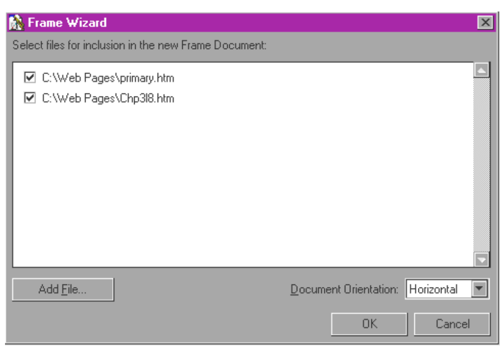
2. Create a page that uses frames by choosing New from the File menu, clicking Create New, selecting Frame Page and clicking OK.

   A list of the open Web pages appears in the Frame dialog box.

3. Select the page that contains the navigational list and then select the first page you want displayed in the target frame.

4. Click OK.

   An untitled page appears with two frames displaying the two assigned pages in Edit Frame mode.



5. Double-click the target frame to open the Frame Object Editor.

6. Click the Content tab, if necessary.

   Note If you want to change the page that is assigned to the frame, type the new name in the URL text box or choose it from the URL pop-up menu in the Frame Object Editor.

7. In the Frame Name text box, type a name for the target frame.

   Type a name that's easy to remember, such as "target."

8. Close the Frame Object Editor and save the page.

   Note To modify the message that your audience will see if their browsers don't support frames, click the Edit Page button on the toolbar and type a new message. To switch back to the frames, click the Edit Frames button.

9. In the page that contains the navigational list, specify the target frame for each linked page. Do one of the following:

   - If you've already created the links in navigational list, you'll need to specify the target frame for each link individually. See "Specifying the target frame for linked pages" next.
   - If you haven't created the links yet, you can set up a default target frame that's automatically referred to by every link you create. See "Creating links that refer to the target frame" on page 8-14.

Specifying the target frame for linked pages

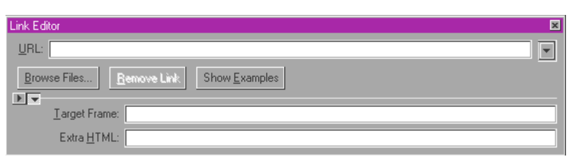
When you create a navigational frame layout, each item in the navigational list that is linked to a page must also refer to the target frame. You specify the target frame for each link in the navigational list using the Link Editor.

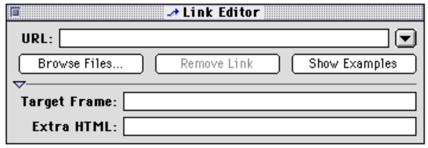
Note If you haven't created the links yet, you can set up a shortcut so that you'll only have to specify the target frame once. See "Creating links that refer to the default target frame" next.

To specify the target frame for each link in the list:

1. In the page that contains the navigational list, select the first item in the list and click the Link Editor button on the toolbar.

   If necessary, click the triangle to expand the Link Editor.





Note The name of the page that the item is linked to appears in the URL text box. (If you haven't created the link yet, this box is blank. See "Creating links that refer to the default target frame" next.)

2. In the Target Frame text box, type the name of target frame.

   Be sure to match the name of the target frame exactly as you typed it in the Frame Object Editor (for example, "target").

3. Repeat these steps for every item in the list and save the page.

You can test the page that uses frames in Preview Page mode by clicking the links in the navigational frame and viewing the alternating pages displayed in the target frame.

Creating links that refer to the target frame

You can set up a default target frame that Claris Home Page automatically refers to whenever you create a link. This is useful if you haven't created the links yet in your navigational list to the pages you want displayed in a single target frame.

Note You can specify a different target frame for individual links in the Link Editor.

To create links that automatically refer to the target frame:

1. In the page that contains the navigational list, choose Document Options from the Tools menu (Windows) or Edit menu (Macintosh).
2. Click the Parameters tab in the Options dialog box.
3. Type the name of the target frame in the Default Target Frame text box.
4. Click OK to close the Options dialog box.
5. Create links to all the pages by selecting each item in the list, choosing Link to File from the Insert menu, selecting the page you want to link the list item to and clicking Open.

For each link you create, the target frame is automatically specified. You can change the target frame for an individual link by selecting the link, opening the Link Editor, and typing a new name in the Target Frame text box.

For more information on creating links, see "Linking to external Web pages and resources" on page 7-6.

You can test the frame layout in Preview Page mode by clicking the links in the navigational frame and viewing the alternating pages displayed in the target frame.

Chapter 9: Adding forms to your Web page

Forms provide a way of soliciting information from people who visit your site. You can use Claris Home Page to create interactive forms that your audience can use to order a product, provide feedback, fill out a questionnaire, or access a database.

CGI (common gateway interface) script forms require a CGI that is specifically designed to process the data entered by your Web audience. The CGI must run on the Web server. Many Internet service providers have ready-made CGI programs that need little or no modification to use with the form pages in your site. You can find links to CGI scripts and CGI resources on the Claris Home Page technical support Web page at http://www.claris.com/support/products/clarispage/.

Note You can also create forms that work directly with FileMaker Pro databases. For more information about using FileMaker Pro with Claris Home Page, see chapter 10, "Connecting to a FileMaker Pro database."

Inserting a form area

When you create a form in Claris Home Page, you insert a special form area in your page to contain the form elements, such as text areas or check boxes, and a submit button, and the reference link to the CGI script. The form area can contain anything else you want to add, such as text and images.

You can have multiple form areas on a page, but each form area can have only one CGI script associated with it to process the data that is entered in that area.

To insert a form area in Claris Home Page:

1. Place the insertion point in the Web page where you want the form to go.
2. Choose Form from the Insert menu, and then choose Form Area from the submenu.

   A form area with a red border appears in the page, and the Form Area Object Editor opens.

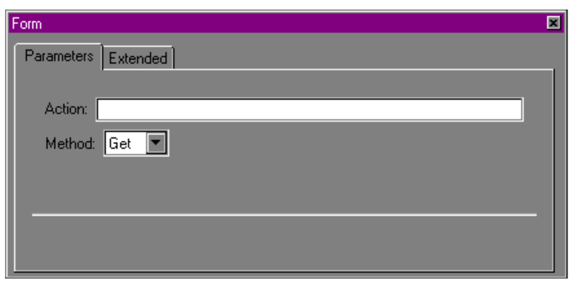
Once you have inserted the form area, you can add form elements and other Web page elements to it, and specify the form action (location of the CGI script) in the Form Area Object Editor.

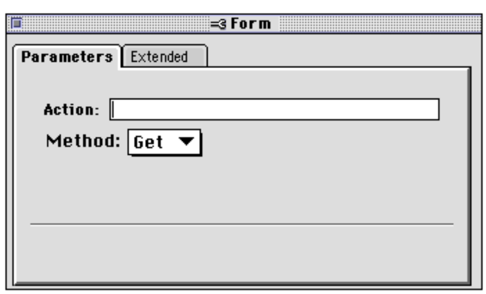
Specifying the form's CGI script

You use the Form Object Editor to specify the action and method of the form. The form action is the URL of the CGI script on the Web server and the method describes how to send the information to the server. Which action and method you specify depends on the instructions you receive from the server administrator.

To specify the form's CGI script:

1. Open the Form Object Editor by double-clicking the red border of the form area in your page.





2. In the Action text box, type the path of the data-handling CGI script on the server. For example:

```
/cgi-bin/public/counters/count.acgi
```

What you type in the Action text box depends on instructions you receive about the CGI script's name and location on the server. Consult your Internet service provider or Web server administrator for the appropriate information for your form and CGI.

3. Choose Post or Get from the Method pop-up menu.

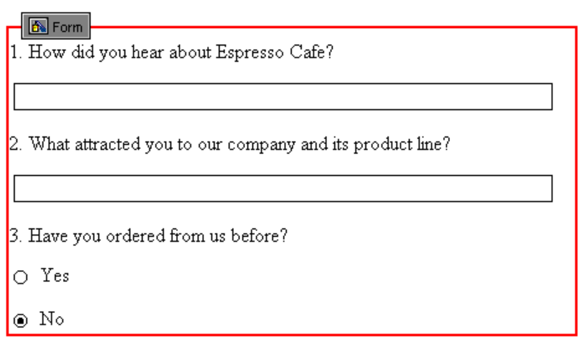
Verify this choice with your Web server administrator or Internet service provider.

4. Close the Form Area Object Editor.

5. Save your page.

Adding elements to the form

A form area can contain any number of form input elements for your audience to use. These include text fields, password fields, text areas, check boxes, radio buttons, pop-up menus, scrolling lists and submit and reset buttons. You can add hidden entry form elements to store information about the form that is hidden from your audience. You can also add other HTML elements such as text and images to the form area.



Every form input element needs a name and a value that is used by the CGI script to process the information. After you insert a form element into the form area, you can use its object editor to specify its name and value. You can also use the element's object editor to specify other parameters such as the size that it displays on the page.

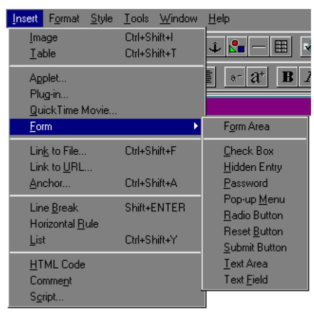
Note You can change form elements the same way you change other Web page elements; that is, you can copy them, move them around, and resize them using the same basic methods. See "Cutting, copying, and pasting" on page 2-7 and "Resizing elements using the mouse" on page 2-11 for more information.

Inserting form elements

You can use the Insert menu or the Forms tool palette to insert form elements into the form area.

To insert a form element using the menu:

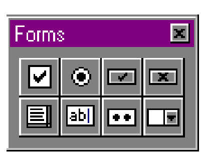
1. Place the insertion point in the form area on the page where you want the element to appear.
2. Choose Form from the Insert menu and then choose an element from the submenu.

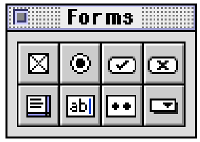


Claris Home Page inserts the form element and opens its object editor.

To insert a form element using the Forms tool palette:

1. Choose Forms Palette from the View menu (Windows) or choose Show Forms Palette from the Window menu (Macintosh).





2. Select a form element icon and drag it from the palette to the form area on your page.

Drag this icon	To insert this form element
	A check box
	A radio button
	A submit button
	A reset button
	A text area
	A text field
	A password field
	A scrolling list/pop-up menu

Using the form element's object editor

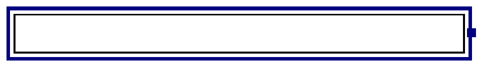
You can use the object editor for each form element to set the name and value of the element and other attributes, such as display size.

When you insert a form element into the page, Claris Home Page automatically opens its object editor. You can also open the object editor by doing one of the following:

- Double-click the form element.
- Select the form element and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Select the form element and click the Object Editor button on the toolbar.
- Select the element by clicking it so that its selection handles appear, and then click the right mouse button (Windows) and choose Form Object Editor from the context menu that appears. On Macintosh, hold down the Control key and then click the mouse button before choosing Form Object Editor from the context menu that appears.

Adding a text field

Text fields can contain only one line of text, can be 1 to 500 characters wide, and can only be resized horizontally. These fields are generally used for shorter information such as a name or phone number.

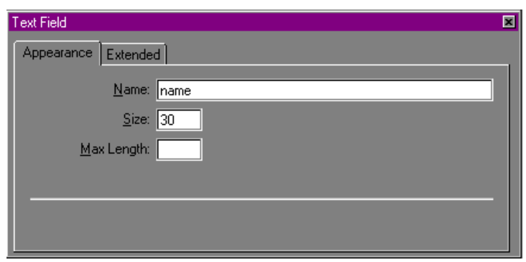


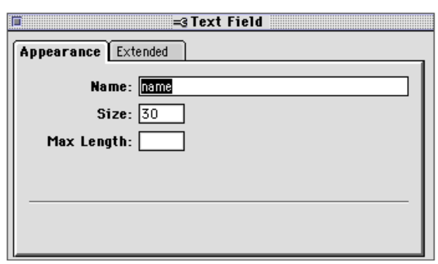
To add a text field to the form area:

1. Place the insertion point inside the red border of the form area.

2. Choose Form from the Insert menu, and then choose Text Field from the submenu.

Claris Home Page inserts a text field form element and opens the Text Field Object Editor.





3. In the Text Field Object Editor, type a descriptive name for the text field in the Name text box.

For example, `Phone Number`.

4. In the Size text box, type a number from `1` to `500`.

   The number you type here determines the display size of the text field in the browser window.

5. In the Max Length text box, type the maximum number of characters (from `1` to `1000`) someone can enter in the text field.

6. Close the Text Field Object Editor to apply your settings.

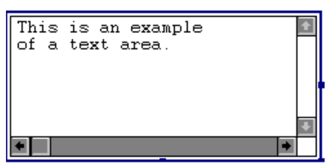
You can enter sample text in the text field to show your audience what kind of information to enter, and to provide a default value if nothing is entered in the field.

To enter sample text in the text field:

- In Edit Page mode, click inside the text field so that the insertion point appears, and then type your sample text.

Adding a text area

Text areas allow your audience to enter multiple lines of text, which they can scroll through using the scrollbars.



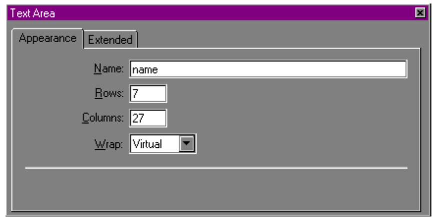
The display size of a text area is measured in rows and columns where each row is equivalent to one character in height and each column is equivalent to one character in width. A text area can be 1 to 100 rows tall and 5 to 500 columns wide. This display size of a text area does not limit the amount of text that your viewers can enter; if more text is entered, the text area will scroll.

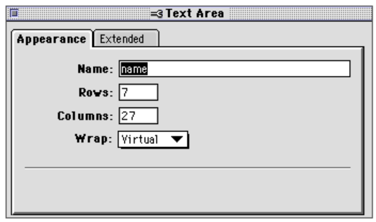
To add a text area to the form area:

1. Place the insertion point inside the red border of the form area.

2. Choose Form from the Insert menu, and then choose Text Area from the submenu.

   Claris Home Page inserts a text area form element and opens the Text Area Object Editor.





3. In the Text Area Object Editor, type a short descriptive name in the Name text box.
4. In the Rows text box, type a number from `1` to `100` to set the height of the text area.
5. In the Columns text box, type a number from `5` to `500` to set the width of the text area.
6. Choose Virtual, Physical, or Off from the Wrap pop-up menu to set the type of word wrapping in the text area.

   Choose Virtual to wrap text onscreen, but not include line break characters with the form data. Choose Physical to wrap text onscreen and include line break characters with the data. Choose Off to disable word wrapping onscreen, and include line break characters in the form data if a viewer types them.
7. Close the Text Area Object Editor to apply your settings.

Adding a list of radio buttons

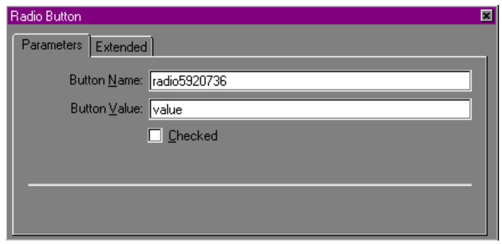
Radio buttons allow your audience to select exactly one choice from a list of options. Only one radio button in a list can be selected at a time.

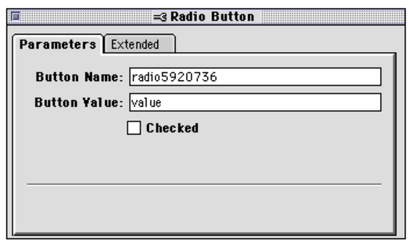
You need to assign the same name to every radio button in a list so they can work together. In addition, you must assign a unique value to each radio button or check box to differentiate it from the others in the list.

To add a radio button to an item in a list in the form area:

1. Place the insertion point inside the red border of the form area, next to the first item in the list.
2. Choose Form from the Insert menu and then choose Radio Button.

   Claris Home Page inserts a radio button form element and opens the Radio Button Object Editor.





3. In the Radio Button Object Editor, type a short descriptive name in the Button Name text box.

   The name you type describes the set or group of items that the radio button belongs to in the list. This name needs to be the same for every radio button in a group or list and can be letters, numbers or a combination of both.
4. In the Button Value text box, type a unique description for the radio button.

   This value needs to be different from every other button in the list. The values can be letters, numbers or a combination of both. The value you type here is returned to you by the CGI script when the form is submitted and tells you which radio button someone clicked in the list.

5. Select Checked if you want the radio button to appear selected by default.

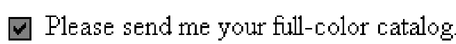
   The default choice is selected unless the viewer selects a different button or check box in the list.

   Note Only one radio button in a list can be the default button.

6. Close the Radio Button Object Editor to apply your settings.

Adding a check box

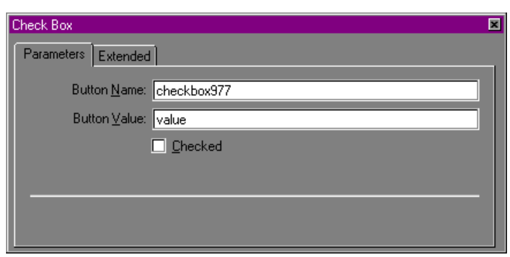
You can add a single check box to a form or multiple check boxes to a list of choices in a form. Check boxes allow the viewer to select as many choices as they like from the list. Make sure radio buttons that belong to the same group are named the same. Similarly, check boxes belonging to the same group must also be named the same.

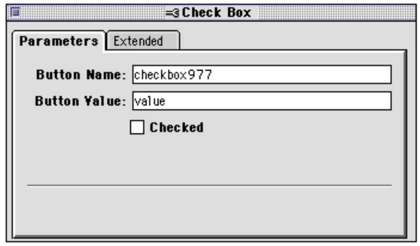


To add a check box to the form area:

1. Place the insertion point inside the red border of the form area.
2. Choose Form from the Insert menu and then choose Check Box.

   Claris Home Page inserts a check box form element and opens the Check Box Object Editor.





3. In the Check Box Object Editor, type a descriptive name in the Button Name text box.

   If you have a group of check boxes in a list, the name you type describes the group. This name needs to be the same for every check box in the group and can be letters, numbers or a combination of both.

4. In the Button Value text box, type a unique description for the check box.

   The value you type can be letters, numbers or a combination of both. This value is returned to you by the CGI script when the form is submitted and tells you which check box someone has clicked in the form.

5. Select Checked if you want the check box selected by default.

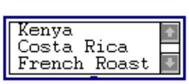
   The check box is selected unless the viewer clicks it.

6. Close the Check Box Object Editor to apply your settings.

Adding a pop-up menu or scrolling list

Pop-up menus and scrolling lists allow your audience to choose from a list of items. A pop-up menu shows only one item in the list until someone clicks on it. A scrolling list shows more than one item, and your audience can scroll to see the remaining items in the list.

Pop-up menu



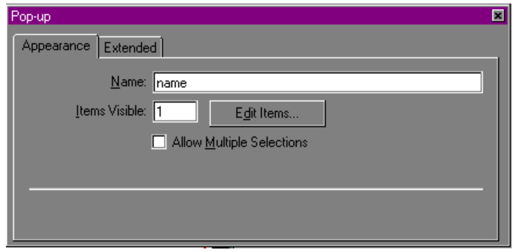
Scrolling list

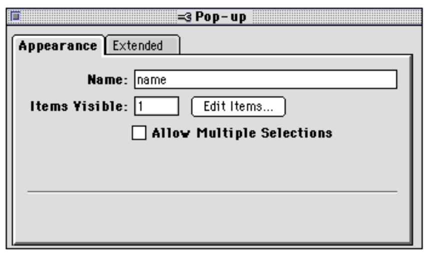
You can specify whether viewers can choose one item at a time or select multiple items in the list.

To add a pop-up menu or scrolling list to the form area:

1. Place the insertion point inside the red border of the form area.
2. Choose Forms from the Insert menu and then choose Pop-up Menu from the submenu.

Claris Home Page inserts a pop-up menu form element and opens the Pop-up Object Editor.



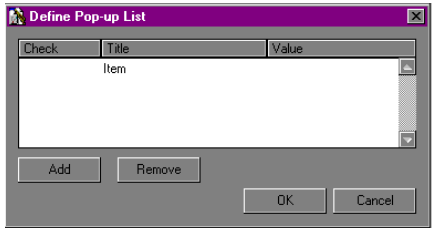


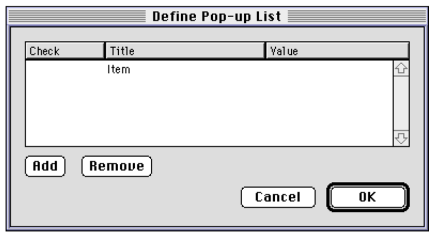
3. In the Pop-up Object Editor, type a descriptive name for the pop-up menu in the Name text box.
4. In the Items Visible text box, type the number of items you want to appear on the page before your audience interacts with it.

   Type `1` if you want the element to be a pop-up menu. Type a number greater than one (2–100) if you want the element to be a scrolling list.
5. Select the Allow Multiple Selections check box if you want your audience to select more than one item in the list.

   If you leave this check box unselected, your audience can select only one item in the list at a time.
6. Click Edit Items to create the list of items and specify their values.

   The Define Pop-up List dialog box appears.





7. In the Define Pop-up List dialog box, click Add to add each new list item to the list.

8. In the Title column, type the names of the items as you want them to appear in the pop-up menu or scrolling list.

9. Click in the Check column next to the items that you want to appear as selected by default in the form.

A checkmark ✔ appears in the Item List scrolling area next to each item you specify as a default choice. If the list item appears in a pop-up menu, a checkmark indicates that it is selected by default. If the list item appears in a scrolling list, it's highlighted to indicate that it's selected.

10. In the Value column, type a description of the list item.

This value can be the same as the item's title and must be different than the other items in the list. You can type letters, numbers or a combination of both.

11. Click Remove if you want to delete an item from the list and click OK when you're done.

12. Close the Pop-up Object Editor to apply your settings and save your page.

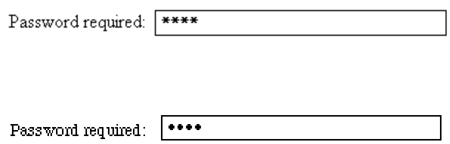
You can test the functionality of the pop-up menu or scrolling list by clicking on the list items in Preview Page mode.

To test the pop-up menu or scrolling list:

- Click the Preview Page button  on the toolbar.
- Choose list items from the list or click them to select them.

Adding a password field

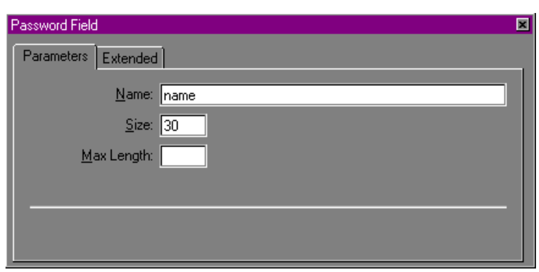
Password fields are identical in all respects to text fields, except that when text is typed in them, the characters display as asterisks or bullets rather than text.

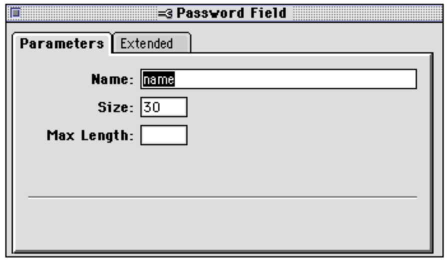


To add a password field to the form area:

1. Place the insertion point inside the red border of the form area.
2. Choose Forms from the Insert menu and then choose Password from the submenu.

   Claris Home Page inserts a password field form element and opens the Password Field Object Editor.





3. In the Password Field Object Editor, type a descriptive name for the text field in the Name text box.
4. In the Size text box, type a number from `1` to `500`.

   The number you type here determines the display size of the password field in the browser window.
5. In the Max Length text box, type the maximum number (from `1` to `1000`) of characters someone can enter in the password field.
6. Close the Password Field Object Editor to apply your settings.

Adding a reset button

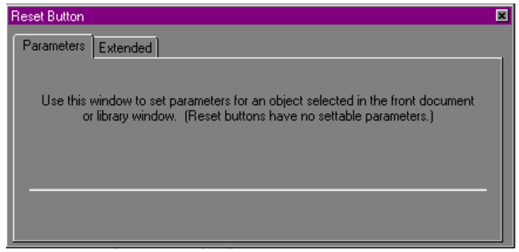
You can add a reset button to the form areas so your audience can restore a form to its original state and clear their form entries. This is helpful if the viewer makes a mistake or wants to submit new form data.

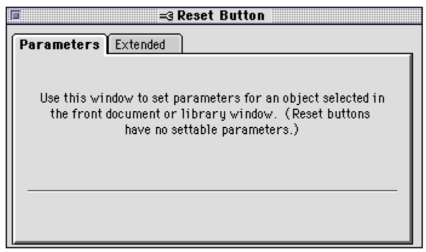
Reset buttons must call a CGI script to function properly. For this reason, you won’t be able to test their functionality in Edit Page or Preview Page mode.

To add a reset button to the form area:

1. Place the insertion point inside the red border of the form area.
2. Choose Forms from the Insert menu and then choose Reset Button from the submenu.

   Claris Home Page inserts a reset button form element and opens the Reset Button Object Editor.





3. Close the Reset Button Object Editor.

When you add a reset button to your form, a default label, Reset, appears in it.

To change this label so that the viewer sees something different:

- Double-click the text Reset in the form element to select it and type the new text.

Adding a submit button

You need to include a submit button for your audience to send their information. Each time someone clicks the submit button, the information filled in the form area is sent to the CGI script.

You can add more than one submit button and assign a different action name to each one that corresponds with the different actions supported by the CGI script. When someone clicks on a particular submit button on your form, the data is sent to the CGI script and handled according to the action specified for that submit button. For example, one submit action name may add a record to a database. Another action name may delete a record.

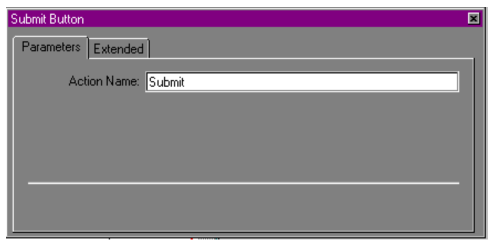
Submit buttons must call a CGI script to function properly. For this reason, you won’t be able to test their functionality in Edit Page or Preview Page mode.

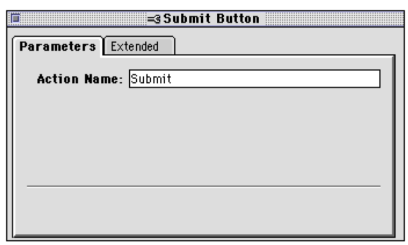
To add a submit button to the form area:

1. Place the insertion point inside the red border of the form area.

2. Choose Forms from the Insert menu and then choose Submit Button from the submenu.

   Claris Home Page inserts a submit button form element and opens the Submit Button Object Editor.





3. If you’re adding more than one submit button to your form, type the name of the action in the Action Name text box.

   The action name identifies how the button works and is not the button label.

Note Some older browsers do not support multiple submit buttons associated with separate names and values or actions. Also, actions supported by a CGI will vary from script to script. Check the documentation that comes with your CGI script to be sure you use an action name that is supported by your CGI.

4. Close the Submit Button Object Editor.

When you add a submit button to your form, the default label appears in it.

To change this label so that the viewer sees something different:

- Double-click the text Submit in the form element to select it and type the new text.

Using an image as a submit button

You can turn an image into a submit button, so that when someone clicks on the image, the form is submitted.

For information on other ways to use an image, see "Making images interactive" on page 4-10.

To use an image as a submit button:

1. Insert the image into the form area on your page.

2. Double-click the image to open the Image Object Editor.

3. Click the Behavior tab in the Image Object Editor and select Form Submit Button.

4. Click the Appearance tab, type the action name (for example, submit) in the Name text box.

Note Some older browsers do not support multiple submit buttons associated with separate names and values or actions. Also, actions supported by a CGI will vary from script to script. Check the documentation that comes with your CGI script to be sure you use an action name that is supported by your CGI.

5. Close the Image Object Editor to apply the new setting.

Adding a hidden entry

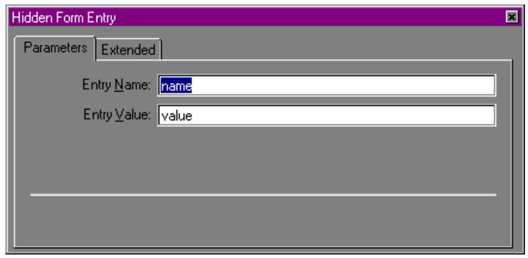
Hidden entry form elements allow you to supply additional information to the CGI script without displaying the information on your Web page. When viewers submit their forms, hidden entry data is sent to the server along with the data they have entered in the form.

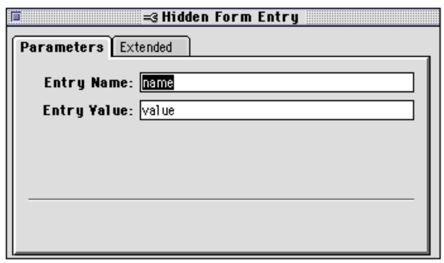
To add a hidden entry to the form area:

1. Place the insertion point inside the red border of the form area.

2. Choose Forms from the Insert menu and then choose Hidden Entry from the submenu.

Claris Home Page inserts a hidden entry form element and opens the Hidden Form Entry Object Editor.





3. In the Hidden Form Entry Object Editor, type the appropriate values in the Entry Name and Entry Value text boxes. The Entry Name identifies the value entered in the Entry Value.

4. Close the object editor to apply your settings.

Note Because hidden entries are invisible to the viewer, they don't appear when you view your Web pages in Preview Page mode or in a browser.

Testing your forms

Forms are not complete until they behave exactly as you intended, which includes the data processing that is done by the CGI scripts.

You can use Preview Page mode to test the functionality of all of the form input elements except for the reset and submit buttons.

This form element	Functions this way in Preview Page mode
Text field	You can type in text in the Text Field Object Editor.
Text area	You can type in text in the Text Area Object Editor and use the scroll bars to see all of the text that you typed.
Password field	You can type in it as many characters as you specified in the Password Object Editor. When you type, asteriks or bullets appear instead of the characters.
Radio button in a list	When you click on the button, all other radio buttons in the list (as specified by their group name) are unselected. You can only select one radio button at a time.
Check box	You can click the check box to select it and unselect it.
Pop-up menu	Only one item appears. When you click on the item, the pop-up menu appears. If you selected Allow Multiple Selections in the Pop-up Object Editor, you can select more than one item in the list and a checkmark appears next to each one.
Scrolling list	A scrolling list appears with the number of items you specified. You can scroll to see more items. If you selected Allow Multiple Selections in the Pop-up Object Editor, you can select more than one item in the list and each one appears highlighted.
Hidden entry	Nothing appears.

To test form behaviors, such as the submit and reset buttons, and other relevant data processing functions, your form must be running on a Web server with the appropriate CGI script as specified in the Form Area Object Editor. See "Specifying the form's CGI script" on page 9-2 for more information.

Chapter 10: Connecting to a FileMaker Pro database

You can use Claris Home Page to create special pages that give your Web audience access to a FileMaker Pro 4.0 database file that is open and shared across a TCP/IP network. The number and type of pages you create depend on the level of access or privileges you give your audience and what features you want to include on your pages.

For a general understanding of HTML forms, see chapter 9, "Adding forms to your Web page".

To create FileMaker Pro form pages, you use the CDML (Claris Dynamic Markup Language) tags to specify database fields, and database actions, such as searching, deleting, duplicating, editing, and creating new records.

There are two ways to connect your Web site to a FileMaker 4.0 database:

- You can use the FileMaker Connection Assistant, which creates an entire Web site that connects to a FileMaker Pro database.
- You can use the FileMaker Connection Libraries of CDML tags and insert them into existing pages. There are two libraries, the FileMaker Form Library and the FileMaker Reference Library.

You also need FileMaker Pro 4.0, available separately from Claris Corporation. FileMaker Pro 4.0 includes the FileMaker Pro Web Companion plug-in, which acts as both a Web server and a CGI application by serving Web pages over the Internet or an intranet and processing database requests from the browser.

Preparing the FileMaker Pro database

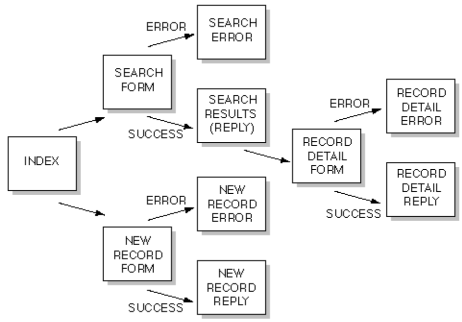
Most likely, the database you want to publish already has a number of records that can be searched by your Web audience. You can also publish a database that contains no records and have your Web audience "populate" it by creating records from their browsers.

Follow these guidelines for preparing the database to be accessed from the Web:

- Make sure that the FileMaker Pro database is in good working order (see the FileMaker Pro documentation for information on recovering corrupt databases and general file maintenance).
- To avoid character encoding problems, avoid using special characters such as the following in the database file, layout, and field names: ; / ? : @ = & > < # % { } ' | \ ^ ~ [ ] ` ¨ © " (space).
- The database should have a layout with all the fields that will be used when the database is accessed from the Web. This layout should not contain any fields that won't be accessed from the Web.
- The fields should have the desired formatting (currency, date, thousands separator, etc.)
- If you plan on using the FileMaker Connection Assistant, the database file must be open on the machine where you use Claris Home Page or on the network you have access to.
- The options for Web sharing must be set for the FileMaker Pro application and the database you want to access. See the FileMaker Pro documentation for more information on enabling the FileMaker Pro Web features both for the database and for the application itself.

Creating FileMaker Pro forms and sites

When you publish a FileMaker Pro database in your Web site, you create pages that support the actions performed by your Web audience when they interact with the database. Every action is initiated from a FileMaker Pro form and has two possible responses: success and error. In the case of success the action or request leads to another page to display the reply or results. In the case of an error, the request leads to an error page that usually explains the error.



You can design your site, and then use either the FileMaker Connection Assistant or the FileMaker Form Library to create a site that connects to a FileMaker Pro database. If you use the FileMaker Connection Assistant to create the site, you first decide the features and privileges that you want, and then go through the assistant panels to set up the site. When you are done with the assistant, Claris Home Page creates all the necessary pages and links for a basic site that connects to a FileMaker Pro database.

If you use the FileMaker Connection Libraries to create a site, you use the FileMaker Form Library to create FileMaker forms and the supporting reply and error pages. When using the FileMaker Form Library to create pages, it is not necessary to have the database open. However, it is necessary to have the following information:

- the filename of the database (For Windows, this includes the *.FP3 filename extension.)
- the exact name of each layout in the database that will be used by the FileMaker Pro form pages
- the exact names of the fields used in the FileMaker Pro form pages of your site (It is helpful to print out field definitions to keep track of the field names.)
- the exact filenames of all pages that will be in the site, including error and reply pages

See “Using the FileMaker Connection Libraries” on page 10-24 for more information on using the FileMaker Connection Libraries to build a site that connects to a FileMaker Pro database.

Using the FileMaker Connection Assistant

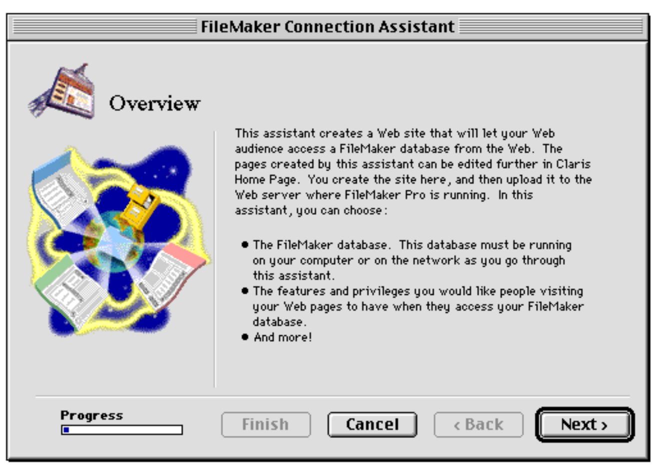
Claris Home Page provides an assistant that you can use to create all the necessary FileMaker forms to connect to a database. With the assistant, you specify the filename of the database file and the layout, the fields you want to appear on specific pages, and the access privileges and features you want to provide to your Web audience. The FileMaker Connection Assistant creates all of the necessary form pages and links based on the options you choose.

To use the assistant, you need the following:

- local or remote access to a prepared database, which must be open before you begin
- the IP address of the remote computer hosting the FileMaker Pro database file
- Export records privileges enabled in the database file
- TCP/IP networking installed and configured on your computer
- Web sharing enabled for the FileMaker Pro application and for the database you want to access.

To open the FileMaker Connection Assistant:

1. Choose New from the File menu.
2. Click Use Assistant.
3. Select FileMaker Connection Assistant in the scrolling list.
4. Click OK.



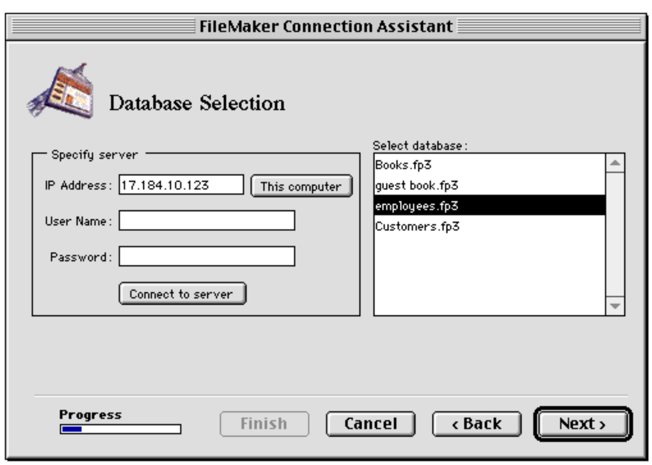
The assistant displays a series of panels. When you complete the settings on a panel, click Next to continue.

Note The assistant is designed to be completed in a single session. When you click Cancel, Claris Home Page ends the session, and all settings entered up to that point are lost.

5. Click Next to select the FileMaker Pro database that you want your Web audience to have access to.

Selecting the FileMaker Pro database

On the Database Selection panel in the FileMaker Connection Assistant, you see the names of databases running on the server you specify.



To select a database:

1. In the IP Address text box, type the IP address of the computer where the FileMaker Pro database is open.

   Click This computer to enter the IP address of the computer you are working on. To connect to a server on the network, ask your network administrator for the IP address of the remote computer you want to access.

2. Type your user name in the User Name text box, and then type your password in the Password text box.

   If your database file is set up to use the Web Security database, enter your user name and password. If your database file is using FileMaker Pro access privileges for security, enter only the password. See the FileMaker Pro documentation for more information on security and access privileges.

3. Click Connect to server.

   A list of databases appears in the scrolling list of the Database Selection panel of the assistant.

4. Select the database you want, then click Next.

Important If the connection to a FileMaker Pro database is unsuccessful, you will want to verify the following:

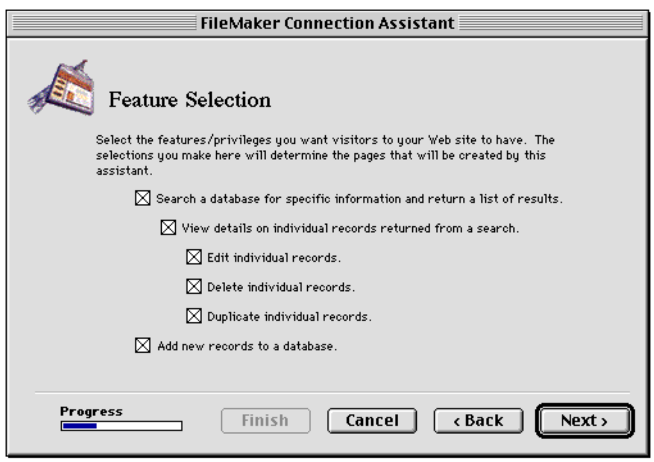
- The files you want to access are running either on your own computer or over the network.
- The IP address is correct.
- The password and user name are correct.
- The Web companion is set up in the FileMaker Pro application, and Web sharing is set up for the database file.

Choosing a FileMaker layout

On the Choose a FileMaker Layout panel, you can choose the FileMaker layout containing the fields you want. The fields on the layout you select will be used by the assistant to create the pages of your site. Make sure the layout contains all the fields that will be used for the entire site, which may include fields for searching and sorting the database as well as fields that will be used to create new records and to display record information. Select the layout name in the Layout pop-up menu, and then click Next to continue with the FileMaker Connection Assistant.

Setting features and privileges for your Web audience

On the Feature Selection panel in the FileMaker Connection Assistant, you set options for how you want your Web audience to interact with your database.



Using the assistant, you can create forms in your Web pages that allow your Web audience to:

- search the database and view the search results in a list of records on a page
- see a detailed view of each record in the search results

- edit, delete, and/or duplicate a record in the detailed view of the search results
- add records to the database

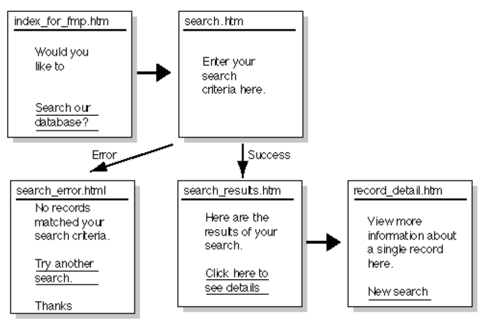
The options you select on the Feature Selection panel determine which pages the assistant creates. The assistant creates a page for every option you select as well as pages for displaying replies and error messages.

If you select this option on the Feature Selection panel	The assistant creates these pages	With these filenames
Search a database for specific information and return a list of results	Index page Search page Search Results page Error page	default.htm search.htm search_results.htm search_error.htm
View details on individual records returned from a search	Index page Search page Search Results page Details page Error page	default.htm search.htm search_results.htm record_detail.htm search_error.htm
Edit individual records	Index page Search page Search Results page Details page Edit Reply page Error pages	default.htm search.htm search_results.htm record_detail.htm record_detail_reply.htm search_error.htm record_detail_error.htm
Delete individual records	Index page Search page Search Results page Details page Delete Reply page Error pages	default.htm search.htm search_results.htm record_detail.htm record_detail_reply.htm search_error.htm record_detail_error.htm
Duplicate individual records	Index page Search page Search Results page Details page Duplicate Reply page Error pages	default.htm search.htm search_results.htm record_detail.htm record_detail_reply.htm search_error.htm record_detail_error.htm
Add new records to a database	Index page New Record page New Record Reply page Error page	default.htm new.htm new_reply.htm new_error.htm

When you click Next, the FileMaker Connection Assistant displays additional panels for setting options for each page, based on your selections.

For example, if you create a site that lets your Web audience only search and view records, the FileMaker Connection Assistant creates the following pages:

- an default.htm that is an entry point into the pages of your Web site that access a FileMaker Pro database
- a search.htm page for submitting a search request to the FileMaker Pro database
- a search_results.htm page for displaying search results
- a details.htm page for viewing details for a single record
- a search_error.htm page for displaying an error (for example, “zero records found”) in processing the search request, which can prompt the viewer to submit the request again.

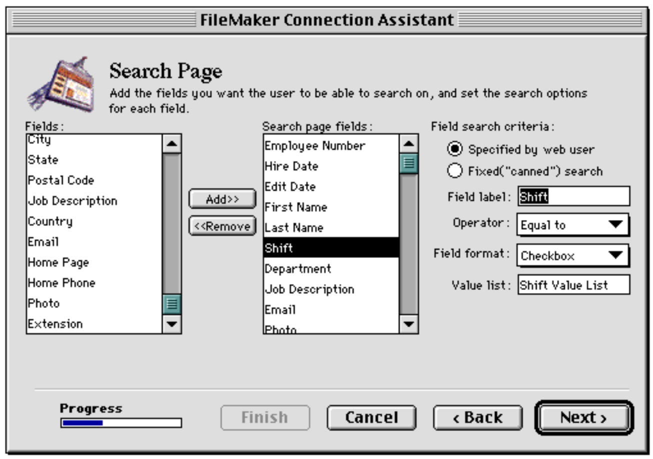


The FileMaker Connection Assistant creates all the necessary pages and saves them in a folder you specify. You can edit the pages further using the Claris Home Page editing tools and the FileMaker Connection Libraries. Choose FileMaker Form Library or FileMaker Reference Library from the View menu (Windows) or the Window menu (Macintosh).

Setting Search options

You can specify which database fields you want to appear in the Search page of your Web site. In addition, you can specify whether the search information for each field is to be defined by your Web audience, whether the search is fixed, or a combination of fixed search criteria and criteria specified by your Web audience.

The Web audience can type search criteria in the search fields and specify field comparison operators. For example, in a search for a name in the Name field of a database, your Web audience can type search criteria in the field, and then they can choose "begins with" from the field comparison pop-up menu. If the Web viewer typed "Ignat" in the Name field as the search criteria, then the search results return records where the first characters of the Name field begin with that string of characters (for example, Ignat, Ignatius, Ignatowski).



In a fixed search, you predefine the search criteria (including the field comparison operator) for each field in the search. Your Web audience does not need to type search criteria in a field or choose the field comparison operator.

You can use a fixed search to allow your audience to search for and display a set of records that is of interest only to them. For example, if your database contained daily menu information, your Web audience might be accessing your site to see only the menu choices for the day. Your fixed search would be on today's date, and the search results would display records (menu information) only for the current date.

To set up the Search page:

1. Select a field in the Fields list. Then click the Add button. Repeat for each field that will appear in the Search page.

   All the fields you add appear in the Fields on Search page list.

2. Select a field in the Fields on Search page list.

The field label is the name of the field as it will appear to your Web audience.

You can change the field label by typing over it in the Field label text box.

3. Set the search options for the selected field.

Click	To
Specified by Web user	Have search results based on search criteria your audience specifies for that field.
Fixed ("canned") search	Have search results based on the operator and search value you specify for that field.

- **If you selected** Specified by Web user, choose a field comparison operator from the Operator pop-up menu, and then go to step 5.
- **If you selected** Fixed, choose the operator for the field, and then continue.

The operator you choose determines how records match the search criteria entered into a particular field. This determines which records are displayed in the search results.

Choose this field comparison operator	To show these search results to your Web audience
Equal to	Records that match the search criteria exactly
Not equal to	All records except those that match the search criteria
Less than	Records with values less than the search criteria
Less than or equal	Records with values less than or exactly equal to the search criteria values
Greater than	Records with values greater than the search criteria
Greater than or equal	Records with values greater than or exactly equal to the search criteria values
Contains	Records that contain the character or string of characters specified in the search criteria
Begins with	Records with the character or string of characters specified in the search criteria at the beginning of a value
Ends with	Records with the character or string of characters specified in the search criteria at the end of a value

4. For a fixed search, type the search value in the Search value text box (For example, for a field called "Shift," you might type "Full Time" to find only full time employees). Then go to step 8.

   You can type FileMaker Pro search symbols in addition to or instead of text you type here. For example, to find records with today's date in a date field, type two forward slashes (`//`)in the Search value text box for the date field.

   Note The Search value text box is not available unless the Fixed ("canned") search option is selected.

5. For a Web user-defined search, you need to specify the HTML format (radio buttons, check boxes, pop-up menu, text field, or text area) for the field in the Field format pop-up menu.
6. To use a value list from the FileMaker Pro database, choose Pop-up menu, Radio button, or Check box in the Field format pop-up menu.

   Note The Values list text box is not available if the field format is text, text area, image, or read-only text.

7. Type the name of the value list in the Value list text box.

   Note The Number of items visible and Allow multiple selections options are available only when the field format selected is a pop-up menu.

8. Repeat steps 3 through 7 as appropriate for each field in the Fields on Search page list.
9. Click Next.

   The Search Page Logical Operator panel appears.

Setting the Search Page logical operator

The Search page logical operator determines how records are searched when a search request is submitted.

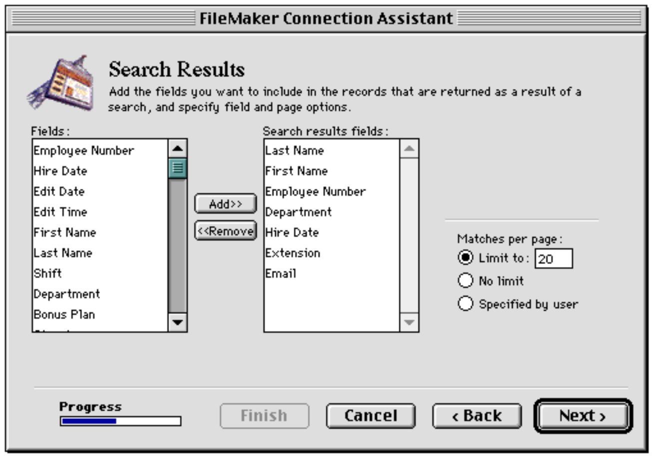
If the option is set to OR, the records in the search results are returned based on the search criteria matching one or more fields. If the option is set to AND, the records in the search results are returned based on all the search criteria matching.

To set the logical operator for all searches made by your Web audience, click Fixed. To let your Web audience choose the logical operator for their searches, click User specified.

After setting the Search page logical operator, click Next. The Search Results panel appears.

Setting options for the Search Results page

Once a search request is submitted, the search results are returned to the Web viewer as a list of records that display on a separate Search Results page. You set options for this page on the Search Results panel in the FileMaker Connection Assistant.



To set up the Search Results page:

1. Select a field in the Fields list. Then click the Add button. Repeat for each field that will appear in the Search Results page.
2. Set the option for the number of records to display per page in the Matches per page area of the panel.

   The Specified by user option adds a pop-up menu element on the Search page, where the Web viewer can make a choice for the maximum number of records that will display per page of their search results.
3. Click Next.

   The Sort Results panel appears.

Setting a sort order for search results

On the Sort Results panel, you can specify whether the results for the search are sorted or not.

- If you choose the Yes - Specify a predetermined sort order option, the search results are sorted before they are displayed in the search results page. For this choice, you choose the fields to sort by, and choose the sort order (ascending, or descending) in the next panel of the assistant.
- If you choose the Yes - Allow the Web user to select a field to sort with option, the Search page contains a pop-up menu of all the fields featured on the Search page and a pop-up menu of the sort order choices (ascending, descending). The Web viewer can make the choices for sorting the records that are returned as search results.

After setting the sorting options, click Next. If you selected the Yes - Specify a predetermined sort order option, the Predetermined sort order panel appears. Otherwise, panels for setting up any remaining pages in your Web site appear.

Setting a predetermined sort order for search results

You can choose to sort search results so that records return to your Web audience in a specified order.

To set a predetermined sort order for your search results:

1. Select a field from the Search Results fields list.
2. Click Add.
3. Choose a sort order for the field.

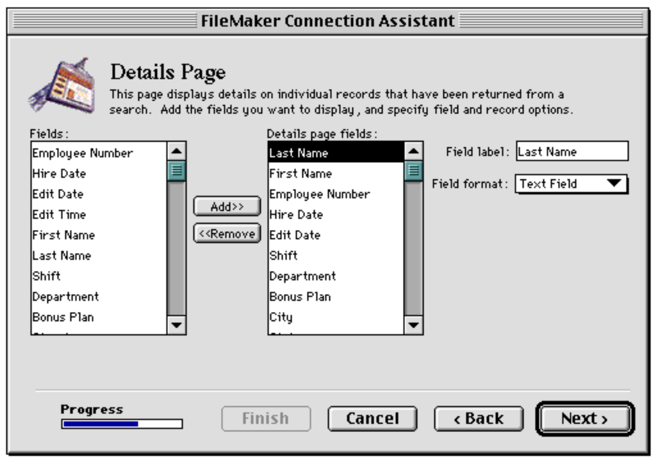
   Ascending is the default value. Descending sorts the records from greater values to lesser values.
4. Repeat these steps for as many fields as you want to sort on.

After setting the predetermined sort order for your search results, click Next. Panels for setting up any remaining pages in your Web site appear.

Setting options for the Details page

The assistant creates the Details page to display an individual record on an entire page. The Details page for a record appears in the browser when a Web viewer clicks the link (the contents of the first field for that record) in the list of records displayed in the Search Results page.

If you selected record modification privileges on the Feature Selection panel, your Web audience can edit, delete, or duplicate individual records from the Details page.



To set up the Details page:

1. Select a field in the Fields list. Then click the Add button. Repeat for each field you want to appear in the Details page.

   The field label is the name of the field as it will appear to your Web audience.

   You can change the field label by typing over it in the Field label text box.

2. Select a field in the Fields on Details page list.

3. Specify the HTML format (radio buttons, check boxes, pop-up menu, text field, text area, or read-only text) for the field in the Field format pop-up menu.

   Note If you did not choose Edit Individual Records on the Feature Selection panel, the Field format pop-up menu, Values list text box, Items visible text box, and Multiple selections check box are not shown.

4. If you want to format the selected field as a pop-up menu, check boxes, or radio buttons, see step 6 on page 10-12 to use a value list defined in the FileMaker Pro database.

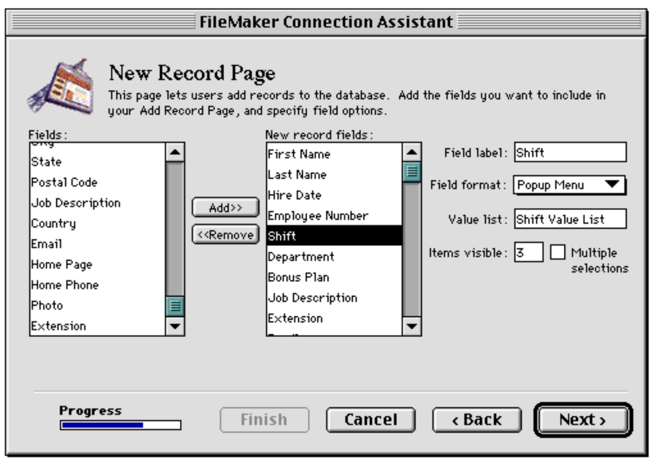
5. Repeat steps 1 through 4 as appropriate for each field on your Details. page.

6. Click Next.

If you selected record creation privileges on the Feature Selection panel, the next panel that appears is the New Record panel.

Setting options for the New Record page

If you design your site so that your Web audience will be able to create new records, you can set options for information they can type and submit as a new record in the New Record Page panel.



To set options for the New Record page:

1. Select a field in the Fields list. Then click the Add button.

Note FileMaker container, calculation, summary, and related fields cannot be used to create a new record from the New Record page.

2. To change the field label of a field, select the field in the Fields on New record page list and change the field label by typing over it in the Field label text box.

3. Specify the HTML format (radio buttons, check boxes, pop-up menu, text field, or text area) for the field in the Field format pop-up menu.
4. If you want to format the selected field as a pop-up menu, check boxes, or radio buttons, see step 6 on page 10-12 to use a value list defined in the FileMaker Pro database.
5. Repeat steps 2 through 4 as appropriate for each field in your New Record page.
6. Click Next.

   The Additional Pages panel appears.

The Additional Pages panel appears and displays information about additional reply and error pages that the assistant creates based on the features and privileges you set in previous panels. Click Next, and then the Style panel appears.

Setting style options for the FileMaker Pro form pages

On the Style panel of the FileMaker Connection Assistant, you set the page background and text style of your FileMaker Pro form pages.

The assistant provides a list of pre-made styles and displays an example of each one on the left side of the Style panel. You can change the text and background color of these styles and use your own GIF image for the background if you want.

To set the basic page style for your FileMaker Pro form pages:

1. Select a style in the Style scrolling list.
2. Click Custom to enter custom values for the color of text and links as well as the color of the background.

   The Custom Style panel appears.
3. Make your selections for text color and background in the Custom Style panel.
   - To use an image for the background, select Image in the Background area of the panel, and then select the image name from the pop-up menu.
   - To import an image, select Import Image in the Background area of the panel, and then click Browse to locate the image on your computer.
4. Click Next to continue with the assistant.

The Final hints and suggestions panel appears. Click Next, and the Location panel appears.

Finishing up with the assistant

The last step before finishing the FileMaker Connection Assistant is to specify a location and folder for the files. On the Location panel, click New Folder to create a new folder for your site; or click Existing Folder to specify the name and location of an existing folder that will contain your FileMaker Pro form pages. Then click Create to create the pages.

The FileMaker Connection Assistant creates the FileMaker Pro form pages based on the options you specified and inserts all the necessary CDML tags and links. Claris Home Page displays your site in the Site Editor, and opens the ReadMe file for the site you just created with the assistant. You can double-click the icon of any page in the Site Editor to open it and make changes. See “Using the Site Editor” on page 2-27 for information on using the Site Editor.

Be sure to click the Consolidate button  on the Site Editor toolbar to copy the image files into the new site folder.

The pages created by the FileMaker Connection Assistant are designed to be used right away without modification. For information on transferring your pages to a server, see “Copying your files to FileMaker Pro” on page 10-55 and “Testing the database in your site” on page 10-56 for information on testing the site.

If you want to customize the appearance of the pages you created with the assistant, you can use the Claris Home Page editing tools to make changes. You can use the FileMaker Connection Libraries to edit and expand the database functionality of the site and to create new FileMaker Pro form pages as well. See the following sections “Editing FileMaker Pro form pages” and “Using the FileMaker Connection Libraries” for more information.

Note Some of the CDML tags in the FileMaker Pro form pages that the assistant creates are required tags. It is better not to edit the required CDML tags in the pages the assistant creates. Changing a required CDML tag (such as the filename of the database the entire site depends on) in one file requires changing the database filename in other files that refer to it. See “Editing required CDML tags” on page 10-23 for more information.

Editing FileMaker Pro form pages

When you use Claris Home Page to create pages that connect to a FileMaker Pro database, you use *CDML tags* to specify FileMaker commands, actions, and database information. CDML tags are not HTML tags and are expressly used for specifying interactions with FileMaker Pro.

The CDML tags that appear on the pages created by the FileMaker Connection Assistant let your Web audience search, add, and modify records. When you create pages using the FileMaker Connection Libraries, you drag CDML tags from the libraries onto your pages.

The CDML tags appear in Edit Page mode as objects identified by the FileMaker icon and the name of the CDML tag. (The CDML tag icons do not appear in the browser once your site is published.)

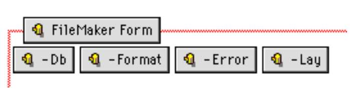
Double-click a CDML tag to display its object editor and to edit attributes. Some CDML tags are not editable and are used to display links and database information supplied by FileMaker Pro (such as the number of records in a found set).

To view details of all elements in a page as you work, switch views. You can then read comments and tag information.

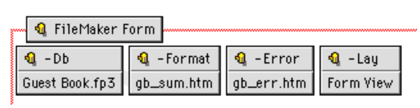
To view a detailed display in Edit Page mode:

- Choose Display Mode from the View menu (Windows) or the Windows menu (Macintosh), and then choose Detailed from the submenu.

Tip Print from this display mode to examine the tags on your pages more closely.



Basic view in Edit Page mode



Detailed view in Edit Page mode

You can copy, paste, and move CDML tags the same way you do other Web page elements. See “Cutting, copying, and pasting” on page 2-7.

Using the CDML tag object editors

Claris Home Page provides object editors that are unique to each FileMaker form element. You use these object editors to specify the database, the layout, the action (if applicable), and various attributes for the element.

To use a CDML tag object editor, do one of the following:

- Double-click the CDML tag icon.

- Select the CDML tag icon and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Select the CDML tag icon and click the Object Editor button on the toolbar.

Editing required CDML tags

Some of CDML tags used to specify certain database tasks or actions are required in some pages. Most of the required CDML tags are hidden tags that contain the name of the database, the name of the layout used to process a request, and other necessary information for executing the action or task.

This tag	Is used to specify the following information
-Db	The filename of the database your pages refer to. This is a hidden entry.
-Lay	The name of the layout being accessed in an edit, delete, or duplicate action. This is a hidden entry.
-Format	The filename of the page that confirms a record has been modified or that an action (such as editing, deleting, or duplicating records) has occurred. This is a hidden entry.
-Error	The filename of the page that is returned if an error occurs in processing the request to modify the database. This is a hidden entry.
-New	A button in the browser that is used by the audience to create a new record. Text on the button can be edited.
-RecID	The unique record identification of the current record so that it can be edited, deleted, or duplicated. This is a hidden entry.
-Edit	A button in the browser that is used by the audience to edit or update a record. Text on button can be edited.
-Delete	A button in the browser that is used by the audience to delete a record. Text on the button can be edited.
-Dup	A button in the browser that is used by the audience to duplicate a record. Text on the button can be edited.

Editing CDML Code tags

The CDML Code tag

The CDML Code tag is used to represent a specific CDML tag whose value(s) come from a FileMaker Pro database file. The CDML Code tag is similar to the HTML Code tag (available from the Insert menu) which is used to specify actual HTML tags in your page.

In order to see the behavior of the CDML Code tag, the connection to the FileMaker Pro database must be active, and the page must be published in the browser.

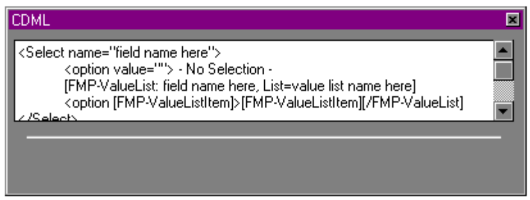
To edit a CDML Code tag:

1. Double-click its icon and

2. Type your changes in the scrolling area of the CDML Object Editor.

3. Close the CDML Object Editor to apply your settings.

Editing the CDML Code tag is similar to editing HTML.



CDML Code Tag Object Editor

Using the FileMaker Connection Libraries

The FileMaker Connection Libraries contain the CDML tags you need to create a site that connects to a FileMaker Pro database. There are two FileMaker Connection Libraries that come with Claris Home Page: the *FileMaker Form Library* (FileMaker Form.hlb) and the *FileMaker Reference Library* (FileMaker Reference.hlb).

To use a CDML tag from the FileMaker Connection Libraries:

1. Drag it from the right side of the library window onto your page.

2. Set the attributes for the tag by double-clicking it to display its object editor.

3. Close the tag's object editor to apply the setting.

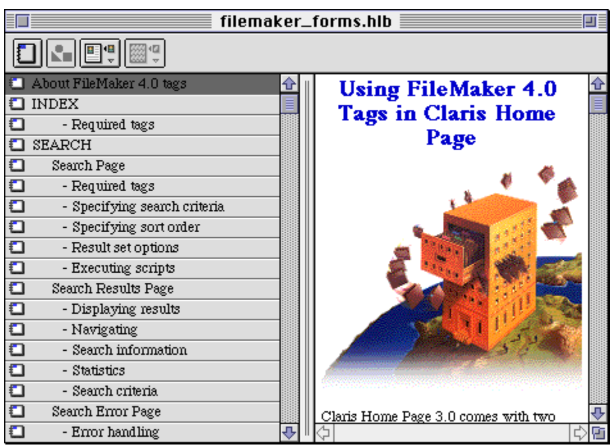
Using the FileMaker Form Library

In the FileMaker Form Library, CDML tags are grouped according to how they are used to build pages in the site that connects to a FileMaker Pro database. The CDML tag combinations contained in the library entries are used to accomplish the most common database actions, such as searching records and modifying the database (creating, editing, duplicating, or deleting records). Each library entry in the FileMaker Form Library features notes on the usage and syntax of CDML tags as well as the CDML tags themselves, which you can drag onto your pages.

You can use the CDML tag combinations in the FileMaker Form Library to quickly build pages that give your Web audience access to a FileMaker Pro database. This library is best used to create an entire site and to learn the relationships between CDML tags.

To open the library:

- Choose FileMaker Form Library from the View menu (Windows) or Windows menu (Macintosh).



On the left side of the library window, the name of the action appears in uppercase as the first level of the library entries. You can click on the action name (such as SEARCH or NEW RECORD) to read an overview of which pages are necessary for executing the action.

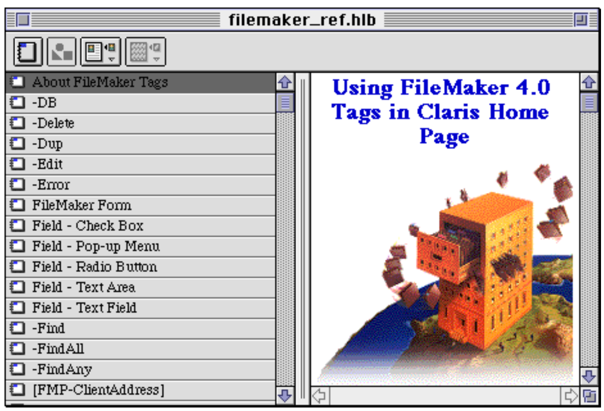
The names of the pages that pertain to the action (such as Search Page) appear as second-level entries on the left side of the library window. The third level entries (such as Required tags and Specifying search criteria) contain the groupings of CDML tags that pertain to a page. Click a third level library entry to display the CDML tags on the right side of the library window.

Using the FileMaker Reference Library

The FileMaker Reference Library lists CDML tags alphabetically. CDML tags can be dragged from this library onto your pages.

To open the library:

- Choose FileMaker Reference Library from the View menu (Windows) or Windows menu (Macintosh).



Click a tag to see a short description.

Building the Index page

The index page is used by your audience to start a session with your FileMaker Pro database—to either search the database or create new records in it. For example, in the index page (default.htm) created by the assistant, there is a link to the Search page (search.htm) and another link to the New Record page (new.htm). You can copy these links and paste them into other pages, so that a session with your FileMaker Pro database can be initiated from any page in your site. You can change the text of the hyperlinks for searching your database or adding new records.

To create a link to any other page in your site that will take the Web viewer to another FileMaker form page in your site:

1. Create a new blank page.
2. Type the text for your link.
3. Select the text, and then click the Link Editor button on the toolbar.
4. In the URL text box, type your URL according to the following syntax, where the URL appears on a single line without spaces, and "databasename" is the filename of your database; "layoutname" is the name of your layout; and "otherpage.htm" is the name of the FileMaker form page you want to display when this link is clicked in the browser:

   ```
   FMPro?-db=databasename&-lay=layoutname&-format=other
   page.htm&-view
   ```

This tag	Is used to specify the following information
-Db	The filename of the database for your site
-Lay	The name of the layout used by the page you are linking to
-Format	The filename of the FileMaker form page you want to link to
-View	The action of displaying a format file or page in your site

5. Close the Link Editor to apply your setting.
6. Save the Index page.

Building the Search page

In the Search page, your Web audience can either specify their own search criteria, submit a predefined search request that you specify, or submit a search request that is a combination of their own search criteria and a predefined request that you specify.

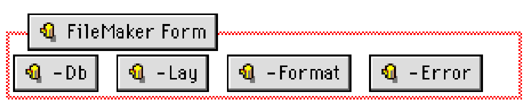
If you want your audience to be able to specify their own search criteria, set up input elements on the Search page. If you define a search request in advance, your Web audience can just click a button to start a search. If you want to combine search criteria that is specified by your audience with search criteria that you specify, your page comprises both types of elements: CDML tags that specify your predefined search criteria, and input elements where your audience can specify their own search criteria.

To build a Search page:

1. Create a new blank page.
2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).

   The FileMaker Form library opens, listing the CDML tags logically, by action.
3. In the SEARCH section of the library, click the Required tags entry under the Search Page entry.

   The required tags for a Search page appear on the right of the library window.



4. Click the tag labeled FileMaker Form to highlight the entire group, then drag the selection to your Search page.
5. In the same Required tags entry, choose at least one tag for submitting a search request. Drag one or all the tags into the FileMaker form area that contains the other required tags.

6. Specify the attributes for each required tag in the page. Double-click the icon to display the object editor.

For this tag	Specify the following information
-Db	The filename of the database your pages refer to. This is a hidden entry.
-Lay	The name of the layout being accessed in the search. This is a hidden entry.
-Format	The filename of the page that is returned as a response to the search request a request. This is a hidden entry.
-Error	The filename of the page that is returned if an error occurs in processing the search request. This is a hidden entry.
-Find	The text on the button used in the browser to submit a search request.
-FindAll	The text on the button used in the browser to find all records in your database.
-FindAny	The text on the button used in the browser to find any (random) record in your database.

Adding fields to the Search page

You can add fields and choose the format for how they will appear in the Search page. Drag items from the Search Fields section of the Specifying search criteria entry in the FileMaker Form Library.

Note FileMaker container fields cannot be used to define a search request.

To use input elements from the FileMaker Form Library:

1. Open the FileMaker Form Library.

2. In the Specifying search criteria entry, choose the element you want, and drag it onto the FileMaker form area of your Search page.

Drag this element to your page	To use this format for the search field
Text field	A text field form element. See “Adding a text field” on page 9-6 for more information.
Pop-up menu	A pop-up menu or scrolling list form element. **Note** Fields that you want to format as pop-up menus or scrolling lists must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see “Adding a pop-up menu or scrolling list” on page 9-11.

Drag this element to your page	To use this format for the search field
Check box	A check box form element. **Note** Fields that you want to format as check boxes must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see "Adding a check box" on page 9-10.
Radio buttons	A radio button form element. **Note** Fields that you want to format as radio buttons must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see "Adding a list of radio buttons" on page 9-8.
Text area	A text area form element. See "Adding a text area" on page 9-7 for more information.
Reset	A button appearing in the browser. When clicked, this button resets all other input elements to their default values. See "Adding a reset button" on page 9-15.

3. Double-click each form element to bring up its object editor, and then enter the field name to which it corresponds in the Name text box.
4. Close the object editor to apply your settings.

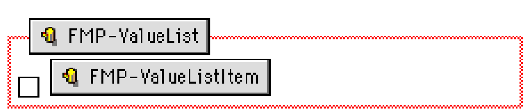
Using value lists from the FileMaker Pro database

Some FileMaker fields in your database file might have a value list associated with them to facilitate data entry. Value lists from FileMaker can be used in your Search page.

To use FileMaker Pro value lists for check boxes and radio buttons:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Specifying search criteria.

   The search criteria tags appear on the right of the library window.
3. In the Search Fields section of the library, choose an HTML input type (for example, choose Check Box), and then drag the element into the FileMaker form area of the Search page.



4. Double-click the FMP-ValueList tag to display its object editor. Type the name of the field in the Field Name text box, and then type the name of the value list in the Value List text box.
5. Close the FMP-ValueList Tag Object Editor to apply the setting.
6. Double-click the check box element itself to display the Check Box Object Editor.
7. Type only the name of the field to which it corresponds in the Name text box.
8. Close the Check Box Object Editor to apply the setting.

Tip In the browser, the elements within the FMP-ValueList tag area (denoted by the box with the red border) repeat as many times as there are values in the value list. You can format the orientation of the elements in this tag, so that multiple values appear vertically in the browser by typing a carriage return character. Press Enter (or Shift-Enter for less white space between lines) on Windows; or press Return (or Shift-Return for less white space between lines) on Macintosh, immediately following the FMP-ValueListItem tag in the FMP-ValueList area.

To use FileMaker value lists for pop-up menus:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Specifying search criteria.

   The search criteria tags appear on the right of the library window.
3. In the Search Fields section, drag the CDML Code tag that appears in the Pop-up Menu section into the FileMaker form area of the Search page.
4. Double-click the CDML Code tag to edit the raw code. Without deleting quotation marks, change the words “field name here” to the field name, and then change “value list name here” to the name of the value list.
5. Close the CDML Code Tag Object Editor to apply the setting.

Specifying search criteria

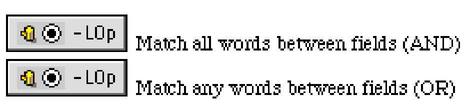
When making a search request in the FileMaker Pro database, your Web audience specifies their criteria in the fields on the Search page. Every field that is used for searching needs to have an associated rule or logic for how to search it. In addition, the entire find request must have a rule or logic for how it is processed in the FileMaker file. You can set up your Search form so that the logic for the search and fields is specified by your Web audience. You can also predefine the logic for both the fields and the search request itself, or combine logic that is specified by both you and your audience.

To set the logical operator for a search request:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Specifying search criteria.

   The search criteria tags appear on the right of the library window.
3. For a fixed search request, drag the -LOp (logical operator) tag into the FileMaker form area in the Search page.
4. Double-click the -LOp tag to display its object editor.
5. Select AND for a search request that matches records to all the submitted search criteria exactly or select OR for a search request that matches records to at least one of the submitted search criteria.
6. Close the -LOp Object Editor to apply the change.

For a search request whose logic will be specified by the Web audience, drag the two -LOp tags denoted by radio buttons into the FileMaker form area in the Search page.



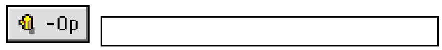
To set the field comparison operator for each field in a search request:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Specifying search criteria.

   The search criteria tags appear on the right of the library window.

3. For a search request where the field comparison operator is fixed, drag the -Op tag into the FileMaker form area in the Search page.

The -Op tag should appear immediately before the field with which you associate it.



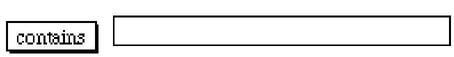
4. Double-click the -Op tag to display its object editor.

5. Select a field comparison operator from the list.

Choose this field comparison operator	To show these search results to your Web audience
Equals	Records that match the search criteria exactly
Contains	Records that contain the character or string of characters specified in the search criteria
Begins with	Records that feature the character or string of characters featured in the search criteria at the beginning of a value
Ends with	Records with the character or string of characters featured in the search criteria at the end of a value
Greater than	Records with values greater than the search criteria
Greater than or equals	Records with values greater than or exactly equal to the search criteria values
Less than	Records with values less than the search criteria
Less than or equals	Records with values less than or exactly equal to the search criteria values
Not equals	All Records except those that match the search criteria

6. Close the -Op Object Editor to apply the change.

For a search request whose field comparison operators will be specified by the Web audience, drag the field comparison pop-up menu element from the Specifying search criteria section in the library into the FileMaker form area in the Search page. The field comparison operator should appear immediately before the field with which you associate it.



Setting options for sorting the search results

You can specify whether you want the results of your search to be sorted or not and whether the Web viewer initiates the sort. You can also predefine a sort order or combine a predefined sort order with choices for sort order your audience makes before submitting a search request.

To specify the field that search results are sorted by:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Specifying sort order.

   The tags for specifying sort order appear on the right of the library window.
3. Drag the -SortField and -SortOrder tags into the FileMaker form area of the Search page.

   The -SortField tag must appear directly before the -SortOrder tag associated with it.

4. Double-click the -SortField tag to display its object editor, and then type the name of the sort field.
5. Close the -SortField Object Editor to apply your change.
6. Double-click the -SortOrder tag to display its object editor, and then choose the sort order. For a sort order based on a value list, choose Custom, and then type the name of the list in the Value List text box.
7. Close the -SortOrder Object Editor to apply your change.

To set up sorting options specified by your Web audience:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, click the entry for Specifying sort order.

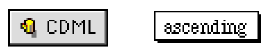
   The tags for specifying sort order appear on the right of the library window.
3. In the Sort Field section, choose the CDML Code tag and drag it into the FileMaker form area of the Search page.

The purpose of this tag is to display a pop-up menu of all the fields in the layout you specified for the Search page. Your Web audience can choose the field to sort on from this list.

4. In the Sort Order section, choose the sort order element that appears in the Specified by user section.

   This element is a pop-up menu with sorting values (ascending, descending) already defined.

5. Drag the element so that it appears directly after the CDML Code tag (the sort field) in the FileMaker form area of the Search page.



Setting options for the search results

You can set the maximum number of records displayed in the Search Results Page, or you can allow your Web audience to choose a maximum from a pop-up list you add to the Search page.

To set the maximum number of records displayed in each Search Results page:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Result set options.

   The tags for Search result options appear on the right of the library window.

3. Drag the -Max tag into the FileMaker form area of the Search page.
4. Double-click the -Max tag to display its object editor.
5. Type a number for the maximum number of records you want displayed in a Search Results page.
6. Close the -Max Object Editor to apply your change.

To allow your Web audience to determine the maximum number of records displayed in the Search Results page:

- Choose the pop-up list from the Result set options library entry. This element requires no modification to be used in the Search page.

Saving the Search page

Once you have set up the fields and the options for searching and sorting, you can save and name the Search page. The name of the Search page should correspond to the filename used in all files that refer to it. For example, the Index page file named "index.htm" might refer to the Search page file called "search.htm."

Building the Search Results page

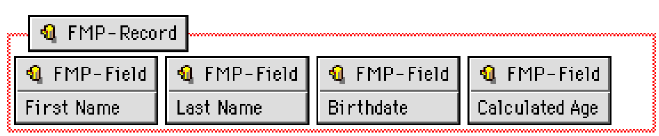
The Search Results page displays the records that are found or matched according to the search request made in the Search page. There are two ways of displaying records in a found set: as a list or as a table.

Formatting results

The FMP-Record tag appears as an area that contains the fields for the records in the search results page. In the browser, this record area will repeat depending on the number of records found and the maximum number of records displayed per page. For information on setting the maximum number of records displayed per page, see "Setting options for the search results" on page 10-35.

To format search results as a list:

1. Create a new blank page.
2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).
3. In the SEARCH section of the library, select the entry for Displaying results under the Search Results Page section.
4. Drag the FMP-Record tag into your Search Results page.



FMP-Record tag shown in Detailed display mode

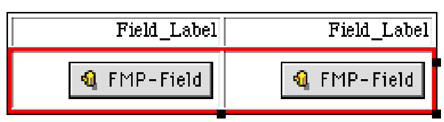
5. Position the pointer so that it is within the FMP-Record area, and then copy and paste a FMP-Field tag for every field you want to appear in the area.

6. Double-click each FMP-Field tag to display its object editor, and then type the name of the field for each tag.
7. Close the FMP-Field Tag Object Editor to apply your settings.
8. Add text to the area to create field labels, if necessary.

Tip In the browser, the elements within the FMP-Record tag area (denoted by the box with the red border) repeat as many times as there are records in a found set. You can format the orientation of the elements in this tag, so that multiple records appear vertically in the browser by typing a carriage return character. Press Enter (or Shift-Enter for less white space between lines) on Windows; or press Return (or Shift-Return for less white space between lines) on Macintosh, immediately following the last FMP-Field tag in the FMP-Record area.

To format search results as a table:

1. Create a new blank page.
2. Open the FileMaker Form Library.
3. In the SEARCH section of the library, select the entry for Displaying results under the Search Results Page section.
4. Drag the table element from the library into the Search Results page.



The table displays two columns, each with a field and field label. The row in which the FMP-Field tags appear is identified by a red border.

5. Type over the Field_Label text to replace it with the name of the field.
6. To add more columns (to display fields), double-click the table border to display the Table Object Editor.
7. Click the Table tab, and type a number in the Columns text box, or click Add Column.
8. Copy and paste the FMP-Field tag so it appears in each additional column and within the red border.
9. Double-click each FMP-Field tag to display its object editor, and then type the name of the field for each tag.
10. Close the FMP-Field tag object editor to apply your settings.

You can set up any table you create with Claris Home Page to display results for your search. To do this:

1. Double-click the table border to display the Table Object Editor.
2. Click the FileMaker tab, and then select the Use as FileMaker results table check box.
3. Type a number for the row where the FileMaker record information will end in the table in the End Repeating at row text box.

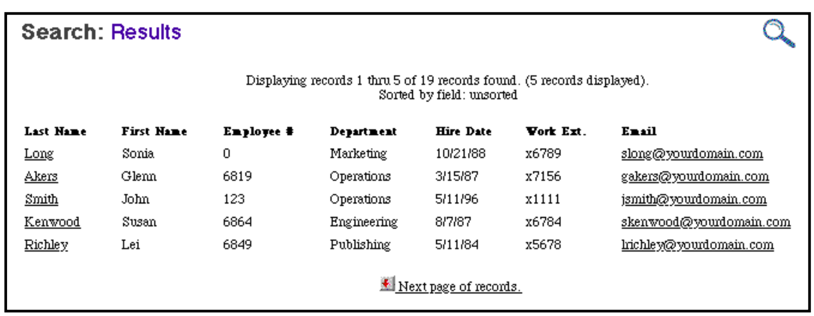
   The default is 1, but if you are using the first row to display field labels (field names), type the number 2.
4. Type a number for the row where the FileMaker record information will begin in the table in the Start Repeating at row text box.

   The default is 1, but if you are using the first row to display field labels (field names), type the number 2.
5. Close the Table Object Editor to apply your settings.

For search results formatted as lists or tables, the maximum number of records displayed per page will vary based on options you set in the Search page. See "Setting options for the search results" on page 10-35 for more information.

Building navigational links and text

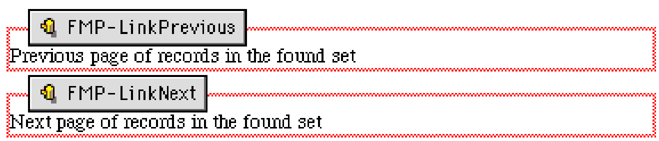
Your Search Results page can contain tags for navigating to the next and previous pages of records in a found set as well as links to the Record Detail page, which shows one record per page. You can also include tags that provide information about the FileMaker Pro found set.



Search results shown in browser

To add navigational links to the previous and next range of records in a found set:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Navigating under the Search Results Page section.
3. Drag the FMP-LinkPrevious and FMP-LinkNext tags into your Search Results page.
4. Place the insertion point so that it is within the FMP-LinkNext and FMP-Previous areas, and then type the text for the links.



To make the field data that is returned in the Search Results page into a link to the Record Details page for the record displayed:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Navigating under the Search Results Page section.
3. Drag the special FMP-Field tag in the Link to Record Detail section of the Displaying results library entry into the FMP-Record area.

   The special FMP-Field tag is denoted by a blue border in Edit Page mode to indicate that it is a link.

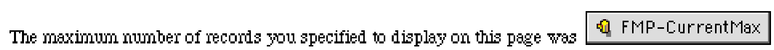
   If you are using a table to format the search results, drag the special FMP-Field tag into the appropriate table cell (any cell in a row or rows denoted by the red border).
4. Double-click the special FMP-Field tag to display its object editor, and then, in the Field Name text box, type the name of the field that will be the link to the Record Detail page.
5. Close the special FMP-Field Object Editor to apply your setting.
6. With the FMP-Field tag selected, choose Link Editor from the View menu (Windows) or choose Show Link Editor from the Window menu (Macintosh).
7. In the Link Editor, type the name of your record detail page in place of “record_detail.htm.” In place of “layout name here,” type the name of the layout used by the page you are linking to.
8. Close the Link Editor to apply your setting.

Including search information and statistics

You can include search information and database statistics in the Search Results page. Including search information is useful when testing the pages or to provide information to your Web audience. Tags for indicating the current action (find), current database, current layout, current format, and current maximum records per page are examples of information you can provide.

To add search information and statistics to the Search Results page:

1. Open the FileMaker Form Library.
2. In the SEARCH section of the library, select the entry for Search information or Statistics under the Search Results Page section.
3. Drag the tags you want to include in the Search Results page (for example, drag FMP-CurrentMax).
4. Type the text you want next to the FMP-CurrentMax icon.



Saving the Search Results page

When you save the Search Results page, the name should correspond to the filename used in all files that refer to it. In the case of the Search Results page, its filename is specified in the -Format tag of the Search page. For example, the Search page named "search.htm" might refer to the Search Results page called "search_results.htm." See "Building the Search page" on page 10-28 for more information.

Building the Record Detail page

The Record Detail page displays a single record in an entire page. The Record Detail page can be read-only, or it can be editable. If the Record Detail page is editable, it's the page where your Web audience can edit, delete, or duplicate records.

To build a read-only Record Detail page:

1. Create a new blank page.
2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).

3. In the RECORD DETAIL (READ ONLY) section of the library, select the entry for Displaying record data.
4. Drag library elements into the Record Detail page.

For this type of read-only data	Drag this element
Field values	FMP-Field
Images from FileMaker container fields	The image element in the Field section of the library entry
Repeating field values	FMP-Repeating tag (containing the FMP-RepeatingItem tag)
Portal	FMP-Portal tag (containing the FMP-Field tag)

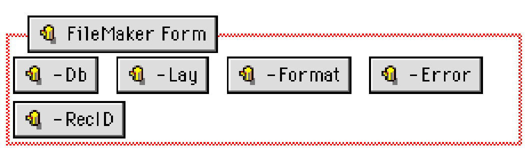
5. In your Record Detail page, double-click each CDML tag to display its object editor.
6. For each CDML tag, type the name of the field in the Field Name text box.

   For Portals, type the name of the relationship in the Relationship Name text box. For the FMP-Field contained in the FMP-Portal tag, type the name of the relationship and the field in the Field Name text box.
7. Close the object editor to apply the settings.

To build an editable Record Detail page:

1. Create a new blank page.
2. Open the FileMaker Form Library.
3. In the RECORD DETAIL (EDITABLE) section of the library, select the entry for Required tags under the Detail page section.

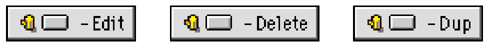
   The required tags for the Record Detail page appear on the right of the library window.



4. Click the tag labeled FileMaker Form to highlight the entire group, then drag the selection to your Record Detail page.

   The FileMaker form area appears in the Record Detail page as a box with a red border containing the required tags.

5. In the same Record Detail page required tags library entry, choose the tags for modifying the database. Drag one or all the tags into the FileMaker form area that contains the other required tags.



6. Specify the attributes for each tag except the -RecID tag. Double-click an icon to display its object editor.

For this tag	Specify the following information
-Db	The filename of the database your pages refer to. This is a hidden entry.
-Lay	The name of the layout being accessed in an edit, delete, or duplicate action. This is a hidden entry.
-Format	The filename of the page that confirms that an action (editing, deleting, or duplicating records) has occurred. This is a hidden entry.
-Error	The filename of the page that is returned if an error occurs in processing the request to modify the database. This is a hidden entry.
-Edit	Text on the button in the browser which is used by the audience to edit or update a record.
-Delete	Text on the button in the browser which is used by the audience to delete a record.
-Dup	Text on the button in the browser which is used by the audience to duplicate a record.

Note Though the -RecID has an editable attribute value, it is better not to change it, because it is set up in the FileMaker Form Library for use in the Record Detail page.

Adding fields to an editable Record Detail page

You can add and format fields in an editable Record Detail page. Drag items from the Displaying record data entry in the FileMaker Form Library to the Record Detail page.

To use input elements from the FileMaker Form Library:

1. Open the FileMaker Form Library.

2. In the Displaying record data library entry, choose the element you want, and drag it onto the Record Detail page.

Drag this element to your page	To use this format for fields in an editable Record Detail page
FMP-Field tag	Read-only text value of the field whose name you specify.
Text field	A text field form element. See “Adding a text field” on page 9-6 for more information.
Pop-up menu	A pop-up menu or scrolling list form element. **Note** Fields that you want to format as pop-up menus or scrolling lists must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see “Adding a pop-up menu or scrolling list” on page 9-11.
Check box	A check box form element. **Note** Fields that you want to format as check boxes must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see “Adding a check box” on page 9-10.
Radio buttons	A radio button form element. **Note** Fields that you want to format as radio buttons must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see “Adding a list of radio buttons” on page 9-8.
Text area	A text area form element. See “Adding a text area” on page 9-7 for more information.
FMP-Repeating tag (containing the FMP-RepeatingItem tag)	Text values as they appear in a repeating field, where only the first repetition is editable. The HTML repeats for all the repetitions in the specified field.
FMP-Portal tag (containing the FMP-Field tag)	Text values as they appear in a portal, where only the first record is editable. The HTML repeats for each record in the portal.

3. To specify the field names for each element, double-click the CDML Code tag to display the CDML object editor.
4. Without deleting quotation marks, change the words “field name here” to the field name, and then change “value list name here” to the name of the FileMaker Pro value list.
5. Close the CDML Code Tag Object Editor to apply the setting.

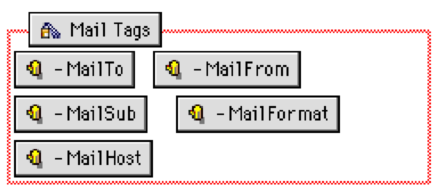
Adding an email reply option to an editable Record Detail page

You can have FileMaker Pro send an email message notification to an address you specify whenever the database is modified.

To add an email notification to an editable Record Detail page:

1. Create a new blank page.
2. Type the message of your email.
3. Choose Save from the File menu. Type `email_format` as the title of your document.
4. In the Save dialog box, choose FileMaker Include File in the Save as type list (Windows) or in the File type pop-up menu (Macintosh).
5. Save the file to your site folder. Click Save.
6. Open the FileMaker Form Library.
7. In the RECORD DETAIL (EDITABLE) section of the library, select the E-Mail notification entry.

   The required tags for sending email appear on the right of the library window.



8. Drag the entire group of tags into the FileMaker form area of your editable Record Detail page.
9. Double-click each tag within the Mail Tags area to display its object editor and set the attributes for each tag.

For this CDML tag	Type the following as its attribute
-Mailto	The email address of the recipient.
-MailFrom	The email address of the sender.
-MailSub	The subject of the email.

For this CDML tag	Type the following as its attribute
-MailFormat	The filename of the email format file. For example: `email_format.txt.` (This is the body of your email message.)
-MailHost	The address of the SMTP server host. For example, `smtp.domain.com`
-MailCC (optional)	The email address of the person who is carbon copied.
-MailBCC (optional)	The email address of the person who receives a blind carbon copy.

Note A FileMaker form area can support only one set of mail tags.

You can edit the email message later on (for example, to include field data). For information on how to do this, see the following section, “Changing the text of the email message reply file.”

Saving the Record Detail page

Once you have set up the Record Detail page the way you want, you can save it. The name of the Record Detail page should correspond to the filename used in all files that refer to it. For example, the Search Results page called “search_results.htm” might refer to a Record Detail page named “record_detail.htm.”

Changing the text of the email message reply file

You can edit the text of the email message used in reply files. Besides text, you can include CDML tags in the email text file. For example, including the FMP-Field tag in the email format file lets you include field values from the FileMaker file in the body of the email message.

To add CDML tags to an email notification file:

1. Open the file containing the body text of your email notification message.
2. In the Claris Home Page dialog box, click the FileMaker Pro HTML Include File radio button, and then click OK.
3. Type or edit the text of the message.
4. Choose FileMaker Reference Library from the View menu (Windows) or the Window menu (Macintosh).
5. Select the FMP-Field entry.

6. Drag the FMP-Field tag into your email_format.txt file. Drag as many instances of this tag as necessary for displaying each field value that you want.

7. Double-click each FMP-Field tag to display its object editor.

8. Type the name of the field in the Field Name text box. Do this for each FMP-Field tag.

9. Type supporting text next to the FMP-Field tag in the message.

10. Save the email message file.

Building the Record Detail Reply page

If you have given database modification privileges to your Web audience, they see a confirmation page in the browser after they modify the database. Use the Record Detail Reply page to create the message, provide information about the current action executed, and provide links to other pages in your site. For information on creating links and anchors, see chapter 7, "Creating links and anchors."

To provide the Web audience with information about the current action (for example, edit, delete, duplicate) executed:

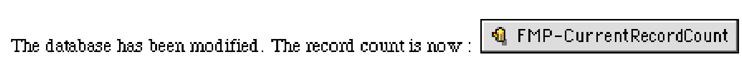
1. Create a new blank page.

2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).

3. In the RECORD DETAIL (EDITABLE) section of the library, select the entry for General information, under the Detail Reply Page section.

4. Drag the tags (for example, drag FMP-CurrentRecordCount) you want to include in the Record Detail Reply page.

5. Type supporting text next to the FMP-CurrentRecordCount icon.



6. Save your page.

The name of the Record Detail Reply page should correspond to the filename used in all files that refer to it. For example, the Record Detail page might have “record_detail.htm” as the filename, and the Record Detail Reply page might have “record_detail_reply.htm” as its filename.

Building the New Record page

If you have given record creation privileges to Web viewers, they can add a record to the database you publish on the Web. The New Record page contains input elements, which set up the fields for your Web audience to fill in and create a new record.

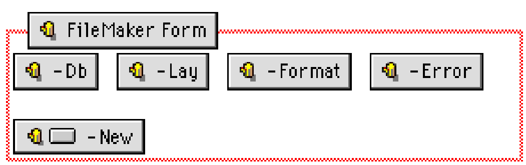
To build a New Record page:

1. Create a new blank page.

2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).

3. In the NEW RECORD section of the library, select the entry for Required tags.

The required tags for the New Record page appear on the right of the library window.



4. Click the tag labeled FileMaker Form to highlight the entire group, then drag the entire selection to your New Record page.

The FileMaker form area appears in the New Record page as a box with red borders containing the required tags.

5. Specify the attributes for each required tag. Double-click the icon to display the object editor.

For this tag	Specify the following information
-Db	The filename of the database your pages refer to. This is a hidden entry.
-Lay	The name of the layout being accessed to perform a new record action. This is a hidden entry.
-Format	The filename of the page that is returned as a confirmation that a record has been added. This is a hidden entry.
-Error	The filename of the page that is returned if an error occurs in processing the new record request. This is a hidden entry.
-New	Text on the button in the browser which is used by the audience to create a new record.

Adding fields and data entry options

You can add fields to the New Record page and choose the format for the fields as they will appear in the New Record page.

To use input elements from the FileMaker Form Library:

1. Open the FileMaker Form Library.

2. In the NEW RECORD section, select the Data Entry library entry.

3. Choose the element you want, and drag it onto the FileMaker form area of your New Record page.

Drag this element to your page	To use this format for the fields in a New Record page
Text field	A text field form element. See "Adding a text field" on page 9-6 for more information.
Pop-up menu	A pop-up menu or scrolling list form element. **Note** Fields that you want to format as pop-up menus or scrolling lists must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see "Adding a pop-up menu or scrolling list" on page 9-11.
Check box	A check box form element. **Note** Fields that you want to format as check boxes must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see "Adding a check box" on page 9-10.

Drag this element to your page	**To use this format for the fields in a New Record page**
Radio buttons	A radio button form element. **Note** Fields that you want to format as radio buttons must have values associated with them, either defined by you in Claris Home Page or defined in value lists in the FileMaker Pro database. For more information on defining values with Claris Home Page, see “Adding a list of radio buttons” on page 9-8.
Text area	A text area form element. See “Adding a text area” on page 9-7 for more information.
Reset	A button appearing in the browser. When clicked, this button resets all other input elements to their default values. See “Adding a reset button” on page 9-15.

4. Double-click each form element to bring up its object editor, and then type the field name to which it corresponds in the Name text box.
5. Close the object editor to apply your settings.

See also “Using value lists from the FileMaker Pro database” on page 10-30 for information on using fields with FileMaker value lists in the New Record page.

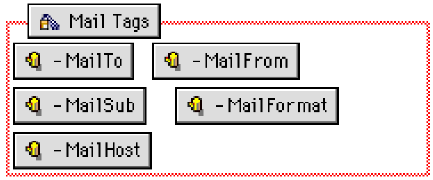
Adding an email reply option to a New Record page

You can have FileMaker Pro send an email message notification to an address that you specify whenever a record is added to the database.

To add an email notification or reply to a New Record page:

1. Create a new blank page.
2. Type the message of your email. This is the body of your email message.
3. Choose Save from the File menu. Type `email_format` as the title of your document.
4. In the Save dialog box, choose FileMaker Include File in the Save as type list (Windows) or in the File type pop-up menu (Macintosh).
5. Save the file to your site folder. Click Save.
6. Open the FileMaker Form Library.
7. In the NEW RECORD section of the library, select the E Mail notification entry.

   The required tags for sending email appear on the right of the library window.



8. Drag the entire group of tags into the FileMaker form area of your New Record page.
9. Double-click each tag within the Mail Tags area to display its object editor and set the attributes for each tag.

For this CDML tag	Type the following as its parameter
-Mailto	The email address of the recipient.
-MailFrom	The email address of the sender.
-MailSub	The subject of the email.
-MailFormat	The filename of the email format file. For example: `email_format.txt.`
-MailHost	The address of the SMTP server host.
-MailCC (optional)	The email address of the person who is carbon copied.
-MailBCC (optional)	The email address of the person who receives a a blind carbon copy.

Note A FileMaker form area can support only one set of mail tags.

You can edit the email message later on (for example, to include field data). For information on how to do this, please see, "Changing the text of the email message reply file" on page 10-45.

Saving the New Record page

Once you have set up the New Record page the way you want, you can save it. The name of the New Record page should correspond to the filename used in all files that refer to it. For example, the Index page might have filename "index.htm," and it may refer to the New Record page filename, "new_record.htm."

Building the New Record Reply page

The New Record Reply page is the confirmation page that is presented to the Web audience after they have added a record. You can create the message in this page (for example, “Thank you. You have successfully created a new record.”) in this page as well as provide links back to other pages in your site using the Claris Home Page editing tools.

To provide the Web audience with information about adding a new record:

1. Create a new blank page.
2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).
3. In the NEW RECORD section of the library, select the entry for Displaying record data under the New Reply Page section.
4. Drag the tags (for example, drag FMP-Field) you want to include in the New Record Reply page.
5. Type supporting text next to the FMP-Field icon.

6. Save your New Record reply page.

The name of the New Record Reply page should correspond to the filename used in all files that refer to it. For example, the New Record page might have filename “new_record.htm,” and it may refer to the New Record Reply page filename, “new_record_reply.htm.”

Building the error pages

You can create the following error pages based on the actions and privileges you set for your Web audience:

- a Search Error page for errors that occur while processing a search request.
- a Record Detail Error page for errors that occur while processing a request to edit, delete, or duplicate records.
- a New Record Error page for errors that occur while processing a request to create a new record.

Displaying error information

To display error information generated by FileMaker Pro:

1. Create a new blank page.
2. Choose FileMaker Form Library from the View menu (Windows) or the Window menu (Macintosh).
3. Select the entry for the error page you want:
   - Error handling in the Search Error Page section
   - Error handling in the Detail Error Page section
   - Error handling in the New Error Page section
4. Select the FMP-CurrentError tag, and then drag the tag to your Error page.
5. Type supporting text in the error page. For example, "An error of type FMP-CurrentError occurred."
6. Save and name the error page as it corresponds to the action.

   The names of the error pages must correspond with the filenames used in the form pages where the action is initiated, and as specified by the -Error tag. For example, the Search page might have the filename, "search.htm" and it may refer to the error page, "search_error.htm."

Handling errors

You can use the FMP-If tag to handle errors and display error messages conditionally. This can be useful for providing meaningful feedback to your Web audience when an error occurs.

To handle errors conditionally:

1. Open the error file you want to edit.
2. Open the FileMaker Form Library.
3. Select the entry for the error page you want:
   - Error handling in the Search Error Page section
   - Error handling in the Detail Error Page section
   - Error handling in the New Error Page section
4. Select the FMP-If tag, and then drag it onto your error page.
5. Double-click the FMP-If tag to display its object editor.

6. Type the condition for the error tag in the Condition text box. Use the following syntax (in this case, the example pertains to a search error where zero records are found):

```
currenterror.eq.401
```

7. Close the FMP-If tag object editor to apply the setting.

8. Place the insertion point so that it is inside the FMP-If tag area, and then type the message that will display when the condition is met.

The FMP-If area can contain CDML tags.

9. Save and name the error page as it corresponds to an action.

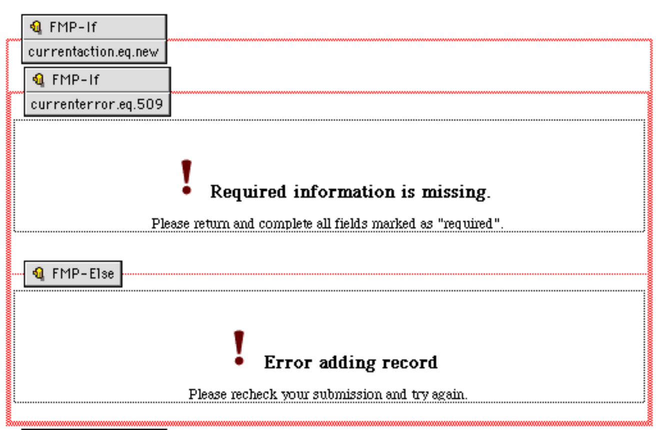
The names of the error pages must correspond with the filenames used in the form pages where the action is initiated and as specified by the -Error tag. For example, the New Record page might have the filename, "new_record.htm" and its error page might be "new_record_error.htm."

This example tests for error number 401, which corresponds to zero records found. See the FileMaker Pro error code numbers in the FileMaker Pro online Help topic "Status(CurrentError) function" for possible results. See the following section for a list of comparison operators, such as .eq.

To add to this example and test for additional errors:

- Add an FMP-If tag for every additional test.

Alternatively, you can use the FMP-If/FMP-Else tags to display a message if the condition is true and another message if the condition is false.



FMP-IF and FMP-Else in Detailed Display Mode

Displaying content conditionally

You can use the FMP-If and FMP-Else tags to display HTML in a page conditionally. A useful application of this feature is for displaying messages in reply and error pages.

There are reserved words or codes that can be used to specify a condition. The comparison operators that can be used are indicated in the following table.

This comparison operator	Indicates
.eq.	Equals
.neq.	Not equals
.gt.	Greater than
.gte.	Greater than or equal to
.lt.	Less than
.lte.	Less than or equal to
.cn.	Contains
.ncn.	Does not contain

Using a True/False condition

A true/false or Boolean expression can be used to test a condition. The comparison operators that can be used for a true/false condition are equals (.eq.) and not equals (.neq.). For example, to test if the database is sorted, you can use this syntax in specifying the condition in an FMP-If tag:

```
IsSorted.eq.False
```

Using a numeric comparison condition

Use the following codes or reserved words to test numbers or specific error numbers or numeric information or statistics on the current state of the FileMaker Pro database. You can use all comparison operators except for contains (.cn.) and does not contain (.ncn.).

This number	Indicated by this code	Can be used as in this example
Current error number	CurrentError	CurrentError.eq.509
Records in found set	CurrentFoundCount	CurrentFoundCount.gte.100

This number	Indicated by this code	Can be used as in this example
Current maximum number of records on a page	CurrentMax	CurrentMax.lte.50
Current records in database	CurrentRecordCount	CurrentRecordCount.gt.1000
Current record number	CurrentRecordNumber	CurrentRecordNumber.gt.500
Current number of records skipped at the beginning of a range	CurrentSkip	CurrentSkip.lt.20
Record number of the last record in a range	RangeEnd	RangeEnd.neq.20
Number of records shown in range	RangeSize	RangeSize.eq.40
Record number of first record in range	RangeStart	RangeStart.eq.1

Using a text comparison condition

When using a text comparison condition, all comparison operators are allowed. As a general rule, any CDML tag that returns alphanumeric characters can be used in a text comparison condition. Use only the name of the tag to specify a condition. For example:

```
CurrentDate.gte.10/10/96
ClientPassword.eq.password_name
Fieldname.cn.literal_value
```

Copying your files to FileMaker Pro

Before copying your files to FileMaker Pro, it's a good idea to open your site folder in the Site Editor and perform media consolidation and verification of links and references. See chapter 12, "Uploading your pages to a Web server" for information on how to do this.

You can copy your site folder to the FileMaker Pro host computer using your network software to mount the server volume and copy your files onto it. Copy the contents of your site folder into the Web folder, which is located in the FileMaker Pro application folder.

See the FileMaker Pro documentation for more information.

Testing the database in your site

As you develop your site, it's a good idea to look at your pages from the point of view of your Web audience, using a browser. Using the same computer, you can edit your pages in Claris Home Page, and then run FileMaker Pro and your browser software to view the results. Ideally, you would run all three applications at once and make modifications as you go.

To test your site on the same computer or on a computer on your network:

1. Copy the contents of your site folder to the Web folder in the FileMaker Pro application folder on your computer or on a computer on your network.
2. Start FileMaker Pro, and then open your database file.
3. If necessary, set options to enable the FileMaker Pro Web Companion and to share the database file.

   Select the Web Companion plug-in in Application Preferences and choose Sharing from the File menu. Configure the Web Companion User Interface to the home page of your site, or the default.htm page.
4. Start your browser.
5. Type the following URL as the location, where "IP_address" is the IP address of the computer that is running FileMaker Pro.

   `http://IP_address/`
6. Press Enter.

Your home page or index page (default.htm) appears in the browser. You can test the links to go to a search or add records page, submit a request, and then view the results both in the browser and in the FileMaker file.

As you edit files in Claris Home Page, you can save them to the Web folder, and then click Reload in the browser. It is recommended that you set the options for clearing the disk cache in your browser, so that only the most recent versions of your files are displayed in the browser as you save and re-save your pages.

Chapter 11: Adding multimedia to your Web page

Multimedia includes not only JPEG and GIF images, but movies, sound, animation, and objects that allow people to interact with your Web page. It offers you a way to make your Web page more appealing to your audience. With Claris Home Page, you can quickly add Quicktime movies, Java applets, and other types of multimedia to your Web page to make it stand out and draw your audience in.

Some types of multimedia, such as QuickTime movies, require external helper applications on your audience's machines in order to view or hear them. In addition, their browsers require specific plug-in applications to be able to recognize and display the multimedia.

You can use Claris Home Page to provide an alternative message for your viewers who can't see your multimedia and a way for them to download the necessary helper application or browser plug-in.

Adding multimedia that rely on browser plug-ins

Web browser plug-ins are small applications that extend the capabilities of the browser to read your files in a specific way. Plug-ins make it possible for browsers to support more than HTML, JPEG, or GIF files on the Web. They tell the browser to open files in a specific application on your computer. For example, a QuickTime plug-in tells the browser to open any files that have the QuickTime extensions .mov or .snm in the QuickTime application on your computer.

With Claris Home Page, you can insert multimedia and specify parameters or change its attributes in the Plug-in Object Editor.

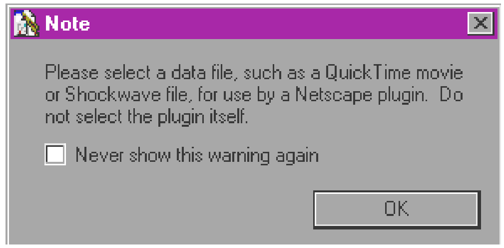
Inserting multimedia into your page

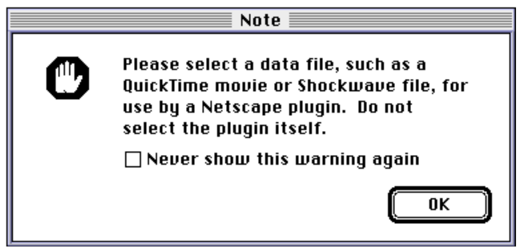
When you insert multimedia into your Web page, Claris Home Page creates a reference link to the multimedia file and displays an icon that represents the file in Edit Page mode. To view or hear the actual media, use Preview in Browser mode.

To insert multimedia that requires a browser plug-in:

1. Place the insertion point in the page where you want the multimedia to appear and choose Plug-in from the Insert menu.

A message appears warning you to not select an actual plug-in, but the multimedia file for it instead.





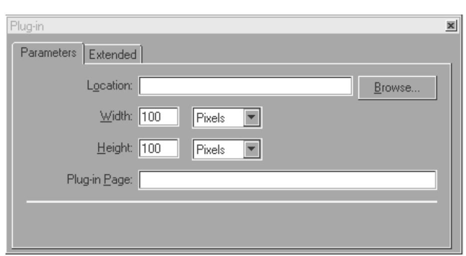
2. Click OK.

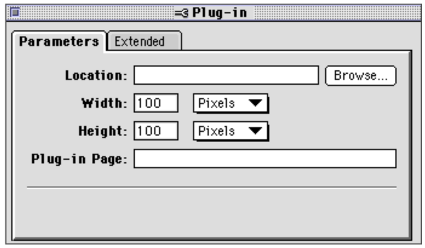
3. In the Open dialog box, select the multimedia file and click Open.

An icon representing the multimedia file appears on your Web page.

Opening the Plug-in Object Editor

Once you have inserted a multimedia file into your page, you can use the Plug-in Object Editor to change the location of the file, specify the width and height of the multimedia display, and provide a URL that has a plug-in available for downloading.





To open the Plug-in Object Editor, do one of the following:

- Double-click the multimedia icon.
- Click the multimedia icon, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Click the multimedia icon, and click the Object Editor button on the toolbar.

To apply the new settings, press Tab or click the close box of the Plug-in Object Editor.

Setting multimedia options

In the Plug-in Object Editor, you can set Claris Home Page to:

- specify a new path to where the multimedia file is located
- change the width and height of how the multimedia is displayed
- specify a link to a required plug-in for your viewers to download if they don't have the plug-in installed in their browsers

To update the path to where a multimedia file is located:

1. Select the multimedia icon in your Web page and open the Plug-in Object Editor.
2. In the Location text box, type a new path or click Browse to locate the multimedia file and enter a new path.

   Note When you click Browse, a message appears warning you to not select an actual plug-in, but the multimedia file for it instead. Click OK.

To change the display size of the multimedia using the Plug-in Object Editor:

1. Select the multimedia icon in your page and open the Plug-in Object Editor.
2. Choose Pixels or Percent and type a new size in the Width and Height text boxes.
   - Choose Pixels to make the size a fixed amount that is not affected by the browser window's size.
   - Choose Percent to make the size a percentage of the browser window's size.

   Tip Press Tab to apply a new setting without closing the object editor.

3. Close the object editor to apply your changes.

To change the display size using the mouse:

1. Select the multimedia icon.
2. Drag one of the handles to change the size.

   - Drag the bottom handle to change the height.
   - Drag the right-side handle to change the width of the plug-in.
   - Drag the lower-right corner handle to change the width and height at the same time.

To specify a link to a required plug-in:

1. Select the multimedia icon in your page and open the Plug-in Object Editor.
2. Type the URL for the appropriate plug-in page in the Plug-in Page text box.

When your audience cannot see the multimedia on your page because the required plug-in is missing from their systems, their browsers display a message similar to this:

> "This page contains information of type "xxxx" that can only be viewed with the appropriate plug-in. What do you want to do?"

If they click the Plug-in Info button to get the plug-in, the plug-in page that you specified in the Plug-in Object Editor appears. Clicking Cancel closes the message.

Adding extra HTML to the multimedia element

You can add your own HTML directly to the plug-in element using the Plug-in Object Editor.

Note This is an advanced feature that requires knowledge of HTML; it specifies additional parameters for the <EMBED> tag.

To add extra HTML, double-click the plug-in icon to open the Plug-in Object Editor. Click the Extended tab and type the HTML in the Extra HTML Attributes text box. The HTML that you type is added to the <EMBED> tag.

Adding a QuickTime movie to your Web page

You can add a QuickTime movie to your Web page and set it to automatically play when a browser downloads the page or include a movie controller allowing your audience to start the movie when they want.

Your audience must have the appropriate QuickTime plug-in application for their browsers as well as a QuickTime movie player on their computers in order to view the movie. When you insert a QuickTime movie into your Web page, Claris Home Page automatically inserts a link to the QuickTime Web site where these applications are available for downloading. If your viewers do not have these applications on their computers, they will see a dialog box where they can activate this link.

QuickTime movies must have the extension .mov or .snm for a Web browser to recognize them. In addition, if you create a QuickTime movie on a Macintosh, you must “flatten” the movie (remove the resource fork) so that it can play on all platforms. Flattening is not necessary for movies created in QuickTime for Windows. A flattening tool is available at the QuickTime Web site.

Note You must preview your page in a Web browser for the movie to run.

Inserting the QuickTime movie

When you insert a movie into your Web page, Claris Home Page displays a movie icon in your Web page while in Edit Page mode. To view the actual movie, you use Preview in Browser mode.

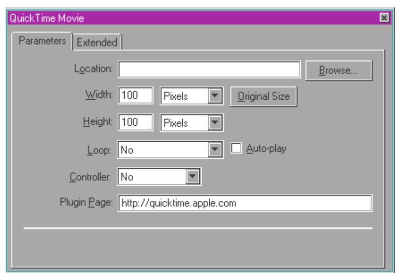
To insert a QuickTime movie into your Web page:

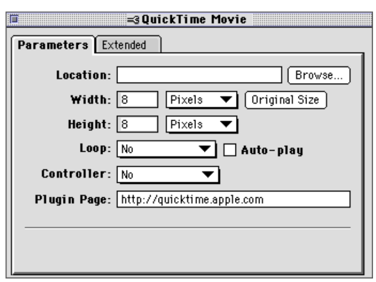
1. Place the insertion point in the page where you want the movie to appear and choose QuickTime Movie from the Insert menu.
2. In the Open dialog box, select the QuickTime movie file (it must have the .mov or .snm extension) and click Open.

   If you have QuickTime installed, a movie icon appears on your Web page.

Opening the QuickTime Object Editor

Once you insert the QuickTime movie into your Web page, you use the QuickTime Movie Object Editor to set the play options, and change other attributes of the movie, such as the width and height. You can also use the QuickTime Movie Object Editor to add your own HTML to the movie element.





To open the QuickTime Movie Object Editor, do one of the following:

- Double-click the movie icon.
- Select the movie icon, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).

- Select the movie icon, and click the Object Editor button on the toolbar.

To apply the new settings, press Tab or click the close box of the QuickTime Movie Object Editor.

Setting the movie play options

In the QuickTime Movie Object Editor, you can set Claris Home Page to

- automatically play the movie when the page is downloaded
- play the movie continuously, repeating it until you close the page or stop it using the movie controller
- display a movie controller so someone viewing the movie can make it stop

To make the movie play automatically when the page is downloaded:

1. Select the movie icon in your page and open the QuickTime Movie Object Editor.
2. Click the Parameters tab and select No from the Loop pop-up menu.
3. Click the Auto-play check box.
4. Apply your changes by closing the QuickTime Movie Object Editor.

To make the movie play continuously:

1. Select the movie icon in your page and open the QuickTime Movie Object Editor.
2. Click the Parameters tab and choose Yes from the Loop pop-up menu if you want it to play forward continuously. Choose Auto-Reverse from the Loop pop-up menu if you want it to play forward and then backward in a continuous loop.
3. Click the Auto-play box.
4. Close the object editor to apply your changes.

Changing the size of the movie window

You can use the QuickTime Movie Object Editor to change the size of the movie as it’s displayed in the page. You can also use the mouse to change the width and height of the movie.

To change the size using the QuickTime Movie Object Editor:

1. Select the movie icon in your page and open the QuickTime Movie Object Editor.
2. Click the Parameters tab and type a new size in the Width and Height text boxes.
3. Choose Percent to make the size a percentage of the browser window's size. Choose Pixels to make the size a fixed amount that is not affected by the browser window's size.

   Tip Press Tab to apply a new setting without closing the object editor.

4. Close the object editor to apply your changes.

To change the size using the mouse:

Select the movie icon and drag the bottom handle to change the height of the movie, drag the right-side handle to change the width of the movie, or drag the lower-right corner handle to change the width and height at the same time.

To change the size back to its original setting, click the Original Size button in the QuickTime Movie Object Editor.

Testing the QuickTime movie

To test the movie, you need to preview it in a browser. You also need to test it on the same machine that has the Movie Player or QuickTime application.

To preview the QuickTime movie:

- Hold the mouse button down on the Preview in Browser button on the toolbar and choose a browser from the pop-up menu.

Adding extra HTML to the movie element

You can add your own additional HTML directly to the movie element using the QuickTime Movie Object Editor.

Note This is an advanced feature that requires knowledge of HTML; it specifies additional parameters for the <EMBED> tag.

To add extra HTML to the movie element:

1. Double-click the movie icon to open the QuickTime Movie Object Editor.

2. Click the Extended tab and type the HTML in the Extra HTML Attributes text box.

   The HTML that you type is added to the <EMBED> tag.

Adding a Java applet to your Web page

You can use Claris Home Page to add *Java applets*, small applications written in the Java programming language, to your Web page. Java applets offer an endless possibility of special effects that can be as simple as making an image dynamic or as complex as monitoring real-time data from a browser. Applets can be downloaded from a Web server and run on most computers.

Many Java applets are available for free, or as shareware on the Web, for you to customize and use in your Web pages if you don't want to create them yourself. Claris Home Page 3.0 comes with some sample applet files you can modify or use as they are.

To view and interact with a Java applet, you need a "Java-enabled" Web browser, such as Netscape Navigator 3.0. You must preview your page in the browser for the applet to run.

Inserting the Java applet

When linking to a Java applet, you create a link to a .class file. This .class file may then reference other files, which need to be in the same directory (Windows) or folder (Macintosh). For more information about a specific Java applet, refer to the readme file or documentation included with the Java applet.

To insert a Java applet into a Web page:

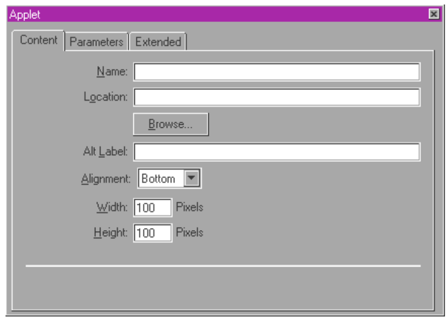
1. Place the insertion point in the page where you want the applet to appear and choose Applet from the Insert menu.
2. In the Open dialog box, select the main applet class file (it must have the `.cls` or `.class` extension) and click Open.

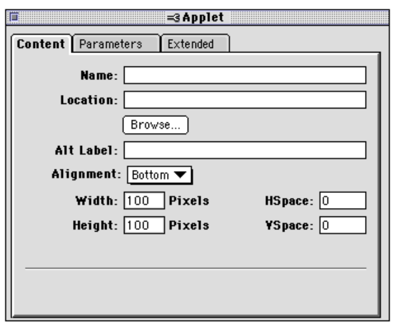
   An icon representing the applet appears on your Web page.

Note If you did a complete install from the Claris Home Page CD-ROM disc, sample applets are located in the Contents folder in the Claris Home Page 3.0 folder.

Opening the Applet Object Editor

Once you've inserted the applet, you use the Applet Object Editor to specify the parameters of the applet.





To open the Applet Object Editor, do one of the following:

- Double-click the applet icon.
- Select the applet icon, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).
- Select the applet icon, and click the Object Editor button on the toolbar.

To apply any new settings you make in the Applet Object Editor, press Tab or click the close box of the Applet Object Editor.

Specifying the applet's parameters

Some applets are designed to be customized. For example, a ticker tape applet allows you to specify a value for the text parameter that scrolls your words across the screen. You can specify applet parameters and their values in the Applet Object Editor.

To specify a parameter for an applet:

1. Select the applet icon in your page and open the Applet Object Editor.
2. Click the Parameters tab.
3. Click Add.

   A parameter is added to the list with the default name, New Parameter, appearing in the Name column.
4. Click in the Name column of the new parameter.
5. Select the words New Parameter, and type the name of the parameter you wish to add.
6. Click in the Value column of the new parameter and type the value of the parameter you are adding.

To delete a parameter, select the parameter in the list and click the Remove button.

Macintosh: Click Restore All to clear the settings and reset all Name/ Value pairs to their original names.

To apply your changes, press Tab or click the close box of the Applet Object Editor.

Specifying the applet's size, alignment, and margins

You can use the Applet Object Editor to change the width or height of the applet, realign the applet in relation to text on the page, or set the amount of white space around the applet.

To apply your changes, press Tab or click the close box of the Applet Object Editor.

To change the height or width of the applet:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Content tab if not already selected.
3. Type a new size in the Width and Height text boxes.

To change the alignment of the applet in relation to text on the page:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Content tab if not already selected.
3. Select an alignment type from the Alignment pop-up menu.

Choose this option	To do this
Top	Align the top of the applet with the top of the text next to it.
Middle	Align the middle of the applet with the text next to it.
Bottom	Align the bottom of the applet with the bottom of the text next to it.
Left or Right	Place the applet on the left or right side of the page and have text flow around it.

To set the amount of space around the applet:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Content tab if not already selected.
3. Type a number from `0` to `100` in the HSpace and VSpace text boxes.

Adding extra HTML to the applet element

You can add your own additional HTML directly to the applet element using the Applet Object Editor.

Note This is an advanced feature that requires knowledge of HTML; it specifies additional parameters for the <APPLET> tag.

To add extra HTML to an applet:

1. Double-click the applet icon to open the Applet Object Editor.
2. Click the Extended tab and type the HTML in the Extra HTML Attributes text box.

   The HTML that you type is added to the <APPLET> tag.

To specify an alternate HTML tag that is used by browsers when the other tag is unsupported:

1. Double-click the applet icon to open the Applet Object Editor.
2. Click the Extended tab and type the alternate HTML in the Alternate HTML text box.

The HTML that you type is added to the <APPLET> tag.

Changing the name or location reference to the applet

When you insert an applet into your Web page, the applet name and location—the path to the folder where the applet is located—appears in the Applet Object Editor. You can change the name and location to refer to a different applet. Claris Home Page updates the reference to the new applet file.

To change the name or location of the applet:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Content tab.
3. In the Name and Location text boxes, type a new name and path for the applet file, or click the Browse button to find and select the applet file.
4. Close the Applet Object Editor to apply your changes.

To have two applets on the same page find and communicate with each other, you need to specify an instance name for both of them.

To specify the applet instance name:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Extended tab.
3. In the Instance Name text box, type a name for the applet file.
4. Repeat these steps for the other applet, giving it the same name in the Instance Name text box.
5. Close the Applet Object Editor to apply your changes.

Providing an alternative message

You can provide an alternative message to appear instead of the applet whenever a page containing applets is viewed with a browser that does not support applets.

To provide an alternative message:

1. Click the applet icon and open the Applet Object Editor.
2. Click the Content tab.
3. In the Alt Label text box, type a message.
4. Close the Applet Object Editor to apply your changes.

Chapter 12: Uploading your pages to a Web server

Once you have built your Web pages on your computer, you can use Claris Home Page to make them available to everyone on the World Wide Web or to share them with other users who have access to the same server.

Claris Home Page makes the task of transferring or *uploading* your files to the Web easy when you use the Site Editor. You can upload a page or an entire site including any referenced files in a single step. You can also upload open pages as you're working on them in Edit Page mode.

Claris Home Page helps you prepare your site for uploading and provides several ways to upload the files, update your Web site, and download files from your Web site.

Claris Home Page uploads and downloads files using FTP (File Transfer Protocol) and requires a network connection that supports it. You can have a direct connection or a connection via a modem to the Internet. You can also publish your site on an *intranet*, a network that uses Internet technology but is not public.

Preparing to upload the site

Before you upload your pages to the Web, use the Site Editor to do a final check on all the files in your site. To prepare for uploading your site, you can use the Site Editor to:

- check the estimated download times of all the pages in your site
- verify that all links and references in your pages are not broken
- consolidate all referenced images and multimedia files
- identify the location where files will be uploaded

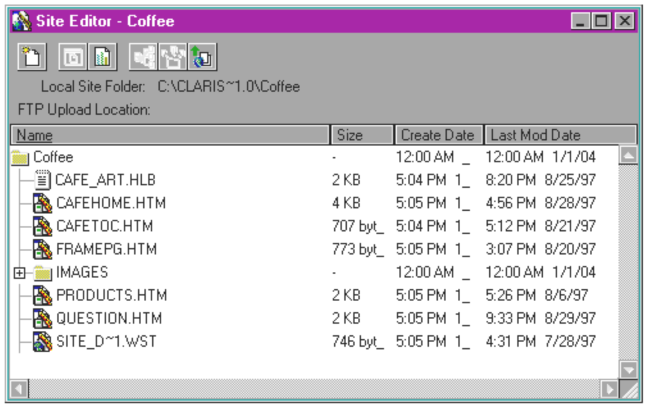
To use the Site Editor:

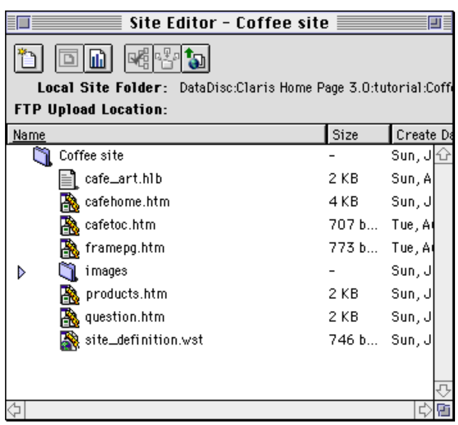
1. Choose Open Folder as Site from the File menu.

   The Browse for Folder dialog box (Windows) or the Select a Folder dialog box (Macintosh) appears.
2. In the dialog box, navigate to your site folder.
3. Click OK (Windows) or Select "folder name" (Macintosh).

All the files in your site folder appear in the Site Editor. The Site Editor also displays the name of your site and the total number and size of your Web pages.

Note When you open your site in the Site Editor, Claris Home Page creates a site definition file in your site folder called "site_definition.wst." (The .wst extension stands for "Web site.") Claris Home Page uses this file to store your site settings.





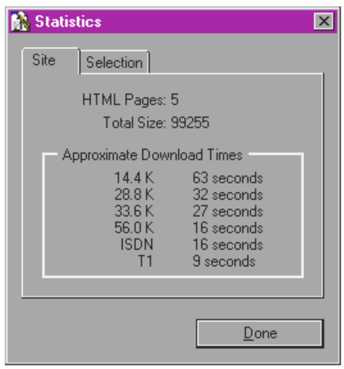
Checking the document statistics

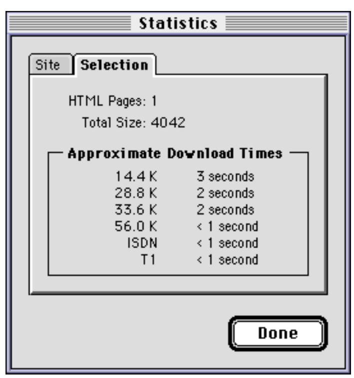
You can use the Site Editor to check the document statistics for your entire site. Claris Home Page gives an approximate estimate of the downloading time for individual pages in your Web site or for your entire site.

To check the statistics for pages in your site:

1. In the Site Editor, select the files you wish to check, or if you want to check the entire site, select nothing.
2. Click the Statistics button on the toolbar.

   The Statistics dialog box appears.





3. Click the Selection tab to view the statistics for the selection.
4. Click Done to close the Statistics window.

Consolidating media files

You can use Claris Home Page to consolidate all the media files, including images, sounds, movies, etc., referenced by your Web pages within your site, so they will be uploaded when you upload your site to a Web server. You can consolidate them in your site folder or in a folder that's separate from the pages and other associated files in your site. If you have a lot of images in your Web pages, this can help you keep them organized and ensure that the reference links to the images won't be broken when you upload your pages to the Web.

When you consolidate your media files, Claris Home Page creates a folder (named "Media" by default) or uses one that you specify to hold the image and media files. Claris Home Page checks all references to the image and media files made by the pages in your site folder. If a file is not in the folder you specified, Claris Home Page makes a copy of the file and places it there. The reference link in the Web page is changed to reflect the new location. When you consolidate again, any new images or media are added to the folder.

Note The media consolidation feature does not detect media files that are referenced within Java source code, as may be the case with multi-file Java applets. Media files referenced in this manner do not get consolidated.

To consolidate media files in your Web site:

1. Open the Site Editor by choosing Open Folder as Site from the File menu, selecting your site folder, and clicking OK (Windows) or Select "folder name" (Macintosh).
2. Select the files you wish to consolidate, or select the site folder to consolidate media for the entire site.
3. Click the Consolidate button  on the Site Editor toolbar.

   If you select items in the Site Editor before clicking the Consolidate button, the Consolidate dialog box appears. Click Selected Files/Folders or Entire Site, and then click OK.

4. In the Consolidate dialog box, specify where you want to consolidate the media files by choosing an option from the Consolidate media files pop-up menu.

Choose this option	To specify this
At the same level as the HTML file	Images or media that are featured in a page are copied to the same folder where the page that features them is located.
In a one media folder for your site	All images or media that are featured in your Web site are copied to a single folder that you specify in the Media Folder Name text box (see step 4).
In a separate media folder for every folder in your site	Images or media that are featured in a page that's in a subfolder to the site folder are copied to a separate media subfolder. Claris Home Page creates a media subfolder for every folder in the site using the same media folder name that you entered in the Media Folder Name text box (see step 4).

5. If you want your media files consolidated in a separate folder(s) from the rest of your site files, type the name of your media folder in the Media Folder name text box.

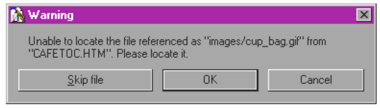
By default, Claris Home Page consolidates media files in a folder called "Images." If the folder doesn't exist, Claris Home Page creates a folder using the name in the Media Folder Name text box.

Claris Home Page uses this folder whenever you consolidate media for this site until you change it in this dialog box. If later you open an individual page from this site folder and click the Consolidate button on the Basic toolbar (rather than on the Site Editor toolbar), Claris Home Page automatically consolidates all media to this folder.

6. Click Consolidate.

Claris Home Page checks the reference links in each page you selected and consolidates all the referenced media files into the folder you specified. If the media file is not already in this folder, Claris Home Page makes a copy of it and places it there.

Note A warning dialog box may appear if a referenced file in your site cannot be located. You can click OK to locate the file, click Skip file to leave the link unchanged, or click Cancel to end the consolidation process and return to the Site Editor to examine your pages.



To consolidate images in a page you’re working on:

- In Edit Page mode, click the Consolidate button on the Basic toolbar.

  Claris Home Page consolidates all image and media files referenced in the page to the default media folder you specified. If the media folder you specify does not exist, Claris Home Page creates it in the same folder that contains the page you’re working on.

Verifying links and references

You can use the Site Editor to check for broken links in your Web pages. Claris Home Page verifies links to pages, anchors on pages, and references to image files or other associated files in your site. Claris Home Page does not verify links to external Web sites or files on a volume of a computer that is not networked to your computer. You can also verify links and references in a page you’re working on in Edit Page mode.

For information about creating links to pages or anchors on a page, see Chapter 7, “Creating links and anchors.” References to image files or other media files are automatically created when you insert an image or media file into your Web page. For more information, see chapter 4, “Adding images to your Web page” and chapter 11, “Adding multimedia to your Web page.”

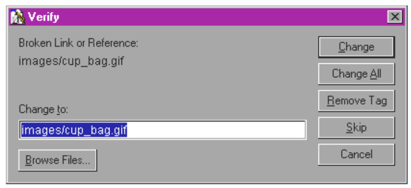
To verify links in your Web site:

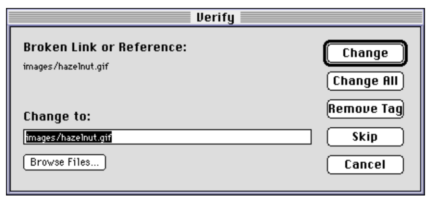
1. Open the Site Editor by choosing Open Folder As Site from the File menu, selecting your site folder, and clicking OK (Windows) or Select “folder name” (Macintosh).
2. In the Site Editor, select the pages you want to check. If you want to verify the links of the entire site, select all files.

3. Click the Verify Links and References button on the Site Editor toolbar.

   If you selected something in the Site Editor before you clicked this button, the Please Select dialog box appears. Click Selected Files/Folders or Entire Site and click OK.

   Claris Home Page verifies the links and references in your site. If there are any broken links, Claris Home Page displays the Verify dialog box for each broken link it finds.





   This dialog box displays the path for the broken link and also enters it automatically in the Change to text box.

4. Type the new path for the links destination in the Change to text box or click Browse to locate the missing file.

5. For each broken link that Claris Home Page finds, do one of the following:

   - Click Change to fix the link as specified in the Change to text box and continue checking for other broken links.
   - Click Change All to fix all links to the same file as specified in the Change to text box and continue checking for other broken links.
   - Click Skip to not make changes to a broken link and continue checking for other broken links.
   - Click Remove Tag to remove the HTML tag containing the broken link or reference.
   - Click Cancel to close the Please Change dialog box.

To verify links in an open page you're working on:

1. In Edit Page mode, click the Verify Links and References button  on the Basic toolbar.

   Claris Home Page checks all the links in the page and if it finds a broken link, the Verify dialog box appears.

2. Type the new path for the link's destination in the Change to text box or click Browse to locate and enter the new path.

3. For each broken link that Claris Home Page finds, do one of the following:

   - Click Change to fix the link as specified in the Change to text box and continue checking for other broken links.
   - Click Change All to fix all links to the same file as specified in the Change to text box and continue checking for other broken links.
   - Click Skip to not make changes to a broken link and continue checking for other broken links.
   - Click Remove Tag to remove the HTML tag containing the broken link or reference.
   - Click Cancel to close the Please Change dialog box.

Specifying the Web server account

You only need to specify the destination of your Web site once in Claris Home Page before you upload your files. You can set specifications for your Web server account and use it when you upload or download a file. Claris Home Page saves the account settings for each individual site. You can set Claris Home Page to upload files to accounts with Netcom, Earthlink, another Internet service provider, America Online, or to a specific intranet account.

The Web server you upload your files to must support passive or active FTP (File Transfer Protocol). Your Internet service provider, Webmaster, or system administrator will give you the server name (your Web site domain), the names of the folder(s) where you can upload your files to, the name of your account, and a password for your account. You will probably also receive guidelines for naming files, such as how to name the home page file of your site (typically named "index.htm").

To specify the Web server account:

1. Open the Site Editor by choosing Open Folder as Site from the File menu, selecting your site folder, and clicking OK (Windows) or Select "folder name" (Macintosh).
2. Click the Upload button  on the Site Editor toolbar.

   The Upload dialog box appears.
3. Click Set FTP Options.

   The FTP Options dialog box appears.
4. Choose your service provider from the Service Provider pop-up menu.
5. Fill out or customize the FTP server settings, as appropriate.

Choose this setting	To specify this
Server Name	The domain name of the remote server, for example, *any_server.com* .
User Name	The name of your account.
Password	The password for your account. Select the Save Password check box to have Claris Home Page remember it.
Remote Folder	The name of the folder on the remote server where your site files reside. If you've specified the account information, and you're connected to the server, you can click Browse to look for the remote folder and enter its name for this setting.
FTP Mode	Use Passive or Active mode for transferring files. Claris Home Page uses Passive mode by default. Choose Active from the pop-up menu if you're using a Macintosh Internet Config Setup that's active.

6. Click OK to close the FTP Options dialog box.

   Claris Home Page saves your account settings for the site in the site definition file.
7. To close the Upload dialog box without uploading, click Cancel.

Uploading to the Web server

You can use Claris Home Page to upload selected files or your entire Web site to a server at once. You can also upload an open page that you're working on and any associated images, movies or other content files that the page references.

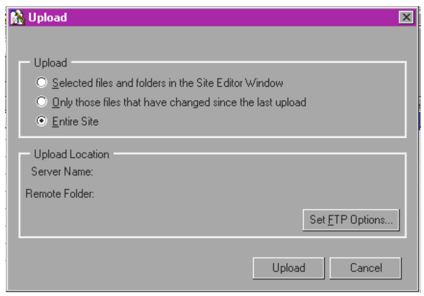
Uploading an entire site

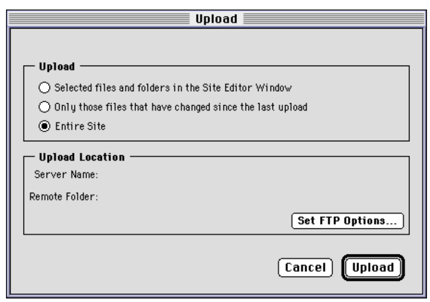
Use the Site Editor to upload the entire contents of your site folder.

To upload your entire site:

1. Open the Site Editor by choosing Open Folder as Site from the File menu, selecting your site folder, and clicking OK (Windows) or Select "folder name" (Macintosh).
2. Click the Upload button on the Site Editor toolbar.

   The Upload dialog box appears.





3. Select Entire Site in the dialog box.
4. Click Upload.

Note If the **Upload** button is dimmed, your FTP settings may be incomplete or currently unspecified. Click **Set FTP Options** to display the FTP Options dialog box, and specify your FTP settings for your Web server account. See “Specifying the Web server account” on page 12-8 for more information.

Claris Home Page displays a progress bar while your files upload.

To stop uploading, press the Esc key (Windows) or ⌘-period (Macintosh).

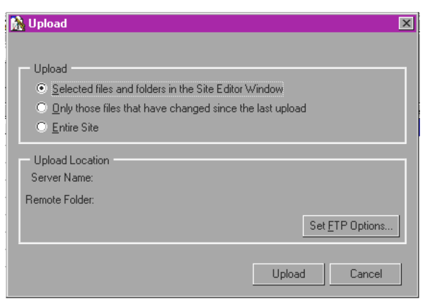
Uploading selected files

You can use the Site Editor to upload individual files in your site, including your pages and Web associated images, movies, or other content files that the pages reference. You can also upload an open Web page and its associated files while viewing it in Edit Page mode by clicking the Upload button.

To upload individual files in the Site Editor:

1. Open the Site Editor by choosing **Open Folder as Site** from the File menu, selecting your site folder, and clicking **OK** (Windows) or **Select “folder name”** (Macintosh).
2. In the Site Editor, select the files or folders you want to upload.
3. Click the **Upload** button on the toolbar.

   The Upload dialog box appears.



4. Click Upload and enter FTP account settings, if needed.

Note If the Upload button is dimmed, your FTP settings may be incomplete or currently unspecified. Click Set FTP Options to display the FTP Options dialog box, and specify your FTP settings for your Web server account. See "Specifying the Web server account" on page 12-8 for more information.

Claris Home Page displays a progress bar while your files upload.

To stop uploading, press the Esc key (Windows) or ⌘-period (Macintosh).

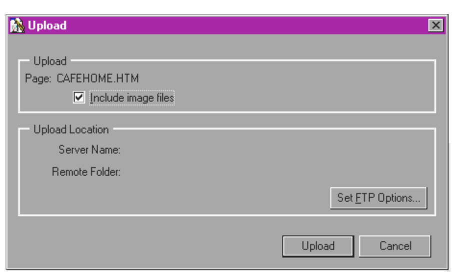
Uploading an open Web page

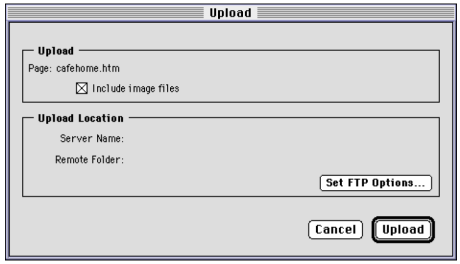
You can upload individual pages that are open in Claris Home Page.

To upload an open Web page:

1. Choose Remote from the File menu, and then choose Upload from the submenu, or click the Upload button on the Basic toolbar.

An Upload dialog box for the page appears.





2. Select the Include image files check box if you want to upload images or other files referenced by the page.
3. Click Upload.
4. Enter your password, if necessary, and click OK.

   Claris Home Page displays a progress bar while your page uploads.

Updating your Web site

You can maintain your Web site by downloading old or out-of-date files, uploading new or changed files to the server, and deleting old files from the server, if necessary. When you download a file, Claris Home Page copies the file onto your hard drive, and a copy of the file remains on the Web server. You can delete this file from the server if you want.

Uploading only files that have changed

To upload only the pages or files that are new or have been changed:

1. Open the Site Editor by choosing Open Folder as Site from the File menu, selecting your site folder, and clicking OK (Windows) or Select “folder name” (Macintosh).
2. Click the Upload button on the Site Editor tool bar to display the Upload dialog box.
3. Select Only those files that have changed since the last upload.
4. Click Set FTP Options if you need to enter or change the FTP account settings and click OK.
5. Click Upload.

   Claris Home Page displays a progress bar while your files upload.

To stop uploading, press the Esc key (Windows) or ⌘-period (Macintosh).

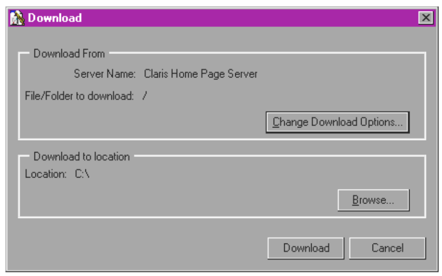
Downloading files from the Web

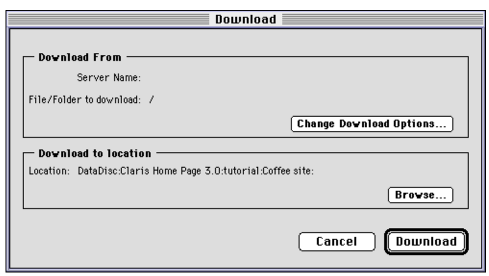
You can use Claris Home Page to download files from your Web site or remote server. When you download a file, Claris Home Page makes a copy of the file and places it on your computer. You can also use Claris Home Page to browse the contents of your site folder on the Web and delete files from it.

To download your files from a remote server:

1. Choose Remote from the File menu and then choose Download from the submenu.

   The Download dialog box appears.





2. If you want to change the server name, the name of the folder that contains your files on the server, or other FTP settings, click Change Download Options, make your changes, and click OK. See "Specifying the Web server account" on page 12-8 for more information on FTP settings.
3. Click Browse to choose a location where you want to download the files to.
4. Select a volume or folder and click OK.

5. Click Download.

When you download a single file, a copy of the file is saved onto your hard disk. The name of this copy is the same as the original, which remains on the Web server.

Deleting files from the Web server

You can delete a file or entire subfolder from your site on the Web server.

To delete a file from your site folder on the server:

1. Choose Remote from the File menu, and then choose Download from the submenu.

   The Download dialog box appears.
2. Click Change Download Options, and specify your FTP settings.
3. In the download Options dialog box, click Browse.

   The Browse dialog box appears, showing the list of files on the FTP server.
4. Locate and select the file you wish to delete.
5. Click Delete.

   Claris Home Page deletes the file from the server.

Appendix A: Codes for special characters

The following is a list of the International Standards Organization (ISO) Latin-1 characters and their corresponding numeric entities. How to use these special characters in your Web pages is described in chapter 3, “Adding text to your Web page” (see page 3-8).

Note If a browser does not recognize a numeric entity, then the characters listed in brackets appear in its place.

Numeric entity (raw HTML option)	Special character produced
&#00;–&#08;	Unused
	Horizontal tab
Line feed
&#11;–	Unused
Carriage Return
&#14;–&#31;	Unused
	Space
!	! (Exclamation mark)
"	" (Quotation mark)
#	# (Number sign)
$	$ (Dollar sign)
%	% (Percent sign)
&	& (Ampersand)
'	' (Apostrophe)
(	((Left parenthesis)
)	) (Right parenthesis)
*	* (Asterisk)
+	+ (Plus sign)
,	, (Comma)
-	- (Hyphen)
.	. (Period)
/	/ (Solidus - slash)
0–9	0 1 2 3 4 5 6 7 8 9 (Digits 0-9)

Numeric entity (raw HTML option)	Special character produced
:	: (Colon)
;	; (Semi-colon)
<	< (Less than)
=	= (Equals sign)
>	> (Greater than)
?	? (Question mark)
@	@ (Commercial at)
A–Z	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (Letters A-Z)
[	[(Left square bracket)
\	\ (Reverse solidus - backslash)
]	] (Right square bracket)
^	^ (Caret)
_	_ (Horizontal bar - underbar)
`	` (Grave accent - back apostrophe)
a–z	a b c d e f g h i j k l m n o p q r s t u v w x y z (Letters a-z)
{	{ (Left curly brace)
		| (Vertical bar)
}	} (Right curly brace)
~	~ (Tilde)
&#127;–Ÿ	Unused
Values 128-159	These values are not assigned to displayable characters in the ISO8859-1 code and should not be used for displayable characters in HTML.
	Non-breaking space [ ]
¡	¡ (Inverted exclamation) [¡ &iexcl]
¢	¢ (Cent sign) [¢ &cent]
£	£ (Pound sterling) [£ &pound]
¤	¤ (General currency sign) [¤ &curren]
¥	¥ (Yen sign) [¥ &yen]
¦	¦ (Broken vertical bar) [¦ &brvbar]
§	§ (Section sign) [§ &sect]

Numeric entity (raw HTML option)	**Special character produced**
¨	¨ (Umlaut - dieresis) [¨ &uml]
©	© (Copyright) [© ©]
ª	ª (Feminine ordinal) [ª &ordf]
«	« (Left angle quote, guillemotleft) [« &laquo]
¬	¬ (Not sign) [¬ &not]
	– (Soft hyphen) [&shy] Many browsers do not properly handle this character. It is better to use the entity name instead of this ISO numeric entity.
®	® (Registered trademark) [® ®]
¯	¯ (Macron accent) [¯ &macr]
°	° (Degree sign) [° &deg]
±	± (Plus or minus) [± &plusmn]
²	^{2} (Superscript two) [² &sup2]
³	^{3} (Superscript three) [³ &sup3]
´	´ (Acute accent) [´ &acute]
µ	µ (Micro sign) [µ &micro]
¶	¶ (Paragraph sign) [¶ &para]
·	· (Middle dot) [· &middot]
¸	¸ (Cedilla) [¸ &cedil]
¹	^{1} (Superscript one) [¹ &sup1]
º	º (Masculine ordinal) [º &ordm]
»	» (Right angle quote, guillemotright) [» &raquo]
¼	¼ (Fraction one-fourth) [¼ &frac14]
½	½ (Fraction one-half) [½ &frac12]
¾	¾ (Fraction three-fourths) [¾ &frac34]
¿	¿ (Inverted question mark) [¿ &iquest]
À	À (Capital A, grave accent) [À À]
Á	Á (Capital A, acute accent) [Á Á]
Â	Â (Capital A, circumflex accent) [Â Â]
Ã	Ã (Capital A, tilde) [Ã Ã]
Ä	Ä (Capital A, dieresis or umlaut mark) [Ä Ä]

Numeric entity (raw HTML option)	Special character produced
Å	Å (Capital A, ring) [Å Å]
Æ	Æ (Capital AE dipthong, ligature) [Æ Æ]
Ç	Ç (Capital C, cedilla) [Ç Ç]
È	È (Capital E, grave accent) [È È]
É	É (Capital E, acute accent) [É É]
Ê	Ê (Capital E, circumflex accent) [Ê Ê]
Ë	Ë (Capital E, dieresis or umlaut mark) [Ë Ë]
Ì	Ì (Capital I, grave accent) [Ì Ì]
Í	Í (Capital I, acute accent) [Í Í]
Î	Î (Capital I, circumflex accent) [Î Î]
Ï	Ï (Capital I, dieresis or umlaut mark) [Ï Ï]
Ð	Ð (Capital Eth, Icelandic) [Ð ‹]
Ñ	Ñ (Capital N, tilde) [Ñ Ñ]
Ò	Ò (Capital O, grave accent) [Ò Ò]
Ó	Ó (Capital O, acute accent) [Ó Ó]
Ô	Ô (Capital O, circumflex accent) [Ô Ô]
Õ	Õ (Capital O, tilde accent) [Õ Õ]
Ö	Ö (Capital O, dieresis or umlaut mark) [Ö Ö]
×	x (Multiply sign) [× &times]
Ø	Ø (Capital O, slash) [Ø Ø]
Ù	Ù (Capital U, grave accent) [Ù Ù]
Ú	Ú (Capital U, acute accent) [Ú Ú]
Û	Û (Capital U, circumflex accent) [Û Û]
Ü	Ü (Capital U, dieresis or umlaut mark) [Ü Ü]
Ý	Ý (Capital Y, acute accent) [Ý †]
Þ	Þ (Capital THORN, Icelandic) [Þ ﬁ]
ß	ß (Small sharp s, German, sz ligature) [ß ß]
à	à (Small a, grave accent) [à à]
á	á (Small a, acute accent) [á á]
â	â (Small a, circumflex accent) [â â]
ã	ã (Small a, tilde accent) [ã ã]

Numeric entity (raw HTML option)	Special character produced
ä	ä (Small a, dieresis or umlaut mark) [ä ä]
å	å (Small a, ring) [å å]
æ	æ (Small ae dipthong, ligature) [æ æ]
ç	ç (Small c, cedilla) [ç ç]
è	è (Small e, grave accent) [è è]
é	é (Small e, acute accent) [é é]
ê	ê (Small e, circumflex accent) [ê ê]
ë	ë (Small e, dieresis or umlaut mark) [ë ë]
ì	ì (Small i, grave accent) [ì ì]
í	í (Small i, acute accent) [í í]
î	î (Small i, circumflex accent) [î î]
ï	ï (Small i, dieresis or umlaut mark) [ï ï]
ð	ð (Small eth, Icelandic) [ð ›]
ñ	ñ (Small n, tilde) [ñ ñ]
ò	ò (Small o, grave accent) [ò ò]
ó	ó (Small o, acute accent) [ó ó]
ô	ô (Small o, circumflex accent) [ô ô]
õ	õ (Small o, tilde) [õ õ]
ö	ö (Small o, dieresis or umlaut mark) [ö ö]
÷	÷ (Division sign) [÷ &divide]
ø	ø (Small o, slash) [ø ø]
ù	ù (Small u, grave accent) [ù ù]
ú	ú (Small u, acute accent) [ú ú]
û	û (Small u, circumflex accent) [û û]
ü	ü (Small u, dieresis or umlaut mark) [ü ü]
ý	ý (Small y, acute accent) [ý ‡]
þ	þ (Small thorn, Icelandic) [þ fl]
ÿ	ÿ (Small y, dieresis or umlaut mark) [ÿ ÿ]

Appendix B: Shortcuts for using Claris Home Page

General shortcuts

To do this	Use this shortcut on a PC with Windows	Use this shortcut on the Macintosh
Insert a horizontal rule.	Drag the Insert Horizontal Rule button from the Basic toolbar to the position where you want to insert the rule.	Drag the Insert Horizontal Rule button from the Basic toolbar to the position where you want to insert the rule.
Insert a table.	Drag the Insert Table button from the Basic toolbar to the position where you want to insert the table.	Drag the Insert Table button from the Basic toolbar to the position where you want to insert the table.
Move a window without bringing it to the front.	Not available.	⌘-click on the window's title bar and then drag it.
Open an object editor for a form element.	Right-click the form element (such as a check box or radio button) and choose Form Object Editor from the context menu.	Control-click the form element (such as a check box or radio button) and choose Form Object Editor from the context menu.
Open the Frame Object Editor.	Right-click the frame and choose Show Object Editor from the context menu.	Control-click the frame and choose Show Object Editor from the context menu.
Switch to Edit HTML Source mode.	Press Shift-Ctrl-H.	Press Shift-⌘-H.
Switch to Edit Page mode.	Press Shift-Ctrl-E.	Press Shift-⌘-E.
Switch to Preview Page mode.	Press Shift-Ctrl-P.	Press Shift-⌘-P.
Move the insertion point to the next or previous setting in a dialog box or object editor or to the next or previous cell in a table.	Press Tab to move forward or Shift-Tab to back.	Press Tab to move forward or Shift-Tab to back.

Text shortcuts

To do this	Use this shortcut on a PC with Windows	Use this shortcut on the Macintosh
Select the next or previous paragraph.	Press Shift-Ctrl-↓ or Shift Ctrl-↑.	Press Shift-Option-↓ or Shift-Option-↑.
Select text from the insertion point to the end or the beginning of the document.	Not available.	Press Shift-⌘-↓ or Shift-⌘-↑.
Select a range of characters.	Press Shift-→ or Shift-←.	Press Shift-→ or Shift-←.
Select a range of whole words.	Press Shift-Ctrl-→ or Shift-Ctrl-←.	Press Shift-Option-→ or Shift-Option-←.
Delete the previous or following word.	Press Ctrl-Backspace or Ctrl-Delete.	Press Option-Delete or Option-Forward Delete (del).
Copy selected text.	Ctrl-drag the text to the position where you want to place the copy.	Option-drag the text to the position where you want to place the copy.
Insert a non-breaking space.	In Edit Page mode, press Alt and type `0160` on the numeric keypad.	Press Option-space bar.
Insert a line break.	Press Shift-Enter.	Press Shift-Return.
Create a new list item.	Press F8.	Press ⌘-Return.
Create a new list item and indent it.	Place the insertion point in the list and press F9.	Place the insertion point in the list and press Option-⌘-Return.
Create a new list item and indent it to the previous level of indentation (decrease indent).	Place the insertion point in the list and press F7.	Place the insertion point in the list and press Shift-⌘-Return.
Reverse the direction of the search while using the Find/Change, Find Next and Find Previous commands to go backward through a document or forward.	In the Find/Change dialog box, hold down the Shift key while clicking Change, Find, Find Next, or Find Previous.	In the Find/Change dialog box, hold down the Shift key while clicking Change, Find, Find Next, or Find Previous.

Library shortcuts

To do this	Use this shortcut on a PC with Windows	Use this shortcut on the Macintosh
Make a library entry using selected text.	Drag the text to the left section of the library window.	Drag the text to the left section of the library window.
To perform various tasks on selected objects in the library window.	Right-click the selected object and choose various options from the context menu.	Control-click the selected object and choose various options from the context menu.

Images and image map shortcuts

To do this	Use this shortcut on a PC with Windows	Use this shortcut on the Macintosh
Return a selected image to its original size (width and height).	Double-click the lower-right corner handle of the image border.	Double-click the lower-right corner handle of the image border.
Return a selected image to its original width.	Double-click the right handle of the image border.	Double-click the right handle of the image border.
Return a selected image to its original height.	Double-click the bottom handle of the image border.	Double-click the bottom handle of the image border.
Resize a selected image proportionately.	Hold down Shift and drag the lower-right corner handle.	Hold down Shift and drag the lower-right corner handle.
Replace a “missing image” icon with a new image.	Right-click the icon, choose Browse Files from the context menu, and select the new image.	Control-click the icon, choose Browse Files from the context menu, and select the new image.
Open the Image Object Editor.	Double-click the image or right-click the image and choose Image Object Editor from the context menu.	Double-click the image or Control-click the image and choose Image Object Editor from the context menu.
Open an image in the Transparency and Interlacing Image Editor.	Ctrl-double-click the image.	Option-double-click the image.
Open the Image Map Editor.	Right-click the object and choose Image Map Editor from the context menu.	Control-click the object and choose Image Map Editor from the context menu.
Move a selected hotspot 1 pixel in the Image Map Editor.	Press the arrow keys.	Press the arrow keys.
Move a selected hotspot 10 pixels in the Image Map Editor.	Hold down Ctrl while pressing the arrow keys.	Hold down Option while pressing the arrow keys.
Resize a selected hotspot 1 pixel in the Image Map Editor.	Hold down Shift while pressing the arrow keys.	Hold down Shift while pressing the arrow keys.
Resize a selected hotspot 10 pixels in the Image Map Editor.	Hold down Shift-Ctrl while pressing the arrow keys.	Hold down Shift-Option while pressing the arrow keys.

Links shortcuts

To do this	Use this shortcut on a PC with Windows	Use this shortcut on the Macintosh
Open the Link Editor.	Press Crtl-L or Enter (numeric keypad) with Number Lock off.	Press ⌘-L or Enter (numeric keypad) with Number Lock off.
Create a link.	Select the text or image, right-click it, and choose Link to File from the context menu. You can also choose a file listed under Link to Recent URL or Link to open file in the context menu.	Select the text or image, Control-click it, and choose Link to File from the context menu. You can also choose a file listed under Link to Recent URL or Link to open file in the context menu.
Test a selected link in Edit Page mode.	Right-click the link and choose Follow Link from the context menu.	Control-click the link and choose Follow Link from the context menu.
Remove a selected link.	Right-click the link and choose Remove Link from the context menu.	Control-click the link and choose Remove Link from the context menu.
Insert an anchor in place of selected text.	Right-click the selected text and choose Insert Anchor from the context menu. **Note** Claris Home Page names the anchor for you.	Control-click the selected text and choose Insert Anchor from the context menu. **Note** Claris Home Page names the anchor for you.
Insert a link to an anchor.	Ctrl-drag the anchor to the location on the page or on another page where you want to create the link.	Option-drag the anchor to the location on the page or on another page where you want to create the link.

Appendix C: Troubleshooting and problem solving

Problems installing or running Claris Home Page

Every time I start Claris Home Page, it opens one or more files without my telling it to.

Claris Home Page automatically opens any files in the Startup folder (Windows) or Startup Items folder (Macintosh) located in the same folder as the Claris Home Page application. To disable this, remove the unwanted files from the Startup or Startup Items folder.

An error message appears when I try to start Claris Home Page: "There is not enough memory to open Claris Home Page (XXX needed, XXX available)." (Macintosh only)

Your computer does not have enough memory to use Claris Home Page at the same time as the other applications you are running. If you have other applications running, try exiting from them (bring the other application to the front, and choose Quit from the File menu). See the documentation that came with your Macintosh computer for other ways to increase available memory.

An error message appears when I try to start Claris Home Page: "You need a Macintosh equipped with a PowerPC processor to run this application." (Macintosh only)

You have installed a copy of Claris Home Page that is optimized for the PowerPC processor chip. This copy will not work on older Macintosh computers that are not equipped with this chip. You must re-install Claris Home Page from the original program disks.

Problems using Claris Home Page

Onscreen Help doesn't work. (Choosing an item from the Help menu displays an error message.)

The Claris Home Page Help uses a set of help files that are installed along with the application. These files should be located in a folder named "Help files," in the Claris Home Page folder. If the Help folder has been moved, renamed, or deleted, or if the application has been moved to a different location, then onscreen Help will not work. Make sure the Help folder is named "Help files" and that it and the application are both located in the Claris Home Page folder, or re-install the help files using your original Claris Home Page installation disks.

Images in JPEG format are drawn as gray rectangles in Claris Home Page, but appear fine in a browser. (On Windows, the same problem may sometimes occur for GIF images as well.)

Claris Home Page requires certain software to be installed in order to display JPEG files, described as follows:

On Windows, the Accusoft imaging DLL (Accuisr5.dll) must be installed in the same directory as Claris Home Page. To install the Accusoft imaging DLL, re-install Claris Home Page from the original program disks.

On the Macintosh, the QuickTime application program version 2.0 or later must be installed in the Extensions folder.

An image appears stretched or squashed.

You may have accidentally resized the image, or changed the size of the image in a drawing program. Click once on the image in Claris Home Page to select it, and then reset it to its natural size by either double-clicking on the resize handle in the lower-right corner of the image, or opening the Image Object Editor and clicking the Original Size button.

In the place of where one of my images should appear, Claris Home Page shows a red box and the words "Corrupt or missing image" appear. (The words "Corrupt or missing image" may not appear for small images.)

This happens when Claris Home Page can't locate an image file. The file may have been accidentally moved, renamed, or deleted, or your HTML file may have been moved without bringing the image file along. To correct the problem, first locate the image file (or re-create it if it has been deleted). Then select the red box, Ctrl-double-click (Windows) or Command-double-click (Macintosh) it and choose Browse Files from the context menu. Claris Home Page displays a standard file selection dialog box. Select the image file and click OK. The red box should be replaced by the desired image.

In some cases, the red box and “Corrupt or missing image” label may also appear if the image file is corrupt, or if there is not enough memory for Claris Home Page to display the image. If you suspect this may be the case, verify that the image file is not corrupt (for example, by opening it in another application), and try closing other documents or giving Claris Home Page more memory.

Problems opening files not created in Claris Home Page

When I double-click on an HTML file on the desktop, Claris Home Page isn't opened, the browser is. (Windows only)

On Windows, only one application is allowed to be the default viewer for a given file extension. In this case, the browser is the default viewer for HTML files, so it is opened when you click on an HTML file. To open an HTML file in Claris Home Page, drag the file itself (not a shortcut) to the Claris Home Page icon, or start Claris Home Page directly, and choose Open from the File menu. You can also change the association of the file type—see your Windows documentation for more details.

When I open an HTML document that wasn’t created in Claris Home Page, it contains mysterious fragments of red text.

If a file contains incorrect HTML code, Claris Home Page displays the incorrect codes in red. This often occurs with files created in a text editor—browser applications are relatively tolerant of HTML errors, so you might not be aware of the error until you open the file in Claris Home Page. To correct the problem, simply delete the red text.

This problem can also occur for files that make use of HTML extensions not supported by Claris Home Page, such as blinking text. If you open a file that contains blinking text in Claris Home Page, the tags <BLINK> and </BLINK> appear on either side of the blinking text. If you delete the BLINK tags, the text will no longer blink when it appears in a browser.

When Claris Home Page displays red HTML code in your document, this is due to the use of HTML extensions (which should not be deleted) or errors in the HTML file (which should be deleted). If you are unsure, try making a copy of the file, removing the questionable code, and viewing the resulting file in a browser application. If removing the questionable code does not change the document's appearance in a browser, then you can safely delete it.

When I open an HTML document that wasn’t created in Claris Home Page, some of the HTML does not display correctly (blinking text, Java applets, browser plug-ins, etc.).

HTML is a rapidly evolving standard, and is constantly being extended. Claris Home Page does not support every HTML extension that has been proposed. If your document uses an extension to HTML that is not supported by Claris Home Page, it may not appear correctly in Claris Home Page. This is usually indicated by the appearance of the unknown HTML codes in red. This does not affect the appearance of the document in a browser; it only affects the appearance within Claris Home Page itself. To get a better feel for how the document will appear in a browser, use Preview in Browser mode.

Problems with links

When I click on a link, Claris Home Page displays the message “Sorry, Claris Home Page 3.0 can only follow links to local files.”

All links in an HTML file contain a URL (Uniform Resource Locator), that identifies the file or other object that the link points to. There are two types of URLs: local URLs, which point to a file on the local machine (or to a file on the same machine as the document containing the link), and external URLs, which point to a file on a machine somewhere on the Internet. Claris Home Page can only process local URLs. To test a link to an external URL, open your document in a browser.

Tip You can view the URL for a link by opening your document in Edit Page mode and double-clicking the link to open the Link Editor. The URL appears in the URL text box in the Link Editor. External links begin with a sequence of letters followed by a colon, such as http:, ftp:, or mailto:. Local links do not have this prefix.

When I click on a link, Claris Home Page displays some other error message, such as “Sorry, unable to follow the URL “...”, due to a disk error: no such file (error -43).”

This message appears when a link refers to a file that does not exist or that Claris Home Page can't find. The target file may have been accidentally moved or renamed, or may have been deleted. You should update the link's URL. This can be done as follows:

1. Open the document containing the link.

If necessary, switch to Edit Page mode by choosing Edit Page from the View menu (Windows) or Window menu (Macintosh).

2. Select the link.
3. Choose Link to File from the Insert menu, or click the Browse Files button in the Link Editor.
4. Select the target file for the link.

Note A common cause for this error is incorrect use of the "Use absolute pathnames" setting in the HTML Source tab of the Applications Options dialog box (Windows) or Preferences dialog box (Macintosh). This setting should normally not be enabled.

When I click on a link that points to an anchor in the same file, nothing happens. Or, when I click on a link that points to an anchor in another file, Claris Home Page takes me to the beginning of the other file, instead of taking me to the location of the anchor.

The anchor has been accidentally renamed or deleted, or the link's URL has been entered incorrectly. To correct this problem:

1. Verify that the target anchor still exists (open the target document in Edit Page mode, and look for the anchor symbol).

   If the anchor does not exist, choose Anchor from the Insert menu to re-create it.
2. Select the target anchor, and choose Object Editor from the View menu (Windows) or Show Object Editor from the Window menu (Macintosh).

   The Name text box in the Object Editor shows you the name of the anchor. If the name is incorrect, type the correct name in this box or select the name from the pop-up menu.
3. Open the document containing the link in Edit Page mode.
4. Select the link and open the Link Editor.
5. If the anchor is local to this document, inspect the value in the URL text box. (It should begin with a pound sign followed by the name of the anchor.) Enter the correct anchor name in this box.

   If the anchor is located on another Web page or site, the value in the URL text box should include the filename of the page or URL of the site followed by the pound sign (#) and the correct anchor name.

Problems viewing documents in a browser

When I choose the Preview in Browser command, the following message appears: "Sorry, not enough memory to open the browser application. Try quitting some other applications."

There is not enough memory to open the browser application at the same time as Claris Home Page.

On a PC with Windows, some browsers will restart each time a page is previewed and a new copy of the application is opened. To free memory, close the application windows not in use.

On the Macintosh, try reducing the amount of memory allocated to the browser (by selecting the browser's icon in the Finder operating system software and choosing Get Info from the File menu), or follow the usual steps for making more memory available: quitting other applications, turning off extensions, etc. Typically, you will need a Macintosh equipped with at least 12 megabytes of memory to run Claris Home Page and a browser application at the same time.

When I choose the Preview in Browser command, the browser opens, but the file is not displayed.

The browser may not be installed correctly. Some browsers (notably, Internet Explorer for Windows) can be damaged by applications that change registry entries, causing the system to incorrectly send "open file" messages to them. Re-install a fresh copy of the browser if you have this problem.

When I choose the Preview in Browser command, some other error message appears, such as "Sorry, an error occurred (-xx) while attempting to open the browser application", or "Sorry, an error occurred while attempting to send this file to the browser."

There may be a problem with the browser application you have selected as the default, or the browser application may be missing.

Choose Application Options from the Tools menu (Windows) or Preferences from the Edit menu (Macintosh) to open the Preferences dialog box. Click the Browser Preview tab to display a new set of options. Click Clear and re-select the browser.

My page doesn't look quite the same in the browser as it does in Claris Home Page (different fonts, lines are broken at different positions, etc.).

The HTML standard does not precisely define the appearance of a document. It sets broad guidelines, but individual programs (such as browsers) are free to use their own variations. Therefore, it is impossible to create an HTML file that will look exactly the same in every browser.

Claris Home Page 3.0 attempts to display HTML documents as they will appear in Netscape Navigator 2.0 (based on Navigator's default preferences settings). Certain features (such as table layout) are implemented differently in Claris Home Page than in Navigator, and minor differences in spacing are inevitable. With other browsers, or if you have altered Navigator's font preferences, there will be greater differences. Finally, your document may use advanced features not supported by other browsers, such as tables, frames, or colored text.

If you plan to publish your HTML document on the Internet, it may be viewed by many different browsers on many different platforms. Therefore, you should not attempt to, or expect to, precisely control the layout and appearance of your document. Even if your HTML document is to be used locally (on an “Intranet”), users may employ different browsers or have customized font preferences and other browser settings that will affect the appearance of the document.

When I view my page in a browser, a strange character sometimes appears on blank lines.

Claris Home Page inserts a non-breaking space character (represented by the ISO Latin Character code,) on what are otherwise blank lines. This is done to work around the interpretation of HTML by certain browsers, such as Netscape Navigator, which ignores blank lines. Unfortunately, other browsers sometimes incorrectly interpret this HTML as representing a different (non-blank) character: for example, Netscape Navigator 2.0 with “Japanese encoding autodetect” enabled sometimes does this.

Links within my Web site work fine in Preview Page mode, but don't work when I click on them in a browser.

A variety of problems can cause links to function incorrectly (see "Problems with links" on page C-4). One additional problem that can occur outside of Claris Home Page involves the Base Document URL text box in the Document Options dialog box. Claris Home Page 3.0 assumes that this field (which corresponds to the <BASE> tag in the HTML source), if not empty, contains the URL of the document in which it appears. If you enter a different URL in this text box, relative links may not work correctly. The solution is to remove the value in the Base Document URL text box, or set it to the URL of the page in question, and then use the Link Editor to re-create any malfunctioning links in that page.

Images from the Claris Home Page libraries work fine when I view my pages on my local computer, but don't work when I upload my site to a Web (HTTP) server.

When uploading your site to a Web server, you need to make sure to include all files used in the site, including image files. The standard way to do this is to create an Images folder inside the folder that contains your site, and to place all image files in this folder. When you transfer (upload) the site folder to a server, the images will automatically be included.

When you insert an image from a library into your document, Claris Home Page uses the path to the original image file in the Content folder. To correct the problem, you need to copy the actual image file into your site's Images folder, and replace all references in your site to the original image file with references to the new file or open the Site Editor and use the consolidate feature.

Problems using Claris Home Page assistants

What happens if I finish the assistant early?

The assistant assigns default values to all of the settings and creates a site based on the default settings.

I used a Claris Home Page assistant to create a site and know I wondering, where is my home page?

Your home page is named index.htm and it is located inside the folder you selected to save your assistant files.

I finished the assistant–now what do I do if my links are not working?

Make sure your links reference the correct filenames. If you changed the filenames of the documents created by this assistant, you must re-create the links using the Link Editor and reference the new filenames.

How do I upload my new site to the Web?

When you finish the assistant, Claris Home Page opens the new site in the Site Editor. To upload the site to a Web server, click the Upload button on the Site Editor toolbar. To use the Uploading feature, make sure your computer network supports File Transfer Protocol (FTP) and that your Web server account settings are specified completely. For more information on setting FTP options and uploading your pages, see chapter 12, "Uploading your pages to a Web server."

What do I do if my images are missing after I upload my site to the Web?

The first thing you should do is consolidate all the images in your site by clicking the Consolidate button on the Site Editor toolbar. When you consolidate the images, Claris Home Page copies the image files or other referenced content files from other folders and places them in your site folder. Any references to this content in your Web pages will be updated automatically to ensure that none of your media is missing when you upload your site again to the Web server.

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