

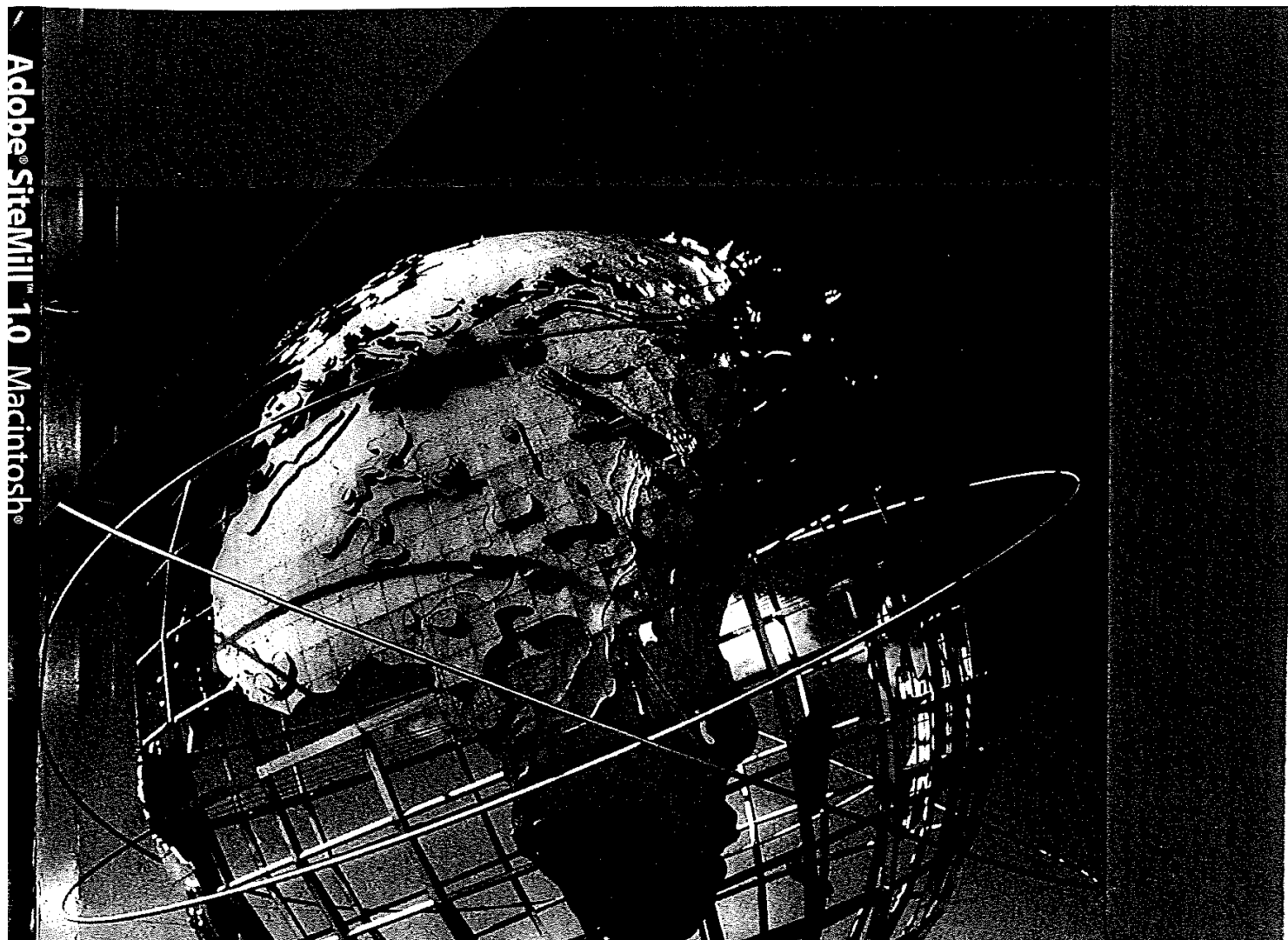


## User Guide

# Adobe® SiteMill™

version

# 1.0



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## Adobe SiteMill User Guide for Macintosh

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## INTRODUCTION



Welcome to the Adobe SiteMill™ program—site-management software for the World Wide Web. With Adobe SiteMill you can create Web pages that include graphics and forms, and automatically maintain correct links throughout your Web site even as it grows and changes.

The value of the World Wide Web is in its links between pages. But links break easily. Because every page is linked to another page, adding, deleting, rearranging, or otherwise modifying pages causes a link to break. Links can break between your pages and pages on other Web servers over which you have no control. A broken link frustrates readers and reflects poorly on the Web site containing it. Unfortunately, links are one of the most tedious and error-prone site-management chores to perform manually. Adobe SiteMill automates the process of checking for and correcting broken links, saving you a significant amount of time. It summarizes errors in a convenient list, and provides drag-and-drop linking features that let you correct links quickly and accurately, and in most cases, without having to type a URL.

In addition, Adobe SiteMill includes a complete Web-page authoring environment where you can build and preview text, images, and links on a Web page. You can drag and drop text, images, form objects, and links directly onto a Web page, and apply standard HTML formats and styles to text without typing any HTML code.

Before using Adobe SiteMill, you should have a working knowledge of the Macintosh<sup>®</sup> and its operating conventions. You should know how to use the mouse and standard Macintosh menus and commands. You should also know how to open, save, and close files. If you need to review these techniques, see your Macintosh user guide.

### ABOUT THIS GUIDE

The *Adobe SiteMill User Guide* provides detailed information about Adobe SiteMill tools and commands. It is designed to be a reference tool in your everyday work with Adobe SiteMill. This guide also includes a hands-on tutorial to give you familiarity with the features in Adobe SiteMill.

The *Adobe SiteMill User Guide* is organized according to the tasks you most commonly perform when creating and managing a Web site:

Chapter 1 is a tutorial which includes two sections. Part 1 presents step-by-step instructions for creating Web pages, and Part 2 presents instructions for maintaining a Web site. If you are upgrading from Adobe PageMill™, you may skip Part 1. Before you begin the tutorial, you might want to read Chapter 2, “Basic Concepts,” to familiarize yourself with Adobe SiteMill concepts and terminology.

Chapter 2 presents fundamental concepts you’ll use in your work with Adobe SiteMill, and provides an orientation to the primary parts of the user interface.

Chapter 3 explains how to add text and images to a Web page. This chapter includes information on applying paragraph formats and character styles to text, and how to import an image and make its background transparent.

Chapter 4 describes how to use links from text and images to other pages or Web resources, and describes how to create an imagemap.

Chapter 5 explains how to create a form on a Web page. This chapter includes information about form controls and text-entry fields, and Submit and Reset buttons.

Chapter 6 covers Web site management, and finding and correcting link errors to pages within your site and on other Web servers. This chapter also includes information on uploading your site to a Web server.

Appendix A is a troubleshooting section that may help you solve problems you may encounter when working with Adobe SiteMill.

Appendix B is a guide to additional information about the World Wide Web and HTML.

Appendix C is a quick reference for keyboard shortcuts that are not listed on the menus.

## ADOBE SITEMILL PACKAGE CONTENTS

The Adobe SiteMill package includes two disks, the *Adobe SiteMill User Guide*, and a registration card.

## SYSTEM REQUIREMENTS

Adobe SiteMill requires a Macintosh or Power Macintosh running System 7 or later, 3.5 megabytes (MB) of unused RAM, 5 MB of unused hard disk space, and a 4-bit display or higher. Dragging and dropping between Adobe SiteMill and other applications requires System 7 Pro or later.

## REGISTRATION

We are confident you will find that Adobe SiteMill greatly increases your productivity. So that we can continue to provide you with the highest quality software, offer technical support, and keep you informed about new Adobe SiteMill developments, please return the enclosed registration card.

## INSTALLING ADOBE SITEMILL

To use Adobe SiteMill you must first install it on your hard disk.

### To install Adobe SiteMill:

- 1 Turn off or remove any virus-protection software, and then restart your Macintosh.
- 2 Insert the Installer Disk into your floppy disk drive.
- 3 Double-click the Install Adobe SiteMill icon on the Installer Disk.
- 4 When the opening screen appears, click Continue.
- 5 From the pop-up menu, choose Easy Install to install the appropriate version of Adobe SiteMill for your particular Macintosh, or choose Custom Install to select from the following options:
  - Install the universal version of Adobe SiteMill if you plan to use the program on different types of Macintosh computers.
  - Install either the 68K or Power Macintosh version of Adobe SiteMill if you plan to use the program on your computer only.

- 6 Select a location for the installation.
- 7 Click Install. When installation is complete, a message appears indicating that the installation was successful.
- 8 Click Quit for to exit the installer.
- 9 Turn on or replace any virus-protection software that you turned off in step 1.
- 10 Restart your Macintosh.

## CHAPTER 1: TUTORIAL

his first Chapter is a two-part tutorial that leads you through basic Adobe SiteMill authoring and site management techniques. When you complete both parts of the tutorial, you'll be able to start creating Web pages and managing your own Web site.

A small Web site is included with Adobe SiteMill so that you have files to work with through this tutorial; the site is stored in a folder called EarthAndWareTutorial within your Adobe SiteMill folder.

*Note: We recommend that you make a back-up copy of the EarthAndWareTutorial folder before you begin (to do this, select the folder in the Finder, and then choose File > Duplicate). That way you are free to make changes to the tutorial practice files, and still allow the tutorial to be completed again later if necessary.*

### PART 1: CREATE WEB PAGES

In Part 1, you'll work with three pages: EWHome.html, EWPlants.html, and EWOrder.html. You'll also use graphics stored in the Images folder. Additional Hypertext Markup Language (HTML) documents are stored in the PlantsCatalog folder within the EarthAndWareTutorial folder, and you'll use these documents in Part 2 of the tutorial.

#### OPEN A PAGE AND EXPLORE LINKS

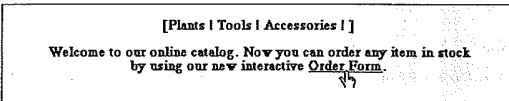
In Adobe SiteMill you can create new pages from scratch, or you can open an existing page generated from any application that saves or exports in the HTML format. You'll begin by opening a page we've already started for you.

- 1 Start Adobe SiteMill.
- 2 Chose File > Open.
- 3 Use the standard file dialog box to open the EWHome.html document. The file is stored in the EarthAndWareTutorial folder.

The document looks the same as when you view it in a Web browser. By default, existing documents are opened in Preview mode. Preview mode allows you to follow links within your site.



- 4 Move the pointer over the underlined text “Order Form” near the top of the page. The underline indicates the text is linked.



As you move the pointer within the Adobe SiteMill window, notice how it changes to a pointing hand when passed over the link. Also notice that the address of the link, otherwise known as a URL (Uniform Resource Locator) appears in the Link Location Bar at the bottom of the page as the pointer passes over the link.



- 5 Click the linked text.

The destination page—EWOOrder.html—appears in a new window, stacked on the original page which becomes inactive. When you click links, a new window opens for each page, making it easy for you to edit several pages simultaneously.

- 6 In the EWOOrder.html window, click the underlined text “Home” near the top of the page. The text is linked back to the EWHome.html document.

The EWHome.html window becomes active.

### CHANGE TO EDIT MODE

Adobe SiteMill has two modes: Preview and Edit. The current mode is indicated by the button in the upper right corner of the window.



- The globe icon at the upper right of the page indicates that you are in Preview mode. As you just saw, Preview mode simulates how the page looks and behaves when viewed in a Web browser. Existing pages always open in Preview mode.



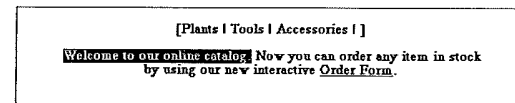
- The pen-and-paper icon indicates you are in Edit mode. In Edit mode you can create or modify the content and design of the page—enter and edit text, manipulate images, create links, and so on, as described in the following sections.

Click the globe to change to Edit mode.

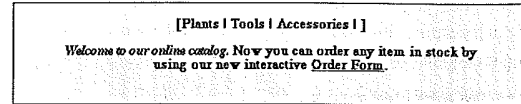
### EDIT AND FORMAT TEXT

Working with text in Adobe SiteMill is similar to using a word processor. However, if you are unfamiliar with the limitations and conventions of HTML text formatting, be sure to read Chapter 3, “Adding Text and Images.” Here you’ll make basic text edits and formatting changes.

- 1 Near the top of the EWHome.html window, select the sentence “Welcome to our online catalog.”



- 2 Choose Style > Italic.

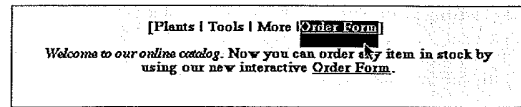


- 3 Double-click the word “Accessories” to select it, and then type the text **More**.

- 4 Triple-click the linked text “Order Form” to select the entire link.

Note that triple-clicking unlinked text selects the entire line, while triple-clicking linked text selects only the underlined (linked) characters. This is a handy feature when you want to work with the link itself, as you will do here.

- 5 With the text still selected, press Option, drag the text toward the end of the first paragraph, and drop it when the insertion point appears immediately to the left of the closing bracket.



In Adobe SiteMill Edit mode, you can quickly duplicate selected text, graphics, and other objects by pressing Option as you drag the selection to a different location on the same page. However, when you drag an item from one page to another, a copy of the item appears automatically in the new location, and you do not have to press Option.

## USE THE PASTEBOARD

Adobe SiteMill includes a storage area called the Pasteboard. Similar to the Clipboard, the Adobe SiteMill Pasteboard can store linked elements as well as unlinked elements; this lets you reuse a linked element throughout a Web site without having to relink the item each time, or keep an entire page open simply to copy its elements. Also, the Adobe SiteMill Pasteboard can store multiple elements on each of the five “pages” in the Pasteboard.

Now you’ll move the line of text you just edited to the Pasteboard so you can use it as a standard element on other pages.

- 1 Triple-click any unlinked text in the “[Plants | Tools | More | Order Form]” paragraph to select the entire line of text.

- 2 Choose Window > Show Pasteboard. To open the Pasteboard window.

- 3 Resize the Pasteboard so it is wider than it is long. This step will let you view the text you are about to store there.

- 4 Drag the selected text in the EWHome.html window onto the center of the Pasteboard, and then close the Pasteboard window.

The text appears in the Pasteboard, ready to be inserted onto another page. Notice that the linked text remains linked.

## INSERT AND MANIPULATE IMAGES

Working with images is as easy as working with text. You can insert, move, and resize images in Adobe SiteMill, and even change some aspects of how they display on-screen.

- 1 Click just above the [Plants | Tools | More | Order Form] line to position the insertion point.



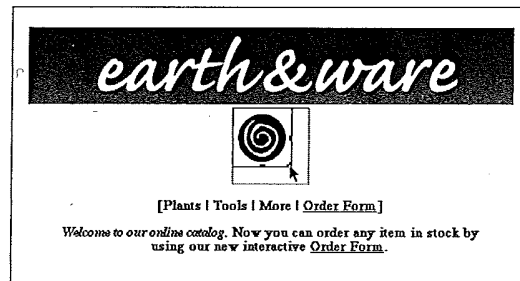
- 2 Click the Insert Image button.

- 3 In the dialog box that appears, go to the Images folder within the EarthAndWareTutorial folder, and double-click HomeLogo.gif.



- 4 Click the Center Align Text button. The line of text in which the image is inserted becomes centered on the page, and the image moves to the middle of the page.

- 5 Click the image to select it, and drag one of the selection handles to make the image smaller. (You can proportionally scale the image by holding down the Shift key and dragging the corner handle.)



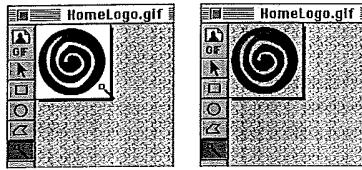
To make the image blend in with the page, you can give it a transparent background. To do this, you use the image-editing window.

6 Double-click the image to open the image view window.



7 Click the transparency tool and click the white section of the image.

The background turns to the same color as the page background.



Original background

Transparency applied

8 Save your changes to the image by choosing File > Save, and then close the image window by choosing File > Close.

Now you'll insert one more image onto the document, which you'll use in the next section when you create a page background.

9 Click below the bottommost graphic on the page to position the insertion point.



10 Click the Insert Image button, and double-click the file Floral.gif in the Insert Image dialog box. When the image appears on the page, scroll if necessary to view the entire image.

*Note: If you are running System 7.5 or later (or System 7.1 or later with Drag Manager installed), you can drag and drop text and images onto a Adobe SiteMill page directly from the Finder or from any other application that supports Drag Manager.*

Now that you've learned how to work with text and images in Adobe SiteMill, you'll learn how to change attributes of the page itself.

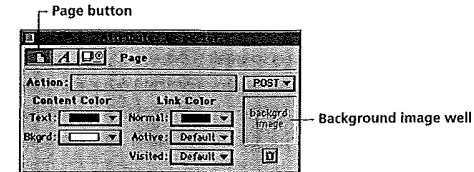
## CHANGE THE TEXT COLOR AND PAGE BACKGROUND

You use the Adobe SiteMill Attributes Inspector to specify attributes associated with the entire page, selected text, or a selected object (such as an image, a horizontal rule, or a form element).

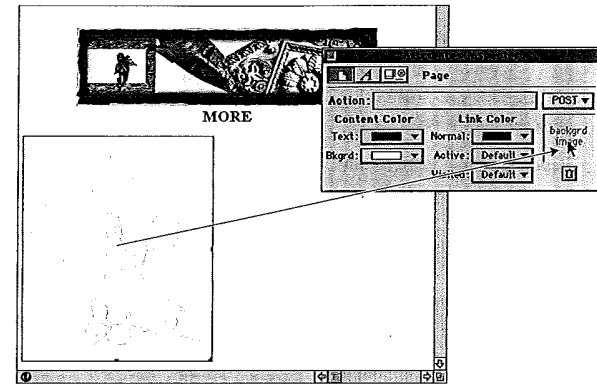


**TIP:** You can easily reuse links already established in other sites on the Web. Simply copy the link to the Clipboard. One way is to use the Copy This Link Location feature in Netscape 1.1 or later.

- 1 Choose Window > Show Attributes Inspector.
- 2 Display the page attributes by clicking the Page button.



- 3 Choose Text > Custom, select a color from the color picker dialog box, and press Return. (For legibility, specify a dark color.)
- 4 In the EWHome.html window, select the image (Floral.gif) you inserted at the bottom of the page.



- 5 Drag the image onto the Background Image Well in the Attributes Inspector. The image is repeated, or tiled, to become the page background.
- 6 With the image still selected on the home page, press Delete or choose Edit > Clear to delete the image.
- 7 Click the close box in the Attributes Inspector.

## CREATE LINKS

A link takes you from one page (the source) to another (the destination). The destination can be on the same page in your Web site, another page in your Web site, or somewhere else on the Web.

Adobe SiteMill offers a variety of ways to insert links on a page. In this section of the tutorial, you'll specify links in ways appropriate when creating Web pages. Part 2 of the tutorial will show how to create links when working with an existing Web site loaded into Site Mill. You can also read Chapter 4, "Creating Links" for more information about links.

### Create a link by using the document page icon

All saved Adobe SiteMill pages have a page icon available in the upper-left corner of the document window. You can drag and drop this icon onto a selected element to link the element to the page.

1 At the top of the EWHome.html page (you might need to scroll to bring the top of the page into view), select the text "Plants" in the first line of text in the document.

You will create a link from this text to the document it to which refers.

2 Choose File > Open, navigate back up to the EarthandWareTutorial folder, and double-click the file EWPlants.html.

Reposition the EWPlants.html and EWHome.html windows side-by-side so both pages are visible.

3 Drag the page icon located in the upper-left corner of the EWPlants.html window onto the selected text in the EWHome.html window.



The selected text becomes underlined, indicating that it is linked. You'll test the link in a minute. First, you'll try two other methods of linking.

### Create a link by copying an existing link

You can drag any linked text or graphic to another page (or to another place on the same page) to copy the link to the new position. You don't need to respecify the link, and you can even modify the copy without breaking the link. In this step you'll copy the link you placed onto the Pasteboard earlier.



1 Click the globe icon in the EWPlants.html window to switch to Edit mode.

2 Choose Window > Pasteboard.

3 Press Option, and drag the text item from the Pasteboard to the EWPlants.html window. When the insertion point appears in the space immediately above the circular EarthAndWare logo, drop the text into position.



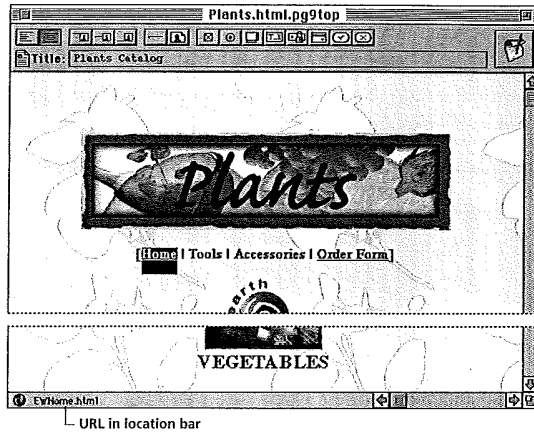
An alternative is to drag the same paragraph directly from the EWHome.html window (or even use the conventional copy and paste method)—you don't need to use the Pasteboard to copy links. The Pasteboard just gives you the freedom to copy the text into other pages without having the source of the link (in this case, the EWHome.html document) open at all times.

Now you'll use another method of linking, in which you type the link's address or Uniform Resource Locator (URL).

### Create a link by typing the URL

Although you'll establish a link from the Plants page back to the EWHome page in the following procedure, note that this method of linking is best for linking to a page which resides at an external Web site. In fact, it is the only way to link to a page when all you have is its address.

- 1 In the EWPlants.html window, select the text “Plants” in the paragraph you just inserted from the Pasteboard, and type Home.
- 2 Double-click the text “Home” to select it.
- 3 Click in the Location Bar at the bottom of the window, type EWHome.html, which is the address of the link in this case, and press Return.



URL in location bar

Once again, the selected text becomes a link.

- 4 Save and then close the EWPlants.html window.

### Test the links you've created

You can quickly double-check your work by switching into Preview mode and following the links you created.



- 1 In the EWHome.html window, click the pen-and-paper icon to switch to Preview mode.
- 2 Click the text “Plants” in the first line of text in the EWHome.html window.  
The EWPlants.html window becomes active.

- 3 In the EWPlants.html window, click the linked text “Order Form” near the top of the page.  
The EWOrder.html window becomes active.

- 4 In the EWOrder.html window, click the linked text “Home” near the top of the page.
- 5 When the EWHome.html window appears, save and then close the document.
- 6 Choose Window > EWPlants, and then save and close the document so that only the EWOrder.html window remains open.

*Note:* You can edit linked text without breaking the link. If you need to remove the link for any reason, select the text and choose Edit > Remove Link.

### CREATE A FORM

There are two parts to creating an interactive form for the Web: laying out the form elements and preparing a script to collect the information in the form. Adobe SiteMill helps you with the form layout, but you'll need programming assistance to prepare the script. For more information, see Chapter 5, “Creating Forms.”

Here again you'll start with an existing page; then add the form elements the page requires for completion.

### Add a rule and format text

Now you'll add a new section to the order form you opened earlier. Before adding the form elements, you'll insert a horizontal line, or rule, to divide this section from other sections of the form, and then specify new text formatting. Note that a horizontal rule is useful in many kinds of page designs, not just in forms.



- 1 In the EWOrder.html window, click the globe icon to switch to Edit mode.
- 2 Click to the right of the closing bracket in the first paragraph near the top of the page, and press Return.



- 3 Click the Insert Horizontal Rule button.

**Order Form**

[Home | Plants | Tools | More | Fruits | Vegetables | Herbs]

---

**VEGETABLE SEEDS:**  
 Artichokes, beetroots, broccoli, cabbages, carrots, chicory

A horizontal line appears. You can adjust the length or width of rules, but for now the default settings are fine.



- 4 Press Return, and then click the Left Text Align button. The insertion point moves to the left edge of the window.

- 5 Choose Format > Indent Right.

Now the paragraph you type, and each paragraph you create by pressing Return, will retain the indent and alignment settings you just specified.

### Insert, duplicate, and edit text fields

In this section you'll create a new section of the form where customers can type in basic mailing information.

- 1 At the insertion point you selected in the previous step, type the text field labels shown here, pressing Return after each label to move to a new line.

Name  
 Address  
 City  
 State/Province  
 Postal code  
  
 Credit Card #  
 Expiration Date  
  
 Method of Payment



- 2 Click immediately after "Name" and then click the Insert Text Field button on the button bar.

This adds a one-line fill-in text field.

- 3 Select the text field, press Option, and drag the field to the right of the Address label.

- 4 Repeat step 3 for the remaining labels you typed earlier (but do not add a text field to the Method of Payment label).

- 5 Resize each field as needed by selecting it and dragging the selection handle to the left.

In the next steps you'll add explanatory text to one of the fields.

- 6 Double-click the Credit Card # text field.

Make sure a gray bar now surrounds the field. The gray bar indicates that you can type in the text field. Remember that a single click selects the text field for resizing, while a double-click enables you to type inside it.

- 7 Type Enter unless paying by check.

Credit Card # Enter unless paying by check  
 Expiration Date

- 8 To stop editing in the text field and to prepare for the next section, click to the right of the "Method of Payment" text.

### Add a radio button group

Adobe SiteMill lets you add radio buttons to a form. You can use a radio button individually or as part of a group. When you want to offer a set of choices from which only one can be selected at a time, you should use radio buttons as a group, because selecting one radio button automatically deselects the other options in the group. You'll use radio buttons to create the Method of Payment option in the order form.



- 1 With the insertion point to the right of Method of Payment, click the Insert Radio Button button.

To make sure the buttons are grouped, you must copy the button you just inserted, rather than insert a new button for each new button in the group.

- 2 Select the original radio button, press Option, drag to the right and drop the duplicate button beside the original.
- 3 Repeat step 2 so that three buttons appear on the same line.

Method of Payment ☐ ☐ ☒

- 4 Click between the first and second buttons, and at the insertion point type EW Credit Card.
- 5 Click between the second and third buttons, and type Standard Credit Card.
- 6 Click to the right of the third button, and type Check.

Name   
Address   
City   
State/Province   
Postal code   
Credit Card #  Enter unless paying by check  
Expiration Date   
Method of Payment ☐ EW Credit Card ☐ Standard Credit Card ☒ Check



- 7 Click the pen-and-paper icon to switch to Preview mode to see how the form works so far. You can try typing in the text fields, and selecting a radio button. In the text fields, notice that you can type beyond the width of the field. Also notice that selecting one radio button automatically deselects the previously selected one.

Add a checkbox and a pop-up menu

The last section of the form is almost complete, but the form elements for the Vegetables section is missing. You'll add the elements now and then edit them.

- 1 Switch to Edit mode.

- 2 Click at the end of the line that lists vegetables (after the word "chicory") and press Return to create a new paragraph.

In this new paragraph you'll recreate the arrangement of form elements used for the Fruit and Herbs sections immediately below.



- 3 Click the Insert Checkbox button.

Customers will check this box to include an order of vegetable seeds.



- 4 Click the Insert Text Field button.

Customers will type the kind of seed here.



- 5 Click the Insert Pop-up menu button.

Next you'll edit this new pop-up menu to include price and quantity options.

- 6 Double-click the pop-up to edit it.

- 7 Choose Edit > Select All, and type the following (pressing Return to start each new line):

VEGETABLE SEEDS:  
Artichokes, beetroot, broccoli, cabbages, carrots, chicory  
☐ 

|       |     |
|-------|-----|
| 2 oz. | \$1 |
| 5 oz. | \$2 |
| 9 oz. | \$3 |

- 8 Set the default option by carefully dragging the triangle next to the list beside any of the price/quantity figures. Click outside the pop-up to see the new default.

Now you can quickly duplicate this section of the form to allow customers to order more than one kind of vegetable seed.

- 9 Press Shift, and select the check box, text field, and pop-up menu. You can also drag-select the elements.

- 10 Press Option, drag the selected form element down to the next line, and when the insertion point appears, release the mouse button to drop the duplicate elements into place.

- 11 Test the form by changing to Preview mode and checking how the new fields work, and then choose File > Close. When prompted to save changes, click Save.

The form is complete. You'll find more information about forms and collecting data in Chapter 5, "Working with Forms."

PART 2: MANAGING A WEB SITE

In the first part of the tutorial you learned to create a working Web site. This section explains the tasks involved in maintaining a site (most importantly, keeping its links intact), as you revise its content and structure. Whether you add or update HTML pages within the site, create new graphics or update existing ones, or add or revise links to and from files within the site or elsewhere on the Web, Adobe SiteMill manages your revisions automatically. Adobe SiteMill frees you to focus on improving the quality of your site's content and design, rather than spending your time updating links.

LOAD AND VIEW FILES IN A WEB SITE

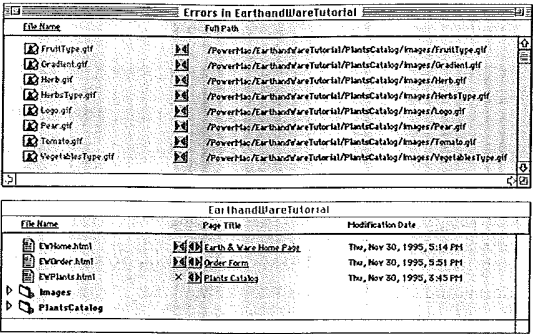
In this first procedure you'll load the entire EarthAndWare Web site. We have intentionally broken the links to certain files in the site, so that you can see how Adobe SiteMill detects the broken links and lets you restore them quickly and easily.

- 1 In Adobe SiteMill, choose Site > Load Site.
- 2 In the Load Site dialog box, select the EarthandWareTutorial folder in the list box, and click Select.

Two new windows appear: Errors, and EarthandWareTutorial.

The Site > Load Site command lets you view all the files you've specified as part of your Web site, track all the links you've set up between the files, and quickly edit the links or the files in all the ways you learned in the first part of the tutorial, and in some new ways as well. The windows that become available when you load a site are called the Site view.

- 3 Choose Windows > Tile to view both Site view windows clearly.



Adobe SiteMill identifies missing links in the Errors window as soon as the site is loaded. The errors detected at this point are the result of using the Macintosh Finder to move three HTML documents into the PlantsCatalog folder after the links had been established to and from those documents. (If you use Adobe SiteMill, rather than the Finder to move files, the links are redirected automatically.) Several graphics stored in the Images folder are placed on the HTML pages we moved; since these pages have been assigned a new location, however, the graphics aren't available. For now you'll ignore the errors and explore the pages you are familiar with from the first part of this tutorial.

- 4 In the EarthandWareTutorial window, click the Triangle icon beside the PlantsCatalog folder to view the three HTML files that we moved using the Finder.
- 5 Click the Triangle icon beside the Images folder to view graphics associated with the site.

You can double-click any image to make changes to it in the image view window. The changes you make, when saved, appear in every instance of the image in all documents that link to it. But for now you'll focus on the links between documents.

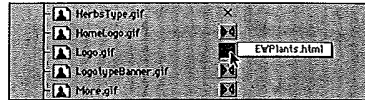
VIEW LINK STATUS INFORMATION

The Incoming Links button beside a file in your site indicates that the file is being referenced by another file in the site. Conversely, the Outgoing Links button appears beside any file that links to one or more files. A red "X" icon indicates that no links exist.



1 Click the Incoming Links button beside the file Logo.gif in the Image folder.

A list of files that refer to the graphic appears. After you fix broken links, you'll see that this list expands to include more HTML documents.

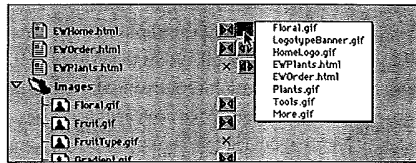


2 Click the Incoming Links button beside the EWHome.html file to view the list of pages that link back to this one.

Currently the list includes the link you created from the EWPlants.html document earlier in the tutorial, and a link from the EOrder.html file.



3 Click the Outgoing Links button beside the EWHome.html file to view the pages and graphics that the EWHome page links to.

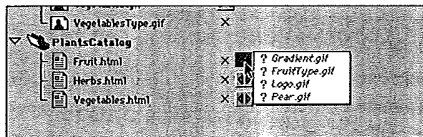


The page links to several files, including the EWPlants.html file (the link you specified) and the images you inserted onto that page.

Now you'll see how Adobe SiteMill identifies broken links.



4 Click the Outgoing Links button beside the Fruits.html file (in the PlantsCatalog section of the site). Note that a red question mark appears next to the file names. Because the page was moved (with the Finder) after the link was created, the links to the graphics are out of date.



The two other HTML documents in the PlantsCatalog folder (Herbs.html and Vegetables.html) also refer to the images Logo.gif and Gradient.gif, as you can see if you click the Outgoing Link button next to those HTML files.

## REESTABLISH BROKEN LINKS

The following actions can break a link:

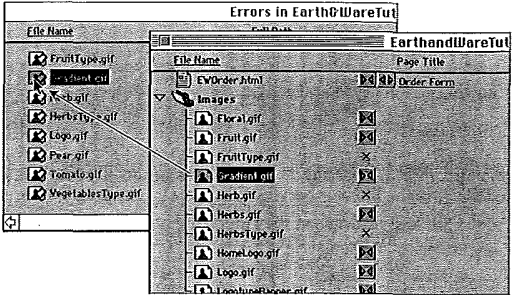
- Deleting a linked file
- Using the Finder (or any application other than Adobe SiteMill) to move or rename a linked file after the link has been established. (When you move or rename a linked file with Adobe SiteMill rather than the Finder, the link is redirected automatically and does not break.)
- Mistyping the name or URL address when specifying the link (or pasting an incorrectly typed filename or URL). To avoid this kind of error, use Adobe SiteMill's drag-and-drop method of linking where possible, rather than typing.

Adobe SiteMill can help you detect and fix all links broken in these ways, as you'll learn in this section. There are a number of ways to repair a link, but here you'll use the Errors window to fix them, since the Errors window lists all broken links in the loaded site, and automatically updates when a link has been repaired.

1 Make sure the contents of the Errors window and the EarthAndWareTutorial window are both clearly visible. You can resize windows and overlap them as necessary.

2 In the EarthAndWare Images folder, select the file Gradient.gif.

3 Drag the selected image to the Errors window, position the pointer over the Gradient.gif file listed there, and when the file icon becomes selected, release the mouse button.



4 An alert message appears asking you to confirm that you want to make the change. Note that the message refers to changing three files. That's because the image appears in the PlantsCatalog files Fruit.html, Herbs.html, and Vegetables.html. Click OK to make the required changes.

Now that the image has been located and the link to it restored, the error message disappears from the Errors window.

- 5 In the Errors window, double-click the Logo.gif icon.
- 6 When the Locate Missing File dialog box appears, navigate to the Images folder, and double-click Logo.gif. Click OK to accept the changes.

The error message in the Errors window disappears. This accomplishes the same task you just completed with the Gradient.gif file.

7 Locate the remaining missing graphics using either of the two methods described above. When the error messages are eliminated, close the Errors window.

8 In the EarthAndWare window, click the Outgoing Links button for the Fruit.html, Herbs.html, and Vegetables.html documents to see that the images are no longer identified as missing.

9 In the Images folder within the EarthAndWare window, click the Incoming Links button beside any of the images you located in this procedure. Verify that Adobe SiteMill now includes the relocated PlantsCatalog files among the list of files referring to the selected image. Then, click the triangle icon by the Image folder to close the folder.

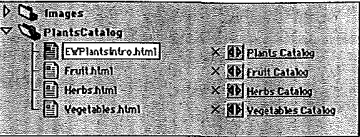
RENAME AND MOVE FILES WITH ADOBE SITEMILL

Although reestablishing broken links is easy, it is best to avoid the circumstance entirely. Now you'll use Adobe SiteMill, rather than the Finder, to move and rename files, and see that links update automatically.

1 In the EarthandWareTutorial window, drag the file EWPlants.html into the PlantsCatalog folder.

Adobe SiteMill updates all instances of the document pathname (which defines the file's location) throughout your site.

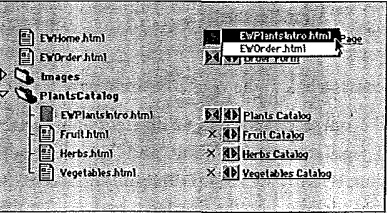
2 Rename the file EWPlantsIntro.html.



Although steps 1 and 2 involved the kind of changes you make frequently in the Finder, remember that the Finder, unlike Adobe SiteMill, cannot update the links to and from the documents you move or rename. Because you made the changes using Adobe SiteMill, you'll see that the links to and from other documents have remained intact.



3 Click the Incoming Links button beside the EWHome.html file. It refers to the EWPlantsIntro.html document correctly.

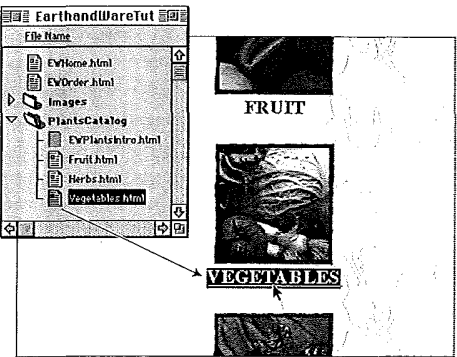


4 Select EWPlantsIntro.html from the menu you displayed in step 3. Notice that the page has up-to-date links to images and to other pages despite its new name and location. If the links were out of date, the images on the page would be replaced by a question mark icon.

ADD LINKS WHILE A SITE IS LOADED

As a site grows with new content or develops more expansive links, you might find that adding links while in Site view is preferable to creating links in the ways you learned in Part 1 of the tutorial. The following procedure shows just some of the methods you can use to link to and from documents while a Web site is loaded.

- 1 In the EWPlantsIntro.html window, click the globe icon to switch from Preview mode to Edit mode. You need to be in Edit mode to add more links to the file.
- 2 Select the text “Vegetables” near the center of the EWPlantsIntro.html window.
- 3 From the EarthAndWareTutorial window, drag the page icon for the (unopened) Vegetables.html page to the EWPlantsIntro.html document window, and drop it on the selected text.

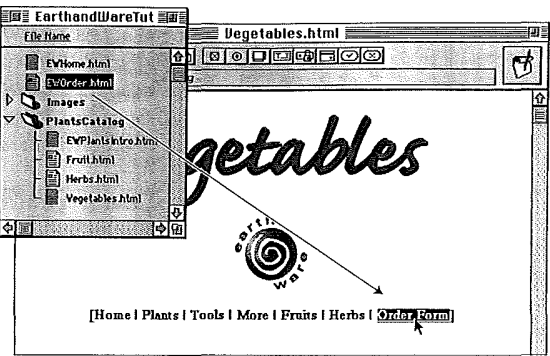


The selected text becomes a link to the Vegetables.html page.

- 4 Repeat steps 2 and 3, only each time select a different unlinked text item on the EWPlantsIntro.html page (at this point, “Fruit” and “Herbs” remain unlinked), and drop the corresponding HTML page icon (Fruit.html and Herbs.html) from the EarthAndWareTutorial window onto the selected text.
- 5 In the EWPlantsIntro.html window, click the pen-and-paper icon to switch back to Preview mode. Now you can test the links you just created.
- 6 Click the linked text “Vegetables.”

7 When the Vegetables.html window opens, click the globe icon to switch to Edit mode.

8 Drag the EWOrder.html icon toward the top line of text in the Vegetables.html page, and when an insertion point appears immediately to the left of the closing bracket, release the mouse button.



Notice that the page title appears (Order Form), not the filename (EWOrder.html). The text is linked automatically back to the order form you completed earlier.

From this point on you can use the skills you’ve learned to complete the links between documents in the EarthAndWare Web site. For more information on maintaining a site, see Chapter 6, “Uploading and Maintaining Your Web Site”.

## CHAPTER 2: BASIC CONCEPTS



he Internet's World Wide Web (the Web) is an increasingly popular medium for distributing and viewing information in the form of pages of text and graphics. This chapter introduces the concepts, terminology, and process you use to create and maintain Web pages in Adobe SiteMill.

What makes the World Wide Web significant is not simply its collection of individual pages, but the links and relationships between those pages. However, most applications that create Web pages handle only the creation and editing of individual pages. In Adobe SiteMill, you can create and edit Web pages and also maintain the integrity of links throughout a group of pages, even as the links change.

### WHAT IS A WEB SITE?

On the World Wide Web, a *site* is a group of related pages that reside together on a Web server. When you edit your Web site on your computer with Adobe SiteMill, your site exists as a group of Web pages inside a folder on a volume mounted on your computer. The site folder can contain images and subfolders containing more folders, images, and Web pages.

With Adobe SiteMill, you can prepare and maintain a site on a computer away from the Web server, such as on your home computer or laptop, and then *upload*, or send a copy of, the site to the Web server where it will be published electronically to the world. If the Web server is a Macintosh and you have file access to it, you can use Adobe SiteMill to work on a site directly on the server.

### CREATING WEB PAGES VISUALLY

Every page on the World Wide Web is described using the Hypertext Markup Language (HTML). Many other applications for designing Web pages require you to learn the actual HTML codes that format the text and graphics on a page. Adobe SiteMill lets you create pages without typing any codes. You can format text by choosing formats from menus, and you can import, resize, and reposition graphics on the page simply by dragging them.

If you want to, you can enter custom HTML code into Adobe SiteMill when, for example, you want to add a feature or special effect not directly supported by this version of Adobe SiteMill, such as flashing text or a table.

### UNDERSTANDING WEB PAGE DESIGN ISSUES

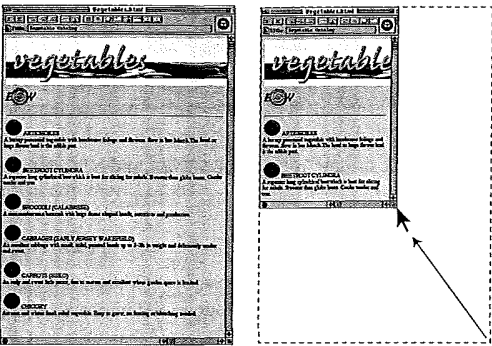
Your options for page design are much different for a Web page than for the printed page. If you're new to designing Web pages, you'll need to get to know the capabilities of HTML. Even though you do not have to enter HTML code to create a Web page, the capabilities of HTML determine what you are able to present on a Web page. A technical note containing the HTML tags Adobe SiteMill supports is available on the Adobe Systems Web site at <http://www.adobe.com/Support/>, or through the Adobe FaxYI service at 206-628-5737.

Depending on the kind of pages you want to design, HTML may expand or limit your design options. The following is an overview of the differences between designing for the printed page and for a World Wide Web page.

#### Layout considerations

HTML is primarily a set of tags for a sequence of text and graphics, with hypertext links. It was not designed as a full page-description language. An HTML page is essentially one column of continuous text with graphics that flow along with the text, as if they were text characters themselves. This text-stream model limits control over page layout. For example, in HTML version 2.0, you cannot set up layouts that use multiple columns, layered text and graphics, or rotated text.

You cannot control the size of the page and the width of the text column, because the page proportions and line breaks can vary depending on the size of the monitor or window in which the page is viewed, and with the size of the font the reader chooses in a Web browser. However, as a rough guideline, you might design for the line length produced by a Web browser using a default font on a 640x480-pixel screen.



Resizing a browser window changes line endings

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

### Typographical considerations

You cannot set type specifications that affect typographical density using HTML, because line breaks, letter spacing, and word spacing are completely determined by the size of the window and the font settings in a Web browser. In addition, the following type characteristics are either completely controlled or not supported by World Wide Web browsers and cannot be specified from within Adobe SiteMill or imported from other applications:

- Font, type size, and leading
- Font width
- Tracking
- Strikethru, outline, shadow, reverse, superscript, and subscript type styles
- Tab positions
- Spacing before or after a paragraph

If you want to preserve the typography in a short passage of text, such as a company logo, create the text in an image-processing program and import it as an image. However, text saved as an image takes much longer to download than plain text. For more information, see “Adding images” on page 52.

### Structuring a page around HTML formats

Although the constraints of HTML may seem to be limitations from the point of view of a printed-page designer, they are intended as advantages for online delivery. The goal of HTML is to make Web pages readable on a wide variety of computer systems and monitor sizes. The HTML approach to this goal specifies the informational structure of a page separately from its appearance. The page author creates the structure, and the reader specifies the appearance.

HTML structures information using named *formats*. You apply formats based on the function of a particular piece of text, such as a heading, a regular paragraph, or a list. HTML formats are similar to the named styles in many word-processing programs in that the author can change the appearance of text by applying them. However, the appearance of a format might also be changed by a person reading a Web page with a browser, something a reader of a printed page cannot do. The formats in HTML are built so that the functional organization of the page is preserved even if a reader changes the appearance of a format.

For more information, see “Applying paragraph formats” on page 43.

### Preserving a graphical layout on the Web

If preserving a sophisticated graphic identity or page layout is important, consider creating some of your Web pages as Adobe Acrobat® Portable Document Format (PDF) files. PDF files preserve the layout and typographical characteristics that are not preserved by HTML, and can include hypertext links between pages and to the World Wide Web.

Adobe SiteMill lets you include PDF files in your Web site and manage links from HTML files to them. If you include PDF files, you should provide a link to the free Adobe Acrobat Reader application, required to view PDF files. Acrobat Reader can be configured as a *helper application* for browsers, interpreting the PDF format for browsers that do not support it directly. Acrobat Reader runs on Macintosh, Windows®, MS-DOS®, and some UNIX® systems. For more information about PDF files and Adobe Acrobat, see the Adobe Web site at <http://www.adobe.com>.

### WEB LINKS

Links are one of the most significant differences between printed pages and Web pages. Web pages can contain hypertext links to other Web pages or to other parts of the same page. When you click a link, the Web browser takes you to the page set as a destination for the link. Links appear as specially marked text or images on the page. In Adobe SiteMill, creating a link can be as simple as dragging the icon of a page onto selected text or an image. For more information, see Chapter 4, “Creating Links”.

When you design a Web site, links allow you to create nonsequential arrangements of pages. Instead of having one page follow another as in a printed book, several links may be sprinkled throughout each page, with each link leading directly to another page containing links to even more pages. You can link pages into the most appropriate structure for the information you are conveying.

Links can lead to other pages within your site or to pages on any other Web server in the world, giving your readers access to additional information related to the content you are presenting. A diagram of the complex link structures that exist on the World Wide Web today would in fact resemble a net or web across the world.

## BUILDING A WEB SITE

As with any publishing project, planning is important and can save you much time and trouble later. A Web site is structured very differently from printed books and periodicals, and is dependent on both local and network hardware and software. Use the following process overview to help anticipate questions that may come up as you build your site.

### Set up access to a Web server

Adobe SiteMill can create, edit, and manage Web pages, but it cannot upload them to the server or directly publish the pages on the World Wide Web. Therefore, you should begin by knowing where your Web server is, and how you will be expected to deliver the files to it for publishing. If you want to use image maps, you must know what kind of server will deliver your pages before you begin designing.

A *Web server* is a computer equipped with software that can broadcast Web pages over the Internet, making the pages available to anyone who connects to the Web server's address. You may have access to a Web server in any of the following ways:

- Your own computer can be a Web server if it has the proper software and a direct IP connection to the Internet, but running a Web server involves a great deal of technical and administrative overhead. Most individuals and small companies avoid this labor-intensive option and look for someone else to provide Web access to them.
- You can arrange for an Internet Service Provider (ISP) to publish your Web pages for you. An ISP maintains their own server, charging a fee to publish your Web pages. They can also provide other kinds of Internet access such as e-mail and Usenet newsgroups.
- You may work for a company with its own direct Internet connection. Some companies allow employees to publish personal Web pages, but many limit personal Web pages to be visible only within the company. Contact your company's Web-server administrator, or *Webmaster*, for more information.
- You can set up a Macintosh to publish HTML pages over a local area network by giving network users access to the HTML files through the Sharing Setup control panel. This method does not use the World Wide Web. A reader mounts the host Macintosh on their desktop and uses a Web browser to open the home page file stored there, rather than connecting to an Internet URL. For example, you can use this method to publish internal

company materials as a site even if you don't have access to the World Wide Web. The disadvantage is that pages published in this way are not visible over the World Wide Web, and features that depend on a true Web server, such as forms and image maps, won't work.

A Web server can be on any platform, such as Macintosh, UNIX, or Windows. The server platform and location will determine how you will be able to transfer your pages to it. For more information, see "Uploading your site to the Web server" on page 113.

If you are not operating the Web server yourself, talk with the Webmaster to determine how the files are to be delivered to the server. For image maps, you will need to ask what kind of server it is and how to set up image maps and forms on the server. Once you know this, you can begin creating pages with Adobe SiteMill.

### Sketch the page layouts and site links

Before you begin producing Web pages, you should have a basic idea of how your pages will look and how they will link together.

For each page, draw a rough sketch, setting up areas for text and images. Decide where you will place links and what elements you'll provide for navigating among the pages.

For the site as a whole, sketch out the relationships between the pages with a diagram showing how pages link to each other and to pages outside your site. It is also a good idea to come up with a logical structure for the names of the files making up your site.

### Organize files and folders on your computer

For a Web site to display properly over the World Wide Web, all page files and all of the images used on the pages must be present on the Web server. Therefore, you should ensure that when you upload your site from your computer to the Web server, all the site files transfer together. You can keep this process simple by setting up the folders you'll use to store your pages and images before you begin creating pages.

Start by creating a folder on your computer that will hold your entire Web site. This is known as the site's local *root folder*. Create and organize folders that reflect the hierarchy you set up when you sketched out the site plan. As you create the new folders, keep them all inside the root folder.

Set up the default folder for images. When you import PICT images into Adobe SiteMill, they are automatically converted into GIF images, and the GIF versions are stored by default in a folder you set up from Adobe SiteMill. For more information about setting up the default images folder, see “Converting a PICT file to a GIF file” on page 53.

### Lay out your pages

Create pages in Adobe SiteMill’s Page window, following the layout sketches you made. For more information, see Chapter 3, “Adding Text and Images”.

### Add links

Following the plan you sketched, add links between pages, and then test the links in Preview mode. For more information, see Chapter 4, “Creating Links”.

The Preview mode in Adobe SiteMill can test links between the pages within your site, but not to external links (such as a site on another server). To test external links, you must load the page in a browser connected to the World Wide Web.

### Test links within your Web site

Before you upload pages to the Web server, make sure there aren’t any broken links among your pages. Adobe SiteMill can find and correct broken links within a site quickly and automatically. For more information, see “Maintaining your Web site” on page 103.

### Upload your pages to the file server

When you have completed and tested your Web pages, upload them to the Web server. The way you upload them depends on the type of server you are using and your connection to it. For more information, see “Uploading your site to the Web server” on page 113.

Test the pages by connecting to them from the Web server. If everything works, your pages are now available to anyone in the world with a connected Web browser!

### Maintain your Web site

Most Web sites need periodic maintenance. For example, you may need to rearrange the structure of your site as it grows, make corrections to information on the pages, or add, delete, or rename files. When you want to update your site, use Adobe SiteMill to make the changes to the copy of the site stored on your local computer. Using Adobe SiteMill to update your site ensures that all links within your site are maintained as you make changes.

When you are finished updating your Web site, upload it to the Web server, replacing the old version of the site. For more information on making changes to your site, see “Maintaining your Web site” on page 103.

### CREATING, SAVING, AND OPENING PAGES

When you start Adobe SiteMill, you can work with individual Web pages or with an entire site. For more information on working with an entire site, see “Maintaining your Web site” on page 103.

#### Creating a new page

Choose File > New Page to create a blank page that is ready for you to add text and images.

#### Saving a page

Choose File > Save to save a page. Remember to save your work often.

To save an existing page with a new name, choose File > Save As.

*Note: If the Web server publishing your files is not a Macintosh, do not use spaces in your filenames, and use only the characters A to Z, a to z, 0 to 9, and \_ (underscore).*

#### Opening an existing page

Choose File > Open to open an existing Web page on any volume mounted on your computer. Adobe SiteMill interprets all HTML tags that it understands. If Adobe SiteMill reads a tag that it cannot understand, it displays that HTML code as red text on the page.

Adobe SiteMill may work with some HTML tags differently than other authoring applications. If you open a page that was not originally created with Adobe SiteMill, save any changes you make as a new document and proof it before you save over the original pages.

You cannot open a page directly over the World Wide Web. If you want to open a page from the Web, use a Web browser or a file-transfer utility to download the source HTML code to your computer, and then open the downloaded file in Adobe SiteMill.

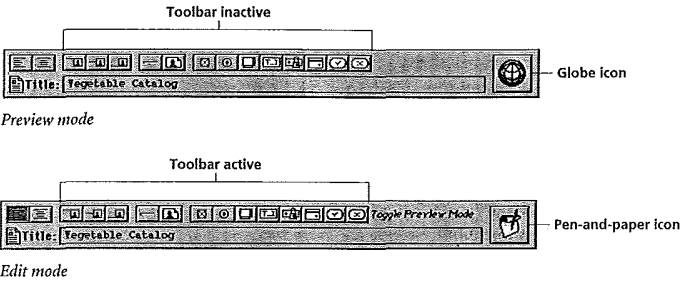
**VIEWING A PAGE**

You can view a page in Preview mode or Edit mode.

*Preview mode* is the default view when you open an existing page. In Preview mode, you view an approximation of a page as it appears in a graphical Web browser. You can also test hyper-text links to other pages within a site. You cannot alter a Web page in Preview mode. A globe icon in the upper-right corner of a page indicates Preview mode.

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

*Edit mode* is the default view when you create a new page. In Edit mode, you can create and edit Web pages. The tool bar at the top of the window is active in Edit mode. A pen-and-paper icon in the upper-right corner of a page indicates Edit mode.



You can switch between Preview and Edit mode at any time.

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

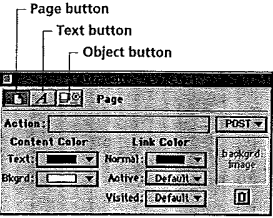
Click the icon in the upper-right corner of the page.

**USING THE ATTRIBUTES INSPECTOR**

The Attributes Inspector is a floating palette that provides information on the current page or on selected text or an image. It contains three panels which provide controls and options for various objects:

- The Page panel provides options for the current page.
- The Text panel provides options for selected text, and the URL for linked text or a linked image.
- The Object panel provides options for selected images or form items.

To change the displayed panel, click on the Page, Text, or Object button.



Text and Object panels are unavailable when no text, image, or form item is selected. The entire Attributes Inspector is inactive when the page is in Preview mode.

**To display the Attributes Inspector:**

Choose Windows > Show Attributes Inspector.

**To enter text in a text box:**

Click in the text box, type the text, and then press Return.

## CHAPTER 3: ADDING TEXT AND IMAGES



Text and images are the most basic parts of a Web page, forming the foundation for the links you will add later. This chapter describes adding text and graphics to a Web page using the set of tools built into Adobe SiteMill.

### ADDING TEXT

You can edit text the same way you would in a word processor. In fact, the structure of a Web page is similar to that of a one-column document in a word processor. When the page is empty, you must begin typing from the top of the page. If text exists on the page, you must type within or at the end of the existing text.

You can add text to a Web page in any of three ways:

- Type text directly on the page.
- Copy or cut the text from another application, and then paste it into the page in Adobe SiteMill.
- Drag the text from another application, and then drop it into the page in Adobe SiteMill.

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

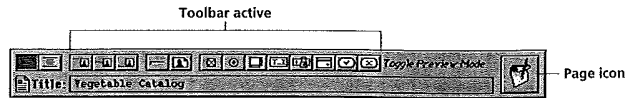
When you import text from another application, most character or paragraph formatting is not preserved. If you paste RTF-format text, bold and italic type styles will be preserved; otherwise the text imports as plain characters. Some special characters, such as most ligatures and the <sup>™</sup> (trademark) symbol, will not be preserved. For more information, see “Using special characters” on page 52.



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

#### To type text directly on a page:

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



- 2 Click on the page where you want to type text.

If there is no text where you click, the insertion point appears at the end of the existing text.

- 3 Type the text.

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

- 1 In another application, select the text and choose Edit > Copy.
- 2 Switch to a page in Adobe SiteMill.
- 3 If the page is not in Edit mode, click the globe icon in the upper-right corner of the page window.
- 4 Click on the page where you want to import the text.
- 5 Choose Edit > Paste.

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

- 1 Set up page windows in Adobe SiteMill and an application that supports Macintosh Drag Manager so that both are visible.
- 2 Make sure the page window in Adobe SiteMill is in Edit mode.
- 3 In the other application, select the text.
- 4 Drag the text from the other application into the page window in Adobe SiteMill, and then position it on the page.
- 5 Release the mouse button.

#### To delete text or an image:

- 1 Select text or an image.
- 2 Choose Edit > Clear, or press the Delete key.

### APPLYING PARAGRAPH FORMATS

Formats provide the primary organizing structure for most HTML pages. You apply different formats to parts of a page that serve different functions, such as headings, paragraphs of body text, and lists. Applying a format changes an entire paragraph. If you want to change the appearance of individual words or characters, apply character styles instead. For more information, see "Applying character styles" on page 49.

**Note:** When it saves a page as HTML, Adobe SiteMill uses the <BR > tag to end a paragraph. This allows you to control spacing between paragraphs for Netscape Navigator by inserting additional carriage returns. However, other browsers collapse multiple carriage returns. To specify paragraph spacing across most graphical browsers, insert a transparent GIF file between paragraphs.

#### Paragraph format

The Paragraph format is a plain format appropriate for body text. You can also apply the Paragraph format to remove other paragraph formatting.

To apply the Paragraph format, click in a paragraph, and then choose Format > Paragraph.

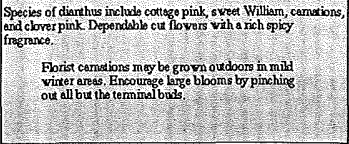
**Note:** Applying Paragraph format will not remove applied character styles. You must remove character styles separately. For more information, see "Applying character styles" on page 49.

#### Indent formats

The Indent Left format removes space from the margins on both sides of the text. The Indent Right format adds space to the margins. The actual amount of the indent depends on the browser used to view the page. Some browsers may not indent at all.

To increase the indent amount, click in a paragraph, and then choose Format > Indent Right.

To decrease the indent amount, click in a paragraph, and then choose Format > Indent Left.



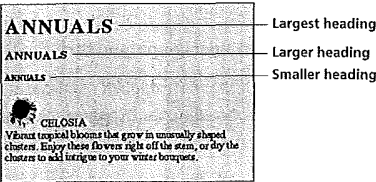
Bottom paragraph indented right.

Heading formats

Use headings to organize text on a page. Adobe SiteMill supports the six levels of headings available in HTML 2.0. Heading sizes are relative, because the actual display size depends on the browser used to view the page. In general, use the largest size as the main heading on the page and use the other sizes for subheadings.

To format a paragraph as a heading:

- 1 Click in a paragraph.
- 2 Choose Format > Heading, and then choose a heading size.



Preformatted format

The Preformatted format applies a *monospaced*, or fixed-width, font to selected paragraphs. This preserves the original appearance of text when its formatting, such as column alignment and line breaks, only works when each character takes up the same space on a line. Tables from some spreadsheet applications, such as a financial report from an older mainframe computer, may not align properly with the Paragraph format, because most browsers display the Paragraph format using more typographically sophisticated fonts where each letter has a unique width.

*Note: When you apply other formats, browsers collapse multiple spaces and Return characters into a single space. The Preformatted format retains all of the original spaces and line breaks. Browsers typically display Preformatted format in a monospace font such as Courier.*

To apply the Preformatted format:

Click in a paragraph, and then choose Format > Preformatted.

| Item                               | Part number | Price   |
|------------------------------------|-------------|---------|
| Moss Planting Tray                 | EW0029-3159 | \$32.00 |
| Wire Pedestal Cachepot             | EW5525-4268 | 8.00    |
| Galvanized Florist Bucket set of 3 | EW9343-4203 | 73.00   |
| Spring Seedling Basket             | EW6729-0648 | 44.00   |
| Waterproof Boots                   | EW8355-7893 | 39.00   |
| Nylon Vented Sun Hat               | EW8783-0567 | 22.00   |

Paragraph format applied to monospaced tabular material.

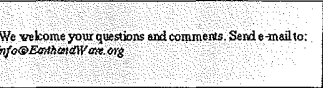
Preformatted format applied to table.

Address format

The Address format is useful for formatting the e-mail or postal address or the telephone number of the Web page author. In Adobe SiteMill, the address appears in italics. The actual appearance depends on the browser.

To apply the Address format:

Click in a paragraph, and then choose Format > Address.



The List formats manage different kinds of lists. Some List formats can number or bullet listed items automatically. The actual appearance of a list depends on the browser. Five kinds of list formats are available:

- 
- BULBS**
- Emoria
  - Lily
  - Tulip
- Bulleted list*
- BULBS**
1. Emoria
  2. Lily
  3. Tulip
- Menu list*
- BULBS**
1. Emoria
  2. Lily
  3. Tulip
- Numbered list*
- ANNUALS**
- Lobelia
- A charming accent plant for hanging baskets. Ornamental, trailing stems, laden with flowers, cascade over the edge.
- Term  
Definition
- Term and Definition formats*

- 1 Click in a paragraph.
- 2 Choose Format > List, and then choose Bullet, Directory, Menu, or Numbered.

- 1 Make sure terms and definitions alternate and are separated by carriage returns.
- 2 Click in a term.
- 3 Choose Format > List, and then choose Term.
- 4 Click in the definition associated with the term you just formatted.
- 5 Choose Format > List, and then choose Definition.

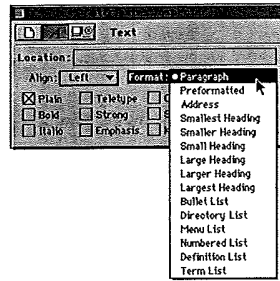
You can create a list containing more than one level, such as an outline. You simply combine a list format with indents. Adobe SiteMill automatically applies a different bullet or numbering style to each level of a nested list.

- 1 In an existing list, click in the paragraph that you want to nest.
- 2 Make sure the list format you want is applied to the paragraph.
- 3 Choose **Format > Indent Right**.

The Attributes Inspector is a floating palette that lets you apply many options without going to the menus. Paragraph and list formats are also available from the Attributes Inspector.

- 1 Click in a paragraph.
- 2 In the Attributes Inspector, click the Text button.

- 3 Choose a paragraph or list format from the Format pop-up menu.

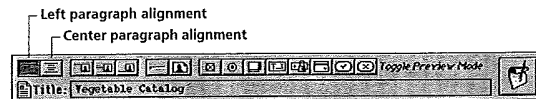


### Changing paragraph alignment

Adobe SiteMill provides left and centered paragraph alignment. You can change paragraph alignment from the button bar or from the Attributes Inspector.

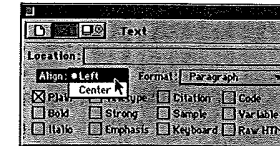
#### To change paragraph alignment using the button bar:

- 1 Click in a paragraph.
- 2 Click the Left Align or Center Align button on the button bar.



#### To change paragraph alignment using the Attributes Inspector:

- 1 Click in a paragraph.
- 2 In the Attributes Inspector, click the Text button.
- 3 Choose a paragraph alignment from the Align pop-up menu.



### APPLYING CHARACTER STYLES

Character styles provide ways to distinguish individual characters or words on a page. Applying a format changes only the selected characters. If you want to change the characteristics of entire paragraphs, apply paragraph formats instead. For more information, see “Applying paragraph formats” on page 43.

There are two kinds of character styles: physical styles and logical styles:

- A *physical* style changes the appearance of selected text in a specific way. Apply a physical style when you want the character formatting to be consistent across browsers. For example, applying the physical style *Italic* makes the selected text appear in italics in most browsers.
- A *logical* style labels the selected text, and the appearance of the text depends on the way a particular browser interprets the label. Apply a logical style when the function of the selected text is more important than its specific appearance, or when you want a reader to be able to control the appearance of character styles. For example, applying the logical style *Emphasis* lets a browser use its own definition of *Emphasis*, which could mean italics, an underline, or bold text.

Four physical character styles are available:

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

Six logical character styles are available:

- Emphasis calls attention to the selected text. Many browsers display emphasis with italics.
- Strong is intended as a more intense emphasis, often displayed with bold text.

All the best for vibrant homes and gardens.

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

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

- Sample is useful for representing computer status messages. Most browsers display Sample style with a monospaced font.

The message Postscript error: limitcheck. Offending command: fill may indicate a ps too complex to print.

- Keyboard is useful for representing text to enter into a computer. Most browsers display Keyboard style with a monospaced font.

Type 1r for line feed.

- Code is useful for representing lines of computer code. Most browsers display Code style with a monospaced font.

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

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

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

- Raw HTML is useful for entering tags that are specific to a particular browser or server software, or for HTML tags that Adobe SiteMill does not support in this version. You can apply the Raw HTML style to tags that Adobe SiteMill does understand, such as <HR> or <BR>, but if you do this, the next time you load the page these tags will not appear as raw HTML—Adobe SiteMill will interpret the tags instead. No error checks are performed on text marked as Raw HTML, so enter tags carefully.

<FONT size=+1> Airfares from Vancouver to Toronto :</FONT>

Some character styles, such as Sample, Keyboard, Code, and Variable, may seem unusually technical. This is because the World Wide Web and the HTML language were initially developed for distributing documentation and reports throughout the scientific and technical community, so many of its original functions were designed to serve that audience.

**To apply a character style:**

- 1 Select a range of text.
- 2 Choose a style from the Style menu.

**To apply a character style using the Attributes Inspector:**

- 1 Select a range of text.
- 2 In the Attributes Inspector, click the Text button.

- 3 Click to select the styles you want to apply. To remove all other styles, select Plain.



### USING SPECIAL CHARACTERS

You can type special characters (also known as extended characters) the same way you would in any other Macintosh application, by using the Option key in combination with other keys or by copying and pasting special characters from the Key Caps application that came with your Macintosh. Adobe SiteMill automatically converts special characters into the ISO Latin-1 encoding supported by HTML 2.0. For more information on entering special characters or using the Key Caps application, see the documentation that came with your Macintosh. For more information about characters available in the ISO Latin-1 character set, see Appendix B, "Resource Guide".

Some special characters cannot be represented in the ISO Latin-1 character set. For example, the © (copyright) and ® (registered trademark) characters are available, but the ™ (trademark) symbol is not. If you try to enter a special character that HTML does not support, Adobe SiteMill will automatically filter it out whether you type it directly on the page or paste or drag it in from another application. Adobe SiteMill does not otherwise notify you when a character is not supported.

### ADDING IMAGES

Your Web page can include images. An image must be part of the column of text that makes up a Web page, and it will flow with the text as you add and delete text.

An image on a Web page can be:

- A static picture that provides visual information.
- A link to another resource.
- An image map with multiple links to other resources.
- A Submit button on a form.

Images take much longer to download than text, so if you expect your readers to view your page over a regular telephone line, minimize the number of large or unnecessary images on your pages. If you have many images to display, you can create a page of *thumbnails*, or small versions of each image, and link each thumbnail to a full-size version. A page of thumbnails downloads much faster than a page of full-size images, and the reader can still see the full-size version of any image by clicking its thumbnail.

This chapter covers using an image as a static, unlinked picture. For information about using images as links, see "Creating a link" on page 70, "Creating an image map" on page 80, and "Using an image as a Submit button" on page 101.

### Image formats you can import into Adobe SiteMill

Web browsers display images saved in Graphics Interchange Format (GIF). Many Web browsers can also display images in Joint Photographic Experts Group (JPEG) format. With Adobe SiteMill, you can import GIF, JPEG, and Macintosh Picture (PICT) files directly. Adobe SiteMill automatically converts a copy of a PICT file into GIF file.

GIF can display up to 8 bits of color and is generally useful for non-photographic images with a fairly narrow range of color, such as a company logo. JPEG is appropriate for images containing a wide range of color, such as a 24-bit photograph.

*Note: If you want to import many images that are not in GIF, JPEG, or PICT format, you can use the Adobe ScreenReady application (available separately) to convert them as a batch into PICT graphics that Adobe SiteMill can import and convert directly. This works especially well with EPS files.*

### Converting a PICT file to a GIF file

When Adobe SiteMill imports a PICT file, it converts a copy of the PICT into a GIF file, leaving the original intact. Some PICT files may not convert well to a GIF file. If you don't like the way Adobe SiteMill converts a PICT file to a GIF file, try using another program, such as Adobe Photoshop®, to convert the PICT file to a GIF or JPEG file before importing.

The GIF version of the PICT file is stored in a folder called SiteMill Images that you set up using the Preferences command, ideally before you import any images. Copies are saved as *Imagen.gif* (Image1.gif, Image2.gif, etc.). The Web page links to the GIF copy, not the PICT

original. Setting up the SiteMill Images folder properly ensures that all converted and linked images will be in one place. For these reasons, the SiteMill Images folder should be inside the local root folder of your Web site.

To set up the default folder for images:

- 1 In Adobe SiteMill, choose Edit > Preferences.
- 2 Click the Default Folder for Images folder icon.
- 3 Locate and open a folder inside the local root folder for the site.
- 4 Click In Here.

### Importing an image

Adobe SiteMill offers several ways for you to add images to your Web page. You can choose from the following methods:

- Drag and drop an image from the Finder, another application, another page, the Site window, or the Pasteboard. You can drag and drop images from Adobe Photoshop 3.0.4 or later directly into Adobe SiteMill.

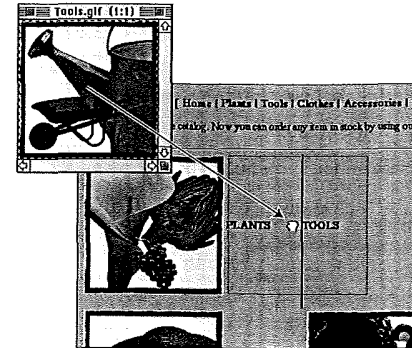
*Note: Drag-and-drop operations between applications require System 7 Pro or later, and the other application must support Macintosh Drag Manager.*

- Copy and paste an image from another page or another application.
- Use the Insert Image button on the button bar in the Page window.
- Drag an image icon from an Image window.

To import an image from another application by dragging and dropping:

- 1 Set up a page window in Adobe SiteMill and a window in another application so that both are visible.
- 2 Make sure the page window in Adobe SiteMill is in Edit mode.
- 3 In the other application, select the image.

- 4 Drag the image from the other application into the page window in Adobe SiteMill, and then position it on the page.



- 5 Release the mouse button.

*Note: When dragging a multilayered image file from Adobe Photoshop 3.0.4, only the active layer is dragged. If you want to import all layers, flatten the layers first.*

To drag an image to and from pages, the Site window, or the Pasteboard in Adobe SiteMill:

- 1 Make sure both windows are visible and that any page windows are in Edit mode.
- 2 If the Pasteboard is not visible, choose Window > Show Pasteboard.
- 3 Drag the image from its original window, and then position it in the window where you want to add it.
- 4 Release the mouse button.

To import an image by cutting and pasting:

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

*Note: If you are using Adobe Illustrator 3.x or later, you must convert Illustrator paths into a PICT image by pressing ⌘+Option+C instead of choosing Edit > Copy.*

- 2 Switch to a page in Adobe SiteMill.

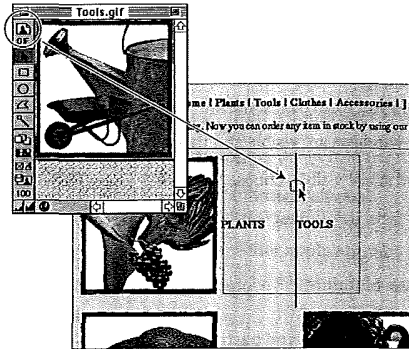
- 3 If the page is not in Edit mode, click the globe icon in the upper-right corner of the page window.
- 4 Click on the page where you want to import the image.
- 5 Choose Edit > Paste.

#### To import an image using the Insert Image button:

- 1 Make sure the page is in Edit mode.
- 2 Click the Insert Image button in the button bar.
- 3 Locate the image you want to add, and then click Open.

#### To import an image visible in an Image or Site window:

- 1 Make sure both windows are visible and that the page window is in Edit mode.
- 2 Drag the image icon from an Image window, and drop it on the page where you want to add it.

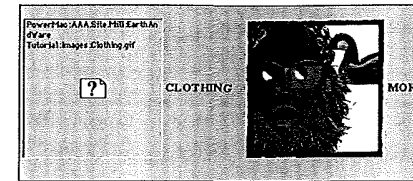


**Note:** You can use an image from a page in Netscape Navigator by saving it to your hard disk or copying it to the Clipboard and then importing it into your Adobe SiteMill page. Be sure you have the rights to use the graphics. For more information about saving graphics in Netscape Navigator, see the Netscape Navigator documentation.

#### FINDING A MISSING IMAGE

If you preview a page and you see an icon with a question mark where an image should be, the image cannot be found on disk. The missing-image icon also displays the path of the image it is looking for. For example, this situation can occur if you deleted or moved an image on your computer.

If you want to correct all missing images in the Web site at once, load the site and correct errors in the Errors window. For more information, see “Loading a site for maintenance” on page 104, and “Correcting link errors” on page 111.



Missing-image icon

#### To find a missing image:

- 1 Double-click the missing-image icon.
- 2 Locate the image, and then click OK.

#### MAKING PART OF AN IMAGE TRANSPARENT

If an image is a GIF file, you can make parts of it transparent. With GIF files, you create transparency by selecting one color in the image and making it transparent. This technique is frequently used to make the image background transparent. If you use a single image file more than once in your site, all instances of the image use the same transparency settings as the original image file.

A GIF file does not lose color information when you make an image transparent, so you can change the transparency setting again at any time. For example, if you made the red areas of an image transparent and later decide to make the green areas transparent instead, the original red color information reappears when you change the transparency setting.

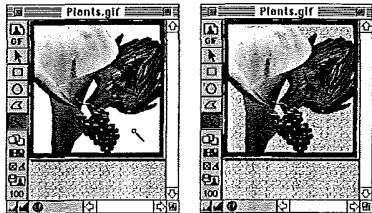
### Preparing an image for transparency

Before you import the image into Adobe SiteMill, prepare the image in another program by applying one specific color to all the areas you want to be transparent. The transparency color you choose must not be used in the parts of the image that you want visible.

You can specify only one transparency color per image. For example, if you use slightly different shades of green to mark transparency, you will only be able to make one of those shades of green transparent, and the other shades will remain opaque and green. For this reason, you may not want to antialias the outside edges of a GIF image to a white background, because the antialiased edge will contain variations on the background color which will not be transparent, creating an unwanted halo against the page color or the background pattern.

#### To make part of an image transparent:

- 1 On a page in Adobe SiteMill, double-click an image to open it in an Image window.
- 2 Select the transparency tool and click the image on the background color.



Original background

Transparency applied

- 3 Choose File > Save.
- 4 Close the Image window.

#### To change a transparent area back into an opaque area:

- 1 On a page in Adobe SiteMill, double-click an image to open it in the Image window.
- 2 Select the transparency tool and click on the transparent area.

### ADDING A TEXT LABEL TO AN IMAGE

You can attach a text label to an image. In a Web browser, the text label appears in place of the image as an alternate way to identify it when image display is turned off or when a browser does not support graphics.

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

- 1 Select the image.
- 2 In the Attributes Inspector, click the Image button.

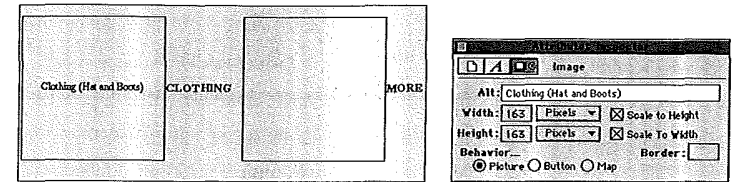


Image label

- 3 In the Alt text box, type a label and then press Return.

### CHANGING THE SIZE OF AN IMAGE

You can set an image to a size other than its original dimensions. An image can be resized visually or by specifying values by pixel dimensions or by a percentage of the height or width of the browser window size. You can maintain the horizontal or vertical proportions of the image as you resize it.

Resizing an image in Adobe SiteMill always overrides the default image size, even after you change the image dimensions in another application. For example:

- If you resize an image in the image-editing application but not in Adobe SiteMill, the updated image appears at the new dimensions saved from the image-editing application.
- If you resize an image in Adobe SiteMill before resizing it in the image-editing application, the updated image will appear at the same dimensions as before. Adobe SiteMill will stretch the image to fit the size you specified on the page.

If you want to be able to quickly update the size of an image that appears on many pages, do not resize it in Adobe SiteMill. This way, resizing the original image in an image-editing application updates all instances of the image at once.

*Note: You cannot make images download faster by reducing their size in Adobe SiteMill because the application does not resample images you resize. To make images download faster you must resample them in an image-editing application such as Adobe Photoshop before importing them into Adobe SiteMill.*

#### To change the size of an image visually:

- 1 Select the image.
- 2 Drag one of the handles on the edge of the image:
  - The handle on the right edge resizes the horizontal dimension only.
  - The handle on the bottom edge resizes the vertical dimension only.
  - The handle on the bottom-right corner resizes both dimensions freely.
  - To constrain the original image proportions, press and hold Shift as you drag the bottom-right corner handle.



Original size

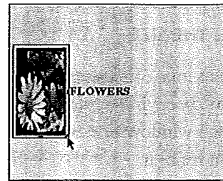
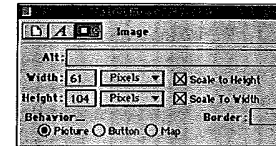


Image resized

#### To resize an image numerically:

- 1 Select the image.
- 2 In the Attributes Inspector, click the Image button.
- 3 In the Width or Height option, choose a unit of measure from the pop-up menu:
  - Pixels measures dimensions in screen pixels on the page.
  - Percentage is related to the window size. 100% width or height equals the width or height of the window. The image will automatically resize in proportion to the size of the browser window displaying it. For example, this is useful when you want a banner image to always span the full width of a browser window.
- 4 Type new dimensions as follows:
  - To enter a vertical dimension and maintain the original proportions, click to select Scale to Width, and then type a dimension in the Height option.
  - To enter a horizontal dimension and maintain the original proportions, click to select Scale to Height, and then type a dimension in the Width option.
  - To resize the image freely, do not select Scale to Height or Scale to Width, and then type dimensions into the Width and Height options.
  - To resize the image to its original size, click to select Scale to Height and Scale to Width.



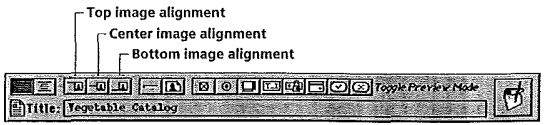
- 5 Press Return.

#### ALIGNING AN IMAGE WITH TEXT

If you position an image within a line of text and the image is taller than the text, the image will increase the line spacing in that line of text. You can align the top, center, or bottom of the image with the text.

**To align an image with text:**

- 1 Select the image.
- 2 Click the Top, Center, or Bottom Alignment button near the left side of the button bar.



*Note: HTML does not support text wrap.*

**ADDING A BORDER TO AN IMAGE**

You can add a border to an image. A border always appears around the rectangular edge of the image, regardless of the shapes in the image. A border is always the same color as the unlinked text on the page. For more information about the text color, see “Changing text, page background, and link colors” on page 64.

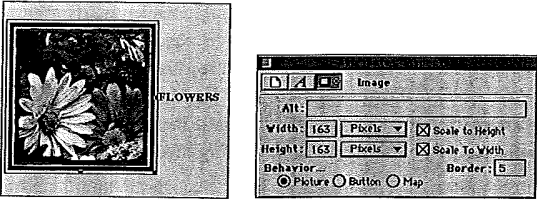
In many browsers, linked images and image maps are marked with a two-pixel border. This convention can affect how you use borders with linked and unlinked images:

- If you add a border to an unlinked image and you do not want it to be visually mistaken for a linked image, you may want to specify a border width other than 2.
- If you remove a border from a linked image or image map, design the image so that a reader can tell that it is clickable and linked.

**To add or remove an image border:**

- 1 Select the image.
- 2 In the Attributes Inspector, click the Image button.
- 3 Type a number into the Border option, or type 0 to remove an existing border.

**4 Press Return.**



*Border value 5 applied*

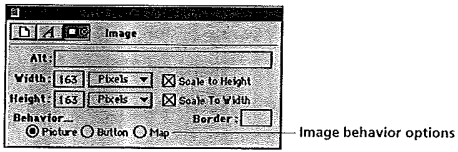
**MAKING AN IMAGE STATIC OR INTERACTIVE**

You can change the behavior of an image so that it acts as a picture, a Submit button on a form, or an image map. If you set an image to be a form button or an image map, additional setup is necessary. For more information, see “Using an image as a Submit button” on page 101, or “Creating an image map” on page 80.

If you just want to link an image to a URL, do not use this procedure. Instead, see “Linking to existing text or an image” on page 71.

**To change image behavior:**

- 1 Select the image.
- 2 In the Attributes Inspector, click the Image button.
- 3 Click Picture, Button, or Map.



### CREATING AN INTERLACED IMAGE

If your image is a GIF file, you can save it so it downloads in layers producing a venetian-blind effect, rather than downloading each line in sequence. At first, the image looks coarse; as each layer is added, it becomes sharper until it reaches its full resolution. This can provide an interesting effect and prevent having undesirable empty areas of a page while the reader waits for a large image to download. Web browsers that do not support interlacing can still display interlaced GIFs, but without the interlacing effect.

You cannot preview the interlaced effect in Adobe SiteMill. To see the interlaced effect, you must load the page in a Web browser that supports interlaced GIF files.

To create an interlaced image:

1 Double-click an image on a page.



2 In the Image window, click the interlace toggle icon. The icon changes to a striped appearance to indicate interlacing.

3 Choose File > Save.

4 Close the Image window.

### CHANGING TEXT, PAGE BACKGROUND, AND LINK COLORS

You can set the color of all nonlinked text on a page. You can also set the colors for the active, normal, and visited links on the page, and the page background. These color options are visible only on Netscape-compatible browsers.

To set text and link colors:



1 In the Attributes Inspector, click the Page button.

2 Choose Custom from any of the pop-up menus, depending on which characteristic you want to modify:

- Text specifies the color of normal, unlinked text.
- Bkgnd specifies the color of the page background.

- Normal specifies the color of a link that the reader has not yet seen.
- Active specifies the color of a link as the reader clicks it.
- Visited specifies the color of links that the reader has recently seen.

3 In the Apple Color Picker dialog box, set a text color, and then click OK.

### USING AN IMAGE AS A PAGE BACKGROUND

You can use an image as the background pattern for a page. If your page is viewed by a Web browser that supports Netscape backgrounds, the browser will *tile*, or repeat, the pattern behind the text and graphics on the page. You can use any image that Adobe SiteMill can import. For more information, see “Image formats you can import into Adobe SiteMill” on page 53.

A background image can add personality to a page, but it can also detract from the effectiveness of a page if used improperly. When creating a background image you should keep in mind the following:

- Minimize the level of contrast and color saturation in the background image. An intensely colored or visually busy background can make the text on top of it difficult to read.
- Use a small image that downloads quickly to the reader’s computer.

*Note: If you are using System 7.1 you cannot drag an image into Adobe SiteMill. Instead, use the Insert Graphic button to add the image to the page, and then drag it into the Attribute Inspector.*

To add a page background using the Attributes Inspector:

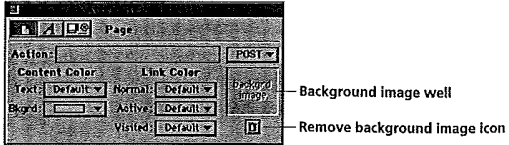


1 In the Attributes Inspector, click the Page button.

2 Drag an image from one of the following sources:

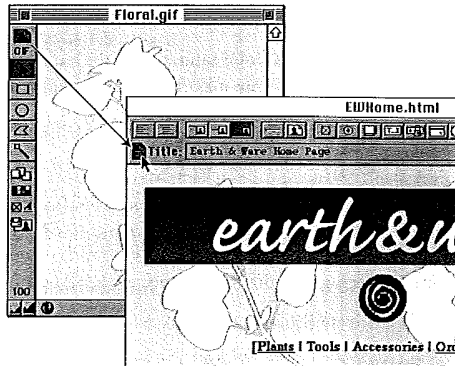
- The Finder (requires System 7 Pro or later)
- Another application (requires System 7 Pro or later)
- An image file icon in the Site window

3 Drop the image into the background-image well on the right side of the Attributes Inspector.



To add a page background from the Image window:

- 1 Double-click an image on a page in Adobe SiteMill.
- 2 Drag the image icon from the Image window.
- 3 Drop the image icon on top of the page icon in a Page window.



To remove a background image:



- 1 In the Attributes Inspector, click the Page button.
- 2 Click the trashcan icon below the background-image well.

## ADDING HORIZONTAL RULES

Horizontal rules are a useful option for dividing your Web page into sections. You can change the size (thickness) and width of a horizontal rule visually or numerically.

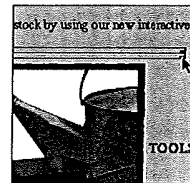
To add a horizontal rule:

- 1 Click where you want to insert the rule.
- 2 Click the Insert Horizontal Rule button on the button bar.



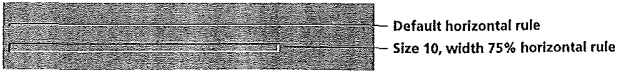
To change the dimensions of a rule visually:

- 1 Select the rule you want to edit.
- 2 Drag one of the handles on the edge of the rule:
  - The handle on the right edge resizes the horizontal dimension only.
  - The handle on the bottom edge resizes the vertical dimension only.
  - The handle on the bottom-right corner resizes both dimensions freely.
  - To resize while keeping the most recent proportions of the rule, press Shift as you drag the bottom-right corner handle.



To change the dimensions of a rule numerically:

- 1 Select the rule you want to edit.
- 2 In the Attributes Inspector, click the Object button.
- 3 Type new values into the rule options as follows:
  - Size specifies the thickness of a rule in pixels.
  - Width specifies the extent of the rule across a page as a percentage of the default page width.



- 4 Press Return.

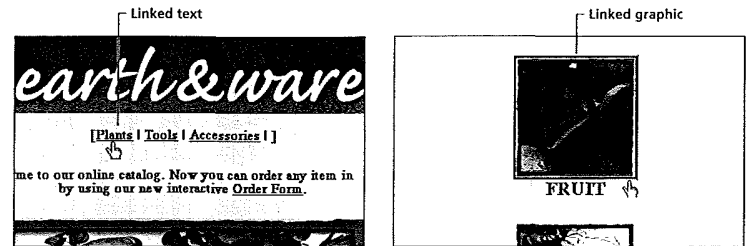
## CHAPTER 4: CREATING LINKS

A link takes you from the current page to another location. The destination can be somewhere else on the same page, on another page within your Web site, or on a page on any other server on the Web. Any text or image on your page can be a link. For more general information about links, see “Web links” on page 33.

You can also set up an image as an image map where different areas of the image behave as active links. For more information, see “Creating an image map” on page 80.

### HOW LINKS APPEAR ON A WEB PAGE

When you create a text link, it appears in Adobe SiteMill as underlined blue text by default. When you link an image, Adobe SiteMill adds a blue border to the image by default. When you're in Preview mode and pass the pointer over a link, the pointer changes to a pointing hand. In a Web browser, after you use a link it usually changes color to let you know you've seen it. However, the actual appearance and pointer behavior for links may vary depending on the settings in the Web browser a person uses to view your page.



You can set the colors for normal, active, and visited links on Netscape-compatible browsers. For more information, see “Changing text, page background, and link colors” on page 64.

## CREATING A LINK

By default, a link to a page leads to the top of a page. If you want to link to a topic somewhere in the middle of a page, create an anchor first, and then link to the anchor. For more information, see “Creating an anchor” on page 77.

### How a link finds its destination

Every link uses a URL, or Uniform Resource Locator, to find the destination of the link. Adobe SiteMill lets you create links among the pages and images within your site by simply dragging page or image icons. You can create links to pages outside your Web site and to other Internet resources by typing a URL directly into Adobe SiteMill. A URL is similar to the directory path to a file used in operating systems such as MS-DOS or UNIX. For example, a Web page could have a URL such as:

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

You will need to know the URL of a page if you want to link to it, it is outside your site, and it is not already listed in the External Resources window for your site.

Some URLs begin with two periods. For example:

`../listformats.html`

The two dots direct the browser to the folder above the folder containing the page with the link.

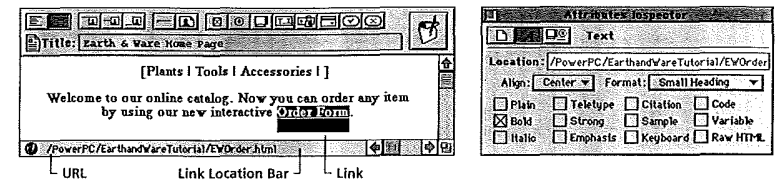
The first URL is an example of an *absolute* URL. An absolute URL will fail if the file it refers to is moved to another directory or server, because the URL will no longer match the names of the directories where the file is located. The second URL, which is much shorter, is an example of a URL that refers to a file *relative* to the where the URL is used. If you move a relative URL to another directory or server the link will still work as long as the file it refers to exists one directory up in the hierarchy. For this reason, if you need to move a site between your computer and the Web server, relative URLs are more likely to work on both machines.

## Viewing a URL

You can quickly see the URL for any linked object in the Page window.

To see the URL for a link while in Edit mode:

- 1 Triple-click the link.
- 2 Look at either of the following locations:
  - The Link Location Bar
  - The Location field in the Attributes Inspector



To see the URL for a link while in Preview mode:

Move the pointer over the link, and look at the Link Location Bar.

## Linking to existing text or an image

You can use any of several methods to create links in Adobe SiteMill:

- Drag a representation of the page, anchor, or image onto text or an image you selected. This turns the selection into a link to that object.
- Type the URL of the link into the Link Location Bar.
- Type the URL of the link into the Attributes Inspector.

Each method uses the same basic actions: You specify the text or graphic that will be the link, and then you specify the page where the reader will go when they click the link.

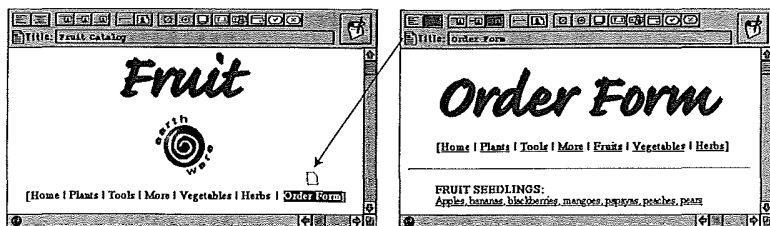
*Note:* If you are linking to a PDF file, use one of the methods where you type in the URL.



**TIP:** If you used the Site > Load Site command to work on your site, all of the files in your site are available for linking from the Site window.

To link to a page by dragging-and-dropping:

- 1 Open the page where you will create the link.
- 2 Open one of the following:
  - The Site window, if you loaded the entire site
  - The page you want to link to
- 3 Select the text or image from which you want to create a link.
- 4 Drag the page icon from the destination page or from the Site window and drop it onto the selected text or image.

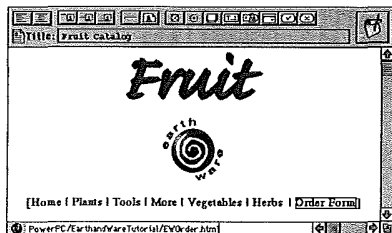


Select text in first window...

then drag page icon from second window to create link.

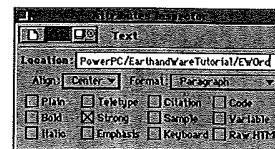
To link to a page, image, or anchor by typing a URL into the Link Location Bar:

- 1 Select the text or image that you want to become a link.
- 2 Click the Link Location Bar at the bottom of the page.
- 3 Type the URL of the page, and press Return.



To link to a page, image, or anchor by typing a URL into the Attributes Inspector:

- 1 Select the text or image that you want to become a link.
- 2 In the Attributes Inspector, click the Text button.
- 3 Click the Location text box and type the URL of the page.
- 4 Press Return.



To test a link:

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

*Note: Adobe SiteMill can only test links to page or image files that are stored either on your computer or on a mounted volume.*

### Linking to resources other than Web pages

A URL does not have to begin with http. You can include other URL types supported by World Wide Web browsers, such as ftp, gopher, and mailto. For example, if you want to let readers of your page send you messages through e-mail, you can use the mailto URL type to link to an e-mail address. If the link already exists on a page, you can simply drag it to another page. Otherwise, you create a link by typing the URL into the Link Location Bar at the bottom of the Page window when text or an image is selected. After you initially create a link to one of these resources, when you load the site for maintenance the link will

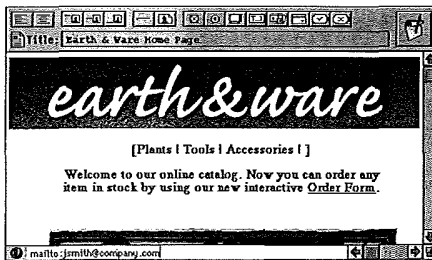
appear as an icon you can drag in the External Resources window, so that you can easily use it again or update it. Adobe SiteMill supports the following URL types:

- **file://** opens a file on a mounted volume
- **http://** opens a World Wide Web page
- **ftp://** connects to a server using the File Transfer Protocol
- **gopher://** connects to a Gopher server
- **telnet://** connects to a server using Telnet
- **news:** connects to a Usenet newsgroup
- **mailto:** sends an electronic mail message
- **snews:** opens a secure newsgroup connection
- **shttp://** opens a secure World Wide Web connection

The specific use of URLs is outside the scope of this guide. For more information on other sources of information about URLs, see Appendix B.

#### To link to a resource other than a Web page:

- 1 Select the text or image that you want to become a link.
- 2 Click the Link Location Bar at the bottom of the page.
- 3 Type the URL of the resource, and press Return.



#### Selecting and moving links

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

##### To select all text connected by the same link:

Triple-click linked text.

##### To copy and paste linked text or a linked image:

- 1 Select linked text or a linked image.
- 2 Choose Edit > Copy.
- 3 Click where you want to add a link.
- 4 Choose Edit > Paste.

##### To drag and drop linked text or a linked image:

- 1 Select linked text or a linked image.
- 2 Drag it to another location on the same page, or to another page.

*Note:* You can drag and drop or paste a URL into the Link Location Bar or the Location option in the Attributes Inspector. If you are dragging an address from another page, you drag the small globe icon for the displayed URL.

### Creating a link without applying it to a selected object

You don't have to attach a new link to existing text or an image. You can create a new link at any location on the page. However, when you drag a page, image, or anchor icon and drop it in a location other than selected text or a selected image, Adobe SiteMill attempts to insert an object at that new location:

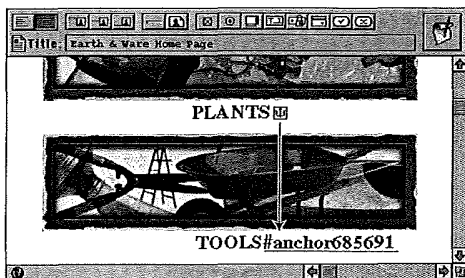
- Dropping an image icon outside a selection inserts the image itself, not a link to it.
- Dropping an anchor icon outside a selection on the same page only moves the anchor.

You can override this behavior and add a link without inserting the linked object. This technique is useful for linking from an icon or thumbnail version of an image to a full-size version of an image.

When you add a link only, the link appears as the name of the page, image, or icon. The exact method you use depends on whether you are creating a link to an anchor or to an image. For more information about anchors, see "Creating an anchor" on page 77.

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

Hold down the Command key and drag the anchor icon to another location on the page. The anchor name appears as the link text.



#### To link to an image without inserting the image:

Hold down the Command key and drag the image or its image icon onto a page.

### CREATING AN ANCHOR

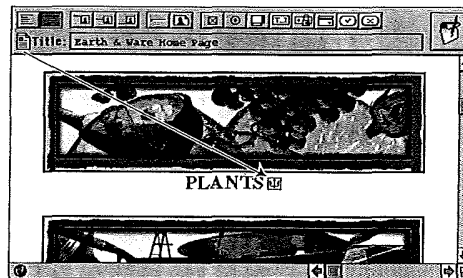
When you link to a page, a Web browser presents the top of the linked page by default. There are times when you may want to link to a topic somewhere in the middle of a page, or elsewhere on the same page. In these situations, you can link to an *anchor*, which is a marked location other than the top of a page.

Anchors are often used to help navigate through long pages. For example, a table of contents or a navigation bar at the top of the page can be a list of topics that are linked directly to anchors attached to headings throughout the page.

You can view all of the existing anchors in a site, or drag any anchor to any page, using the Site window. For more information, see "Viewing a site" on page 105.

#### To create an anchor:

- 1 Save your page with an .htm or .html suffix.
- 2 Open the page where you want to create an anchor. If necessary, scroll to the part of the page where you want the new anchor.
- 3 Drag the page icon down to the location where you want the anchor to be.





**TIP:** Use the Pasteboard to store anchors that you use often, or to hold an anchor while you scroll to an area beyond the edge of the page.

#### To link to an existing anchor beyond the edge of the page:

- 1 Select text or an image, and then choose Edit > Copy.
- 2 Scroll the page to the anchor you want. If the anchor is not visible, choose Edit > Show Anchors.
- 3 Click next to the anchor, and then choose Edit > Paste.
- 4 Select the object you just pasted, and then drag the anchor onto it.
- 5 Choose Edit > Cut.
- 6 Scroll the page to the original object you wanted to link.
- 7 Select the original object, and then choose Edit > Paste.

#### To display anchor icons:

Choose Edit > Show Anchors.

*Note: Anchors are always hidden in Preview mode.*

#### To hide anchor icons:

Choose Edit > Hide Anchors.

#### To link to an anchor from a different page:

- 1 Select the text that will lead to the anchor.
- 2 Open the page containing the anchor.
- 3 Drag the anchor icon and drop it onto the selected text on the first page.

#### To link to an anchor from the same page:

- 1 Select the text that will lead to the anchor.
- 2 Scroll to the anchor.
- 3 Drag the anchor icon and drop it onto the selected text. If the selected text is beyond the edge of the page, drag within the last line of text at the edge of the page (not beyond the edge). The page will scroll automatically.



**TIP:** You can drag a link directly from Netscape Navigator. Just drag it directly from a page into the Link Location Bar at the bottom of the page window, and press return.

#### Naming an anchor

You can change the name of an anchor using the Attributes Inspector. However, the change will only affect that page and not links to that anchor on other pages. If links to the anchor already exist, change the name of the anchor in the Site window. For more information, see “Modifying files in the Site window” on page 107, and “Renaming a file” on page 108.

#### To change the name of an anchor in the Attributes Inspector:

- 1 In the Attributes Inspector, click the Object button.
- 2 Type a new Anchor name, and then press Return.

#### REMOVING A LINK

When you remove a link from text, it appears in the normal text color. When you remove a link from an image, it loses the border that indicates a link.

#### To remove a link:

- 1 Triple-click to select a link attached to text, or select a linked image.
- 2 Choose one of the following options:
  - Press Enter to move the pointer to the Link Location Bar, press Delete to clear out the link address, and then press Return to complete the action.
  - Click the Link Location Bar, press Delete, and then press Return.
  - Choose Edit > Remove Link.

#### KEEPING FREQUENTLY USED LINKS HANDY

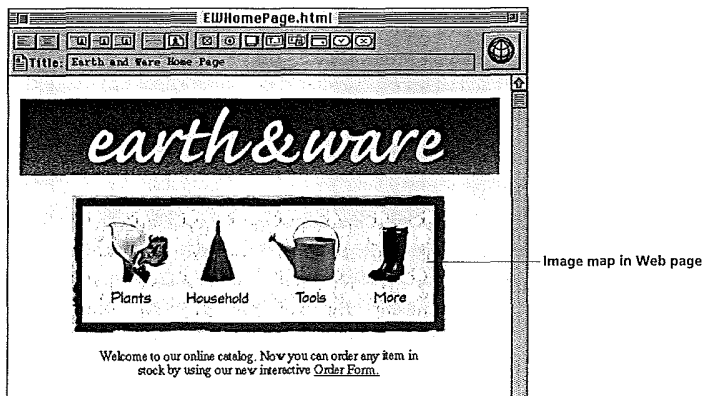
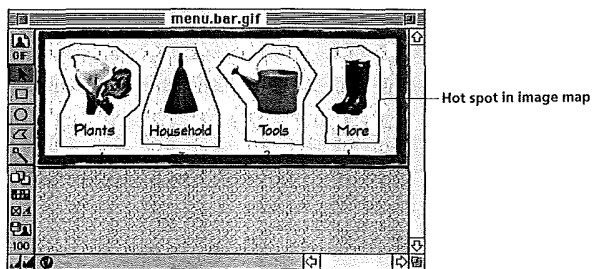
You might find yourself using certain links often. Adobe SiteMill provides several ways to keep frequently used links available so you can just drag them onto the pages you create:

- Create a Web page containing frequently used links. Store it on your computer and keep it open as you build a page. If you are using Netscape™, you can copy links right out of the Netscape bookmarks file (located in the System Folder:Preferences:Netscape:Bookmarks.html). Don't edit or save the bookmarks file in Adobe SiteMill—just open it and copy the links you want into your page.

- Store frequently used links on the Pasteboard. For example, if you keep a navigation bar on the Pasteboard, you can easily insert it in your Web pages as needed, instead of re-creating each link in the navigation bar.

### CREATING AN IMAGE MAP

A single image can contain more than one link. An image with multiple links is called an *image map*. An image map contains *hot spots*, or regions that link to another page or location when clicked. Each hot spot can link to a different location. For example, you can import an image to use as a menu bar and create hot spots over each object in the menu bar. Clicking an object opens the page linked to that object.



### Specifying the server type and site location

Setting up an image map is more complicated than setting up a simple link. Image map links depend on a Common Gateway Interface (CGI) script that is closely tied to the type of server that publishes your Web site. CGI is a language that allows communication between a Web browser and a Web server. For example, it lets a Web page query a database. The proper use of CGI is outside the scope of this guide, but there are many sources for CGI information on the World Wide Web. For more information, see Appendix B. You can also consult your Webmaster.

When you set up an image as an image map, Adobe SiteMill creates an *image map file* that describes the hot spots you created. The image map file must contain the server-specific locations of link destinations. For Adobe SiteMill to create an image map file properly, you must specify the following information in Adobe SiteMill before you begin creating an image map:

- Whether your Web site uses the NCSA or CERN map format
- The location of your site's root folder on the Web server
- The location of the image map file after it is uploaded to the Web server

You can use the same image and image map file more than once per site or per page, but you cannot use more than one image map file per image.

After you create an image map, you will have to tell the server where it is stored on the server. For more information, see "Telling the server where to find the image map" on page 88.

Your Web server's administrator can provide this information.

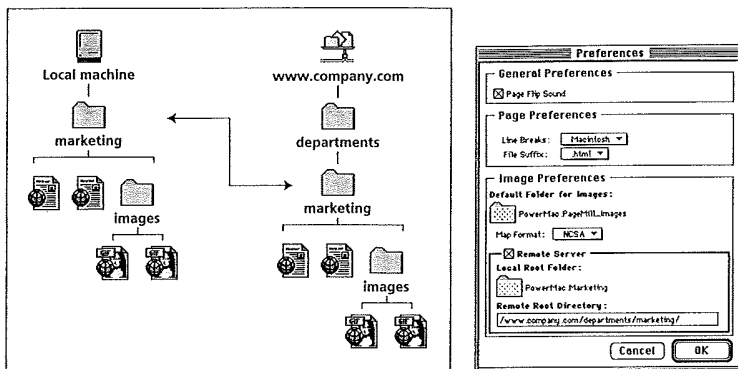
*Note: If you are editing a site directly on the Web server, do not specify Remote Server options.*

To specify the map format:

- 1 Choose Edit > Preferences.
- 2 Choose a server type from the Map Format pop-up menu.

To specify the root location of your site (remote editing only):

- 1 Choose Edit > Preferences.
- 2 Click to select the Remote Server option, and do the following:
  - Click the Local Root folder icon, and locate the topmost folder containing your site.
  - Type the Remote Root Directory specifying the path to the directory where your site resides on the remote server. This is the directory location on the server machine that you use as the root directory of your site after you upload it to the server.



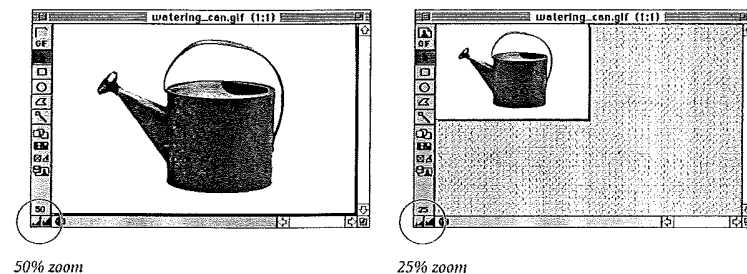
The local root folder of the site on your computer corresponds to the remote root directory of the site on the Web server.

### Adding linked hot spots to an image map

You use the image window to add hot spots to an image. The image window toolbox contains simple drawing tools that you use to draw shapes over the image to define the hot spots. You add links to the hot spots the same way you add links to other objects.

### To zoom the image:

Click the zoom-in or zoom-out icon at the bottom of the toolbox. The current zoom percentage is displayed above the zoom icons.

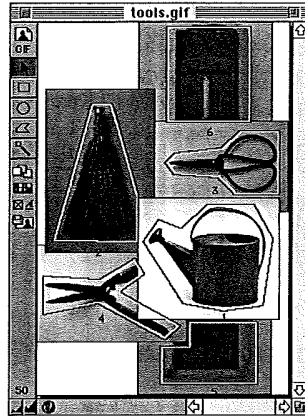


### To draw a hot spot:

- 1 Open an image in one of the following ways:
  - From a Page window or Site window in Adobe SiteMill, double-click an image.
  - Choose File > Open to open an image stored on your hard drive.
- 2 In an Image window, select a rectangle, circle, or polygon tool from the toolbox.

**3 Draw a shape on the image.**

Adobe SiteMill numbers each hot spot as you draw it, with lower-numbered hot spots in front.

**4 Choose File > Save.**

When you save the image, Adobe SiteMill also saves a new file containing the hot spot data. The data file has the same name as the image plus the extension .map. This file is stored in the same folder as the image.

**To select a hot spot:**

Click the arrow tool, and then click a hot spot. Handles appear around the hot spot.

**To move a hot spot:**

Select a hot spot and drag the hot spot. Be careful not to drag the hot spot by its handles.

**To resize a hot spot:**

Select a hot spot and drag any of its handles.

**To delete a hot spot:**

Select a hot spot, and choose Edit > Clear, or press the Delete key.

**Changing the color of a hot spot**

If it's difficult to see the hot-spot shapes and numbers, you can change their colors to make them more visible. Hot spot colors are only visible when you edit an image map in an Image window.

**To change the color of a hot spot:**

**1** Select a hot spot.



**2** Click the hot-spot color icon and select a color.

**Layering hot spots**

If your hot spots overlap, hot spots in front take precedence over the ones in back. If a reader clicks an area of the image covered by two hot spots, the frontmost hot spot is used. The number next to a hot spot indicates its place in the layer order; lower numbers are closer to the front. You can move a hot spot forward or backward in the layer order.

If your hot spots don't overlap, you don't have to worry about layering.

To change the order in which hot spots are layered:

- 1 Select the hot spot.
- 2 Click and hold the layering tool, and choose an option from the pop-up menu:
  - Bring To Front moves the selected shape to the top layer.
  - Send To Back moves the selected shape to the bottom layer.
  - Shuffle Forward moves the selected shape forward one layer.
  - Shuffle Back moves the selected shape back one layer.



### Adding a link to a hot spot

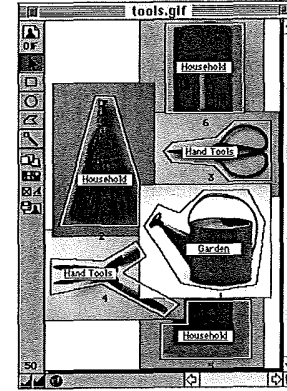
You can add a page, image, or anchor link to a hot spot the same way you add a link to text or an image. Choose from the following options:



- Drag a page icon onto the hot spot.
- Drag an image icon onto the hot spot.
- Drag an anchor onto a hot spot.
- Type the link address into the Link Location Bar at the bottom of the Image window.

For more information, see “Linking to existing text or an image” on page 71.

When you add a link, the link appears over the hot spot. If you select a hot spot, the link also appears.



### Creating a default link for the rest of the image map

You can specify a default link to another page so that if readers miss the hot spots, they link to a default page.

#### To create a default link:

Do one of the following:

- Drag a page, image, or anchor icon and drop it anywhere on the image not covered by a hot spot.
- Type a URL into the Link Location Bar at the bottom of the Image window, and then press Return.

### Turning off link display

When you drag a link onto a hot spot, the URL appears over the hot spot. If this creates too much visual clutter, you can turn off the link display.

#### To turn off link display:



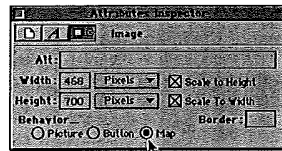
In the Image window, click the check box icon next to the letter A.

### Marking the image as an image map

Before you can test the hot-spot links, you must mark the image as an image map.

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

- 1 Click the image to select it.
- 2 In the Attributes Inspector, click the Object button.
- 3 Click the Map option at the bottom of the Object panel.



### Telling the server where to find the image map

When you first save the image map, Adobe SiteMill also saves a new file containing the hot spot link data. This image map data file has the same name as the image plus the extension .map. This data file is stored in the same folder as the image, and saved in the format you set in the Preferences dialog box.

For the image map links to work, you must specify the location where the CGI script and the image map data file will be stored on the server. The Web site administrator can provide this information, or you may be able to find a page from the same server with an image map that works and use its image map pathname. The pathname is server-specific, so you have to enter the path for the specific Web server that will publish your site.

If you are using an NCSA server, you may have to specify the directory containing the script, followed by the path to the image map data file, depending on the server software your Web server uses. For more information, see Appendix B, "Resource Guide," or consult your Webmaster.

In the following example, cgi-bin/mapsript is the directory and filename, respectively, of the CGI script for the image map, and maps/choices.map tells the CGI script which image map data file to use.

`http://www.company.com/cgi-bin/mapsript/maps/choices.map`

If you are using Netsite, the Netscape server, you can specify a relative or absolute path to the image map for the image. For example, you could type

`http://www.company.com/imagemaps/choices.map`

or

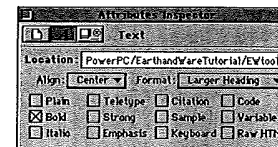
`images/imagemaps/choices.map`

This makes the HTML file independent of the server configuration. For more information, see the Netsite server documentation or consult your Webmaster.

If you are using a CERN server, the server may be any of a variety of configurations. For more information, see the documentation for CERN server clickable-image support, or consult your Webmaster.

#### To enter the image map location:

- 1 Select the image.
- 2 In the Attributes Inspector, click the Text button.
- 3 Type a pathname of the image map into the Location field.



You can also specify the pathname by selecting the image and typing the pathname in the Link Location Bar at the bottom of the page.

### Testing an image map

You can test an image map at a basic level by switching a page to Preview mode and click the image. However, outside of Adobe SiteMill and image map require a true Web server in order to function. You cannot test an image map using pages stored on your computer—you must upload your site to a Web server.

If the image map does not work, check to make sure that you have done the following:

- Specified the correct root folder location, if necessary, and server type in the Preferences dialog box. For more information see “Specifying the server type and site location” on page 81.
- Specified the correct image map location for the image in the Attributes Inspector using the pathname syntax appropriate for the type of Web server publishing your site. For more information see “Telling the server where to find the image map” on page 88.
- Selected the map option in the Object panel of the Attributes Inspector.

## CHAPTER 5: CREATING FORMS

 Web page can function as a *form*. A form lets the reader type information and send it to the Web server, which can store, analyze, or act on the information depending on how it is programmed. For example, if you create a Web version of a product catalog, you can set up one of your Web pages as an order form so that a customer can order your products using the Web. Some other uses for Web forms include the following:

- Letting a reader specify criteria to use in searching through your database
- Letting a reader specify settings that customize a Web page specifically for them, such as a view of a map customized according to the reader's preferences
- Entering a password
- Getting customer feedback about your product or service
- Gathering information about your readership, such as age, income, and interests

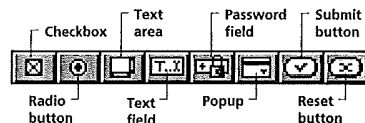
Creating a form is more difficult than creating a basic Web page. Setting up the form controls and options on the page is easy. To actually do something with the data that the reader enters, a form requires a Common Gateway Interface (CGI) script written in a script or programming language such as AppleScript or Perl.

When the reader presses the button that sends the data to the server, the server processes the data according to the script. A script can simply send the contents of the form somewhere, or perform more complex tasks, such as collecting the data into a database or generating a new page based on the form's content. In Adobe SiteMill, you can create one form per page. Otherwise, the options are limited only by the capabilities of the script programmer and the language he or she uses.

Specific information about programming CGI scripts is outside the scope of this guide, but there are many sources for CGI information on the World Wide Web. You can also consult your Webmaster for information about CGI script programmers in your area.



**TIP:** If you reuse form objects frequently, store them on the Pasteboard. When you need them, just drag them to the page.



The form objects available from Adobe SiteMill correspond to the form objects available in Version 2.0 of HTML. The checkbox, radio button, text area, text field, and pop-up menu objects are also standard user-interface objects in the Macintosh and Windows operating systems. When you work with standard user interface objects, you need to understand the guidelines for their use so that the way you use the object corresponds to readers' previous experiences with them. The following section contains basic descriptions of each object's function. For more information, see a user-interface reference book such as *Macintosh Human Interface Guidelines*, published by Addison Wesley.

### ADDING CHECKBOXES

Use checkboxes when you want the reader to be able to choose any combination of alternatives, or when an option has only two clear alternatives such as On or Off. You can customize each checkbox using the Attributes Inspector.

To add a checkbox:

- 1 Click on the page where you want to add the checkbox.
- 2 Click the Checkbox button on the button bar.



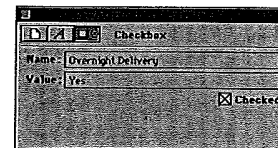
To customize a checkbox:

- 1 On the page, click to select a checkbox.
- 2 In the Attributes Inspector, click the Object button.
- 3 Set attributes as follows:
  - Type a name to tell the form script which checkbox is sending data. You may want to change the default name to a name that describes the option it represents. For example, you might name a checkbox "Overnight Delivery."



**TIP:** Another way to set a checkbox to be selected or deselected by default is to double-click it on the page when in Edit mode.

- Type a value to tell the form script what the checkbox means when it is selected. For example, you might give a checkbox named Overnight Delivery a value of "Yes."
- Select Checked to tell Adobe SiteMill if you want the checkbox to be selected by default. For example, you might decide not to select Checked for a checkbox named Overnight Delivery because it is a more expensive option for a customer.

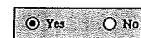


4 Press Return.

5 If you changed the name and value of this checkbox, check (or have the script programmer check) the new name and value to make sure they match the values for this checkbox in the CGI script that interprets the data generated by this form.

### ADDING RADIO BUTTONS

Use radio buttons when you want the reader to select only one alternative from a group. As with a car radio, when you select one radio button, the other buttons in the group become deselected. For example, if a question requires a Yes or No answer, radio buttons are an appropriate control to collect this information. You can customize each radio button using the Attributes Inspector.



A radio button group for a Yes/No choice

To add a radio button group:

- 1 Click on the page where you want to add the first radio button.
- 2 Click the Radio Button button on the button bar.
- 3 Click to select the button.
- 4 For each additional button in the group, hold down the Option key and drag an existing button to copy it, and drop the copy next to the previous button.



**To customize a radio button:**

- 1 On the page, click to select a radio button.
  - 2 In the Attributes Inspector, click the Object button.
  - 3 Set attributes as follows:
    - Type a name to tell the form script which radio button group is sending data. You may want to change the numbered default name to a name that describes the option it represents. For example, you might name a radio button “Colors.” A radio button group is defined by buttons with a common name.
- Note: If you want to rename a radio button, rename all buttons in its group with the same name. If you rename only one button in a group, it won’t be associated with the rest of the radio button group and the group won’t work properly.*
- Type a value to tell the form script what value to send when the radio button is selected. For example, you might give a radio button a value of “Blue.”
  - Select Checked if you want the radio button to be selected by default. You can select Checked for only one radio button per group, so selecting Checked deselects all other radio buttons in the group.



- 4 Press Return.

- 5 If you changed the name and value of this radio button, check (or have the script programmer check) the new name and value to make sure they match the values for this radio button in the CGI script that interprets the data generated by this form.

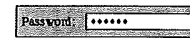
**ADDING TEXT FIELDS**

A text field lets a reader type text into a form. You can choose from single-line, password, and multiline text fields. All types of text fields can be resized. As a page author, you can type text into a text field that will appear by default, guiding the reader. You can also customize a text field using the Attributes Inspector.

Use a single-line text field when you want the reader to enter specific information from a range too wide to list using radio buttons, check boxes, or a scrollable list. Good examples are names, telephone numbers, and filenames.



A password field is a special kind of single-line text field. When a reader types text into the password field, a series of bullets or asterisks appears instead of the actual text characters, so that no one else can see the password being typed.

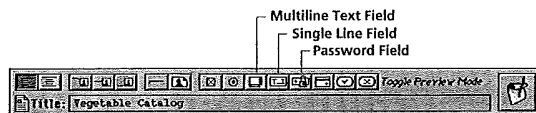


A multiline text field, or text area, lets a reader type a long passage of text. A text area can be scrolled if the text exceeds the size of the field.

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

- 1 Click on the page where you want to add the text field.
- 2 Type a label for the text field.

- Click the Single Line, Password, or Multiline Text Field button on the button bar.



- If you entered a single-line or multiline text field and you want to add text that appears by default, double-click in the text field and type the text.

### Naming a text field

You can change the name of a text field. The name isn't visible to the reader.

If you change the name, check (or have the script programmer check) to make sure it matches the name for this text field in the corresponding CGI script.

#### To change the name of a text field:

- Select the text field.
- In the Attributes Inspector, click the Object button.
- Type a new name in the Name text box.
- Press Return.

### Resizing a text field

You can resize text fields visually or by typing new dimensions into the Attributes Inspector.

#### To resize a single-line or password text field visually:

- Click the text field to select it.
- Drag the handle on the edge of the text field.

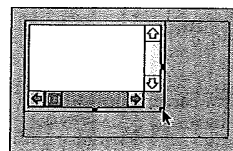


#### To resize a single-line text field numerically:

- Select the text field.
- In the Attributes Inspector, click the Object button.
- Type the horizontal dimension of the text field, measured in monospaced characters, into the Size text box.
- Press Return.

#### To resize a multiline text field visually:

- Click the text field to select it.
- Drag one of the handles on the edge of the text field:
  - The handle on the right edge resizes the horizontal dimension only.
  - The handle on the bottom edge resizes the vertical dimension only.
  - The handle on the bottom-right corner resizes both dimensions freely.
  - To constrain the original image proportions, press Shift as you drag the bottom-right corner handle.



#### To resize a multiline text field numerically:

- Select the text field.
- If the Attributes Inspector is not visible, choose Windows > Show Attributes Inspector.
- Click the Object button.
- Type new dimensions as follows:
  - Rows specifies the number of visible rows vertically.
  - Columns specifies the number of monospaced characters visible horizontally.
- Press Return.

### ADDING A POP-UP MENU OR LIST-SELECTION FIELD

Pop-up menus and list-selection fields are two ways to let a reader make a choice from a set of alternatives:

- Use a pop-up menu when you want the reader to choose only one item from a group. In this way, a pop-up menu is similar to a radio button group, but a pop-up menu takes up less space.
- Use a list-selection field when you want the reader to choose one or more items from a list. However, a list-selection field generally takes up more room than a pop-up menu, and it is less intuitive for making multiple selections than a group of checkboxes.

When you want to create a list-selection field, you create a pop-up menu first, and convert it to a list-selection field.

#### To add a pop-up menu:

- 1 Click on the page where you want to add the pop-up menu or list-selection field.
- 2 Type a label for the pop-up menu.
- 3 Click the Pop-Up Menu button on the button bar.



#### To convert a pop-up menu to a list-selection field, or vice versa:

- 1 Double-click the pop-up menu.
- 2 Drag the handle at the bottom of the item border as follows:
  - To turn a pop-up menu into a list-selection field, drag down until the field becomes the size you want.
  - To turn a list-selection field into a pop-up menu, drag up until only one item shows.
- 3 Release the mouse button.
- 4 Click outside the pop-up menu or list-selection field.

#### To set up the choices in a pop-up menu or list-selection field:

- 1 Double-click the pop-up menu or list-selection field.
- 2 Choose Edit > Select All.

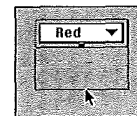
- 3 For each entry, type in the item, and then press Return.



- 4 Set up the choice that is selected by default by doing the following:
  - For a pop-up menu, drag the triangle to a menu choice.
  - For a list-selection field, check the box next to an item in the list.
- 5 Click outside the pop-up menu or list-selection field.

#### To resize a list-selection field visually:

Click the list-selection field and drag the handle at the bottom of the item border until it is the size you want.



#### To resize a list-selection field numerically:

- 1 Select the pop-up menu or list-selection field.
- 2 In the Attributes Inspector, click the Object button.
- 3 In the Items Visible option, type the number of items that you want to display in the list-selection field. Other items will be hidden until the reader scrolls the field.



*Note:* Typing a value of 1 into the Items Visible option converts the field to a pop-up menu.

**To make multiple choices when browsing a list-selection field on the Macintosh:**

- 1 Click the first selection you want in the list-selection field.
- 2 Click the next selection you want, as follows:
  - To include all items between the items you choose, press Shift as you click the next choice.
  - For a discontinuous selection between the items you choose, press Command as you click the next choice.

*Note: The keys that allow continuous or discontinuous selection may vary depending on the browser and platform used to view the page. If you don't think your readership will be familiar with the conventions of their browser or operating system, consider using checkboxes instead.*

**To allow or disallow multiple choices in a pop-up menu or list-selection field:**

- 1 Select the pop-up menu or list-selection field.
- 2 In the Attributes Inspector, click the Object button.
- 3 Select or deselect the Allow Multiple Selections option.

*Note: Selecting Allow Multiple Selections for a pop-up menu converts it to a list-selection field.*

## ADDING SUBMIT AND RESET BUTTONS

A Web page form does not send any form information back to the Web server until the reader explicitly asks it to. Typically, the reader sends the information by clicking a Submit button. Also, typically a reader can clear a form and start over by clicking a Reset button. The exact names and appearances of the Submit and Reset buttons are not standard. For example, some Web pages use a graphic for a Submit button in order to make it fit the graphic identity of the page more effectively. In Adobe SiteMill, use only one Submit button per form.



**To add a Submit or Reset button:**

- 1 Click on the page where you want to add the button.
- 2 Click the Submit Button or Reset Button button on the button bar.



**To change the text inside a Submit or Reset button:**

- 1 Double-click the button, and then double-click the text inside it.
- 2 Type the text you want. The button will resize to accommodate the new label.

## Using an image as a Submit button

If you want the Submit button to be more visually consistent with the page you are designing, you can create an image in another program and use it as a Submit button. This requires a CGI script that tells the server that the image should behave as a Submit button when a reader clicks it. You or your script programmer must provide the CGI script and the location where it is stored on the server.

**To use an image as a Submit button:**

- 1 Select the image that you want to use as a button.
- 2 If the Attributes Inspector is not visible, choose Windows > Show Attributes Inspector.
- 3 Click the Object button.
- 4 Select the Button option.
- 5 Click the Page button.
- 6 In the Location text box, type the name of the associated CGI script.
- 7 Press Return.



## ASSOCIATING A CGI ACTION SCRIPT WITH A FORM

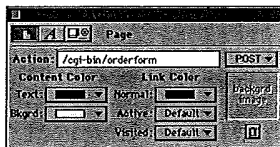
When a reader clicks Submit, the browser sends the values of every option and text field on the form to the Web server. For every form you create, you or your script programmer must provide a script on the server that handles those values.

For the script to work correctly, the script must recognize the names and values it receives from the form objects on your page. Work with the CGI script programmer to make sure that the names and values of your form objects are consistent with those in the script. For more information about setting up names and values of form objects, see the topics for form objects earlier in this chapter.

*Note: Currently, Adobe SiteMill does not support multiple forms (scripts) on a single page.*

To associate the appropriate CGI script with a form:

- 1 If the Attributes Inspector is not visible, choose Windows > Show Attributes Inspector.
- 2 Click the Page button.
- 3 Type the pathname for the CGI script into the Action text box, and then press Return.



- 4 In the pop-up menu to the right of the Action option, choose Get or Post. For more information about which option to choose, consult with your script programmer.

## CHAPTER 6: MAINTAINING AND UPLOADING YOUR WEB SITE

**Y**our Web site becomes visible to other people only when you upload your Web site's HTML page files to the Web server publishing your site. Before you upload your site, use Adobe SiteMill to check for and correct any linking errors among your pages. After you upload your site, use Adobe SiteMill to change pages, links, or the structure of the site without breaking links.

### MAINTAINING YOUR WEB SITE

Publishing a Web site can be more like running a radio station than publishing a book—many sites change their content regularly. There are several reasons for this:

- Web pages are easy to change, so readers have a low tolerance for old information.
- Your site may contain links to pages on sites maintained by other people, who will probably change their pages from time to time. When other people remove, rename, or rearrange pages, your pages' links to their pages will break, causing error messages at your links to their pages.
- You may decide to add or rearrange pages as your Web site expands.

Without Adobe SiteMill, making changes to a site can be tedious and error-prone. For example, if you rename a page or image file or move the file to another directory, you must change all of the links to that file, which could be anywhere on any page on your site. If you overlook a link that needs to be updated, a reader browsing your site will see an error message about a broken link.

Adobe SiteMill contains tools that make it easy to update any file on your Web site. It automatically tracks all of your site's files and helps you update your site completely, quickly, and precisely, which dramatically reduces the time it takes for you to test your site.

Most site maintenance takes place in three windows:

- The Site window displays the relationships between every file on your Web site, and where you can move and rename your files. This window is similar to the Finder, displaying a hierarchical view of all files and subfolders within your site. It also displays all incoming and outgoing links for any linked file within your site.

- The External References window lists all of the URLs to pages outside your site and the pages that link to them from within your site.
- The Errors window lists all broken links within your Web site, and the pages containing those links. You can quickly correct any broken link in this window.

In addition, Adobe SiteMill can compensate for changes you make in the Page and Image windows if you open them from the Site window.

Once you have started creating links, always rename files or move files between folders from the Site window. In the Site window, Adobe SiteMill can track changes to your site and can make any necessary changes to maintain link integrity throughout the site. If you rename or rearrange your site files using the Finder, Adobe SiteMill won't discover any broken links until the next time you load the site for maintenance.

As you work in the Site, External Reference, or Errors windows, the Save command is unavailable because Adobe SiteMill saves site-wide changes as you make them. Changes you make in the Page or Image windows, which only affect one file at a time, are saved only when you choose File > Save.

***Note:** If the only changes you make to a site are to links in the Site, External Reference, or Errors windows, Adobe SiteMill changes only URLs, without changing HTML tags or other content in the pages.*

## LOADING A SITE FOR MAINTENANCE

When you want to update your Web site, you usually load the entire site. When you load a site, Adobe SiteMill quickly analyzes every file in the site for links. When the analysis is complete, it displays the Site and Errors windows, after which you may make changes to the site. You can also open the External References window.

All of the files making up your site must be contained within the one root folder for your site located on your computer. You load the root folder into Adobe SiteMill.

You do not have to load the entire site. For example, when you organize a site into several folders, you can work on each folder separately. If you load just a subfolder, Adobe SiteMill can verify links only for the files within the subfolder. Adobe SiteMill can verify links throughout a Web site only if you load the root folder for the entire site.

### To load a site:

- 1 Choose Site > Load Site. If the command is unavailable, close the Site window.
- 2 Locate the root folder of your site.
- 3 Click Open.

To close a site, close the Site window.

## Using Adobe SiteMill with a workgroup

Use care when more than one person is responsible for maintaining a Web site. If the site is stored on a network volume and another person loads a folder while you are working on it, the changes both of you make may simultaneously affect the site files on the network volume, causing unwanted inconsistencies and errors in the site. If you want to delegate site maintenance tasks to different people, we strongly recommend designing the site and your production processes accordingly. For example, you might do the following:

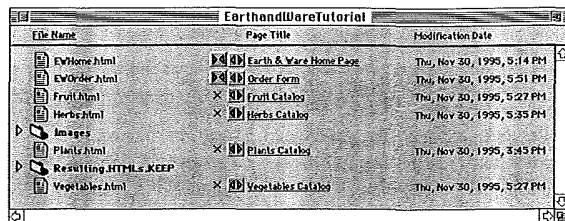
- Design a production process for your workgroup that ensures that only one person edits the site at a time
- Organize each section of your site into folders and make sure each person works on a different folder

## VIEWING A SITE

The Site window resembles a folder window in the Finder and is the primary window for managing files within your site. In this window you can perform the following tasks:

- Sort files by name, kind, or date modified
- Display subfolders of your site, which you can expand to see the files contained in each subfolder
- Display the anchors for a page
- Examine the incoming and outgoing links for any linked file
- Create new folders
- Rename a file or rearrange files in folders without breaking any links
- Identify unreferenced files

Because the Site window can display every file on your site, you can use it as a convenient source of icons when you want to create links between pages within your site.



### Identifying icons in the Site window

You can quickly identify the kinds of objects in your site by their icons:



An HTML file



An image



A script file, such as a CGI file



An anchor



An Acrobat PDF file



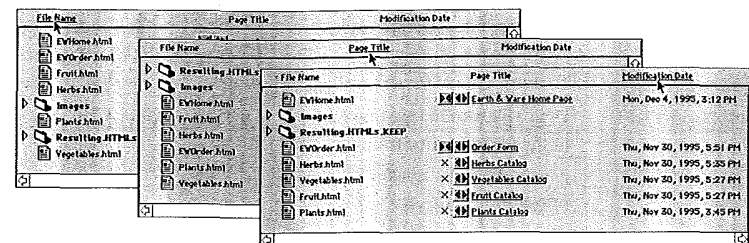
A miscellaneous file type

### Modifying files in the Site window

You can change how the Site window displays the files you want to work with by choosing how files are sorted, displaying or hiding folder contents or anchors on a page, creating a new folder, or moving files.

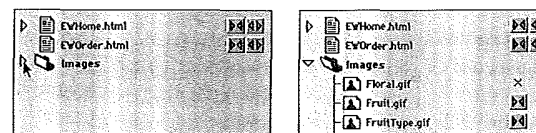
#### To sort the Site window:

Click the column heading by which you want to sort the page.



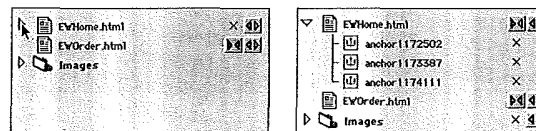
#### To display or hide folder contents:

Click the triangle to the left of a folder, or double-click the folder icon.



#### To display or hide the anchors a page contains:

Click the triangle to the left of a page icon. If a page icon has no triangle, the page has no anchors.



**To create a new folder:**

- 1 If the Site window is not in front, click it.
- 2 Choose one of the following options:
  - If you want to create a new folder at the root level of your Web site, make sure nothing is selected in the Site window.
  - If you want to create a folder in a subfolder, select any item inside the subfolder where you want the new folder to appear.
- 3 Choose Site > Create Folder.

**To move a file without breaking its links:**

Drag a file into any existing subfolder in the Site window. Adobe SiteMill updates all instances of the file pathname throughout your site.

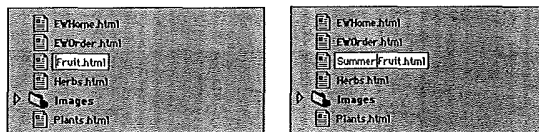
**Renaming a file**

You can rename any file in the Site window the same way you do in the Finder. The main difference is that Adobe SiteMill can maintain link integrity throughout your site by changing the links in other pages that lead to the file you are renaming. For example, if you change the name of a file from globe.html to world.html in the Site window, Adobe SiteMill can instantly change every instance of globe.html to world.html wherever it occurs on your site.

*Note: If the Web server publishing your files is not a Macintosh, do not use spaces in your filenames, and use only the characters A to Z, a to z, 0 to 9, and \_ (underscore).*

**To rename a file without breaking its links:**

- 1 Click the name of a file.
- 2 Type the new name. Keep the suffix if the original name used one.



- 3 Press Return.

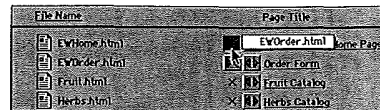
- 4 If other files on your site link to the file you are renaming, Adobe SiteMill will ask you if it should update the references in the other files to reflect the new filename. Click OK.

**Examining links to and from files**

For any linked files in your site, Adobe SiteMill can display the *incoming* links, or links leading to a file, and the *outgoing* links, or links within a file that lead to another page. You can open any linked file directly from the Site window to edit the file or to see how the link is used.

**To see a list of incoming links to a file:**

Click and hold the Incoming Links button.

**To see a list of outgoing links from a file:**

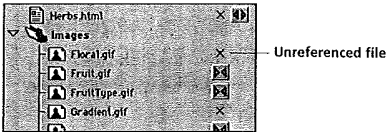
Click and hold the Outgoing Links button.

**To open an incoming or outgoing link:**

Click and hold an Incoming or Outgoing Links button, and then choose a file from the Link pop-up menu.

### Identifying unreferenced files

Adobe SiteMill displays unreferenced files in the Site window. An unreferenced file contains no links leading to other pages, and no other files lead to it. However, it is listed in the Site window because it is stored in a folder within your Web site. An unreferenced file appears with a red X instead of an Incoming or Outgoing Links button.



When you see an unreferenced file, you can create a link to or from the file to connect it to the rest of your site, or you can remove it from your site so that it does not take up space on the Web server.

**Note:** You cannot delete files from within Adobe SiteMill, so if you want to remove an unreferenced file from your site, use the Finder to move it outside your site folder. The change will appear in Adobe SiteMill the next time you load the site. Although you generally should not make changes to your site using the Finder, removing an unreferenced file with the Finder will not affect your site because it isn't linked to any other files.

### REPLACING A LINK THROUGHOUT A WEB SITE

**Note:** You cannot undo link replacement.

Adobe SiteMill can replace all instances of a link with another. For example, this is useful when you know that a link has changed but you do not know where the link was used, or when you used a link in many pages.

**To find and replace all instances of a link:**

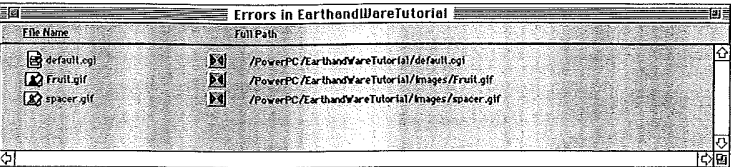
- 1 Choose Site > Replace Links.
- 2 Drag the link you want to replace from the Site window or External References window into the Find Every Link To option, or type the URL.
- 3 Drag the replacement link from the Site window or External References window into the And Replace With A Link To option.

4 Click Replace All.

5 Adobe SiteMill will ask you if it should update the references in the other files to reflect the new filename. Click OK.

### CORRECTING LINK ERRORS

When you load a site and Adobe SiteMill cannot find a file that a link refers to, it lists the file in the Errors window. All broken links within a site are listed in the Errors window in red, and you can correct any of them quickly. As you correct errors, they disappear from the Errors window. When the Errors window is empty, your site contains no link errors within itself.



You can sort the files in the Errors window using the same method as in the Site window. For more information, see "Modifying files in the Site window" on page 107.

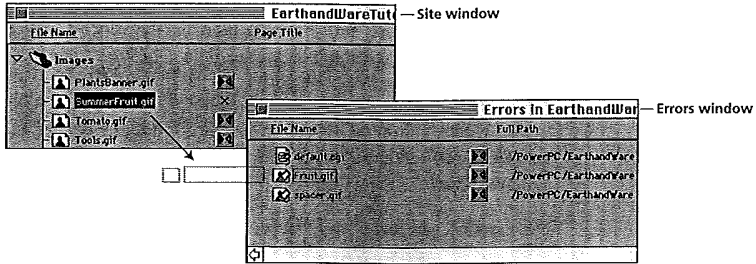
**To display the Errors window:**

Choose Window > Errors.

**To correct broken links by dragging and dropping:**

- 1 If the Errors window is not visible, choose Windows > Errors.
- 2 If the Site window is not visible, choose the site name from the Window menu.
- 3 In the Site window, find the file that will correct the broken link.

4 Drag the file from the Site window and drop it on the corresponding filename in the Errors window.



To correct broken links using the standard file dialog box:

- 1 If the Errors window is not visible, choose Windows > Errors.
- 2 In the Errors window, double-click the broken link.
- 3 In the File dialog box, locate the file that will correct the broken link, and then click Open.

#### Correcting errors to files on other Web sites

In the External References window, Adobe SiteMill summarizes links to files that are not on your computer. However, it cannot resolve those links directly. If a link from one of your pages to an external resource creates an error message when you click it in a Web browser, you can correct its URL in the External References window. Although Adobe SiteMill cannot verify the URL directly, changing it once in this window conveniently updates all of the instances of that external URL throughout your site. For example, if a site named <http://www.company.com> changes its URL to <http://www.corporation.com>, you can enter the new URL and Adobe SiteMill will correct all links to that site instantly.

For more information, see "Linking to resources other than Web pages" on page 73.

To correct all links to an external resource:

- 1 Use a Web browser to determine the correct URL for the broken external link.
- 2 In Adobe SiteMill, choose Site > Load Site and open the folder containing your site.
- 3 Choose Windows > External References.
- 4 Click the URL of the external resource you want to update.
- 5 Type the correct URL, and then press Return.
- 6 If more than one file on your site links to the file you are renaming, Adobe SiteMill will ask you if it should update the references in the other files to reflect the new filename. Click OK.

#### UPLOADING YOUR SITE TO THE WEB SERVER

Before you transfer your Web site to a server, be sure every HTML page file, image, and subfolder on your site is contained within a single folder on your computer. If you are not publishing the files from your own computer or administering the Web server yourself, the way you transfer your site to the Web server depends on your relationship to the server:

- If you are using an Internet Service Provider (ISP), talk with the Webmaster to determine how to transfer your pages to the Web server. In most cases, you may have file-transfer protocol (FTP) access only, so that you have to use FTP software such as Fetch to transfer the files to the server. For more information, see "Making a Fetch file transfer go smoothly" on page 114.
- If you work for a company that gives you file access to its Web server, you may be able to mount the server as a networked volume on your computer. This action lets you transfer your pages simply by copying them to the server from your desktop computer the way you would any other file. Again, consult with your company's Webmaster to see if you have this option.

For more information, see "Set up access to a Web server" on page 34.

### Making a Fetch file transfer go smoothly

Fetch is a popular FTP file-transfer utility you can use to transfer files to a UNIX-based Web server. Fetch is available from the Info-Mac archive mirror sites on the World Wide Web. Links to the Info-Mac archives appear on many Web sites that provide information about the Macintosh computer.

***Note:** Do not confuse Fetch with Adobe Fetch®. Fetch is an FTP file-transfer utility maintained by Dartmouth University. Adobe Fetch is a commercial utility from Adobe Systems® that catalogs files. Fetch and Adobe Fetch have completely different feature sets.*

If you use Fetch to transfer your files to the Web server, the following tips can help the transfer go smoothly:

- Always use Binary mode, not Automatic. If Fetch asks you for the file type, specify Raw Binary.
- Do not include spaces in filenames or characters other than A to Z, a to z, 0 to 9, and \_ (underscore). If you include spaces, Fetch converts them to underscores. This changes the filenames, which breaks all of the links on your site.
- If you are transferring to a UNIX file server, be aware that UNIX is case-sensitive. For example, Test.html and test.html are considered two different filenames.

## APPENDIX A: TROUBLESHOOTING

This appendix contains solutions to problems you may encounter when using Adobe SiteMill. For last-minute information not included in this book, see the ReadMe file installed with the application.

### BEFORE YOU CALL TECHNICAL SUPPORT

There are several steps you can take before calling technical support to report a problem. Performing the following steps can solve many problems and often eliminate the need for telephone assistance.

#### To solve preliminary problems before calling technical support:

- 1 See the ReadMe file installed with the program for last-minute information not included in this user guide.
- 2 Restart your computer without loading system extensions. To do this, quit all open applications, hold the Shift key, and choose Special > Restart. When the machine restarts and the desktop appears, you can release the Shift key. Finally, see if the problem still exists.
- 3 Quit Adobe SiteMill if it is still running. Open the Preferences folder in the System Folder and drag the Adobe SiteMill preferences file to the Trash, and see if the problem still exists. Restart your computer without loading system extensions and reinstall Adobe SiteMill. Then restart with extensions on and see if the problem still exists.
- 4 Check Adobe Systems' World Wide Web site to see if a technical note exists for your problem. The address is <http://www.adobe.com>.

### COMMON PROBLEMS

#### Can't select, edit, or drop anything on a page, or Attributes Inspector is inactive

Make sure the page is in Edit mode rather than Preview mode. If a globe icon appears in the upper right corner of the page, the page is in Preview mode; click it to switch to Edit mode.

**Page icon is blank**

If there is no page icon to the left of the Title field at the top of the page, it means you haven't saved the page. Save the page with an .htm or .html suffix and the icon will appear.

**Attributes Inspector isn't applying or saving changes**

Always press Return after typing a name, location, or value into the Attributes Inspector. You do not have to press Return if you click a control or choose from a pop-up menu in the Attributes Inspector.

**Unexpected red text on the page**

If you open an HTML file and see a lot of red text, there may be an error in the file, such as overlapping tags or illegal usage, or it could be a non-HTML file. If the page otherwise looks fine, you can delete the red text, edit the page in Adobe SiteMill, and save a new HTML file.

**Colors in an imported image don't match the original**

Try converting the original CMYK image to RGB using a program such as Adobe Photoshop. Preview and adjust the colors, and then import the image into Adobe SiteMill.

Adobe SiteMill defines color using the RGB color model, because computer monitors and GIF files display colors using the RGB model. Applications that define color using the CMYK color model are often those designed for printed graphics, such as Adobe Illustrator®. When you import an image that was defined using CMYK, Adobe SiteMill converts the CMYK values to RGB. Because the CMYK model has a significantly different color range compared to the RGB model, conversion between the two can result in color shifts.

**Image map hot spots aren't active**

- In the object panel of the Attributes Inspector, make sure the Behavior option for the image is set to Map.
- If the image map doesn't work from the server through a browser, check the image map location in the object attributes panel of the Attributes Inspector. It should be a correct path expressed in the proper syntax for your web server type.
- Make sure you are previewing your site from a true Web server. Outside of Adobe SiteMill, you cannot preview image maps using a browser with files stored on your computer.

**Can't test a link to a page on a remote server**

- Adobe SiteMill is currently not a full Web browser, so you can only test links to files actually stored on your computer or Web server.
- Make sure you did not use UNIX-specific characters in filenames.

**Not enough memory**

- Turn off unnecessary system extensions using an extension manager such as Apple's Extensions Manager (included with System 7.5), drag them to a folder outside the System Folder, and restart.
- Increase the amount of memory Adobe SiteMill uses. In the Finder, select the Adobe SiteMill icon and choose File > Get Info. Increase the preferred size and then close the Get Info window.

## APPENDIX B: RESOURCE GUIDE

Here are some pointers to useful information about the World Wide Web and HTML.

*Note: URLs listed here were current at the time of publication, but may have changed. You can always find current information on a topic by using one of the many search engines available on the Web.*

### General information about the World Wide Web

- Everything you ever wanted to know about the Web:

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/)

- Books on the Web:

[http://www.yahoo.com/Business\\_and\\_Economy/Products\\_and\\_Services/Books/Internet/World\\_Wide\\_Web/](http://www.yahoo.com/Business_and_Economy/Products_and_Services/Books/Internet/World_Wide_Web/)

Some books that may also be helpful: *Spinning the Web* by Andrew Ford, *World Wide Web Unleashed*, Laura Lemay's *Teach Yourself Web Publishing with HTML in a Week*, and the *HTML Manual of Style*.

- Jon Wiederspan has posted some excellent tutorials on Macintosh and the Web:

<http://www.uwtc.washington.edu/Computing/WWW/Mac/Directory.html>

- For WWW-developer resources, including general information about the Web, HTML writing guides, and cross-platform tools:

<http://rashoman.tjp.washington.edu/Computing/WWW/Documentation.html>

### Information about HTML

- Everything you ever wanted to know about HTML (specifications, guides, tutorials):

[http://www.yahoo.com/Computers\\_and\\_Internet/Software/Data\\_Formats/HTML/](http://www.yahoo.com/Computers_and_Internet/Software/Data_Formats/HTML/)

- HTML version 3 specifications:

<http://www.hp.co.uk/people/dsr/html3/Contents.html>

*Note: At publication time, the HTML 3 specification is a proposal only; it is not yet official.*

- HTML version 2 specifications:

<http://www.w3.org/hypertext/WWW/MarkUp/MarkUp.html>

- Text characters supported in the ISO Latin-1 encoding standard:

[http://www.w3.org/pub/WWW/MarkUp/html-spec/html-spec\\_9.html#SEC9.7.2](http://www.w3.org/pub/WWW/MarkUp/html-spec/html-spec_9.html#SEC9.7.2)

### Information about imagemaps

- General information:

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/Programming/Imagemaps/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/Programming/Imagemaps/)

- Lessons on creating imagemaps for Macintosh Web servers:

<http://www.uwtc.washington.edu/Computing/WWW/Lessons/Map.html>

- Lessons on creating imagemaps for NCSA servers:

<http://hoohoo.ncsa.uiuc.edu/docs/tutorials/imagemapping.html>

- Macintosh image maps processing (MapServe):

MapServe is a CGI application for processing imagemaps. It uses NCSA-style map-definition files to decide how to map user clicks. It also provides a log window to show recent map usage. A version is under development that will allow MapServe to be used as an ACTION as well. Check the home page maintained by Kelly Campbell ([camk@ksu.edu](mailto:camk@ksu.edu)) for instructions about the new MapServe mailing list:

[http://www.spub.ksu.edu/other/machttp\\_tools/mapserve/](http://www.spub.ksu.edu/other/machttp_tools/mapserve/)

### Macintosh CGI Scripts

- Macintosh CGI scripts (for forms processing, e-mail, database access, file processing, imagemaps, etc.):

<http://www.uwtc.washington.edu/Computing/WWW/Mac/CGI.html>

### Netscape

- Netscape backgrounds:

[http://www.yahoo.com/Computers\\_and\\_Internet/Internet/World\\_Wide\\_Web/Programming/Backgrounds/](http://www.yahoo.com/Computers_and_Internet/Internet/World_Wide_Web/Programming/Backgrounds/)

### Fetch

- If you need Fetch to upload your Web site to the server, you can find it in the Macintosh Hyperarchive at:

<http://hyperarchive.lcs.mit.edu/HyperArchive.html>

In the Hyperarchive, search for Fetch or CompactPro. Fetch is also available at any Info-Mac mirror site, which is listed on many Web pages about Macintosh software resources.

# APPENDIX C: KEYBOARD SHORTCUTS

Adobe SiteMill provides keyboard shortcuts as alternatives to using the mouse. You can find most keyboard shortcuts on the menus next to the corresponding command. The following shortcuts are not found on the menus.

## Page

| RESULT                                | ACTION             |
|---------------------------------------|--------------------|
| Toggle between Preview and Edit modes | ⌘ Control spacebar |

## Button bar

| RESULT                 | ACTION      |
|------------------------|-------------|
| Horizontal rule        | ⌘ Control 1 |
| Image                  | ⌘ Control 2 |
| Checkbox               | ⌘ Control 3 |
| Radio button           | ⌘ Control 4 |
| Multiline text area    | ⌘ Control 5 |
| Single-line text field | ⌘ Control 6 |
| Password text field    | ⌘ Control 7 |
| Pop-up menu            | ⌘ Control 8 |
| Submit button          | ⌘ Control 9 |
| Reset button           | ⌘ Control 0 |

## Aligning a paragraph

| RESULT       | ACTION      |
|--------------|-------------|
| Align left   | ⌘ Control ⌵ |
| Align center | ⌘ Control ⌶ |

## Aligning text to an image

| RESULT                                     | ACTION      |
|--------------------------------------------|-------------|
| Toggle between top and center alignment    | ⌘ Control T |
| Toggle between center and bottom alignment | ⌘ Control B |

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# PRODUCTION NOTES

## PRODUCTION

This book was created electronically using FrameMaker on the Apple Power Macintosh. Art was produced using Adobe Illustrator and Adobe Photoshop on the Apple Power Macintosh. Working film was produced with the PostScript language on an Agfa Compugraphic SelectSet 5000 Imagesetter. The Minion and Frutiger families of typefaces are used throughout this book.

## PHOTOGRAPHY

CMCD, Inc. (Earth&Ware home page: Hedge clippers, Ladder, Mask, Watering can, Wheelbarrow)

PhotoDisc, Inc. (Earth&Ware home page: Angel, Architectural Element, Artichoke, Grapes, Herbs, Lime, Picture frame; Plants.html pages: Fruit, Herbs, Tomato, Pear, Vegetables)

Vivid Details (Earth&Ware home page: Calla lily)

## Creating Image Maps in SiteMill 1.0 General Information

This document, and many other technical notes, are available in PDF format. Contact Adobe at <http://www.adobe.com/Support/220099.html#index>.

### What's Covered

[Contact Your Internet Service Provider](#)

[Create a Mirror Folder](#)

[Specifying Link Preferences in SiteMill 1.0](#)

[Creating Hot Spots](#)

[Changing an Image to an Image Map](#)

[Specifying Map Locations for Web Servers](#)

An image map is an inline graphic on a World Wide Web page that has multiple links associated with it. Different areas of an image map, called hot spots, have separate hyperlinks assigned. The hot spot clicked on image map determines which hyperlink is accessed by a Web browser (e.g., Netscape, Mosaic).

To create an image map in an HTML document, you create a separate .MAP file containing information about the areas of the image map and their hyperlinks.

A Web server uses an application or script to access a .MAP file, and instructs browsers to link to a specified Uniform Resource Location (URL). Because it is the web server that links hot spots on an image map to a URL, an image map's links do not display when previewing an HTML document in a browser. Adobe SiteMill 1.0 can preview image map links when the HTML documents to which the image map links reside on a local volume.

When creating an image map, the following guidelines ensure your image map works as expected in your HTML document published on a Web server. Because of the number of servers and configurations available, you need to obtain specific instructions for your Web server from your Internet Service Provider (ISP).

### Contact Your Internet Service Provider

Your ISP implements image map links in your HTML documents. Before creating an image map, contact your ISP to obtain the following information for your Web site:

- Your ISP's Web server supports image maps.
- Final URL of your Web site.
- Image map file type required (i.e., NCSA or CERN).
- Proper syntax for links to invoke the image map server application on your ISP's Web server
- Documentation, when available, for configuring an image map to run on their Web server.

Because each Web server and its implementation of image maps is unique, Adobe cannot provide instructions on how to link your map file to the map server. Your ISP should provide you with the command for invoking your image map on the Web server, which you enter into SiteMill 1.0's Location field in the Attributes Inspector. The command provided by your ISP is similar to a URL, which often begins with the URL of the mapserver application and includes additional information (e.g., the path to the map file). When your ISP does not know the syntax for invoking your image map on the Web server, ask for a sample URL of a page on their Web server that contains a working image map. In SiteMill 1.0, copy the syntax of the sample URL by choosing View > Source, paste this into the Location field in the Attributes Inspector, then replace the file names listed in the copied URL with your own filenames.

### Create a Mirror Folder

HTML documents include references (i.e. links) to external images. Creating a mirror folder of your final Web site on a local volume that contains all of your HTML documents and linked images ensures you maintain your links after you copy your HTML documents and images to the Web server.

## Specifying Link Preferences in SiteMill 1.0

SiteMill 1.0 includes preferences options that affect how links behave. Before creating an image map in SiteMill, specify link preferences to ensure working links in the Preferences dialog box by choosing Edit > Preferences. If you change linking preferences after you create an image map, resave the image map to have SiteMill include the new link preferences in the map file. To resave an image map, double-click the image to open the Image View window, make a minor change to enable the Save command, then close the Image View window. SiteMill 1.0's link preferences include the following options.

### Default Folder for Images

The Default Folder for Images option enables you to specify the folder SiteMill 1.0 saves images it automatically converts. SiteMill 1.0 automatically converts images saved in formats that are incompatible with Web browsers (e.g., inserted PICT images, Scrapbook files, picture clippings) to GIF format.

### Map Format

Choose the Map Format pop-up menu in SiteMill's Preferences dialog box to specify either the CERN or NCSA type of map file that SiteMill 1.0 writes when creating an image map.

### Remote Server Preference

When editing your HTML documents on a local volume, select the Remote Server preference option in the SiteMill's Preferences dialog box, which enables the Local Root Folder and Remote Root Directory options for copying your Web site HTML documents to a remote server when finished.

**Local Root Folder:** For image maps to link as expected, specify the location of the root level of your mirror site by clicking the folder icon.

**Remote Root Directory:** The Remote Root Directory is the root directory on the Web server containing your Web site's HTML documents and image files. For image maps to link as expected, enter your Web site's remote root directory path, whose pathname begins and ends with a forward slash (/) character, in the Remote Root Directory field in SiteMill's Preferences dialog box. Your Web site's remote root directory path is commonly the URL of your web server excluding the protocol (http://) and domain (/www.name.com/).

### Creating Hot Spots

To create hot spots on an image in SiteMill 1.0, open the desired image in the Image View window, select a hot spot shape tool in the Image View window, then draw the hot spot shape (i.e., rectangle, circle, polygon) on the image. After drawing a hot spot shape in the Image View window, you can select, move, and reshape the hot spot shape using the pointer tool. SiteMill numbers each hot spot shape you create, using the numbers to create a layering order, where smaller-numbered hot spot shapes are in front of higher-numbered hot spot shapes.

To change a hot spot shape's color to increase the visibility of the hot spot's shape and number in the Image View window, select the desired hot spot shape, click the Hot spot color icon, then select the desired color.

### Layering Overlapping Hot spot Shapes

When your hot spot shapes overlap, ensure the area clicked links as expected. To correct any unexpected link in overlapping hot spot shapes, change the layering order in the Image View window by selecting the layering tool, then choosing Bring To Front, Send To Back, Shuffle Forward, or Shuffle Back from the pop-up menu until the overlapping hot spot shapes link as expected.

### Adding Links to Hot Spots

To add a link to a hot spot, drag a page icon, an image icon, or an anchor onto a hot spot, or type the link's URL into the Link Location Bar in the Image View window and press Enter. You can specify a default link to another page when areas are clicked outside of hot spots. After adding a link to a hot spot by dragging a page icon, image icon, or anchor onto the hot spot, SiteMill adds a label to the hot spot. To disable link label display, deselect the Hot spot label option (i.e., letter "A") in the Image Window.

### Changing an Image to an Image Map

To change your image to an image map after creating hot spots, select your image in page view, then click M

in the Attributes Inspector palette's Image Attributes panel.

Save your image map by choosing File > Save. When saving image maps, SiteMill 1.0 creates a map file in the format (i.e., CERN, NCSA) specified in the Preferences dialog box, names the map file using the same name as the image with the .MAP extension, and locates the map file in the same folder containing the image.

### Specifying Map Locations for Web Servers

For image maps to link as expected, specify in your SiteMill document where the Web server can find the image. To specify image map locations in SiteMill, enter the information provided by your ISP for invoking your image map on the Web server into the Location field in the Attributes Inspector. To enter the pathname to the map file on the Web server, select the image and enter the pathname in the Link Location Bar and press Enter, or type the pathname in the Location text box in the Text Attributes panel of the Attributes Inspector and press Enter.

After entering the pathname of your map file on the Web server, the path to the map file on the local volume displays in the Location field in the Text Attributes Inspector, which enables you to preview your map file links in SiteMill. When saving the map file, SiteMill includes the pathname to the map file on the Web server.

### Examples of Web Server Image Map Pathname Formats

#### NCSA

When using a NCSA server, you need to specify a script name and the map filename. The pathname you enter in SiteMill's Location field for NCSA servers follows the "image map-scriptname/mapfile" format. For example:

```
http://www.school.edu/cgi-bin/imagemap/~newbie/images/sample.map
```

*note: some service providers will request that relative pathnames be used, if this is the case, the protocol and domain name can be dropped, leaving:*

```
/cgi-bin/imagemap/~newbie/images/sample.map
```

*as the appropriate URL.*

Where the "image map-scriptname" (e.g. `http://www.school.edu/cgi-bin/imagemap`) is the location of the image map script, which is commonly located in the server's cgi-bin directory. The "mapfile" (i.e., `~newbie/images/sample.map`) is the path to the image map you created for a specific image.

#### Netscape

Netsite, the Netscape server, uses the `~newbie/images/sample.map` format to specify image maps in HTML documents. When using a Netscape server, the pathname is a relative or absolute path to the image map for the image, which enables the HTML document to be independent of the server configuration.

#### Further Reading

Adobe SiteMill Version 1.0 User Manual, Adobe Systems Incorporated, 1995.  
Working With Forms, pp. 80-90.