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1 Before You Begin

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About this manual

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How to use this manual

How the contents are organized

The manual is organized into sections, a maximum of four levels deep. The top-level sections divide the manual into the broadest topics, while successive levels are progressively more specific. Here are descriptions of the top-level sections:

- **Before You Begin:** This section covers things that are helpful to know before you begin using Namu WebEditor. It also includes useful information about the help system, such as the page you are looking at now.
- **Namu WebEditor Fundamentals:** This section contains the most basic information about using Namu WebEditor, including an introduction to Namu WebEditor's user interface and information about working with files and sites.
- **Laying Out Web Pages:** This section is all about page layout—how to use features of Namu WebEditor to lay out visually interesting and user-friendly pages with the minimum effort.
- **Basic Page Content:** This section deals with the basic building blocks of Web documents, such as text, images, tables, and hyperlinks. It also covers various ways of formatting content.
- **Spicing Up Your Site:** In this section, you'll learn about tools in Namu WebEditor you can use to go beyond the basics and add exciting features to your sites, such as JavaScript effects, photo albums, and discussion forums.
- **Working With Sites:** This section covers in depth the concept of Namu WebEditor's "local sites"—how to create them and how to use them to make organizing and navigating your Web sites easier and more powerful.
- **Publishing and Maintaining a Site:** This section talks about publishing sites to the Web and managing them with Namu WebEditor's site maintenance tools.
- **Advanced Techniques:** This section includes topics that are geared more toward experienced Web authors—such as database-driven document design, using shared content, and working directly with source code.

- **Appendices:** This section is a catch-all for topics that don't comfortably fit in any of the other categories. It covers miscellaneous features of Namo WebEditor and includes a list of keyboard shortcuts and a troubleshooting FAQ.

Typographical conventions

The following typefaces and symbols have special meanings in this manual:

Program text

Words and phrases found in Namo WebEditor's user interface, such as menu items and button labels, appear in bold MS Sans Serif.

Window titles

The titles of windows and dialog boxes appear in bold Trebuchet MS.


Keystrokes

Keystrokes and keystroke combinations, such as **Ctrl+E**, appear in Arial.

Code examples

HTML and other markup or code examples appear in Courier New. Block examples additionally appear with a light background color.

 *Note*

 *Browser note*

 *Tip*

Notes, which contain important information such as warnings; browser notes, which contain information about a feature or function's compatibility with various browsers; and tips, which contain helpful supplementary information, all appear in italics and with a distinctive icon in the left margin.

Glossary of common terms

attribute

Technically, a piece of information that modifies an HTML element in some way. An attribute consists of a name/value pair in the form `name="value"`. For example, in the tag `<table width="400">`, the **width** attribute specifies the width of the table. The term is also used generally to mean any quality of an element that can be controlled by an author (aside from its content).

author

Someone who creates documents. A *Web author* is someone who creates Web documents.

block element

An element that is displayed with automatic line breaks before and after it.

container

An element that contains other elements.

element

The basic building block of an HTML document. An element generally consists of some content, such as a paragraph of text, and a pair of opening and closing HTML tags surrounding the content, such as `<p>` and `</p>`. Elements can contain other elements; for example, a paragraph (`<p>` element) can contain a hyperlink (`<a>` element). *Empty elements* have only a single tag and no content; an example is ``, which causes an inline image to be inserted in the document.

inline element

An element that does not have automatic line breaks before or after it. An inline element is always contained in a block element.

insertion point

The blinking vertical bar that indicates the point in the current document at which content will be inserted or deleted. Also called the "cursor".

intranet

A private network that uses the same protocols and file formats as the public Internet.

local files and folders

Files and folders that reside on the local file system.

local file system

The collection of all hard drives, CD-ROMs, and other file storage devices connected to the user's computer, as well as any servers on the local area network.

local site

A collection of documents and resource files that exist in a local folder, are intended for publishing as a Web site, and are managed with Namo WebEditor's Site Manager.

markup

The parts of a document that control the *presentation* of content, as distinct from *being* content. HTML markup consists of *tags* that tell browsers how to organize or format the content within them.

parent container

The element, frame, or window that immediately contains the current element.

pointer

The arrow or other shape that moves when you move the mouse, indicating where something will happen when you click the mouse button.

property

Commonly used as a synonym for *attribute* or to mean any quality of an element that can be controlled by an author (aside from its content). Technically, however, a property is a quality that an element or class of elements can have, which is defined in the Cascading Style Sheets (CSS) standard for formatting Web content. **Color**, **width**, and **border** are examples of CSS properties.

remote site

A collection of documents and resource files, on a Web server, that constitute a Web site.

root folder

The "home" or top-level folder of a local or remote site; the folder that contains the site's home page or main index file. A root folder may contain subfolders in addition to documents.

tag

A unit of HTML markup, such as `<p>` or ``. Most HTML tags come in pairs of opening and closing tags that surround some content; for example, `<p>This is a paragraph.</p>`. The combination of a pair of opening and closing tags and the content in between them is called an *element*. A tag may contain one or more *attributes*, name/value pairs that qualify the tag in some way, as the `src` attribute in the `` example provides the location of the image.

temporary document

An open document that has never been saved.

user

Unless otherwise specified, "user" refers to someone who views your documents in a browser.

System requirements

The following are the system requirements for Namø WebEditor 6:

	Minimum	Recommended
Operating System	Windows 98/Me/NT 4.0	Windows 2000/XP or newer
Web Browser	Internet Explorer 4.0	Internet Explorer 5.5 or newer
CPU	Pentium 166 or faster	Pentium 266 or faster
Memory	64 MB	128 MB or more
Free Disk Space	50 MB	135 MB or more
Display	800 x 600, 256 colors	1024 x 768 or larger

In addition, if you plan to create dynamic documents using Namø WebEditor's Database Wizard, you must have Microsoft Personal Web Server (PWS) or Internet Information Server (IIS) installed on your computer, as well as access to an ODBC-compatible database. PWS is included on the Windows 98 setup CD. IIS is included with Windows 2000/XP.

Installing Namu WebEditor

To install Namu WebEditor from a CD-ROM

1. Insert the Namu WebEditor CD-ROM in your CD-ROM drive. In a few seconds, the setup program should start automatically.
2. If the setup program does not start automatically, do the following:
 1. On the Start menu, click Run.
 2. Type **D:\setup.exe** and press Enter. (Substitute your CD-ROM drive's letter for the letter 'D'.)
3. Follow the on-screen instructions in the setup program.

To install Namu WebEditor from a downloaded setup file

1. Double-click the downloaded setup file.
2. Follow the on-screen instructions in the setup program.

Getting technical support

Generally, your primary provider of technical support for Namu WebEditor is the master distributor of Sejoong Namu Interactive's products in your country or region. Please find the appropriate support contact for your country or region on our Web site at http://www.namo.com/company/contact/world_contacts.html.

You can also get help directly from SJ Namu Interactive. There are three ways to submit a question to our technical support team:

- Post your question on the Namu WebEditor Support Forum at <http://www.namo.com/support/board/>. This is the preferred method. You can choose to post either publicly (your question and our response can be seen by all forum users) or privately (only Namu support staff will see your question and respond privately). Please note that you must register your copy of Namu WebEditor online before you can create a forum account and log in. To register, please visit <http://www.namo.com/support/register/>.
- Send us an e-mail at support@namo.com.
- Fax us at 781-279-1301. Please address your fax to "WebEditor Support". Note that long distance charges will probably apply.

Before contacting technical support, we suggest that you first check the Namu WebEditor Knowledge Base on our Web site and the troubleshooting section of the Namu WebEditor online help. To search the Knowledge Base, go to <http://www.namo.com/support/webeditor/>. To view the troubleshooting section in Help, press F1 and click Troubleshooting in the Contents pane.

In addition, you can easily check for program updates by selecting Namu WebEditor Updates in the Help menu. You must be connected to the Internet to check for updates.

Please do not contact SJ Namu Interactive regarding non-technical issues, such as product delivery and billing. You should direct such questions to the reseller from which you purchased Namu WebEditor or the master distributor in your country or region. If you purchased Namu WebEditor through our online store, please visit http://www.digitalriver.com/dr/v2/ec_MAIN.Entry11?SP=10107&PN=1 for a list of support options regarding your order.

What's new in Namu WebEditor 6

A list of the most important new and improved features of Namu WebEditor 6.

Document editing

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Improved Smart ClipArt editing.....	p.21
Improved Color Palette.....	p.23
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Site management

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Publishing

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Advanced features

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SSI support.....	p.16
Online HTML/CSS reference.....	p.19
More source verification options.....	p.19
UNC-format hyperlink support.....	p.27

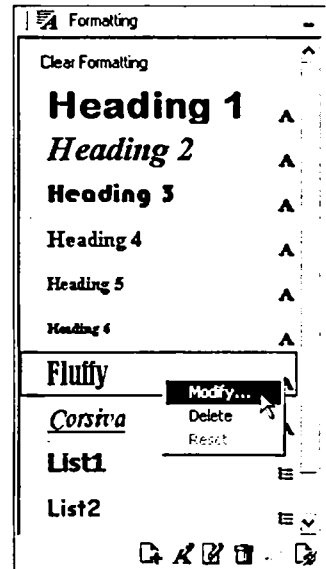
The Formatting panel

Use the **Formatting panel** to quickly apply heading levels or custom styles to text content. With the **Formatting panel**, you can:

- apply a custom style to the current paragraph or selection with one click
- add or modify a custom style
- add a custom style based on the style of the current selection
- change a normal paragraph to a heading, or vice versa, with one click
- change the default style of headings

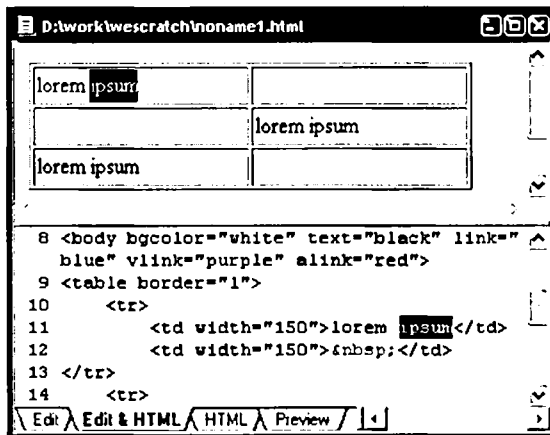
The **Formatting panel** appears by default on the right side of the main window, but you can move it as a floating window or collapse it so that only its left border is visible.

See Using the Formatting panel, p.227



Simultaneous source view

You can now split the document window into Edit and HTML panes, making it easier to go back and forth between visual and source editing. Changes in the Edit pane are instantly reflected in the HTML pane.

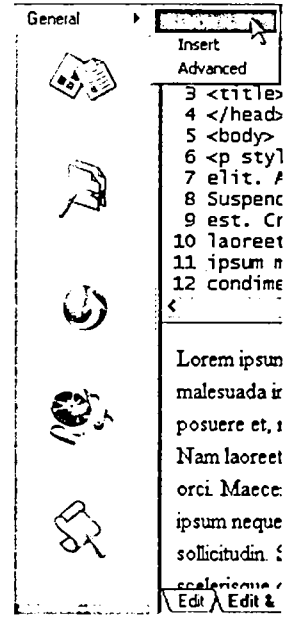


See Viewing Edit and HTML modes simultaneously, p.34

Shortcut Bar

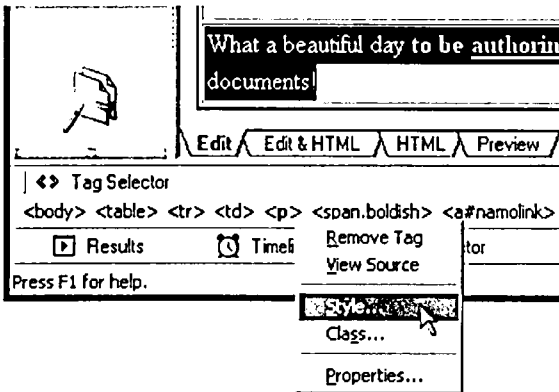
The new Shortcut Bar provides one-click access to some frequently-used commands to do things like publishing a site or inserting a Script Wizard effect. The Shortcut Bar appears on the left side of the main window and is collapsible.

See Toolbars and the Shortcut Bar, p.36



Tag Selector

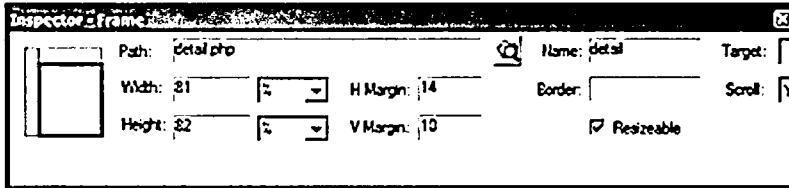
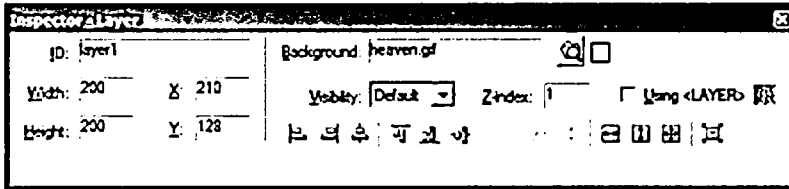
The Tag Selector appears in the lower panel area whenever you are in Edit mode, revealing the HTML tags of the current element and its ancestors. Click a tag to select the desired element. Right-click a tag to access a pop-up menu of actions for the element. If an element is a member of a class, the class name appears with the element name.



See The Tag Selector, p.40

Improved Inspector

The Inspector now show properties for many more element types than in the previous version of Namo WebEditor. It now supports virtually every element that you can create in Edit mode.



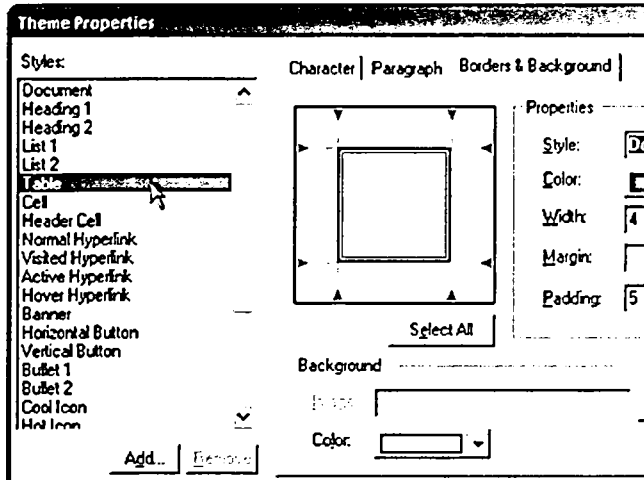
Find Files command

Use the new Find Files command to find files in a local site or folder that match a specified file name pattern.

See Finding files, p.405

CSS-based themes

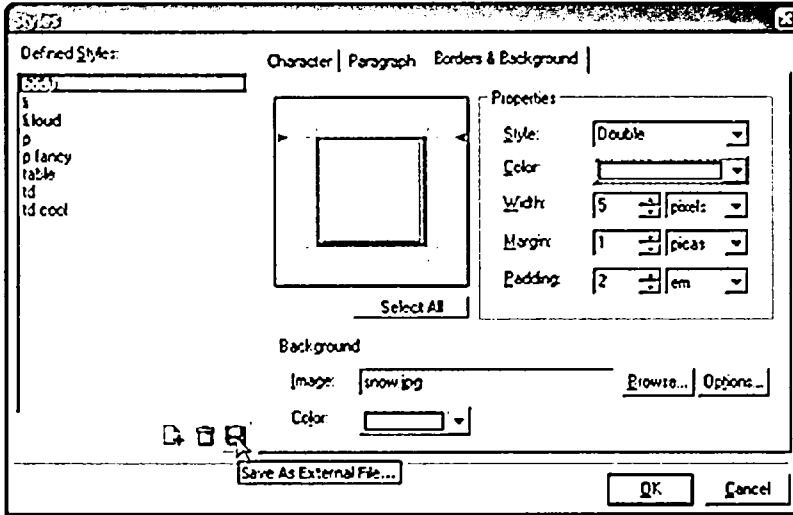
Namo WebEditor's themes now use Cascading Style Sheets (CSS) to define the formatting properties of various text elements, such as headings, paragraphs, and list items. You can edit any of these CSS properties, giving you more control over a theme's appearance.



See Editing a theme, p.276

New style definition interface

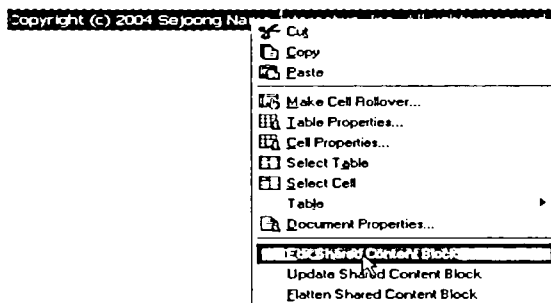
Namu WebEditor 6 has a completely redesigned interface for defining CSS styles. The new **Styles** dialog box integrates selector and property definition in one screen, and organizes available properties into three intuitive tabs: **Character**, **Paragraph**, and **Borders & Background**. New controls make defining borders and other properties easier than before.



See Defining a style, p.213

Shared content blocks

A shared content block is an HTML fragment that you can insert in many documents while keeping the shared block's source in a separate, special file. When you edit the shared block in its source file, every copy of it in other documents can be automatically updated with one click. Shared content blocks are great for page elements that are repeated identically on many pages and yet change from time to time, such as top-level navigation bars and page footers.



See Shared content blocks, p.420

User-created document templates

You can now save any HTML document as a template and store it in the Resource Manager, along with factory-created templates. Since templates are saved as MHTML files, images and other resource files are saved right in the template.

See Saving a document as a template, p.64

User-created site templates

You can now save a local site as a template for use with the Site Wizard. Namu WebEditor preserves every aspect of a site when you save it as a template, including the site tree, style sheets, images, and other resource files.

SSI support

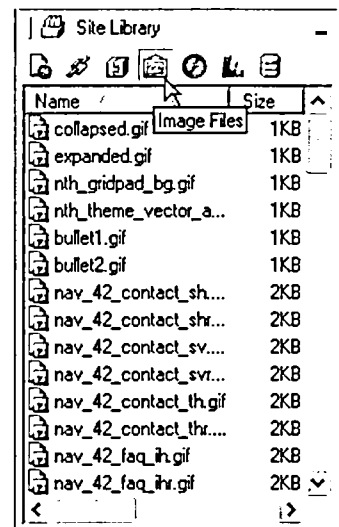
Namu WebEditor 6 supports inserting Server-Side Include (SSI) commands in Edit mode. An SSI command instructs the Web server to insert some content, such as the contents of an HTML file, into a Web page when it serves the page to a browser.

See Server-side includes, p.423

Site asset library

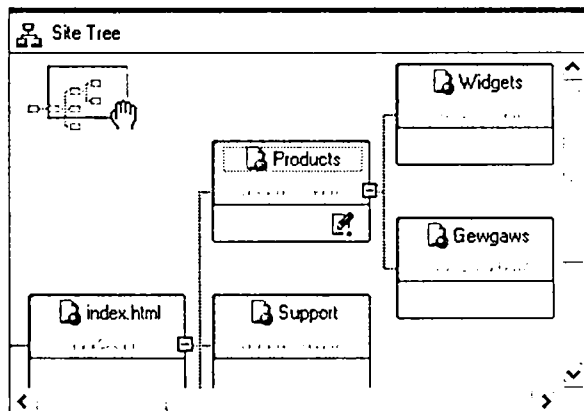
A new **Site Library** panel acts as a library of all the resource files, documents, and hyperlinks in use in the current site. Quickly insert images, shared content blocks (p.15), hyperlinks, and other items into your documents by simply dragging them from the library.

See Using the site library, p.377



Improved site tree view

The Site Manager's site tree view by default now uses larger document icons that show both file name and navigation name. The tree can be toggled between large icons and small icons, and it can be shown either horizontally or vertically. In addition, a thumbnail representation helps you navigate a large site tree by dragging a box over the part you want to see. There is also a new command to capture the site tree to an image file.



See Site structure and navigation, p.355

New node types for site trees

Namo WebEditor 6 supports four new node types for insertion in site trees, in addition to the traditional document and external link nodes:

- *Shortcut nodes* are "virtual" nodes that link to document nodes elsewhere in the tree.
- *Folder nodes* are special nodes that represent subfolders in the site. When you drag a folder from the file list to the site tree, Namu WebEditor creates a folder node and child nodes for all the documents in the folder.
- *Forum nodes* are a special type of document node. A forum node represents a document that contains an inline frame linking to a forum page.
- *Temporary nodes* act as placeholders that reserve positions where you will add document or other nodes later.

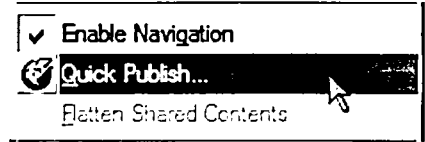
In addition, new commands in the Site Manager let you quickly insert document nodes for empty documents of specific types, including HTML, ASP, PHP, JSP, and plain text files.

See Building the site tree, p.356

Quick Publish

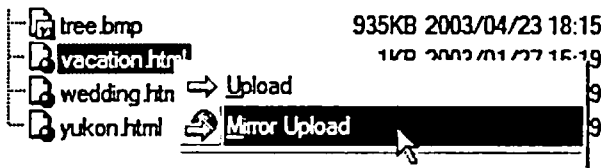
Use the new Quick Publish command to instantly upload selected files to your Web server with one click.

See Quick publishing, p.392



Mirror Upload & Download

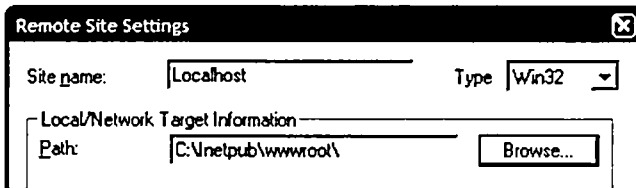
When you use the new Mirror Upload command in the Publish window, Namo WebEditor automatically uploads the selected local items to the same place in the folder structure of your Web server. Mirror Download does the same in reverse.



See The Publish window, p.394

Publishing to a local or network folder

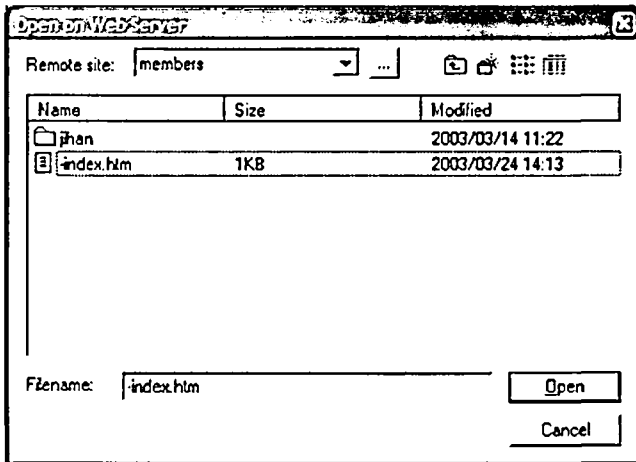
If you have a Web server running on the local computer or a server on the local area network, you can now specify a local or network folder as a remote site for publishing using direct file copy rather than FTP.



See Defining a remote site using Windows file copy, p.390

Opening and saving documents directly from/to a Web site

New commands let you open a document from and save a document to a Web server directly, without having to download or upload it through the Publish window.



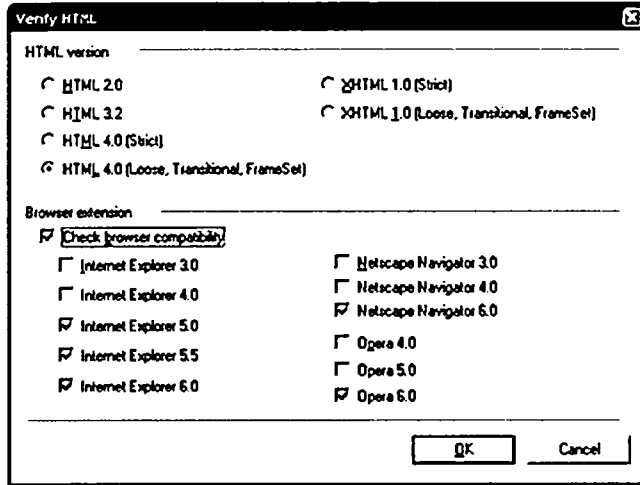
See Opening and saving files directly on a Web server, p.404

Online HTML/CSS reference

Namor WebEditor 6 includes a handy online HTML/CSS reference. To open the reference window, Press Shift+F1.

More source verification options

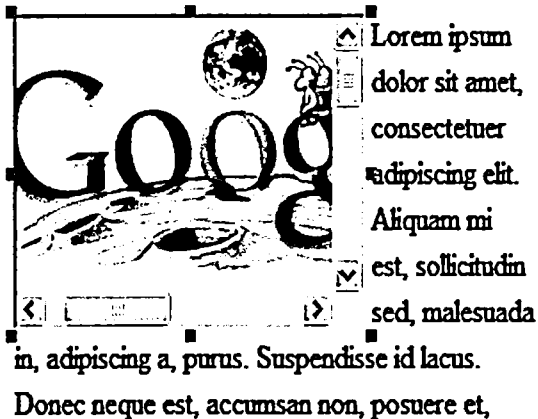
Namor WebEditor 6 can now validate a document's source code against the XHTML standard and check it for compatibility with several distinct versions of the most popular browsers.



See Validating source code, p.508

iframe support

NamowebEditor 6 supports creating inline frames (iframes) in Edit mode. An inline frame is like a window in a document, through which another document is visible.



See Inline frames, p.416

Floating boxes

A floating box is a container that is aligned on one side of a content block, and around which other content flows. Namor WebEditor now supports inserting floating boxes in Edit mode.

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This text is in a floating box. Any content that follows a floating box "flows" around it, as a stream flows around a rock. Of course, rocks don't float, unless they're very small, but what can you do.

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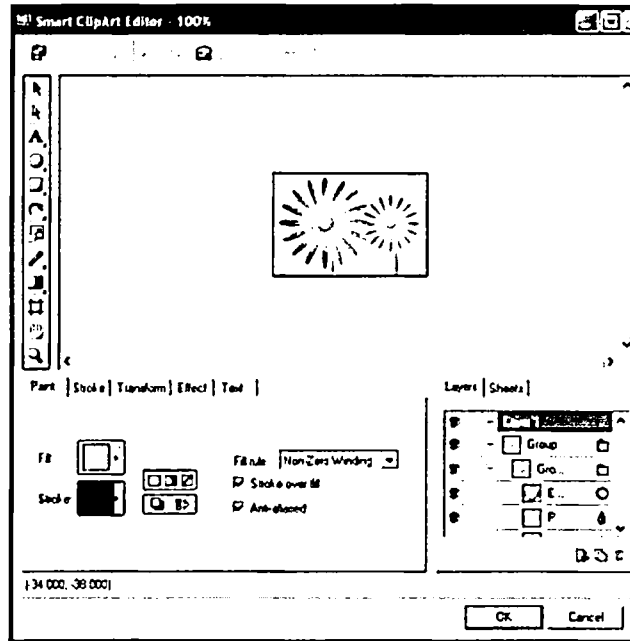
A floating box example

See Using floating boxes, p.121

Improved Smart ClipArt editing

Namor WebEditor 4.0 introduced Smart Buttons, ready-made vector-based images that you could customize with an integrated Smart Button editor. Namor WebEditor 5.5 extended Smart Button support with an external application—WebCanvas—that offered more powerful editing features and a new file format.

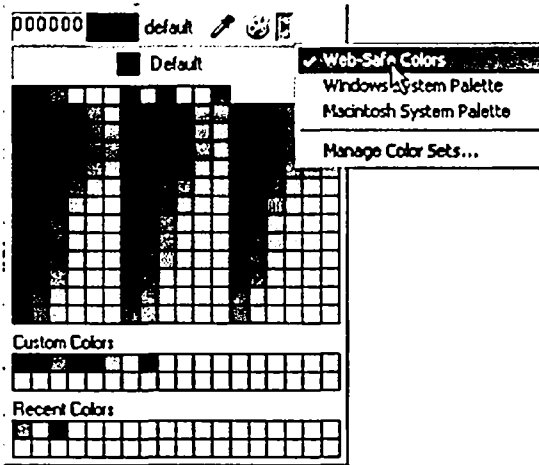
Namor WebEditor 6 goes even further by integrating WebCanvas more tightly than before. Now, when you want to edit a Smart Button (now called Smart ClipArt), Namor WebEditor opens the Smart ClipArt Editor—a specialized version of WebCanvas that is fine-tuned for editing Smart ClipArt within the main application. The full version of WebCanvas is still included (in selected versions of Namor WebEditor 6) and is still available as an external program.



See [Modifying Smart ClipArt images](#), p.259

Improved Color Palette

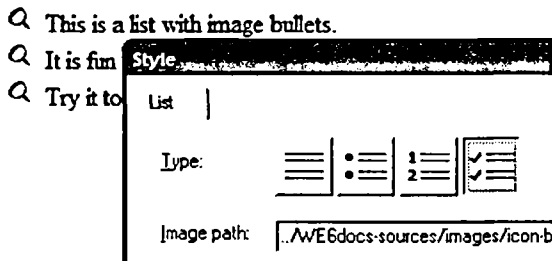
The Color Palette now displays recently-used colors and has a menu from which you can select various palettes, including custom color sets.



See [Selecting colors](#), p.233

Image bullets

Namor WebEditor 6 supports the use of images as the bullets in bulleted lists.

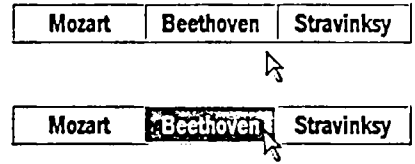


See [Using an image as a bullet](#), p.133

Table cell rollovers

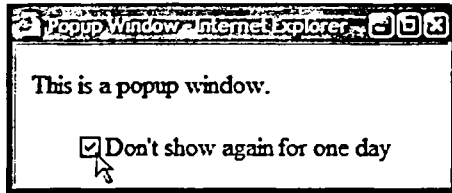
You can now create a rollover effect on a table cell. Cell rollovers are based on CSS properties.

See Script Wizard: Cell rollover, p.303



Pop-up window cookie script

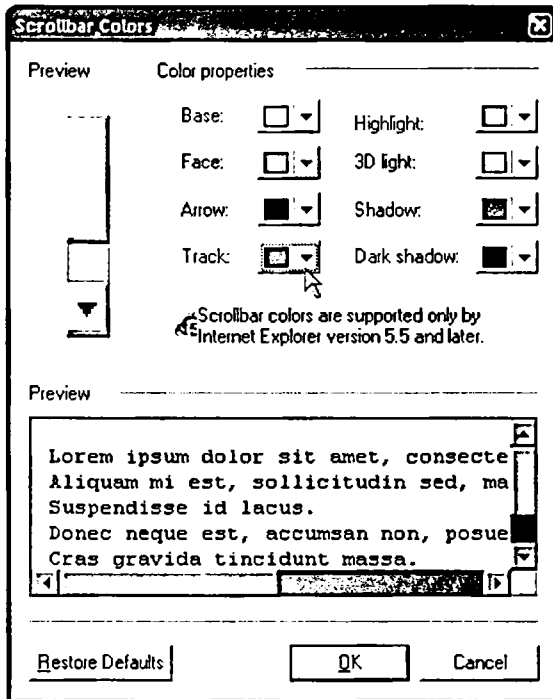
The Script Wizard includes a new script that you can use to set a cookie for a pop-up window, allowing your users to "opt out" of seeing the pop-up window again for 24 hours.



See Script Wizard: Pop-up window cookie, p.301

Custom scrollbar colors

You can now specify custom scrollbar colors for a document. Custom scrollbar colors are supported by Internet Explorer 5.5 and later.



See Setting document scrollbar colors, p.242

Assigning class or ID

You can now directly assign a class or ID in Edit mode to many element types, including paragraphs, other block elements, spans, images, table cells, layers, and so forth. This makes using CSS styles in Edit mode more convenient.

See Applying a class style, p.215

Selecting linked files for publishing

When you right-click a document in the local pane of the Publish window and click **Select Linked Files**, NamowebEditor automatically selects all the local documents and resource files to which the document you clicked contains links. That way, you can upload all of them at once and not worry that you might have

missed a linked resource somewhere.

See Selecting files for publishing, p.397

Improved find & replace

The **Find/Replace** dialog box is now modeless, so you can continue editing or selecting content while the dialog box is open. Find/Replace now supports the special character "\n" for matching line breaks in source code. Also, a new **Match hyperlinks only** check box in both local and global find/replace commands lets you search for and replace text just within hyperlinks.

Find:

Replace with:

Media Wizard

The Media Wizard makes it easier than ever to add video and audio objects to your pages. Once you specify a source file, the wizard chooses the appropriate player for you. Then just tweak a few settings, and you're done.

See Inserting video and audio files, p.252

Ziping local sites for import/export

You can now export a local site to a compressed Zip archive and import a local site from a Zip archive. These functions make it easier to copy or move local sites from one computer to another.

See Exporting and importing a local site to/from a zip archive, p.353

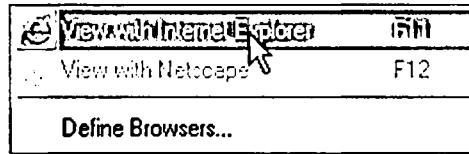
One-step zip & e-mail resource folder

A new command button in the Resource Manager lets you zip and e-mail a folder full of resources in one step, perfect for sharing user-created resources for collaborative projects.

See Sharing resources with other people, p.52

Preview in more browsers

You can now specify up to five Web browsers to use for previewing your documents. Of course, Namu WebEditor's internal preview is still available.



Custom script support

You can now add your own custom JavaScripts to Namu WebEditor's Actions folder, and they will appear in the Action menu along with the factory-installed scripts when you attach an action to an element.

UNC-format hyperlink support

You can now specify the destination of a hyperlink in Universal Naming Convention (UNC) format—for example, "\\jazz\web\index.html". This is useful in intranet sites when a link must point to a document on a Windows network.

WebDAV support

Namu WebEditor 6 now supports Web Distributed Authoring and Versioning (WebDAV), in addition to Microsoft SourceSafe, for source control.

2 Namo WebEditor Fundamentals

This section deals with the basics of working with Namo WebEditor 6. Authors who are new to Namo WebEditor or to web authoring in general should especially read this section.

In this section

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The visual authoring environment.....	p.31
Preferences and settings	p.53
Working with documents	p.59
Basic document editing.....	p.70
Working with local sites.....	p.78

Starting Namu WebEditor

To start Namu WebEditor

- Do one of the following:
 - On the Windows **Start** menu, point to **Programs**, point to **Namu WebEditor 6**, and then click **Namu WebEditor 6**.
 - Double-click the **Namu WebEditor 6** icon on your Windows desktop.

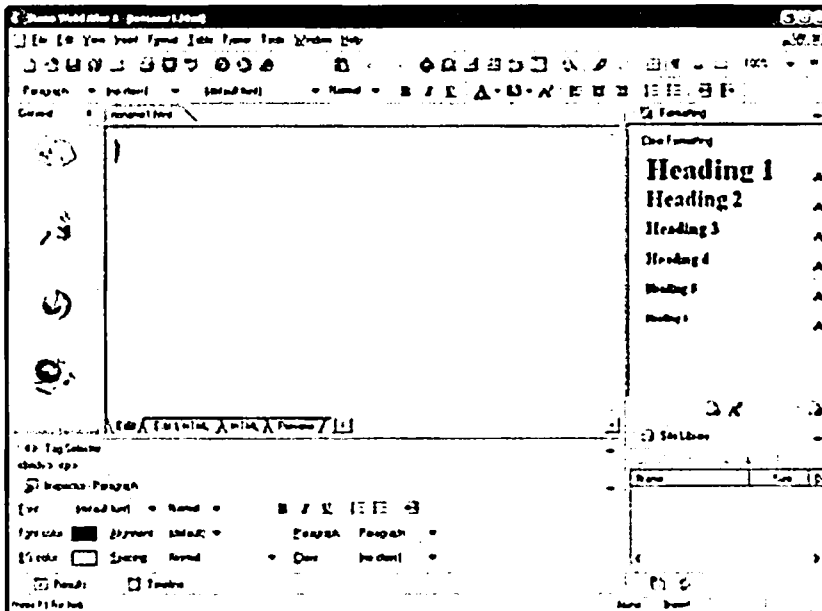


The Namu WebEditor 6 icon on the desktop will only be available if you chose to install it in Namu WebEditor 6 Setup.

The first time you start Namu WebEditor 6, the program will prompt you to enter your serial number and CD/license key. If you purchased Namu WebEditor on CD-ROM, this information can be found on the packaging of the Namu WebEditor setup CD. If you received Namu WebEditor electronically (by downloading), this information should have been provided online when you purchased the software.

The visual authoring environment

Namo WebEditor is a *visual*, or *WYSIWYG* ("What You See Is What You Get"), Web authoring program. This means that what you see on the screen while you are creating or editing a Web page with Namo WebEditor closely resembles what you would see if you were to open the page in a Web browser. This visual orientation makes Namo WebEditor different from "code-oriented" HTML editors, in which you edit HTML code directly (although you can also do that in Namo WebEditor).



Namo WebEditor's main window

The largest part of Namo WebEditor's main window is taken up by the *document window* (p.33), the workspace where you create and edit a Web document. At first, when you start a new document, the document window is an empty white space. To build a Web document, you fill the window with *content*—the elements that make up a Web page—by typing words, dragging and dropping image files from your hard disk, and so forth.

Entering content into a Web document with Namo WebEditor works much like entering content in a word processing program. A blinking vertical bar, called the *insertion point*, indicates where text you type or images you insert will appear on the page. In a new document, the insertion point begins in the upper left corner of the document window. As you add content, the insertion point moves toward the right; when it reaches the right edge of the document window, it moves down one line and back to the left edge. Unlike a page in a word processing document, however, a Web page has no fixed size. As you add content, the page gets longer and longer. That's why Web browsers, and Namo WebEditor, provide a scroll bar at the right side of the window—so you can see an entire document, even if it doesn't fit on one screen.

Note that you cannot simply click anywhere on an empty page and starting typing at that location. As in a word processing program, the insertion point cannot move beyond the end of the document's existing content. However, there are ways to place content at a specific location on a page, using layout boxes (p.91), tables (p.99), or layers (p.111). (These topics are discussed in the section Laying Out Web Pages, p.89.)

At the bottom of the document window are a set of *mode tabs*, labeled Edit, Edit & HTML, HTML, and Preview. Use these tabs to switch among Namu WebEditor's three basic modes of operation:

- *Edit mode* is Namu WebEditor's normal mode, in which you edit documents visually. When Namu WebEditor starts, it is always in Edit mode.
- In *HTML mode*, the document window shows the HTML source code that underlies the current document. In this mode, experienced authors can work directly with HTML code to achieve advanced effects that may be difficult to realize in Edit mode. To quickly switch between Edit mode and HTML mode, press F6 on your keyboard.
- *Preview mode* displays the current document exactly as it would appear in the version of Internet Explorer that is installed on your computer. Use this mode as a quick alternative to previewing the document in a real browser. You cannot edit a document in this mode.

Clicking the Edit & HTML tab shows Edit mode and HTML mode simultaneously (p.34) in a split window.

When you are working on a frameset (p.101), three more mode tabs are available: NOFRAMES Content, Frameset Source, and Frameset Preview. See Using frames, p.101 for information about these additional modes. (If all seven mode tabs are not visible when you are working on a frameset, click the View menu, point to Mode Tabs, and then click Show All Tabs.)

The rest of this section covers the document window and other basic parts of Namu WebEditor's user interface in more detail.

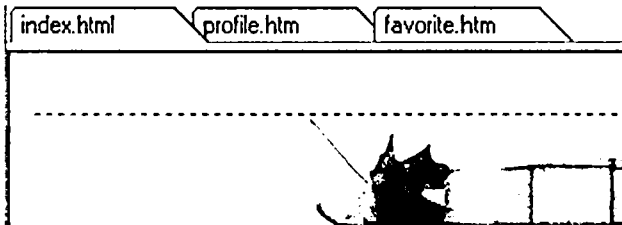
In this section

Document windows	p.33
Viewing Edit and HTML modes simultaneously.....	p.34
Toolbars and the Shortcut Bar	p.36
The Inspector and other tool panels	p.38
The Tag Selector.....	p.40
The status bar.....	p.42
Rulers, layout guides, and layout grids	p.43
Special marks in Edit mode	p.44
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Document windows


Working with multiple documents

By default, Namo WebEditor displays only one maximized document window at a time, even if you have more than one document open. To switch among multiple open documents, use the *document tabs* at the top of the document window. You can also press **Ctrl+Tab** to cycle through open documents.




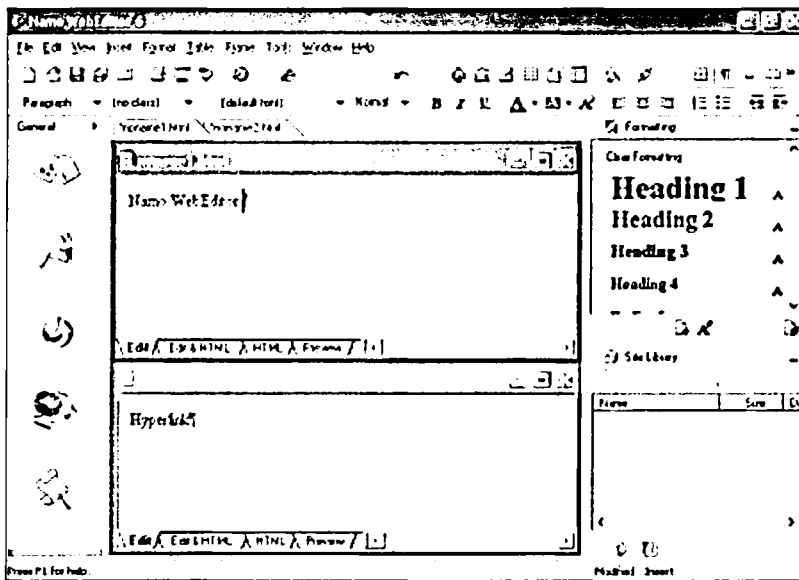
Use document tabs to switch among open documents

- ☞ *If an open document has been modified but not yet saved, an asterisk appears next to the file name in its document tab.*
- ☞ *Right-clicking a document tab reveals a shortcut menu containing commands for frequently-used operations on the corresponding document, like saving or closing.*
- ☞ *Double-clicking a document tab opens the **Document Properties** dialog box for the corresponding document.*
- ☞ *To hide the document tabs, on the **View** menu, point to **Toolbars**, and then click **Document Tabs**.*

If you want to see two or more documents at the same time, unmaximize the document window by clicking the Restore button  at the far right end of the menu bar. When multiple document windows are visible, you can arrange them neatly using commands in the Window menu:

- Click **Cascade** to arrange windows in a staggered "waterfall".
- Click **Tile Horizontally** to tile the document window area with same-sized windows one on top of another.
- Click **Tile Vertically** to tile the document window area with same-sized windows side by side.

You can also minimize a document window to just a short title bar by clicking the Minimize button . If you minimize a window while it is maximized, other document windows will become unmaximized.




Two horizontally tiled and one minimized document windows

To view a list of open documents, on the Window menu, click Window List. You can bring a document to the front by double-clicking its path in the list.

Setting window magnification

You can set the magnification of the document window to "zoom in" closer to or "zoom out" farther from a document. Zooming does not affect how the document will appear in a Web browser.


1. On the Standard Toolbar, click  (Zoom In/Out).
2. Select the desired magnification factor from the menu, or type a magnification factor and press Enter.

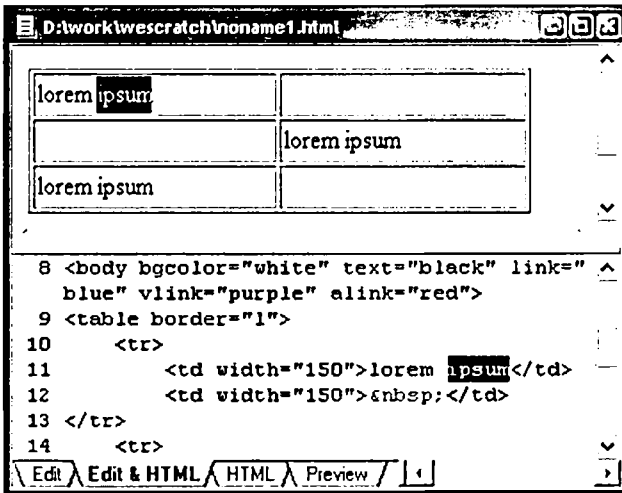
Alternatively, if you use a wheel mouse, you can zoom in and out by turning the mouse wheel while holding down the Ctrl key.

Viewing Edit and HTML modes simultaneously

You can view a document in Edit mode and HTML mode at the same time. When you do this, Namu WebEditor splits the document window into two panes. The top pane shows the document's HTML source code; the bottom pane, its WYSIWYG view. By viewing both modes at once, you can instantly see what effect changes you make in visual editing have on a document's source code, or what effect changes to

source code have visually. This is especially useful when troubleshooting HTML problems or when you want to learn how HTML works.

-  *Changes you make in Edit mode are reflected instantly in the HTML pane. However, changes you make in HTML mode are not reflected in the Edit pane until you click inside the Edit pane.*



Simultaneous Edit/HTML view

To view a document in Edit and HTML modes simultaneously


- Click the Edit & HTML mode tab at the bottom of document window.

To adjust the relative sizes of the Edit and HTML panes

- Drag the border between the two panes.

To rearrange the Edit and HTML panes

1. On the Tools menu, click Preferences, and then click the Edit tab.
2. Under Mode settings, next to Top pane in simultaneous mode, click either HTML or Edit.

-  *To synchronize the Edit and HTML panes so that they display the same portion of the document, click inside either pane.*

Toolbars and the Shortcut Bar

About the toolbars

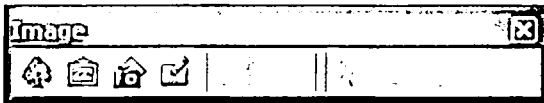
Namo WebEditor provides several toolbars so that you can execute any of a wide variety of commands with just one click. Initially, two toolbars are visible just below the menu bar: the Standard Toolbar and the Formatting Toolbar. Other toolbars are initially hidden. You can reveal or hide a toolbar through the View menu: point to **Toolbars**, and then click the name of the toolbar you want to reveal or hide. Visible toolbars are shown with check marks next to their names in the menu.

To find out the function of any toolbar button, move the mouse pointer over it. A description of the button's purpose will appear in the status bar at the bottom of the main window.

By default, toolbars reside in the *toolbar dock*—a variable-size space reserved for toolbars—just under the menu bar. When a toolbar is in this space, it is said to be "docked". You can move a toolbar within the dock by dragging its handle, a thin vertical line at the toolbar's left edge. You can "undock" a toolbar by dragging it off the dock. When a toolbar is undocked, it acts like a small, floating window: you can move it anywhere on the screen by dragging its title bar, and it always appears on top of other windows. To dock the toolbar again, drag it back to the toolbar dock or double-click its title bar.



The Image Toolbar (docked)



The Image Toolbar (undocked)

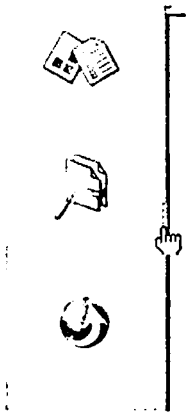
- ☞ *If part of a docked toolbar is hidden because the dock is not wide enough to show all of it, click the chevron at the right end of the visible part to temporarily reveal the hidden buttons.*

About the Shortcut Bar

The Shortcut Bar is the vertical bar with large icons on the left side of the main window. It provides fast access to some of the most commonly used commands with large, easy-to-click buttons.

The Shortcut Bar has three sets of buttons, labeled **General**, **Insert**, and **Advanced**. To select a button set, click the triangle at the top of the bar.

To hide the Shortcut Bar, click the column of dots in the middle of its right edge. Click it again to reveal the Shortcut Bar.



Hiding the Shortcut Bar

Customizing toolbars

Each toolbar has a default set of buttons that are appropriate to the toolbar's overall purpose. You can customize a toolbar by rearranging its buttons, adding buttons for other functions, or removing buttons you don't need.

To move a button on a toolbar

- While holding down the Alt key, drag the button to another location on the toolbar.

To move a button from one toolbar to another toolbar

- While holding down the Alt key, drag the button off the first toolbar and drop it on the second toolbar.

To add a button to a toolbar

1. On the View menu, point to Toolbars, and click **Customize**.
2. Click the Buttons tab.
3. Under **Categories**, click the category containing the command (button) you want to add.
4. Under **Commands**, choose the command you want to add and drag it to the desired toolbar.
5. When you are finished adding buttons, click **Close**.

To remove a button from a toolbar

- While holding down the Alt key, drag the button off the toolbar and drop it anywhere except on another toolbar.

To restore a toolbar's default set of buttons

1. On the View menu, point to Toolbars, and click **Customize**.
2. Under Toolbars, click the name of the toolbar you want to reset.

3. Click **Reset**. (Or click **Reset All** to reset all toolbars.)



You cannot customize the Shortcut Bar.

Creating new toolbars

You can create a new, custom toolbar containing exactly the buttons you want.

To create a new toolbar


1. On the **View** menu, point to **Toolbars**, and click **Customize**.
2. Click **New**.
3. Type a name for the new toolbar and click **OK**. A new, empty toolbar will appear at the bottom of the toolbar dock.
4. Click the **Buttons** tab.
5. Under **Categories**, click a category containing a command (button) you want to add to the new toolbar.
6. Under **Commands**, choose a command to add and drag it to the new toolbar.
7. Repeat steps 5 and 6 for each button you want to add to the new toolbar.
8. When you are finished adding buttons, click **Close**.

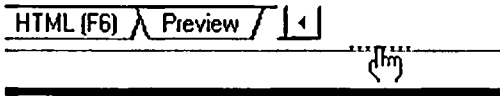
To remove a custom toolbar

1. On the **View** menu, point to **Toolbars**, and click **Customize**.
2. Under **Toolbars**, click the name of the toolbar you want to remove.
3. Click **Delete**.

The Inspector and other tool panels

About tool panels

At the bottom and right side of the main window are two areas that contain various *tool panels*. These tool panels are initially visible. To reveal them, click  (Show/Hide Panels) on the Shortcut Bar (p.36) or press **Ctrl+I**. You can also reveal just the bottom panel area or just the right panel area by clicking the row or column of dots in the middle of the appropriate border of the main window. Click the dots again to hide that set of panels. To resize the bottom panel area, drag its top border. To resize the right panel area, drag its left border.



Revealing the bottom tool panel area

The bottom panel area contains four tool panels: the **Inspector** and the **Tag Selector** (p.40), which are initially visible; and the **Timeline** and **Results** panels, which are initially hidden.

The right panel area contains four more tool panels: the **Formatting** panel (p.227), the **Actions** panel, and the **Site Library** panel, which are initially visible; and the **Layers** panel, which is initially hidden.

When a tool panel is hidden (while the panel area that contains it is visible), an icon representing the panel appears at the bottom of its home area. (If there is enough room, the panel's name also appears.) To reveal the panel, click its icon according to the table below, or, on the **View** menu, point to **Panels**, and then click the name of the panel you want to reveal.

Icon	Panel
	Inspector
	Tag Selector
	Timeline
	Results
	Formatting
	Actions
	Site Library
	Layers

To hide a single tool panel, click the **Close** box at the right end of the panel's title bar. When all the panels in a panel area are hidden, the area collapses to its border only.

You can rearrange the visible panels in a panel area by dragging one panel and dropping it above or below another. (To drag a panel, click and drag its title bar.) However, you cannot move a panel from its home area to the other panel area.

You can "undock" a tool panel by dragging it completely away from its home area. An undocked panel "floats" on top of other windows. To dock it again, drag it back to its home area.

What the tool panels do

Inspector

The **Inspector** provides a quick way to view and modify the properties (HTML attributes) of the current element in the current document, without having to open a dialog box. The controls in the Inspector vary depending on what kind of element is currently selected.

Tag Selector

The **Tag Selector** displays the HTML tags surrounding the insertion point. Clicking a tag in the Tag Selector selects the page element corresponding to it. (See *The Tag Selector*, p.40.)

Timeline

Use the **Timeline** panel to create a *timeline*—a kind of animation that uses layers and JavaScript to move page elements over time. (See *Creating timelines*, p.316.)

Results

The **Results** panel displays the results of the **Verify HTML** command. (See *Validating source code*, p.508.)

Formatting

Use the **Formatting** panel to quickly apply standard and custom styles (p.212) to selected elements. (See *Using the Formatting panel*, p.227.)

Actions

The **Actions** panel lists the Javascript actions (p.304) that have been attached to the current element, and lets you attach new actions. (See *Working with actions and events*, p.304.)

Site Library

Use the **Site Library** panel to insert and manage various resources that are common to the entire site to which the current document belongs. (See *Using the site library*, p.377.)

Layers

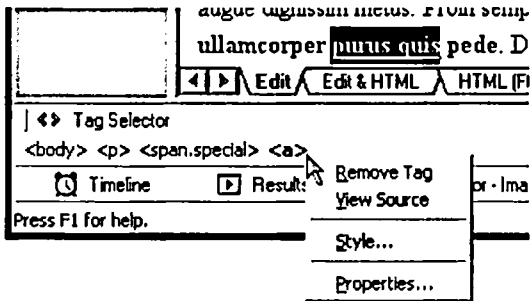
The **Layers** panel lists any layers (p.111) that exist in the current document, and lets you manage them. (See *Using the Layers window*, p.119.)

The Tag Selector


The *Tag Selector* is one of the tool panels (p.38) available in the bottom panel area of the main window. It displays the HTML tags surrounding the insertion point or current selection. The Tag Selector provides several useful functions:

- It identifies the type of element in which the insertion point is located and the types of that element's "ancestor" elements.
- By clicking a tag in the Tag Selector, you can select an element that may be difficult or impossible to select directly in the document window.

- By right-clicking a tag in the Tag Selector, you can quickly execute a commonly-used command on the corresponding element.



Right-clicking a tag in the Tag Selector

 If an element identified in the Tag Selector belongs to a class (p.213), the class name appears inside the tag, preceded by a period. For example, if the insertion point is in a paragraph (<p> element) whose class is "blurb", then the paragraph will appear as <p.blurb> in the Tag Selector.

To show or hide the Tag Selector

- Do one of the following:
 - On the View menu, point to Panels, and then click Tag Selector.
 - Press Alt+5.

Commands in the Tag Selector's shortcut menu

Right-click a tag in the Tag Selector to execute any of the following commands that appear in the shortcut menu. (Depending on the element, some of the commands may not be available.)

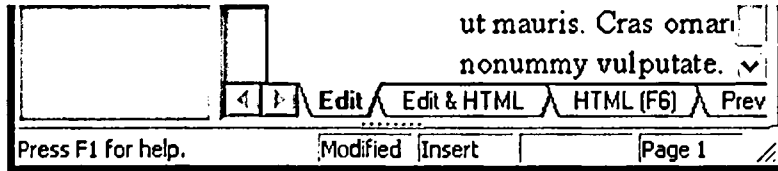
- **Remove Tag:** Delete the entire element associated with the tag
- **View Source:** Switches to HTML mode and highlights the associated element
- **Style:** Opens the Style dialog box for the associated element
- **Properties:** Opens the Properties dialog box for the associated element

Related topics

The Inspector and other tool panels p.38

The status bar

The *status bar*, at the bottom of Namu WebEditor's main window, displays useful information regarding the working environment.



The status bar (shown with collapsed bottom tool panel)

When the mouse pointer is over a menu command or toolbar button, the left side of the status bar displays a brief description of the command or button.

The right side of the status bar contains four inset areas that display various kinds of status information. From left to right, these areas show:

- The modification state of the current document. If the document has been modified since you last saved it, the word **Modified** appears here.
- The typing mode. In the default **Insert** mode, whatever you type "pushes" existing text on the right side of the insertion point further right to make room for the new text. In **Overwrite** mode, whatever you type overwrites existing text on the right side of the insertion point. (To change the typing mode, press the **Insert** key. By default, however, the typing mode is locked in **Insert** mode. To unlock it, on the **Tools** menu, click **Preferences**, click the **Edit** tab, and then clear the **Lock Insert key** check box.)
- The write status of the current document. If the current document is read-only (meaning changes cannot be saved), the phrase **Read-Only** appears here.
- The current page number. When the current document window is in page layout mode, this area displays the number of the page where the insertion point is currently located.

To hide or reveal the status bar

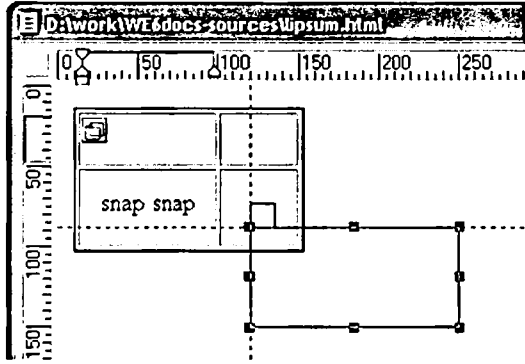
- On the **View** menu, point to **Toolbars**, and click **Status Bar**.

Related topics

The Tag Selector.....p.40

Rulers, layout guides, and layout grids

Namo WebEditor's visual authoring environment includes three optional design aids that can help you lay out Web documents more precisely. These are *rulers*, *layout guides*, and *layout grids*.



Rulers, guides, and grid

Using rulers

When you need to know exactly how big or how far apart various page elements are, you can turn on the display of rulers in document windows. A horizontal ruler and a vertical ruler are available, both showing distances in pixel units. To show or hide both rulers: on the View menu, point to Rulers, and click Show All (or press Shift+Alt+R). You can also show or hide the horizontal and vertical rulers independently. Note that showing or hiding rulers applies to all open document windows.

Using layout guides

A layout guide is a thin, horizontal or vertical line that you can place across a document window to help align page elements. The guide is not a part of the document and does not appear in a browser or in Preview mode. When the Snap option is enabled, the edges of layers (p.111) "snap" to layout guides, making it easier to position or align the layers. In a table (p.182), cell borders also snap to layout guides when you resize cells by dragging their borders.

- To create a layout guide, click anywhere within the horizontal or vertical ruler and drag down or to the right. When the dotted line is at the desired position, release the mouse button, and the guide will appear.
- To move a guide, click and drag it to the desired position.
- To remove a guide, drag it back to the ruler. To remove all guides, on the View menu, point to Guides, and click Clear All.
- To hide all guides, on the View menu, point to Guides, and click Show. Use the same command to reveal hidden guides.
- To lock all guides in place so that they cannot be moved, on the View menu, point to Guides, and click Lock.

- To enable or disable snapping to guides, on the **View** menu, point to **Guides**, and click **Snap**.
- To change the color and/or line style of all guides, do the following:
 - On the **View** menu, point to **Guides**, and click **Settings**.
 - Under **Guides**, click the **Color** box and select a color (p.233).
 - To change the line style, click **Solid** or **Dashed**.











Using a layout grid

A layout grid is composed of thin, horizontal and vertical lines that run across a document window at regular intervals. A layout grid can help you align and distribute page elements more easily and precisely. The grid is not a part of the document and does not appear in a browser or in Preview mode. You can adjust the spacing between grid lines—the default spacing is 50 pixels. When the **Snap** option is enabled, the edges of layers (p.111) "snap" to grid lines, making it easier to position or align the layers. In a table (p.182), cell borders also snap to grid lines when you resize cells by dragging their borders. Between grid lines there are invisible subdividers, to which layers and cell borders also snap.

- To show or hide the layout grid for the current document, on the **View** menu, point to **Grid**, and click **Show**.
- To enable or disable snapping to grid lines and subdividers, on the **View** menu, point to **Grid**, and click **Snap**.
- To change the spacing between grid lines and/or invisible subdividers, do the following:
 - On the **View** menu, point to **Grid**, and click **Settings**.
 - In the **Grid spacing** box, enter the desired space between grid lines, in pixels.
 - In the **Subdivisions** box, enter the desired space between subdividers, in pixels.
- To change the color and/or line style of the layout grid, do the following:
 - On the **View** menu, point to **Grid**, and click **Settings**.
 - Under **Grid**, click the **Color** box and select any color, or click the **Standard colors** box and select one of the standard colors.
 - To change the line style, click **Solid** or **Dashed**.


Special marks in Edit mode


By default, Namu WebEditor displays various kinds of special "marks" in document windows that are in Edit mode. These marks, which are not part of a document and do not appear in a browser or in Preview mode, help to visually identify and locate various kinds of page elements or parts. You can enable or disable the display of any of these marks in the **View** menu. The most common marks are listed in the table below. (Note: space marks are not shown by default.)

Mark	Name	Description
	Paragraph Mark	A backwards "P" with two vertical bars indicates the end of a paragraph.
	Line Break Mark	A carriage return symbol indicates the location of a manual line break.
	Space Mark	A gray dot indicates a space character. A red dot indicates a non-breaking space.
	List Begin Mark	A red arrow indicates the beginning of a numbered or bulleted list.
	Bookmark Mark	A yellow bookmark icon indicates the position of a bookmark.
	Layer Mark	A yellow layer icon indicates the position of a layer tag.
	Floating Box Mark	A yellow floating box icon indicates a floating box.
	Table Gridlines	Dashed lines indicate the borders of cells in tables with invisible borders.
	Current Table Outline	A solid blue outline indicates the table containing the insertion point.
	Layer Outline	A solid gray outline indicates the edges of a layer or floating box.

To hide or show special marks

- On the View menu, point to Marks, and click the item corresponding to the type of mark you want to hide or show. (The **Special Tag Marks** item controls list begin marks, layer marks, and other yellow icons for special elements.)

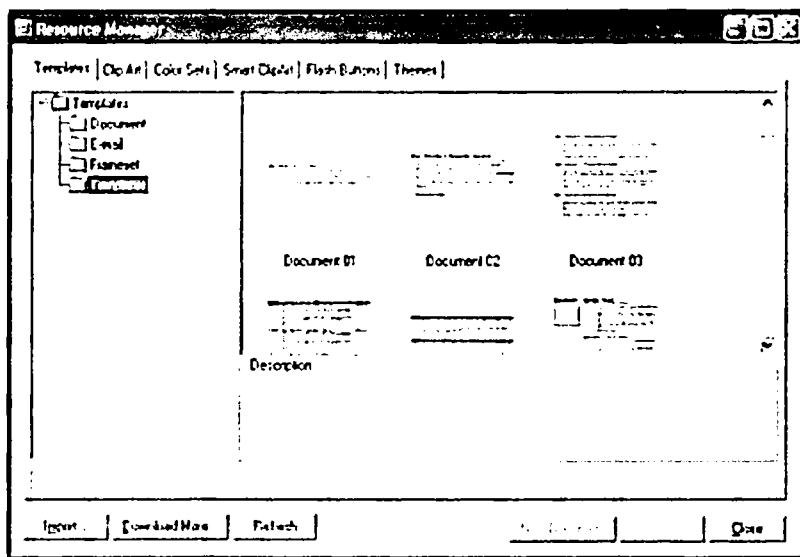
 You can also toggle the display of paragraph marks, space marks, table gridlines, and special tag marks by clicking the appropriately-named buttons on the Standard Toolbar.

 Special tag marks, with the exception of list begin marks, take up space in Edit mode. As a result, they can decrease the accuracy with which a document is rendered in Edit mode.

The Resource Manager

In Web authoring terminology, *resources* are various kinds of files that you can use in a document. Images and movie clips are well-known types of resources, but there are many other kinds as well. A common characteristic of resources is that they can be collected and then reused in many documents.

Namo WebEditor comes with a library of ready-made resources that you can use in your documents. You access these resources through the *Resource Manager*. You can also organize resources and add your own resources to the library using the Resource Manager. To open the Resource Manager, on the Window menu, click **Resource Manager**.




The Templates tab of the Resource Manager

The Resource Manager has six tabs, corresponding to six kinds of resources: Templates, Clip Art, Color Sets, Smart ClipArt, Flash Buttons, and Themes. Under each tab you will see a list of categories (folders), a pane displaying the resources in the selected category, and several command buttons. The Import, Download More, and Close buttons are common to all tabs, while other buttons vary depending on the selected tab. Each tab also has its own shortcut menu that appears when you right-click a resource.

The contents and special commands in each tab are described below.

The Templates tab

This tab includes templates for whole documents and insertable document sections.

- To create a new document based on the selected template, click New Document.
- To insert a section based on the selected template into the current document, click Insert.
- You can designate one template as the default template for new documents that you create by pressing Ctrl+N or clicking  (New) on the Standard Toolbar. To do so, right-click the desired template and then click Set as Default Template.
- You can modify the title and/or description of a template by right-clicking it and then clicking Properties.

The Clip Art tab

This tab includes a wide variety of bitmapped (GIF and JPG) images that you can use in your documents, including background textures, buttons, banners, and so forth.

- To insert a clip art image into the current document, select it and click **Insert**. To use the selected image as the document's background image, click **Insert as Background**.
- You can filter the images shown in the resource pane by file type. Click the file type box below the category pane and select an item to view only GIF images, only JPEG images, only PNG images, or all images.

The Color Sets tab

This tab contains color sets, which are sets of complementary colors that are designed to be used together in a document or site.

- To make a color set available for use in your documents, select it and click **Insert Color Set**. The color set will then be available in any document when you click the color set menu on the Color Palette (p.233).
- You can add any individual color in a color set to the Custom Colors group in the Color Palette (p.233). To do so, right-click a color and click **Add to Custom Colors**. (Note that the Custom Colors group can hold a maximum of 36 colors. If you add more than this number, the oldest ones are dropped to make room.)
- To add a new color to a color set, right-click the color table, click **New Color**, and then select a color in the Color Picker (p.234).
- To change a color in a color set, right-click it and click **Edit Color**.
- To delete a color, right-click it and click **Delete**.

The Smart ClipArt tab

This tab contains a library of vector-based clip art in the Smart ClipArt (.tng) format. You can use Smart ClipArt in the same ways as ordinary, bitmapped clip art, but with the added advantage that you can resize or edit a Smart ClipArt image without loss of sharpness or information.

- To insert a Smart ClipArt image into the current document, select it and click **Insert**. You cannot use Smart ClipArt as document background images.
- You can edit a Smart ClipArt image from within the Resource Manager. Right-click an image and click **Modify**. The image will open in the Smart ClipArt Editor (p.259). Note that any changes you make to a Smart ClipArt item from within the Resource Manager are permanent. If you do not want to permanently modify a Smart ClipArt image, you can modify a copy of it by right-clicking the image and clicking **Modify As New**.



The Smart ClipArt Editor is not available if you do not have Namo WebCanvas installed. If Namo WebCanvas was not included in your Namo WebEditor 6 package, it must be purchased separately and installed to enable the Smart ClipArt Editor.

The Flash Buttons tab

Flash Buttons are animated, vector-based images created in Macromedia's Flash (.swf) format. This tab contains a number of predesigned Flash Buttons meant to be used as buttons and banners.

4. In the resource pane, find the new template you just created. (It will have the title "No Title".)
5. Right-click the thumbnail preview and click Properties.
6. In the Title box, type a title for the template. If you want to add a description, type it in the Description box. Click OK.



You can also add a document to the template library by dragging an HTML or MHTML file to the Resource Manager from Windows Explorer.

Adding clip art

You can add any GIF, JPG, or PNG image to the clip art library.

1. On the Window menu, click **Resource Manager**, and then click the **Clip Art** tab.
2. Select the category (folder) in which you want to put the image, and then click **Import**.
3. Navigate to the folder containing the desired image, select the GIF, JPG, or PNG image file, and click **Open**.



You can also add an image to the clip art library by dragging a GIF, JPG, or PNG file to the Resource Manager from Windows Explorer.

Adding Smart ClipArt

You can add your own Smart ClipArt (.tng) images, and Smart Button (.npi) images from pre-5.0 versions of Namu WebEditor, to the Smart ClipArt library.

1. On the Window menu, click **Resource Manager**, and then click the **Smart ClipArt** tab.
2. Select the category (folder) in which you want to put the image, and then click **Import**.
3. Navigate to the folder containing the desired image, select the TNG or NPI image file, and click **Open**.



You can also add an image to the Smart ClipArt library by dragging a TNG or NPI file to the Resource Manager from Windows Explorer.

Adding Flash Buttons

You can add your own Flash (.swf) animations to the Flash Button library.

1. On the Window menu, click **Resource Manager**, and then click the **Flash Button** tab.
2. Select the category (folder) in which you want to put the Flash animation, and then click **Import**.
3. Navigate to the folder containing the Flash (.swf) file, select it, and click **Open**.



You can also add a Flash animation to the Flash Button library by dragging an SWF file to the Resource Manager from Windows Explorer.

Adding themes

You can add a new or modified theme that you have received from another Namu WebEditor user to the theme library.

1. On the **Window** menu, click **Resource Manager**, and then click the **Themes** tab.
2. Select the category (folder) in which you want to put the theme, and then click **Import**.
3. Navigate to the folder containing the theme (.ntc) file, select it, and click **Open**.



You can also add a theme to the theme library by dragging an NTC file to the Resource Manager from Windows Explorer.

Adding resources from a zip archive

Other Namu WebEditor users can send (p.52) you (or you can send yourself) a zip archive containing one or more resources. To add the resources from such a zip file to the resource library, do this:

1. On the **Window** menu, click **Resource Manager**.
2. Click the tab corresponding to the type of resource in the zip archive.
3. Select the category (folder) in which you want to save the new resources, and then click **Import**.
4. Click the **Files of type** box and select **Zip Files**.
5. Navigate to the folder containing the zip (.zip) file, select it, and click **Open**.

All resources of the appropriate type found in the zip archive will be added in a new subcategory of the category you selected. The name of the subcategory will be the same as the name of the category or subcategory from which the other user exported the resources.

Downloading new resources from the Internet

From time to time, Sejoong Namu Interactive may make available new clip art, themes, and other resources on its Web site for free download by registered Namu WebEditor users. To check if new resources are available and download them, do the following:

1. On the **Window** menu, click **Resource Manager**.
2. Click the tab corresponding to the type of resource you want to download.
3. Select the category (folder) in which you want to save the new resources, and then click **Download More**.

Your browser will open and go to Sejoong Namu Interactive's resource download page. Follow the instructions on that page to view and download any new resources that might be available.

Related topics

Sharing resources with other people p.52

Sharing resources with other people

If you work with other Namu WebEditor users in a team, it can be useful to share with them resources that you've created. Or, you might need to copy your custom resources from the computer on which you created them to another computer on which you use Namu WebEditor. Using the Resource Manager's **Zip & E-Mail** and **Import** commands, you can send resources to other people (or yourself) as compressed e-mail attachments and add resources other people have sent you to your resource library.



When you send resources, all the resources in the category or subcategory you select are copied to the zip archive. If you only want to send some of the resources in the selected category, open the zip archive and delete the unwanted resources.

To zip and e-mail resources

1. On the **Window** menu, click **Resource Manager**.
2. Click the tab corresponding to the type of resource you want to send.
3. Right-click the category (folder) containing the resources you want to send, and then click **Zip & E-Mail**.

Namu WebEditor will create a temporary zip archive containing the selected resources, and a new message window will open in your default e-mail program. The zip archive will be automatically attached. Now you can specify the recipient(s), enter a subject line, and send the e-mail.



*If you just want to create a zip archive containing resources, without e-mailing it, right-click the desired category and click **Zip**. You will be prompted for the location in which to save the zip archive.*

To add resources from a zip archive

1. On the **Window** menu, click **Resource Manager**.
2. Click the tab corresponding to the type of resource you want to send.
3. Select a category (folder). The new resources will be saved into a new subfolder of the selected folder.
4. Click the **Import** button.
5. Click the **Files of type** box and select **Zip Files**.
6. Locate and select the zip archive containing the resources to be added, and then click **Open**.

Related topics

Adding resources to the resource libraryp.49

Preferences and settings

You can configure many aspects of Namo WebEditor's interface and behavior in the **Preferences** dialog box. Other interface settings are controlled through the **View** menu.

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Setting image display options	p.53
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Specifying default colors and character set for new documents.....	p.55
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Related topics

Toolbars and the Shortcut Bar.....	p.36
The Inspector and other tool panels	p.38
Rulers, layout guides, and layout grids	p.43
Special marks in Edit mode.....	p.44

Setting image display options

To hide all images in Edit mode

- On the **View** menu, point to **Image**, and click **View Images**.

To hide document background images in Edit mode

- On the **View** menu, point to **Image**, and click **View Background Images**.



This command does not affect the display of background images of tables, table cells, layers, floating boxes, and other containers.

To stop GIF animations in Edit mode

- On the **View** menu, point to **Image**, and click **View GIF Animations**.



This command does not hide animated GIF images. It only stops the animations from running.

Related topics

Images.....p.137

Setting the default display fonts for Edit mode

When you have text in a document to which you have not applied a specific font, Namu WebEditor displays the text in one of the *default fonts* specified in the **Preferences** dialog box. There are two default fonts: a *proportional* font, used for most text, and a *fixed-width* font, used for `<pre>` and `<code>` elements. Initially, these default fonts are set to 12pt Times New Roman and 10pt Courier New, respectively, but you can change them to whatever font and size you wish.

It is important to realize that the default display fonts only apply in Namu WebEditor's Edit mode. When a document that contains text with no specified font is viewed in a browser, the browser will display the text in its own default font, which may not be the same as Namu WebEditor's default font. If you want to make sure the text you see in Edit mode uses the same font as it will in a browser, you need to apply a specific font to it—either through the **Font** command on the **Format** menu or by applying a style (p.210).

To set the default display fonts for Edit mode

1. On the **Tools** menu, click **Preferences**, and then click the **Document Defaults** tab.
2. Under **Character set and fonts**, do one or both of the following:
 - o Click the **Proportional font** box and choose a font. Then click the size box and choose a point size.
 - o Click the **Fixed-width font** box and choose a font. Then click the size box and choose a point size.
3. Click **OK**.

Related topics

About formatting and styles.....p.210
Setting character-related propertiesp.219

Specifying default colors and character set for new documents

Specifying default colors

In the Preferences dialog box, you can specify the default colors that new documents will use for various items, including:

- ordinary text
- the document background
- unvisited hyperlinks
- visited hyperlinks
- "active" hyperlinks (a hyperlink is "active" when the mouse pointer is over it)

To specify default colors for new documents

1. On the Tools menu, click **Preferences**, and then click the Document Defaults tab.
2. Under Colors, click the color box for any desired item and select a color (p.233).

You can override any of these default colors either on the document level—by specifying different colors for the current document in the Appearance tab of the Document Properties dialog box—or on the element level, by applying a different color to selected content.

Specifying a default character set

If you use a particular character set (p.238) for most of your documents, you can save time by specifying it as the default character set for new documents. Initially, the default character set is set to **user-defined**, meaning unspecified, so new documents will not use any specific character set. But if you set the default to, for example, Unicode (UTF-8), then new documents will automatically use the Unicode character set.

Of course, if you specify a default character set, you can still override that setting by specifying a different character set for a particular document in the General tab of the Document Properties dialog box.

To specify the default character set for new documents

1. On the Tools menu, click **Preferences**, and then click the Document Defaults tab.
2. Click the Character set box and select a character set.

Related topics

Selecting colors.....	p.233
Setting default colors for the current document	p.241
Setting character-related properties.....	p.219
Setting background colors and images.....	p.225

Setting hyperlink colors	p.174
Specifying a character set for the current document	p.238

Configuring editing preferences

Use the **Edit** tab of the **Preferences** dialog box to configure various settings and behaviors that apply whenever you work in Edit mode.

General settings

Load most recent documents at startup

If this check box is selected, the documents that are still open when you next quit Namu WebEditor will be automatically opened again when you next start it. If it is deselected, Namu WebEditor will open with a new, blank document.

Display actual fonts in font menu

If this check box is selected, the **Font** menu on the **Formatting Toolbar** will display font names in the actual font faces they correspond to.

Lock Insert key

If this check box is selected, pressing the **Insert** key on the keyboard will have no effect. If it is deselected, pressing the **Insert** key will toggle insert/overwrite mode. (See **Inserting text**, p.70.)

Automatic link creation

If this check box is selected, Namu WebEditor will automatically create a hyperlink when you type certain kinds of URLs in Edit mode. This feature works with the following kinds of URLs:

- URLs that start with "www" and have at least two dots
- URLs that start with "http://", "https://", "ftp://", "file://", "gopher://", "nntp://", or "wais://".
- e-mail addresses, such as "jason@namo.com"

Note that the link will not be created until you press either the space bar or the **Enter** key after the URL.

Copy formatting of text on left side of cursor when typing

If this check box is selected, when you insert text immediately (without any intervening spaces) to the left or the right of existing text to which character-level formatting (p.219) has been applied, the new text will "pick up" the formatting from the existing text. If it is deselected, the new text

will have the default character formatting of the paragraph. Note that text you insert *in the middle* of character-formatted text *always* picks up the existing formatting.

Clip art folder

This setting specifies the location of the folder containing Namo WebEditor's clip art library (p.143). If no location is specified, Namo WebEditor will look in the default location, which is a subfolder of the Namo WebEditor installation folder. However, if you chose not to install the clip art library when you installed Namo WebEditor, this folder will be empty. In that case, you can specify the location of the clip art folder on the Namo WebEditor installation CD-ROM (if you have one).

Mode settings

Open documents in

Select the default mode in which to open documents. If you select **Same mode as current document**, Namo WebEditor will open the next document in whatever mode you are using to edit the document that is active at the time you open or create the new document.

Top pane in simultaneous mode

This setting determines whether the Edit pane or the HTML pane will be on top when Edit & HTML mode is active.

Spell check settings

Check spelling as you type

If this check box is selected, Namo WebEditor will highlight misspelled words with wavy red underlines as you type in Edit mode.

Hide spelling errors

This option is only available if **Check spelling as you type** is enabled. If this check box is selected, Namo WebEditor will still check your spelling as you type in Edit mode, but misspelled words will not be highlighted.

Spelling dictionary 1

Select the primary language for spell checking.

Spelling dictionary 2

Select the secondary language for spell checking.

Configuring file saving and backup settings

Use the **Save** tab of the **Preferences** dialog box to configure settings related to saving and backup up files.

Make backups

If this check box is selected, whenever you resave a document, Namu WebEditor will rename the old version with a ".bak" file name extension instead of simply overwriting it with the new version. Thus, you can "undo" the saved changes in the latest version of a document by changing the backup file's extension to ".html" and opening it.

Autosave interval

If this check box is selected, Namu WebEditor will automatically save all open, modified documents at regular intervals of the specified length. Note that Namu WebEditor does not autosave to the original file but rather to a copy with a ".asv" file name extension in the same folder. If your computer crashes or Namu WebEditor unexpectedly quits for any reason while you have modified documents open, you may be able to recover some or all of your lost work by changing the autosave file's ".asv" extension to ".html" and opening it.

Save Smart ClipArt, equation, and chart images in

Specifies the path of the folder in which Namu WebEditor will save the bitmapped images it generates from Smart ClipArt (p.258) images, charts (p.484), and equations. The default path, "images", means that these bitmapped images will be saved in an "images" subfolder of the document's folder. If you want, you can specify a different path relative to the document's folder, such as "../bitmaps". The new path will be used the next time you save a document that contains Smart ClipArt, charts, or equations.

Working with documents

Web documents, like most other documents you work with on your computer, are stored as files on your hard disk or other mass-storage device. This section covers the various commands in Namo WebEditor that deal with basic file-oriented aspects of authoring for the Web, such as creating, saving, and printing documents.

In this section


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Previewing documents	p.61
Saving documents	p.62
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Printing documents	p.66

Related topics

Document properties.....	p.236
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Creating new documents

To create a new document using the default template

- Do one of the following:
 - Click  (New) on the Standard Toolbar.
 - Press Ctrl+N.




*By default, the default template is a completely empty document. You can designate a different template as the default template in the **Templates** (p.46) tab of the Resource Manager.*

To create a new document using a template

1. On the File menu, click **New**.
2. In the folder list on the left, click a template category.
3. In the preview area, click a template, and then click **OK**.

Opening documents

To open a document on the local file system

1. Do one of the following:
 - On the File menu, click Open.
 - Click  (Open) on the Standard Toolbar.
2. Find the file you want to open, select it, and then click Open.




*You can open multiple files at the same time. In the **Open** dialog box, click each file you want to open while holding down the **Ctrl** key, and then click **Open**.*



*To quickly open one of the last ten documents you have opened recently, on the **File** menu, point to **Recent Files**, and then click the item corresponding to the file you want to open.*

To open a document on the Web

1. Do one of the following:
 - On the File menu, click Open.
 - Click  (Open) on the Standard Toolbar.
2. In the URL box, enter the URL of the Web document you want to open, and click Open URL.

To open a document directly from a remote site

A *remote site* is a folder on a Web server that contains a Web site you have published. You can open a document on a remote site directly, instead of downloading it first and then opening the local copy. For more information about remote sites, see Defining remote sites for publishing, p.388.

1. On the File menu, click **Open on Web Server**.
2. In the **Remote site** box, click the remote site that has the document you want to open.
3. Select the desired document and click Open.

To open the document currently open in a Web browser

- On the File menu, point to **Import**, and then click the item corresponding to the browser that is showing the document you want to open.



*By default, Namu WebEditor is set up so that you can import an open document from Internet Explorer or Netscape. You can change the browsers from which you can import by editing the settings in the **Browsers** tab of the **Preferences** dialog box. The first two browsers in the list are the ones you can import from.*

Previewing documents

Although Namo WebEditor tries to display documents in Edit mode as closely as possible to the way they will appear in a Web browser, it's not perfect. That's why it provides two ways to preview most documents as they would actually appear on the Web.

Namo WebEditor's built-in preview mode uses Internet Explorer's rendering engine to render HTML, so it can display a document almost exactly as the version of Internet Explorer you have installed on your computer would. However, it does have some limitations: it can only emulate the particular version of IE you have installed, and even so, there can be some minor visual differences from IE itself due to operating system and IE service pack issues.

For the most realistic previews, use Namo WebEditor's **View** with commands to view documents in an actual Web browser installed on your computer. You can set up up to five different browsers with which to view documents, two of which are accessible with shortcut keys. Using a **View** with command is a much more reliable way to preview how a document will appear in a non-Microsoft browser, such as Mozilla or Opera, than using the built-in preview mode.



Some kinds of Web content cannot be previewed reliably without actually uploading the document to a Web server and viewing it through the Web. This includes most content that uses a server-side script (such as ASP or PHP) or server side includes (SSI). However, you can use Namo WebEditor's built-in preview mode to preview dynamic documents you create using the Database Wizard (p.430), as long as you have either Internet Information Server (IIS) or Personal Web Server (PWS) installed on your computer.

To preview the current document in Namo WebEditor's built-in preview mode

- Click the **Preview** tab at the bottom of the main window.

To preview the current document in a designated Web browser

- On the **View** menu, point to **Preview**, and then click the item corresponding to the browser you want to use.


If the browser you want to use is not on the menu, you need to set up Namo WebEditor to use it in the **Preferences** dialog box.

1. On the **View** menu, point to **Preview**, and then click **Define Browsers**.
2. If there is an empty slot in the list of designated browsers, click it. Otherwise, click one of the already designated browsers to replace it. Then, click **Edit**.
3. In the **Name** box, type the name of the desired browser. (For example, "Mozilla 1.4".)
4. In the **Program file** box, enter the path of the browser's main executable file. (For example, "C:\Program Files\Mozilla\1.4\mozilla.exe".) You can click **Browse** to locate and select the program file instead of entering the path manually.

5. In the DDE name box, type the system name used by Windows to reference the browser program. This is usually the same as the name of the program file, minus the ".exe" extension. (For example, "mozilla".) If you don't know what to enter, leave the box blank.
6. Click OK. Click OK again to close the previous dialog box.

Saving documents

To save a document

1. Do one of the following:
 - o On the File menu, click Save.
 - o Click  (Save) on the Standard Toolbar.
2. If you are saving the document for the first time, in the File name box, type a name for the file, and then click Save.

To save a document with a new file name or in a different location

1. On the File menu, click Save As.
2. Navigate to the folder in which you want to save the document.
3. In the File name box, type the new name for the file, and then click Save.

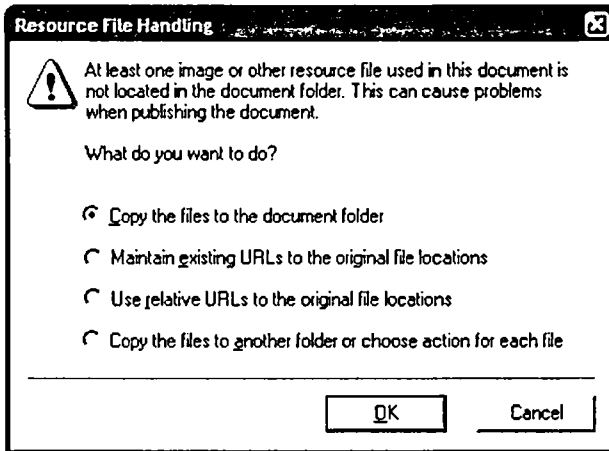
To save a document directly to a remote site

A *remote site* is a folder on a Web server that contains a Web site you have published. You can save a document directly to a remote site, instead of saving it locally and then uploading it to the remote site. For more information about remote sites, see Defining remote sites for publishing, p.388.

1. On the File menu, click Save on Web Server.
2. In the Remote site box, click the remote site on which you want to save the document.
3. In the File name box, type the desired file name for the document, and then click Save.

Copying resource files when saving a document

When you save a document after inserting new images or other resource files in it, the Resource File Handling dialog box (pictured below) may appear, offering you various options, including the option of copying the newly inserted resource files to the document's folder. This dialog box appears only if the resource files are located outside the folder containing the document itself. If you choose the default action (Copy the files to the document folder), Namu WebEditor will copy the resource files to the document folder and modify their paths in the document's source code to point to the copies.



Unless you have a specific reason to leave a resource file outside the document folder, you should choose the default option. This avoids potential problems later, when you publish the document, since you won't have to worry about keeping track of resource files located in other folders.

If you want to copy some but not all of the newly inserted resource files to the document folder, choose **Copy the files to another folder or choose action for each file** and manually set the paths of the files you want to copy to the document folder.

Exporting a document to MHTML

Sending a Web document to another person through e-mail or another medium can be tricky. If a document uses images, and the URLs of those images are not on the Web, it's not enough to just send the HTML file; you have to find all the image files and send them, as well. For a complicated document, you may wind up sending dozens of files, just so the other person can view one page.

To simplify the process of sending an individual Web document through e-mail and other media, you can export the document as a *MIME HTML (MHTML) archive*. An MHTML archive combines an HTML document with all the resource files (images, multimedia, and so forth) that it uses, into a single file. MHTML is the same system e-mail programs use to store attachments in an e-mail message. Internet Explorer—and browsers based on Internet Explorer—can open and display MHTML files as easily as HTML files, so most people should have no difficulty viewing an MHTML archive you send them.

The file name extension of MHTML archives is `.mht`. In Windows, `.mht` files are set up to open in Internet Explorer by default when double-clicked.

To export the current document as an MHTML archive


1. On the **File** menu, click **Save As**.
2. Click the **Save as type** box and select **MHTML Files**.
3. In the **File name** box, type the desired file name for the MHTML archive, and click **Save**.

Saving a document as a template

Although Namu WebEditor comes with a variety of predesigned document templates, it can be useful to create your own templates. You can save any document as a template, and it will appear with the original Namu templates on the **Templates** tab of the **Resource Manager** (which opens when you click **New** on the **File** menu). When you save a document as a template, any resource files (images and so forth) it uses are saved along with it in a single MHTML archive, so the same resource files will be present in new documents you create from the template.

To save a document as a template

1. On the **File** menu, click **Save As Template**.
2. Double-click the folder corresponding to the template category in which you want to save the template. (In most cases, use the "Document" folder.)
3. In the **File name** box, type a file name for the new template, and click **Save**.

 *When you add a custom template, it initially appears in the **Resource Manager** without a title or description. To give your custom template a title and/or description, right-click its thumbnail preview in the **Resource Manager** and click **Properties**.*

To remove a custom template

1. On the **Window** menu, click **Resource Manager**.
2. Click the **Templates** tab, and then click the folder containing the template you want to remove.
3. Right-click the desired template's thumbnail preview and click **Delete**.

Moving and renaming resource files

You can use the **Resource File Manager** to move or rename images and other resource files used in the current document. The following operations are supported:

- Moving a resource file to another location relative to the document
- Converting a resource file's URL from an absolute, file-type path (p.165) to a relative path (p.167), or vice versa
- Renaming a resource file

When you move or rename a resource file, Namo WebEditor also updates its URL in the document's source code to the new path.



When you move a resource file using the Resource File Manager, Namo WebEditor copies the file to the new location. It does not delete the file in the original location.

To move a resource file

1. On the Window menu, click **Resource File Manager**.
2. Select the file you want to move. (To select multiple files, click each while holding down the Ctrl key.)
3. Click **Choose Folder**.
4. Select the folder to which you want to move the file(s), and then click **OK**.
5. Click **OK**.

To convert a resource file's URL between absolute and relative

1. On the Window menu, click **Resource File Manager**.
2. Select the file whose URL you want to convert. (To select multiple files, click each while holding down the Ctrl key.)
3. Click **Absolute/Relative Path**, and then click **OK**.

To rename a resource file

1. On the Window menu, click **Resource File Manager**.
2. Select the file you want to rename, and then click **Rename**.
3. Type the new file name and press **Enter**.
4. Click **OK**.

Viewing transfer information

When creating a document that contains large images or multimedia resources like movies and background sounds, it's a good idea to keep an eye on the total size of the document and its resource files. Large documents can take an excessively long time to load over slow Internet connections. While it's not always

possible to avoid this, you should be aware of it and perhaps warn your users before they try to open slow-loading, resource-heavy pages.


The **Advanced** tab of the **Document Properties** dialog box displays the current document's total size (including any images or other resource files) and its theoretical download time at various connection speeds. Keep in mind that Internet connections rarely reach their maximum theoretical speed, so actual download times are likely to be significantly longer.


To view transfer information for the current document

1. On the **File** menu, click **Document Properties**, or press **Ctrl+F2**.
2. Click the **Advanced** tab.
3. In the **Connection speed** box, select a speed to see the document's minimum total download time at the selected speed.

Printing documents

To print the current document

1. Do one of the following:
 - On the **File** menu, click **Print**.
 - Click  (**Print**) on the Standard Toolbar.
2. Specify the range and number of copies you want to print, and then click **OK**.

 *Since Web documents are generally designed for viewing in a browser rather than printing on paper, it's a good idea to preview how a document will look on paper before printing it. (On the **File** menu, click **Print Preview**.) Also, you may want to adjust page setup options before printing a document. (On the **File** menu, click **Page Setup**.)*


Related Topics

Controlling page breaksp.66

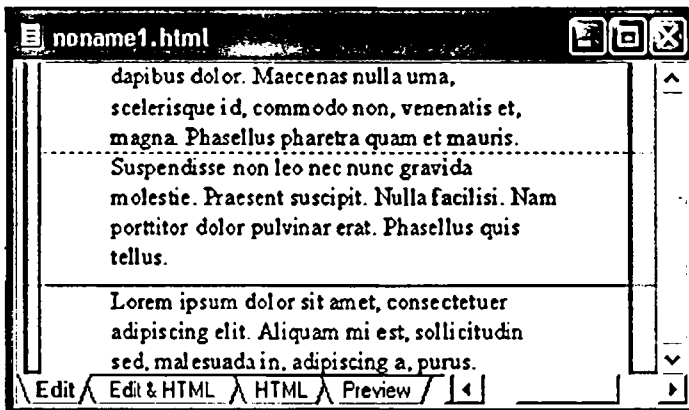
Controlling page breaks

Web documents are generally meant for viewing with a browser, not printing on paper. As a result, when you print Web documents, the pages often break in awkward places. Fortunately, Namu WebEditor includes several features that help you control how page breaks will occur when you print a document:

- You can view and edit a document in page layout mode, which shows the document as it would appear if printed within Namo WebEditor (in the current font, font size, and paper size). This lets you identify potential pagination problems.
- You can insert manual page breaks. By inserting a manual page break at an appropriate place above the location where an undesirable automatic page break would occur, you can override the automatic break.
- You can force a page break before or after a specific paragraph, and you can prevent a page break before, after, or inside a specific paragraph.
- You can control the behavior of *widows* and *orphans*—single lines that fall just before or after an automatic page break and are thus visually separated from the paragraphs to which they belong. You can prevent these unsightly occurrences by specifying that a certain number of lines in a paragraph must fall before or after an automatic page break.

 *You should use manual or forced page breaks only to control how a document prints in Namo WebEditor. Since other people who view your document in a browser may print it in a different font, font size, and/or paper size from the one you used, it is not possible to predict the effect of any manual or forced page breaks you have inserted in the document.*

In page layout view, Namo WebEditor displays your document as it would look if printed in Namo WebEditor. Dashed red lines appear wherever automatic page breaks would occur. If a page break occurs in an awkward position, you can insert a manual page break at an appropriate location before it, overriding the automatic page break. Manual page breaks are visible as solid red lines.



Part of a document in page layout mode

To switch to page layout view

- On the View menu, click **Page Layout**.

To insert a manual page break

1. Place the insertion point in the line above which you want the manual page break to occur.

2. Press Ctrl+Enter.

There are some things you should be aware of when you insert a manual page break with Ctrl+Enter:

- If you insert a manual page break in the middle of a paragraph, the paragraph will be split into two paragraphs. As a result, some empty space will appear above the line where you insert the break, and this space will be visible in a browser. To avoid this space, set both the bottom margin of the upper paragraph and the top margin of the lower paragraph to 0. (See Setting margins, padding, and borders, p.222.)
- If you insert a manual page break while the insertion point is in the first line of a paragraph, Namu WebEditor will insert an empty paragraph above the break. You should delete this empty paragraph to avoid the empty space it creates, which is visible both in a browser and in print.
- If you insert a manual page break within an item in a numbered or bulleted list, a new list item will be created. To avoid this, insert the page break above a list item and then delete the extra item that is created.

To force a page break before or after a paragraph

1. Place the insertion point anywhere in the desired paragraph.
2. On the Insert menu, point to Page Break, and then click Page Break Properties.
3. Depending on whether you want to force a page break before or after the paragraph, click one of the following options under either Page break before or Page break after:
 - **Always:** Click this option to force a normal page break.
 - **Left:** Click this option to force one or two page breaks before (after) the paragraph, so that the next page is printed as a left page.
 - **Right:** Click this option to force one or two page breaks before (after) the paragraph, so that the next page is printed as a right page.
4. Click OK.

To prevent a page break before, after, or inside a paragraph

1. Place the insertion point anywhere in the desired paragraph.
2. On the Insert menu, point to Page Break, and then click Page Break Properties.
3. Click the Avoid option under Page break before, Page break inside, and/or Page break after.
4. Click OK.

To restore default (automatic) page break behavior for a paragraph

1. Place the insertion point anywhere in the desired paragraph.
2. On the Insert menu, point to Page Break, and then click Page Break Properties.
3. Click the Auto option under Page break before, Page break inside, and/or Page break after.
4. Click OK.

To control widows and orphans

1. Do one of the following:

- If you are specifying widow/orphan settings for one paragraph, place the insertion point in that paragraph.
 - If you are specifying settings for multiple (adjacent) paragraphs, select the paragraphs.
2. On the **Insert** menu, point to **Page Break**, and then click **Widow and Orphan Control**.
 3. To prevent widows, click **Prevent widows** and then specify the minimum number of lines of a paragraph that must fall before a page break.
 4. To prevent orphans, click **Prevent orphans** and then specify the minimum number of lines of a paragraph that must fall after a page break.
 5. Click **OK**.

Basic document editing

As with many other kinds of documents, much of the time spent in authoring Web documents is taken up with the mundane tasks of inserting and editing text. Fortunately, you will not have to learn anything new to work with text in Namu WebEditor. Its WYSIWYG (What You See Is What You Get) interface makes adding and editing text in Web documents as familiar as working with a word processing program.

In this section

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Editing text	p.71
Finding and replacing text	p.72
Inserting special items	p.74

Inserting text

Typing text

To add text to a document, just create or open it and start typing. Whatever you type appears in the document at the *insertion point*—the blinking vertical bar that moves when you type. You can move the insertion point by clicking the mouse or pressing the arrow keys on your keyboard. Note, however, that you cannot move the insertion point beyond the end of the content that exists in the document.

To start a new paragraph, press Enter. To break the line you are typing without starting a new paragraph, press Shift+Enter.

Pasting text from another program

If the text you want to insert into a Web document already exists in another document—such as a word processing document or a plain text file—you can copy the text from the other program by selecting it and pressing Ctrl+C, and paste it into the Web document by pressing Ctrl+V.

Inserting a text file

You can also insert the entire contents of a text file into a Web document.

1. Create or open the Web document in Namu WebEditor, if it is not already open.
2. In My Computer or Windows Explorer, locate the text file whose contents you want to insert.
3. Drag the text file into the document window in Namu WebEditor.
4. Press Enter.

Using overwrite mode

Normally, when you type text at the beginning or in the middle of a line of existing text, the new text "pushes" the existing text out of the way. But you can also type "over" existing text, if you want. First, you need to unlock the Insert key:

1. On the Tools menu, click **Preferences**, and then click the Edit tab.
2. Deselect the **Lock Insert key** check box and click OK.

Then, to enter overwrite mode, press the **Insert** key. On the right side of the status bar, the word **Overwrite** will appear to indicate Namo WebEditor is in overwrite mode. To return to insert mode, press **Insert** again.

Editing text

Ways to select text



- Position the mouse pointer at the beginning of the desired text, press the mouse button down, drag the mouse pointer to the end of the desired text while holding down the button, and then release the button.
- Click at the beginning of the desired text, and then, while holding down the **Shift** key, click again at the end of the desired text.
- Double-click a word to select it.
- Place the insertion point at the beginning of the desired text and then press the right arrow key and/or the down arrow key while holding down the **Shift** key until you reach the end of the desired text.
- Place the insertion point at the beginning of the desired text and then press the right arrow key and/or the down arrow key while holding down both the **Shift** and **Ctrl** keys until you reach the end of the desired text. (The selection will be extended one word at a time.)

Ways to delete text



- Place the insertion point at the beginning of the text you want to delete, and then repeatedly press **Delete** until all the unwanted text is deleted.
- Place the insertion point at the end of the text you want to delete, and then repeatedly press **Backspace** until all the unwanted text is deleted.
- Press **Delete** or **Backspace** while holding down the **Ctrl** key to delete one word at a time.
- Select the text you want to delete, and then press either **Delete** or **Backspace**.

To copy text from one location or document to another

1. Select the text you want to copy.

2. Do one of the following:
 - On the Standard Toolbar, click  (Copy).
 - Press Ctrl+C.
3. Move the insertion point to the place where you want to insert the text (after switching to the other document, if necessary).
4. Do one of the following:
 - On the Standard Toolbar, click  (Paste).
 - Press Ctrl+V.

To move text from one location or document to another

1. Select the text you want to move.
2. Do one of the following:
 - On the Standard Toolbar, click  (Cut).
 - Press Ctrl+X.
3. Move the insertion point to the place where you want to insert the text (after switching to the other document, if necessary).
4. Do one of the following:
 - On the Standard Toolbar, click  (Paste).
 - Press Ctrl+V.



You can also move a selection of text by dragging it with the mouse. Similarly, you can copy a selection of text by dragging it while holding down the Shift key.

To change the case of selected text

1. On the Tools menu, point to Change Character Format, and then click Change Case.
2. Select the option corresponding to how you want to change the case, and then click OK.

Finding and replacing text

You can search for a specific word or phrase in the current document and optionally replace it with other text. The Find and Replace commands can also operate on all open documents, instead of just the current one. (To find and replace text in documents that are not open, use the Global Find & Replace (p.406) command.)

To find specific text

1. On the Edit menu, click Find (or press Ctrl+F).
2. In the Find box, type the text you want to find. (Note that the word containing the insertion point is already entered for you.)
3. Under Options and Direction and range, select the desired options. (See Options and settings for find/replace, p.73, below.)
4. Click Find Next. The found text will be selected in the document window. If necessary, keep clicking Find Next until the desired occurrence of the search text has been found.



After closing the Find/Replace dialog box, you can quickly search for the next occurrence of the search text by pressing F3.

To find and replace specific text

1. On the Edit menu, click Replace (or press Ctrl+H).
2. In the Find box, type the text you want to find. (Note that the word containing the insertion point is already entered for you.)
3. In the Replace box, type the text you want to replace the search text with.
4. Under Options and Direction and range, select the desired options. (See Options and settings for find/replace, p.73, below.)
5. Do one of the following:
 - o If you want to decide for each occurrence of the search text whether to replace it or not:
 1. Click Find Next.
 2. If a match is found, click Replace to replace it or Find Next to skip it.
 3. Repeat step 2 until all occurrences of the search text have been found.
 - o If you want to replace all occurrences of the search text at once, click Replace All.

Options and settings for find/replace

Options

- **Match case:** Only finds occurrences that have the same capitalization as the search text. For example, if this option is selected and you search for "hello", any occurrence of "Hello" will be ignored.
- **Match whole words only:** Only finds occurrences that are whole words. For example, if this option is selected and you search for "art", words like "heart" will be ignored.
- **Match in hyperlinks only:** Only finds occurrences in the URLs of hyperlinks. For example, if this option is selected and you search for "namo", all links to "www.namo.com" will match, but the word "namo" in text content will be ignored.
- **Match full-/half-width:** Only finds occurrences that match the same "width" as the search text. This option only applies to documents using double-byte characters, such as Korean or Chinese characters.

Direction and range

- **Up:** The current document will be searched starting at the location of the insertion point and progressing upward. The search will terminate at the top of the document.
- **Down:** The current document will be searched starting at the location of the insertion point and progressing downward. The search will terminate at the bottom of the document.
- **Start at top of document:** The current document will be searched starting at the top, regardless of the location of the insertion point.
- **Search all open documents:** All open documents will be searched, starting at the top of the document that was opened first.



The Find and Replace commands do not accept wildcard characters, such as "?" and "".*

Related topics

Finding and replacing text throughout a sitep.406

Inserting special items

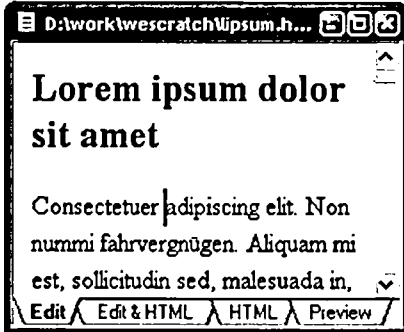
In this section

Inserting a non-breaking space	p.74
Inserting horizontal rules	p.75
Inserting symbols and special characters	p.76
Inserting comments.....	p.77
Inserting the current date/time	p.77

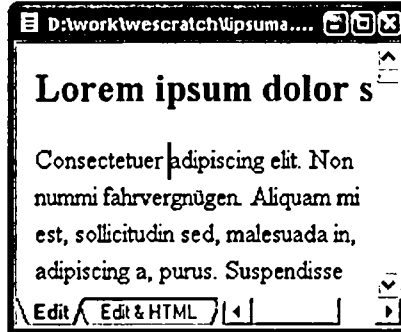
Inserting a non-breaking space

When a browser (or Namu WebEditor's Edit mode) displays a paragraph of text, it "wraps" the paragraph by automatically breaking it at the right edge of the window (or the paragraphs' parent container, such as a table cell) so that no line is wider than the window or container. This saves you and your users the trouble of scrolling the window horizontally to see all of a long paragraph. These automatic line breaks can occur wherever there is a space between words or characters. However, there may be occasions when you do not want an automatic line break to occur in a particular place, no matter what. For example, you may have a heading that you want to always be displayed on a single line, even if it means having to scroll horizontally to see all of it.

In such cases, instead of inserting ordinary spaces between words, you can insert *non-breaking spaces*. If a browser encounters a non-breaking space in a paragraph, it will never break the paragraph at that space. To prevent a paragraph from breaking at all, you can insert non-breaking spaces between all of its words, as in the example below:



A heading with normal spaces



A heading with non-breaking spaces

To insert a non-breaking space

- Do one of the following:
 - On the Insert menu, point to Other, and click Non-Breaking Space.
 - Press the space bar while holding down the Ctrl key.



If you have many or long paragraphs that you do not want wrapped, instead of using non-breaking spaces, it is more convenient to define a style (p.213) that includes the white-space property with the value "nowrap" and apply the style to the paragraphs.



To prevent wrapping in a table cell, you can apply the "nowrap" attribute to the cell. (On the Inspector, select No wrap.)

Related topics

Controlling text wrapping in a table..... p.204

Inserting horizontal rules

A *horizontal rule* is a line used to visually divide sections of content in a document. By default, it stretches all the way across its parent container.

To insert a horizontal rule

1. Place the insertion point where you want to insert the horizontal rule.

2. On the Insert menu, click Horizontal Rule.



If you insert a horizontal rule in the middle of a paragraph, list item, or similar block element, the element will be split into two elements above and below the rule.

To adjust a horizontal rule's width, height, and other properties

1. Select the horizontal rule.
2. On the Inspector, do any of the following:
 - In the **Width** and/or **Height** boxes, enter values for the rule's width and/or height and press **Enter**. Width can be specified in pixels or as a percentage of the parent container's width; height can only be specified in pixels.
 - Click the **Alignment** box and select the alignment of the rule with respect to its parent container. (This only has an effect if the rule's width is smaller than that of the parent container.)
 - Select the **Solid** check box to remove the rule's 3-D effect, making it a solid bar.
 - Click the color box and select a color for the rule. (If you specify a color, the rule becomes a solid bar regardless of the state of the **Solid** check box.)

Inserting symbols and special characters

Use the **Symbol** command to insert a symbol or special character that cannot be typed on the keyboard, such as the copyright symbol ©.

To insert a symbol or special character

1. On the Insert menu, click **Symbol** (or press **Ctrl+F7**).
2. If the character you want to insert does not exist in the ASCII character set, click the **Unicode** tab.
3. Double-click a character to insert it into the document. Repeat as desired. When done, click **Close**.




*If you insert a Unicode character, you must specify the character set of the document as Unicode; otherwise, the character will not display properly in a browser (or in Preview mode). To specify the document's character set: on the **File** menu, click **Document Properties**, click the **General** tab, and then click the **Character Set** box and select **Unicode (UTF-8)**.*



*The **Symbol** dialog box is non-modal, so you can click on the document window and continue editing while the dialog box is open. In the dialog box, you can also click **Copy to Clipboard** to save the selected character in the clipboard for future pasting.*

Inserting comments


In HTML, a *comment* is text that appears in the source code of a document but is not displayed in a browser and has no effect on the appearance of the document. If you are an advanced author and work directly with source code, inserting comments is a good way to remind yourself or other authors what particular sections of the source code are for.

Although comments are usually inserted in HTML mode, you can also insert a comment in Edit mode. If the display of special tag marks (p.44) is enabled, a comment mark () will appear in Edit mode at the location of the comment. In the HTML source code, a comment is surrounded by the character strings "<!--" and "-->".

To insert a comment

1. Place the insertion point at the location where you want to insert the comment.
2. On the Insert menu, click **Comment**.
3. Enter the text of the comment and click OK.



*To enable or disable the display of special tag marks: on the **View** menu, point to **Marks**, and then click **Special Tag Marks**. Alternatively, click  (**Show/Hide Special Tag Marks**) on the **Standard Toolbar**.*

Inserting the current date/time

To quickly insert the current date and time as text in the current document, use the **Date and Time** command. You can choose among various date/time formats.

To insert the current date and/or time

1. On the Insert menu, point to **Other**, and click **Date and Time**.
2. Select the desired date/time format and click OK.



*Namo WebEditor gets the current date and time from your computer's internal clock. If the clock is wrong, the wrong date and/or time will be inserted. To adjust your computer's clock, use the **Date and Time** icon in Windows's **Control Panel**.*

Working with local sites

In this section

What is a local site?	p.78
Creating a local site	p.79

Related topics

Working With Sites	p.339
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What is a local site?

A *local site* is a managed collection of Web documents, folders, and resource files on the local file system that you intend to publish as a Web site. A local site gathers local files into a cohesive whole and lets you manage them as a whole, with Namu WebEditor's Site Manager. A mere bunch of HTML and image files in a folder on your hard disk is not a local site, in the sense in which Namu WebEditor uses the term. A local site must be explicitly created through a command in Namu WebEditor, and its members (files) must be explicitly included.

Benefits of using a local site

Creating a local site makes possible several things that cannot be done with a simple folder full of files. The most important of these are *automatic link updating*, *dynamic navigation bars*, and a *site library*.

Automatic link updating

When you move or rename a file or folder in a local site, any paths or URLs that point to the file (or include the folder) can be automatically updated. For example, if several documents in a local site all link to an image whose path is "images/logo.gif", and you move the image to an **images/logos** folder, Namu WebEditor will offer to change all of the affected image paths automatically to "images/logos/logo.gif".

Dynamic navigation bars

If you've surfed the Web even a little, you'll be familiar with the concept of the *navigation bar*—a row or column of links that provide shortcuts to key pages on a site or to pages closely related to the current page. Often, the same navigation bar appears on many pages in the same site. Navigation bars are popular because site visitors find them useful, not because they are easy for site authors to create and manage: if you remove or add a page that a navigation bar link points to, or should point to, you may have to update the navigation bars on dozens, if not hundreds, of pages.

You can avoid such headaches by using Namo WebEditor's dynamic navigation bars, which are made possible when you set up a *site tree* in a local site. A dynamic navigation bar updates automatically when you add or remove a page at the same level in the site tree as the other pages the bar links to.

Site library

In any medium-size to large site, there will be resources—images, blocks of text, hyperlinks, and so forth—that are used repeatedly throughout the site. When you use a local site in Namo WebEditor, the **Site Library** panel presents categorized lists of all such resources in use in the site. Inserting an existing resource into a document that is part of the site is as easy as dragging it from the Site Library.

Other advantages of using a local site include one-button publishing and the ability to use a source control system to prevent conflicts when more than one person edits the same set of documents. For all of these reasons, it is always a good idea to create a local site whenever you work on multiple documents that will be published to the same Web site.

Related topics

Creating a local site.....	p.79
Site structure and navigation.....	p.355
Using the site library.....	p.377

Creating a local site

There are three ways to create a local site:

- You can use the **Site Wizard** to create a new site from a site template. The wizard automatically creates a local site, complete with a site tree (p.355), to contain the documents it generates.
- You can create an empty local site with the **New Site** command. After creating an empty site, you can add documents to it by dragging them from Windows Explorer or by creating them from scratch.
- You can create a local site from the contents of an existing folder on the local file system with the **New Site** command. (The folder contents may consists of files imported (p.351) from a Web site.) Any HTML documents and resource files in the folder and any subfolders will automatically be added to the local site, and Namo WebEditor will automatically generate a site tree (p.355) from the documents and subfolders.



When you create a local site, Namo WebEditor adds a special file named `site.wej` and a special folder named `_we_info5` in the local site's top-level folder. These special items store site information and

internal resources. By default, these items are not visible in the Site Manager, although you can see them in Windows Explorer. Do not delete these items unless you want to delete the local site.

In this section

Creating a local site with the Site Wizard.....	p.80
Creating an empty local site.....	p.85
Creating a local site from files in an existing folder	p.85

Related topics

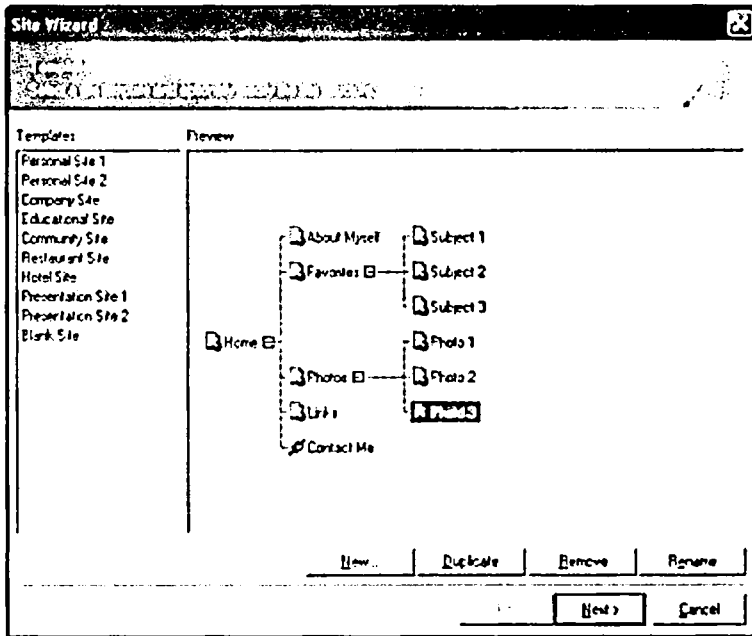
Site structure and navigation.....	p.355
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Creating a local site with the Site Wizard

Use the Site Wizard to create a complete site in seconds. Just choose a site template and a theme, and Namu WebEditor generates a local site for you, complete with ready-to-customize documents and a site tree that defines the navigational structure of the site.

To start the Site Wizard, click the **Site Wizard** button on the Shortcut Bar or, on the File menu, point to **Site**, and click **Site Wizard**. The wizard walks you through the process of creating a site in four easy steps:

Step 1: Choose a site template




In the first step of the Site Wizard, you choose a site template on which to base your new site. The choice of template affects both the *structure* of the site (how many pages there are and how they are related) and the *title* and *layout* of each page. Select a template under Templates, and its site tree will appear in the Preview area.

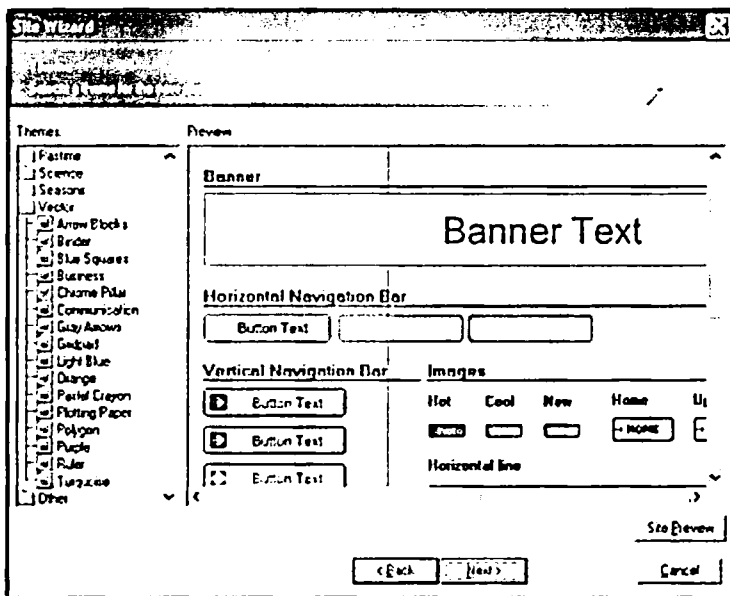
Keep in mind that a site template's initial structure (site tree) is only a starting point. You can always add, rearrange, or remove documents after you finish the Site Wizard. However, if you want to modify your new site's site tree right at the beginning, you can do so right in the Site Wizard by manipulating nodes in the Preview area and using the buttons below it.

- To move a node in the tree, drag it to the desired position.
- To add a node, select an existing node and click **New**. In the menu that appears, select a node type (p.356). A new node will be added as a child of the selected node.
- To copy a node, select it and click **Duplicate**. The copy will be given the same navigation name as the original, so be sure to rename it.
- To rename a node, select it and click **Rename**.
- To delete a node, select it and click **Remove**.

For more information about working with a site tree, see *Building the site tree*, p.356.

 *Modifying the template structure in the Site Wizard affects only the site you are currently creating; it does not modify the template itself. If you want to save changes to a site template so that future sites based on the template inherit the changes, complete the Site Wizard, make the desired modifications, and then save the site as a new site template (p.349).*

Step 2: Choose a theme



In the second step of the wizard, you choose a *theme* for your new site. A theme is a collection of formatting styles and graphical design elements that combine to give a consistent look to a site (or some documents in a site). Namu WebEditor comes with over 200 predesigned themes, and you can create new themes (p.276) of your own either from scratch or by customizing (p.276) the included themes.

To see a preview of your new site with the selected theme applied, click **Site Preview**. Namu WebEditor will generate a temporary site based on the template selected in the previous step, apply the selected theme to it, and then open its index page in your default browser. While examining the temporary site in the browser, use the navigation bars on each page to jump to other pages.

Step 3: Enter site information

The screenshot shows the 'Site Wizard' dialog box at the 'Information' step. The subtitle reads '(Enter basic information about the site and its author)'. The fields are filled with the following data:

- Title:** My Site
- Author:** Henry James
- Administrator e-mail address:** henry@exam.com
- Copyright information:** Copyright (c) 2004 My Company. All rights reserved.
- Save site in:** C:\Documents and Settings\henry\My Documents\My Site\Site1

Navigation buttons at the bottom include '< Back', 'Next >', and 'Cancel'.

In the third step of the wizard, you enter a few pieces of information that will be used throughout the new site, and specify the local folder in which to save the site.

Title

Type a title for your new site in this box. This title will not actually appear on any page in the site; it just makes it easier to tell what local site you are working on at any given time.

Author

Type your name in this box. Like the title, the author name does not actually appear on any page in the site. The only place it appears is in the Properties dialog box for the site.

Administrator e-mail address

The e-mail address you type in this box will appear near the top and/or bottom of every Site Wizard-generated page in the site. If you don't want any e-mail address to be automatically inserted on every page, leave this box blank.

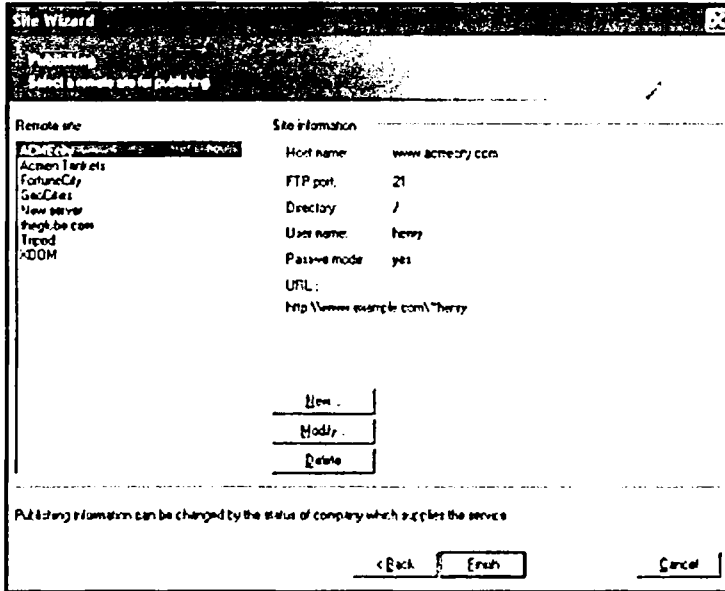
Copyright information

Whatever you type in this box will appear near the bottom of every Site Wizard-generated page in the site. You can use it to specify copyright information or any other piece of text you want to appear at the bottom of every page. If you don't want any text to be automatically inserted at the bottom of every page, leave this box blank.

Save site in

Enter the path of the local folder (a folder on your hard drive or somewhere on your local area network) in which to save the site. You can click the **Browse** button to locate and select an existing folder. Note that you must specify a local folder, not a directory on a Web server. You will upload the local site to a Web server later, using one of the publishing (p.387) commands.

Step 4: Specify a Web server



In the fourth and last step of the Site Wizard, you specify the Web server to which the local site will be uploaded, or *published*, once you are finished customizing it. If the server you want to use has not been defined yet, you can click **New** to define it now. However, this is not required; you can always define a Web server later using the Remote Sites command (see Defining remote sites for publishing, p.388).

Finishing the Site Wizard

Click **Finish** to complete the Site Wizard. If the folder you specified in the third step does not yet exist, Namu WebEditor will ask you whether it's okay to create it; click **Yes**. Then, Namu WebEditor will spend a few moments generating the new site and applying the selected theme to it. When it has finished, the **Site Manager** window will appear. Now you can start opening and customizing the generic documents the wizard has generated. To open a document for editing, double-click its icon in either the **Site Files** pane or the **Site Tree** pane of the Site Manager.

Related topics

- Adding files and folders to a local site.....p.347
- Site structure and navigation.....p.355

Using themes.....	p.270
Defining remote sites for publishing.....	p.388
Basic document editing.....	p.70

Creating an empty local site

If you plan to create a new Web site entirely or mostly from scratch, start by creating an empty local site with the **New Site** command. Creating a local site and adding new documents to it—instead of simply storing new documents in an ordinary Windows folder—will make it easier to manage the documents and make it possible to use automatic link updating, dynamic navigation bars, and a site library, among other benefits.

After creating an empty site, you can add documents (p.347) to it by using commands in the Site Manager to create new documents, or by dragging existing documents to the Site Manager from Windows Explorer. You can also add other files, such as images, by dragging them from Windows Explorer.

To create an empty local site

1. On the **File** menu, point to **Site**, and then click **New Site**.
2. In the **Site** title and **Author** boxes, enter a name for the site and your name, respectively. (This information will not appear on the Web site.)
3. Click **Create empty site**, and then enter the path of the folder in which you want to store the site's files. (You can click **...** to browse for a folder or to create a new one.)
4. Click **OK**.

The **Site Manager** window will come to the front, with the new local site open and ready for you to add new (or existing) documents.

Related topics

Adding files and folders to a local site.....	p.347
Site structure and navigation.....	p.355

Creating a local site from files in an existing folder

If you already have a local copy of a Web site in a folder on your hard drive, and you want to manage the folder as a local site with the Site Manager, you can do so by creating a new local site in that folder. All files and subfolders in the folder will be automatically added to the local site. This provides a convenient way to let Namo WebEditor "take over" a site that you have created using other software.

To create a site from an existing folder

1. On the **File** menu, point to **Site**, and then click **New Site**.
2. Under **Site information**, enter a name for the new site and (optionally) the author's name.
3. Under **Site origin**, click **Import existing files in a folder**, and then enter the path of the folder that contains the existing files. You can click the ... button to browse for a folder.
4. Specify the file types, if any, you want the Site Manager to include in the site tree. (See "Generating a site tree automatically", below.)
5. Click **OK**.

The **Site Manager** window will come to the front, with the new local site open and ready to use.

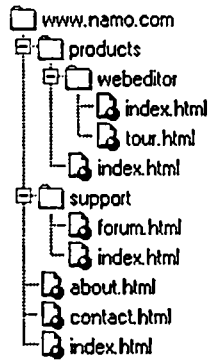
Generating a site tree automatically

When the Site Manager takes over an existing folder containing Web site files, it can optionally generate a site tree for the new local site, automatically populating the tree with nodes based on the files and subfolders in the folder. The Site Manager can create nodes from any of the following file sets:

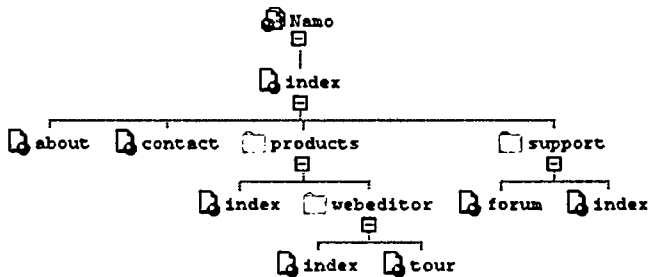
- all Web documents (HTML/ASP/PHP/JSP/SHTML files)
- all image files (GIF/JPG/PNG/BMP files)
- all Web documents and image files
- all files, regardless of type

Before having the Site Manager autogenerate a site tree for the new local site, you should decide which file types you want the Site Manager to create nodes for. In most cases, choosing **Documents** only is the best choice. Note that the Site Manager will always create folder nodes from any subfolders in the site folder; this behavior cannot be disabled.

To understand how the Site Manager constructs automatic site trees, consider the following, highly simplified file/folder structure for a hypothetical company site:

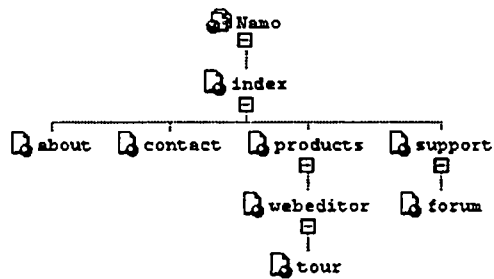


If you create a new local site in the **www.namo.com** folder and enable automatic site tree generation, the Site Manager will generate the following site tree. (Note: node titles have been changed from their defaults.)



Notice that the Site Manager has correctly identified **index.html** as the site's "home page", appropriately placing its node at the top (root) of the tree, just under the node representing the site itself. Each of the other two top-level documents, **about.html** and **contact.html**, becomes a child node of the home page node. The top folder's immediate subfolders, **products** and **support**, become folder nodes at the same level, while the contents of those subfolders become their child nodes, and so forth.

The purpose of creating folder nodes in autogenerated site trees is mainly to provide a way to visualize the folder structure of the site. Folder nodes are not actually represented in dynamic navigation bars. If the top-level index page in the above example contains a dynamic navigation bar linking to its child nodes, that bar will not include links to the products and support index pages, since those index pages are not immediate children of the top-level index page. To include the products and support index pages in the navigation bar, you would need to move (p.362) those nodes up, putting them on the same level as the "about" and "contact" pages. In fact, it often makes sense to eliminate folder nodes altogether, after moving their (document) child nodes to appropriate positions in the tree, as in this example:



(Note that the moved "index" nodes have been renamed to "products", "webeditor", and "support", respectively.)

Related topics

Site structure and navigation.....p.355

3 Laying Out Web Pages

In Web documents as in printed documents, *layout* refers to the spatial arrangement of elements—usually text and graphics—on a page. Besides being pleasing to the eye, good layout makes documents easier to read and understand. HTML provides several tools you can use to design an effective page layout, and Namo WebEditor makes using these tools as easy as possible.

In this section

About page layout:.....	p.90
Using layout boxes.....	p.91
Using a table for layout.....	p.99
Using frames.....	p.101
Using layers.....	p.111

About page layout

In many ways, Web documents are like documents you create in a word processor. Content begins at the top left (or top right, depending on the language) corner of the page and proceeds toward the right (or left) and down in a single, continuous column. But a single-column layout is often not what Web authors want. For example, you may prefer to have a column of links on the left side of a page, a middle column for body content, and a third column on the right for supplementary content. Fortunately, HTML and cascading style sheets (CSS) offer the following techniques to create more useful and visually interesting layouts than the default single column:

Tables (p.99)

Tables are elements that arrange content in rows and columns. By creating a table that fills the entire page and placing all the page's content in it, you can create virtually any page layout.

Frames (p.101)

Frames are a way of dividing the browser window into two or more panes. Among other things, you can place links in one frame and have the links' destinations open in another frame. Frames scroll independently, so your links can remain always visible while the content frame is scrolled.

Positioned elements (layers) (p.111)

Normally, the position of an element—such as a paragraph or an image—is determined by its position within the sequence of all the elements on the page and the size of the elements that go before it. However, cascading style sheets provide a way to specify the position of an element in terms of absolute page coordinates, so you can position an element independently of other content.

In addition, with Namu WebEditor's *layout boxes* (p.91), even beginning Web authors can start creating versatile layouts right away. When you drag layout boxes on a layout grid, Namu WebEditor automatically creates an invisible table that reflects the arrangement of your content.

Related topics

Tables	p.182
Shared content areas	p.420

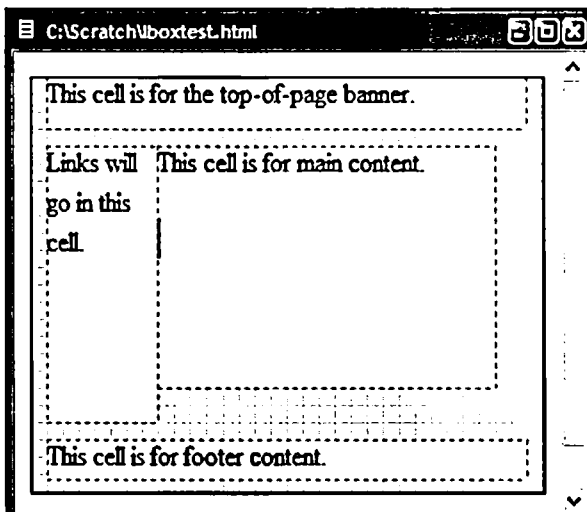
Using layout boxes

To overcome the limitations of the normal single-column flow of content in HTML, Web authors often use a table (p.182) to hold all the content of a page. The rows and columns of the table provide a convenient structure for authors to place content in specific locations on the page. However, setting up and managing a table for page layout is not easy, even for experienced authors. To make using tables for layout more accessible, Namo WebEditor includes a feature called *layout boxes*.

A layout box is an invisible box that contains *layout cells* that hold content. Within a layout box, you draw cells using the mouse. You move cells by dragging them, and you can resize cells without affecting the size of other cells or of the layout box. By default, a layout box has a grid to help you align layout cells.

When you create a layout box, Namo WebEditor automatically creates a borderless table in the underlying HTML source code with the same dimensions as your layout box. When you draw, move, resize, or remove cells in the layout box, Namo WebEditor automatically changes the table code to reflect your changes. Although you can see the layout box in Edit mode, it is invisible in browsers.

You can do the same kinds of layout tasks with layout boxes that you can with ordinary tables, but layout boxes are easier to use.



A small layout box containing four layout cells, as seen in Edit mode

In this section

- Creating a layout box and layout cells p.92
- Resizing layout boxes and layout cells..... p.93
- Moving and removing layout cells..... p.94


Aligning and distributing layout cells.....	p.95
Changing properties of layout boxes	p.96
Changing properties of layout cells	p.97
Converting between layout boxes and tables	p.98


Related topics

Using a table for layout.....	p.99
Tables	p.182
Layers	p.111

Creating a layout box and layout cells

To create a layout box for an entire page

1. Create a new document (click  (New) on the Standard Toolbar).
2. On the Table menu, point to Layout Box, and then click Draw Layout Box.
3. Click near the top left corner of the document and drag downward and to the right until the dotted rectangle is approximately the size you want for your page layout.
4. Delete the empty paragraphs above and below the new layout box.
5. If you want to adjust the size of the layout box, double-click it and enter new values in the Width and Height boxes.


 *Note that even if there are no other elements above or to the left of a layout box, there will still be a small margin between the layout box and the top and left sides of the browser window. To remove this margin, define a style sheet rule (p.213) for the <body> element with the declaration: "margin: 0".*


Although in most cases you will probably want to use a layout box to contain all the content on a page, it is also possible to use a layout box for just part of a page. Any number of layout boxes can coexist in the same document. (However, a layout box cannot contain another layout box.)

To create a layout box for part of a page

1. Place the insertion point in the line below which you want the layout box to appear.
2. On the Table menu, point to Layout Box, and then click New Layout Box.
3. Enter the desired dimensions in Width and Height.
4. If you want content following the layout box to flow around it, click Alignment and select Left (Floating) or Right (Floating).
5. Click OK.


To create layout cells

1. Do one of the following:
 - On the **Table** menu, point to **Layout Box**, and then click **Draw Layout Cell**.
 - On the **Layout Box Toolbar**, click  (Draw Layout Cell).
2. For each layout cell you want to create, draw a box inside the desired layout box.
3. When finished, press **Esc** to exit drawing mode.


Layout cells cannot overlap. While drawing a layout cell, if you move the pointer into another layout cell, the pointer will change to  , indicating that the layout cell cannot grow further.

Resizing layout boxes and layout cells


To resize a layout box

1. Select the layout box by clicking its border or an empty space inside it. (The pointer should look like  before you click.)
2. Drag any of the box's resize handles.
3. If you need to make fine adjustments to the size of the box, right-click the box, select **Layout Box Properties**, and then enter the desired dimensions in **Width** and **Height**.


To resize a layout cell

1. Select the layout cell by clicking its border or an empty space inside it. (The pointer should look like  before you click.)
2. Drag any of the cell's resize handles.
3. If you need to make fine adjustments to the size of the cell, double-click its border and enter the desired dimensions in **Width** and **Height**.


Resizing a layout cell does not affect the size or position of any other layout cell. Also, layout cells cannot overlap. As a result, you cannot increase the size of a layout cell beyond the borders of any adjacent cells.

 *While editing a layout box, it is possible to set the size of a layout cell so that all of its contents are not visible. Such a cell will appear with a red border in Edit mode. However, when the document is viewed in Preview mode or a browser, the layout cell will expand to show all its contents.*

To adjust the size of a layout cell to fit its contents

1. Select the layout cell by clicking its border or an empty space inside it. (The pointer should look like  before you click.)

2. Do one of the following:


- On the Format menu, point to Layout, and then click Fit to Contents.
- On the Layout Toolbar, click  (Fit to Contents).

If necessary, the layout box will be expanded to accommodate the resized layout cell. However, any adjacent cells will not be moved automatically, so the Fit to Contents command will be unavailable if it would require adjacent cells to be moved.

Moving, duplicating, and removing layout cells

To move a layout cell

- Drag the cell to a new location. (If the cell is full, start dragging by clicking the cell's border.)

The pointer should look like  before you drag, and it will change to a hand while you drag.

If you drag a layout cell so that it overlaps any other layout cell, when you release the mouse button the cell will "snap" to the nearest position that avoids overlapping other cells.

If you drag a layout cell beyond the layout box's right or bottom border, when you release the mouse button the layout box will expand to enclose the layout cell. If you drag a cell beyond the layout box's left or top border, the cell will snap to the nearest position that is completely within the layout box.

You cannot move a layout cell from one layout box into another layout box. To duplicate a layout cell in another layout box, create a cell of the same size in the second layout box and then copy or drag the original cell's contents into it.



If you hold down the Shift key while dragging a layout cell, its movement will be limited to sideways and up-and-down movement only (no diagonal movement).

Duplicating a layout cell

- Drag the cell to a new location while holding down the Ctrl key.

To remove a layout cell

- Click the cell's border and then press Delete.

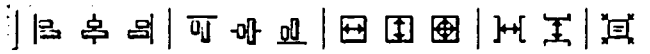
To remove several layout cells

1. Click each cell's border while holding down the Shift key.

2. Press Delete.

Aligning and distributing layout cells

You can align, distribute, and resize layout cells with respect to each other using the Layout Toolbar or the commands in the **Layout** submenu of the **Format** menu. To reveal the Layout Toolbar, in the **View** menu, point to **Toolbars**, and then click **Layout**.



The Layout Toolbar



To align two or more layout cells with each other

1. Select the cells by clicking each cell's border while holding down the **Shift** key.
2. Click one of the alignment buttons (the first six buttons) on the Layout Toolbar.

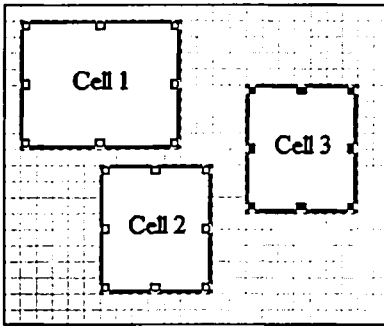
The cells will be aligned with respect to the last selected cell.

Depending on the arrangement of the selected cells, not all of the alignment commands may be available. Since layout cells cannot overlap, only those alignment commands that would not result in overlapping cells are available at any given time.

To evenly distribute three or more layout cells




1. Select the cells by clicking each cell's border while holding down the **Shift** key.
2. On the Layout Toolbar, click  (Space Across) or  (Space Down).

If the **Space Across** or **Space Down** command is not available even though three or more layout cells are selected, there may not be enough space to distribute the cells. In the example below, the cells cannot be distributed horizontally because there is not enough space between Cell 1 and Cell 3 for Cell 2. Similarly, they cannot be distributed vertically because there is not enough space for Cell 3 between the other two cells.



Example of undistributable cells


To make two or more layout cells the same size

1. Select the cells by clicking each cell's border while holding down the Shift key.
2. On the Layout Toolbar, click  (Make Same Width), , or  (Make Same Size).


The cells will be resized to the same size as the last selected cell. Cells are never moved automatically, so if there is not enough space to resize all selected cells, some or all of the resize commands will be unavailable.

Changing properties of layout boxes


To change the alignment of a layout box with respect to its parent element

1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Click the **Alignment** box and select Left, Right, or Center.


To make surrounding content flow around a layout box

1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Click the **Alignment** box and select Left (Floating) or Right (Floating).

To change the background color of a layout box


1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Click the **Color** box and select a color (p.233).

To add a repeating background image to a layout box


1. On the Layout Box Toolbar, click  (Layout Box Properties).

2. Enter an image file URL in the **Image** box.


To change grid spacing

1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Enter the desired horizontal and vertical distance between gridlines in the **Horizontal** and **Vertical** boxes.

To turn off snap-to-grid

1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Clear one or both of the **Snap** check boxes. (Snap-to-grid can be enabled or disabled independently for horizontal and vertical gridlines.)

To hide gridlines


1. On the Layout Box Toolbar, click  (Layout Box Properties).
2. Clear one or both of the **Visible** check boxes. (Visibility can be enabled or disabled independently for horizontal and vertical gridlines.)

Related topics


Selecting colors p.233

Changing properties of layout cells


To change the horizontal alignment of the contents of a layout cell

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under **Alignment**, click the **Horizontal** box and select an alignment type.


To change the vertical alignment of the contents of a layout cell

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under **Alignment**, click the **Vertical** box and select an alignment type.


To change the background color of a layout cell

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under **Background**, click the **Color** box and select a color (p.233).

To add a repeating background image to a layout cell

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under Background, enter an image file URL in the Image box.


To change a layout cell's margins

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under Margins, enter new values in any or all of the Left, Right, Top, and Bottom boxes.



Margins appear on the inside of a layout cell, so they affect the size of its content area but not the size of the cell itself. If a layout cell also has non-zero borders, the borders are drawn outside the margins.

To change a layout cell's borders

1. On the Layout Box Toolbar, click  (Layout Cell Properties).
2. Under Borders, enter new values in any or all of the Left, Right, Top, and Bottom boxes.
3. Click the Color box and select a color (p.233).



Borders are drawn on the inside of a layout cell, so they affect the size of the cell's content area but not the size of the cell itself. If a layout cell also has non-zero margins, the margins appear inside the borders.

Related topics

Selecting colors.....p.233

Converting between layout boxes and tables

To convert a layout box to a table

- Right-click the layout box's border and select Convert Layout Box to Table in the shortcut menu.

To convert a table to a layout box

- Right-click the table, point to Table on the shortcut menu, and then click Convert Table to Layout Box.

Using a table for layout

Although novices and intermediate Web authors generally find it easier to use a layout box (p.91) than an ordinary table to create a multi-column layout, experienced authors may prefer tables for their familiarity or their greater flexibility. Creating a layout table is not difficult, but you do need to be aware of various behaviors of tables and cells and how they can affect your layout. Here are some guidelines for using layout tables:

Use the table drawing tools

Namo WebEditor's table drawing tools can greatly simplify creating a layout table. Use the Table Pencil to draw a single-cell table of the desired size, and then draw column and row borders to create cells for content. Use the Table Eraser to merge cells by "erasing" the border between them.

Align content with the tops of cells

If you don't specify the vertical alignment of content in a cell otherwise, most browsers put content in the middle of the cell. For a layout table, you'll probably want content to start at the top of most cells. To specify top vertical alignment in a cell, do this:

1. Right-click the cell and select **Layout Cell Properties** in the shortcut menu.
2. Click the Vertical alignment box and select **Top**.



You can select several cells and set the vertical alignment of all of them in one operation.

Pay attention to borders, margins, and padding

For layout tables, you'll usually want the borders to be invisible in browsers. After creating a layout table in Namu WebEditor, make sure to set the border width to zero (enter 0 in the Border box of the Inspector) to make the borders invisible.

In most browsers, the default spacing between cells is 2 pixels, and the default cell padding is 1 pixel. This may interfere with your page design if your design calls for adjacent cells to contain images that have no space between them. On the other hand, you might want more space between cells that contain text, for better readability. You can adjust the cell spacing and padding values for a table in the Inspector.

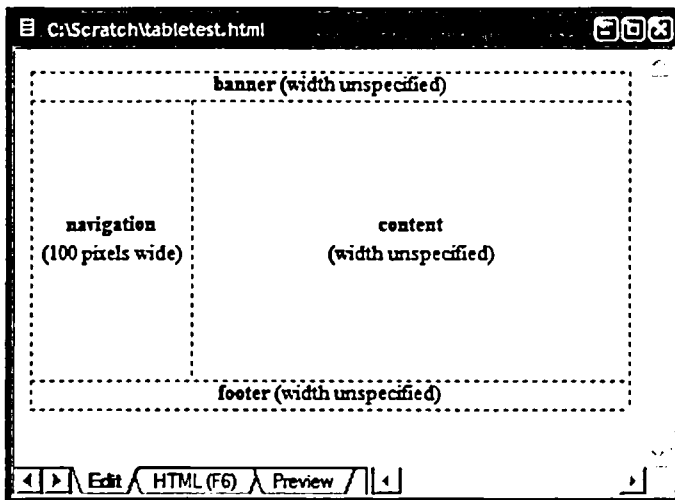
Note that these values apply to an entire table; pure HTML does not provide a way to control spacing and padding on a cell-by-cell basis. For greater control, set both cell spacing and cell padding to zero and use the padding properties of cascading style sheets on individual cells as needed.

 *To hide borders and set cell spacing and padding to zero in one step, click  (Hide Borders) on the Inspector.*

Be careful when setting table and cell widths

When you create a table using the table drawing tools or the Create Table button on the Standard Toolbar, Namu WebEditor automatically sets column widths in absolute, pixel units. However, pixel units are not always appropriate for layout tables. If you use only pixel units, your table's width cannot grow or shrink in response to changing browser window sizes, so people who view your page in a small window may have to scroll sideways to see all your content. It's usually best to leave the width of at least one column unspecified, so that column can grow or shrink depending on the window size.

In the example below, the "content" cell's width is unspecified, while the table's width is set to 100%. This allows the table width to shrink or grow while the width of the "navigation" cell remains fixed.



A layout table using both fixed and unspecified cell widths

Also, try to avoid specifying table and cell sizes that conflict with one another. Conflicting size settings can confuse browsers and lead to unexpected results. For example, avoid specifying a table width that is smaller than the combined width of its columns.

Don't rely on cell height

If you specify the height of a row or cell, keep in mind that browsers treat the value as a minimum value only. Browsers will always override the specified height of a cell when necessary to show all its contents.

Related topics

- Using layout boxesp.91
- Tablesp.182

Using frames

This section deals with creating and using frames. Like layout boxes and tables, Web authors can use frames to create complex page layouts. However, the most important aspect of frames is that authors can use them to display multiple documents in the same browser window.

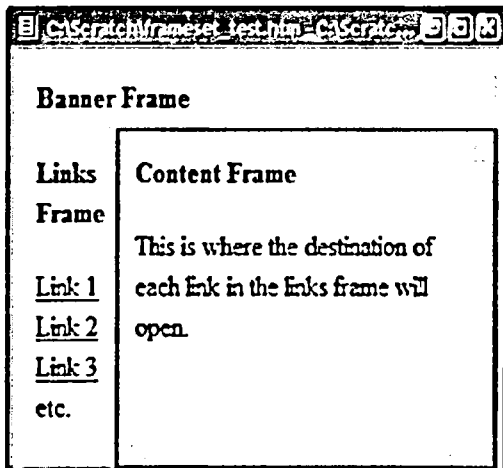
In this section

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About frames and framesets

On the Web, *frames* are used to display more than one document in the same browser window. Each frame in a *frameset* displays a different document (or different parts of the same document). Frames act almost like independent windows: they can be scrolled independently of other frames, and the document appearing in one frame can change without affecting other frames.

A typical use of frames is to display a set of links together with the destination of one of those links. Clicking a link in the links frame loads its destination in the content frame. Since frames scroll independently, a viewer can scroll the content frame while the links in the links frame stay in place. Additional frames might be used, for example, to display a banner that always stays at the top of the window and a footer that always stays at the bottom of the window.



A frameset with banner, links, and content frames

Each frame in a frameset must have an *initial document* (p.103)—the document that appears in the frame when the frameset is first opened in a browser. A frame's initial document may later be replaced by another document in the course of browsing the site. In the example above, the initial document of the content frame will be replaced by another document when the user clicks a link in the links frame. An initial document does not need to be located on your site; it can be any document on the Web.

To open a frameset in a browser, you open the *frameset document*—this is the document that contains the information the browser needs to display the frames and fill them with content from other sources. The frameset document itself normally does not appear in the browser window, although its URL appears in the browser's address bar. However, if a browser does not support frames, then it will display the contents of a `<noframes>` element (p.110) in the frameset document.




To link to a frameset, use the URL of the frameset document. Similarly, to use a frameset as the default document for a site, specify the file name of the frameset document in your Web server's default document setting (or rename the frameset document to index.html).

Creating a frameset

To create a frameset

1. Do one of the following:
 - o On the File menu, click New, and then click the Frameset folder.
 - o On the Frame menu, click New Frameset.
2. Click a frameset template and then click OK.

 *Namo WebEditor will not create a new frameset if one is already open.*

When you create a new frameset, NamO WebEditor opens the frameset in Edit mode and displays a new, blank document in each frame. At this point, you should specify the initial document (p.103) for each frame and then save (p.104) the frameset. If you have not yet created the initial documents, you can go ahead and compose them directly in each frame. When you save a document in a frame, NamO WebEditor automatically sets that frame's initial document to the saved document.

Related topics

Setting a frame's initial document	p.103
Saving a frameset.....	p.104
Adding and removing frames.....	p.106

Setting a frame's initial document

Each frame in a frameset must have an *initial document*—the document that appears in the frame when the frameset is first opened in a browser.

To set the initial document for a frame


- If you are composing the initial document in the frame, simply save the document (p.104). The initial document URL will be set automatically.
- If you want to set the initial document to an existing document, do this:
 1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
 2. On the **Frame** menu, click **Open Document in Frame**.
 3. Select a local file or enter a URL in the **URL** box and press **Enter**.

Each time you open a document in a frame, NamO WebEditor sets the initial document for that frame to the opened document.

To view the initial document URL for a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the **Frame** menu, click **Frame Properties**.

The initial document URL is shown in the **Source path** box.

 *The initial document URL for each frame is stored in the frameset document. Therefore, to save the initial document URLs, you must save the frameset document (p.104).*

Saving a frameset

To save a complete frameset, you need to save both the frameset document and the documents in the frames, if any of them are local files.

To save the frameset document

1. On the Frame menu, click Save Frameset.
2. If you have not previously saved the frameset, type a file name and press Enter.

To save a document in a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the File menu, click Save.
3. If you have not previously saved the document, type a file name and press Enter.

To save documents in all frames

1. On the Frame menu, click Save All Frames.
2. For each document that was not previously saved, type a file name and press Enter.

Previewing a frameset

When you are working on a frameset, the Preview tab that normally appears at the bottom of the main window is replaced by the Frameset Preview tab. Click this tab to preview the entire frameset.

Printing a frameset

To view a print preview of a frameset

1. On the Frame menu, click Frameset Print Preview.
2. When done, click Close.

To print a frameset

1. On the Frame menu, click Print Frameset.
2. Choose the desired options and click OK.

To print the document in a particular frame



1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the File menu, click Print.
3. Choose the desired options and click OK.

Related topics

Printing documents p.66

Resizing frames

To resize a frame using the mouse

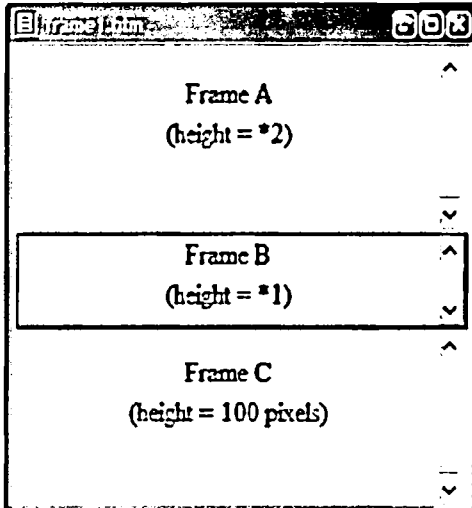
- Drag a frame border. (The pointer should look like  or  before you begin dragging.)

To specify an exact width or height for a frame


1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the Frame menu, click Frame Properties.
3. Enter a number in the **Frame width** or the **Frame height** box.
4. Click the corresponding units box and select a unit:
 - Select **Pixels** to specify a size in pixels. The frame size will stay the same if the browser window is resized.
 - Select **%** to specify a size as a percentage of the width or height of the browser window. The frame size will vary in proportion to the browser window size.
 - Select ***(relative)** to specify a size in relation to the sizes of other frames. Only integer values are accepted.

About relative sizes

When you specify frame sizes in relative terms, the size values act as relative proportions. In the example below, Frame A has a relative height of 2, so it is twice as high as Frame B, which has a relative height of 1. Frame C has an absolute height in pixels. If only some frames have relative sizes while others have absolute sizes along the same dimension, then the relatively-sized frames share the space that remains after subtracting the space occupied by the absolutely-sized frames.



An example of relative frame sizing

 If you specify the width or height of one or more frames in pixels, it is a good idea to set the size of at least one other frame to *1 in the same dimension, so that it can shrink or grow as needed for different browser window sizes.

Adding and removing frames

Although the frameset templates included with Namu WebEditor cover the most common frame layouts, you may still need to add frames to or remove frames from a frameset in order to meet your design goals. To add a frame, you simply split an existing frame in two. Removing a frame causes an adjacent frame to grow, filling the space previously occupied by the removed frame.

To add a frame above or below an existing frame

1. Click inside the frame above or below which you want to add another frame.
2. On the **Frame** menu, point to **Split Frame**, and then click **Top** or **Bottom** (depending on whether you want the new frame to be above or below the existing frame).

To add a frame to the left or right of an existing frame

1. Click inside the frame next to which you want to add another frame.
2. On the **Frame** menu, point to **Split Frame**, and then click **Left** or **Right** (depending on whether you want the new frame to be to the left or to the right of the existing frame).

To remove a frame

1. Click inside the frame you want to remove.
2. On the Frame menu, click Delete Frame, and then click OK.



*You cannot undo a frame add or remove operation using the **Undo** command. To restore a removed frame, close the frameset without saving and then reopen it. Note that any other changes you made to the frameset will be lost.*

Setting a frame's default target

The *target* (p.170) attribute of a hyperlink is used to instruct browsers where to open the link's destination. For example, the target of a link might tell browsers to open the destination in a frame named "article_view". If not specified, the target of any hyperlink is the window or frame containing the link. In a frameset, however, it is often desirable to have the destinations of hyperlinks in one frame open in another frame. Although it is possible to manually set the target for each hyperlink in a frame, it is much more convenient to set a *default target* for the frame. If a frame has a default target, every hyperlink in that frame will open in the specified target frame unless the link has its own, different specified target.

To set the default target of a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the Frame menu, click Frame Properties.
3. In the Default target box, type the name of a frame. To select a frame visually, click (Select Target Frame).

Four special targets can be selected if you click the triangle on the Default target box:

- _blank** Links will open in a new window.
- _parent** Links will open in the frame's "parent", replacing the frameset. The parent is usually the browser window, but if the frameset is being displayed in a frame of another frameset, then the parent is the containing frame in the higher-level frameset.
- _self** Links will open in the current frame.
- _top** Links will open at the topmost level of the current window (replacing all framesets).

To override the default target for a specific hyperlink

1. Double-click the hyperlink.
2. In the Target box, enter the name of a frame. To select a frame visually, click (Select Target Frame).

Related topics

Setting a link's target window or frame	p.170
Setting a default target for hyperlinks.....	p.240
Naming or renaming a frame	p.108

Naming or renaming a frame

Each frame in a frameset can optionally have a name, which is used when referring to the frame in the target attribute (p.170) of a hyperlink or the default target setting (p.107) of another frame. If you create a frameset using one of the templates supplied with Namu WebEditor, each frame already has a default name (which you can change). However, if you add a frame to a frameset, the new frame initially has no name; if you want to use the frame as a link target, you need to give it a name.

To name or rename a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the Frame menu, click **Frame Properties**.
3. Enter a name in the Name box. The name must begin with a letter (A-Z or a-z).

Related topics

Adding and removing frames.....	p.106
Setting a frame's default target.....	p.107

Setting frame margins, scrollbars, and borders

You can adjust the left and top margins of a frame (the empty space between a frame's borders and its content) in pixel units. If you don't specify the margins, Web browsers apply their own default margins.

To specify the left or top margin of a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the Frame menu, click **Frame Properties**.
3. Enter a number of pixels in either or both of the **Left margin** and **Top margin** boxes.

You can specify for each frame in a frameset whether it should have scrollbars. The **Auto** setting means scrollbars will appear only when necessary.

To specify scrollbars for a frame

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the **Frame** menu, click **Frame Properties**.
3. Click the **Scrollbar** box and select an option.

You can specify the width of the border around every frame in a frameset, and whether users can resize a frame by dragging its border.

To set the border width (applies to all frames)

1. On the **Frame** menu, click **Frame Properties**.
2. Enter a number of pixels in the **Border thickness** box.

To specify whether a frame can be resized

1. Click inside the frame to make it active. (The active frame is shown with a blue border.)
2. On the **Frame** menu, click **Frame Properties**.
3. Select or clear the **Enable frame resizing in browser** check box.

Related topics

Modifying frameset document properties p.109

Modifying frameset document properties

Like any other Web document, a frameset document has various properties that apply to the document as a whole. However, most of the properties of a frameset document have no effect in Web browsers that support frames—most of the properties are only relevant when a browser does not support frames and thus displays the content of the frameset document itself rather than the frames it defines.

Some properties of frameset documents do take effect, even when the frameset is opened in a browser that supports frames. These properties are listed below.

- In the **General** tab:
 - **Title** — The frameset document's title is displayed in the browser's title bar.
 - **Author, Classification, Description, and Keywords** — Although these properties have no effect in a browser, they can be used by Internet search engines to find and categorize the frameset document.
- In the **Styles** tab:
 - **Page transitions** — The selected effect will occur when the frameset is opened.

- Background sound — The specified sound will play when the framset is opened.
- In the **Advanced** tab:
 - Auto refresh/redirect — When the frameset is opened, the specified URL will be opened automatically after the specified length of time.

To modify frameset document properties

- On the **Frame** menu, click **Frameset Properties**.

Related topics

Document properties.....	p.236
Setting frame margins, scrollbars, and borders.....	p.108

Adding "noframes" content

When a frameset is opened in a Web browser that does not support frames, the browser will instead display the content of the <noframes> element in the frameset document, if present. The <noframes> element can contain anything that an ordinary document can contain—text, images, and so forth.

When you create a frameset, Namu WebEditor automatically adds a brief message as the noframes content. To change the noframes content, click the **NOFRAMES Content** tab at the bottom of the main window and enter the desired content. (This tab is initially hidden. To reveal it, on the **View** menu, point to **Mode Tabs**, and then click **Show All**.)

To save the noframes content, save (p.104) the frameset.



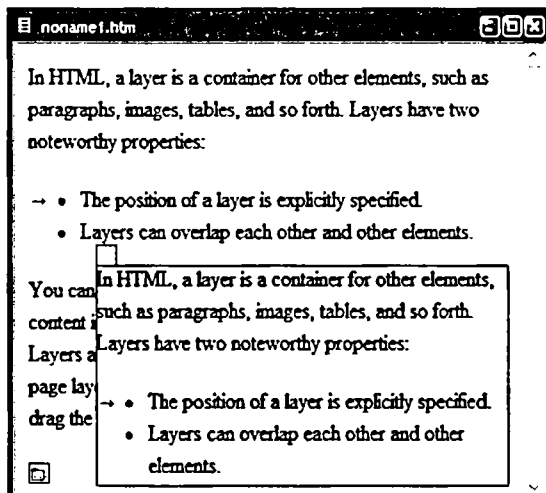
You cannot preview noframes content in Namu WebEditor's Preview mode. To preview your noframes content, open the frameset document in a browser that does not support frames.

Using layers

In HTML, a *layer* is a container for other elements, such as paragraphs, images, tables, and so forth. Layers have two noteworthy properties:

- The position of a layer is explicitly specified.
- Layers can overlap each other and other elements.

You can think of a layer as a movable box that you put content into and that you can place anywhere on a page. Layers are a powerful, yet intuitive way to create complex page layouts, since you can put anything in a layer and simply drag the layer wherever you want.



An example of a layer overlapping other content

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Creating and positioning a layer.....	p.112
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Related topics


Using floating boxesp.121


Adding JavaScript effectsp.288

Creating timelines.....p.316

Creating and positioning a layer


To create a layer



1. Place the insertion point anywhere in the document.
2. Click  (Insert Layer) on the Standard Toolbar.

A new layer will appear above the paragraph that contained the insertion point, and the insertion point will be moved inside the layer. If the display of special tag marks is enabled, a layer mark () will indicate the location of the layer tag in the document.

The new layer has a transparent background (p.117), so if there is any content below the point where you inserted the layer, it will be visible through the layer.

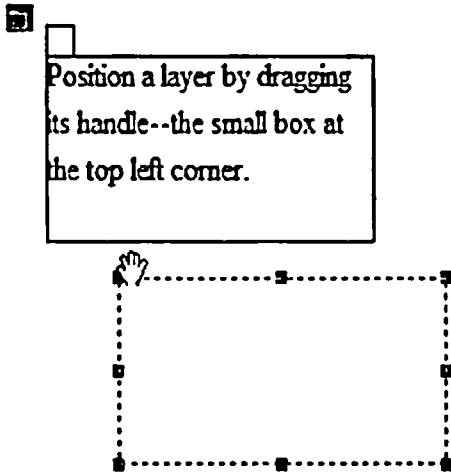
By default, in Edit mode, layers are shown with gray outlines so that you can see their boundaries. This outline is not visible when the document is viewed in a browser. To hide layer outlines: On the View menu, point to Marks, and then click Layer Outlines.

 *The location of the layer tag has no relationship to the position of a layer. You can insert a layer tag anywhere in a document, and you can move the layer to any position, independently of the layer tag. However, note that deleting the layer tag deletes the layer.*


 *If you find layer marks distracting, you can hide them: Click  (Show/Hide Special Tag Marks) on the Standard Toolbar.*

To position a layer

1. Click inside the layer to reveal its handle—the small box at the top left corner of the layer. (The handle is only visible when the layer is selected or the insertion point is inside it.)
2. Drag the handle. A dotted outline of the layer follows the pointer. Stop dragging when the layer is in the desired position.



Positioning a layer by dragging its handle


 You can also drag a layer by its outline. When the pointer is over the outline, it turns into a hand to indicate that dragging is possible.

To move a layer one pixel at a time

1. Click the layer's outline or layer mark to select it.
2. Press any of the arrow keys. Each keypress will move the layer one pixel in the corresponding direction.

To specify the exact position of a layer

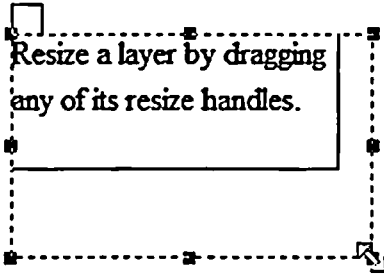
1. Click the layer's outline or layer mark to select it.
2. On the Inspector, enter numbers representing the distance of the layer from the document's left and top edges, respectively, in the X and Y boxes.

 You can enter negative values for a layer's X and/or Y position. This will place the layer partially or completely outside the document boundaries. To reposition a layer that is completely outside the document boundaries, click the associated layer mark and enter a new position in the Inspector.

Resizing a layer

To resize a layer

1. Click the layer's handle or outline to reveal its resize handles.
2. Drag any resize handle.





Resizing a layer

To specify an exact size for a layer

1. Click the layer's outline or layer mark to select it.
2. On the Inspector, enter numbers of pixels in the **Width** and **Height** boxes.

To adjust the size of a layer to fit its contents

1. Click the layer's outline or layer mark to select it.
2. Do one of the following:
 - o On the **Format** menu, point to **Layout**, and then click **Fit to Contents**.
 - o On the **Layout Toolbar**, click  (**Fit to Contents**).

 *You can specify any width for a layer, but you cannot set its height so small that all of its contents would not fit vertically. Even if you enter the height value in the Inspector or in HTML mode, Namu WebEditor will automatically readjust the height to fit the layer's contents vertically. If you resize a layer by dragging its resize handles, Namu WebEditor will not allow the bottom boundary of the layer to be moved above the bottom of the layer's contents.*

Adding content to a layer

To start adding content to a layer, click inside the layer to place the insertion point in it.

You can put any kind of content into a layer that you can put into a document—text, images, multimedia, tables, forms, and so forth. You can also use most of the same methods to insert content into a layer that you can with a document, including typing, pasting, and drag-and-drop.

As you add content to a layer, its height will grow automatically to accommodate the content.

Related topics

Resizing a layer..... p.114

Deleting a layer

To delete a layer

1. Click the layer's outline or layer mark to select it.
2. Press Del.

When you delete a layer, Namo WebEditor replaces it with an empty paragraph. This paragraph is safe to delete.

Setting a layer's Z-order

Since layers can overlap each other, it is sometimes necessary to specify exactly in what order several layers should overlap. You do this by specifying each layer's *Z-index*. *Z-indexes* are positive or negative integers. A layer with a higher *Z-index* will display on top of a layer with a lower *Z-index*. If two or more layers have the same *Z-index*, their relative *Z-positions* are determined by the order of their layer marks in the document (that is, the order of their layer tags in the document source): the layer with the last layer mark is topmost.

To set a layer's Z-order

1. Click the layer's outline or layer mark to select it.
2. On the Inspector, enter a whole number in the *Z-index* box.

Setting a layer's initial visibility

You can specify that a layer be initially invisible when the document is opened in a browser. Later, a script (p.288) can make the layer visible as a result of some event (p.304), such as the user clicking a link.

You can specify any of four initial states for the visibility of a layer:

- **Show:** The layer is initially visible.
- **Hide:** The layer is initially invisible.
- **Inherit:** The initial visibility of the layer is the same as that of its parent element.
- **Default:** (same as Show)


To set a layer's initial visibility

1. Click the layer's outline or layer mark to select it.
2. On the Inspector, click the **Visibility** box and select an option.

To select a hidden layer

Do one of the following:

- Click its layer mark.
- Click its name in the **Layers** window. (To open the **Layers** window: On the **Window** menu, click **Panels** and then select **Layers**.)

 *Although a hidden layer is invisible, it still "takes up space" in one sense: If a hidden layer extends beyond the bottom or right edge of the browser window, the browser's scrollbar(s) will be enabled as if the layer were visible. If you wish to avoid this, you can set the layer's display property to "none" in HTML mode instead of using the **Visibility** option.*

Related topics

Adding JavaScript effectsp.288

Changing a layer's ID

Each layer in a document can have a unique ID, which is used to refer to the layer in a script (p.288). Namu WebEditor automatically generates unique IDs for layers when you create them: `layer1`, `layer2`, and so forth. You can change the ID of a layer, for example to give it an ID that better describes its function. An ID must begin with a letter and may contain letters, digits, hyphens, underscores, colons, and periods.

To rename a layer

1. Click the layer's outline or layer mark to select it.
2. On the Inspector, type a new ID in the ID box.

Related topics

Adding JavaScript effects p.288

Setting a background color or image on a layer

By default, layers have transparent backgrounds, allowing any document content or background "under" the layer to show through them. You can change this behavior and make a layer opaque by assigning it a background color or image.

To set a background color on a layer

1. Double-click the layer's outline or layer mark.
2. Under **Background**, click the **Color** box and select a color (p.233).

To set a background image on a layer

1. Double-click the layer's outline or layer mark.
2. Enter an image path or URL in the **Image** box.



If you set a background image that is smaller than the layer, the image repeats to fill the layer by default. If you do not want the background image to repeat, switch to HTML mode and insert the background-repeat cascading style sheets property with a value of "no-repeat" in the layer's style attribute.

Related topics

Selecting colors p.233

Setting borders, margins, and padding for a layer

To set borders, margins, and padding for a layer

1. Click the layer's outline or layer mark to select it.

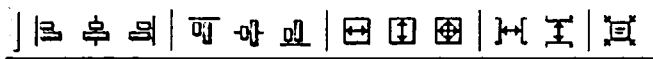
2. On the Format menu, click **Borders & Background**.

Related topics

Setting margins, padding, and bordersp.222

Aligning and distributing multiple layers

You can align, distribute, and resize layers with respect to each other using the Layout Toolbar or the commands in the **Layout** submenu of the **Format** menu. To reveal the Layout Toolbar, in the **View** menu, point to **Toolbars**, and then click **Layout**.



The Layout Toolbar

To align two or more layers with each other

1. Select each layer by clicking its outline while holding down the **Shift** key.
2. Click one of the alignment buttons (the first six buttons) on the Layout Toolbar.

The layers will be aligned with respect to the last selected layer.

To evenly distribute three or more layers

1. Select each layer by clicking its outline while holding down the **Shift** key.
2. On the Layout Toolbar, click (Space Across) or (Space Down).

Overlapping layers cannot be distributed. Please make sure no layers overlap before using this command.

To make two or more layers the same size

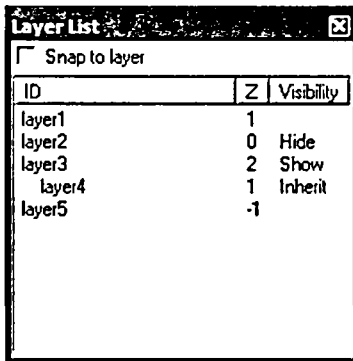
1. Select each layer by clicking its outline while holding down the **Shift** key.
2. On the Layout Toolbar, click (Make Same Width), (Make Same Height), or (Make Same Size).

The layers will be resized to the same size as the last selected layer.

Using the Layers panel

The Layers panel displays a list of the layers in the current document. You can see basic information about all the document's layers at a glance, and you can click an item in the list to select the corresponding layer or double-click an item to access the layer's properties.

To open the Layers panel: On the View menu, point to Panels, and then click Layers.



The Layers panel


The layer list includes the name, Z-index, and visibility attribute of each layer. If a layer is a child of another layer (that is, its layer mark is inside another layer), the name of the layer will appear indented under the name of its parent. Click an item in the list to select the corresponding layer. Double-click an item to open the Layer Properties dialog box for the corresponding layer.

If you select the Layers snap to each other check box at the top of the window, then layers will "snap" to each other when you drag them—that is, when you drag a layer within six pixels of another layer, the layer you are dragging will move automatically so that its boundary touches the boundary of the stationary layer.

Deciding which tag to use for layers

By default, Namo WebEditor represents layers using `<div>` elements in the document's HTML source. This behavior conforms to the World Wide Web Consortium's HTML 4.01 recommendation and is well supported by contemporary browsers. However, versions of Netscape browsers earlier than 6 do not correctly support the `<div>` tag. To work around this problem, Namo WebEditor gives authors the option to use `<layer>` elements to represent layers. The `<layer>` tag is a Netscape-only tag that is supported by Netscape 4.x browsers.

Unfortunately, the <layer> tag is not supported by Netscape 6 and later, and it is not supported at all by Internet Explorer and other browsers. Therefore, use caution when choosing the <layer> tag to represent layers. You should prefer the default <div> tag and use <layer> only in documents that are designed specifically for users of older Netscape versions.

 *There is no way to force all layers to use <layer> tags in one step. If you have more than one layer in a document and you want all of them to use <layer> tags, you must follow the steps given above for each layer.*

Using floating boxes

A *floating box* is a container for content around which other content flows. The effect of a floating box is to "push" the content following it to the side. In the example below, the dark text is inside a floating box; the light gray text is in paragraphs before and after the floating box. A gray border has been added to the floating box to highlight its boundaries.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

This text is in a floating box. Any content that follows a floating box "flows" around it, as a stream flows around a rock. Of course, rocks don't float, unless they're very small, but what can you do.

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor

sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

A floating box example

Floating boxes can be aligned on either the left or the right side, but not the middle, of the parent container. Note that a floating box only "pushes aside" content that follows it, not content that precedes it.

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Creating and positioning a floating box	p.122
Resizing a floating box.....	p.122
Adding content to a floating box.....	p.123
Deleting a floating box.....	p.124
Setting a floating box's initial visibility.....	p.124
Setting a background color or image on a floating box.....	p.125
Setting borders, margins, and padding for a floating box.....	p.125


Related topics

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Creating and positioning a floating box

To create a floating box

1. Place the insertion point in the (first) paragraph you want the floating box to float next to.
2. On the Insert menu, click Floating Box.

An empty box with a gray outline will appear in front of the paragraph that contained the insertion point, and the insertion point will be moved inside the box. If the display of special tag marks is enabled, a floating box mark () will mark the location of the floating box element in the document.

By default, in Edit mode, floating boxes are shown with gray outlines so that you can see their boundaries. This outline is not visible when the document is viewed in a browser. To hide floating box outlines: On the View menu, point to Marks, and then click Layer Outlines.


 *If you find floating box marks distracting, you can hide them: Click  (Show/Hide Special Tag Marks) on the Standard Toolbar.*

To position a floating box

1. Select the floating box by clicking its outline.
2. On the Inspector, click the Position box and select Left or Right.

To move a floating box

1. Select the floating box by clicking its outline.
2. On the Edit menu, click Cut. (Or press Ctrl+X.)
3. Place the insertion point at the beginning of the (first) paragraph you want the floating box to float next to.
4. On the Edit menu, click Paste. (Or press Ctrl+V.)

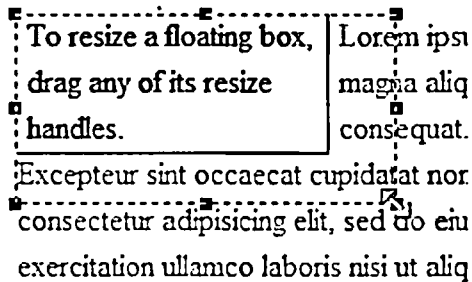
 *When you paste a floating box, Namu WebEditor inserts a blank paragraph above it. You can safely delete this empty paragraph.*

Resizing a floating box

To resize a floating box

1. Click the floating box's outline to reveal its resize handles.
2. Drag any resize handle.

When you finish dragging, the content surrounding the floating box will reflow around it.



Resizing a floating box

To specify an exact size for a floating box

1. Click the floating box's outline to select it.
2. On the Inspector, enter numbers of pixels in the **Width** and **Height** boxes.



You can specify any width for a floating box, but you cannot set its height so small that all of its contents would not fit vertically. Even if you enter the height value in the Inspector, Namoo WebEditor will automatically readjust the height to fit the floating box's contents vertically. If you resize a floating box by dragging its resize handles, Namoo WebEditor will not allow the bottom boundary of the floating box to be moved above the bottom of its contents.

Adding content to a floating box

To start adding content to a floating box, click inside the floating box to place the insertion point in it.

You can put any kind of content into a floating box that you can put into a document?text, images, multimedia, tables, forms, and so forth. You can also use most of the same methods to insert content into a floating box that you can with a document, including typing, pasting, and drag-and-drop.

As you add content to a floating box, its height will grow automatically to accommodate the content.

Related topics

Resizing a floating box..... p.122

Deleting a floating box

To delete a floating box

1. Click the floating box's outline or floating tag mark to select it.
2. Press Del.


When you delete a floating box, Namu WebEditor may replace it with an empty paragraph. This paragraph is safe to delete.

Setting a floating box's initial visibility

You can specify that the contents of a floating box be initially invisible when the document is opened in a browser. Later, a script (p.288) can make the floating box contents visible as a result of some event (p.304), such as the user clicking a link.

You can specify any of four initial states for the visibility of a floating box's contents:


- **Show:** The contents are initially visible.
- **Hide:** The contents are initially invisible.
- **Inherit:** The initial visibility of the contents is the same as that of the floating box's parent element.
- **Default:** (same as Show)

 *Even if the contents of a floating box are invisible, the floating box takes up space exactly as if its contents were visible.*

To set a floating box's initial visibility

1. Click the floating box's outline or floating tag mark to select it.
2. On the Inspector, click the Visibility box and select an option.

To select a hidden floating box

You cannot select a hidden floating box by clicking its outline, because the outline is also hidden. To select a hidden floating box, click the corresponding floating box mark. (If the display of special tag marks is off, turn it on by clicking  (Show/Hide Special Tag Marks) on the Standard Toolbar.) The floating box will become temporarily visible as long as it is selected.

Related topics

Adding JavaScript effectsp.288

Setting a background color or image on a floating box

By default, floating boxes have transparent backgrounds, allowing the document's background to show through them. You can change this behavior and make a floating box opaque by assigning it a background color or image.

To set a background color on a floating box

1. Double-click the floating box's outline or floating tag mark.
2. Under Background, click the Color box and select a color (p.233).

To set a background image on a floating box

1. Double-click the floating box's outline or floating tag mark.
2. Enter an image path or URL in the Image box.



If you set a background image that is smaller than the floating box, the image repeats to fill the floating box by default. If you do not want the background image to repeat, switch to HTML mode and insert the background-repeat cascading style sheets property with a value of "no-repeat" in the floating box's style attribute.

Related topics

Selecting colors..... p.233

Setting borders, margins, and padding for a floating box

To set borders, margins, and padding for a floating box

1. Click the floating box's outline or floating tag mark to select it.
2. On the Format menu, click Borders & Background.

Related topics

Setting margins, padding, and borders p.222

4 Basic Page Content and Formatting

Multimedia and Dynamic HTML may be all the rage these days, but the most important content Web content still consists of the basics: text and images. Just as basic, and just as important, are the hyperlinks that connect everything on the Web. Another standard feature of many Web pages is tables, which give authors a way to present complex information in an organized and easy-to-read way. In this section, we'll take a look at all of these basic Web elements, along with ways to control the way they look in the browser window.

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Text elements	p.128
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Hyperlinks and bookmarks	p.164
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Document properties	p.236

Text

On the Web, not all text is created equal. Like a book, a Web page can contain not only ordinary paragraphs but also headings, bulleted or numbered lists, and so forth. Fortunately, HTML includes several kinds of text elements for different purposes. It's important to use the right kind of element for the job.

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Paragraphs

Paragraphs are the most basic text elements in HTML. A paragraph is a block of text (although it may also include images and other inline elements) that, by default, has no special formatting. Whenever you enter text (by typing or pasting) in Edit mode without applying a particular HTML style, Namu WebEditor automatically creates a paragraph element to contain the text. Pressing **Enter** completes the current paragraph and starts another. By default, paragraphs are separated from each other and other elements by white space above and below. The exact size of this space is determined by the Web browser unless you specify a particular top and/or bottom margin (p.222).



*To start a new line of text without starting a new paragraph, press **Shift+Enter**.*

To modify common paragraph properties:

- On the Format menu, click Paragraph.

Related topics

Setting paragraph indentation and line height.....	p.221
Setting margins, padding, and borders.....	p.222

Headings

A heading is a text block that is generally used as a title or label for content that follows it. For example, the word "Headings" above is the heading for this section of the Namo WebEditor documentation. HTML provides six heading levels, intended to distinguish different levels of content in a hierarchically-organized document.

By default, browsers typically display headings in bold type. Level-1 headings use the largest font size, and successive heading levels use successively smaller font sizes. As with other text elements, all visual properties of headings can be altered using cascading style sheets (p.210).

To create a heading:

1. Place the insertion point in an empty line.
2. On the Inspector or the Formatting Toolbar, click the Element box and select any of Heading 1 through Heading 6.
3. Type the heading.

To change the level of a heading:

1. Place the insertion point in the heading whose level you want to change.
2. On the Inspector or the Formatting Toolbar, click the Element box and select any of Heading 1 through Heading 6.

To change a paragraph or other text element into a heading:

1. Place the insertion point in the text element you want to change to a heading.
2. On the Inspector or the Formatting Toolbar, click the Element box and select any of Heading 1 through Heading 6.

Lists

A *list* in HTML is composed of two or more consecutive blocks of text (the *list items*) that have bullets or numbers automatically inserted at the beginning of each item. Items in *ordered lists* are preceded by numbers, while items in *unordered lists* are preceded by bullets. A list item may itself contain a list, thus allowing lists to be nested hierarchically.

Today's Agenda

- 1. Read newspaper.
- 2. Play with dog.
- 3. Shop for groceries:
 - • hot dogs
 - broccoli
 - orange juice
- 4. Watch *Lord of the Rings*.

A numbered (ordered) list. The third item contains a bulleted (unordered) list. In Edit mode, the beginning of each list is marked with a red arrow.

In this section

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Modifying bullets and numbering.....	p.132
Using an image as a bullet	p.133

Creating lists

To create a numbered or bulleted list:

1. Place the insertion point in an empty line.
2. On the Inspector or the Formatting Toolbar, click the Element box and select Bulleted List or Numbered List.
3. Enter the text of each list item, pressing Enter after each item.
4. Press Enter twice to exit the list.

To convert paragraphs into a list:

1. Select the paragraphs you want to convert into a list.
2. On the Inspector or the Formatting Toolbar, click the HTML Style box and select Bulleted List or Numbered List.

Related topics


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Creating nested lists

A list item can itself contain a list. Such a list-within-a-list is called a *nested list*. List items can be *promoted* (moved from a nested list to its parent list) or *demoted* (moved from a parent list to a nested list).



To create a nested list:

1. Press **Enter** inside a list to start a new list item.
2. On the Inspector or the Formatting Toolbar, click  (Increase Indent).
3. Enter the items of the nested list, pressing **Enter** after each item.

To promote a nested list:

1. Place the insertion point in the first item of the nested list.
2. On the Inspector or the Formatting Toolbar, click  (Decrease Indent).

To promote or demote one list item:

1. Place the insertion point in the list item you want to promote or demote.
2. On the Inspector or the Formatting Toolbar, click  (Increase Indent) or  (Decrease Indent).

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Splitting and merging lists

A list can be split into two lists, and two consecutive lists can be joined into one list.

To split a list into two lists:

1. Place the insertion point in the list item you want to become the first item in the second list.
2. On the Format menu, click **Split List**.

To merge two consecutive lists:

1. Place the insertion point in the first item of the second list.
2. On the Format menu, click Merge Lists.



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Modifying bullets and numbering

HTML provides some control over numbering and bullet styles in lists. For numbered lists, the number format (e.g., 1-2-3 or I-II-III) can be changed for the whole list or for individual items. Also, the starting number of a numbered list can be changed, and the number sequence can be reset at any point in the list. For bulleted lists, the bullet style can be changed from the default disc to a square or a circle.

To change between bulleted and numbered lists:

1. Select the entire list.
2. On the Inspector or the Formatting Toolbar, click  (Bulleted List) or  (Numbered List).

To change the number format or bullet type of a list:

1. Select the entire list.
2. On the Format menu, click List.
3. Click the Style box and select a bullet type or number format.

To change the number format or bullet type of a single list item:

1. Place the insertion point in the desired list item.
2. On the Format menu, click List.
3. Click the Style box and select a bullet type or number format.

To change the starting number of a numbered list:

1. Select the entire list.
2. On the Format menu, click List.
3. Enter a number in the Start at box.

To reset the numbering sequence within a numbered list:

1. Place the insertion point in the desired list item.
2. On the Format menu, click List.
3. Enter a number in the Start at box.



Cascading style sheets offer greater control over bullet and number styles for lists and list items than HTML alone does. See list-style in the CSS reference for more information.

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Using an image as a bullet

You can use an image file as a bullet in bulleted lists. The list in the example below uses small, diamond-shaped images as the bullets.

Kinds of Animals

- ◆ Dogs
- ◆ Cats
- ◆ Technical Writers

To use an image bullet for a whole list or selected list items:

1. Select the whole list or some list items.
2. On the Format menu, click List.
3. Under Type, click Image.
4. In the Image path box, enter the path or URL to the image file.

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Preformatted text

When displaying text, Web browsers normally compress multiple consecutive spaces into a single space and "wrap" paragraphs at the edge of the window so users don't have to scroll horizontally to see a whole paragraph. This behavior is usually convenient for both authors and users, but there are cases—such as poetry and code samples—where text needs to be displayed exactly as entered by the author. To accommodate such cases, HTML includes an element type called *preformatted text*.

Preformatted text elements are text blocks that browsers display exactly as given in a document's source code. Multiple spaces are not compressed, and long lines are not wrapped at the window edge. Additionally, most browsers display preformatted text in a monospaced font by default, although you can specify any font you wish.

This is normal text. Paragraphs are wrapped at the window's edge and multiple spaces in the source are compressed into one.

**This is preformatted text.
Paragraphs are not wrapped at the window's edge and multiple spaces are not compressed.**

|
Preformatted text compared to normal text.

To create a preformatted text element

1. Place the insertion point in an empty line.
2. On the Inspector or the Formatting Toolbar, click the Element box and select Preformatted text.
3. Enter the text. To start a new line, press Shift+Enter.
4. When done, press Enter, click Element, and select Normal.


To convert paragraphs to preformatted text

1. Select the paragraphs to convert to preformatted text.
2. On the Inspector or the Formatting Toolbar, click the Element box and select Preformatted text.

To change the font of some preformatted text

1. Select some preformatted text.
2. On the Inspector or the Formatting Toolbar, click the Font box and select a font.

To change the font of all preformatted text in a document

1. On the Format menu, click Define Styles.
2. Click  (Add).
3. Click the Element box, select pre, and click OK.
4. Click the Font box and select a font. If desired, specify other font properties such as size and style.
5. Click OK.



If you enter preformatted text in HTML mode, any line breaks within the <pre> element are preserved and displayed as entered.

Addresses

In HTML, an *address* element can be used to contain street addresses and other contact information. Address elements behave just like ordinary paragraphs, except that browsers typically display them in italics and without top and bottom margins, by default.

**This is an ordinary paragraph. The text
below is an address.**

*John Smith
222 Lockhart Lane
Oregano, CA 93727*

Address text compared to normal text.

To create an address element

1. Place the insertion point in an empty line.
2. On the Inspector or the Formatting Toolbar, click the Element box and select Address.
3. Enter the address, pressing either Enter or Shift+Enter to begin new lines.
4. When done, press Enter to begin a new line, click the Element box, and select Paragraph.

Definition Lists

In HTML, a *definition list* is a list of terms and their definitions. The list consists of one or more pairs of special block elements: the term and the definition. Unlike ordinary paragraphs, browsers usually render terms and definitions with no top or bottom margin, and definitions are indented.

Some names and descriptions of dinosaurs:

Ichthyosaur

An aquatic dinosaur that resembled a large, scary fish.

Pterodactyl

A flying dinosaur. Most of them had no tails.

More dinosaur names to come!

A definition list with two pairs of term and definition. Boldface has been added to the terms.

To create a definition list

1. Place the insertion point in an empty line.
2. On the Inspector or the Formatting Toolbar, click the Element box and select Defined Term.
3. Enter the first term and press Enter.
4. Click the Element box and select Definition.
5. Enter the first definition and press Enter.
6. Enter additional terms and definitions, following steps 2 through 5.
7. When done, press Enter one last time to close the definition list.

Images

Perhaps one of the most important reasons for the rapid rise in popularity of the Web since the mid-1990s is the inline image. By allowing authors to place photographs, illustrations, and other graphical content directly on the page next to text content, inline images turned bland text-only sites into the visually rich showcases that we take for granted today.

The term *inline image* refers to an image that appears embedded in a Web document, rather than viewed separately as the result of clicking on an image file link. In this section, we'll see how Namo WebEditor makes inserting inline images as easy as possible and take a look at various things you can do with an image once it is in a Web document.

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About Web images

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How Web documents use images

When you insert an image into a Web document, the image data—the bits and bytes that represent the image—are not stored in the document. Instead, the Web document contains a *link* to the image. Like any Web link, an image link can refer to a file that is in the same folder as the document itself, or in a different folder, or on a different Web site altogether.

For example, the link to the image in the document fragment below:



might look like this in the document's HTML source:

```
<p>The African bee  is  
a feisty little critter.</p>
```

In the example above, the image file (bee.jpg) resides in an "images" subfolder in the same folder as the document.

When you publish a Web document, make sure to upload any image files that are used by the document in addition to the document itself. You should also make sure that the image files have the same path relative to the document on the Web server that they do on your local file system. If your document is part of a local site, Namu WebEditor takes care of these details for you.

Related topics

Saving a new document with images.....	p.145
Publishing and maintaining a site	p.387

Web image formats

The term *image format* commonly refers to the method by which an image is stored as a computer file. A variety of image formats are used on the Web; Namo WebEditor supports the most common ones.

There are two broad classes of image formats: *bitmap* and *vector-based*.

Bitmap images

A bitmap image file stores an image as a two-dimensional array of pixels (dots). Each pixel has a certain color, represented by a number. An *8-bit* image uses 8-digit binary numbers to represent colors, so each pixel can have any of 256 (2^8) possible colors. 16-bit and 24-bit images use larger numbers and thus can represent finer color distinctions for more accurate color rendition.

The pixels that make up a bitmap image become obvious when magnified, as in the image below.



A bitmap image magnified to 400%

The bitmap image formats supported by Namo WebEditor are:

GIF

The Graphics Interchange Format (GIF) is probably the most common image format in use on the Web. GIF images are fairly compact because they are limited to 8-bit color and use lossless compression, which compresses repetitive visual information without discarding it. GIF is most appropriate for simple images with few colors, such as bullets and other design elements. GIF files use a *.gif* file name extension. All modern visual browsers support GIF.

A special feature of GIF, not shared by the other common image formats, is that a GIF file can actually contain more than one image. In such *animated GIF* files, multiple images are displayed sequentially, as in a movie.

JPEG

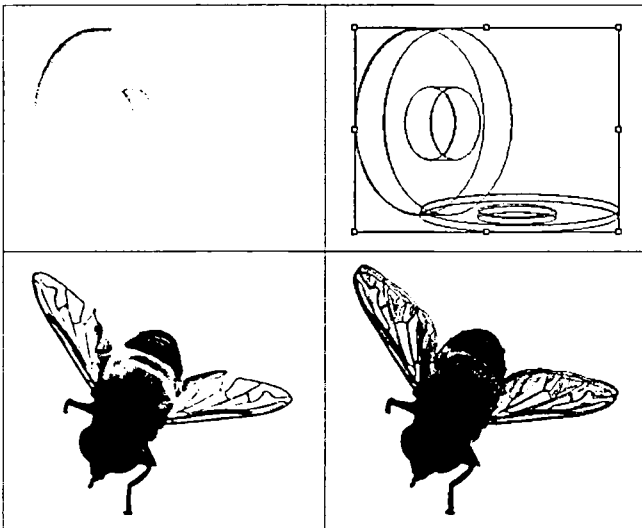
The Joint Photographic Experts Group (JPEG) format is most commonly used for photographic images. Since it uses 24 bits to represent the color of each pixel, JPEG's color fidelity is much higher than that of GIF. JPEG uses lossy compression to keep file sizes down—this means that visual information is selectively discarded while maintaining as much fidelity as possible. When you save an image in JPEG format, you choose a quality level: the lower the quality level, the more information is discarded and the smaller the file size. JPEG files use a `.jpg` or a `.jpeg` file name extension. All modern visual browsers support JPEG.

PNG

The Portable Network Graphics (PNG) format is a relatively new image format that combines some of the strengths of GIF and JPEG. Like GIF, it uses lossless compression; but like JPEG, PNG supports 24-bit color (and even higher—up to 48-bit color). Another strength of PNG is its support for *alpha channels*, which allow authors to assign a transparency level to any pixel. These features make PNG an excellent format for image editing and archival. However, high-color (24-bit or higher) PNG images can have very large file sizes, so it is advisable to use PNG in Web documents only for low-color applications. PNG files use a `.png` file name extension. Most modern visual browsers support PNG.

Vector-based images

Rather than storing a bunch of pixels, a vector-based image stores an image as a set of mathematical descriptions of lines, curves, and fills. It could be said that a vector-based image stores a description of the image, rather than the image itself; the image "unfolds" when a program, such as a Web browser, interprets the description and renders the image. So, for instance, a circle would be described by its center coordinates, its radius, and the thickness and color of its curve, instead of being stored as an array of pixels.



Examples of vector-based images. The screen captures on the right reveal the lines and curves that make up each image.

The mathematical nature of vector-based images makes them ideal for line art and illustrations, but ill-suited to photographic images, for which a mathematical description would be extremely complicated and take up far more space than simply storing the pixels. However, some vector image formats support mixing vector-based content with bitmap content, taking advantage of the strengths of each. Unfortunately, no vector-based image format is universally supported by current browsers, limiting the usefulness of vector-based images for the Web (although the recently-developed SVG format is rapidly gaining acceptance, thanks to the wide availability of browser plugins to view SVG images).

Namo WebEditor has its own vector-based format, called TNG. Based on SVG, TNG is the format used by Namu WebEditor's Smart Clipart (p.258) (editable vector-based graphic elements). Some versions of Namu WebEditor 6 include a standalone TNG editor, Namu WebCanvas, which can be used to create and edit Smart Clipart. WebCanvas can also export images to SVG format.

To work around the lack of universal browser support for vector-based images, Namu WebEditor automatically *rasterizes* each TNG image to bitmap format. When you publish a document containing TNG images to the Web, the rasterized versions of the images are what is displayed by browsers. However, the TNG versions are retained in encoded form in the document's source code, so you can edit the images at any time.


Viewing estimated load times

A document that contains many or large images can take much longer to open in a browser than one with few or small images, especially over a slow Internet connection. When designing a document that use images or multimedia files, you should consider the probable load time for your target audience. Unless all of your users will load your document over a local area network or fast broadband connections, consider keeping the total size (in kilobytes) of all the resources in the document down to a level that will allow comfortable viewing by users with slow Internet connections.

To view information about the total size of the resources used in a document: On the File menu, click Document Properties, and then click the Advanced tab. The same dialog box also displays estimated load times for various connection speeds. Click the Connection speed box to select a speed, and the estimated transfer time will be updated.

Inserting images

Namu WebEditor provides various ways to insert images into Web documents. In addition to image files on the local file system, you can use images copied from other programs, images on the Web, or any of the thousands of images in the clip art library included with Namu WebEditor.

 Whenever you insert an image from a location other than the folder containing the document, or a subfolder of the document's folder, the next time you save the document, Namu WebEditor will ask whether you want to copy the image file to the document's folder. To avoid problems when you publish the document later, it is a good idea to let Namu WebEditor copy the image. For more information, see *Saving a document with images*, p.145.

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Inserting an image from a local file

Much of the time, images you insert into your Web documents will come from your local file system, such as photographs you have taken with a digital camera or artwork you have created in a paint program. Namu WebEditor supports most popular image file types, including GIF, JPEG, PNG, and BMP.

To insert an image from a local file

1. Place the insertion point where you want to insert the image.
2. Do one of the following:
 - o Click  (Insert Image) on the Standard Toolbar.
 - o Press Ctrl+Shift+I.
3. In the Image path box, enter the path of the image file; or click  (Browse), select an image file, and click Open.
4. Click OK.


 The *Open* dialog box, which appears when you click the  (Browse) button in the *Image Properties* dialog box, initially shows only GIF, JPEG, and PNG files. To show other types of image files, click the *Files of type* box and select *All Files*.


 You can also insert a local image file by dragging it into the document window from *Windows Explorer* and clicking *Insert File or Image*.

Inserting an image from the clip art library

Namo WebEditor comes with a library of thousands of ready-made clip art images that you can use in your Web documents.

To insert an image from the clip art library



1. Place the insertion point where you want to insert the image.
2. Do one of the following:
 - o On the Insert menu, point to Image, and then click Clip Art.
 - o Click  (Insert Clip Art) on the Standard Toolbar.
3. In the left pane, select the category and subcategory containing the desired type of image.
4. In the right pane, select the desired image.
5. Click OK.

 You can also insert a clip art image by dragging it into the document window from the Resource Manager (p.45) and clicking *Insert File or Image*.

Inserting an image from the current site

If you are working with a local site and need to insert an image that is already in use anywhere in the site, you can select it from a list of site images instead of having to specify the image location explicitly. This can save time when you frequently reuse images in the same site.


To insert an image from the current site

1. Place the insertion point where you want to insert the image.
2. Do one of the following:
 - o Click  (Insert Image) on the Standard Toolbar.
 - o Press Ctrl+Shift+I.
3. Click the  (Site) button to the right of the Image path box.
4. Select the desired image and click OK.
5. Click OK again.


Inserting an image from the Web


There are two ways to insert an image directly from the Web into a Namu WebEditor document: you can paste the image from a Web browser, or you can manually specify an image URL.

To paste an image from a Web browser

1. In the Web browser, right-click the desired image and click Copy.
2. Switch to Namu WebEditor.
3. Place the insertion point where you want to insert the image.
4. Press Ctrl+V or click  (Paste) on the Standard Toolbar.

To insert an image from a URL

1. Place the insertion point where you want to insert the image.
2. Do one of the following:
 - o Click  (Insert Image) on the Standard Toolbar.
 - o Press Ctrl+Shift+I.
3. In the Image path box, enter the URL of the desired image (for example, <http://www.example.com/example.gif>).
4. Click OK.

 *When you save a document after insert an image from the Web in it, Namu WebEditor will suggest that you copy the image (p.145) to the document's folder. If you copy the image as suggested, the image source will become the local copy and will no longer be the original copy on the Web. If you do not copy the image to a local folder, the image source will remain the original copy on the Web, even after you publish the document.*


Related topics

Saving a document with images.....p.145

Pasting an image from another program

Most graphics programs and some other types of programs support using the Windows clipboard to copy and paste images. You can take advantage of this fact to paste an image from a graphics program into a Namu WebEditor document, without having to save it in a file first. As long as the graphics program places the image on the clipboard in bitmap format, you can paste it into Namu WebEditor. When you paste the image, Namu WebEditor will save it as a GIF, JPG, or PNG file in the location you specify.

To paste an image from another program

1. In the other program, use the appropriate command to copy the desired image to the clipboard.
2. Switch to Namo WebEditor and place the insertion point where you want to insert the image.
3. Press **Ctrl+V** or click  (Paste) on the Standard Toolbar.
4. (optional) In the **Save as** box, enter the path and file name for the image file to be saved.
5. Click the button corresponding to the desired format (p.139) for the image file and specify the desired options for the chosen format.
6. Click **OK**.

Related topics

Web image formats	p.139
Inserting an image from the Web	p.144

Saving a document with images

When you insert an image into a Web document, the image itself is not actually saved in the document. Instead, an image *tag* is inserted into the document's HTML source code, and this tag specifies the *location* of the image file. The location might be specified in one of the following ways:

- as a relative path from the document's location to the image file's location (on the same drive)
- as a file-type URL (p.166) containing an absolute path to the image file, if it is on another drive or in a network folder
- as an Internet URL, if the image is on a Web site

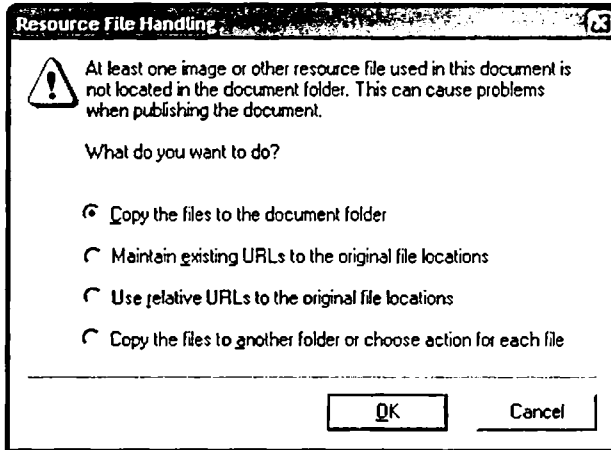
When you open the document in a browser, the browser reads the image tag, finds the image file at the specified location, loads the image, and displays it in the document.

This system of storing image files separately from the documents that use them generally works very well and allows for great flexibility, but it can lead to problems when you publish (p.387) a document that uses images, if you are not careful. These problems generally fall into three types:

- If you inserted an image from a folder on the same drive as the document, you must make sure to upload the image to the *same relative location* on the remote site (relative to the document). Otherwise, the image will not display.
- If you inserted an image from a different drive or from a network folder, the image will not display because the absolute path that specifies its location will be invalid with respect to the remote site's file system.
- If you inserted an image using an Internet URL, your users' Web browsers will always retrieve the image from that URL rather than from your own site. This can cause bandwidth problems for the

site hosting the image and can lead to complaints from that site's owners if you did not receive permission to host the image on their site.

To help avoid such problems, when you first save a document after inserting one or more image files, Namu WebEditor may display the following dialog box, which lets you decide how Namu WebEditor should handle the newly inserted images:



The Resource File Handling dialog box

The four options file handling options are described below:

- **Copy the files to the document folder:** If you choose this option, Namu WebEditor will copy the images to the document's own folder and convert the image URLs to just the images' file names. (This is the default option.)
- **Maintain existing URLs to the original file locations:** If you choose this option, Namu WebEditor will not copy the images, and it will leave the existing image URLs as they are.
- **Use relative URLs to the original file locations:** If you choose this option, Namu WebEditor will not copy the images, but it will convert any absolute URLs to relative URLs wherever possible. (Note that file-type URLs pointing to files on another drive or a network folder cannot be converted to relative URLs.)
- **Copy the files to another folder or choose action for each file:** If you choose this option, Namu WebEditor will open the Resource File Manager dialog box, allowing you to specify another folder to which to copy all the images or to specify an action independently for each image.

In most cases, you should choose the default option, allowing Namu WebEditor to copy the image files to the document folder. This way, you can make sure the document does not contain any file-type URLs that will not work on the Internet. If the document includes images inserted from another drive or a network folder, it is strongly recommended that you choose either the first or the third option.



If you choose to copy an image file to the document folder, and you later remove the image from the document, Namo WebEditor will not delete the copied image file.

Setting an image's display size

You can specify that an image display at a certain size other than its true size. Changing its display size does not actually modify the image in any way. Note that when you change the display size of a bitmapped image (p.139)—especially when you increase its display size—the image may appear blocky or pixellated.

You can set an image's display size visually, by dragging its resize handles; or precisely, by entering pixel or percentage values in the Inspector or a dialog box.

To set an image's display size visually

1. Click the desired image.
2. Do any of the following:
 - To reduce or enlarge the image while keeping its original proportions, drag any of the resize handles at the four corners of the image.
 - To reduce or enlarge the image without regard to its original proportions, drag any of the resize handles at the four corners of the image while holding down the **Shift** key.
 - To increase or decrease the width or height of the image, drag any of the resize handles centered on the sides of the image.



When you place the mouse pointer over a resize handle, it will change to a double-arrow shape to indicate that you can click and drag to resize.

To set an image's display size as numbers of pixels


1. Click the desired image.
2. On the Inspector, enter numbers of pixels in the **Width** and **Height** boxes.

To set an image's display size as a percentage of the available space


1. Click the desired image.
2. On the Inspector, enter percentage values in the **Width** and **Height** boxes.



When you specify an image's display size in percentage terms, the percentages are usually relative to the available space—that is, the size of the image's parent container. However, when the image's parent container is something that has no defined vertical size, such as the entire document body, browsers may interpret a percentage height as being relative to the image's width.

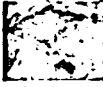
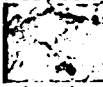
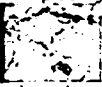






 If the Inspector is hidden, you can also specify an image's display size in the *Image Properties* dialog box. To open it, double-click the image.

 To restore an image to its true size, click the  button on the Inspector or *Restore Original Size* in the *Image Properties* dialog box.

 Some browsers, such as *Internet Explorer 6*, may automatically adjust the display size of images that are too large to fit in the browser window.

Setting an image's alignment

By default, the bottom of an inline images is aligned with the bottom of the line of content it is on. However, you can specify a different vertical alignment; for example, you can align the top of the image with the top of the line. Alternatively, you can specify that the image be forced to left or right side of the paragraph it is in and that other content after the image "flow" around it. Examples of each of the alignment options are shown below.

Default (Bottom)	Top	Middle
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>  <p>Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p> 	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p> 
Baseline	Left	Right
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit.</p>  <p>Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p>	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus. Morbi consequat. Aliquam venenatis. Nulla nulla quam, rutrum.</p> 	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus. Morbi consequat. Aliquam venenatis. Nulla nulla quam, rutrum commodo.</p> 
Top of Text	Absolute Middle	Absolute Bottom
<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p> 	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p> 	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam mi est, sollicitudin sed, malesuada in, adipiscing a, purus que. Suspendisse id lacus.</p> 

To set an image's alignment

1. Click the desired image.
2. On the Inspector, click the Alignment box and select the desired alignment option.



If the Inspector is hidden, you can also specify an image's alignment in the Image Properties dialog box. To open it, double-click the image.

Setting image margins and borders

An image *margin* refers to empty space around the image. Normally the size of the margins is controlled by the browser, but you can specify the horizontal and/or vertical margins explicitly (in pixels) using the Inspector.

Images can also have visible borders, although they have none by default. You can specify a uniform, solid border of a specific thickness (in pixels) around an image using the Inspector.

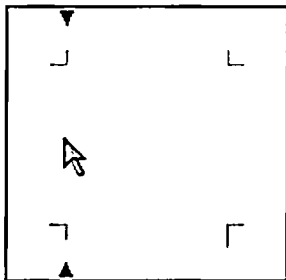
If you need to specify margins and/or borders independently for any or all of the four sides of an image, you can do so using the **Borders & Background** command on the Format menu.

To set an image's horizontal and vertical margins

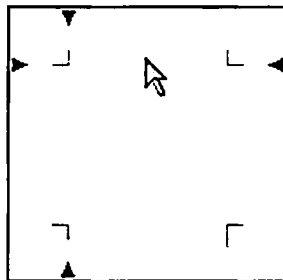
1. Click the desired image.
2. On the Inspector, enter a number of pixels in either or both of the **Horz. spacing** and **Vert. Spacing** boxes, and then press Enter.

To set margins independently for each side of an image

1. Click the desired image.
2. On the Format menu, click **Borders & Background**.
3. In the border selection box, select the side for which you want to set the margin. To select multiple sides at once, click each while holding down the Ctrl key. (See the examples below.) To select all four sides, click **Select All**. To deselect all sides, click in the middle of the box. By default, all four sides are selected.



Click a side to select it.



Click while holding down Ctrl to select multiple sides.

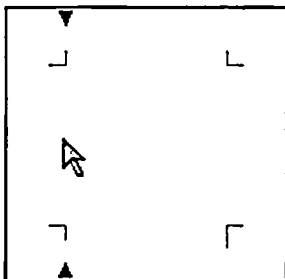
4. Enter a number in the **Margin** box and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
5. Repeat steps 3 and 4 if you want to set a different margin size for another side.
6. Click OK.

To set a uniform image border

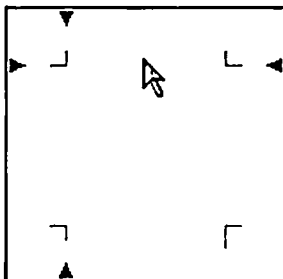
1. Click the desired image.
2. On the Inspector, enter a number of pixels in the **Border** box and press **Enter**.

To set borders independently for each side of an image

1. Click the desired image.
2. On the **Format** menu, click **Borders & Background**.
3. In the border selection box, select the side for which you want to set the border. To select multiple sides at once, click each while holding down the **Ctrl** key. (See the examples below.) To select all four sides, click **Select All**. To deselect all sides, click in the middle of the box. By default, all four sides are selected.



Click a side to select it.



Click while holding down Ctrl to select multiple sides.

4. Click the **Style** box and select a border style.
5. Click the **Color** box and select a color (p.233).

6. In the Width box, enter a number and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
7. Repeat steps 3 through 6 if you want to set a different border for another side.
8. Click OK.



If the Inspector is hidden, you can also set an image's margins and border in the Image Properties dialog box. To open it, double-click the image.

Adding alternative text to an image

Not all users can view images in Web documents. Some users use aural or other non-visual browsers, and some users disable images in visual browsers to reduce page load times. For these users, it is useful to supply a text description of an image that will stand for the image itself. Such text is called *alternative text* or *alt text*. Most visual browsers also display alt text when a user holds the mouse pointer over an image, possibly providing useful information about the image for ordinary users.

To add alternative text to an image

1. Click the desired image.
2. On the Inspector, in the Alt text box, type a brief description of the image.
3. Click OK.



When you insert an image from the clip art library or by dragging an image file from Windows Explorer, Namo WebEditor automatically add the image file name as alt text.



Do not add alt text to images that are merely decorative.




If the Inspector is hidden, you can also set an image's alt text in the Image Properties dialog box. To open it, double-click the image.

Specifying an alternative low-resolution image

Over slower Internet connections, loading a large image can take a significant amount of time. To give users something to look at while a large image is loading, you can specify an alternate, low-resolution

image that browsers will load first. When the primary image has finished loading, it will replace the low-resolution image.

To specify an alternative low-resolution image

1. Double-click the desired image.
2. Click the **Advanced** tab.
3. In the **Low res img** box, enter the path of the low-resolution image, or click  (**Browse**) to locate and select the low-res image file.
4. Click **OK**.




 *Most browsers do not support alternative low-resolution images. They begin loading the primary image immediately.*

Creating an image rollover effect

In a *rollover effect*, one image is replaced by another when a user "rolls" the mouse pointer over the original image. The transition takes place when the mouse pointer enters the bounds of the original image; when the mouse pointer exits the bounds of the second image, the original image is restored.

The most common use of rollover effects is to provide visual feedback when the user moves the pointer over an image that serves as a button. The button looks different when the pointer is over it, indicating that the image is indeed a button that can be clicked.

To create a rollover effect on an image

1. Double-click the desired image.
2. Click the **Rollover** tab.
3. In the **Second image path** box, enter the path of the replacement image, or do one of the following:
 - o Click  (**Browse**) to find and select an image file from your local file system.
 - o Click  (**Clip Art**) to select an image from the clip art library.
 - o Click  (**Site**) to select from a list of image files belonging to the current local site (if one is open).
4. To preview the rollover effect, move the mouse pointer over the **Preview** pane.
5. Click **OK**.


To remove a rollover effect on an image

1. Double-click the desired image.
2. Click the **Rollover** tab.
3. Click **Remove Rollover**, and then click **OK**.

Applying image effects

With Namo WebEditor's Image Effects tools, you can modify and apply effects to images in your Web documents in a variety of ways. You can:

- Crop and resize images
- Rotate and flip images
- Adjusting brightness, contrast, and sharpness
- Add text on an image
- Add a frame around an image
- Add a drop-shadow or beveled-edge effect

To apply an image effect, right-click the image, point to **Image**, and click **Image Effects**. You can apply more than one modification or effect without closing the dialog box. Effects are cumulative. To undo the last applied effect, click  (Undo). To reset the image to its original state, click **Reset**. After applying the desired modifications and effects, click **OK**.

When you click **OK** to save your changes, Namo WebEditor will prompt you for the path and file name under which to save the modified image. If you use the original path and file name, the original image file will be permanently replaced. If you do not want the original image file to be replaced, change the path and/or the file name.

For information about a particular modification or effect, see the individual subsections within this section.



If you save the modified image under the same path and file name as the original image, you will not be able to undo the modifications.

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Rotating and flipping images	p.155
Adjusting brightness, contrast, and sharpness	p.156
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Slicing an imagep.161


Cropping and resizing images



To "crop" an image is to remove unwanted portions of it. When you crop an image, you draw a rectangle around the part you want to keep, and then remove the areas around the rectangle.

Resizing an image means simply making it bigger or smaller. Unlike changing an image's display size (p.147), this operation permanently modifies the image itself.




To crop an image


1. Select the image you want to crop.
2. Do one of the following to open the Image Effects dialog box:
 - o Right-click the image, point to Image, and then click **Image Effects**.
 - o Click  (Image Effects) on the Image Toolbar.
3. On the toolbar, click  (Crop). A rectangle with resize handles will appear around the image.
4. Click and drag any of the resize handles so that the rectangle defines the area you want to keep. To preserve the rectangle's proportions while you size it, hold down the Shift key while dragging a corner handle. You can move the cropping rectangle by clicking inside and dragging. To start over, click  (Cancel Crop/Resize) and then click  (Crop) again.
5. When the cropping rectangle surrounds the area you want to keep, click  (Accept Crop/Resize).
6. Click OK.
7. In the Save as box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
8. Under Save format, select the desired image format (p.138).
9. Click OK.

 *To make the cropping area an exact size in pixels, enter the desired width and height in the **W** and **H** boxes on the toolbar. Then, drag the cropping rectangle so that it surrounds the area you want to keep.*






 *You can round the corners of the cropping area by dragging the slider on the toolbar before clicking  (Accept Crop/Resize). Drag the slider to the right to make the corners more rounded. If you round*


*the corners of the cropping area, it's a good idea to select the **Transparent** check box to make the corners of the cropped image invisible.*

 You can "feather" the cropping area, causing the edges of the cropped image to blend with the background color specified in the **BG** color box. To feather the cropping area, enter a number in the  (**Feather**) box before clicking  (**Accept Crop/Resize**). The number represents the width of the feathered area in pixels.

 It is possible to set the cropping area so that it is partially outside the original image bounds. In such a case, the outside area will effectively be added to the image, and it will have the color specified in the **BG** color box. To make the added area transparent, select the **Transparent** check box.

To resize an image






1. Select the image you want to resize.
2. Do one of the following to open the **Image Effects** dialog box:
 - o Right-click the image, point to **Image**, and then click **Image Effects**.
 - o Click  (**Image Effects**) on the **Image Toolbar**.
3. On the toolbar, click  (**Resize**). A rectangle with resize handles will appear around the image.
4. Click and drag any of the resize handles until the rectangle is the size you want to make the image. To preserve the rectangle's proportions while you size it, hold down the **Shift** key while dragging the corner handle. To start over, click  (**Cancel Crop/Resize**) and then click  (**Resize**) again.
5. When the rectangle is the size you want to make the image, click  (**Accept Crop/Resize**).
6. Click **OK**.
7. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
8. Under **Save format**, select the desired image format (p.138).
9. Click **OK**.

 To resize the image to an exact size in pixels, enter the desired width and height in the **W** and **H** boxes on the toolbar.

Rotating and flipping images








To rotate or flip an image


1. Select the image you want to rotate or flip.
2. Do one of the following to open the **Image Effects** dialog box:

- Right-click the image, point to **Image**, and then click **Image Effects**.
 - Click  (Image Effects) on the Image Toolbar.
3. On the toolbar, click any of the following buttons:
 -  (Rotate Left)
 -  (Rotate Right)
 -  (Flip Vertical)
 -  (Flip Horizontal)
 4. Click **OK**.
 5. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
 6. Under **Save format**, select the desired image format (p.138).
 7. Click **OK**.

Adjusting brightness, contrast, and sharpness

To adjust an image's brightness, contrast or sharpness


1. Select the image you want to adjust.
2. Do one of the following to open the **Image Effects** dialog box:
 - Right-click the image, point to **Image**, and then click **Image Effects**.
 - Click  (Image Effects) on the Image Toolbar.
3. On the toolbar, click any of the following buttons:
 -  (Lighten)
 -  (Darken)
 -  (Increase Contrast)
 -  (Decrease Contrast)
 -  (Sharpen)
 -  (Blur)
4. Click **OK**.
5. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
6. Under **Save format**, select the desired image format (p.138).
7. Click **OK**.


 *When you click more than one of these buttons, or the same button more than once, the effects are cumulative.*


Adding text on an image


Using the Image Effects Text tool, you can superimpose text on an image using the font, color, and style of your choice.

To add text on an image

1. Select the image on which you want to add text.
2. Do one of the following to open the **Image Effects** dialog box:
 - Right-click the image, point to **Image**, and then click **Image Effects**.
 - Click  (**Image Effects**) on the **Image Toolbar**.
3. On the toolbar, click **A (Text)**.
4. Click at the location on the image where you want the text to start.
5. In the **Text** box, type the desired text.
6. In the **Font**, **Size** and **Color** boxes, specify the font, size and color for the text.
7. Under **Style**, select the desired style(s).
8. Click **OK**.
9. To exit text insertion mode, click **A (Text)** again or press **Esc**.
10. If you need to reposition the text box, drag it to the desired position.
11. Click **OK**.
12. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
13. Under **Save format**, select the desired image format (p.138).
14. Click **OK**.

 *After exiting text insertion mode, you can double-click a text box to reopen the **Add Text** dialog box and change the text and/or its properties.*

 *If you want to specify an exact position for a text box, double-click it and enter **X** and **Y** coordinates (relative to the image's top left corner) in the **Coordinates** boxes.*

 *You can enter only one line of text at a time. To add more than one line of text on an image, use multiple text boxes.*



To remove text added on an image

- Click the text box you want to remove, and then click **Delete**.

Adding a border around an image

Using the Image Effects Border tool, you can add a solid border around an image and control its width, color, and corner roundness.

To add a border around an image

1. Select the desired image.
2. Do one of the following to open the **Image Effects** dialog box:
 - Right-click the image, point to **Image**, and then click **Image Effects**.
 - Click  (Image Effects) on the Image Toolbar.
3. On the toolbar, click  (**Border**).
4. In the **Width** box, enter the desired width of the border in pixels.
5. In the **Roundness** box, enter a number representing the degree of roundness of the border. A value of 100 produces a perfectly round border.
6. Click the **Color** box and select a color (p.233).
7. Click **OK**, and then click **OK** again to exit the **Image Effects** dialog box.
8. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
9. Under **Save format**, select the desired image format (p.138).
10. Click **OK**.





*To specify a border around an image without modifying the image itself, use the **Borders & Background** (p.149) command on the **Format** menu. Note, however, that you cannot create rounded corners with this method.*

Adding a beveled-edge effect

Using the Image Effects Bevel Effect tool, you can add a three-dimensional effect around the edges of an image, making it appear raised above the page background.



To add a beveled-edge effect

1. Select the desired image.
2. Do one of the following to open the **Image Effects** dialog box:
 - o Right-click the image, point to **Image**, and then click **Image Effects**.
 - o Click  (**Image Effects**) on the Image Toolbar.
3. On the toolbar, click  (**Bevel Effect**).
4. Click the **Style** box and select the desired shape of the beveled edges.
5. In the **Width** box, enter the desired width of the beveled edges in pixels.
6. In the **Angle** box, enter the desired angle of the apparent light source in degrees. A value of 0 means the light is coming from the image's right.
7. Click **OK**, and then click **OK** again to exit the **Image Effects** dialog box.
8. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
9. Under **Save format**, select the desired image format (p.138).
10. Click **OK**.

Adding a shadow to an image

Using the **Image Effects Shadow** tool, you can add a shadow effect to an image, making it appear to float above or under the page background.

To add a shadow to an image

1. Select the desired image.
2. Do one of the following to open the **Image Effects** dialog box:
 - o Right-click the image, point to **Image**, and then click **Image Effects**.
 - o Click  (**Image Effects**) on the Image Toolbar.
3. On the toolbar, click  (**Shadow**).
4. Click the **Type** box and select the desired shadow style:
 - o **Outer Shadow** makes the image appear to float above the background, with the light source positioned to the top and left.
 - o **Inner Shadow** makes the image appear to float under the background, with the light source positioned to the top and left.
 - o **Outer Glow** makes the image appear to float above the background, with the light source positioned directly above the image.

- Inner Glow makes the image appear to float under the background, with the light source positioned directly above the image.
5. In the **Offset X** and **Y** boxes, enter the desired width of the shadow in pixels. (The **Y** box is disabled if a **Glow** shadow type is selected.)
 6. Click the **Color** box and select the desired color of the shadow.
 7. In the **Blur** box, enter a number representing the desired blurriness of the shadow. A value of 0 produces a perfectly hard-edged shadow.
 8. Click **OK**.
 9. If you specified the shadow type as **Outer Shadow** or **Outer Glow**, click the **BG** color box and select the color that matches the background color of the document or other container where the image is located. (Use the eyedropper tool to copy the appropriate color from the document window.)
 10. Click **OK**.
 11. In the **Save as** box, enter the path and file name under which to save the modified image. Initially, the box contains the original image's path and file name; if you want to replace the original image file, leave the path and file name unchanged.
 12. Under **Save format**, select the desired image format (p.138).
 13. Click **OK**.

Setting a transparent color on an image

You can choose one color in any image in a Web document and make that color transparent. When an image has a transparent color, things "under" the image—such as the page background—show through the transparent areas.


In the example below, both Santa Claus images have white backgrounds, but the one on the right has been modified so that pure white areas are transparent. You may notice that the alpine background image also shows through those parts of the second figure's mustache and headgear that are pure white.



The figure on the right uses transparency

When you set a transparent color on an image, Namo WebEditor creates a copy of it in GIF format (p.139), which is the most popular Web image format that supports transparency. If the original image is not GIF, Namo WebEditor will convert it to GIF when it creates the copy. To avoid deleting the original image file, you should specify a different name or path for the transparent copy.

To set a transparent color on an image

1. Click the image you want to make transparent.
2. Do one of the following:
3. Right-click the image, point to **Image**, and then click **Set Transparent Color**.
4. Click  (Set Transparent Color) on the Image Toolbar.
5. Click an area of the image that is the color you want to make transparent.
6. In the **Save as** box, enter the path and name of the transparent GIF file to be created. (Leave the path and name unchanged if you want to replace the original image file.)
7. Confirm that the color shown in the **Transparent color** box is the one you intended to make transparent, and then click **OK**.



*When you paste an image from another program, you can immediately set a transparent color on it. In the **Paste Image File As** dialog box, click the **Transparent color** box and select the color to be made transparent.*

Slicing an image into pieces

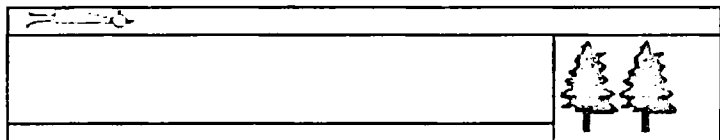
When an image in a Web document is large, it can be useful to break it up into several pieces, like the pieces of a jigsaw puzzle. *Slicing* an image in this way has several benefits, including the following:

- Browsers can download several pieces of a sliced image at the same time, causing the whole image to load faster.
- Slicing an image gives you more flexibility when placing the image in a table (p.182), since you can put pieces of the image into adjacent cells to suit your design requirements.
- You can create several variations of an image—for example, with different text components—by creating several versions of one piece of the image instead of editing the whole image.
- You can put hyperlinks on different parts of a sliced image without using an image map (p.177).

For an example of one way you can use image slicing, consider the table below.



To move the text from the top cell "into" the image in the bottom cell, we can slice the image into pieces as shown below, leaving the middle area empty to accommodate the text.





After exporting the sliced image parts to an HTML table, we insert the text in the empty cell, as shown below.



You can slice images using Namu Image Slicer (p.534), a separate utility program that comes with Namu WebEditor. For more information, see Namu Image Slicer, p.534 or refer to Namu Image Slicer's online help.

To slice an image into several pieces

1. Start Namu Image Slicer: On the Start menu, point to Programs, point to Namu Web Utilities, and then click Namu Image Slicer.
2. On the File menu, click New.
3. On the toolbar, click  (Import Image).
4. Locate the image file you want to slice, select it, and click Open.
5. Using the Slicer Tool, draw boxes to define the desired image pieces.
6. On the toolbar, click  (Export to HTML).
7. In the File name box, type a name for the HTML document that will contain the table containing the image pieces, and click Save.
8. Switch back to Namu WebEditor and open the HTML file you saved in step 7.
9. On the Edit menu, click Select All, and then press Ctrl+C to copy the table containing the image pieces.

10. Open or switch to the document into which you want to insert the sliced image.
11. Place the insertion point at the desired location and press Ctrl+V.

Changing an image's file format

You can convert a bitmapped image (p.139) from its original file format (p.139) to GIF, JPEG, PNG, or SIS format.



If you convert a JPEG or PNG image with many colors (such as a photograph) into GIF or SIS format, the resulting image may appear grainy or show banding.

To change an image's format

1. Right-click the image to convert, point to **Image**, and then click **Convert Image Format**.
2. In the **Save as** box, enter the path and name for the converted image file. (Click **Browse** to select a folder.)
3. Under **Format**, select the desired file format and specify the desired options.
4. Click **OK**.

Related topics

Web image formats p.139

Hyperlinks and bookmarks

Without a doubt, hyperlinks are the central reason the Web has become the huge success it is today. Thanks to hyperlinks (or just "links"), a Web user browsing one page or site can instantly "jump" to another page or site, just by clicking a word or an image. The power of hyperlinks to connect users to the information and resources they seek has made the Web the first truly universal communications network since the telephone system, and one that is arguably more powerful.

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About hyperlinks

Essentially, a hyperlink is a tag on a word, phrase, image, or other page element, that tells the Web browser, "When the user clicks this, open *X*." *X* could be just about anything, including:

- another location on the same page
- another page on the same Web site
- a page on another Web site
- an image or multimedia file
- a downloadable program file
- ... and so forth.

The tag for a hyperlink only needs to give the browser one piece of information: the URL of the destination resource. Optionally, it can provide other information, such as the name of a frame or window (p.170) to open the destination in, or a brief text message (p.172) to display when the user holds the pointer over the link.

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Link destination types

The most familiar type of hyperlink is the type that links to a Web page or site, such as "http://www.example.com". But there are other kinds, as well. Various link types are distinguished by the *protocol identifier* that appears at the beginning of the URL. Some common link types are listed below.

http

Hypertext Transfer Protocol: This is the usual link type for Web resources—documents, images, and so forth.

https

Hypertext Transfer Protocol, Secure: The same as HTTP, but with the addition of Secure Sockets Layer (SSL), a protocol for transmitting sensitive material securely over the Internet.

ftp

File Transfer Protocol: Links that begin with "ftp://" are for files and directories on FTP servers (Internet file servers).

irc

Internet Relay Chat: Links to an IRC channel—a virtual meeting place where users "chat" by means of instant text messages. IRC links require additional software (an IRC client) to open.

news, nntp

Network News Transfer Protocol: Links to a newsgroup or article on a network news server.

gopher

A less-sophisticated precursor of the Web, developed by the University of Minnesota. Although most Web browsers are able to display gopher documents, very few gopher servers still exist.

telnet

The telnet protocol allows users to access remote computers using a command line interface. It is typically used by administrators to access remote Unix servers. Telnet links require additional software (a telnet client) to open.

mailto

The protocol for e-mail links. Mailto links are not truly hyperlinks, since clicking a mailto link does not result in a connection to anything; it only tells the Web browser to create a new, blank e-mail message with the specified "to" address. For the same reason, there is no such thing as a mailto URL. Mailto links take the form "mailto:username@servername.domain".

file

This type of link is used to point to a file on the local file system. In general, file links are only used temporarily, before a document is published to the Web, since users of remote computers cannot access files on your local file system. Namu WebEditor uses file links in temporary documents (documents that have not yet been saved) to point to images and other resource files, since the relative path to a resource is not known until the document is saved. When you save the document, Namu WebEditor offers to convert the file links to relative links based on the location of the document.

Related topics

Relative vs. absolute linksp.167

Relative vs. absolute links

A hyperlink that points to a Web document or resource may use either a *relative URL* or an *absolute URL*. The distinction has to do with how complete, or self-sufficient, the path pointing to the destination is.

Relative URLs

A relative URL consists of just a path that contains only enough information to locate a file *in relation to the location of the document containing the URL*. Using a relative link is like using your company's internal mail system. If you need to send a memo to someone in your own department, you can just address it to the person's name, such as "Betty Jones" (assuming there is just one Betty Jones in your department). To reach someone in another department, it might be sufficient to use the department name plus the person's name; for example, "Marketing/Betty Jones". You don't have to specify a street address, city, state, ZIP code, and so forth, since the company mail system assumes that an address that doesn't have these parts must refer to someone inside the company.

Similarly, a relative URL only needs to provide a file name, or a file name plus a directory path. The Web browser (or Namo WebEditor) assumes that such a URL must point to a file in the folder structure of the same site as the containing document, and it interprets the URL accordingly.

Here are some examples of relative URLs:

Relative URL	File Location
example.html	the same folder as the document
images/example.gif	the "images" subfolder of the document's folder
images/photos/alice.jpg	the "photos" subfolder of the "images" subfolder of the document's folder
../index.html	the parent folder of the document's folder
../../example.css	the parent folder of the parent folder of the document's folder

Absolute URLs

Unlike a relative URL, an absolute URL does not depend on the location of the document containing it. To continue the analogy given above, using an absolute link is like mailing a letter with a full name and address through the national post. The name and address should uniquely identify the intended recipient, without ambiguity and without reference to the location of the sender.

Whereas relative URLs are always local (they always point to resources on the same site as the document containing the link), absolute URLs can be either local or global—they can point to resources anywhere on the Web.

A *local* absolute URL consists of just an absolute path to the resource. It starts with a slash ("/"), indicating that the path starts at the root (or top) level of the Web site's folder hierarchy. Since the path starts at the root, it always points to the same file, regardless of where in the site's folder structure the document containing the link is.

Here are some examples of local absolute URLs:

- /index.html
- /images/example.gif
- /products/webeditor/tour/tour1.asp

A *global* absolute URL—also called a *full* URL—is one that provides not just an absolute path, but also a site address. Thus, a global URL can point to a unique resource anywhere on the Internet. A global URL must start with the name of the protocol used to connect to the destination (such as "http:") followed by a double slash ("/"), the site address, and then the resource path. (If the resource path is not specified, the URL points to the root of the site, which may be represented by an index page at the root level.)

Here are some examples of global absolute URLs:

- http://www.example.com/products/index.html
- http://www.example.com/
- ftp://ftp.namo.com
- ftp://ftp.namo.com/public/webeditor_demo.exe

Notice that the second and third examples do not provide a path. In the case of the HTTP URL, the Web server will probably serve up the index page in the root folder of the site. In the FTP case, the FTP server will provide a listing of the server's root directory.


Related topics





Link destination typesp.165


Creating a hyperlink

Virtually any bit of content on a Web page can be turned into a hyperlink, including words, phrases, single characters, entire paragraphs, and images. No matter what the content is, the process of creating a hyperlink on it is always the same: first, select the content; second, specify the destination of the link—that is, what Web page, file, or other resource will be loaded by the browser when the link is clicked.

To create a hyperlink

1. Select the text or image you want to turn into a hyperlink.
2. Do one of the following:
 - On the Insert menu, click **Hyperlink**.
 - On the Standard Toolbar, click  (**Hyperlink**).



- Press F9.
3. In the URL box, enter the path or URL of the link's destination. (For example, "http://www.namo.com" or "photos.html". Do not include quotes. When entering a full URL, you must include the protocol string, such as "http:", and the double slash before the server name.) Alternatively, if the destination file is local, you can do one of the following instead of entering the path manually:
 - Click  (Browse) to select a file on the local file system.
 - Click  (Open Documents) to select among the documents that are currently open in Namu WebEditor.
 - Click  (Site) to select among the files that belong to the current local site. If no site is currently open, this button will be disabled.
 - Click  (New Document) to create a new document and link to it.
 4. If you are linking to a bookmark (p.179), enter the bookmark name in the Bookmark box. (If the bookmark is in the current document, you can leave the URL box empty.)
 5. Click OK.


 *You cannot use the method described above to create a hyperlink on a Flash Button (p.265). To create a link on a Flash Button, double-click the Flash Button and enter the URL in the Link box of the Flash Button Properties dialog box.*

"mailto" hyperlinks

A special kind of hyperlink, the *mailto* link, is not really a hyperlink at all, because it does not point to an Internet resource. When you click a mailto link, your browser opens your default e-mail program and tells it to create a new message addressed to the address specified in the link. The link can also provide the message title.

To create a mailto link, do this:

1. Select the text or image you want to turn into a mailto link.
2. Do one of the following:
 - On the Insert menu, click Hyperlink.
 - Click  (Hyperlink Properties) on the Standard Toolbar.
 - Press F9.
3. Click  (Email).
4. In the Address box, enter the desired e-mail address (for example, "bobo@namo.com").
5. (optional) In the Subject box, enter the desired title for the message.
6. Click OK twice.

 *Use the Hyperlink Toolbar to create a hyperlink quickly. After selecting the desired content, click the URL box (the longest box) on the Hyperlink Toolbar, enter the desired URL, and press Enter. If the*

*Hyperlink Toolbar is not visible, you can reveal it by right-clicking the toolbar area and selecting **Hyperlink Toolbar**.*



*When you type a URL in the document window, Namo WebEditor automatically creates a link with that URL on the URL. For example, if you type "www.namo.com", Namo WebEditor will create a link to <http://www.namo.com>. You can disable this behavior on the **Edit** (p.56) tab of the **Preferences** dialog box.*

Setting a link's target window or frame

Normally, when you click a link in a browser, the destination of that link (if it is something that can be displayed in a browser) opens in the same window or frame that displayed the document containing the link, replacing the original document. However, you can make the destination of a link open in a different window or frame from the one displaying the current document. You do this by specifying the link's *target*.

For example, if you set a link's target to "frame2", the browser will try to open the link's destination in the frame named "frame2". If there is no frame by that name, the browser will then try to open the link in the window named "frame2". If there is no window by that name, then the browser will open the link in a new window and name the window "frame2".

A link's target can be the name of a window, the name of a frame, or one of these special keywords:

- **_blank**: The link will be opened in a new, unnamed window.
- **_parent**: The link will be opened in the current frame's "parent", replacing the current frameset. The parent is usually the browser window, but if the current frameset is being displayed inside one frame of another frameset, then the parent is the containing frame in the higher-level frameset.
- **_self**: The link will be opened in the current frame or window.
- **_top**: The link will be opened in the current window. If the window is divided into frames, the link's destination will replace the frames.




A window's name is not the same as its title, the words that appear in its title bar. If a window has a name, it is not visible to users, but the browser remembers it as long as the window is open. To create a browser window with a certain name, set the target of a hyperlink to the desired name. If you want the named window to be initially empty, set the link's URL to "about:blank".




In general, there is no reason to set the target of a single hyperlink to a named window. However, if you have several hyperlinks that you would like to open in a separate window from the current document, but you don't want a new window to be opened for each link, you can set all of the links' targets to one window name. When the first link in the group is clicked, the browser will create a new

window and open the link in it. Then, when other links in the group are clicked, they will open in the same window.

To set a link's target

1. Double-click the link to open the **Hyperlink Properties** dialog box.
2. In the **Target** box, type the desired frame or window name, or click the triangle and select one of the keywords or frame names (if a frameset is open). If a frameset is currently open, you can also click  (Select Target Frame) to select a frame visually.

 *You can also set a link's target using the Target box on the Hyperlink Toolbar. Type a window or frame name in the box or click the triangle and select one of the keywords or frame names.*

Related topics

Setting a default target for hyperlinks	p.240
Setting a frame's default target	p.107
Using frames	p.101
Making a link open in a pop-up window.....	p.171

Making a link open in a pop-up window

You can set up a hyperlink so that Web browsers will open it in a new window with the position, size, and other properties that you specify. Such *pop-up windows* appear on top of the window that is displaying the current document. They are often smaller than most browser windows, and certain parts that are usually visible can be hidden, such as the menu and the toolbar.


You can specify the following properties for pop-up windows:

- name (useful when you want to reuse the same window)
- position relative to the top left corner of the screen
- width and height
- the visibility of its menu, toolbar, scroll bars, status bar
- resizability

To set a link to open in a pop-up window

1. Double-click the link to open the **Hyperlink Properties** dialog box.
2. Select the **Open in new window** check box, and then click **Options**.

3. (optional) In the **Window name** box, enter the name you want the window to have. (You can have other pop-up links open in the same window by specifying the same name, or prevent other pop-up links from using the same window by specifying a unique name.)
4. In the **Left margin** and **Top margin** boxes, enter the desired distance of the pop-up window from the screen's left and top edges, respectively, in pixels.
5. In the **Width** and **Height** boxes, enter the desired width and height of the window, in pixels.
6. Under **Options**, select the check boxes corresponding to the controls you want the window to display.
7. Click **OK** twice.

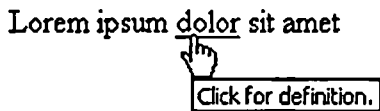
 *If you want a link to open in a new window, but you do not want to specify the window's size and other properties, set the link's target (p.170) to **_blank** and leave the **Open in new window** check box unselected.*

Related topics

Setting a link's target window or framep.170

Setting a tooltip on a link


The optional **title** attribute of hyperlinks allows authors to "attach" a hidden piece of text to a link, generally containing a brief description of the link's destination. Recent browsers display this text as a *tooltip* when a user holds the mouse pointer over the link for a few seconds.



Example of a tooltip for a hyperlink

To set a tooltip on a link

1. Double-click the link to open the **Hyperlink Properties** dialog box.
2. In the **Tooltip** box, enter the desired text of the tooltip.

 *Netscape 4.x and earlier do not support tooltips on links.*



If you set a tooltip on a link made from an image, and the image has alt text (p.151), Internet Explorer does not display the link's tooltip when the mouse pointer is held over the image. Instead, it shows the image's alt text as a tooltip.



Other elements besides hyperlinks can have **title** attributes as well, and recent browsers will display those titles as tooltips, just as with links. To add a **title** attribute to any element, do this:

1. Place the insertion point in the desired element.
2. On the Tag Selector (p.40), right-click the element's tag and then click **View Source**.
3. Inside the element's opening tag, insert `title=" "`, adding the desired tooltip text inside the quotes. For example, ``.
4. Click the Edit tab to return to Edit mode.

Related topics

Adding alternative text to an image p.151

Assigning access keys to links


Some users, such as blind people and people who browse the Web on a mobile phone, may find it difficult or impossible to navigate hyperlinks using a mouse. For such users, most browsers support navigating links using the Tab and Enter keys, but when a document has many links, this can be inconvenient.

By assigning *access keys* to hyperlinks, you can make it easier for users to navigate them without a pointing device. An access key is a single character—usually a number—that, when pressed in combination with the Alt key (or another, device-specific key that serves the same purpose), causes the browser to either activate or follow the associated link. For example, if a link has been assigned "2" as its access key, pressing Alt+2 will cause the browser to activate or follow that link.

The digits 0–9 make good access keys, but you should avoid letters, since ordinary Windows browsers use several Alt+letter combinations as menu shortcuts. For mobile phone users, you can also use "#" and "*" as access keys, since these characters are always present on standard keypads.

When you assign an access key to a link, it's a good idea to add a note after the link to let users know about it. For example:

- News (press 1)
- Support (press 2)


 Do not assign the same access key to more than one link.

To assign an access key to a link

1. Double-click the link to open the **Hyperlink Properties** dialog box.
2. In the **Access key** box, type the desired character, or click the triangle and select one from the drop-down menu.


Setting hyperlink colors

In modern visual browsers, a hyperlink can be displayed in any of three or four different colors at a given time. The *normal* color, blue by default, is used when a link has not yet been opened in the current browser session. A link's color changes to the *visited* color, purple by default, once it has been opened. The *active* color, red by default, is used in different ways by different browsers: Internet Explorer uses it for the link that has "focus"—that is, the link that will be opened when the user presses the **Enter** key; while Netscape uses it for a link that is in the process of being clicked. The *hover* color, which may or may not be defined by default, is used for the link that is currently under the mouse pointer (without the mouse button being pressed).

 In Internet Explorer, the active color and the hover color are set by default to the same color (red). In Netscape 6+ and Mozilla 1.x, no hover color is defined by default; if you define one, that color will also be used as the active color. Netscape 4.x does not support the hover color.


You can override any or all of the default link colors at various levels:

- At the individual link level, you can set a single color for a specific link. The same color will be used regardless of the link's state (normal, visited, active, or hover).
- At the document level, you can specify different normal, visited, and active colors that affect all the links in a particular document. (However, you cannot specify a hover color at this level.)
- At the style sheet (p.212) level, you can specify different normal, visited, active, and hover colors that affect all the links in all the documents that use a particular style sheet.

 If you specify link colors at both the document level and the style sheet level, the browser will give priority to the style sheet colors (assuming the browser supports style sheets). If you specify a single color for a specific link, it will override all colors specified at other levels.

To specify a single color for a specific link



1. Select the link. Do not, however, select any adjacent content.

2. On the Formatting Toolbar, click the triangle on the  (Font Color) button and select a color (p.233).

To specify colors for all links in the current document

1. On the File menu, click Document Properties, and then click the Appearance tab.
2. To specify the normal link color, click the Hyperlinks color box and select a color (p.233).
3. To specify the visited link color, click the Visited links color box and select a color (p.233).
4. To specify the active link color, click the Active links color box and select a color (p.233).

To specify link colors in a style sheet

1. On the Format menu, click Define Styles.
2. Click  (Add).
3. Under Style type, click Other.
4. Click the triangle on the Name box and select one of the following:
 - o :link to define the normal link color
 - o :visited to define the visited link color
 - o :active to define the active link color
 - o :hover to define the hover link color
5. Click OK.
6. Click the Font color box and select a color (p.233).
7. Repeat steps 2-6 for each link color you want to define.
8. (optional) If you want to save the style sheet externally so that you can use it with other documents, click  (Save As External File), navigate to the desired folder, enter the desired file name, and click Save.
9. Click OK.



You can change the default normal, visited, and active link colors for new documents on the Document Defaults tab of the Preferences dialog box.

Related topics

Selecting colors.....	p.233
Setting character-related properties.....	p.219
Using style sheets.....	p.212


Changing the destination of a hyperlink

There are several ways to change the destination (URL) of a hyperlink. The method varies somewhat depending on the type of content on which the link is based.

To change the URL of a text-based link

- Do one of the following:
 - Double-click the link, enter the new URL, and press **Enter**.
 - Place the insertion point inside the link, enter the new URL in the URL box on the Hyperlink Toolbar, and press **Enter**.
 - Place the insertion point inside the link, enter the new URL in the URL box on the Inspector, and press **Enter**.

To change the URL of an image-based link


1. Select the image.
2. On the Standard Toolbar, click  (Hyperlink), or press **F9**.
3. Enter the new URL and press **Enter**.

To change the URL of a Flash Button-based link

1. Double-click the Flash Button.
2. Enter the new URL in the Link box and press **Enter**.

Removing a hyperlink

To remove a hyperlink on text or an image

1. If the link is text-based, place the insertion point in it. If it is image-based, select the image.
2. On the Standard Toolbar, click  (Remove Hyperlink), or press **Shift+F9**.



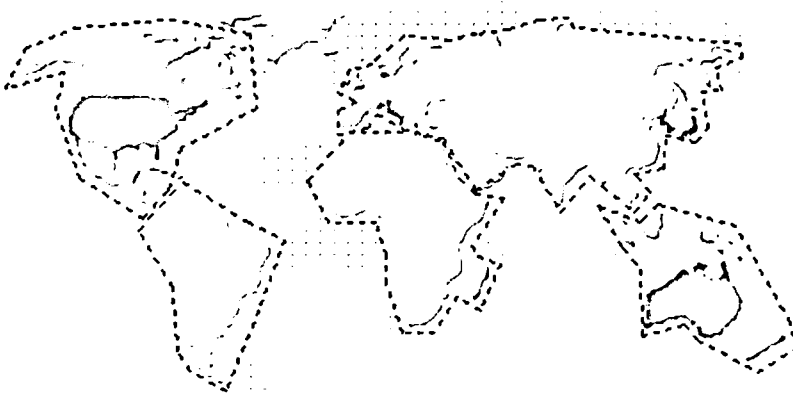
To remove several nearby hyperlinks at once, select all the content surrounding them and then do step 2 above.

To remove a hyperlink from a Flash Button

1. Double-click the Flash Button.
2. Delete the contents of the Link box and press **Enter**.

Creating an image map

You can place several different hyperlinks on a single image. You do this by drawing *hot zones* on the image, each hot zone linking to a different URL. A collection of hot zones is called an *image map*. For example, the image below has an image map with five hot zones, one for each continent. Clicking each zone will take the user to a different Web page. (Normally, the lines demarcating hot zones are invisible, but they have been made visible in this example.)



An image map

Namo WebEditor lets you create hot zones by simply drawing them with the mouse. Hot zones can be rectangular, circular, or polygonal with any number of sides. Tools for drawing the various hot zone shapes can be accessed easily on either the Inspector or the Image Toolbar. (To reveal the Image Toolbar, right-click the toolbar area and click Image Toolbar.)

To create an image map

1. Select the image you want to create an image map on.
2. Click any of the following buttons on either the Inspector or the Image Toolbar:
 - (Draw Rectangular Hot Zone)
 - (Draw Circular Hot Zone)
 - (Draw Polygonal Hot Zone)
3. Draw a rectangle, circle, or polygon covering an area of the image that you want to make a link. (For a polygonal hot zone, click each point where you want to place a vertex, and then double-click the last point to close the polygon.) When you are finished drawing the hot zone, the Create Hyperlink dialog box will appear.
4. Enter the desired URL for the hot zone and specify any other properties you want for the hyperlink, and then click OK.
5. Repeat steps 2–4 for each area of the image you want to make a link.
6. When you are finished drawing hot zones, press **ESC** to exit hot zone drawing mode.



You can use the same steps above to add a hot zone to an existing image map.

To move a hot zone

1. Click an image that has an image map.
2. Drag the desired hot zone to the desired location. (The mouse pointer will turn into the shape of a hand when it is over a hot zone.)

To resize or reshape a hot zone

1. Click an **image** that has an image map.
2. Click the desired hot zone. Resize handles will appear at the hot zone's corners or vertices. (For a circular hot zone, resize handles will appear at the corners of the circle's bounding box.)
3. Drag resize handles as necessary to change the hot zone's size and/or shape.

To change the URL or other properties of a hot zone

1. Click an image that has an image map.
2. Double-click the desired hot zone. The **Hyperlink Properties** dialog box will appear.
3. Edit the link properties as desired, and then click **OK**.

To remove a hot zone

1. Click an image that has an image map.
2. Click the desired hot zone and press **Delete**. (Note: you may need to click on another part of the image before the hot zone's outline disappears.)

Opening a linked document in Edit mode

Namo WebEditor provides the ability to follow links in Edit mode. Thus, while you are editing one document, you can easily open another document that the first document contains a link to. To follow a link in Edit mode, click the link while holding down the **Alt** key. Alternatively, right-click the link and then click **Open Hyperlink**.

If the URL of the followed link is just a path to a local document (p.167), NamO WebEditor will simply open the document. If, however, the URL is a full URL (p.167) that points to a document on the Web, NamO WebEditor will attempt to download a copy of the document from the Web. (This is the same as opening a document on the Web (p.60) by entering its URL in the **Open** dialog box and clicking **Open URL**.)


Related topics

Opening documents..... p.60

About bookmarks

A bookmark is a tag that identifies a location, within a document, that is to serve as the destination of a hyperlink. For example, if a document has a bookmark named "3.html" on its third heading element, a hyperlink on the same page can refer to "#section_3", causing the Web browser to jump to that location on the page, scrolling the document if necessary. A hyperlink on another document can refer to the bookmark by appending the bookmark name to the URL—for example, http://www.example.com/index.html#section_3. When a user clicks the link, the browser will open the document and jump to the bookmark location.


Bookmarks are especially useful in long documents. For example, if you have a page that contains a long list of terms and definitions, you could put a unique bookmark on each term, and then use the bookmarks to link to individual terms from other documents, or from a term index and the top of the page. It is also common to insert a bookmark at the top of a long page, and then insert links to the top bookmark periodically throughout the page. This saves users the trouble of scrolling back to the top manually.


Bookmarks are not visible in a browser. In Namo WebEditor's Edit mode, the location of a bookmark is indicated by the icon  just before the bookmark. If the display of special tag marks (p.44) is disabled, bookmarks are completely invisible in Edit mode.


Creating a bookmark

To create a bookmark

1. Either select some content on the line where you want the bookmark, or just place the insertion point anywhere on that line.
2. On the Insert menu, click **Bookmark**; or press **Ctrl+G**.
3. In the **Bookmark name** box, type the desired name for the bookmark. If you selected text in step 1, the text will automatically appear in the box; you can edit it or replace it as you wish.
4. Click **Add** or press **Enter**, and then click **Close** or press **Enter** again.

In the document window, a bookmark icon () will appear where you inserted the bookmark, and, if you selected some content before creating the bookmark, that content will be shown with a dashed underline. If

you can't see the icon/underline or you want to hide it, click  (Show/Hide Special Tag Marks) on the Standard Toolbar.


 *The **Bookmarks** dialog box is non-modal, so you can keep it open while you continue working in the document window. You can create several bookmarks one after another, and then close the dialog box when you are finished.*

Related topics


Setting a bookmark as the destination of a hyperlink.....p.180


Renaming and removing bookmarks

To rename a bookmark

1. Right-click the bookmark icon () or the underlined content where the desired bookmark is, and then click **Modify Bookmark**. (Or just double-click the bookmark icon.)
2. In the **Bookmark name** box, edit the bookmark name as desired and press **Enter**.

To delete a bookmark

1. Right-click the bookmark icon () or the underlined content where the desired bookmark is, and then click **Modify Bookmark**. (Or just double-click the bookmark icon.)
2. Click **Remove**.

 *You can rename or delete several bookmarks at once while the **Bookmarks** dialog box is open. Just select each bookmark you want to rename or remove in the **Bookmarks** list, and then rename or remove it.*

Using bookmarks in hyperlinks

To refer to a bookmark in the URL of a hyperlink, just append the "#" character, followed by the bookmark name, at the end of the URL. For example, to link to the bookmark named "8.html" in the document "regulations.html", you would use the URL **regulations.html#section_8**.

If you want to link to a bookmark in the same document as the link itself, just use "#" followed by the bookmark name as the URL. For example, **#section_8**.



*When you create a hyperlink using the **Create Hyperlink** dialog box, if you enter a path to a local document in the **URL** box, clicking the triangle on the **Bookmark** box will drop down a list of all the bookmarks that are in that document. You can just select a bookmark in the list instead of typing it in. (This only works if Namo WebEditor can find the destination document on the local file system, so it will not work if the URL is non-local or the document does not exist locally.)*

Tables

In HTML, a table is essentially a box divided into *cells*. Each cell is a container; its contents can include text, images, and other elements—even other tables.

Tables were originally intended for presenting textual information that is easiest to read in a row-and-column layout, such as baseball statistics. However, pioneering Web designers quickly discovered they could use tables to create multi-column page layouts that were otherwise impossible to achieve in HTML (before the introduction of layers (p.111)). Although authors can now design complex page layouts with less effort using layers, the majority of authors still prefer working with tables.



Using Namu WebEditor's layout box (p.91) feature, you can create a table for page layout by simply drawing container cells on a grid and then arranging them by dragging. Depending on your experience level, layout boxes can be easier and more intuitive than working with tables directly.

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Related topics


- Using a table for layout.....p.99
- Using layout boxesp.91
- Table cell rolloverp.303
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- Creating charts from table datap.484

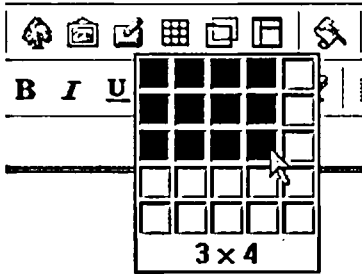
Creating a table

There are three ways to create a table in Namu WebEditor:


- Using the **Create Table** button on the Standard Toolbar
- Using the **Draw Table** command and "drawing" a table with the mouse
- Using the **New Table** command and specifying numbers of rows and columns in the **Table Properties** dialog box

To create a table using the **Create Table** button


1. Place the insertion point where you want to insert the table.
2. On the Standard Toolbar, click  (**Create Table**).
3. Drag the mouse down and to the right until the highlighted cells on the miniature table match the number of rows and columns you want in the table.

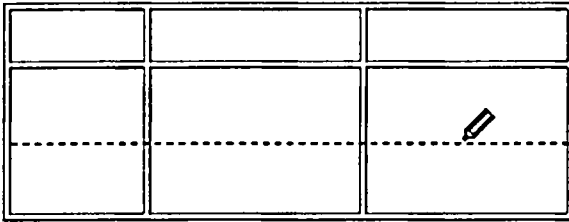


Creating a table using the **Create Table** button


 *When you create a table using the **Create Table** button, Namu WebEditor automatically sets column widths so that each column is the same width and the whole table stretches across the current width of the document window. Table width is not specified, so the columns can automatically shrink when the document or browser window is made narrower.*


To "draw" a table

1. Place the insertion point at the beginning of the line above which you want to insert a table.
2. Press **Enter** to create a new, empty paragraph.
3. On the **Table** menu, click **Draw Table**. The mouse pointer will turn into a pencil—indicating table drawing mode—and the **Table Toolbar** will appear.
4. Click on the empty paragraph and drag the mouse until the dashed rectangle is the size and shape you want for the table.
5. Click inside the border of the new table and draw lines to divide the table into rows and columns.
6. When you are finished drawing the table, press **Esc** or click  (**Escape Table Drawing Mode**) on the **Table Toolbar**.




"Drawing" a table with the mouse

 When you "draw" a table, Namu WebEditor automatically sets column widths and row heights to reflect the positions of the borders you draw. Table width is not specified, so the columns can automatically shrink when the document or browser window is made narrower.

 You cannot "draw" a table inside another table.

To create a table through the Table Properties dialog box

1. Place the insertion point where you want to insert the table.
2. On the Table menu, click New Table.
3. In the Rows and Columns boxes, enter the desired numbers of rows and columns for the new table.
4. (optional) Enter the desired width and/or height of the table in the Width and/or Height boxes.
5. Click OK.

 When you create a table using the **Table Properties** dialog box and you do not specify the table width, Namu WebEditor automatically sets column widths so that each column is the same width and the whole table stretches across the current width of the document window. Table width is not automatically specified, so the columns can automatically shrink when the document or browser window is made narrower. Conversely, if you do specify the table width, column widths are not automatically specified.

Related topics

Resizing rows and columnsp.185

Selecting parts of a table

To select a single cell

- Do one of the following:
 - Click inside the cell while holding down the Ctrl key.

- Right-click inside the cell and click **Select Cell**.

To select several adjacent cells

- Do one of the following:
 - Click inside the first cell and drag the mouse pointer to the last cell.
 - Click inside the first cell and then click inside the last cell while holding down the Shift key.

To select several non-adjacent cells

- Click inside each cell while holding down the Ctrl key.

To select an entire row

- Click the left border of the row's first cell. (The mouse pointer should look like ➡ before you click.)

To select an entire column

- Click the top border of the column's first cell. (The mouse pointer should look like ↓ before you click.)

To select an entire table

- Right-click inside the table and click **Select Table**.


To deselect a cell

- Click inside the cell while holding down the Ctrl key.


Resizing rows and columns

Depending on how you create a table (p.183), Namo WebEditor may automatically set column widths and row heights to certain values. You can change row heights and column widths in two ways: by dragging borders with the mouse or by specifying heights and widths using numerical values. You can also set the overall height or width of a table using numerical values.

Resizing rows and columns using the mouse

To resize a column, drag its right border left or right. (The mouse pointer should look like  while you drag.) Note that when you resize any column except for the last column in a table, the next column's width also changes to keep the table's overall width the same. If you want to resize a column without affecting

other columns (but letting the table's overall width change), hold down the **Ctrl** key while you drag the column border.

To resize a row, drag its bottom border up or down. (The mouse pointer should look like  while you drag.) Note that when you resize a row, other rows stay the same height, and the table's overall height changes. If you want to resize a row without changing the table's overall height (but letting the next row's height change), hold down the **Ctrl** key while you drag the row border.

You can also resize an entire table while keeping the relative widths of its columns (or the relative heights of its rows) constant. To do so, drag the table's right (or bottom) border while holding down the **Ctrl** key.



*When you use a layout grid (p.43) and/or layout guides (p.43), and the **Snap** option is turned on, the borders of rows and columns will "snap" to guides and gridlines as you drag them.*

Specifying row heights and column widths using numbers

You can set the height of a row or the width of a column numerically, either in pixels or as a percentage of the table's height (or width). You can also set the overall width and/or height of a table, either in pixels or as a percentage of the available space.

To specify row height using numbers

1. Select the row you want to resize.
2. On the Inspector, enter a number of pixels or a percentage value in the Height box and press **Enter**.

To specify column width using numbers

1. Select the column you want to resize.
2. On the Inspector, enter a number of pixels or a percentage value in the Width box and press **Enter**.

To specify table width and/or height using numbers

1. Right-click inside the table and click **Table Properties**.
2. In the Width box and/or the Height box, enter a number and then click either **pixels** or **%**.

To equalize column widths or row heights

1. Select the columns or rows you want to make the same width or height. (The columns or rows must be adjacent.)
2. On the **Table** menu, point to **Cell Sizing**, and click either **Equalize Cell Widths** or **Equalize Cell Heights**.

To clear all specified heights or widths in a table

1. Place the insertion point inside the table.
2. On the **Table** menu, point to **Cell Sizing**, and click either **Clear All Width Attributes** or **Clear All Height Attributes**.



The width or height attributes of all cells and the table itself will be cleared.

Notes about row and column sizing

- Browsers respect specified column widths whenever possible. Specified row heights, on the other hand, are always disregarded when necessary to fit cell contents.
- You can specify the widths of some columns in a table and leave those of other columns unspecified. Any column without a specified width will be sized automatically, depending on its contents, within the available space.
- You can use a combination of pixel values and percentages when specifying column widths or row heights in the same table. In such cases, the overall width or height of the table (as long as it is not specified) will be based on the pixel values.
- If you specify all column widths in percentages, and the percentages do not add up to 100%, the columns will be sized according to the ratios between their percentage values. The same holds true for rows and row heights.
- To set the width of a column or the height of a row, you only need to set the width or height of one cell in that column or row. If different cells in the same column or row have different specified sizes, the largest cell determines the effective column width or row height.
- Because of conflicts or limitations, the effective sizes of cells will often not match their specified sizes. If you want to change the specified sizes to match the effective sizes, on the **Table** menu, point to **Cell Sizing**, and click **Apply Apparent Cell Sizes**.

How specified row or column sizes interact with specified table sizes

When you set column widths in pixels and also specify the overall table width, the specified values may conflict with each other: that is, the sum of the column widths may not equal the specified table width. The same is true of row heights and overall table height. The following rules govern how modern browsers resolve conflicting cell and table sizes:

- If the sum of the column widths is not equal to the specified table width, the column widths are automatically adjusted to fit the specified table width. The proportions between column widths remain constant.
- If the sum of the row heights is less than the specified table height, the row heights are automatically adjusted to fit the specified table height. The proportions between row heights remain constant.
- If the sum of the row heights is greater than the specified table height, the table height is automatically adjusted to accommodate the specified row heights.

Related topics


Selecting parts of a table p.184

Adding and removing rows and columns


To add a row at the bottom of a table

1. Place the insertion point in the last cell of the table.
2. Press **Tab**.


To insert rows

1. Place the insertion point somewhere in the table.
2. Do one of the following:
 - On the **Table** menu, click **Insert Rows** or **Columns**.
 - On the **Table Toolbar**, click  (Insert Rows/Columns).
3. Click **Insert rows**.
4. In the **Number of rows** box, enter the number of rows to insert.
5. Under **Insert position**, specify whether to insert the row(s) above or below the current row.
6. Click **OK**.

To insert columns


1. Place the insertion point somewhere in the table.
2. Do one of the following:
 - On the **Table** menu, click **Insert Rows** or **Columns**.
 - On the **Table Toolbar**, click  (Insert Rows/Columns).
3. Click **Insert columns**.
4. In the **Number of columns** box, enter the number of columns to insert.
5. Under **Insert position**, specify whether to insert the column(s) to the left or the right of the current column.
6. Click **OK**.

To delete rows or columns

1. Place the insertion point inside the first row or column you want to delete.
2. Do one of the following:
 - On the **Table** menu, click **Delete Rows** or **Columns**.
 - On the **Table Toolbar**, click  (Delete Rows/Columns).
3. Specify whether to delete rows or columns and how many to delete.
4. Click **OK**.



*Alternatively, just select the rows or columns to delete and press **Shift+Delete**.*

 *When you insert a row or column, the new cells inherit the attributes—such as alignment and background color—of the corresponding cells in the row or column that contained the insertion point. However, any text you insert in the new cells does not inherit the attributes of text in the adjacent cells.*

Related topics

Selecting parts of a table p.184


Copying and moving cells

To copy and insert rows or columns

1. Select the rows or columns you want to copy.
2. Press **Ctrl+C**.
3. Place the insertion point in another row or column.
4. Press **Ctrl+V**.
5. If you are copying rows, click **Insert above** or **Insert below**, depending on where you want to insert the copied rows. If you are copying columns, click **Insert left** or **Insert right**, depending on where you want to insert the copied columns.
6. Click **OK**.

To copy the contents of a block of cells to another block of cells

1. Select the block of cells whose contents you want to copy. (The selection must be a rectangular block of cells.)
2. Press **Ctrl+C**.
3. Place the insertion point in the first cell of the destination block.
4. Press **Ctrl+V**.
5. Click **Paste contents only** and then click **OK**.

 *When pasting the contents of a block of cells to another block of cells, the target block must have at least as many rows and columns as the source block.*

To move rows or columns

1. Select the rows or columns you want to move.
2. Do one of the following:
 - Drag the rows or columns on top of another row or column.
 - Press **Ctrl+X**, place the insertion point in another row or column, and then press **Ctrl+V**.

3. If you are moving rows, click **Insert above** or **Insert below**, depending on where you want to insert the rows you are moving. If you are moving columns, click **Insert left** or **Insert right**, depending on where you want to insert the columns you are moving.
4. Click **OK**.

To copy or move a block of cells into another cell as a child table

1. Select the block of cells you want to copy. (The selection must be a rectangular block of cells.)
2. Do one of the following:
 - o To copy the cells, press **Ctrl+C**.
 - o To move the cells, press **Ctrl+X**.
3. Place the insertion point in another cell.
4. Press **Ctrl+V**.
5. Click **Insert as a child table** and then click **OK**.

To create a new table by copying cells from an existing table

1. Select the block of cells you want to copy. (The selection must be a rectangular block of cells.)
2. Press **Ctrl+C**.
3. Place the insertion point outside the table.
4. Press **Ctrl+V**.

Related topics

Selecting parts of a table.....p.184

Deleting the contents of multiple cells

To delete the contents of multiple cells

1. Select the cells whose contents you want to delete.
2. Do one of the following:
 - o On the **Table** menu, click **Delete Contents**.
 - o Press **Del**.


Related topics

Selecting parts of a table.....p.184



Merging and splitting cells

Merging cells means combining two or more table cells into one. *Splitting* a cell means dividing it into two or more cells. You can merge and split cells using either menu/toolbar commands or the Table Pencil and Table Eraser tools.


To split cells

1. Select the cells you want to split.
2. Do one of the following:
 - On the **Table** menu, click **Split Cell**.
 - On the Table Toolbar, click  (Split Cell).
3. Specify whether to split the cells into rows or columns and how many rows or columns to split each cell into.
4. Click **OK**.

To split cells using the Table Pencil tool

1. Do one of the following:
 - On the **Table** menu, click **Draw Table**.
 - On the Table Toolbar, click  (Table Pencil).
2. Draw lines where you want to split cells.
3. When finished, press **Esc** or click  (**Escape Table Drawing Mode**) on the Table Toolbar.


To merge cells

1. Select two or more cells to merge.
2. Do one of the following:
 - On the **Table** menu, click **Merge Cells**.
 - On the Table Toolbar, click  (Merge Cells).



The cells to be merged must comprise a rectangular block.

To merge cells using the Table Eraser tool

1. On the Table Toolbar, click  (Table Eraser).
2. Drag the eraser across one or more borders between cells.

Related topics

Selecting parts of a table p.184

Aligning content in cells


By default, the contents of a table cell are left-aligned and vertically centered within the cell. You can change a cell's alignment settings on the Inspector.


To set the horizontal alignment of the contents of cells

1. Select the cells whose content you want to align.
2. On the Inspector, click the H alignment box and select **Left**, **Right**, or **Center**.

To set the vertical alignment of the contents of cells

1. Select the cells whose content you want to align.
2. On the Inspector, click the V alignment box and select **Top**, **Middle**, **Bottom**, or **Baseline**.

 *In theory, if one cell in a row has its vertical alignment set to **Baseline**, the content of all other cells in the same row should start at the same vertical position as that of the cell whose vertical alignment is set to **Baseline**. In practice, however, most browsers treat **Baseline** alignment the same as **Top** alignment.*

 *You can override the specified horizontal alignment of a cell on a paragraph-by-paragraph basis by setting a different alignment (p.221) for individual paragraphs in the cell.*

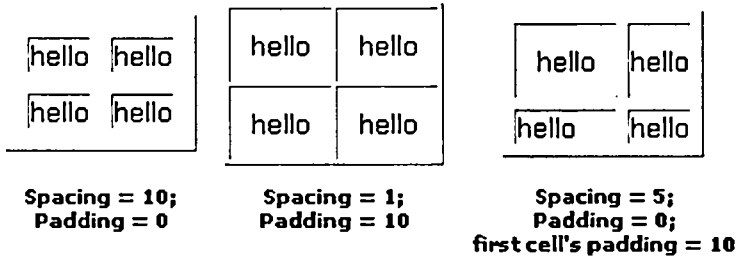
Related topics

Selecting parts of a table.....	p.184
Centering or right-aligning a table on the page.....	p.205
Setting paragraph alignment	p.221

Specifying cell spacing and padding

Cell spacing is space between cells in a table. *Cell padding* is space between the border of a cell and its contents. You can specify a single cell padding value for a whole table, or you can specify a padding amount independently for each side of an individual cell. If you do both, individual cell padding values override the table-wide value. Cell spacing, on the other hand, can only be set for a whole table.

Some examples of different spacing and padding values are shown below:

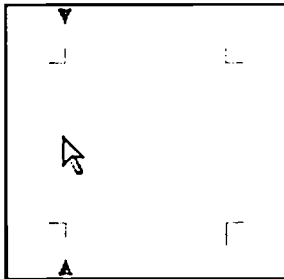


To set cell spacing and padding for a whole table

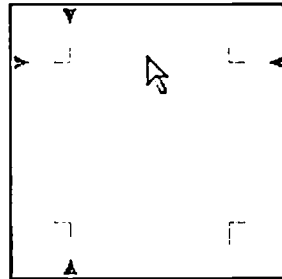
1. Right-click the table and click **Table Properties**.
2. In the **Cell padding** box, enter a number of pixels.
3. In the **Cell spacing** box, enter a number of pixels.
4. Click **OK**.

To specify padding amounts for selected cells

1. Select the cells for which you want to specify padding amounts.
2. On the **Format** menu, click **Borders & Background**.
3. In the border selection box, select the cell side for which you want to set the padding. To select multiple sides at once, click each while holding down the **Ctrl** key. (See the examples below.) To select all four sides, click **Select All**. To deselect all sides, click in the middle of the box. By default, all four sides are selected.



Click a side to select it.



Click while holding down **Ctrl** to select multiple sides.

4. Enter a number in the **Padding** box and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
5. Repeat steps 3 and 4 if you want to set a different padding value for another side.
6. Click **OK**.



If you set a table's cell spacing to 0, the borders of adjacent cells will overlap.

Related topics

Selecting parts of a tablep.184

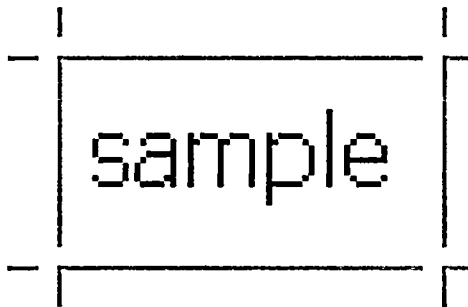
Controlling the appearance of table and cell borders

In an HTML table, each cell can have a visible border on any of its four sides, as can the table as a whole. If you do not specify otherwise, most browsers draw cell borders as 1-pixel lines that are dark gray on the top and left sides, and light gray on the bottom and right sides. Similarly, by default, most browsers draw table borders as 1-pixel lines that are light gray on the top and left sides, and dark gray on the bottom and right sides. (The exact colors depend on the browser and the user's operating system settings.) Most browsers also display, by default, a small amount of white space between cells. While this cell spacing (p.192) may appear to be part of or related to the cell borders, it is actually separate and independent.

Below is a 3x3 table with default borders and cell spacing, as rendered by Internet Explorer 6 on a typical Windows XP computer:

sample	sample	sample
sample	sample	sample
sample	sample	sample

By zooming in on one cell, we can more easily distinguish its borders from those of neighboring cells, and also see the two different colors that, in combination with the small space between cells, makes the borders appear "raised", like raised lettering on a book cover.



With Namu WebEditor, you can easily change the style, color, and width of cell and table borders. If you wish, you can specify different border settings independently for each side of a cell. You can also apply a

single color (or pair of light and dark colors), style, or width at once to all the borders of a cell, group of cells, or table.

In this section

Applying border presets to an entire table.....	p.195
Specifying one or two border colors for an entire table	p.196
Specifying one or two border colors for selected cells.....	p.196
Specifying border style, color, and width for a table or block of cells	p.197
Specifying border style, color, and width for individual cells.....	p.199
Managing conflicting cell borders.....	p.200

Applying border presets to an entire table

The simplest way to change the appearance of the borders in a table is to use a *border preset*. When you apply a border preset, Namu WebEditor changes several border-related attributes of an entire table at once, and also removes any border-related attributes that were previously applied to individual cells. The four available border presets are described below.

Normal

sample	sample
sample	sample

Sets the table's border width to 1 pixel; removes all other border-related HTML attributes from the table; and removes all border-related CSS properties from all cells. Also resets the table's cell spacing and padding (p.192).

Thin

sample	sample
sample	sample

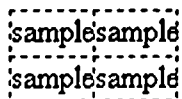
Sets the table's border width to 1 pixel, dark border color to white, light border color to black, and cell spacing (p.192) to 0. Removes all border-related CSS properties from the table and all cells. Also resets the table's cell padding (p.192).

Thick

sample	sample
sample	sample

Sets the table's border width to 1 pixel, dark border color and light border color both to black, and cell spacing (p.192) to 0. Removes all other border-related HTML attributes and CSS properties from the table and all cells. Also resets the table's cell padding (p.192).

Hide



Sets the table's cell spacing and padding both to 0. Removes all border-related HTML attributes and CSS properties from the table and all cells. (If no border attributes are specified, browsers hide table borders.)

To apply a border preset to a table

- On the Table menu, point to Borders, and then click one of the commands: Normal, Thin, Thick, and Hide.



If you have specified a border color or pair of colors for any cell (p.196) using HTML attributes, applying a border preset to the table will not remove the cell border color(s). Also, if you have specified any border-related CSS properties for the table itself, applying a border preset will not remove those properties.

Specifying one or two border colors for an entire table

To specify a single border color for a whole table

1. Right-click inside the table and click Table Properties.
2. Under Borders, click the Color box and select a color (p.233).

To specify light and dark border colors for a whole table

1. Right-click inside the table and click Table Properties.
2. Under Borders, click the Light border box and select a color. Then, click the Dark border box and select a color (p.233).



Light and dark border colors are only supported by Internet Explorer.

To reset a border color to the default color

1. Right-click inside the table and click Table Properties.
2. Under Borders, click one of the color boxes and, on the Color Palette (p.233), click Default.

Specifying one or two border colors for selected cells

To specify a single border color for one or more cells

1. Select the desired cells.

2. On the Inspector, click the **Border** color box and select a color (p.233).

To specify light and dark border colors for one or more cells

1. Select the desired cells.
2. Right-click one of the cells and click **Cell Properties**.
3. Under **Borders**, click the **Light border** box and select a color. Then, click the **Dark border** box and select a color (p.233).



Light and dark border colors are only supported by Internet Explorer.

To reset a border color for one or more cells

1. Select the desired cells.
2. Right-click one of the cells and click **Cell Properties**.
3. Under **Borders**, click one of the color boxes and, on the **Color Palette** (p.233), click **Default**.

Related topics

Selecting parts of a table p.184

Specifying border style, color, and width for a table or block of cells

You can control the style, color, and width of borders for a whole table or a block of cells using the **Table Borders** dialog box. The border properties you select in this dialog box apply to all the selected cells *as a unit*. For example, you could select a block of cells in the middle of a table and apply a distinct set of border properties to it *as a block*. In the example below, the middle block of four cells uses double outer borders and dashed inner borders, while the rest of the table uses single, solid borders.

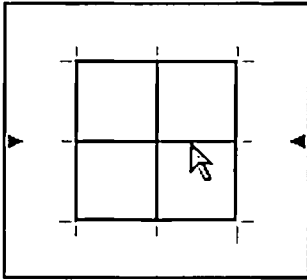
sample	sample	sample	sample
sample	sample	sample	sample
sample	sample	sample	sample
sample	sample	sample	sample

Border properties applied to a cell block

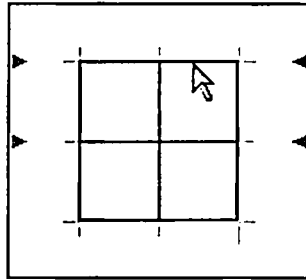
To specify complete border properties for a whole table or a block of cells

1. Do one of the following:

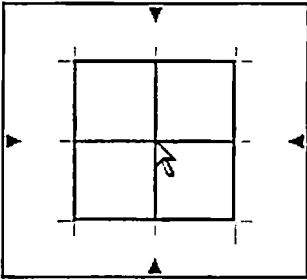
- If you want to apply border properties to an entire table, place the insertion point inside the table.
 - If you want to apply border properties to a block of cells, select the desired cells.
2. On the **Table** menu, point to **Borders**, and click **Advanced**.
 3. In the border selection box, click to select the border for which you want to specify properties. To select multiple borders, click each while holding down the **Ctrl** key. (See the illustrations below.) You can also use the buttons under the selection box to select various groups of borders.



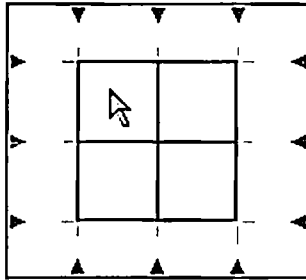
Click a border to select it.



Click another border while holding down the Ctrl key to also select it.



Click an intersection to select two borders.




Double-click anywhere to select or deselect all borders.

4. Do any or all of the following:
 - Click the **Style** box and select the desired border style. (If you select **None**, the border is hidden.)
 - Click the **Color** box and select a color (p.233).
 - Enter a number in the **Width** box and select a unit in the unit box.
5. Repeat steps 3 and 4 for each border or set of borders you want to change.
6. Click **OK**.



*When you use the **Table Borders** dialog box with a particular table for the first time, Namu WebEditor sets the table's cell spacing (p.192) to 0. Also, if you use it to specify the borders of only part of a table, the rest of the table will be automatically changed to use solid, black, 1-pixel borders.*

 *Namo WebEditor uses CSS properties to apply settings in the **Table Borders** dialog box. Please note that various browsers may support these CSS properties differently or not at all.*

Related topics

Selecting parts of a table p.184

Specifying border style, color, and width for individual cells

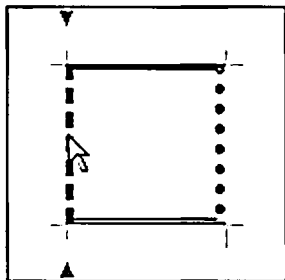
You can control the style, color, and width of the border on each side of a cell independently, as in the example below, in which the middle cell uses a different border style and color on each side:

sample	sample	sample
sample	sample	sample
sample	sample	sample

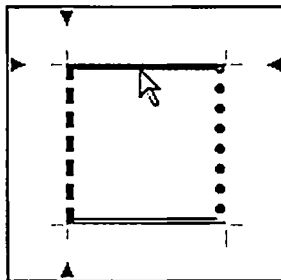
Example of independent cell borders

To specify complete border properties for one or more individual cells

1. Select the desired cell(s). If you select more than one cell, the same border properties will be applied to each of them.
2. On the **Format** menu, click **Borders & Background**.
3. In the border selection box, select the cell border you want to change. To select multiple borders at once, click each while holding down the **Ctrl** key. (See the examples below.) To select all four borders, click **Select All**. To deselect all borders, click in the middle of the box. By default, all four borders are selected.




Click a border to select it.



Click while holding down **Ctrl** to select multiple borders.

4. Do any or all of the following:

- o Click the Style box and select the desired border style. (If you select None, the border is hidden.)
 - o Click the Color box and select a color (p.233).
 - o Enter a number in the Width box and select a unit in the unit box.
5. Repeat steps 3 and 4 for each border or set of borders you want to change.
 6. Click OK.

 *Namo WebEditor uses CSS properties to apply border settings in the Style dialog box. Please note that various browsers may support these CSS properties differently or not at all.*

Related topics

Selecting parts of a tablep.184

Managing conflicting cell borders

When a table's cell spacing (p.192) is set to 0, two borders of adjacent cells can conflict, because they both take up the same space. When this happens, browsers use a complicated set of rules to decide which of the overlapping borders will dominate. Unfortunately, since these rules are not well documented, it is difficult to predict how border conflicts will be resolved.

In both of the examples below, all borders except for those of the bottom right cell are specified as solid, gray, 3-pixel borders. The bottom right cells in both examples have double black borders on all sides, but the one in the second example has 4-pixel borders instead of 3-pixel. Because of this difference, the borders of the bottom right cell in the second example "win", while those in the first example "lose".

sample	sample	sample	sample
sample	sample	sample	sample

Double borders "lose"

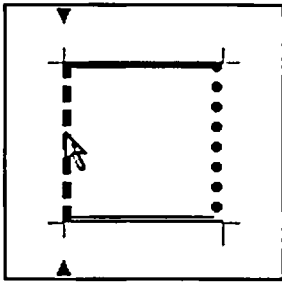
Double borders "win"

To avoid an undesired outcome when adjacent borders conflict, you sometimes need to forcibly hide one of the conflicting borders. Alternatively, if you want all cell borders to be visible even when cell spacing is 0, you can use the `border-collapse` CSS property on the table to prevent border overlapping.

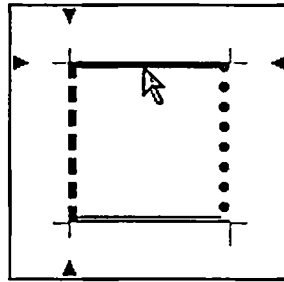
To hide one or more borders of a cell

1. Select the cell. (Click it while holding down the Ctrl key.)
2. On the Format menu, click Borders & Background.

- In the border selection box, select the cell border you want to change. To select multiple borders at once, click each while holding down the Ctrl key. (See the examples below.)



Click a border to select it.



Click while holding down Ctrl to select multiple borders.

- Click the **Style** box and select **None**.
- Click **OK**.

To prevent overlapping cell borders when cell spacing is set to 0

- Place the insertion point just before the table. (The `<table>` tag should be highlighted on the Tag Selector.)
- Click the **HTML** tab to switch to HTML mode.
- Examine the `<table>` tag on the highlighted line and do one of the following:
 - If the tag contains the inline style declaration `style="border-collapse: collapse; "`, change it to `style="border-collapse: separate; "`.
 - Otherwise, insert `style="border-collapse: separate; "` into the `<table>` tag.
- Return to Edit mode to see the effect of the change.

Specifying other table and cell properties

Various miscellaneous properties of tables and cells can be managed in the **Table Properties** dialog box or, often, on the Inspector.

In this section

- Adding a caption to a table..... p.202
- Using background colors and images in a table p.202
- Using table header cells p.204

Adding a caption to a table

Any table can have a *caption*—a sentence or phrase that provides some information about the table, such as a description of its contents. Although you could use an ordinary paragraph for the same purpose, a true caption may be more convenient since it is actually part of the table and thus always stays with it. If you delete the table, the caption is also deleted.

To add a caption

1. Place the insertion point in a table.
2. On the **Table** menu, point to **Caption**, and then click **Insert Caption**.
3. Type the caption.

To change the position of a caption

1. Right-click a table that has a caption and click **Table Properties**.
2. Under **Layout**, click the **Table caption** box and select the desired caption position.
3. Click **OK**.

To delete a caption

1. Place the insertion point in a table that has a caption.
2. On the **Table** menu, point to **Caption**, and then click **Delete Caption**.



*When you choose **Left** or **Right** for the caption position, Internet Explorer and Namo WebEditor display the caption on top of the table with left or right alignment. Netscape 6.x and 7.x display the caption on the left or right side of the table. Netscape Navigator 4.x displays the caption centered on top of the table.*




Using background colors and images in a table

Each cell in a table can have its own background color or image, as can the table as a whole. You can also apply a background color (but not an image) to a particular row. Cell backgrounds override row backgrounds, which in turn override table backgrounds. On the same element, a background image overrides a background color.






Netscape Navigator 4.x does not correctly support table background images. If a table background image is specified, it is applied to each cell separately.

To apply a background color or image to a table

1. Right-click the table and click **Table Properties**.
2. Under **Background**, do one of the following:
 - In the **Image** box, enter the path or URL of an image file. You can also click  (**Browse**) to find and select an image file from your local file system; click  (**Clip Art**) to select an image from the clip art library; or click  (**Site**) to select from a list of image files belonging to the current local site (if one is open).
 - Click the **Color** box and select a color (p.233).
3. Click **OK**.

To apply a background color or image to a cell or cells

1. Select the desired cell(s).
2. Right-click one of the selected cells and click **Cell Properties**.
3. Under **Background**, do one of the following:
 - In the **Image** box, enter the path or URL of an image file. You can also click  (**Browse**) to find and select an image file from your local file system; click  (**Clip Art**) to select an image from the clip art library; or click  (**Site**) to select from a list of image files belonging to the current local site (if one is open).
 - Click the **Color** box and select a color (p.233).
4. Click **OK**.



If you apply a background image to multiple cells, the image is applied separately to each cell; it does not span the group of cells.

To apply a background color to a row

1. Right-click the row, click **Table Properties**, and then click the **Row** tab.
2. Under **Background**, click the **Color** box and select a color (p.233).
3. Click **OK**.

To remove a background color or image on a table, cell, or row

1. Right-click the table, cell, or row and click **Table Properties**.
2. If you are removing a row background color, click the **Row** tab.
3. Under **Background**, do one or both of the following, as appropriate:
 - Delete the path or URL in the **Image** box.
 - Click the **Color** box and then click **Default**.
4. Click **OK**.

Related topics

Selecting parts of a table.....p.184

Using table header cells

A special kind of table cell is called a *header cell*. Text in header cells is automatically formatted with center alignment and bold type. Header cells are typically used as headings at the tops of columns, but any cell can be made a header cell.

To specify cells as header cells

1. Select the cells you want to be header cells.
2. On the Inspector, select the Header check box.

To turn header cells into ordinary cells

1. Select the headers cells.
2. On the Inspector, deselect the Header check box.


Related topics

Selecting parts of a table.....p.184

Controlling text wrapping in a table

Ordinarily, text in a table is automatically "wrapped" (broken into multiple lines) by browsers so that the width of the table does not exceed the width of the browser window. However, there may be instances when you do not want text in a particular cell or set of cells to be automatically wrapped, even if keeping the text on one line would require the table to be wider than the window. For example, the cells in the first column of a table may contain labels that you want always to appear on a single line, regardless of the size of the browser window.

In such cases, you can specify that a cell be excluded from automatic text wrapping. If a cell has the **nowrap** attribute, browsers will always try to keep each paragraph in the cell on a single line. If necessary, cells in other columns will be made narrower, even if they have specified widths. If other columns can be shrunk no further, the browser will make the table wider, without regard to the width of the window.

 *If a cell has a specified width in pixels, text in the cell will be wrapped if necessary to respect the specified width even if the **nowrap** attribute has been set.*

To prevent text wrapping in selected cells

1. Select the desired cell(s).
2. On the Inspector, select the **No wrap** check box.



The effect of using the `nowrap` attribute is not apparent in Edit mode. To view the effect of `nowrap`, switch to Preview mode.

Centering or right-aligning a table

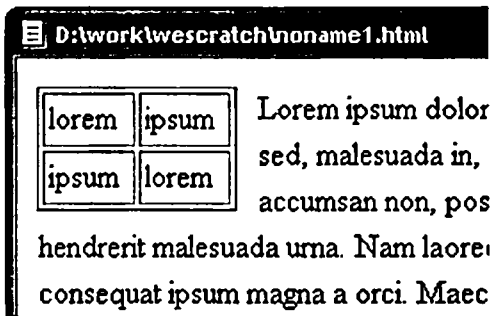
If a table does not fill the available horizontal space, it will be aligned by default on the left of the parent container. However, you can specify that it be centered or right-aligned, instead.

To center or right-align a table

1. Right-click the table and click **Table Properties**.
2. Under **Layout**, click the **Alignment** box and select **Right** or **Center**.

Making other content flow around a table

If a table does not horizontally fill its parent container, you can make it "float", causing content following the table to flow around the table on one side.



Example of a floating table

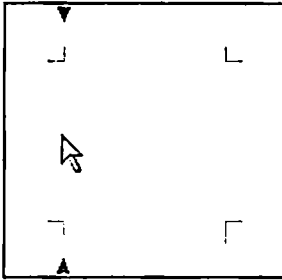
To make following content flow around a table

1. Right-click the table and click **Table Properties**.

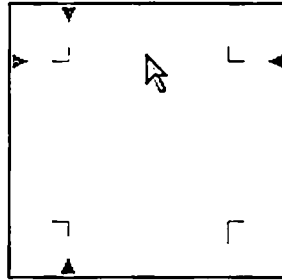
2. Under **Layout**, click the **Alignment** box and select **Left (floating)** or **Right (floating)**, depending on whether you want following content to flow around it on the right or the left.

To adjust the space between a floating table and adjacent content

1. Right-click the table and click **Table Properties**.
2. Click the **Style** button and then click **Borders & Background**.
3. In the border selection box, select the side on which you want to adjust the table margin. To select multiple sides at once, click each while holding down the **Ctrl** key. (See the examples below.)



Click a side to select it.



Click while holding down **Ctrl** to select multiple sides.

4. Enter a number in the **Margin** box and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
5. Click **OK**, and then click **OK** again to close the **Table Properties** dialog box.

Splitting and joining tables

To split a table into two tables

1. Place the insertion point in the row below which you want to split the table.
2. On the **Table** menu, point to **Convert**, and then click **Split Table**.



Do not split a table at a row that contains part of a cell that spans two or more rows, as the results are unpredictable.

To join two adjacent tables

1. Place the insertion point in the first table.
2. On the **Table** menu, point to **Convert**, and then click **Merge Tables**.

E The tables to be joined must have the same number of columns, and there must be no other content between them (including empty paragraphs). If the column widths of the two tables are different, the column widths of the first table will be applied to the joined table.

Sorting and transposing tables

Rows (or columns) in a table can be sorted in ascending or descending order according to the data in up to three columns (or rows). Cell data can be evaluated as numbers or as strings of characters. See the examples below.

Name	Age
Joe Smith	26
Joe Smith	17
Alan Alcove	51
Christy Maer	9
Helen Haunt	101

Original

Name	Age
Alan Alcove	51
Christy Maer	9
Helen Haunt	101
Joe Smith	26
Joe Smith	17

Sorted by column 1

Name	Age
Alan Alcove	51
Christy Maer	9
Helen Haunt	101
Joe Smith	17
Joe Smith	26

Sorted by column 1
then by column 2

Name	Age
Christy Maer	9
Joe Smith	17
Joe Smith	26
Alan Alcove	51
Helen Haunt	101

Sorted by column 2
as number

Name	Age
Helen Haunt	101
Joe Smith	17
Joe Smith	26
Alan Alcove	51
Christy Maer	9

Sorted by column 2
as string

A table can also be transposed, swapping rows for columns and vice versa as in the following example:

	Color	Sign
John	Green	Gemini
Mary	Taupe	Aries


Original

	John	Mary
Color	Green	Taupe
Sign	Gemini	Aries

Transposed

To sort a table or part of a table

1. Place the insertion point in the table to be sorted or select the cells to be sorted.
2. On the Table menu, click Sort.
3. If you want to sort columns, click **Sort left to right** under **Options**. To sort rows, leave the option deselected.
4. Under **Sort by**, select the column (or row) according to which the rows (or columns) will be sorted; specify whether to evaluate the cell contents as strings or as numbers; and specify whether to order the rows (or columns) in ascending or descending order.
5. (optional) If the column (or row) you selected under **Sort by** contains some cells that have the same contents, select another column (or row) as the second sort criterion under **then by** and specify its sort options. You can also specify a third column (or row) to sort by.
6. Under **Options**, select the desired options:
 - o To sort only selected cells, select **Sort selected cells only**.
 - o To rearrange only the contents of cells without affecting the cells' properties, such as alignment and background color, select **Sort contents only**.
 - o To exclude the first or last row in the table or selection from being sorted, select **Exclude the first selected row** or **Exclude the last selected row**.
7. Click **OK**.

 *You cannot sort a table that contains any merged cells.*

To transpose a table

1. Place the insertion point in the table to be transposed.
2. On the Table menu, point to **Convert**, and then click **Transpose Table**.

Converting between paragraphs and tables

You can convert a block of text consisting of words, sentences, or paragraphs into a table. You specify the number of columns and the delimiter(s) that will determine how the content is divided among cells.

You can also convert a table into a series of paragraphs. The table will be scanned from left to right and then top to bottom, and the contents of each cell will become a separate paragraph.

To convert a block of text into a table

1. Select the desired block of text.
2. On the **Table** menu, point to **Convert**, and then click **Text to Table**.

3. In the Columns box, enter the desired number of columns for the table. (The Rows box will display the number of rows the table will have, based on the selected text and the selected delimiter. You cannot specify the number of rows.)
4. Under Delimiter, click the appropriate option depending on how you want to divide the selected text among cells:
 - To put each paragraph into its own cell, click **Paragraph breaks**.
 - To put each paragraph or part of a paragraph following a line break into its own cell, click **Line breaks and paragraph breaks**.
 - To put each word into its own cell, click **Spaces**. (You can also use multiple spaces as delimiters by entering a value of 2 or higher in the box.)
 - To put the whole selection into a single cell, click **No delimiters**.
 - To use another delimiter or multiple delimiters, click **Other** and type the desired delimiter(s) in the box.
5. Click OK.

To convert a table into paragraphs

1. Place the insertion point inside the desired table.
2. On the Table menu, point to Convert, and then click Table to Text.

Formatting content

Generally speaking, in the context of Web authoring, *formatting* is the act of modifying the appearance of textual content in some way. (Although you can also modify the appearance of images and other non-textual content, most people do not call that formatting.)

Every text element in HTML has a default appearance, which is how it looks if you don't apply any specific formatting to it. For example, most Web browsers display ordinary paragraphs in a medium-sized serif font, with left alignment, and with top and bottom margins. (The exact default appearance of any particular element depends on the browser, but it is based on commonly-accepted norms. Some browsers allow users to set up their own default styles for various elements.) To override an element's default appearance, you can format it in various ways—for instance, by changing its font or alignment.

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About formatting and styles

Broadly speaking, there are two techniques that Web authors use to format content. Both techniques are familiar from popular word-processing programs.

Single-instance formatting

In the first technique, formatting is directly applied to a particular piece of content (such as a paragraph, a sentence, or a word). You select the content you want to format, and then you use commands in toolbars or menus to change, for example, its font, text size, margins, or borders. We can call this technique "single-instance" formatting, because the formatting is applied to a single instance of some content. Of course, you

might apply the exact same formatting to more than one piece of content, but then you have to select and format each in turn, repeating your actions for each piece.

Styles

The second technique is far more powerful. In this technique, you define a *style*—a collection of appearance properties and values. Once defined, you can apply a style to any piece of content by simply selecting the style from a menu. Alternatively, you can define a style that is automatically applied to *all instances* of a particular type of element.

For example, if you are writing an online book, you might define a style for block quotes that appear at the beginning of each chapter. You could specify that these paragraphs be indented two centimeters on both sides, use an italic font, and have taller than normal line spacing. Having defined the style, you can apply it to a paragraph by selecting the style from the **Style** menu on the Formatting Toolbar. As another example, you could define a style for all bulleted lists, specifying that they use square bullets and bold text; then your style would be applied automatically to all bulleted lists.

Styles are contained in a style sheet (p.212). An *internal style sheet* is one that is part of a document—the style sheet exists in the <head> section of the document's HTML source, and it can only be used by that document. An *external style sheet*, on the other hand, exists as a separate text file. Any document can link (p.215) to an external style sheet, making the styles defined in it available to the document. Linking to an external style sheet is an extremely powerful technique, since you can alter the formatting of a whole set of documents that are linked to the same style sheet by just editing one file.

Single-instance formatting and styles both have their uses, and you can use both techniques in the same document—even on the same piece of content. With a few exceptions, any format can be applied using either technique. Use styles when you want to apply the same formatting to many or all instances of an element. Use a single-instance format when you need to override default formatting for one piece of content or to override an applied style for one instance of a content class.



The distinction between single-instance formatting and formatting using styles is only partially related to the distinction between HTML formatting and CSS formatting. Although styles use only CSS properties (not appearance-related HTML elements or attributes), single-instance formats may use HTML elements and attributes, CSS properties, or a combination of both. If a single-instance format uses CSS properties, those properties are applied using an inline declaration.

Related topics

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Applying a single-instance format

A single-instance format is a format that is applied to a single piece of content, rather than one that is (or can be) applied repeatedly to many pieces of content through the use of a style (p.210). Examples of single-instance formats include:

- making a word or a phrase bold
- setting the alignment of a paragraph to "center"
- changing a list item to use a square bullet and italic text

To apply a single-instance format

1. Select the content you want to format. You can select a block element (such as a paragraph or a table cell), several block elements, or part of a block element (such as a letter, a word, or a sentence).
2. Do one or more of the following:
 - On the Format menu, click any of **Font**, **Paragraph**, **Borders & Background**, or **List**, depending on the type of formatting you want to apply.
 - Click a button on the Formatting Toolbar.
 - Click a button or modify a value on the Inspector.

 *If you want to apply the same formats to many pieces of content, it is better to define a style (p.213). You can then apply the style to any similar piece of content by selecting the style from a menu, or the style can be applied automatically to every instance of the same element.*

Related topics

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Setting margins, padding, and borders	p.222
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Using style sheets

A style sheet is a collection of styles (p.210) (also called "style rules", or just "rules"). Style sheets can be *internal* or *external*. An internal style sheet is one that is part of a document—the style sheet exists in the <head> section of the document's HTML source, and it can only be used by that document. An external

style sheet, on the other hand, exists as a separate text file. Any document can link (p.215) to an external style sheet, making the styles defined in it available to the document.

To create an internal style sheet for the current document, you define (p.213) one or more styles. You can then apply (p.215) the styles you have defined from the Formatting Toolbar or the Inspector (or they may be applied automatically to all elements of specified types). You can also save (p.218) the style sheet as an external file for use with other documents.

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Defining a style

Before you can apply a style to something, you need to define it. There are two steps in defining a style:

1. Specify the style's *selector*—that is, the element type, class, or ID that the style will apply to. (See the descriptions of style types below.)
2. Specify the properties affected by the style, and the values for those properties.


Types of styles

It is useful to identify three kinds of styles, distinguished by the type of selector they use:


- *Element* styles use an element type as the selector; thus they apply to all instances of a specific element type (for example, all paragraphs).
- *Class* styles come in two varieties:
 - *Universal* class styles use a class name by itself as the selector; thus they apply to any element that belongs to the named class (for example, any element of class "funny").
 - *Element-specific* class styles use an element type *and* a class name as the selector; thus they apply to instances of a specific element type that belong to the named class (for example, paragraphs of class "callout").
- *ID* styles use an ID as the selector; thus they apply only to the element that has the specified ID (p.216) (for example, the paragraph whose ID is "intro").

To define an element style


1. On the Format menu, click Define Style.

2. Click  (Add).
3. Click the **Element** box, select an element type, and then click OK.
4. In the **Character** (p.219), **Paragraph** (p.221), and **Borders** (p.222) & **Background** (p.225) tabs, specify values for the properties you want the style to affect, and then click OK.


To define a universal class style


1. On the **Format** menu, click **Define Style**.
2. Click  (Add).
3. In the **Name** box, type the class name for the style, and then click OK.
4. In the **Character** (p.219), **Paragraph** (p.221), and **Borders** (p.222) & **Background** (p.225) tabs, specify values for the properties you want the style to affect, and then click OK.

To define an element-specific class style

1. On the **Format** menu, click **Define Style**.
2. Click  (Add).
3. Click the **Element** box and select an element type.
4. In the **Name** box, type the class name for the style, and then click OK.
5. In the **Character** (p.219), **Paragraph** (p.221), and **Borders** (p.222) & **Background** (p.225) tabs, specify values for the properties you want the style to affect, and then click OK.

To define an ID style

1. On the **Format** menu, click **Define Style**.
2. Click  (Add).
3. Under **Style type**, click **ID**.
4. In the **Name** box, type the element ID that you want the style to apply to, and then click OK.
5. In the **Character** (p.219), **Paragraph** (p.221), and **Borders** (p.222) & **Background** (p.225) tabs, specify values for the properties you want the style to affect, and then click OK.

 *It is possible to define a universal class style and an element-specific class style that both use the same class name—for example, ".mystyle" and "p.mystyle". In such cases, the element-specific style takes precedence for the specified element type. To understand how browsers resolve other overlapping or conflicting style rules, please refer to [Cascading and Inheritance in the online CSS reference](#).*


Related topics


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Assigning an ID to an element p.216

Applying a class style

How you apply a class style to an element depends on what the element is.

If the element is one of these...	Apply a class style by doing this:
<ul style="list-style-type: none"> • paragraph • heading • list item • preformatted block • address • term • definition 	<ol style="list-style-type: none"> 1. Place the insertion point inside the element. 2. Do one of the following: <ul style="list-style-type: none"> ○ On the Formatting Toolbar, click the Style box and select a style. ○ On the Inspector, click the Class box and select a style. <p> <i>Note that if you have defined any element-specific class styles, only those that match the current element will appear in the Style or Class menu.</i></p>
<ul style="list-style-type: none"> • any other kind of element 	<ol style="list-style-type: none"> 1. Select the element. (If the element cannot be selected directly in the document window, use the Tag Selector to select it.) 2. On the Format menu, click Class. 3. In the Class box, select a style.
<ul style="list-style-type: none"> • part of a block element (such as a word or a phrase) 	<ol style="list-style-type: none"> 1. Select the word, phrase, or other element fragment. 2. On the Formatting Toolbar, click the Style box and select a style.

 *Although you can apply any universal style to an element fragment or an inline element, some of the style's properties may be ignored by browsers because those properties apply only to whole block elements. For example, if a style specifies 20-pixel margins on all sides, and you apply the style to a paragraph fragment, the fragment will have 20-pixel margins on its left and right sides but not above and below. The exact behavior of such block-oriented properties when applied to an element fragment depends on the browser.*

 *Some block-oriented style properties do not display correctly in Edit mode when applied to an inline element or element fragment. To view these properties, switch to Preview mode.*

Related topics

Defining a style p.213

Assigning an ID to an element

Any element in a document can be assigned a unique ID. Although element IDs can be used in a variety of ways, the two most common uses are:

- Referring to an element by its ID in a script (p.288)
- Automatically applying a distinctive style to one element by defining an ID style (p.213)

How you assign an ID to an element depends on what the element is.

If the element is a...	Assign it a unique ID by doing this:
<ul style="list-style-type: none"> • paragraph • heading • list item • preformatted block • address • term • definition 	<ol style="list-style-type: none"> 1. Place the insertion point inside the element. 2. On the Format menu, click Class. 3. In the ID box, type a unique ID.
<ul style="list-style-type: none"> • any other kind of element 	<ol style="list-style-type: none"> 1. Select the element. (If the element cannot be directly selected in the document window, use the Tag Selector to select it.) 2. On the Format menu, click Class. 3. In the ID box, type a unique ID.



An ID must begin with a letter and may contain letters, numbers, hyphens, underscores, colons, and periods.

Related topics

Defining a style.....p.213


Linking to an external style sheet

Instead of, or in addition to, creating an style sheet in a particular document, you can create a link in the document to an external style sheet file. When you do this, all the styles in the external style sheet become available to use in the document, just as if they were defined internally. By linking several documents to the same external style sheet, you can control the styles used in them by editing just the style sheet file.

It is possible to create links to multiple external style sheets in the same document, if necessary.

An external style sheet file is a plain text document with a .css file name extension. You can create (p.218) an external style sheet in a text editor such as Notepad, or you can save (p.218) an internal style sheet that you have created as an external file.

To link to an external style sheet

1. On the Format menu, click External Style Sheets.
2. Click  (Add External File).
3. Find and select the desired external style sheet (it must have a .css extension) and then click **Open**.
4. Repeat steps 2 and 3 if you want to link to additional style sheet files, and then click **OK**.





If you link to an external style sheet, make sure to include the style sheet file when you publish the document to the Web. If your document is part of a local site, Namo WebEditor takes care of this for you.


Be aware that if a document contains internal style rules and also links to an external style sheet, or if it links to more than one external style sheet, it is possible that some rules will have identical selectors and therefore conflict with each other. In such cases, standards-compliant browsers choose the rule that is defined *last*. If you create an external style sheet link *after* creating an internal style sheet, then the rules in the external style sheet are considered to come after those in the internal style sheet. If you create links to multiple external sheets, the rules in the style sheet to which you linked last are considered to come last. However, you can change the order of external style sheet links (see below).

To understand how browsers resolve overlapping style rules, please refer to Cascading and Inheritance in the online CSS reference.

To change the order of external style sheet links

1. On the Format menu, click External Style Sheet.
2. In the External style sheets list box, select a style sheet.
3. Click  (Up) or  (Down).
4. Repeat steps 2 and 3 until the style sheet links are in the desired order, and then click **OK**.

To remove an external style sheet link


1. On the Format menu, click External Style Sheet.
2. In the External style sheets list box, select a style sheet.
3. Click  (Remove) and then click **OK**.

Related topics


- Saving an internal style sheet as an external style sheet..... p.218
- Editing an external style sheet..... p.218

Saving an internal style sheet as an external style sheet

If you save an internal style sheet as an external style sheet file, you can create links in other documents to the style sheet, making its styles available in the other documents.

 *Saving an internal style sheet as an external file does not automatically create a link to the external style sheet file. Also, once you save an internal style sheet as an external style sheet, any changes you make in the internal style sheet do not affect the external style sheet.*

To save an internal style sheet as an external style sheet

1. On the Format menu, click Define Styles.
2. Click  (Save As External File).
3. Navigate to the folder where you want to save the external style sheet, enter a file name, and then click Save.

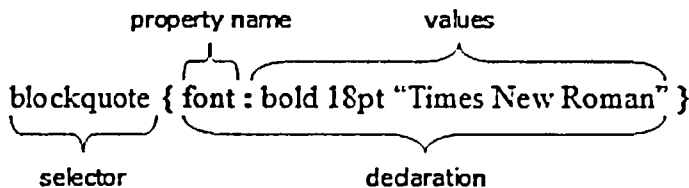
Related topics

- Linking to an external style sheetp.216
- Editing an external style sheetp.218

Editing an external style sheet

An external style sheet is a plain text file with a .css file name extension. Since it is plain text, you can edit it in any text editor, such as Notepad. You cannot edit an external style sheet in Namu WebEditor.

An external style sheet contains one or more style rules. Each rule consists of a *selector* followed by one or more *declarations* within curly braces. An example is shown below:




A sample style rule for blockquote elements

For more information about the syntax of style rules, please refer to "CSS Syntax" in the online CSS reference.

While an explanation of cascading style sheets is outside the scope of this guide, Namo WebEditor's online CSS reference includes full descriptions of all of the visual-oriented properties of Cascading Style Sheets Level 2 (CSS 2). The reference can help you understand how CSS rules are constructed, as well as what kinds of values can be used with each property.

To edit an external style sheet

1. On the Format menu, click **External Style Sheet**.
2. In the **External style sheets** list box, select a style sheet.
3. Click  (Edit Contents). The style sheet file will be opened in Notepad.

Setting character-related properties

Character-related formatting includes such properties as font, font size, font style, font decoration, and so forth. You can directly change the character properties of a text selection, or you can include character properties in a style (p.210) that you apply to elements or element fragments.

To change the character formatting of selected text

1. Select the text you want to format.
2. On the Format menu, click **Font**.
3. Specify values for the properties you want to apply to the text. (See the property descriptions below.)



To quickly change the font, size, color, or background color of selected text, use the Inspector or the Formatting Toolbar.

To include character properties in a style

1. On the Format menu, click **Define Styles**.
2. In the **Style** list, select the style you want to modify. (Or create (p.213) a new style.)
3. Click the **Character** tab and specify values for the properties you want to include in the style. (See the property descriptions below.)

General properties

Font	Specifies the font family.
Size	Specifies the font size. If you do not specify a unit (p.231), pixels are used.
Weight	Specifies the thickness of characters. A numeric value sets the font weight on a scale from 100 (lightest) to 900 (darkest). 400 is equivalent to "normal"; 700 is equivalent to "bold".

Style	Specifies the font style: normal, italic, or oblique.
Font color	Specifies the text color. Click the box and select a color (p.233).
Bg color	Specifies the background color. Click the box and select a color (p.233).

Decoration

Underline	The text will be displayed with an <u>underline</u> .
Upperline	The text will be displayed with an overline.
Strikethrough	The text will be displayed with a line through the center .
Blinking	The text will blink periodically. (Netscape only)
None	Clears all text decoration. This is useful when you want to override text decoration specified in a style.

Spacing

Letter	Specifies the amount of space between characters. If you do not specify a unit (p.231), pixels used.
Word	Specifies the amount of space between words. If you do not specify a unit (p.231), pixels are

Additional character formats (only in Font dialog box)

If you are directly formatting selected text (that is, you are not defining a style), several more properties are available when you click the More button in the Character Styles dialog box.

Citation	Marks the text as a citation; displayed in italics by most browsers.
Code	Marks the text as a code sample; displayed in a monospaced font by most browsers.
Keyboard	Marks the text as text to be entered by the user; displayed in a monospaced font by most browsers.
Blinking	Makes the text blink periodically. (Netscape only)
Definition	Marks the text as the <i>defining instance</i> of a term; displayed in italics by most browsers.
Sample	Marks the text as sample output from a computer program; displayed in a monospaced font by most browsers.
Strong	Marks the text as strongly emphasized; displayed in a bold font by most browsers.
Emphasis	Marks the text as emphasized; displayed in italics by most browsers.
Variable	Marks the text as a variable; displayed in italics by most browsers.




Related topics

Selecting colors.....	p.233
Setting paragraph alignment, indentation, and line height.....	p.221
Setting margins, padding, and borders.....	p.222
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Setting paragraph alignment, indentation, and line height

You can directly change the alignment, indentation and/or line height of a particular paragraph, or you can include these paragraph-related properties in a style (p.210) that you apply to some or all paragraphs. These properties also affect other block elements, including headings, list items, and preformatted blocks.

To directly set the alignment of a paragraph

1. Place the insertion point in the desired paragraph.
2. Do one of the following:
 - On the Inspector, click the **Alignment** box and choose an alignment setting.
 - On the Formatting Toolbar, click  (Align Left),  (Align Center), or  (Align Right).
 - On the Format menu, click **Paragraph**, click **Text alignment**, and then choose an alignment setting.





*The **Justify** alignment setting, which distributes the words in each line of a paragraph so that both sides are even, is only available when you use the third method listed above.*

To directly set the indentation of a paragraph

1. Place the insertion point in the desired paragraph.
2. On the **Format** menu, click **Paragraph**.
3. Under **Indentation**, enter the desired amount in either or both of the **Left** and **Right** boxes for left and right indentation, respectively. If you do not specify a unit (p.231), pixels will be used.
4. If you want the first line of the paragraph to use a different indentation amount, enter the desired amount in the **First line** box.



*To quickly change only the left indentation of a paragraph, click  (**Increase Indent**) or  (**Decrease Indent**) on the Formatting Toolbar.*

To directly set the line height of a paragraph

1. Place the insertion point in the desired paragraph.
2. On the **Format** menu, click **Paragraph**.
3. Under **Spacing**, do one of the following:
 - Click the **Presets** box and select a preset:

- Normal sets the line height to the default value determined by the browser
 - Tight sets the line height to the default and the top and bottom margins to zero
 - 150% sets the line height to 150% of the paragraph's font size
 - 200% sets the line height to twice the paragraph's font size
 - Enter a number in the Line height box. If you do not specify a unit (p.231), the value will be interpreted as a multiple of the paragraph's font size.
4. If you want to specify the top and bottom margins for the paragraph, enter values in the Before and After boxes.



Specifying Before and After values has the same effect as specifying top and bottom margin (p.222) values.

To specify alignment, indentation, and line height in a style

1. On the Format menu, click Define Styles.
2. In the Styles list, select the style you want to modify. (Or create (p.213) a new style.)
3. Click the Paragraph tab and specify values for the properties you want to include in the style. (See the instructions above for each type of paragraph property.)

Related topics

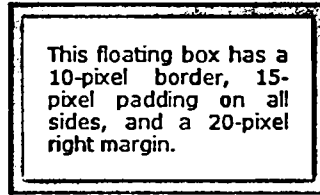
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Setting margins, padding, and borders

Margins, padding, and borders are properties that you can modify for any element, and also for parts of elements, such as words and sentences. All of these properties can be specified differently for each side of an element.

- *Borders* are lines surrounding an element. Borders come in various styles, widths (thicknesses), and colors.
- *Margins* are empty space surrounding an element. Margins increase the distance between an element and its neighbors. If an element has a visible border, its margins take up space outside the border.
- *Padding* is empty space between an element's contents and its borders.

The relationships among margins, padding, and borders can be visualized through a floating box example:




aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut

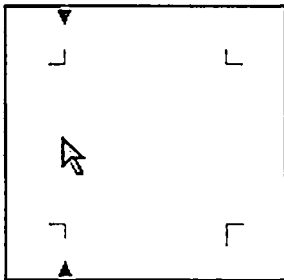
The relationships among margins, padding, and borders

You can directly change the margins, padding, and borders of a particular paragraph, heading, or list item. You can also include these properties in a style (p.210) that you apply to any element.

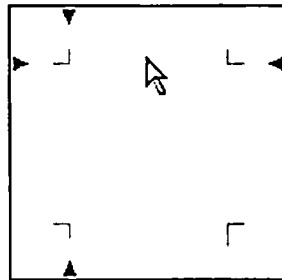
 *You cannot directly modify margins, padding, or borders for elements other than paragraphs, headings, list items, and preformatted blocks. To modify these properties for another type of element, include the properties in a style and apply (p.215) the style to the element.*

To directly set a paragraph's margins and/or padding

1. Place the insertion point in the desired paragraph.
2. On the Format menu, click **Borders & Background**.
3. In the border selection box, select the side for which you want to set the margin and/or padding. To select multiple sides at once, click each while holding down the Ctrl key. (See the examples below.) To select all four sides, click Select All. To deselect all sides, click in the middle of the box. By default, all four sides are selected.



Click a side to select it.



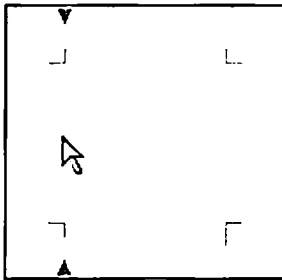
Click while holding down Ctrl to select multiple sides.

4. To set the margin, enter a number in the Margin box and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.

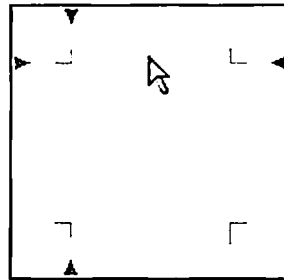
5. To set the padding, enter a number in the **Padding** box and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
6. Repeat steps 3 through 5 if you want to set a different margin and/or padding value for another side.
7. Click **OK**.

To directly set a paragraph's borders

1. Place the insertion point in the desired paragraph.
2. On the **Format** menu, click **Borders & Background**.
3. In the border selection box, select the side for which you want to set the border. To select multiple sides at once, click each while holding down the **Ctrl** key. (See the examples below.) To select all four sides, click **Select All**. To deselect all sides, click in the middle of the box. By default, all four sides are selected.



Click a side to select it.



Click while holding down **Ctrl** to select multiple sides.

4. Click the **Style** box and select a border style.
5. Click the **Color** box and select a color (p.233).
6. In the **Width** box, enter a number and then click the unit box next to it and select a unit. If you do not specify a unit (p.231), the value will be interpreted as pixels.
7. Repeat steps 3 through 6 if you want to set a different border for another side.
8. Click **OK**.

To include margin, padding, and border settings in a style

1. On the **Format** menu, click **Define Styles**.
2. In the **Styles** list, select the style you want to modify. (Or create (p.213) a new style.)
3. Click the **Borders & Background** tab and specify values for the properties you want to include in the style. (See the instructions above for each type of property.)



*You can set margins, padding, and borders all at the same time by specifying settings for each property before closing the **Style** dialog box.*

Related topics

Setting character-related properties.....	p.219
Setting paragraph alignment, indentation, and line height	p.221
Setting background colors and images.....	p.225
Defining a style.....	p.213

Setting background colors and images

Any element can have a background color or image. For some elements, you can set these properties directly. You can also include these properties in a style (p.210) that you apply to any element.


To set a background color or image on a paragraph, heading, or list item

1. Place the insertion point in the desired paragraph.
2. On the Format menu, click **Borders & Background**.
3. Under **Background**, do one of the following:
 - o Click the **Color** box and select a color.
 - o Enter the path or URL to an image file in the **Image** box. To select a file on the local file system, click **Browse**. To specify options for the background image, click **Options**.
4. Click **OK**.




When you set a background color on a paragraph or similar element, the background fills the entire space between the left and right sides of the element's parent container (such as a table cell or the browser window), even if the element's content only takes up part of the space. To avoid this, select the text of the element and set the background color on the selection.

To set a background color on a text selection


1. Select the desired text.
2. Do one of the following:
 - o On the Formatting Toolbar, click  (Text Background Color) and select a color (p.233).
 - o On the Inspector, click the BG color box and select a color (p.233).

To set a background color or image on a table, row, or cell


1. Place the insertion point in the desired table, row, or cell.
2. On the Tag Selector, do one of the following:
 - o Click **<table>** to select the table
 - o Click **<tr>** to select the row

- Click <td> to select the cell
- 3. On the Inspector, do one of the following:
 - To set the background color, click the **Background** or **Background Color** box and select a color (p.233).
 - To set the background image, enter the path or URL of an image file in the **Background** box. To select a file on the local file system, click  (Browse).

To set a background color or image on a layer or floating box

1. Double-click the layer or floating box's outline.
2. Under **Background**, do one of the following:
 - Click the **Color** box and select a color (p.233).
 - Enter the path or URL to an image file in the **Image** box. To select a file on the local file system, click  (Browse).
3. Click **OK**.

To set the document's background color or image

1. On the **File** menu, click **Document Properties**.
2. Do one of the following:
 - Under **Colors**, click the **Background** box and select a color (p.233).
 - Under **Background image**, enter the path or URL to an image file. To select a file on the local file system, click  (Browse).
3. Click **OK**.

To specify a background color or image in a style

1. On the **Format** menu, click **Define Styles**.
2. In the **Styles** list, select the style you want to modify. (Or create (p.213) a new style.)
3. Click the **Borders & Background** tab.
4. Under **Background**, do one of the following:
 - Click the **Color** box and select a color (p.233).
 - Enter the path or URL to an image file in the **Image** box. To select a file on the local file system, click **Browse**. To specify options for the background image, click **Options**.

Related topics

Selecting colors.....	p.233
Setting character-related properties	p.219
Setting paragraph alignment, indentation, and line height.....	p.221
Setting margins, padding, and borders.....	p.222
Defining a style.....	p.213

Using the Formatting panel

The **Formatting** panel is one of the tool panels on the right side of Namu WebEditor's main window. The **Formatting** panel lists the six heading levels, the normal paragraph style, and any universal styles and list styles that have been defined in the document or in a linked style sheet. Clicking a heading level converts the current paragraph or paragraph-like element to a heading. Clicking a style applies that style to the current paragraph, paragraph-like element, or selection.

To reveal the **Formatting** panel: on the **View** menu, point to **Panels**, and then click **Formatting**.

You can use the **Formatting** panel to:

- Quickly apply a universal style or a list style to selected content
- Quickly change a paragraph or paragraph-like element to a heading
- Quickly change a styled paragraph or paragraph-like element to a normal paragraph
- Add a new universal style (optionally based on the formatting of the current paragraph or selection)
- Add a new list style
- Modify or delete a universal or list style
- Modify the style of a heading level
- Quickly remove a style applied to the current paragraph or selection



*The **Formatting** panel only lists heading levels and universal styles. It does not list element styles, element-specific class styles, or ID styles. For information on using these kinds of styles, see [Using style sheets](#), p.212.*

In this section

Applying a style or heading level with the Formatting panel.....	p.228
Removing a style applied with the Formatting panel	p.228
Adding, editing, or removing a style in the Formatting panel.....	p.229
Modifying the default style of a heading level.....	p.231

Related topics

Using style sheets.....	p.212
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Applying a style or heading level with the Formatting panel

To change a paragraph into a heading

1. Place the insertion point in the paragraph or paragraph-like element you want to change into a heading.
2. Click the desired heading level (H1 H6) on the Formatting panel.

To apply a style to an entire paragraph

1. Place the insertion point in the paragraph or paragraph-like element you want to change.
2. Click the desired style on the Formatting panel.

To apply a style to a text selection

1. Select the text you want to change.
2. Click the desired style on the Formatting panel.

To reset a paragraph to the default paragraph style

1. Place the insertion point in the paragraph or paragraph-like element you want to reset.
2. Click **Normal** on the Formatting panel.



*When you apply the **Normal** style, Namu WebEditor removes the class (p.213) assignment (if any) from the current text block. If the text block is a heading, a list item, or a preformatted text block, applying the **Normal** style also converts it into a normal paragraph. Applying the **Normal** style does not remove any single-instance formats (p.210) that were applied to the text block.*



*If you apply a heading level or the **Normal** style to a list item in the middle of a list, the list will be split into two parts, one before and one after the affected item.*


Removing a style applied with the Formatting panel

To remove a style from a paragraph

1. Place the insertion point in the paragraph or paragraph-like element from which you want to remove a style.
2. Click **Clear Formatting** on the Formatting panel.

To remove a style from a text selection


1. Select the text from which you want to remove a style.
2. Click **Clear Formatting** on the Formatting panel.

 *The **Clear Formatting** command on the **Formatting** panel works by removing the class (p.213) assignment (if any) from the current text block or selection. If the text block is a heading, a list item, or a preformatted text block, the **Clear Formatting** command also converts it into a normal paragraph. The command does not remove any single-instance formats (p.210) that were applied to the text block or selection.*


Adding, editing, or removing a style in the Formatting panel

You can use the buttons at the bottom of the **Formatting** panel to add, modify, or remove universal styles and list styles.

To add a universal style

1. On the **Formatting** panel, click  (**Add**).
2. In the **Name** box, type a name for the new style.
3. Under **Type**, select **General**, and then click **Define Style**.
4. Specify the desired properties for the new style and then click **OK**. For information about setting style properties, see the following topics:
 - o Setting character-related properties, p.219
 - o Setting paragraph alignment, indentation, and line height, p.221
 - o Setting margins, padding, and borders, p.222
 - o Setting background colors and images, p.225

To add a universal style based on an existing universal style

1. Place the insertion point in a paragraph to which a universal style has been applied.
2. On the **Formatting** panel, click  (**Add From**).
3. In the **Name** box, type a name for the new style.
4. Under **Type**, select **General**, and then click **Define Style**.
5. Specify the desired properties for the new style and then click **OK**. (The properties of the existing style will have been copied to the new style.) For information about setting style properties, see the following topics:
 - o Setting character-related properties, p.219
 - o Setting paragraph alignment, indentation, and line height, p.221
 - o Setting margins, padding, and borders, p.222
 - o Setting background colors and images, p.225

To add a list style

1. On the **Formatting** panel, click  (**Add**).

2. In the **Name** box, type a name for the new style.
3. Under **Type**, select **List**, and then click **Define Style**.
4. Click the **Type** button corresponding to the desired list type.
5. Do one of the following:
 - If you selected **Bullet** or **Number** list type, click the **Style** box and select the desired bullet or number style.
 - If you selected **Image** list type, in the **Image path** box, enter the path or URL to the image file you want to use as the list marker.
6. If you wish, specify the **Left**, **Right**, and/or **First line** margins for list items.
7. Click **OK**.

To modify a style in the Formatting panel

1. Point to the style you want to change in the **Formatting** panel, click the triangle, and then click **Modify**.
2. Click **Define Style**.
3. Make the desired changes to the style and then click **OK**. For information about setting style properties, see the following sections:
 - Setting character-related properties, p.219
 - Setting paragraph alignment, indentation, and line height, p.221
 - Setting margins, padding, and borders, p.222
 - Setting background colors and images, p.225



To rename a style in the Formatting panel

1. Point to the style you want to rename in the **Formatting** panel, click the triangle, and then click **Modify**.
2. In the **Name** box, type the new name, and then click **OK**.

To remove a style in the Formatting panel

- Point to the style you want to remove in the **Formatting** panel, click the triangle, and then click **Delete**.



*Styles defined in an external style sheet cannot be modified or removed using the commands in the **Formatting** panel. To modify or remove an externally-defined style, edit the external style sheet. (Click  to open the list of linked style sheets, select the style sheet, and then click  to edit it in your default text editor.)*



*You cannot remove the **Normal** style or any of the heading levels.*

Related topics

Setting character-related properties	p.219
Setting paragraph alignment, indentation, and line height	p.221
Setting margins, padding, and borders	p.222
Setting background colors and images	p.225

Modifying the default style of a heading level**To modify the default style of a heading level**

1. Point to the heading level you want to change in the **Formatting** panel, click the triangle, and then click **Modify**.
2. Click **Define Style**.
3. Make the desired changes to the style and then click **OK**. For information about setting style properties, see the following topics:
 - o Setting character-related properties, p.219
 - o Setting paragraph alignment, indentation, and line height, p.221
 - o Setting margins, padding, and borders, p.222
 - o Setting background colors and images, p.225

To reset the default style of a heading level

1. Point to the heading level you want to reset in the **Formatting** panel, click the triangle, and then click **Reset**.

Understanding measurement units

In many cases, when you enter a number as the value of an attribute or property—for example, font size—you are given the choice of what unit to use. The units you can use in Namo WebEditor are described below.



It is usually not necessary to specify a unit, even when the choice is given. If you do not specify a unit, the default unit will be used. The default unit depends on the property or attribute being modified, but most often it is pixels.

Common length units

These units are used in cascading style sheet (CSS) properties that take a length value, such as margins and borders. For more information, please refer to CSS Value Types in the online CSS reference.

Unit	Abbr.	Meaning
inches	in	inches
points	pt	1/72 of an inch
picas	pc	12 points
cm	cm	centimeters
mm	mm	millimeters
pixels	px	pixels (units of screen resolution)
em	em	a unit equal to the current font size
ex	ex	a unit equal to the "x-height" of the current font
%	%	percentage of base value*

*The base value for a % value depends on the property being modified. For font sizes, the base value is the calculated font size of the parent element.

Special font size values

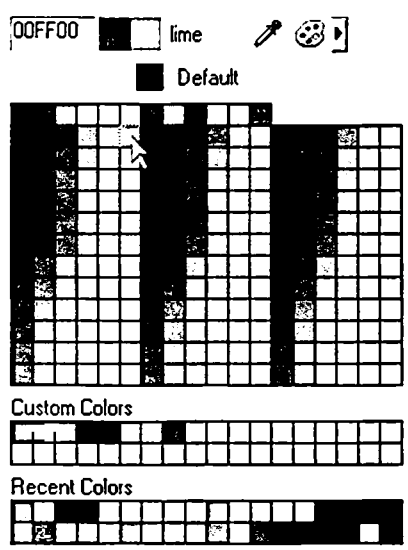
These unitless values are used only for font sizes.

Unit	Notes
1~7	Size on a scale from 1 (smallest) to 7 (largest). The exact size corresponding to each number depends on the browser, but "3" usually corresponds to 12pt.
xx-small x-small small medium large x-large xx-large	The exact size corresponding to each keyword depends on the browser.
smaller larger	Sets the font size one "step" smaller or larger than the font size of the parent element. The size of each step depends on the browser.

Selecting colors

Using the Color Palette

Any time you need to specify a color in Namo WebEditor, the primary interface is the Color Palette.



The Color Palette

Using the Color Palette is easy: just click a color. To restore the default color for the current item or property, click **Default**.

If the color you need is not on the palette, try one of these features:

Color Picker button

Click to open the Color Picker (p.234). In the Color Picker, you can select any 24-bit RGB color or define additional custom colors.

Eyedropper

Drag the eyedropper to any visible part of the screen to "pick up" the color underneath the pointer.


Hex box

Enter a hexadecimal color code in the box at the top left corner of the palette and press **Enter**.

 **Color Set menu**

Click and select a color set. (The default color set is Web-Safe Colors.) You can also add more color sets to this menu from the Color Sets (p.47) tab of the Resource Manager. Click Manage Color Sets to do so.

Custom Colors

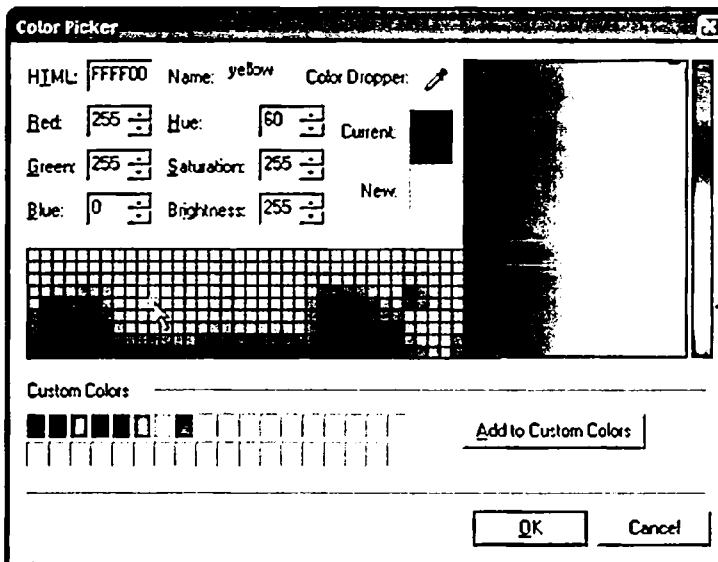
This area shows the custom colors you have defined. To add more custom colors, click  to open the Color Picker (p.234).

Recent Colors

This area shows the colors you have used recently.

Using the Color Picker

Use the Color Picker to select any 24-bit color.



The Color Picker


The Color Picker provides six ways to select or specify a color:

- **HSB palette:** Drag the slider on the vertical bar to select a hue, and then click inside the large gradient box to select a saturation and brightness level.
- **Color palette:** Click a color in the horizontal palette.
- **Hex color code:** Enter a hexadecimal color code in the HTML box.
- **RGB values:** Enter RGB values in the Red, Green, and Blue boxes.

- **HSB values:** Enter HSB values in the Hue, Saturation, and Brightness boxes.
- **Eyedropper:** Drag the eyedropper to any visible part of the screen to "pick up" the color underneath the pointer.

In addition, you can add any color to the palette of custom colors that is part of the Color Palette (p.233). To add a custom color:

1. Click one of the 36 custom color slots under **Custom Colors**.
2. Select or specify the color you want to save as a custom color.
3. Click **Add to Custom Colors**.


 *If you have already selected the color you want, clicking a custom color slot will replace your color with the color already in that slot. To avoid this, after selecting your color, press the **Tab** key until the keyboard focus is in the slot area, and then press the arrow keys to select the desired slot. Then, click **Add to Custom Colors**.*

Copying and pasting formatting

You can use the clipboard to copy formatting from one element to another element. Items you can copy and paste include character formatting, paragraph formatting, image attributes, table properties, cell properties, hyperlinks, bookmarks, and chart properties.

To copy and paste formatting

1. Place the insertion point in the paragraph, word, table, or table cell, or select the image, whose formatting you want to copy.
2. On the Edit menu, click **Copy Format**, or press **Shift+F2**.
3. Select the types of properties you want to copy, and click **OK**.
4. Place the insertion point in the paragraph, table, or table cell, or select the text or image, to which you want to copy the formatting.
5. On the Edit menu, click **Paste Format**, or press **F2**.

 *When pasting a background color into a table, **Namo WebEditor** will prompt you to specify whether to apply the background color to the whole table, the current cell, or the whole document.*

Document properties

Every Web document has certain properties that apply not to individual elements but to the document as a whole. These properties include the document's title, its default colors, meta tags, and so forth. In Namu WebEditor, you can view and modify these properties in the **Document Properties** dialog box: on the **File** menu, click **Document Properties**.

In this section

Setting a document's title	p.236
Specifying keywords and other meta data.....	p.237
Specifying a character set	p.238
Setting a document's base location.....	p.239
Setting a default target for hyperlinks.....	p.240
Setting default document colors.....	p.241
Setting document scrollbar colors.....	p.242
Setting a document background image	p.243
Setting document margins.....	p.243
Adding page transitions	p.244
Adding a background sound	p.245
Setting up an automatic refresh or redirect	p.246
Specifying a cache expiration date.....	p.247
Adding PICS labels to a document	p.247
Adding custom meta tags.....	p.248

Setting a document's title

A document's *title* is the word or phrase that appears in the title bar of a browser window when the document is viewed. Besides giving users a hint about what they are viewing, the title is also used by Web search engines to identify a document in search results, and it is used by browsers when a user creates a bookmark or "favorite" for a document. Therefore, it's a good idea to give each document a meaningful title.

To set a document's title

1. On the **File** menu, click **Document Properties**, and then click the **General** tab.
2. In the **Title** box, type the desired title.



*If you don't specify a title for a document before saving it for the first time, Namo WebEditor automatically generates one based on the first line of text in the document. You can change the generated title in the **Title** box of the **Save As** dialog box.*

Specifying keywords and other meta data

In addition to the title, you can add several other bits of information to a document that may be useful for Web search engines or your own site management practices. If you specify this meta data, Namo WebEditor puts it in *meta* tags in a document's header. Meta tags are not normally visible in browsers, but they can be used by other software to help categorize and manage documents. The basic meta tags supported by Namo WebEditor include:

Keywords

Keywords can be used by search engines to help categorize documents according to content. For example, if you are creating a document about dinosaurs, adding the keyword "dinosaurs" can help a search engine add your document to the "dinosaurs" category of a Web directory. You can enter multiple keywords separated by commas.

Author

The "author" meta tag is used to provide the name of the person or organization that authored the document.

Classification

This meta tag can be used in a variety of ways by you or your organization. For example, if a company wants to categorize its intranet documents according to function, it could put a keyword like "product_data" or "personnel" in the "classification" meta tag of each document.

Description

The "description" meta tag can be used to provide a brief description of the contents of the document.

To specify keywords or other meta data

1. On the **File** menu, click **Document Properties**, and then click the **General** tab.
2. Enter appropriate meta data in any or all of the **Author**, **Classification**, **Description**, and **Keywords** boxes.
3. Click **OK**.

Searching meta data

Once you have added meta data to several documents, you can search that meta data using Namu WebEditor's global find and replace (p.406) command or a search program. If you want to make sure that your search only matches words in a particular meta tag, use the following syntax in your search string:

```
meta name="name" content="keyword"
```

where *name* is the type of meta tag you want to search and *keyword* is the word or phrase you want to find. For example, to find all the documents in a site or a folder that have an "author" meta tag with the content "John Smith", you would use the following search string:

```
meta name="author" content="John Smith"
```

Related topics

- Adding custom meta tags.....p.248
- Finding and replacing text throughout a site.....p.406

Specifying a character set

A *character set* is a table of mappings from numerical codes to text characters. As you probably know, computers represent text using a distinct numeric code for each character, be it a letter, a numeral, a punctuation mark, or something else. However, there are many ways to map characters to codes. For example, in ISO-8859-1—the standard Internet character set for computers running the U.S. English version of Windows, also known as Western European (ISO)—the decimal code 92 represents a backslash ("\"), but in the EUC-KR character set, it represents the Korean currency symbol (₩).

Because of the international nature of the Web, the character set in which a document is viewed by a particular user may not be the same as the character set in which it was written. If you live in the United States and compose in English, your documents probably use some variant of ASCII, such as ISO-8859-1. But if your document is viewed by a user in Korea using the Korean version of Windows, her browser probably expects the document to use a Korean character set. This can result in some characters not appearing correctly on the user's screen.

To avoid this problem as much as possible, it's a good idea to specify the character set that a document uses. Doing so tells browsers to display your document in that character set. If you don't specify a character set, browsers will usually display your document in the default character set specified by the user, which may be very different from the character set the document was authored in.

Note that specifying a character set doesn't actually change the character codes in a document. It just tells browsers how they should interpret those codes.

To specify a character set for a document

1. On the File menu, click Document Properties, and then click the General tab.
2. Do one of the following:
 - Click the left Character set box and select a character set by its title (for example, Western European (ISO)). The right box will show the code name of the selected character set. The value User-defined means "Do not specify a character set."
 - Click the right Character set box and select a character set by its code name (for example, iso-8859-1). You can only select an item in this box if the selection in the left box is User-defined, and only a few character sets can be selected this way.



If you compose documents in a non-Western European language, such as Korean, users who do not have fonts installed on their computers that are compatible with the fonts you use in your documents will not be able to view your documents correctly, even if you correctly specify the character set.

Related topics

Changing character sets throughout a site p.412

Setting a document's base URL

If a document contains relative hyperlinks (p.167), Web browsers by default interpret those links as being relative to the location of the document in the site's folder hierarchy. For example, if the document located at `http://www.namo.com/products/index.html` contains a link to an image file using the relative path `"images/example.gif"`, then browsers will expand the URL to the image file as `http://www.namo.com/products/images/example.gif`, since they will take `"images"` to be a subfolder of the folder containing the document, which is `"products"`.

You can change the way browsers interpret relative links in a document by specifying a *base URL* for the document. If you specify a base URL, browsers will ignore the location of the document in the site structure and instead interpret relative links in relation to the specified URL. Following the example given above, if the base URL of the `index.html` document is set to `"http://www.namo.com/"`, then browsers will expand the relative link `"images/example.gif"` to `http://www.namo.com/images/example.gif`.

When specifying a base URL, you must provide a full Internet URL, such as `"http://www.example.com/"`, `"http://www.example.com/photos/"`, or `"http://www.example.com/photos/index.html"`. Partial URLs, such as `"/photos"`, will be ignored by browsers. Some browsers let you omit the leading `"http://"` from a base URL, but other browsers do not, so it's a good idea to always include it. If the URL includes a folder path after the site name (but no file name), make sure to include a final slash at the end.

To set a document's base URL

1. On the File menu, click Document Properties, and then click the General tab.
2. In the Base URL box, type the desired base URL.

Related topics

About hyperlinksp.165

Setting a default target for hyperlinks

When you create a hyperlink, you can specify that its destination be opened in a particular window or frame. This window or frame is called the link's *target* (p.170). But it is also possible to set a *default target* for all the links in a document. If you do so, any link that does not have its own specified target will open in the target specified for the document.


To set a default target for the hyperlinks in a document


1. On the File menu, click Document Properties, and then click the General tab.
2. In the Default target box, type the name of a window or frame.

Four special targets can be selected if you click the triangle on the Default target box:

- _blank** Links will open in a new window.
- _parent** If the current document is part of a frameset (p.101), its links will open in the frameset's parent container, replacing the frameset. The parent is usually the browser window, but if the frameset is being displayed in a frame of another frameset, then the parent is the containing frame in the higher-level frameset.
- _self** Links will open in the current window (or frame, if the document is part of a frameset).
- _top** Links will open in the current window (replacing the frameset, if the document is part of a frameset).

To override the default target for a specific hyperlink

1. Double-click the hyperlink.
2. In the Target box, enter the name of a window or frame. To select a frame visually, click  (Select Target Frame).

 You can only set the default target to a particular window if the window has a name. In general, only windows that are created by scripts have names. Therefore, only a window created by a script can be a default target. One way to create a named window to use as a default target is to use a script that

creates a new window as soon as the current document is opened. You can do this using the Script Wizard's Pop-up window script.

Related topics

Setting a link's target window or frame.....	p.170
About frames and framesets.....	p.101
Setting a frame's default target.....	p.107

Setting default document colors

In the **Appearance** tab of the **Document Properties** dialog box, you can specify certain colors that apply to an entire document:

Label	Description	Default
Background	The color of the document's background	white
Text	The default color of text	black
Hyperlinks	The default color of normal hyperlinks	blue
Visited links	The default color of visited hyperlinks	purple
Active links	The default color of the active hyperlink	red

To change the background color, default text color, or default hyperlink colors of a document

1. On the File menu, click **Document Properties**, and then click the **Appearance** tab.
2. For each color you want to specify, do one of the following:
 - o Enter a hexadecimal color code.
 - o Click the color box and select a color (p.233).

To copy the background color, default text color, and default hyperlink colors from another document

1. On the File menu, click **Document Properties**, and then click the **Appearance** tab.
2. Click the **Copy Colors From** button.
3. Find and select the document you want to copy colors from, and then click **Open**. (You can also enter a URL in the **URL** box and click **Open URL**.)

Related topics

Setting document scrollbar colors.....	p.242
Setting a document background image.....	p.243

Setting document scrollbar colors

Internet Explorer 5.5 and later versions support the ability to specify the colors used in document scrollbars and text boxes in forms. You can set these colors in the **Scrollbar Colors** dialog box. A total of eight different colors (one base color and seven colors for various parts of the scrollbar) can be specified, although you don't have to specify all of them.


Base color	Specifies a single color for most parts of the scrollbar. Specifying a color for any part overrides the base color for that part.
3D light color	The outer highlight color of the scrollbar box and arrows
Arrow color	The color of the small triangles in the scrollbar arrows
Dark shadow color	The outer shadow color of the scrollbar box and arrows
Highlight color	The inner highlight color of the scrollbar box and arrows
Face color	The main color of the scrollbar box and arrows; also sets the color of the track if not separately specified
Shadow color	The inner shadow color of the scrollbar box and arrows
Track color	The color of the scrollbar track

To set a document's scrollbar colors

1. On the **Format** menu, click **Scrollbar Colors**.
2. For each color you want to specify, click the corresponding color box and select a color (p.233).

The **Preview** box displays a preview of your selected colors. The **Component** box highlights the scrollbar part whose color you are modifying.

 *Scrollbar colors are only supported by Internet Explorer 5.5 or later. Other browsers will ignore the specified colors.*

 *If you specify at least one scrollbar color, the new-style scrollbars used by Internet Explorer on Windows XP computers will revert to the pre-Windows XP style.*




Related topics


Setting default document colors.....	p.241
Setting a document background image	p.243
Selecting colors.....	p.233

Setting a document background image

A document can have a background image—an image that lies "under" the document's content. A background image repeats to fill the document, no matter how large the window in which the document is open is.

To set a background image on a document

1. On the File menu, click Document Properties, and then click the Appearance tab.
2. In the Background image box, type the path or URL to an image file, or do one of the following:
 - o Click  (Browse) to find and select an image file from your local file system.
 - o Click  (Clip Art) to select an image from the clip art library.
 - o Click  (Site) to select from a list of image files belonging to the current local site (if one is open).

 *Alternatively, you can set a document background image by using the background-image cascading style sheets property on the <body> element of a document. This method provides greater flexibility, since you can use the property in combination with the background-attachment, background-position, and background-repeat properties to control the background image's scrolling, starting position, and repetition characteristics.*

Related topics

Setting default document colors p.241

Setting document margins

A document's margins are the blank space between its content and the left and top edges of the window. In most documents, the size of these margins is not specified, so browsers use their own default margins. However, you can specify the size in pixels of the left and top margins in the Styles tab of the Document Properties dialog box.

To set a document's left and top margins

1. On the File menu, click Document Properties, and then click the Styles tab.
2. Under Margins, enter a number of pixels in either or both of the Left and Top boxes to specify the left and top margin, respectively.

Alternatively, you can set a document's margins by using the margin properties of cascading style sheets on the document's <body> element. This approach is more flexible, because you can specify the length unit for the margin size and specify margins also for the right and bottom edges of the document.

To set a document's margins using a style

1. On the File menu, click Document Properties, and then click the Styles tab.
2. Click the Add Style to <BODY> Tag button.
3. Click the Borders & Background tab.
4. Enter margin sizes for each side for which you want to specify a margin. (See Setting margins, padding and borders, p.222.)
5. Click OK twice.

Related topics

Setting margins, padding and borders.....p.222

Adding page transitions

Internet Explorer supports a feature called *page transitions*. A page transition is a visual effect that occurs when a user enters or leaves a document or site, similar to the transition effects sometimes seen between scenes in movies and videos. Available effects include "wipes", "blinds", and so forth.

There are four distinct events, or triggers, that you can specify to initiate a page transition:

- **Page Entry:** When the user enters (opens) the document
- **Page Exit:** When the user leaves the document (by going to another document or closing the window)
- **Site Entry:** When the user enters the document from another site (but not from another page on the same site)
- **Site Exit:** When the user leaves the document and goes to another site

These events are not mutually exclusive, so (for example) you could specify one transition effect that occurs when a user enters the document and another effect that occurs when a user leaves the document. If one document specifies an exit transition and another document, linked from the first document, specifies a different entry transition, the entry transition takes precedence when a user clicks the link.

To add a page transition to a document

1. On the File menu, click Document Properties, and then click the Styles tab.
2. Under Page transitions, click the Event box and select the trigger for the transition effect.

3. Click the **Effect** box and select the desired effect.
4. In the **Duration** box, enter the number of seconds you want the transition to take.
5. If you want to add a transition effect for another event, click **Apply** and then repeat steps 2 through 4.
6. Click **OK**.

To remove a page transition

1. On the **File** menu, click **Document Properties**, and then click the **Styles** tab.
2. Under **Page transitions**, click the **Event** box and select an event for which a transition effect was previously specified.
3. Click the **Effect** box and select **None**.



Page transitions are only supported by Internet Explorer 4.0 and later.

Adding a background sound

Internet Explorer supports the ability to play an audio file—"in the background", so to speak—when a document is opened. The supported audio file types are: WAVE (.wav), MIDI (.mid), AIFF (.aif, .aifc, .aiff), and AU (.au, .snd). You can specify how many times the sound should repeat, or that it should repeat endlessly.

To add a background sound to a document

1. On the **File** menu, click **Document Properties**, and then click the **Styles** tab.
2. Under **Background sound**, enter the path or URL to an audio file in the **Path** box. Click **Browse** to browse for a file on your local file system.
3. In the **Repeat** box, enter the number of times the sound should play, or select **Repeat forever**.
4. If you want to listen to the sound file you specified, click ▶. To stop playing the sound, click ■.
5. Click **OK**.



Background sounds are only supported by Internet Explorer.

Setting up an automatic refresh or redirect

For some kinds of time-sensitive documents, it might be desirable to instruct browsers to automatically reload a document at regular intervals. For example, if you have a document that displays local weather information collected from a frequently updated data source, you might want browsers to auto-refresh the page every ten minutes, saving users the effort of clicking the Refresh button.

In other cases, after a browser loads a document, you might want it to automatically load (*redirect* the user to) a different document, possibly after a brief delay. An example is the common situation in which an author or webmaster has moved a document to a new location, but some users might still use links or "bookmarks" that point to the old location. In such cases, you might want to put a temporary document in the old location; the temporary document can advise users to update their links or bookmarks and then have the browser automatically jump to the new location.

You can set up either action in the **Advanced** tab of the **Document Properties** dialog box.

To set up an automatic refresh interval

1. On the **File** menu, click **Document Properties**, and then click the **Advanced** tab.
2. Under **Auto refresh/redirect**, in the **URL** box, enter the name of the current document. (Do not leave the box empty.)
3. In the **Delay time** box, enter the number of seconds between refreshes. (For example, enter "300" for a 5-minute interval.)
4. Click **OK**.



*If there is a possibility that the document will be renamed later, enter a space instead of the file name in the **URL** box.*

To set up an automatic redirect

1. On the **File** menu, click **Document Properties**, and then click the **Advanced** tab.
2. Under **Auto refresh/redirect**, in the **URL** box, enter the path or **URL** of the document you want the browser to redirect to.
3. In the **Delay time** box, enter the number of seconds the browser should delay before loading the other document.
4. Click **OK**.

Related topics

Adding custom meta tags.....p.248

Specifying a cache expiration date

Most Web browsers *cache* local copies of visited documents on the user's hard drive. If the user revisits a Web page she has visited before, the browser may display the local copy, which can be much faster than fetching the document from the Web. In general, browsers display cached copies if they have determined (perhaps by examining the modification date) that the original document has not changed since the copy was created.

However, for some time-sensitive documents, you may want browsers to always retrieve a particular page from the Web server, overriding their cache policies. In other cases, you may want browsers not to use cached copies of a document after a certain date and time has passed. To override browser's cache policies and force them to retrieve a particular document from the Web, you can specify a cache expiration date for the document. This date can be in the past, which causes browsers to never use cached copies of the document.

To specify a cache expiration date for a document

1. On the File menu, click Document Properties, and then click the Advanced tab.
2. In the Expires on box under Cache expiration, enter the date after which browsers should not use cached copies of the document. (Click Sample Date to see the correct date/time format.)

Related topics

Adding custom meta tags p.248

Adding PICS labels to a document

The Platform for Internet Content Selection (PICS) is a system for labeling Web documents with respect to their content. It was originally developed as a standardized method that could be used by Internet filtering products or Web browsers to identify and filter out content that users deem inappropriate for their children. The PICS system depends on Web authors or webmasters labeling their own documents according to some formalized rating or classification system. One example of such a rating system is the one developed by the Internet Content Rating Association. The ICRA Web site features a PICS label generator that you can use to generate a PICS label for a site or page, based on your answers to some content-related questions. Once you have a PICS label, you can easily insert it into a document using Namo WebEditor. (To apply a PICS label to an entire site, add it to the site's index page.)

To add PICS labels to a document

1. On the File menu, click Document Properties, and then click the Advanced tab.

2. In the Labels box under Platform for Internet Content Selection (PICS), type or paste each PICS label. Separate multiple labels with carriage returns (press Enter).
3. Click OK.



Sejoong Namu Interactive does not recommend or endorse any particular content rating system.

Adding custom meta tags

In addition to the common types of meta data that you can specify in the General and Advanced tabs of the Document Properties dialog box, you can add other meta tags through the Custom META Tags tab of the same dialog box. There are two kinds of meta tags you can add to a document:

HTTP header equivalents (<meta http-equiv>)

This type of meta tag is used to provide some special instruction to the browser. For example, the meta `http-equiv="expires"` tag gives the browser an expiration date for its cached copy of a document; if a browser respects this tag, it will reload the document from the server instead of displaying a cached copy. HTTP header equivalent meta tags are so called because they perform the same function as corresponding HTTP headers provided by some Web servers.

User metadata (<meta name>)


This type of meta tag is used to contain any author-defined meta data for any purpose. There are some common forms that are widely recognized, such as meta `name="keywords"` (used by search engines to help categorize documents), but authors are free to add any kind of meta data they wish.

To add or modify a custom meta tag

1. On the File menu, click Document Properties, and then click the Custom META Tags tab.
2. Depending on the type of meta tag you want to add or modify, click the **Add** button or the **Modify** button under HTTP header equivalents or under User metadata.
3. In the Name box, enter the desired *http-equiv* or *name* value for the meta tag.
4. In the Content box, enter the desired content value, and then click OK.
5. If you want to add another meta tag, repeat steps 2 through 4.
6. Click OK.

To remove a custom meta tag

1. On the File menu, click Document Properties, and then click the Custom META Tags tab.
2. Select the meta tag you want to remove and click **Remove**.

 *The list boxes in the Custom META Tags tab also display any meta tags that have been added through the General and Advanced tabs, in addition to any custom tags you have added. Most of these meta tags can be edited in this tab.*

Related topics

Specifying keywords and other meta data..... p.237
Setting up an automatic refresh or redirect..... p.246
Specifying a cache expiration date..... p.247

5 Spicing Up Your Site

In this section, we'll go beyond the basics of page content and learn how to enhance Web sites with multimedia, JavaScript effects, online user forums, and more.

In this section

Adding multimedia objects	p.252
Using Smart Clipart	p.258
Using Flash Buttons	p.265
Using themes.....	p.270
Creating photo albums	p.281
Adding JavaScript effects	p.288
Adding interactive features	p.323

Adding multimedia objects

Namo WebEditor 6 makes it easier than ever to insert videos, audio recordings, Flash animations, and other multimedia objects into your Web documents. With the Media Wizard, you can add a video or audio file to any document and have it play right on the page using Windows Media Player, QuickTime, or RealOne Player, in just a few simple steps.

In this section


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Inserting other ActiveX, applet, or plug-in objects	p.256


Inserting video and audio files

Use the Media Wizard to insert a video or audio file into the current document. The Media Wizard supports the following browser controls and plugins for playing multimedia content:

- Windows Media Player
- QuickTime Player
- RealOne Player (RealPlayer)

To insert a video or audio file

1. On the Insert menu, point to Media and then click Media Wizard.
2. Under **Step 1: Select media file**, enter the path or URL of the media file you want to insert, or click  (Browse) to find and select a media file from your local file system. Once you specify a media file, the Media Wizard will automatically select the appropriate player based on the file's extension.
3. Click Next.
4. Specify the options and settings you want the player to use. (See the explanations below.)
5. Click Finish.

 *When using the Media Wizard, you cannot select the player to use, even if the specified media file's format is supported by more than one player. To use a player other than the one autoselected by the Media Wizard: on the **Insert** menu, point to **Media**, and then click the command corresponding to the player you want to use.*

General options

These options apply to all media objects. All of these settings are optional—you can leave them blank or accept the default values.

ID

If you plan to use the media object in a script, enter an ID by which the object will be referred. The ID must begin with a letter and contain only letters, digits, hyphens, underscores, and periods.

Width and Height

Enter numbers to specify the width and height of the player either in pixels or as a percentage of the size of the parent container.

Horizontal spacing and Vertical spacing

You can specify the size of the margins on the sides (horizontal spacing) and/or above and below (vertical spacing) the media object, in pixels.

Alignment

You can specify how the media object will be aligned with respect to adjacent content. The alignment options are the same as those for images; see [Setting an image's alignment](#), p.148 for examples. The default alignment is Bottom.

Play and screen options for Windows Media Player

These options are available for media objects that will be played with the Windows Media Player control.

Auto start

The media clip will begin playing as soon as the browser has finished downloading it.

Show tracker

The player will show a slider that allows the user to jump to a point in the media clip. (Note: the tracker will not be visible if the **Show controls** option is not selected.)

Show controls

The player will show controls for controlling the progress and sound volume of the media clip.

Show goto bar

The player will show a drop-down menu displaying a list of markers in the media file, if any have been defined. The user can select a marker to jump to the corresponding position in the media clip.

Show info

The player will show a panel containing information about the media clip, such as its name, author, and copyright notice.

Show status bar

The player will show a bar displaying status information.

Auto size

The player will automatically adjust its size to fit the media clip.

Play and screen options for QuickTime

These options are available for media objects that will be played with the QuickTime plugin.

Auto start

The media clip will begin playing as soon as the browser has finished downloading it.

Loop

The media clip will play again from the beginning when its end is reached.

Show controls

The player will show controls for controlling the progress and sound volume of the media clip.

Scale

- **Stretch to fit:** The media clip will be stretched to fit the specified dimensions of the player.
- **Keep aspect:** The media clip will be scaled proportionally to fit the specified height of the player, preserving its original aspect ratio.

Play and screen options for RealOne Player

These options are available for media objects that will be played with the RealOne (or RealPlayer) plugin.

Auto start

The media clip will begin playing as soon as the browser has finished downloading it.

Loop

The media clip will play again from the beginning when its end is reached.

Center (auto size)

The player will automatically adjust its size to fit the media clip.

Main aspect

The media clip will be scaled proportionally to fit the specified height of the player, preserving its original aspect ratio.

Controls

Click to select the controls you want the player to show.

Inserting Flash and Shockwave objects

To insert a Flash or Shockwave object in the current document

1. On the **Insert** menu, point to **Media** and then click **Flash** or **Shockwave**, depending on the type of object you want to insert.
2. Locate and select the desired Flash or Shockwave file on your local file system and click **Open**, or enter the URL of a Flash or Shockwave file on the Internet in the **URL to open** box and click **Open URL**.
3. (optional) If you will use the object in a script, type an **ID** for the object in the **ID** box.
4. (optional) If you want to show the object in a size other than its original size, specify the desired size in the **Width** and **Height** boxes under **Size and spacing**. You can enter sizes in pixels or as a percentage of the parent container's size.
5. (optional) Specify the margins on the sides and/or above and below the object in the **Horizontal spacing** and **Vertical spacing** boxes.
6. Under **Alignment**, click the box and select the desired alignment of the object with respect to adjacent content. (See *Setting an image's alignment*, p.148 for examples of the alignment options.) The default alignment is **Bottom**.
7. (optional) If you need to change any of the object's parameters, click the **Parameters** button, edit the parameters, and click **OK**.
8. Click **OK**.

Notes

- To be able to see Flash or Shockwave objects in **Preview mode**, your computer must have the appropriate player installed. You can download the Flash and Shockwave players from Macromedia's download page.
- Most Flash objects (those with **.swf** extensions) are shown in **Edit mode** as the first frame of the animation. However, Flash objects that have a **.fla** extension are represented by dashed rectangles in **Edit mode**.
- Shockwave objects are represented by dashed rectangles in **Edit mode**.

Inserting other ActiveX, applet, or plug-in objects

If you have a media file that is not supported by Windows Media Player, QuickTime, or RealPlayer, but you know an ActiveX control that supports it, you can still insert the media file into a Web document. Similarly, you can insert any media file that is supported by a Netscape-style browser plug-in. You can insert Java applets, as well.

To insert an ActiveX object

1. On the **Insert** menu, point to **Object** and then click **ActiveX Control**.
2. In the **Class ID** box, enter the **classid** attribute for the object, or click the triangle and select from the list of ActiveX controls installed on your computer.
3. (optional) If you will use the object in a script, type an ID for the object in the ID box.
4. (optional) If you want to show the object in a size other than its original size, specify the desired size in the **Width** and **Height** boxes under **Size and spacing**. You can enter sizes in pixels or as a percentage of the parent container's size.
5. (optional) Specify the margins on the sides and/or above and below the object in the **Horizontal spacing** and **Vertical spacing** boxes.
6. If you are inserting a media clip, click **Parameters**, enter the path or URL of the media clip in the appropriate field (for example, **Source**) and click **OK**. Also click **Parameters** if you need to specify any other object parameters.
7. Click **OK**.

To insert a plug-in object

1. On the **Insert** menu, point to **Object** and then click **Plug-In**.
2. In the **Path** box, enter the path or URL of the media file. You can click **Browse** to locate and select a media file on your local file system.
3. (optional) In the **Alt text** box, enter a brief description or notice to be displayed in the browser if the supporting plug-in is not installed.
4. (optional) In the **Plug-in home** box, enter the URL of a Web page from which users can download the plug-in if they do not have it.
5. (optional) If you want to show the object in a size other than its original size, specify the desired size in the **Width** and **Height** boxes under **Size and spacing**. You can enter sizes in pixels or as a percentage of the parent container's size.
6. (optional) Specify the margins on the sides and/or above and below the object in the **Horizontal spacing** and **Vertical spacing** boxes.
7. Under **Alignment**, click the box and select the desired alignment of the object with respect to adjacent content. (See *Setting an image's alignment*, p.148 for examples of the alignment options.) The default alignment is **Bottom**.
8. Click **OK**.

To insert a Java applet

1. On the **Insert** menu, point to **Object** and then click **Java Applet**.
2. In the **Code** box, enter the name of the applet's class file, or click **Browse** to locate and select a class file on your local file system.
3. In the **Codebase** box, enter the path or URL of the folder that contains the class file. (If you select a file using the **Browse** button, the codebase is entered automatically.)
4. (optional) In the **Alt text** box, enter a brief description or notice to be displayed in the browser if the supporting plug-in is not installed.
5. (optional) If you want to show the object in a size other than its original size, specify the desired size in the **Width** and **Height** boxes under **Size and spacing**. You can enter sizes in pixels or as a percentage of the parent container's size.
6. (optional) Specify the margins on the sides and/or above and below the object in the **Horizontal spacing** and **Vertical spacing** boxes.
7. Under **Alignment**, click the box and select the desired alignment of the object with respect to adjacent content. (See *Setting an image's alignment*, p.148 for examples of the alignment options.) The default alignment is **Bottom**.
8. (optional) If you need to change any of the applet's parameters, click the **Parameters** button, edit the parameters, and click **OK**.
9. Click **OK**.

Notes

- Most ActiveX, plug-in, and applet objects are represented by dashed rectangles in Edit mode.
- To edit the properties of an object, double-click the dashed rectangle. To resize the object, click the rectangle once to select it, and then drag its resize handles.

Using Smart ClipArt

Namo WebEditor comes with a library of ready-to-use Smart ClipArt images that you can insert into your Web documents. Being vector-based (p.139), Smart ClipArt images are different from ordinary, bitmapped images—such as GIF and JPEG images—because you can resize them without loss of sharpness and edit them, right inside Namu WebEditor, in an *object-oriented* fashion. For example, you can add a text object to any Smart ClipArt image, and then change or remove the text later without needing to restore the original, unedited image. Smart ClipArt images use the TNG format, Namu WebEditor's own vector-based image format.

When you insert a Smart ClipArt image into a Web document, Namu WebEditor automatically creates a bitmapped version of the image in GIF format, so that it can be viewed in any visual browser without installing additional software. At the same time, the original vector-based image data is inserted into document's HTML source code, so that you can later edit the image without reinserting it. When you resize or edit the Smart ClipArt image, Namu WebEditor recreates another bitmapped version on the fly.

If Namu WebCanvas is installed on your computer, you can edit a Smart ClipArt image within Namu WebEditor by double-clicking it. You can also use Namu WebCanvas to create your own Smart ClipArt images from scratch.

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Inserting a Smart ClipArt image	p.258
Modifying Smart Clip.....	p.259
Converting a Smart Clip	p.263
Converting a Smart ClipArt image to an ordinary image.....	p.263
Managing Smart Clip.....	p.263

Related Topics

Web image formats.....	p.139
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Inserting a Smart ClipArt image

To insert a Smart ClipArt image

1. Place the insertion point where you want to insert the image.
2. On the Insert menu, click Smart ClipArt. (Or click the Smart ClipArt button on the Shortcut Bar.)
3. Select a folder in the folder list on the left side of the Resource Manager.
4. Select the desired image and click OK.

When you insert a Smart ClipArt image, Namu WebEditor saves a bitmapped version of the image in a temporary folder. It is the bitmapped version, not the original Smart ClipArt (TNG) image, that is actually shown in the document window or a browser. Later, when you save the document, Namu WebEditor moves the bitmapped image to the "images" subfolder of the document's folder. (If an "images" folder does not exist, it is created automatically.) When you publish the document, make sure to upload the "images" subfolder to the remote site, along with the document.

You can change the default path for Smart ClipArt-derived bitmapped images by specifying a different path in Namu WebEditor Preferences. The path is always relative to whatever folder the document is saved in. For example, if you specify the default path as "../images", the bitmap images will be saved in the "images" subfolder of *parent* folder of the document folder.

To change the default path for Smart ClipArt-derived bitmap images

1. On the Tools menu, click Preferences, and then click the Save tab.
2. In the Save Smart ClipArt, equation, and chart images in folder box, type the desired path (relative to the document folder).



If you change the default path for Smart ClipArt images, Namu WebEditor will automatically move already-inserted images to the new path the next time you save a document that includes Smart ClipArt.

Modifying Smart ClipArt images

You can edit a Smart ClipArt image right inside Namu WebEditor using the Smart ClipArt Editor, a simplified version of the standalone Namu WebCanvas image editor that is included with some versions of Namu WebEditor 6. To open the Smart ClipArt Editor, just double-click a Smart ClipArt image in a document. When you are finished editing the image, click OK.

The subsections below describe a few basic editing tasks you can perform in the Smart ClipArt Editor. However, since the editor includes much of the functionality of the full Namu WebCanvas program, a complete description of its capabilities is beyond the scope of this document. For more information about what you can do with the Smart ClipArt Editor, please refer to the Help window in Namu WebCanvas.




The Smart ClipArt Editor is not available if you do not have Namu WebCanvas installed. If Namu WebCanvas was not included in your Namu WebEditor 6 package, it must be purchased separately and installed to enable the Smart ClipArt Editor.

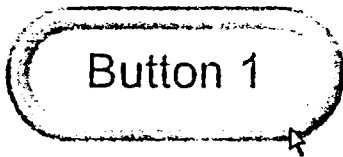
In this section



- Changing colors in a Smart ClipArt image p.260
- Adding or editing text in a Smart ClipArt image p.261

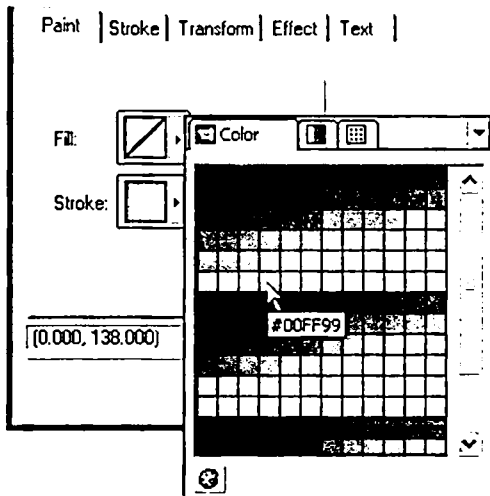
Changing colors in a Smart ClipArt image

To change the color of an object in the image


1. Double-click the Smart ClipArt image in the document window.
2. On the side toolbar, click  (Direct Selection Tool).
3. Select the desired object by clicking it. (If it is difficult to select directly, you can also select it in the Layers panel.) The path of the selected object will appear in thin blue lines.



4. On the Paint panel, click the triangle on either the Fill button or the Stroke button (depending on which part of the object you want to change) and select a new color. If the color you want is not on the palette, click  (the palette menu) and select another palette, or click  and select a color in the Color Picker.





5. Click OK to save the edited image.

 *If an object's stroke is not at least 1 pixel wide, any color you give it will not be visible. To change an object's stroke width, click the **Stroke** tab and enter a value in the **Width** box.*

To change the image's background color

Most Smart ClipArt images have a transparent white background. This works well when they are used in a Web document that also has a white background. But if a document has a colored background, the image may not match well. In such cases, you should change the Smart ClipArt image's background color to match that of the document.

1. Double-click the Smart ClipArt image in the document window.
2. Right-click the image editing area and click **Canvas Properties**.
3. Click the **Color** box and select the new background color. If the color you want is not on the palette, click  (the palette menu) and select another palette, or click  and select a color in the Color Picker.
4. If you want the background color to be transparent (so that the document's background shows through it), select the **Transparent** check box.
5. Click **OK**.
6. Click **OK** again to save the edited image.


Adding or editing text in a Smart ClipArt image


Adding text to, or modifying existing text in, a Smart ClipArt image is easy. You can edit the text itself and change its font, size, style, direction, and other properties.


To edit an existing text object in a Smart ClipArt image

1. Double-click the Smart ClipArt image in the document window.
2. Select the text object by clicking it. (If it is difficult to select directly, you can also select it in the **Layers** panel.)
3. On the **Text** panel, edit or change the properties of the text object as desired.
4. Click **OK** to save the edited image.

To add text to a Smart ClipArt image

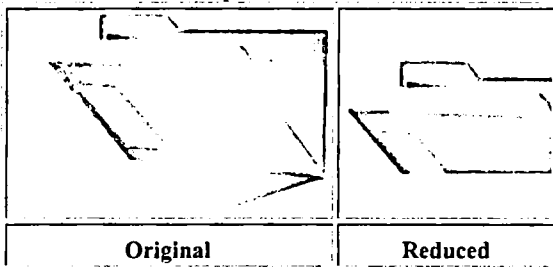
1. Double-click the Smart ClipArt image in the document window.
2. On the side toolbar, click  (**Text Tool**).
3. Click anywhere in the image editing area.
4. In the **Text** box, type the desired text, and then configure the text properties—font, size, direction, and so forth—as desired.
5. Click **OK**.

6. On the side toolbar, click  (Selection Tool).
7. Drag the text object to the desired position on the image. You can also resize it by dragging its resize handles.
8. Click OK to save the edited image.

 *When entering text, you can insert a line break by pressing Ctrl+Enter.*


Changing the export area of a Smart ClipArt image


One of the strengths of the Smart ClipArt image format is that you can choose which part of an image is visible in the Web document by modifying its *export area*. The export area is a rectangular region that determines what part of the image will be saved in bitmapped format for display in the document. Each Smart ClipArt image that comes with Namu WebEditor has a predefined export area, and you can modify this in the Smart ClipArt Editor.



Example of reducing the export area

To specify the export area of a Smart ClipArt

1. Double-click the Smart ClipArt image in the document window.
2. On the side toolbar, click  (Export Area Tool).
3. Do one of the following to define the export area:
 - o Draw a box around the part of the image you want to be visible.
 - o Click anywhere on the image editing area. In the **Export Area** dialog box, specify the desired **Size** and **Position** of the export area in numbers, and then click **OK**.
4. If necessary, adjust the export area by dragging the resize handles on the dashed blue rectangle.
5. Click **OK** to save the image with the new export area.

 *Namu WebEditor can automatically set the export area to the minimum size that includes every object in the image. To set the export area automatically, right-click anywhere on the image editing area and click **Auto Export Area**.*

Converting a Smart ClipArt image to an ordinary image

When you insert a Smart ClipArt image into a Web document, Namo WebEditor saves the original image data in the document itself, so that you can always edit the image later without needing to open another file. As a result, the file sizes of documents containing Smart ClipArt images can be significantly larger than those of similar documents that only use bitmapped images (which are always stored separately). If you need to minimize the file size of a document that includes Smart ClipArt images, and you do not plan to edit the images in the future, you can save space by converting the images to ordinary, bitmapped images.

To convert a Smart ClipArt image to a bitmapped image

1. Right-click the image, point to **Image**, and then click **Convert to Standard Image**.
2. Click **Yes** to confirm converting the image.
3. In the **File name** box, enter the desired file name for the bitmapped image.
4. Click the **Save as type** box and select the desired bitmap image format: GIF, JPEG, or PNG.
5. Click **Save**.



If the Smart ClipArt image has a transparent background color, select GIF format for the conversion. The other formats do not support transparency.



Once you convert a Smart ClipArt image to an ordinary bitmapped image, you cannot edit it with the Smart ClipArt Editor.

Managing Smart ClipArt

The Smart ClipArt library is managed through the Resource Manager (p.45). To open the Resource Manager: on the Window menu, click Resource Manager.

You can perform the same types of management tasks with Smart ClipArt images as you can with other resources, including:

- Moving images from one category (folder) to another
- Deleting unwanted images
- Adding new images, such as those you create with WebCanvas
- Adding images from a zip archive
- Copying images to a zip archive and optionally e-mailing the archive to another person

(See The Resource Manager, p.45 for information on general resource management tasks.)

In addition, you can permanently modify an image in the library, or modify an image and save it as a new image.

To permanently modify a Smart ClipArt image in the library

1. Open the Resource Manager. (On the Window menu, click Resource Manager.)
2. Right-click the image you want to modify and then click Modify.
3. Edit the image as desired. (See Modifying Smart ClipArt images, p.262.)
4. Click OK.

To modify a Smart ClipArt image in the library and save it as a new image

1. Open the Resource Manager. (On the Window menu, click Resource Manager.)
2. Right-click the image you want to modify and then click Modify As New.
3. Edit the image as desired. (See Modifying Smart ClipArt images, p.262.)
4. Click OK.

A modified copy of the original image will appear in the Resource Manager, in the same folder as the original.



You cannot edit Smart ClipArt images if you do not have Namu WebCanvas installed on your computer. If Namu WebCanvas was not included in your Namu WebEditor 6 package, it must be purchased separately and installed to enable the Smart ClipArt Editor.

Related topics

The Resource Managerp.45

Using Flash Buttons

Flash Buttons are brief, looping Flash animations that are meant to be used as navigation buttons, banners, or other design elements on Web pages. Unlike ordinary Flash files, Flash Buttons have a static text component that you can edit directly in Namu WebEditor. A variety of predesigned Flash Buttons are included with Namu WebEditor in the resource library, accessible through the Resource Manager (p.45).

You can use Flash Buttons as standalone buttons and design elements, and also in dynamic navigation bars (p.365) and dynamic banners (p.375).

Besides using the Flash Buttons that come with Namu WebEditor, you can add your own Flash files (ones you create yourself or that you download from the Web) to the library, so you can insert them conveniently into your Web documents.

In this section

Inserting a Flash Button	p.265
Editing the text of a Flash Button.....	p.266
Resizing a Flash Button	p.266
Changing the background color of a Flash Button	p.267
Creating a hyperlink on a Flash Button.....	p.268
Importing Flash files into the Flash Button library	p.268

Related topics

Insert a dynamic navigation bar	p.371
Adding dynamic page banners	p.375

Inserting a Flash Button

To insert a Flash Button

1. Place the insertion point where you want to insert the Flash Button.
2. On the **Insert** menu, click **Flash Button**. The **Resource Manager** window will open.
3. Select a folder in the left pane, select a Flash Button in the right pane, and then click **OK**.
4. Edit the contents of the **Text** box as desired. (This is the static text that will appear on the Flash Button.)
5. (optional) Select the desired font and font size for the static text.

6. (optional) Using the **Offset X** and **Y** boxes, specify the desired position of the text relative to its default position, in pixels.
7. (optional) Edit the URL in the **Link** box as desired. (See *Creating a hyperlink on a Flash Button*, p.268.)
8. Click **OK**.



You can also insert a Flash Button by dragging it to the document window from the Resource Manager.

Editing the text of Flash Button

To edit or format the text of a Flash Button

1. Double-click the Flash Button.
2. Under **Text**, do any or all of the following:
 - In the **Text** box, edit the text as desired.
 - Click the **Font** box and select the desired font.
 - In the **Size** box, enter the desired font size (in points).
 - In the **Offset X** and **Y** boxes, enter the horizontal and vertical offsets, respectively, of the text from its default position (in pixels).
3. Click **OK**.



*The preview area at the top of the **Flash Button Properties** dialog box displays the effect of any changes you make, so you can try different settings before closing the dialog box.*

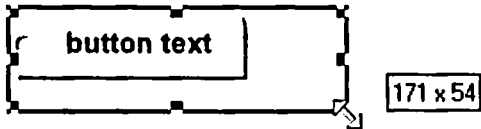


*You cannot edit or format text in other Flash files through the **Flash Button Properties** dialog box.*

Resizing a Flash Button

To resize a Flash Button

1. Click the Flash Button to select it.
2. Drag any of the resize handles at the corners and sides of the button.

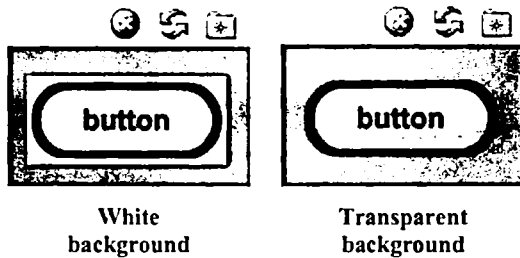


Resizing a Flash Button


Note that the foreground portion of a Flash Button always maintains its proportions (aspect ratio) when you resize the button. If you change the button's proportions, only its background area changes shape.

Changing the background color of a Flash Button

Each Flash Button has a white background by default. This is usually appropriate when the document background is also white, but if the document background is another color, a pattern, or an image, the Flash Button will not blend well with it. In such cases, you can solve the problem by changing the background color of the Flash Button or by making its background transparent. The examples below illustrate the effect of making a Flash Button's background transparent when the document background is gray.




To change the background color of a Flash Button

1. Double-click the Flash Button.
2. Under Appearance, do one of the following:
 - Click the Background box and select a color (p.233). (To quickly match the document background, use the eyedropper tool )
 - Select the Transparent check box.
3. Click OK.






The borders of some Flash Buttons may look ragged when you make their background color transparent. This may result from the way the buttons were made. In such cases, set the background color to the same color as the document's background instead of making it transparent.


 *Transparent Flash Button backgrounds are supported by Internet Explorer 4+ and Netscape 6+.*

Creating a hyperlink on a Flash Button

Unlike with an ordinary image, you cannot create a hyperlink on a Flash Button using the **Insert Hyperlink** command. Instead, you enter a URL in the **Flash Button Properties** dialog box.

To create or edit a hyperlink on a standalone Flash Button

1. Double-click the Flash Button.
2. Under **Hyperlink**, type the desired URL in the **Link** box, or do one of the following:
 - o Click  (**Browse**) to find and select a document on your local file system.
 - o Click  (**Open Documents**) to select one of the documents that are currently open in Namu WebEditor.
 - o Click  (**Site**) to select from a list of documents belonging to the current local site (if one is open).
3. (optional) If you want the link to open in another window or frame than the one containing the Flash Button, enter the name of the desired window or frame in the **Target** box. (See *Setting a link's target window or frame*, p.170.)
4. Click **OK**.

 *When you use Flash Buttons in a dynamic navigation bar, you do not need to manually assign a link to each button, because the button's links are determined by the structure of the site tree and the properties of the navigation bar itself. Any hyperlink assigned to a Flash Button in a dynamic navigation bar or dynamic banner through the **Flash Button Properties** dialog box will be ignored.*

Related topics

About hyperlinksp.165

Importing Flash files into the Flash Button library

If you have Flash (*.swf) files on your local file system that you have either created yourself or downloaded from the Web, you can add them to Namu WebEditor's Flash Button library. Then, you can insert them into your documents as easily as you can the Flash Buttons that come with Namu WebEditor.

To import Flash files into the Flash Button library

1. On the Window menu, click **Resource Manager**, and then click the **Flash Buttons** tab.
2. On the left pane, select the folder into which to import the Flash files.
3. Click the **Import** button at the bottom of the window.
4. Select one or more Flash files (files with a .swf extension) and click **Open**.

The newly imported Flash files will appear in the right pane of the **Resource Manager** window. You can now insert them into your documents as you can the included Flash Buttons.



*You can also drag Flash files from Windows Explorer into the right pane of the Resource Manager window. (Make sure to click the **Flash Buttons** tab first.)*



*You cannot edit or format text in imported Flash files through the **Flash Button Properties** dialog box.*

Using themes

Designing a good-looking Web site is no easy task. Fortunately, even the most aesthetically-challenged author can build a great-looking site with the help of Namu WebEditor's *themes*.

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Applying a theme.....	p.273
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Editing a theme	p.276

About themes

A *theme* is a collection of styles (p.210) and *objects* (graphic design elements, such as bullets, buttons, and banners) that combine to create a harmonious look. When you *apply* a theme to a document, the theme's styles are added to the document's own style sheet, and the theme's objects become available for use in the document.

Namu WebEditor 6 comes with approximately two hundred predesigned themes. You can use them as they are, or edit (p.276) and customize them as you see fit. You can even create (p.276) completely new themes from scratch. To browse the themes that come with Namu WebEditor, open the Resource Manager (on the Window menu, click **Resource Manager**) and click the **Themes** tab.

In this section

What's in a theme?	p.270
Files that are added when you apply a theme.....	p.272

What's in a theme?

Every theme includes a set of style definitions (p.212) and a set of *objects*, which are images that are intended for use as design and navigational elements and that have a consistent "look".

Styles included in a theme

The table below lists the default styles that every theme includes; the properties that each style defines by default; and the types of elements the styles apply to.

Style name	Default properties	Applies to
Document	font-family, color, background-color	the entire document
Heading 1	font-family, font-size, color	all level-one headings (p.129)
Heading 2	font-family, font-size, color	all level-two headings (p.129)
List 1	font-family, font-size, color	paragraphs of class (p.215) "namo-list"
List 2	font-family, font-size, color	paragraphs of class (p.215) "namo-sublist"
Table	border-top-color, border-right-color, border-bottom-color, border-left-color	tables (p.182) of class (p.215) "namo-table"
Cell	border-top-color, border-right-color, border-bottom-color, border-left-color	ordinary cells in tables of class (p.215) "namo-table"
Header Cell	border-top-color, border-right-color, border-bottom-color, border-left-color, background-color	header cells (p.204) in tables of class (p.215) "namo-table"
Normal Hyperlink	color, text-decoration	normal (p.174) hyperlinks
Visited Hyperlink	color	visited (p.174) hyperlinks
Active Hyperlink	color	active (p.174) hyperlinks
Hover Hyperlink	color	hover (p.174) hyperlinks

To view the properties of these styles for a specific theme, do the following:

1. On the **Window** menu, click **Resource Manager**, and then click the **Themes** tab.
2. Select the desired theme and click the **Theme Properties** button (at the bottom of the window).
3. Select the style whose properties you want to view.
4. View the properties of the selected style in each of the **Character**, **Paragraph**, and **Borders & Background** tabs.


In addition to the styles listed above, each theme has two styles that do not appear in the style list for the theme as shown in the **Theme Properties** dialog box. These styles, when applied to list items (p.129), cause the list items to use image bullets.

When you edit (p.276) a theme, you are not limited to the styles and properties that are defined by default. You can add other properties for the existing styles, and you can add new styles as well. For example, you could change the **Heading 1** style of a theme to include the **margin-top** property if you wanted level-one headings to have more (or less) top margin. And you could add another style to define the appearance of level-three headings, using **h3** as the style's selector.

Theme objects

The table below lists the objects (images) that every theme includes and describes their intended uses.

Object name	Intended use
Banner	Dynamic banners (p.375) or static banners
Horizontal Button	buttons in horizontal dynamic navigation bars (p.365)
Vertical Button	buttons in vertical dynamic navigation bars (p.365)
Bullet 1	bullet for list items (p.129) of class (p.215) "namo-list1"
Bullet 2	bullet for list items (p.129) of class (p.215) "namo-list2"
Cool Icon	for highlighting "cool" content
Hot Icon	for highlighting "hot" content
New Icon	for highlighting "new" content
Home Icon	graphical link to site's home page
Up Icon	graphical link to document's parent
Prev Icon	graphical link to document's previous sibling
Next Icon	graphical link to document's following sibling
Horizontal Line	graphical version of a horizontal rule (p.75)
Background	the document's background image

 *The Horizontal Button, Vertical Button, and Background objects cannot be inserted (p.274) into a document in the same way as the other theme objects. The button objects can only be used in dynamic navigation bars (p.365) that you insert in a document that is part of a local site. The Background object is automatically applied to a document when you apply a theme (p.275).*

When you edit (p.276) a theme, you can replace any of its default objects with other images of your choosing. Also, some objects, being Smart ClipArt (p.258) images, can be edited with the Smart ClipArt Editor (p.259).

Related topics

Inserting theme objects	p.274
Applying styles from a theme	p.275
About formatting and styles.....	p.210
Site structure and navigation.....	p.355

Files that are added when you apply a theme

When you apply a theme to a document or local site that did not previously have a theme, you should be aware that Namu WebEditor copies certain image files to the document/site folder or a subfolder, as follows:

When applying a theme to documents in a local site

- The theme's background image file is copied to the site folder, or, if the site folder contains an "images" subfolder, it is copied to that subfolder.
- Image files corresponding to most theme objects (p.271) you insert into the site's documents are likewise copied to the site folder, or, if the site folder contains an "images" subfolder, it is copied to that subfolder.
- Image files corresponding to the buttons in any dynamic navigation bars (p.365) in the site's documents are copied to a new "nav" subfolder of the site folder.
- Image files corresponding to any dynamic banners (p.375) in the site's documents are likewise copied to a new "nav" subfolder of the site folder.

When applying a theme to a standalone document

- The theme's background image file is copied to the document folder, or, if the document folder contains an "images" subfolder, it is copied to that subfolder.
- If you insert any theme objects (p.271) into the document, you must decide the location of the corresponding image files at the time you save the document. (The Resource File Handling dialog box will prompt you to choose how to handle the image files.)

When you publish a site or document that uses a theme, make sure to upload the theme image files along with the document or the rest of the site files. Otherwise, the theme will not display correctly in a user's browser. (If you use the Quick Publish (p.392) command to publish an entire site, Namu WebEditor takes care of uploading these files for you.)

Applying a theme

To use a theme in a document or set of documents, you need to *apply* it. You can apply a theme to any of the following document sets:


- Just the current document
- All open documents
- Every document in the current local site
- The current document and its child documents, if any, in the site tree of the current local site


Before applying a theme, you must save all the documents to be affected. Namu WebEditor will prompt you to save the document(s) if necessary.

To apply a theme

1. On the **Format** menu, click **Theme**.

2. In the folder list, select a theme category, and then select a theme in the selection area. (To get a better view of the selected theme, double-click it.)
3. When you are satisfied with your selection, click OK.
4. Specify what set of documents you want to apply the theme to, and then click OK.

 *You cannot undo applying a theme. Once you apply a theme, you cannot return the document or site to a themeless state without manually deleting theme files and editing the document's source code. If you change a document or site's theme and you want to go back to the old theme, you need to reapply the old theme.*

 *When you add a new document (p.347) to a site to which you have applied a theme, the new document does not automatically use the theme. You must explicitly apply the theme to the new document.*

In this section


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Inserting theme objects

Once a theme has been applied to a document, you can easily insert most types of theme objects (p.271) into the document using the **Theme Object** submenu of the **Insert** menu. On the **Insert** menu, click **Theme Object**, and select the desired theme object from the submenu.

In most themes, objects are ordinary, bitmapped images, and you can modify them in the same ways as other bitmapped images. (See the **Images**, p.137 section for more information.) However, objects in *vector-based* themes (the themes in the **Vector** category) use **Smart ClipArt** (p.258) images. As with other **Smart ClipArt** images, you can edit these objects using the **Smart ClipArt Editor**. (Double-click the object to edit it.)

If you insert a **Banner** theme object, it will initially have the text "Banner text" on it. To change the text, double-click the banner and enter the desired text.

 *The **Horizontal Button**, **Vertical Button**, and **Background** objects cannot be inserted into a document using the **Insert Theme Object** commands. The button objects can only be used in dynamic navigation bars (p.365) that you insert in a document that is part of a local site. The **Background** object is automatically applied to a document when you apply a theme (p.275).*

 *The **Smart ClipArt Editor** is not available if you do not have **Namo WebCanvas** installed. If **Namo WebCanvas** was not included in your **Namo WebEditor 6** package, it must be purchased separately and installed to enable the **Smart ClipArt Editor**.*

Related topics

Files that are added when you apply a theme..... p.272

Applying styles from a theme

When you apply a theme to a document, some of its styles (p.270) are applied automatically to the document's content, while others—the List and Table styles—can be applied manually when desired.

Styles that are applied automatically

The styles that are automatically applied include:

- the Document style, which affects the font, text color, and background color of the whole document
- the Heading 1 and Heading 2 styles, which affect the font, size, and color of all level-one and level-two headings (p.129), respectively
- the Hyperlink styles, which affect the color of hyperlinks

Applying a list style from the current theme

There are actually two kinds of "list" styles in each theme. Styles of the first type are actually paragraph styles and can only be applied to ordinary paragraphs. They affect the font, size, and color of the paragraph. To apply one of these "list" styles:

1. Place the insertion point in the paragraph to which you want to apply the list style. If you wish to apply the style to several consecutive paragraphs, select them.
2. On the Formatting Toolbar, click the Style box and select `name-list` or `name-sublist`.

Styles of the second "list" type are actual list-item styles and can only be applied to list items. They cause the list item to have an image bullet, using either the Bullet 1 or the Bullet 2 theme object (p.271). To apply one of these list styles:

1. Select the desired list items. (Do not simply place the insertion point in the list item.)
2. On the Insert menu, point to Theme Object, and then click **Apply Theme To List 1** or **Apply Theme To List 2**.

Applying the current theme's table style to a table

Each theme has one table style. If you apply the style to a table (p.182), it affects the border and background colors of the entire table. To apply the table style:

1. Place the insertion point inside the table to which you want to apply the style.
2. On the Insert menu, point to Theme Object, and then click **Apply Theme To Table**.

Related topics

Styles included in a theme	p.270
Formatting content.....	p.210

Creating a new theme

Namo WebEditor includes a basic theme template from which you can create an entirely new theme. You can then apply (p.273) your new theme to a document or a site exactly as you would one of the themes that come with Namu WebEditor.

To create a new theme

1. On the Window menu, click **Resource Manager**, and then click the **Theme** tab.
2. (optional) Create a new theme folder by doing the following:
 1. Right-click an existing folder in the folder list (such as the top-level **Themes** folder) and then click **New Folder**. The new folder will be created inside the selected folder.
 2. Rename the new folder by right-clicking it and clicking **Rename**.
3. Right-click the folder in which you want to put the new theme, and then click **New Theme**.
4. Type a name for the new theme and click **OK**.

The newly-created theme will contain the default styles (p.270) and objects (p.271) that all themes have, but these styles and objects will be "empty": no properties will have been specified for the styles, and no image files specified for the objects. To finish creating the new style, you need to edit (p.276) it and define the properties and image files for its styles and objects, respectively.

Related topics

Editing a theme	p.276
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Editing a theme

You can edit, or modify, a theme in the following ways:

- you can change the character, paragraph, border, or background-related properties of any of its styles (p.270)
- you can add new styles

- you can replace the image file of any theme object (p.271) with another image file
- you can edit the Banner and Button objects, which are Smart ClipArt (p.258) images, using the Smart ClipArt Editor
- if the theme is vector-based (as are the themes in the **Vector** category), you can edit any of its objects using the Smart ClipArt Editor



Once you edit a theme, you cannot reset it to its original state without reinstalling Namu WebEditor. Therefore, before editing a theme, it is advisable to make a copy (p.48) of the theme, and then edit the copy.



When you edit a theme, Namu WebEditor does not automatically update documents that use the theme. To apply the changes to the documents, you must reapply (p.273) the theme.



The Smart ClipArt Editor is not available if you do not have Namu WebCanvas installed. If Namu WebCanvas was not included in your Namu WebEditor 6 package, it must be purchased separately and installed to enable the Smart ClipArt Editor.

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Editing theme objects.....	p.280

Related topics

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Editing a theme's styles

You can modify the properties of any of the styles (p.270) defined in a theme. Editing a theme style is the much the same as editing an ordinary style (p.210), except that you do it in the **Theme Properties** dialog box rather than the **Styles** dialog box.

For a list of names and descriptions of the default theme styles, refer to **Styles included in a theme**, p.270.

To edit styles in a theme

1. On the **Window** menu, click **Resource Manager**, and then click the **Theme** tab.
2. Select the theme you want to edit and then click the **Theme Properties** button (at the bottom of the window).

3. For each style you want to edit, do the following:
 1. Select the style in the style list.
 2. In each of the Character, Paragraph, and Borders & Background tabs, modify the desired properties.
4. When finished, click **OK**.

For information about specifying style properties, see the following topics:

- Setting character-related properties, p.219
- Setting paragraph alignment, indentation, and line height, p.221
- Setting margins, padding, and borders, p.222
- Setting background colors and images, p.225

Related topics

Using style sheetsp.212

Adding styles to a theme

By adding a style (p.210) to a theme, you make that style available to all documents to which you apply the theme in the future.

To add a style to a theme

1. On the **Window** menu, click **Resource Manager**, and then click the **Theme** tab.
2. Select the theme you want to edit and then click the **Theme Properties** button (at the bottom of the window).
3. Click the **Add** button under the style list.
4. Do one of the following, depending on the type of style you want to create. (See **Defining a style**, p.213 for explanations of the various style types.)
 - To create an element style, click the **Tag** box and select the desired element type. Do not enter anything in the **Name** box.
 - To create a universal class style, enter the desired class name in the **Name** box. Leave the **Tag** box set to **(none)**.
 - To create an element-specific class style, click the **Tag** box and select the desired element type, and then enter the desired class name in the **Name** box.
5. Click **OK**.
6. In each of the **Character**, **Paragraph**, and **Borders & Background** tabs, specify the desired properties for the style.
7. When finished, click **OK**, or click **Apply** if you plan to add another style right away.

For information about specifying style properties, see the following topics:

- Setting character-related properties, p.219
- Setting paragraph alignment, indentation, and line height, p.221
- Setting margins, padding, and borders, p.222
- Setting background colors and images, p.225

Related topics

Defining a style p.213

Replacing theme objects

You can replace any theme object (p.271) in a theme with another image of your choosing. When replacing a theme object, keep in mind the following guidelines:

- The Banner, Horizontal Button, and Vertical Button objects in *all* themes are Smart ClipArt (p.258) images. You can only replace one of these with another Smart ClipArt image.
- Other objects in non-vector-based themes (all themes except those in the **Vector** category) are bitmapped images. You can replace any of them with another bitmapped image (GIF, JPEG, or PNG), *or* with a Smart ClipArt image.
- *All* objects in vector-based themes (all themes in the **Vector** category) are Smart ClipArt images. You can only replace one of these with another Smart ClipArt image.
- When replacing a Banner or Button object, make sure the replacement image is wide enough to contain the longest document title you plan to use in your site, at the font size used by banners or navigation bar buttons, respectively.

To replace a theme object

1. On the Window menu, click **Resource Manager**, and then click the **Theme** tab.
2. Select the theme you want to edit and then click the **Theme Properties** button (at the bottom of the window).
3. In the style list, select the object you want to replace.
4. Click **Import Image**.
5. Locate and select the desired replacement image, and then click **Open**.
6. Click **OK**, or click **Apply** if you plan to replace another object right away.

Related topics

Editing theme objects p.280

Editing theme objects

The Banner, Horizontal Button, and Vertical Button objects (p.271) of all themes, and all the objects of vector-based themes, are Smart ClipArt (p.258) images. (The vector-based themes are the ones in the **Vector** category.) This means you can edit them using the Smart ClipArt Editor (p.259).

To edit a Smart Clipart-based theme object

1. On the **Window** menu, click **Resource Manager**, and then click the **Theme** tab.
2. Select the theme you want to edit and then click the **Theme Properties** button (at the bottom of the window).
3. In the style list, select the object you want to edit. (Unless the theme is vector-based, note that only the Banner object and the two Button objects are editable.)
4. Click **Edit Image**.
5. In the Smart ClipArt Editor, make the desired changes, and then click **OK**.



The Smart ClipArt Editor is not available if you do not have Namu WebCanvas installed. If Namu WebCanvas was not included in your Namu WebEditor 6 package, it must be purchased separately and installed to enable the Smart ClipArt Editor.

Related topics

Modifying Smart ClipArt imagesp.259

Creating photo albums

One of the most exciting uses of the Web is as a medium for sharing favorite photographs with family, friends, and others. With its built-in Photo Album Wizard, Namo WebEditor makes creating online photo albums as easy as possible. Just give it a list of image files and choose a few display settings, and the wizard takes care of creating thumbnails, organizing them in a table, and creating links to the original, full-size images. You can choose how both the thumbnails and the original images are displayed (in the same window or separate windows, and so forth).

In this section

Using the Photo Album Wizard	p.281
Understanding photo album styles	p.283
Advanced photo album settings	p.285

Related topics

Images.....	p.137
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Using the Photo Album Wizard

Use the Photo Album Wizard to insert a gallery of thumbnail images in the current document that link to the full-size images that you specify. After you specify the image files to be included and a few display options, the wizard automatically generates thumbnail images with links to the original images and places the thumbnails in a table on the current page. Depending on your choice of photo album style, the wizard may also generate a separate document to hold each original image.

To start the Photo Album Wizard

1. Open or create the document in which you want to insert the thumbnail gallery, and then save the document.
2. Place the insertion point where you want the gallery to appear.
3. On the **Tools** menu, click **Photo Album Wizard**.

The Photo Album Wizard has three or four easy steps, depending on the style of photo album you choose. The steps are described below.

Step 1: Selecting image files

In this step, you create a list of the image files you want to include in the photo album. You can add images to the list either individually or by selecting entire folders full of images.

- To add individual image files, click **Add Files**. In the **Open** dialog box, navigate to the folder containing the desired image file(s), select the desired image file(s), and then click **Open**. (To select multiple sequential image files, click the first image file, and then click the last image file while holding down the **Shift** key. To select multiple non-sequential image files, click each while holding down the **Ctrl** key.)
- To add all the image files in a folder, click **Add Folder**. In the **Browse For Folder** dialog box, select the desired folder. If you want to include images in subfolders of the selected folder, click **Include subfolders**. Then, click **OK**.
- To remove some of the image files from the list, select them and click **Remove Selected**. To remove all image files from the list and start over, click **Remove All**.

When finished adding image files, click **Next**.

Step 2: Selecting a photo album style

In this step, you choose a photo album style and configure a few settings specific to the selected style. For information about the various styles available, see *Understanding photo album styles*, p.283.

Step 3: Specifying thumbnail options

(This step is skipped if you selected the **Gallery** (p.284) style in Step 2.) In this step, you specify appearance options for the thumbnails. Check the **Preview** area to see the effect of any changes you make.

- Under **Border style**, select the desired border style for the thumbnails.
- Under **Size**, specify either a uniform width and height (in pixels) for all thumbnails, or a percentage of each original image's size. If you select **Uniform size** and the **Constrain proportions** check box is selected, the size of the thumbnails will depend on whichever of width and height you specify last, while the other number is ignored.
- Depending on the border style you selected and whether the current document has a non-white background, you may need to change the thumbnail background color from the default white. Click the **Color** box and select a color (p.233).
- If you want to add a drop shadow to the selected border style, select **Create drop shadow** and specify the shadow's color, offsets, and amount of blur. (Note that some border styles enable a drop shadow by default.)

When finished specifying thumbnail options, click **Next**.

Step 4: Specifying layout options

In this step, you specify options relating to the table (p.182) that will contain the thumbnails (or the full-size images if you selected the **Gallery** (p.284) style in Step 2). Check the preview area at the bottom of the dialog box to see the effect of any changes you make.

- Under **Table size**, in the **Number of columns** box, enter the desired number of columns for the table. (The number of rows is determined automatically depending on the number of images.) Optionally, you can also specify the table's width and height in pixels or as a percentage of the available space. Note that if you set the table's width or height smaller than the size required to display the thumbnails, the specified size will be ignored.
- (optional) Under **Cell border style**, click the **Preset** box and choose a preset style for the cell borders, or specify the border thickness (in pixels) in the **Thickness** box. (For information about table borders, see *Controlling the appearance of table and cell borders*, p.194.)
- (optional) Under **Cell border colors**, specify the color(s) of the cell borders. (For information about table borders, see *Controlling the appearance of table and cell borders*, p.194.)
- (optional) Under **Table background**, in the **Bg image** box, enter the path or URL of a background image for the table, or click the **Bg color** box and select a background color (p.233) for the table. (For information about table borders, see *Using background colors and images in a table*, p.202.)

When finished specifying layout options, click **Finish**.



You can always modify the properties of the thumbnail table after completing the wizard, in the same ways as with any other table.

Related topics

Understanding photo album styles p.283
 Advanced photo album settings p.285

Understanding photo album styles

The Photo Album Wizard can create a photo album in any of five distinct styles. The choice of style affects how your full-size images will be displayed in the browser. The available styles and their specific options are described below.

Slide Show

The wizard inserts a table of thumbnails into the current document. When the user clicks a thumbnail, the corresponding full-size image is loaded into the current window or frame (p.101), replacing the current document, or is opened in another named window or frame. If the **Add navigation links** option is selected (as

it is by default), Previous/Up/Next links appear below the full-size image; the user can click a link to load the next or previous image in the photo album or go back to the thumbnails.

By default, the full-size images load in the same window or frame as the thumbnail document. However, by entering a window or frame name in the Target box, you can make the full-size images load in a different window or frame. (For more information about targets, see Setting a link's target window or frame, p.170.)

If the Auto advance interval check box is selected, each full-size image will be replaced by its successor after the specified number of seconds.

Individual Image Windows

The wizard inserts a table of thumbnails into the current document. When the user clicks a thumbnail, the corresponding full-size image is opened in a pop-up window. If the user then clicks another thumbnail without closing the pop-up window, the other full-size image is opened in another pop-up window, leaving the first pop-up window unaffected. Each pop-up window is sized to fit the image it displays.

Using the check boxes, you can control whether such controls as the menu bar and scroll bars are visible or hidden in the pop-up windows.

One Image Window

The wizard inserts a table of thumbnails into the current document. When the user clicks a thumbnail, the corresponding full-size image is opened in a pop-up window. If the user then clicks another thumbnail without closing the pop-up window, the other full-size image is opened in the same pop-up window, replacing the first image.

Using the check boxes, you can specify whether such controls as the menu bar and scroll bars are visible or hidden in the pop-up windows. Use the Width and Height boxes to specify the initial size of the pop-up window in pixels. (You may want to set the window size large enough to fit the largest image in the photo album.)

Multi-View

The wizard inserts a table of thumbnails *and*, below it, the first full-size image, into the current document. When the user clicks a thumbnail, the corresponding full-size image replaces the one being displayed at the time.

This style has no settings to configure.

Gallery

The wizard inserts a table containing the original, full-size images themselves into the current document. No thumbnails are generated.

This style has no settings to configure.

Advanced photo album settings

At any step of the Photo Album Wizard, you can click the **Advanced Settings** button to configure advanced settings for the photo album. The **Advanced Settings** dialog box has two tabs: **Save** and **Captions**.

Save options

The **Save** tab exposes settings affecting how the wizard handles the three types of files it uses or creates:

Original images

Normally, the Photo Album Wizard does not make copies of the original images you specify in Step 1. Each thumbnail links back to its corresponding original image, wherever it may be. If the original image is located on a different drive or network folder from the current document, the link will contain a file-type (p.166) URL referencing an absolute path on the local file system, and the link will not work when the document is published to the Web.

To avoid such problems, you can tell the wizard to copy the original images to the same folder as the document, or to another folder in or "near" the document's folder. Then, the thumbnails will link to the "nearby" copies of the original images, using relative paths. As long as you make sure to upload the copied images to your remote site along with the document, the thumbnail links will work correctly.

To have the wizard copy the original images, select **Save copies** and then, in the **Save in** box, specify the folder into which to copy the images. You must specify an absolute, file-system path, such as "C:\projects\current\images". (To select or create a folder, click the **Browse** button.)

Thumbnail images

Normally, when the Photo Album Wizard creates and saves thumbnail previews of your original images, it follows these default rules:

- thumbnails are saved in the same folder as the current document
- thumbnails are saved in the same graphic file format as the original images
- thumbnail image file names are created by copying the original image file names and appending "_tm" to each

You can change any of these behaviors for the current photo album.

- To save thumbnails in a different folder, enter the desired folder path in the **Save in** box. You can use either an absolute, file-system path, such as "C:\projects\current\thumbs", or a relative path, such as "thumbs/". (To select or create a folder, click the **Browse** button.)
- To specify the file format for thumbnails, click the **File format** box and select **GIF**, **JPEG**, or **PNG**.

- To change the file name suffix for thumbnails, enter the desired suffix in the box next to the suffix check box.
- To use a file name prefix instead of a suffix, deselect the suffix check box, select the prefix check box, and enter the desired prefix.

HTML documents

If you select the **Slide Show** (p.283) photo album style in Step 2 of the Photo Album Wizard and enable the **Add navigation links** option, the Photo Album Wizard will generate an HTML document for each full-size image in the photo album. (This is necessary because of the navigation links the Slide Show style uses.) Normally, the wizard saves these generated documents in the same folder as the current document, and generates each document's file name by appending "_view" to the file name of the full-size image it displays. However, you can change either of these behaviors.

- To save the generated documents in a different folder, enter the desired folder path in the **Save in** box. You can use either an absolute, file-system path, such as "C:\projects\current\photoviews", or a relative path, such as "photoviews/". (To select or create a folder, click the **Browse** button.)
- To change the file name suffix for the generated documents, enter the desired suffix in the box next to the suffix check box.
- To use a file name prefix instead of a suffix, deselect the **suffix** check box, select the **prefix** check box, and enter the desired prefix.

Caption options

The **Captions** tab exposes settings related to captions for the thumbnails generated by the Photo Album Wizard. Normally, the wizard does not create captions. If you want captions, select the **Use captions** check box.

Click the **Position** box and specify where you want the captions to be placed. Captions can be placed below, above, or to either side of each thumbnail.

The contents of the **Caption info** box determine what information about the corresponding full-size image each caption will contain. Each available piece of information is represented by a code, such as **&f** for the image's file name. You can string any number of these codes together in the **Caption info** box to construct the caption. The available pieces of information and their codes are as follows:

- &f** image file name
- &e** image file name extension
- &w** image dimensions
- &s** image file size
- &d** image file creation date
- &n** image sequence number (the position of the image in the photo album)

You can insert static text, such as spaces and punctuation marks, anywhere among the codes. One additional code, `&b`, inserts a line break in the caption.

For example, the comment definition:

```
&f . &e &d&b&w
```

will produce a caption like this:

```
mountains.jpg 12/23/2003  
1600x1200
```

Instead of typing the codes, you can click the ... button next to the Caption info box and select codes from the drop-down menu.

Related topics

About hyperlinks..... p.165

Adding JavaScript effects

In the beginning, the kinds of things Web authors could do inside a Web page were quite limited. There was content—the words and images that make up a document; and there was markup—the HTML tags that tell Web browsers how to present the content. As the Web grew and Web authors started wanting to do more with their pages, it became obvious that something was missing: a way to make Web pages *dynamic*.

A dynamic Web page is one that can change in some way *after* it is opened in a browser. For example, a dynamic page might have a menu in which clicking an item reveals a submenu of links that were previously hidden. There is no way to create such a menu with pure HTML, since HTML provides no way for authors to instruct browsers to change something in a document in response to user actions (such as clicking a menu item). What is needed is the ability to *program* the browser—to tell it something like, "If event *X* takes place, then do *Y*." JavaScript provides this capability.

JavaScript is a scripting language designed for the Web. A *script* is a program that is stored as plain text and is "run" by a host program, such as a Web browser. Scripts written in JavaScript can be included directly within Web documents. When a browser that supports JavaScript opens a document containing a script, it loads the script into memory and executes it either right away or later, in response to some event. Although other Web-oriented scripting languages exist (most notably VB Script), JavaScript is the most widely supported by browsers and operating systems.

These are just a few of the kinds of dynamic effects that JavaScript makes possible in Web pages:

- Replacing an image with another image when the user moves the pointer over it
- Revealing or hiding a block of content when the user clicks a button
- Displaying a message (dialog) box when the user clicks a hyperlink
- Moving an image along a predefined path
- Causing an image or text to follow the pointer as the user moves the mouse

Fortunately, you don't have to know how to program in JavaScript to be able to add useful scripts to your documents. Namo WebEditor provides three ways to add scripted effects without writing scripts.

The Script Wizard

The Script Wizard provides an easy, step-by-step interface for adding twenty of the most popular JavaScript effects to your page, from image rollovers to expanding menus.

Actions and events

Through the Actions window, you can "attach" any of eighty built-in scripts ("actions") to various kinds of page elements and specify the event that triggers the action. The built-in actions include applying an alpha effect, flipping a layer, inserting text, and many more.

Timelines

A timeline is a predefined sequence of movements and other changes (such as becoming hidden or visible) that apply to one or more layers (p.111) over a period of time. In other words, a timeline is a way to animate page content. Timelines are created in the **Timeline** window.


In this section

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Working with actions and events	p.304
Creating timelines	p.316

Using the Script Wizard

Use the Script Wizard to easily add a JavaScript effect to the current document. The wizard includes twenty effects, ranging from simple image rollovers to expanding, customizable navigation menus.

To start the Script Wizard, do one of the following:

- On the **Insert** menu, point to **Script**, and then click **Script Wizard**.
- On the **Main Toolbar**, click  (Insert Script Wizard Effect).

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Script Wizard: Drop-down menu	p.291
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Script Wizard: Pop-up window cookie.....	p.301

Script Wizard: Clock	p.302
Script Wizard: Access information	p.303
Script Wizard: Cell rollover.....	p.303

Script Wizard: Text menu

Text Menu is a menu where you select and click a word to move to a specific address (URL). Text menu is created in a layer, and the size of the layer you see in the Edit window will be the size of the entire text menu. You can also apply effects to the Text Menu to make it dynamic.

To create a text menu

1. On the Insert menu, point to Script, and then click Script Wizard, or select Script Wizard  from the standard toolbar.
2. In the Select a Script, select Text Menu from the Menus and Navigation folder. Click Next.
3. In the Target layer drop-down menu, select the layer to insert the text menu in. You can either select an existing layer or create a new layer. To put the text menu in a new layer, select New from the Target layer drop-down menu.
4. To add a new item in the text menu, press Add.
5. In the Menu Item Settings dialog box, specify the Item name and the Link URL, then click OK.
6. Click Next. The Format Menu dialog box will appear.
7. Specify Background, Border color, Font, Font color, then click Next.
8. In the Menu Action dialog box, choose the Action type, and then click Finish.



*To modify the existing text menu, right-click the layer containing the text menu to open the shortcut menu. Select **Script Wizard Properties**. You can also change the order of the items in the Text Menu dialog box by clicking **Up/Down**.*



The text menu items are not visible in the Edit window, and only the layer will be shown. You can preview the text menu in the preview window.




*In case you inserted the text menu in the existing layer, the background color set in the Layer Properties dialog box will not be displayed. To change the text menu background, right-click to open the shortcut menu, and then select **Script Wizard Properties**.*

Script Wizard: Drop-down menu

If you click an item in the drop-down menu, the relevant URL will open. The drop-down menu is very useful when there is not much space for menu items.

Create drop-down menu

To create drop-down menu, specify drop-down menu items and the target frame to open linked pages in.

1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Drop-down menu in Menus and Navigation. Click Next.
3. To add a drop-down menu, press Add.
4. In the Menu Item Settings dialog box, specify Item name and Link URL, and then click OK.
5. Specify Target to show the linked pages in. If you don't use any frame, then set it for '_self'(default). If you want the linked pages to open in the new window, then set it for '_blank'.
6. In Height, specify how many rows of the menu will be shown. If you set it for '1', then the drop-down button will appear. If you set it for '2' or more, then the scrollbar will appear.

Error! Objects cannot be created from editing field codes.

Height = '1'

Error! Objects cannot be created from editing field codes.

Height = '2'

7. Click Finish.



If you double-click the drop-down menu, or Form Element Properties in the shortcut menu, then Drop-down Menu Properties dialog box will appear. Here, you can add/remove/modify menu items..




In the Drop-down Menu Properties dialog box, you can also specify the style, and select Allow multiple selections.

Script Wizard: Expanding navigation menu

When you click an item of the main menu, it will spread out a sub-menu below it. If you click again, it will do the opposite. When you click an item of the sub-menu, it will open the relevant URL. To create an expanding navigation menu, specify the items of the expanding navigation menu, and set the style. After all this procedure, an expanding navigation menu will be inserted into the document.

Create expanding navigation menu

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or click **Script Wizard**  in the standard toolbar.
2. In the list, select **Expanding Navigation Menu** in the **Menus and Navigation**. Click **Next**.
3. To add menu items to the menu, press **Add**.
4. In the **Menu Item Settings** dialog box, specify the **Item name**, **Link URL** and **Target**. Click **OK**.
5. To add sub-items, select an upper item, press **Add**, and then repeat step 4.
6. After settings, press **Next**.
7. Specify **Font**, **Size** and **Color**, and then press **Finish**. If you want the item to change its color when the mouse pointer is over it, select **Use rollover effect** and set the **Highlight color**.



*To modify or remove the expanding navigation menu, open the shortcut menu, select **Script Wizard Properties**.*



*To change the position and size of the expanding navigation menu, open the shortcut menu, select **Layer Properties**, and modify the position and size of the layer. Or you can directly adjust the handle of the layer.*




*The expanding navigation menu is not visible in the **Edit** window. Only the layer which contains the menu is visible. You can preview the expanding navigation menu in the preview window or the web browser.*


Script Wizard: Background fade in/out

When you open the document or move to another one, the background color of the document will change. You can also adjust the speed of the background color change. With this effect, you can give various changes to the document.

Apply background fade in/out effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or click **Script Wizard**  in the standard toolbar.
2. In the list, select **Background fade in/out** in **Transitions**. Click **Next**.
3. In the **Apply effect**, decide when to change the background. Select **Enable fade effect**.
4. In the **Remote site information**, set the **Starting/Ending color**. In the **Number of steps**, decide how many steps will take to change the background color. The larger the number is, the more slowly and gently the effect will take place.
5. Press **Finish**.


Remove background fade in/out effect

1. Open the document which the effect is being applied to in the Edit window.
2. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
3. In the list, select Background fade in/out in Transitions. Click Next.
4. Deselect Enable fade effect, and Press Finish.


Script Wizard: Wipe effect

The screen or the layer will be wiped off a colored covering to reveal the contents. Using the Wipe effect, you can give a different feeling to the screen, or emphasize a layer. To apply Wipe effect to the layer, the layer must be inserted in advance.

Apply Wipe effect

1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Wipe effect in Transitions. Click Next.
3. Decide whether you will apply the effect to the Entire window or the Layer. In case you select the Layer, select the layer to apply the effect to in the Layer box.
4. Looking at the result in the Preview, select the Wipe effect type and Wipe color.
5. Press Finish.


Remove Wipe effect

1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Wipe effect in Transitions. Click Next.
3. Select No wipe effect.
4. Press Finish.

Script Wizard: Floating layer

When the user scrolls the document in a browser, the affected layer floats at the same position. If you apply this effect to the layer which contains the menu, the visitors can save their efforts to scroll back to see the menu again. To apply Floating layer effect, the layer must be inserted in advance.

Apply floating layer effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or click **Script Wizard**  in the standard toolbar.
2. In the list, select **Floating layer** in **Layer Effects**. Click **Next**.
3. Select the **Target layer** to apply floating effect to.
4. Specify where the layer should be floating at. If you click **Float at current position**, the position of the layer will be fixed at the current position.
5. Press **Finish**.


Remove floating layer effect

1. Select the layer which has the effect. Open the shortcut menu, and select **Script Wizard Properties**.
2. Select **No floating layer**, and then press **Finish**.

Script Wizard: Sliding layer

When you place your mouse pointer on the edge of a hiding layer, the layer slides into the screen. You can put away the contents of the layer out of the screen, and withdraw it whenever you want. To apply the Sliding layer effect, the layer must be inserted in advance.

Apply sliding layer effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or click **Script Wizard**  in the standard toolbar.
2. In the list, select **Sliding layer** in **Layer Effects**. Click **Next**.
3. Select the **Target layer**, and specify **Slide layer position** and **Sliding speed**. The larger the **Sliding speed** number is, the faster it slides in.
4. Press **Finish**.



*In case you select **Original position** for the **Slide layer position**, you must place the layer on the top or the left of the screen in advance.*


Remove sliding effect

1. Select the layer which has the effect. Open the shortcut menu, and select **Script Wizard Properties**.
2. In the **Sliding layer** dialog box, select **No sliding effect**, and then press **Finish**.

Script Wizard: Mouse trails

The layer trails the mouse pointer. In the preview window or web browser, the image or text inserted in the layer will trail the mouse pointer. To apply Mouse trail effect, you must insert the layer containing an image or text in advance.


Apply mouse trail effect

1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Mouse trails in Layer Effects. Click Next.
3. From the drop-down menu, select the target layer (the layer must be inserted in advance). Press Add to add the layer to the list.
4. Press Finish.



If you add two or more layers to the list, several layers will trail the mouse pointer. You can change the order of the layer by pressing Up/Down, or you can remove the layer out of the list by pressing Remove.


Remove mouse trail effect


1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Mouse trails in Layer Effects. Click Next.
3. Press Remove Script, and then Finish.

Script Wizard: Marquee

The text or image in a layer will scroll in the way you like. The starting point of this effect will be where the layer is located at. Therefore to change the starting point, change the position of the layer. To apply the marquee effect, you must insert the layer containing an image or text in advance.

Apply marquee effect


1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Marquee in the Scrollers. Click Next.
3. Select the Target layer, and then specify the Scroll direction.
4. Specify the scrolling type in the Behavior.
5. Specify the scrolling speed in the Scroll stride. The larger the number is the faster it will scroll.

6. Specify the repeat interval of scrolling in the **Scroll delay**.
7. Specify the length of the scrolling in the **Visible length**. To adjust the visible length of scrolling to be identical with the size of the layer, click **Fit to Layer** .
8. Specify how many times the scrolling will repeat in the **Repetitions**.
9. Click **Finish**.



*When you select **Bidirectional** in the **Behavior**, you should set the **Visible length** bigger than the layer size. In case you select **Unidirectional scroll**, if you set the **Repetitions** as '-1', it will repeat infinitely. In case you select **Sequential scroll**, the scrolling object will disappear when it finishes repeating as specified.*


Remove marquee effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or click **Script Wizard**  in the standard toolbar.
2. In the dialog box, select **No effect** in the **Scroll direction**.
3. Click **Finish**.

Script Wizard: Scrolling text in a box

The scrolling text moves from right to left within an one-line text box repeatedly. The scrolling text keeps moving by specific periods.

Insert a scrolling text box

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Scrolling Text in a Box** from the **Scrollers** folder, then click **Next**.
3. Specify **Form name** and **Form field name**. You can use only the English alphabet, digits and underscores (_) for the name. The name must start with an alphabet.
4. Enter text in the **Scrolling text**, then specify **Scrolling period**. The larger number the **Scrolling period** has, the slower the scrolling text moves.
5. Click **Finish**.



To adjust the length of the text box that contains the scrolling text, select the text box, then drag the left or right handle.


Modify scrolling text box

1. Double-click the one-line text box, or right-click to open the shortcut menu, and then select **Scrolling Text in a Box**.
2. Modify the Scrolling text, and Click Finish.


Script Wizard: Scrolling text in the status bar

The scrolling text moves from right to left on the status bar of the web browser repeatedly.

Insert scrolling text in the status bar

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Scrolling text in the status bar** from the **Scrollers** folder, then click **Next**.
3. Fill in **Text 1**, **Text 2** and **Text 3**. The inserted texts will move on the status bar.
4. Click **Finish**.


Remove the effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Scrolling text in the status bar** from the **Scrollers** folder, then click **Next**.
3. Press **Remove Script**. Click **Finish**.

Script Wizard: Image rollover

When you bring the mouse pointer over a rollover image, it will be replaced by another image. If you move the mouse pointer off the image, the first image will be restored. Therefore, you need two images to make a rollover image.

Create an image rollover

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Image Rollover** from the **Rollover Effects** folder, then click **Next**.
3. Enter the **Name** of the rollover image. You can use only the English alphabet and digits for the **Name**.

4. Set **First image path** and **Second image path** respectively. You can preview the rollover effect in the **Preview** window.
5. Click **Finish**.



*You can also insert a hyperlink in the rollover image in the **Image Rollover** dialog box. Press **Hyperlink** to open the **Hyperlink Properties** dialog box, and then set the hyperlink to the rollover image.*

Modify an image rollover

1. Double-click the rollover image, or right-click to open the shortcut menu, and then select **Image Properties**.
2. Select the **Rollover** tab.
3. Modify **Second image path**, then click **OK**.


Remove an image rollover



1. Double-click the rollover image, or right-click to open the shortcut menu, and then select **Image Properties**.
2. Select the **Rollover** tab. Press **Remove Rollover**.
3. Click **OK**.


Script Wizard: Animation effect


Images, texts and layers can have animation effects. When you don't use the layer, the whole paragraph where the cursor is placed will have the effect.

Apply animation effect

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Animation effect** from the **Other** folder, then click **Next**.
3. Enter **Animation layer name**. The name must begin with an alphabet, and cannot have a space in itself.
4. Looking at the **Preview** window, specify **Starting position** and **Trace type**.
5. Specify **Starting condition**, **Total steps** and **Delay**. The larger number the **Total steps** has, the slower the animation will be.
6. In the **Internet Explorer** section, specify **Zoom text**. If you select **Word by word**, the word will move individually. This effect is supported by Internet Explorer.
7. Click **OK**.


 Beside the layer which has the animation effect, the Script Wizard  special tag mark will appear.


 The animation will stop where the layer is located at currently.

 The whole paragraph where the cursor is placed will have the effect. Therefore, to apply animation effect to a certain part only, you have to use the layer. Even when you break the line by pressing Shift-Enter, the new line still belongs to the paragraph, therefore will be affected by the effect.

Remove animation effect

1. Select the layer which has the animation effect, and right-click to open the shortcut menu, and then select Script Wizard Properties.
2. Select No animation. Click Finish.


 In case it is not the layer that you want to remove the effect from, but text or an image itself, do step 1-2 of "Apply animation effects", and then select **No animation**.

 The animation effect works properly in Internet Explorer 4.0 (and higher version) and Netscape 4.0 (and higher version).


Script Wizard: Link button

When you click a Link Button, you will move to a previous/next page or a specific URL. You can simply insert "Forward/Back" buttons in the web document.

Create a link button

1. On the Insert menu, point to Script, and then click Script Wizard, or select Script Wizard  from the standard toolbar.
2. In the Select a script, select Link Button from the Other folder. Click Next.
3. Enter Button label.
4. Specify the Destination(URL/Forward/Back). You can insert "Forward/Back" buttons as those of the web browsers. In case you select URL, you can select the target frame.
5. Click Finish.

 In case the linked page has no frame, set the **target frame** value as `'_self'`.

 You can set the style of the link button. Right-click the link button to open the shortcut menu, select **Form Element Properties**, and then click **Style**.


Modify a link button

1. Double-click the link button. Or right-click the link button to open the shortcut menu, and select **Link Button**.
2. In the **Link Button** dialog box, modify **Button label** and **Destination**, and then click **Finish**.

Script Wizard: Banner rotation

A banner can rotate images. The banner displays the title of the document or advertises a website. When you click the banner, you will move to relevant page. To make a banner rotation, two or more images are needed.

Create a banner rotation

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select a Script**, select **Banner Rotation** from the **Other** folder. Click **Next**.
3. Press **Add**. In the **Banner Rotation Item Settings** dialog box, specify the path of the **Image** and **Link URL** of the page to link. If needed, set the target frame, and click **OK**.
4. To add more images, repeat Step 3.
5. Specify **Rotation period** of the banner rotation. The larger the number is, the later the next image will appear.
6. Click **Finish**.



*In case the linked page has no frame, set the **target frame** value as `'_self'`.*

Modify a banner rotation

1. Select the image which has the rotation effect. In the shortcut menu, select **Script Wizard Properties**.
2. Select the item to modify in the list. Click **Modify**. By clicking **Up/Down**, you can change the rotation order. You click **Remove** to remove the item.
3. Click **Finish**.


Remove the rotation effect

1. Select the image which has the rotation effect. In the shortcut menu, select **Script Wizard Properties**.
2. Press **Remove Script**. Click **Finish**.


Script Wizard: Pop-up window

When you open a document, or click an image, a new window may pop up. Usually, these pop-up windows are used to show an announcement when you open the first page.

Insert a pop-up window

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select a Script**, select **Pop-Up Window** from the **Other** folder. Click **Next**.
3. Specify **Target window** name. You can use only the English alphabet, digits and underscores (_) for the name. The name must begin with an alphabet.
4. Enter **URL** for the pop-up window.
5. Specify the **Position** and **Size** of the pop-up window.
6. In the **Options** section, select the item you want (**Show toolbar**, **Show menu**, **Resizable**, **Show scroll bar**, **Show status bar**).
7. Click **Finish**. Check if the pop-up window works properly in the preview window.

Remove the pop-up window

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Pop-Up Window** from the **Other** folder. Click **Next**.
3. Press **Remove Script**, and click **Finish**.


Related topics

Script Wizard: Pop-up window cookie..... p.301

Script Wizard: Pop-up window cookie

A pop-up window can perform 'Do not open this window again today' function by using "Cookie". If you apply the pop-up window control Cookie, a form field and a check box will be inserted where the cursor is located. If the visitor select the check box in the web browser, the pop-up window will not appear again for a day.

Apply Cookie

1. In the **Edit** window, open the document being used for the pop-up window.
2. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.

3. In the **Select a Script**, select **Pop-Up Window Cookie** from the **Other** folder. Click **Next**.
4. In the **Window name** field, enter the name of the pop-up window to apply **Cookie** to. The name should be identical with the one you entered in the **Script Wizard Pop-Up Window**.
5. In the **Home URL** field, enter the relative URL of 'index.html' of the website. For example, You may set a pop-up window (new.html) to appear when the visitor opens 'index.html', and publish those two documents to the website, 'http://www.namo.com'. If the absolute URL of 'index.html' is 'http://www.namo.com/index.html', then enter '/'. If the absolute URL of 'index.html' is 'http://www.namo.com/bbs/index.html', then enter '/bbs' in the **Home URL** field.
6. Click **Finish** to insert the check box where the cursor is located. Type a sentence, 'Do not open this window today', beside the check box.



Save the document, and check if the function works properly. When you select the check box, the pop up window will disappear.



To see the result, you must publish those documents first.


Related topics

Script Wizard: Pop-up window.....p.301

Script Wizard: Clock


You can create a clock that indicates current time and date. The clock appears as text and digits in an one-line text box.

Create a clock

1. On the **Insert** menu, point to **Script**, and then click **Script Wizard**, or select **Script Wizard**  from the standard toolbar.
2. In the **Select Script**, select **Clock** from the **Other** folder, then click **Next**.
3. Specify **Form name** and **Form field name**. You can use only the English alphabet, digits and underscores (_) for the name. The name must start with an alphabet.
4. In the **Time format** list, select the kind you want.
5. Click **Finish**. You can preview the clock in the preview window.




*To adjust the length of the text box that contains the clock, select the text box, then drag the left or right handle from side to side. To modify the name or the kind of the clock, right-click to open the shortcut menu, and then select **Clock**.*

 *The time of the clock is based on the system time set by the computer. Therefore, if you change the system time, the clock time will also be changed. For this reason, the time of the clock displayed in the web browser may differ depending on the computer.*

Script Wizard: Access information

When the visitor comes to the website, the script asks the visitor's name, or show last modification date and time, the visitors IP address, host name, etc. In case of asking the visitor's name, the script shows the prompt window where the visitor enter his/her name. Those information will appear in the one-line text box in the document.

Insert Access information

1. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
2. In the list, select Access information in Other, and then click Next.
3. Specify the Form name and Form field name. The name can consist of English alphabets, numbers and underscores (_). The name must begin with the English alphabet.
4. Select Information type.
5. Click Finish.


 *To modify the access information, select **Access information** from the shortcut menu.*

 *Visitor's IP address and Host name appears only in Netscape.*

Script Wizard: Cell rollover

If you bring the mouse pointer over a cell, the cell color and style will change. If you bring the mouse pointer off the cell, the original appearance will be restored. In case you create a layout for a document by using the layout box, you can easily apply the rollover effect to the area you want to. To apply the rollover effect to a cell, you must select the cell first.

Apply the rollover effect to a table cell

1. Place your cursor inside the cell to apply the rollover effect to.
2. On the Insert menu, point to Script, and then click Script Wizard, or click Script Wizard  in the standard toolbar.
3. In the list, select Cell rollover in Rollover Effects. Click Next.

4. Press **Add** to open **Style Name** dialog box, and enter the style name in the **Name** field.
5. In the **Style** dialog box, specify the cell style such as font, background color, style, etc.
6. From the **Rollover** style list, select the new style name, and then preview the result in the **Preview** window.
7. Click **Finish**.



You can preview cell rollover effect in the preview window or in the web browser.



*You can also modify the effect by using the shortcut menu. In the shortcut menu, select **Cell Properties**, and then **Script Wizard**.*

Modify the table cell rollover effect

1. In the shortcut menu, select **Cell Properties**.
2. Press **Script Wizard**.
3. Press **Add** to add a new rollover style, or **Edit** to edit an existing rollover style. Click **Finish**.



*In the **Rollover styles** list, if you select **(none)**, the rollover effect of the relevant cell will be removed.*

Working with actions and events

An *action* is a script that is executed as the result of some *event*, such as the user's clicking an image or the document's being opened by a browser. Actions are "attached" to events that occur with respect to certain kinds of page elements. For example, an action that reveals a hidden paragraph might be attached to a "mouse over" event on an image: when a user moves the pointer over the image, the action is executed and the hidden paragraph is revealed.

You can attach more than one action to the same event on a given element. For example, clicking an image can reveal a hidden paragraph and set a timeline (p.316) in motion, at the same time. Similarly, you can attach actions to multiple events on an element. For example, the popular "rollover" effect involves having one action occur when the mouse pointer enters the boundaries of an element, and another, opposing action occur when the pointer exits those boundaries.

Namo WebEditor includes over 80 built-in actions (p.306) and supports 17 event types (p.305).

The **Actions** panel is where you attach actions to events on page elements (or the whole document). If any actions are already associated with the current element, they are listed in the window. To show the **Actions** panel: on the **View** menu, point to **Panels**, and click **Actions** (or press **Alt+7**).

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List of supported events

Event	Occurs when...	Applies to
OnClick	the user clicks an element	any element
OnDbClick	the user double-clicks an element	any element
OnMouseDown	the user presses the mouse button while the pointer is over an element (but before she releases the mouse button)	any element
OnMouseUp	the user releases the mouse button while the pointer is over an element	any element
OnMouseOver	the user moves the pointer into an element's boundaries	any element
OnMouseOut	the user moves the pointer outside an element's boundaries	any element
OnFocus	a form field receives focus (becomes the target of key presses) or the document window is made active	form fields, documents
OnBlur	a form field loses focus or the document window is made inactive	form fields, documents
OnSelect	the user selects text in a form field	text form fields
OnChange	the user edits text in a form field or changes the selection in a form menu	text form fields, form menus
OnKeyPress	the user presses a key while the insertion point is in a form field or a hyperlink has focus	text form fields, hyperlinks
OnKeyDown	the user completes the down stroke of a key while the insertion point is in a form field or a hyperlink has focus	text form fields, hyperlinks
OnKeyUp	the user completes the up stroke of a key while the insertion point is in a form field or a hyperlink has focus	text form fields, hyperlinks
OnLoad	the browser finishes loading the document or an image	documents, images
OnUnload	the user leaves the document	documents
OnAbort	the user cancels loading the document or an image	documents, images
OnError	the browser encounters an error while loading the document or an image	documents, images
OnResize	the user resizes the document window	documents

Event	Occurs when...	Applies to
OnScroll	the user scrolls the document window	documents
OnFrame[<i>n</i>]	the <i>n</i> th frame of a timeline is reached	timeline frames

Related topics

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List of built-in actions

Image-related actions

Action	Description	Notes
Preload Image	Preloads an image file that is not initially displayed	Use to avoid a delay when a script inserts an image after the document has been loaded.
Replace Image	Replaces a named image with another image	
Resize Image	Changes the display size of a named image	
Restore Image	Restores an original image after being replaced	
Set Background Image	Sets or changes the document's background image	

Layer-related actions

Action	Description	Notes
Clip Layer	Restricts the visible portion of a layer	<p>Takes four length parameters in pixel units, measured from the initial top left corner of the layer:</p> <ul style="list-style-type: none"> • Top: the offset of the top edge of the visible portion of the layer from its initial top edge • Left: the offset of the left edge of the visible portion of the layer from its initial left edge • Right: the offset of the right edge of the visible portion of the layer from its initial left edge • Bottom: the offset of the bottom edge of the visible portion of the layer from its initial top edge
Glide Layer	Causes a layer to "glide" from a starting position to a final position	The smaller the value of the Speed parameter, the faster the motion (0 is fastest). This value is relative; the actual speed depends on the browser and the computer. The Step parameter means the number of pixels the layer moves with each step.
Hide Layer	Hides a layer	
Move Layer by	Moves a layer by the specified number of pixels from its initial position, horizontally and/or vertically	Negative values cause the layer to be moved toward the left and/or top.
Move Layer to	Moves a layer to the specified position, measured in pixels from the top left corner of the page	Negative values are allowed.
Replace Contents of Layer	Replaces the initial contents of a layer with the specified text	The replacement contents must be text only.
Resize Layer	Changes the size of a layer	If the specified size would make the layer too small to fit its contents, the layer will be auto-sized to fit its contents.
Set Background Color of Layer	Sets or changes a layer's background color	
Set Background Image of Layer	Sets or changes a layer's background image	

Action	Description	Notes
Set Z-Index	Sets or changes a layer's Z-index (p.115)	
Show Layer	Reveals a hidden layer	
Show Layer as Tooltip	Causes a layer containing the specified text to "pop up" at the specified offset from the mouse pointer's location	Can be used to create a "tooltip" for a page element. Requires an existing layer, which can be initially empty and hidden.
Wipe Layer	Causes a layer to seem to "grow" from the specified starting coordinates to the specified ending coordinates	<p>Takes eight length parameters in pixel units, measured from the initial top left corner of the layer:</p> <ul style="list-style-type: none"> • Starting top: the offset of the top edge of the visible portion of the layer from its initial top edge at the beginning of the wipe • Starting left: the offset of the left edge of the visible portion of the layer from its initial left edge at the beginning of the wipe • Starting right: the offset of the right edge of the visible portion of the layer from its initial left edge at the beginning of the wipe • Starting bottom: the offset of the bottom edge of the visible portion of the layer from its initial top edge at the beginning of the wipe • Ending top: the offset of the top edge of the visible portion of the layer from its initial top edge at the end of the wipe • Ending left: the offset of the left edge of the visible portion of the layer from its initial left edge at the end of the wipe • Ending right: the offset of the right edge of the visible portion of the layer from its initial left edge at the end of the wipe • Ending bottom: the offset of the bottom edge of the visible portion of the layer from its initial top edge at the end of the wipe

Form-related actions

Action	Description	Notes
Move Focus to	Moves the focus to the specified field	Generally used with an onBlur event on another field

Action	Description	Notes
Reset Form Field	Clears the contents of the specified text field	
Select Text in Form Field	Selects the entire contents of the specified text field	
Validate E-mail Address	Displays a message box with the specified message if the specified text field does not contain a valid e-mail address	Generally used with an <code>onBlur</code> event on the specified text field
Validate Field Contains Number	Displays a message box with the specified message if the specified text field does not contain a number	Generally used with an <code>onBlur</code> event on the specified text field
Validate Field Not Empty	Displays a message box with the specified message if the specified text field is empty	Generally used with an <code>onBlur</code> event on the specified text field
Validate Length Not Exceeded	Displays a message box with the specified message if the contents of the specified text field exceed the specified length	Generally used with an <code>onBlur</code> event on the specified text field
Validate No Field Empty	Displays a message box with the specified message if any text field in the specified form is empty (including hidden fields)	Generally used with an <code>onClick</code> event on a submit button

Document/window-related actions

Action	Description	Notes
Close Window	Causes the browser to close the current window	The browser may ask the user to confirm closing the window.
Disable Shortcut Menu	Disables the shortcut (right-click) menu for the current window and displays a message box with the specified text	The message box is not optional.
Expand Window	Causes the window to grow from the specified starting size to the specified final size, from the center out	The final size must be larger than the starting size.
Flash Message in Status Bar	Displays a flashing message in the status bar	
Fly Message in Status Bar	Displays a message in the status bar in which characters "fly" in, one at a time	
Move Window in Circles	Causes the window to move in circles the specified number of times and then come to rest at the specified offset from the top left corner of the screen	
Open Two URLs	Simultaneously opens the first URL in the current window and the second URL in a new window	

Action	Description	Notes
Open URL After Delay	Opens the specified URL in the current window after the specified delay time	
Open URL in Full-screen Window	Causes the browser to open a URL in a new, full-screen window without a title bar, menu bar, toolbars, or status bar	Use with caution; users may have difficulty closing the new window.
Open URL in New Window	Opens the specified URL in a new window with the specified options	
Open URL with Message	Opens the specified URL in the current window after the user closes a message box containing the specified text	
Open URL Periodically Refresh Window	Opens the specified URL in the current window Reloads the current document at the specified intervals	
Print Document	Opens the Print dialog box for the current document	
Refresh Window	Reloads the current document once	
Resize Window by	Reduces or enlarges the current window by the specified number of pixels, horizontally and/or vertically	
Resize Window to	Resizes the current window to the specified size	Both horizontal and vertical size must be specified.
Scroll Window	Scrolls the window up or down by the specified number of pixels	
Set Background Color	Sets or changes the document's background color	
Shake Window	Causes the window to "shake" (move rapidly up, down, left, and right) the specified number of times	
Show Last Update Timestamp	Replaces the contents of a layer with the last update date and time of the current document	Requires an existing layer, which can be initially empty and hidden.
Show Message Box	Opens a message window (dialog box) containing the specified text	
Show Message in New Window	Opens a new window displaying the specified text with the specified options	
Show Message in Status Bar	Displays a static message in the status bar	
Test Browser	Causes the browser to load one of two specified URLs depending on whether the browser is Internet Explorer or Netscape	

Action	Description	Notes
Test for Plugin	Causes the browser to load one of two specified URLs depending on whether the specified plugin is installed	
Test Operating System	Causes the browser to load one of three specified URLs depending on whether the user's operating system is Windows, Mac OS, or Linux	
Test Screen Resolution	Causes the browser to load one of two specified URLs depending on the user's screen resolution	
Wipe Message in Status Bar	Displays a message in the status bar that "wipes" back and forth repeatedly	

Frame-related actions

Action	Description	Notes
Break Out of Frame	Causes the current document, if it is in a frame, to take over the whole window	
Open URL in Whole Window	Opens the specified URL in the whole window, replacing any frameset	
Open URLs in Three Frames	Opens a specified URL in each of three specified frames	
Open URLs in Two Frames	Opens a specified URL in each of two specified frames	

Visual effects

Action	Description	Notes
Apply Alpha Effect	Applies an alpha transparency gradient to the contents of a layer	<p>Takes six numerical parameters:</p> <ul style="list-style-type: none"> • Start opacity: the opacity level at the beginning of the gradient • Finish opacity: the opacity level at the end of the gradient • Start X: the distance in pixels from the left edge of the layer to the beginning of the gradient • Start Y: the distance in pixels from the top edge of the layer to the beginning of the gradient • Finish X: the distance in pixels from the left edge of the layer to the end of the gradient • Finish Y: the distance in pixels from the top edge of the layer to the end of the gradient
Apply Blur Effect	Applies a blur effect to the contents of a layer	<p>Parameters:</p> <ul style="list-style-type: none"> • Blur radius: higher values increase the "blurriness" of the effect • Shadow opacity: specifies the degree of opacity or translucency of the layer contents when the Make shadow option is selected <p>If the Make shadow option is selected, all opaque parts of the layer will be changed to a medium gray tone.</p>
Apply Glow Effect	Makes the contents of a layer appear to "glow"	The Strength parameter controls the size of the glow.
Apply Shadow	Applies a soft-edged shadow to the contents of a layer	
Apply Hard Shadow	Applies a hard-edged shadow to the contents of a layer	
Apply Mask Effect	Fills transparent areas in a layer with the specified color and makes opaque areas transparent	
Apply Motion Blur	Applies a "motion blur" effect to the contents of a layer	The Strength parameter controls the length of the "trails".

Action	Description	Notes
Apply Wave Effect	Applies a sine wave distortion to the contents of a layer along the vertical axis	Parameters: <ul style="list-style-type: none"> • Cycles: the number of cycles in the wave • Phase: the point in the cycle at which the wave begins • Amplitude: the horizontal difference between the peaks and troughs of the wave, in pixels • Lighting strength: the difference in brightness between the peaks and troughs of the wave; set to "0" to leave original colors unmodified <p>If you select the Combine option, the wave-distorted contents will be superimposed on the original contents instead of replacing them.</p>
Apply X-ray Effect	Converts the contents of a layer to a negative black & white image	
Change Colors to Grays	Replaces all colors in the contents of a layer with gray tones	
Flip Horizontal	Flips the contents of a layer horizontally	
Flip Vertical	Flips the contents of a layer vertically	
Invert Colors	Changes each color in the contents of a layer to its inverse	
Make Color Transparent	Makes one color in the contents of a layer transparent	
Remove Visual Effect	Restores the contents of a layer to their original appearance after a visual effect has been applied	

 *The visual effect actions all require that the affected content be contained in an existing layer.*

 *The visual effect actions require Internet Explorer 5.5 or later.*

Other actions

Action	Description	Notes
Call Function	Causes the specified JavaScript function to be executed	Use this action to run your own custom script functions.
Enable BLINK Tag	Enables Netscape's <blink> tag to work in Internet Explorer, causing contents to blink.	
Hide Element	Hides the element whose ID you specify	The element to be hidden must have an ID attribute (p.216).
Jump to Timeline Frame	Causes the specified timeline to jump to the specified frame	The Max repetitions parameter specifies the maximum number of times the same event will trigger this action. This can be especially useful when the event that triggers this action is an onFrame event on a frame after the specified "jump to" frame.
Pause WMP Object	Pauses the video or audio in the specified Windows Media Player object	
Play Timeline	Starts the specified timeline	
Play WMP Object	Plays the video or audio in the specified Windows Media Player object	
Show Element	Reveals the hidden element whose ID you specify	The element to be revealed must have an ID attribute (p.216).
Stop Timeline	Stops the specified timeline if it is playing	
Stop WMP Object	Stops the video or audio in the specified Windows Media Player object	

Related topics


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Attaching actions to events on elements

You can attach an action to an event involving any of the following types of elements:

- hyperlinks
- bookmarks
- images
- layers
- form controls

To attach an action to an event on an element

1. Select the desired element. (If the element is a hyperlink or bookmark, you can just place the insertion point within it.)
2. On the **Actions** panel, click  (Add).
3. In the **Action Properties** dialog box, select the desired **Event** and **Action**.
4. Specify the **Parameters** for the selected action.
5. Click **OK**.



Although you cannot directly attach an action to an ordinary piece of text, you can create a bookmark (p.179) on the desired text and attach an action to the bookmark.


Related topics

Attaching actions to events on a document p.315
 Attaching actions to a timeline p.321

Attaching actions to events on a document

You can attach an action to an event involving a document as a whole, such as the document's being loaded by a browser.

To attach an action to an event on the current document

1. Make sure no element is selected and the insertion point is not within a hyperlink or bookmark.
2. On the **Actions** panel, click **Add** .
3. In the **Action Properties** dialog box, select the desired **Event** and **Action**.
4. Specify the **Parameters** for the selected action.
5. Click **OK**.

Related topics

Attaching actions to events on elements p.314
 Attaching actions to a timeline p.321

Using the Script Manager

The Script Manager provides a convenient way to add, remove, or modify any action attached to any element in the current document. You can also use it to see which elements have Script Wizard effects associated with them, and to remove those effects. To open the **Script Manager** window, on the **Window** menu, click **Script Manager**.

The left pane of the window displays a hierarchical list of all the elements in the current document to which actions or Script Wizard effects *can* be attached, starting with the document itself. Note that a parent element, such as a form, may appear in the list even though you cannot attach actions to it; it is there because one or more of its child elements can have actions attached.

If an element in the list actually has an attached action, a small red circle appears on the top right corner of its icon. If it is associated with a Script Wizard effect, a small red letter "S" appears on the bottom right corner of its icon.

The top and bottom panes on the right side of the window list the actions and Script Wizard effects, respectively, that are attached to the element currently selected in the element list.

You can attach a new action to an element in the element list by selecting it and clicking **Add**. This has the same effect as selecting the element in the document window and clicking **Add** on the **Actions** panel. Similarly, you can edit or remove an attached action by selecting it in the action list and clicking **Modify** or **Remove**.

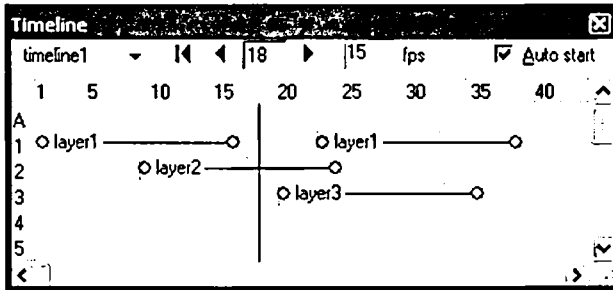
Finally, you can remove an attached Script Wizard effect by selecting it in the effect list and clicking **Remove**.

Creating timelines

An important aspect of layers (p.111) is that you can position them freely anywhere on a page. Using JavaScript, it is even possible to *change the position of a layer after the page has been opened in a browser*. Timelines take advantage of this fact. By creating a *timeline*, you describe a sequence of positional changes, affecting one or more layers, that the browser will execute at some point after loading the page. You can set a timeline to start automatically when the browser has finished loading the page, or the timeline can be started by a script action (p.304) attached to some event (such as clicking a specific image).

A timeline consists of a sequence of *frames*, like the frames of a movie. When a browser "plays" a timeline, it steps through each frame from first to last, one after another, at a certain speed. Each frame describes the *state* of one or more layers at a point in time. The state of a layer includes its position, size, visibility, and z-index.

A timeline contains one or more *sprites* arranged in time, like notes in a musical score. Each sprite controls the motion or changing state of one layer across a certain number of frames.



An example timeline with four sprites

The example timeline pictured above contains four sprites (the lavender bars), named after the layers they control. As you can see, sprites can overlap—meaning that two or more layers are in motion or changing state at the same time. Two sprites can control the same layer, but then they cannot overlap.

Each sprite has at least two **keyframes**—frames at which the position/state of the associated layer is explicitly specified by you. Keyframes are indicated by large white dots on the sprite. The first and last frames of a sprite must be keyframes. You can add more keyframes anywhere in the sprite. In the frames *between* keyframes, the position/state of the layer is interpolated by Namu WebEditor. This fact lets you create a smooth animation by defining the position/state of a layer at just two points in time and letting Namu WebEditor take care of the in-between frames.

In addition to controlling the position/state of one or more layers over time, a timeline can trigger actions (p.304) at specific frames. For example, when a timeline reaches the twentieth frame, it can trigger an action that causes the browser to start another timeline or reveal a hidden element.

In this section

Creating and editing timelines.....	p.318
Starting and stopping timelines.....	p.320
Attaching actions to a timeline.....	p.321

Related topics

Using layers	p.111
Working with actions and events	p.304

Creating and editing timelines

Creating a timeline involves creating and arranging sprites on the **Timeline** panel. Each sprite controls the motion and/or changing state of one layer across a certain number of frames of the timeline.

There are two basic methods of creating a sprite. We can call these the "drag method" and the "record method". Which one you should use depends on the nature of the animation you want to create:

- When you want a layer to move in straight lines between relatively few keyframes, or the motions of the layer must be tightly controlled, or you want the layer to not move at all but other aspects of its state to change over time, use the drag method.
- When you want a layer to move fluidly through a complex path, or you want to create a sprite quickly and the exact position of the layer at any given time is not important, use the record method.

To create a sprite with the "drag" method

1. If the **Timeline** panel is not visible, press **Alt+4** to reveal it.
2. Select the layer you want to control by clicking its outline.
3. Drag the layer by its handle into the **Timeline** panel. As the mouse pointer enters the panel, a sprite (lavender bar) should appear on the timeline. Release the mouse button when the sprite is in the desired position.
4. Click the initial keyframe on the sprite (the white dot at the sprite's left end).
5. In the document window, drag the layer to the position you want it to be in at the beginning of the animation. If necessary, double-click the layer's handle or outline and specify the exact position and other properties you want the layer to have at the beginning of the animation.
6. Click the final keyframe on the sprite (the white dot at the sprite's right end).
7. In the document window, drag the layer to the position you want it to be in at the end of the animation. When you release the mouse button, you should see a straight black line in the document window running between the layer's initial position and its final position, indicating the path it will take when the sprite plays. If necessary, double-click the layer's handle or outline and specify the exact position and other properties you want the layer to have at the end of the animation.
8. If necessary, create additional keyframes (p.319) as desired and adjust (p.319) the layer's position/state at each, as described below.
9. To preview the sprite, make sure the **Auto start** check box on the **Timeline** panel is selected, and then switch to **Preview mode**.

To create a sprite with the "record" method

1. If the **Timeline** panel is not visible, press **Alt+4** to reveal it.
2. Select the layer you want to control by clicking its outline.
3. Right-click inside the **Timeline** panel and click **Record Path of Layer**.

4. In the document window, drag the layer through the path you want it to take, moving the mouse as smoothly as possible. As you drag, a series of asterisks will appear behind the mouse pointer, tracing its motion. When you release the mouse button, a black line representing the recorded path of the layer will appear in the document window, and a finished sprite will appear on the timeline.
5. If necessary, adjust (p.319) the layer's position at specific keyframes or add/remove keyframes (p.319), as described below.
6. To preview the sprite, make sure the Auto start check box on the **Timeline** panel is selected, and then switch to Preview mode.

To adjust a layer's position/state at a point on the timeline

1. Click the keyframe at which you want to adjust the layer's position and/or state. (Position and state can only be specified at a keyframe. If there is no keyframe at the point on the timeline where you want to specify these properties, you must add a keyframe (p.319).)
2. Do any of the following, depending on what property of the layer you want to adjust:
 - To adjust the layer's position, first drag the layer to roughly the desired position. Then, if necessary, fine-tune the position by using the arrow keys on your keyboard to move the layer one pixel at a time, or by double-clicking the layer's handle and specifying the exact position relative to the document's top left corner, in pixels.
 - To adjust the layer's size, drag any of its resize handles. If necessary, double-click the layer's handle and specify its exact width and height in pixels.
 - To change the layer's visibility, z-index, or other properties, double-click the layer's handle.

Adding, moving, and removing keyframes

- To add a keyframe, click the point on the sprite where you want the new keyframe, and then right-click anywhere in the panel and click **Insert Keyframe**. Then, drag the layer to the desired position and/or set the layer's properties as desired for that point in the timeline.
- To move a keyframe, click the white dot representing it on the sprite and drag it left or right. The position of a keyframe determines when the layer reaches the position or state defined for that keyframe. Moving the beginning or ending keyframe of a sprite makes the sprite longer or shorter. You cannot move a keyframe beyond an adjacent keyframe.
- To remove a keyframe, click the white dot representing it, and then right-click anywhere in the panel and click **Remove Keyframe**. You cannot remove the beginning or ending keyframes of a sprite.

Moving sprites in time and space

- To move a sprite in time, so that it starts at a different point in the timeline, drag it left or right on the timeline.
- You can also move a sprite to a different row on the timeline. Sprites on different rows can overlap, while sprites on the same row cannot. (However, note that two sprites that control the same layer can never overlap.)

- To move a sprite in space, so that the entire path of the layer controlled by the sprite is offset from the original path, do the following:
 1. In the **Timeline** panel, click the desired sprite at any frame that is *not* a keyframe.
 2. In the document window, drag the layer in the direction and to the distance you want the path to be offset. When you release the mouse button, the black line representing the path will reappear at the new position.
 3. If necessary, fine-tune the path's position by double-click the layer's handle or outline and specifying its exact position at that point.
- To remove a sprite, select it by clicking anywhere on it, and then press **Delete**.

Working with multiple timelines

One document can have multiple timelines, any of which can begin playing at the same time or at different times. For example, an action attached to a frame (p.321) in one timeline can start another timeline when the first timeline reaches that frame.

- To add a timeline, right-click anywhere on the **Timeline** panel and click **Add Timeline**. The new timeline will be named "timelineX", where X is the next available integer.
- To change the timeline being shown on the **Timeline** panel, click the combo box at the top left corner of the panel and select a timeline.
- To rename a timeline, select it, edit its name in the combo box, and press **Enter**.
- To delete a timeline, select it, right-click anywhere on the **Timeline** panel, and click **Delete Timeline**.

Related topics

Using layersp.111

Starting and stopping timelines

A timeline only starts playing when some event (p.305), such as the user clicking a particular image in the document, triggers a script that starts the timeline. If you want a timeline to start playing as soon as the document has been loaded, you can use an **OnLoad** event attached to the document itself. Selecting the **Auto start** check box on the **Timeline** panel does this for you. If you want a timeline to be started by some other event, you can use a **Play Timeline** action and trigger it with, for example, an **OnClick** event attached to a button image.


Once a timeline is started, it will play through to its end unless stopped by a script. If started again by another event, the timeline will resume at the point where it was stopped.

You can choose to have a timeline play just once or repeat endlessly.


To make a timeline start when the document loads

- On the **Timeline** panel, select the desired timeline (if there is more than one) and then select the **Auto start** check box.

To make another event start a timeline

1. Select the hyperlink, image, form control, or other element to which to attach the action that starts the timeline.
2. On the **Actions** panel, click  (**Add**). (To reveal the **Actions** panel, press **Alt+7**.)
3. Click the **Event** box and select the event you want to start the timeline.
4. Click the **Action** box and select **Play Timeline**.
5. Under **Parameters**, click the **Timeline** box and select the desired timeline.
6. Click **OK**.

To make an event stop a timeline

1. Select the hyperlink, image, form control, or other element to which to attach the action that stops the timeline.
2. On the **Actions** panel, click  (**Add**). (To reveal the **Actions** panel, press **Alt+7**.)
3. Click the **Event** box and select the event you want to stop the timeline.
4. Click the **Action** box and select **Stop Timeline**.
5. Under **Parameters**, click the **Timeline** box and select the desired timeline.
6. Click **OK**.


To make a timeline repeat indefinitely

- On the **Timeline** panel, select the desired timeline (if there is more than one) and then select the **Repeat** check box.

Attaching actions to a timeline


Each frame in a timeline can have an action (p.304) attached to it. For example, the twentieth frame in a timeline might have an attached action that opens a new browser window; when the timeline reaches that frame, an **OnFrame20** event occurs and the action is executed.

To attach an action to a timeline frame

1. On the **Timeline** panel, click the column representing the desired frame.
2. On the **Actions** panel, click  (**Add**). (To reveal the **Actions** panel, press **Alt+7**.)
3. Click the **Action** box and select the desired action.

4. Under **Parameters**, specify values for any parameters the action may require, and then click **OK**.
5. If you wish to attach another action to the same frame, repeat steps 2 through 4.

To remove an action attached to a timeline

1. On the **Timeline** panel, click the column representing the frame that has the action you want to remove.
1. On the **Actions** panel, select the action to remove, and then click  (**Remove**). (To reveal the **Actions** panel, press **Alt+7**.)

Related topics

List of built-in actions.....p.306

Adding interactive features

The Web is not a one-way street. From the beginning, it was designed to support interactive, two-way communication between Web sites and Web users. The simplest and most common example of interaction on the Web is the ever-popular "search box": a simple form in which users type in a word or phrase of interest and click a Search button, thereby telling a Web server to perform a search for the entered keywords. But interactivity on the Web can go much further than that. An example is the Web-based online forum, a virtual meeting ground where users with common interests post messages on various topics and read messages others have posted.

The common element in virtually all Web-based interaction is the *form*. A form is an area on a Web page that contains text boxes and other input controls by which a user can enter information to be passed to a script or program on the Web server. With Namo WebEditor, you can create and edit even complex forms easily, using the Form Toolbar and form-related dialog boxes. Namo WebEditor also includes several ready-to-use, form-related scripts you can use to do things like check whether a text box contains a valid e-mail address before the user submits a form.

If you use Namo WebBoard to create a Web-based forum, you can use Namo WebEditor to edit WebBoard "skins" as easily as editing ordinary HTML documents. (A *skin* is a set of WebBoard document templates that define the visual style of WebBoard forum pages. By editing skin documents, you can customize a forum's appearance or even create an entirely new look for your forum.) Namo WebEditor also includes commands to insert a forum view into a document or a forum page into the current local site, making it as easy as possible to integrate a forum into your site.

In this section

Adding a forum to your site	p.323
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Adding a forum to your site

Although you cannot use Namo WebEditor to *create* a Web-based forum, Namo WebEditor makes it easy to incorporate an existing forum into a Web document or site. If you use Namo WebBoard Manager on the same computer, Namo WebEditor will even retrieve the list of Namo WebBoard servers and forums automatically, so you don't have to enter a forum URL manually.

The Insert Forum command inserts an *inline frame* (p.416) into the current document and sets the URL of the inline frame to that of the specified Namo WebBoard or other forum. The use of an inline frame makes it possible to place other content around the forum view without having to edit the forum documents

themselves. For instance, you could insert a top-of-page banner and a side navigation bar around the inline frame.

You can also use the Site Manager to insert a *forum node* (p.362) into a local site. A forum node is a Web document that contains an inline frame displaying a forum.



*If you want your forum pages to load in the entire window, rather than in an inline frame, do not use the **Insert Forum** command. Instead, simply place one or more links to the forum's main page on appropriate pages in your site.*

To insert a forum into the current document

1. Place the insertion point where you want the forum to appear.
2. On the Insert menu, click Forum.
3. If the forum was created with NamO WebBoard and you are using NamO WebBoard Manager on the same computer as NamO WebEditor, do the following:
 1. Click NamO WebBoard forum.
 2. Click the Server box and select the desired NamO WebBoard server.
 3. Click the Forum box and select the desired forum. (The type of the selected forum will be shown in the Type box.)
4. Otherwise, do the following:
 1. Click Other forum.
 2. In the Name box, enter a name for the inline frame that will contain the forum. (This name will not appear in the document, but you can use it to refer to the inline frame if you plan to use the inline frame as a target (p.170) for hyperlinks.)
 3. In the URL box, enter the URL of the forum's main page or any other desired page.
5. Click OK.

To insert a forum node into the current local site

1. Switch to the Site Manager window.
2. In the Site Tree pane, select the node under which you want to create the forum node. (The forum node will be a child of the selected node.)
3. On the Insert menu, click New Forum.
4. If the forum was created with NamO WebBoard **and** you are using NamO WebBoard Manager on the same computer as NamO WebEditor, do the following:
 1. Click NamO WebBoard forum.
 2. Click the Server box and select the desired NamO WebBoard server.
 3. Click the Forum box and select the desired forum. (The type of the selected forum will be shown in the Type box.)
5. Otherwise, do the following:
 1. Click Other forum.

2. In the **Name** box, enter a name for the forum node. (This will also be the name of the inline frame that displays the forum in the document.)
3. In the **URL** box, enter the URL of the forum's main page or any other desired page.
6. Click **OK**.
7. Enter the desired file name for the new document that will display the forum.



*If **Namo WebBoard Manager** is not installed on your computer, or no **Namo WebBoard** servers have been defined, you will not be able to select **Namo WebBoard forum** in the **Insert Forum dialog box**. For information about how to define a **Namo WebBoard** server, please refer to the **Help** window of **Namo WebBoard Manager**.*

Related topics

Inline frames	p.416
Adding forum nodes.....	p.362

Creating Web forms

In Web documents, *forms* provide a means for users to submit information of some sort that is then processed by a Web server in some way. A form consists of a collection of *controls* (p.327), such as text boxes, drop-down menus, and buttons, through which users enter information. Usually, one button serves as a "submit" button, which the user clicks to have the browser submit the information to the server. More specifically, the form data—which consists of both the information entered by the user and the identifying names of the form controls—is passed to a *form handler*, a server program or script that takes the form data as input and acts upon it in according to the intentions of the web developer. The form handler is specified in the form's *action* (p.333) attribute (p.333).

Example of a Web form

As an example, consider a form on a search page, like the simple form below, which consists of a drop-down menu, a one-line text box, and a submit button:

Search in:

Error! Objects cannot be created from editing field codes.

For:

Error! Objects cannot be created from editing field codes.

Error! Objects cannot be created from editing field codes.

Each control on a form has a *name* and a *value*. Names are assigned by the author, while values are provided by the user (either directly, as when the user enters something in a text box; or indirectly, as when


the user selects an item in a drop-down menu or clicks a button). In the search form above, the name of the drop-down menu might be "area"; that of the text box, "query"; and that of the button, "button".

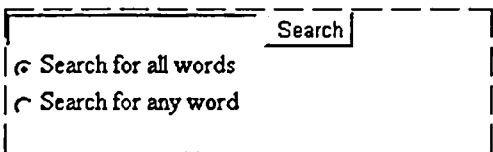
When the user selects a search area, enters a search term, and clicks the button, the browser sends the form data to the form handler, which for example might be `http://deepsearch.namo.com/cgi-bin/mclient.cgi`. The form data consists of one name/value pair for each control in the form. If the user has selected "Support" in the menu and entered "WebEditor" in the text box, the form data would be as follows:

```
area = support
query = WebEditor
button = Search
```

In this example, the program `mclient.cgi` then takes the query term and performs a search for that term on the documents in the specified area. When the search is complete, `mclient.cgi` generates an HTML document whose content is the list of search results, and the server returns this *response document* to the browser.

Steps to create a form


To create a Web form in Namu WebEditor, you simply insert one or more form controls in a document. You do not need to explicitly insert the `<form>` tag itself, since Namu WebEditor, by default, automatically inserts `<form>` tags around the controls you insert. In Edit mode, if the display of special tag marks (p.44) is enabled, the form will be surrounded by a dashed outline, as in the example below. (To toggle the display of special tag marks, click Show/Hide Special Tag Marks  on the Standard Toolbar.)



A dashed outline surrounds a form in Edit mode

To ensure that a new form control belongs to the right form, make sure to insert it within the form's dashed outline.

After inserting the form controls, make sure to specify the form's action (p.337) in the **Form Properties** dialog box.

 *Even if you have no script or program available on the Web server to handle a form, you can still make use of forms on your Web site by designating an e-mail address as the form handler. If you enter a mailto (p.166) link (p.166) such as "mailto:bob@namo.com" as the form's action, most modern browsers will send the form data to the specified e-mail address. So, for instance, you could create a form to receive feedback from your users, and the form would be useful even if you have no form handler on the server. Note: if you use a mailto action, you should also set the form's method attribute (p.334) to POST.*

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Inserting and editing form controls	p.327
Specifying a form's action and other properties	p.333
Creating a form in a table.....	p.337

Inserting and editing form controls**Types of form controls****One-Line Text Box**

Lets users enter brief text, such as a name or one line of a street address. If the user leaves the text box empty, its name will still be sent to the form handler, but without a value. Text boxes of the special *password* subtype displays asterisks in place of the typed characters.

Examples:

File Browser

Same as a one-line text box, but with a "Browse" button attached. If the user clicks the Browse button, he or she can select a file on the local file system, and its absolute path will be automatically entered in the text box. (The user can still type arbitrary text in the box, however.) Useful for forms where the user is asked to specify a file to be uploaded to a server.

Example:

Scrolling Text Box

Lets users enter long text with multiple paragraphs, such as a comment or the body of an e-mail message. If the user leaves the text box empty, its name will still be sent to the form handler, but without a value. You can specify the number of lines the text box will display at a time.

Example: **Error! Objects cannot be created from editing field codes.**

Check Box

Lets users answer a yes/no question by checking or unchecking a box. If the user does not check the box, no name or value will be sent to the form handler. You can control whether the check box is initially checked or unchecked.

Examples: Send me spam.
 Send me ham.

Radio Button

Lets users select one choice from two or more mutually exclusive choices. Radio buttons should always exist in groups of at least two. When the user selects a button, the button that was previously selected becomes deselected. Each button in the same group should have the same name. You can control whether each radio button is initially selected or not, but only one button in a group should be initially selected.

Examples: Send me spam.
 Leave me alone.

Drop-Down Menu or List Box

Lets users select one item or, optionally, multiple items from a list presented as either a drop-down menu or a list box. For each item the user selects, the name of the control and the value of the item will be sent to the form handler. If the user selects no item, no name or value will be sent. You can specify the height of the control (in rows) and whether multiple selections are allowed. Setting the height to 1 produces a drop-down menu; setting it to 2 or greater produces a list box.

Examples: **Error! Objects cannot be created from editing field codes.** **Error! Objects cannot be created from editing field codes.**

Push Button


A standard button that performs some action when clicked. The appearance of a push button depends on the browser and the operating system; generally, it looks the same as a button in a dialog box. There are three kinds of push buttons:

- *submit*: Sends the form data to the form handler.
- *reset*: Clears the form, returning it to its initial state.
- *general*: No predefined function. To make a general button do something, you need to attach a script action (p.304) to it.



Examples:

Image Control


An image that acts as a submit button, sending the form data to the form handler when clicked. Included in the form data are the *x* and *y* coordinates of the point the user clicked on the image. Thus, the form handler could do different things depending on where the user clicked on the image.

Example: 


Hidden Field

Provides a way to include information in the form data while keeping it invisible to users. The name and value of the hidden field are always included in the form data, even though the user cannot interact with the hidden field. Among other things, a hidden field could be used to provide the form handler with the URL of the page from which the form data was sent (and the form handler could do something different depending on that information). In Edit mode, hidden fields are indicated with this icon: . (If you cannot see hidden field icons, click  (Show/Hide Special Tag Marks) on the Standard Toolbar.)


To insert a one-line text box

1. Place the insertion point where you want the one-line text box.
2. Do one of the following:
 - o On the Insert menu, point to Form, and then click One-Line Text Box.
 - o On the Form Toolbar, click  (Insert One-Line Text Box).
3. (optional) Modify the default settings as desired:
 - o In the Name box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
 - o In the Initial value box, enter the text that will initially appear in the box.
 - o In the Width in characters box, enter the width of the box in characters.
 - o In the Maximum input length box, enter the maximum number of characters that will be accepted.
 - o Set Input type to Password if the text box will be used for password entry. (Typed characters will be displayed as asterisks.)
4. Click OK.

To insert a file browser

1. Place the insertion point where you want the file browser.
2. Do one of the following:
 - o On the Insert menu, point to Form, and then click File Browser.
 - o On the Form Toolbar, click  (Insert File Browser).
3. (optional) Modify the default settings as desired:
 - o In the Name box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
 - o In the Width box, enter the width of the box in characters.
4. Click OK.


To insert a scrolling text box

1. Place the insertion point where you want the scrolling text box.
2. Do one of the following:
 - o On the **Insert** menu, point to **Form**, and then click **Scrolling Text Box**.
 - o On the **Form Toolbar**, click  (**Insert Scrolling Text Box**).
3. (optional) Modify the default settings as desired:
 - o In the **Name** box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
 - o In the **Initial value** box, enter the text that will initially appear in the box.
 - o In the **Width** box, enter the width of the box in characters.
 - o In the **Number of lines** box, enter the height of the box in rows of text.
4. Click **OK**.


To change the scroll bars on a scrolling text box

1. After inserting a scrolling text box, double-click it.
2. Click **Scroll Bar**.
3. Specify the scroll bar colors as described in Setting document scrollbar colors, p.242.
4. Click **OK** twice.

To insert a check box


1. Place the insertion point where you want the check box.
2. Do one of the following:
 - o On the **Insert** menu, point to **Form**, and then click **Check Box**.
 - o On the **Form Toolbar**, click  (**Insert Check Box**).
3. (optional) Modify the default settings as desired:
 - o In the **Name** box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
 - o In the **Value** box, enter the value that will be sent to the form handler if the user checks the box. (If you do not specify a value, the browser will send "On".)
 - o Set **Initial state** to **Checked** if you want the check box to be initially checked.
4. Click **OK**.
5. Type a label for the check box.

To insert a radio button group


- Repeat the steps below for each radio button in the group:
 1. Place the insertion point where you want the radio button.
 2. On the **Form Toolbar**, click  (**Insert Radio Button**).

3. Make sure the name in the Name box is the same as that of every other button in the group, and different from that of any other control on the form.
4. In the Value box, enter the value that you want associated with the current button.
5. Set Initial state to Selected or Not selected. (Only one button in the group should be initially selected.)
6. Click OK.
7. Type a label for the button.

To insert a drop-down menu or list box

1. Place the insertion point where you want the drop-down menu or list box.
2. Do one of the following:
 - o On the Insert menu, point to Form, and then click Drop-Down Menu.
 - o On the Form Toolbar, click  (Insert Drop-Down Menu).
3. (optional) In the Name box, edit or replace the default name assigned by Namo WebEditor. Do not use the same name as any other control on the form.
4. Repeat the steps below for each item you want in the menu or list.
 1. Click Add.
 2. In the Name box, enter the name of the item as you want it to appear in the menu or list.
 3. In the Value box, enter the value that you want associated with the item.
 4. If you want the item to be initially selected, select the Selected check box.
 5. Click OK.
5. In the Height box, enter the desired height of the control in rows. If you enter 1, the control will display as a drop-down menu; if you enter 2 or greater, it will appear as a list box in which the specified number of rows is visible at a time.
6. If you want the user to be able to select more than one item, select the Allow multiple selections check box.
7. Click OK.





To insert a push button

1. Place the insertion point where you want the push button.
2. Do one of the following:
 - o On the Insert menu, point to Form, and then click Push Button.
 - o On the Form Toolbar, click  (Insert Push Button).
3. (optional) In the Name box, edit or replace the default name assigned by Namo WebEditor. Do not use the same name as any other control on the form.
4. In the Value box, enter the value associated with the button. The value also serves as the button's label (the text that appears on the button).
5. Set the Button type to:
 - o Submit, for a button that sends the form data to the form handler

- **Reset**, for a button that clears the form, resetting it to its initial state
- **General**, if you intend to attach a script action (p.304) to the button and only want the button to trigger that action.

6. Click OK.

To insert an image control

1. Place the insertion point where you want the image control.
2. Do one of the following:
 - On the Insert menu, point to **Form**, and then click **Image Control**.
 - On the Form Toolbar, click  (insert Image Control).
3. (optional) In the **Name** box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
4. In the **Image** box, type the path or URL to an image file, or do one of the following:
 - Click  (**Browse**) to find and select an image file on your local file system.
 - Click  (**Clip Art**) to select an image from the clip art library.
 - Click  (**Site**) to select from a list of image files belonging to the current local site (if one is open).
5. (optional) Under **Size and Layout**, specify the image properties as desired. (The options are the same as those available when inserting an ordinary image; see *Images*, p.137 for more information.)
6. Click OK.

To insert a hidden field

1. Place the insertion point where you want the hidden field. (Since it is hidden, its location does not matter, as long as it is within the form.)
2. Do one of the following:
 - On the Insert menu, point to **Form**, and then click **Hidden Field**.
 - On the Form Toolbar, click **(Insert Hidden Field)**.
3. (optional) In the **Name** box, edit or replace the default name assigned by Namu WebEditor. Do not use the same name as any other control on the form.
4. In the **Value** box, enter the value to be sent to the form handler.
5. Click OK.

To edit a form control

- Double-click the form control.

Changing the appearance of a form control

You can control many aspects of the appearance of most form controls. For example, you can change the character formatting (font, text color, and so forth) of a one-line text box, or the border properties of a button. To change the appearance of a form control, do this:

1. Double-click the form control.
2. Click the **Style** button and then click:
 - **Character**, to change character-related properties, such as font
 - **Paragraph**, to change paragraph-level properties, such as text alignment, line height, and so forth
 - **Borders & Background**, to change the control's borders, margins, padding, and background color or image.

For more information about using style properties, see the following topics:

- Setting character-related properties, p.219
- Setting paragraph alignment, indentation, and line height, p.221
- Setting margins, padding, and borders, p.222
- Setting background colors and images, p.225

Note that not all control types are affected by a given style property. For instance, specifying the font for a check box or radio button has no effect, since those controls cannot contain text. (You can, of course, apply a style to a check box's label as you can to any other text, but the label is separate from the check box.)

Specifying a form's action and other properties

The most important part of a form is not visible to users: it is the form's **action** attribute, which specifies the URL of the form handler—the script or program on the Web server to which the form data is passed and which acts on the form data.

In all, each form has five attributes that you may need to specify values for, listed below. Only **action** *must* be specified; the other four are optional.

Action

The URL of the form handler. This is the only required attribute. If you do not specify an action, nothing will happen when a user clicks the submit button.

Name

The name of the form. This is only important if you plan to refer to the form in a script (p.288). Unlike the names of form controls, the name of the form itself is not sent to the form handler.

Target

The window or frame in which the document returned by the form handler will open. The default value is `_self`, meaning the response document will open in the same window or frame as the document containing the form. By changing the target, you can have the response document open in a new window, a specific named window, or a specific frame. The target types you can specify are the same as those for hyperlinks. (For more information about targets, see Setting a link's target window or frame, p.170.)

Method

The method of sending the form data to the form handler. There are two possible values: GET and POST.

If the method is set to GET, the browser will send the form data by appending it to the URL of the form handler; for example, "http://www.namo.com/search.php?area=support&query=WebEditor". If the method is set to POST, the browser will send the form data as an HTTP POST request.

GET is the default method. The main advantage of the GET method is that, since the form data is included in the form handler's URL, users can bookmark the URL to make it easier to send the same request to the form handler in the future. For example, the user could bookmark the search URL in the paragraph above; each time the user uses the bookmark, the search engine would respond to the same query. However, the GET method is limited in that it does not support non-ASCII form data, and the amount of form data that it can send is limited by the maximum URL length supported by the user's browser. The POST method does not have these limitations, so you should use it whenever users might enter non-ASCII characters (such as Chinese ideograms) in the form, or if the form data might be larger than 100 characters. You should also select POST if the form includes a file browser control (p.327).

Encoding type

The content type used to encode the form data when it is sent to the server. The default value is "application/x-www-form-urlencoded". Generally, you should not change this unless the form includes a file browser control (p.327), in which case set the encoding type to "multipart/form-data" and also set the method to POST.



If you enter a mailto (p.166) link (p.166) such as "mailto:bob@namo.com" as the action and set the method to POST, most modern browsers will send the form data to the e-mail address in the link. This can be a convenient way to view sample output from a form for testing purposes.



If you are designing a form that does not send information to a server but instead provides data for a client-side script (p.288), you do not need to specify a value for the action attribute.

To specify a form's action and other properties

1. Right-click anywhere on the form (within the dashed outline) and then click Form Properties.
2. In the Action box, enter the URL of the form handler.

3. (optional) Specify any other properties as desired:
 - In the **Form name** box, edit or replace the default name assigned by Namo WebEditor.
 - In the **Target** box, enter the name of the response document's target window or frame (p.170); or click the triangle and select from a list of special targets.
 - Click the **Method** box and select the desired transmission method for the form data. (If you do not specify a method, GET will be used.)
 - In the **Encoding type** box, enter an alternative encoding type for the form data only if necessary. If the form includes a file browser control, enter "multipart/form-data". In most other cases, you should leave this box blank.
4. Click **OK**.

Changing a form's style properties

You can apply various style properties to a form as a whole. For instance, you can change its background color, apply a background image, change its alignment on the page, and so forth. To modify a form's style properties, do this:

1. Right-click anywhere on the form (within the dashed outline) and then click **Form Properties**.
2. Click the **Style** button and then click:
 - **Character**, to change character-related properties, such as font
 - **Paragraph**, to change paragraph-level properties, such as text alignment, line height, and so forth
 - **Borders & Background**, to change the form's borders, margins, padding, and background color or image.

For more information about using style properties, see the following topics:

- Setting character-related properties, p.219
- Setting paragraph alignment, indentation, and line height, p.221
- Setting margins, padding, and borders, p.222
- Setting background colors and images, p.225

Note that any style properties you apply to a form are applied only to the form itself; they are not "inherited" by the form controls within it. To change the appearance of the form controls, you need to edit their style properties (p.333) individually.


Using script actions with form controls

Namo WebEditor's collection of ready-to-use script actions (p.304) includes several form-related script actions to perform such tasks as checking whether a specific field contains a numerical value or whether there are any empty fields, before sending form data to a form handler. You can associate these script


actions with events such as exiting a text box or clicking a submit button. The available form-related script actions are as follows:

Script Action	Description	Can be attached to
Move Focus to	Moves the keyboard focus to a specific form control.	text boxes, hidden fields
Reset Form Field	Clears the contents of a specific text box.	text boxes, drop-down menus, list boxes
Select Text in Form Field	Selects the contents of a specific text box.	all controls except hidden fields and file browsers
Validate E-mail Address	Displays a pop-up message if the contents of a specific text box are not a valid e-mail address.	one-line text boxes
Validate Field Contains Number	Displays a pop-up message if the contents of a specific text box are not a number.	one-line text boxes
Validate Field Not Empty	Displays a pop-up message if a specific text box is empty.	one-line text boxes
Validate Length Not Exceeded	Displays a pop-up message if the contents of a specific text box exceed a specified length.	one-line text boxes
Validate No Field Empty	Displays a pop-up message if any text box in the form is empty.	one-line text boxes, check boxes, radio buttons, push buttons, image controls

To attach a script action to a form control

1. Select the desired form control.
2. On the **Actions** panel, click  (Add). (If the **Actions** panel is hidden, press Alt+7.)
3. Click the **Action** box and select the desired action.
4. Click the **Event** box and select the event (p.305) that should trigger the action.
5. Under **Parameters**, confirm that the correct form is selected in the **Form name** box, and specify other parameters as required.
6. Click **OK**.

To modify or remove a script action

1. Select the form control to which the script action is attached.
2. On the **Actions** panel, double-click the script action you want to modify, or select it and click  (Remove).

Related topics

Working with actions and events.....	p.304
List of supported events.....	p.305

Creating a form in a table

To help lay out a form neatly, it is convenient to insert form controls and labels in the cells of a table. By doing so, you can ensure that controls and labels are nicely aligned with each other. Normally, however, if you insert form controls in table cells, Namo WebEditor will create a separate form *inside each cell*. This is usually not desirable, since the form controls will not be in the same form with each other.

To avoid this problem and ensure that all the form controls in a table exist in the same form, follow the steps below when creating a form in a table:

1. Create a table with enough rows and columns to accommodate all the form controls you want. (You can add more rows or columns later, if necessary.)
2. On the Insert menu, point to Form, and then click **Insert With Form Tags** to disable automatic <form> tag creation. (When disabled, no check mark appears next to the menu command.)
3. Insert the desired form controls and text labels in the desired table cells.
4. When you are finished inserting form controls, leave the insertion point inside the table.
5. On the Format menu, click **Form**.
6. Specify desired values for the form's properties and click OK, or just click OK if you plan to specify the properties later.

If the display of special tag marks (p.44) is enabled, you should now see a dashed outline around the entire table, indicating the presence of a form.



When you create a form in a table using the method described above, Namo WebEditor sometimes inserts an empty paragraph inside the form, below the table. You can safely delete this empty paragraph. To avoid inserting the empty paragraph in the first place, select any cell in the table before step 5.

6 Working With Sites

When you create a Web site, you first create a set of Web documents and related resource files on your computer, and then publish (upload) them to a Web server. Technically speaking, the Web site consists of the copies of your files on the Web server—not the original files on your local file system, since these are not available on the Web.

There are two ways of managing these local files. First, you can manage them as you would any other set of files on your hard drive, using a file manager such as Windows Explorer. However, a more powerful way to manage them is to create a *local site* in Namo WebEditor to contain the local files. This approach has several advantages.

In Namo WebEditor, a *local site* is a managed collection of Web documents, folders, and resource files on the local file system that you intend to publish as a Web site. A local site gathers local files into a cohesive whole and lets you manage them as a whole, with Namo WebEditor's Site Manager.

There are five major advantages of creating and using a local site, as opposed to simply keeping all your local files in a folder and managing them with Windows Explorer:

- If you rename a file or folder that is part of a local site, Namo WebEditor can automatically update any links that refer to it.
- A local site can have a site tree (p.355), making it possible to use dynamic navigation bars (p.365) in your documents.
- You can manage shared resources (such as image files) in a site library (p.377).
- You can use Quick Publish (p.392) to publish the entire local site, or any part of it, in one step.
- If you work as part of a team on the same site, you can use source control (p.379) to prevent conflicts that can arise when multiple people edit the same document.

Creating a local site is easy. You can create one when you start building a Web site, or you can put an existing collection of files into a local site. If you create a site using the Site Wizard (p.344), Namo WebEditor creates a local site automatically.



When you create a local site, Namo WebEditor adds a special file named `site.wej` and a special folder named `_we_info5` in the local site's top-level folder. These special items store site information and internal resources. By default, these items are not visible in the Site Manager, although you can see them in Windows Explorer. Do not delete these items unless you want to delete the local site.

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Planning a site.....	p.341
Creating a local site	p.344
Importing an existing site	p.350
Site structure and navigation.....	p.355
Using the site library.....	p.377
Collaborating on a site	p.379

Planning a site

Before you start building a Web site, you should take some time to think about how it will be organized, both with respect to the file system and with respect to the logical relationships between documents.

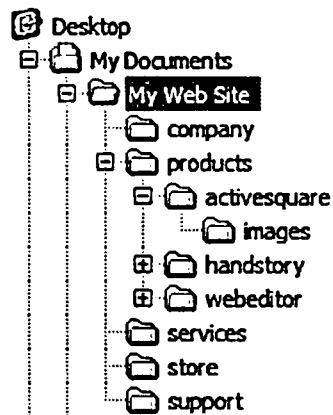
In this section

- Planning a site's folder structure..... p.341
- Planning a site's logical structure p.342

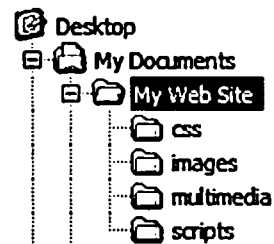
Planning a site's folder structure

Although it is possible to put every file of a site in a single folder, it usually makes more sense to group related files in subfolders within a top-level folder. There are many approaches to grouping site files. The examples below show two possible strategies:

Example A



Example B



Two methods of organizing files in folders

In Example A, files are organized according to site areas. For example, all the files for the Products area of the site go into the "products" folder, where they are further divided into subfolders according to specific products. Each folder might also have an "images" subfolder to contain image files.

In Example B, files are organized according to type. All HTML files go into the top-level "My Web Site" folder. CSS files, image files, JavaScript files, and other resource files go into subfolders for each resource file type.

The organizational strategy you choose depends largely on the kind of Web site you are creating and its size. For relatively small sites with no clearly defined areas, something like Example B can be convenient, since it limits the number of folders you have to manage. For large corporate sites, the folder organization is likely to be more like Example A, but far more complicated, since documents might be further organized by corporate division, international regions, and so forth.

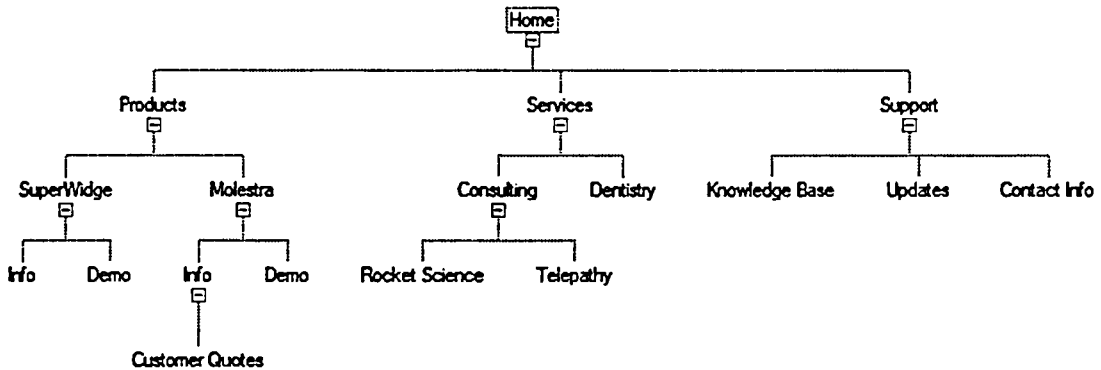
Keep in mind that the folder structure of a site need not have any relationship to its *logical structure*—the hierarchy of "parent" and "child" pages. For example, the product description page for Namu WebEditor might logically be considered a "child" of the products index page, but the document does not need to reside in a subfolder of the products folder.

Related topics

Planning a site's logical structurep.342

Planning a site's logical structure

The *logical structure* of a site is the map of relationships among the documents in the site. It is the hierarchy of "parent" and "child" documents. A site's logical structure can be visualized as a tree, like a family tree, although when describing Web sites the tree is commonly shown inverted, with its root at the top and branches and leaves below. A site's home (index) page is at the topmost level. Immediately below it are the home page's immediate "children"; in the case of a company site, these could be the index pages for Products, Services, Support, and so forth. In turn, each of these first-level children might have its own children, and so on.



Logical structure of a hypothetical small business site

Deciding on the logical structure of a site means deciding how to organize its documents into groupings and relationships that make sense to you and to your users. There are many ways to organize a site, and it is not always obvious which of two alternatives is best. Should there be two branches, one for Products and

another for Services, or should both be combined in one branch? Should Updates fall under Support, or should there be a separate Updates page under each product?

Of course, you can always put links in one document to any other document, regardless of their relative locations in the site tree. However, many sites can be organized into "natural" groupings: for instance, product pages naturally fall into a "Products" category. When deciding what the children of a particular document should be, ask yourself what the most important links in that page will be. In most cases, the children of that document should be the pages those primary links point to.

The site tree and dynamic navigation bars

In the case of an ordinary Web site, the site tree is a theoretical construct. It doesn't exist anywhere but in the mind of the developer, or perhaps in a planning document. But when you use a local site in Namo WebEditor, you can *explicitly* build a site tree for your site. This site tree serves a concrete purpose: its structure determines the destinations of the links in any dynamic navigation bars (p.365) you put in your documents.

Unlike an ordinary hyperlink, which always points to the same document (by its path and file name) regardless of where the document is in the site tree, a link in a dynamic navigation bar points to whatever document is in a specific place in the tree. If you replace that document with another document (that has a different path and/or file name), Namo WebEditor automatically updates the link to point to the new file. For example, you might have a dynamic navigation bar in which the links point to the children of the current document. If you replace one of the child documents—let's say you replace `superwidge.html` with `humunga.html`—Namo WebEditor will automatically change the link pointing to `superwidge.html` so that it now points to `humunga.html`. Namo WebEditor similarly updates dynamic navigation bars when you add or remove documents in the site tree.

Dynamic navigation bars are powerful tools. If you plan and build your site tree with care, they can relieve much of the burden of updating links when you change the structure of your site.

Related topics

- Planning a site's folder structure..... p.341
- Site structure and navigation p.355

Creating a local site

There are two ways to create a new local site that is not based on an existing site.

- If you are new to Web authoring or want to get a basic site up and running in the minimum time, use the Site Wizard (p.344). In just a few steps you will have a ready-to-customize site based on the structural template and visual theme of your choice. The wizard constructs a complete set of themed pages for you; all you have to do is fill them in with your own content. In addition, the wizard builds a structural tree (p.355) for the site and places dynamic navigation bars (p.365) on each page. You can, of course, add your own pages or remove ones you don't need at any time.
- If you need complete control over a new site from beginning to end, use the New Site command to create an empty local site (p.346), and then fill it with new or existing documents.

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Creating a site with the Site Wizard.....	p.344
Creating an empty local site.....	p.346
Adding files and folders to a local site.....	p.347
Moving and removing files and folders on a local site	p.348
Saving a local site as a site template	p.349

Related topics

Importing an existing site	p.350
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Creating a site with the Site Wizard

Use Namu WebEditor's Site Wizard to create a ready-to-customize Web site in just seconds, using your choice of structural template and visual theme. The wizard generates a complete local site, including HTML documents, predesigned graphics, navigation bars, and a complete site tree (p.355). Once you finish the wizard, all you need to do is fill in the content placeholders on each page with your own text, replace the placeholder images with your own images, and then publish (p.387) your site to the Web.

When (and when not) to use the Site Wizard

You should consider using the Site Wizard any time you need to get a basic site up and running on the Web with the minimum investment of time and effort. You might be a novice Web author who wants to quickly create a place to share information and images with family and friends, or a small business owner with no Web authoring experience who needs to "hang a shingle" in cyberspace as soon as possible. Since the

wizard takes care of design, layout, and site structure for you, you can focus on content and get the job done faster.

While the Site Wizard is a great tool for building a Web site quickly and easily, it has various limitations that you should consider before deciding to use it. If any of the following conditions applies, you'll probably be better off building a site from scratch (p.346):

- *You need to build a large and/or complex site.* The site templates used by the wizard contain from 7 to 16 pages. Although you can add as many pages as you want later, the simple structure of the wizard's templates may not easily support large numbers of pages. Rather than radically modifying the structure of a wizard-generated site, it probably makes more sense to build your own site structure from the ground up.
- *You need precise control over page layout.* Pages created by the Site Wizard use table-based layouts that cannot be modified within the wizard and may be difficult to modify afterwards.
- *Your site needs to have a unique graphic design.* Although the Site Wizard lets you choose from 200 visual themes suitable for a variety of purposes, no predesigned theme can substitute for a truly unique visual design. If you already have, or plan to create, your own graphic design elements to use on your site, it can be easier to start the site from scratch rather than replacing a theme's built-in graphics.

Using the Site Wizard

To launch the Site Wizard: on the Shortcut Bar, click **Site Wizard**.

Step 1: Template

Choose a site template from the list on the left. The site template determines the mix of pages that will initially make up the site, as well as the relationships among them. The template's site tree is shown in the preview area. You can edit the structure of the new site by moving nodes in the site tree and using the buttons below it.

Click **Next** to proceed to the next step.

Step 2: Theme

Choose a visual theme from the list on the left. Your choice of theme will determine the visual style of your site. Themes include both text styles and graphical elements, such as buttons, banners, and backgrounds. To preview the site with the selected theme applied, click **Site Preview**. Click **OK** to return to the Site Wizard.

Click **Next** to proceed to the next step.

Step 3: Information

Fill in the boxes with the requested information: a title for your new site, your name, your e-mail address, and your copyright notice. The site title and author name will not appear anywhere except in the Site Manager, but the e-mail address and copyright notice will appear on every page.

In the **Save site in** box, enter the path of the folder in which you want to store the new local site. (Click **Browse** to browse for a folder or to create a new one.)

Click **Next** to proceed to the next step.

Step 4: Publishing

If you have already defined the remote site (p.388) to which you intend to publish the new local site, select it in the box on the left. Otherwise, you can click **New** to define a remote site now, or just ignore this step and define a remote site (p.388) later.

Click **Finish** to exit the Site Wizard.

The wizard will take a moment to generate the new local site, and then the site will be opened in the Site Manager.

Related topics

Creating a local site with the Site Wizard.....p.80

Creating an empty local site

If the Site Wizard does not suit your requirements, you can create an empty local site and build it up with your own documents, new or existing.

To create an empty local site

1. Do one of the following:
 - o On the **File** menu in the main window, point to **Site**, and then click **New Site**.
 - o On the **File** menu in the Site Manager, click **New Site**.
2. In the **Site title** and **Author** boxes, enter a name for the site and your name, respectively. (This information will not appear on the Web site.)
3. Click **Create empty site**, and then enter the path of the folder in which you want to store the site's files. (You can click **...** to browse for a folder or to create a new one.)
4. Click **OK**.

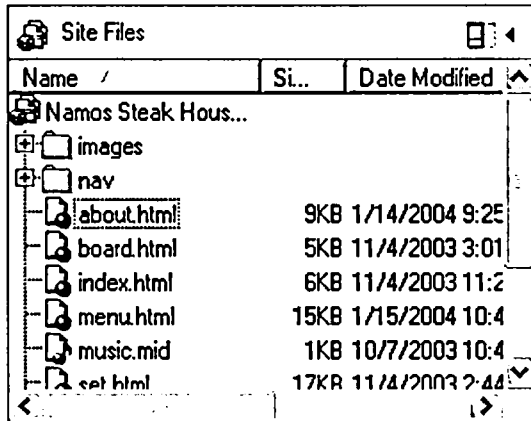
The **Site Manager** window will come to the front, with the new local site open and ready to accept new (or existing) documents.

Related topics

Adding files and folders to a local site.....p.347

Adding files and folders to a local site

The Site Manager's Site Files pane lists the files and folders belonging to the current local site. It's also where you add files and folders to the site.



The Site Files pane of the Site Manager

To add a new (blank) document

1. In the Site Files pane of the Site Manager, select the folder in which you want to add a new document. To add a new document at the site's top (root) level, select the site icon at the top of the file list.
2. On the Insert menu, click New Document.
3. Select a document template and click OK.
4. Type the file name you want to use for the new document.



You can also add a new document to a local site by creating it in Namo WebEditor's main window and then saving it in the site's folder.

To add an existing document from outside the local site

- Drag the document from Windows Explorer to the Site Files pane of the Site Manager and drop it on the folder in which you want to put it. To add the document at the site's top (root) level, drop it on the site icon at the top of the file list.

To add a new (empty) folder

1. In the Site Files pane of the Site Manager, select the folder in which you want to add a new folder. To add a new folder at the site's top (root) level, select the site icon at the top of the file list.
2. On the Insert menu, click New Folder.
3. Type the name you want to use for the new folder.

To add an existing folder (and all its contents) from outside the local site

- Drag the document from Windows Explorer to the Site Files pane of the Site Manager and drop it on the folder in which you want to put it. To add the document at the site's top (root) level, drop it on the site icon at the top of the file list.



Documents you add to a local site through the Site Files pane are not automatically added to the site tree. For information about adding documents to a site tree, see Adding document nodes, p.357.



When you add a new document to a site to which you have applied a theme (p.270), the new document does not automatically use the theme. You must explicitly apply the theme (p.273) to the new document.

Moving and removing files and folders on a local site

To move a file or folder

1. In the Site Files pane of the Site Manager, drag the file or folder you want to move and drop it on the folder in which you want to put it. To move the file or folder to the site's top (root) level, drag it to the site icon at the top of the file list.
2. Namu WebEditor will ask whether you want to update any URLs that reference the moved file or folder. Click Yes.



To move multiple items, select them first, and then drag any of them to the desired location.

To remove files or folders

1. In the Site Files pane of the Site Manager, select the files and/or folders you want to remove, and then press Delete.
2. Namu WebEditor will ask you to confirm deleting the selected items. Click Yes.



When you remove a document or folder that is part of the site's site tree, Namu WebEditor converts the document or folder node to a temporary node. You should delete (p.362) this temporary node if you do not plan to put another document or folder in its place.

Saving a local site as a site template

You can save a local site as a site template and then use the template in the future when you create a site using the Site Wizard (p.344).

To save the current local site as a site template

1. Switch to the Site Manager.
2. On the File menu, click **Save as Site Template**.
3. Enter a name for the template and click **OK**.

Once you have saved a site template, your template will appear in the templates list, below the factory templates, in the first step of the Site Wizard.

Importing and exporting sites

You can create a local site from an existing site that was created without Namu WebEditor. How you do this depends on where the site's files are.

- If you have a copy of the site files in one folder on your local file system, you can simply use the **New Site** command to create a new local site in that folder. Namu WebEditor will automatically add all the files in the folder and its subfolders to the new local site.
- If you do not have a copy of the site on your local file system, but the site is on the Web, you can download the Web site to your local file system and then create a new local site in the download folder.

You can also export an existing local site to a zip archive and then import the archived site as a local site on another computer.



When you import a site that was not created in Namu WebEditor, the site tree for the site will initially be empty.

In this section

Importing a site from the local file system.....	p.350
Importing a site from the Web	p.351
Exporting and importing a local site to/from a zip archive	p.353

Importing a site from the local file system

To import a site from the local file system

1. Make sure all the site files (documents and resource files) are in a single folder or in subfolders of a single folder. If necessary, move them into a new folder.
2. Do one of the following:
 - In Namu WebEditor's main window, on the **File** menu, point to **Site**, and then click **New Site**.
 - In the **Site Manager** window, on the **File** menu, click **New Site**.
3. In the **Site title** and **Author** boxes, enter a name for the site and your name, respectively. (This information will not appear on the Web site.)
4. Click **Import existing files in a folder**, and then enter the path of the folder containing the existing site files. (You can click **...** to browse for a folder.)

5. Under **Create site tree using these file types**, specify the types of files for which Namu WebEditor will create nodes in the site tree for the new site.
 - Select **Documents** to create nodes for HTML documents and other Web files, such as stylesheets and scripts. This is the recommended setting.
 - Select **Image files** to create nodes for GIF, JPG, and PNG images.
 - Select **All files** to create nodes for all files, regardless of type.
6. Click **OK**.


Namu WebEditor will now create the new local site and automatically build a site tree based on the subfolder structure of the specified folder and the selected file types.

Related topics

- Importing a site from the Web p.351
- Site structure and navigation p.355

Importing a site from the Web

To import a site from the Web

1. Do one of the following:
 - In Namu WebEditor's main window, on the **File** menu, point to **Site**, and then click **New Site**.
 - In the **Site Manager** window, on the **File** menu, click **New Site**.
2. In the **Site title** and **Author** boxes, enter a name for the site and your name, respectively. (This information will not appear on the Web site.)
3. Click **Import existing files in a folder**, and then click  (**Import from Web**).
4. Click **Add**.
5. In the **URL to import from** box, enter the URL of the Web site to import.
6. In the **Store in folder** box, enter the path of the local folder in which to save the imported site.
7. **Modify import options** as desired (see below for details), and then click **OK**.
8. Click **Start to begin downloading the Web site**.
9. When Namu WebEditor has finished downloading the site, click **Close**.
10. Under **Create site tree using these file types**, specify the types of files for which Namu WebEditor will create nodes in the site tree for the new site.
 - Select **Documents** to create nodes for HTML documents and other Web files, such as stylesheets and scripts. This is the recommended setting.
 - Select **Image files** to create nodes for GIF, JPG, and PNG images.

- Select **All files** to create nodes for all files, regardless of type.

11. Click **OK**.

Namo WebEditor will now create the new local site and automatically build a site tree based on the folder structure of the downloaded site and the selected file types.

The **Import Settings** dialog box contains a number of options to control the process of importing a Web site. These are explained below.

Import Settings General

Download images from this site

Clear this check box to prevent downloading image files from the specified Web site.

Download images from other sites

Many sites display images that are actually stored on other sites. Select this check box to allow downloading these image files.

Don't follow external links

Normally, NamO WebEditor ignores links to documents on other Web sites when importing a site. Select this check box to force NamO WebEditor to follow external links and download pages from other sites.

Depth

This setting controls the depth to which NamO WebEditor will follow links when importing a site. If set to 1, NamO WebEditor will download the document at the specified URL and all the documents to which links in the first document point, but no more. If set to 2, NamO WebEditor will also download the documents to which links in all the "level 1" documents point; and so forth. The maximum setting is 100. The default setting of 10 should be sufficient to download most Web sites in their entirety.

Download all files / Skip previously imported files

This pair of options controls whether NamO WebEditor will re-download files that have already been downloaded (and that still exist in the download folder).

Import Settings Authentication

Account information

This area is for entering a user ID and password needed to access a site that requires login. Please note that NamO WebEditor's site import feature supports only basic HTTP authentication, not the more sophisticated forms of authentication supported by some Web servers.

Import Settings Advanced

Maximum individual file size

If this check box is selected, Namo WebEditor will not download any file that exceeds the maximum size you specify.

Maximum total file size

If this check box is selected, Namo WebEditor will stop downloading files once the total size you specify has been reached.

Maximum number of files to import

If this check box is selected, Namo WebEditor will stop downloading files once the total number you specify has been reached.

Do not change links

Normally, when importing a Web site, Namo WebEditor converts any full URL links (to pages or resources in the same site) into relative links. For example, if you are importing the page at `http://www.example.com/index.html`, and it contains a link to `"http://www.example.com/image.gif"`, Namo WebEditor will normally change the link to `"image.gif"` in the downloaded copy of the file. To prevent changing links, select this check box.

Include/exclude file types

This set of options controls the file types Namo WebEditor will download: all file types, only the file types you specify, or all file types *except* the ones you specify. To add a file type to be included or excluded, type its extension in the Extension box and click Add.

Related topics

Importing a site from the local file system..... p.350

Exporting and importing a local site to/from a zip archive

At times, you may need to copy or move a local site to another computer—either yours or that of another person. Although you can do so using the file copying/moving functions of Windows, it can be easier and more convenient to use the commands built into Namo WebEditor to do the job. When you export a local site, Namo WebEditor automatically packages all its files into a compressed zip archive, so you only need to send or copy one file to the other computer. Then you or the other person can use the Site Manager to automatically unpack the zip archive and save the local site on the second computer.

To export a local site to a zip archive

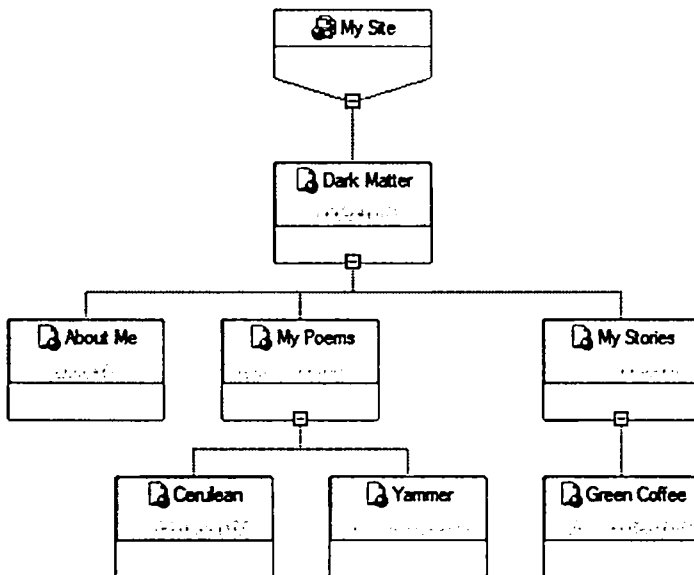
1. If the site to be exported is not open, open it and switch to the Site Manager.
2. On the File menu, click Export Site.
3. Navigate to the folder where you want to save the zip archive, specify a file name, and click Save.

To import a local site from a zip archive

1. Open the Site Manager: on the Window menu, click Site Manager.
2. On the File menu, click Import Site.
3. Enter the path of the zip archive to import from, or click Browse to locate and select a zip archive.
4. In the Save site to box, enter the path of the folder in which to save the local site, or click Browse to locate and select a folder. (Note that the site will be saved into a new subfolder of the specified folder.)
5. Click OK.

Site structure and navigation

When you create a local site in Namo WebEditor, the *site tree* plays an important role: it forms the basis of all dynamic navigation bars in the site. The site tree is an explicit representation of the logical relationships among the documents of the site—the hierarchy of parent and child documents. Below is an example tree for a very small site:



A small site tree

Each square represents a node in the tree. At the *root* (the top of the inverted tree) is the node representing the site itself. Any node can have zero or more *children*. Typically, the site node has exactly one child: the home (index) page of the site. In the example above, the home page has three children, two of which have children of their own. Except for the site node, each node has exactly one *parent*. Nodes that have the same parent are called *siblings*.

The purpose of the site tree is to define the relationships between documents—to define "what goes where". This is useful as a visual aid in thinking about the site, but more importantly, it lets you create dynamic navigation bars that respond to changes in the site's organization.

When you create a dynamic navigation bar, you don't specify which documents it links to. Instead, you specify a *relationship* between the current document and the linked documents. For example, you can create a navigation bar that links to the *children of the current document*. If the current document is the home page in the example given above (the page titled "Dark Matter"), then the navigation bar will link to the pages "About Me", "My Poems", and "My Stories". But if another document is added as a child of the home page—say, "My Photos"—Namo WebEditor will automatically update the navigation bar to include

a link to the new child. If a child document is deleted, NamO WebEditor will automatically remove its link from the navigation bar.

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Adding dynamic navigation bars and treesp.365
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Building the site tree

When you create a new local site (without using the Site Wizard), its site tree is initially empty except for one node, representing the site itself. Building the tree means adding nodes and arranging them to reflect the structure you want for the site.

There are six kinds of nodes that can be in a site tree:

- **Document nodes** represent ordinary documents that are part of the local site.
- **External Link nodes** represent URLs that are external to the current site.
- **Shortcut nodes** are "virtual" nodes. A shortcut node links to a document node elsewhere in the site tree. Shortcut nodes are useful when you want a single document to appear in more than one place in the tree.
- **Temporary nodes** are placeholders. Use a temporary node to occupy a position in the site tree that you intend to fill later with a real node.
- **Forum nodes** are a special type of document node. A forum node represents a document that contains an inline frame (p.416) displaying a forum view (p.323).
- **Folder nodes** are special nodes that represent subfolders of the site's root folder. Folder nodes are created automatically by NamO WebEditor when you create a local site in an existing folder that contains subfolders. You cannot create a folder node manually. Folder nodes are never included in dynamic navigation bars.

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Adding document nodes

A *document node* represents a document that belongs to the local site. You can add a document node for an existing document in the site, or you can create a new document and add it to the site tree in one step.

Each document in a site can only be represented by at most one document node. If you want a document to be represented by multiple nodes in different locations in the site tree, create a document node at the "natural" position in the tree and then create shortcut nodes (p.358) at the other positions.

To add a node for an existing document

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the document node. (The new node will be a child of the selected node.)
3. Press the Insert key, or, on Insert menu, click Insert Into Site Tree.
4. Click the Type box and select either HTML document (if you are adding a node for an HTML document) or Dynamic document (if you are adding a node for an ASP, PHP, or JSP document).
5. In the file list, select the desired document, and then click OK.



*You can also add a document node by dragging a document from the **Site Files** pane onto an existing node.*



If you add a node for a document that is already represented by a document node in the site tree, the new node will be created as a shortcut node (p.358).

To add a node for a new, empty document

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the document node. (The new node will be a child of the selected node.)
3. On the Insert menu, click one of the following: New HTML File, New ASP File, New JSP File, or New PHP File, depending on the type of document you want to create.
4. Type the desired file name and click OK.
5. Type the desired navigation name for the new document and press Enter.

The new document will be saved in the site's root folder.

To add a node for a new document based on a template

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the document node. (The new node will be a child of the selected node.)
3. On the Insert menu, click New Document.
4. Select the desired document template and click OK.
5. Type the desired file name and click OK.
6. Type the desired navigation name for the new document and press Enter.

The new document will be saved in the site's root folder.



When you add a new document to a site to which you have applied a theme (p.270), the new document does not automatically use the theme. You must explicitly apply the theme (p.273) to the new document.

Adding external nodes

An *external node* represents a document that is external to the current site. Usually this means a document on another Web site, although an external node could also represent a document on the local file system but which exists outside of the site's root folder.

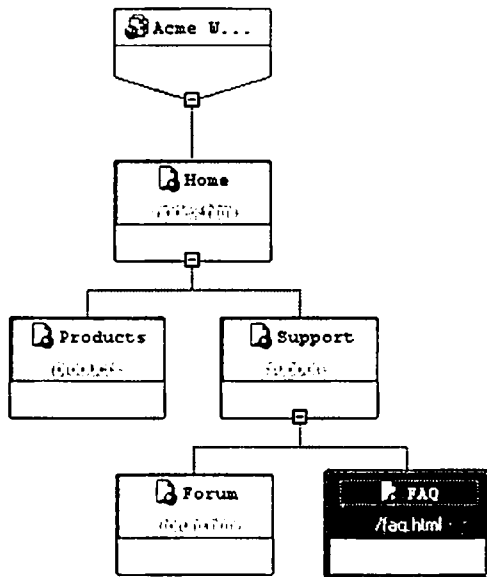
To add an external node

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the external node. (The new node will be a child of the selected node.)
3. On the Insert menu, click **New External Link**.
4. In the **URL** box, type the URL of the external document. You can enter either a full Internet URL or a path to a local file.
5. In the Navigation name box, type the desired navigation name for the external node.
6. Click OK.

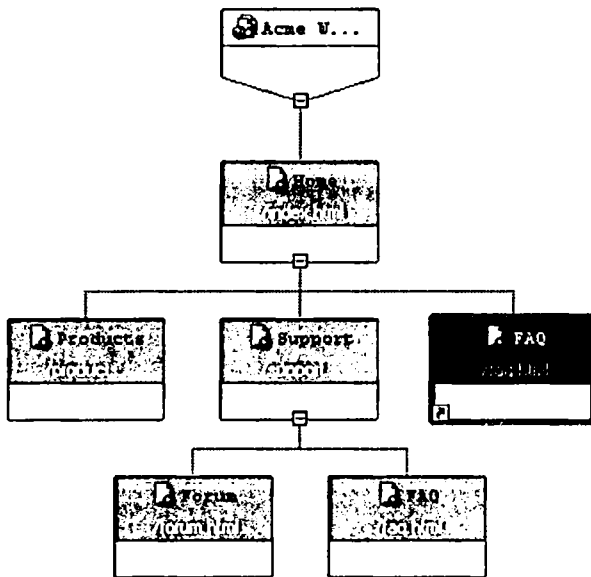
Adding shortcut nodes

A *shortcut node* represents a local document that is already represented by a document node (p.357) in the site tree. Shortcut nodes are useful when you want the same document to appear in more than one location in the site tree, thus allowing it to be included in navigation bars that link to different levels of the tree.

For example, consider the simplified site tree below:




If there is a child-level dynamic navigation bar on the "Home" page, it will contain links to "Products" and "Support". And if there is another child-level navigation bar on the "Support" page, it will link to "Forum" and "FAQ". But suppose we want to include the "FAQ" page in the home page's navigation bar, as well. Normally, this would not be possible, since a dynamic navigation bar can only contain links to nodes on a single level of the site tree. However, if we create a shortcut node to the "FAQ" page at the home page's child level, as in the example tree below, the "FAQ" page will then be included on the home page's child-level navigation bar.



To add a shortcut node

1. Switch to the Site Manager.
2. In the site tree, select the document node for which you want to create a shortcut node.
3. On the Insert menu, click New Shortcut Node. The shortcut node will be created as a child of the selected document node.
4. Type the desired navigation name for the shortcut node and press Enter. (A shortcut node can have a different navigation name from the original node.)
5. Drag the shortcut node to the desired location in the site tree. (See Moving, copying, and removing nodes, p.362.)

 You can only create a shortcut node for a document or forum node. Other types of nodes (external and temporary) can be simply copied from one location in the site tree to another.

Adding temporary nodes

A *temporary node* is an "empty" node in the site tree. It does not represent any document, but, like other nodes, it can have child nodes. A temporary node can appear in a navigation bar or navigation tree, but the button or text will not be linked to anything.



There are two uses of temporary nodes:

- You can use a temporary node as a placeholder at a location in the site tree where you plan to insert a "real" node later. This lets you finish building the site tree even if some of the site's documents do not exist yet. When you are ready, you can convert the temporary node to a document or external node using the **Convert Temporary Node** command.
- If you use dynamic navigation trees (p.367) in your documents, you can use a temporary node as a "virtual parent" for a set of documents that you want to appear as children in the navigation tree, without having to have a "real" parent document.

To add a temporary node

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the temporary node. (The new node will be a child of the selected node.)
3. On the **Insert** menu, click **New Temporary Node**.
4. Type the desired navigation name for the temporary node and press **Enter**.

To convert a temporary node into a document node

1. Switch to the Site Manager.
2. In the site tree, select the temporary node.
3. On the **Edit** menu, click **Convert Temporary Node**.
4. Do one of the following:
 - If you want to convert the temporary node to a node for an existing document, click  (**Browse**), select a document, and then click **Open**.
 - If you want to convert the temporary node to a node for a new document, click  (**New**), select a document template, click **OK**, type the desired file name, and then click **OK**.
5. In the **Navigation name** box, edit the node's navigation name as desired.
6. Click **OK**.

To convert a temporary node into an external node

1. Switch to the Site Manager.
2. In the site tree, select the temporary node.
3. On the **Edit** menu, click **Convert Temporary Node**.
4. Next to **Node type**, click **External link**.
5. In the **URL** box, type the URL of the external document.
6. In the **Navigation name** box, edit the node's navigation name as desired.
7. Click **OK**.

Adding forum nodes

A *forum node* is a special kind of document node. It represents a document that contains an inline frame (p.416) displaying a forum view (p.323). When you create a forum node, you specify a Namu WebBoard or other forum to display, and then Namu WebEditor creates a new document and inserts in it an inline frame linked to the specified forum automatically. In all other respects, a forum node works the same as an ordinary document node. (Creating a forum node is simply a shortcut to creating a document node and then manually inserting (p.323) a forum view in the document.)

To add a forum node

1. Switch to the Site Manager.
2. In the site tree, select the existing node under which you want to add the forum node. (The new node will be a child of the selected node.)
3. On the **Insert** menu, click **New Forum**.
4. If the forum you want to display was created with Namu WebBoard **and** you are using Namu WebBoard Manager on the same computer as Namu WebEditor, do the following:
 1. Click **Namu WebBoard forum**.
 2. Click the **Server** box and select the desired Namu WebBoard server.
 3. Click the **Forum** box and select the desired forum. (The type of the selected forum will be shown in the **Type** box.)
5. Otherwise, do the following:
 1. Click **Other forum**.
 2. In the **Name** box, enter a name for the forum node. (This will also be the name of the inline frame that displays the forum in the document.)
 3. In the **URL** box, enter the URL of the forum's main page (or any other desired page).
6. Click **OK**.
7. Type the desired file name for the new document and press **Enter**.

Related topics

Adding a forum to your site	p.323
Inline frames	p.416

Moving, copying, and removing nodes

Moving, copying, and removing nodes are all operations that change the navigational structure of a site. These operations do not have any physical effect on the files that make up the site.

To move a node

- Drag the node to the desired location in the site tree. If the selected node has any child nodes, the child nodes will move with it.

To copy a node

- Drag the node to the desired location in the site tree while holding down the Ctrl key. If the selected node has any child nodes, the child nodes will be copied with it.



Copying a document node will create a shortcut node (p.358) at the new location.

To remove a node

1. Select the desired node and press the Delete key.
2. Click Yes.



Removing a document node does not delete the document it represents.

To hide a node in dynamic navigation bars

You can cause a node to not appear in any dynamic navigation bars that would ordinarily include it, without removing the node from the site tree.

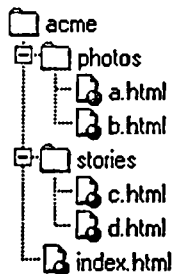
1. Select the node you want to hide.
2. On the Edit menu, click **Enable Navigation**.

To unhide the node, repeat the command.

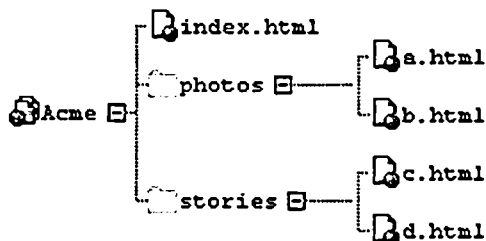
About folder nodes

A *folder node* is a special kind of node that is only created when you create a local site in an existing folder that contains subfolders. In such a case, each subfolder will be represented by a folder node at the appropriate level in the site tree, and any documents in the subfolder become child nodes of the folder node. Folder nodes never appear in dynamic navigation bars, and you cannot create folder nodes manually.

For example, say you have a small collection of documents that you want to turn into a local site, and the documents are arranged in a folder and two subfolders as below:



When you create a local site in the **acme** folder, Namu WebEditor will automatically create the following site tree (shown here in vertical, small-node view):

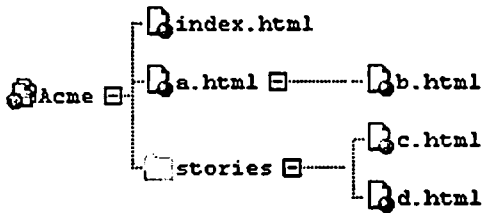


In this example, **photos** and **stories** are folder nodes. The HTML documents (a.html, b.html, and so forth) in the corresponding subfolders are represented as child nodes of the folder nodes.

If you were to insert a **parent-level** dynamic navigation bar in a.html, the bar would contain only a link to index.html. It would *not* contain links to the **photos** and **stories** folders, because folder nodes never appear in dynamic navigation bars.

You may be wondering why Namu WebEditor creates folder nodes at all, since folder nodes cannot participate in dynamic navigation bars. The answer is simply that it does so as a convenience to authors. By creating a node for each subfolder and child nodes for each document in the subfolder, Namu WebEditor can ensure that every document in the collection is represented by a node in a predictable location in the site tree. You can then drag the document nodes to the desired locations in the tree and remove the folder nodes. This is easier than adding the documents to the site tree manually.

In the example above, if a.html is the "main" document in the **photos** folder, you could drag it "up" in the tree so that it is on the same level as index.html; and then drag b.html to a.html so that it becomes a child node of a.html. Finally, you could remove the **photos** node.



In short, you can think of folder nodes as temporary parents for nodes representing documents in subfolders when you create a local site in an existing folder hierarchy. Since folder nodes play no part in the navigational structure of the site, you should move their child nodes to the appropriate locations in the site tree and then remove the folder nodes from the tree.

Saving an image of a site tree

Sometimes, it can be useful to save an image of a site tree, such as for documentation purposes or when giving a presentation about a proposed site structure. You can use a built-in command in the Site Manager to do so. Unlike a standalone screen capture utility, the built-in command always captures the entire tree, even if the tree is too big to fit in the Site Manager window. You can save a site tree image in BMP, GIF, JPEG, or PNG format.

To save an image of the current site tree

1. Switch to the Site Manager.
2. On the Tools menu, click **Save Site Tree as Image File**.
3. Navigate to the folder where you want to save the image, and type the desired file name in the File name box. (You do not need to type an extension.)
4. Click the Save as type box, select the desired image file format, and then click **Save**.

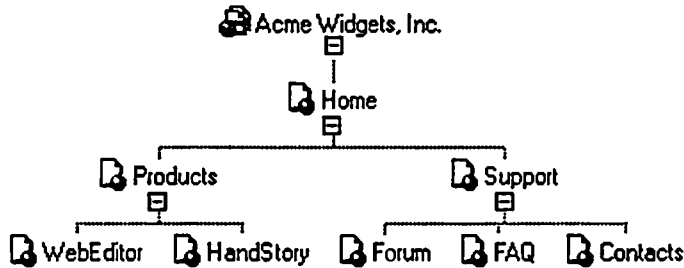
Adding dynamic navigation bars and trees

About dynamic navigation bars

A *dynamic navigation bar* is a set of dynamic links that point to nodes in the site tree of a local site. Such links are not fixed to particular documents; their URLs change if you change the site tree, for example by moving (p.362) a node out and replacing it with another node. Also, a dynamic navigation bar does not have a fixed number of links. The number of links changes if you add or remove nodes in the set of nodes to which the bar links.

When you insert a dynamic navigation bar in a document, you specify a set of nodes to which the bar will contain links. For example, a dynamic navigation bar might link to the child nodes of the current document, or to the document's parent node and its siblings.

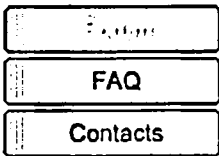
To illustrate, suppose a site has the following navigational structure (site tree):



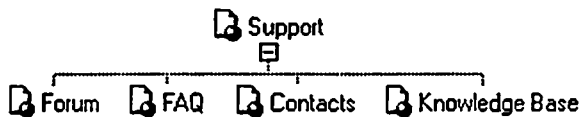
If the **Forum** page contains a *parent-level* dynamic navigation bar, the bar will contain links to **Products** and **Support**—the page's parent and the parent's siblings. The bar might look like this:



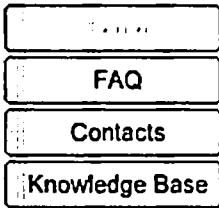
If the **Forum** page contains a *sibling-level* dynamic navigation bar, the bar will contain links to **Forum**, **FAQ**, and **Contacts**—but not to **WebEditor** and **HandStory**, because those nodes, while on the same level as **Forum**, do not share the same parent with that node. The bar might look like this:



Now, suppose we add another document as a child node of **Support**—titled, for example, **Knowledge Base**:



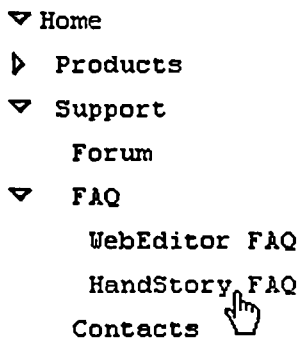
Then, the sibling-level dynamic navigation bar on the **Forum** page will automatically change to include the new node:



Dynamic navigation bars can be either horizontally or vertically oriented. You also have a choice of using plain text, Smart ClipArt (p.258) buttons, or Flash Buttons (p.265) for the links in dynamic navigation bars.


About dynamic navigation trees

Dynamic navigation trees are similar to dynamic navigation bars; they too are sets of dynamic links that point to nodes in a site tree. Instead of being of a row or column of links, however, a dynamic navigation tree is a hierarchical menu of links that the user can expand and collapse, like the folder tree in Windows Explorer. The image below shows an example:



Another difference between dynamic navigation bars and dynamic navigation trees is the method of specifying the set of nodes the navigation tree will link to. Rather than specifying a set such as the child nodes of the current document, you specify any set of siblings, or the home page node by itself, to be the top-level link(s) in the navigation tree. All of their child nodes are automatically included in the navigation tree.

Navigation trees are always vertically oriented. You can specify such formatting properties as the font, font size, and colors of the links.

 *Since dynamic navigation bars and trees contain dynamic links to nodes in a site tree, rather than fixed links to documents, you can only insert a dynamic navigation bar or tree in a document that is part of a local site, and then only if you have built a site tree (p.356) for the site.*

Where do the labels of the links in dynamic navigation bars and trees come from?

The labels of the links in dynamic navigation bars and trees, such as "Products" and "Support" in the examples above, come from the *navigation names* of the corresponding nodes in the site tree. Navigation names are *not* the same as document titles (what appears in the title bar of a browser when the document is viewed). You assign each node a navigation name in the Site Manager, usually when you add (p.356) the node. To change a node's navigation name, do the following:

1. Switch to the Site Manager.
2. Select the node whose name you want to change.
3. Press F2 (or, on the Edit menu, click Rename).
4. Type the new name and press Enter.

When are dynamic navigation bars and trees updated?

When you make changes to the site tree, dynamic navigation bars and trees in any of the site's documents that are currently open in Namu WebEditor are immediately updated. If a document is not open when you change the site tree, it will be automatically updated the next time you open it. You can also manually force all dynamic navigation bars and trees in all site documents to be updated with a Site Manager command: on the Tools menu, click Update Navigation Bars.

Namu WebEditor cannot update dynamic navigation bars and trees in documents on a remote site. When documents in the local site are affected by changes in the site tree, you should re-publish (p.387) the affected documents to the remote site so that the copies there have up-to-date navigation bars and/or trees.

In this section

Types of dynamic navigation bars	p.368
Inserting and configuring a dynamic navigation bar	p.371
Inserting	p.373 and configuring
dynamic navigation tree	p.373

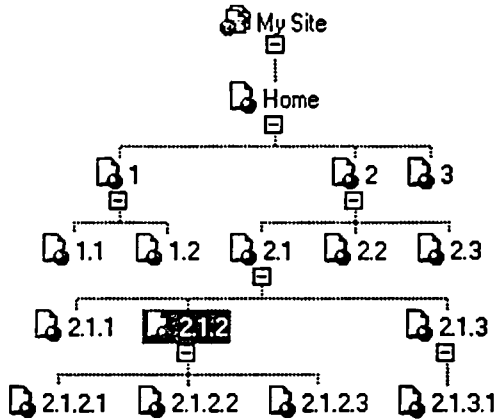
Related topics

Building the site tree	p.356
Hyperlinks and bookmarks	p.164

Types of dynamic navigation bars

Dynamic navigation bar types are distinguished by their *node sets*—the sets of nodes in the site tree to which the navigation bar contains links. The various types are listed below, along with descriptions of their node sets and examples.

The examples are based on the following hypothetical site tree and assume that the current document (the document containing the example navigation bar) is the one entitled **2.1.2**.



Example site tree for navigation bar examples

Type: **Main level**

Node set: the child nodes of the site's main index page

Example:

Type: **Parent level**

Node set: the parent of the current document and the parent's siblings

Example:

Type: **Siblings**

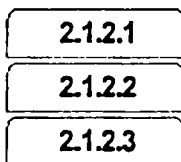
Node set: the siblings of the current document

Example:

Type: **Children**

Node set: the child nodes of the current document

Example:



Type: **Path from home**

Node set: the current document itself and all its direct ancestors

Example: Home > 2 > 2.1 > 2.1.2

Type: **Previous/Next**

Node set: the siblings immediately preceding and following the current document

Example: [Previous] [Next]

Note: The links in this type of navigation bar are always labelled "Previous" and "Next". If the current document does not have a preceding sibling, the "Previous" link is not included; if it does not have a following sibling, "Next" is not included.

Type: **Previous/Up/Next**

Node set: the siblings immediately preceding and following the current document, and the document's parent

Example: [Previous] [Up] [Next]

Note: The links in this type of navigation bar are always labelled "Previous", "Up", and "Next". If the current document does not have a preceding sibling, the "Previous" link is not included; if it does not have a following sibling, "Next" is not included.

Type: **Previous/Home/Next**

Node set: the siblings immediately preceding and following the current document, and the site's main index page

Example: [Previous] [Home] [Next]

Note: The links in this type of navigation bar are always labelled "Previous", "Home", and "Next". If the current document does not have a preceding sibling, the "Previous" link is not included; if it does not have a following sibling, "Next" is not included.

Type: **Parent**

Node set: just the parent of the current document

Example: [Up]

Note: The single link in a parent-type navigation bar is always labelled "Up".

Type: **Home**

Node set: just the site's main index page

Example: 

Note: The single link in a home-type navigation bar is always labelled "Home".

Type: **Page number links**

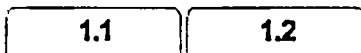
Node set: the siblings of the current document

Example: 

Note: Each link in the bar has a numeric label based on the sequence number of its corresponding node in the set of siblings of the current document.

Type: **User-defined**

Node set: an arbitrary set of sibling nodes

Example: 

Note: You can specify any set of sibling nodes as the node set of a user-defined navigation bar, even a set of nodes that are "unrelated" to the current document (except through the root node). A user-defined node set must be a single, complete set of sibling nodes.

Inserting and configuring a dynamic navigation bar

To insert a dynamic navigation bar in the current document

1. Place the insertion point where you want the navigation bar.
2. On the Insert menu, point to Navigation, and then click **Navigation Bar**.
3. In the **Navigation bar type** list, select the type (p.368) of navigation bar you want. (Look at the **Site tree** preview to confirm that the selected node set is correct.)
 - o If you selected **User-defined** (p.371) as the bar type, click a node in the **Site tree** preview. The selected node and its siblings will be the node set of the navigation bar.
4. Specify the desired options for the navigation bar as described below (p.372).
5. Click **OK**.

Dynamic navigation bar options

Link style

You can choose between text links and button image links. For button links, you can choose any Smart ClipArt (p.258) image or Flash Button (p.265) in the resource library. See Selecting a navigation bar button image, p.373 below.

For text links, you can specify the separators between links, the line height (for vertical navigation bars), and the words for Previous, Next, Up, and Home links. You can also specify the maximum number of numbered page links for a [page number links](#) (p.371)-type navigation bar. To specify these options, click the ... button next to the Text option under Link style.

Orientation

You can choose horizontal or vertical orientation.

Include home page

If the selected navigation bar type is User-defined, Main level, Parent level, Siblings, or Children, you can force the navigation bar to include a link to the site's home or main index page by selecting this option. The home page link will be the first link in the bar.

Show popup submenus

If you select this option, each link in the navigation bar to a node that has children will show a pop-up menu of links to that node's child nodes. You can customize the appearance of the pop-up submenu by clicking the ... button next to the option. This option is not available if the link style is set to Flash Button.

Show sublevels

For vertical navigation bars only, selecting this option will cause the navigation bar to show a second set of links, under the link to the current document's ancestor (if the link exists), to the ancestor's children. These ancestor's-child links are always text links, even if the bar's link style is Smart ClipArt or Flash Button. You can customize the appearance of the ancestor's-child links by clicking the ... button next to the option.

Target

Specifies the target window or frame (p.170) in which the navigation bar's links will open, except for the Home link (if any), which will open in the target specified in the Home target option.

Home target

Specifies the target window or frame (p.170) in which the Home link will open, if the navigation bar has one.

Selecting a navigation bar button image

For a dynamic navigation bar that uses button images for its links, you can specify an image of your choosing or just use the default image. The default image is selected as follows:

- If the links style of a dynamic navigation bar is set to **Smart ClipArt** and the current document has a theme (p.270) applied to it, the default button image is the **Horizontal Button** (p.271) or the **Vertical Button** (p.271) that belongs to the theme, depending on the bar's orientation.
- If the link style is set to **Smart ClipArt** and the document has no theme, the default button image is a generic **Smart ClipArt** button.
- If the link style is set to **Flash Button**, the default button image is a generic **Flash Button** button.

To specify a different button image, do the following:

1. In the **Navigation Bar Properties** dialog box, click the ... button next to either **Smart ClipArt** or **Flash Button**, depending on which type of image you want to use.
2. Click **Select**.
3. In the left pane, select an image category.
4. In the right pane, select the desired image, and then click **OK**.
5. (optional) If you want to modify the image, click **Modify** and edit the image. (See **Modifying Smart ClipArt** images, p.259, or **Using Flash Buttons**, p.265, for more information.)
6. Click **OK**.

To modify an existing dynamic navigation bar

- Double-click the navigation bar, edit its settings, and click **OK**.



*To change the font, font size, or other text properties of the buttons in a dynamic navigation bar that uses button images, you must edit the **Smart ClipArt** or **Flash Button** image the bar uses.*

Related topics



Types of dynamic navigation bars.....	p.368
Modifying Smart ClipArt images.....	p.259
Using Flash Buttons	p.265

Inserting and configuring a dynamic navigation tree

To insert a dynamic navigation tree in the current document

1. Place the insertion point where you want the navigation tree.
2. On the **Insert** menu, point to **Navigation**, and then click **Navigation Tree**.

3. In the Site tree box, select one of the nodes that you want to be at the top level of the navigation tree. The selected node's siblings, if any, will be automatically selected. (The top level of a navigation tree must always consist of a single, complete set of sibling nodes.)
4. (optional) Specify the Text, Bullets, and Target settings as described below (p.374).
5. Click OK.

Namo WebEditor will insert a layer (p.111) containing the dynamic navigation tree at the insertion point. If the display of special tag marks (p.44) is enabled, you will see the layer's outline and a navigation tree icon  in the layer's lower right corner. (If special tag marks are not displayed, you can reveal them by clicking  (Show/Hide Special Tag Marks) on the Standard Toolbar.)

The layer will appear to be empty, because the navigation tree is actually created dynamically using JavaScript when the document is viewed in a browser. To preview the navigation tree, switch to Preview mode.

You can move the navigation tree to any position on the page by dragging the layer outline. (See Creating and positioning a layer, p.112.)

If some of the nodes included in the navigation tree have very long navigation names, the corresponding links may be too long to fit the default width of the containing layer. In such cases, unless you make the layer wider, the links will "wrap" to two or more lines. But since the height of each link is fixed, this will produce undesirable results. Switch to Preview mode to see if this is happening; if it does, you should widen the layer by dragging its left-middle resize handle. (See Resizing a layer, p.114.)

You can also modify other properties of the layer. Right-click the layer's outline and then click **Layer Properties**. See Using layers, p.111 for information about layer properties.




Dynamic navigation tree settings

Text

Select the desired font, font size, normal font color, and highlight font color for the navigation tree. (The highlight color appears when the user moves the mouse pointer over a link in the navigation tree.)

Bullets

You can change the images used for the triangles that expand and collapse a parent node in the navigation tree. The triangle uses two images, one for when a node is collapsed, and the other for when it is expanded. You can change these independently. To specify an image, do any of the following:

- Click  (Browse) to find and select an image file on your local file system.
- Click  (Clip Art) to select an image from the clip art library.
- Click  (Site) to select from a list of image files belonging to the current local site.

Target

Specifies the target window or frame (p.170) in which the navigation tree's links will open.

To modify an existing dynamic navigation tree

- Double-click the outline of the containing layer, edit the navigation tree's settings, and click OK.

Related topics

Using layers p.111

Adding dynamic page banners

About dynamic page banners

A *dynamic page banner* is a page banner (that is, a banner, usually at the top of a page, that announces the page's title) in which the title is dynamically updated by Namo WebEditor when you change the navigation name of the document containing the banner. For instance, if you change the navigation name of a document containing a dynamic banner from "Our Mission" to "Our Vision", the title on the banner will automatically change accordingly.

To insert a dynamic page banner in the current document

1. Place the insertion point where you want the banner.
2. On the Insert menu, point to **Navigation**, and then click **Banner**.
3. The **Label** box will display the current navigation name of the document. If you want to change it, edit the contents of the box.
4. Select the banner style as described below (p.375).
5. Click **OK**.



Since a dynamic banner gets its text from the document's navigation name, you can only insert a dynamic banner in a document that is a node in a site tree.

Dynamic banner styles

You can choose between a text banner and an image-based banner.

For a text banner, you can specify the characters, if any, that surround the title on either end. By default, the beginning and ending characters are the square brackets "[" and "]", respectively. To change them, click the ... button next to the **Text** option and then edit the contents of the boxes marked 1 and 6 under **Separators**.

For an image-based banner, you can choose any Smart ClipArt (p.258) image or Flash Button (p.265) in the resource library. If you do not select an image, a default image will be used as follows:

- If the banner style is set to Smart ClipArt and the current document has a theme (p.270) applied to it, the default image is the Banner (p.271) image that belongs to the theme.
- If the banner style is set to Smart ClipArt and the document has no theme, the default image is a generic Smart ClipArt banner.
- If the banner style is set to Flash Button, the default image is a generic Flash Button banner.

To specify a different image, do the following:

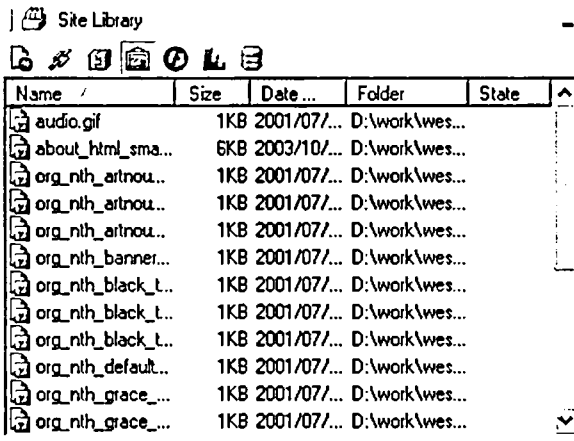
1. In the **Banner Properties** dialog box, click the ... button next to either **Smart ClipArt** or **Flash Button**, depending on which type of image you want to use.
2. Click **Select**.
3. In the left pane, select an image category.
4. In the right pane, select the desired image, and then click **OK**.
5. (optional) If you want to modify the image, click **Modify** and edit the image. (See **Modifying Smart ClipArt images**, p.259, or **Using Flash Buttons**, p.265, for more information.)
6. Click **OK**.

To modify an existing dynamic page banner

- Double-click the banner, edit its settings, and click **OK**.

Using the site library

When you are working on a local site, the **Site Library** panel (shown by default at the bottom right corner of the main window) displays lists of various types of assets, such as hyperlinks, images, and shared content blocks (p.420), that exist in the local site. You can insert a site asset into the current document by dragging it from the **Site Library** panel to the document window. This makes it as easy as possible to insert items that you might use many times throughout a site.



The Site Library panel (image list)

The panel has seven buttons above the file list, which are used to select the type of asset to be listed.

Button	Asset type
	HTML documents
	Hyperlinks
	Shared content blocks (NSC files)
	Images (bitmapped and Smart ClipArt)
	Flash files
	Style sheets (CSS files)
	Dynamic documents (ASP/PHP/JSP)

Things you can do with the Site Library panel

The following operations can be done to any asset type except hyperlinks.

- To insert an asset (except style sheet files) into the current document, do one of the following:
 - drag the asset into the document window and click Insert File or Image
 - right-click the asset and click Insert

- To open an asset, double-click it. Documents and shared content blocks will open in Namu WebEditor, while other types of files will open in their own default programs. (The default programs for opening various file types can be set through the Folder Options icon in the Windows Control Panel.)
- To rename or delete an asset, right-click it and click Rename or Delete.
- To view an asset in a browser, right-click it and click View with [browser name].

Working with hyperlinks in the Site Library panel

The Site Library panel displays hyperlinks differently from other asset types, and available operations are somewhat different as well. When the panel lists links, instead of displaying file names, sizes, modification dates, and so forth, as for other asset types, it displays the following information:

- in the **Name** column: the URL of the link
- in the **Document(s)** column: the path (relative to the site's root) and filename of every document that contains the link
- in the **Type** column: whether the link points to a site document ("internal") or a Web URL ("external")

Actually, it may be more accurate to say the panel lists unique URLs, rather than links. If the current site contains, for example, ten links to Sejoong Namu Interactive's home page in five documents, the URL <http://www.namu.com/> will only appear once in the list of links, but the entry in the Document(s) column for that URL will show the pathnames of five documents.

As with other assets, you can insert a link into the current document by dragging it to the document window or right-clicking it and clicking Insert.

Double-clicking a link in the list opens the Hyperlink Properties dialog box, so you can change the URL. If you do so, every link in the site that points to the old URL will be automatically updated to point to the new URL.

Related topics

The tool panels.....p.38

Collaborating on a site

When you work on a large-scale website with other members of a team, it can be difficult to keep track of who is editing what. As a result, "collisions" can occur when two people try to edit the same document at the same time: when the document is saved, changes made by one or both authors may be lost. To help avoid such problems, Namo WebEditor can directly interface with a *source control system* that keeps track of documents being edited and prevents collisions from happening.

Namo WebEditor supports two different source control systems: Microsoft Visual SourceSafe, and WebDAV. The same source control-related commands in Namo WebEditor are used for either system. The only difference in the way Namo WebEditor interfaces with SourceSafe vs. WebDAV is how you specify a source control server to connect to.

Requirements for using source control

In order to use Namo WebEditor's source control features, you and your computer must meet the following requirements.

for SourceSafe

- Microsoft Visual SourceSafe client software installed on your computer
- a username and password for a SourceSafe database

for WebDAV

- a username and password for a WebDAV server

Also note that Namo WebEditor's source control features are only available when you work with a local site (a collection of files managed with the Site Manager).

In this section

Source control basics	p.380
Connecting to a source control server	p.381
Adding files to source control	p.382
Checking files out and back in	p.383
Retrieving the latest versions of files	p.384
Removing files from source control.....	p.385

Source control basics

When you collaborate with other people on documents that are under source control, the workflow is different from when you work alone with documents that belong exclusively to you. The basic ideas in source control are as follows:

- There is a set of "master" documents and resource files, somewhere in a database or folder that all the collaborators have (secure) access to. These master files are considered the definitive versions of the documents—they may even be the actual published documents on the Web server.
- When an author needs to edit a document, he or she does not edit the master copy. Instead, the author *checks* the document *out*—that is, he or she copies the master document to the local computer and, at the same time, *locks* the master copy so that it cannot be replaced by another author. Then, the author edits the *local copy*. When the author is finished editing, he or she *checks* the document back *in* to the source control database, replacing the master copy with the edited local copy and, at the same time, removing the lock on the master copy.

This process ensures that, at any given time, only one author can update a master document, thus avoiding the situation where two or more authors save "overlapping" versions of the same document to the central repository and lose their changes.

Preparing to use source control

The following tasks must be performed before your team can start editing source-controlled documents:

1. If the documents to be edited collaboratively are not already part of a local site, create (p.344) a local site on a client computer and then add (p.347) the desired documents to it.
2. Connect (p.381) to the source control server and add (p.382) every file in the local site to the source control project or folder.
3. Every other author on the team must now obtain a copy of the site files, so that he or she can open the local site on his or her own computer. However, at this point, the other authors will not be able to use Namo WebEditor to retrieve the site files, because the command is not available until the local site is open. To get around this paradox, the other authors must obtain the files another way. Here are some alternatives:
 - Use a standalone source control client program on each client computer to download the files from the source control server. (For SourceSafe, use Visual SourceSafe Explorer. For WebDAV, several open source and commercial clients may be found on the WebDAV Projects web page.)
 - If the source control server is also a file server on the local area network, simply copy the site files from the server to each client computer using Windows.
 - On the client computer that was used to create the local site, use the Site Manager's **Export Site** (p.353) command to save the site files in a zip archive. Distribute the zip archive to each team member (through email or any other method). On each client computer, use the Site Manager's **Import Site** (p.353) command to unpack the site to a local folder.

Overview of source-controlled workflow

The following outlines the tasks involved whenever you need to edit a source-controlled document:

1. Connect (p.381) to the source control server, if you are not already connected.
2. Check out (p.383) the documents to be edited.
3. Edit the documents.
4. Check the documents back into (p.383) the source control server.

Connecting to a source control server

To connect to a SourceSafe server

1. If the source-controlled local site is not already open, open it now. (On the File menu, point to Site, and then click Open Site.)
2. Switch to the Site Manager.
3. On the Source Control menu, click Connect to Source Control Server.
4. Click the Source control type box and select VSS.
5. Enter your SourceSafe user name and password in the appropriate boxes.
6. Click Browse.
7. Under Available databases, select the desired SourceSafe database and click OK. (If the desired database is not listed, click Add, locate the desired database, select it, and click Open.)
8. Click OK.
9. In the project tree, select the desired project, and then click OK.



*You can create a new project on the SourceSafe server by clicking **New Project** in the **Select Source Control Project** dialog box.*

To connect to a WebDAV server

1. If the source-controlled local site is not already open, open it now. (On the File menu, point to Site, and then click Open Site.)
2. Switch to the Site Manager.
3. On the Source Control menu, click Connect to Source Control Server.
4. Click the Source control type box and select WebDAV.
5. Click Browse.
6. Under Available databases, select the desired WebDAV profile and click OK. If the desired profile is not listed, click Add and do the following:
 1. Enter a name for the WebDAV profile.

2. Enter the URL of the WebDAV folder.
 3. Enter your user name, password, and e-mail address.
 4. Click OK.
7. Click OK.

Once you are connected to the source control server, Namu WebEditor will compare the list of files in the local site with the list of files in the SourceSafe project. If any files in the local site are not found in the SourceSafe project, the **Add Files to Source Control** dialog box will appear. If you want to add files to source control now, select them and click OK. Otherwise, click Cancel.

To disconnect from the source control server

- On the Source Control menu, click Disconnect.




*When you disconnect from the server, Namu WebEditor will ask whether you want to use the same source control server the next time you connect. If you click **Yes**, the next time you use the **Connect to Source Control Server** command, Namu WebEditor will connect immediately without prompting you to choose a server.*

Adding files to source control

Before your team can start checking files out of the source control database for editing, the entire site the team is working on must be added (uploaded) to the source control project or folder. During the course of the project, you may need to add more files periodically, as well. Adding files to source control makes them available for you or other team members to check them out for editing.

To add site files to source control

1. Switch to the Site Manager and connect (p.381) to the source control server.
2. In the Site Files pane, select the files to be added to source control. (Note that any desired files in subfolders must be explicitly selected. Selecting the folder itself will not work.)
3. On the Source Control menu, click **Add to Source Control**.
4. Confirm that the desired files are selected in the file list. To exclude any file in the list from being added, deselect it.
5. Click OK.

When the files have successfully been added to source control, a padlock icon  will appear in the Source Control column of the Site Files list for each file that is under source control, as in the example below:

Name	Size	State	Source Control
Site Files			
Name ID: WworkW...			
images			
products			
support			
014_btn_2.swf	1KB		
about.html	2KB		🔒
audio.gif	1KB		
contact.html	1KB		🔒
index.html	5KB		🔒
navbar.html	4KB		🔒

Files under source control are indicated with a padlock icon




When you add new files to source control, other team members must use a standalone source control client program (such as SourceSafe Explorer) or another method to download the new files to their computers for the first time. Namo WebEditor cannot be used to retrieve files from the source control server that do not already exist in the local site on the client computer.

















Checking files out and back in

Checking a file out means downloading the latest version of the file from the source control server and, at the same time, locking the master copy on the server so that other team members cannot replace it. When you have finished editing a checked-out file, you should check it back in—that is, upload the new version to the source control server, replacing the master copy and unlocking it.

To check files out


1. Switch to the Site Manager and connect (p.381) to the source control server.
2. In the Site Files pane, select the files to be checked out. (Note that any desired files in subfolders must be explicitly selected. Selecting the folder itself will not work. Also, you cannot check out a file that is not under source control.)
3. On the Source Control menu, click Check Out.
4. Confirm that the desired files are selected in the file list. To exclude any file in the list from being checked out, deselect it.
5. Click OK.



When the files have been successfully checked out, a padlock-and-key icon  will appear in the Source Control column of the Site Files list for each checked-out file, as in the example below:

Site Files			
Name /	Size	State	Source Control
 Nam0 [D:\work\W...			
 images			
 products			
 support			
 014_btn_2.swf	1KB		
 about.html	2KB		
 audio.gif	1KB		
 contact.html	1KB		
 index.html	5KB		
 navbar.html	4KB		

Checked-out files are indicated with a padlock-and-key icon

To check files in

1. Switch to the Site Manager and connect (p.381) to the source control server.
2. In the Site Files pane, select the files to be checked in. (Note that any desired files in subfolders must be explicitly selected. Selecting the folder itself will not work. Also, the files to be checked in must have check-out status, as indicated by a padlock-and-key icon .)
3. On the Source Control menu, click Check In.
4. Confirm that the desired files are selected in the file list. To exclude any file in the list from being checked in, deselect it.
5. If you want to update the master copies on the server but keep the files checked out so that you can continue to work on them, select the Keep these files checked out check box.
6. Click OK.

When a file has been successfully checked in, the padlock-and-key icon  in the Source Control column of the Site Files list will revert to a padlock icon .

Retrieving the latest versions of files

At times, you may want to download the latest version of a file from the source control server without, however, checking it out (and thus locking it against replacement by other team members). This is useful

when you want to inspect, but not edit, the most up-to-date version on your computer, or simply make sure your local copy is up to date.


To get the latest versions of files from the source control server

1. Switch to the Site Manager and connect (p.381) to the source control server.
2. In the Site Files pane, select the files to be updated from the server. (Note that any desired files in subfolders must be explicitly selected. Selecting the folder itself will not work. Also, you cannot update a file that is not under source control.)
3. On the Source Control menu, click Get Latest Version.
4. Confirm that the desired files are selected in the file list. To exclude any file in the list from being updated, deselect it.
5. Click OK.

Removing files from source control

To remove files from source control

1. Switch to the Site Manager and connect (p.381) to the source control server.
2. In the Site Files pane, select the files to be removed from the server. (Note that any desired files in subfolders must be explicitly selected. Selecting the folder itself will not work. Also, you cannot remove a file that is not under source control.)
3. On the Source Control menu, click Remove from Source Control.
4. Confirm that the desired files are selected in the file list. To exclude any file in the list from being removed, deselect it.
5. Click OK.

When the files have successfully removed source control, the padlock icons  in the Source Control column of the Site Files list for those files will disappear.

7 Publishing and Maintaining a Site

Publishing is the process of uploading Web documents and resource files that you have created on your computer to a Web server, so that people on the Internet (or your intranet) can view them. There are two ways to publish with Namo WebEditor: the **Quick Publish** (p.392) command and the **Publish** (p.394) window.

Before publishing for the first time, you need to define a remote site (p.388) (a folder on a Web server).

Namo WebEditor also includes several powerful site maintenance tools in the Tools menu. With these tools, you can search for files by filename, search and replace text throughout a site, change links throughout a site, find problems with hyperlinks, and so on. Namo WebEditor can also generate a site report, so you can view important facts about your site at a glance.

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Defining remote sites for publishing

A *remote site* is simply a folder on a Web server, into which you upload the files that make up a Web site. Before you publish a Web site, you need to *define* at least one remote site—that is, you need to tell Namo WebEditor where it should upload the local site to.

The process of defining a remote site differs depending on the method you use to access it. Namo WebEditor supports two access methods: *File Transfer Protocol (FTP)* and *Windows file copy (Win32)*. FTP is the standard method of transferring files from a computer to a Web server; it is the most commonly used method of uploading Web sites. Alternatively, if your Web server happens to be the same computer as the one you run Namo WebEditor on, or if it is on the same local area network as your computer, then you can also use the Win32 method, which uses the built-in file copying abilities in Windows (much the same as when you copy files from folder to folder in Windows Explorer).

Required information for defining a site

If you will access the remote site using FTP, Namo WebEditor needs the following information. (If you do not manage the server yourself, you should get this information from your Web hosting provider or network administrator.)

- **Host name:** The Web server's name as used when accessing the server by FTP. For example, "ftp.example.com".
- **Port number:** The port on which the server accepts FTP connections. This is usually 21.
- **Directory:** The path of the folder to which the site files will be uploaded. On many servers, this is either "/" or "/public_html", although it could be anything else. Leading and trailing slashes are optional.
- **User name:** The name you use to login to the FTP server.
- **Password:** The password you use when logging on to the FTP server.

If you will access the remote site using the Win32 (Windows file copy) method, Namo WebEditor only needs to know the path of the folder. On Windows servers, this is often "C:\inetpub\wwwroot" or a subfolder of it.

Optional HTTP information

When defining a remote site, you can optionally enter the base URL that will be used to access the site in a Web browser. Namo WebEditor uses this information to associate the remote site with a particular Web (HTTP) URL. After you publish your site, if you open a document on it directly by entering its URL in the Open dialog box, and then save the document, Namo WebEditor will recognize the URL and automatically connect to the remote site to save the document directly to it. You do not need to enter an HTTP URL if you do not intend to open documents on the site directly by using the URL box in the Open dialog box.

If you do enter an HTTP URL in a remote site definition, make sure to include "http://" at the beginning of the URL, and do not include a file name at the end of the URL. Example: "http://www.example.com".

In this section

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Defining a remote site using FTP

Remote Site Settings

Site name: Type:

FTP information

Host name: Port:

Directory:

User name:

Password:

Passive mode

HTTP information

URL:

Defining a remote site (FTP access method)

To define a remote site using FTP

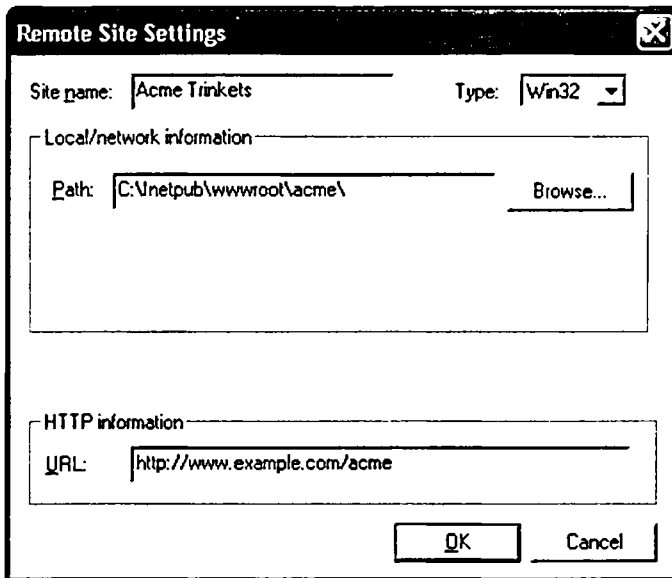
1. On the File menu, click **Remote Sites**.
2. Click **Add**.
3. In the **Site name** box, type a name for this remote site. (The name can be anything you like.)
4. Leave the **Type** box set to **FTP**.
5. Under **FTP target information**, enter the FTP server's host name and port number; the path of the folder to contain the site files; and your user name and password for accessing the FTP server. (For more information about these items, see *Defining remote sites for publishing*, p.388.)
 - o If you want Nameo WebEditor to remember your password instead of prompting you for it every time you connect to the FTP server, select the **Remember password** check box.

- If you need to connect to the FTP server using passive mode, select the **Passive mode** check box. (Your Web hosting provider or network administrator can tell you if this is necessary.)
- 6. (Optional) Under **HTTP information**, enter the base URL that will be used to access the site in a Web browser. (See **Defining remote sites for publishing**, p.388.)
- 7. Click **OK**, and then click **Close** if you are finished defining remote sites, or click to **New** to define another remote site.

Related topics

Defining a remote site using Windows file copyp.390

Defining a remote site using Windows file copy



Defining a remote site (Win32 access method)

To define a remote site using Win32

1. On the **File** menu, click **Remote Sites**.
2. Click **Add**.
3. In the **Site name** box, type a name for this remote site. (The name can be anything you like.)
4. Click the **Type** box and select **Win32**.

5. Under **Local/network information**, enter the path of the **folder** that will contain the site files. (Click **Browse** to find and select a folder.)
6. (Optional) Under **HTTP information**, enter the base URL that will be used to access the site in a Web browser. (See **Defining remote sites for publishing**, p.388.)
7. Click **OK**, and then click **Close** if you are finished defining remote sites, or click to **New** to define another remote site.

Related topics

Defining a remote site using FTP..... p.389

Quick publishing

When you are working with a local site, you can publish one or more files in the local site to a prespecified Web site with a single command, called Quick Publish. When you use Quick Publish, NamowebEditor immediately uploads the selected file(s) to the remote site without further interaction. Quick Publish is great for quickly updating modified files on a remote site after you edit them. Quick Publish is only available when you have a local site open in the Site Manager.

Before using Quick Publish with a particular local site for the first time, you need to have defined at least one remote site and then specified the remote site to use for quick-publishing the local site. (See Preparing to use Quick Publish, p.392.) Once you've done that, all it takes is two clicks to upload the entire site or selected files to the remote site.

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Preparing to use Quick Publish.....	p.392
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Preparing to use Quick Publish

Before using Quick Publish for any given local site, you need to do (or have already done) two things:

- *Define* the remote site to which the local site will be uploaded. (See Defining remote sites for publishing, p.388.)
- *Specify* the remote site to which the local site will be uploaded.

When you define a remote site, it is not associated with any particular local site. That's why you also need to specify the remote site to use for the current local site.

To specify a remote site for the local site

1. Switch to the Site Manager.
2. On the File menu, click Site Properties.
3. Click the **Publish to** box and select the desired remote site. (If you have not yet defined the remote site you want to use, click the ... button to define it now.)
4. Click OK.

Related topics

Defining remote sites for publishing p.388

Using Quick Publish

Once you have prepared (p.392) Namo WebEditor to use Quick Publish for the current local site, you can publish the entire site, or selected files, with just two clicks.

To quick-publish the current local site

1. In the **Site Files** pane of the Site Manager, click the icon or name of the currently open local site.
2. On the File menu, click **Quick Publish**.

To quick-publish one file in the current local site

- In the **Site Files** pane of the Site Manager, right-click the icon or name of the file you want to publish, and then click **Quick Publish**.

To quick-publish several files in the current local site

- In the **Site Files** pane of the Site Manager, select each file you want to publish. (To select adjacent files, draw a box around them with the mouse. To select non-adjacent files, click each while holding down the **Ctrl** key.)
- On the File menu, click **Quick Publish**.

To quick-publish the current document in the main window

- On the File menu, click **Quick Publish**.



You can only Quick Publish a document that belongs to a local site.



Related topics

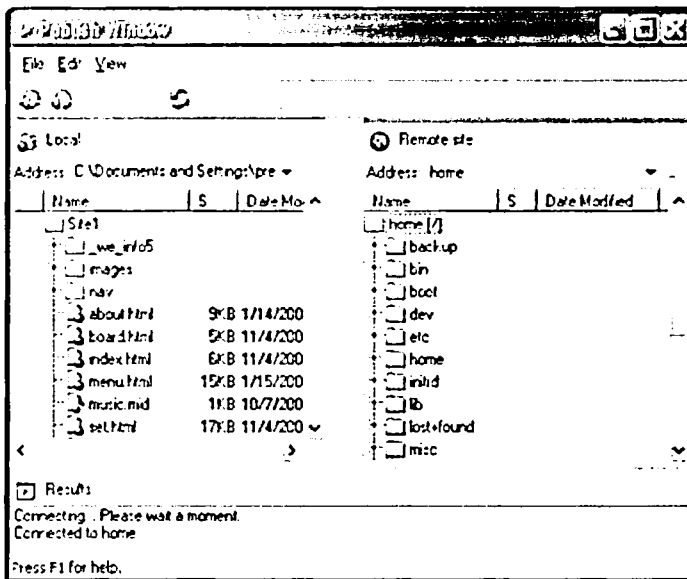
Preparing to use Quick Publish p.392

The Publish window

Use the Publish window to upload local files or an entire local site to a Web server. You can also download files from a Web server to your local file system.

To open the Publish window, do one of the following:

- In Namu WebEditor's main window:
 - On the File menu, click Publish.
 - On the Standard Toolbar, click  (Publish).
- In the Site Manager window:
 - On the File menu, click Publish.
 - On the toolbar, click  (Publish).



The Publish window

The window is divided into several panes. The left side shows the local files and folders and a preview of the selected local file. The right side shows the files and folders on the Web server and a preview of the selected remote file. The bottom pane shows the results of the last operation.

Basic steps to publish a local site

1. Define the remote site (p.388) to upload the local site to, if you have not defined it yet.

2. Open the site in the Site Manager, if it is not already open.
3. Click the **Publish** button or press **F4**.
4. Click **Connect Remote Site**, and then double-click the desired remote site.
5. On the File menu, click **Publish Entire Site**.

Basic steps to publish individual files

1. Define the remote site (p.388) to upload the local files to, if you have not defined it yet.
2. Click the **Publish** button or press **F4**.
3. Click **Connect Remote Site**, and then double-click the desired remote site.
4. In the local pane, select the files you want to publish.
5. Click **Upload** or **Mirror Upload**, depending on how you want to upload the files (see **Uploading to a remote site**, p.398).

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Related topics

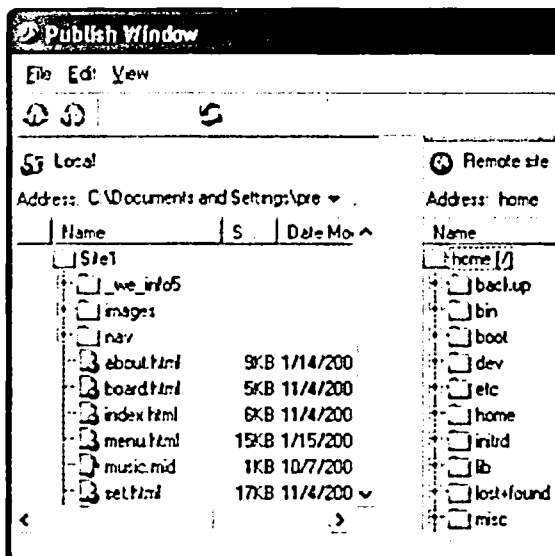
Quick publishing.....	p.392
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Understanding Site Mode vs. Explorer Mode

The **Publish** window has two modes: *Site Mode* and *Explorer Mode*. Which mode is initially active when you open the **Publish** window depends on whether a local site is open in the Site Manager. If a local site is open, the **Publish** window will initially be in *Site Mode*, but you can switch to *Explorer Mode*. If no local site is open, the **Publish** window will be in *Explorer Mode*, and you cannot switch to *Site Mode*.

Explorer Mode

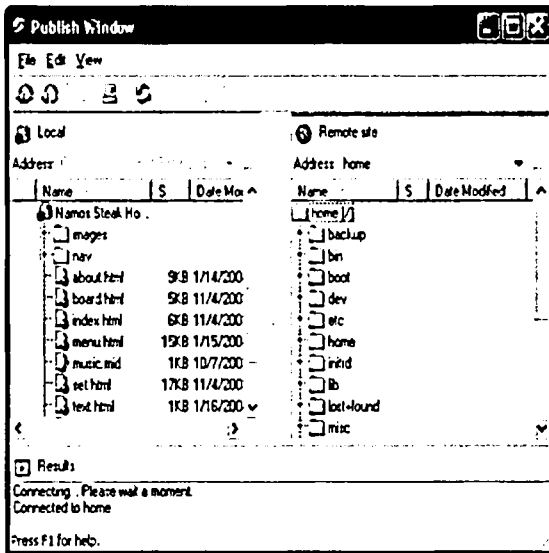
In *Explorer Mode*, the local pane of the **Publish** window displays all the files and folders on one drive on your computer. (You can choose the drive using the drive box in the top right corner of the pane.) In this mode, you can upload any file or folder on your computer to a remote site. Even if you are not working with a local site managed by **Namo WebEditor**, you can publish your site files in *Explorer Mode*.



The local pane of the Publish window in Explorer Mode

Site Mode

In Site Mode, the local pane of the Publish window displays only the files and folders that are part of the current local site. This makes it easier to find the files you want to upload, but the major advantage of Site Mode is that it enables the *Mirror Upload* command, which is not available in Explorer Mode. With Mirror Upload, you can select files and folders anywhere on the local site and, with one click, upload them to the matching locations on the remote site, without worrying about which folder you are in on the remote site. (See Uploading to a remote site, p.398.)



The local pane of the Publish window in Site Mode

To switch between Site Mode and Explorer Mode

Do one of the following:

- On the toolbar, click  (Site Mode) or  (Explorer Mode).
- On the View menu, click Site Mode or Explorer Mode.

(You can only switch between modes if a local site is open in the Site Manager.)

Selecting files for publishing

The following are some tips for selecting files and folders in the **Local** pane of the **Publish** window. Once you have connected to a remote site and selected one or more local items, you can publish them by clicking the **Upload** button or the **Mirror Upload** button (available in Site Mode (p.395) only).

General selection methods

- To select one item, click it.
- To select several adjacent items, draw a box around them with the mouse.
- To select several nonadjacent items, click each while holding down the **Ctrl** key.
- To select all items, press **Ctrl+A**.

Special selection commands

The following commands in the **Publish** window's **Edit** menu are always available.

- **Select All:** Selects all files and folders
- **Select Open Documents:** Selects all documents that are open in Namu WebEditor
- **Select Modified Documents:** Selects all open documents that have unsaved changes
- **Select Linked Files:** Selects all documents and resource files to which the currently selected document(s) have links
- **Select Transfer-Failed Files:** Selects all files that could not be transferred in the last upload or download operation
- **Invert Selection:** Inverts the current selection (the currently selected items are deselected and the currently unselected items are selected)

Additional selection commands in Site Mode

The following commands in the **Publish** window's **Edit** menu are only available in Site Mode (p.395).

- **Select Unique Local Files:** Selects all files that exist on the local site but not on the remote site.
- **Select Unique Remote Files:** Selects all files that exist on the remote site but not on the local site.

Related topics


Understanding Site Mode vs. Explorer Mode.....p.395

Uploading to a remote site



The **Publish** window has three commands for transferring files from your computer to a remote site (a folder on a Web server):

- The **Publish Entire Site** command, available only in Site Mode (p.395), copies an entire local site to a remote site.
- The **Mirror Upload** command, available only in Site Mode (p.395), automatically copies selected local files and/or folders to their *corresponding locations* on a remote site, regardless of the current remote folder. For example, if the path (relative to the site's root folder) of a selected local file is `"/global/images/example.gif"`, the **Mirror Upload** command will copy the file to the same location—`"/global/images/example.gif"`—on the remote site, no matter what the current remote folder is. If several local files in various folders are selected, the **Mirror Upload** command will copy each of them to its appropriate location on the remote site.
- The **Upload** command copies selected local files and/or folders to the *current folder* on a remote site. (See "Determining the current remote folder" below.)



To upload an entire local site

1. If the **Publish** window is not open, press F4 to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site to upload to. (If you have not defined any remote sites, click **Add** and define one as described in Defining remote sites for publishing (p.388).) Namo WebEditor will now connect to the remote site.
4. On the **File** menu, click **Publish Entire Site**.

To upload selected files and/or folders to a remote site

1. If the **Publish** window is not open, press F4 to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site to upload to. (If you have not defined any remote sites, click **Add** and define one as described in Defining remote sites for publishing (p.388).) Namo WebEditor will now connect to the remote site.
4. In the **Local** pane, select (p.397) the files and/or folders you want to upload.
5. Click  (Mirror Upload). Namo WebEditor will copy the selected files to their corresponding locations on the remote site automatically.

To upload selected files and/or folders to a specific remote folder

1. If the **Publish** window is not open, press F4 to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site to upload to. (If you have not defined any remote sites, click **Add** and define one as described in Defining remote sites for publishing (p.388).) Namo WebEditor will now connect to the remote site.
4. In the **Local** pane, select (p.397) the files and/or folders you want to upload.
5. In the **Remote** pane, select the folder to which you want to upload the local items. (Note that the remote site's root folder is initially selected.)
6. Click  (Upload).

Determining the current remote folder

Namo WebEditor uses the following rules to determine which remote folder is current—that is, which remote folder will be the destination of an **Upload** command at any given time. (The current remote folder is not relevant when you use the **Mirror Upload** command.)

- When you connect to a remote site, the current folder is initially the site's root (top-level) folder.
- If a folder is selected (highlighted), it is the current folder.
- If a file is selected, the folder that contains it is the current folder.
- If items in multiple folders are selected, the last selected item determines the current folder.

- If no folder or file is selected, the current folder is the site's root folder.



Downloading from a remote site

In addition to using the **Publish** window to upload local files to a remote site, you can also download remote files to your computer. This capability is especially useful if you have accidentally deleted local site files on your computer.


The **Publish** window has two commands for transferring files from a remote site to your computer:


- The **Mirror Download** command, available only in Site Mode (p.395), automatically copies selected remote files and/or folders to their *corresponding locations* on the current local site, regardless of the current local folder. For example, if the path (relative to the site's root folder) of a selected remote file is `"/global/images/example.gif"`, the **Mirror Download** command will copy the file to the same location—`"/global/images/example.gif"`—on the local site, no matter what the current local folder is. If several remote files in various folders are selected, the **Mirror Download** command will copy each of them to its appropriate location on the local site.
- The **Download** command copies selected remote files and/or folders to the *current folder* on the local site or file system. (See "Determining the current local folder" below.)

To download selected files and/or folders to a local site

1. If the **Publish** window is not open, press **F4** to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site to download from. Namu WebEditor will now connect to the remote site.
4. In the **Remote** pane, select (p.397) the files and/or folders you want to download.
5. Click  (Mirror Download). Namu WebEditor will copy the selected files to their corresponding locations on the local site automatically.

To download selected files and/or folders to a specific local folder

1. If the **Publish** window is not open, press **F4** to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site to download from. Namu WebEditor will now connect to the remote site.
4. In the **Remote** pane, select (p.397) the files and/or folders you want to download.
5. In the **Local** pane, select the folder to which you want to download the remote items. (In Explorer Mode, you can change to a different drive by selecting it from the box in the upper-right corner of the **Local** pane.)

6. Click  (Download).



Determining the current local folder


Namo WebEditor uses the following rules to determine which local folder is current—that is, which local folder will be the destination of a **Download** command at any given time. (The current local folder is not relevant when you use the **Mirror Download** command.)

- When you open the **Publish** window, the current folder is initially the local site or file system's root (top-level) folder.
- If a folder is selected (highlighted), it is the current folder.
- If a file is selected, the folder that contains it is the current folder.
- If items in multiple folders are selected, the last selected item determines the current folder.
- If no folder or file is selected, the current folder is the local site or file system's root folder.


Deleting files on a remote site

To delete files and/or folders on a remote site

1. If the **Publish** window is not open, press **F4** to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the remote site containing the items you want to delete. Namu WebEditor will now connect to the remote site.
4. In the **Remote** pane, select (p.397) the items you want to delete.
5. On the toolbar, click  (Delete).

 *Be careful when deleting files on a remote site. Deleted remote files are generally not recoverable.*

Changing access permissions of remote files and folders


 *Namu WebEditor can only change access permissions on servers that run Unix or a Unix-like operating system, not Windows.*

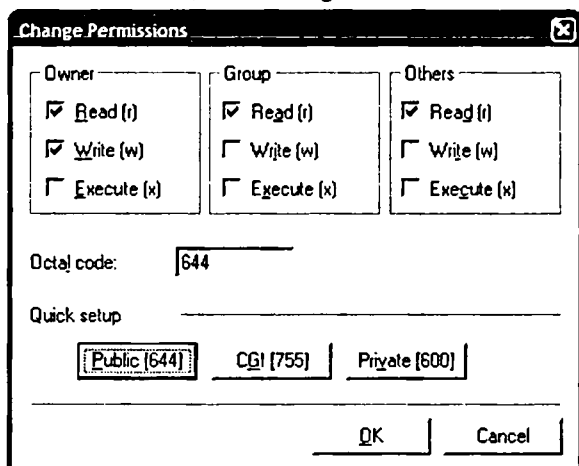
On Web servers that run Unix or Linux, the operating system controls access to files and folders through a system of *access permissions* (also called *file permissions*). Administrators can permit or deny *read*, *write*, or *execute* access to each file or folder, and these permissions can be set independently for the *owner* of the file, the *group* of users to which the owner belongs, and *others* (everyone else).

Files and folders that are part of a Web site must have these permissions set in such a way as to allow the Web server program to access them. If your Web site is hosted by a third-party provider, the administrator will most likely have set the permissions correctly when you opened your account, and no further action should be necessary. However, if you are setting up your own Web server, you may find it convenient to modify access permissions at the same time you upload your site files to the server. You can use the **Change Permissions** command in the **Publish** window to do so.

A discussion of appropriate access permissions is beyond the scope of this user's guide. If you need to change access permissions but are not sure what the appropriate permissions are, please contact your Web server administrator or consult your Web server documentation.

To change the access permissions of a remote file or folder

1. If the **Publish** window is not open, press F4 to open it.
2. On the toolbar, click  (Connect Remote Site).
3. Double-click the desired remote site. Namu WebEditor will now connect to the remote site.
4. In the **Remote** pane, select (p.397) the item or items for which you want to change access permissions.
5. On the **File** menu, click **Change Permissions**.



6. Do any of the following to set the desired permissions:
 - o Select and/or clear check boxes under **Owner**, **Group**, and/or **Others**.
 - o Enter an octal code in the **Octal code** box.
 - o Click a button under **Quick Setup** to quickly set one of three common permission modes.

7. Click OK.



Changing the access permissions of a folder does not affect the permissions of any files or subfolders in it.



If Namo WebEditor fails to set the specified access permissions, it may be because the Web server administrator has disabled permission changes by users.

Opening and saving files directly on a Web server

You can open a document on a Web server, edit it, and then re-save it directly to the server without manually downloading and uploading it. This only works if you have read/write permissions for the file on the server.


The commands for opening and saving files directly on a Web server use the same list of remote sites (p.388) as the Publish window. Before you can use these commands, you must define at least one remote site.

To open a file on a Web server

1. On the File menu, click **Open on Web Server**.
2. Click the **Remote site** box and select a remote site. If you have not yet defined any remote sites, click the ... button to open the **Remote Sites** dialog box.
3. Navigate to the desired file, select it, and then click **Open**.

To save a file directly to a Web server

1. On the File menu, click **Save on Web Server**.
2. Click the **Remote site** box and select a remote site. If you have not yet defined any remote sites, click the ... button to open the **Remote Sites** dialog box.
3. Navigate to the desired folder and then click **Save**. (If the current file was opened from the same site, the original directory will already be displayed.)

 *When you open a file directly from a Web server, Namu WebEditor copies the file to a temporary local file. If you edit the file and use the **Save** command (rather than **Save on Web Server**) to save your changes, Namu WebEditor will only save the temporary file and not upload the edited file to the server. To save your changes to the Web server, make sure to use the **Save on Web Server** command.*

Related topics

The Publish windowp.394

Site maintenance

Namo WebEditor includes a host of site management tools, most of which can be found in the **Tools** menu in either the Site Manager or the main window.

In this section

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Finding files

You can use the **Find Files** command to search a local site or folder for files that match a specified name or name pattern. If you search a local site, the search will automatically include all of the site's subfolders as well as the site folder. If you search a folder, you can choose whether to include subfolders.

The **Find Files** command supports wildcard characters similar to those used in DOS commands:

- A question mark ("?") matches any single character. (Example: `photo_?.html` matches "photo_1.html" and "photo_2.html".)
- An asterisk ("*") matches any string of characters, including zero-length strings. (Example: `photo*.htm*` matches "photo.html" and "photo_3.htm".)

To search for files in the current local site

1. On the **Tools** menu, click **Find Files**.
2. In the **File name** box, type the file name, partial file name, or pattern to search for; or click the triangle and choose from a list of recently searched items.
3. Select **site** in **Search in**. (This option is only available if a local site is open.)
4. Click **Find**.

The search results will be displayed in the result box at the bottom of the **Find Files** window. You can open a found document by double-clicking its file name in the list.

To search for files in a specific folder

1. On the **Tools** menu, click **Find Files**.
2. In the **File name** box, type the file name, partial file name, or pattern to search for; or click the triangle and choose from a list of recently searched items.
3. Click **Foler** in **Search in**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
4. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
5. Click **Find**.

The search results will be displayed in the result box at the bottom of the **Find Files** window. You can open a found document by double-clicking its file name in the list.

Finding and replacing text throughout a site

Use the **Global Find & Replace** command to search for, and optionally replace, specified text in all the files in a local site or folder. If you search a local site, the search will automatically include all of the site's subfolders as well as the site folder. If you search a folder, you can choose whether to include subfolders.

The **Global Find & Replace** command does not support the use of wildcard characters. Please use an exact search string.



Be careful when performing a global replace. This operation cannot be undone.

To search for text in the current local site

1. Do one of the following:
 - On the **Edit** menu in the main window, click **Global Find & Replace**.
 - On the **Tools** menu in the **Site Manager** window, click **Global Find & Replace**.
2. In the **Find** box, type the text to search for, or click the triangle and choose from a list of recently searched items.
3. Click **Find in site**. (This option is only available if a local site is open.)
4. Select the options to use for the search. (See **Selecting search options**, p.408 below.)
5. Click **Find**.

The files containing the search text will be listed in the result box at the bottom of the **Global Find & Replace** window. You can open a document in the list by double-clicking its file name.

To search for and replace text in the current local site

1. Do one of the following:
 - o On the **Edit** menu in the main window, click **Global Find & Replace**.
 - o On the **Tools** menu in the Site Manager window, click **Global Find & Replace**.
2. In the **Find** box, type the text to search for, or click the triangle and choose from a list of recently searched items.
3. Click **Replace with** and type the replacement text, or click the triangle and choose from a list of recently used replacement items.
4. Click **Find in site**. (This option is only available if a local site is open.)
5. Select the options to use for the search. (See *Selecting search options*, p.408 below.)
6. Click **Replace**.

Namo WebEditor will ask you to confirm starting the operation. When the operation is finished, the affected files will be listed in the result box at the bottom of the **Global Find & Replace** window. You can open a document in the list by double-clicking its file name.

To search for text in a specific folder

1. Do one of the following:
 - o On the **Edit** menu in the main window, click **Global Find & Replace**.
 - o On the **Tools** menu in the Site Manager window, click **Global Find & Replace**.
2. In the **Find** box, type the text to search for, or click the triangle and choose from a list of recently searched items.
3. Click **Find in folder**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
4. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
5. Select the options to use for the search. (See *Selecting search options*, p.408" below.)
6. Click **Find**.

The files containing the search text will be listed in the result box at the bottom of the **Global Find & Replace** window. You can open a document in the list by double-clicking its file name.

To search for and replace text in a specific folder

1. Do one of the following:
 - o On the **Edit** menu in the main window, click **Global Find & Replace**.
 - o On the **Tools** menu in the Site Manager window, click **Global Find & Replace**.
2. In the **Find** box, type the text to search for, or click the triangle and choose from a list of recently searched items.

3. Click **Replace with** and type the replacement text, or click the triangle and choose from a list of recently used replacement items.
4. Click **Find in folder**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
5. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
6. Select the options to use for the search. (See *Selecting search options*, p.408 below.)
7. Click **Replace**.

Namo WebEditor will ask you to confirm starting the operation. When the operation is finished, the affected files will be listed in the result box at the bottom of the **Global Find & Replace** window. You can open a document in the list by double-clicking its file name.

Selecting search options

- **Find in HTML documents only:** select this if you want to exclude non-HTML files (such as CSS stylesheets) from the search.
- **Find in hyperlinks only:** select this if you want to limit the search just to the URLs of hyperlinks. This option is extremely useful for changing many links in one operation, without affecting other content. For example, you can search for links containing "www.example.com" and replace the site name with "www.namo.com", without replacing any instance of "www.example.com" that might exist in the text content of your documents.
- **Match case:** select this if you want to exclude occurrences of the search text that do not match the case of the specified text. For example, if you select this option and search for "Namo WebEditor", any occurrences of "namo webeditor" and "NAMO WEBEDITOR" will not be included in the results.
- **Match whole words only:** select this if you want to exclude any occurrence of the search text that is part of another word. For example, if you select this option and search for "photo", any occurrence of "photograph" will not be included in the results.
- **Match full-/half-width:** select this if you are searching for double-byte Asian text and you want to exclude occurrences of the search text that are not the same width as the specified text. This option has no effect when searching ordinary (Western) text.
- **Find in HTML sources:** select this if you want Namu WebEditor to search the HTML source code of documents, rather than the text that is visible in Edit mode or a browser. For example, use this option if you want to search for the file name of an image that may be used in one or more documents.

Finding broken links

Use the **Find Broken Links** command to search a local site or folder for local hyperlinks that point to nonexistent documents or resources. The command will find both broken links and broken `src` references (such as in image tags). If any broken links are found, you can use the **Global Find & Replace** (p.406) command to replace them with valid links.



*The **Find Broken Links** command does not check the validity of links that use full Internet URLs, such as "http://www.example.com/index.html". It only checks links that contain a path and a file name, such as "index.html" or "/images/example.gif". As a result, the command will not find any external links (links that contain a server name) that may be broken. To find broken external links, use the **Check External Links** (p.411) command.*

To find broken links in the current local site

1. Do one of the following:
 - o On the **Tools** menu in the main window, click **Find Broken Links**.
 - o On the **Tools** menu in the **Site Manager** window, click **Find Broken Links**.
2. Click **Site**, and then click **Find**.

Any documents in the current local site that contain broken local links will be listed in the result box at the bottom of the **Find Broken Links** window. You can open a document in the list by double-clicking its file name.

To find broken links in a specific folder

1. Do one of the following:
 - o On the **Tools** menu in the main window, click **Find Broken Links**.
 - o On the **Tools** menu in the **Site Manager** window, click **Find Broken Links**.
2. Click **Folder**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
3. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
4. Click **Find**.

Any documents in the specified folder that contain broken local links will be listed in the result box at the bottom of the **Find Broken Links** window. You can open document in the list by double-clicking its file name.

Finding orphan files

Use the **Find Orphan Files** command to search a local site or folder for "orphan" documents or resource files. An orphan document is one to which no other document in the same site has links. Similarly, an orphan resource file (such as an image) is one that is not used by any document in the site. The presence of orphan files can indicate a problem; for example, you may have renamed a document but neglected to update links pointing to it in other documents. Therefore, it's a good idea to check for orphan files before publishing a site.



*If you have created a site using the Site Wizard, the **Find Orphan Files** command may find several orphan image and other resource files even if you have not changed or removed any links in the site. This is normal and is not a cause for concern.*

To find orphan files in the current local site

1. Do one of the following:
 - o On the **Tools** menu in the main window, click **Find Orphan Files**.
 - o On the **Tools** menu in the Site Manager window, click **Find Orphan Files**.
2. Click **site**, and then click **Find**.

Any orphan files in the current local site will be listed in the result box at the bottom of the **Find Orphan Files** window. You can open a document in the list by double-clicking its file name.

To find orphan files in a specific folder

1. Do one of the following:
 - o On the **Tools** menu in the main window, click **Find Orphan Files**.
 - o On the **Tools** menu in the Site Manager window, click **Find Orphan Files**.
2. Click **Folder**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
3. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
4. Click **Find**.

Any orphan files in the specified folder will be listed in the result box at the bottom of the **Find Orphan Files** window. You can open a document in the list by double-clicking its file name.

Checking external links

Use the **Check External Links** command to find and check the validity of any external links in a local site or folder. When you use this command, Namo WebEditor will find and attempt to follow every link in the current site or the specified folder that points to an external document or resource file. Each external link found will be listed, and either "Connected" or "Not Connected" will appear next to the URL in the results list, indicating whether Namo WebEditor succeeded in following the link. Generally, a failure indicates that the specified document or resource does not exist at the location specified in the URL. Note, however, that if your computer is not connected to the Internet when you use the **Check External Links** command, the results list will show "Not Connected" for every external link.

Note that external links include not only links to files on another site, but any link that contains a server name, even if it points to a file on the current site. For example, if the main URL of the current site is "http://www.example.com/", the URL "http://www.example.com/images/example.gif" is considered an external link, even though the linked file is on the current site.



*By default, the **Check External Links** command finds not only Web links (those that start with "http" or "https"), but also non-Web links, such as those that point to e-mail addresses and FTP resources. However, Namo WebEditor cannot check the validity non-Web links. As a result, any non-Web link found by the **Check External Links** command will appear with the result "Not Connected", even if the link is valid.*

To check external links in the current local site

1. Do one of the following:
 - o On the Tools menu in the main window, click **Check External Links**.
 - o On the Tools menu in the Site Manager window, click **Check External Links**.
2. Click **Find** in site.
3. (optional) Click the **Protocol** box and select the type of link you want to find and check:
 - o To find all external links (including non-Web links such as ftp and mailto), select **ALL**. Note, however, that only http/https links will be checked for validity.
 - o To find and check only links to Web resources, select **HTTP/HTTPS**.
4. Click **Check Links**.

Each external link of the specified type found in the current local site will be listed in the result box at the bottom of the **Check External Links** window, along with the path of the document that contains it, and the result of the connection attempt. Note that non-Web links will always show "Not Connected". You can open a document in the list by double-clicking its file name.

To check external links in a specific folder

1. Do one of the following:
 - o On the Tools menu in the main window, click **Check External Links**.

- On the Tools menu in the Site Manager window, click **Check External Links**.
2. Click **Find in folder**, and then enter the path of the desired folder in the box. You can click **Browse** to locate and select a folder, or click the triangle to choose from a list of recently searched folders.
3. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
4. (optional) Click the **Protocol box** and select the type of link you want to find and check:
 - To find all external links (including non-Web links such as ftp and mailto), select **ALL**. Note, however, that only http/https links will be checked for validity.
 - To find and check only links to Web resources, select **HTTP/HTTPS**.
5. Click **Check Links**.

Each external link of the specified type found in the specified folder will be listed in the result box at the bottom of the **Check External Links** window, along with the path of the document that contains it, and the result of the connection attempt. Note that non-Web links will always show "Not Connected". You can open a document in the list by double-clicking its file name.

Changing character sets throughout a site

Using the **Change Character Sets** command, you can search a local site or folder for documents that use a particular character set (p.238), and then optionally change them to use a different character set.



Be careful when using this command to replace character sets. This operation cannot be undone.

To find documents that use a particular character set

1. Do one of the following:
 - On the Tools menu in the main window, click **Change Character Sets**.
 - On the Tools menu in the Site Manager window, click **Change Character Sets**.
2. Click the **Find encoding** box and select the character set you want to search for.
3. Do one of the following:
 - To search the current local site, click **In site**.
 - To search a specific folder, click **In folder**, and then enter the path of the desired folder in the box. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
4. Click **Find**.

Any documents using the specified character set will be listed in the result box at the bottom of the **Change Character Sets** window. You can open a document in the list by double-clicking its file name.

To replace one character set with another throughout a site or folder

1. Do one of the following:
 - On the Tools menu in the main window, click **Change Character Sets**.
 - On the Tools menu in the Site Manager window, click **Change Character Sets**.
2. Click the **Find encoding** box and select the character set you want to search for.
3. Click the **Replace with** check box, and then click the adjacent box and select the new character set to apply to any found documents.
4. Do one of the following:
 - To search the current local site, click **In site**.
 - To search a specific folder, click **In folder**, and then enter the path of the desired folder in the box. If you want to include subfolders of the specified folder in the search, click **Include subfolders**.
5. Click **Find**. Any matching documents will be listed in the result box.
6. Click **Replace**.

Changing hyperlinks and file names to lowercase

Many Web servers—particularly those running on Unix or Linux—are *case-sensitive* with respect to file and folder names. That is, they distinguish between uppercase and lowercase letters in file and folder names. This means, for example, that "example.html" and "Example.html" are not considered to be the same document by such Web servers.

This is not necessarily a problem. If you always take care to specify URLs with exactly the same capitalization as the paths and names of the files they point to, case-sensitivity doesn't matter. But if you inadvertently create a link whose URL is capitalized differently from its destination, the link may not work once you publish the document to the Web, even if it seems to work in Namu WebEditor. (Windows is not case-sensitive with respect to file and folder names.)

To avoid such potential problems, it can be a good idea to change *all* file names, folder names, and URLs within a site to lowercase. Namu WebEditor has a special command to do just that. Using it ensures that hyperlinks and their destinations will always match case. Of course, you don't need to do this if you never use uppercase in names and URLs.

To change all file names, folder names, and URLs in the current local site to lowercase

- On the Tools menu in the Site Manager, click **Convert File Names to Lowercase**.



This command is only available when you are working on a local site, and it cannot be undone.

Viewing a site report

In seconds, the Site Manager can generate a comprehensive site report that includes the following information:

- Site properties, such as folder path and last modification date
- The site's navigational structure
- List of HTML documents, including such details as size, modification date, title, and character set
- List of broken links
- List of orphan files

To view a report for the current local site

- On the Tools menu of the Site Manager, click **Generate Site Report**.

The Site Manager generates the site report as an ordinary HTML document, which is automatically opened in the main window. If you want, you can save the report as you would any document.

8 Advanced Techniques

This section covers advanced features of Namo WebEditor designed for more experienced Web authors.

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Reusing content

On many Web sites—especially large ones—identical content areas are often repeated on many pages. For example, you might have a set of pages that all share the same navigation bar at the top and "boilerplate" copyright text at the bottom of each page. Although such areas of common content may not be difficult to replicate across many documents in the first place, it *can* be difficult to update every page when you make a change to the common content. Fortunately, there are ways to make it easier to update common content across multiple documents. The basic idea is to *reuse* content stored in a single source in multiple pages, rather than copying content to multiple documents.

Namo WebEditor supports three methods of reusing content in this way:

- You can put shared content in an ordinary HTML document and insert *inline frames* (p.416) in other documents to display that content. An inline frame is like a "window" in one document through which another document shows.
- You can use a *server-side include* (p.423)—a special command in a document that instructs the Web server to insert the contents of another document at the location of the command in the document's source code. (Other SSI commands can be used to insert other items besides documents.)
- You can register a block of content in one document as a *shared content block* (p.420) and then insert the shared block in other documents. Documents that contain shared content blocks actually contain copies of the shared content, but Namu WebEditor updates the copies for you when you use the Update Shared Content Blocks command.

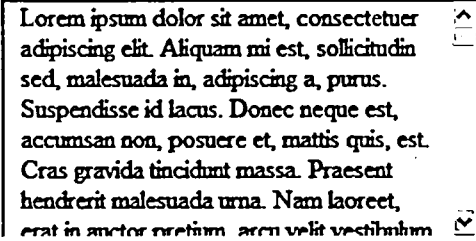
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Inline frames

An *inline frame* is a special container that displays content from a specified document or URL. You can think of an inline frame in a document as a "window" through which you can view another document. In the example below, the inline frame displays the contents of a document named "lipsum.html".

Hello and welcome to my excellent home page featuring an inline frame!
Here it is:



Lorem ipsum dolor sit amet, consectetur
 adipiscing elit. Aliquam mi est, sollicitudin
 sed, malesuada in, adipiscing a, purus.
 Suspendisse id lacus. Donec neque est,
 accumsan non, posuere et, mattis quis, est.
 Cras gravida tincidunt massa. Praesent
 hendrerit malesuada urna. Nam laoreet,
 erat in auctor pretium. Arcu velit vestibulum

Neat, huh?

An inline frame example

Inline frames have many uses. One powerful use of inline frames is to enclose the exact same content in several documents: instead of copying and pasting the shared content into each document, you can put it into a separate document that is displayed in inline frames in each document that needs it. The advantage of this approach is that you can later edit the shared content in one place, and all the documents that use it will "update" automatically.

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Inserting an inline frame

To insert an inline frame

1. Place the insertion point at the location you want to insert the inline frame.
2. On the **Insert** menu, click **Inline Frame**.
3. In the **Source** box, enter the path or URL to the document you want to display in the inline frame.
4. Specify values for any properties (p.418) you want to change, and then click **OK**.



Since an inline frame is an inline element, you can insert it in the middle of a paragraph or other block element, as you can an image.



You cannot set the URL of an inline frame to the document that contains it. Also, if the document in an inline frame itself contains an inline frame, you cannot set the URL of the "inner" inline frame to the "outer" containing document.

Editing a local document in an inline frame

If the source of an inline frame is a local document, the document can be edited directly inside the inline frame.

To edit a local document in an inline frame

1. Click inside the inline frame to place the insertion point in the framed document.
2. Edit the document as you would normally.

While the insertion point is inside an inline frame, the "focus" of much of Namu WebEditor's interface (the menu and toolbar commands, the mode tabs, the Inspector, and so forth) is on the framed document. So, for example, if you press Ctrl+S while the insertion point is inside the inline frame, Namu WebEditor will save the document displayed in the frame, rather than the document containing the frame. However, some commands, such as File > Open, remain focused on the containing document.

Modifying inline frame properties

An inline frame has several properties you can modify, including its source URL, name, size, margins, and so forth.

To modify the properties of an inline frame

1. Select the inline frame by clicking just outside it. (The pointer should be an arrow before you click.)
2. Do one of the following:
 - o Edit the property values on the Inspector.
 - o On the Format menu, click Inline Frame Properties, and then edit the property values in the Inline Frame Properties dialog box.



You can also open the Inline Frame Properties dialog box by double-clicking just outside an inline frame.

The properties you can modify are described below.

Source The source path or URL of the document to be displayed in the inline frame.

Name	The name of the inline frame element. Can be used as the value of the <i>target</i> (p.419) attribute of a hyperlink in the containing document.
Width	The width of the inline frame, in pixels or as a percentage of the inline frame's parent container.
Height	The height of the inline frame, in pixels or as a percentage of the inline frame's parent container.
Alignment	The vertical alignment of the inline frame with respect to the line containing it.
Scrollbar	Specifies whether to display scrollbars at the right and bottom sides of the inline frame. Auto means scrollbars will be displayed only when necessary.
Show border	Specifies whether to display a thin border around the inline frame.
Hor. margin	The size in pixels of the margin between the inline frame's content and its left and right edges.
Vert. margin	The size in pixels of the margin between the inline frame's content and its top and bottom edges.
Hor. space	The size in pixels of the empty space on both sides of the inline frame, separating it from surrounding content on the same line. The default value is zero.
Vert. space	The size in pixels of the empty space above and below the inline frame, separating it from content above and below. The default value is zero.



Cascading style sheets provide finer control over the size, borders, and surrounding margins of inline frames. Refer to the online CSS guide for more information.

Using an inline frame as the target of a link

A special property of inline frames is that they can serve as the targets (p.170) of hyperlinks. If a link targets an inline frame, the link's destination will open in the frame rather than in the containing window. An inline frame can be the target only for links in the document that contains it, not for links in other documents.

To specify an inline frame as the target of a link

1. Select the desired inline frame by clicking just outside it. (The pointer should be an arrow before you click.)
2. On the Inspector, note the value in the Name box. If you wish, change the inline frame's name by editing this value.
3. Click the link. (The link must be in the same document as the inline frame.)
4. On the Inspector, type the inline frame's name in the Target box and press Enter.

Deleting an inline frame


To delete an inline frame

1. Select the inline frame by clicking just outside it. (The pointer should be an arrow before you click.)
2. Press **Delete**.

Shared content blocks

A *shared content block* is an HTML fragment (a piece of an HTML document) that you create once and then insert in as many documents as you want. However, unlike a fragment that is simply copied from one document to another, each copy of a shared block retains a kind of connection to its source, so that changes you make to the shared block's source can be replicated automatically in every copy.

You can create a shared content block from almost any part of any Web document, such as a table, a layer, a set of navigation links, and so forth: if you can select it in Edit mode, you can make it into a shared block. Namu WebEditor stores shared content blocks in `.nsc` files, which are HTML files that contain just HTML fragments, rather than whole documents. To edit a shared content block, you edit the `.nsc` file that contains its source.

 *You can only create and use shared content blocks in documents that belong to a local site. If a local site is not open, the commands related to shared content will not be available.*


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Creating and managing shared content blocks

To create a shared content block


1. Select the content you want to save as a shared content block.
2. On the **Insert** menu, point to **Shared Content**, and then click **Save as Shared Content Block**.
3. In the **Shared content name** box, type a name for the shared content block, and then click **Save**.


 *When you save a selection as a shared content block, the original selection does not become an instance of the shared block. However, you can delete the original content and insert (p.421) a copy of the shared content block in its place.*

Managing shared content blocks

All the shared content blocks you have created for a local site are listed in the **Site Library** (p.377) panel when that site is open. If the **Site Library** panel is hidden, press **Alt+9** to reveal it.

To remove a shared content block from the list, right-click it and then click **Delete**. Note that deleting a shared content block does not remove any instances of it in your documents.

 *If you move, remove, or rename a shared content block, any instances of it in your documents will lose their connection with the shared source.*


 *If you accidentally delete a shared content block and cannot find its file in the Recycle Bin, you can recreate it from one of its instances. Open a document containing an instance of the deleted block, flatten (p.422) the instance, and then save the content as a shared block using the same name as the one that was deleted.*


Inserting a shared content block

When you insert a shared content block into a document, Namo WebEditor creates an instance of the shared content at the location of the insertion point and "connects" it to the shared content block file. You can delete a shared content instance, but you cannot edit it. To modify a shared content instance, you must edit (p.422) the source file; all other instances of the shared content block will change as well.

In Edit mode, a shared content block inserted into a document is shown with a dashed blue outline around it.

To insert a shared content block

1. Place the insertion point at the location where you want to insert the shared block.
2. On the **Site Library** (p.377) panel, click  (Shared Content Blocks).
3. In the list of .nsc files, right-click the desired file and click **Insert**.

 *You can also insert a shared content block by dragging it from the **Site Library** panel to the document window and clicking **Insert File or Image**.*

To remove a shared content instance

1. Select the shared content block in the document window by clicking any part of it.

2. Press Delete.

Editing and updating shared content blocks

To edit a shared content block

1. On the **Site Library** (p.377) panel, double-click the shared content block you want to edit. The corresponding `.nsc` file will open in the document window.
2. After making the desired changes to the shared content, save the `.nsc` file and close it (press **Ctrl+S** and then **Ctrl+F4**).

All instances of the edited shared content block in any open documents will be updated immediately. However, instances in other documents will not be updated until you use the **Update Shared Content Blocks** command (see below).



*You can also open a shared content file for editing by right-clicking any of its instances and clicking **Edit Shared Content Block**.*

To update all shared content blocks

1. Switch to the Site Manager.
2. On the **Tools** menu, click **Update Shared Content Blocks**.

All shared content instances in the site will be immediately updated.

Converting shared content to ordinary content

You can convert an instance of a shared content block to ordinary content that is no longer connected to the shared content source.

To convert a shared content instance to ordinary content

- Right-click any part of the shared content block and then click **Flatten Shared Content Block**.

To convert all shared content in all the documents in a local site to ordinary content

1. Switch to the Site Manager.
2. On the **Edit** menu, click **Flatten Shared Content**.

Server Side Includes

Server Side Includes, or SSI, are special commands that can be added to HTML documents to tell the Web server to insert some information that does not exist in the document itself. When a Web server encounters an SSI command, it executes it and inserts the result into the copy of the document sent to the Web browser, replacing the command with its result.

Namo WebEditor supports inserting three kinds of SSI commands in Edit mode:

include (p.424)

The **include** command inserts the contents of a file that exists on the Web server. Typically, the file to be included contains HTML or plain text. For example, you might use an **include** command in multiple documents to insert a common footer in each document, avoiding the need to copy and paste the footer content into each document. (See Inserting the contents of a file on the server, p.424.)

echo (p.426)

The **echo** command inserts the value of an *environment variable*—that is, some piece of information provided by the Web server regarding the current document or the server environment. Examples include the document's file name, the local date and/or time, and the name and version of the Web server software. (See Inserting the value of an environment variable, p.426.)

time format (p.428)

The **time format** command can be used to tell the Web server how to format the date/time strings produced by any succeeding **echo** commands that output a date or time. (See Controlling the date-time format for an echo command, p.428.)

Notes about using SSI commands

- If you include an SSI command in a document, you should set its file name extension to ".shtml" rather than ".html" or ".htm". Most servers are configured by default to look for SSI commands only in documents that have a ".shtml" or ".shtm" file name extension (".shtml" is compatible with more servers).
- Since SSI commands require a Web server to execute the command and output its result, SSI command results do not appear when you preview a document using either Namu WebEditor's built-in preview mode or a Web browser. To view SSI results in a document, you must publish (p.387) the document to a Web server and then view the published document in a browser.
- Not all Web servers support SSI, and some that do support SSI may not be configured correctly to enable it. If you find that SSI commands in your documents do not work, even though you have changed the documents' file name extensions appropriately, check your Web server software documentation or contact your Web server administrator.

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Inserting the contents of a file on the server

The SSI **include** command tells the Web server to insert the contents of a specified file residing on the server into the current document, at the location of the command in the document's source code, before sending it to a Web browser. The file to be included should contain HTML or plain text; the command cannot be used to insert images or other binary files.


There are two basic situations where using an **include** command can be convenient. You should consider using an **include** command in either of the following situations:

- You have a piece of content that you want to repeat identically in several documents. Rather than copying and pasting the common content in each document, you can save the common content in its own document and use an **include** command to have the Web server dynamically insert the content in each document that needs it. This technique not only saves disk space, but also makes it easier to change the common content if necessary. An example of this situation is a footer that you want to repeat identically on every page of a site.
- You have a document that is mostly static, but in which a relatively small piece of content must change frequently. In this case, rather than editing the entire document every time you need to change one small part of it, you can keep the frequently-changing content in a separate file and edit just that file. An example of this situation is a "message of the day" that changes daily in an otherwise unchanging or rarely-changing document. (However, if the frequently-changing content makes up most of the document, or if your needs are more complicated, you should consider creating a database-driven document (p.430) rather than using **include** commands.)

To insert an include command

1. Place the insertion point at the location in the current document where you want the file to be inserted by the Web server.
2. On the Insert menu, point to SSI, and then click **Include**.
3. Select the appropriate **Type** option as follows:
 - If the file to be included is in the same folder as the document, or in a subfolder of the document's folder, select **File**.
 - If the file to be included is outside of the document' folder, select **Virtual**.
4. In the **Path** box, enter the path of the file to be inserted. (See the note below about acceptable kinds of paths.)
5. Click **OK**.

If the specified file exists in the local file system at the specified path, Namo WebEditor will display its contents in the document window at the location where you inserted the `include` command. Otherwise, it will display a dialog box stating that the specified file could not be found. This is no cause for concern; as long as the file exists at the specified path on the Web server when you publish the document, the `include` command will be successful.

If the display of special tag marks is enabled, an "SSI" box () will also appear at the location of the `include` command, just before the included file contents (if displayed).



After inserting any SSI command, make sure to change the file name extension of the containing document (not the inserted file) to ".shtml".

Notes regarding include commands

- When specifying the path of the file to be included, if you specified the **Type** as **Virtual**, you can enter an absolute path, such as `"/footer.html"`, or a relative path, such as `"footer.html"` or `"../footer.html"`. The path may not contain a domain name—thus, `"http://www.example.com/footer.html"` and `"www.example.com/footer.html"` are not valid. If you specified the **Type** as **File**, the path must be relative and must point to a file in the document's folder or a subfolder of it.
- Be careful when using an **include** command to insert an HTML file. When a Web server encounters an **include** command, it always inserts the *entire* contents of the file at the location of the command in the containing document, regardless of the file's content. As a result, if you use an **include** command to insert a complete HTML document into another HTML document, the resulting combined document generated by the server will contain two sets of `<html>` tags, two sets of `<body>` tags, and so forth—in violation of the rules of HTML. Although most Web browsers deal with such problems gracefully, there can be undesired consequences. For example, if the included document contains a style sheet, a Web browser may apply its styles to the containing document as well, which may not be what you want. To avoid such problems, it's a good idea to make sure that the included file contains only HTML elements that normally occur *within* the `<body>` element—what is called an *HTML fragment*. In other words, it should not contain `<html>`, `<head>`, and `<body>` elements, or any elements that go inside a `<head>` element, such as `<style>`.
- Keep in mind that the outermost element or elements of an included HTML fragment will become a child element or children elements of whatever element contains the **include** command in the containing document. Consequently, you should take care that an included HTML fragment not contain elements that should not occur in the containing element (or, conversely, that the containing element be an element that can legally contain the elements in the included fragment). For example, if the containing element is an inline element, such as ``, the included fragment should not contain any block-level elements, such as `<p>`; or if the included fragment does contain block-level elements, the containing element should also be a block-level element.
- If the file to be included contains plain text (without HTML markup), note that white space in its content will be treated by Web browsers the same as any other white space in HTML documents. Any line breaks in the text will be converted to spaces, and multiple adjacent spaces will be converted to a single space. If you want browsers to preserve line breaks and other white space in

an included text file, insert the **include** command in a <pre> element. (While the insertion point is in the paragraph containing the **include** command, click the **Element** box on the **Formatting Toolbar** and select **Preformatted Text**.)

Inserting the value of an environment variable


The SSI **echo** command tells the Web server to insert the value of an *environment variable* at the location of the command in the document's source code, before sending it to a Web browser. An environment variable is a piece of information, provided by the server, about the current document or some operating aspect of the server itself. You can use an **echo** command in a document to, for example, have the server insert the local time or the document's last modification date in a paragraph somewhere in the document. The server determines the value of the specified environment variable at the time it encounters the **echo** command.

To insert an echo command

1. Place the insertion point at the location in the current document where you want the environment variable's value to be inserted by the Web server.
2. On the **Insert** menu, point to **SSI**, and then click **Echo**.
3. Click the **Variable** box, type or select the desired environment variable, and then click **OK**.

If the display of special tag marks is enabled, an "SSI" box () will appear at the location of the **echo** command.

The environment variables that are selectable in the **Variable** box are described below.

 *You can type the name of any environment variable into the **Variable** box, even if it is not available in the drop-down menu.*

General-purpose variables

These variables have general usefulness.

DATE_GMT	The GMT (Greenwich Mean Time) date/time at the moment the Web server executes the echo command. The format is controlled by a config timefmt (p.428) command.
DATE_LOCAL	The local date/time at the moment the Web server executes the echo command. The format is controlled by a config timefmt (p.428) command.
DOCUMENT_NAME	The file name of the current document.
DOCUMENT_URI	The virtual path of the current document.

HTTP_ACCEPT	The MIME types accepted by the browser.
HTTP_REFERER	The URL of the page from which the user came to the current document (usually by clicking a hyperlink), if any.
HTTP_USER_AGENT	The name and version of the browser.
LAST_MODIFIED	The local date/time when the current document was last modified. The format is controlled by a config timefmt (p.428) command.
REMOTE_ADDR	The IP address of the user's computer.
REMOTE_HOST	The hostname of the user's computer.
REMOTE_USER	The username of the user (only available if the user logged in to access the current document).
SERVER_NAME	The Web server's hostname, DNS alias, or IP address.
SERVER_PORT	The port number of the Web server (usually 80) for the current communication.
SERVER_PROTOCOL	The name and version number of the Internet protocol (such as HTTP) for the current communication.
SERVER_SOFTWARE	The name and version of the Web server software.

CGI-specific variables

These variables are only meaningful when the document being served was generated by a CGI script.

CONTENT_LENGTH	The length of any content attached to the query by the browser.
CONTENT_TYPE	The type of any content attached to the query by the browser.
GATEWAY_INTERFACE	The version of CGI in use by the server.
PATH_INFO	The extra path information, if any, appended to the script's path name by the browser.
PATH_TRANSLATED	The same as PATH_INFO, but translated from a virtual path to a physical path.
QUERY_STRING	The query string, if any, appended to the script's URL by the browser.
QUERY_STRING_UNESCAPED	The unescaped version of QUERY_STRING.
REQUEST_METHOD	The method by which the browser request was made (such as GET or POST).
SCRIPT_NAME	The virtual path of the current script.

Related topics

Controlling the date-time format for an echo command..... p.428

Controlling the date-time format for an echo command

When a Web server encounters an **echo** command requesting a date/time, the result is formatted according to default date/time format of the server. You can change the date/time format by inserting a **config** command with the **timefmt** parameter before the relevant **echo** command. The results of any date-related **echo** commands located after the **config timefmt** command in the same document will use the specified date/time format.

To set the date/time format for an echo command

1. Place the insertion point anywhere in the current document *before* the **echo** command(s) for which you want to set the date/time format.
2. On the Insert menu, point to SSI, and then click **Time Format**.
3. Under **Time Format**, click the date or time format you want to use, or click **Custom Format** and enter any combination of date/time format codes and separators (see table below).
4. Click OK.

If the display of special tag marks is enabled, an "SSI" box () will appear at the location of the **config** command.

Date/time format codes

You can enter any combination of the following codes in the **Custom Format** box to create your own custom date/time format. You can also enter spaces and punctuation marks as separators. (But do not use "%%" as a separator.)

Code	Meaning
%a	abbreviated weekday name
%A	full weekday name
%b	abbreviated month name
%B	full month name
%c	country-specific date/time format
%C	default date/time format
%d	day of month 01 to 31
%D	date as %m/%d/%y
%e	day of month 1 to 31 (single digits are preceded by blanks)
%h	abbreviated month name (same as %b)
%H	hour 00 to 23
%I	hour 01 to 12
%j	day of year 001 to 366

Code	Meaning
%m	month of year 01 to 12
%M	minute 00 to 59
%n	line break
%p	AM/PM
%r	time as %I:%M:%S %p
%R	time as %H:%M
%S	second 00 to 61
%t	tab character
%T	time as %H:%M:%S
%U	week number (Sunday is the first day of the week) 00 to 53
%w	day of week (Sunday = 0)
%W	week number (Monday is the first day of the week) 00 to 53
%x	country-specific date format
%X	country-specific time format
%y	2-digit year 00 to 99
%Y	4-digit year
%Z	time zone

Creating database-driven documents

With Namu WebEditor's Database Wizard, you can easily create database-driven Web documents without programming.

In this section

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Introduction to database-driven documents

A *database-driven document* (also called a *dynamic document*) is a Web document in which some or all of the content does not exist in the document itself but is retrieved from a database when the document is requested by a Web browser.

How database-driven documents work

When a Web browser requests an ordinary HTML document, the Web server simply sends the document as it is, without modification. As a result, the copy of the document in the browser's memory is exactly the same as the copy on the server's file system. Database-driven documents, however, work differently. When a browser requests a database-driven document, what it receives from the server is not the document that exists on the server's file system, but rather a *generated* document, based on the original, that the server creates "on the fly" when it receives the request. The original document acts as a kind of template, which the server "fills in" with content from a database.

A database-driven document contains instructions in server-side scripts that tell the server to retrieve specific information from a database. When the server receives a request from the browser for a database-driven document, the following things happen:

1. The server opens the document and reads the instructions in it.
2. The server retrieves the data specified in the script from the specified database.
3. The server generates an HTML document from the retrieved data, using the original document as a template.
4. The server sends the generated document to the browser.

Why use database-driven documents?

A database-driven approach is primarily useful for large sites that have many similar pages, because the Web developer can design a single document (the template) that becomes the basis for many generated documents. This approach separates *content* (the data) from *presentation* (the HTML formatting), allows content to be centralized, and makes it much easier to change the design of the site.

As an example, consider a typical online bookstore. It may have hundreds or even thousands of pages, one for each book the store carries, yet all are probably much the same. Each page displays a book title, an author name, a price, a brief description, and so forth, all formatted the same way from page to page. To author every page individually would be a huge task, and there would be a lot of duplication (and thus wasted disk space), since much of the HTML would be exactly repeated on every page. And if the Web developer decided to change the design of the site even a little, every page would have to be edited—another huge project.

But if the online bookstore is database-driven, these problems are avoided. Instead of a document for every book, a single document template along with a database serve as the basis for thousands of generated documents. The information remains in a central location, where it is easily managed, and changing the design of the generated pages requires editing just the template.

About query strings

In our hypothetical online bookstore, each link to a book description page uses the same document URL, but attaches a different *query string* to the end of the URL. The query string tells the Web server which book the user is interested in. For example, a link to the description page for *The Grapes of Wrath* might look like `http://www.example.com/detail.asp?bookid=11424`. "Detail.asp" is the file name of the dynamic document, "bookid" is a query parameter, and 11424 is the parameter's value—the ID of the requested book. Instructions in the document itself tell the server in which database table to look for the information, while the query string identifies the particular record to retrieve.

Supported document standards and database connections

There are several dynamic document standards and ways of connecting to databases that can be used to implement a database-driven site. Namu WebEditor's Database Wizard supports several of the most popular combinations of these variables and offers you the choice of which combination to use for your site. From the user's (site visitor's) point of view, it does not matter what you choose, since all combinations generate ordinary HTML compatible with all browsers. Your choice of standards depends largely on the software that is installed (or that you are willing to install) on your Web server.

Namu WebEditor supports the following dynamic document standards:

ASP (Active Server Pages)

ASP is Microsoft's dynamic document standard. ASP support is built into Microsoft's web server programs, Internet Information Server (IIS) and Personal Web Server (PWS). If your Web server runs one of these programs, you do not need to install additional software to use ASP. Other Web servers can be made to support ASP through the addition of third-party software such as Sun ONE Active Server Pages (<http://www.sun.com/software/chilisoft/>) or Instant ASP (<http://www.stryon.com/products.asp?s=1>).

Namu WebEditor supports the use of ODBC for connecting to databases from ASP documents.

PHP (PHP Hypertext Preprocessor)

PHP is an open-source Web scripting language maintained by the Apache Software Foundation. PHP support is not built into any Web server program; to use it, you must install the PHP program on your server. The program is free and available for many operating systems; many Linux distributions include PHP as a standard option. Visit <http://www.php.net/> for more information.

Namu WebEditor supports the use of the following methods for connecting to databases from PHP documents:

- ODBC (for any ODBC-supporting database)
- Direct TCP/IP connection (only for MySQL databases)

JSP (JavaServer Pages)

JSP is Sun's dynamic document standard based on the Java programming language. Many Web server programs have built-in support for JSP; others can be made to support it through an add-on engine. See <http://java.sun.com/products/jsp/industry.html> for a list of supporting servers and engines.

Namu WebEditor supports the use of the following methods for connecting to databases from JSP documents:

- ODBC (for any ODBC-supporting database)
- JDBC (for MySQL, IBM DB2, Oracle, Microsoft SQL Server, and other databases)



Sejoong Namu Interactive does not recommend or endorse any particular dynamic document standard, database platform, or Web server platform.

Related topics

- Requirements for using the Database Wizard p.433
 Setting up an ODBC data source..... p.435

Requirements for using the Database Wizard

ODBC driver for your database

Although the Database Wizard can create pages that connect to a database through TCP/IP or JDBC, the wizard itself uses ODBC to connect to your database for the purpose of obtaining information about the database's tables and fields. Microsoft Windows has built-in ODBC drivers for the following database types: Microsoft Access, Microsoft Excel, Microsoft FoxPro, Microsoft Visual FoxPro, Microsoft SQL Server, dBase, Oracle, Paradox, and text files. ODBC drivers for many other databases are available, both free and commercial. To find an ODBC driver for your database, try searching the Web (for example, search for "MySQL ODBC driver").


Web server program installed and running on your desktop computer

To enable previewing database-driven documents using Namu WebEditor's built-in preview mode, a Web server program supporting the dynamic document format you want to use must be installed on the computer on which you use Namu WebEditor. Some no-cost options for obtaining a Web server program are listed below:

- If you use Windows 2000 or Windows XP Professional, Microsoft Internet Information Server (IIS) is either already installed on your computer or available as an installation option in the Add/Remove Windows Components application. IIS has built-in support for ASP.
- If you use Windows NT 4 Workstation or Windows 95, you can install Microsoft Personal Web Server (PWS) as part of the Windows NT 4.0 Option Pack, a free download from Microsoft's Web site (<http://www.microsoft.com/ntserver/nts/downloads/recommended/NT4OptPk/default.asp>). PWS has built-in support for ASP.
- If you use Windows 98, you can install PWS from your Windows 98 installation CD in the \add-ons/pws folder. PWS has built-in support for ASP.
- For any 32-bit version of Windows (Windows 95 or later), you can download and install the free Apache HTTP Server (<http://httpd.apache.org/>). Note that you must install additional

software to enable Apache HTTP Server to work with dynamic documents; one free option is the PHP program, which supports PHP (<http://www.php.net>).

If you do not want to preview your database-driven documents using Namoweb's built-in preview mode, you do not need a Web server program on your desktop computer.


 *If you have IIS or PWS running on your desktop computer, Namoweb automatically configures it to support previewing database-driven documents. However, if you choose to run a different Web server program, you must manually configure it to have a virtual directory named "namoweb" pointing to the root directory of your boot drive (for example, C:\). For Apache, you can do this by adding the following line to your httpd.conf file:*

```
Alias /namoweb "C:/"
```

Web server software that supports ASP, PHP, or JSP installed and running on the Web server

To actually use the database-driven documents you create using the Database Wizard, your Web server must be equipped with software to interpret and execute the instructions in those documents. The required software depends on the dynamic document standard you want to use.

- **For ASP documents:** If your Web server runs Microsoft's Internet Information Server (IIS) or Personal Web Server (PWS), no additional software is required. Other Web server programs may require the addition of third-party software such as Sun ONE Active Server Pages (<http://www.sun.com/software/chilisoft/>) or Instant ASP (<http://www.stryon.com/products.asp?s=1>).
- **For PHP documents:** Your Web server must have the PHP software installed on it. PHP can be downloaded for free from <http://www.php.net/> or (if your Web server runs on Linux/Unix) the download site for your Linux/Unix distribution.
- **For JSP documents:** Many Web server programs have built-in support for JSP. Others can be made to support it through an add-on engine. See <http://java.sun.com/products/jsp/industry.html> for a list of supporting servers and engines.

 *Sejoong Namoweb Interactive does not recommend or endorse any particular dynamic document standard, database platform, or Web server platform.*

Related topics

- Supported document standards and database connectionsp.432
- Setting up an ODBC data sourcep.435

Setting up an ODBC data source

The Database Wizard must connect to your database through ODBC to obtain information about the database's tables and fields. Therefore, you must register your database as an ODBC data source.

To register an ODBC data source

1. On the Start menu, point to **Settings**, and then click **Control Panel**.
2. Do one of the following, depending on your operating system:
 - in Windows 95/98/Me/NT 4: Double-click **ODBC Data Sources**.
 - in Windows 2000/XP: Double-click **Administrative Tools**, and then double-click **Data Sources (ODBC)**.
3. Click the **System DSN** tab, and then click **Add**.
4. Select the appropriate driver for your database type. For example, if you are using an Microsoft Access database, select **Microsoft Access Driver**. Then, click **Finish**.
5. Enter a name for the new data source.
6. Complete the remaining steps, which vary depending on the selected driver.

When you have finished creating the data source, its name should appear in the **System Data Sources** list, along with the selected driver. Click **OK** to close the dialog box.

Related topics

- Supported document standards and database connections p.432
- Requirements for using the Database Wizard p.433

Overview of the Database Wizard

The Database Wizard creates *blocks* of database-driven content, rather than entire documents. A block can be inserted into any document, including one with existing static content. You can add static content to a document before and after creating a database-driven block in it.

When you save a document in which you have added a database-driven block, Namo WebEditor changes the file name extension to **.asp**, **.php**, or **.jsp**, depending on the dynamic document standard (p.432) you have selected.

Types of blocks

The Database Wizard can create six kinds of database-driven content blocks. Four are *output blocks*, which present information retrieved from a database in various formats. The other two are *input blocks*, forms that accept data from users and then insert it into a database.

The output block types are:

- **Table blocks (p.438)**, which display multiple database records in a tabular format with one row per record and one column per field;
- **List blocks (p.440)**, which display multiple records in a serial arrangement where each records takes up multiple lines, one line per field;
- **Detail blocks (p.443)**, which display a single record; and
- **Chart blocks (p.445)**, which display quantitative data from multiple records as a chart or graph.

The input block types are:

- **Input blocks (p.452)**, which take user-provided data and insert it into a database as a new record; and
- **Modification blocks (p.454)**, which take user-provided data and update an existing database record with it.

Most types of blocks are mutually exclusive. For example, you cannot insert both a table block and an input block in the same document. Also, most block types can only have one instance in a single document, so you cannot put two list blocks (for example) in the same document. The only exceptions to these rules are detail and chart blocks. You can combine a detail or chart block with any other type of block, and any number of detail or chart blocks can exist in the same document.

Basic steps of the Database Wizard

Most of the steps in the Database Wizard are the same, regardless of block type. Below is a brief overview of the common steps.

Step 1: Choosing a dynamic document standard and database connection method

In the first step, you decide whether to use ASP, PHP, or JSP as the dynamic document standard for the current document; choose a database connection type, such as ODBC or JDBC; and specify the operating system of your Web server. The Web server OS setting is only used if you are creating a chart block; it is used to determine which version to save of the CGI program that draws the chart.

Step 2: Specifying a data source

In the second step, you select an ODBC data source (if using ODBC) or specify the location of a database (if using another connection method). If you are using a connection method other than ODBC, you also need to select an ODBC data source so that the Database Wizard can get table and field information from the database.

Step 3: Selecting database fields

In the third step, the wizard displays a list of the fields in each table of the database. You select the fields that you want to include in the block.

Step 4: Specifying a filter

In the fourth step, you specify a filter condition (p.463) that filters the database records. This is optional for table, list, and chart blocks, but it is mandatory for detail and modification blocks, since these block types can only display (or modify) a single record. In this step you also specify a join condition (p.458) if you selected fields from more than one table in the previous step; and an optional sort condition, which determines how the records will be sorted. This step is absent when you are creating an input block.

Step 5: Adding or removing block elements

In the fifth step, the wizard displays a list of the *block elements* that will be included in the block by default. Every database-driven block consists of a number of block elements, each of which performs some individual function in the block. For example, an output element displays the contents of one database field; a page link element presents a generated set of hyperlinks for navigating multiple output pages; and so forth. You can remove block elements you don't want to include, and you can add additional elements.

In addition to these common steps, there are a few steps that only apply to certain block types. These are explained in the individual subsections covering each block type.

Related topics

Creating an output block	p.437
Creating an input block	p.452

Creating an output block

An output block displays information from one or more records in a database.

In this section

Creating a table block.....	p.438
Creating a list block	p.440
Creating a detail block	p.443
Creating a chart block	p.445

Related topics

Creating an input block	p.452
Overview of the Database Wizard.....	p.435

Creating a table block

A table block displays multiple database records in a tabular format. Each row of the table shows information from one record, while each column represents a database field.

Name	Phone	E-mail
John Humphries	303-848-3093	johnny@example.com
Jane Doer	212-845-8965	jdoer@example.com
Mick Miggler	904-897-5626	mm@example.com
Betty Boopie	316-985-4114	boopie@example.com
Bob Hoffman	604-847-5555	bhoff@example.com
Hairy Potter	312-985-9696	hpott@example.com
[1 2 3 4] [>>]		

A simple table block in Preview mode

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click Table Block.

Step 1: Document Type

1. Click the Script type box and select the dynamic document standard (p.432) you want to use.
2. Click the Database box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click Next.

Step 2: Data Source

1. Do one of the following, depending on your selection in the Database box in Step 1 of the wizard:
 - o If you chose ODBC: Click the Data source box and select the ODBC data source (p.435) corresponding to your database.
 - o If you chose MySQL:
 1. In the MySQL host box, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the MySQL DB name box, enter the name of your MySQL database.
 - o If you chose one of the JDBC connection methods (for a JSP document): In the Data source URL box, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the User ID and Password boxes.

3. If you chose a connection method other than ODBC in Step 1 of the wizard, click the ODBC DSN for preview box and select the ODBC data source (p.435) corresponding to your database.
4. Click Next.

Step 3: Database Fields

1. For each database field you want to include in the table block, select the field in the box on the left and click Add. To add all the fields in a table, select the table and click Add.
2. Click Next.

Step 4: Selection Statement

1. If you added fields from more than one table in Step 3 of the wizard, enter a join condition (p.458) in the Join box.
2. If you want to filter the database records according to some criteria, enter a filter condition (p.463) in the Filter box.
3. If you want the records to be sorted a particular way in the table block, enter a sort condition (p.463) in the Sort by box.
4. Click Next.

Step 5: Block Elements

1. If you want to remove one or more unnecessary block elements, select each and click Remove. (However, do not remove the Page Link Set element unless you intend to display all the records on one page.)
2. Click Next.

Step 6: List Settings

1. In the Number of rows box, enter the number of rows you want the table block to display on a page. (If the number of records exceeds this number, page links will be automatically inserted at the bottom of the table block so that users can see all records.)
2. Click Finish.

When you finish the Database Wizard, the table block will be inserted into the current document. In Edit mode, the block will initially look something like the following:

Customers.Name	Customers.PhoneNumber	Customers.EmailAddress
[val]	[val]	[val]
[<<] [1 2 3 4 5 6 7 8 9 10] [>>]		

Example of a table block in Edit mode before modification

The highlighted words "[val]" in the second row represent output elements. These placeholders will be replaced with generated content—actual data from the database—when the document is opened in a browser. Do not delete a placeholder, unless you want to remove the corresponding block element.

The default column headers are simply the names of the database fields you selected in Step 3 of the wizard. Since these headers are static, plain text, you can replace them with any content you want.

The bottom row of the table contains a placeholder for page links that will be dynamically generated by the Web server when the number of records to be displayed exceeds the number of rows you specified for the table block.

To preview the table block with generated content, switch to Preview mode.

You can format the table block as you would an ordinary table. You can also format the text inside it and add static content, such as images. For more information about formatting a block, see [Formatting database-driven content](#), p.477.

Related topics

- Joining fields from two or more database tables.....p.458
- Working with block elementsp.466
- Formatting database-driven content.....p.477

Creating a list block

A list block displays multiple database records in series. Each record occupies a borderless table inside one cell of a single-column table, and each field occupies one row in the record's table.

Name: John Humphries
Phone: 303-848-3093
E-mail: johnny@example.com
Name: Jane Doer
Phone: 212-845-8965
E-mail: jdoer@example.com
Name: Mick Miggler
Phone: 904-897-5626
E-mail: mm@example.com
[1 2 3 4 5 6 7 8] [>>]

A simple list block in Preview mode

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click List Block.

Step 1: Document Type

1. Click the **Script type** box and select the dynamic document standard (p.432) you want to use.
2. Click the **Database** box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click **Next**.

Step 2: Data Source

1. Do one of the following, depending on your selection in the Database box in Step 1 of the wizard:
 - o If you chose ODBC: Click the **Data source** box and select the ODBC data source (p.435) corresponding to your database.
 - o If you chose MySQL:
 1. In the **MySQL host** box, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the **MySQL DB name** box, enter the name of your MySQL database.
 - o If you chose one of the JDBC connection methods (for a JSP document): In the **Data source URL** box, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the **User ID** and **Password** boxes.
3. If you chose a connection method other than ODBC in Step 1 of the wizard, click the **ODBC DSN** for **preview** box and select the ODBC data source (p.435) corresponding to your database.
4. Click **Next**.

Step 3: Database Fields

1. For each database field you want to include in the list block, select the field in the box on the left and click **Add**. To add all the fields in a table, select the table and click **Add**.
2. Click **Next**.

Step 4: Selection Statement

1. If you added fields from more than one table in Step 3 of the wizard, enter a join condition (p.458) in the **Join** box.
2. If you want to filter the database records according to some criteria, enter a filter condition (p.463) in the **Filter** box.
3. If you want the records to be sorted a particular way in the list block, enter a sort condition (p.463) in the **Sort by** box.
4. Click **Next**.

Step 5: Block Elements

1. If you want to remove one or more unnecessary block elements, select each and click **Remove**. (However, do not remove the **Page Link Set** element unless you intend to display all the records on one page.)
2. Click **Next**.

Step 6: List Settings

1. In the **Number of rows** box, enter the number of records you want the list block to display on a page. (If the number of records exceeds this number, page links will be automatically inserted at the bottom of the list block so that users can see all records.)
2. Click **Finish**.

When you finish the Database Wizard, the list block will be inserted into the current document. In Edit mode, the block will initially look something like the following:

Customers.Name	{val}
Customers.PhoneNumber	{val}
Customers.EmailAddress	{val}
[<<] [1 2 3 4 5 6 7 8 9 10] [>>]	

Example of a list block in Edit mode before modification

The highlighted words "[val]" in the right column represent output elements. These placeholders will be replaced with generated content—actual data from the database—when the document is opened in a browser. Do not delete a placeholder, unless you want to remove the corresponding block element.

The default element labels in the left column are simply the names of the database fields you selected in Step 3 of the wizard. Since these headers are static, plain text, you can replace them with any content you want.

The bottom row of the outer table (the table that contains all the record tables) contains a placeholder for page links that will be dynamically generated by the Web server when the number of records to be displayed exceeds the number of rows you specified for the list block.

To preview the list block with generated content, switch to Preview mode.

You can format the list block as you would an ordinary table. You can also format the text inside it and add static content, such as images. For more information about formatting a block, see *Formatting database-driven content*, p.477.

Related topics

- Joining fields from two or more database tables p.458
- Working with block elements p.466
- Formatting database-driven content p.477

Creating a detail block

A detail block displays a single database record. Each database field occupies one row in a table.

Name	John Humphries
Company	Acme Widgets, Inc.
Street Address	92 Montvale Ave.
City	Stoneham
State/Province	MA
Postal Code	02148
Country	USA
Phone Number	303-848-3093
E-mail Address	johnny@example.com
Notes	Birthday is 6/2/70. Wife: Marianne. No kids.

A simple detail block in Preview mode

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click Detail Block.

Step 1: Document Type

1. Click the Script type box and select the dynamic document standard (p.432) you want to use.
2. Click the Database box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click Next.

Step 2: Data Source

1. Do one of the following, depending on your selection in the Database box in Step 1 of the wizard:
 - o If you chose ODBC: Click the Data source box and select the ODBC data source (p.435) corresponding to your database.

- If you chose **MySQL**:
 1. In the **MySQL host box**, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the **MySQL DB name box**, enter the name of your MySQL database.
 - If you chose one of the **JDBC connection methods** (for a JSP document): In the **Data source URL box**, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the **User ID** and **Password** boxes.
 3. If you chose a connection method other than **ODBC** in Step 1 of the wizard, click the **ODBC DSN** for preview box and select the ODBC data source (p.435) corresponding to your database.
 4. Click **Next**.

Step 3: Database Fields

1. For each database field you want to include in the detail block, select the field in the box on the left and click **Add**. To add all the fields in a table, select the table and click **Add**.
2. Click **Next**.

Step 4: Selection Statement

1. If you added fields from more than one table in Step 3 of the wizard, enter a join condition (p.458) in the **Join box**.
2. In the **Filter box**, enter a filter condition (p.463) to select the record to be displayed in the detail block. (For information about configuring a detail block to display a specific record depending on the value of a parameter in the URL, see Using parameters with database-driven documents, p.460.)
3. Click **Next**.

Step 5: Block Elements

1. If you want to remove one or more unnecessary block elements, select each and click **Remove**.
2. Click **Finish**.

When you finish the Database Wizard, the detail block will be inserted into the current document. In Edit mode, the block will initially look something like the following:

Customers.Name	[val]
Customers.Company	[val]
Customers.StreetAddress	[val]
Customers.City	[val]
Customers.StateOrProvince	[val]
Customers.PostalCode	[val]
Customers.Country	[val]
Customers.PhoneNumber	[val]
Customers.EmailAddress	[val]
Customers.Notes	[val]

Example of a detail block in Edit mode before modification

The highlighted words "[val]" in the right column represent output elements. These placeholders will be replaced with generated content—actual data from the database—when the document is opened in a browser. Do not delete a placeholder, unless you want to remove the corresponding block element.

The default element labels in the left column are simply the names of the database fields you selected in Step 3 of the wizard. Since these headers are static, plain text, you can replace them with any content you want.

To preview the detail block with generated content, switch to Preview mode.

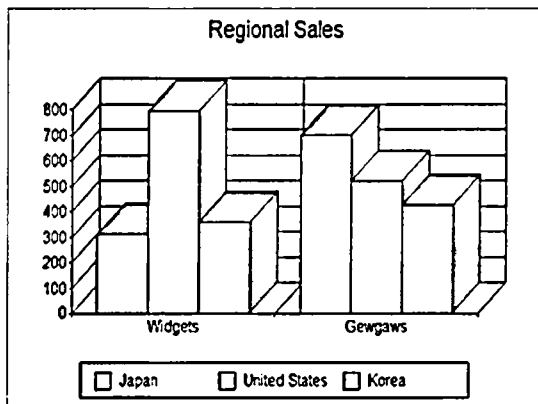
You can format the detail block as you would an ordinary table. You can also format the text inside it and add static content, such as images. For more information about formatting a block, see *Formatting database-driven content*, p.477.

Related topics

- Joining fields from two or more database tables p.458
- Working with block elements p.466
- Formatting database-driven content p.477

Creating a chart block

A chart block displays quantitative information from multiple records in a database table as a chart or graph.



A simple chart block in Preview mode

Data requirements

The database table you wish to use in a chart block must meet certain requirements:

- The table must have at least one numerical field, which contains the quantitative values to be charted. However, if there is more than one number field, the chart block will only use one.
- If you want the chart block to use series or category labels taken from the database table, both series *and* category labels must exist in the table. If only one set of labels exist in the table, the chart block cannot use it and you must enter both sets of labels manually.

Examples of valid database tables for use with a chart block

Example 1

Rec_ID	Country	Product	Unit_Sales
1	United States	Widgets	748
2	United States	Gewgaws	514
3	Sweden	Widgets	225
4	Sweden	Gewgaws	287
5	Japan	Widgets	369
6	Japan	Gewgaws	654

This table is ideal for use with a chart block. There is only one number field, and there are two string fields, one of which will be used as the source of series labels and the other for category labels. The chart produced from this table can have either two series and three categories, or three

series and two categories, depending on whether the countries are series and the products are categories, or vice versa.

Example 2

Rec_ID	Measurement	Month	Value
1	Mean Temperature	January	19
2	Mean Temperature	February	20
3	Mean Temperature	March	22
4	Mean Temperature	April	25
5	Mean Temperature	May	26
6	Mean Temperature	June	28

This table is also well suited for use with a chart block. In this table, there is one series (Mean Temperature) and six categories (the months).

Example 3

Rec_ID	Value
1	748
2	514
3	225
4	287
5	369
6	654

This table is suitable for use with a chart block, but since it provides only values and no labels, the series and/or category labels will need to be entered manually. The number of series and categories must also be specified manually.

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click Chart Block.

Step 1: Document Type

1. Click the Script type box and select the dynamic document standard (p.432) you want to use.

2. Click the **Database** box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click the **Server OS** box and select the operating system used by your Web server. The Database Wizard needs this information in order to determine which version of the chart drawing CGI program to save with the document.
4. Click **Next**.

Step 2: Data Source

1. Do one of the following, depending on your selection in the **Database** box in Step 1 of the wizard:
 - o If you chose ODBC: Click the **Data source** box and select the ODBC data source (p.435) corresponding to your database.
 - o If you chose MySQL:
 1. In the **MySQL host** box, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the **MySQL DB name** box, enter the name of your MySQL database.
 - o If you chose one of the JDBC connection methods (for a JSP document): In the **Data source URL** box, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the **User ID** and **Password** boxes.
3. If you chose a connection method other than ODBC in Step 1 of the wizard, click the **ODBC DSN for preview** box and select the ODBC data source (p.435) corresponding to your database.
4. Click **Next**.

Step 3: Database Fields

1. For each database field you want to include in the chart block, select the field in the box on the left and click **Add**. To add all the fields in a table, select the table and click **Add**.
2. Click **Next**.

Step 4: Selection Statement

1. If you added fields from more than one table in Step 3 of the wizard, enter a join condition (p.458) in the **Join** box.
2. If you want to filter the database records according to some criteria, enter a filter condition (p.463) in the **Filter** box.
3. If you want the records to be sorted a particular way in the chart block, enter a sort condition (p.463) in the **Sort by** box.
4. Click **Next**.

Step 5: Chart Settings

1. Under **Source fields**, click the **Value** box and select the numerical database field that will provide the numerical values for the chart block.
2. Under **Series and categories**, click **Retrieve from database** if you want the chart block to obtain series and category labels from the database. Otherwise, leave the **Enter manually** option selected and, in the **Number of categories** and **Number of series** boxes, enter the number of categories and

series you want the values to be organized into. (See "Entering series and category labels manually" later in this section.)

3. If you selected the **Retrieve from database** option, click the **Series names** box and select the database field that will provide the series labels, and then click the **Category names** box and select the database field that will provide the category labels.
4. Click **Next**.

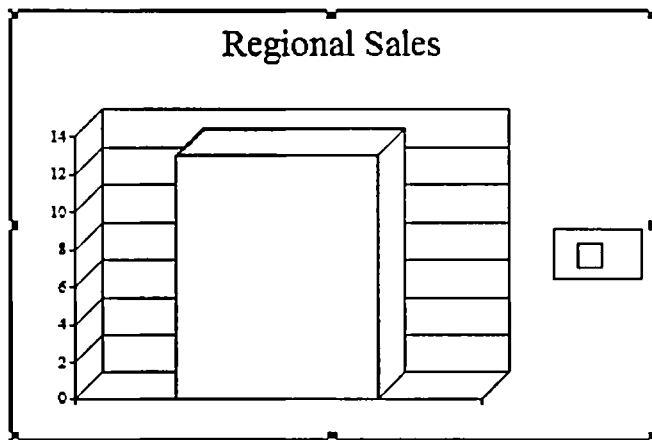
Step 6: Chart Type

1. Select a basic chart type by clicking one of the small icons at the top of the dialog box, and then select a subtype by clicking one of the large icons in the selection box.
2. If you want the chart to have a 3D-like appearance, select the **Use 3D effect** check box, and then enter the desired values in the **Depth of 3D effect** and **3D perspective angle** boxes.
3. Click **Next**.

Step 7: Chart Titles

1. If you want the chart to have a title, in the **Chart title** box, type an optional title for the chart, and then under **Chart title location**, select one of the six available title positions.
2. If you want titles for the X- and Y-axes of the chart, type them in the boxes under **Axis titles**.
3. Click **Finish**.

When you finish the Database Wizard, the chart block will be inserted into the current document. In Edit mode, the block will initially look something like the following:



Example of a chart block in Edit mode before modification

To preview the chart block with generated content, switch to Preview mode.

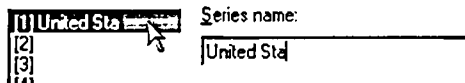
Entering series and category labels manually

If the database table you use for a chart block does not contain appropriate series and category labels, you must enter these labels manually and also specify how many series and categories the chart should have. Do the following:

1. In Step 5 of the Database Wizard, under **Series and categories**, select **Enter manually** and enter the number of categories and series in the **Number of categories** and **Number of series** boxes.
2. When you have completed the wizard, double-click the chart block to open the **Chart Block Properties** dialog box.
3. Click the **Series** tab.
4. Select the first series in the list box on the left, and then enter a label for it in the **Series name** box.

Chart Block Settings | Chart Type | Title | Series | Values | Ti

Select a series and modify its options on the right.



5. Select the next series and enter its label in the **Series name** box. Repeat for each series.
6. Click the **Values** tab.
7. In the **Category** column of the table at the top, double-click the green cell in the first data row, as shown below, and enter the label for the first category.

Chart Block Settings | Chart Type | Title | Series | Values | Trendline

Category	A	B	C
1	United States	Russia	Japan
2	11	14	
	14	15	

Chart Block Settings | Chart Type | Title | Series | Values | Trendline

Category	A	B	C
1 Widgets	United States	Japan	Russia
2	1	9	
	12	18	

8. Double click the next green category cell and enter the label for the next category. Repeat for each category.
9. When finished, click **OK**.

Changing the appearance of a chart block

Chart blocks are similar in most ways to static charts created using the Chart Wizard (p.484). You can modify their appearance in many of the same ways. For information about changing the appearance of charts, see *Modifying chart properties*, p.487.

Changing the CGI path for a chart block

When you create a chart block, Namu WebEditor saves a CGI program in the same folder as the document containing the block. This program actually draws the database-driven chart on the Web page when the document is opened in a browser. Normally, when you publish the document, you upload the CGI file along with the document to the same server folder. However, some Web servers require that CGI programs be kept in a special folder, separate from documents. (Often, this special folder is named "cgi-bin" and exists at the top level of the site's file system.) If your Web server has such a requirement, you must modify the default CGI path for the chart block and copy the CGI file to the server's CGI folder.

To modify the CGI path, do this:

1. After you have completed the Database Wizard, double-click the chart block to open the **Chart Block Properties** dialog box.
2. Click the **Chart Block Settings** tab.
3. In the **CGI path** box, enter the path of your server's CGI folder. You can enter either a relative path based on the document's location, such as "../cgi-bin/", or an absolute path from the root of the site's file system, such as "/cgi-bin/".
4. Click OK and save the document.

When you publish the document, make sure to upload the CGI program file to your server's CGI folder. You should find the CGI file in the document's folder on your local file system, with a file name like "wed_chart_windows.cgi". The last part of the file name (before the extension) varies depending on the server operating system you specified in Step 1 of the Database Wizard. If you cannot find the CGI file in the document folder, you can find a copy of it in the lib\DBWizard subfolder of the folder in which you installed Namu WebEditor. For example, if you installed Namu WebEditor in the default location on your C drive, the folder containing the CGI files is C:\Program Files\Namu\WebEditor 6\lib\DBWizard.



If you change the CGI path, you will no longer be able to preview the chart block on your computer unless you copy the CGI file to the same path on your local file system. For example, if you specified the CGI path as "/cgi-bin", you should copy the CGI file to the C:\cgi-bin folder, creating the folder if necessary.

Related topics

- Joining fields from two or more database tables p.458
- Modifying chart properties p.487

Creating an input block

An input block is a form that allows users to insert a new record into a database or update an existing record.

In this section

- Creating an input block.....p.452
- Creating a modification block.....p.454

Related topics

- Creating an output block.....p.437
- Overview of the Database Wizardp.435

Creating an input block

An input block is a database-driven form that is used to insert a new record into a database. The form is contained in a table.

Order Date	03 / 31 / 2003
Customer Name	Henry Cartier
Product	Namo WebEditor 6.0 English
Quantity	2
Remarks	Deliver by 3/22 latest.
<input type="button" value="Submit Order"/> <input type="button" value="Reset Form"/>	

A simple input block in Preview mode

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click Input Block.

Step 1: Document Type

1. Click the Script type box and select the dynamic document standard (p.432) you want to use.

2. Click the **Database** box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click Next.

Step 2: Data Source

1. Do one of the following, depending on your selection in the **Database** box in Step 1 of the wizard:
 - If you chose ODBC: Click the **Data source** box and select the ODBC data source (p.435) corresponding to your database.
 - If you chose MySQL:
 1. In the **MySQL host** box, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the **MySQL DB name** box, enter the name of your MySQL database.
 - If you chose one of the **JDBC** connection methods (for a JSP document): In the **Data source URL** box, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the **User ID** and **Password** boxes.
3. If you chose a connection method other than ODBC in Step 1 of the wizard, click the **ODBC DSN for preview** box and select the ODBC data source (p.435) corresponding to your database.
4. Click Next.

Step 3: Database Fields

1. For each database field you want to include in the input block, select the field in the box on the left and click **Add**. To add all the fields in a table, select the table and click **Add**. (Note: for an input block, you can only include database fields from one table only. The wizard will not allow you to include fields from multiple tables.)
2. Click Next.

Step 4: Block Elements

1. If you want to remove one or more unnecessary block elements, select each and click **Remove**.
2. Click Next.

Step 5: Input Method

1. Click either the **GET** option or the **POST** option, depending on how you want the browser to submit the data in the input block to the Web server. **POST** is usually preferable, since this method imposes no limit on the amount of data that can be submitted. Choose **GET** only if you have a specific reason to do so.
2. In the **Result page URL** box, enter an optional path or URL for a result page. If you leave this box empty, users will see a simple "Input process complete" message when they submit the input form. A more useful result page might be a document that contains a **table** block (p.438) or **list** block (p.440) displaying the latest records in the database table that was just updated.
3. Click **Finish**.

When you finish the Database Wizard, the input block will be inserted into the current document. In Edit mode, the block will initially look something like example below:

Orders.Date	12 / 25 / 1990 11 : 59
Orders.Customer	string
Orders.Product	12345
Orders.Quantity	12345
Orders.Comment	text1 text2
Submit query	Reset

Example of an input block in Edit mode before modification

The input element placeholders in the right column are shown with example values that indicate the type of the input element. To change the properties of an input element, double-click it.

The default element labels in the left column are simply the names of the database fields you selected in Step 3 of the wizard. Since these labels are static, plain text, you can replace them with any content you want.

You can replace a box-type input element with a database-driven drop-down menu or radio button group (p.471). This is useful when you want to restrict the values users can input in a particular database field, or you want to display a menu of possible selections instead of forcing users to enter a numeric value (such as Orders.Product in the example above).

You can format an input block as you would an ordinary table. You can also format the text inside it and add static content, such as images. For more information about formatting a block, see Formatting database-driven content, p.477.

Related topics

- Modifying input element properties.....p.475
- Working with block elements.....p.466
- Replacing an input box with an input control.....p.471
- Formatting database-driven content.....p.477

Creating a modification block

A modification block is a database-driven form that is used to modify an existing record in a database. The form is contained in a table.

Order Date	03 / 31 / 2003
Customer Name	Henry Cartier
Product	Namo WebEditor 6.0 English
Quantity	2
Remarks	Deliver by 3/22 latest.
<input type="button" value="Submit Order"/> <input type="button" value="Reset Form"/>	

A simple modification block in Preview mode

Starting the Database Wizard

1. Place the insertion point anywhere in the current document.
2. On the Insert menu, point to Database, and then click **Modification Block**.

Step 1: Document Type

1. Click the **Script type** box and select the dynamic document standard (p.432) you want to use.
2. Click the **Database** box and select the appropriate connection method for your database. (If you chose ASP as the script type, you will only be able to select ODBC.)
3. Click Next.

Step 2: Data Source

1. Do one of the following, depending on your selection in the **Database** box in Step 1 of the wizard:
 - o If you chose ODBC: Click the **Data source** box and select the ODBC data source (p.435) corresponding to your database.
 - o If you chose MySQL:
 1. In the **MySQL host** box, enter the hostname or IP address and port number of your MySQL server, replacing the text within brackets. Also delete the brackets.
 2. In the **MySQL DB name** box, enter the name of your MySQL database.
 - o If you chose one of the JDBC connection methods (for a JSP document): In the **Data source URL** box, replace the parameters in brackets with appropriate values for your database. Also delete the brackets.
2. If your data source or database is password-protected, fill in the **User ID** and **Password** boxes.
3. If you chose a connection method other than ODBC in Step 1 of the wizard, click the **ODBC DSN for preview** box and select the ODBC data source (p.435) corresponding to your database.
4. Click Next.

Step 3: Database Fields

1. For each database field you want to include in the modification block, select the field in the box on the left and click **Add**. To add all the fields in a table, select the table and click **Add**. (Note: for a modification block, you can only include database fields from one table only. The wizard will not allow you to include fields from multiple tables.)
2. Click **Next**.

Step 4: Selection Statement

1. In the **Filter** box, enter a filter condition (p.463) to select the record to be modified. (For information about configuring a modification block to display a specific record depending on the value of a parameter in the URL, see *Using parameters with database-driven documents*, p.460.)
2. Click **Next**.

Step 5: Block Elements

1. If you want to remove one or more unnecessary block elements, select each and click **Remove**.
2. Click **Next**.

Step 6: Input Method

1. Click either the **GET** option or the **POST** option, depending on how you want the browser to submit the data in the modification block to the Web server. **POST** is usually preferable, since this method imposes no limit on the amount of data that can be submitted. Choose **GET** only if you have a specific reason to do so.
2. In the **Result page URL** box, enter an optional path or URL for a result page. If you leave this box empty, users will see a simple "Input process complete" message when they submit the input form. A more useful result page might be a document that contains a table block (p.438) or list block (p.440) displaying the latest records in the database table that was just updated.
3. Click **Finish**.

When you finish the Database Wizard, the modification block will be inserted into the current document. In Edit mode, the block will initially look something like example below:

Orders.Date	12 ▾ / 25 ▾ / 1990 ▾ 11 ▾ : 59 ▾
Orders.Customer	string
Orders.Product	12345
Orders.Quantity	12345
Orders.Comment	text1 text2
Submit query	Reset

Example of an modification block in Edit mode before modification

The input element placeholders in the right column are shown with example values that indicate the type of the input element. To change the properties of an input element, double-click it.

The default element labels in the left column are simply the names of the database fields you selected in Step 3 of the wizard. Since these labels are static, plain text, you can replace them with any content you want.

You can replace a box-type input element with a database-driven drop-down menu or radio button group (p.471). This is useful when you want to restrict the values users can input in a particular database field, or you want to display a menu of possible selections instead of forcing users to enter a numeric value (such as Orders.Product in the example above).

You can format a modification block as you would an ordinary table. You can also format the text inside it and add static content, such as images. For more information about formatting a block, see Formatting database-driven content, p.477.

Related topics

- Using parameters with database-driven documents p.460
- Modifying input element properties p.475
- Working with block elements p.466
- Replacing an input box with an input control..... p.471
- Formatting database-driven content p.477

Joining fields from two or more database tables

About joining database tables

When you create a database-driven output block involving a database that has more than one table, often the information you want to retrieve is spread across two or more tables. In such cases, you must specify a *join condition* for the block that describes how records in each of the tables match up.

For example, say you have a database table called Orders, in which each record contains information about an order placed by one of your customers for some product you make. You want to create a table block (p.438) to display these orders in tabular form on a Web page.

If your Orders database table stands alone, having no relationship with other tables in the database, then you only need to use fields in the Orders table in the table block. Presumably, the Orders database table will have fields for order date, customer name, product name, quantity, and so forth; and this is exactly what you want to be displayed in the table block.

Now, suppose you have a more sophisticated database, in which the Orders table has a Customer field that contains not names but ID numbers. Another table in the database—call it Customers—contains names, addresses, phone numbers, and so forth for each customer ID. In this case, if you were to use only fields from the Orders table in your table block, the table block would display customer ID numbers, not names. To make the table block display customer names, you need to change the output element linked to the Orders.Customer database field so that it links to the Customers.Name field instead.

However, simply changing the output element to use Customers.Name is not enough. Without additional information, the server would not know how records in the Customers table match up with records in the Orders table, and thus would not know which customer name to retrieve for a given order record. A join condition provides this information.

A join condition specifies the relevant relationship between two database tables. It consists of the names of two fields from two tables, with an equality sign in the middle:

```
Table_1.Field_1 = Table_2.Field_2
```

For our example scenario, the appropriate join condition would be:

```
Orders.Customer = Customers.ID
```

This statement tells the server: "For each customer ID in the Orders table, retrieve the customer name from the record in the Customers table that has the same ID number."

Join conditions can have multiple equations separated by "AND". Multiple equations are necessary when an output block uses more than two database tables. To continue our example, if the Orders database contains both customers and products as ID numbers, and you want the table block to display product

names as well as customer names, you would need to use the Name field from the Products table and modify the join condition as follows:

```
Orders.Customer = Customers.ID AND Orders.Product = Products.ID
```

This statement tells the server: "For each customer ID in the Orders table, retrieve the customer name from the record in the Customers table that has the same ID number; and for each product ID in the Orders table, retrieve the product name from the record in the Products table that has the same ID number."

In the **Database Fields** step of the Database Wizard, if you are using fields from multiple database tables, you need to include not only the fields that will be displayed in the output block, but also all the fields that are involved in the join condition. Thus, in our example, the following database fields would be included.

From the Orders table:

- Orders.Date
- Orders.Customer
- Orders.Product
- Orders.Quantity

From the Customers table:

- Customers.ID
- Customers.Name

From the Products table:

- Products.ID
- Products.Name

To create an output block that uses fields from multiple tables

1. Start the Database Wizard for the desired type of output block and complete steps 1 and 2.
2. In step 3 of the wizard, **Database Fields**, add all the fields that match the following criteria:
 - Database fields for which you want output elements in the output block
 - Database fields that are involved in relationships between the tables included in the output block
3. In step 4 of the wizard, **Selection Statement**, enter the appropriate join condition in the Join box. (Clicking the ... button next to the Join box reveals a menu of available database fields and operators; you can select one instead of typing it in manually.)

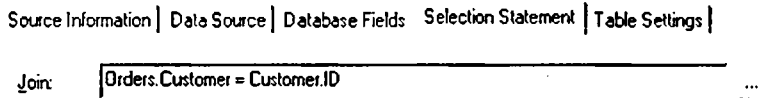
Join: ...

4. In step 5 of the wizard, **Block Elements**, remove the output elements corresponding to database fields you do not want to be displayed in the output block. (For example, you may wish to remove output elements corresponding to numeric ID fields in the database.)

5. Complete the remainder of the Database Wizard.

To modify an output block to use fields from multiple tables

1. Right-click anywhere inside the block, point to **Database**, and then click **Block Properties**.
2. Click the **Database Fields** tab.
3. Add all the fields that match the following criteria:
 - o Database fields for which you want output elements in the output block
 - o Database fields that are involved in relationships between the tables included in the output block
4. Click the **Selection Statement** tab.
5. In the **Join** box, enter the appropriate join condition relating the tables included in the output block. (Clicking the ... button next to the **Join** box reveals a menu of available database fields and operators; you can select one instead of typing it in manually.)



6. Click **OK**.
7. Double-click the placeholder for an output element that you want to change to link to a different database field.
8. Click the ... button next to the **Database field** box and select the item corresponding to the desired database field. (For example, if the desired database field is Customers.Name, select <f,Customers.Name>.
9. Click **OK**.
10. Repeat steps 7 through 9 for each output element you want to change.

Using parameters with database-driven documents

A *parameter*, as it relates to the Web, is a variable that is appended to the end of a URL pointing to a database-driven document. Both the parameter's name and its value are included in the URL. For example, in the URL:

`http://www.example.com/news/article.php?id=1124`

the parameter is the string that follows the question mark. The word "id" is the parameter's name, and 1124 is its value.

Parameters can be used in three different ways with database-driven documents created using the Database Wizard:

- A parameter can determine the database record or records displayed in a block.
- A parameter can provide the contents of an output element.
- A parameter can provide the default value for an input element.

Using a parameter to determine the record displayed in a block

Much of the power of database-driven Web documents lies in their ability to display different content, depending on a parameter that is appended to the URL that links to such a document. The same document on the Web server serves as a template for many different *generated documents* that the server sends to Web browsers.

For example, say you have a document named `article.php`, containing a detail block (p.443) that displays one article in a database of news stories. A typical URL for this document might look like:

`http://www.example.com/news/article.php?id=1124`

The parameter (the part of the URL that follows the question mark) tells the server which article is being requested—in this case, the article whose ID number is 1124. Since the parameter's value can vary, the same URL can be used to display many different articles by simply changing the value of the parameter.

To use a parameter to determine the record that is displayed in a block, you include a reference to it in the filter condition (p.463) for the block. You can use a parameter in the filter condition of any kind of block except input blocks (p.452). (Since an input block does not retrieve a record from the database, it cannot make use of a parameter in this way.)

To include a parameter in a filter condition, click the ... button next to the Filter box and select the parameter. For more information about entering filter conditions, see *Filtering and sorting database records*, p.463.

Using a parameter to provide the contents of an output element

Usually, an output element is used to display the contents of a database field. However, you can make an output element display the value of a parameter instead. To specify a parameter for an output element, click the ... button next to the Database field box in the Output Element Properties dialog box and select a parameter. For more information, see *Adding an output element*, p.467.

Using a parameter to provide the default value for an input element

Any input element can be assigned a default value, which determines the initial contents or selection of the input element when the document is opened in a browser. You can specify a fixed default value, such as the string "John Smith" or the number 42, or you can specify that the default value be equal to the value of a parameter. To set a default value to the value of a parameter, click the ... button next to the Default value box in properties dialog box for the input element and select a parameter. For more information, see *Modifying the properties of an input box*, p.475.

Parameters in generated hyperlinks

Although you can create an ordinary (static) link to a dynamic document and include a parameter in the link, a much more powerful way to use parameters is to have the Web server generate hyperlinks in another dynamic document. This can be done using a hyperlink output element (p.469) in an output block.

For example, say you have a list block that displays a list of headlines from a database of news stories. It might look something like this:

[Man Dies in Bizarre Bowling Accident](#)
["Gangs of New York" Royally Snubbed at Oscars](#)
[Red Sox Win World Series \(of Line Dancing\)](#)
[Star Trek Fan Defends Vulcan Mating Ritual](#)
[Scientist Says Smoking Reduces Risk of Jogging](#)
[1 2] [>>]

In this list block, each news headline is a hyperlink to another dynamic document that displays the whole article. The hyperlinks are generated by the Web server from a base URL you specify—for example, /news/article.php. The server appends to the base URL a parameter whose name is the same for each link, but whose value depends on the value of a field in the individual database record.

For more information about hyperlink output elements, see Adding a hyperlink output element, p.469.

In this section

Registering a parameterp.462

Related topics

Filtering and sorting database records.....p.463

Adding a hyperlink output element.....p.469

Registering a parameter

Before you can use a parameter with a database-driven document created with the Database Wizard, you first need to register it. Registering a parameter creates a definition for the parameter in the document's source code and allows it to be used in any database-driven block in the document. You can register a parameter either within the Database Wizard or after you have completed the wizard.

To register a parameter within the Database Wizard

1. In step 4 of the wizard, **Selection Statement**, click the ... button next to the Filter box and then click **<Add New Argument>**.
2. Click **Add**. A new parameter will appear in the parameter list, and its name will be highlighted.

Parameters |

Argument name	Data type	Argument type	Input method	Add..
<New Arg>	Integer	User	GET	Remove

3. Type a name for the parameter and press **Enter**.
4. Double-click the word **Integer** in the **Data type** column, and then select the appropriate data type. (You should select the data type that matches the data type of the database field that the parameter will be used with in the filter condition. For example, if the parameter will be used with a numeric ID field, select **Integer**.)
5. Click **OK**.

To register a parameter after completing the Database Wizard

1. Right-click anywhere in the document, point to **Database**, and then click **Document Properties**.
2. Click the **Parameters** tab.
3. Click **Add**. A new parameter will appear in the parameter list, and its name will be highlighted.

Source Information | Document Type Parameters |

Argument name	Data type	Argument type	Input method	Add..
<New Arg>	Integer	User	GET	Remove

4. Type a name for the parameter and press **Enter**.
5. Double-click the word **Integer** in the **Data type** column, and then select the appropriate data type. (You should select the data type that matches the data type of the database field that the parameter will be used with in the filter condition. For example, if the parameter will be used with a numeric ID field, select **Integer**.)
6. Click **OK**.

Filtering and sorting database records

About filter conditions

You can restrict the records that an output block displays by specifying a *filter condition* for the block. A filter condition is optional for table (p.438), list (p.440), and chart (p.445) blocks, but it is mandatory for detail blocks (p.443), which always display only a single record. A filter condition is also required for a

modification block (p.454), since only one record can be modified at a time. Filter conditions are not applicable to input blocks (p.452).

A filter condition consists of the name of database field, an operator, and a value:

```
[field name] [operator] [value]
```

For example, in a table block that lists CDs in a music collection, the filter condition:

```
CDs.Artist = "Miles Davis"
```

would cause the block to display only the records where the Artist field contained "Miles Davis". Alternatively, the filter condition `CDs.NumberOfTracks > 10` would cause the block to display only the records where the NumberOfTracks field contained a number greater than 10.

Filter conditions can include multiple criteria separated by the keywords AND and OR. The condition:

```
CDs.Artist = "Miles Davis" AND CDs.NumberOfTracks > 10
```

would cause the block to display only the records that matched *both* criteria, whereas the condition:

```
CDs.Artist = "Miles Davis" OR CDs.NumberOfTracks > 10
```

would cause the block to display all the records that matched *either* criterion.

You can use the NOT keyword to construct a negative filter condition. For example, `NOT CDs.Artist = "Miles Davis"` would select all the records where Artist did *not* contain "Miles Davis". NOT can be combined with AND or OR as well, but be careful how you phrase such a filter condition. The following conditions have different meanings:

```
NOT CDs.Artist = "Miles Davis" OR CDs.NumberOfTracks > 10
```

```
NOT ( CDs.Artist = "Miles Davis" OR CDs.NumberOfTracks > 10 )
```

The first condition means "Select the records where Artist is *not* "Miles Davis" *or* where NumberOfTracks is greater than 10." whereas the second condition means "Select the records where Artist is *not* "Miles Davis" *and* NumberOfTracks is *not* greater than 10." The second condition is equivalent to:

```
NOT CDs.Artist = "Miles Davis" AND NOT CDs.NumberOfTracks > 10
```

Another keyword, IN, is used to test whether the value of a field matches one of a set of values. For example, the condition:

```
CDs.Artist IN ( "Miles Davis", "Chuck Berry", "Eminem" )
```

would select all the records where Artist was one of the values in the set.

To specify a filter condition for a block

1. Do one of the following:
 - o Within the Database Wizard, go to step 4, Selection Statement.
 - o After completing the Database Wizard, right-click anywhere inside the block, point to Database, click Block Properties, and then click the Selection Statement tab.
2. In the Filter box, enter the desired filter condition. (Clicking the ... button next to the Filter box reveals a menu of available database fields, parameters, and operators; you can select one instead of typing it in manually.)

Filter:

3. Click OK or Next.

Using a parameter in a filter condition

A parameter (p.460) can replace a value in a filter condition. This allows a database-driven document to display a different record or set of records depending on the value of the parameter given in the URL used to link to it.

For example, a detail block could have a filter condition like the following:

```
Customers.ID = <a,cid>
```

Then, if the URL that links to the document containing the detail block is something like "detail.asp?cid=123", the detail block will display the customer record whose ID is 123.

Before you can use a parameter in a filter condition, you have to register (p.462) it. Once you have registered it, you can insert the parameter in a filter condition by clicking the ... button next to the Filter box and selecting the parameter. The menu displays only parameters that have been registered. Parameters are listed in the form <a,parameter_name>, where *parameter_name* is replaced with the name of the parameter.

About sort conditions

You can sort the records that some types of output block display by specifying a *sort condition* for the block. A sort condition is optional for table (p.438), list (p.440), and chart (p.445) blocks. Sort conditions are not applicable to detail blocks (p.443), modification block (p.454), or input blocks (p.452).

A sort condition consists simply of one or more database field names. If more than one, the field names are separated by commas. For example, in a table block listing the CDs in a music collection, the sort condition:

```
CDs.Artist, CDs.Title
```

would cause the records to be sorted first by artist name and then by CD title.

To sort in reverse order, add the keyword DESC after a field name. For example, the sort condition:

```
CDs.Artist DESC, CDs.Title
```

would cause the records to be sorted first by artist name in descending order and then by CD title in normal (ascending) order.

To specify a sort condition for a block

1. Do one of the following:
 - o Within the Database Wizard, go to step 4, Selection Statement.
 - o After completing the Database Wizard, right-click anywhere inside the block, point to Database, click Block Properties, and then click the Selection Statement tab.
2. In the Sort box, enter the desired sort condition. (Clicking the ... button next to the Sort box reveals a menu of available database fields and keywords; you can select one instead of typing it in manually.)

Sort by: ...

3. Click OK or Next.

Related topics

Using parameters with database-driven documentsp.460

Working with block elements

The functional units in database-driven content blocks are called *block elements*. Each block element performs some unique function in the block, such as displaying the value of one database field. (A block can also contain static, non-database-driven elements, but these are not considered block elements.)

When you complete the Database Wizard, the finished block has a certain number and composition of block elements. However, the mix of elements in the block is not fixed; you can change it at any time. You can remove unnecessary elements, add elements you had not previously planned to use, or replace existing elements with others. In addition, you can change an output element so that it displays the contents of a different database field, and you can modify various properties of an input element.

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Adding a hidden input element.....	p.474
Changing a block element's associated database field.....	p.475
Modifying input box properties.....	p.475

Removing block elements

To remove a block element

1. Click the block element you want to remove.
2. Press Delete.

If the database field associated with a removed block element is not associated with any other element, you can remove it from the list of database fields used by the block. Doing so is normally optional, but it is required if you have removed or will remove the field from the database itself.

To remove an unused database field

1. Right-click inside the block, point to Database, and then click **Block Properties**.
2. Click the Database Fields tab.
3. Select the unused field in the list box on the right and click Remove.
4. Click OK.



Removing a database field from the list of fields used by a block does not remove it from the database itself.

Adding an output element

You can add a new output element to any kind of block except chart blocks. An output element can display either the contents of a database field or the value of a parameter (p.460) (but not both).



An output element in an input block can only display the value of a parameter (p.460), not the contents of a database field.

To add an output element that displays the contents of a database field

Adding an output element for a database field is a two-step process. First, you need to add the database field that the element will be associated with to the list of database fields used by the block. (If the relevant database field is already in the list, you can skip this step.) Then, you insert the new output element into the block.

1. Right-click inside the block, point to **Database**, and then click **Block Properties**.
2. Click the **Database Fields** tab.
3. In the list of database tables and fields on the left, select the field that the new output element will be linked to, click **Add**, and then click **OK**.
4. In the table that contains the database-driven content block, insert a new row or column to contain the new output element and (optionally) its label.
5. Right-click inside the cell you added for the new element, point to **Database**, and then click **Insert Output Element**.
6. Click the ... button next to the **Database field** box, select the database field you added in step 3 from the menu, and then click **OK**.
7. If you added a cell for the new element's label, click inside it and type the label.

To add an output element that displays the value of a parameter

1. In the table that contains the database-driven content block, insert a new row or column to contain the new output element and (optionally) its label.
2. Right-click inside the cell you added for the new element, point to **Database**, and then click **Insert Output Element**.
3. Click the ... button next to the **Database field** box, select the desired parameter and then click **OK**. (The menu will only list parameters that have been registered. For information about registering parameters, see *Registering a parameter*, p.462.)
4. If you added a cell for the new element's label, click inside it and type the label.

Related topics

- Adding a hyperlink output element.....p.469
- Changing a block element's associated database fieldp.475

Adding an input box

You can add a new input box to an input block or a modification block. There are four kinds of input boxes:

- **Number** input boxes accept numbers
- **String** input boxes accept one line of text
- **Text** input boxes accept multiple lines and paragraphs of text
- **Date** input boxes accept dates and/or times

Adding an input box is a two-step process. First, you need to add the database field that the element will be associated with to the list of database fields used by the block. (If the relevant database field is already in the list, you can skip this step.) Then, you insert the new input box into the block.

To add an input box

1. Right-click inside the block, point to **Database**, and then click **Block Properties**.
2. Click the **Database Fields** tab.
3. In the list of database tables and fields on the left, select the field that the new input box will be associated with, click **Add**, and then click **OK**.
4. In the table that contains the input or modification block, insert a new row or column to contain the new input box and (optionally) its label.
5. Right-click inside the cell you added for the new element, point to **Database**, and then click the **Insert** command corresponding to the type of input box you want to add.
6. Click the **Target** field box and select the database field you added in step 3. (The menu will only list database fields whose data type matches the type of the input box.)
7. In the **Default value** box, optionally enter a default value for the input box. (If you want the default value to be provided by a parameter (p.460), click the ... button next to the **Default value** box and select a parameter. The menu will only list parameters that have been registered (p.462).)
8. Do one of the following, depending on the type of the input box:
 - o If you are adding a *number* or *string* input box, specify its width (in characters) and its maximum input length.
 - o If you are adding a *text* input box, specify its width (in characters) and its height (in lines).
 - o If you are adding a *date* input box, specify the date/time format. Click the **Date format** triangle to select a common format, or click the ... button next to the **Date format** box to build the desired format from individual components (year, month, day, hour, minute, and second).
9. Click **OK**.
10. If you added a cell for the new input box's label, click inside it and type the label.

Related topics

- Modifying the properties of an input box p.475
- Replacing an input box with an input control..... p.471
- Changing a block element's associated database field..... p.475

Adding a hyperlink output element

About hyperlink output elements

A *hyperlink output element* is an output element that generates hyperlinks (p.165) from the contents of database fields. The examples below illustrate the difference between ordinary output elements and hyperlink output elements in the "Name" column of a simple table block (p.438):

Name	Phone	Name	Phone
John Humphries	303-848-3093	<u>John Humphries</u>	303-848-3093
Jane Doer	212-845-8965	<u>Jane Doer</u>	212-845-8965
Mick Miggler	904-897-5626	<u>Mick Miggler</u>	904-897-5626
Betty Boopie	316-985-4114	<u>Betty Boopie</u>	316-985-4114
Bob Hoffman	604-847-5555	<u>Bob Hoffman</u>	604-847-5555
[1 2 3] [>>]		[1 2 3] [>>]	
Ordinary output elements		Hyperlink output elements	

When you create a hyperlink output element, you specify a base URL that applies to the generated hyperlink for every record, and you also specify a parameter (p.460) that will be appended to the base URL for every link. Most importantly, you can set the value of this parameter to a variable that represents the contents of a particular database field *in the current record*. Thus, for example, if the base URL points to a document containing a detail block (p.443), the hyperlink generated for each record can pass the ID number of the current record to the destination document and result in that record being displayed in the detail block.

Each link that a hyperlink output element generates has the form:

```
base_URL?parameter_name=current_value_of_field
```

where `current_value_of_field` is the contents of the specified database field in the current record. In the example table block shown above, if the base URL is `http://www.example.com/detail.asp`, the parameter name is "cid", the database field providing the parameter value is `Customers.ID`, and John Humphries's customer ID number is 291, then the URL of the link for John Humphries would be:


```
http://www.example.com/detail.asp?cid=291
```

Clicking the link would open the `detail.asp` document and pass to it the `cid=291` parameter. If `detail.asp` contains a detail block showing a full record in the Customers database, and the filter condition (p.463) for the detail block is:

```
Customers.ID = <a,cid>
```

then the content of the detail block will be the customer record for John Humphries.

You can add a hyperlink output element to any kind of block except chart blocks. You cannot create a hyperlink output element within the Database Wizard, but you can replace an ordinary output element with a hyperlink output element after you finish the wizard.

 *Although it is possible to insert a hyperlink output element in an input block, neither the content it displays nor the value of the parameter it passes to the destination document can come from a database field. However, these items can be supplied by parameters passed to the document containing the input block.*

To add a hyperlink output element to a block

1. Place the insertion point in an empty cell of the table containing the block. (Insert a new row or column if necessary.)
2. On the Insert menu, point to Database, and then click Output Element with Hyperlink.
3. Click the ... button next to the Database field box and select the database field that will provide the content displayed by the output element. (If the desired field is not listed, click Cancel and add it to the list of fields used by the block in the Database Fields tab of the Block Properties dialog box.)
4. In the Base URL box, enter the URL of the destination document for the links generated by the hyperlink output element. (If the URL will be supplied by a parameter passed to the current document, click the ... button next to the Base URL box and select the parameter.)
5. Under Parameter, in the Name box, enter the name you want to use for the parameter that will be included in the generated links.
6. Click the ... button next to the Value box and select the database field that will provide the value of the parameter. (If the desired field is not listed, click Cancel and add it to the list of fields used by the block in the Database Fields tab of the Block Properties dialog box.)
7. Click OK.

If the document specified as the destination of the generated links contains a database-driven content block created with the Database Wizard, you need to register (p.462) the parameter in that document before you can use it in that document's filter condition. (See Registering a parameter, p.462.)

Related topics

Adding an (ordinary) output element	p.467
Using parameters with database-driven documents	p.460
Registering a parameter.....	p.462
Filtering and sorting database records.....	p.463
Creating a detail block	p.443

Replacing an input box with an input control

About input controls

Input controls provide an alternative to input boxes for users to enter information in input blocks (p.452) or modification blocks (p.454). Whereas an input box requires a user to type information into the box, an input control presents a set of predefined choices from which a user makes a selection.

There are two kinds of input controls you can create with Namu WebEditor:

- **Drop-down menus**, which display a list of choices in a menu that "drops down" when the user clicks it
- **Radio button groups**, which are groups of labeled buttons similar to the choices in a multiple-choice question

In both types, the choices are mutually exclusive—that is, the user can only choose one item.

The primary benefit of using an input control instead of an input box for a particular database field is that it allows you to limit what users can enter. For example, if one of the database fields involved in an input block is intended to contain the name of the country a user lives in, it makes sense to limit what the user can enter to a list of known countries.

An equally important benefit of using an input control is that it allows you to insulate users from the real value that is entered into a particular database field, by "hiding" values behind labels supplied by a related field. For example, say you have an input block that your users use to provide information for a customer support inquiry, and one of the pieces of data the users must provide is the identity of the product the inquiry is regarding. Let's assume the inquiry table in your customer support database has a field for product ID, but not for product name. However, forcing users to enter a product ID number in an input box is **not** exactly user-friendly. Instead, you can use a drop-down menu that obtains product names from a products table, while it supplies a numerical ID value to the inquiry table.

Note: Although it is possible to create an input control within the Database Wizard, it is usually easier to replace an input box with an input control after completing the wizard.

To replace an input box with a drop-down menu

1. Click the input box you want to replace, and then press **Delete**.
2. On the **Insert** menu, point to **Database**, and then click **Drop-Down Menu**. The Database Wizard for drop-down menus will open.
3. Click **Next** to skip to Step 2 of the wizard. (You cannot change any of the settings in Step 1.)
4. Specify the data source settings for the menu. (This step is identical to the corresponding step in the Database Wizard for input blocks and other block types. For details, see "Step 2: Data Source" in Creating an input block (p.452).)
5. Click **Next** to continue to Step 3 of the wizard.
6. In the list of tables and fields on the left, select the database field that will supply the *labels* in the menu, and then click **Add**.
7. Select the database field that will supply the *values* of items in the menu, and then click **Add**.
8. Click **Next** to continue to Step 4 of the wizard.
9. If the two fields you added in the previous step of the wizard are not from the same table, enter a join condition (p.458) in the **Join** box.
10. If you want to filter the choices in the menu according to some criteria, enter a filter condition (p.463) in the **Filter** box.
11. If you want the menu items to be sorted a particular way, enter a sort condition (p.463) in the **Sort by** box.

12. Click **Next** to continue to the last step of the wizard.
13. Click the triangle on the **Target** field box and select the database field that will receive the value of the selected item in the menu. (This should be the same as the target field of the input box you deleted in step 1.)
14. Click the **Item labels** source field box and select the database field that will supply the *labels* in the menu.
15. Click the **Item values** source field box and select the database field that will supply the *values* of items in the menu.
16. In the **Default value** box, optionally enter a default value for the menu. (If you want the default value to be provided by a parameter (p.460), click the ... button next to the **Default value** box and select a parameter. The menu will only list parameters that have been registered (p.462).)
17. Click **Finish**.

To replace an input box with a radio button group

1. Click the input box you want to replace, and then press **Delete**.
2. On the **Insert** menu, point to **Database**, and then click **Radio Button Group**. The Database Wizard for radio button groups will open.
3. Click **Next** to skip to Step 2 of the wizard. (You cannot change any of the settings in Step 1.)
4. Specify the data source settings for the radio button group. (This step is identical to the corresponding step in the Database Wizard for input blocks and other block types. For details, see "Step 2: Data Source" in Creating an input block (p.452).)
5. Click **Next** to continue to Step 3 of the wizard.
6. In the list of tables and fields on the left, select the database field that will supply the *labels* of the radio buttons, and then click **Add**.
7. Select the database field that will supply the *values* of the radio buttons, and then click **Add**.
8. Click **Next** to continue to Step 4 of the wizard.
9. If the two fields you added in the previous step of the wizard are not from the same table, enter a join condition (p.458) in the **Join** box.
10. If you want to filter the choices in the radio button group according to some criteria, enter a filter condition (p.463) in the **Filter** box.
11. If you want the radio buttons to be sorted a particular way, enter a sort condition (p.463) in the **Sort by** box.
12. Click **Next** to continue to the last step of the wizard.
13. Click the triangle on the **Target** field box and select the database field that will receive the value of the selected radio button. (This should be the same as the target field of the input box you deleted in step 1.)
14. Click the **Button labels** source field box and select the database field that will supply the *labels* of the radio buttons.
15. Click the **Button values** source field box and select the database field that will supply the *values* of the radio buttons.
16. In the **Default value** box, optionally enter a default value for the radio button group. (If you want the default value to be provided by a parameter (p.460), click the ... button next to the **Default value** box and select a parameter. The menu will only list parameters that have been registered (p.462).)
17. Click **Finish**.

Related topics

Adding an input boxp.468

Adding a hidden input element



When you create an input or modification block (p.452), the Database Wizard automatically creates an input box for each database field you include in the block, so that the user can enter a value for the field. Sometimes, however, you may want a particular database field to receive a value that is *not* provided by the user, but is instead either (A) provided by a parameter (p.460) passed to the document containing the input block or (B) a fixed value provided by the document itself. In such cases, you can associate the database field with a *hidden input element*.

A hidden input element acts like other input elements in that it provides a value for one database field, but unlike other input elements it is not visible in the input block, and users cannot interact with it. A hidden input element *must* be assigned a default value, which is always the value that will be inserted into its associated database field. The default value can either be a fixed value you specify when you create the element, or be provided by a parameter passed to the containing document.

Adding a hidden input element is a two-step process. First, you need to add the database field that the element will be associated with to the list of database fields used by the input or modification block. (If the relevant database field is already in the list, you can skip this step.) Then, you insert the new hidden input element into the block.

To add a hidden input element

1. Right-click inside the block, point to Database, and then click Block Properties.
2. Click the Database Fields tab.
3. In the list of database tables and fields on the left, select the field that the hidden input element will be associated with, click Add, and then click OK.
4. Place the insertion point anywhere inside the table containing the input or modification block. (Since the new element will be hidden, it does not matter where you put it, as long as it is inside the block.)
5. On the Insert menu, point to Database, and then click Hidden Input Element.
6. Click the Target field box and select the database field you added in step 3.
7. In the Default value box, enter the mandatory default value for the hidden input element. (If you want the default value to be provided by a parameter (p.460), click the ... button next to the Default value box and select a parameter. The menu will only list parameters that have been registered (p.462).)
8. Click OK.

If the display of special tag marks is enabled, you will see a *hidden form field mark*  at the location you inserted the hidden input element. To show or hide special tag marks, click  (Show/Hide Special Tag Marks) on the Standard Toolbar.

Related topics

- Adding an input box..... p.468
 Changing a block element's associated database field..... p.475

Changing a block element's associated database field

After completing the Database Wizard, you can easily change the database field associated with any output or input element in the block.

To change the database field associated with a block element

1. Double-click the block element.
2. Do one of the following, depending on the type of the element:
 - If the element is an output element, click the ... button next to the **Database Field** box and select the desired database field.
 - If the element is an input box, click the **Target field** button and select the desired database field.
 - If the element is an input control (drop-down menu or radio button group), click the **Target and Source Fields** tab, and then click the **Target field** button and select the desired database field.
3. Click OK.

Related topics

- Modifying the properties of an input box..... p.475

Modifying the properties of an input box

Every input box has certain properties that you can modify after you complete the Database Wizard. These include:

- For string and number input boxes:
 - Box width (in characters)
 - Maximum input length (in characters)
- For text input boxes:
 - Box width (in characters)
 - Box height (in lines of text)
- For date input boxes:
 - Date/time format

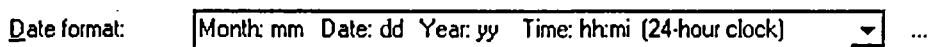
To modify the properties of an input box

1. Double-click the input box.
2. Edit the input box's properties and then click OK.

When changing the format template of a date input box, the following keywords have the following meanings:

- yy year (4 digits)
- mm month (2 digits)
- dd date (2 digits)
- hh hour (24-hour format)
- mi minute

You can freely rearrange the keywords in any order. Any other characters in the template, such as punctuation marks, are static text and will appear in the date input box exactly as entered. For user-friendliness, you may wish to substitute words for some or all of the default punctuation characters, as in the example below:



Related topics

- Adding an input boxp.468
- Changing a block element's associated database fieldp.475

Modifying block properties

You can modify various properties of a database-driven content block after completing the Database Wizard. To do so, right-click inside the block, point to **Database**, and then click **Block Properties**.

For help with any tab of the **Block Properties** dialog box, press **F1** while the dialog box is open.

Formatting database-driven content


You can format output elements in database-driven content blocks as you can ordinary, static text. Any formatting you apply to an output element is applied to all of the generated content that results from it when the document is viewed in a browser. As with static text, you can either use single-instance formatting (p.212) with an output element or apply a style (p.212) to it. For information about formatting content, see *Formatting content*, p.210.


To apply character-level formatting to an output element, such as font family or font size, select the element placeholder (the highlighted word "[val]") and then apply the formatting.

To apply paragraph-level formatting, such as alignment or line spacing, place the insertion point on either side of the element placeholder and then apply the formatting.

Note that since an output element is an indivisible unit, any formatting you apply to it applies to all of the generated content that replaces the placeholder; you cannot format parts of the generated content individually.

Each output element in a block occupies one cell of an HTML table that the Database Wizard creates to arrange the elements neatly on the page. Therefore, in addition to applying character- and paragraph-level formatting to an output element, you can modify the properties of the table cell that contains it, as well as the properties of the table that contains the entire block. For example, you can adjust the widths and heights of the cells, change the horizontal or vertical alignment of the cell contents, or change the border settings of the table. For information about editing the properties of tables and cells, see *Tables*, p.182.

 *When applying a style to an output element, note that the results may differ depending on whether you select the element before applying the style. If you select the element first, Namo WebEditor will create a `` tag around the output element and apply the style to the `` tag. But if you just place the insertion point next to the output element and then apply a style, Namo WebEditor will create a `<p>` tag around the element and apply the style to the `<p>` tag. In most cases, the results will look the same, but certain formatting properties, such as background color, look differently depending on whether they are applied to a `` or a `<p>`.*

 *If the contents of a database field displayed by an output element include HTML tags, the markup will affect the appearance of the contents, when viewed in a browser, in the same way that they would with static content.*

Related topics

Adding static content to a database-driven document p.478

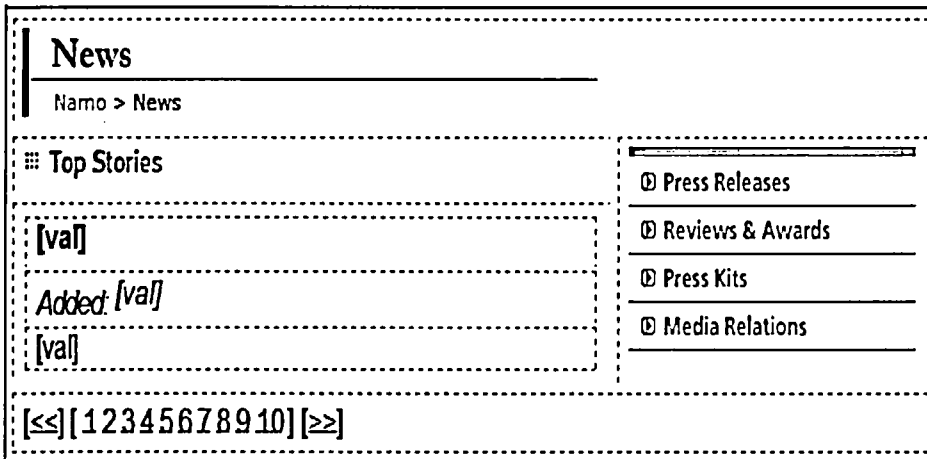
Adding static content to a database-driven document

Because a database-driven document acts as a template for documents generated by a Web server, any *static content*—ordinary HTML content that exists in the document itself, rather than coming from a database—in it is reproduced by the server without alteration in the generated documents. For example, if a dynamic document contains a static heading at the top of the page, the same heading will appear in all the generated documents, in the same place.

You can add static content to a database-driven document both before and after creating a database-driven block in it.

You can insert static content both outside and inside a database-driven block. Inside a block—which is always contained in an HTML table—you can insert static content inside both empty cells and cells that contain block elements. However, you cannot insert static content inside a block element itself.

The examples below show two views of a database-driven document containing a list block, in Edit mode and in Preview mode. Static content has been added both outside and inside the block. Block elements have also been rearranged within the block and formatted (p.477). Database-driven content in the Preview example is shown with a gray background to distinguish it from static content.



Example list block with inner and outer static content (Edit mode)

News

Namo > News

☰ Top Stories

Scientist Says Smoking Reduces Risk of Jogging

Added: 7/4/2003

Aliquam sit amet nibh. In sit amet neque a eros pellentesque hendrerit. Morbi sapien. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Phasellus consetetuer tellus ac enim. Proin arcu orci, tincidunt et, aliquam nec, blandit ut, nisl.

Department of Homeland Security Warns Against Excessively Loose Pants

Added: 5/25/2003

Duis tincidunt mattis mauris. Donec odio arcu, suscipit sed, lobortis vel, sagittis in, odio. Morbi eu felis. Sed gravida nibh ac arcu. Proin metus nulla, scelerisque vel, commodo vitae, consequat sit amet, risus.

[<<] [1 2 3 4] [>>]

☐ Press Releases

☐ Reviews & Awards

☐ Press Kits

☐ Media Relations

Example list block with inner and outer static content (Preview)

Related topics

Formatting database-driven content p.477

Importing Excel worksheets

Namo WebEditor can import an Excel worksheet (one "sheet" in an Excel spreadsheet file) into a Web document, converting it to an ordinary HTML table (p.182). The formatting of the worksheet is preserved as closely as possible, within the limitations of HTML.

You can choose from three methods of importing a worksheet:

- The table can be dynamically *linked* to the original Excel file. If you edit the worksheet later, you can have Namu WebEditor update the table with the changes to the worksheet.
- A copy of the worksheet can be *embedded* into the Web document. If you make changes to the embedded worksheet, Namu WebEditor automatically updates the table.
- The worksheet can be imported as a *static* table with no further relationship to the worksheet.


Which method you choose depends on your requirements for the table that results from importing the worksheet. If you want to be able to update the table to reflect any changes to the original worksheet, choose linking. If you don't need to maintain a link to the original worksheet, but you do want to be able to edit the table in Excel, choose embedding. If you just need a static copy of the worksheet in your Web document, choose static importing.


In this section

Importing an Excel worksheet with linking	p.480
Importing an Excel worksheet with embedding.....	p.481
Importing an Excel worksheet as a static table	p.482

Importing an Excel worksheet with linking

When you import an Excel worksheet with "linking", Namu WebEditor converts it to an HTML table (p.182) and maintains a link to the original worksheet. (This process is unrelated to hyperlinks.) Since the table and worksheet are linked, you can then tell Namu WebEditor to update the table if you later edit the worksheet.

 *If the Excel spreadsheet file to be imported contains more than one worksheet, Namu WebEditor will only import the first one.*

 *In order for the link to the original worksheet to be maintained, the spreadsheet file must remain in the same location in the local file system as when you imported it. If the spreadsheet file is moved or deleted, you will not be able to update the imported table with changes to the worksheet.*

To import an Excel worksheet with linking

1. Place the insertion point in an empty paragraph.
2. On the Insert menu, point to Other, and then click Spreadsheet.
3. Click Browse, locate and select the Excel file to be imported, and then click Open.
4. Under Insertion method, click Link to original spreadsheet, and then click OK.

When you click OK, Namo WebEditor will launch or switch to Excel, open the specified spreadsheet file, import the first worksheet, and then close the file (or Excel) and return to itself.

To update a table after changing the linked worksheet

- Right-click the table, and then click Update Spreadsheet Contents.

Namo WebEditor will launch or switch to Excel, open the specified spreadsheet file, re-import the worksheet, and then close the file (or Excel) and return to itself.



*You can quickly launch Excel for editing the worksheet by right-clicking the imported table and clicking **Edit Spreadsheet**. When you close the spreadsheet or Excel, Namo WebEditor will automatically update the table.*

Related topics

- Importing an Excel worksheet with embedding p.481
- Importing an Excel worksheet as a static table..... p.482

Importing an Excel worksheet with embedding

When you import an Excel worksheet with embedding, Namo WebEditor converts it to an HTML table (p.182) and *embeds* a hidden copy of the worksheet in the Web document. As a result, you can always edit the worksheet in Excel—even if the original file is no longer available—and Namo WebEditor will automatically update the table to reflect your changes to the worksheet. The table does not preserve any relationship with the original worksheet—only with the embedded copy of it.

Note that the file size of the Web document will increase by the size of the worksheet that is embedded in it.



If the Excel spreadsheet file to be imported contains more than one worksheet, Namo WebEditor will only import the first one.

To import an Excel worksheet with embedding

1. Place the insertion point in an empty paragraph.

2. On the **Insert** menu, point to **Other**, and then click **Spreadsheet**.
3. Click **Browse**, locate and select the Excel file to be imported, and then click **Open**.
4. Under **Insertion method**, click **Embed into HTML document**, and then click **OK**.

When you click **OK**, Namu WebEditor will launch or switch to Excel, open the specified spreadsheet file, import the first worksheet, and then close the file (or Excel) and return to itself.

To edit an embedded worksheet

1. Right-click the imported table, and then click **Edit Spreadsheet**. (The embedded worksheet will open in Excel.)
2. Edit the worksheet as desired. When you are finished, exit Excel.


Namu WebEditor will automatically update the table to reflect your changes to the embedded worksheet.

Related topics

- Importing an Excel worksheet with linkingp.480
- Importing an Excel worksheet as a static tablep.482

Importing an Excel worksheet as a static table

When you import an Excel worksheet as a static table, Namu WebEditor simply converts it to an HTML table (p.182) and inserts it in the current document. The table does not preserve any relationship with the original worksheet.

 *If the Excel spreadsheet file to be imported contains more than one worksheet, Namu WebEditor will only import the first one.*

To import an Excel worksheet as a static table

1. Place the insertion point in an empty paragraph.
2. On the **Insert** menu, point to **Other**, and then click **Spreadsheet**.
3. Click **Browse**, locate and select the Excel file to be imported, and then click **Open**.
4. Under **Insertion method**, click **Static import**, and then click **OK**.

When you click **OK**, Namu WebEditor will launch or switch to Excel, open the specified spreadsheet file, import the first worksheet, and then close the file (or Excel) and return to itself.

Related topics

- Importing an Excel worksheet with linkingp.480

Importing an Excel worksheet with embedding p.481

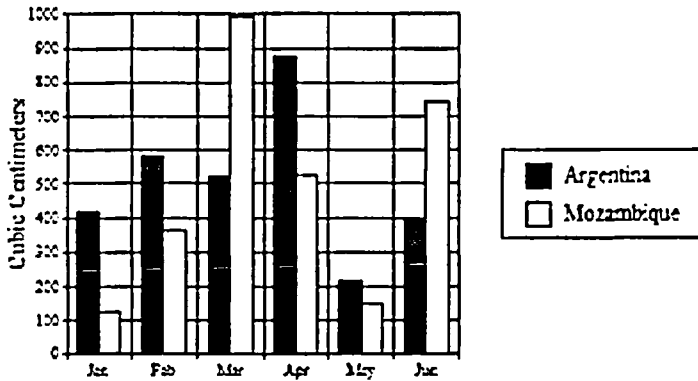
Creating charts from table data

You can use NamowebEditor's Chart Wizard to create a chart or graph from numerical data in a table (p.182). For example, the following table of rainfall quantities in two countries:

	Jan	Feb	Mar	Apr	May	Jun
Argentina	416	582	521	875	216	395
Mozambique	125	366	995	525	149	745

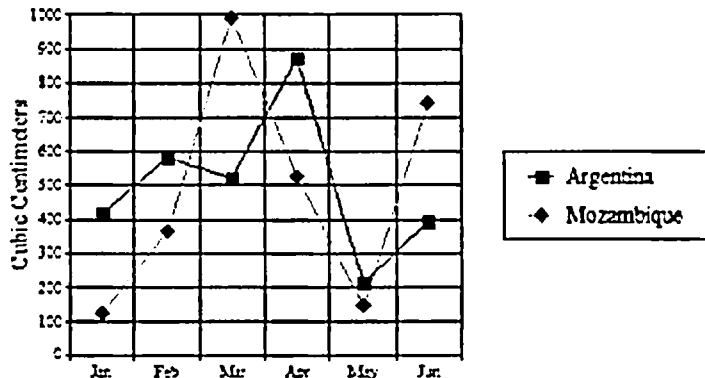
can be made into this chart:

Average Rainfall, January-June




or this graph:

Average Rainfall, January-June



You can convert a chart or graph from one type to another and modify other aspects, such as titles and colors. Every time you modify a chart, Namo WebEditor generates a new bitmap image for it.

 *Charts and graphs created with the Chart Wizard are not dynamic; they are not updated if you change the source data in a table. However, you can edit the values in a chart or graph through the Chart Properties dialog box.*

In this section

Using the Chart Wizard.....	p.485
Modifying chart properties.....	p.487
Understanding chart types.....	p.491

Using the Chart Wizard

Chart Wizard provides you with three steps to create a chart: selecting a chart template, arranging data, and titling the chart. The properties you do not specify will have the default values. You can also modify these values in the Chart Properties dialog box.

In this section

Chart Wizard Step 1 Chart Type.....	p.486
Chart Wizard Step 2 Data Series.....	p.486
Chart Wizard Step 3 Title	p.487

Chart Wizard Step 1 Chart Type

In the Chart Wizard step1, specify the chart type and shape. Some chart types can use 3D effect.

Before you create a chart, you must create a table, or insert a spread sheet in the edit window.

Step 1 of creating a chart

1. Create a table or insert a spread sheet.
2. Place the cursor in the table, on the Insert menu, point to Other, and then click Chart, or on the Table menu, click Create Chart in the shortcut menu.
3. Among tool buttons at the top in Chart Wizard Chart Type (Step 1 of 3) dialog box, select the chart type you want.
4. Select subtype using the icons in the selection. When you click a subtype icon, a description appears below the selection box.
5. Check Use 3D effect. Set Depth of 3D effect for 10%, and 3D perspective angle as you desire.
6. In the Chart Preview, confirm the chart appearance, and then click Next to move to the Chart Wizard Step 2 (p.486).

Related topics

Understanding chart types.....p.491

Chart Wizard Step 2 Data Series

Specify the data range properly. Adjust the position of the Series and Categories. Decide whether to swap X/Y axis. View the result in the preview window.

Step 2 of creating a chart

1. In the Chart Wizard Date Series (Step 2 of 3) dialog box, select First row contains series names and First column contains category names.
2. In the X/Y axis, if you select Swap X/Y axis, the values of the row and column will be switched.
3. In the Chart preview, confirm the data and chart appearance. Click Next to move to Chart Wizard Step 3 (p.487).

Related topics

Adjusting data series.....p.489

Chart Wizard Step 3 Title

Put a title to the chart and decide its position. And specify the titles of X axis and Y axis.

Example Step 3 of Making The Housing Construction Trend Chart

1. In the Chart title of the **Chart Wizard Title (Step 3 of 3)** dialog box, enter the title you want to use.
2. In the Chart title location, choose the position of the title using the radio buttons. To hide the title, select **Hide title**.
3. In the **axis title**, enter titles for the X and Y axes respectively in the **X-axis title** and the **Y-axis title**.
4. In the **Chart Preview**, confirm the chart appearance, and then click **Finish**.

Related topics

Change Chart Title p.488

Modifying chart properties

The properties of the chart created by Chart Wizard can be modified in the **Chart Properties** dialog box. However, when you adjust the size of the chart, you should use the mouse.

In this section

Changing the chart type p.487
 Changing chart titles p.488
 Modifying data series p.488
 Adjusting data series p.489
 Adding trendlines p.489
 Modifying axes p.490
 Changing chart formatting p.490
 Resizing a chart p.491

Changing the chart type

After you make a chart, you can change the type of the chart. Chart Wizard provides 8 types of charts, and each type has several chart templates. With these templates, you can create various kinds of charts.

To change the chart type, double-click the relevant chart, or in the shortcut menu, select **Chart Properties**. In the **Chart type** tab of the **Chart Properties** dialog box, select the chart type to replace with.

Change chart type

1. Double-click the chart, or in the shortcut menu, select **Chart Properties**.
2. In the **Chart type** tab of the **Chart Properties** dialog box, select the chart type you want to replace with using the tool buttons at the top of the dialog box.
3. Select a subtype of the selected chart type.
4. In the **Chart** preview, confirm the chart appearance, and click **OK**.

Related topics

Understanding chart types.....p.491

Changing chart titles

After you create a chart, you can modify the Chart title, Chart title location and Axis titles.

To change the chart title, double-click the relevant chart, or in the shortcut menu, select **Chart properties**. In the **Title** tab of the **Chart Properties** dialog box, change the title and title location.

Change the chart title and chart title location

1. Double-click the relevant chart, or in the shortcut menu, select **Chart properties**.
2. Select the **Title** tab in the **Chart Properties** dialog box. Remove the existing chart title and enter new one in the **Chart** title.
3. Change the position of the chart title using the raditon buttons in the **Chart** title location.
4. Remove the existing X axis title and enter new one in X-axis title.
5. In the **Chart** preview, confirm the chart appearance, and click **OK**.

Modifying data series

After you create a chart, you can specify/modify the Series of the legend. You can specify the Series name, Data label, Legend position, etc.

To modify the series, double-click the relevant chart, or in the shortcut menu, select **Chart properties**. In the **Series** tab of the **Chart Properties** dialog box, specify the items.

Change the series name and the legend position

1. Double-click the relevant chart, or in the shortcut menu, select **Chart properties**.

2. Select the **Series** tab in the **Chart Properties** dialog box. Select the series you want to change options of in the list on the left, and enter the new name in the **Series name**.
3. Select a type of label to put next to each data in the **Data labels** drop-down menu.
4. Select the legend location in the **Legend position** (all series), or select **Hide legend**.
5. In the **Chart preview**, confirm the chart appearance, and click **OK**.

Adjusting data series

After you create a chart, you can adjust the data range. You can swap **X/Y** axis, enter/modify the data, and add/remove the rows/columns.

To adjust the data range, double-click the relevant chart, or in the shortcut menu, select **Chart properties**. In the **Values** tab of the **Chart Properties** dialog box, adjust the data range.

Insert a row and enter the data

1. Double-click the relevant chart, or in the shortcut menu, select **Chart properties**.
2. In the **Values** tab of the **Chart Properties** dialog box, place your mouse pointer on the title of a row, and right-click to open the shortcut menu. Select **Insert Rows**.
3. Double-click a cell of the inserted row, and enter the data. You can also enter the data in the **Value**.
4. In the **Chart preview**, confirm the chart appearance, and click **OK**.



*If you click **Swap X/Y Axis**, the **X-axis** and the **Y-axis** will be switched. You can delete rows and columns in the shortcut menu by selecting **Delete Rows** or **Delete Columns**.*

Adding trendlines

After you make a chart, you can insert trendlines in it. A trendline shows the trend of the data with a line. If you use trendlines, you can predict the values even in the range where the date is not yet inputted, and therefore they are often used for the stock price analysis or sales analysis. The trendline is generally used to predict the long term change, rather than the short term change. Trendlines can be added to the unstacked column type, unstacked line graph type, Scatter type, etc. For the detailed information about trendlines, refer to the **Trendlines** tab of the **Chart Properties** dialog box.

To insert a trendline into the chart, double-click the relevant chart, or in the shortcut menu, select **Chart properties**. In the **Trendlines** tab of the **Chart Properties** dialog box, specify the trendlines.

Insert a second polynomial trendline into the chart

1. Double-click the chart, or in the shortcut menu, select **Chart Properties**.

2. Select the **Trendlines** tab in the **Chart Properties** dialog box, and select the series in the list box of **Select series**.
3. Select a trend line type in the list box in the **Trendline type**, and then click **Add**. To remove a trendline, select the trendline in the **Displayed trendlines**, and then press **Remove**.
4. If you wish to show the data series and the type of each trendline in the legend, select **Show trendlines in legend**.
5. In the **Chart preview**, confirm the chart appearance, and click **OK**.

Modifying axes

Specify the value and scale of the axis. In the list, select the axis to modify, and specify the title, value and scale of it.

To set up axis, double-click the relevant chart, or in the shortcut menu, select **Chart Properties**. In the **Axis** tab of the **Chart Properties** dialog box, specify axis properties.

Specify Y-axis value and scale

1. Double-click the chart, or in the shortcut menu, select **Chart Properties**.
2. Select the **Axis** tab in the **Chart Properties** dialog box, and select the axis you want to edit in the list on the left.
3. Deselect **Configure data range automatically**, and configure the range manually in **Min. value**, **Max value**, **Major scale**, **Minor scale**.
4. In the **Chart preview**, confirm the chart appearance, and click **OK**.

Changing chart formatting

After you make a chart, you can modify the **Font**, **Background color**, **line**, **border**, **data points**, etc. To change the chart format, select a format to change in the list, and modify it.

To set up the chart format, double-click the relevant chart, or select **Chart Properties** in the shortcut menu. In the **Chart Formatting** tab of the **Chart Properties** dialog box, select a format to change in the list.

Set up the chart title format

1. Double-click the chart, or in the shortcut menu, select **Chart Properties**.
2. In the **Chart Formatting** tab of the **Chart Properties** dialog box, select the **Main title** in the list on the left.
3. Press **Font**, and change the font and font size as you desire, and click **OK**.
4. Deselect **Hide** in the **Color**, and then choose the color you like for the background. Deselect **Hide** in the **Lines/borders**, and choose the color you like.

5. In the **Chart preview**, confirm the chart appearance, and click **OK**.


Resizing a chart

After you make a chart, you can resize it. To resize, drag the handle of the chart with your mouse.

Whenever you resize the chart, a new GIF file of the chart will be generated. Therefore, the chart image never gets distorted. However the title, X/Y axis title, legend, thickness of lines, etc does not change. So, you have to adjust them separately: use the **Chart Formatting Tab** of the **Chart Properties** dialog box.

Resize the chart

If you select the chart with you mouse, 8 handles will appear. Select one of those handles, and drag it to the size you want.

 *When you drag a resize handle, the changed size of the chart is shown in the popup box. The size format shown in th popup is WidthXHeight (%).*

Understanding chart types

Namo WebEditor's Chart Wizard provides 8 types of charts. Using those charts, you can make your document easy to understand and stylish. The chart types which can be created by the Chart Wizard are as below.

In this section

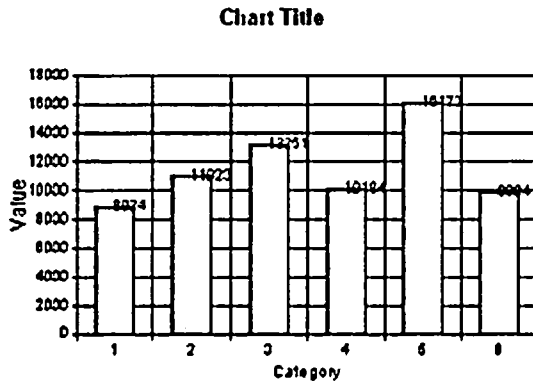
Chart type: Column.....	p.492
Chart type: Bar.....	p.494
Chart type: Line.....	p.496
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Chart type: Pie.....	p.500
Chart type: Doughnut.....	p.501
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Chart type: Column

The column type chart is used to show the fluctuation of the values over a certain period of time. It is also used to compare each item's value. You can read the transitional changes in the column chart. X-axis displays the items. Y-axis displays the values.

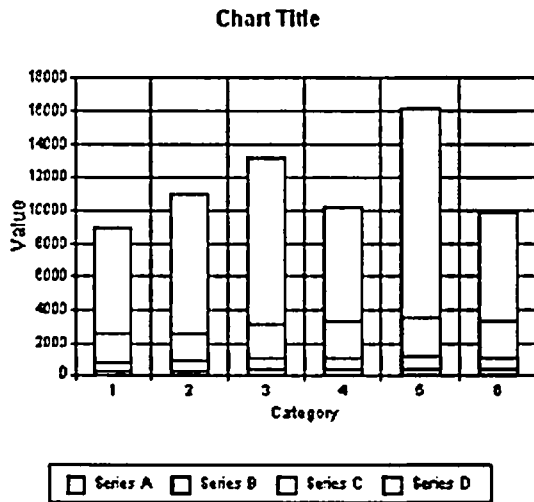
The kinds of column type charts are column chart, Stacked column chart, 3D column chart, 100% stacked column chart. The following are the samples.

Column chart



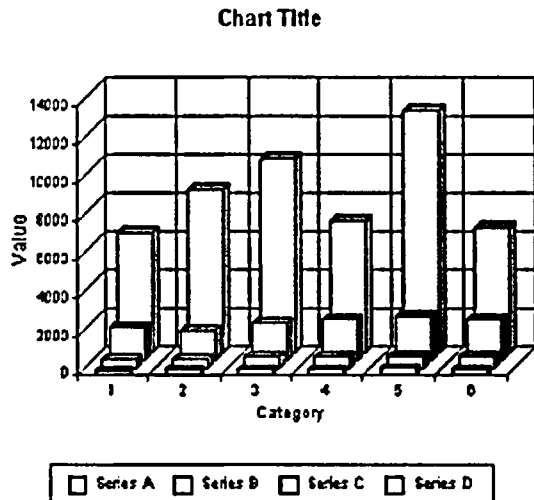
Stacked column chart

Shows each item's contribution rate to the total value.



3D column chart

Compares the values by item and by series at the same time.



100% stacked column chart

Shows each item's contribution rate to the total value in percentage.

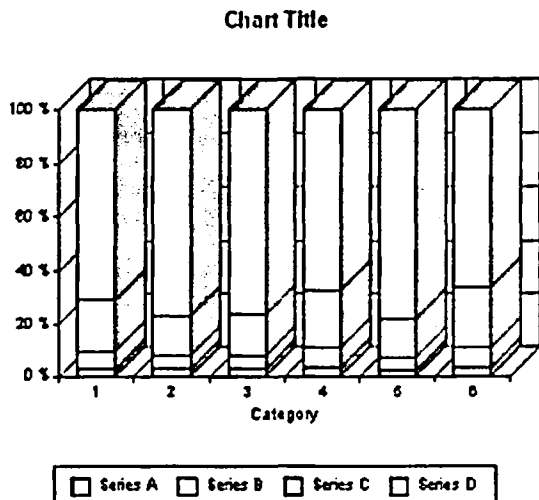
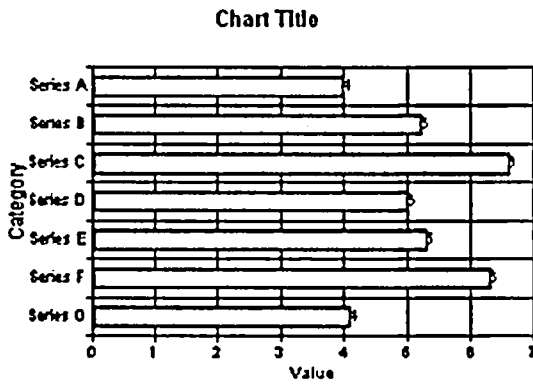


Chart type: Bar

The bar type charts are used to compare the magnitude of several items. In the bar type chart, X-axis (items) becomes the vertical axis, and Y-axis (values) becomes the horizontal axis.

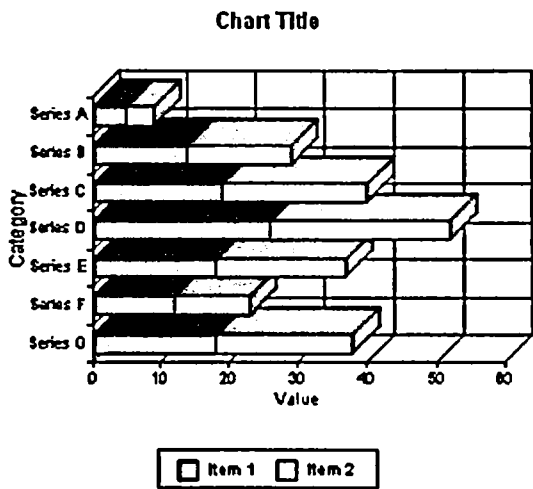
The kinds of bar type charts are Bar chart, Stacked bar chart and 100% stacked bar chart. The following are the samples.

Bar chart



Stacked bar chart

Shows each item's contribution rate to the total value.



100% stacked bar chart

Shows each item's contribution rate to the total value in percentage.

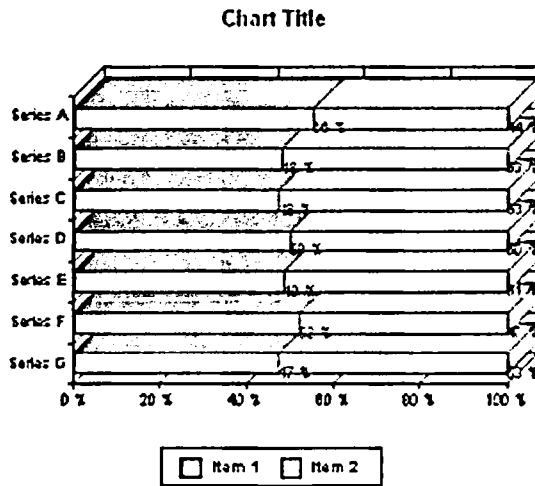
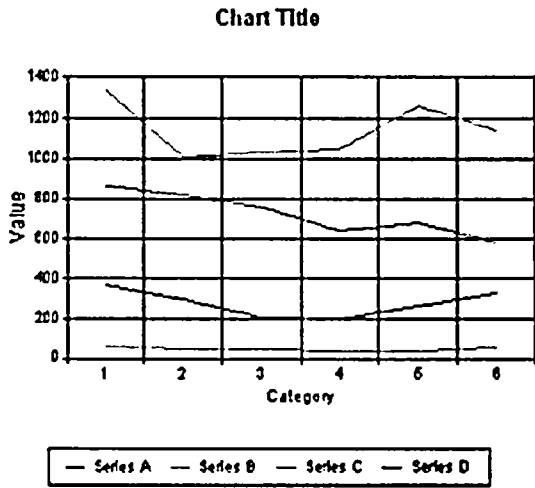


Chart type: Line

Line graphs are commonly used to show trends over a period of time. X-axis displays the items. Y-axis displays the values.

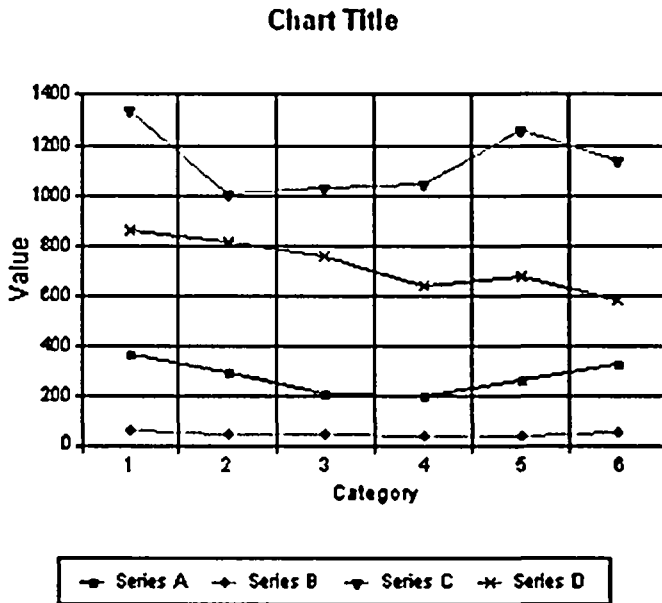
The kinds of line graphs are Linear, Line with markers, Stacked line, Stacked line with markers and 100% stacked line. The following are the samples.

Linear



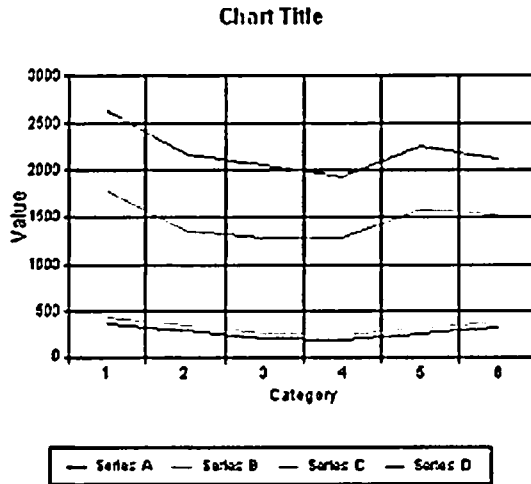
Line with markers

Displays the values with markers



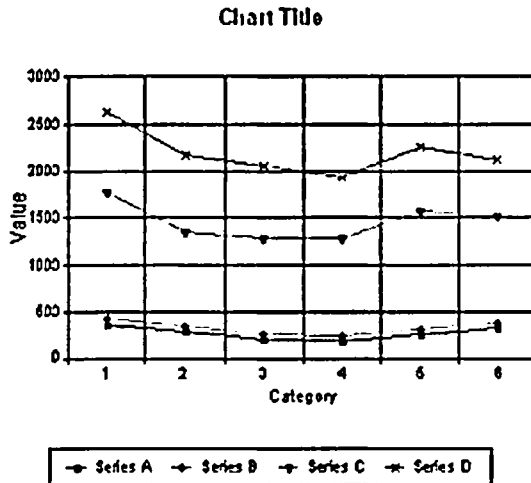
Stacked line

Shows each item's contribution rate to the total value.



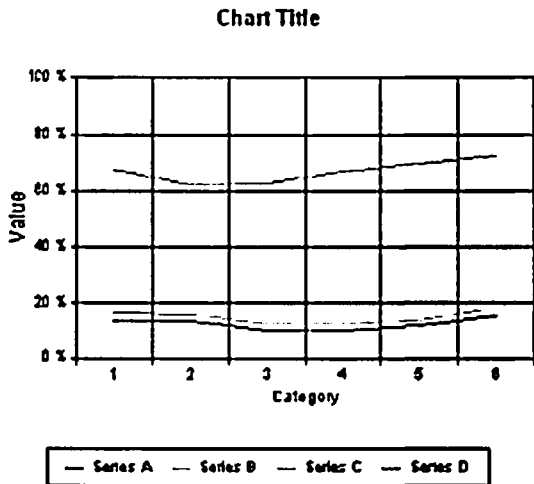
Stacked line with markers

With markers, shows each item's contribution rate to the total value.



100% stacked line

Shows trends over a period of time in percentage.

**Chart type: Scatter**

A scatter graph is used to show a sequence of irregular values. It displays the data by using XY coordinates. It is often used for scientific data.

To use the scatter graph, the chart should have X values and corresponding Y values

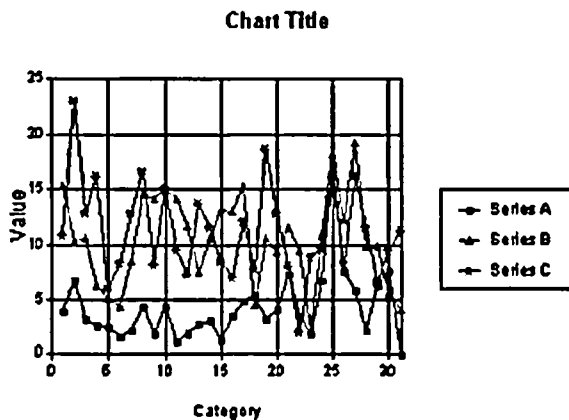
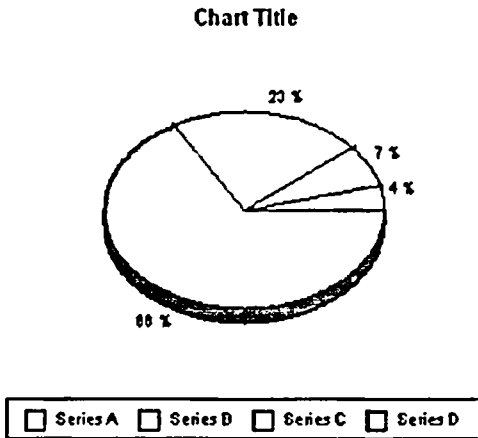
Scatter Graph (Chart)

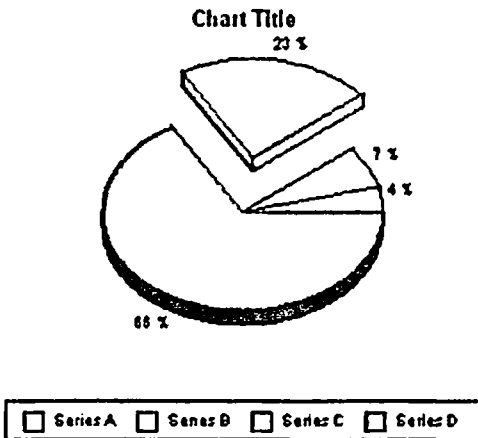
Chart type: Pie

A pie chart shows the occupation rate of each item's value in a series. Since the pie chart uses only one series, it is useful for emphasizing a certain item. If you apply **Raise slice up** or **Pull slice out** to an item, the selected item will become conspicuous.

Pie Chart



If you select **Pull slice out** in the **3D pie chart** options of the **Series** tab, it becomes like below.



If you select Raise slice up in the 3D pie chart options of the Series tab, it becomes like below.

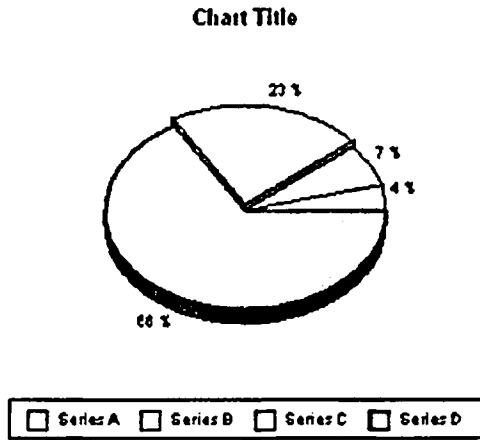
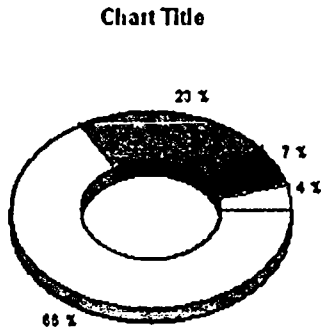


Chart type: Doughnut

Like a pie chart, the doughnut type chart shows the occupation rate of each item's value among a series. However, it is a bit different from the pie type chart in that multi-series doughnut charts can compare different series of values at the same time. Each ring of the doughnut chart means one series.

The kinds of doughnut type charts are Doughnut chart and Multi series doughnut chart. The following are the samples.

Doughnut chart



Multi series doughnut chart

You can compare more than two series of values. Each ring of the doughnut chart means a series.

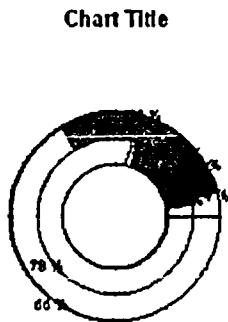
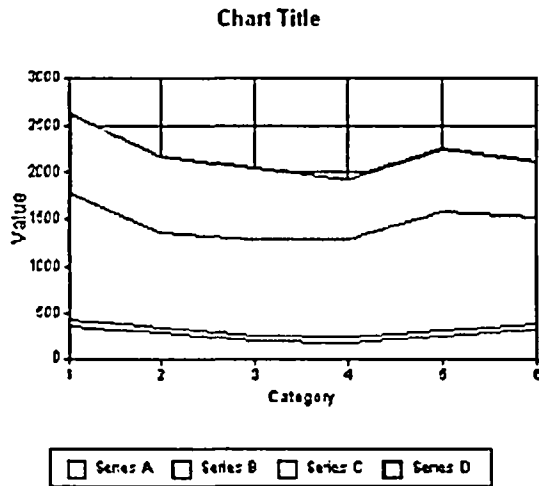


Chart type: Stacked Area

The stacked area chart shows the quantitative relation between the total values and each item's value. It also shows the contribution rate of each item to the total changes over a period of time. The sum of all areas becomes the total value of the entire data.

The kinds of staked area charts are Stacked area chart and 100% stacked area chart. The following are the samples.

Stacked area chart



100% stacked area chart

Shows the contribution rate of each item to the total changes over a period of time in percentage.

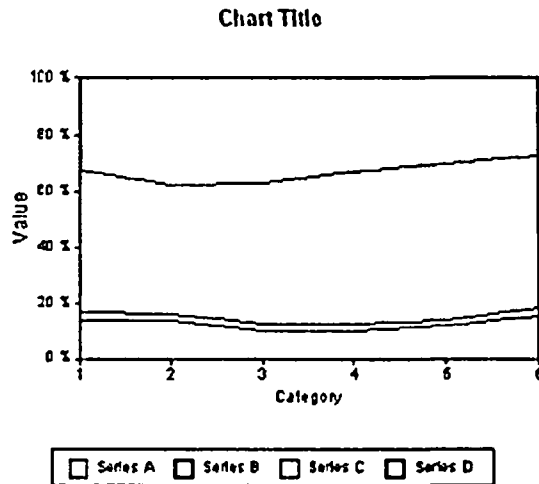
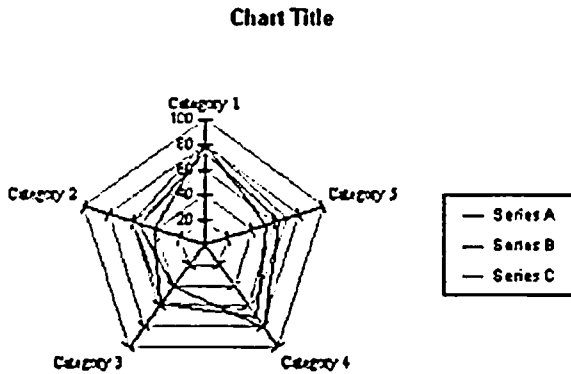


Chart type: Radar

In a Radar Chart, all values of the same series are connected with lines on the coordinates. A radar chart is often used to compare data values. It is useful for assessing which item is dominant in what series, and for analyzing relations between items of different series.

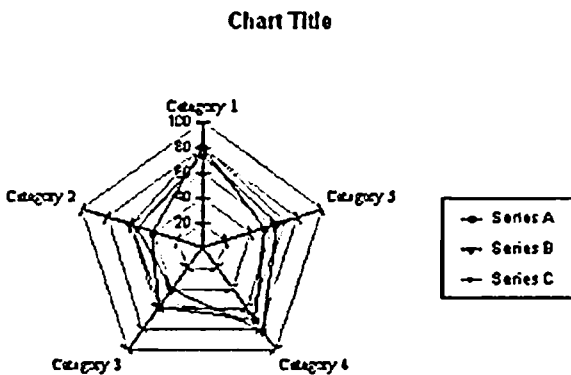
The kinds of radar charts are Radar Chart, Radar Chart with markers and Area radar chart. The following are the samples.

Radar chart



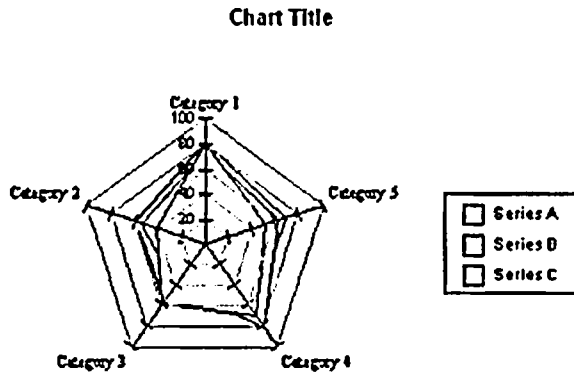
Radar chart with markers

Shows the values with markers.



Area radar chart

Compares the item values and shows which items are dominant.



Working with source code

With Namu WebEditor, advanced users and students of HTML can work directly with the HTML source code underlying a Web document. To access the source code of the current document, click the HTML tab at the bottom of the main window or press F6. Pressing F6 again returns you to visual editing mode.

Namu WebEditor can also display simultaneous views of Edit and HTML modes by splitting the main window into two panes. Changes you make in the visual editing pane are instantly reflected in the source pane. (Changes made in the source pane are reflected in the visual editing pane as soon as you click the visual editing pane.) To turn on simultaneous view, on the View menu, select Mode and then click Edit & HTML, or press F6.

Namu WebEditor can check that a document's source code conforms to various versions of the HTML and XHTML standards. Namu WebEditor can also clean up source code to optimize its readability (to humans).

In this section

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Cleaning up source code.....	p.509

Working in HTML mode

To switch to HTML (source editing) mode, click the HTML tab at the bottom of the main window or press F6. You can also work simultaneously in HTML and visual editing mode: on the View menu, select Mode and then click Edit & HTML.

Source editing features and options

Working in Namu WebEditor's HTML mode is much like using a text editor, but with enhancements designed to make working with HTML easier. The default enhancements, all of which can be toggled or customized, include:

Source coloring

Various parts of the source code are colored according to their function. Colored items include tags, attribute names, attribute values, entities, comments, CSS selectors and properties, and so forth.

Line numbering

Source code line numbers are displayed in the left margin.

Current line highlighting

The current line (the line containing the insertion point) is highlighted to make it easy to see where you are in the source code.

Auto indent

When you start a new line of code after a line that is indented, Namo WebEditor automatically indents the new line by the same amount.

Soft-wrap

Lines that are too long to fit in the window are "soft-wrapped" at the right margin, so you don't have to scroll horizontally to see a whole line.

To change any of these settings or others, such as the font used in HTML mode, right-click anywhere in the HTML window and click **Source Editing Options**.

Inserting elements in HTML mode

You can quickly insert some kinds of elements in HTML mode using commands and toolbar buttons, rather than by typing. The commands, submenus, and buttons you can use to insert elements in HTML mode are listed below.



On the Insert menu:



- Image > Image, Clip Art
- Hyperlink
- Horizontal Rule
- Line Break
- Form Field
- Script > Body Script
- Object
- Comment
- Other > Date & Time, Non-Breaking Space

On the Table menu:

- New Table

On the Standard Toolbar:

-  Insert Clip Art
-  Insert Image

-  Create Table
-  Hyperlink

On the Formatting Toolbar:

- Font
- Font Size
- B** Bold
- I* Italic
- U Underline

Getting help on tags and properties

Namo WebEditor includes a comprehensive HTML and CSS online reference. To view it, press Shift+F1.

Validating source code

Namo WebEditor can check a document's source code to see if it conforms to a particular version of the HTML or XHTML standard. Non-conforming items in the source are listed in the **Results** window, with line numbers.

The HTML and XHTML versions that Namu WebEditor can validate against are:

- HTML 2.0
- HTML 3.2
- HTML 4.0 (Strict)
- HTML 4.0 (Loose, Transitional, Frameset)
- XHTML 1.0 (Strict)
- XHTML 1.0 (Loose, Transitional, Frameset)

Namo WebEditor can also check whether a document is compatible with various versions of popular Windows browsers. The supported browsers and versions are:

- Internet Explorer 3.0, 4.0, 5.0, 5.5, and 6.0
- Netscape 3.0, 4.0, and 6.0
- Opera 4.0, 5.0, and 6.0

To validate source code or check browser compatibility

1. On the **Tools** menu, click **Verify HTML**.
2. Select the version of HTML or XHTML you want to validate against.

3. If you want to check for compatibility with a particular browser, select the **Check browser compatibility with the following browsers** check box and then select one or more check boxes corresponding to the desired browser version(s).
4. Click OK.

Cleaning up source code

Namo WebEditor can clean up and/or reformat messy source code in documents created in other programs.

Namo WebEditor can perform the following cleanup functions:

- Remove proprietary tags added by Microsoft Word
- Remove empty elements (such as `<a>`)
- Remove redundantly nested tags (such as `Hello world`)
- Remove optional closing tags (such as closing `</p>` tags)
- Integrate adjacent `` tags where possible
- Remove comments
- Remove occurrences of a specified tag

Namo WebEditor can reformat source code in the following ways:

- Wrap long lines after a specified number of characters
- Indent child elements by a specified number of spaces or tabs
- Capitalize tag names
- Capitalize attribute names

To clean up or reformat the current document's source code

1. On the Tools menu, click **Clean Up HTML**.
2. Select the desired options, and then click OK.



After performing a cleanup operation, if you do not like the result, immediately return to Edit mode and use the Undo command. This is the only way to reverse the effects of a cleanup or reformatting operation, short of manual editing.

Editing XML documents

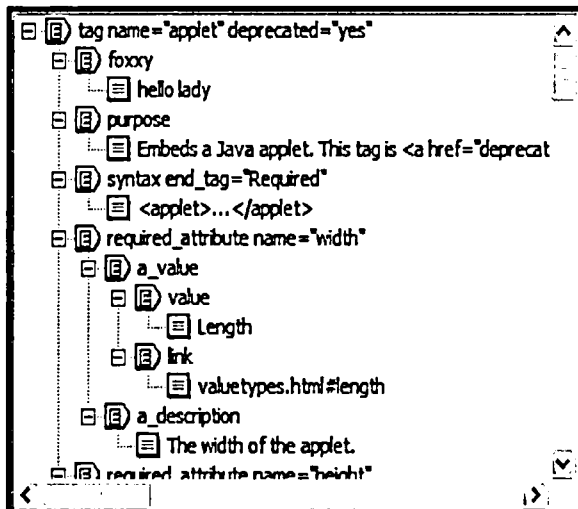
Although Namu WebEditor cannot create new XML documents, you can use it to edit existing ones.

To open an XML document

1. On the File menu, click Open.
2. Click the Files of type box and select XML Files or All Files.
3. Find the desired XML file, select it, and then click Open.







Alternatively, you can simply drag an XML file from Windows Explorer to Namu WebEditor.

In Edit mode, Namu WebEditor displays an XML document as a tree, similar to the folder tree in Windows Explorer. The image below shows part of an example XML document as it appears in Edit mode.



Part of an XML document in Edit mode

Various icons represent different kinds of nodes in the document tree:

-  Element
-  Text (PCDATA)
-  CDATA section
-  Processing Instruction
-  Entity reference
-  Comment

To collapse a node, hiding its child nodes, click the minus sign to the left of the node's icon. To expand a node, click the plus sign.

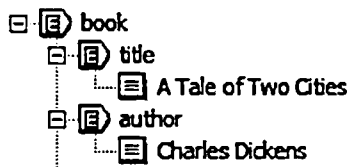
In HTML mode, Namo WebEditor displays the source text of an XML document. You can edit the XML source directly, as in a text editor.

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Working with XML attributes.....	p.513
Previewing and validating an XML document.....	p.513

Working with XML elements

The example below shows five nodes in an XML document tree. The root element ("book") and two of its child elements ("title" and "author") are each represented by an *element node* (☐). The title and author elements each contain text content, represented by child *text nodes* (☐).



To edit an element's text content

- Double-click its child text node.

To add text content to an element

1. Right-click the element node, point to **Insert Node**, and then click **Text**.
2. Enter the text and then click **OK**.

To rename an element

1. Double-click the element node.
2. Enter the new name in the **Name** box. (Click the triangle to select one of the element names in use in the document.)

To add an element

1. Right-click the intended parent node of the new element, point to **Insert Node**, and then click **Element**.

2. Enter the name of the new element in the Name box. (Click the triangle to select one of the element names in use in the document.)

To remove a node

1. Click the node and press Delete.

To move a node

1. Drag the node on top of another node. (If you hold down the Ctrl key while dragging, the dragged node will become a child of the node you drop it on. Otherwise, it will become its first preceding sibling.)

To copy a node

1. Right-click the node and click **Clone Node**.
2. Specify the number of copies you want and whether to also copy the node's contents and/or children, and then click **OK**.

To add a CDATA section to an element

1. Right-click the element node, point to **Insert Node**, and then click **CDATA**.
2. Enter the CDATA text and then click **OK**.

To add an entity reference section to an element

1. Right-click the element node, point to **Insert Node**, and then click **Entity Reference**.
2. Enter the entity name and then click **OK**.

To add a processing instruction to an element

1. Right-click the element node, point to **Insert Node**, and then click **Processing Instruction**.
2. Enter the processing instruction and then click **OK**.

To add a comment to an element

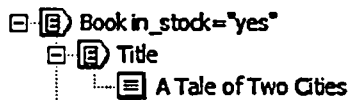
1. Right-click the element node, point to **Insert Node**, and then click **Comment**.
2. Enter the comment and then click **OK**.

Related topics

Working with XML attributesp.513

Working with attributes

In the example below, the root element ("Book") has an attribute ("in_stock"). The attribute's name and value are shown to the right of the element name.



To edit or rename an attribute

1. Double-click the element node.
2. Select the desired attribute in the list box and click **Modify**, or just double-click the attribute.

To add an attribute

1. Double-click the element node.
2. Click **Add**.

To remove an attribute

1. Double-click the element node.
2. Select the desired attribute in the list box and click **Remove**.

Previewing and validating an XML document

Although Namo WebEditor requires Internet Explorer 4.0 or later to power its built-in preview mode, only Internet Explorer 5.0 or later support XML. Therefore, in order to preview an XML document in Namo WebEditor, you must have Internet Explorer 5.0 or later installed on your computer.

If an XML document contains or links to an XSL stylesheet, Namo WebEditor's built-in preview will display the transformed version of the document, just as Internet Explorer would.

When you save an XML document that contains or links to a DTD (Document Type Declaration), Namo WebEditor validates the document against the DTD. If there are any errors, a dialog box appears and displays the nature and location of the first error. However, please note that Namo WebEditor will still save the document despite any errors it finds.

9 Appendices

This section contains information about miscellaneous features of and utilities included with Namo WebEditor, and a list of keyboard shortcuts.

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Miscellaneous features

In this section

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Creating document outlines and tables of contents	p.522
Equation editor	p.524
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Key macros

If you use a particular sequence of keystrokes frequently, you can record a *key macro* to remember them and then "play" the macro back instead of retyping the sequence every time.


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Recording and playing back a key macro

To record a key macro

1. On the **Tools** menu, point to **Key Macro**, and then click **Start Recording**. Alternatively, press **Ctrl+Shift+M**.
2. Type the sequence of keystrokes you want to record.
3. When finished typing, on the **Tools** menu, point to **Key Macro**, and then click **Stop Recording**. Alternatively, press **Ctrl+Shift+M** again.

 *Key macros only remember keystrokes. They do not record mouse movements and clicks.*

To play back the last recorded key macro

Do one of the following:

- On the **Tools** menu, point to **Key Macro**, and then click **Play Macro**.
- Press **Ctrl+M**.

Related topics

Saving and reusing key macros..... p.517

Saving and reusing key macros

When you record a new key macro using the **Start Recording** command (**Ctrl+Shift+M**), Namu WebEditor "forgets" the last macro you recorded, if any. If you want Namu WebEditor to remember more than one key macro at a time, you need to use the **Key Macro Manager** dialog box to save and play back macros. With the **Key Macro Manager**, you can permanently save any number of key macros and play back any macro by selecting it from a list.

To save the last recorded macro

1. On the **Tools** menu, point to **Key Macro**, and then click **Macro Manager**; or press **Ctrl+Shift+0**.
2. Click **Add**.
3. In the **Macro name** box, type a name for the macro so that you can identify it in the list of saved macros.
4. (optional) In the **Description** box, type a brief description of the macro to help yourself remember what was recorded.
5. Under **Source**, click **Save previously recorded macro**.
6. Click **OK**.

To play back a saved macro

Once you save a recorded key macro, you can no longer play it back with the **Play Macro** command (**Ctrl+M**). To play back a saved macro, use the **Key Macro Manager**.

1. On the **Tools** menu, point to **Key Macro**, and then click **Macro Manager**; or press **Ctrl+Shift+0**.
2. In the macro list, select the macro you want to play back.
3. (optional) In the **Repetitions** box, specify the number of times to repeat playback of the macro.
4. Click **Play Macro** or press **Alt+P**.



*To quickly select and play back a saved macro, press **Ctrl+Shift+0**, type the first few characters of the macro's name, and then press **Alt+P**.*

Auto Correct

Namo WebEditor's Auto Correct feature automatically corrects common spelling and typographical errors as you type; for example, replacing "teh" with "the". If a word you mistype frequently is not in the built-in list, you can define an Auto Correct entry for it. Auto Correct only replaces a word after you press the space bar or the Enter key.

You can also use Auto Correct to create shortcuts for text strings that you use frequently. For example, you could define an entry that replaces "sni" with "Sejoong Namo Interactive, Inc.". Then, whenever you typed "sni" followed by a space or the Enter key, Namo WebEditor would automatically expand the shortcut to the full word or phrase you defined.



*Auto Correct is enabled by default. However, it is initially set to prompt you for confirmation before replacing each shortcut or mistyped word. To turn off confirmation and let Auto Correct replace words without prompting you, deselect the **Always show this dialog before replacing** check box the next time you see the **Confirm Auto Correct** dialog box.*

To add an Auto Correct entry

1. On the Tools menu, click Auto Correct; or press Shift+F7.
2. Click Add.
3. In the Replace box, type the word or shortcut you want Auto Correct to replace.
4. In the With box, type the word or phrase you want Auto Correct to substitute for the Replace string.
5. (optional) If desired, select the Comment check box and enter a comment about the Auto Correct entry.
6. Click OK.

To disable or re-enable a specific Auto Correct entry

1. On the Tools menu, click Auto Correct; or press Shift+F7.
2. Click the check box next to the entry you want to disable or enable.

To disable Auto Correct

1. On the Tools menu, click Auto Correct; or press Shift+F7.
2. Deselect the Enable auto correct check box.

Special characters used in Auto Correct entries

The Auto Correct function recognizes three special characters—the hyphen ("-"), the asterisk ("*"), and the "at" sign ("@")—that you can use in entries to modify how a string will be replaced:

- A hyphen at the beginning or end of the Replace string tells Auto Correct to replace it *only* if it occurs as part of a larger word. A corresponding hyphen at the beginning or end of the With string tells Auto Correct to retain the rest of the word before or after the Replace string while replacing.

- An asterisk at the beginning or end of the **Replace** string tells Auto Correct to replace it every time, whether or not the string occurs as part of a larger word. A corresponding asterisk at the beginning or end of the **With** string tells Auto Correct to retain the rest of the word before or after the **Replace** string while replacing.
- If an entry's **Replace** string starts with an @ sign, and its **With** string is a URL, then Auto Correct will, instead of replacing the **Replace** string with the **With** string, add a hyperlink to the specified URL on each occurrence of the **Replace** string. (For this to work, you must type the @ sign before the replace string in the document window as well.)

Some examples:

Replace	With	Example result
-ship	-boat	"membership" becomes "memberboat" (but "ship" by itself is not changed)
-ful-	-less-	"tactfully" becomes "tactlessly"
*ship	*boat	"lordship" becomes "lordboat" and "ship" becomes "boat"
@Name	http://www.name.com/	Name

Quick Insert

Quick Insert is a function with which you can define frequently used words or web documents, and call them out wherever and whenever you need them just by using the shortcut name of the Quick Insert item. The items that you can define as Quick Insert Items can be words, multilined paragraphs, web documents, etc. The web document used as a Quick Insert item can include any format such as font type, paragraph style, etc. and any object such as a table, image, etc.

You may set the shortcut name as "Morning", and the relevant Quick Insert item as "Good Morning, everybody!" In this case, if you type in "Morning," and press Ctrl+=, then "Morning" will be replaced by "Good Morning, everybody!"



Once you define Quick Insert items, you can call them out anytime even after you close the current document, or exit Name WebEditor. Also you can selectively remove them.

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Defining a Quick Insert item

To add a Quick Insert item

1. On the Tools menu, click Quick Insert.
2. Click Add.
3. Enter a name to identify the Quick Insert item.
4. In the **Item to insert** section, enter the text to insert for this item.
5. Click OK.

To add a Quick Insert item that inserts a file

1. On the Tools menu, click Quick Insert.
2. Click Add.
3. Enter a name to identify the Quick Insert item.
4. In the **Item to insert** section, click File, and then click Browse and select the file to use.
5. Click OK.



*To remove a Quick Insert item, select the item to remove in the list, and then click **Remove**.*

Inserting a Quick Insert item

To insert a Quick Insert item using the keyboard only

- Type the name of the desired Quick Insert item and press Ctrl+=.

To select and insert a Quick Insert item

1. On the Tools menu, click Quick Insert.
2. Select the item to insert.
3. Click Insert.

Spell checking

Namo WebEditor can check your spelling automatically as you type, highlighting misspelled words with red underlines. You can also manually initiate spell checking of an entire document in one operation. When automatic spell checking is enabled, words that Namu WebEditor thinks are misspelled are highlighted with a wavy red underline, as in this example.

Namo WebEditor 6 includes spelling dictionaries for eleven European languages, plus four dialects: U.S. English, U.K. English, Canadian English, French, German, Danish, Dutch, Finnish, Italian, Norwegian, Portuguese, Brazilian Portuguese, Spanish, and Swedish. Any two of the dictionaries can be active at one time, so you can check your spelling in two languages at once.

If Namu WebEditor flags a word that you know is spelled correctly, you can add the word to your user dictionary to prevent Namu WebEditor from flagging it again.

To disable automatic spell checking

1. On the Tools menu, click Preferences, and then click the Edit tab.
2. Under Spell checking, deselect the Check spelling as you type check box.

To change the active spelling dictionaries

1. On the Tools menu, click Preferences, and then click the Edit tab.
2. Under Spell checking, click the Spelling dictionary 1 box and select the desired primary dictionary.
3. (optional) Click the Spelling dictionary 2 box and select the desired secondary dictionary.

To spell check a document

- On the Tools menu, click Check Spelling.

The Spelling Check dialog box will appear.

Sending e-mail

You can e-mail the current document in one step. The **Send E-mail** command will open a message composition window in your default e-mail client and automatically attach the current Namu WebEditor document to the new message.

Also, Namu WebEditor includes several document templates that are specially designed to be used for e-mail. These templates include such things as stationery backgrounds, greetings, and even suggested layouts for various types of electronic mail.

To send the current document in an e-mail

1. On the File menu, click **Send E-mail**. Your default e-mail client will open a new message composition window, and the document will be automatically attached.
2. Enter the recipient address, subject, and body of the message, and then send the message as you normally do.

To create a document using an e-mail template

1. On the File menu, click New.
2. Select the E-mail template category.
3. Select the desired template and click OK.
4. Replace the placeholder text and images (if any) in the template with your own content.

Opening Microsoft Word documents

You can import a Microsoft Word (*.doc) document, converting it to HTML format, and edit it in Namu WebEditor. You can preserve the document format and appearance when you import it. You can also import the text only.

To import a Word document

1. On the File menu, click Open.
2. In the Open dialog box, select "MS Word Files (*.doc)" as the file format.
3. Select the Word file to import, and click Open.
4. In the External File Import Options dialog box, specify the import options, and click OK.
 - o **Keep Original Format** : Keeps the original document appearance as possible. Also imports the Word style as it is.
 - o **Use tags only** : Does not include the Word style, and uses only the HTML tags.
 - o **Import text only** : Ignores the layout of the document, and just brings the text of the Word document.



Usually, content copied by pressing Ctrl+C in the Word document will have the same effect as "Keep Original Format" function. If you just want to convert the Word document to HTML, this function is useful. However, in this case, it may be difficult to edit it. If you want to edit an imported Word document, it is recommended to select either "Use tags only" or "Import text only" option.

Document outlines and tables of contents

Namu WebEditor provides "Document Outline" function by which you can see the hierarchical structure of the document. If you select View > Document Outline, the document outline window appears in the left side of the edit window. However, if the document has no heading tags (<h1>, <h2> .<h6>), nothing will appear in the document outline window.

You can also insert the table of contents in the document by using the "Make Table of Contents" command in the document outline window. It automatically generate the bookmarks and hyperlinks to them.

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Viewing a document outline

If your document contains headings that use the standard HTML heading tags (<h1>, <h2>, etc.), you can view a hierarchical outline of the document. In case the whole contents of the document is long, you can easily move to the content you want to see. The length of the title in the document outline window can be adjusted by the list level.

Headings that use the <h1> tag are at the highest level; those that use <h6>, at the lowest level.

To reveal the document outline window

- On the **View** menu, click **Document Outline**, or press **Alt+3**.

To move around the document using the document outline window

- In the document outline window, select the content you want to move to.

To specify the levels to view in the document outline

1. Right-click in the document outline window.
2. Select the desired level in the shortcut menu. (For example, select "Show List Level 3", to view only the items on the first three levels.)

Creating a table of contents

The document outline shows the hierarchical structure of the document only in its window. However, if you use the "Make Table of Contents" function, you can actually insert the table of contents in the document. It automatically generate the bookmarks and hyperlinks to them.

To create a table of contents

1. On the **View** menu, click **Document Outline**, or press **Alt+3**.
2. In the document outline window, right-click to open the shortcut menu.
3. Select **Make Table of Contents** in the shortcut menu.

4. In Make Table of Contents dialog box, select **Create hyperlinks to content** and **Insert bookmarks** when making hyperlinks.
5. Click **OK**.



The equation editor

By using Namu WebEditor's built-in equation editor, you can easily insert mathematical equations and scientific formulas, using a large variety of special symbols, into your documents without needing to know a complicated math typesetting language like LaTeX. Even better, Namu WebEditor automatically generates a bitmapped version of your equation and inserts it into the document for you, so any user can view the equation in an ordinary browser.

To insert a mathematical equation

1. On the **Insert** menu, click **Equation**.
2. Enter the desired equation. Use your keyboard to type ordinary numbers and letters. Use the buttons to enter special symbols.
3. (optional) If you know LaTeX, you can fine-tune the equation by clicking the **Script** tab and editing the LaTeX script manually.
4. Click **OK** when done.

To edit or resize an equation

1. Double-click the equation in the document window.
2. Edit the equation as desired, and/or change its viewing size by clicking the  and  buttons.
3. Click **OK** when done.



The bitmapped images that Namu WebEditor generates for equations are stored by default in an "images" subfolder of the document's folder. To change the image location, do the following:

1. On the **Tools** menu, click **Preferences**, and then click the **Save** tab.
2. In the **Save equation images in folder** box, enter a path relative to the current document's folder.
3. Click **OK**.

Special character operations

Various special functions related to characters and character sets may be found in the **Change Character Format** submenu of the **Tools** menu.

To change the case of selected text

1. Select the desired text.
2. On the **Tools** menu, point to **Change Character Format**, and then click **Change Case**.
3. Select the desired case and click **OK**.

To change the width of double-byte Asian characters

1. Select the desired Asian text.
2. On the **Tools** menu, point to **Change Character Format**, and then click **Change Character Width**.
3. Click either **Full-width** or **Half-width**.
4. Under **Target**, select the types of characters to change.
5. Click **OK**.

To convert between Hiragana and Katakana

1. Select the desired Japanese text.
2. On the **Tools** menu, point to **Change Character Format**, and then click **Convert Hiragana/Katakana**.
3. Select the desired change and click **OK**.

To convert symbols in the selected text to double-byte characters

When a document containing double-byte characters has been opened in a text editor using a single-byte character set and then saved, the double-byte characters may have been with ASCII codes. If this has happened, you can recover the original characters using the **Convert Symbols to DBCS** command.

1. Select the text to be converted.
2. On the **Tools** menu, point to **Change Character Format**, and then click **Convert Symbols to DBCS**.

Utilities included with Namu WebEditor

When you install Namu WebEditor, various Web utilities—Namo Capture, Namo GIF Animator, Namo Image Slicer—are installed as well.

- With *Namo Capture*, you can capture the screen, a window, or some other selection on the screen and save it to an image file.
- With *Namo GIF Animator*, you can create GIF animations.
- With *Namo Image Slicer*, you can slice an image into several pieces and export the pieces to an HTML table.

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Namo Capture

Use Namu Capture to take still pictures of your screen or various parts of it, including windows, menus, arbitrary rectangular areas, and the mouse pointer.

To start Namu Capture

- Click the Start button, point to Programs, point to Namu Web Utilities, and then click Namu Capture.

Basic operation

Namu Capture is very easy to use. The basic method of operation is as follows:


1. Specify the type of capture.
2. Arrange your screen so that you can see what you want to capture.
3. Press the Activate Capture hotkey.
4. If the chosen capture type requires it, select the area to capture.

At the end of this process, you will see a new window inside Namu Capture's main window, displaying what you captured. You can then do any of the following:

- Zoom in to see the captured image in greater detail
- Copy all or part of the captured image to the clipboard
- Save the captured image to a file








Setting up the Activate Capture hotkey and other options


In the **Capture Options** dialog box, you can specify whether to use a right mouse click or a keypress to take a capture; how to cancel a capture, and whether to include the mouse pointer when capturing a screen area.

1. On the **Capture** menu, click **Options**.
2. Under **Activate Capture Hotkey**, choose the method of triggering a capture. You can choose to use a right mouse click or a keystroke, which can be any letter key or function key (such as **F2**), with or without the **Ctrl** and/or **Shift** modifier key.
3. Under **Cancel Capture Hotkey**, choose the method of cancelling a capture. You can choose to use the **ESC** key or another keystroke, which can be any letter key or function key (such as **F2**), with or without the **Ctrl** and/or **Shift** modifier key. (Use the **Cancel Capture** hotkey when you have started the capture process by specifying a capture type, but then you decide you don't want to go through with the capture after all. By cancelling the capture, you are telling **Namo Capture** not to intercept the next right mouse click or capture keystroke.)
4. Select or deselect the **Include mouse pointer** check box to tell **Namo Capture** whether or not to include the mouse pointer when capturing a screen area. (Needless to say, this option has no effect when you are capturing the mouse pointer itself.) You can toggle this setting outside of the **Capture Options** dialog box by clicking **Include Mouse Pointer** on the **Capture** menu or  on the toolbar.
5. Click **OK**.

Specifying what to capture

The first step in taking a screen capture is specifying the type of capture you want to take. You can do so by selecting an item on the **Capture** menu or clicking a button on the toolbar. The capture types are described below.

Button	Capture Type	Description
	Desktop	Captures the entire screen.
	Active Frame	Captures the active main window.
	Window	Captures a selected window or sub-window.
	Menu	Captures the pulled-down menu.
	Rectangle	Captures any rectangular region of the screen.
	Ellipse	Captures any elliptical (round) region of the screen.
	Mouse Pointer	Captures the mouse pointer.

 *Once you specify a capture type, **Namo Capture** will automatically hide its own window. This is to prevent its appearing in a full-screen capture.*

Capturing the entire screen

1. On the **Capture** menu, click **Desktop**.
2. Arrange the windows on the screen as desired.
3. Press the **Activate Capture** hotkey.

Capturing an entire window

1. On the Capture menu, click Active Frame.
2. Bring the window you want to capture to the front.
3. Press the Activate Capture hotkey.

Capturing a sub-window

The main window of a Windows program may contain several distinct regions, like panes or toolbars, that are technically windows in their own right. You can capture one of these "sub-windows" using Namu Capture.

1. On the Capture menu, click Window.
2. Bring the program containing the window or sub-window you want to capture to the front.
3. Press the Activate Capture hotkey. The mouse pointer will turn into a reticle or gunsight shape to indicate window selection mode.
4. Move the mouse pointer over the window or sub-window you want to capture. As you move the mouse, different windows or sub-windows will be highlighted with a solid black rectangle. When the window or sub-window you want to capture is highlighted, press the left mouse button.



After pressing the Activate Capture hotkey, you can still switch to a different program by pressing Alt+Tab. Do not try to switch programs by clicking a button on the task bar, since that will cause the task bar itself to be captured.

Capturing a menu

1. On the Capture menu, click Menu.
2. Bring the program containing the menu you want to capture to the front.
3. Pull down the desired menu.
4. Press the Activate Capture hotkey.



If you capture a submenu, all of its ancestors are captured as well. If a menu item is highlighted (by having the mouse pointer over it) when you press the Activate Capture hotkey, that item will be highlighted in the captured image as well.

Capturing a rectangular or elliptical screen area

1. On the Capture menu, click Rectangle or Ellipse, depending on the shape you want to capture.
2. Arrange the windows on the screen as desired.
3. Press the Activate Capture hotkey. The mouse pointer will turn into a crosshair with a rectangle or an oval.
4. Left-click and drag the mouse pointer over the desired area. A dashed rectangle or ellipse will appear, indicating the area that will be captured. Release the mouse button when the desired area is covered.






When you capture an elliptical area, the area outside of the ellipse extending to the borders of the image will be white. There is no option to change this background color.

Capturing the mouse pointer


1. On the Capture menu, click Mouse Pointer.
2. Do whatever you have to do to change the mouse pointer into the shape you want to capture.
3. Press the Activate Capture hotkey.


Copying a captured image (or part of it) to the clipboard

After you capture something, the whole image is automatically selected. To copy the whole image to the clipboard, click Copy on the Edit menu or  on the toolbar, or press Ctrl+C. To copy just part of the image, select the desired area before copying. To select an area of the image, click  on the toolbar and then draw a box around the desired part of the image. You can restore the selection to the whole image by pressing Ctrl+A.

It is often easier to select part of an image if you zoom in first. To do so, click  on the toolbar and then click the image repeatedly until the desired magnification is reached. You can also zoom in by pressing the keypad + key on your keyboard. To zoom back out, press keypad -.

Saving a captured image to a file

To save the current captured image to a file, click Save on the File menu or  on the toolbar. You can save in either GIF or BMP format; to choose the format, click the Save as type box in the Save As dialog box.

 *GIF format usually produces much smaller files than BMP, but it is limited to 256 colors. When saving a capture that contains many colors (such as a photograph or a gradient), choose BMP format for best results.*

Namo GIF Animator

The animation GIF file, when inserted into a web document, shows an moving image. The advantage of the animation GIF file is that it does not require any separate plug-in as in the case of Flash files, Shockwave files, etc.

If you use Namu GIF Animator which is provided along with Namu WebEditor, you can easily make GIF animation with GIF or BMP files.

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Starting NamO GIF Animator

To start NamO GIF Animator, click the **Start** button, point to **Programs**, point to **NamO Web Utilities**, and then click **NamO GIF Animator**. In case you use NamO GIF Animator frequently, it is recommended to register it on the "External Programs" list of NamO WebEditor so that you can use it conveniently.

To register NamO GIF Animator on the external programs list of NamO WebEditor

1. On the **Tools** menu, click **External Programs**.
2. In the **Preferences** dialog box, select **External Programs** tab.
3. At the **Name in Program 3**, enter "NamO GIF Animator", and click **Browse** to find the path. In case you install NamO WebEditor at "C:\Program Files", the NamO GIF Animator's path becomes "C:\Program Files\NamO\WebEditor 6\bin\Tools\NamOAniGif.exe."
4. Click **OK** to register it as an external program of NamO WebEditor.

Setting up the work environment




To zoom the canvas

You can zoom out the size of the canvas of the animation.

1. On the **Tools** menu, click **Crop Canvas**.
2. Bring the mouse pointer over the frame. Drag it to select the area you want.
3. The size of the canvas will be zoom out to the size of the area you have cropped.

To zoom in/out the content of the edit window

On the **View** menu, click **Zoom in** or **Zoom out**. You can also use the toolbar.

- To zoom in the window, on the **View** menu, click **Zoom in**, or click  on the toolbar.
- To zoom out the window, on the **View** menu, click **Zoom out**, or click  on the toolbar.
- To see the actual view, on the **View** menu, click **Actual Pixels**, or click  on the toolbar.

To show/hide the toolbar

To show/hide the toolbar, on the View menu, click **Toolbar**.

To show/hide the status bar

To show/hide the status bar, on the View menu, click **Status Bar**.

Creating an animation

The animation GIF file may seem as a single image. But, in fact, it is a combination of several images. When the GIF animation plays, the images are shown in sequence. Each of the image is called a "frame."

To create a new animation

1. In the menu, File menu, click **New**.
2. On the Edit menu, click **Insert Frame**.
3. Click **Add**.
4. Select a GIF or BMP format image and click **Open**.
5. Repeat steps 2 through 4 for each additional frame.
6. Click **OK**.

When adding several images at once, you can change their order by clicking **Move Up** or **Move Down** in the **Insert Frame** dialog box.

Viewing and setting animation properties

To view or set the properties of a frame

1. Select a frame.
2. In the **Properties** window, click the **Frame** tab.



Frames are named according to their position in the animation sequence, starting from "Frame 1".

To view or set the properties of an animation

1. In the **Properties** window, click the **Animation** tab.


Editing frames

You can change the order of the frames and edit its images. In case there is an unnecessary frame, you can cut it out, and keep the necessary ones. Besides, you can change the position of the image in a frame, and rotate it.


To change the order of frames

1. Select the frame to move.
2. On the Edit menu, click **Move Frame Up** or **Move Frame Down**. You can also click  or  on the toolbar.

To crop a frame

1. Select a frame.
2. On the **Tools** menu, click **Crop Image**, or click  on the toolbar.
3. Draw a box around the part of the image you want to keep. When you release the mouse button, the rest of the image will be deleted.

To shift a frame

1. Select a frame.
2. On the **Tools** menu, click **Move Image**, or click  on the toolbar.
3. Click and move the frame to the desired position.




*To undo any change, press **Ctrl+Z**.*


Setting a transparent color

You can set a transparent color for one or more frames of an animation, so that the background of a Web document can be seen "through" areas of those frames that have that color.

To set a transparent color

1. Select the frame or frames for which you want to set a transparent color. (To select multiple contiguous frames, click the first, and then click the last while holding down the **Shift** key. To select multiple non-contiguous frames, click each while holding down the **Ctrl** key.)
2. On the **Tools** menu, click **Select Transparent Color**.
3. Select the color you want to be transparent. You can select a color in the image by clicking on the image in the preview area. Use the  button to zoom into the preview to make it easier to select a color.
4. Click **OK**.


To hide transparent colors

To see the frames of the animation as they would appear on a Web page with a white background, on the View menu, click Hide Transparent Color, or click  on the toolbar.

Editing colors

You can change one or more colors in one or more frames by editing their color palettes.

To edit the color palette of a frame

1. Select a frame.
2. On the Tools menu, click Edit Palette, or click  on the toolbar.
3. Select a color that you want to change. (You can select a color in the image by clicking in the preview area.)
4. Click Change Color.
5. Select a new color and click OK.
6. Click OK.
7. Repeat steps 3 through 6 for each color you want to change.

Setting delay time and repeat

You can set the delay time, or interval between two frames, independently for each frame of an animation. You can also specify how many times an animation will repeat.

To set the delay time for a frame


1. Select the frame or frames for which to set the delay time. (Press Ctrl+A to select the whole animation.)
2. On the Frame tab of the Properties window, in the Delay time box, specify the delay time in hundredths of a second.

Specifying repetitions

Repetitions are controlled on the Animation tab of the Properties window.

- To make the animation play just once, deselect the Repeat check box.
- To make the animation repeat a certain number of times, select the Repeat check box and then enter a number in the Repetitions box.
- To make the animation loop endlessly, select both the Repeat and Loop forever check boxes.

Previewing your animation

To preview the current animation, click **Preview** on the **View** menu or  on the toolbar, press **F5**. This will open the **Preview** window.

In the **Preview** window, you can use the various buttons at the bottom to move through the animation. You can also jump to a specific frame by dragging the frame slider.

Saving your animation

To save the current animation

- On the **File** menu, click **Save**, or click  on the toolbar.

To save a selected frame

1. Select the frame to save.
2. On the **Edit** menu, click **Save Frame**, or click  on the toolbar.

Namo Image Slicer

Use **Namo Image Slicer** to break an image up into several pieces, like the pieces of a jigsaw puzzle. *Slicing* an image in this way has several benefits, including the following:

- Browsers can download several pieces of a sliced image at the same time, causing the whole image to load faster.
- Slicing an image gives you more flexibility when placing the image in a table (p.182), since you can put pieces of the image into adjacent cells to suit your design requirements.
- You can create several variations of an image—for example, with different text components—by creating several versions of one piece of the image instead of editing the whole image.
- You can put hyperlinks on different parts of a sliced image without using an image map (p.177).

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Creating a project and importing an image


Before slicing an image, you have to create new Namu Image Slicer project.

To create a new project

- On the **File** menu, click **New**, or click  on the toolbar.

Next, import the image you want to slice.

To import an image for slicing

1. On the **File** menu, click **Import Image**, or click  on the toolbar.
2. Select the desired image and click **Open**.

Setting up export settings

Before exporting a sliced image to HTML, you should set up a few export settings the way you want. These settings are found on the **Defaults** tab of the **Properties** panel. (If the **Properties** panel is hidden, reveal it by clicking **Properties** on the **Window** menu.)

HTML options

- **Export as Namu layout box:** Select this option if you want the image slices to be exported as a layout box (p.91) instead of an ordinary table.
- **Use <spacer> tags:** You may need to select this option to make a sliced image appear correctly in some Netscape browsers.

Default image format

- **File format:** Specify the default file format in which to save the image slices. (You can override (p.538) the default format for a specific slice, if you want.) If you select **GIF** format, the **Color reduction** box is enabled; click it and select one of the following color reduction methods:
 - **Median Cut:** Prioritizes colors in order of frequency in use. This option is best for images with many colors, like photographs.

- **Octree:** Preserves the original palette if the image source is a GIF file or an 8-bit PNG file.
- **Popularity:** If possible, the original palette will be preserved. Use this option if you want the image to be as precise as possible with the fewest colors.

Image folder

This setting specifies the path of the folder where the image files created from the slices will be saved. The path is relative to the exported HTML file. For example, if the image folder path is "images\", and you export the HTML file to the folder "C:\web", the images will be saved in "C:\web\images".

Setting up snap and grid settings

Namo Image Slicer's *snap* and *grid* functions make it easier to slice images precisely. These functions are controlled through the Snap/Grid/Zoom tab of the Properties panel. (If the Properties panel is hidden, reveal it by clicking Properties on the Window menu.)

Snap settings


When snap-to-neighbors is enabled, the edges of a new slice "snap" to the edges of neighboring slices and to the image borders when the mouse pointer is close to a neighboring slice or an image border. Enabling snap-to-neighbors makes it easy to "tile" the image into slices precisely, without having to click and move the mouse precisely. To enable snap-to-neighbors, select the Snap to neighbors check box. The number in the Tolerance box specifies how close the mouse pointer must be to a neighboring slice or an image border before the edge of the new slice will snap to it.


Grid settings


When the grid is enabled, the image is covered by a virtual grid, like the lines on graph paper. The edges of new slices "snap" to the gridlines, making it easy to draw slices that are the same size or an even multiple of some base size. You can specify the horizontal and vertical grid spacing independently, and you can optionally offset the origin of the grid by some distance horizontally and/or vertically relative to the image's top left corner.

To enable the grid and set its properties, do the following:

1. Select the Grid check box.
2. Specify the horizontal and vertical grid spacing in the Spacing X and Y boxes, respectively. (To specify different grid spacing values for the horizontal and vertical axes independently, deselect the Sync X-Y check box.)
3. (optional) Specify the distance by which the origin of the grid is offset from the origin of the image using the Offset X and Y boxes.
4. To enable snap-to-grid, select the Snap to grid check box.


 You must explicitly enable snap-to-grid by selecting the **Snap to grid** check box. It is deselected by default.

 **Snap-to-grid** and **snap-to-neighbors** are mutually exclusive: enabling one will disable the other.

 Snapping also works when you move and resize slices, not just when you create them.


Creating, moving, and resizing slices

To creating a slice


1. On the **Tools** menu, click **Slicer**, or click  on the **Work Tools** bar. (The Slicer Tool is selected by default when you import an image.)
2. Draw a box around a part of the image. When you release the mouse button, that part of the image is shaded green, indicating that it is now a *slice*.


Repeat step 2 for each slice you want to create.

To move a slice

1. On the **Tools** menu, click **Selection**, or click  on the **Work Tools** bar.
2. Drag the desired slice to the desired position.


To resize a slice





1. On the **Tools** menu, click **Selection**, or click  on the **Work Tools** bar.
2. Click to select the slice you want to resize.
3. Drag any of its resize handles in any direction.

 You can temporarily switch from the Slicer Tool to the Selection Tool or vice versa by holding down the **Ctrl** key.

Reordering overlapping slices


When two or more sliced areas overlap, you can control their top-to-bottom order. This affects the way the overlapping slices are themselves sliced.

1. Switch to the Selection Tool. (Click  on the **Work Tools** bar.)
2. Select a slice that overlaps with another.
3. Click any of the following buttons on the **Work Tools** bar:

-  (Bring to Front) to make the selected slice topmost
-  (Bring Forward) to "raise" the selected slice one level
-  (Send Backward) to "lower" the selected slice one level
-  (Send To Back) to make the selected slice bottommost

Deleting slices

To delete a slice

1. Switch to the Selection Tool. (Click  on the Work Tools bar.)
2. Select the slice to delete.
3. Press Delete.

Specifying export options for a specific slice

You can change the export options of a specific slice through the Slice tab of the Properties panel while the slice is selected.

Changing the export type

Normally, Namu Image Slicer exports each slice as an ordinary image inside a table cell. However, you can specify that a specific slice be exported as the background image for its corresponding table cell, or that its corresponding table cell be left empty.

To change this setting, click the **Export the selected slice as** box and select an option.

Overriding the default image format

You can specify that a specific slice be saved in a different image format from the default (p.535). To do so, do this:

1. Under **Image format**, deselect **Use default**.
2. Click the **File format** box and select a format. If you select **GIF format**, the **Color reduction** box is enabled; click it and select one of the following color reduction methods:
 - **Median Cut**: Prioritizes colors in order of frequency in use. This option is best for images with many colors, like photographs.
 - **Octree**: Preserves the original palette if the image source is a GIF file or an 8-bit PNG file.
 - **Popularity**: If possible, the original palette will be preserved. Use this option if you want the image to be as precise as possible with the fewest colors.

Specifying a file name

Normally, Namu Image Slicer names each exported image file automatically, by appending a sequential four-digit number to the project name. However, you can specify an arbitrary file name for any given slice.

1. Under **Filename**, deselect **Use autonaming**.
2. In the box, enter the desired file name. (Do not include an extension, since Namu Image Slicer will add one automatically.)

Dealing with undefined areas

When you slice an image, you don't have to cover the entire image with slices. You can leave parts of the image *undefined*—that is, not covered by slices. By default, Namu Image Slicer will automatically divide undefined areas into the smallest possible number of slices and export them along with the slices you have explicitly created. However, you can change the way Namu Image Slicer exports undefined areas. To do so, click the **Slice** tab of the **Properties** panel while no slice is selected. The **Export undefined areas as** box has three options:


- **Normal images:** Namu Image Slicer will automatically divide undefined areas into "implicit" slices and export them in the same way as "explicit" slices.
- **Cell background images:** The same as **Normal images**, except that the implicit slices will become background images for the table cells they correspond to.
- **Empty cells:** Namu Image Slicer will only export explicit slices. The table cells corresponding to undefined areas will be empty.

Exporting a sliced image to HTML

When you have finished slicing an image, you can export it to HTML. What this means is:

- The image portion covered by each slice is saved as a separate image file. (In the case of "implicit" slices, an image file may or may not be saved, depending on the state of the **Export undefined areas as** (p.539) setting on the **Slice** tab of the **Properties** panel.)
- Namu Image Slicer generates an HTML document and insert a table or layout box into it, depending on the state of the **Export as Namu layout box** (p.535) option on the **Defaults** tab of the **Properties** panel. This table or layout box is divided into a certain number of cells, one cell for each slice (including any "implicit" slices covering undefined areas of the original image).
- Each saved image file is inserted into its corresponding table cell in the HTML document, either as a normal image (using an `` tag) or as the cell's background image (p.202).

To export a sliced image to HTML

1. On the File menu, click **Export HTML**, or click  on the toolbar.
2. Navigate to the folder where you want to save the HTML document, specify a file name, and then click **Save**.

The new images will be saved in the folder specified in the Image folder box on the **Export** tab of the **Properties** panel.

Keyboard shortcuts

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Window/panel/view shortcuts.....	p.541
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File-related shortcuts

Keystroke	Function
Ctrl + D	Save document as...
Ctrl + N	New document
Ctrl + O	Open document...
Ctrl + P	Print...
Ctrl + S	Save document
Ctrl + F4	Close document
Ctrl + F1	Document properties...

Window/panel/view shortcuts

Keystroke	Function
Ctrl + W	Window list...
Alt + Shift + R	Show/hide rulers
Alt + 0	Results panel
Alt + 1	Site Manager window
Alt + 2	Inspector panel
Alt + 3	Document Outline
Alt + 4	Timeline panel
Alt + 5	Tag Selector

Keystroke	Function
Alt + 6	Layers panel
Alt + 7	Actions panel
Alt + 8	Formatting panel
Alt + 9	Site Library panel
Ctrl + /	Show/hide panels
Ctrl + Tab	Switch to next document
Ctrl + Shift + Tab	Switch to previous document
F4	Publish window
Ctrl + F4	Close document window
F5	Auto-detect encoding / Revert to saved
Shift + F5	Refresh screen
F6	Cycle mode forward
Shift + F6	Cycle mode backward
F11	Preview document in Browser 2 (default: Internet Explorer)
F12	Preview document in Browser 1 (default: Netscape)

Text editing shortcuts

Keystroke	Function
Ctrl + A	Select all
Ctrl + C	Copy selection to clipboard
Ctrl + V	Paste from clipboard
Ctrl + X	Cut selection to clipboard
Ctrl + Y	Delete line
Ctrl + Z	Undo
Alt + Z	Redo
Ctrl + Backspace	Delete word left
Alt + Backspace	Undo
Ctrl + Insert	Copy selection to clipboard
Shift + Insert	Paste from clipboard
Ctrl + Delete	Delete word right
Ctrl + Home	Move to top of document
Ctrl + End	Move to end of document
Ctrl + Page Up	Move to top of window

Keystroke

Ctrl + Page Down
 Ctrl + Left
 Ctrl + Right
 Shift + Ctrl + Left
 Shift + Ctrl + Right
 Shift + Up
 Shift + Down
 Home
 End
 Shift + Home
 Shift + End
 F3
 F7
 Shift + F7

Function

Move to bottom of window
 Move to beginning of previous word
 Move to beginning of next word
 Extend selection to beginning of previous word
 Extend selection to beginning of next word
 Extend selection up one line
 Extend selection down one line
 Move to beginning of line
 Move to end of line
 Extend selection to beginning of line
 Extend selection to end of line
 Find again
 Check spelling
 Auto Correct...

Inserting shortcuts**Keystroke**

Ctrl + Shift + A
 Ctrl + G
 Ctrl + Shift + I
 Alt + Shift + I
 Ctrl + Space
 Ctrl + Enter
 Shift + Enter
 Ctrl + =
 Ctrl + F7
 F9
 Shift + F9

Function

Insert layer
 Add bookmark...
 Insert image / Image properties...
 Image effects...
 Insert non-breaking space
 Insert page break
 Insert line break
 Quick Insert (after typing Quick Insert keyword)
 Insert symbol...
 Create hyperlink...
 Remove hyperlink

Formatting shortcuts

Keystroke	Function
Ctrl + B	Bold
Ctrl + E	Clear character formatting
Ctrl + I	Italic
Ctrl + J	Apply last font color
Ctrl + L	Font...
Ctrl + T	Format paragraph...
Ctrl + U	Underline
Ctrl + I~6	Heading 1~6
Ctrl + 7	Preformatted text
Ctrl + 8	Numbered list
Ctrl + 9	Bulleted list
Ctrl + 0 (zero)	Normal paragraph
Ctrl + [Decrease indentation
Ctrl +]	Increase indentation
Alt + Enter	View properties of selected element
F2	Paste format
Shift + F2	Copy format...
Ctrl + F6	Define styles...
F8	Join lists
Shift + F8	Split list

Table-related shortcuts

Keystroke	Function
Tab	Move to next cell
Shift + Tab	Move to previous cell
Del	Delete selected cell contents
Shift + Del	Delete selected cells
Ctrl + Shift + L	Cell properties...
Ctrl + Shift + T	Table properties...
Alt + Shift + T	Select table
Ctrl + F8	Merge cells

Keystroke

Ctrl + Shift + F8

Function

Split cells...

Frame-related shortcuts**Keystroke**

Ctrl + Shift + N

Ctrl + Shift + O

Ctrl + Shift + P

Ctrl + Shift + R

Ctrl + Shift + S

Function

New document in frame

Open document in frame...

Print frameset...

Frame properties...

Save all frames

Utility shortcuts**Keystroke**

Ctrl + F

Ctrl + Shift + F

Ctrl + H

Ctrl + R

Ctrl + K

Ctrl + M

Ctrl + Shift + M

Ctrl + Shift + 0 (zero)

Shift + F11

Shift + F12

Function

Find...

Global find and replace...

Find and replace...

Find and replace...

Assign temporary bookmark (press Ctrl + K followed by 1~9)

Play key macro

Record key macro / stop recording

Key macro manager...

Import document from Browser 2

Import document from Browser 1

Other shortcuts

Keystroke

Alt + Click

Alt + Shift + S

Alt + Shift + W

F1

Shift + F1

Alt + X

Alt + F4

Function

Open hyperlink destination

Save site

Script Wizard...

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Exit NamO WebEditor

Exit NamO WebEditor

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