

HomeSite™ 3.0

User Guide

Allaire HomeSite 3.0
for Windows® NT
and Windows 95

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Allaire Document: AA-HS30M-RK

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CHAPTER 1

Introduction

This section provides information about the HomeSite installation, contacting Allaire Corporation, product documentation and features, and developer resources.

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About the User Guide

We have tried to keep the online and print text as clean and uncluttered as possible. When reading, please be aware of these formatting cues:

- Numbered step indicate procedures
- Bulleted lists show options and features
- Toolbar buttons are generally shown with the equivalent menu commands and shortcut keys
- Menu levels are separated by the > greater than sign
- Code examples are set in a distinct font and indented
- Text for you to type is *italicized*
- Sample text in tags is set in square brackets [...]

Contacting Allaire

Technical Support

Before contacting Allaire support, please check to see if your question or concern is addressed in one of these places:

- Release Notes - The release_notes.htm file lists changes and fixes made since the last release, along with the latest information about this release.
- Frequently Asked Questions - Available online in the Help\Allaire Support folder.

HomeSite technical support for registered users is available on the Allaire Support Forum at <http://www.allaire.com/services/>.

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Resources




This section presents information about HomeSite documentation and tools for HTML development.

Online Help

Click the Toggle resource tab button  or choose the View > Resource Tab (F9) to open and close the Resources view. Click the Help tab  to view the Help Reference tree. The online documentation is organized as books:

- User Guide - The principal guide for HomeSite
- Frequently Asked Questions (FAQ) - Available in the Allaire Support folder
- HTML Reference - Supports HTML 3.2 syntax

HomeSite's innovative help system is designed to give you just-in-time information about tags and their implementation:

- Full-text search  is available for an individual reference or the entire document set. Search results  display in a the help browser.
- The default display of Help References on the Help tab is in a separate browser window. Click the browser button  on the Help toolbar to view the help files in the internal browser.
- Tag Tips give you basic syntax information for the selected tag.
- Tag editors provide fuller usage help for the selected tag in a floatable view.

Tip: You can create your own online help files for HomeSite. Add a folder to the Help directory tree and place your HTML files in it. Press F5 to refresh the display. View the files in the browser.

Learning about HTML

A wealth of material exists for learning HTML. The online resources listed below are a good start. To add these or other HTML-based files as part of the HomeSite online help system, add them to a folder in the HomeSite/Help/ tree.

HTML Resource	URL
Web Design Group HTML 3.2 Overview	http://w.w.w.htmlhelp.com/distribution/
A Beginner's Guide to HTML	http://www.ncsa.uiuc.edu/Indices/Outreach/online-resources.html
Introduction to HTML	http://members.aol.com/htmlguru/index.html
HTML Quick Reference	http://kuhttp/cc.ukans.edu/lynx_help/HTML_quick.html

Cold Fusion Training

To learn about training opportunities for CFML developers, visit our Education page at <http://www.allaire.com/education/>.

Web Tools

Here are the URLs of a few applications that are useful for creating Web pages.

Web Tool	URL
CSE 3310 HTML Validator	http://htmlvalidator.com/
LiveImage	http://www.mediatec.com/
GIF Construction Set	http://www.mindworkshop.com/alchemy/gifcon.html
PaintShop Pro	http://www.jasc.com/

New Features

The major new features of HomeSite are in tag selection/editing and file access. A number of enhancements have also been made to the interface and to existing features, such as the find and replace command, link verification, multimedia support, and the graphics viewer.

These are some of the important new features:

Tag Selection

- Tag Insight pops up a list of tag attributes and attribute values as you enter tag code.
- Tag completion inserts end tags as you type. You can customize the entries in the Tag Completion tab by clicking Options > Settings (F8).
- Wizards guide you through complex tasks.
- Customize the Tag toolbar to fit your preferences.
- Assign a distinct color to Cold Fusion Markup Language (CFML) tags.

Editing

- The editor and browser can be open together so that you can see changes as you make them without having to toggle views.
- Quick help is available for tag syntax and usage in the editor and in tag editors.
- Resource, editor, and browser toolbars give you one-click access to editing and file management commands.
- Color Palette inserts Web-supported colors in your pages. You can also work from several Windows palettes and create custom palettes
- Extended Find and Replace now supports regular expressions in search strings
- The Spelling Checker includes international language support and can be configured to skip tags when checking spelling
- The Tag Editor Framework provides a markup language to edit tag dialogs and create new ones

File Management

- The Resources view displays local and remote files and projects
- The full set of Windows Explorer commands is available by right-clicking in the directory pane
- Access to remote sites is available via built-in FTP
- An improved Thumbnail Viewer can preview a single image or an entire directory
- Convert text files into HTML

CHAPTER 2

Getting Started

HomeSite is a Windows application that produces HTML files. It supports, and in some cases enhances, all the standard Windows functions and interface elements. We assume you are familiar with Windows applications and this guide focuses on HomeSite-specific commands and functions.

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The Workspace

Components

HomeSite combines the ease of use of a simple text editor with sophisticated tools for the most demanding Web projects.

Workspace Components	
Component	Description
Editor	Where you enter HTML tags and document content.
Browser	Where you render the current document in the browser of your choice.
Resources	Where you manage files and custom tags and access the online help. Click the tabs at the bottom to switch views: <ul style="list-style-type: none">• Local - Access local and network drives in the Directory and File panes• Remote - Provides server access via FTP• Projects - Create and manage HomeSite projects• Snippets - Store code for reuse• Help - Online help, FAQ, HTML and other references
Command bars	Menus and toolbars. Described in the next table.

Menus and Toolbars





HomeSite offers a highly customizable interface in which to write. You'll find its power and flexibility a tremendous asset for productive work.

Menus and Toolbars	
Screen element	Description
Menu bar	Keyboard access to commands and dialogs.
Shortcut keys	Key combinations for commands. Most menu commands have shortcut keys listed with them.
Context menus	<p>Menus that display commands based on where you are working in HomeSite. To open, click the right mouse button or press the Context menu key.</p> <p>Context menus are available for each Resources view tab.</p> <ul style="list-style-type: none">Local - Perform file operations and open Windows Explorer in the directory view, set file options and properties, access source control in file viewRemote - Add and connect to serversProjects - Create and manage projectsTag Snippets - Organize and store HTML code in folders <p>The Editor context menu provides commands to insert and edit tags and expressions, perform editing and file operations, and toggle toolbar display</p> <p>The Browser menu lets you view source code in Notepad, create a shortcut to the current document, add the current document to the Internet Explorer Favorites list, and work with page backgrounds.</p>
Toolbars	<p>Set the display of toolbars from the View menu. Click Options > Customize Toolbars or right-click on a toolbar tab to change the layout.</p> <ul style="list-style-type: none">Main - File, edit, display, browser, document commandsResource - Control alignment and display of viewsEditor - Toggle display of options such as tag insight, tag completion, and the color paletteBrowser - File navigation, browser optionsProject - Quick access to project commandsHelp - Set the location of the Help display

Menus and Toolbars	
Tag toolbar	<p>This is a special toolbar that provides tabbed access to a variety of tags:</p> <ul style="list-style-type: none">Quick Tab - Quick Start dialog and frequently-used tagsFonts - Font attributes and heading levelsTable - Wizard, dialogs, and tagsFrame - Wizard, dialogs, and tagsList - Quick list dialog, list and menu tagsForms - Forms editor and form componentsCFML - A subset of Cold Fusion Markup Language tagsJavaScript - Applet and script elementsASP - Active Server Page tags
Dialog boxes	<p>HomeSite makes extensive use of dialogs to focus on specific tasks. These include:</p> <ul style="list-style-type: none">File tasks, such as Open, Print, Save AsTag Chooser to select and insert tagsTag editor to edit the selected tagDocument tasks such as find and replace and convert caseAccessing and saving remote connections

Display Options

The context menus provide commands for working with files and directories.

- Click the Toggle resources tab button  on the Main Toolbar or View > Resources Tab (F9) to open and close the Resources view.
- Click Options > Resource Tab Captions to set the tab display.
- Change placement of the Resources view with the alignment buttons  at the top of the view.
- Click the Local tab to display the directory tree and file list. To view the entries, drag the border and/or use the horizontal scroll bar.
- The Directory view displays local and network drives. Select Explore from the Directory view context menu to perform additional operations such as connecting to a network drive.
- Click Filter on the File view context menu to set the file type display.
- Set the display for HTML files in the Options > Settings (F8) File Extensions tab. You can also set the default file extension for new HomeSite documents.
- Click the Thumbnail display button  at the bottom of the File view to toggle the preview of individual graphic files (GIF, JPG, BMP, PNG).
- Click the Show Thumbnails button  to display all graphics file in the current directory.
- Click Options > Settings (F8) and select the Editor tab to change the default settings for the editor foreground and background colors.

Customizing Tag Toolbars

HomeSite offers a number of user options to increase your productivity and to fit your work style and preferences

Toolbutton Display

You can easily add and remove toolbuttons from the tag toolbars. For example, you can add frequently-used buttons to the Quick Tab or remove unwanted buttons to simplify a toolbar display.


To change toolbar layout:

1. Right-click anywhere on the tag toolbar and select Customize to open the Customize dialog.
2. Click the tab of the toolbar you want to change
3. Drag and drop buttons to and from the toolbar.
4. Click OK to save the changes. The new toolbar settings are the default display when you open HomeSite.

Custom Tag Buttons

You can add a toolbutton to insert custom start and end tags.

To create a custom tag button:

1. Right-click anywhere on the tag toolbar and select Customize to open the Customize dialog.
2. Click Add Custom Button to open the Custom Toolbutton dialog.
3. Select Insert custom start and end tags into the current document from the drop-down list.
4. Enter the start and end tags in the text boxes. A maximum of 50 characters may be entered for each tag.
5. Type a button image filename in the text box or click the file browse button  to locate the image file. Double-click the filename to enter it.
6. Click OK to add the button to the current toolbar.

To ensure proper display of the button, it should be a 16 color 18x18 pixel bitmap (BMP) image.

To edit a custom button, open the Customize dialog, right-click on the button and select Edit Custom Button.

Tip: To reuse larger text blocks, save them as Tag Snippets.

Opening External Applications:

If you like to have supporting applications open while working in HomeSite, you can easily launch them from the tag toolbar.

To add an application to a toolbar:

1. Right-click anywhere on the tag toolbar and select Customize to open the Customize dialog.
2. Click Add Custom Button to open the Custom Toolbutton dialog.
3. Select Launch an external application from the drop-down list.
4. Enter the application name and the filename of the application's executable.
5. Enter the application command line, if required.
6. Click OK to add the application's icon to the current toolbar.

Editing and Creating Dialogs

HomeSite dialogs are created using Allaire's Visual Tool Markup Language. Each dialog is driven by a corresponding VTM file in the HomeSite \Templates\Tag Editors folder. You can open any VTM file in HomeSite to study its syntax and structure.

This framework allows developers to modify existing dialogs and to easily build new ones to meet special requirements. If you are interested in pursuing this capability, look for the Tag Editor Framework documentation on Allaire's Web site at <http://www.allaire.com>.

To add a custom dialog to a toolbar:

1. Right-click anywhere on the tag toolbar and select Customize to open the Customize dialog.
2. Click Add Custom Button to open the Custom Toolbutton dialog.
3. Select Display a custom dialog from the drop-down list.
4. Enter the dialog name and the filename in the text boxes.
5. Enter a button image filename.
6. Click OK to add the dialog button to the current toolbar.

Keyboard Shortcuts

HomeSite offers a full set of keyboard commands.

HomeSite Keyboard Commands	
File commands	Shortcut
Open the New Document dialog	CTRL + N
Open an HTML document	CTRL + O
Go to the next document	CTRL + TAB
Go to the previous document	CTRL +SHIFT + Tab
Save the current document	CTRL + S
Save As	CTRL +SHIFT + S
Print the current document	CTRL + P
Close the current document	CTRL + W
Close HomeSite	ALT + F4
Tag commands	Shortcut
Open the Tag Chooser	CTRL +E
Open the Editor for the selected tag	F4
Open the Quick Start dialog	CTRL + SHIFT + Q
Open the Quick Anchor dialog	CTRL + SHIFT + A
Open the Table editor	CTRL + SHIFT + T
Open the Frame Wizard	CTRL + SHIFT + W
Open the Quick Font dialog	CTRL + SHIFT + F
Reduce font size – 1	CTRL + SHIFT + -
Increase font size + 1	CTRL + SHIFT + =
Open the Horizontal Rule editor	CTRL + SHIFT + H
Open the Quick Image dialog	CTRL + SHIFT + I
Open the List editor	CTRL + SHIFT + L
Convert selected text to an ordered list	CTRL + SHIFT +O
Convert selected text to an unordered list	CTRL + SHIFT +U
Insert a paragraph tag	CTRL + SHIFT + P
Insert a break tag	CTRL + SHIFT + B
Insert a break tag and line break	CTRL + ENTER



HomeSite Keyboard Commands	
Insert a non-breaking space	CTRL + SHIFT + Space
Insert a bold tag	CTRL + B
Insert an italics tag	CTRL + I
Insert an underline tag	CTRL + U
Insert a center tag	CTRL + SHIFT + C
Insert a comment tag	CTRL +SHIFT + M
Insert Heading levels 1 through 6	CTRL +SHIFT + 1 - 6
Insert an empty ASP tags <% %>	Alt + %
Find matching tag	CTRL + M
Repeat the last tag	CTRL + Q
Go to the next tag	CTRL + .
Go to the previous tag	CTRL + ,
Special characters	CTRL +SHIFT + E
Edit commands	Shortcut
Select all the text in the current document	CTRL + A
Copy the selected text to the Clipboard	CTRL + C
Cut the selection	CTRL + X
Paste the selection	CTRL + V
Insert bookmark at current line	CTRL + SHIFT + K
Go to bookmark	CTRL + K (then select a number)
Open the Find dialog	CTRL + F
Run the Find command again	F3
Open the Replace dialog	CTRL + R
Open the Extended Find and Replace dialog	CTRL + SHIFT + R
Open the Go to line number dialog	CTRL + G
Delete the current line	CTRL + Y
Undo the last edit	CTRL + Z
Spell check the current document	F7
Spell check all open document	SHIFT + F7
Validate HTML in the current document	F6
Open the Special/Extended Character list	CTRL + SHIFT + X
Indent the selected text block	CTRL + SHIFT + . (period)
Unindent the selected text block	CTRL + SHIFT + , (comma)

HomeSite Keyboard Commands	
Workspace commands	Shortcut
Display the Tag toolbar	CTRL + H
Display the main toolbar	CTRL + T
Display the Safety color palette	CTRL + L
Display the online User Guide	F1
Display the HTML Reference	F2
Refresh the Resources file list	F5
Open the Options > Settings dialog	F8
Toggle the Resources view	F9
Toggle Full Screen view	F10
View the current file in external browser	F11
Toggle editor/browser views	F12

Using Wizards

You can gain valuable development time by using wizards to quickly complete complex tasks. Click File > New (CTRL+N) to select a wizard from the New Document dialog.

HTML Wizards

- **Tables** - This wizard guides you through the steps of defining a table structure and properties and then allows to enter attributes for individual cells. Click the Table Wizard  button on the Table tab of the tag toolbar to run it.
- **Frames** - Design a frameset and make selections for frame layout and appearance and specify a source URL for the frame content. Click the Frame Wizards  button on the Frame tab of the tag toolbar to run it.
- **Open Browser window** - Generates code for the JavaScript openWin function based on the specified URL and window attributes. You can use the wizard to create links in a document that display text and images in a custom browser window. The window display is browser-dependent and should be tested.
- **Style Sheet Wizard** - Quickly define styles for supported HTML elements. Preview style element choices in the embedded browser or open the default external browser. You can also type in or paste HTML code to include in the style.

Dynamic HTML Wizards

- **Outline** - Create a multi-level by typing in or pasting the outline text and defining properties for the display. The JavaScript code for the outline is inserted in the document head.
- **Slide Show** - A tool to build slide presentations that run in a browser. All the features of desktop presentation products - layout and duration control, transition options, and integrated images and text - are available.

Managing Files


This section outlines options and commands for viewing and managing all your files while working in HomeSite.

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Opening Files

HomeSite provides several ways to open files:

- Double-click a file in the file list, click the Open button  or choose File > Open (CTRL+O).
- You can open Web files directly. Click File > Open from the Web and type in a URL or select from your Bookmarks or Favorites lists.
- Click File > Reopen to select from the recently-used file list.
- For quick access to frequently-used files, right-click on a file a add it to the Favorite Folders list.

Tip: Click Open on the context menu to open the selected file in the associated application. This is handy for opening graphics, word processing, and other files while working in HomeSite.

Read-only Files

HomeSite handles these files in a special way:

- Read-only files are marked with a red dot in the file list
- A warning message displays when you try to open a read-only file. You can disable the warning message in the Options > Settings General tab
- You cannot edit read-only files

To change the read-only attribute for a file, right-click on the file, select Properties, and uncheck the Read-only attribute.

Setting up an FTP Server

Open the Remote tab to establish and maintain server connections. All servers, local and remote, are set up and accessed in the same way. The host machine is identified for you. You can right-click on localhost and click Connect to view the machine’s drive’s directories.

When you open a file from the remote tab, the Remote URL setting tells HomeSite how to browse the file. When you toggle a browser, HomeSite determines if the server has a Remote URL specified and, if so, uses it to browse the file. For example, if the FTP Remote URL is set to `http://www.allaire.com` for a file named `index.htm`, the browser will open the file as `http://www.allaire.com/index.htm`.

To connect to an FTP server:

1. Right-click in the file list and select Add FTP server to open the Configure FTP Server dialog.
2. The minimum entries to establish a connection are in these fields:
 - Description - The text that displays in the server list
 - Host Name - The server ID
 - User Name - Your login or anonymous
3. Enter additional information as needed for directory, password, and a root URL.
4. Change the default Remote Port entry as needed.
5. Check the Passive mode box if the FTP server requires a passive connection.
6. Click OK to complete the dialog. Right-click and select Refresh to update the server list.
7. Right-click on the server name and select Connect. The server directory tree displays.

As you work with remote sites, you can change the Request Timeout setting to accommodate slower connections. To edit the server settings, right-click on the server name in the Remote Server list to and change entries in the Server Properties dialog.


Working with Server Files

When a connection is established, you can work with files on that server directly. Right-click on a server name and open the Properties dialog to change server settings.

To open a file on a server:

1. Click the Remote tab and click on a server name in the drop-down list to display the server’s directory tree. alternately, you can also click File > Open Remote and double-click on a server name.
2. Double-click on a folder to open it.
3. Double-click on a file to open it in the editor.

Remote files are identified by a small blue dot on the filename tab at the bottom of the editor view.

To save changes to a remote file, click the Save button  on the main toolbar or choose Save > Remote to upload the file to the server.

Creating Pages



This section describes the process of creating HTML pages in HomeSite.

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New File Options

There are several ways to create a document in HomeSite:

- Click the New button  to open a new document based on the default template. To change the HTML in the default template, click Options > Settings (F8) and select the Default Template tab.
- Click the Quick Start button  on the Quick Tab to open the Document Wizard. Follow the steps to easily design a page or create a template.
- Click File > New (CTRL+N) to open the New HTML Document dialog. Select a blank document, choose one of the included templates, or use any HTML file as a template. You can add and delete templates in this dialog. Template files are stored separately, so changes to the source document do not affect them.
- Right-click in the file list and select File > Create Here to add a file with basic HTML code to the current directory and open it in the editor.
- Click File > Convert Text File to convert an ASCII text file to HTML.

Note: Always save a new document before adding anchor or image tags. This enables HomeSite to set the correct relative path to the files. It’s a good idea to click the Save or Save All buttons periodically.

Inserting Tags


To insert HTML tags in a document you can either type in the code or choose from the following options:

- Click Tools > Tag Chooser (CTRL+E) and select from the list. Chooser contains the complete HTML tag set, plus tag sets for CFML, Custom tags, and HDML. Syntax and usage information displays in the Help box for each tag. Double-click a tag to insert it.
- Select a tag from the tag toolbar. The dialog for that tag displays its attributes. Tags are grouped under tabs for the major HTML elements and Cold Fusion tags. Open Options > Customize Toolbars or right-click on a toolbar tab to set the tab display.
- Choose from a basic set of formatting tags on the Tags menu.
- Click Options > Settings (F8) and select the Tag Help tab to enable the display of tag options for Tag Tips, Tag Insight, and Tag Completion.
- Click Options > Settings (F8) and select the HTML tab to set alignment and centering tags and to toggle the case of inserted tags.
- You can quickly insert repeating tags by pressing CTRL + Q or clicking Tags > Repeat Last Tag (CTRL+Q).

Tags are automatically color-coded based on selections in the Options > Settings Editor tab.


Tag Tips

Tag Tips display basic syntax information for a tag when you place the cursor in the start tag. You have these options for using them:

- Click the Tag Tips button  on the editor toolbar to toggle the display.
- Click Options > Settings (F8) and check Tag Tips in the Tag Help tab. Slide the Delay pointer to set the time interval for display.
- Leave the Tag Tips option unchecked and press F2 to toggle the display for the current tag.

Tag Insight

This feature lets you quickly develop a tag as you type. It displays a drop-down list attributes and values for each tag. Microsoft extensions to HTML 3.2 display in green, Netscape extensions are blue.

Click the Tag insight button  on the editor toolbar to toggle this feature. You can optionally turn off Tag Insight in the Options > Settings Tag Help tab and use it only when needed by clicking SHIFT + F2 in a start tag.

To use Tag insight:


1. Place the cursor before the start tag's end bracket (>) and press the spacebar to open the attribute list.
2. Double-click on an attribute in the list to add it to the tag. The cursor appears between the "" double quotes of the attribute's value. If the attribute has a fixed set of allowed values, a list of these values displays.
3. Press the spacebar to select a value from the list. After the value is inserted, the cursor moves in front of the closing bracket.
4. Continue entering attributes until the tag code is complete.

Tag Completion

Tag completion inserts the end tag when you type in the start tag.

To use Tag completion:

1. Check the Tag completion box in the Options > Settings Tag Help tab to enable this feature.
2. Click Edit to change tag syntax.
3. Use the Add and Delete buttons to manage the list.

Click the tag completion button  on the editor toolbar to toggle it while you're working.

Creating Tag Snippets

Blocks of HTML code can be saved and reused as needed.

To save an HTML code block:

1. Click the Tag Snippets tab, right-click on the Tag Snippets icon, and select Create Folder.
2. Type a name in the new folder name and press Enter.
3. Right-click on the folder and select Add Tag to open the Custom Tag dialog.
4. Type in or paste the start and end tags. Click OK to save the tag in the open folder.

Right-click on a snippet folder to add a tag file or to perform folder operations.

To insert a tag snippet:

1. Place the cursor where you want to insert the tag.
2. Right-click on a snippet and select Insert into document.


Right-click on a snippet to overwrite the current tag or to edit or delete the file.

Importing HomeSite 2.5 Custom Tags


You can import custom tags created in HomeSite 2.5. Click Tools > Import HomeSite 2.5 custom tags to run the import process. The tags display in the Tag Snippets tab of the Resource view.

Note: Importing custom tags from HomeSite 2.5 erases the existing tag snippets.

Entering Text

You can type in content and tags directly or use shortcuts to expedite the process. Check your work as you go by clicking the Browser button  or by setting the Browse in separate pane option in the Options > Settings (F8) Internal Browser tab.

We recommend that you take a few minutes to explore the options listed below. They will help you customize your editing process to be more productive.

- Open the View and Options menus to set the display of toolbars and other interface elements.
- Click Options > Settings (F8) and select the Editor tab to change the default font, tag colors, and tag completion options.
- Click Options > Settings and select the HTML tab to set defaults for text alignment, paragraph tags, and case for file names.
- Drag and drop a document file into the editor to create a link.
- Drag and drop an image or other media file into the editor to insert it.
- Click File > Insert to insert a document. HomeSite supports a number of file types including HTML, ASCII text, Cascading Style Sheets, and Allaire Cold Fusion application pages.
- Click View > Special Characters (CTRL+SHIFT+X) to display a floatable bar of special and extended characters. Double-click a character to insert it.
- Use Windows copy, cut, and paste to insert text from HomeSite documents or other applications.
- Click the line number button  on the editor toolbar to toggle the display. Click Edit > Go to line (CTRL+G) and enter a line number to go to that line.

Save File Options

When you view an unsaved document in either the internal or external browser, HomeSite saves a temporary copy of the file in memory. Always save documents with links in them before browsing; this ensures that file paths are identified.

To set the default file format:

1. Click Options > Settings (F8) and select the General tab.
2. Check a format in the File format when saving documents list.

You can select a save option from the File menu.

Save/Save As/Save All

These are the standard Windows file options. You will be prompted to name an untitled file.

Save (CTRL+S) - Saves the current document

Save All - Saves all open documents

Save As (CTRL+SHIFT+S) - Select a file name and location for the current document

Save Remote Copy

Select from the list of available servers. To setup a server, click the Remote tab on the Resources view.

Save as a Template

You can use any HTML file as a template. Template files use an HST extension and are stored separately, so changes to the source document do not affect them.

To save a file as a template:

1. Press F8 and click the File Extensions tab.
2. Add HST to the extensions list.
3. Click File > Save As and save the file, with an HST extension, to the /Wizards/HTML/ folder.
4. To use the template, click File > New (CTRL+N) and select it from the list.

Enhancing Pages

Web documents that catch and hold a reader’s interest rely on a combination of useful content and publishing elements that add visual interest and excitement to a site.

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Adding Colors

Working with colors in designing Web pages can be a challenge because of the vagaries of color rendering by browsers and user systems. The thoughtful use of color in a page can enhance the user's experience and focus their attention on the content you are presenting.

To insert a color using Tag insight:

1. Open Tag insight by placing the cursor in front of the start tag's closing bracket and pressing the spacebar.
2. Choose color values for attributes from the pop-up list.


To insert a color from a palette:

1. Click the Palette button  on the editor toolbar.
2. Place the pointer on a palette color to display its name or hexadecimal value.
3. Click on a color to insert it.


HomeSite provides a variety of color palettes that enable you to quickly insert color choices. The palette set includes:

- Named Colors - Web-supported colors that can be entered by name
- Safety Palette - The Browser Safe Palette is a set of 216 colors that won't be dithered by the browser. For more information on the safety palette, see Lynda Weinman's coloring web graphics page at <http://www.lynda.com/hex.html>.
- Safety Palette by Hue - Palette entries grouped by color value
- Windows - Color and gray-scale palettes

To open a different palette:

1. Click the Open Palette button  on the left side of the current palette to display the palette dialog.
2. Select a palette. Click OK to open it.

To create a palette:

1. Click New in the Open Palette dialog.
2. Select RGB values or hold down the color picker button  and drag it over the color spectrum to create a color. The Current Color display changes as values are entered.

3. Click Add to include the current color on the palette.
4. Click Save and enter a name for the palette. The new file is saved with a default PAL extension in the Palettes sub-directory.

You can edit and delete palettes from the Open Palette dialog, as well.


Tip: You can use the color picker to add colors from other applications. Arrange your desktop to display the application windows, then open the Palette dialog and drag the color picker to the color you want. Release the mouse button and click Add.


To add a palette from Paint Shop Pro:

1. In PSP, click Colors > Save Palette to open the Save Palette As dialog.
2. Enter a name for the palette.
3. Set the Save as type to PAL - JASC Palette.
4. Save the file in the HomeSite/Palettes directory.

The palette displays in the Open Palette dialog.

Images

HomeSite supports BMP, GIF, JPG, and PNG graphic files. Right-click in the File list and select Filter to limit the file display to images only. Click the Thumbnail button  at the bottom of the File list to toggle the thumbnail viewer display. Click on an image file to display it in the viewer. Click the left button to preview all the images in the directory.

You can simply drag-and-drop an image file into your document or click the Image button  on the Quick Tab toolbar to open the Image editor.

Note: For best results with all browsers, we recommend that you use only GIF and JPG files. This is because Internet Explorer is the only web browser to currently support bitmaps, and PNG is a relatively new format only supported by a few browsers.

To add an image to the current document:

1. Select an image in the file list and drag it into your document. The image width and height are entered for you in the tag code.
2. Place the cursor anywhere in the image tag, right-click and select Edit Tag.
3. Change the image settings in the editor as needed and click OK.

Click the Clear button to delete the current entries.

To add a low source image:

Low source is a Netscape Navigator extension that displays a low resolution image while the document loads, then overlays it with a final image.

1. Enter the name of the final image in the Source box.
2. Complete the attributes and values entries.
3. Enter the URL of the low resolution image in the LowSrc box.

Image Maps

You can define syntax for graphics that contain links to Web sites. Use an application such as LiveImage (<http://www.mediatec.com/>) to create image map files.

To add a client-side image map:

1. Enter the image source file and attributes in the image editor.
2. Check the ISMAP box.
3. If you use an external image map file, enter the path and filename in the Use Map text box. If you include the map file information in the document with the image, enter its name with a # prefix, such as #mapfile01. The map file text can be placed anywhere in the document before the </HTML> tag.

Note: Server-side image maps require processing of the map file on the server. The map file must contain a script to connect via HTTP to the locations specified in the image map.

Video

Video clips in AVI format can be added to HomeSite pages.

Note: The DYN SRC attribute is a Microsoft Internet Explorer extension and will not display in Netscape Navigator. For this reason, we recommend avoiding this attribute.

To add a video file:

1. Enter the URL of the video file in the Dyn Source text box.
2. Enter an image file in the Source text box. This file displays as an alternate image if the video cannot run.
3. In the Start box, select the user action that triggers the video.
4. Check the Control box to display a control panel below the video window.

5. Enter the number of times to play the video. Type in *-1* or select Infinite from the drop-down list to run the clip continuously.
6. Enter a number for the time (in milliseconds) to pause between replays. Click OK.

Sound

HomeSite makes it easy to create rich sound content in pages.

Background Sound

Sound adds an exciting dimension to Web pages. It can be used to entertain or to give audio cues to users to perform actions on the page. You can add sound files in WAV, MIDI, or AU format.

To add a sound file:

1. Click the Background sound button
2. Type in the path and file name of the sound file or select from the drop-down list.
3. Select a number for the times you want the file to play or click Infinite for continuous play.

Note: The BGSOUND attribute is a Microsoft Internet Explorer extension and will not work in Netscape Navigator. For this reason, we recommend avoiding this attribute.

Style Sheets

A style is a formatting specification for page display. HTML styles are independent entities that have no effect on the structure of a document; they are used by authors to assert control over the way their documents look. HomeSite styles can be quite detailed, or as simple as changing a margin. To learn more about Cascading Style sheets (CSS), see the World Wide Web Consortium's style sheet guide at <http://www.w3.org/pub/WWW/Style/>.

An extended help file on CSS, written by Robert Crooks, is included in the Help References. For more HomeSite and HTML information, visit Robert Crooks' Web site at <http://web.bentley.edu/empl/c/rcrooks/comm-web/>.

Tip: You may want to adopt a naming convention for styles so that you can quickly identify them. For example, if you plan to create multiple Heading 1 styles, you could use the class name followed by the attribute, such as, H1.red italic, H1.blue indent. Style names can contain any combination of characters and spaces.

To create a style:

1. Click File > New (CTRL+N) to open the New Document dialog. Select the HTML tab.
2. Double-click on the Style Sheet Wizard icon.
3. Click the Add button and choose from the drop-down list of HTML elements that support styles.
4. To define a class for the element, type a period and a class name after the element name, for example, EM.ALLCAPS.
5. Define the style by selecting attributes from the tabs. Click the HTML tab to see the code.

The wizard uses Internet Explorer to preview the style as you develop it. If IE is not on your system, click the External Preview button and select from the list of available browsers. To add a browser, open the Options > External Browser dialog.

6. Click Save. In the Save dialog, select a location for the file. The style sheet is saved with a CSS extension.

At this point, a message box displays instructions for linking the style sheet to a document. When you close this box, the style sheet opens in the editor.

Note: You can add and edit styles as needed, but these changes will not affect style sheets that you've already created. Styles you have already inserted will have to be replaced or modified.

To insert a style:

1. Drag and drop the style file into the editor.
2. Select an insert option from the pop-up list.
3. The style is inserted in the <HEAD> of the document.

Note: To improve page loading times, remove other font and formatting specifications from the HTML tags of pages that use styles.

Embedded Styles

These are similar to using styles in a word processor. The format specified by the style applies to the HTML element. Embedded styles affect only the document in which they are inserted.

To embed a style:

Select the Insert contents as <STYLE> option when you drag a style sheet into a document.

The following example shows a Style tag for Heading level 1.

```
<STYLE TYPE="text/css">
<!--
H1 { FONT-SIZE: 16pt; FONT-FAMILY: "Comic Sans MS, Arial, Sans-Serif";
FONT-WEIGHT: Bold; MARGIN-LEFT: .5in; color: #660000; BACKGROUND:
#FFFFCC }
-->
</STYLE>
```

The code for this style consists of:

- Start and end tags for the style. The value of the TYPE attribute identifies the MIME type for the CSS specification.
- Code syntax in comment tags. This prevents browsers that don't support style sheets from displaying the style code as plain text.
- The style code, prefaced with the document element. In this example, the element is H1. An alternate font is included in the font-family attribute. This is a good practice when specifying any font beyond the basic system fonts. To specify alternates in the style dialog Font Family field, type in the font and font-family names. Place quotation marks at the beginning and end of the list, and separate the font names by commas.

The next example expands the style tag to include H2 and H3 levels, and variants, or classes, of the paragraph tag. These custom paragraph tags are named P.small and P.red

```
<STYLE TYPE="text/css">
<!--
H1 { : 16pt; FONT-FAMILY: "Arial, Sans-Serif"; FONT-WEIGHT: Bold;
MARGIN-LEFT: .5in; color: #660000; BACKGROUND: #FFFFCC }

H2 {FONT-SIZE: 14pt; FONT-FAMILY: "Comic Sans MS, Arial, Sans-Serif";
FONT-WEIGHT: BOLD; MARGIN-LEFT: -.5cm; COLOR: #660066; BACKGROUND:
#FFFFCC }

H3 {FONT-SIZE: 12pt; FONT-FAMILY: "Comic Sans MS, Arial, Sans-Serif";
FONT-WEIGHT: BOLD; MARGIN -LEFT: -.5cm; color: #660066; BACKGROUND:
#FFFFCC }

P { FONT-SIZE: 11pt; FONT-FAMILY: "Comic Sans MS, Arial, Sans-Serif";
FONT-WEIGHT: BOLD; COLOR: #000066 }

P.small { FONT-SIZE: 8pt; FONT-FAMILY: "Arial, Sans-Serif"; FONT-
WEIGHT: NORMAL; TEXT-ALIGN: Center }

P.red { FONT-SIZE: 6pt; FONT-FAMILY: "Arial, Sans-Serif"; FONT-WEIGHT:
NORMAL; TEXT-ALIGN: Center; COLOR: #FF0000 }
-->
</STYLE>
```

To invoke a class variant, use the class attribute: <P CLASS="X">. In the example above, the code <P CLASS="SMALL"> specifies the P.small style.

Linked Style Sheets

The advantage of inserting a link to a style sheet is that the file can be referenced in multiple documents.

To insert a link to a style sheet:

- Right-click on a CSS file and select Insert as Link
or
- Drag and drop a style sheet file into a document and select Insert as <LINK>.

The style sheet syntax specifies the relative path and file name:

```
<LINK REL="Style sheet" HREF="../path/filename.css" TYPE="text/css">
```

To insert an @import reference to a style sheet:

Drag and drop a style sheet file into a document and select Insert as @import.

Browsing Pages

It's a good development practice to view your HTML pages in at least one browser. Because of the number of browsers available to users and the differences in the way they render HTML, HomeSite provides a range of browser options.

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Internal Browser



During installation, HomeSite will prompt you to select Microsoft Internet Explorer as the default HTML browser if it detects it on your system. Because of the way Netscape Navigator is built, it cannot be used as the internal browser in HomeSite. The Default Mapping feature routes a document through the specified Web server before displaying it in the browser. For Web developers who use products such as Allaire's Cold Fusion, this feature enables you to test your templates and script files directly from HomeSite.

Note: If you don't run your own Web server, leave the Mappings section blank.

To set a default mapping for your Web server:

1. Click Options > Settings (F8) and select the Internal Browser tab.
2. Check the Use Microsoft Internet Explorer check box. You can optionally check the Browse in separate pane box to view your documents without having to toggle the edit/browse views.
3. Enter the local path of your HTML documents. You can set this at the root, such as c:.; or specify directories separated by a semi-colon.
4. Enter a URL and click OK.

Internal Browser Display Options

The Internal Browser dialog contains the Browse in separate pane option. When you enable this, you can see changes made in the editor without having to toggle the display. Resize the browser view by dragging the borders. Click an alignment button  to position the browser. The browser toolbar displays Internet Explorer commands plus a ruler  to let you check your page at various monitor screen sizes.


To define a separate mapping for a project:


1. Right-click on a project and select Properties.
2. Click the Server Mapping tab, enter the path and URL you want to use for that project, and click OK.

The default mapping is overridden by the project mapping when you open a file from the project tree.

External Browser

The multiplicity of Web browsers available to users presents a challenge to page developers. HomeSite provides an open-ended solution by allowing you to add browsers (and browser versions) to the External browser list.

Click Options > External Browsers to configure an external browser. You can add and delete multiple browsers to the list and edit their configuration as needed. You can then select a browser from the list when you click the Launch external browser button . This feature is handy for quickly checking your pages in different browsers and browser versions.

When you click the Launch external browser button  on the main toolbar, you are prompted to select one of the following options:

- Save changes to current document
- Automatically save changes to the current document
- Make a temporary copy of the current document, no save. This is the default setting. It saves the current document, including changes, as a temporary file. You can view your changes without having to save them. This is useful for quickly experimenting with document formatting, but be aware that links to the original document will load the original document rather than the temporary one.

Open the External Browsers dialog to change the default setting for this option.

Pressing F11 loads the current document in the first listed browser. To place your preferred browser at the top of the list, open the External Browsers dialog, click on the browser and use the up arrow key to move it to the top. Click OK to save the change.

Editing Pages





HomeSite gives you instant feedback on the changes you make to your HTML code. Inline help for each tag guides you through the editing process.

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Editor Options

You can customize HomeSite’s editor to fit your work style.

- Choose View > Editor Toolbar to turn on and off the Editor toolbar that appears to the left of the editor window.
- Switch between open documents by clicking on the tabs at the bottom of the Editor. Use the scroll arrows to move through the tabs. Red tab text indicates changes have been made to the document since the last time it was saved.
- Click the word wrap button  on the Editor border or Options > Word Wrap to adjust the size of the text line in the Editor.
- Click Options > Settings (F8) and select the Editor tab to change the default font and colors.
- Click the Toggle browser button  to view the document in the internal browser. Click Options > Settings (F8) and select the Internal Browser tab to switch the default browser to Microsoft Internet Explorer.
- Click  or View > View in external browser to open the document in the external browser. If you enter more than one browser in the Options > External Browser dialog, you can choose from the pop-up list. Press F11 to open the current document in the first browser in the external browser list.
- Click Tag Completion  on the Editor toolbar to have the ending tag supplied automatically when you type a start tag.
- Click Tags > Find Matching Tag (CTRL+M) to highlight the current tag’s paired tag. This feature works in nested tags.

To add an Edit option for HTML files to the Windows Explorer context menu:

1. In Windows Explorer, click View > Options > File Types.
2. Select Internet Document (this is the standard entry) from the list, then click Edit.
3. Click New and type *Edit in HomeSite* in the Action box.
4. Click Browse and select the path to homesite.exe.
5. Press the spacebar once, then enter “%I” (including the quotes).
6. Click OK to close all the dialogs.

When you right-click on an HTML file in Windows Explorer, the Edit in HomeSite option displays. You can also use this technique to open HTML files in different browsers. Follow the steps above, but in Step 3 enter *Open in Netscape* or *Open in IE* (or your browser) to have these choices available.

Editing Tags

HTML tags control the structure of a Web document and describe to the browser how to display the document. Inside an HTML tag, attribute values further define either the tag's appearance or its usefulness (in a form or script, for example).

Most HTML tags have attribute values that control how browsers display the tag's contents. For example, the paragraph alignment attribute tells the browser to align the tag's contents to the left, right or center:

```
<P ALIGN="Right">This text is right-aligned in the browser window.</P>
```

Attributes give you more control over how your content appears. For example, you can set the background color for an HTML document by setting the BGCOLOR attribute inside the document's BODY tag:

```
<BODY BGCOLOR="Red">
```

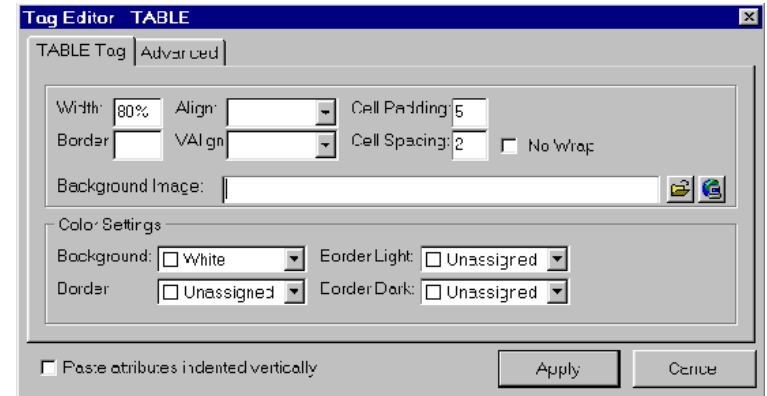
Some HTML tags require attributes, such as the IMG tag, which requires that you state the source of the image file, SRC="filename.gif", for example.

You can enter attribute values by hand, but HomeSite makes it easy to set valid attribute values using either the Tag Insight popup window or the Tag Editor for each HTML tag. These features offer a handy way to set or change tag attributes.

To edit a tag, do one of the following:

- Right-click on a start tag and choose Edit Tag
- Click in a start tag and press F4
- Choose Tags > Edit Current Tag

The Tag Editor for the selected tag opens, showing its attributes.



The illustration above shows the current attributes for a basic table tag. At this point, you can change the current attributes and values or add new ones to produce a distinct format.

Setting Attribute Values

You can set attribute values as you create a tag, or later after you've previewed the page in a browser and you need to adjust the display.


To set or change attribute values with the Tag Editor:

1. Click inside or select the start tag whose attributes you want to change and right-click to open the Tag Editor for the current tag.
2. Edit existing values or enter new values.
3. Some complex tags have multiple tabs in their Tag Editor windows. To open the other attribute tabs, click on the tab name at the top of the Tag Editor to open the tag's other attribute tabs.
4. Click Apply to close the Tag Editor. Your changes appear in the HTML text.

Using the Tag Insight Popup Window

The Tag Editor is handy for more complex tags, for editing existing values, or for times when you're setting many attribute values at once. You can also set attribute values using the Tag Insight popup window, which appears as you enter attribute values by hand.

To open the Tag Insight popup window, place the cursor after the tag name in a start tag, and hit the space bar. The popup window shows the available attributes. You can choose values from the popup and continue editing the tag.

You can turn the Tag Insight on and off by clicking the Tag Insight button  on the Editor toolbar.

Converting Selected Text

Right-click on a block of text to enable the Selection options on the editor's context menu. From this sub-menu you can quickly convert the text block to any of the following formats:

- An ordered list (CTRL+SHIFT+O)
- An unordered list (CTRL+SHIFT+U)
- A table

In addition, you can perform these operations:

- Add line breaks
- Strip all tags - this essentially converts the document to a text file
- Strip outermost tags - this strips the first and last selected tag, it does not find matching start and end tags
- Change case

Setting Bookmarks

You can set up to ten bookmarks in a document.

To set a bookmark:

1. Click Edit > Set Bookmark (CTRL+SHIFT+K) to open the bookmark list.
2. Click a number to insert a bookmark at the cursor.

To go to a bookmark:

1. Click Edit > Goto Bookmark (CTRL+K) to open the bookmark list.
2. Click a number to go to that bookmark.

Using Search

HomeSite's Search provides two levels of search and replace to ease the maintenance headaches associated with Web authoring.

Basic:

- Basic find (CTRL + F) can be used on the current document only
- Search sequentially highlights each match in the document
- Basic replace (CTRL+ R) can selectively replace matches or replace them all
- If the search dialog is closed, you can click Search > Search Again (F3) to resume the last search at the cursor

Extended:

- Extended Search (CTRL + SHIFT + R) searches the current document, all open documents, and across projects and folders, optionally including subfolders.
- You will be prompted to save all untitled open documents.
- The Search Results tab displays a list of matches. Double-click on a match in the list to go to it in the document.
- Right-click on the Search Results tab for options
- If the search dialog is closed, you can click Search > Search Again (F3) to resume the last search at the cursor
- Extended replace generates a list of replacements but does not prompt you to confirm each replacement
- Optionally backup files before making replacements
- Enter regular expressions as part of search and replace criteria

Note: Extended replace skips read-only files.

Extended Characters:

Click Search > Replace Extended Characters and select an option for the current document:

- Replace extended characters with HTML equivalents
- Replace HTML with extended characters

Regular Expressions

Regular expressions (REs) are used to match patterns in character strings. They are a way to specify all the possible variants in a search. Ordinary characters are combined with special characters to define the pattern for the search.

You can enter regular expressions as part of extended find and replace operations in a directory or a project. Click the Regular expressions check box in the Extended Find and Replace dialog to enable this feature. The RE engine in HomeSite evaluates the selected files and returns each matching pattern.

In the Find operation, the matching pattern is added to the find list. In the Replace operation, it triggers insertion of the replacement string. When replacing a string, it is just as important to ensure what is not found as what is. Simple regular expressions can be concatenated into complex search criteria.

Special Characters

Special characters are the operators in regular expressions. To represent a special character as an ordinary one, precede it by the backslash, as in \\. The table below lists the more common special characters and their use:

Character	Matches
.	Any single character
[...]	One or more characters or a range of characters in the set
[^...]	One or more characters or a range of characters not in the set
*	One of the smallest preceding expression
+	At least one of the smallest preceding expression
?	Any number of the smallest preceding expression
^	The position at start of the line
\$	The position at the end of the line
<	The position at the start of the word
>	The position at the end of the word
	Either expression it separates

Examples

To match the phrase "HomeSite" appearing inside the TITLE tags:

```
<TITLE>.*HomeSite.*</TITLE>
```

To find an optionally quoted attribute value string "TheValue" in any tag:

```
<.+="?TheValue"?.*>
```

To find an attribute named "MyAttrib":

```
<.+MyAttrib[ \t\n]*=.*>
```

To find an attribute named "MyAttrib" in tag "MyTag":

```
<[ \t\n]*MyTag[ \t\n]+.*MyAttrib[ \t\n]*=.*>
```

Note: All regular expressions can be made case insensitive by substituting individual characters with character sets, for example, [Nn][Ii][Cc][Kk].

For a fuller treatment of the subject, check these resources:

Resource	Location
Emory University Nice Editor manual	http://www.emerson.emory.edu/services/editors/ne/Regular_Expressions.html
Funduc Software	http://www.funduc.com/regex.htm
Mastering Regular Expressions	by Jeffrey E.F. Friedl, Published by O'Reilly & Associates, Inc. http://www.ora.com

Color-Coding Tags

HomeSite displays tags in distinct colors to help you quickly scan documents. You can change the default colors and create custom colors. The color-coding feature supports:

- Major HTML tags
- Quoted attributes
- Cold Fusion Markup Language tags
- Script and Object tags
- All other tags

The color settings are customizable.

To change color-coding:

1. Click Options > Settings (F8) and select the Tag Colors tab.
2. Select a color from the drop-down list.

To assign a color from the Basic palette to a tag:

1. Click Custom on the tag color list to open the Color palette.
2. Click on a Basic color and click OK.

To create a custom color for a tag:

1. Click Custom on the tag color list to open the Color palette.
2. Click Define Custom Color to expand the dialog.
3. Drag the arrow on the brightness scale to set a level.
4. Drag the color pointer to define a color. The color values display as you move the pointer and the color displays in the preview box.
5. Click Add to Custom Colors then click OK to enter the color for the tag.

Testing Pages


HomeSite offers several methods to ensure the quality and usability of your Web pages.

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Checking Spelling

HomeSite offers multi-language spell checking with options for excluding HTML code. You can download additional dictionaries from the Allaire Web site.

- Click the Spelling button  or Tools > Spell Check (F7) to have the built-in spelling checker help you find your spelling mistakes in the current document.
- Click Tools > Spell Check All (SHIFT+F7) to check all open documents.
- To configure the spell checker to skip all text within HTML tags, click the Options > Settings (F8), select the Spelling tab (F8), and check the Skip tags when checking spelling option. You can also select one or more of the dictionaries to use.

Validating HTML

Before you publish Web pages, it's a good idea to check the HTML code. All Internet Solution's CSE 3310 HTML Validator 2.5 is installed with HomeSite and can be used to check and report on HTML syntax errors. It does not correct the errors, but gives you a list of errors and comments. Double-click on an error message to highlight it in the document.


You can set Validator's numerous options directly from HomeSite.

To set Validator options:

1. Click Options > Validator Settings > Program Options.
2. Complete the tabbed dialog for file, editing, and reporting options. Save the settings.
3. Click Options > Validator Settings > HTML Configuration and complete the tabbed dialog for tag, attribute, and other settings.
4. Select a save option. Use the Save Config As option to create and save multiple custom settings. You can then open this dialog to load a configuration for the validation options you prefer to run.

For information on Validator options, click the Help button in the Validator dialogs.

To run HTML Validator:




1. Click the Validate button  or choose Tools > Validate HTML to test the code in the current document. Validation results display below the current document.
2. Word wrap is automatically turned off to ensure that the document's line numbers match those of the validation output. To go to a referenced line, double-click on it in the list.





Note: Technical support for AI Internet Solution's CSE 3310 HTML Validator 2.5 is available on the Allaire Support Forum at <http://www.allaire.com/services/>.

Verifying Links

Due to the transitory nature of Web pages, you'll undoubtedly find that some of the sites you link to will move or be removed during the lifetime of your site. Tracking down these "missing links" can be time-consuming, but HomeSite makes the job easier by letting you know which links might be bad.


The Link Checker can verify the location of documents on Web sites, local HTML files, and dependencies for graphics and other media files. Links to secure pages (HTTPS) FTP links, and mailto links cannot be verified. By default, all the links will be checked, but you can uncheck as many links as you like to skip verifying them. Tags in comments are not calculated.

1. Click the Verify Links button  or Tools > Verify Links to open the Link Checker for the current document. The link list displays each link with its URL or path. The initial Status is Untested.
2. If you need to change the URL or the local directory HomeSite should use to process relative links, select from the Root URL drop-down list. You can click the file browse button  to set the root directory and drive against which local links should be tested. Entries made in this dialog are stored in the drop-down list for future use.
3. Click the Verify links button  to begin the verification. The status of each link is updated as it is processed.

4. Failed links are indicated by an  and display in the bottom pane with the failure message retrieved from the HTTP server. The message text is usually something like "HTTP/1.0 Not Found," which means that the document couldn't be located. In most cases, you can ignore this message and assume that the link is no longer valid.
5. Click the Print button  to produce a report of failed links. The report displays in your default browser. You can publish the report, email it, or print it from the browser.
6. Click the Add  and Remove  buttons to edit the verify list.

Note: Setting the root URL will not modify your document in any way. It is simply used to tell HomeSite how to test relative links.

Document Weight

To get an estimate of the download time for the current page, click the Document Weight button  on the Main toolbar or choose Tools > Document Weight. The file's dependencies are listed along with file size and download times for a range of modem speeds. Tags in comments are not calculated.

HomeSite uses the Root URL setting in your FTP configuration to determine the relative path to files.

To set the root URL for an FTP server:

1. Click the Remote tab in the Resources view.
2. Right-click on a server name and select Server Properties.
3. Complete the Root URL field.

Building Projects

Chances are your Web site contains multiple files that are best grouped as projects. HomeSite contains powerful project management features that help you organize your site or a collection of sites.

The Projects feature keeps your files together and eases the task of managing project folders and files. These features help you keep web pages in sync and make changes across a range of pages.

Projects are useful for editing multiple files. For example, you can search across every document in a project to replace tags or entire blocks of text. Click Search to initiate extended find and replace operations.

You can also verify links in all project documents with the Verify links command on the Projects context menu.

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Creating Projects with the Project Wizard


You create projects in HomeSite 3.0 using the Project Wizard, available from the Projects tab in the Resources window.

Use the Project Wizard to create HomeSite projects in three ways:

- Create a new project from scratch.
- Create a project from an existing directory, with subdirectories.
- Import a project from HomeSite 2.5.

Note: We recommend that you avoid using spaces in project folder and file names. Many servers do not recognize them properly.


To create a new project:

1. Click the Projects tab in the Resources view.
2. Right-click in the Project folder view, click the Create Project button  on the Projects toolbar or choose File > New Project to open the Project Wizard.
3. You can create a new project or import a project from an existing directory folder. (See the next procedure for importing a project from HomeSite 2.5).
4. Enter a new, unique project name. If you are importing a project from an existing directory, enter the root directory name and choose the file types to include: web documents only, web documents and images, all documents. You can also check to include subdirectories.

Importing Projects from HomeSite 2.5

You can easily import existing HomeSite projects from release 2.5 using the Projects Wizard. Note that in order to import a project from HomeSite 2.5, you must first set the project's root directory in HomeSite 2.5, in order for its directory structure to be established correctly. You do this by right-clicking on the project and selecting Project Properties from the popup menu.

To import a project from HomeSite 2.5:

1. Click the Create Project button  on the Projects toolbar to open the Project Wizard.
2. Choose Import a project from HomeSite 2.5.
3. Choose the project name. The project's local root determines its root folder. To change the local root in HomeSite 2.5, right-click on the project and select Project Properties.

To add files to a project:

1. To populate a project, click the right mouse button in the project Folder frame and choose Add documents to folder from the popup menu.
2. You can also use the popup menu to add the current document or all open documents to the project.
3. Use standard Windows commands to select files, and then click Open. The project folder displays a + sign to indicate the project now contains documents.

When you click on a populated project, the Projects context menu displays document options for adding and deleting folders and for adding files.

The project file list displays file properties such as size, type, and modified date and time.

Note: Selecting the option called Remove document from project on the Files view context menu does not delete the document file from your hard drive or server. It just deletes the entry for that file in the Projects folder.

Working with Projects








The Projects workspace helps you manage documents and sort files in project folders. These files are pointers to your HTML documents; the documents are not moved or modified in any way. When a project is changed, HomeSite automatically creates a backup file.

The Projects tab window has three panels:

- The Projects panel on the left-hand side shows your HomeSite projects. In this window, you can create, delete, rename, and copy projects. You can also verify all the links inside a project and change the project's properties.
- The project Folder panel on the top right of the Projects tab is where you create folders and add documents to those folders.
- The Files panel on the lower right side of the Projects tab lists the files in the current project. Use this window to open or refresh files and to access file properties.

Projects Toolbar

The Projects toolbar appears at the top of the Projects tab window and contains the following tools:

- Click the arrows  to slide the Projects window open and closed.
- Click the Create Projects button  to open the Project Wizard, which you use to create a new project or import a project from HomeSite 2.5.
- Click the Delete Project button  to delete the current project. It does not delete the project files from your hard drive or server. It just removes them from the project feature.
- Use the Project Properties button  to open the Project Properties window for the current project. See the Properties section for information on setting project properties.
- Click the Create Folder button  to create a new folder inside a selected folder, or at the root level.
- Click the Delete Folder button  to remove the current folder from the project. You cannot delete the Project's root folder.
- Click the Upload Project button  to open the Upload Wizard.


Note: To change a project's name, right-click on it and select Rename project.







Verifying Links in a Project

HomeSite offers a powerful link-checking feature that helps you keep links fresh and find broken or inaccessible links. You can verify links across all documents in a project and on the Web. HomeSite prepares a Link Verification Results report that identifies broken links for each document in your project.

Frequently, links inside project folders are local, or relative, links. You'll need to set the root URL for the project before verifying links. This will not modify your document in any way. It is simply used to tell HomeSite how to test relative links.

To verify links in a project:

2. Right-click on a project folder  and choose Verify Links (Entire Project) to check all the links in the current project. The Project Links window displays, showing all the documents in the project and their associated links.


3. Click the Add  and Remove  buttons to edit the list of documents to be checked.
4. Select a Root URL from the drop-down list or click the file browse button  to set the root directory and drive against which local links should be tested. Entries made in this dialog are stored in the drop-down list for future use.
5. Click the Verify links in all documents button  to check the links in all documents in this project. HomeSite starts checking the links.
6. The broken or inaccessible links appear in the bottom pane of the Project Links window, indicated by an .
7. To see a report listing the broken links, click the Print button . The report displays in your default browser, ready to be printed, published, or emailed from the browser.

See the Verifying Links in the Editing Pages section for more information on using the link checker.

Uploading a Project to a Server

The Upload Wizard makes it easy to select and upload project files to a server. Server connections established in the Remote tab are automatically listed in the Upload Wizard server list.

To upload a project:

1. Click the Upload Project button  to open the Upload Wizard.
2. Click on a project in the Project Folder view.
3. Select one of the file upload options. Click Next.
4. Select the target server from the list. If the server you want is not on the list, close the wizard and follow the steps for Setting up an FTP Server in the Managing Files section.
5. Type in the name for a new Root FTP Folder. This name will display each time the associated project is selected to upload.
6. Check the file and folder name options as needed. Click Next.
7. Click Next to begin the upload. The uploaded files are displayed in the file list. Click Finish to close the wizard.

Properties

Each project you define in HomeSite has properties associated with it. To open the Project Properties window, right-click on a project folder and choose Properties from the popup menu.


You use the Properties dialog to set a root URL or local directory for link verification and to set the server mapping when using Microsoft’s Internet Explorer as the default browser. To specify a mapping for the project, click the Server Mapping tab. This overrides the default mapping set in the Internal Browser dialog.

- The Project Root Directory is used when you select Relative path and file name from the project display options. This setting does not modify your documents in any way; it is only used for display purposes.
- Project Mapping enables you to pass a document through a Web server before displaying it in the internal browser. For details on this feature, see Server Mapping.

To define a separate mapping for a project:

1. Right-click on a project and select Properties.
2. Click the Server Mapping tab, enter the URL or path you want to use to verify links for that project, and click OK.

The default mapping is overridden by the project mapping when you open a file from the project tree.

To get an estimate of the download time for the current page, click the Document Weight button  on the Main toolbar or choose Tools > Document Weight. The file’s dependencies are listed along with file size and download times for a range of modem speeds.

CFML is not fully supported in this version HomeSite’s Document Weight feature. Complex server interactions need to be tracked and reported to achieve an accurate estimate of a Cold Fusion application’s dependencies.

Tutorial

This section takes you through the steps of creating a Web page with the basic elements of page formatting, images, hyperlinks, tables, and lists. The HTML tags used to build the example page are described as are the HomeSite options and commands. The tutorial can be completed in about twenty minutes.

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1. Authoring in HomeSite

This tutorial acquaints you with the basics of using HomeSite for HTML authoring. Completing the tutorial produces an HTML file that could serve as a personal or small business home page. The techniques you learn here apply to the major elements of building Web content.

Getting Started

As you work through the procedures in this exercise, you'll create an HTML page called "Archaeology Tours" using the HomeSite editor. Start by opening a new document and saving it to the HomeSite/Guide folder. The graphics files used for this page are in the images sub-folder.

To create an HTML page:

1. Open HomeSite and click File > New (CTRL+N) to open the New Document dialog.
2. Double-click the Default Template. The basic document tags display in the new document.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2 Final//EN">
<HTML>
<HEAD>
  <TITLE>Untitled</TITLE>
</HEAD>

<BODY>

</BODY>
</HTML>
```
3. Click File > Save As, name the file, and save it in the Help/HomeSite 3.0 User Guide/Tutorial folder.

HomeSite Commands

One of HomeSite's strengths is the variety of command options it offers. You can use HomeSite commands in several ways:

- Menu bar - Displays Windows and HomeSite commands.
- Context menus - Click the right mouse button or press the Context menu key that is included on Win95 keyboards.
- Toolbars - Toggle toolbar display on the View menu, use the Options > Customize toolbars menu command.

- Tag chooser - Displays tag sets for HTML, custom tags, CFML, and others.
- Tag editor - Displays attributes and syntax help for the selected tag.
- Wizards automate complex task.
- Shortcut keys - Print this list and keep it nearby when working.

Note: Throughout this User Guide, toolbar buttons are followed by the corresponding menu commands. Experiment with the different command options to find the mix that works best for you.

2. HTML Basics

Before you start writing pages, you'll need to know a few basic HTML concepts. HTML documents are made up of text and HTML tags that determine how a Web browser displays the document.

HTML tags are enclosed in the less-than and greater-than brackets, < >. These are located above the comma and period on your keyboard. Most HTML tags consist of a start tag <TAG NAME> and an end tag </TAG NAME>. Tag attributes are entered in the start tag. Text is placed between the start and end tags. The end tag is identified by a forward slash before the tag name.

Some tags, such as the Break (BR) and Horizontal Rule (HR) tags, do not require an end tag.

Here's a brief sample:

```
<P ALIGN="Center">
  <FONT SIZE="+3">
    My Home Page
  </FONT>
</P>
```

These sample tags include attributes that modify their basic functions and the appearance of the text they contain, for example, ALIGN="Center". Attributes are always contained within the start tag and are separated from one another by a single space. There should be no spaces after the opening bracket (<) or before the closing bracket (>).

Many tags can be nested inside other tags, but tags should never overlap:

```
Correct:  <P><FONT SIZE="2">text</FONT></P>
Incorrect: <P><FONT SIZE="2">text</P></FONT>
```

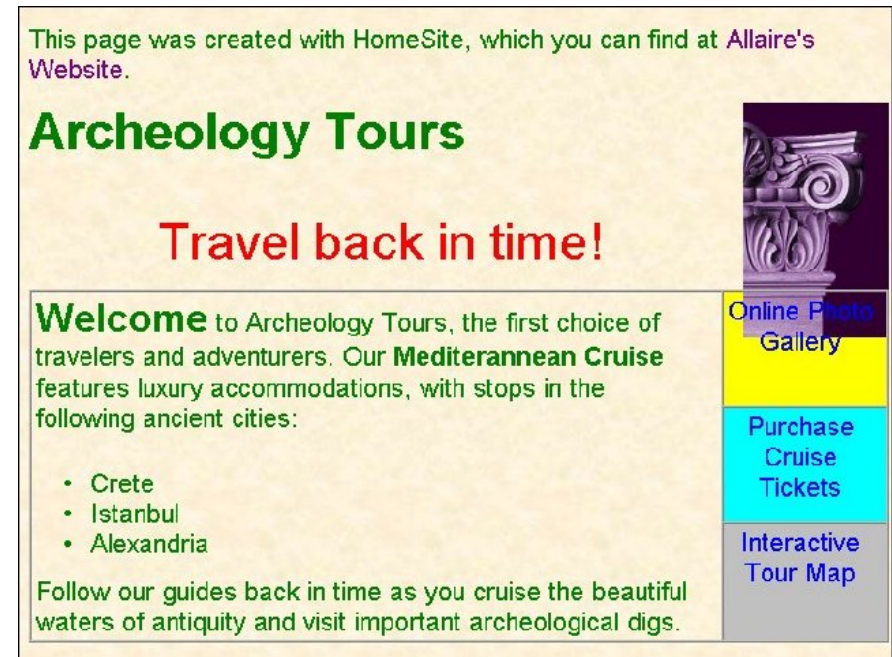
Tag and attribute names are not case sensitive, so that <HTML> and <html> are interchangeable. Some attributes values, particularly file names, are case-sensitive, however.

A Note on Pixels

In the examples that follow, you will notice that sizes and spacing specified by HTML tag attributes are represented in pixels. A pixel is a relative unit of available screen space. Pixel size depends on your monitor's size and the resolution you have set for your display. For purposes of choosing values for attributes that are set in pixels, all you need to remember is that pixels are small, something on the order of a millimeter. The pixel values you specify in various HTML tags will probably be within the range of 1-20, except for unusual effects. With a little practice and trial-and-error, you'll soon be able to estimate very accurately the pixel values you need for different purposes.

3. Archaeology Tours Page

In this tutorial, you'll create a page that combines text, color, layout, formatting, and links in an attractive, functional design.



The code in this example page is formatted for readability. In HTML, line breaks, tabs, and comments do not affect the way a Web page is rendered. Writing coherent, well-commented code is a sign of high-quality development practice.

4. Tag Overview

Let's look at the HTML structures that make up the Archaeology Tours page. The document tags inserted by the Default Template define the overall characteristics of an HTML document. Following is a brief description of the tags that should be included in every Web page.

DOCTYPE

The DOCTYPE tag informs the user’s browser that the file is an HTML document conforming to a particular level of HTML specifications. The most common DOCTYPE tag looks like this:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2 Final//EN">
```

This tag specifies an HTML document conforming to the World Wide Web Consortium’s final HTML 3.2 specifications and written in English.

HTML

The HTML tag starts after the DOCTYPE tag and contains the remainder of the file:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2 Final//EN">
<HTML>

[Text and tags here]

</HTML>
```

Head and Title

The HEAD tag contains information about the document. TITLE is an identifier for the document that is used behind the scenes in important ways, but doesn’t appear in the Web page. The TITLE text is conventionally displayed in the title bar of the Web browser.

```
<HEAD>
  <TITLE>[Your text here]</TITLE>
</HEAD>
```

The HEAD and TITLE tags should come after the HTML start tag and before the BODY tag begins.

Note: When you bookmark a page in Netscape Navigator or add it to Favorites in Microsoft Internet Explorer, the text in the TITLE tag is used to identify the page, so it's good practice to use clear, descriptive titles for your pages.

Body

The BODY tag contains the Web page content that you want users to see. The BODY starts after the HEAD end tag, and the BODY end tag appears before the HTML end tag. The following table describes several of the most important attributes.

BODY tag attributes:	
BACKGROUND	Specifies an image file to be tiled as the background of the page.
BGCOLOR	Specifies a color for the background of the page. This color won't be visible if you also specify a BACKGROUND image.
TEXT	Specifies a color for normal text. Some browsers will not apply this color to text inside tables, where text color must be specified separately using a FONT tag.
LINK	Specifies a color for hyperlinks text.
VLINK	Specifies a color for recently visited hyperlinks.
ALINK	Specifies a color for the active hyperlink


If these attributes are not specified, the default values for the browser apply. Here’s a body tag specifying a white background and dark blue text:

```
<BODY BGCOLOR="White" TEXT="Navy">
[Page contents go here]
</BODY>
```

5. Creating the Page

Now we're ready to get to work on our page.

To add title and body information:

1. Type *Archaeology Tours* between the TITLE tags to replace "Untitled".
2. Highlight the BODY tag and right-click to open the BODY tag editor (F4).
3. Click the browse button  beside the Body Background text box and select \\Allaire\HomeSite\Help\HomeSite 3.0 User Guide\Tutorial\images\image1.jpg.
4. Open the Text Color drop-down list and select Green.
5. Click OK.

The resulting HTML code looks like this:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2 Final//EN">
<HTML>
<HEAD>
  <TITLE>Archaeology Tours</TITLE>
</HEAD>
<BODY BACKGROUND="images/image1.jpg" TEXT="Green">
</BODY>
</HTML>
```


Tags names may appear in upper or lower case depending on your selection in the Options > Settings (F8) and select the General tab. You can also use this tab to choose to insert background and text colors either by name or hexadecimal value.

6. Paragraph Tags

The first line of text in the sample page is a paragraph. The paragraph tag <P>...</P> is the most basic text container. Paragraphs appear in the browser with a blank line before them. Text inside paragraphs can be aligned to the left, center, or right.

```
<P ALIGN="Center">[Text here]</P>
```

To add a paragraph and enter text:

1. Place the cursor after the BODY tag, and then click the Paragraph button  on the Tag toolbar QuickTab or choose Tags > Paragraph (CTRL+SHIFT+P).
2. After the <P> tag, type *This page was created with HomeSite, which you can find at Allaire's Web site.*

Next, you'll create a link from this paragraph to the Allaire Corporation's Web site.

7. Adding Hyperlinks

Hyperlinks, or simply, links, are the heart of the World Wide Web. They provide the connections between Web pages and other resources, allowing users to move from page to page with the click of a mouse.

Links are created with the anchor tag, which can also be used to specify a particular target on a page for other links. Links are usually indicated by link text, frequently blue and underlined, which users click to travel the link. The basic anchor tag takes the form <A>... and it always includes an attribute, HREF, that specifies the target page to which you are linking.

Note: Always save a document before entering the contents. HomeSite needs to know the location of the current file in order to correctly set paths for links and images.


Links can be divided into two basic types:

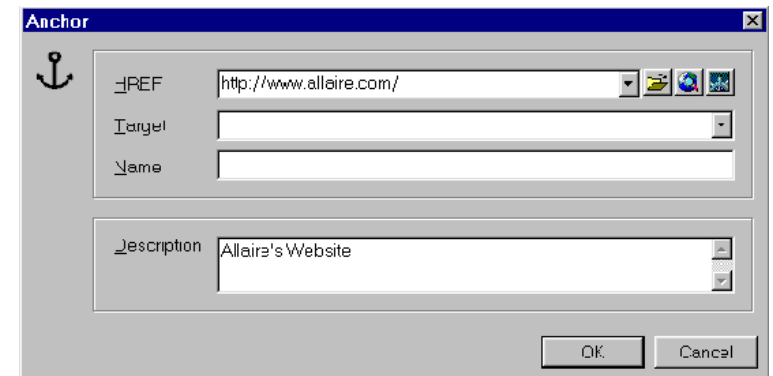
- External links - Point to a full Internet address or URL for another document that may be located anywhere on the Internet.
- Internal (local) links - Point to another document on the same Web site, and use a partial URL for the address.

The tag for an external link to another Web document takes the form:

```
<A HREF="http://www.someaddress.type/filename.html">
[Clickable link text you want to display in the browser]
</A>
```

To insert a hyperlink:

1. At the end of the line you just typed, select the text "Allaire's Web site" and click the Anchor button  on the Tag toolbar QuickTab or choose Tools > Quick Anchor (CTRL+SHIFT+A) to open the Anchor dialog.
2. Type *http://www.allaire.com* in the HREF box. You need not enter anything in the Target and Name. The link text you selected displays in the Description box. Notice you have the options of browsing your local and mapped drives or selecting from the Internet Explorer Favorites list.



3. Click OK to insert the link in your document. The tag should look like this:

```
<P>This page was created with HomeSite, which you can find at <A
HREF="http://www.allaire.com">Allaire's Web site</A>.</P>
```

4. Check the link in your browser.

Relative Paths

A relative path is a path to a file from the current location. Relative paths look like absolute Windows file paths such as, `c:\Web Projects\javadocs\beans.htm`, with three important differences:

- Drive names, such as `c:`, are not included in HREFs because Web sites are meant to be portable from one system to another.
- Directory names are separated by forward slashes `/` instead of back slashes `\`.
- A move up to a parent directory is indicated by a double period `..`.

Consider the directory tree shown below.



Let's say that you're working on a file in the `freepark` directory and you want to link to a file in the `javadocs` directory. The relative path would look like this:

```
../javadocs/beans.html
```

The double period here takes us up to the parent directory, `Web Projects`. We then head back down a level to the `javadocs` directory where `beans.html` document is located.

It's easy to make mistakes in file names and relative paths when you type them in, but HomeSite helps you avoid these errors by letting you browse for the file and then insert the correct name and relative path. You can also create links by dragging and dropping files from the File view or Project view into your document.


Here are three important notes on links and images:

- Always save new documents before you create links or insert images so that HomeSite can determine the relative paths to files
- If your Web pages will be posted on a remote Web server, make sure that the directory structure for your local files is the same as that on the remote server. This ensures that the relative paths will be the same. This only applies to the directories where your Web pages are stored; the rest of the directory structure on the two systems is unrelated
- For many servers and browsers, file and directory names are case-sensitive and cannot contain spaces. Be aware of this when entering long file names with spaces in Windows 95 or NT. For best results, use lower case file names and indicate spaces with the underscore character, as in `my_file.html`.

8. Emphasis Tags

To make the paragraph match our example page, you can make the word "HomeSite" display as bold text.

To add bold styling:

1. Select the word HomeSite.
2. Click the Bold button  on the Tag toolbar QuickTab or choose Tags > Bold (CTRL+B). The code for the whole paragraph should then look like this:

```
<P>This page was created with <B>HomeSite</B>, which you can find at <A HREF="http://www.allaire.com">Allaire's Web site</A>.</P>
```

9. Images


The next step in building the Archaeology Tours page is to insert an image. Images are separate graphics files inserted into HTML documents using the IMG tag. Several attributes are available for the IMG tag, but only one is required, SRC, which specifies the image path and file names. The IMG tag doesn't require an end tag.

```
<IMG SRC="images/myimage.gif">
```


In this example, the file `myimage.gif` is stored in the `images` sub-directory of the directory where the HTML file resides. Note that the path to the image, if it is not in the same folder as the HTML document, must be a relative path.

Placing Images

By default an image is treated as an inline image, that is, the browser renders it as if it were a character in the line of text. The bottom of the image is aligned with the base of the line, and the image's position within the text will remain the same regardless of how the browser wraps the lines. Surrounding text will not be wrapped around the image:

This is the default inline placement of  an image.

You can set images off by themselves by placing them in separate paragraphs and table cells. To force text to wrap around the image, use the attribute `ALIGN="Right"` or "Left" in your IMG tag entry.

To insert images in web pages in HomeSite, you click the Images button  on the QuickTab Tag toolbar, or choose Tools > Quick Image (CTRL+SHIFT+I).


Tip: The quickest way to insert a graphic file is to drag and drop it from the File list. You can then change the image's attributes as needed. The graphics source file is unaffected by changes made here.

Managing Images

HomeSite makes finding and inserting images easier in several ways:

- The HEIGHT and WIDTH attributes for the image are calculated and inserted automatically, which makes your page load faster and look better while it is loading.
- The Image dialog includes an image preview window so you can check the image before inserting it.
- You can right-click on an image file in the File view and click Tools > View Thumbnails to see thumbnails of all images in a directory.


To insert the Greek Column image after the first paragraph:

1. Place the cursor after the paragraph you just completed and click the Image button  on the QuickTab Tag toolbar or choose Tools > Quick Image (CTRL+SHIFT+I) to open the Image tag editor.
2. Type `images/greekcolumn.gif` in the source text box.
3. Select RIGHT from the Align drop-down list.
4. Set the HEIGHT to 187 and the WIDTH to 111.
5. Click Apply. The tag should look like this:


```
<IMG SRC="images/greekcolumn.gif" ALIGN="Right" HEIGHT="187"
WIDTH="111">
```

10. Headings

The next line of the Archaeology Tours page is a heading. HTML allows six levels of headings, ranging from <H1>, which produces the largest font, to <H6>, the smallest. Like paragraphs, heading tags can include an ALIGN attribute, specifying left, center, or right alignment.

The Font tab on the Tag toolbar contains all six Heading buttons . Heading levels H1, H2, and H3 are on the Tags menu.

To create the first line of the Archaeology Tours page:


1. After the image tag, click the H1 tag buttons  or choose Tags > H1 (CTRL+SHIFT+1).
2. Inside the tag, type *Archaeology Tours*.


```
<H1>
Archaeology Tours
</H1>
```
3. Check the formatted text in your browser.

11. Font and Center Tags

At this point, your page looks quite different from the one in the Archaeology Tours illustration. We need to add some text formatting. For more elaborate formatting than simple bolding or italics, use the FONT tag, which allows you to specify the font-face, the size in relative or absolute pixel values, and the color. The contents of the paragraph are centered and surrounded by a font tag that sets the size to +3, which renders as three pixels larger than the default normal size, and the color to red.

To create the Travel back in time paragraph:

1. Click the Paragraph button  and type *Travel back in time!* between the start and end tags.

```
<P>
Travel back in time!
</P>
```
2. Place the cursor after the P in the <P> tag (but before the >) and press the spacebar to open the Tag insight list for this tag.
3. Double-click align="" and then double-click Center.
4. Select the text "Travel back in time!" Click the Font button  on the Fonts tab of the Tag toolbar or choose Tools > Quick Font (CTRL+SHIFT+F) to open the Font tag editor.
5. Pick Arial and Red from the Font and Color lists and type +3 in the Size box.
6. Click Apply. The tag now looks like this:

```
<P ALIGN="Center"><FONT FACE="Arial" SIZE="+3" COLOR="Red">
Travel back in time!</FONT>
</P>
```


You may want to explore other options for setting paragraph alignment:

- Place the <CENTER>...</CENTER> tag around any other tags in the body of the document.
- Use the <DIV>...</DIV> tag to specify a division in the body text.

12. Line Break and Rule Tags

The Travel back in time paragraph still doesn't look quite right. It needs to be shifted down the page a bit. Web browsers ignore line breaks, tabs, and extra spaces in your document and only create new lines when you introduce a new block tag, such as for a paragraph, list, or heading. You can force a line break at any point, however, by inserting the
 tag.

To insert a break tag:

1. Place the cursor above the <P> tag.
2. Click the Line Break button  on the Tag toolbar QuickTab or choose Tags > Break (CTRL+SHIFT+B). Click it again to insert a second break tag.


```
<BR>
<BR>
<P ALIGN="Center"><FONT FACE="Arial" SIZE="+3" COLOR="Red">
Travel back in time!</FONT>
</P>
```

For the Archaeology Tours page, the Travel back in time paragraph simply shifts down a couple of lines when you insert two
 tags before its paragraph tag.


Horizontal Rule

For a more dramatic division, you can use the <HR> tag, which inserts a horizontal rule across the page at the insertion point. The HR tag attributes allow you to align the rule to left, right, or center, and to adjust its thickness and height. Take a look at this sample:

```
<HR ALIGN="CENTER" WIDTH="80%" COLOR="BLACK" NOSHADE>
```

The attributes here control the rule's alignment, color, and its width in relation to the page. Here the width is set to 80% of the browser window. You can use an absolute value in pixels as well. Adding the NOSHADE makes the rule a solid line, instead of a shadow line.

To add a horizontal rule:

1. To specify a horizontal rule, click the Horizontal Rule button  on the Tag toolbar QuickTab or choose Tags > Horizontal Rule (CTRL+SHIFT+H).

2. In the Horizontal Rule tag editor, choose Center alignment, set the color to Black, click the No Shading box, and enter 80% in the Width text box. (Note that you can specify widths in percentages of the page width, as opposed to pixels.)
3. Click Apply. The code for this part of the page looks like this:


```
<HR ALIGN="CENTER" WIDTH="80%" COLOR="Black" NOSHADE>
```

The rest of the Archaeology Tours page is laid out as a table, which you'll create in the next set of procedures.

13. Table Tags

HTML tables allow for more interesting page compositions. Tables are relatively complex compared to the other tags covered so far, so it's worth spending some time on tables in general before looking at the specific table design in the Archaeology Tours page.

HTML tables are specified by the <TABLE>...</TABLE> tag. The table's structure is defined through table rows (<TR>...</TR>). Inside table rows are table cells, marked with table data tags (<TD>...</TD>). You can also use table header tags <TH>...</TH>, which are identical to table data tags except that the text is bolded and centered horizontally in the data cell by default.

Note: The following code illustrates how tables are formatted, do not enter it your tutorial document.

```
<TABLE>
<TR>
  <TH>row 1 header</TH>
  <TH>header</TH>
  <TH>header</TH>
</TR>
<TR>
  <TD>row 2 data</TD>
  <TD>data</TD>
  <TD>data</TD>
</TR>
</TABLE>
```

Spanning Rows or Columns

You can cause table data or table header to span rows or columns by using the ROWSPAN and COLSPAN attributes, which produce effects similar to merging cells in a spreadsheet or word processor table:

```
<TABLE>
<TR>
  <TH>row 1 header</TH>
  <TH COLSPAN="2">span two columns</TH>
</TR>
```

```
<TR>
  <TD>row 2 data</TD>
  <TD>data</TD>
  <TD ROWSPAN="2">span two rows</TD>
</TR>
<TR>
  <TD>row 3 data</TD>
  <TD>data</TD>
</TR>
</TABLE>
```

The code above results in a table that looks like this:











row 1 header	span two columns	
row 2 data	data	span two rows
row 3 data	data	

Table Attributes


There are a number of other attributes that can be used with the table tags. The most important are listed below.

Table Formatting Attributes:		
Tag	Attribute	Effect
TABLE	CELLSPACING= <i>pixel value</i>	Sets the distance between the edges of cells.
	CELLPADDIN = <i>pixel value</i>	Sets the distance between edges of cells and their contents.
	BORDER= <i>pixel value</i>	Draws a border of specified width around all cells and the entire table.
	BGCOLOR= <i>color</i>	Specifies a background color for the entire table.
TD, TH, TR	ALIGN=Left, Right, or Center	Aligns the contents of the data cell or row horizontally.
	VALIGN=Top, Middle, or Bottom	Aligns the contents of the data cell or row vertically.
	BGCOLOR= <i>color</i>	Specifies a background color for the data cell or row.

The Tables tab on the Tag toolbar help you to build tables quickly and easily.

- The first set of buttons     opens dialogs in which you can define a table, enter contents, and set the attributes for the entire table and for individual cells.
- The second set of buttons      inserts tags without attributes.
- The Quick Table button  displays a grid to choose the number of rows and columns and insert the tags for a simple table.

To build a table:

1. Click the Table Wizard button  on the Tag toolbar Table tab or choose the Table Wizard from the File > New menu. The Table Design screen displays.
2. The default table layout is two columns and two rows. Use the minus and plus control buttons to change the Rows setting to three.
3. Click in the top left cell of the table image and use the plus control button to set Row Span to three. Color-coding shows how the cell now spans three rows, as the left-hand cell expands to fill the entire left-hand column.
4. Click Next. The Table Properties screen displays.
5. In the Table Properties screen, set Alignment to left, Cell Spacing to 0, Cell Padding to 3, and Border Size to 1. Click Next.
6. In the Cell Properties screen, click in each cell in the right-hand column and set its Horizontal Alignment to center and its Vertical Alignment to top. Click Finish.

The code for the table should look like this:

```
<TABLE CELLSPACING="0" CELLPADDING="3" BORDER="1">
<TR>
  <TD ROWSPAN="3"></TD>
  <TD ALIGN="center" VALIGN="top"></TD>
</TR>
<TR>
  >
  <TD ALIGN="center" VALIGN="top"></TD>
</TR>
<TR>
  >
  <TD ALIGN="center" VALIGN="top"></TD>
</TR>
</TABLE>
```

In the following procedures, you'll use the table tag editors to add text and formatting to the table cells.

Entering Text in Tables

You enter the content for HTML tables inside table cells (TD tags). You format the text style in the same way you would for paragraph text – using the Quick Tab toolbar for bold and italic, the font tag for size and style of the font.

To enter text in table cells:

1. In the first table row, position the cursor between the table cell data (TD) start and end tags (i.e., after the start TD tag that where ROWSPAN="3"). Create a paragraph and enter the following text: *Welcome to Archaeology Tours, the first choice of travelers and adventurers. Our Mediterranean Cruise features luxury accommodations, with stops in the following ancient cities:*
2. Select the word "Welcome" again and choose Tools > Quick Font. The Font Tag editor appears. Enter +2 in the Size box to change the FONT SIZE attribute. Click Apply.
3. Select the word "Welcome" again and use the Bold tool on the toolbar or choose Tags > Bold (CTRL+B) to change its style to Bold.
4. Change the text "Mediterranean Cruise" to bold. The text now looks like this:

```
<TD ROWSPAN="3">
<P><FONT SIZE="+2"><B>Welcome</B></FONT> to Archaeology Tours, the
first choice of travelers and adventurers. Our <B>Mediterranean
Cruise</B> features luxury accommodations, with stops in the
following ancient cities:</P></TD>
```

The rest of this column consists of a bulleted list, which we'll get to in subsequent procedures. First, you'll format the three data cells in the right-hand column.

Formatting Text in Tables

When you create a table with the Table Wizard, you can control some table cell properties. You can also adjust cell and row properties using the Table Cell and Table Row Tag Editors.

In this procedure, you change the background colors of the cells in the right-hand column. Then you add text and create links.

These data cells contain local links, meaning that the destination of the link is a file in the same directory as the current page. (The links in our example page are dummies, since the target files don't actually exist.) If you create additional sample files in the same directory as the Archaeology Tours page, with the right filenames, the links will work.

To use the Tag Editor to format table cells:

1. Place the cursor inside the start tag <TD> of the first table cell in the right-hand column, click the right mouse button, and choose Edit Tag from the context menu.

The TD tag editor displays. Notice that the alignment and vertical alignment values are already filled in; you set these in the Table Wizard when you created the table.
2. Change the background color to Yellow. Click Apply.
3. With the cursor between the TD start and end tags, enter the text, *Online Photo Gallery*.
4. Select the text and change it to bold face.
5. Select the text and choose Tools > Quick Anchor (CTRL+SHIFT+A). The Anchor tag editor displays. In the HREF box, enter *gallery.html* to add a link to a local file. Click Apply.

The table cell text looks like this:

```
<TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Yellow">
<B><A HREF="gallery.html">Online Photo Gallery</A></B>
</TD>
```

To complete the right-hand column of the table:

1. Click inside the <TD> start tag for the next table cell, click the right mouse button to open the TD tag editor, and change its background color to Aqua. Click Apply.
2. In the second table cell, type the text *Purchase Cruise Tickets*, make it bold, and link it to a file called *tickets.html*.
3. Click inside the <TD> start tag for the third table cell, click the right mouse button to open the TD tag editor, and change its background color to Silver. Click Apply.
4. In the third table cell, type the text *Interactive Tour Map*, make it bold, and link it to a file called *map.html*.

The code for the last two cells in the table looks like this:

```
<TR>
<TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Aqua">
<B><A HREF="tickets.html">Purchase Cruise Tickets</A></B>
</TD>
</TR>
<TR>
<TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Silver">
```



```

        <B><A HREF="map.html">Interactive Tour Map</A></B>
      </TD>
    </TR>

```

In the next section, you complete the text inside the table by adding a creating a list.

14. List Tags

The next part of the large data cell on the left is an unordered list. Lists offer several useful ways to structure information in HTML documents, so it's worth looking at lists in some detail.

List Types

HTML includes several list tags. Numbered lists are called ordered lists, using the `...` tags. Bulleted lists are called unordered lists, and use the `...` tags. Individual list items are specified by the `` tag, for which no end tag is required.

You can nest lists inside one another, as in this example:


```

<OL>
  <LI>first numbered item
  <LI>second numbered item
    <UL>
      <LI>first bulleted item
      <LI>second bulleted item
    </UL>
  <LI>third numbered item
</OL>

```



Creating Lists

HomeSite lets you create lists in several ways:

- Click  on the Lists tab of the Tag toolbar to specify the basics for a list. You can type in the list items and click OK.
- You can insert the list tags, the list item tags, and the list text directly.
- Highlight lines in the document that you want to format as a list. Click Selection on the context menu and pick a list type.

To complete the sample page, you need to add a bulleted list to the left-hand table cell in the table.

To create a bulleted list:

1. Place the cursor in the first table cell of the table, after the phrase *ancient cities*, but before the table cell end tag (`</TD>`).
2. Click the Unordered List button  on the List tab of the Tag toolbar to start creating a list.
3. Click the List Item  button and enter *Crete* as the first list item.
4. Click the List Item button again and enter *Istanbul*.
5. Click the List Item button once more and enter *Alexandria*. The code for the Archaeology Tours list is as follows:

```

<UL>
  <LI>Crete
  <LI>Istanbul
  <LI>Alexandria
</UL>

```

3. Finish the table cell by adding the following paragraph after the list:

```

<P>
Follow our guides back in time as you cruise the beautiful waters
of antiquity and visit important archeological digs.
</P>

```

Now you've finished the sample page. Preview it in your browser

15. The HTML Page Code

Here is the entire Archaeology Tours page code. If you are new to markup and programming code, take heart! The rapid acceptance of HTML is based on its simple, logical syntax and plain language. We've added comment text, in bold face, set off by `<!--COMMENT-->` tags to provide markers to help you see the document structure.

```

<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2 Final//EN">
<HTML>

<!-- Begin head here -->
<HEAD>

<!-- Page title goes in the head section -->
  <TITLE>Archaeology Tours</TITLE>
</HEAD>

<!-- Body begins here and contains entire page contents -->

```

```

<BODY BACKGROUND="/images/imagel.jpg" TEXT="Green">

<!-- First paragraph, with a link -->
<P>This page was created with <B>HomeSite</B>, which you can find at <A
  HREF="http://www.allaire.com">Allaire's Web site</A>.</P>

<!-- Aligning the image to the "right" causes text to flow around it --
>
<IMG SRC="images/greekcolumn.gif" ALIGN="RIGHT" HEIGHT="187"
  WIDTH="111">

<!-- Heading 1 here -->
<H1>Archaeology Tours</H1>

<!-- Line breaks and horizontal rule appear before next paragraph -->
<BR>
<BR>
<HR ALIGN="CENTER" WIDTH="80%" COLOR="Black" NOSHADE>

<P ALIGN="CENTER"><FONT FACE="Arial" SIZE="+3" COLOR="Red">
  Travel back in time!</FONT>
</P>

<!-- Begin table for the layout of the rest of the page contents -->
<TABLE CELSPACING="0" CELLPADDING="3" BORDER="1">

  <!-- Begin first row -->
  <TR>

    <!-- The first cell spans 3 rows -->
    <TD ROWSPAN="3">

      <!-- Begin left-hand table cell contents -->
      <P><FONT SIZE="+2"><B>Welcome</B></FONT> to Archaeology Tours, the
        first choice of travelers and adventurers. Our <B>Mediterranean
        Cruise</B> features luxury accommodations, with stops in the
        following ancient cities:</P>

      <!-- Begin unordered list -->
      <UL>
        <LI>Crete
        <LI>Istanbul
        <LI>Alexandria
      </UL>

      <P>Follow our guides back in time as you cruise the beautiful
        waters of antiquity and visit important archeological digs.
      </P>

    </TD>

    <!-- Begin top right cell data -->
    <TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Yellow">
      <B><A HREF="gallery.html">Online Photo Gallery</A></B>
    </TD>
  </TR>

  <!-- Begin second row -->

```

```

    <TR>
      <TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Aqua">
        <B><A HREF="tickets.html">Purchase Cruise Tickets</A></B>
      </TD>
    </TR>

    <!-- Begin third row -->
    <TR>
      <TD ALIGN="CENTER" VALIGN="TOP" BGCOLOR="Silver">
        <B><A HREF="map.html">Interactive Tour Map</A></B>
      </TD>
    </TR>
  </TABLE>

  <!-- Page contents end here -->
</BODY>
</HTML>

```

This completes the HomeSite tutorial.