

NetObjects TopPage



User's Guide



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Thank you for purchasing TopPage. TopPage is an application that allows you to create your Web pages.

You probably already know that you must use a special language called HTML (Hypertext Markup Language) to create Web pages. HTML tags consists of alphabetic letters and symbols. Does that mean that a lack of special knowledge of HTML will prevent you from creating Web pages?

The answer is No. Even if you do not know what HTML is at all, TopPage enables you to create your own Web pages. If you have used a word processor, you can utilize TopPage right away, because the operations of this application are similar to those of a word processor.

TopPage includes convenient materials and accessory tools. If you want to create Web pages quickly, you can use the materials and templates attached to TopPage. If you want to create your own original materials, you can use the accessory tools called WebArt Designer and Web Animator.

TopPage offers both advanced functions and easy operation at the same time. Create your own Web pages with TopPage!



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About this guide

This User's Guide explains how to use TopPage. This book is for beginners who know at least the basic Windows operations.

Note

Windows and items shown in this guide and those displayed on your monitor might be different. It depends on your system.

Screen shots of a Web browser shown in this guide are taken from Microsoft Internet Explorer 4.0 and Netscape Navigator 4.0. Information on the Internet — that is, Web pages or Web sites — are subject to change without notice.

How this guide is organized

Each chapter and appendix contains the following information:

Preparing

Chapter 1. Web pages and TopPage

This chapter introduces TopPage, explains what Web pages are, and explains which chapter or section of this User's Guide you should read to do what you want to do. Reading this chapter helps you to expand your imagination in creating your original Web pages.

Chapter 2. Installing and starting TopPage

This chapter explains the system requirements, how to start and end TopPage, and how to view online help when problems occur.



Creating Web pages

Novice:

Chapter 3. Tutorial: Creating your Web pages in an hour

You can create your Web pages in an hour using the templates and materials TopPage offers. Follow the instructions in this chapter to become accustomed to TopPage.

Note

You can use templates and materials only if you have installed sample images, sample data, and templates.

Intermediate:

Chapter 4. Basic knowledge

This chapter explains the basic knowledge and operations of TopPage. You will learn such terms as *site*, *Web page*, and *attribute*.

Chapter 5. Editing text

Chapter 6. Creating tables

Chapter 7. Inserting images

Chapter 8. Setting links

Chapter 10. Creating materials

These chapters explain essential tasks for creating Web pages.

Advanced:

Chapter 9. Designing Web pages using style sheets

A style sheet is a very recent technology that is likely to become essential for Web page creation. You can use it to design your Web pages.

Chapter 11. Advanced techniques

This chapter explains such advanced techniques as the frame function, images maps, dynamic HTML, and so on.





Uploading

Chapter 12. Uploading Web pages

This chapter explains how to upload your Web pages to your provider's server to make them accessible on the Internet.

Other information

Chapter 13. Other functions

Appendix

Glossary

Index

Chapters you should read

You do not need to read this guide from the beginning to the end. You should read chapters 1, 2, 3, 4, and 5 in order and then go on to the chapters you are interested in.

Vocabulary

This guide explains difficult vocabulary where it first appears and in the “Glossary”.

Mouse operations

The following list shows typical mouse operations:

Symbol	Meaning
Point	Put the mouse pointer on the target object.
Click	Point to the target object and press the left mouse button once.
Double-click	Point to the target object and press the left mouse button twice.
Drag	Move the mouse pointer while pressing the left mouse button.
Drag and drop	Move the mouse pointer while pressing the left mouse button. Then release the mouse button at the target point.

Abbreviations

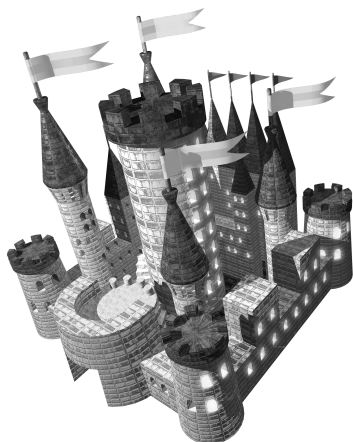
This guide uses the following abbreviations:

Abbreviation	Formal Meaning
Windows	Microsoft(R) Windows(R) 95, Windows 98, or Windows NT(R) 4.0

Web pages and TopPage

Chapter 1

This chapter introduces TopPage, explains what Web pages are, and explains which chapter or section of this User's Guide you should read to do what you want to do. Reading this chapter helps you to expand your imagination in creating your original Web pages.



- ★★★ What are Web pages? 1-2
- ★★★ Sample Web pages 1-4
- ★★★ Web pages on the Internet 1-10

What are Web pages?

You probably have seen Web pages using a Web browser. See the following sample Web page to examine the structure of a general Web page.

This is a sample Web page.

The screenshot shows a browser window with the address bar containing 'http://prodinfo.japan.ibm.co.jp/~toppage/sample.html'. The page content includes a title 'TopPage', a menu, headlines, and a table. Annotations point to specific elements: the title, a link in the menu, an image with a link, the URL, a table, and an image.

title
To highlight the title, sometimes images are used.

link
If you click a link, another page appears.

image with a link
If you click an image with a link, another page appears.

URL
URL is the address of a Web page.

table
Tables are often used for page layout.

image
Web pages can contain GIF images or JPEG images.

Web browser

An application for viewing Web pages. Netscape Navigator and Microsoft Internet Explorer are well-known Web browsers.

URL

An address of a Web page. It usually begins with `http://www....` Because each URL is unique, you can access the target URL from anywhere in the world.

link

A function to jump. If you click text or an image to which a link is set, you jump to another page or another place in the same page.

A Web page is an HTML file

If you use Netscape Navigator, select **Document source** from the **View** menu. If you use Microsoft Internet Explorer, select **Source** from the **View** menu. HTML language such as the following sample appears.

If you open the preceding Web page with a text editor instead of a Web browser, you see this HTML source file.

<TABLE...>
Indicates a table.

Indicates an image.
<IMG...>

<P>
Indicate a paragraph.

```
sample.htm - Notepad
File Edit Search Help
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0/EN">
<HTML>
<HEAD>
<META name="GENERATOR" content="TopPage 04.0.2 for Windows">
<TITLE>TopPage Sample Web Page</TITLE>
</HEAD>
<BODY bgcolor="#FFFFFF" text="#000000" link="#29679e" vlink="#3366CC" alink="#3366CC">
<CENTER>
<TABLE width="600">
<TBODY>
<TR>
<TD colspan="3" align="right"><IMG src="navi.GIF" width="293" height="18">
</TR>
<TR>
<TD colspan="3"><IMG src="title.JPG" width="600" height="160" border="0">
</TR>
<TR>
<TD><B>Menu</B></TD>
<TD colspan="2"><B>Headlines</B></TD>
</TR>
<TR>
<TD>
<FONT size="2"><IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="http://prodinf"
<IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="/toppage/featu"
<IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="http://prodinf"
<IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="/toppage/serui"
<IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="/toppage/prodi"
</FONT></TD>
<TD rowspan="2" width="300" valign="top" align="left">
<P><FONT size="2"><IMG src="goldarrow.gif" alt="" border="0">&nbsp;&nbsp;&nbsp;<A href="http://prodinf"
(WSTWVG), &quot;HTML Source,&quot; and &quot;Preview.&quot;
</P>
</TD>
</TR>
</TBODY>
</TABLE>
</BODY>
</HTML>
```

<A...>
Indicates a link.

“To create a Web page” is actually “to prepare a file written in HTML.” Because HTML is a computer language that consists of many tags, we are not familiar with HTML in our everyday lives.

Now we come to TopPage. Without any knowledge of HTML, you can create Web pages or a Web site easily with TopPage as if you create documents with a word processor. HTML tags need not concern you, because the required tags are automatically embedded into the document.

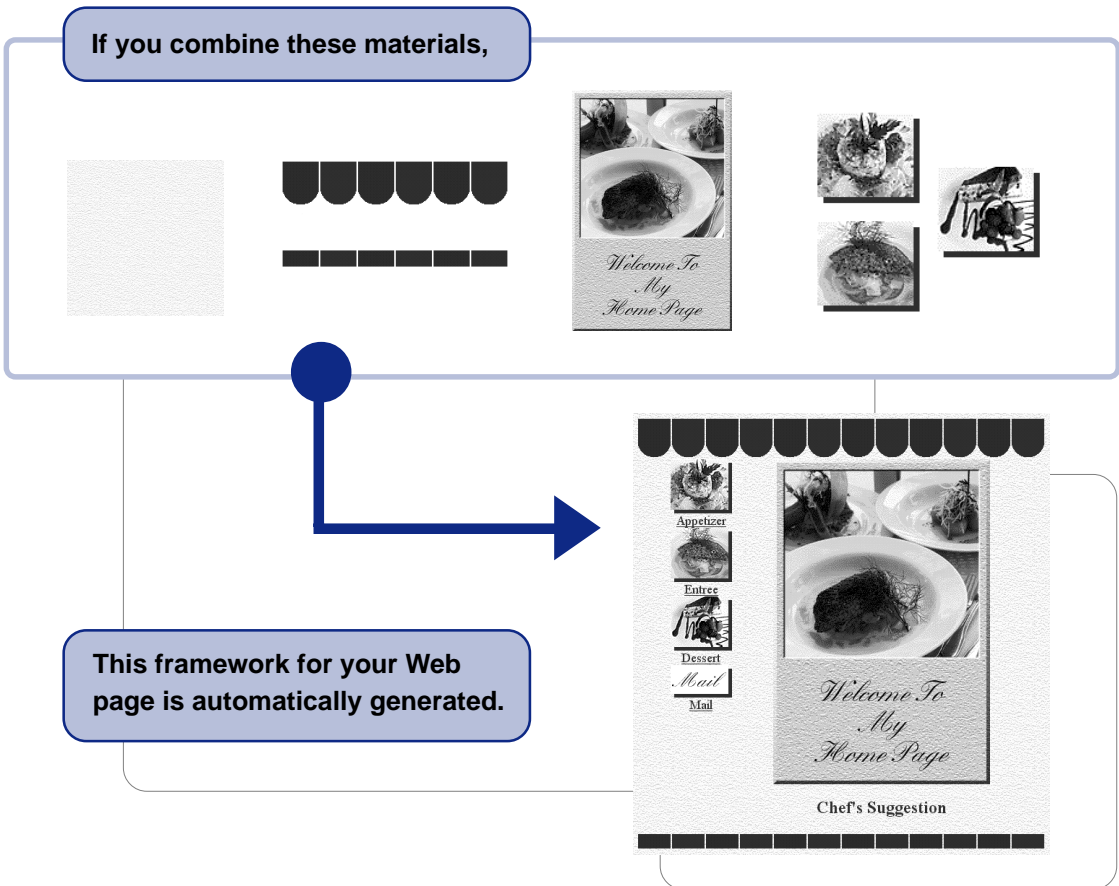
Using templates and materials

 Chapter 3, "Tutorial: Creating your Web pages in an hour"

If this is the first time for you to create a Web page or to use TopPage, use the templates and materials TopPage supplies. Chapter 3 of this guide describes how to create Web pages in an hour.

Templates

Templates for Web pages consist of an optimum combination of materials. You can replace these materials with others if you like.

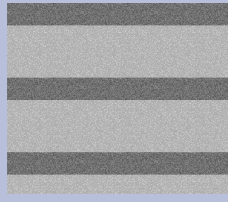
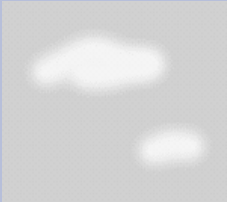


Materials

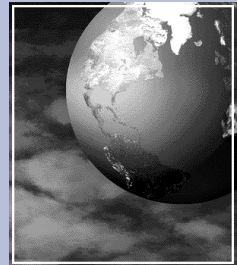
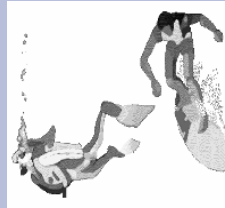
TopPage offers various materials. See the following examples.

1

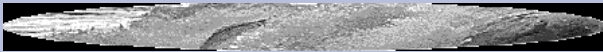
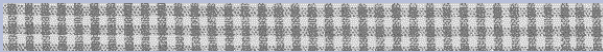
Background images



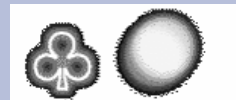
Title images



Header and footer



Small images



Learning about basics

- Ref. Chapter 4, "Basic knowledge"
- Chapter 5, "Editing text"
- Chapter 6, "Creating tables"
- Chapter 7, "Inserting images"
- Chapter 8, "Setting links"
- Chapter 10, "Creating materials"

Once you have created a framework using templates or materials, enrich the content of your Web pages so that they are brimming with your own creativity.

Content is crucial to Web pages

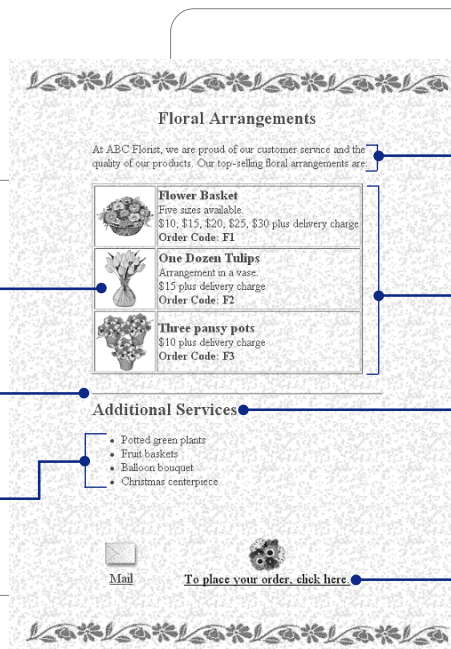
Content is the crucial element in Web pages. Express on your Web pages something you have long thought, something you want other people to know, or ideas that no one else has hit upon. TopPage will be your partner.

See this example.
The author of this Web page used the Gardening template to make a framework and then enriched its content.

"Inserting an image" on page 7-2

"Inserting a horizontal rule" on page 5-15

"Creating a list" on page 5-17



"Entering text" on page 5-2


"Creating a table" on page 6-2

"Inserting a heading" on page 5-13

"Setting a link on text" on page 8-2

Types of headings

The following six types of headings are available.

 "Inserting a heading" on page 5-13

Heading 1

Heading 2

Heading 3

Heading 4

Heading 5

Heading 6

Types of lists

The following three types of lists are available.

 "Creating a list" on page 5-17

Bulleted list

- Flower Basket
- One Dozen Tulips

1. Flower Basket
2. One Dozen Tulips

Ordered list

Definition list

Flower Basket
Five sizes available.
\$10, \$15, \$20, \$25, \$30 plus delivery charge

One Dozen Tulips
Arrangement in a vase.
\$15 plus delivery charge

1

Creating your original materials

You can create lettered buttons and decorate photos with frames using the WebArt Designer accessory tool.

 Chapter 10, "Creating materials"

Example of lettered buttons



Example of photos with frames



Using the latest technology

- Chapter 9, "Designing Web pages using style sheets"
- Chapter 11, "Advanced techniques"

TopPage is compatible with such recent technologies as style sheets, dynamic HTML, and so on.

Note

Web pages using the latest technology can be viewed only on Web browsers that are compatible with that technology.

Sample Web page that uses various techniques

Dividing a window, embedding sound or a Java applet, or inserting an access counter makes your Web page impressive.

See this example. The author of this Web page used the Gardening template to make a framework, enriched its content, and then used various techniques to make the Web page impressive.

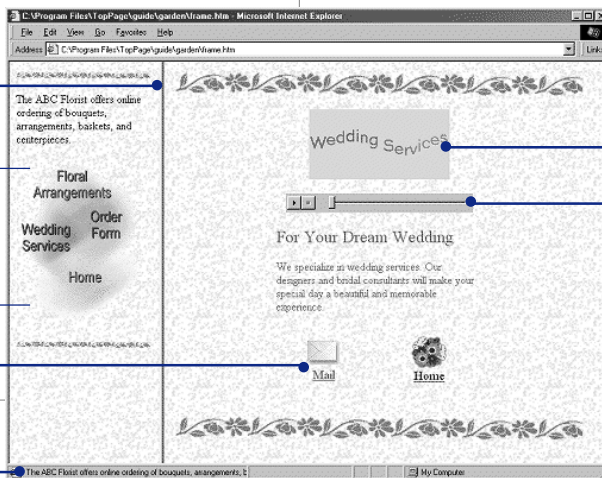
"Customizing a Java applet" on page 11-28

"Dividing a Web browser window (1)" on page 11-3

"Setting multiple links on a single image" on page 11-11

"Receiving readers' responses" on page 11-2

"Editing a script program" on page 11-24



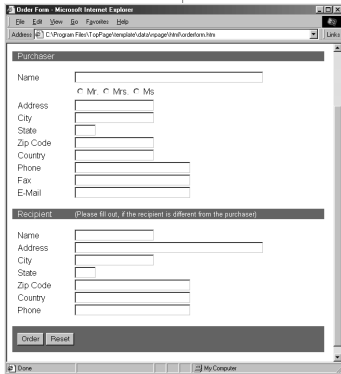
"Embedding a plug-in object" on page 11-26

Forms

(questionnaires, order forms, and so on)

You can make questionnaires or order forms using the form function.

Ref. "Creating a form" on page 11-17



Dynamic HTML



TopPage offers sample dynamic HTML.

Ref. "Using dynamic HTML" on page 11-33

Style sheets

The combination of HTML and style sheets can make your Web pages beautiful.

Ref. Chapter 9, "Designing Web pages using style sheets"

The following two Web pages look different, but both of them use the same HTML file. The first page does not use a style sheet, whereas the second one uses a style sheet to change layout, color, and font.

TopPage

Style Sheet 1

Style Sheet 2

Style Sheet 3

Style Sheet 4

Style Sheet 5

- List-1
- List-2
- List-3

This is an example of the same Web page using a style sheet.

TopPage

Style Sheet 1

Style Sheet 2

Style Sheet 3

Style Sheet 4

Style Sheet 5

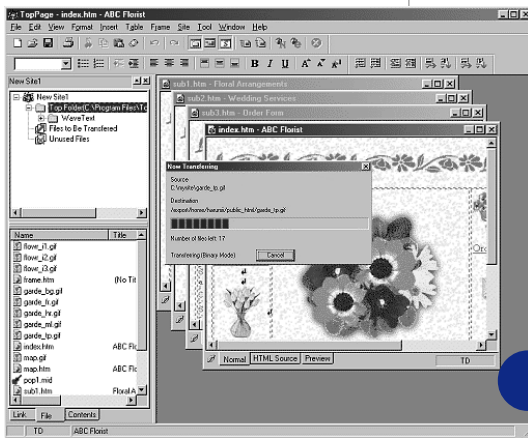
- ♪ List-1
- ♪ List-2
- ♪ List-3

This is an example of a Web page that does not use a style sheet.

Web pages on the Internet

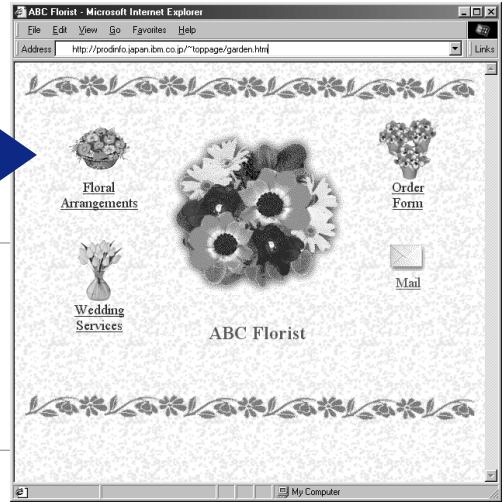
Ref. Chapter 12, "Uploading Web pages"

Even if you have created wonderful Web pages, no one can view them as long as they are stored in your computer. If you want someone to view your Web pages, you have to transfer all the files composing your Web pages to an Internet Service Provider. Web pages on the Internet are accessible from anywhere in the world.



TopPage offers a function for transferring all the files making up your Web site at once.

If your Web site is successfully transferred to a provider's server, it is on the Internet. A Web browser enables other people to view your Web site.



provider

.....

An agent that provides a connection to the Internet. Many providers offer a service for registering Web sites.

server

.....

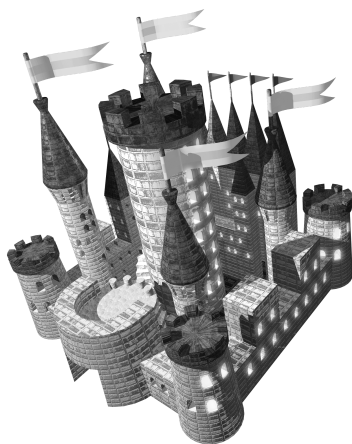
A computer that stores many Web sites on the Internet.

Installing and starting TopPage

Chapter

2

After you install TopPage, you can start it. This chapter explains the system requirements, how to install, start, and end TopPage, and how to view online help when problems occur.



★★	System requirements	2-2
★★★	Installing TopPage	2-3
★★★	Starting and ending TopPage	2-7
★★★	Referring to the online help	2-10

System Requirements

To run TopPage, you need the following:

Operating system	Microsoft Windows 95, Windows 98, or Windows NT 4.0 (Intel version)
Computer	Personal computer with Pentium(R) Processor
Memory	16 MB or more (32 MB or more is recommended)
Hard disk	<p>For the minimum configuration, 30 MB or more of free hard disk space</p> <p>For the standard configuration, 120 MB or more of free hard disk space</p> <p>(The required free space depends on both the file system of your computer and the type of configuration you select. The maximum configuration might require 150 MB or more of free hard disk space.)</p>
Other hardware	A CD-ROM drive to install the program



Installing TopPage

This section explains how to install TopPage on the hard disk of your computer.

Note
If you are using Windows NT, login to the system as administrator to install TopPage.

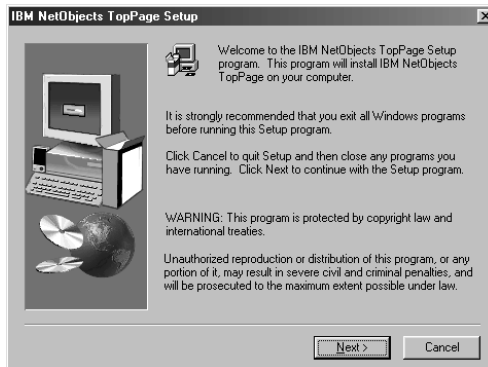
Note
If your computer has AutoPlay disabled, follow these instructions:

1. Click the **Start** button on the task bar.
2. Select **Run**.
3. Type "D:\setup.exe" (where D: represents your CD-ROM drive), and click **OK**. The Opening window appears.

- 1 Switch on your computer. (Start Windows, if necessary.)
- 2 Close any open applications.
- 3 Insert the TopPage CD into your computer's CD-ROM drive.
- 4 If your computer has AutoPlay enabled, the Opening window appears:



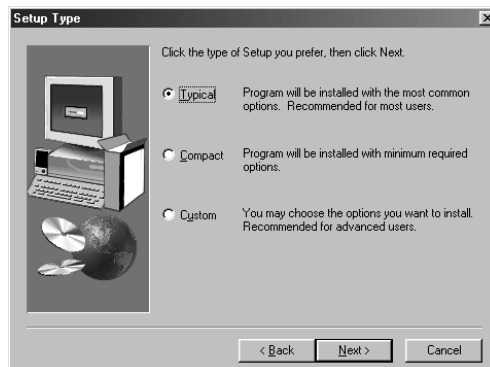
- 5 Click **Installation** in the Opening window. The Setup window appears:



- 6 Click **Next** in the Setup window. The License Agreement window appears.
- 7 Click **Yes** if you agree with the license agreement to proceed with installation. The following window appears:



- 8 Verify the default destination folder name. If you want to change the folder name, click **Browse** to specify another folder.
- 9 Click **Next**. The following window appears:



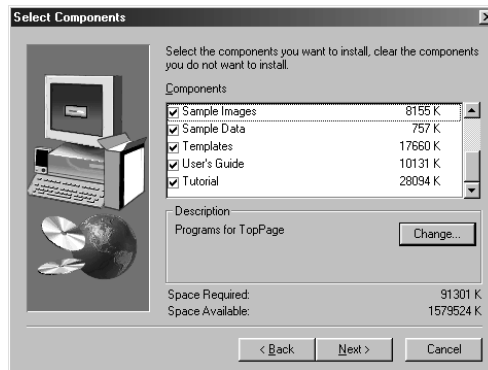
Note

If you select **Compact**, template and sample data are not installed.

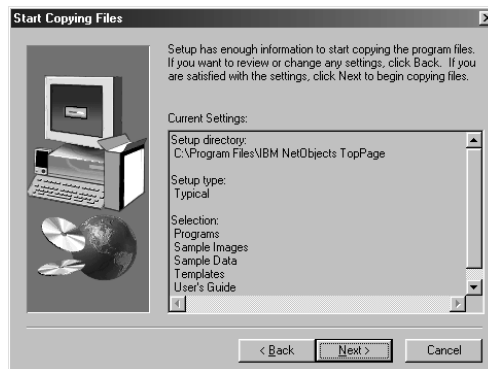
- 10 The install program provides you with three installation options - Typical, Compact, and Custom. Select one of them, and click **Next**. (Select **Typical** if you want to install all modules including online manual and tutorial.)

If you select **Typical** or **Compact**, TopPage files are copied into your hard disk. Skip to Step 13.

If you select **Custom**, the following window appears:



- 11 Select the components you want to install, and click **Next**. The following window appears:





- 12 Verify your current installation settings. Click **Next** to copy TopPage files into your hard disk.
- 13 After all files are copied, the product registration tool appears. Follow the instructions described on the tool to register your software.

After product registration, the following window appears.

- 14 The Setup Complete dialog comes up. Click the **Finish** button on the dialog.
- 15 Verify that TopPage program group is within the **Programs** under the task bar's **Start** menu.
- 16 Click **Exit** to exit the Opening window.

Tip

To add components after installation, run the installation program again, select Custom setup type, and select components to be added.





Starting and ending TopPage

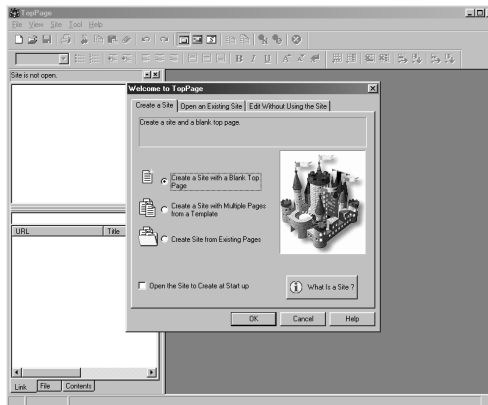
When installation is complete, the **TopPage** startup menu is added to the **Programs** menu in the Windows **Start** menu.

Starting TopPage

- 1 Click the **Start** button in the Windows task bar.
- 2 In the **Programs** menu, click **IBM NetObjects TopPage** to display the TopPage submenu.



- 3 Click **TopPage** to display the TopPage main window and the **Welcome to TopPage** dialog box.



 **Tip**

If it is the first time for you to create a Web page, you might not understand what the **Welcome to TopPage** dialog box means. If so, click the **Cancel** button to close the dialog box and follow the instructions described in this guide (Chapter 3 first).

- 4 If you want to start with the **Welcome to TopPage** dialog box, click either the **Create a Site**, **Open an Existing Site**, or **Edit Without Using the Site** tab. Then select an item in the displayed panel, and click the **OK** button. If you do not want to use that dialog box, click the **Cancel** button.

 [“Using the **Welcome** dialog box” on page 4-14](#)

Ending TopPage

To end TopPage, select **Exit** from the **File** menu. If you have edited something on an opened Web page, messages to save it and its contents appears.

 [“Saving a Web page” on page 4-9](#)

About the TopPage main window

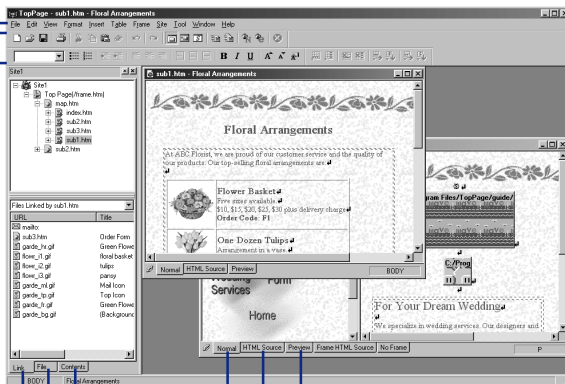
You can manage Web sites and Web pages on the left side of the window, and you can open and edit pages on the right side of it.

Tool bar

You can call frequently used functions from the buttons on the tool bar.

Menu bar

You can call all the TopPage functions from the menu items on the menu bar.



Preview tab

The **Preview** pane, displayed when you click the **Preview** tab, enables you to check how a Web page you are currently editing looks on a Web browser.

HTML Source tab

Edit Web pages on the **HTML Source** pane, displayed when you click the **HTML Source** tab, only when you want to edit HTML source directly.

Normal tab

The **Normal** pane, displayed when you click the **Normal** tab, is the normal editor of TopPage.

Contents tab

The **Contents** pane, displayed when you click the **Contents** tab, enables you to select and insert materials into a Web page that is opened on the right side of the window.

File tab

The **File** pane, displayed when you click the **File** tab, shows a list of folders and files within a site folder. In this view, files are divided into those to be transferred and those still unused.

Link tab

The **Link** pane, displayed when you click the **Link** tab, enables you to view the link hierarchy from the top page of a site.

Notes

- If a site is not yet opened, the contents of the **Link** and **File** tabs are not displayed.
- If you have not installed Microsoft Internet Explorer 3.0 or higher into your computer, the **Preview** tab is not displayed.
- When you open a page that includes frames, the **Frame HTML Source** and **No Frame** tabs are displayed.

Referring to the online help

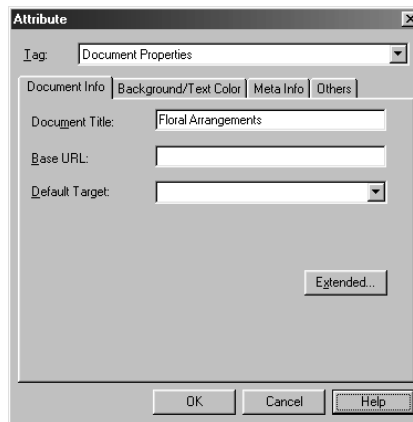
If you want detailed information not provided in this guide, refer to the online help, as described in this section.

Tip

You can also press the **F1** key to display the online help for a dialog box.

Referring to the online help for dialog boxes

To learn the meanings of individual items within a dialog box or to learn how to specify items to obtain the result you want, click the **Help** button on the dialog box and read the explanation displayed.



Viewing the topics of the online help

To display the topics of the online help (which means the **Index** tab of the **Help Topics** dialog box), select **Help Topics** from the **Help** menu.

Tutorial: Creating your Web pages in an hour

Chapter 3

You can create your Web pages in an hour using the templates and materials TopPage offers. Follow the instructions in this chapter to become accustomed to TopPage.

This chapter explains how to create Web pages at your computer, view its link hierarchy, and view them on a Web browser:

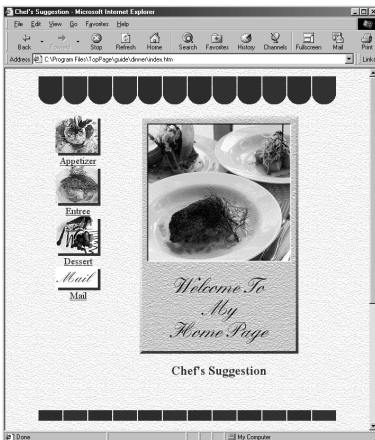
! Note

Before doing the tasks in this chapter, install **Templates** to use templates and **Sample Images** and **Sample Data** to use materials.

Before doing the tasks in this chapter

1. Start TopPage.

Ref. "Starting and ending TopPage" on page 2-7



To effectively acquire the knowledge and skills for creating a Web site, read the following sections in order:

- ★★★ Creating a framework of Web pages 3-2
- ↓
- ★★★ Viewing the link hierarchy of Web pages 3-9
- ↓
- ★★★ Viewing Web pages on a Web browser 3-13
- ↓
- ★★★ Enriching the content 3-15

Note: The stars (★ to ★★★) indicate the importance of the task. The most important tasks are marked by ★★★.

Creating a framework of Web pages

Creating a framework of Web pages



Viewing the link hierarchy of Web pages



Viewing Web pages on a Web browser



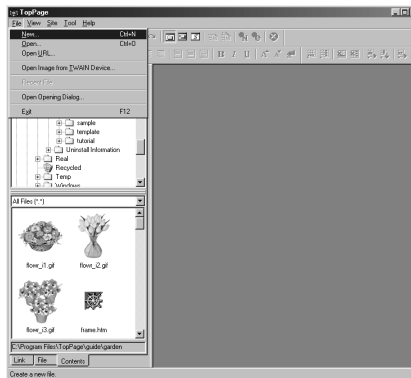
Enriching the content

The easiest way for you to create a framework of Web pages is to use templates for Web pages that consist of an optimum combination of materials. You can replace materials if you like.

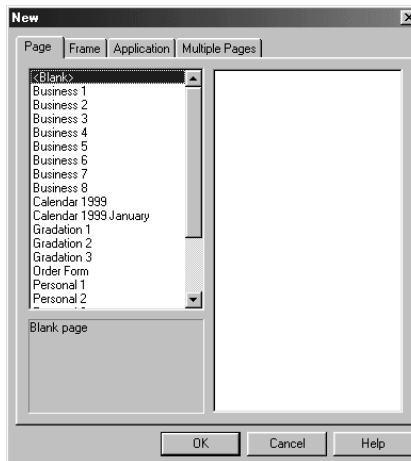
1 Start TopPage and click the **Cancel** button on the **Welcome to TopPage** dialog.

Ref. “Starting and ending TopPage” on page 2-7

2 Select **New** from the **File** menu.



The following dialog box appears:



Note

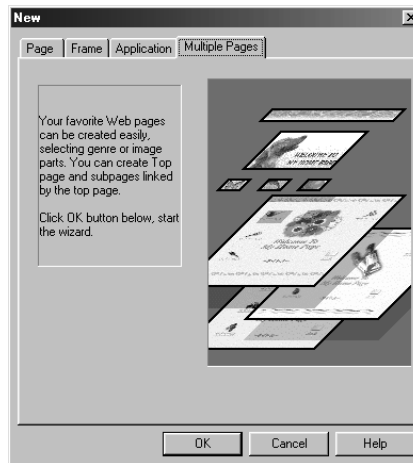
If you have not installed **Templates**, the dialog box of the wizard does not appear.

Vocabulary

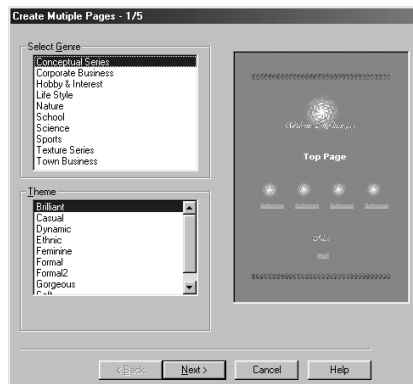
wizard

A user interface that enables you to do tasks step by step. You just need to select something or answer the question and then click the question and then click the **Next** button. Wizards are often used in the Windows world, because they enable you to do tasks accurately. On each dialog box of a wizard, click the **Next** button to advance to the next step, or click the **Back** button to return to the previous step. Click the **Cancel** button to cancel the operation. On the last dialog box, click the **Finish** button to activate what you selected or entered.

- Click the **Multiple Pages** tab, and then click the **OK** button to start the wizard for creating a framework of a Web site.



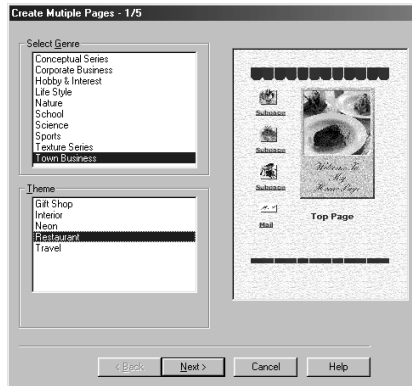
The following is the first dialog box of the wizard.



 **Tip**

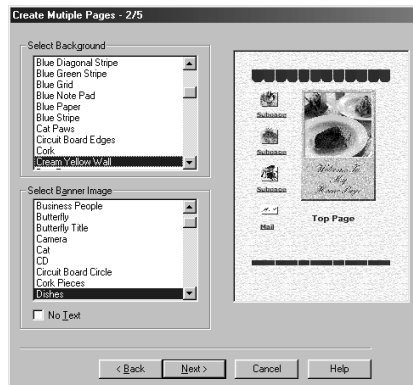
If you want to select something experimentally, click **Town** on the **Select Genre** list, and then click **Restaurant** in the **Theme** list.

- 4 Select one item in the **Select Genre** list, and then select one item in the **Theme** list.



You can view the design for the selected theme on the right side of the dialog box. This design is a template that consists of optimal materials for the theme.

- 5 Click the **Next** button to go to the next step. The following dialog box appears:



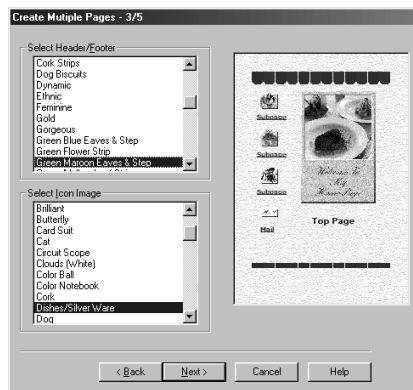
 **Tip**

If you select the **No text** check box () at the bottom of the **Select Banner Image** list, text such as “WELCOME TO MY HOME PAGE” disappears. Then, if you later clear the **No text** check box (), the text reappears.

- 6 On this dialog box, you can replace a background image or a banner image with a different one.

If you want to replace materials, select a background image in the **Select Background** list, select a banner image in the **Select Banner Image** list, and click the **Next** button.

If you do not want to replace materials, just click the **Next** button. The following dialog box appears:



- 7 On this dialog box, you can replace header and footer images or icon images with different ones.

If you want to replace materials, select a header and footer image in the **Select Header/Footer** list, select an icon image in the **Select Icon Image** list, and click the **Next** button. The following dialog box appears.

If you do not want to replace materials, just click the **Next** button.

Vocabulary

top page

Normally the first page of a Web site. However, in this wizard, what is referred to as the *top page* is actually an ordinary Web page that has been designed in a top-page style, and you can use it as an ordinary Web page.

Vocabulary

subpage

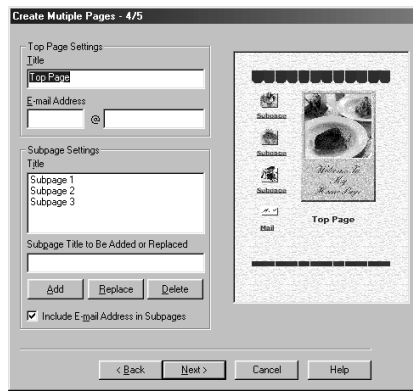
A Web page linked from the top page.

Tip

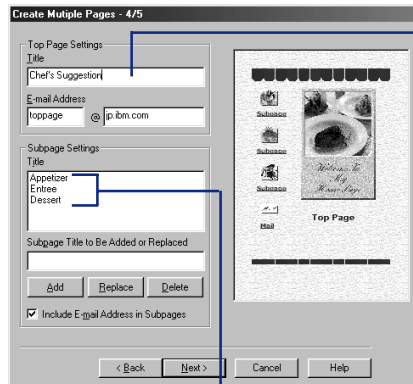
The e-mail address entered in **E-mail Address** becomes the transmission destination for mail. If you do not have an e-mail address, leave **E-mail Address** blank and clear the **Include E-mail Address in Subpages** check box.

Tip

To add a subpage, enter a title for the subpage in **Subpage Title to Be Added or Replaced**, and click the **Add** button. To delete one of the subpages, select the title of the subpage in **Titles**, and click the **Delete** button.



- 8 Enter the title of the top page in **Title** under **Top Page Settings**, and enter your e-mail address in **E-mail Address**.
- 9 Enter the title of a subpage in **Subpage Title to Be Added or Replaced**.
- 10 Click **Subpage 1**, and then click **Replace** to replace the title of the subpage.
- 11 Replace **Subpage 2** and **Subpage 3** with your preferred titles in the same manner.



If you want to enter something experimentally, enter "Chef's Suggestion" for the title.

If you want to create subpages experimentally, enter the following three subpage titles: "Appetizer," "Entree," and "Dessert."

Tip

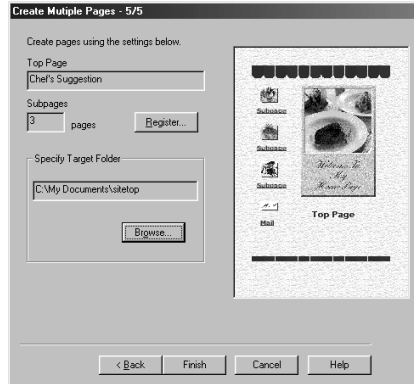
If you substituted materials and want to record the setting as a new template, click the **Register** button, enter any text in **Theme**, and click the **OK** button. The next time you start the wizard, you can conveniently select the recorded setting as a template.

Tip

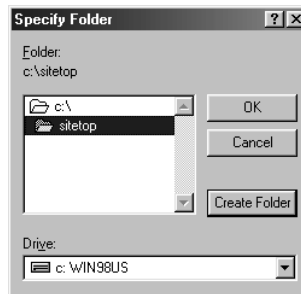
To create a folder using the **Specify Folder** dialog box, double-click the existing folder, click the **Create Folder** button, enter a folder name, and then click the **OK** button.

For example, to create a folder named "sitetop" immediately under the C drive, select **c:** under **Drive**, double-click **c:** under **Folder**, then click the **Create Folder** button. When the **Create Folder** dialog box appears, enter "sitetop" and click the **OK** button. From now on you can select a **sitetop** folder in the **Folder** list.

- 12 Click the **Next** button to display a dialog box for confirming the settings. The following dialog box appears:



- 13 A default folder is already specified in **Specify Target Folder**. To change this folder, click the **Browse** button to display the **Specify Folder** dialog box.
- 14 See the tip on the left and create a folder for saving Web page related files.





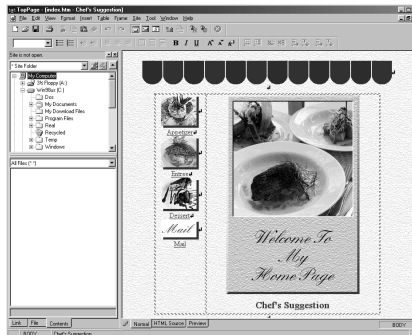
! Note

To select a folder in the **Specify Folder** dialog box, double-click the folder name. You cannot select a folder with a single-click.

💡 Tip

If you used one of templates, the HTML file name for the top page is *index.htm*. (*index.htm* is a file name often used for the top page.)

- 15 Double-click the folder name and click the OK button to close the Specify Folder dialog box. The name of the folder you selected is automatically specified in Specify Target Folder.
- 16 Click the **Finish** button. The top page appears on the right side of the TopPage main window. The HTML file name and page title are displayed on the title bar of the main window.



Now you created a framework for your Web site. Continue to the next page to view the link hierarchy of your Web site.

Viewing the link hierarchy of Web pages

Creating a framework of Web pages



Viewing the link hierarchy of Web pages



Viewing Web pages on a Web browser



Enriching the content



Tip

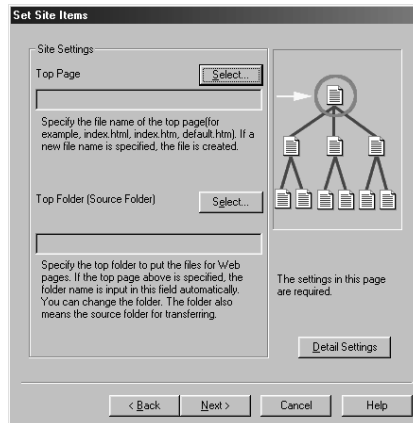
Details about a site are explained in Chapter 4.

A typical Web site permits jumping from the top page to subpages, which is referred to as *linking*. TopPage enables you to view the link hierarchy. You must register your Web pages as a *site*, however.

- 1 Select **Site Wizard** from the **Site** menu to start the wizard for making a site.
- 2 Select **Create a Site**, and enter any site name.



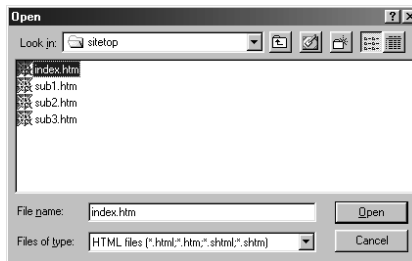
- 3 Click the **Next** button to display a dialog box for specifying a file name of the top page.



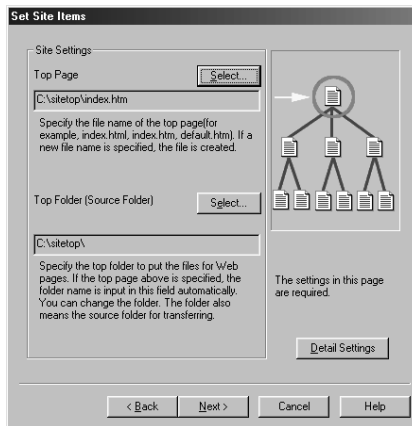
 **Tip**

The “sitetop” folder selected within the following figure was created in the previous section of this guide, using the **Specify Folder** dialog box.

- 4 Click the upper **Select** button to display a dialog box for specifying the file name.
- 5 Select the folder you saved the Web pages in **Look in**. Click **index.htm** to enter “index.htm” for the file name.



- 6 Click the **Open** button. The file name of the top page and the folder name of the site are entered automatically.



- 7 Click the **Next** button to display a dialog box for specifying the destination server.

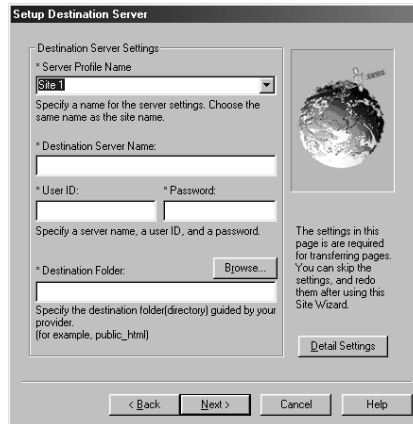


Tip

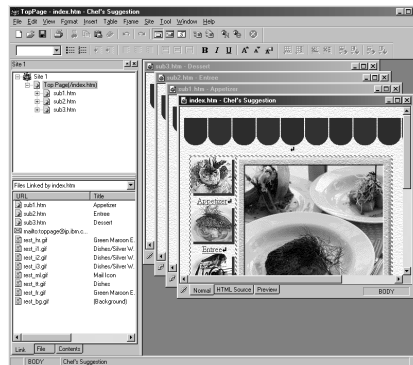
You can specify the destination server later.



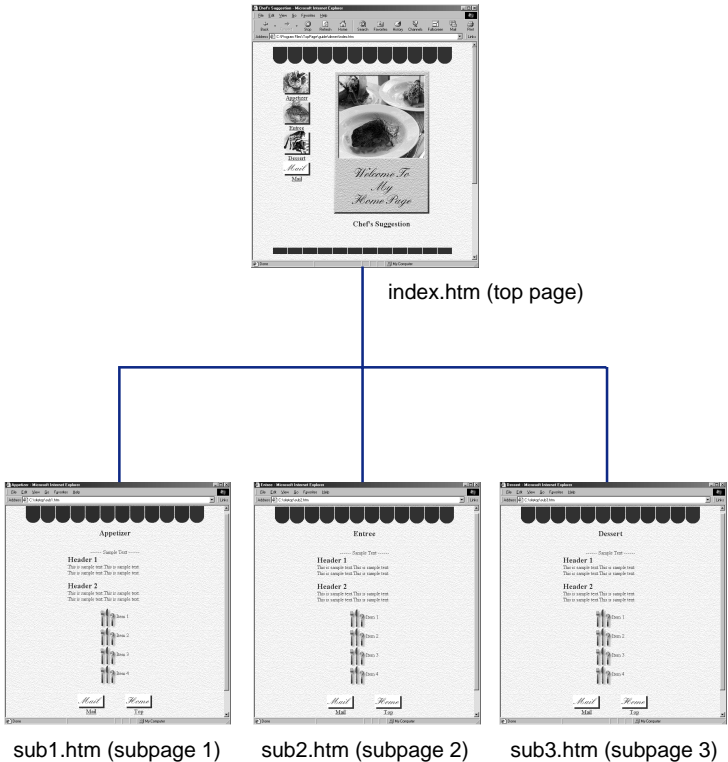
“Registering the destination server” on page 12-2



- 8 Click the **Next** button without any specification because you can specify the destination server later.
- 9 On the next dialog box, **Operation after Setting Completion**, select **Open the Site after Closing Settings**, and click the **Finish** button. The “Do you want to close all open documents?” message appears.
- 10 Click the **No** button. The wizard ends and the link hierarchy appears on the right side of the main window:

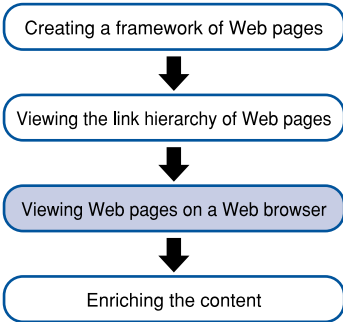


Can you see the link hierarchy of your Web site? If you created a Web site using one of templates, the Web site makes the following hierarchy:



You have now created your Web pages as a *site*. You can check the link hierarchy or file organization at any time. Continue to the next page to view your Web site on a Web browser.

Viewing Web pages on a Web browser




The appearance of a Web page in TopPage and in a Web browser (an application for viewing Web pages) differ to some extent. You can check how your Web page looks on two types of Web browsers, while you are editing it with TopPage.

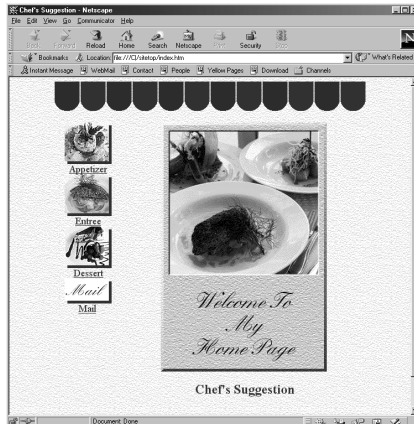
Note
You can use this function only if you have installed Netscape Navigator in your computer.

Tip
If you have changed anything on the Web page, a dialog box for confirming whether to save the change appears before the Web browser starts. Click the **Yes** button on the dialog box.

Note
You can view pages using style sheets or dynamic HTML only if you have installed Netscape Navigator 4.0 or higher.

Viewing a Web page on Netscape Navigator

To view a Web page on Netscape Navigator, the Web browser of the Netscape Communications Corporation, click  while the Web page is displayed. Then Netscape Navigator starts.





! Note

You can use this function only if you have installed Internet Explorer in your computer.


💡 Tip

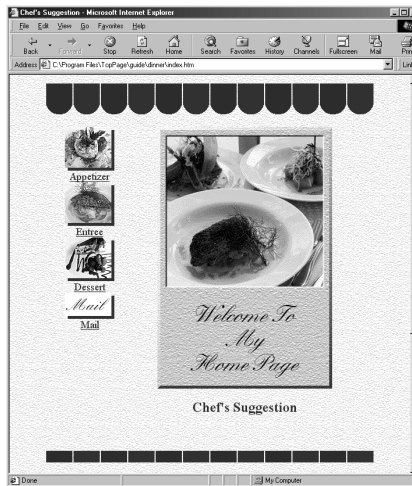
If you have changed anything on the Web page, a dialog box for confirming whether to save the change appears before the Web browser starts. Click the **Yes** button on the dialog box.

! Note

You can view pages using style sheets or dynamic HTML only if you have installed Internet Explorer 4.0 or higher.

Viewing a Web page on Internet Explorer

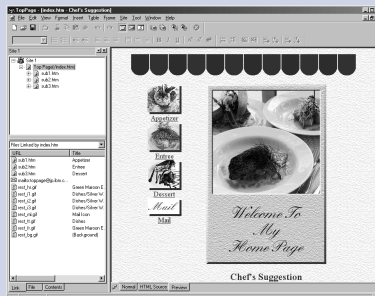
To view a Web page on Internet Explorer, the Web browser of the Microsoft Corporation, click  while the Web page is displayed. Internet Explorer starts.



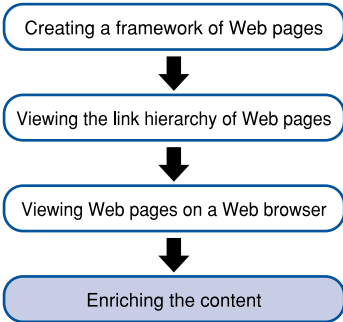
💡 Tip

Tip How to use the Preview tab

You edit Web pages normally with the **Normal** tab. Click the **Preview** tab to check how the part displayed in the **Normal** tab looks in Internet Explorer. (You can use the **Preview** tab only if you have installed Internet Explorer 3.0 or higher.)



Enriching the content

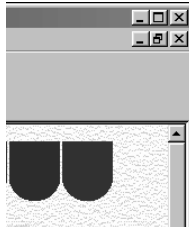


Enrich the content of your Web pages by entering text, pasting the images, and so on. From now on you will be creating real Web pages abounding with your own creativity.

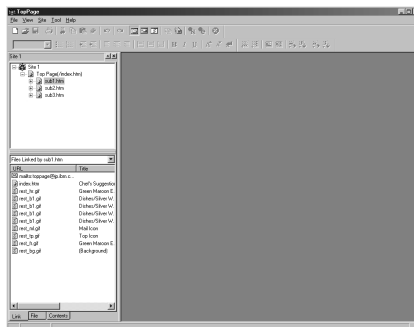
Opening a Web page to be edited

Open a Web page you are going to edit.

- 1 If a Web page is currently open, click the **X** button in the upper right corner of the Web page window (not the main window) to close it. If multiple pages are currently open, close them all.



- 2 Select a page (for example, the sub1.htm file in the following figure) on the **Link** pane, and drag and drop it to the right side of the main window.

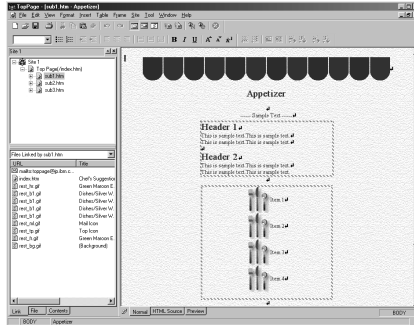


Vocabulary

drag and drop

Pointing to the target object, pressing the left mouse button, moving the mouse pointer to the target location, and then releasing the mouse button.

The Web page opens. The HTML file name and page title are displayed on the title bar of the main window.



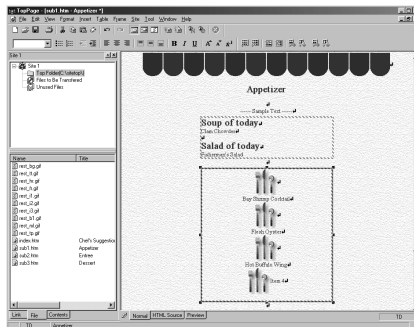
Entering text

After opening a Web page, enter any text that enriches your Web site.

- 1 Enter any text. (See the following example in which sub1.htm is edited.)

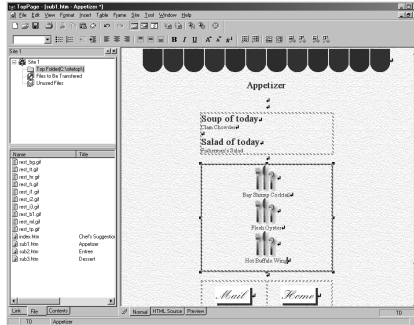
Tip

Details about the procedure for entering or editing text is explained in Chapter 5.





- 2 Delete unnecessary text and images using the **Delete** or **Backspace** key. (See the following example in which sub1.htm is edited.)



3

Closing a Web page

Close a Web page you have finished editing.

- 1 Click the **X** button in the upper right corner of the Web page. Then the dialog box for confirming whether to save the change appears.
- 2 Click the **Yes** button.

Now you have learned the foundation for creating a Web site. If you want to learn a lot more, go on to Chapter 4.

Basic knowledge

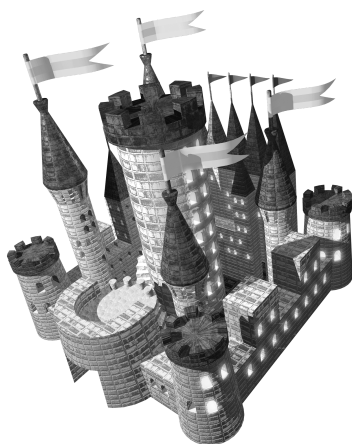
Chapter 4

This chapter explains the basic knowledge and operations of TopPage. You will learn such terms as *site*, *Web page*, and *attribute*.

Before doing the tasks in this chapter

1. Start TopPage.

 "Starting and ending TopPage" on page 2-7



★★★ Sites and Web pages	4-2
★★★ Creating a site	4-4
★★★ Creating a Web page	4-7
★★★ Saving a Web page	4-9
★★★ Opening a site and a Web page	4-11
★★★ Using the Welcome dialog box	4-14
★★★ Using attributes and the right mouse button	4-16



Sites and Web pages

Basically *site* refers to the place on a Web server where a Web page or Web pages are. TopPage also uses the term *site* for the place on your computer where your Web page or Web pages are.

Sites are folders, and Web pages are HTML files

TopPage frequently uses the terms *site* and *Web page*. A site means a group of Web pages combined with links, whereas a Web page means an individual Web page.

One site has multiple pages. The relationship between a site and a Web page is similar to the relationship between a folder and a file in the Windows world. In fact, on the Web server, sites are managed as folders and Web pages as files. Conceptually, a TopPage site performs the same operation on your computer as the site on the server. Under this concept, you can assume any folder on your computer to be a site folder, and you can place multiple Web pages in it.

A Web page is an HTML file. Because an HTML file is a text file, you can open it with a word processor or text editor. Images and sounds embedded within the Web page are other files. See the following illustration. Normally you collect all files that organize a Web site within a single folder, as shown in the illustration on the left. For a big Web site, however, you can create subfolders according to file types, as shown in the illustration on the right.

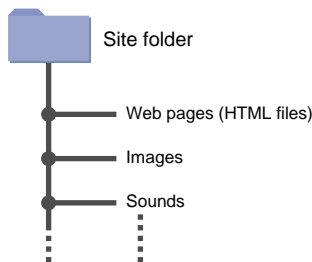
Note

Place the top page immediately under the main folder, even if you create subfolders like the illustration on the right.

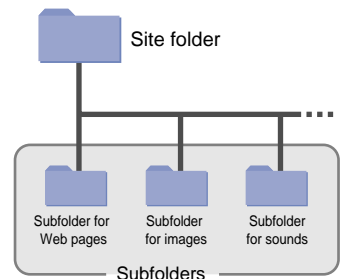
Vocabulary

top page

The first page (home page) of a Web site.



Normally you collect all files that organize a Web site within one folder



You can create subfolders according to file types



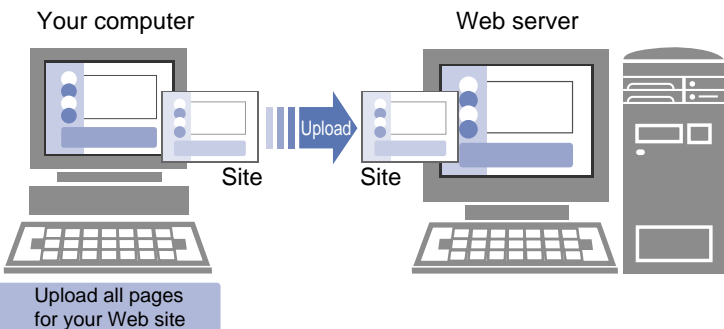
Flow for creating Web pages

When using TopPage, Web pages are generally created in the following order.

- 1 Create a new site.
 - Ref. “Creating a site” on page 4-4
 - Ref. “Viewing the link hierarchy of Web pages” on page 3-9
- 2 Create several Web pages within a site and insert text and images within each Web page. At this stage, you work on the site on your computer.
- 3 Upload the site to the Web server. At this stage, the site on the Web server matches the site on your computer.

The creation of Web pages thus begins by creating a virtual site in your computer and ends with the upload of the site.

The site is also useful for updating your Web site or Web pages. The structure and update information of the site is always saved in your computer, so beginning with your second upload, just the updated files are transferred to the server.



Tip

You can edit Web pages without creating a site. The purpose of creating a site is to view the link hierarchy and to make it easy to transfer all the files that organize your Web site to the Web server.

Creating a site

You can create a site in any of the following three ways:

- Creating a site and a blank top page simultaneously
- Creating a site and multiple Web pages simultaneously using templates
- Creating a site from existing or previously created Web pages

This section focuses on the first way. For the second and third ways, see the second Tip in this section.

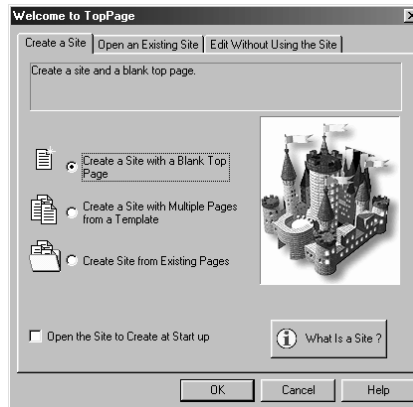
Tip

You can edit Web pages without creating a site. The purpose of creating a site is to view the link hierarchy and to make it easy to transfer all the files that organize your Web site to the Web server. [“Sites and Web pages” on page 4-2](#)

Tips

- To create a site and multiple Web pages simultaneously using templates, select **Create a Site with Multiple Pages using Template**.
- To create a site from existing or previously created Web pages, select **Create Site from Existing Pages**.
- To make a frame-using page the top page, select **Create Site from Existing Pages**, and then select a frame-using page file as the top page file.

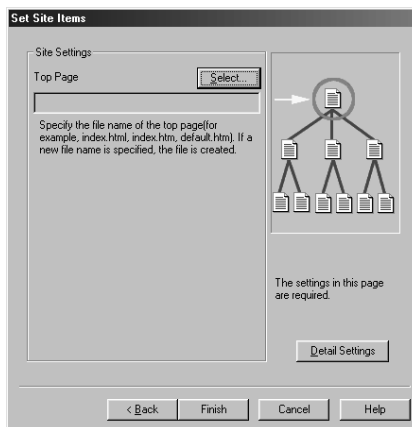
- 1 Start TopPage. The **Welcome to TopPage** dialog box appears. [“Starting and ending TopPage” on page 2-7](#), [“Using the Welcome dialog box” on page 4-14](#)
- 2 On the **Create a Site** tab, select **Create a Site with a Blank Top Page**, select the **Open the Site to Create at Start up** radio button, and then click the **OK** button.



- 3 On the **Select an Operation** dialog box, **Create a Site** is already selected. Enter the site name under it, and click the **Next** button.




The following dialog box appears.



- 4 Click the **Select** button.
- 5 The following dialog box appears. Select a site folder in **Look in** and enter the file name for the top page in **File name**. (Ordinarily, you enter “index.html” or “index.htm.” However, if there is a guide to file names from the provider who has the Web server, follow that guide.)

Tip

It is recommended that you either select a folder with nothing in it or create a new folder by clicking  and assigning a folder name.



Tip

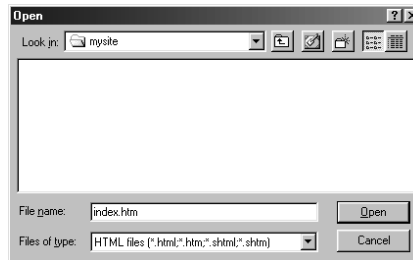
If you want to create subfolders for each file type, click the **Detail Settings** button.

Tip

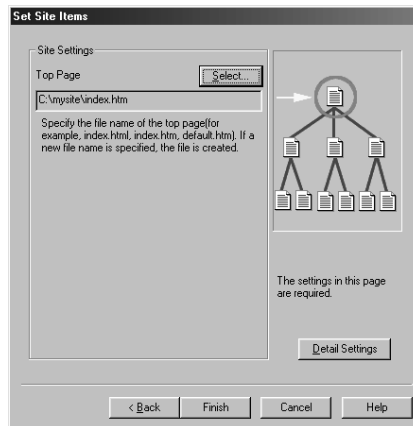
To change the site settings, select **Site Wizard** from the **Site** menu, select **Change the Existing Site Settings** and a site name, and then click the **OK** button.

Tip

To delete a site, select **Delete Site** from the **Site** menu, select a site name, and then click the **OK** button. The site registration is canceled. (Folders and files are not deleted.)



- 6 Click the **Open** button. The file name of the top page you selected appears under the **Select** button.



- 7 Click the **Finish** button to open a new site and top page. The link hierarchy is displayed on the left side of the main window and a blank top page is displayed on the right side.
- 8 Select **Document Properties** from the **Edit** menu, and then specify the title and background color for the top page. [Ref. "Creating a Web page" on page 4-7](#)
- 9 Edit the top page. [Ref. Chapter 5 \(and later chapters\)](#)

Creating a Web page

This section explains how to create a blank Web page from scratch. This operation enables you to create Web pages without templates; in other words, you do not have to install templates to do this operation. After creating a blank Web page, specify the page title and background color.



Related HTML tags

```
<!DOCTYPE HTML PUBLIC " " >
<HTML></HTML>
<HEAD></HEAD>
<TITLE></TITLE>
<BODY BGCOLOR= ></BODY>
```



Tip

Another approach to creating a Web page is to select **New** from the **File** menu. This requires templates to be installed, however.




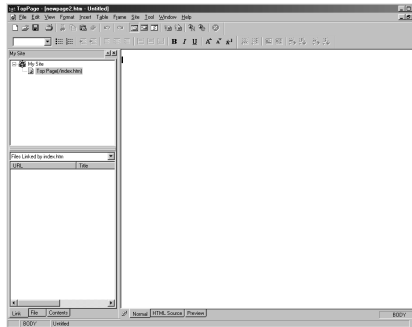
“Creating a framework of Web pages” on page 3-2



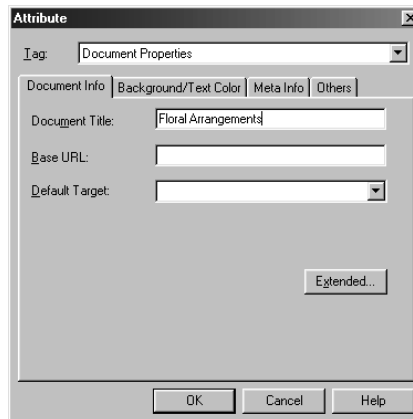
Tip

The title you enter here is also the title for **Favorites** or **Bookmarks** of Web browsers.

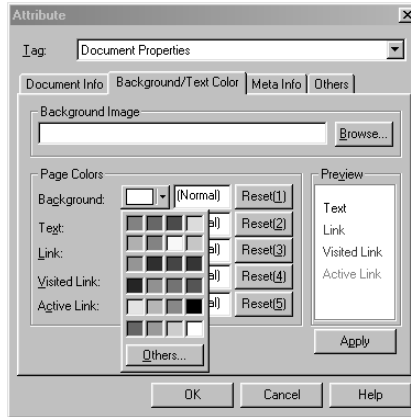
- 1 Click the  icon to create a blank Web page.



- 2 Select **Document Properties** from the **Edit** menu to display a dialog box for the page settings.
- 3 Click the **Document Info** tab, and then enter any title in **Document Title**.



- 4 Click the **Background/Text Color** tab, and then click the colored button to the right of **Background** to display the following pull-down menu:



- 5 Click any color (or click the **Others** button to select a different color), and then click the **OK** button. The background color is set.



 **Tip**

“Saving a Web page” on page 4-9 explains how to save an edited page.

- 6 Click the **OK** button. Then the background color changes and the page title is displayed on the title bar of the main window.



Saving a Web page

Save a new or edited Web page in either of the following ways:

- Saving while editing
- Saving with a different file name
- Saving when closing the Web page

Note

If you save a new Web page in this way, the dialog box for assigning a file name appears. Specify the file name, and click the **Save** button.

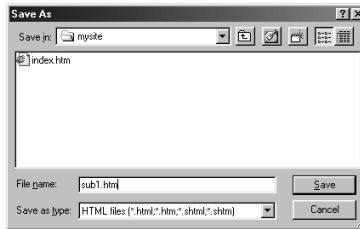
Saving while editing

Click  to save a Web page you are editing with the same file name.

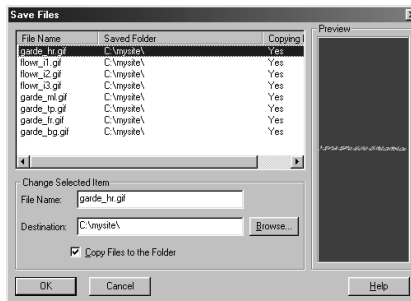
Saving with a different file name

4

- 1 Select **Save As** from the **File** menu to display the dialog box for assigning a file name.
- 2 Specify the file name in **File Name**, and click the **Save** button.



- 3 If you inserted any objects, such as images, on the Web page while editing, the following dialog box appears:



- 4 Confirm the target location, and click the **OK** button.




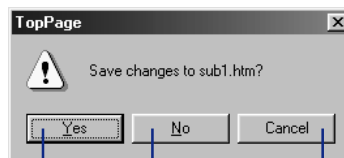
Saving when closing the Web page

When you close a Web page after having edited it, the dialog box for confirming whether to save the changes appears.

Note

If you save a new Web page in this way, a dialog box for assigning the file name appears. Specify the file name, and click the **Save** button.

- 1 Click the  icon in the upper right corner of the Web page. If there are any changes after you saved the Web page before, the following dialog box for appears:



To save the changes, click the **Yes** button.

To close the Web page without saving, click the **No** button.

To continue editing the page, click the **Cancel** button.

- 2 If you inserted any objects, such as images, on the Web page while editing it, a dialog box for confirming the target location appears. Check the target location, and click the **OK** button.



Opening a site and a Web page

You can open a site and Web page you have already created. First, open the site, and then open the target page. (You can open the target page without opening the site.)

Tips

- “Creating a site” on page 4-4 explains how to create a site.
- “Creating a Web page” on page 4-7 explains how to create a Web page.

Tip

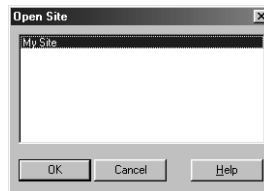
The names of all sites you have created are displayed in the **Open Site** dialog box.

Tip

To open another site, select **Close Site** from the **Site** menu to close the currently opened site, and then select **Open Site** from the **Site** menu to open another site.

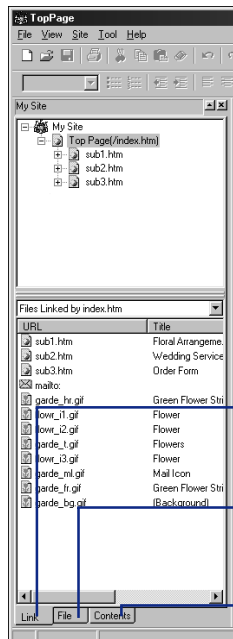
Opening a site

- 1 Select **Open Site** from the **Site** menu to display the following dialog box:



- 2 Select the target site, and then click the **OK** button.

The site opens. (The following figure shows an example of the left side of the main window when a site opens.)



Link tab

Enables you to view the link hierarchy from the top page.

File tab

Enables you to view the subfolders and files stored in the site folder.

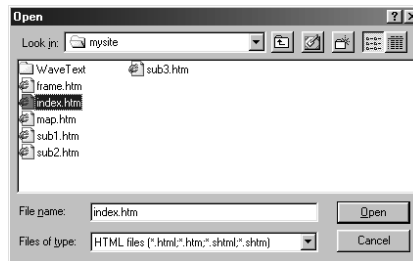
Contents tab

Enables you to insert materials.

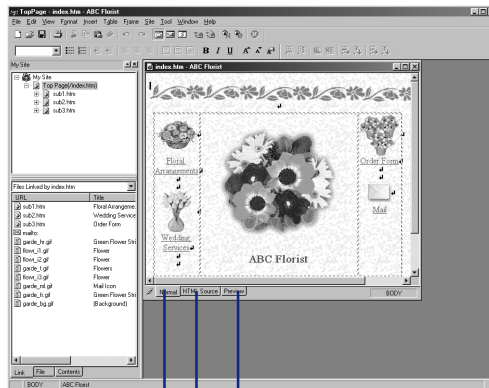
Opening a Web page

You can open an HTML file stored on your computer as follows. (There are several other methods for opening a Web page. See the Tip on the end of this section.)

- 1 Click the  icon to display the following dialog box:



- 2 Specify a **Look in** and **File name**, and then click the **Open** button. Then the page opens.



Preview tab

The **Preview** pane, displayed when you click the **Preview** tab, enables you to check how a Web page you are currently editing looks on a Web browser.

HTML Source tab

You should edit Web pages on the **HTML Source** pane, displayed when you click the **HTML Source** tab, only when edit HTML source directly.

Normal tab

The **Normal** pane, displayed when you click the **Normal** tab, is the normal editor of TopPage.

Tip

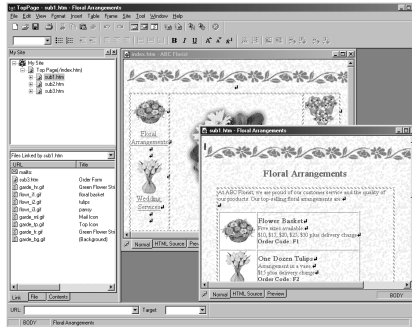
.htm and .html

Both “.htm” and “.html” are extensions affixed to HTML files. “.html” is used in the UNIX operating system that most Web servers install, whereas “.htm” is often used in the Windows world to reduce file name extensions to three letters. Both have the same meaning, but note that some servers permit only “.html.”

Note

The **Preview** tab is displayed only if you installed Internet Explorer 3.0 or higher.

You can open not only a single Web page but also multiple Web pages.



Tip

Automatic correction of syntax errors

Normally there are no syntax errors (HTML mistakes) in Web pages edited in TopPage. However, if you edit an HTML source directly, there might be syntax errors due to entry mistakes. TopPage is designed to correct syntax errors automatically when a Web page is opened.

Tip

Other methods for opening a Web page


Here are some other methods for opening a Web page. They will help you open the target Web pages quickly.

- Drag and drop an HTML file from Windows Explorer onto the right side of the TopPage main window.
- To open recently edited pages (up to 7 pages), select the **File** menu, and then select the target file name on the pull-down menu.
- If you have opened a site, you can use the right mouse button to click the target HTML file (*.htm or *.html) in the **Link** or **File** pane, and then select the **Edit** menu. Or drag and drop the target HTML file onto the right side of the main window.

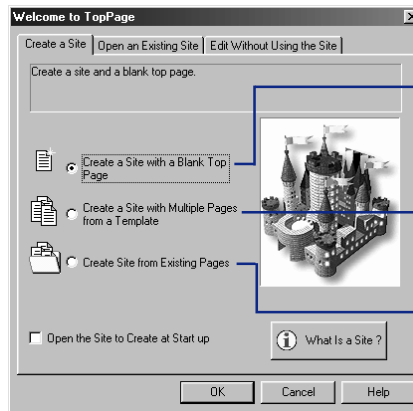


Using the Welcome dialog box

You can do the tasks explained in this chapter easily by using the **Welcome to TopPage** dialog box that appears when you start TopPage.

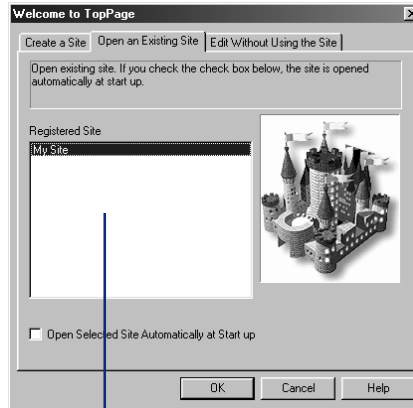
- 1 Either of the following methods displays the **Welcome to TopPage** dialog box.
 - Start TopPage.  "Starting and ending TopPage" on page 2-7
 - If TopPage has already started, close the opened site and Web pages, and then select **Open Opening Dialog** from the **File** menu. (If any site or Web page is opened, you cannot select this menu.)
- 2 Click either of the following three tabs, select a task, and then click the **OK** button to begin the task.

- **Create a Site** tab



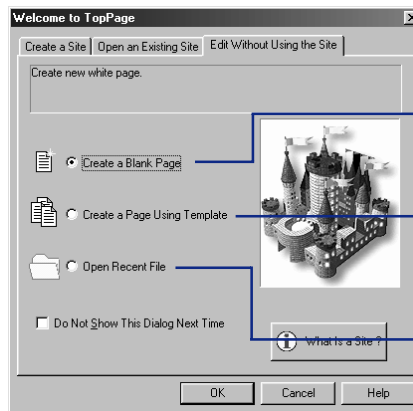
- Creates a site and a blank top page simultaneously.  "Creating a site" on page 4-4
- Creates a site and multiple Web pages simultaneously using templates.
- Registers Web pages you previously created as a site.

- **Open an Existing Site tab**



Opens one of sites you have created.

- **Edit Without Using the Site tab**



Creates a Web page at any place regardless of sites.

Creates a framework of a Web page or Web site using templates regardless of sites.

Opens the recently edited HTML files.

Using attributes and the right mouse button

Knowledge of attributes and clicking using the right mouse button makes TopPage operations easy.



Vocabulary

element

One of the fundamental units that compose a Web page. For example, paragraphs, horizontal rules, tables, and images are elements.

What are attributes?

Each element inserted on a Web page contains attributes. For example, a table contains such attributes as width and color, whereas an image contains such attributes as width and height. Attributes are used mainly for changing appearance.

When you construct a table, you first create the table itself and then you change its width or color. When you insert an image, you first insert the generic image, and then you change its width or height. Thus, when you work with elements in TopPage, you first create or insert elements, and then you change their attributes.

Your method for changing attributes is the same for all elements. When you think “I want to change something about this element,” you need to change its attributes as follows:

- 1 Click the element using the right mouse button to display a pop-up menu.





Tip

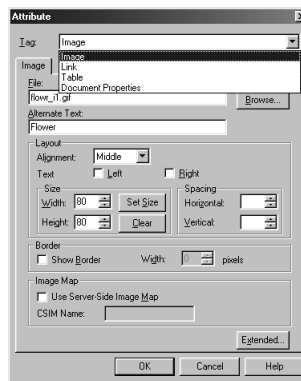
What is a *nested element* ?

If an element contains another element, the one inside is called a nested element. For example, if a table contains an image, the image is a nested element.

Tip

To know how to specify the value of each attribute, click the **Help** button on the **Attribute** dialog box.

- 2 Click the **Attributes** menu to display the **Attribute** dialog box.
- 3 Check the element name displayed in the **Tag** list box on the **Attribute** dialog box. It might not be the target element name; it might be a nested element instead. To display attributes of the target element, select the target element name from the **Tag** list box.



- 4 Change the values of the attributes as you like.
- 5 Click the **OK** button to make the changes take effect.

Clicking using the right mouse button

In the preceding description, if you click an element using the right mouse button, menus other than **Attributes** appear. Most applications that run under Windows enable you to click using the right mouse button to do various tasks. TopPage enables you to click using the right mouse button not only on elements but also on files and folders. If you want to do a certain task with an element, a file, or a folder, try clicking it using the right mouse button.

Chapter 5

Editing text

This chapter explains how to edit text after opening the target Web page. It also explains how to make easy-to-read Web pages by using such elements as headings, horizontal rules, and lists.

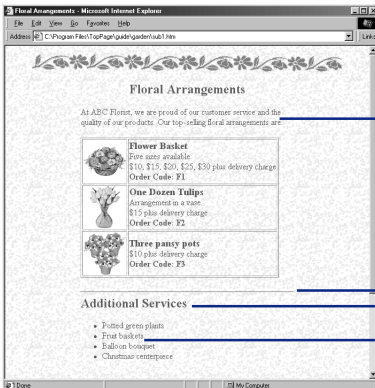
Before doing the tasks in this chapter

1. Start TopPage.

Ref. “Starting and ending TopPage” on page 2-7

2. Open a Web page to be edited.

Ref. “Opening a site and a Web page” on page 4-11



★★★★	Entering text	5-2
★	Changing the appearance of text	5-5
★	Aligning text	5-8
★★★★	Deleting, moving, or copying text	5-9
★	Finding text	5-11
★★	Inserting a heading	5-13
★	Inserting a horizontal rule	5-15
★	Creating a list	5-17
★	Inserting a text file	5-20

Note: The stars (★ to ★★★★★) indicate the importance of the task. The most important tasks are marked by ★★★★★.



Entering text

Because originally HTML is a text-based language for the Internet, entering text is the basic technique for editing a Web page.



Related HTML tags

`<P></P>`

`
`



Tip

To delete the preceding character, press the **Backspace** key. To delete the next character, press the **Delete** key.

Entering text

- 1 Click where you want to start entering text, to position the cursor there.

Floral Arrangements

|

- 2 Enter text using the keyboard.

Floral Arrangements

At ABC Florist, we are proud of our customer service and the quality of our products. Our top-selling floral arrangements are |

Making a line break

Press the **Enter** key to make a line break. A line break is indicated by ↵.




Tip

To hide the ↵ marks, select **Options** from the **Tool** menu to display the **Options** dialog box. Then click the **Appearance** tab, and clear the **Show Newlines** check box.

To make a new paragraph (rather than a line break) when you press the **Enter** key, select the **Create a Paragraph by Pressing the Enter Key** check box on the **General** panel of the **Option** dialog box.

Tip

The  button in the upper left of the **Special Characters** dialog box is for nonbreaking space. Using the **Space** key on the keyboard, you can enter only one space. However, by clicking this nonbreaking space button multiple times, you can enter more than one space.

Entering special characters

To enter special characters that are not on your keyboard, such as a trademark and copyright symbols:

- 1 Position the cursor on the location where you want to insert a special character.
- 2 Select **Special Characters** from the **Insert** menu to display the following dialog box:



- 3 Click the character to insert it.

Floral Arrangements

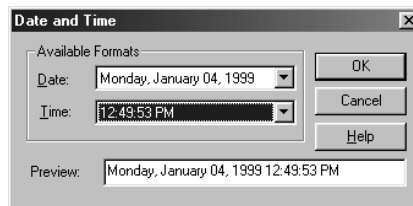
At ABC Florist, we are proud of our customer service and the quality of our products. Our top-selling floral arrangements are:

© |

Inserting the date and time

To insert today's date and time:

- 1 Position the cursor on the location where you want to insert the date and time.
- 2 Select **Date and Time** from the **Insert** menu to display the following dialog box:



- 3 Select the formats for date and time, and click the **OK** button to insert the date and time.

Floral Arrangements

Monday, January 04, 1999 12:49:53 PM

At ABC Florist, we are proud of our customer service and the quality of our products. Our top-selling floral arrangements are:




Changing the appearance of text

This section explains how to select text (a character string) and change its size, color, or face. It also explains how to make the text bold, italic, or underlined.

 **Related HTML tags**

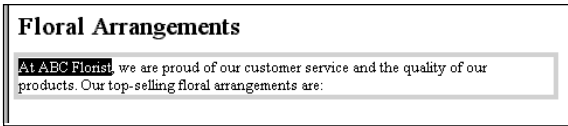
```
<FONT SIZE= COLOR=  
FACE=></FONT>  
<B></B>  
<I></I>  
<U></U>
```

 **Tip**

To select the target text with the keyboard, rather than the mouse, press and hold the **Shift** key and press one of arrow keys.



Selecting the target text

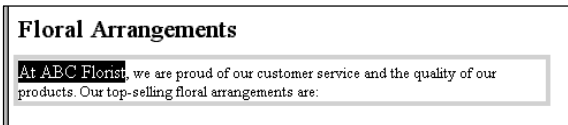
To select the target text, drag it.



Changing the text size


To change the text size:

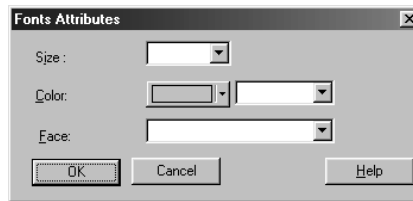
- 1 Select the target text.
- 2 Click the  icon to enlarge the text, or click the  icon to reduce it.




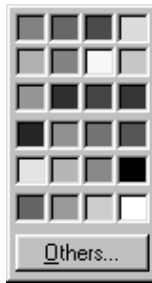
Changing the text color or face

To change the text color or face:

- 1 Select the target text.
- 2 Click the  icon to display the following dialog box.




- 3 To change the color of the text, click the  icon to the right of Color, and then click any color from the pull-down menu.



Tip

If the color you want to use is not available, click the **Others** button to select a color.

Tip

To change the color of text, you can also use the color pallet. After selecting the target text, click the  icon to display the color pallet, and double-click any color on the pallet.



! Note

The selectable fonts vary, depending on the computer you are using.

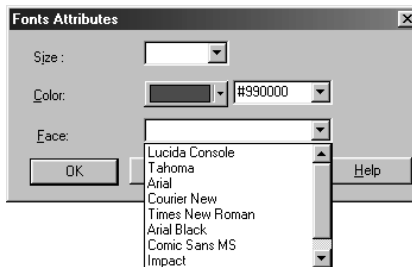
! Note

If the font specified here is not available when someone views your Web site with his or her computer, a substitute font is used.

💡 Tip

To undo the preceding operation, select the same text again and click the same button. The text returns to its original state.

- 4 To change the face, select a font name in **Face**.



- 5 Click the **OK** button to make the changes effective.

Making text bold, italic, or underlined

To make text bold, italic, or underlined:

- 1 Select the target text.
- 2 Click any of the following three buttons.



Button	Explanation	Example
B	Makes the text bold.	Floral Arrangements
<i>I</i>	Makes the text italic.	<i>Floral Arrangements</i>
<u>U</u>	Underlines the text.	<u>Floral Arrangements</u>

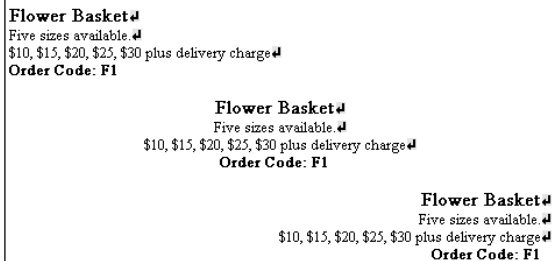
Aligning text

By default, the entered text is aligned to the left. You can change this default, however, and align any paragraph to the right or center.

Related HTML tags

```
<P ALIGN=></P>
```

- 1 Position the cursor on the target paragraph.
- 2 Click the  icon to center the paragraph, or the  icon to align it to the right.



The diagram shows three paragraphs of text, each enclosed in a rectangular box. The first paragraph is left-aligned. The second paragraph is centered. The third paragraph is right-aligned. Each paragraph contains the following text: **Flower Basket**, Five sizes available, \$10, \$15, \$20, \$25, \$30 plus delivery charge, and Order Code: F1.

The original text is aligned to the left, like the first paragraph. You can realign it to the center, like the second paragraph, or to the right, like the third paragraph.



Deleting, moving, or copying text

You can delete, move, or copy text just as you do with other word processors or text editors for Windows.

Tip

To delete a blank paragraph, press the **Backspace** key.

Tip

If you cut the text in this way, the text is temporarily saved in the clipboard.

Tip


What is the clipboard?

The clipboard is where the content that has been "cut" or "copied" is temporarily saved. Because almost every Windows application has the "cut," "copy," and "paste" functions, you can copy text from other word processors or text editors and paste it to TopPage.

The next time you cut or copy text, the content in the clipboard is replaced with the new content.



Deleting text

To delete unnecessary text:

- 1 Select the target text.
- 2 Click the  icon. Or press the **Delete** key to delete the text.

Moving text

To move text, cut and paste it.


- 1 Select the target text.
- 2 Click the  icon to cut the text.
- 3 Position the cursor on the location where you want to insert the text.
- 4 Click the  icon to insert the text at the cursor location.


5



Tip



You can undo the previous operations.

If you made a mistake, click the  icon. This cancels the immediately preceding operation.

You can undo up to 10 previous operations. To redo the operation, click the  icon.

Copying text

To copy text to the clipboard and paste it into another location:

- 1 Select the target text.
- 2 Click the  icon to copy the text to the clipboard.
- 3 Position the cursor on the location where you want to insert the text.
- 4 Click the  icon to insert the text in the cursor location.



Finding text

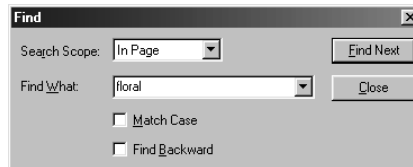
To find specific text in the Web page you are currently editing or in all the Web pages within the site:

Tip

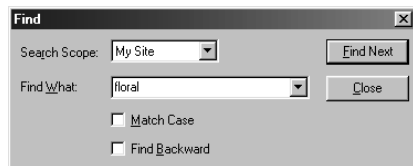
To distinguish between upper and lower case, select the **Match Case** check box. To search text preceding the cursor position, select the **Find Backward** check box.

- 1 Select **Find** from the **Edit** menu to display the **Find** dialog box.
- 2 Select the range to be searched from the **Search Scope** list box. (If you want to search text in the Web page you are editing, select **In Page**. Or if you want to search text in all the Web pages within a site, select the site name.)
- 3 Enter the text to be searched in the **Find What** field.

The following figure is the entry example when searching for text in the Web page you are editing:



The following figure is the entry example when searching for text in all the Web pages within a site:





Tip

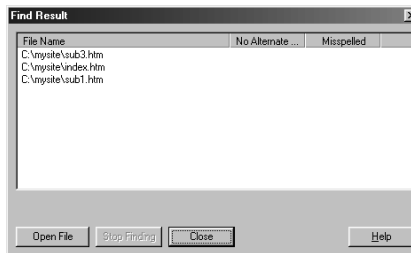
To replace the text with different text, select **Replace** from the **Edit** menu.

- 4 Click the **Find Next** button. If you selected **In Page**, the searched text is highlighted. If you selected a site name, a list of the names of HTML files that contain the searched text is displayed on the **Find Result** dialog box. Double-click an HTML file name to open the Web page and search again within that page.

The following figure is an example of search results, when **In Page** has been selected:



The following figure is an example of search results, when a site name has been selected:





Inserting a heading

You can add headings to help those who visit your Web site for the first time find their target content easily. This section explains how to insert headings, which are actually a type of paragraph, and how to change the type of a paragraph.



Related HTML tags

<P></P>
<H1></H1>
<H2></H2>
<H3></H3>
<H4></H4>
<H5></H5>
<H6></H6>
<ADDRESS></ADDRESS>
<BLOCKQUOTE></BLOCKQUOTE>
<PRE></PRE>

Types of paragraphs

When you enter text into the editor of TopPage, a paragraph of **Normal** type is automatically created. You can change the paragraph into a heading or other type of paragraph. The following types of paragraphs are available.

Types of paragraphs	Explanation	Display example
Normal	This is the normal paragraph. If nothing is specified, this type of paragraph is created.	At ABC Florist, we are proud of our customer service and the quality of our products. Our top-selling floral arrangements are:
Heading	There are six levels of headings: Heading 1 to Heading 6 . Heading 1 is the highest level, and heading 6 is the lowest. On a Web browser, heading text is often displayed in bold font and its size typically becomes bigger as the heading level increases.	Floral Arrangements
Address	This is a paragraph for entering addresses. On a Web browser, the text is often displayed in italics.	<i>New York, 10504, U.S.A</i>
Block quote	This is a paragraph for entering quoted statements. On a Web browser, the paragraph is often indented.	At ABC Florist, we are proud of our customer service and the quality of our products. Our top-selling floral arrangements are:
Preformatted	Text in this format is displayed with fixed-space fonts. You can type two or more continuous spaces just as you can when you are working with Notepad, one of the Windows accessory tools.	+-----+ 123 456 789 123 +-----+ x o x o +-----+



 **Tip**

To insert another type of paragraph, select **Paragraph** and then any paragraph name from the **Insert** menu.

 **Tip**

You can select another type of paragraph, such as **Address** or **Block Quote**, from the list box.

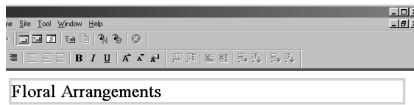
Inserting a heading

To add a new heading:

- 1 Click where you want to insert a heading. Select **Paragraph** and then **Heading 1** from the **Insert** menu to create a blank paragraph for entering the heading text.

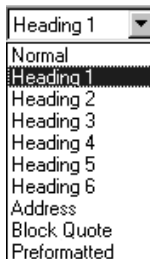


- 2 Enter the heading text.



Making any type of paragraph into a heading

Click the target paragraph and select a heading level (**Heading 1** to **Heading 6**) from the list box on the upper left of the main window. The paragraph becomes the selected type of heading.





Inserting a horizontal rule

Horizontal rules are frequently used for delimiting text.



Related HTML tags


<HR>



Tip

To delete a horizontal rule, click it and press the **Delete** key. Or click it using the right mouse button, and select **Delete** from the displayed pop-up menu.

Inserting a horizontal rule

- 1 Position the cursor on the location where you want to insert a horizontal rule.
- 2 Click the  icon to insert the horizontal rule.

At ABC Florist, we are proud of our customer service and the quality of our products.





Changing attributes of a horizontal rule

You can change the attributes of a horizontal rule, such as its boldness and width as follows:

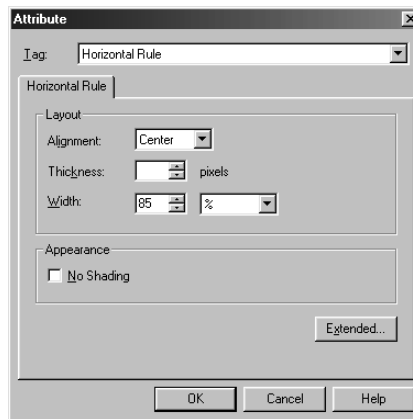
- 1 Click the horizontal rule using the right mouse button, and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Change any item.



Tip

If you want to change some attributes for practice, do the following:

- Select **Center** as **Alignment**.
- Select **85 %** as **Width**.



- 3 Click the **OK** button to change the appearance of the horizontal rule.


At ABC Florist, we are proud of our customer service and the quality of our products.





Creating a list

Lengthy text is difficult to read. Use lists for easy-to-read and good-looking text.


 **Related HTML tags**


```
<UL><LI></UL>
<OL><LI></OL>
```

Types of lists

List type	Explanation	Display example
Bulleted list	A bullet precedes each list item.	<ul style="list-style-type: none"> • Floral Arrangements <ul style="list-style-type: none"> ○ Flower Basket ○ One Dozen Tulips • Additional Services <ul style="list-style-type: none"> ○ Potted green plants ○ Fruit baskets
Ordered list	A number (1, 2, 3, I, ii, iii, and so on.) precedes each list item.	<ol style="list-style-type: none"> 1. Floral Arrangements <ol style="list-style-type: none"> 1. Flower Basket 2. One Dozen Tulips 2. Additional Services <ol style="list-style-type: none"> 1. Potted green plants 2. Fruit baskets
Definition list	Each item is followed by its definition.	Floral Arrangements Flower Basket, One Dozen Tulips Additional Services Potted green plants, Fruit baskets

Tips

To indent (nest) a list item after entering multiple list items, position the cursor on the list item you want to indent and click the  icon. You can indent items by one level only. You cannot indent the first item in the list.

To remove an indentation, click the  icon.

Tips


To divide a list into two lists, position the cursor where the list is to be divided and press the **Enter** key twice.

To join two contiguous lists, press the **Delete** key between them.

Bulleted list


Create a field for each list item of the bulleted list, and then enter any text in it, as follows:

- 1 Click the  icon to create a field for a list item.

Additional Services 

- |

- 2 Type the text for the first item. To go to the next item, press the **Enter** key. To make a line break, press and hold the **Shift** key and then press the **Enter** key.


Additional Services 

- Fruit baskets |

Ordered list

Create a field for each list item of the ordered list, and then enter any text in it, as follows:

- 1 Click the  icon to create a field for a list item.

Additional Services 

1. |



Tip

To change an item number, click the target item using the right mouse button, click the **Attributes** menu, click the **Item** tab, and type a new number for the item in the **Number** field.

- 2 Type the text for the first item. To go to the next item, press the **Enter** key. To make a line break, press and hold the **Shift** key and then press the Enter key.

Additional Services ▾

1. Fruit baskets

Definition list

A definition list is a list of items with their definitions.

- 1 Select **List** and then **Definition List** from the **Insert** menu to create a field for a list item.

Additional Services ▾

- 2 Type the text for the first item, and press the **Enter** key to create a field for the definition.

Additional Services ▾

Fruit baskets

- 3 Type the text for the definition of the first item. To go to the next item, press the **Enter** key. To make a line break, press and hold the **Shift** key and then press the **Enter** key.

Additional Services ▾

Fruit baskets

oranges, apples, pears, grapefruit, bananas and other fruits of the season

Inserting a text file

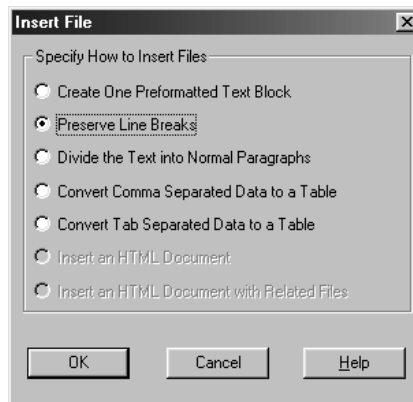
To insert a text file (*.txt) at the location where you positioned the cursor:

Tip

To insert an HTML file (*.htm or *.html) instead of a text file, select **HTML files** from the **Files of type** list box in the **Open** dialog box, and select **Insert an HTML Document** or **Insert an HTML Document with Related Files** in the **Insert File** dialog box.

To insert a CSV file (*.csv) as a table, select **CSV files** from the **Files of type** list box in the **Open** dialog box, and select **Convert Comma Separated Data to a Table** in the **Insert File** dialog box.

- 1 Select **File** from the **Insert** menu to display the **Open** dialog box.
- 2 Select **Text files** from the **Files of type** list box, specify the name of the target text file, and click the **Open** button to display the following dialog box:



- 3 To insert the content of the text file at the cursor position, select one of the following insertion methods, and click the OK button. (Normally, select **Preserve Line Breaks** or **Divide the Text into Normal Paragraphs**.)
 - **Create One Preformatted Text Block**, making one paragraph of preformatted text.
 - **Preserve Line Breaks**, leaving the line breaks in the text file.
 - **Divide the Text into Normal Paragraphs**, eliminating line breaks and creating a new paragraph at a blank line of the inserted text.

Chapter 6

Creating tables

An attractive layout is possible through the skillful use of tables. Naturally, you can use tables to arrange data. In Web pages, you can also use tables to lay out images and text in absolute positions.

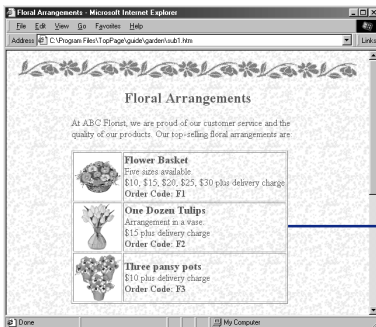
Before doing the tasks in this chapter

1. Start TopPage.

Ref. “Starting and ending TopPage” on page 2-7

2. Open a Web page to be edited.

Ref. “Opening a site and a Web page” on page 4-11



- ★ ★ ★ Creating a table 6-2
- ★ Changing the size and position of a table 6-6
- ★ Changing the table attributes 6-8
- ★ Changing the cell attributes 6-12



Creating a table

You can create a new table, even using spreadsheet software to manage the data. You can add or delete columns and rows later.


Related HTML tags

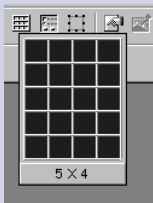
```
<TABLE></TABLE>
<TR></TR>
<TD></TD>
```

Tip

To delete an unnecessary table, click the table using the right mouse button, and select **Delete Table**.

Tip


Another way to create a table is dragging the  icon downward diagonally to the right. A table array appears, as shown in the following figure:

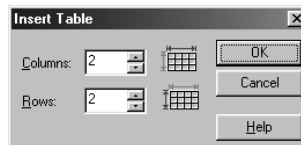


The small squares indicate cells. After dragging to adjust the number of cells, release the mouse button to create a blank table with the specified array.

Creating a table

To create a blank table and fill it with text:

- 1 Position the cursor at the location where you want to create a table, and click the  icon to display the **Insert Table** dialog box.
- 2 Enter the number of rows in the **Rows** field and the number of columns in the **Columns** field:



- 3 Click the **OK** button to create a blank table:



- 4 Position the cursor in a cell and type the data for that cell. Move to the next cell and type its data, and so on:

1	Flower Basket
	Five sizes available
	\$10, \$15, \$20, \$25, \$30 plus delivery charge
	Order Code: F1
2	One Dozen Tulips
	Arrangement in a vase
	\$15 plus delivery charge
	Order Code: F2



Note

When you create a table from CSV format data, cells that include numerals only are automatically aligned to the right, whereas other cells are aligned to the left.

Creating a table by inserting spreadsheet data

You can insert a spreadsheet file or spreadsheet data created by a spreadsheet application into TopPage in one of the following ways. The spreadsheet file must be in either the CSV (comma-separated values) format or the tab-separated format.

- After selecting the data in the editor of a spreadsheet application, drag and drop the selected data into the editor of TopPage.
or:
- Copy the data in the editor of a spreadsheet application and paste it into the editor of TopPage by clicking the target position using the right mouse button and then clicking **Paste**.
or:
- If there is a spreadsheet file in the CSV format or tab-separated format, select **File** from the **Insert** menu, open the file using the displayed dialog box, and select **Convert Comma Separated Data to a Table** or **Convert Tab Separated Data to a Table** on the displayed Insert File dialog box.





Tip

You can add a column or row to the top, bottom, left, or right of the clicked cell.



Tip

You can also add a column to the right of the selected cell by clicking the  icon. You can also add a row under the selected cell by clicking the  icon.



Tip



To add multiple rows or columns at a time, select any menu except **Specify and Add** from the pop-up menu, enter the number of rows or columns to be added in the dialog box, and then click either the **Above**, **Below**, **Left**, or **Right** button.

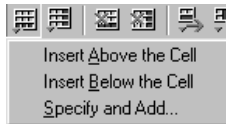
Adding a column or row

To add a column or row to the table:







- 1 Click a cell.

1	Flower Basket  Five sizes available  \$10, \$15, \$20, \$25, \$30 plus delivery charge  Order Code: F1
2	One Dozen Tulips  Arrangement in a vase  \$15 plus delivery charge  Order Code: F2
3	Three pansy pots  \$10 plus delivery charge  Order Code: F3

- 2 To add a column, press the  icon on the Table toolbar for 2 or more seconds. To add a row, press the  icon for 2 or more seconds until the following pop-up menu appears:



- 3 To add a column or row, select any menu except **Specify and Add**.

1	Flower Basket  Five sizes available  \$10, \$15, \$20, \$25, \$30 plus delivery charge  Order Code: F1
2	One Dozen Tulips  Arrangement in a vase  \$15 plus delivery charge  Order Code: F2





Note

When a column or row is deleted, the content of the cells is also erased. To avoid erasing the content of the cells, select **Option** from the **Tool** menu and clear the **Delete the Table and the Contents** check box on the **General** tab of the **Option** dialog box. Then when you delete a column or row, its content moves to the preceding column or row.

Deleting a row or column

To delete an unnecessary column or row:

- 1 Click any cell that the unnecessary column or row includes.
- 2 Click the  icon to delete the column. Click the  icon to delete the row.

Changing the size and position of a table

You can specify the table size either in pixels or in percentage. You can also place the table in the center of the screen for a symmetrical layout.

Related HTML tags

```
<TABLE WIDTH= HEIGHT= >  
<CENTER></CENTER>
```

Vocabulary

pixel

A small square colored dot that is frequently used as a unit defining the display resolution or the image size. In HTML, a pixel is a unit defining the size of each element.

Tip

To change the size of a certain cell, click the target cell and drag one of the eight black square marks on its perimeter.

Specifying the table size in pixels

To specifying the table size in pixels, just drag the table.

- 1 Click outside the table border to select the entire table.

1	Flower Basket ⚡ Five sizes available. ⚡ \$10, \$15, \$20, \$25, \$30 plus delivery charge ⚡ Order Code: F1
2	One Dozen Tulips ⚡ Arrangement in a vase. ⚡ \$15 plus delivery charge ⚡ Order Code: F2
3	Three pansy pots ⚡ \$10 plus delivery charge ⚡ Order Code: F3

- 2 Drag one of the eight black square marks on the perimeter of the table to change the table size. When you release the mouse button, the new size is defined.

1	Flower Basket ⚡ Five sizes available. ⚡ \$10, \$15, \$20, \$25, \$30 plus delivery charge ⚡ Order Code: F1
2	One Dozen Tulips ⚡ Arrangement in a vase. ⚡ \$15 plus delivery charge ⚡ Order Code: F2
3	Three pansy pots ⚡ \$10 plus delivery charge ⚡ Order Code: F3



Specifying the table size in percentages


If you do not want to define the absolute table size--for example, because you want to change the table size according to the screen size of a Web browser--specify the size in percentages (%).

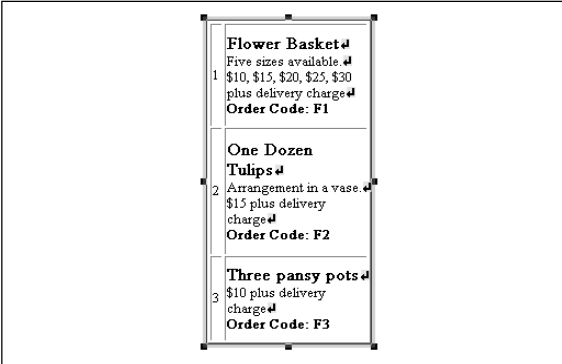
- 1 Click the table using the right mouse button and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Click the **Table** tab.
- 3 Type a percentage (0 to 100) in the left box of **Table Width**, then select % in the right box.
- 4 Click the **OK** button to change the table size.









6

Placing a table in the center

To place the table in the center of the screen for a symmetrical layout:

- 1 Click outside the table border to select the entire table.
- 2 Click the  icon to place the table in the center.



1	Flower Basket  Five sizes available.  \$10, \$15, \$20, \$25, \$30 plus delivery charge  Order Code: F1
2	One Dozen Tulips  Arrangement in a vase.  \$15 plus delivery charge  Order Code: F2
3	Three pansy pots  \$10 plus delivery charge  Order Code: F3

Changing the table attributes

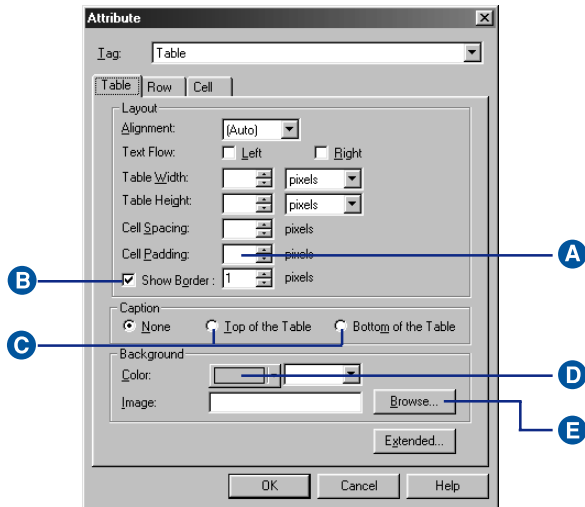
After creating a table, you can change its appearance by changing the attributes of the entire table. For example, you can:

- Add color to the table.
- Hide the table borders.
- Add a title to the table.
- Increase the cell padding.
- Paste wallpaper into the background of the table.

Related HTML tags

```
<TABLE CELLPADDING=  
BORDER= BGCOLOR=  
BACKGROUND= >  
<CAPTION ALIGN= >
```

- 1 Click the target table using the right mouse button, and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Click the **Table** tab. Using the **Table** panel displayed, you can change an attribute for the entire table.



A Increasing the cell padding

Specify the size of the white space between borders and content in **Cell Padding**. If nothing is specified, the default is 1. (The following figure is an example of the changed appearance.)

1	Flower Basket ⚑ Five sizes available. ⚑ \$10, \$15, \$20, \$25, \$30 plus delivery charge. ⚑ Order Code: F1
2	One Dozen Tulips ⚑ Arrangement in a vase. ⚑ \$15 plus delivery charge. ⚑ Order Code: F2
3	Three pansy pots ⚑ \$10 plus delivery charge. ⚑ Order Code: F3

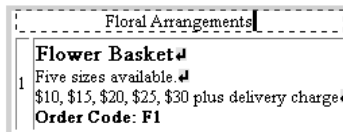
B Hiding the table borders

If you use a table for layout, you might want to hide its borders. To do so, clear the **Show Border** check box. Though borders become dotted lines in the editor of TopPage, they are hidden in the screen of Web browsers. (The following figure is an example of the changed appearance.)

1	Flower Basket ⚑ Five sizes available. ⚑ \$10, \$15, \$20, \$25, \$30 plus delivery charge. ⚑ Order Code: F1
2	One Dozen Tulips ⚑ Arrangement in a vase. ⚑ \$15 plus delivery charge. ⚑ Order Code: F2
3	Three pansy pots ⚑ \$10 plus delivery charge. ⚑ Order Code: F3

C Adding a title to a table

To add a title to a table, select **Top of the Table** or **Bottom of the Table** in the **Attribute** dialog box. After clicking the **OK** button, enter any title in the blank field displayed. (The following figure is an example of the changed appearance.)



Floral Arrangements	
1	Flower Basket ↓ Five sizes available. ↓ \$10, \$15, \$20, \$25, \$30 plus delivery charge ↓ Order Code: F1

D Adding color to a table

To add color to the entire table, click the colored button to the right of **Color** in the **Attribute** dialog box and select any color from the pop-up menu displayed. (The following figure is an example of the changed appearance.)



1	Flower Basket ↓ Five sizes available. ↓ \$10, \$15, \$20, \$25, \$30 plus delivery charge ↓ Order Code: F1
2	One Dozen Tulips ↓ Arrangement in a vase. ↓ \$15 plus delivery charge ↓ Order Code: F2
3	Three pansy pots ↓ \$10 plus delivery charge ↓ Order Code: F3



Tip

Sample wallpapers exist in the \Program Files\IBM NetObject TopPage\Sample\image\wallppr\ folder.

E Pasting wallpaper into the background of a table

Click the **Browse** button in the **Attribute** dialog box to select and paste a wallpaper image as the background for the table. (The following figure is an example of the changed appearance.)

1	Flower Basket ↓ Five sizes available. ↓ \$10, \$15, \$20, \$25, \$30 plus delivery charge. ↓ Order Code: F1
2	One Dozen Tulips ↓ Arrangement in a vase. ↓ \$15 plus delivery charge. ↓ Order Code: F2
3	Three pansy pots ↓ \$10 plus delivery charge. ↓ Order Code: F3

- 3 Click the **OK** button to make the changes take effect.

Changing the cell attributes

After creating a table, you can change its appearance by changing the attributes of individual cells. For example, you can:

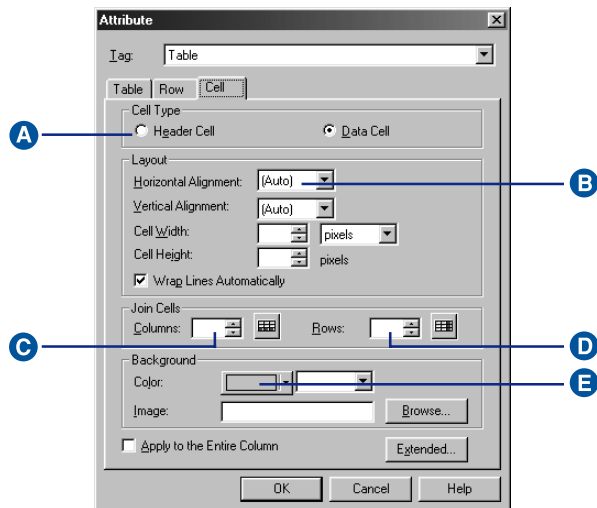
- Change a data cell into a header cell.
- Align text in a cell to the right.
- Merge cells horizontally or vertically.
- Add color to a cell.

If you want to change the attributes of multiple cells at a time, select multiple cells before the following operation.

Related HTML tags

```
<TD ALIGN=COLSPAN=  
ROWSPAN=BGCOLOR=>  
<TH></TH>
```

- 1 Click the target cell using the right mouse button and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Click the **Cell** tab. Using the **Cell** panel displayed, you can change the attribute for the selected cell.



A Changing a data cell into a header cell

There are two types of cells: data cells and header cells. Cells are ordinarily data cells. Header cells are typically bold and displayed in the center. Select **Header Cell** to change a data cell to a header cell. (The following figure is an example of the changed appearance.)

Floral Arrangements	
1	Flower Five sizes \$10, \$15, \$ Order Co One Do

B Aligning text in a cell to the right

If you want to align text (usually numbers) to the right, select **Right** from the **Horizontal Alignment** box. (The following figure is an example of the changed appearance.)

Floral Arrangements	
1	Flower Five sizes \$10, \$15, \$ Order Co One Do


C Joining cells horizontally

To join cells horizontally, type 2 or a higher number (for the number of cells to be joined) in **Columns** under **Join Cells** in the **Attribute** dialog box for the cells to be joined in a rightward direction from the selected cell. To cancel the joining, delete the number in **Columns**. (The following figure is an example of the changed appearance.)

Floral Arrangements	
1	Flower Basket Five sizes available \$10, \$15, \$20, \$25, \$30 plus delivery charge Order Code: F1 One Dozen Tulips




Tip

You can also join cells horizontally by clicking the left cell to be joined, and then clicking the  icon.




Tip

You can also join cells vertically by clicking the top cell to be joined, and then clicking the  icon.



Tip

Another way to change the cell color is to select a cell or cells, click the  icon to display the color pallet, and then double-click on any color on the pallet.

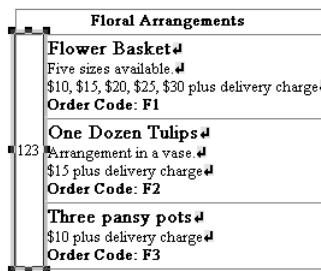


Tip

To change the attributes for the entire row that include the selected cell, click the **Row** tab and specify each item.

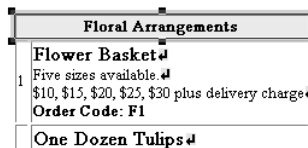
D Joining cells vertically

To join cells vertically, type 2 or a higher number (for the number of cells to be joined) in **Rows** under **Join Cells** in the **Attribute** dialog box for the cells to be joined in a downward direction from the selected cell. To cancel the joining, delete the number in **Rows**. (The following figure is an example of the changed appearance.)



E Adding color to a cell

To add color to the selected cell, click the colored button to the right of **Color** in the **Attribute** dialog box, and select any color from the pop-up menu displayed. (The following figure is an example of the changed appearance.)



- 3 Select the **Apply to the Entire Column** check box to change the attributes to all the cells in the same column.
- 4 Click the **OK** button to make the changes take effect.

Chapter 7

Inserting images

For your Web pages, you will use image files in the JPEG or GIF format. The JPEG format image permits the use of colors more than the GIF format image, so it is suitable for photographic data.

This chapter explains how to insert images into a Web page, how to change the image attributes, how to edit an image, and so on.

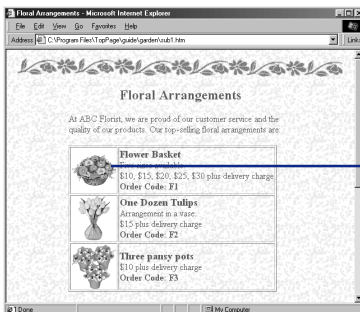
Before doing the tasks in this chapter

1. Start TopPage.

Ref. “Starting and ending TopPage” on page 2-7

2. Open a Web page to be edited.

Ref. “Opening a site and a Web page” on page 4-11



- ★★★★ Inserting an image 7-2
- ★ Changing the size of the displayed image ... 7-6
- ★★ Deleting, moving, or copying an image 7-7
- ★ Laying out text around an image 7-9
- ★★ Adding an explanation to an image 7-13
- ★ Editing an image 7-15



Inserting an image

The insertion of an image is the first step in handling images in TopPage.



Related HTML tags



Tip

You can insert an image file of a format other than GIF or JPEG into the edit field of TopPage. The file is automatically converted to the GIF or JPEG format image file.

Refer to [Appendix C, "Image file formats"](#)



Note

When the  mark appears

This mark appears if an image is not inserted correctly. Check the file name or folder.



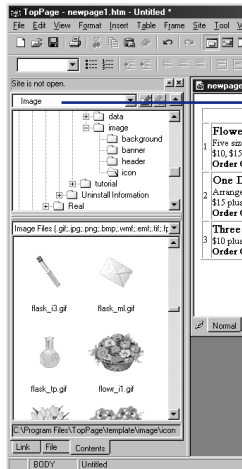
Tip

While you are dragging the image on the edit field, the cursor that indicates the inserting point is displayed. When you drop an image, it is inserted at the cursor position.

Inserting an image with a drag-and-drop operation

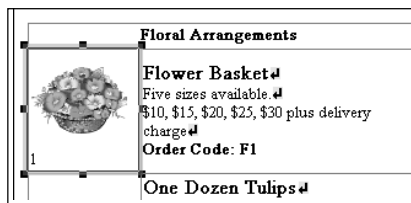
You can view all the images in a certain folder to select the target image before inserting it with a drag-and-drop operation.

- 1 Click the **Contents** tab to open the **Contents** pane.
- 2 Select the target folder in the upper side of the **Contents** pane to view the image files in it.




To select materials attached to TopPage quickly, select **Image** in the top box of the **Contents** pane.

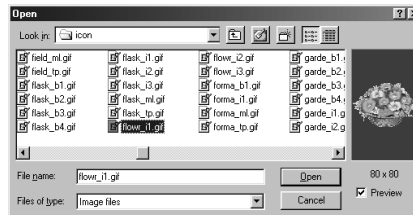
- 3 Click the target image, drag it, and drop it into the **Normal** pane of the Web page you are editing. The image is inserted into the position where it was dropped.



Inserting an image by specifying a file name

If you know the file name of the target image, this method might be easier.

- 1 Position the cursor at the location where you want to insert an image.
- 2 Click the  icon to display the **Open** dialog box.
- 3 Select the target image file, and click the **Open** button to insert the image.



Tip

Paint is one of Windows accessory tools that handles images. To start *Paint*, click the **Start** menu of Windows, **Program**, **Accessories**, and then **Paint**. To select the whole image displayed on the editor of *Paint*, select **Select All** from the **Edit** menu. (In addition to this method, there are other methods for selecting an image or the part of an image.)

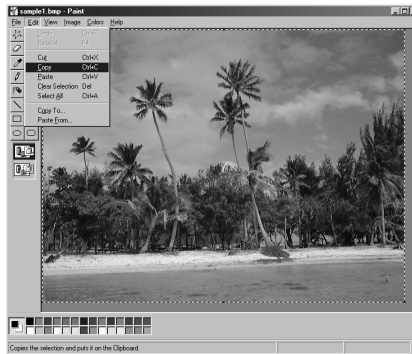
Tip

Images pasted through the clipboard are automatically converted into the GIF or JPEG format.

Inserting an image through the clipboard

You can paste an image onto the cursor position by copying image data from another application into the clipboard and then selecting **Paste** from the **Edit** menu of TopPage. The following example describes how to paste data from *Paint* onto the TopPage edit field.

- 1 Display an image on *Paint*, select the part of an image you want to copy, and then select **Copy** from the **Edit** menu to copy the image into the clipboard.



- 2 Select **Paste** from the **Edit** menu of TopPage to paste the image onto the Web page you are editing.



Note

Before doing this task, check that the TWAIN driver is correctly installed and you connected the TWAIN device to the computer.


You should read the guide included with the TWAIN device for information on the operation of the TWAIN driver.

Tip

Images imported from a TWAIN device are automatically converted into the GIF or JPEG format.

Importing an image from a TWAIN device

If you have a TWAIN 32-bit compatible digital camera or scanner, you can import images directly.


- 1 Position the cursor at the location where you want to insert an image.
- 2 Click the  icon to display the **Open** dialog box.
- 3 Click the **Cancel** button to close the **Open** dialog box and to display the **Image** dialog box.
- 4 Select **Open from a TWAIN Compliant Device** and click the **OK** button to display the dialog box for selecting a TWAIN device.
- 5 Select the name of your TWAIN device (or the name of its TWAIN driver you have installed), and click the **Open Image** button to display the window for the TWAIN driver.
- 6 Using the function of the TWAIN driver, import the target image. When the importing is complete, a dialog box for specifying the file name is displayed. Specify a file name and click the **Save** button to insert the image at the cursor position.

Changing the size of the displayed image

After inserting an image, you can change its displayed size.

Note

This task changes only the appearance of the image; it does not change the actual image size.

 "Editing an image" on page 7-15

Related HTML tags

```
<IMG SRC= WIDTH= HEIGHT= >
```

Note

If you drag one of the black square marks in the four corners, the vertical-horizontal ratio of the image does not change. However, if you drag one of the black square marks not on the corners, the ratio changes.

Tip

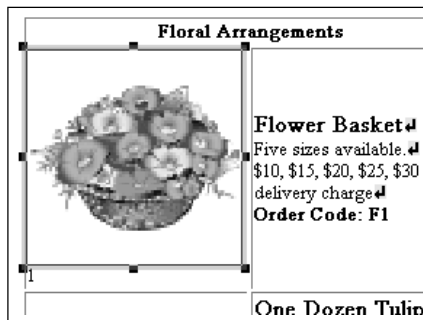
To return the image to its original size, click it using the right mouse button, select **Attributes** from the pop-up menu to display the **Attribute** dialog box, click the **Set Size** button, and click the **OK** button.

To clear the specification of the image size, click **Clear** in the **Attribute** dialog box.

- 1 Click anywhere on the target image to select it.



- 2 Drag one of eight black square marks around the image to change its displayed size. When you release the mouse button, the size is determined.





Deleting, moving, or copying an image

This section explains how to delete an unnecessary image, how to move an image to another position, and how to copy an image or to paste the same image repeatedly.

Deleting an image

To delete an unnecessary image, click it using the right mouse button, and select **Delete** from the pop-up menu.

Moving an image

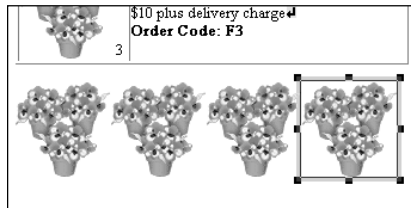
To move an image:

- 1 Click the target image to select it.
- 2 Click the center (any part other than eight black square marks) of the image.
- 3 Drag the image. When you release the mouse button, the new position is fixed.

Copying an image

To copy an image or to paste the same image repeatedly:


- 1 Click the target image to select it.
- 2 Click the center (any part other than eight black square marks) of the image.
- 3 Press and hold the **Ctrl** key and drop the image. When you release the mouse button to paste the dragged image, the image is copied in the new position. Keep holding the **Ctrl** key and click for each copy you want.





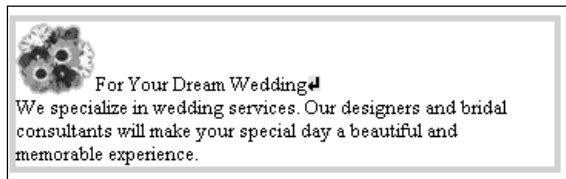
Laying out text around an image

Ordinarily, you can lay out only a single line of text beside an image. However, you can change this setting and lay out several lines of text beside an image to make it into a natural layout. Then you should probably increase the spacing of the image to improve its appearance.

 **Related HTML tags**

Typing text beside an image

When you type text beside an image, you see that only a single line of text is laid out beside the image. The other lines are below the image.

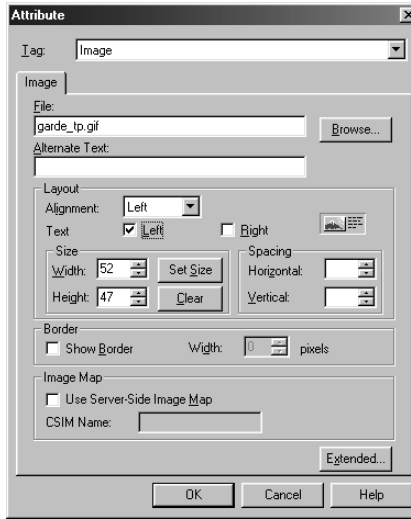


Flowing text around an image

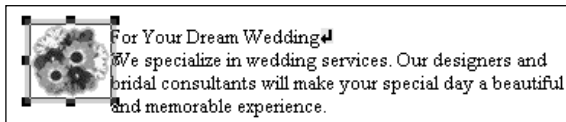
To flow text to the left or right of an image:

- 1 Click the target image using the right mouse button, and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.

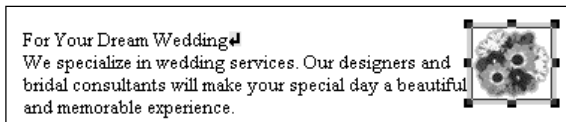
- 2 Select the **Left** or **Right** check box next to **Text**, and click the **OK** button.



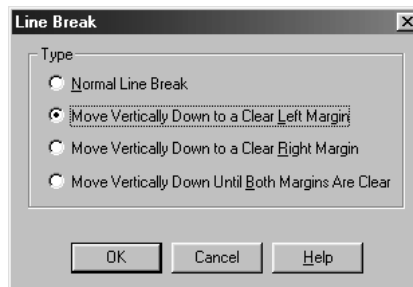
If you selected the **Left** check box, text flows on the right side of the image.



If you selected the **Right** check box, text flows on the left side of the image.



- 3 To end text flow in the middle of the text, press and hold the **Ctrl** key and press the **Enter** key at the point where you want to end the flow.
- 4 If you selected the **Left** check box, select **Move Vertically Down to a Clear Left Margin** on the **Line Break** dialog box. If you selected the **Right** check box, select **Move Vertically Down to a Clear Right Margin**.



- 5 Press the **OK** button. The text flow ends at the point you specified.



Tip

You can also flow text between two images. In this case, to end text flow in the middle of the text, select **Move Vertically Down Until Both Margins Are Clear** on the **Line Break** dialog box.

Increasing space around an image

Adding the suitable space around the image gives it a neat appearance.

- 1 Click the target image using the right mouse button and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Type the number of pixels in the fields beside **Horizontal** and **Vertical** of **Spacing**. (*Horizontal* means to the left and right of an image and *vertical* means to the top and bottom of an image). The larger the numerical value, the greater the spacing.
- 3 Click the **OK** button to increase the space around the image.



Adding an explanation to an image

Inserting images beautifies your Web pages, but the images cannot be displayed by visitors to your Web site who are not set up to display GIF or JPEG images. An explanation added to an image enables those who cannot view it to understand its content. It is good etiquette to add an explanation to each of your images.

Related HTML tags

Tip

Image explanations are needed in instances such as:

- If a Web browser that does not support the viewing of images is used.
- If reading images is not set, to speed up the line.
- If a visually handicapped person is visiting your site.

Adding an explanation to each image

There is no limit to the number of characters you can use for the explanation, which is called *alternate text*.

- 1 Click the target image using the right mouse button, and select **Attributes** from the pop-up menu to display the **Attribute** dialog box.
- 2 Enter the explanation for the image in **Alternate Text** and click the **OK** button. (The appearance of the image does not change, but an explanation of the image is added to the HTML source.)

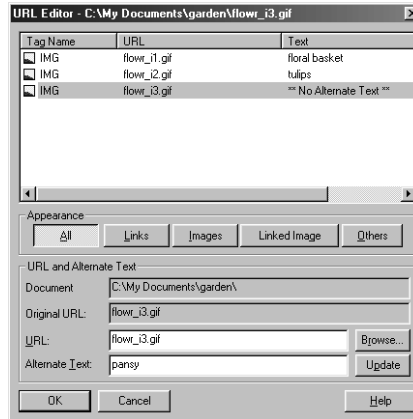
Checking that explanations are added to all images

To check whether the explanations for all the images used on the Web page being edited have been entered correctly:

- 1 Select **URL Editor** from the **Tool** menu to open the URL Editor, which checks alternate text added to your images and links.
- 2 Click the **Image** button to display all the images used on the Web page being edited. The alternate text for each image is displayed in **Text**. If there is an image with no alternate text, the message ***** No Alternate Text ***** is displayed in **Text**.
- 3 Click an image with no alternate text. The file name of the image appears in the **URL** field.



- 4 Type the explanation of the image in a field beside **Alternate Text**.




- 5 Click the **Update** button to update the information. Click the **OK** button to close the URL Editor.

Note

Remember to add alternate text to images with links, because Web browsers that do not display images enable readers to jump using the alternate text.

To check the alternate text only for linked images, select the **Linked Image** button instead of the **Image** button in the URL Editor.

 “Setting a link on an image” on page 8-8



Editing an image

While editing a Web page, you can resize images and do simple retouching, which is called *editing*.

Note

If you resize an image through editing, not only does the appearance change, but the actual image file changes, too. Therefore, before resizing, copy the target image file if necessary.

Tip

To create new images, use WebArt Designer.

 Chapter 10, "Creating materials"

Here *editing* includes any of the following:

- Converting an image file from GIF to JPEG format, or from JPEG to GIF
 - Trimming an image
 - Rotating an image
 - Resizing the size of an image file to match it to the display size
- Adjusting the image quality or reducing the number of colors

Making an image display progressively from a low resolution to a higher resolution

For the GIF format image only, changing one or more colors used in the image into transparency, to blend the image into the background

For the JPEG format image only, adding special effects such as sharpening the image or adding a sepia color

Click the target image using the right mouse button and select **Edit Image** from the pop-up menu to display the following dialog box



- 2 Click the **Help** button to display the online help.
- 3 Read the online help and edit the image.

Setting links

Chapter 8


Using the link function, a visitor to your site can jump to a specific Web page simply by clicking text or an image with a link. This chapter explains how to set a link to text or an image, how to change a link destination, and so on.

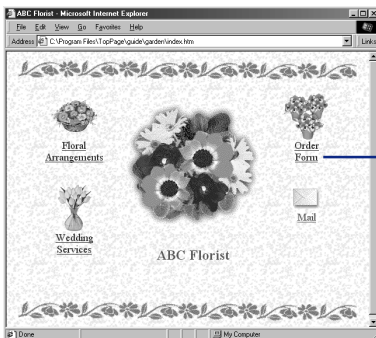
Before doing the tasks in this chapter

1. Start TopPage.

 “Starting and ending TopPage” on page 2-7

2. Open a Web page to be edited.

 “Opening a site and a Web page” on page 4-11



- ★★★ Setting a link on text 8-2
- ★ Setting a link on an image 8-8
- ★ Changing a link destination 8-9
- ★ Checking the link status 8-10

Setting a link on text

There are four types of links according to the link destination. A link might enable you to jump to:

- Another Web page at your site
- Another place on the same Web page
- Another Web page on the Internet
- A file other than HTML such as an image file, sound file, program file, and so on

This section explains how to set each type of link in the selected text.



Related HTML tags


```
<A HREF= NAME= ></A>
```

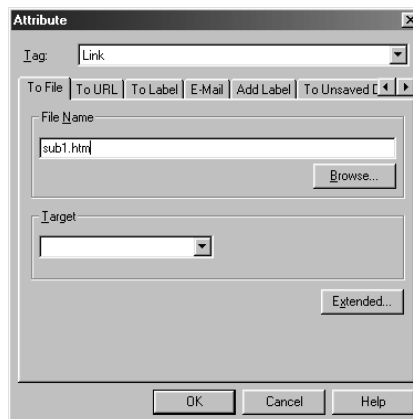
Setting a link to another Web page at your site

You can set a link to another page, for example, to jump from the top page to any of the subpages of your site.


- 1 Select the text that you want to link from.

Floral Arrangements

- 2 Click the  icon to display the **Attribute** dialog box for a link.
- 3 Click the **To File** tab.
- 4 Click the **Browse** button, select an HTML file as the link destination in the displayed dialog box, and click the **Open** button to specify the selected file name in the **File Name** box.



 **Tip**

To make a Web page displayed in the edit field the link destination, drag the  icon beside the **Normal** tab of the destination Web page and drop it onto another Web page (to include the link source). The title of the link destination Web page is set as the link source text.

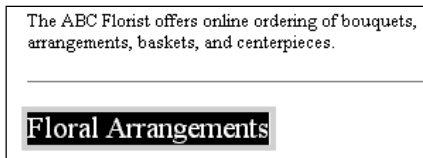
- 5 Check the specified HTML file name (*.htm or *.html), and click the **OK** button to set a link to the selected text.


Floral Arrangements

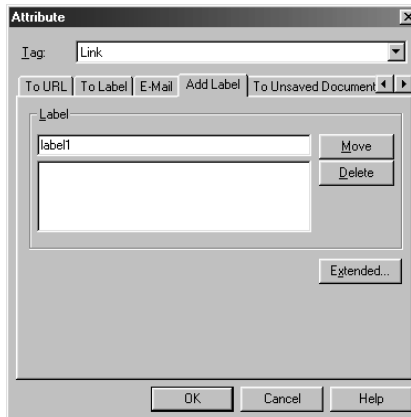
Setting a link to another place on the same Web page

You can add a label to a specific text on a Web page and make it the link destination. This method is useful if you want to place a summary of the Web page at the beginning of the page and then enable a visitor to jump to a lower part of the page.

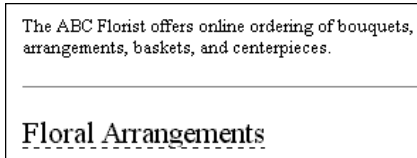
- 1 Select text for the link destination.



- 2 Click the  icon to display the **Attribute** dialog box for a link.
- 3 Click the **Add Label** tab, and type a label name.




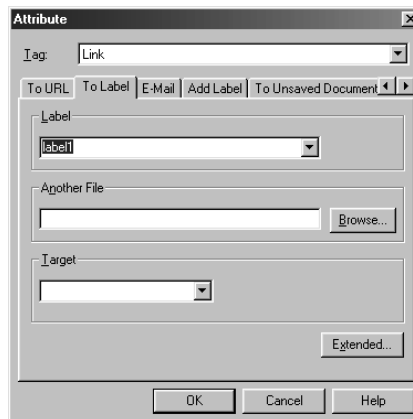
- Click the **OK** button to assign the label to the selected text. A dotted underline is added to the labeled text.



- Select text for the link source.



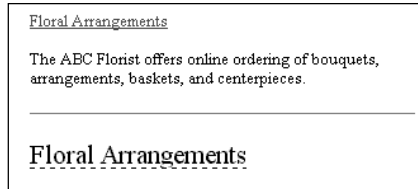
- Click the  icon again to display the **Attribute** dialog box for a link.
- Click the **To Label** tab, and select the previously specified label name from the **Label** list box.



Tip


To set a link to specific text on another Web page at the same site, click the **Browse** button on the **To Label** tab, select the link destination file, and select the label name.

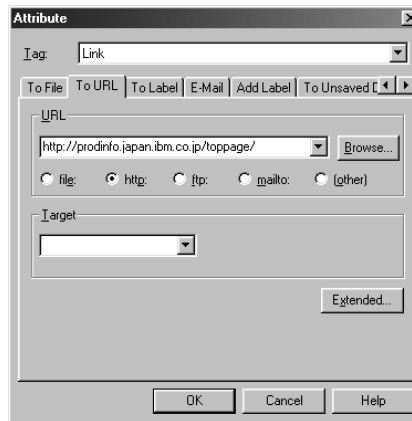
- 8 Click the **OK** button to set a link to the labeled text.




Setting a link to another Web page on the Internet

Here, the term “Web page on the Internet” means a URL beginning with “http: ” or “ftp:.”

- 1 Select text for the link source and click the  icon to display the **Attribute** dialog box for a link.
- 2 Click the **To URL** tab.
- 3 Select **http:** or **ftp:**, and then enter the target URL.



- 4 Click the **OK** button to set the link.



Setting a link to a file other than an HTML file

To set a link to a non-HTML file such as an image file, a sound file, or a program file, type the destination file name on the **To File** tab in the same way as described in “Setting a link to another Web page at your site” on page 8-2. If you set a link to a program file, the program can be downloaded when the link source is clicked on a Web browser.

Setting a link on an image


The previous “Setting a link on text” section explains how to set a link on text. You can set a link on an image in the same way. Then a visitor to your Web site can jump to the link destination by clicking the image.

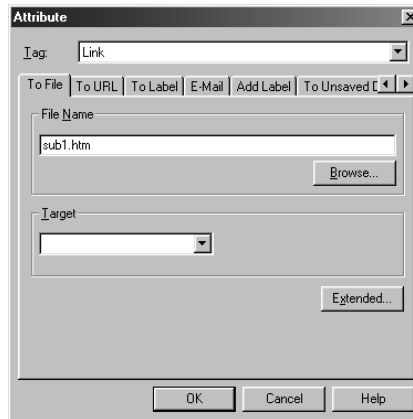
Related HTML tags

```
<A HREF= NAME= ></A>
```

- 1 Click the image that you want to link from.



- 2 Click the  icon to display the **Attribute** dialog box for a link.



- 3 Set the link destination as described in the “Setting a link on text” section on page 8-2.

Changing a link destination

After you have set a link, you can use the **URL** box on the toolbar to change a link destination or to cancel the link.

Tip

To change a link destination using the **Attribute** dialog box that you used for setting a new link, click the link-source text or image using the right mouse button, and select **Attributes** from the pop-up menu. Select **Link** from the **Tag** list box to display the link attributes including a link destination.

Tip

The **URL** box is not only for changing or canceling link destinations, but also for setting new links. To use the **URL** box to set a new link, select the link-source text or image, and enter the link destination directly into the **URL** box.

Tip

Another way of canceling a link is to click the link-source text or image, and either clear the **URL** box on the toolbar or select **Release Link** from the **Edit** menu.

Changing a link destination


To change a link destination:

- 1 Click the link-source text or image to display the link destination in the **URL** box on the toolbar.



URL: sub1.htm Target:

- 2 Delete the old link destination and type the new one.



URL: sub2.htm Target:



- 3 Press the **Enter** key to set the new link destination.

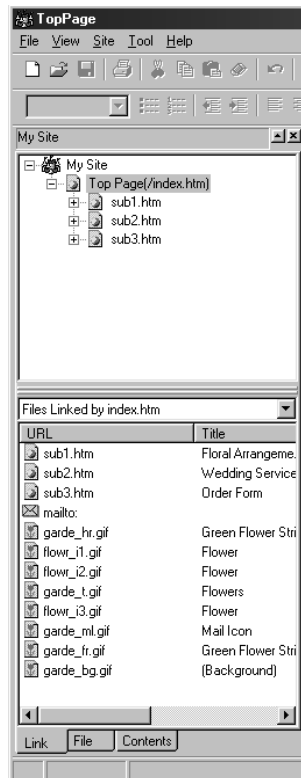
Canceling a link

To cancel a link, click the link-source text or image using the right mouse button, and select **Release Link** from the pop-up menu.

Checking the link status















You can use the **Link** tab of the Site Manager to check that the links for each page are correctly set. If you find a mistake, you can open the page and correct it.

- 1 Click the **Link** tab of the Site Manager. Then in the upper half of the **Link** pane, check the hierarchical link structure with the top page as the apex.
- 2 Click the target page to display a list of link destinations. The  mark indicates that there is a file for the link destination. The  mark indicates that there is no file (the link is incorrectly set), so open the corresponding page and correct it.





The following marks might be displayed in the **Link** pane.

Mark	Meaning
	Indicates a link to an HTML file.
	Indicates a link to a frame page.
	Indicates a link to a label.
	Indicates a label.
	Indicates an image.
	Indicates a client side image map.
	Indicates a link from an image map.
	Indicates a link to a page on a Web server.
	Indicates a Java applet.
	Indicates plug-in object.
	Indicates a link containing an e-mail address.
	Indicates a link to an FTP server.
	Indicates a link to a CGI program.
	Indicates a link to a CSS file.

Designing Web pages using style sheets

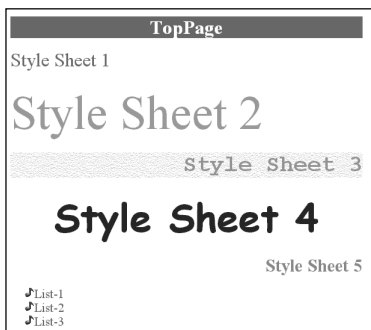
Chapter 9

A style sheet is a very recent technology that is likely to become essential for Web page creation. You can use it to design your Web pages.

Before doing the tasks in this chapter

1. Start TopPage.


 "Starting and ending TopPage" on page 2-7



★★★★ What is a style sheet?	9-2
★ Using templates	9-5
★★★★ Advanced style-sheet techniques	9-7



What is a style sheet?

TopPage supports CSS (Cascading Style Sheet), now the standard style sheet. A style sheet makes it easy for you to change the appearance of your Web pages at will and to unify the appearance of the entire site.  Appendix D, “Cascading style sheets”

Valuable technology for Web designers

Style sheets are useful technology for those who design Web pages, because style sheets make it possible for you to achieve elaborate designs like those in magazines right on your Web pages. See the following two figures. Though they use the same HTML file, one uses style sheet and the other does not.

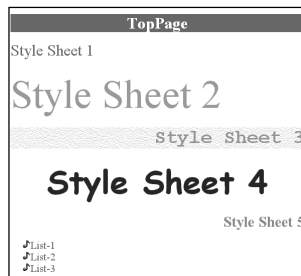
A Web page that does not use style sheet:



On this Web page, HTML describes the document structure as follows:

- Displaying “TopPage” in the heading paragraph.
- Displaying “Style Sheet 1,” “Style Sheet 2,” and so on, in other paragraphs.
- Adding the items “List-1” and “List-2” in a bulleted list.

A Web page that uses style sheet:



This Web page uses the same HTML as the preceding page, but is designed as follows using style sheets:

- Adding color to the background of the heading paragraph.
- Specifying the position of each paragraph with absolute coordinates.
- Using notes as bullets of a list.

Essential technology in the future?

It is still possible to design Web pages in HTML without the use of style sheets. However, it is likely that in the future, the HTML tags that control the appearance will be abolished and that only style sheets will control the appearance of Web pages. Thus, style sheet technology is likely to be essential for anyone who creates Web pages.

The advantages of style sheets are the following:

- Because the document structure which is represented by HTML and the design which is represented by a style sheet are separate, you can change just the document structure or just the design.
- You can unify the design of the entire site.
- You do not have to sacrifice the HTML for the sake of the design.

The last point is important. Tables are often used for layout, but because the actual purpose of a table is to present comparative data precisely and concisely, using a table for merely a layout design is an inappropriate use of HTML. The size and thickness of text is also often changed with the FONT tag when headings should have been used, which is another inappropriate use of HTML. With a style sheet, however, you can lay out text, graphics, and images in the positions you prefer without using tables, and you can freely change the designs of headings. With a style sheet, you can enhance design while using HTML correctly.



Flow of Web page creation using a style sheet

Despite the promise of style sheets for the future, only a few Web browsers can currently display them. Be aware of the following:

- The only compatible Web browsers are Netscape Navigator 4.0, Microsoft Internet Explorer 3.0, and their later versions.
- Even using compatible Web browsers, sometimes you cannot display style sheets correctly.
- The same style sheet might appear differently depending on the Web browser used.

We thus recommend that you create Web pages that can be displayed correctly even without the use of a style sheet, according to the following flow.

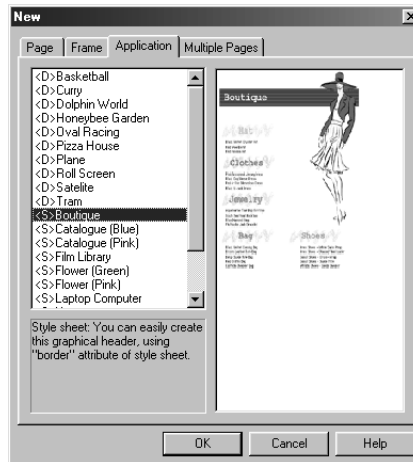
- 1** Create your Web pages without using a style sheet.
- 2** Change the appearance using a style sheet.
- 3** Check the appearance of your Web pages both on a style-sheet-compatible Web browser and on a noncompatible Web browser.



Using templates

TopPage offers Web page templates that use style sheets. If this is the first time for you to use a style sheet, it is recommended that you choose a template and adapt it.

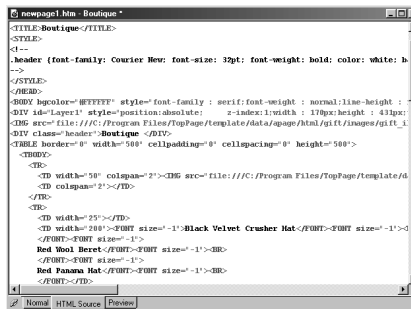
- 1 Select **New** from the **File** menu to display the **New** dialog box.
- 2 Click the **Application** tab to display the **Application** panel, which contains Web page templates using the latest technology. Templates whose names begin with <S> use style sheet technology, and those whose names begin with <D> use dynamic HTML technology.
- 3 Select one that begins with <S>, and click the **OK** button.



The corresponding Web page opens in the editor.



- At first glance, you might not be able to clearly distinguish whether a style is defined in the opened page. If you wish to confirm, click the **HTML Source** tab and look at the description between `<STYLE>` and `</STYLE>` at the top of the HTML source, which defines the style.



- Click the **Normal** tab again, and edit the Web page, just as you would any other Web page.

Advanced style-sheet techniques

If you are acquainted with the concepts of HTML tags and style sheets, you can design your Web pages more freely by using *classes* and *IDs*; by embedding styles directly into each tag; or by using an external style file. This section introduces an example that use classes to change the color of a paragraph and the color of text in the paragraph.

Vocabulary

class


A definition of Web page style. You can assign one class to multiple HTML tags, so you do not have to define the same style several times. You can, for example, assign the same class both to a table and to text.

ID

A definition of Web page style. You can embed one ID to only one HTML tag, so you must define the same style several times. Because you can use classes for more general purpose than IDs, it is recommended that you use classes rather than IDs.

Tip

You can type any text you like in the **Class** field.

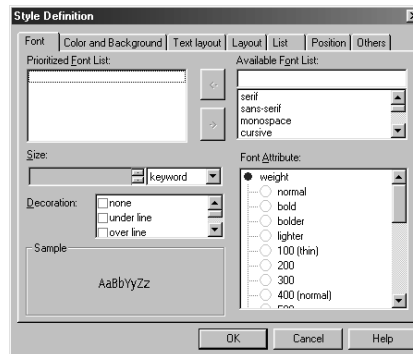
1 Click the  icon to create a new Web page.

2 Type any text.

Use style sheets.

3 Click anywhere on the text using the right mouse button, and select **Extended Attributes** from the pop-up menu to display the “Extended Attributes” dialog box.

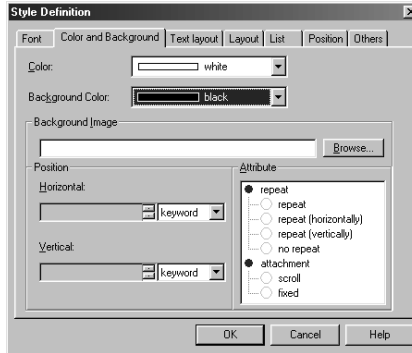
4 Type “color” in the **Class** field, and click the **Edit (2)** button to display the dialog box for setting the style.



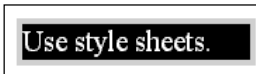
 **Tip**

Using the **Style Definition** dialog box, you can define such styles as fonts, layouts, and colors. Define them as you like.


- 5 Click the **Color and Background** tab and select the text color from the **Color** list box and the paragraph color from the **Background Color** list box.

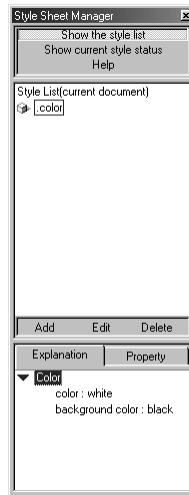


- 6 Click the **OK** button to return to the **Extended Attributes** dialog box.
- 7 Click the **OK** button to change the paragraph and text colors.





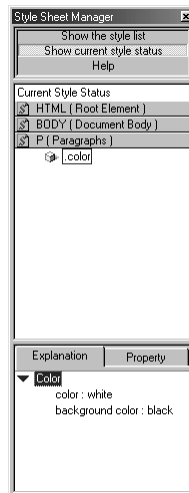
- Click the  icon to display the Style Sheet Manager, which enables you to view all the styles defined for the Web page being edited. In the following example, a class named “color” is defined.



Tip

You can define classes and IDs from the Style Sheet Manager. Click **Help** under **Show current style status** and read the displayed help topic.

- Click **Show current style status** to view the style for each HTML tag in the Web page being edited.



Creating materials

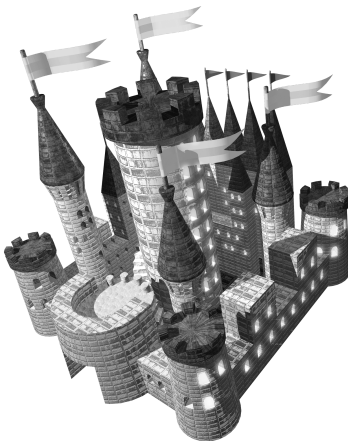
Chapter 10

Use WebArt Designer, a TopPage image-processing accessory tool, to create three types of images: logos, buttons, and photo frames. Use the Web Animator accessory tool to create animation in the *animation GIF* image format.

Before doing the tasks in this chapter

1. Start WebArt Designer.

 "Starting and ending WebArt Designer" on page 10-2



- ★★★ Starting and ending WebArt Designer 10-2
- ★★★ Using sample materials 10-4
- ★★ Creating a lettered button 10-8
- ★★ Decorating a photo with a frame 10-15
- ★★ Creating an animation GIF 10-20

Starting and ending WebArt Designer

The WebArt Designer tool enables you to readily create three types of images: logos, buttons, and photo frames. Moreover, by combining them with the images you have, you can create images full of variety.

Tip

The type of materials created by WebArt Designer are “images.” You can paste them into your Web pages, just as you do other images.

Ref. “Inserting an image” on page 7-2

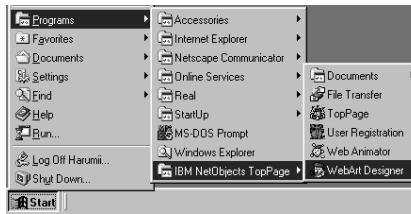
Tip

The online help explains details about WebArt Designer. If you encounter problems or want to learn advanced techniques, select **Help Topics** from the **Help** menu, and read the displayed topic.

Starting WebArt Designer

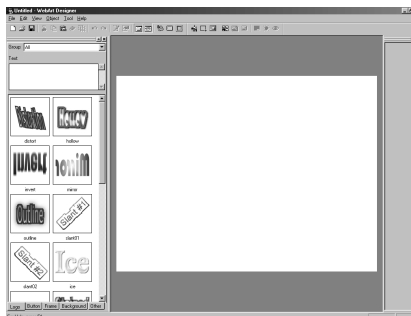
To start WebArt Designer, do one of the following:

- Select the Windows **Start** menu, **Programs**, **IBM NetObjects TopPage**, and then **WebArt Designer**.



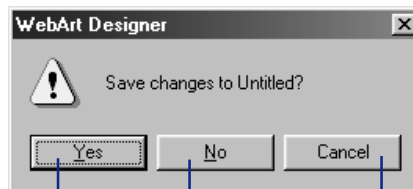
- Select **WebArt Designer** from the **TopPage Tool** menu.

WebArt Designer’s main window appears:



Ending WebArt Designer

To end WebArt Designer, select **Exit** from the **File** menu. If you have changed anything on the open image, a message prompts you whether you want to save the image.



To save the changes, click the **Yes** button.


To exit without saving, click the **No** button.

To cancel the exit and continue using WebArt Designer, click the **Cancel** button.

Using sample materials

The simplest way to create your own materials is to select one of sample materials that is suitable for your Web pages and change its text or color using WebArt Designer.

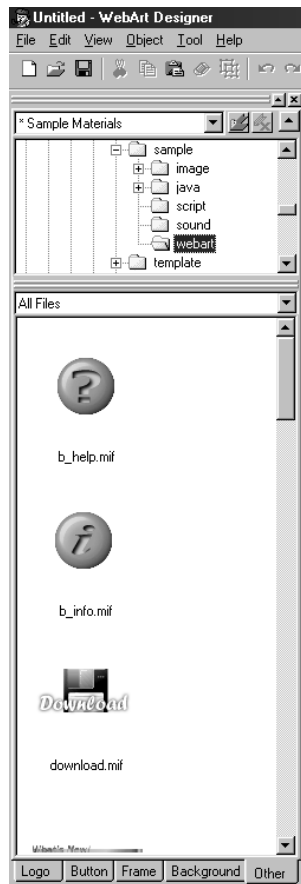
Tip

If panes (or tabs) on the left side are not displayed, click the  icon to display them.

Tip

The **Other** pane in the WebArt Designer main window is the same as the **Contents** pane in the TopPage main window.

- 1 Click the **Other** tab at the lower left of the WebArt Designer main window.
- 2 Select **Webart** from the box at the upper left of the **Other** pane to display sample materials in the lower half of the pane.




Vocabulary

objects

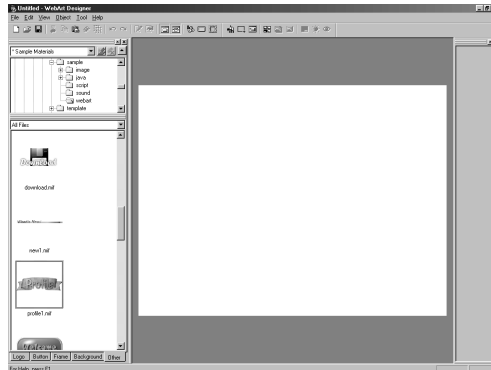
Elements that make up an image. You can handle the following objects using WebArt Designer:

- Logo
- Button
- Photo frame
- Clip art
- Image (all the image elements other than the preceding objects)

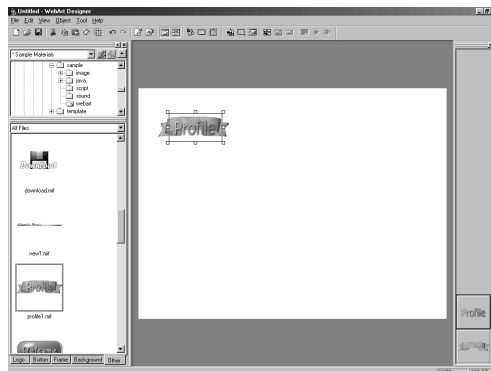
The logo, button, photo frame, and clip art objects are WebArt Designer original objects. If you click one of them in the WebArt Designer edit field, eight white square marks appear around it. You can change the text, shape, or color of the object by clicking it using the right mouse button and selecting **Edit Object** from the pop-up menu.

On the other hand, if you click an image object in the edit field, eight black square marks appear around it. You cannot change the text, shape, or color for an image object, but you can paint over it using the **Paint Tool**, which you can display by clicking the  icon.

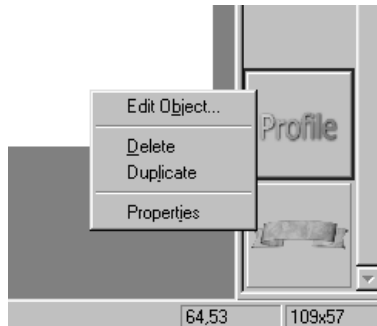
- 3 Select your preferred image, drag it, and drop it onto the edit field on the right side.



The following figure, for example, shows how the image is pasted onto the edit field. This sample image is composed of two objects: a logo and a button.

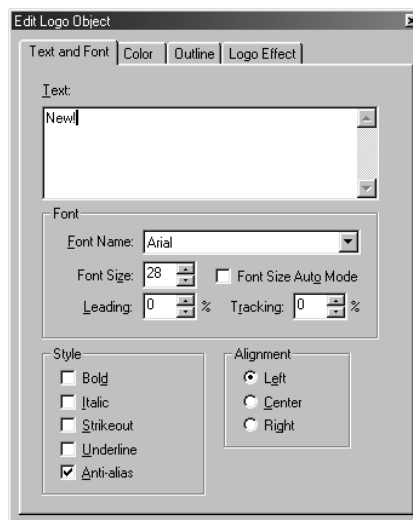


- 4 Click the upper of the two images (a logo) lined up on the right to select it, and then click it using the right mouse button, and select **Edit Object**.



A dialog box for editing the logo is displayed.

- 5 Enter your preferable words for **Text** on the **Text** panel:




The result is immediately reflected in the edit field.




Tip

Just as for logos, if you click the button using the right mouse button, and then select **Edit Objects**, a dialog box for editing the color and shape of the button is displayed.

Tip


If you have done the wrong operation, Click the  icon to cancel the immediately preceding operation.

Click the  icon to reexecute the canceled operation.

- 6 You can use the **Edit Logo Object** dialog box to freely change such things as the font or color of the text, outline, and text effects. After editing the logo, click the **X** button in the dialog box to close it.

Tip

If you change the text or color, save the object in a file.

 [“Saving a lettered button” on page 10-12](#)

After having saved objects into a file, you can insert the file into your Web pages, just as you do with other image files.


 [“Inserting an image” on page 7-2](#)



Creating a lettered button

You can create a lettered button by selecting a button, creating a logo, and combining them using WebArt Designer.

Tip

Another way to create a button is to click the  icon to start the wizard for creating a button.

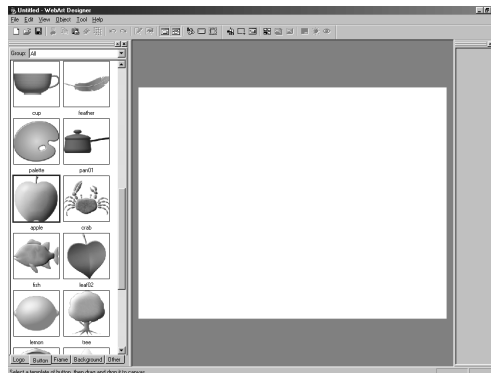
Tip

If you want to choose a buttonlike image you have, select **Paste File** from the **Edit** menu, select a file in the displayed dialog box, and click the **Open** button.

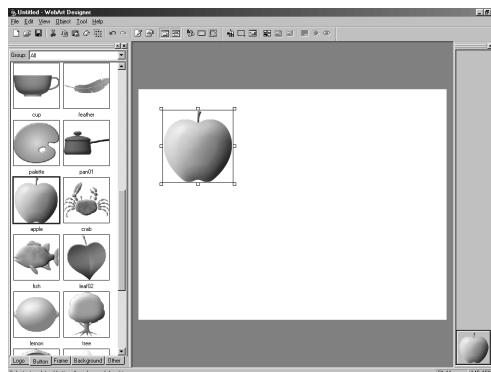
Selecting a button

To select one of the sophisticated sample buttons in the **Button** pane:

- 1 Click the **Button** tab.
- 2 Select a button, drag it, and drop it onto the edit field to the right.



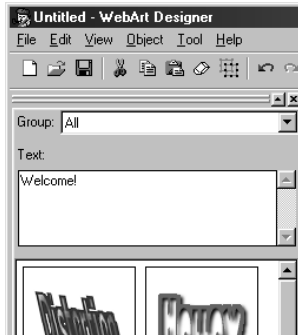
The following figure shows how a button is pasted onto the edit field:



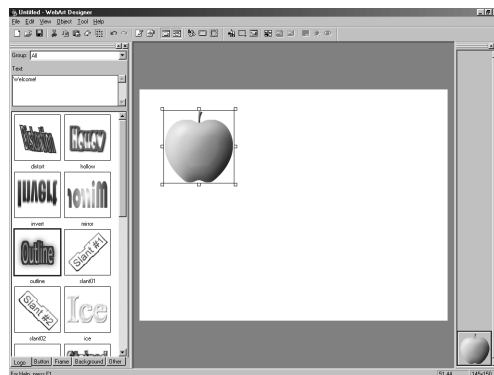
Creating a logo

To create a logo using the **Logo** pane:

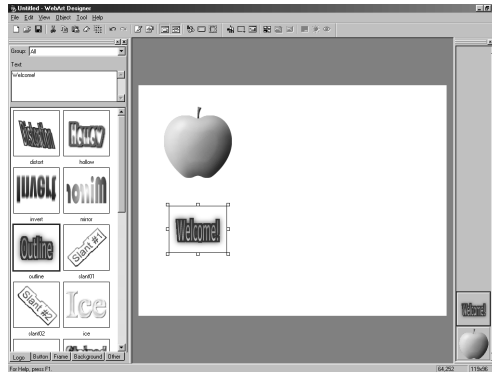
- 1 Click the **Logo** tab.
- 2 Type text in the **Text** field.




- 3 Select one of samples in the **Logo** pane, drag it, and drop it onto the edit field to the right.




The following figure shows how a logo (text with an effect you selected) is pasted onto the edit field:



Tip

Another way to create a logo is to click the  icon to start the wizard for creating a logo.

Tip

To delete an unnecessary object, click an object and then click the  button. Another way is to click an object using the right mouse button and then select **Delete** from the pop-up menu.

- 4 To change the logo size, drag one of the logo's white square marks other than that at the upper right corner. To rotate the logo, drag the white square mark at the upper right corner.



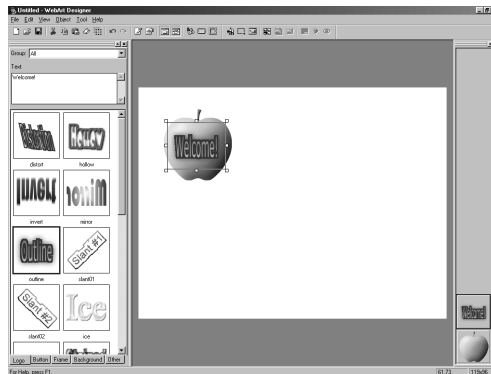
Combining a button and a logo

To combine a button you have selected and a logo you have created:

- 1 Click the logo to select it. (The appearance of the eight white square marks around it indicates that it is selected.)
- 2 Drag the center (an area other than the white square marks) of the logo and position it on the top of the button to make up a lettered button.


! Note

If you select or create a button after having created a logo, combining the two hides the logo, because the latest-created object lies on top of the other objects. To correct this, you must rearrange the sequence of objects lined up on the right area of the window with a drag-and-drop operation.



Tip

After having saved objects into a file, you can insert the file into your Web pages, just as you do with other image files.

 “Inserting an image” on page 7-2

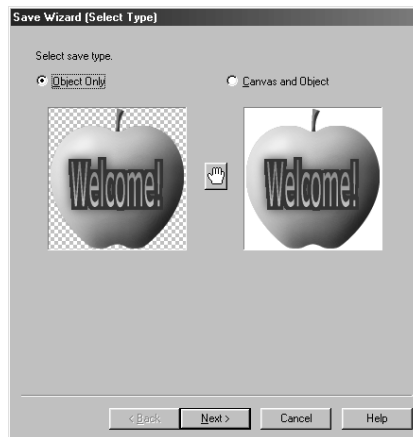
Saving a lettered button

To select objects and save them in one file:

- 1 Select **Select All** from the **Edit** menu to select all objects on the edit field. The selected objects are surrounded by thick borders.



- 2 Select **Save Wizard** from the **File** menu to start the wizard for saving.




- 3 Select **Object only**, and click the **Next** button.

Vocabulary

dithering

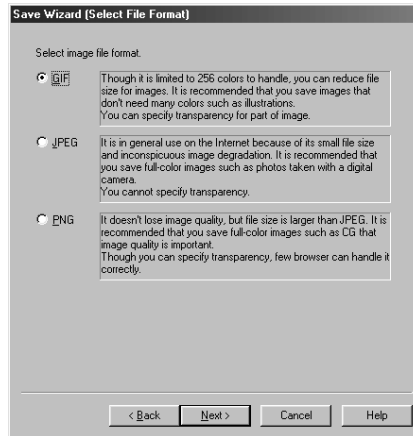
One of methods for reducing colors. Dithering shows colors that are not actually in the color palette, as though they were, by adjusting the colors of adjacent pixels.

Tip

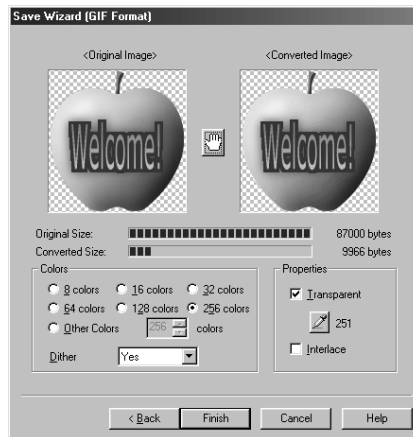
If you click the  icon and click an image in the edit field, an area with the same color as the point you clicked becomes transparent and the **Transparent** check box is automatically selected. Normally, this technique is used for making the background color of the image transparent to merge it with the background color of the Web page being edited.

If you select the **Interlace** check box, the image resolution gradually increases when it is displayed on a Web browser. This technique is useful for large images.

- 4 Select **GIF**, and click the **Next** button.



- 5 Select **256 colors**, select **Yes** from the **Dither** box, and select the **Finish** button.





- 6 On the displayed dialog box, select the site folder, specify a file name, and click the **Save** button to save the objects in a GIF format image file.



Tip

This section explains how to save objects in a file, but you can also copy the image data from WebArt Designer and paste it into TopPage without creating a file. To copy the image data, select objects in the edit field of WebArt Designer and select **Copy** from the **Edit** menu of WebArt Designer to store the data in the clipboard.

To paste the data stored in the clipboard onto TopPage, position the cursor on a Web page you are editing and select **Paste** from the **Edit** menu of TopPage.

Decorating a photo with a frame

You can decorate a photo you took with your digital camera with a frame and show it to visitors to your Web site. In addition to adding a frame, you can retouch your digital photo or apply an effect to it.

Note
Before doing the following operation, you must have imported the image file of a digital photo into your computer or other media such as a floppy disk, MO disk, and so on.

Tip
You can paste image files in such formats as GIF, JPEG, BMP, TIFF, FlashPix, and Photo CD onto the edit field of WebArt Designer.
Ref. Appendix C, "Image file formats"

Pasting a digital photo


To paste the image file of a digital photo onto the WebArt Designer's edit field, do the following.

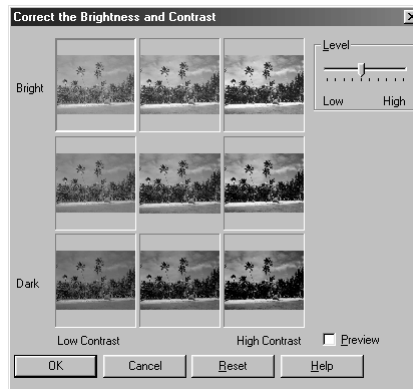
- 1 Select **Paste File** from the **Edit** menu.
- 2 On the displayed dialog box, select an image file in your computer or other media, and click the **Open** button to paste the image.



Retouching a digital photo

A photo taken with a digital camera might be dark-colored or fuzzy. You can retouch the brightness and contrast of the photo as follows:

- 1 Click the  icon to display a dialog box for retouching the brightness and contrast. The image you selected is displayed in the center of nine of the same image but with slightly changed brightness and contrast:



Tip

Because a photo taken with a digital camera might be dark-colored or fuzzy, it is recommended that you select the bright and high contrast image in the upper right.

- 2 Click the image that you think is best.

If you select the **Preview** check box, the image in the edit field changes according to your selection.

- 3 If the image is satisfactory, click the **OK** button.


If you want to redo, click the **Reset** button to return to the original state and obtain the optimum state by dragging the **Level** slider or by reselecting the image. After you click the best image, click the **OK** button to change the brightness and contrast.

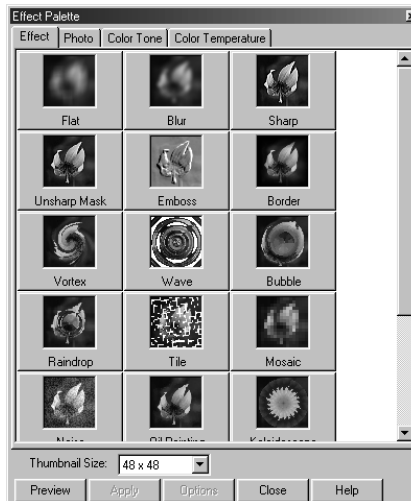
Applying an effect to a digital photo

Tip

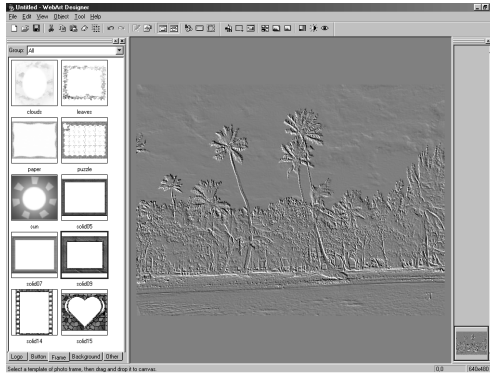
If you want to retain the naturalness of the digital photo, you do not need to apply an effect.

Effects change your digital photo dramatically. To apply an effect to your photo, do the following:


- 1 Click the  icon to display the Effect Palette for selecting one of the effects.
- 2 Click the **Preview** button to view how the selected image changes if each effect is applied to it.




- 3 Double-click an effect button to apply it to the selected image in the edit field. The following figure shows an example when the **Emboss** button is double-clicked.



- 4 Click the **Close** button to apply the effect.

If you want to redo, click the  icon to return to the original state, double-click another effect, and click the **Close** button.

Tip

You can also create a photo frame using the wizard that starts when you click the  icon.

Tip

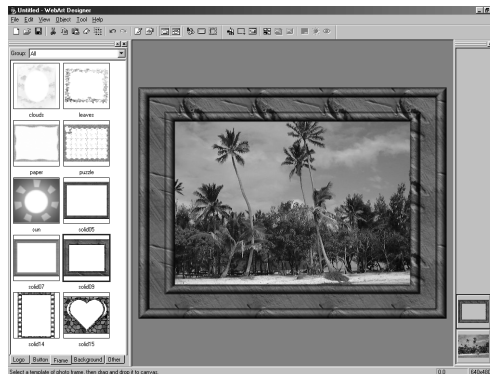
To save the photo image with a frame in a file, see “Saving a lettered button” on page 10-12 and do the same operation. You can paste the file onto the edit field of TopPage, as you do with other images.

Adding a photo frame

To add one of the sample photo frames to your digital photo, do the following:

- 1 Click the **Frame** tab at the lower left of the main window to display sample photo frames provided by WebArt Designer.

Select a frame, drag it, and drop it onto the photo image in the edit field.



- 2 If you want to change the frame size, drag one of eight white square marks to change the size as you please. If you want to replace it with another frame, click the frame using the right mouse button, select **Edit Object** from the pop-up menu, and select another frame in the displayed dialog box.

Creating an animation GIF

An animation GIF is an animated GIF image, which is a combination of multiple images. Viewed on your Web browser, it appears to move. You can insert an animation GIF image into your Web page, just as you do with other GIF images.

Tip

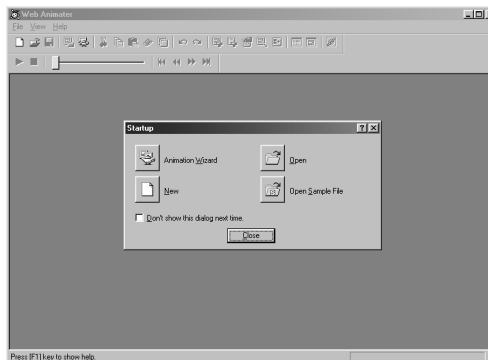
The online help of Web Animator explains details about the tool. To display the help topics, select **Help Topics** from the **Help** menu.

Starting Web Animator

Start Web Animator, an accessory for creating animation GIFs, in one of the following ways:

- Select the Windows **Start** menu, **Programs**, **TopPage**, and **Web Animator**.
- Select **Web Animator** from the WebArt Designer Tool menu.


The following is the Web Animator main window, with the **Startup** dialog box:



Using the animation wizard




If you already have several images to combine into an animation, using the animation wizard is the easiest way to create an animation GIF.


Tip

To start the animation wizard, you can also click the  icon on the toolbar of the main window.

Tip

The **Startup** dialog box also contains the following buttons.

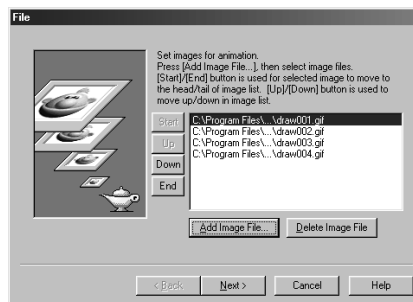
- , a button for creating animation from scratch. Clicking this button is the same as selecting **New** from the **File** menu.
- , a button for opening an image file you have.
- , a button for opening an image file from among the sample materials. To use this function, you must install TopPage's sample materials.

- 1 Start Web Animator, and click the  button in the **Startup** dialog box to start the animation wizard.

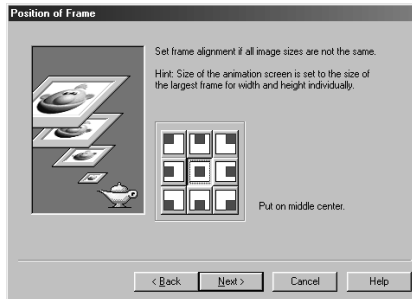


- 2 To add an image to the list, click the **Add Image File** button on the **File** dialog box, select an image file in the displayed dialog box, and click the **Open** button.

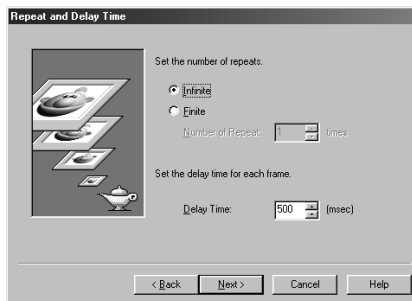
Repeat this operation to add several images to the list. (Note that in the animation to be created, images are displayed in order from the top.)




- 3 Click the **Next** button to display the dialog box for positioning frames. (Here, a *frame* means a single image in the collection that makes up the animation.)

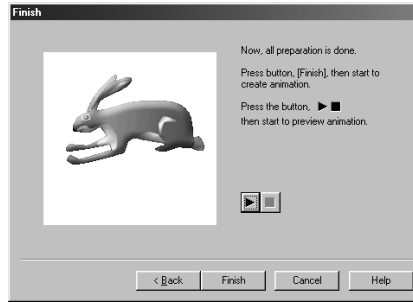


- 4 Change the position, if necessary, and click the **Next** button to display the next dialog box:



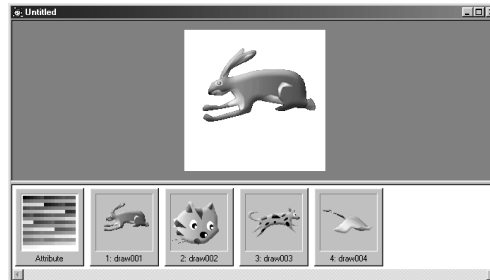
- 5 You can specify the number of repetitions and the delay time for each frame. If necessary, change them and click the **Next** button.

- 6 To see a preview of the animation, click the  icon.



- 7 Click the **Finish** button to finish the wizard.

All the frames that make up the animation are displayed on the main window.



- 8 Select **Save As** from the **File** menu.
- 9 On the displayed dialog box, select a folder, specify a file name for the animation GIF (*.gif), and click the **Save** button to save the animation GIF image in a file.

Tip

You can open image files in such formats as GIF, JPEG, BMP, TIFF, FlashPix, and Photo CD.

 Appendix C, “Image file formats”


Tip

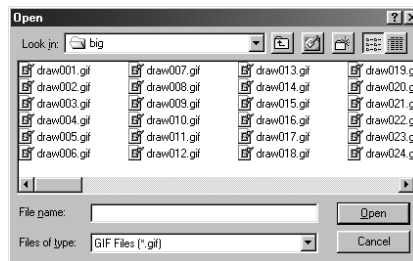
The following types of animation effects are available.

- Wipe
- Mosaic wipe
- Scroll
- Blend
- Blur
- Vortex
- Tile
- Mosaic
- Noise
- Scatter
- Pinch
- Center focus
- Zoom
- Gray scale
- Bilevel
- Sepia
- Half tone
- Motion Blur
- Wind
- Rotate

Applying an animation effect

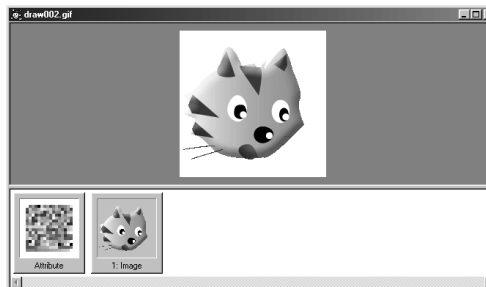
You can create animation from a single image, by applying an animation effect to the image.

- 1 Start Web Animator and click the  icon on the **Startup** dialog box to display the **Open** dialog box.

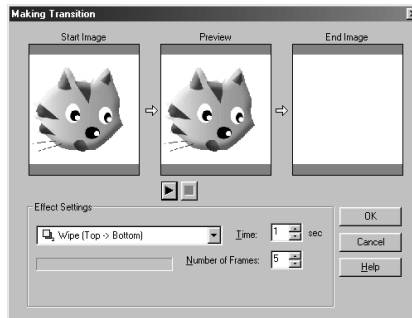



- 2 Select an image file, and click the **Open** button.

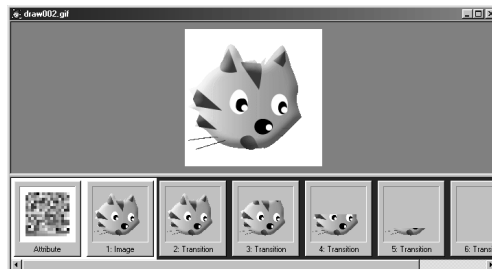
The following example shows how the image is opened:



- 3 Click **1: Image** using the right mouse button, and select **Add Animation Effect** from the pop-up menu. The following dialog box is displayed:



- 4 Select one of the effects from a box under **Effect Settings** and, if necessary, change the values for **Time** or **Number of Frames**. Click the  icon to preview the effect.
- 5 Click the **OK** button to add frames, the number of which is the same as you specified in **Number of Frames**. (Until you click the **OK** button, you can reselect an effect any number of times.) If the added frames are too many to check all, drag the scroll bar at the bottom of the window.



- 6 Select **Save As** from the **File** menu.
- 7 Select a folder, specify a file name for the animation GIF file, and click the **Save** button to save the animation you created in a GIF file (*.gif). You can insert the file into the editor of TopPage, just as you do with other GIF image files.

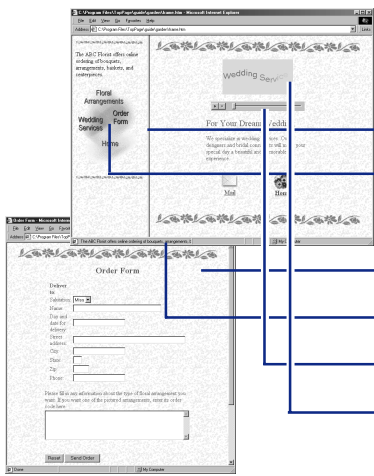
Advanced techniques

Chapter 11

This chapter explains such advanced techniques as the frame function, images maps, dynamic HTML, and so on.

Before doing the tasks in this chapter

1. Start TopPage.
Ref. “Starting and ending TopPage” on page 2-7
2. Open a Web page to be edited.
Ref. “Opening a site and a Web page” on page 4-11


	★	Receiving readers' responses	11-2
	★★★	Dividing a Web browser window (1)	11-3
	★	Dividing a Web browser window (2)	11-8
	★	Setting multiple links on a single image	11-11
	★	Inserting an access counter	11-15
	★	Creating a form	11-17
	★	Editing a script program	11-24
	★	Embedding a plug-in object	11-26
	★	Customizing a Java applet	11-28
	★	Using dynamic HTML	11-33

Receiving readers' responses

If you want those who read your Web pages to write their impressions or to inquire for detailed information, embed your e-mail address in your Web page, using the link function.

Related HTML tags

```
<A HREF="MAILTO:"></A>
```

- 1 Select text or an image, which will be a link source, and click the  icon.

Please send us your comment or question.

- 2 Click the **E-Mail** tab, type your e-mail address in the **To** box, and click the **OK** button. (You can also type the subject in the **Subject** box.)



An e-mail address is embedded as a link destination. If someone clicks the link source on a Web browser, his or her e-mail application starts, in which your e-mail address is automatically typed.

Please send us your comment or question.



Dividing a Web browser window (1)

Use the frame function to divide a Web browser window into several sections. This section explains how to create and save a Web page that uses the frame function.

Related HTML tags

```
<FRAMESET COLS= ROWS=
></FRAMESET>
<FRAME SRC= >
<NOFRAMES></NOFRAMES>
```

Vocabulary

frame function

A function to divide a Web browser window into several sections.

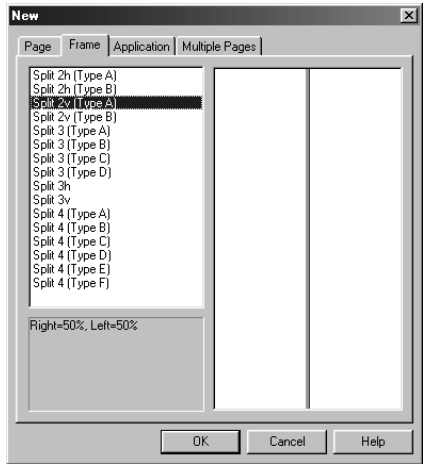
Tip

To divide an existing Web page without using a template, open the page you want to divide, select **Split Frame** from the **Frame** menu, and then select **Split Vertically** or **Split Horizontally**. The page is then divided into two sections and the original page is allocated to the left or top section.

Using templates for the frame function

TopPage offers templates for the frame function. Select one of them, and in each section open Web pages you have already created. If you have not installed templates, refer to the Tip in this page to divide an existing Web page.

- 1 Create Web pages you want to assign to each section. If you want to divide a window into two sections, you need two pages; if you want to divide it into three sections, you need three pages.
- 2 Select **New** from the **File** menu to display a dialog box for creating a new Web page.
- 3 Click the **Frame** tab, select a method for dividing, and click the **OK** button.



Note

If you have not installed templates, you cannot use the **Frame** panel.

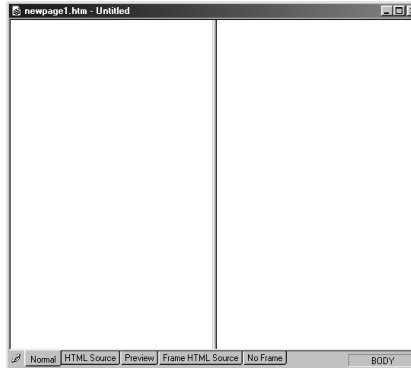
Tip

To divide one of sections, click it, select **Split Frame** from the **Frame** menu, and then select **Split Vertically** or **Split Horizontally**. The section is then divided into two, and the original section is allocated to the left or top section.

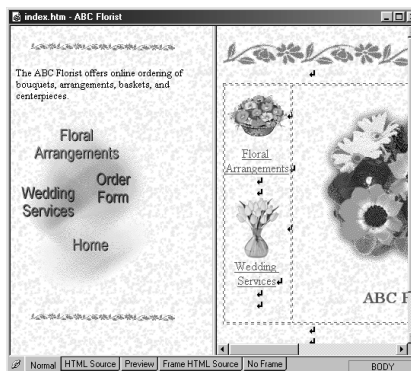
Tip

If you click a section using the right mouse button and select **Frame Attributes** from the pop-up menu, a dialog box for changing the frame attributes is displayed.

A Web page divided into sections is displayed.



- 4 To open in a section a Web page you have already created, click a section using the right mouse button, and select **Open in Frame** from the pop-up menu to display a dialog box for selecting an HTML file.
- 5 Select a Web page you have already created, and click the **Open** button to open the page within the selected section.
- 6 In the same way, open another Web page within another section.



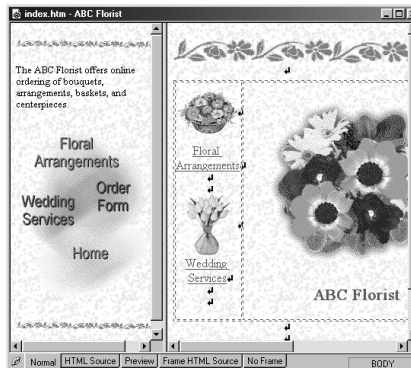
Changing the size of each section

Dragging a frame border changes the relative size (in percentage) of each section.

If you drag a frame border....



The ratio of each section changes.



Tip

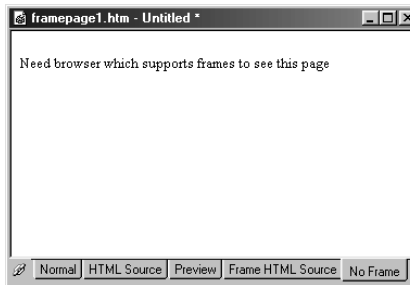
To specify the section size in pixels, click the target section using the right mouse button, select **Frame Attributes** from the pop-up menu, enter the pixel value (for example, 100) in the **Size** box on the **Frame Attributes** panel, and select the **Specify with pixels** check box.

If you want to fix the size of one of two sections and make the other section displayed in the rest of the window, first, fix the size of one section as just described. Next, click the other section using the right mouse button, select "Frame Attributes" from the pop-up menu, and select **Specify with *** from the left box of **Size** on the **Frame Attributes** panel.

Editing the No Frame pane

Some Web browsers do not support the frame function, so you should leave a message in the **No Frame** pane.

- 1 Click the **No Frame** tab, which is displayed while you are editing your Web page that uses the frame function.

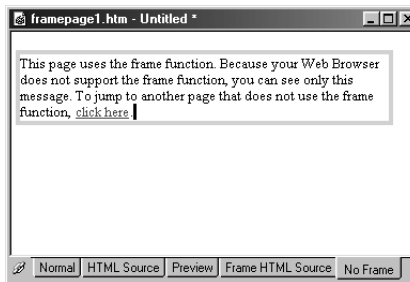


Tip

If you divide the top page, set links in the **No Frame** pane so that readers can jump from the top page to subpages.

- 2 Type text for guiding visitors.

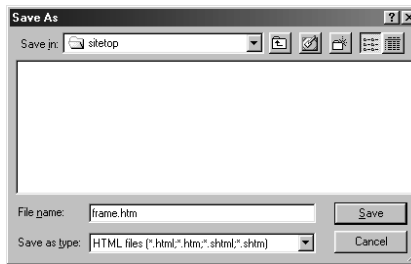
If someone views your Web page on a Web browser that does not support the frame function, he or she reads the message that you leave here.



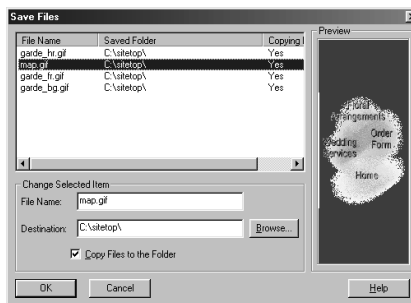
Saving the Web pages

You can save a frame-using page and the other pages that are allocated to the sections all at once.

- 1 Select **Save All** from the **File** menu to save all the Web pages at once.
- 2 If there is a Web page that does not have a file name, the following dialog box appears. Specify a file name and click the **Save** button. (At this time, the page to be saved is displayed in reverse video.)



- 3 If you have pasted images or other files into the page to be saved, the following dialog box appears:




- 4 Confirm the save location and click the **OK** button.

Tip

Saving Web pages one by one

If you want to save only a frame-using page, select **Save Frame** from the **Frame** menu.

If you want to save other Web pages that are allocated to each section, click the target section, and click the  icon.

Dividing a Web browser window (2)

The previous section explains the basic operation for the frame function, including creating and saving a page with frame. This section explains advanced operation for the frame function.

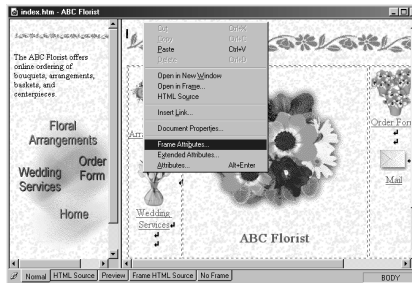
Related HTML tags

```
<FRAME SRC= NAME=  
MARGINWIDTH=  
MARGINHEIGHT= SCROLLING=  
NORESIZE>
```

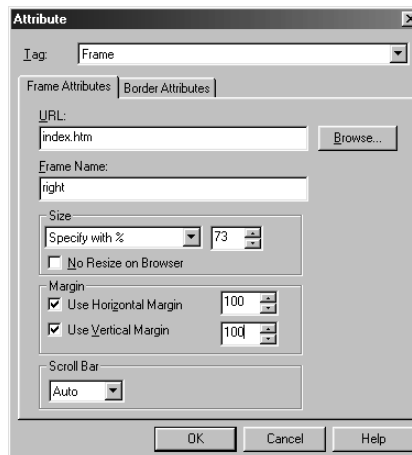
Increasing the margin of each section

Assigning an appropriate margin for each section gives it a good appearance.

- 1 Click the target section using the right mouse button, and select **Frame Attributes** from the pop-up menu.



- 2 In the dialog box for changing the frame attributes, select **Use Horizontal Margin** and **Use Vertical Margin**, and specify their values in pixels.



 **Vocabulary****target**

One of the link attributes. This indicates where the link destination page is to be displayed.

 **Tip**

For example, specify the name “left” for the left section and “right” for the right section, which is easy to remember.

- 3 Click the **OK** button.


You cannot see the result in the editor, but you can see the result when displaying the frame-using page on a Web browser.

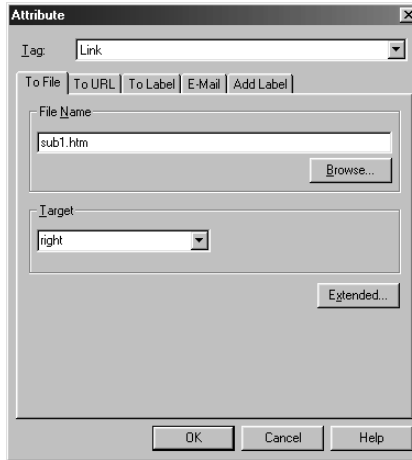
Changing the link target

Suppose you divide the window into left and right sections, and you set a link on the text on the left section, the link destination page is normally displayed in the same left side section. However, if you use the *target* attribute, you can display the link destination page on the right section.

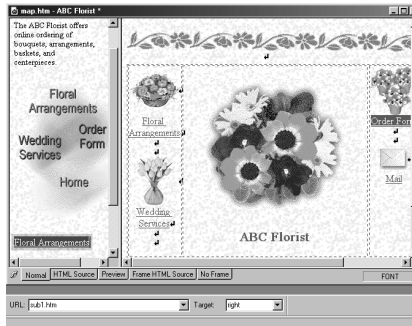
- 1 To specify a name for the section where you want to display the link destination page, click the section using the right mouse button, select **Frame Attributes** from the pop-up menu, and type a name next to **Frame Name**.



- 2 Set a link into text or an image for the link source. When you open the **Attribute** dialog box for a link, select a frame name that you specified from the **Target** box.  [Chapter 8, “Setting links”](#)



- 3 Click text or an image for the link source to check that the frame name of the target section is displayed in the **Target** box of the **URL** toolbar.



If you click a link on a Web browser, the link destination page is displayed in the specified section.

Tip

To display the link destination page on the full window, select **Full Window** in the **Target** box of the **Attribute** dialog box for a link. The link destination page is then displayed on the full Web browser window.

Tip

To remove a target specification, delete the frame name in the **Target** box on the **URL** toolbar. To change a target specification, type another frame name.

Setting multiple links on a single image

The section “Setting a link on an image” on page 8-8 explains how to set a single link on an image. This section explains how to divide a image into several areas and set links on them. An image that have multiple links is called an *image map* or a *clickable map*.

Related HTML tags

```
<MAP NAME= ></MAP>  
<AREA ALT= COORDS= HREF=  
SHAPE= >
```

Note

This section introduces the simple flow for the image map creation. If you want to learn more about image maps, click an image using the right mouse button, select **Edit Image Map** from the pop-up menu, and click the **Help** button. A help topic is then displayed, where you can read a detailed explanation.


Opening the Image Map Editor


To open an editor to create an image map:

- 1 Click the target image using the right mouse button, and select **Edit Image Map** from the pop-up menu to open the Image Map Editor.




Tip

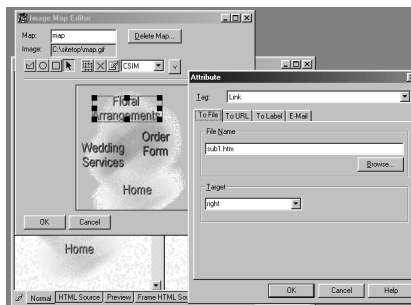
To create a circular area, click the  icon and drag the image.

To create a polygonal area, click the  icon, click the image multiple times to make the angular points of the polygon, and double-click the last angular point to finish.

Setting links on multiple areas

You can create areas whose shapes are rectangular, circular or polygonal and then set links to them.

- 1 Click the  icon in the Image Map Editor.
- 2 Drag on the image displayed in the editor, from the upper left corner to the lower right corner, to create a rectangular area. When you release the mouse button, the area is determined, and the **Attribute** dialog box for a link is displayed.




- 3 Specify the link destination (refer to “Setting a link on text” on page 8-2), and click the **OK** button to add the area to the image map.
- 4 Click the down-arrow button in the Image Map Editor to display a list of the specified areas.


Note

Alternate text is necessary for those who use Web browsers that cannot display images to jump to the link destination. Be sure to enter alternate text for each area.

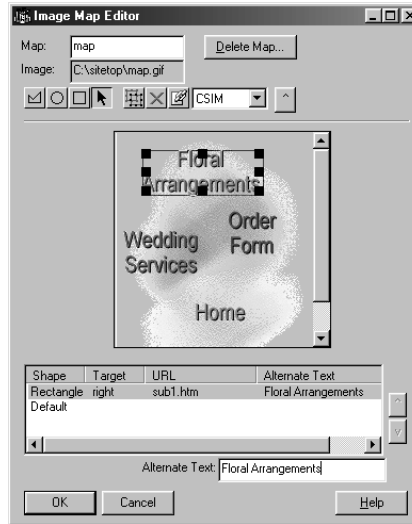
Tip

To change a link destination, click an area in the image displayed in the **Image Map Editor**, click the  icon to display the **Attribute** dialog box for a link, and change the destination.

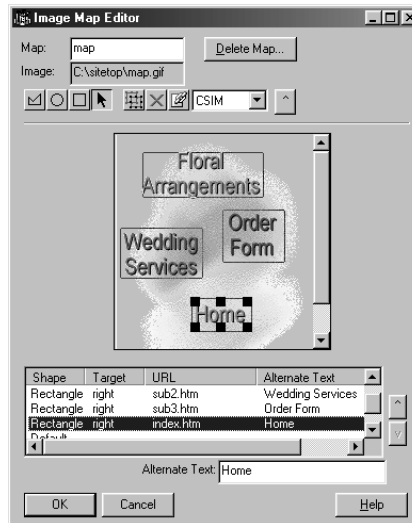
Tip

To cancel a link, click an area in the image displayed in the **Image Map Editor**, and click the  icon to delete the area and to cancel a link.

- 5 Type a comment for the area next to **Alternate Text**.



- 6 Repeat the preceding steps to create multiple areas that have links to the different destinations.





Note

You do not have to specify a URL for the **Default** area. However, you must specify URLs for the other areas; otherwise, you cannot save an image map.

Vocabulary

client side image map

An image map that is processed on the client (Web browser) side. Because HTML tags for this image map are embedded in an HTML file, you can easily use and manage this image map.

Vocabulary

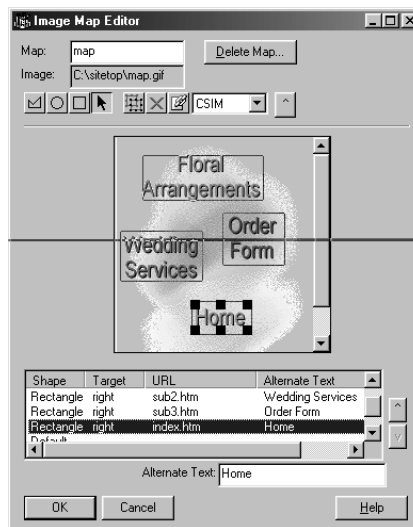
Server side image map

An image map that is processed on the server (your provider's server) side. To use this image map, you must create an image map file in addition to an HTML file. There are two types of server side image maps; NCSA and CERN, depending on the application that the server uses. To save an image map in one of these formats, select **NCSA** or **CERN** from the upper right box in the Image Map Editor.

Saving an image map

You can save an image map (the entire image including areas you created) in one of the following formats: client side image map (CSIM) or server side image map (NCSA or CERN). To save an image map in the CSIM format, which is easy to manage:

- 1 Select **CSIM** from the upper right box in the Image Map Editor.
- 2 Check that a map name (a file name for the image map, which you can change if necessary) is specified in the **Map** box.





- 3 Click the **OK** button to save the image map.




Inserting an access counter

If your provider offers a CGI program for an access counter, you can display the number of times your Web page has been visited.

 **Related HTML tags**


 **Note**

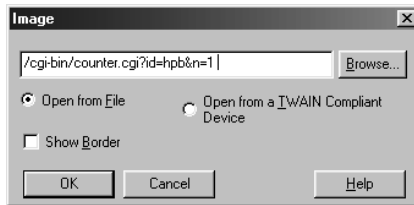
Before doing this task, check that your provider offers the access counter service as well as guidelines for specifying it in the HTML file. The guideline might state, for example: *Specify <IMAGE src="/cgi-bin/counter.cgi?id=hpb&n=1"> in the HTML source.* (The text surrounded by " " differs depending on the providers.) If there is no such guideline, or if anything is unclear, ask your provider.


 **Vocabulary**

CGI program, written in Perl or C language

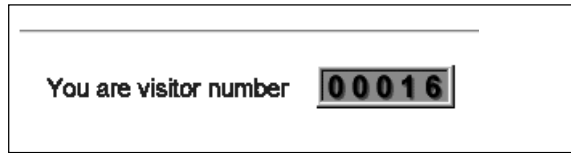
A program written for exchanging data between a client and a server. It is often used when a server receives information—for example, questionnaires or orders—entered in a Web browser, and then processes it.

- 1 Open a Web page (typically, the top page) where you want to insert an access counter.
- 2 Position the cursor on the location where you want to insert an access counter. Click the  icon to display the **Open** dialog box.
- 3 Click the **Cancel** button to display the **Image** dialog box.
- 4 Read the guideline provided by the provider and find the text ``. Type the text enclosed by " " of `` in the **Image** dialog box. For example, if the guideline states: *Specify <IMAGE src="/cgi-bin/counter.cgi?id=hpb&n=1"> in the HTML source* type `/cgi-bin/counter.cgi?id=hpb&n=1`



- 5 Click the **OK** button to insert the access counter. In the editor, the mark  is displayed.


- 6 After you upload your Web page that contains the access counter to the provider's server, you can actually view the counter as shown in the following figure. (The image that contains the number is the access counter. You cannot view it until you upload your Web page to the provider's server.)






Creating a form

Forms include such things as questionnaires and order forms. Visitors to your Web site can fill in the blanks and enter responses to multiple choices within the form. This section discusses how to create a form for a questionnaire.


 **Related HTML tags**

```
<FORM></FORM>  
<INPUT TYPE= >  
<TEXTAREA>  
<SELECT></SELECT>
```

 **Note**

Before doing this task, check that your provider permits the use of forms and CGI programs. If it does not, you cannot use forms even if you create them.

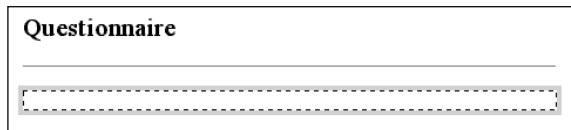
You can check that your form operates correctly only after you upload your Web page that contains your form to your provider's server.

 **Note**

TopPage does not provide a function for creating CGI programs. It is recommend that you use CGI programs offered by your provider.


Creating an area for your form

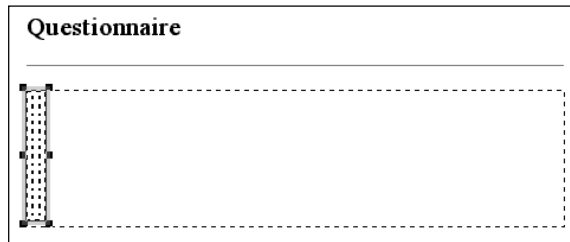
First, you must create an area only for your form in your Web page. To create the area, position the cursor on the location where you want to create your form. Select **Form and Input Fields** from the **Insert** menu, and then select **Form** to create an area for your form. (The form area is indicated by a dotted line, but the line is not displayed on Web browsers. If you insert anything in the area, the area expands.)



Using a table for layout

To create a table within the form area to lay out input fields:

- 1 Click inside the form area, and click the  icon.
- 2 In the **Insert Table** dialog box, type the number of rows and columns, and click the **OK** button to create a table inside the form area.
- 3 If you want to use the table only for the layout, you do not need the table border. Click the table using the right mouse button, and select **Hide Table Frame** from the pop-up menu.



Types of input fields

Before inserting input fields, become acquainted with the types of input fields.



Tip

Other input fields

Frequently used input fields are on the toolbar, but you can insert all the input fields from the menu. By selecting **Push Button in Form and Input Fields** from the **Insert** menu, you can insert input fields other than those described in the preceding table. They are:

- **Image Button** (a button with an image)
- **Button** (a button for general purposes)
- **Extended Button** (a button generated by the selection of its range, displayable only on Internet Explorer 4.0 or later.)

Type of input field	Explanation	Toolbar icon	Example
Check box	Visitors can click to select or clear this check box on their Web browsers.		<input checked="" type="checkbox"/> blue <input type="checkbox"/> red <input checked="" type="checkbox"/> white <input type="checkbox"/> yellow
Radio button	Visitors can choose one radio button from those of the same group.		<input checked="" type="radio"/> right <input type="radio"/> left
Submit button	Visitors can click this button to upload the information they entered to the CGI program on your provider's server.		<input type="button" value="Submit"/>
Reset button	Visitors can click this button to return the information they entered to the initially set value.		<input type="button" value="Reset"/>
Option menu	Visitors can select one of multiple choices.		<input type="text" value="item-1"/>
List box	Visitors can select one of multiple choices.		<input type="text" value="apples"/> <input type="text" value="grapes"/> <input type="text" value="oranges"/>
Text field	Visitors can type one line of text in this field.		<input type="text" value="fruit basket"/>
Text area	Visitors can type multiple lines of text in this area.		<input type="text" value="Thank you for your invitation."/>



Tip

If the **Attribute** dialog box is not displayed, select **Options** from the **Tool** menu, click the **General** tab, and select the **Open Attribute Dialog after Creating an Object** check box.




Tip

To change attributes for input fields later, click the field using the right mouse button, and select **Attributes** from the pop-up menu.


Inserting input fields

To insert input fields in a table for layout:

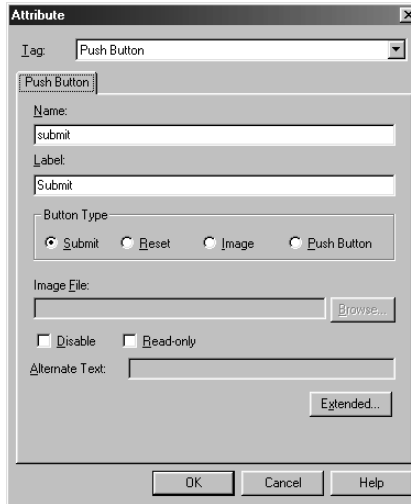
- 1 Position the cursor on the location where you want to insert an input field. Click one of input field icons on the toolbar to display the **Attribute** dialog box for the input field.  “Types of input fields” on page 11-19
- 2 Type the input field name under **Name**. To specify other items, click the **Help** button on the dialog box to display the help topic that explains how to specify items.

Note

The input field name that you must enter under **Name** is used as an identification code in the CGI program. If you use your provider's CGI program, type the name that the provider prescribes.


- 3 Repeat the preceding steps to complete the questionnaire.
- 4 Position the cursor on the bottom of the questionnaire, and click the  icon to display the **Attribute** dialog box for a submit button.

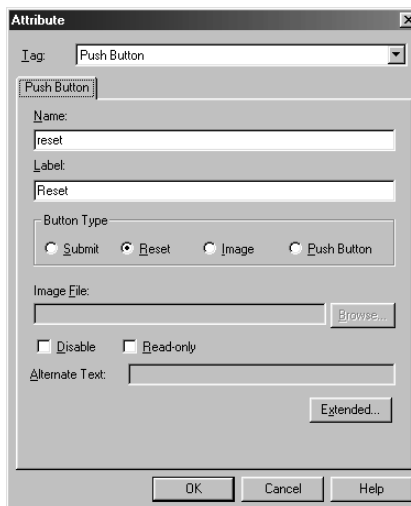
- 5 Enter “Submit” under **Label**, and click the **OK** button to create a submit button.



The screenshot shows the 'Attribute' dialog box with the following settings:

- Tag: Push Button
- Name: submit
- Label: Submit
- Button Type: Submit, Reset, Image, Push Button
- Image File: (empty field) with a 'Browse...' button
- Disable: Disable, Read-only
- Alternate Text: (empty field) with an 'Extended...' button

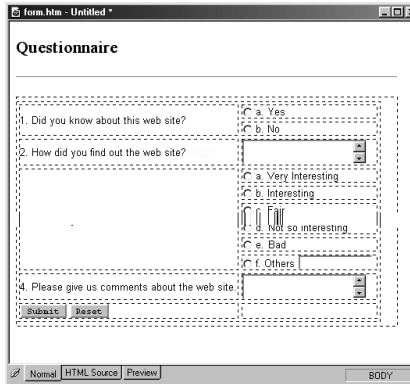
- 6 Position the cursor to the right side of the created submit button, and click the  icon to display the **Attribute** dialog box for a reset button.
- 7 Enter “Reset” under **Label**, and click the **OK** button to create a reset button.



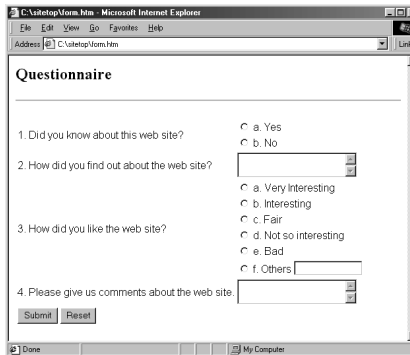
The screenshot shows the 'Attribute' dialog box with the following settings:

- Tag: Push Button
- Name: reset
- Label: Reset
- Button Type: Submit, Reset, Image, Push Button
- Image File: (empty field) with a 'Browse...' button
- Disable: Disable, Read-only
- Alternate Text: (empty field) with an 'Extended...' button

The following example shows how a form appears in the editor:



The following example shows how the same form appears when viewed on a Web browser:



! Note

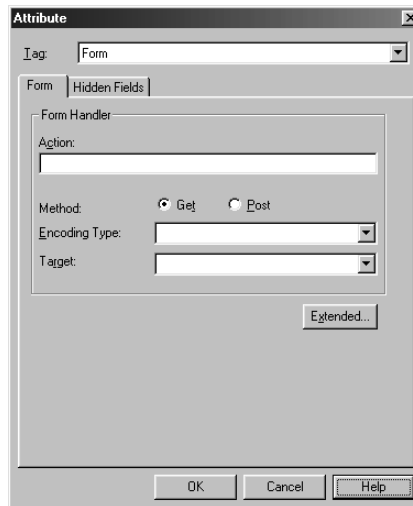
This User's Guide does not provide details about specifying these items, because the specification varies depending on the providers.

You can check that your form operates correctly only after you upload your Web page that contains your form to your provider's server.

Specifying a CGI program

If your provider permits the use of forms, it provides guidelines for specifying the CGI program name, form attributes, and so on. (If it does not, ask your provider.)

- 1 Click inside the form using the right mouse button, and select **Attributes** from the pop-up menu to display the **Attribute** dialog box for a form.



- 2 Specify the items according to the provider's guidelines. If you do not understand the meaning of any item, click the **Help** button to display the help topic.
- 3 Click the **OK** button.

Editing a script program

You can create a script program, using the script editor TopPage offers. You can then insert it into your Web page.

Related HTML tags

```
<SCRIPT LANGUAGE= ></  
SCRIPT>
```

Vocabulary

script

A program written in the script language, JavaScript or VBScript (Visual Basic Script). You can write this program directly into your HTML file. The use of scripts enables you to, for example:

- Gradually change the background color of your Web page
- Display the current time in your Web page

Script files are small, which makes them handy and convenient. However, because they are processed only on the client side, you cannot exchange data with the provider's server.

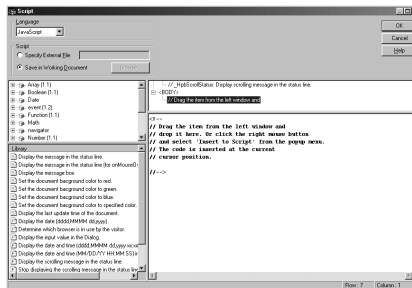
Note

Knowledge of script language is necessary to create scripts. Refer to other books on JavaScript or VBScript.

Opening the script editor

To open the editor for editing script:

- 1 Position the cursor on the location where you want to insert a script, and select **Script** from the **Insert** menu to open the script editor:

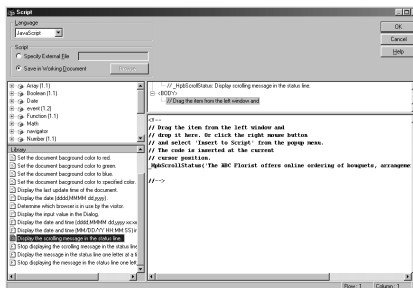


Editing a script

To write a script program using the editor and then insert it into the Web page:


- 1 Select a script language, **JavaScript** or **VBScript**, from the **Language** box.
- 2 Write a script program between `<!--` and `//>`. Objects and libraries that you can use freely are provided on the left side. (Click the **Help** button to learn how to use them.)

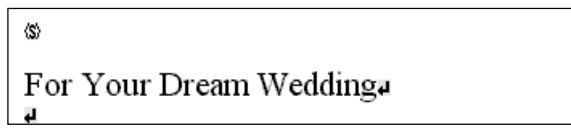
The following example shows how you can write a script program:



Tip

JavaScript is conventionally surrounded by "<!--" and "-->" and VBScript is surrounded by "<!--" and "-->", which enables Web browsers that support scripts to run the script, and which enables Web browsers that do not support script to ignore them.

- 3 Click the **OK** button to insert the script at the cursor position. A script program is indicated by the mark .



Tip

To insert a script program into the header section (the section surrounded by the <HEAD> tag and the </HEAD> tag in HTML) of your Web page, select **Document Properties** from the **Edit** menu, click the **Others** tab, and click the **Edit Script** button to open the script editor. Write your script with the editor, and click the **OK** button to insert the script into the header section.

Tip

If you have your own JavaScript file (*.js), you can insert it simply by selecting the file on the **Contents** tab, dragging it, and dropping it onto your Web page.
If you have installed TopPage materials, you can insert sample JavaScripts. To display sample JavaScripts, click the **Contents** tab and select **JavaScript** from the upper left box. To insert one of them, select one, drag it, and drop it onto your Web page.



Embedding a plug-in object

You can insert such plug-in objects as sound data and multimedia data. This section introduces how to insert the sample sound data offered by TopPage.



Related HTML tags

```
<EMBED SRC= ></EMBED>
```



Vocabulary

plug-in object

Such objects as the sound data (*.wav; *.mid; *.au) and multimedia data (Shockwave, VRML) that you can play back on a Web browser. They are called plug-in objects because you must add the plug-in applications to your Web browser to play them.



Note

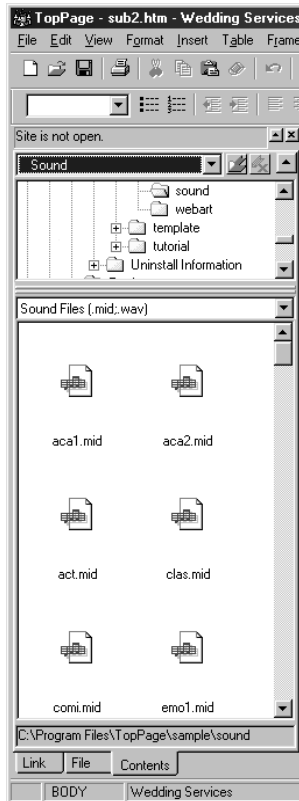
You cannot **create** sound or multimedia data using TopPage. To create it, use other applications.



Note

If you have not installed sample materials, you cannot display the sample sound data.

- 1 Click the **Contents** tab.
- 2 Select **Sound** from the upper left box (**Sound** is one of the sample materials) to display several sample sound files.





 **Tip**

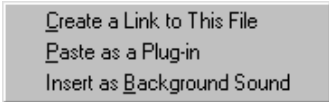
If you drag and drop a file with the right mouse button, a pop-up menu is displayed at the dropping location.


If you select **Insert as Background Sound** from the preceding pop-up menu, the file becomes the background sound for your Web page. (This function is supported only by Netscape Navigator 3.0 or later, and Internet Explorer 4.0 or later.)

 **Note**

To play back the inserted plug-in objects on your Web browser, the plug-in applications must have been added to your Web browser. Not all Web browsers have the plug-in applications. Decide whether to use plug-in objects, after considering the purpose or target readers of your Web pages.

- 3 Using the right mouse button, drag a sound file. Drop it on the Web page you are currently editing. The following pop-up menu is displayed.



- 4 Select **Paste as a Plug-in** to insert the sound data at the position where you dropped the file as an plug-in object. The sound data is indicated by the  mark.



Customizing a Java applet

Though you cannot create Java applets with TopPage, you can modify (customize) the size and movement of existing Java applets. This section describes how to insert and customize a sample Java applet that TopPage offers.

Related HTML tags

```
<APPLET CODE= CODEBASE=  
WIDTH= HEIGHT= >>/APPLET>  
<PARAM NAME= VALUE= >
```

Vocabulary

Java applet

A program written in Java language. By changing its parameters, you can change such things as the background, movement, and text.

Note

You cannot create Java applets with TopPage. To create them, you need a knowledge of Java language and programming.

You can display Java applets only on Web browsers that support them.

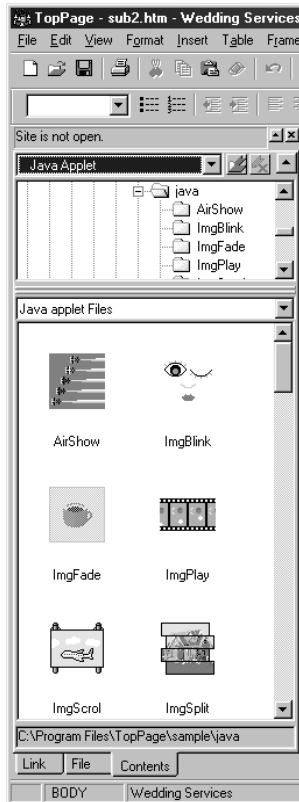
Note

If you have not installed sample materials, you cannot display sample Java applets.

Inserting one of the sample Java applets

To insert one of sample Java applets TopPage offers:

- 1 Click the **Contents** tab.
- 2 Select **Java Applet** from the upper left box (**Java Applet** is one of the sample materials) to display sample Java applets.

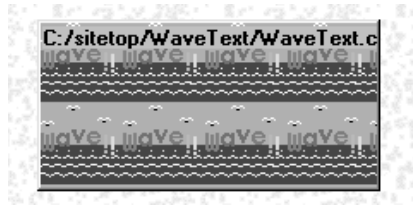


Tip

You cannot run Java applets in the TopPage editor. (In the editor, an alternative image is displayed instead of the actual Java applet.) Applets run only on a Web browser.

- 3 For checking the Java applet movements, click a Java applet using the right mouse button, and select **Preview** from the pop-up menu to start your Web browser in which the Java applet you have selected is displayed.
- 4 Select the Java applet you like, drag it, and drop it onto the Web page you are editing.

The Java applet is inserted into the position where you dropped the file. The Java applet is indicated by the alternative image.



Tip

A single Java applet is composed of several files. If a Java applet has been inserted as described in this section, a subfolder for the Java applet is automatically created when you save the Web page you are editing, and all the required files are copied into it.

When you upload your files to the provider's server, you must also upload the subfolder for the Java applet and the files in it. However, if your provider does not permit the use of subfolders, move the entire content of the Java applet subfolder to the top folder and erase the CODEBASE attribute of the <APPLET> tag.

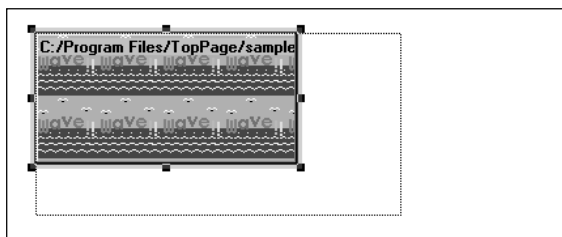
Tip

If you inserted one of the sample Java applets, sometimes you cannot check the movement of the Java applet with the **Preview** tab. However, you can save the Web page in which you inserted the Java applet. The files composing the Java applet are then copied from the folder of sample materials into the Web page subfolder. You can then check the movement with the **Preview** tab.

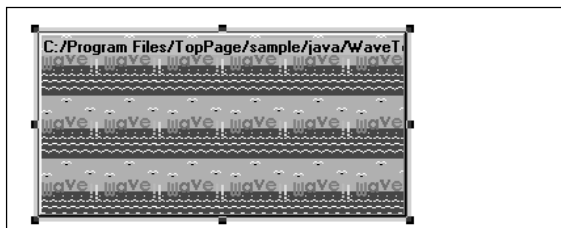
Changing the size of a Java applet

To change the size of a Java applet you inserted, click it, and drag one of eight black square marks around it.

Drag like this...



to change the size to this:



Changing the movement of a Java applet

You can easily change the movement, color, displayed text, or displayed image of a Java applet by changing its parameters. Change them according to your own personal taste.

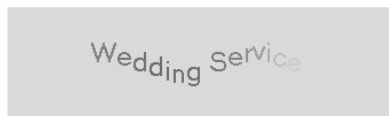
- 1 Click the Java applet using the right mouse button, select **Attributes** from the pop-up menu to display the **Attribute** dialog box.

- 2 Click the **Parameters** tab, which has a list of Java applet parameters.
- 3 Click one of parameters. The parameter name is displayed in **Name**, and the parameter value in **Value**. You can change the value as you like. Type the new value, and click the **Replace** button.
- 4 Click the **OK** button to save the changes. You cannot check the changes on the **Normal** pane, but you can on a Web browser.

You can change this Java applet ...




to this.



Inserting your own Java applet

To insert your own Java applet, which is not one of the sample Java applets provided by TopPage:

- 1 Create a subfolder for the Java applet in your site folder.
- 2 Copy all the files composing the Java applet to the subfolder you created. Copy the following files, for example:
 - Class files (*.class)
 - Image files and other files specified in the class files
- 3 Select **Java applet** from the **Insert** menu to display the **Attribute** dialog box for a Java applet. Check that **Applet** is displayed in the **Tag** list box.
- 4 Type the class file name in **Code**, the Java applet subfolder name in **Code Base**, the explanation of the Java applet in **Alternate Text**, and the size of the Java applet in **Width** and **Height**.
- 5 Click the **Parameters** tab, which has a list of Java applet parameters.
- 6 Enter the parameter name in **Name** and the corresponding value in **Value**, and click the **Add** button. Repeat this step for all the parameters.
- 7 Click the **OK** button to insert the Java applet. The mark  is then displayed. (You can view the actual Java applet on a Web browser or the **Pre-view** tab, not on the **Normal** tab. Before you view it on the **Preview** tab, save the Web page where you inserted the Java applet to view it correctly.)



Using dynamic HTML

You can use dynamic HTML by using the samples provided by TopPage. You can create a new Web page that contains dynamic HTML. Or you can insert an element for dynamic HTML into the Web page you are currently editing.

Related HTML tags

```
<SCRIPT></SCRIPT>  
<DIV ID= STYLE= ></DIV>
```

Vocabulary

dynamic HTML

The latest technology for creating animated Web pages. In the past, to create animated Web pages, you had to either create an animation GIF image or write a program in another file. However, dynamic HTML requires only an HTML file.

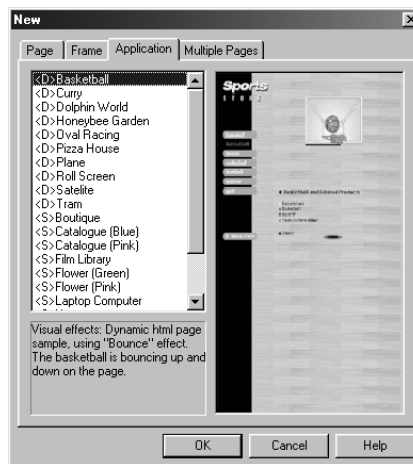
Note

Netscape Navigator 4.0, Microsoft Internet Explorer 4.0, or a later version of these browsers can display dynamic HTML. Decide whether to use dynamic HTML, considering the purpose or target readers of your Web pages.

Creating a new Web page that contains dynamic HTML

This method uses templates provided by TopPage. You can view a new Web page with Netscape Navigator 4.0, Microsoft Internet Explorer 4.0, or a later version of them.

- 1 Select **New** from the **File** menu to open the **New** dialog box.
- 2 Click the **Application** tab, which contains Web page templates using the latest technology. The Web page titles that begin with <S> use style sheet technology, and those that begin with <D> use dynamic HTML technology.
- 3 Select a template beginning with <D>, and click the **OK** button.



The Web page you selected opens in the TopPage editor.



 **Tip**

Another way to check the movement of the dynamic HTML is to select **Save As** from the **File** menu to save all the files composing the Web page and view the page on your Web browser.

4 Click the **Preview** tab to check the movement.



5 To edit the page, click the **Normal** or **HTML Source** tab, and edit it, as you do with other Web pages.

Vocabulary

layout frame

The area where you apply the dynamic HTML effect. Some Web browsers refer to this as a *layer*.

Vocabulary

effect


Such movements as:

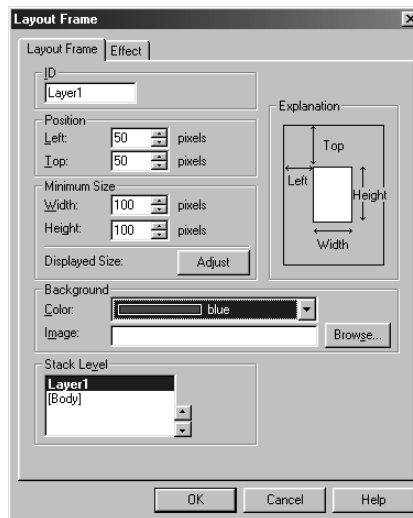
- Fade-in
- Fade-out
- Jump
- Bounce
- Float

These effects are described in JavaScript.

Inserting an element for dynamic HTML into the Web page

In this method, you create a layout frame in any position you like, select an effect of dynamic HTML, and enter text within the layout frame, to make animated text. You can also make an animated image in the same way.

- 1 Click the  icon to display the dialog box for creating dynamic HTML.
- 2 If necessary, change the position (**Left** and **Top**) and size (**Width** and **Height**) of the layout frame.
- 3 Select the background color from the **Color** list box. (You can select the background image by clicking the **Browse** button next to **Image**.)



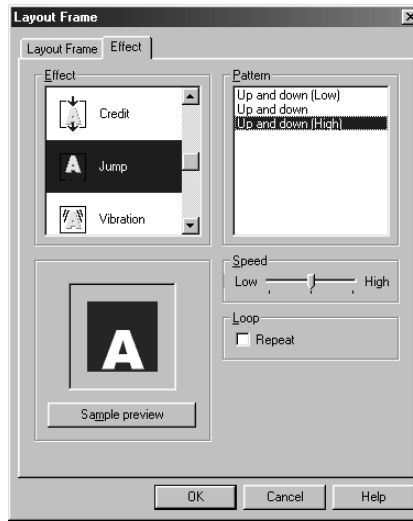
- 4 Click the **Effect** tab, which contains a list of effects of dynamic HTML.

 **Tip**

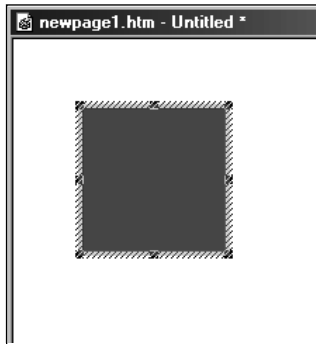
If you select an effect on the **Effect** tab, and if you click the **Sample preview** button, you can view the sample image as animated.

If you select the **Repeat** check box, you can set it to repeat the same animation. You can also change the speed using the **Speed** slider.

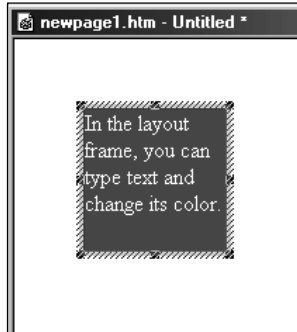
- 5 Select one of effects under **Effect**, and select one of patterns under **Pattern**:



- 6 Click the **OK** button to close the **Layout Frame** dialog box and to create a layout frame.



- 7 Click the layout frame, and enter text inside it. (Or insert an image instead of text.)




- 8 Click the **Preview** tab to check the movement.
- 9 To display the **Layout Frame** dialog box again for reediting, click the layout frame using the right mouse button, and select **Layout Frame Attributes** from the pop-up menu.

Tip

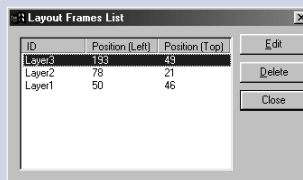
Have fun and challenge your creativity!

The advantage of dynamic HTML is that it is flexible. For example, you can create complex movements by creating multiple layout frames and entering different text or images into them. In particular, if you insert an animation GIF image, you can combine both the animation of the image and the effect of dynamic HTML.

 “Creating an animation GIF” on page 10-20

Tip

If you create multiple layout frames, or if it is difficult to select a layout frame that has a color similar to the background, select **Layout Frames List** from the **View** menu to display the following dialog box:



Select the target layout frame from this list, and click the **Edit** button to display the **Layout Frame** dialog box of the target layout frame.

To delete a layout frame, select a layout frame from this list, and click the **Delete** button. If you delete all the layout frames within a Web page, all the script code for the dynamic HTML is automatically deleted.

Uploading Web pages

Chapter 12

This chapter explains how to upload your Web pages to your provider's server to make them accessible on the Internet.

Before doing the tasks in this chapter

1. Start TopPage.

 "Starting and ending TopPage" on page 2-7

First, read "Before uploading". Next, read "Uploading the entire site," "Uploading a Web page", or "Uploading files", according to what you want to do.

• ★★★	Before uploading	12-2
• ★★★	Uploading the entire site	12-9
• ★★	Uploading a Web page	12-12
• ★★	Uploading files	12-14



Before uploading

Before uploading the entire site, you must specify the destination server. Also, you can find and correct errors in your site with the Site Check function.

Note

You must create a site before doing this task.

Ref. "Creating a site" on page 4-4

Registering the destination server

To register such server information as the destination server name, user ID, password, and destination folder, all of which are necessary for uploading:

- 1 Select **Site Wizard** from the **Site** menu to start the site wizard, which is the same as the one you used to create the site.
- 2 Select **Change the Existing Site Settings**, and select a site name.



- 3 Click the **Next** button. The **Set Site Items** dialog box appears, displaying the items you have already specified.

Vocabulary

server profile

A set of such server information as the destination server name, user ID, password, and destination folder. Its default name is the corresponding site name, but you can change it.

Note

Enter the values in these boxes that your provider instructs. For example, if you are instructed to “place data in the public_html folder,” enter “public_html” in the **Destination Folder** box. Do not place a slash “/” at the beginning. If you are instructed to “place data in the /home/username folder,” place a slash “/” at the beginning and enter it as “/home/username.” Contact your provider on anything that is unclear.

- Click the **Next** button. The **Setup Destination Server** dialog box appears, in which the same name as the site is automatically entered in the **Server Profile Name** box:

Setup Destination Server

Destination Server Settings:

* Server Profile Name
My Site
Specify a name for the server settings. Choose the same name as the site name.

* Destination Server Name:

Specify a server name, a user ID, and a password.

* User ID: _____ * Password: _____
Specify a server name, a user ID, and a password.

* Destination Folder: _____ Browse...
Specify the destination folder (directory) guided by your provider.
(for example, public_html)

The settings in this page are required for transferring pages. You can skip the settings, and redo them after using this Site Wizard.

Detail Settings

< Back Next > Cancel Help

- Enter the address of your provider’s server in the **Destination Server Name** box.
- Enter your user ID in the **User ID** box, your password in the **Password** box, and the server’s folder name in which you upload your files in the **Destination Folder** box. (The values in the following figure are examples.)

Setup Destination Server

Destination Server Settings:

* Server Profile Name
My Site
Specify a name for the server settings. Choose the same name as the site name.

* Destination Server Name:
ftp.ibm.ne.jp
Specify a server name, a user ID, and a password.

* User ID: myuserid * Password: _____
Specify a server name, a user ID, and a password.

* Destination Folder: public_html Browse...
Specify the destination folder (directory) guided by your provider.
(for example, public_html)

The settings in this page are required for transferring pages. You can skip the settings, and redo them after using this Site Wizard.

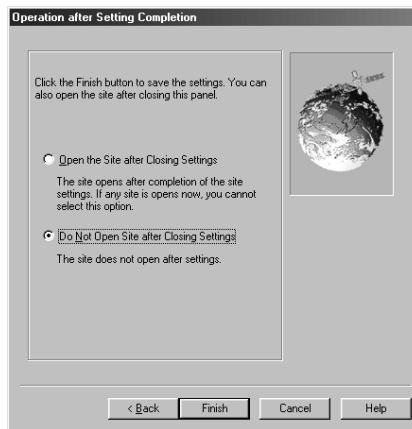
Detail Settings

< Back Next > Cancel Help

 **Tip**

If you are uploading files from a LAN-connected personal computer through a firewall, click the **Detail Settings** button and set the firewall. Only the "SITE hostname" type firewall is available. If you do not know your firewall format, contact your system administrator.

- 7 Click the **Next** button to display the final dialog box.



- 8 Click the **Finish** button to complete the settings.

 **Tip**

If you want to cancel a server registration, select **Destination Server Setup** from the **Site** menu, select a profile name from the **Registered Server** list, click the **Delete Server** button, and click the **OK** button.

Note

Before doing this task, save all the Web pages you are currently editing.

Correcting errors

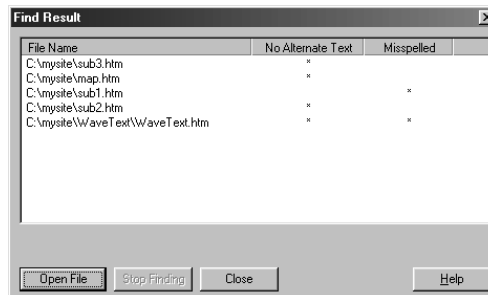
The Site Check function enables you to find the following errors in the entire site:

- Images without alternate text
- Spelling errors

- 1 Select **Site Check** from the **Site** menu to display the **Site Check** dialog box.
- 2 Select a site name from the **Site to Check** list box. (If you open a site, you can select only that site. If you do not open a site, you can select any one from all the registered sites.)
- 3 You can select either the **Alternate Text** check box or the **Spelling** check box, or you can select both of them.



- 4 Click the **Start** button to start searching for errors. When the search is complete, the **Find Result** dialog box is displayed. The file names of the Web pages with errors and the types of errors are displayed.



- 5 Select a file name, and click the **Open File** button to open the corresponding Web page.
- 6 Correct the errors as follows:
 - To add alternate text, select **URL Editor** from the **Tool** menu, select the **Image** or **Linked Image** button on the URL Editor, and enter alternate text.
 - To fix spelling errors, select **Spelling** from the **Edit** menu. Enter the correct spelling using the **Spelling** dialog box.

(For details, click the **Help** button on the URL Editor or the **Spelling** dialog box.)

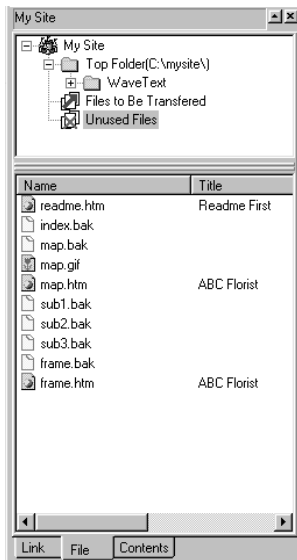
! Note

Before doing this task, place the target files into the site folder.

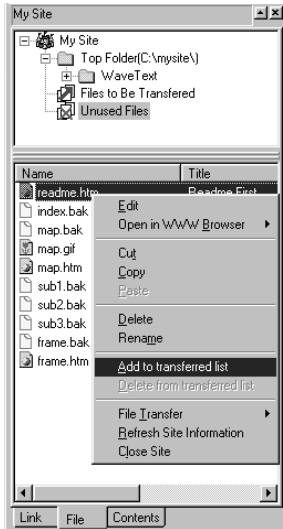
Registering a file as the one to be uploaded

TopPage categorizes files in the site folder as either “unused files” or “files to be transferred.” Remember that if you upload the entire site, only the “files to be transferred” are uploaded. This section explains how to change an “unused file” into a “file to be transferred.”

- 1 Open a site.
 - Ref. “Opening a site and a Web page” on page 4-11
- 2 Click the **File** tab, and click **Unused Files** to display the list of files that TopPage regards as unused files, in the lower half of the **File** pane.



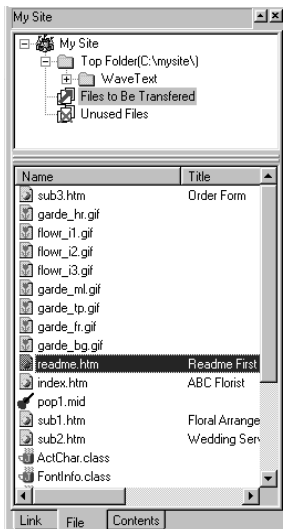
- 3 Click the target file using the right mouse button, and select **Add to transferred list** from the pop-up menu.



Tip

If you find an unnecessary file among the **Unused Files** list, delete it by clicking the file name using the right mouse button, and selecting **Delete** from the pop-up menu.

- 4 To check that the file has been moved, click **Files to Be Transferred** in the upper half of the **File** pane.





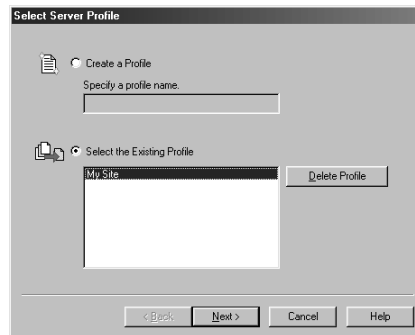
Uploading the entire site

You can connect to your provider's server, and upload the entire site—that is, all the files and subfolders that compose a site—to make your Web pages accessible on the Internet.

Note
You can do this task only when you open a site.

Tip
The first upload enables you to upload all the files and subfolders that compose a site. The second and later upload enables you to upload only files newly created or changed since the previous upload.

- 1 Register the destination server.
Ref. “Registering the destination server” on page 12-2
- 2 Open a site.
Ref. “Opening a site and a Web page” on page 4-11
- 3 Select **File Transfer** from the **Site** menu, and then select **Site Upload** to start the upload wizard.
- 4 On the first dialog box of the wizard, select **Select the Existing Profile**, and select a profile name (normally the same as the site).



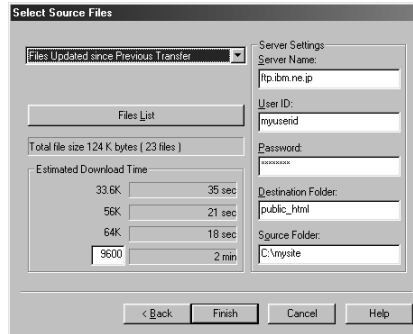
- 5 Click the **Next** button. The **Transfer Mode Settings** dialog box is displayed.

Tips

In the upper left field on the **Select Source Files** dialog box, **Files Updated since Previous Transfer** is automatically selected. Normally, do not change this.

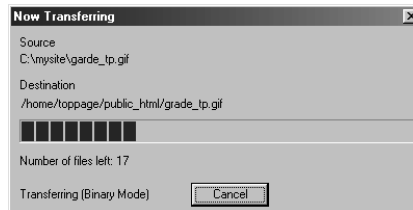
You can view a list of files stored in the site folder by clicking the **Files List** button. The selected files in the list are to be transferred. (If necessary, you can select files that are not selected, or you can deselect files that are selected.) You do not need to enter a number in the **Estimated Download Time** field. However, if you want to estimate the time required for uploading, enter your computer's modem speed.

- 6 Click the **Next** button to display the **Select Source Files** dialog box:



- 7 Click the **Finish** button.

If your computer is not connected to the Internet, a dialog box is displayed prompting you to connect. After connection, the upload begins, and the following dialog box that indicates the upload status is displayed:




When the upload is complete, the message “Transfer complete” is displayed.



8 Click the **OK** button.

 **Note**

TopPage regards files called by a script program, a Java applet, an external CSS file, or a CGI program other than the TopPage samples as “unused files.” To prevent this, you must, in advance, mark them as “files to be transferred.” After upload, if you notice that some files were not uploaded, mark them as “files to be transferred,” and upload the entire site again.

 “Registering a file as the one to be uploaded” on page 12-7

Uploading a Web page

You can upload a single Web page with the files pasted in it at the same time. For example, if images are pasted in your Web page, you can upload both an HTML file and image files at once.

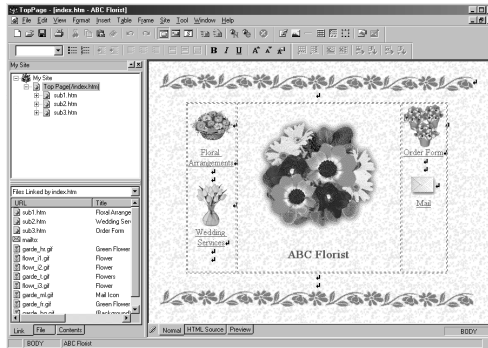
Note

You cannot upload the link destination pages in this method, however.

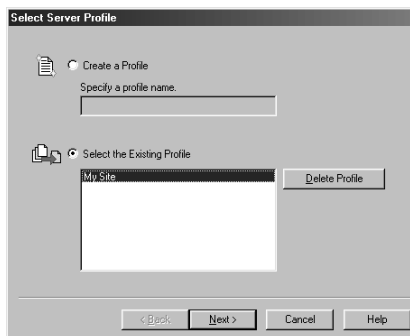
Tip

If you want to create a new server profile, click the **Create a Profile** button on the **Select Server Profile** dialog box, enter a new profile name, and click the **Next** button to display a dialog box for entering the server information.

- 1 Open the Web page you want to upload.



- 2 Select **File Transfer** from the **Site** menu, and then select **Page Upload** to start the upload wizard.
- 3 On the first dialog box of the wizard, select **Select the Existing Profile**, and select a profile name (normally the same as the site).





Tips


You can view a list of files that make up your Web page by clicking the **Files List** button. The selected files in the list are to be transferred. (If necessary, you can select files that are not selected, or you can deselect files that are selected.)

You do not need to enter a number in the **Estimated Download Time** field. However, if you want to estimate the time required for uploading, enter your computer's modem speed.

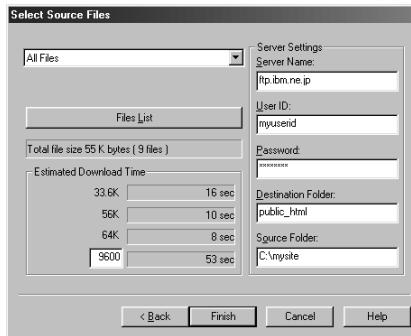


Note

Files called by a script program, a Java applet, an external CSS file, or a CGI program other than the TopPage samples are not uploaded. After uploading your Web page, upload only the files that were not uploaded.

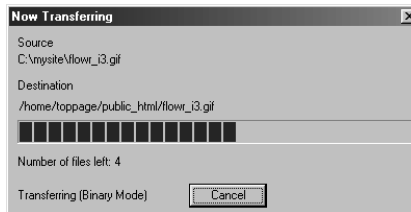
 [“Uploading files” on page 12-14](#)

- 4 Click the **Next** button. The **Select Source Files** dialog box is displayed:



- 5 Click the **Finish** button.

If your computer is not connected to the Internet, a dialog box is displayed, prompting you to connect. After connection, the upload begins, and the following dialog box that indicates the upload status is displayed:




When the upload is complete, the message “Transfer complete” is displayed.

- 6 Click the **OK** button.

Uploading files

You can upload individual files from your computer, or delete individual files on the provider's server, using the File Transfer tool.

Tip

You can use TopPage's File Transfer tool as an FTP client program. Click the  icon on the File Transfer main window to learn more how to use this tool.

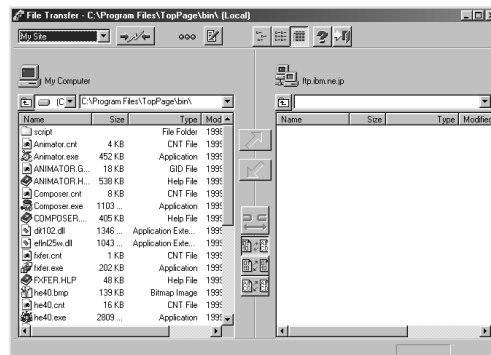
1 Start the File Transfer tool in one of the following ways.

- Select the Windows **Start** menu, **Programs**, **TopPage**, and then **File Transfer**.

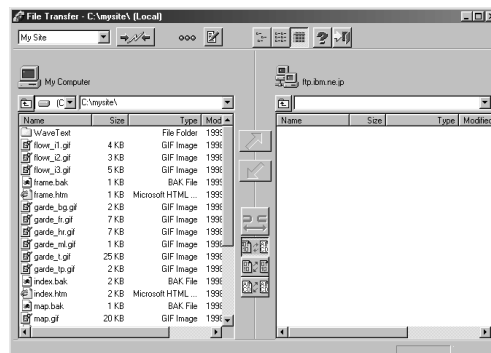
or:


- Select **File Transfer** from TopPage's **Tool** menu.

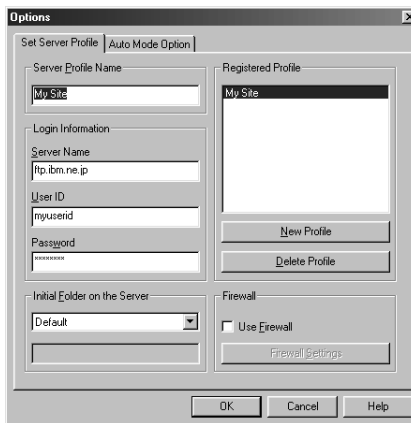
The File Transfer main window is displayed.




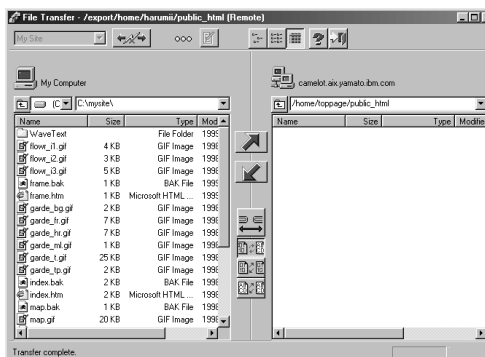
2 Open a folder where files that you want to upload are stored.



- 3 Click the  icon.
- 4 From the list under **Registered Profile**, select the name of a server profile you created for the site upload, and click the **OK** button. (If you have not created a server profile, register it. For details, click the **Help** button of this dialog box.)




- 5 Click the  icon to connect with the server.
- 6 On the right side, files and folders on the server is displayed. Select the destination folder.





Tip

To delete a file on the server, on the right side of the window, click a file using the right mouse button, and select **Delete** from the pop-up menu.



- 7 On the left side, click to select a file you want to upload. (To select all the files in a folder, click the list of files using the right mouse button, and select **Select All** from the pop-up menu.)
- 8 Click the  icon to upload the selected file or files. (files appear to be copied from the left side to the right side.)

Other functions

Chapter 13

This chapter explains convenient functions that have not been explained in the preceding chapters.

Before doing the tasks in this chapter


1. Start TopPage.
 “Starting and ending TopPage” on page 2-7
2. Open a Web page to be edited.
 “Opening a site and a Web page” on page 4-11



★	Editing HTML directly	13-2
★	Downloading a Web page	13-5
★	Other functions: Intermediate	13-6
★	Other functions: Advanced	13-8



Editing HTML directly

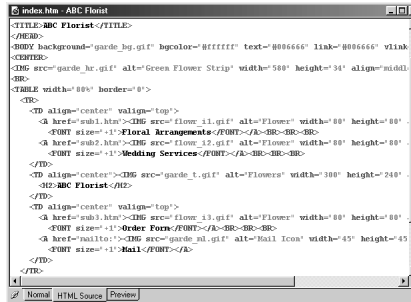
If you know HTML tags well, or if you wish to enter HTML tags other than those TopPage supports, edit HTML directly.  Appendix B, “HTML tags”

Tip

To edit your Web page both on the **Normal** pane and on the **HTML source** pane simultaneously, click your Web page using the right mouse button, and select **Open in New Window** to open the same Web page in another window. If you click the **Normal** tab on one window, and the **HTML source** tab on the other window, you can edit while comparing the two.

Editing the HTML source

To edit the HTML source directly, click the **HTML Source** tab. The content of the HTML source is then displayed. You can rewrite it as you like. Click the **Normal** tab to return to the WYSIWYG editor.



```
index.htm - ABC Florist
<TITLE>ABC Florist</TITLE>
</HEAD>
<BODY background="garden_bg.gif" bgcolor="#ffffff" text="#000000" link="#000000" vlink="#000000">
<CENTER>
<IMG src="garden_hr.gif" alt="Green Flower Strip" width="500" height="34" align="middle"
SRC
<TABLE width="800" border="0">
<TR>
<TD align="center" valign="top">
<A href="sub1.htm"><IMG src="flow_11.gif" alt="Flower" width="80" height="80"
<FONT size="11">Floral Arrangements</FONT></A><BR><BR><BR>
<A href="sub1.htm"><IMG src="flow_13.gif" alt="Flower" width="80" height="80"
<FONT size="11">Wedding Services</FONT></A><BR><BR><BR>
</TD>
<TD align="center"><IMG src="garden_1.gif" alt="Flower" width="300" height="240"
<H2>ABC Florist</H2>
</TD>
</TR>
<TR>
<TD align="center" valign="top">
<A href="sub1.htm"><IMG src="flow_13.gif" alt="Flower" width="80" height="80"
<FONT size="11">Order Forms</FONT></A><BR><BR><BR>
<A href="sub1.htm"><IMG src="garden_01.gif" alt="Mail Icon" width="45" height="45"
<FONT size="11">Mail</FONT></A>
</TD>
</TR>
</TABLE>
```

Entering an HTML tag

You can directly enter an HTML tag, even on the **Normal** pane.

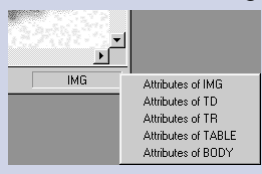
- 1 Position the cursor on the location where you want to insert an HTML tag.
- 2 Select **HTML Tag** from the **Insert** menu to display a dialog box for entering an HTML tag.



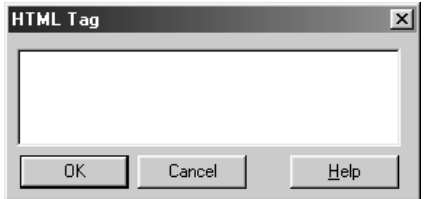
Tips

While you are editing your Web page on the **Normal** pane, the HTML tag name at the cursor position is displayed on the status bar.

To quickly display the **Attribute** dialog box for the target HTML tag, click the button in the lower right corner, and select the target HTML tag name from the pop-up menu that indicates the HTML structure. Note that some HTML tags have no attributes to be changed.



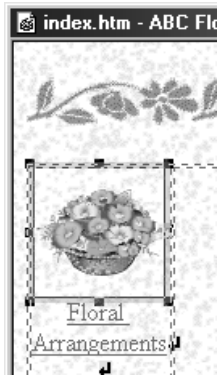
- 3 Enter an HTML tag, and click the **OK** button to insert the tag at the cursor position.



Entering HTML tag attributes

If you know attribute keywords such as “align” and “src,” you can directly enter the attribute values, even on the **Normal** pane, using the Universal Attribute Editor.

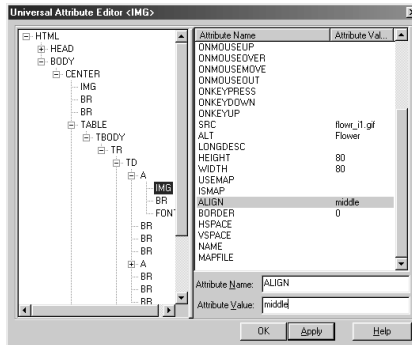
- 1 Click the target element.



- 2 Select **Universal Attribute Editor** from the **Tool** menu to open the Universal Attribute Editor.



- 3 On the left side of the editor, all the HTML tags within the Web page you are currently editing are displayed. Click an HTML tag to display its attribute keywords on the right side. Click one of keywords, and enter its value in the **Attribute Value** box.



! Note

By using the Universal Attribute Editor, you can edit even some attributes that TopPage cannot display.

- 4 Click the **Apply** button.

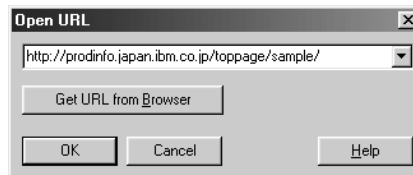
Downloading a Web page

You can open a Web page on the Internet that begins with “http://” and save its files to your computer. This is referred to as downloading.

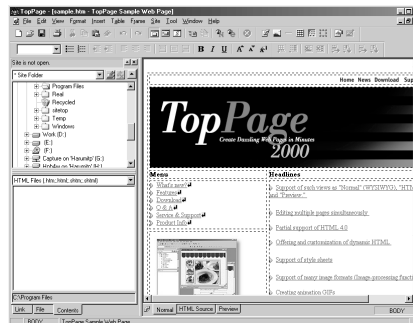
Tip

To enter the same URL as the Web page you are currently displaying on your Web browser, click the **Get URL from Browser** button.

- 1 Select **Open URL** from the **File** menu to display a dialog box for opening a Web page on the Internet.
- 2 “http://” is already entered, so enter the rest of the URL.



- 3 Click the **OK** button to download and open the Web page.




- 4 To save the downloaded Web page, select **Save As** from the **File** menu, specify the location for saving it, and click the **Save** button to save all the files that make up the Web page.

Other functions: Intermediate

The following functions are convenient for intermediate users:

- Registering frequently used folders as bookmarks
- Entering your comments

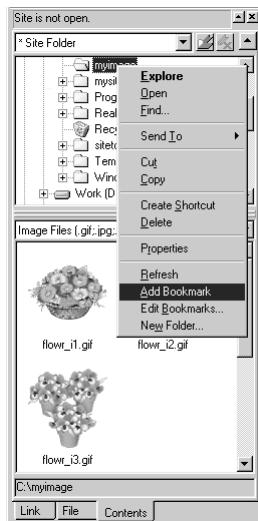
Tip

To edit the registered bookmarks, click the  icon to display the dialog box for editing bookmarks. This dialog box enables you to rename the bookmark titles or to delete unneeded bookmarks. For details, click the **Help** button of this dialog box.

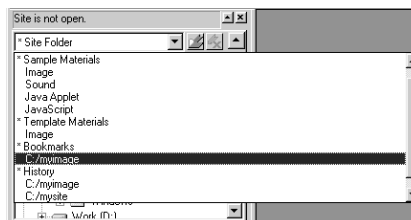
Registering frequently used folders as bookmarks

After registering folders you frequently use as bookmarks of the **Contents** tab, you can easily open them.

- 1 Click the **Contents** tab.
- 2 Click a folder using the right mouse button, and select **Add Bookmark** to register the folder as a bookmark.



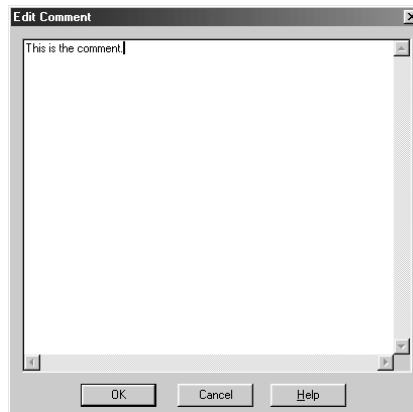
- 3 To open a registered folder, select the folder name from the uppermost box of the **Contents** pane.



Entering your comments

A comment element (the `<!-- -->` tag) is never displayed on Web browsers. You can use it as your memorandum.

- 1 Select **Comment** from the **Insert** menu.
- 2 Enter your comments, and click the **OK** button to insert them.



The `&` mark is displayed at the cursor position. This mark is not displayed on Web browsers.

- 3 To read or edit your comments, click the `&` mark using the right mouse button, and select **Attributes** from the pop-up menu.

Other functions: Advanced

The following functions are convenient for advanced users:

- Creating a channel file
- Changing heading levels
- Creating an index
- Creating a site map

Vocabulary

channel

A Web site that is delivered to the readers periodically according to the schedule the Web site creator determines.

Note

Some Web browsers do not have the channel function. Internet Explorer 4.0, Netscape Navigator 4.0, later version of these have the channel function.

Note

You can reedit a CDF file for Internet Explorer, but you cannot reedit a channel file for Netscape Navigator.


Creating a channel file

You can create a channel file and set a link to it. Readers can then register your Web site as a channel.

- 1 Select **Create Channel** from the **Tool** menu, and then select **Netscape Channel** or **Internet Explorer Channel**. (If you select **Netscape Channel**, you can create a channel file for Netscape Navigator, whereas if you select **Internet Explorer Channel**, you can create a CDF file (*.cdf) for Internet Explorer.)
- 2 Click the **Help** button of the displayed dialog box, refer to the displayed explanation, and create a channel file.
- 3 Create a button image with text such as “Register Channel,” paste it into your Web page, and set a link from the button image to the channel file.
- 4 Upload the channel file and your Web page that includes the button image to your provider's server. Readers can then register your Web site as a channel, just by clicking the button image.

Note

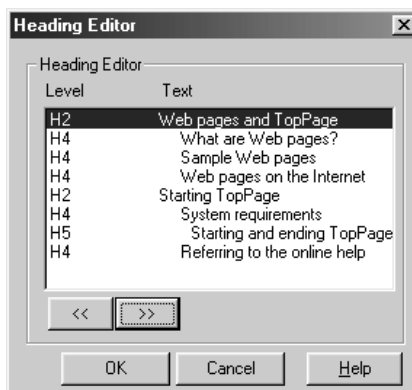
Because TopPage regards files called by your channel file as “unused files,” register them as “files to be transferred” before uploading.

 “Register a file as the one to be uploaded” on page 12-7

Changing heading levels

If you are editing a long Web page, and if you want to change the levels of several headings at once, use the Heading Editor.

- 1 Select **Heading Editor** from the **Tool** menu to display the Heading Editor.
- 2 Click a heading, and click the << button to raise the level or the >> button to lower the level. Repeat this to adjust the levels of all the headings within the Web page.



- 3 Click the **OK** button.

Creating an index

You can create an index from the headings of your Web page.

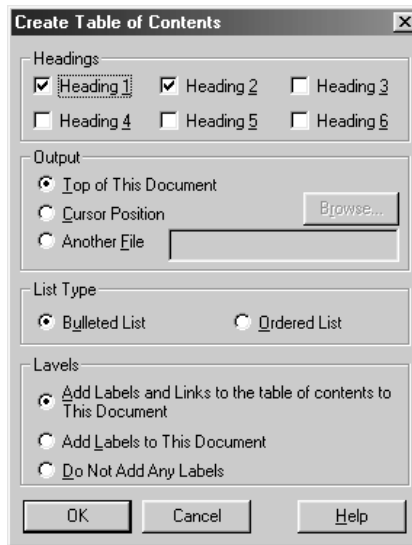
- 1 Select **Index** from the **Insert** menu to display a dialog box for creating an index.

 **Tip**

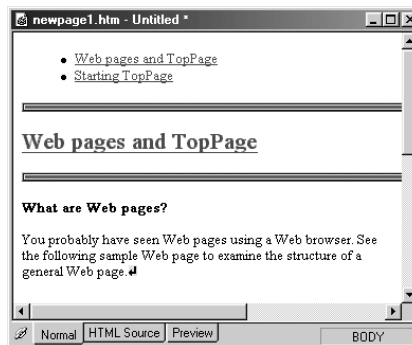
Under **Labels**, select one of the following:

- **Add Labels and Links to the table of contents to This Document**, to enable a visitor to jump from the index to the headings, and vice versa.
- **Add Labels to This Document**, to enable a visitor to jump from the index to the headings.
- **Do not add Any Labels**, to permit no jumps.

- 2 Under **Headings**, select the heading levels you want to include in the index. Under **Output**, select the location to transfer the index. (If you select **Another File**, specify the file name, too.) Under **List Type**, select the list type. (An index is created in the list format.) Under **Label**, select how to attach labels.

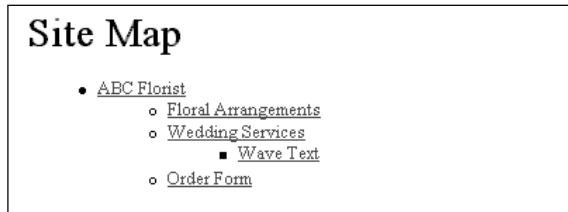


- 3 Click the **OK** button to create the index as you specified.



Creating a site map

You can create a site map, which contains links to all the Web pages in your site. To create it, open a site, and select **Create Site Map** from the **Site** menu. The following figure is an example of a site map.



Appendix A. TopPage functions

The following tables explain the TopPage functions:

Page-editing functions

Page editing (You can check the layout in WYSIWYG.)	<ul style="list-style-type: none"> • Support of such views as "Normal" (WYSIWYG), "HTML Source," and "Preview." (For the frame-using pages, the "Frame HTML Source" view and "No Frame" view are also available) • Creating pages using the wizard • Editing multiple pages simultaneously • Checking the display on multiple Web browsers 	<ul style="list-style-type: none"> • Background colors for table, row, and cell • Background image for cell • Creating a table and rows, and specifying the table title • Converting the CSV format table to the HTML format table (with a drag-and-drop operation; through the clipboard; from a file)
Partial support of HTML 4.0		
Support of style sheets	<ul style="list-style-type: none"> • Partial support of CSS Level 1 (based on W3C) • Support of CSS-P (positioning) 	
Offering and customization of dynamic HTML		
Text format	<ul style="list-style-type: none"> • Support of such paragraph types as heading, preformatted, address, and block quote • Lists • Superscript and subscript • Alignment • Indent • Font color, size, and face 	
Document format	<ul style="list-style-type: none"> • Text color • Link color • Background color • Background image • Document title • Editing meta-information 	
Text flow around a table or an image		
Link	<ul style="list-style-type: none"> • Links to external Web pages, other documents, and FTP • Links within a document • E-mail (mailto:) • Setting a link by dragging and dropping a file from the Link view • Reading the link destination page (remote and local) 	
Table	<ul style="list-style-type: none"> • Creating a table, specifying numbers of rows and columns • Resizing a table with the mouse operation • Inserting or deleting columns and rows • Merging and splitting cells • Setting cell size, ruled line width, and padding • Setting multiple cells at once, by selecting multiple cells • Hiding table borders 	
Form		<ul style="list-style-type: none"> • Such input fields as check boxes, radio buttons, send buttons, reset buttons, option menus, list boxes, and text entry fields
Frame		<ul style="list-style-type: none"> • WYSIWYG editing within frames • Converting a normal page into a frame page • Creating frames with the mouse operation • Specifying frame size (pixels, %, or automatic) • Specifying frame-border width • Specifying scroll-bar format
Script editing		<ul style="list-style-type: none"> • Editing and inserting JavaScript and VBScript • Samples of objects, properties, and methods
Editing of comments		
Insertion of plug-in objects		<ul style="list-style-type: none"> • Inserting Shockwave, VRML, and sound files
Insertion of dates and times		<ul style="list-style-type: none"> • Inserting the document-created date and time
Editing of HTML source		<ul style="list-style-type: none"> • Editing HTML tags directly • Colored display of HTML tags for easy editing • Finding and replacing text • Jumping to a field that has a syntax error
Pasting of images		<ul style="list-style-type: none"> • Moving and copying images with drag-and-drop operations • Changing the image display size • Pasting an image from another program through the clipboard • Fetching images from TWAIN 32-compatible digital cameras and scanners
Index creation		<ul style="list-style-type: none"> • Creating an index from headings in a Web page • Creating links between the index items and headings

Page-editing functions

URL Editor	<ul style="list-style-type: none"> • Displaying all the links and alternate text in a Web page • Editing links and alternate text
Universal Attribute Editor	<ul style="list-style-type: none"> • Displaying all the attributes for an HTML tag • Setting attribute values
Displaying the document size and the estimated download time	<ul style="list-style-type: none"> • Displaying the size of the document and files that make up the document • Displaying the estimated download time at each transmission speed
Spelling check	<ul style="list-style-type: none"> • Detecting and correcting spelling errors • Dictionaries for the U.S. and the U.K.

Image-processing functions

Support of many image formats	<ul style="list-style-type: none"> • GIF, JPEG, PNG, BMP, WMF, TIFF, FlashPix, and Photo CD
Image conversion	<ul style="list-style-type: none"> • Converting from the preceding image formats to the GIF or JPEG format. • GIF transparent coloring • GIF interlacing • JPEG progression • JPEG compression rate change (enabling you to preview it) • Converting between GIF and JPEG • Trimming
Changing of image file size	<ul style="list-style-type: none"> • Not only can the screen display size be changed, but also the file size can be changed in line with it
Color reduction and adjusting quality	<ul style="list-style-type: none"> • Enabling the reduction of the amount of image data, by reducing the number of colors used in GIF images and adjusting the JPEG quality
Image map creation	<ul style="list-style-type: none"> • Support of three types of image maps: client side image map and two types of server side image maps (CERN and NCSA) • Specifying areas in circles, rectangles, and polygons on images and set link destinations
Creating animation GIFs	<ul style="list-style-type: none"> • Creating animated images using Web Animator. • Enabling image movement, size change, cutting and pasting, rotation and up-down inversion • Thumbnail display of all frames • Animation effects such as "wipe" and "fade-in"
Logo creation	<ul style="list-style-type: none"> • Text decoration (anti-alias, bordering, spacing, alignment, layout, transforming, and so on) • 2D effects (blur, shadow, embossment, flame, and so on)
Lettering on buttons	<ul style="list-style-type: none"> • Entering lettering onto buttons with such shapes as squares, ellipses, arrows, or with such textures as marble, aluminum, grain
Decoration of photos with photo frames	<ul style="list-style-type: none"> • Pasting such frames as negativelike and decorative frames
Retouching of digital photos	<ul style="list-style-type: none"> • Adjusting brightness and contrast • Applying effects
Paint	



Site-management functions

Structuring of site by linking with page editing	<ul style="list-style-type: none"> Renewing links along with file operations
Link view	<ul style="list-style-type: none"> Tree display of site configuration Displaying to-and-from links Detecting link setting errors Displaying unnecessary files
File view	<ul style="list-style-type: none"> Displaying files to be transferred Displaying unused files
Detection of errors for the entire site at once (site check)	<ul style="list-style-type: none"> Spelling check 'Alternate text' check
Finding text within the entire site	
Site upload	<ul style="list-style-type: none"> Preparing upload using the wizard Automatically detecting all files that make up the site Automatically detecting updates Uploading only updated or new files Displaying estimated uploading time
Page upload	<ul style="list-style-type: none"> Detecting all files that make up a Web page and uploading them (link destination pages are not uploaded)
Management of multiple sites	<ul style="list-style-type: none"> Setting a profile (the destination server, user ID, and password) for each site Managing the file-transferring log for each site
Detection and deletion of unused files	<ul style="list-style-type: none"> Automatically detecting unused files within a site folder and deleting them (on local machine only)
File Transfer tool	<ul style="list-style-type: none"> Transferring only individual files, regardless of the concept of Web pages Registering multiple FTP servers
Contents view	<ul style="list-style-type: none"> Displaying files such as images, HTML files, and Java applets Previewing images Pasting images into Web pages with a drag-and-drop operation
Creating a channel file	<ul style="list-style-type: none"> Creating the Microsoft CDF file or Netcaster Script file
Creating a site map using HTML	

Samples

Templates	<ul style="list-style-type: none"> Such template genres as business, hobby, nature, science, school, texture series, and conceptual series
Sample materials	<ul style="list-style-type: none"> Such materials as images, animation GIFs, sounds (MIDI), and Java applets

Appendix B. HTML tags


HTML tags and attributes available


The following table lists all the HTML tags and their attributes available with TopPage. Asterisks (*) are attached to tags and attributes that are not defined in HTML 4.0.

Note

If you open a Web page in which tags or attributes other than the following are embedded, TopPage issues either of the following error messages: “Unknown tag” or “The attribute is invalid.”

Tag	Generic attribute group (Note 1)		Description	Editing on the Normal pane ● F = Full support ● P = Partial support ● N = No support (Note 2)	Displaying on the Normal pane (Note 3) ● F = Full support ● P = Partial support ● N = No support
	Attribute	Attribute value			
A	core, internationalization, event		anchor	F	F
	charset		char encoding of linked resource	N	N/A
	type		content type	N	N/A
	name		label	F	N/A
	href		URL for linked resource	F	F
	href		language code	N	N/A
	target		target	F	N/A
	rel		link destination type	N	N/A
	rev		link source type	N	N/A
	accesskey		accessibility key character	N	N/A
	shape	rect	type of drawing	N	N/A
	coords		for use with client-side image maps	N	N/A
	tabindex		tab index	N	N/A
	onfocus		action when the element gets the focus	F	N/A
onblur		action when focus lost	F	N/A	
ABBR	core, internationalization, event		abbreviated form	N	F
ACRONYM	core, internationalization, event		acronym	N	F
ADDRESS	core, internationalization, event		information on author	F	F
APPLET	core		Java applet	F	F
	codebase		optional base URL for applet	F	N/A
	archive		archive list	N	N/A
	code		applet class file	F	N/A
	object		serialized applet file	N	N/A
	alt		short description	F	N/A
	name		name	N	N/A

Note 1 *Generic attribute group* refers to the three attribute groups: core, internationalization, and event.  “Generic attributes group” on page B-9

Note 2 You cannot edit N-marked tags and attributes on the **Normal pane**, but you can directly edit them on the **HTML Source pane** or other text editors.  “Editing HTML directly” on page 13-2

Note 3 Some tags and attributes change the Web page appearance. **Normally** you can see the changes on the Normal pane, but sometimes you cannot. The marks F, P, and N indicate the support for displaying the appearance changes on the **Normal pane**. N/A indicates that the tag or attribute does not change the Web page appearance.

	width		width	F	F
	height		height	F	F
	align	top, middle, bottom, left, right	vertical or horizontal alignment	F	F
	hspace		horizontal gutter	F	F
	vspace		vertical space	F	F
AREA	core, internationalization, event		client-side image map area	F	N/A
	shape	rect, circle, poly	type of drawing	F	N/A
	coords		comma-separated list of lengths	F	N/A
	href		URL for linked resource	F	N/A
	target		target	F	N/A
	nohref		no URL	N	N/A
	alt		short description	F	N/A
	tabindex		tab index	N	N/A
	accesskey		accessibility key character	N	N/A
	onfocus		action when the element gets the focus	N	N/A
onblur		action when focus lost	N	N/A	
B	core, internationalization, event		bold text style	F	F
BASE			document base URL	F	N/A
	href		base URL	F	N/A
	target		predetermined value of target	F	N/A
BASEFONT			base font size	N	N
	id		style ID	N	N
	size		size	N	N
	color		text color	N	N
	face		comma-separated list of font names	N	N
BDO	core, internationalization		directionality	N	N
BIG	core, internationalization, event		large text style	N	F
BLINK *	core, internationalization, event		blinking	F	F (Note 4)
BLOCKQUOTE	core, internationalization, event		long quotation	F	F
	cite		quotation source	N	N/A
BODY	core, internationalization, event		document body	F	F
	onload		action when the document has been loaded	F	N/A
	onunload		action when the document has been removed	F	N/A
	background		background image	F	F
	bgcolor		background color	F	F
	text		text color	F	F
	link		color of links	F	F
	vlink		previously read link color	F	N/A
	alink		color of selected links	F	N/A
BR	core		forced line break	F	F
	clear	left, all, right, none	control of text flow	F	F
BUTTON	core, internationalization, event		push button	F	F
	name		name	F	N/A
	value		value	F	N/A
	type	button, submit, reset	type	F	N/A
	disabled	disabled	unavailable in this context	F	F
	tabindex		tab index	N	N/A
	accesskey		accessibility key character	N	N/A
	onfocus		action when the element gets the focus	F	N/A
onblur		action when focus lost	F	N/A	
CAPTION	core, internationalization, event		table caption	F	F
	align	top, bottom, left, right	alignment	F	F
CENTER	core, internationalization, event		center	F	F
CITE	core, internationalization, event		citation	F	F
CODE	core, internationalization, event		computer code fragment	F	F
COL	core, internationalization, event		table column	N	N
	span		number of columns	N	N
	width		width	N	N
	align	left, center, right, justify, char	horizontal alignment	N	N

Note 4 This tag is indicated by its red color. (It does not flash.)

	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	N	N
COLGROUP	core, internationalization, event		table column group	N	N
	span		number of columns	N	N
	width		width	N	N
	align	left, center, right, justify, char	horizontal alignment	N	N
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	N	N
DD	core, internationalization, event		definition description	F	F
DEL	core, internationalization, event		deleted text	N	N
	cite		comment	N	N/A
	datetime		date and time of change	N	N/A
DFN	core, internationalization, event		definition description	F	F
DIR	core, internationalization, event		directory list	N	F
	compact	compact	compact	N	N
DIV	core, internationalization, event		layout container	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
DL	core, internationalization, event		definition list	F	F
	compact	compact	reduced interitem spacing	N	N
DT	core, internationalization, event		definition term	F	F
EM	core, internationalization, event		emphasis	F	F
EMBED *	core, event		plug-in	F	F
	src		object	F	N/A
	height		height	F	F
	width		width	F	F
	align		alignment	F	F
	hspace		horizontal gutter	F	F
	vspace		vertical space	F	F
	loop		loop	N	N/A
	hidden		hidden	N	N
	volume		volume	N	N/A
	autost		artauto-start	N	N/A
	repeat		repeat	N	N/A
	panel		panel	N	N
	text		title	N	N
	palette		palette	N	N
textfocus		focus	N	N/A	
FIELDSET	core, internationalization, event		input field group	N	N
FONT	core, internationalization		font	F	F
	size		size	F	F
	color		text color	F	F
	face		comma-separated list of font names	F	F
FORM	core, internationalization, event		interactive form	F	F
	action		server-side form handler	F	N/A
	method	GET, POST	HTTP method used to submit the form	F	N/A
	enctype		type of encoding	F	N/A
	onsubmit		action when the form is submitted	F	N/A
	onreset		action when the form is reset	F	N/A
	target		target	F	N/A
	accept-charset		list of supported character sets	N	N/A
FRAME	core		subwindow	F	F
	longdesc		link to long description	N	N/A
	name		frame name	F	N/A
	src		URL such as file name	F	F
	frameborder	1, 0	border	N	N/A
	marginwidth		margin width in pixels	F	N

Note 5 Except for "justify," both editing and displaying are supported.

	marginheight		margin height in pixels	F	N
	noresize	noresize	does not allow users to resize frames	F	N
	scrolling	yes, no, auto	scroll bar	F	N
FRAMESET	core		window subdivision	F	F
	rows		number of up-down divisions	F	F
	cols		number of left-right divisions	F	F
	onload		action when all the frames have been loaded	N	N/A
	onunload		action when all the frames have been removed	N	N/A
	frameborder *		display of borders	F	P (Note 6)
	border *		border width	F	P (Note 6)
H1	core, internationalization, event		heading 1	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
H2	core, internationalization, event		heading 2	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
H3	core, internationalization, event		heading 3	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
H4	core, internationalization, event		heading 4	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
H5	core, internationalization, event		heading 5	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
H6	core, internationalization, event		heading 6	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
HEAD	internationalization		document head	F	N/A
	profile		named dictionary of meta-information	N	N/A
HR	core, event		horizontal rule	F	F
	align	left, center, right	alignment	F	F
	noshade	noshade	no shading	F	F
	size		thickness	F	F
	width		width	F	F
HTML	internationalization		HTML document	F	N/A
	version		version	N	N/A
I	core, internationalization, event		italic text style	F	F
IFRAME	core		inline subwindow	N	N
	longdesc		detailed explanation	N	N
	name		frame name	N	N
	src		URL such as file name	N	N
	frameborder	1, 0	border	N	N
	marginwidth		margin width in pixels	N	N
	marginheight		margin height in pixels	N	N
	scrolling	yes, not, auto	scroll bar	N	N
	align	top, middle, bottom, left, right	vertical or horizontal alignment	N	N
	height		height	N	N
	width		width	N	N
IMG	core, internationalization, event		image	F	F
	src		file name	F	F
	alt		short description	F	N/A
	longdesc		detailed explanation	N	N/A
	height		height	F	F
	width		width	F	F
	usemap		CSIM map name	F	N/A
	ismap	ismap	use of server-side image map	F	N/A
	align	top, middle, bottom, left, right	vertical or horizontal alignment	F	F
	border		border width	F	F
	hspace		horizontal gutter	F	F
	vspace		vertical space	F	F
	name *		name	N	N/A
INPUT	core, internationalization, event		input field	F	F

Note 5 Except for "justify," both editing and displaying are supported.

Note 6 Attribute values other than 0 can be displayed.

	type	text, password, checkbox, radio, submit, reset, file, hidden, image, button	type	P (Note 7)	P (Note 7)
	name		name	F	N/A
	value		value	F	F
	checked	checked	selected radio buttons and check boxes	F	F
	disabled	disabled	unavailable in this context	F	N
	readonly	readonly	no entry possible	F	N/A
	size		number of columns	F	F
	maxlength		maximum characters for text fields	F	F
	src		image file name	F	F
	alt		short description	F	N/A
	usemap		CSIM map name	N	N/A
	tabindex		tab index	N	N/A
	accesskey		accessibility key character	N	N/A
	onfocus		action when the element gets the focus	F	N/A
	onblur		action when focus lost	F	N/A
	onselect		action when some text is selected	F	N/A
	onchange		action when the element value is changed	F	N/A
	accept		list of MIME types for file upload	N	N/A
	align	top, middle, bottom, left, right	vertical or horizontal alignment	N	N
INS	core, internationalization, event		inserted text	N	N
	cite		comment	N	N
	datetime		date and time	N	N
ISINDEX	core, internationalization		index search	N	N
	prompt		prompt message	N	N
KBD	core, internationalization, event		text to be entered by the user	F	F
LABEL	core, internationalization, event		label of input field	N	N
	for		ID for input field	N	N
	accesskey		accessibility key character	N	N
	onfocus		action when the element gets the focus	N	N
	onblur		action when focus lost	N	N
LEGEND	core, internationalization, event		fieldset legend	N	N
	accesskey		accessibility key character	N	N
	align	top, bottom, left, right	alignment	N	N
LI	core, internationalization, event		list item	F	F
	type	1, a, A, i, l, disc, square, circle	type	F	F
	value		number	F	F
LINK	core, internationalization, event		a media-independent link	F	N/A
	charset		encoding of link destination text	N	N/A
	href		URL for linked resource	F	N/A
	hreflang		language code	N	N/A
	type		content type	N	N/A
	rel		link destination type	N	N/A
	rev		link source type	N	N/A
	media		media	N	N/A
	target		target	N	N/A
MAP	core, internationalization, event		client-side image map	F	N/A
	name		map name	F	N/A
MENU	core, internationalization, event		menu list	N	F
	compact	compact	compact	N	N
META	internationalization		generic meta-information	F	N/A
	http-equiv		HTTP response header name	F	N/A
	name		NAME item	F	N/A
	content		associated information	F	N/A
	scheme		scheme	N	N/A
NOFRAMES	core, internationalization, event		alternate content container for non-frame-based rendering	F	F
NOSCRIPT	core, internationalization, event		alternate content container for non-script-based rendering	N	N
OBJECT	core, internationalization, event		generic embedded object	F	F

Note 7 Except for "type=file," displaying is supported.

	declare	declare	declaration	N	N/A
	classid		object	F	N/A
	codebase		base URL for classid, data, archive	F	N/A
	data		reference to object's data	F	N/A
	type		data type	F	N/A
	codetype		content type for code	F	N/A
	archive		archive list	F	N/A
	standby		standby character	F	N/A
	height		height	F	F
	width		width	F	F
	usemap		CSIM map name	N	N/A
	name		name	N	N/A
	tabindex		tab index	N	N/A
	align	top, middle, bottom, left, right	vertical or horizontal alignment	F	F
	border		border width	F	F
	hspace		horizontal gutter	F	F
	vspace		vertical space	F	F
OL	core, internationalization, event		ordered list	F	F
	type	1, a, A, i, l	item type	F	F
	compact	compact	reduced interitem spacing	N	N
	start		starting number	F	F
OPTGROUP	core, internationalization, event		option group	N	N
	disabled	disabled	unavailable in this context	N	N
	label		label	N	N
OPTION	core, internationalization, event		selectable choice	F	F
	selected	selected	selected	F	F
	disabled	disabled	unavailable in this context	N	F
	label		label	N	N/A
	value		value	F	F
P	core, internationalization, event		paragraph	F	F
	align	left, center, right, justify	alignment	P (Note 5)	P (Note 5)
PARAM			named property value	F	N/A
	id		ID	N	N/A
	name		name	F	N/A
	value		value	F	N/A
	valuetype	DATA, REF, OBJECT	type of value	N	N/A
	type		content type	N	N/A
PRE	core, internationalization, event		preformatted text	F	F
	width		maximum number of characters in a line	N	N
Q	core, internationalization, event		short inline quotation	N	N
	cite		quotation source	N	N
S	core, internationalization, event		strike-through text style	F	F
SAMP	core, internationalization, event		sample program output, scripts, and so on	F	F
SCRIPT			script statements	F	F
	charset		character encoding for external file	N	N/A
	type		content type	N	N/A
	language		language	F	N/A
	src		external file name	F	N/A
	defer	defer	defer	N	N/A
	event		(unused)	N	N/A
	for		(unused)	N	N/A
SELECT	core, internationalization, event		option selector	F	F
	name		name	F	N/A
	size		number of rows	F	F
	multiple	multiple	multiple selection permitted (default is single selection)	F	F
	disabled	disabled	unavailable in this context	F	F
	tabindex		tab index	N	N/A
	onfocus		action when the element gets the focus	F	N/A
	onblur		action when focus lost	F	N/A
	onchange		action when the element value is changed	F	N/A

Note 5 Except for "justify," both editing and displaying are supported.

SMALL	core, internationalization, event		small text style	N	F
SPAN	core, internationalization, event		style container	N	F
STRIKE	core, internationalization, event		strike-through text	N	F
STRONG STYLE	core, internationalization, event		strong emphasis	F	F
	internationalization		style info	F	F
	type		content type	N	N/A
	media		media	N	N/A
	title		title	N	N/A
SUB	core, internationalization, event		subscript	F	F
SUP	core, internationalization, event		superscript	F	F
TABLE	core, internationalization, event		table	F	F
	summary		summary	N	N
	width		width	F	F
	border		border width	F	F
	frame	void, above, below, hside, lhs, rhs, vsides, box, border	type of border	N	N
	rules	none, groups, rows, cols, all	type of ruled line	N	N
	cellspacing		spacing between cells	F	F
	cellpadding		spacing within cells	F	F
	align	left, center, right	table position relative to window	F	F
	bgcolor		background color	F	F
	datapagesize		(unused)	N	N
	height *		height	F	F
	background *		background image	F	F
TBODY	core, internationalization, event		table body	F	F
	align	left, center, right, justify, char	horizontal alignment	N	P (Note 5)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	N	P (Note 8)
TD	core, internationalization, event		table data cell	F	F
	abbr		abbreviation for header cell	N	N/A
	axis		names groups of related headers	N	N/A
	headers		header cell ID	N	N/A
	scope		header cell scope	N	N/A
	rowspan		number of rows spanned by cell	F	F
	colspan		number of columns spanned by cell	F	F
	align	left, center, right, justify, char	horizontal alignment	P (Note 9)	P (Note 9)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	P (Note 8)	P (Note 8)
	nowrap	nowrap	no automatic word wrap	F	F
	bgcolor		background color	F	F
	width		width	F	F
	height		height	F	F
background *		texture tile for document background	F	F	
TEXTAREA	core, internationalization, event		multi-line text field	F	F
	name		name	F	N/A
	rows		number of rows	F	F
	cols		number of columns	F	F
	disabled	disabled	unavailable in this context	F	N
	readonly	readonly	no entry possible	F	N/A
	tabindex		tab index	N	N/A
	accesskey		accessibility key character	N	N/A

Note 5 Except for "justify," both editing and displaying are supported.

Note 8 Except for "baseline," both editing and displaying are supported.

Note 9 Except for "justify" and "char," both editing and displaying are supported.

	onfocus		action when the element gets the focus	F	N/A
	onblur		action when focus lost	F	N/A
	onselect		action when some text is selected	F	N/A
	onchange		action when the element value is changed	F	N/A
TFOOT	core, internationalization, event		table footer	N	F
	align	left, center, right, justify, char	horizontal alignment	N	P (Note 9)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	N	F
TH	core, internationalization, event		table header cell	F	F
	abbr		abbreviation for header cell	N	N/A
	axis		header cell group	N	N/A
	headers		header cell ID	N	N/A
	scope		header cell scope	N	N/A
	rowspan		number of rows spanned by cell	F	F
	colspan		number of columns spanned by cell	F	F
	align	left, center, right, justify, char	horizontal alignment	P (Note 9)	P (Note 9)
	char		alignment character	N	N/A
	charoff		offset for alignment character	N	N/A
	valign	top, middle, bottom, baseline	Vertical position alignment	P (Note 8)	P (Note 8)
	nowrap	nowrap	no automatic word wrap	F	F
	bgcolor		background color	F	F
	width		width	F	F
	height		height	F	F
	background *		background image	F	F
THEA	core, internationalization, event		table header	N	F
	align	left, center, right, justify, char	horizontal alignment	N	P (Note 9)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	N	P (Note 8)
TITLE	internationalization		document title	F	F
TR	core, internationalization, event		table row	F	F
	align	left, center, right, justify, char	horizontal alignment	P (Note 9)	P (Note 9)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top, middle, bottom, baseline	vertical alignment	P (Note 8)	P (Note 8)
	bgcolor		background color	F	F
	background *		background image	F	F
TT	core, internationalization, event		teletype or monospaced text style	F	F
U	core, internationalization, event		underlined text style	F	F
UL	core, internationalization, event		unordered list	F	F
	type	disk, square, circle	item type	F	F
	compact	compact	reduced interitem spacing	N	N
VAR	core, internationalization, event		instance of a variable or program argument	F	F

Note 8 Except for "baseline," both editing and displaying are supported.

Note 9 Except for "justify" and "char," both editing and displaying are supported.

Generic attributes group

The following table lists the attributes included in the three attribute groups *core*, *internationalization*, and *event*.

Attribute group	Attribute	Description	Editing on the Normal pane ● F = Full support ● No support	Displaying on the Normal pane ● F = Full support
core	id	document-wide unique ID	F	F
	class	space-separated list of classes	F	F
	style	style information	F	F
	title	advisory title or amplification	N	N/A
internationalization	lang	language code	N	N/A
	dir	direction for weak or neutral text	N	N/A
event	onclick	action when a mouse button is clicked	F	N/A
	ondblclick	action when a mouse button is double-clicked	F	N/A
	onmousedown	action when a mouse button is pressed down	F	N/A
	onmouseup	action when a mouse button is released	F	N/A
	onmouseover	action when a mouse pointer is moved onto	F	N/A
	onmousemove	action when a mouse pointer is moved within	F	N/A
	onmouseout	action when a mouse pointer is moved away	F	N/A
	onkeypress	action when a key is pressed and released	F	N/A
	onkeydown	action when a key is pressed down	F	N/A
	onkeyup	action when a key is released	F	N/A



Appendix C. Image file formats

You can paste such image files as photos taken with digital cameras and illustrations created with other applications into the TopPage editor. They are automatically converted into GIF or JPEG format.  “Inserting an image” on page 7-2

You can also handle image files using the TopPage's accessory tools WebArt Designer and Web Animator.

Image file formats available

The following table explains how you can handle each image file format using TopPage and its accessory tools. F means full support; P partial support; N no support. The file extensions are in parentheses ().

Image file format	TopPage		WebArt Designer		Web Animator	
	Pasting	Saving	Reading	Saving	Reading	Saving
GIF (*.gif)	F	F	F	F	F	F
JPEG (*.jpg)	F	F	F	F	F	N
PNG (*.png)	F	P (Note)	F	F	F	N
BMP (*.bmp)	F	N	F	F	F	N
WMF (*.wmf)	F	N	F	N	F	N
TIFF (*.tif)	F	N	F	N	F	N
FlashPix (*.fpx)	F	N	F	N	F	N
Photo CD (*.pcd)	F	N	F	N	F	N
DCM (*.dcm)	F	N	F	N	F	N
MIF (*.mif)	F	N	F	F	F	N

Note You can save an image as a PNG file only if you paste a PNG file on the TopPage editor.

Explanation of image file formats

Image File Format	Explanation
GIF (*.gif)	<p>GIF stands for Graphics Interchange Format. It can handle only a maximum of 256 colors, but because of its advantage in reducing the size of files, it is generally used on the Internet to the same extent as JPEG. It is recommended that you save images that do not require many colors as a GIF file.</p> <p>GIF files include not only static image but also animated image, which is called <i>animation GIF</i>. Animation GIF is a combination of multiple images. Both static GIF and animation GIF can be pasted in the same way on the editor of TopPage.</p>
JPEG (*.jpg)	<p>JPEG stands for Joint Photographic Experts Group. It is in general use on the Internet because of its small file size and inconspicuous image degradation. It is recommended that you save full-color images such as photos taken with a digital camera as JPEG.</p>
PNG (*.png)	<p>PNG stands for Portable Network Graphics. It is a new image file format that is similar to GIF, but it can handle more colors than GIF and it does not lose data even when compressed. There are still few Web browsers compatible with it, but it is expected to come into general use on the Internet.</p>
BMP (*.bmp)	<p>BMP stands for bitmap. It has been adopted as the standard graphics format for Windows, and can be created with such Windows applications as Paint, one of the Windows accessories. It is able to handle up to a maximum of 16 million colors, and there is no image degradation, because it cannot be compressed. However, its file sizes are large.</p>
WMF (*.wmf)	<p>WMF stands for Windows Metafile. It is used to save such Windows clip art as graphics and pictures. It is much smaller than BMP.</p>
TIFF (*.tif)	<p>TIFF stands for Tagged Image File Format. It is compatible with a number of DTP applications because it can be handled among different types of equipment and operating systems and it can be fully restored following compression. However, sometimes opening it is difficult because there are various types of TIFFs.</p>
FlashPix (*.fpx)	<p>FlashPix are image files for digital processing. It supports image data in multiple resolutions.</p>
Photo CD (*.pcd)	<p>Photo CD is an image file format stored in a photo CD that can be created from such things as photographic negatives and prints. It supports image data in multiple resolutions.</p>
DCM (*.dcm)	<p>DCM is an image file format for the retouching application PerfectPhoto.</p>
MIF (*.mif)	<p>MIF is an image file format for WebArt Designer. You can reedit logos, buttons, or photo frames only if you save them in this format.</p>



Appendix D. Cascading style sheets

TopPage supports the following cascading style sheets and classes:

 “Advanced style-sheet techniques” on page 9-7

CSS1 (cascading style sheet level 1)

TopPage supports the following CSS1 attributes:

Attribute group	Attribute	Setting in the Style Definition dialog box ● F = Full support ● N = No support	Displaying on the Normal pane ● F = Full support ● P = Partial support ● N = No support
Font	font-family	F	F
	font-size	F	F
	font-weight	F	F
	font-style	F	F
	font-variant	F	N
Color and background	color	F	F
	background-color	F	F
	background-image	F	F
	background-repeat	F	F
	background-attachment	F	N
	background-position	F	F
Text	word-spacing	F	N
	letter-spacing	F	N
	text-decoration	F	F
	vertical-align	F	P (Note 1)
	text-transform	F	N
	text-align	F	F
	text-indent	F	N
	line-height	F	P (Note 2)
Box	margin-top	F	F
	margin-left	F	F
	margin-bottom	F	F
	margin-right	F	F
	padding-top	F	F
	padding-left	F	F
	padding-bottom	F	F
	padding-right	F	F
	border-top-width	F	F
	border-left-width	F	F
	border-bottom-width	F	F
	border-right-width	F	F
	border-width	F	F
	border-top-color	F	F
	border-left-color	F	F
	border-bottom-color	F	F
	border-right-color	F	F
	border-color	F	F
	border-top-style	F	F
	border-left-style	F	F
	border-bottom-style	F	F
	border-right-style	F	F
	border-style	F	F
	border-top	F	F

Note1 Some values can be partially displayed.

Note2 A value that is smaller than the font height cannot be displayed.

	border-left	F	F
	border-bottom	F	F
	border-right	F	F
	width	F	F
	height	F	F
	float	F	N
	clear	F	N
Classification	display	N	N
	white-space	N	N
	list-style-type	F	F
	list-style-image	F	F
	list-style-position	F	N

CSS2 (cascading style sheet level 2)

TopPage supports the following CSS2 attributes:

Attribute	Setting on the Style Definition dialog box ● F = Full support ● N = No support	Displaying on the Normal pane ● F = Full support ● P = Partial support ● N = No support
position	F	P (Note)
top	F	F
left	F	F
z-index	F	F
visibility	F	N
cursor	F	N
page-break-before	F	N
page-break-after	F	N

Note Only the position of the absolute coordinate (ABSOLUTE specification) can be displayed.

Pseudo classes

TopPage supports the following pseudo classes:

Pseudo class	Setting on the Style Definition dialog box ● F = Full support ● N = No support	Displaying on the Normal pane ● F = Full support ● P = Partial support ● N = No support
a:link	F	F
a:visited	F	N
a:hover	F	N
a:active	F	N



Appendix E. Frequently asked questions

The followings are frequently asked questions (FAQ) about TopPage and their answers.



Does using the TopPage sample materials and templates for my Web pages have any copyright problem?



There is no problem. Use them as you like.



Why doesn't my Web browser display an image?



The following three causes are conceivable:

1. You specified the URL of the image file in the document route format.

If you view a locally-saved HTML document on a Web browser, you cannot view an image with its path that is specified in the document route format.

2. You specified an incorrect value for the Base URL.

Select **Document Properties** from the **Edit** menu, click the **Document Info** tab, and erase the **Base URL** value.

3. You pasted the image, but you specified the Base URL value.

Erase the **Base URL** value, and paste the image again.



Why does nothing happen when I click an image map on my Web browser?



You can check the operation of a client-side image map before uploading it, but you cannot check the operation of a server-side image map until you upload it to the server.



Why doesn't my Web browser display a Java applet?



The following five causes are conceivable:

1. **There is no class file (*.class), whose name is specified in the CODE attribute of the APPLET tag, whereas the location is specified in the CODEBASE attribute of the APPLET tag.**
2. **The applet calls another file as the parameter, but its path is incorrect.**
3. **An animation GIF is specified as the parameter.**
Some Web browsers end abnormally if an animation GIF is specified as the parameter.
4. **An image file in a format other than GIF and JPEG is specified for a Java applet that supports only GIF and JPEG image files.**
Some Java applets limit the image file formats.
5. **Your Web browser does not support Java applets.**



Why doesn't Web browser display a plug-in object?



The following three causes are conceivable:

1. **The width and height of the plug-in object is not specified.**
Specify the width and height using the **Attribute** dialog box for the plug-in object.
2. **A plug-in program for your Web browser is not installed.**
3. **Your Web browser does not support the EMBED tag.**



Why doesn't my Web browser (Netscape Navigator 3.0) display an image I pasted as the table background?



Netscape Navigator 3.0 does not display images pasted as the table background.



Why can't I upload my Web pages? (Why can't I connect to the server?)



The following two causes are conceivable. (Contact your provider on anything that is unclear.)

1. You specified an incorrect server name, user ID, or password.

You might have specified information of another server--for example, that of the Web browser connection server or that of the e-mail server--instead of that of the Web page administration server. Check the guide furnished by your provider, and specify the correct server name, user ID, and password.

2. You specified an incorrect destination folder.

Enter a folder name in the **Destination Folder** field of the **Setup Destination Server** dialog box as your provider instructs. For example, if you are instructed to "place data in the public_html folder," enter "public_html" in the **Destination Folder** field. Do not place a slash "/" at the beginning. If you are instructed to "place data in the /home/username folder," place a slash "/" at the beginning, and enter it as "/home/username."



Why doesn't my Web browser display an image after I uploaded it to the server?



The following two causes are conceivable:

1. You did not correctly specify uppercase and lowercase letters for the image file names.

Though you can handle uppercase and lowercase letters indiscriminately on your local computer, they are differentiated on the server. This is because operating systems of your local computer and that of the server are different. Thus, for example, if you specified a lowercase file name within the IMG tag, and if the actual image file has an uppercase name, the server computer does not regard them as the same, and therefore your Web browser cannot display the image.

2. You stored your images in a subfolder on your computer, but your provider prohibits the use of subfolders.

Some providers prohibit the use of subfolders.



Why doesn't my Web browser display a Java applet after I uploaded it to the server?



The following four causes are conceivable:

- 1. You have not uploaded all the files that are required for running the Java applet.**
Check that you have uploaded all the files that make up the Java applet, including the class files (*.class), image files, and sound files.
- 2. You did not correctly specify uppercase and lowercase letters for the class file name.**
The server discriminates between uppercase and lowercase letters. If your provider says that you must make all the file names uppercase or lowercase, and if you want to use the sample Java applets provided by TopPage, you must change their file names.
- 3. You store your Java applet in a subfolder on your computer, but your provider prohibits the use of subfolders.**
If you collect the files that make up a Java applet in a subfolder, you must upload that folder to run the Java applet. However, some providers prohibit the use of subfolders.
- 4. You specified the location of the image and sound files for the Java applet parameters with an absolute path.**
Specify the location with the relative path, which starts from the class file (*.class).



How do I make a frame-using page the top page of a site?




Create a Web page that uses the frame function in advance. Select the **Create Site from Existing Pages** radio button from the **Create a Site** tab of the **Welcome to TopPage** dialog box, which is displayed when you start TopPage, and click the **OK** button. The wizard for creating a site then starts. Then specify the frame-using page as the top page of the new site.



What should I watch out for when dividing the top page of a site?



If you divide an existing page into multiple sections using TopPage, a frame-using page is newly created, and the original page is assigned to the left side or top side section. Unfortunately, if you divide the top page of a site, the file name of the top page changes. Some providers specify the top page name, such as “index.html.” Therefore, you must first rename your original top page, and then rename the new top page (frame-using top page) “index.htm” (or whatever your provider instructs).  [“Dividing a Web browser window \(1\)” on page 11-3.](#)



Glossary

A

animation GIF

An animated GIF image, which is a combination of multiple images. As you view an animation GIF on your Web browser, it repeats the animation. You can create an animation GIF using the Web Animator tool.

attribute

A property attached to a certain element, such as size and color. When editing your Web pages using TopPage, you first create (or insert) something; then you change its attributes.

C

CGI program

A program for exchanging data between a client and a server. A CGI program is written in Perl or C language. It is often used when a server receives information--for example, questionnaires or orders--entered in a Web browser and then processes it.

channel

A Web site that is automatically delivered according to the schedule determined by the Web site creator.

client-side image map

An image map that is processed on the client (Web browser) side. Because HTML tags for this image map are embedded in an HTML file, you can easily use and manage this type of image map.

→ [image map](#)

D

dynamic HTML

The latest technology for creating animated Web pages. Netscape Navigator 4.0, Microsoft Internet Explorer 4.0, or later version of these browsers can display dynamic HTML.

F

form

An interactive form, such as a questionnaire or an order form. Visitors to your Web site fill in blanks and enter responses to multiple choices within the form.

frame function

A function to divide a Web browser window into several sections.

H

HTML (Hyper Text Markup Language)

A special language for creating Web pages, which contains such HTML tags as <P> <H1> . HTML tags consists of alphabetic letters and symbols. The latest version is HTML 4.0.

I

image

Digital data such as photographs, illustrations, and animations. Images in GIF and JPEG formats are often used for Web pages. Recently, the new PNG format is also being used. When images in BMP or TIFF formats are pasted into TopPage, they are automatically converted into GIF or JPEG formats.

image map

An image that has multiple links.

→ [client-side image map](#), [server-side image map](#)

installation

The insertion of a program into a personal computer to make it available for use.

Internet

The world's largest network. It can connect computers throughout the world using the TCP/IP protocol.



Java applet

A program written in the Java language. By changing its parameters, you can change such things as the background, movement, and text.



link

A function to jump. If you click text or an image to which a link is set, you jump another page or another place in the same page.



pixel

A small, square, colored dot, frequently used as a unit defining the display resolution or the image size. HTML uses it as unit defining the size of each element.

plug-in object

An object as the sound data (*.wav; *.mid; *.au) or multimedia data (Shockwave, VRML) that you can play back on a Web browser. It is called a *plug-in* object, because you must add a *plug-in* application to your Web browser to play it back.

provider

An agent that provides a connection to the Internet. Many providers offer a service for registering Web sites.



script

A program written in the script language, JavaScript, or VBScript (Visual Basic Script). You can write this program directly in your HTML file.

server

A computer that stores many Web sites on the Internet.

server-side image map

An image map that is processed on the server (your provider's server) side. To use this image map, you must create an image map file in addition to an HTML file. There are two types of the server side image maps, NCSA and CERN, depending on the application that the server uses. → [image map](#)

site

The server location where the Web pages are placed. Using TopPage, you can create a virtual site on your own computer and match it with the server site.

style sheet

A file for controlling appearance. Style sheets have been adopted in HTML 4.0, so that you can segregate appearance issues from the document-element issues that are the proper concern of HTML. TopPage is compatible with CSS (Cascading Style Sheet).



tag

Descriptions surrounded by < > that specify document elements in HTML. For example, the tag <P> indicates a paragraph, <H1> indicates a heading, and indicates an image. A slash '/' is added to the tag indicating the end. The end of a heading, for example, is described as </H1>.



target

One of the link attributes that indicates where the link destination page is to be displayed.

top page

A page that is initially displayed when you access a Web site.



URL

An address of a Web page. It usually begins with `http://www....` Because each URL is unique, you can access the target URL from anywhere in the world.



Web browser

An application for viewing Web pages. Netscape Navigator and Microsoft Internet Explorer are well-known Web browsers.

Web page

An HTML file on the Internet.

wizard

A user interface that enables you to do tasks step by step. You just need to select something or answer the question and then click the **Next** button. Wizards are often used in the Windows world, because they allow you to do tasks accurately.



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