

Symantec Visual Page Getting Started

Installation and Tour

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Glossary

Welcome to Visual Page

Symantec® Visual Page™ is an easy-to-learn, easy-to-use, truly WYSIWYG (what-you-see-is-what-you-get) visual Web page editor.

If you are new to Web page building you'll appreciate using Visual Page to drag and drop elements into your Web page without having to learn the Web's markup language, HTML.

Of interest to the more experienced Webmaster, Visual Page generates excellent HTML code and includes a source editor. Changes to the source editor are instantly reflected in the visual editor and vice versa.

This chapter familiarizes you with some of the basics of getting started with Visual Page. It contains the following sections:

- About this book
- About the Web
- About Visual Page

If you are confident with your knowledge of the Web and its associated vocabulary, you can skip "About the Web" and go to "About Visual Page" on page 1-7.

In addition to this book, the *Visual Page User's Guide* comes with the Visual Page application. Consult the User's Guide for detailed descriptions and explanations of all of the Visual Page features and concepts. Online help is also included with the application.

About this book

In this book you will find:

- An overview of Visual Page — in this chapter
- Installation instructions in Chapter 2
- A walkthrough of the Visual Page Tour Web site in “Welcome to Visual Page” on page 1-1
- Steps for “Building the Amazing Adventure Web pages” on page 4-1, in which you:
 - Build a new Web page on “Creating the Customer Comments Web page” on page 4-2
 - Create a Web page layout in “Creating the island photo layout” on page 4-8
 - Format a Web page using tables in “Creating the Package Tours table” on page 4-15
 - Place text fields and buttons in “Creating the reply form” on page 4-28
- Steps for adding interactivity to your Web pages in “Adding life to the Amazing Adventures Web site” on page 5-1, including:
 - “Creating movement on the Home page” on page 5-2
 - “Making the map clickable” on page 5-7
 - “Creating a working Table of Contents” on page 5-15
 - “Publishing your Web site” on page 5-19
- Customer support information in Chapter 6

The files you need for the tour are installed for you when you install Visual Page using the Typical (default) installation.

About the audience

This book assumes that you are familiar with and know how to perform standard Windows 95 operations, such as: clicking and dragging, double-clicking, opening and closing files and applications, and saving changes. If you need help with these, see the online help that installs with the operating system. You can access it by choosing Help from the Start menu.

Why use this tour

If you want to experience the excitement of easily building a Web page from beginning to end, you should work through the tour presented in this book.

Using the Visual Page tour, you will become familiar with the Visual Page application by following detailed procedures for building a working Web page. This tour requires no previous experience in Web Page authoring or HTML coding.

As you build the Web pages needed to construct the Amazing Adventures Web site, you will learn to use many of the Visual Page features, including:

- Creating a plain Web page
- Creating a Web page with frames
- Importing text and graphics,
- Adding and running Java applets
- Flowing text around graphics
- Creating and modifying a table
- Linking text and graphics
- Using image maps and anchors
- Creating an e-mail form

Typographic conventions

The following typographic conventions are used throughout this book:

Convention	Meaning
Computer voice	Text, which is exactly as it appears on your computer, is in computer voice style.
Bold	At the first occurrence of the definition of a term, it is in bold text.

About the Web

The Internet is a global set of interconnected computers, like the network you may use at work or school, but on a larger scale. It has been in use for over thirty years but the Internet has only recently become popular. This is primarily due to the **World Wide Web** (otherwise known as the Web or WWW) — the “front end” of the Internet — which supports graphics, animation, and sound.

The following sections help familiarize you with the concepts and vocabulary associated with the Web:

- Publishing on the Web
- Understanding links and locators

Publishing on the Web

You use Visual Page to construct and publish documents for the World Wide Web. These documents, known as a **Web pages**, are stored on an Internet server and displayed by the Web browser on your computer.

Web browsers display Web pages by interpreting the special HyperText Markup Language (**HTML**) **tags** which are used to encode Web pages with display information. When you use Visual page, it takes care of adding the HTML tags, while you move parts of the Web page into place in a visual representation of the Web page.

Web pages usually are linked to many different files, such as graphic and multimedia files. You typically keep these files in a folder or set of folders on your disk drive, while you construct your Web site. This folder is known as your **local Web site**.

This site’s collection of linked files and Web pages are typically tied together into a cohesive collection of information by a home page. The **home page** typically contains a topic list which links it to other Web pages in its Web site.

When you publish your Web site, you upload the local site folder (and its contents) to a **Web server**, which contains the software that “serves” your Web page out to Web browsers on computers that are connected to the Internet. Once your local site is published to the Web server, it becomes a **Web site**.

A data protocol called the **File Transfer Protocol** (FTP) is required to upload and download files from your system to and from a Web server. Visual Page provides extensive FTP support, including the ability to upload, download, and modify server-based files. For more information see the *Visual Page User's Guide*.

Understanding links and locators

Web page **links** are specially formatted text or graphics that, when clicked on, display more text or graphics. These files may include other Web pages or files with different kinds of multimedia, pictures, sound, animation, entry forms, Java applets, movies, and more.

Links use **URLs** to locate other Web files. An URL (uniform resource locator) is kind of address for a Web file. When you create links using Visual Page, you can see the URLs which Visual Page generates.

The following example shows a hypothetical URL:

```
http://www.symantec.com/tools/docs/User Guide.html
└──┬──────────┬──────────┬──────────┬──────────┘
  Protocol  Domain      Directory path  File name
```

Refer to the above URL as you read the description of its parts:

- Protocol: rules governing the transfer of data over the network; the Internet uses the HyperText Transfer Protocol: `http`
- Domain: host name and Internet namespace:
`www.Symantec.com`
- Directory path: the relative location of the file: `tools/docs`
- File name: the Web page, graphic, or sound file:
`User Guide.html`
- Anchor: a marker which identifies a location inside a file to which you can link.

In the island map Web page, which you'll work on in the tour, a mouse click on the map at the top of the Web page scrolls it to the appropriate title further down on the page because map locations are linked to anchors

Chapter 1: Welcome to Visual Page

which you place in the text. You can see an anchor in the following illustration :



For more information about links and anchors, see the “*Visual Page User’s Guide.*”

Where to find more information

If you want to understand more about the World Wide Web, there are many books that explain the Internet, Web pages, and the Web's underlying language, HTML. They may be found at all levels of complexity.

Following are some useful books which you can use to quickly understand the basics of HTML and the Internet:

- *How to Use HTML 3*, by Scott Arpajian (Ziff Davis Press)
- *HTML Visual Quick Reference* (2nd ed.), by Dean Scharf (Que Books)
- *Internet and World Wide Web Simplified*, by Ruth Maran (IDG Books)

For more in-depth discussions and advanced topics, see the following:

- *The Internet Book*, By Douglas Comer (Prentice-Hall, Inc.)
- *Web Publisher's Design Guide*, by Mary Jo Fahey (Coriolis)
- *Elements of Web Design*, by Darcy DiNucci, with Maria Giudice and Lynne Stiles (Peachpit Press)
- *Designing Large-Scale Web Sites*, by Darrell Sand (Wiley Computer Publishing)
- *WebMedia Magic*, by Kevin Hampton (IDG Books)

About Visual Page

To illustrate Visual Page's features, the Visual Page tour will have you use Visual Page to create the tour's Web pages. When you're using the visual editor you drag and drop contents like movies, graphics, tables, and links into your Web page. Visual Page automatically generates the HTML source required to display the Web page.

There are many Visual Page tools and features. The tour introduces you to a subset. You can find the rest documented in the "*Visual Page User's Guide*."

The following sections introduce the Visual Page feature set:

- Local Site windows
- FTP Web site publishing
- Java support

- Two-way visual and source editors
- Web page templates
- Summary of Visual Page features

Local Site windows

As an aid to building your Web page and Web site, Visual Page has a unique Local Site window utility that provides easy access to your local Web site. The Local Site window facilitates drag-and-drop operations and allows you to easily locate the files you are using in your Web site.

FTP Web site publishing

After a Web site is finished you can use Visual Page to connect to an FTP server and publish your files to a Web server. When you put a document on the Web, users who have access privileges can view it by using their local Web page browsers to access it on the World Wide Web.

Java support

Visual Page supports the Java Virtual Machine. This enables you to dynamically preview Java applets on any Windows 95 or NT 4.0 machine as you develop a Web page. Visual Page also supports Web browser plug-ins.

Two-way editing

Visual Page's two-way editing system includes a visual editor and a source editor. You use the visual editor to add visual elements like graphics, animations, and text to your Web page, and use the source editor to display and edit the HTML tags Visual Page generates.

You will see in the Visual Page tour that you can even place the source editor next to the visual editor and watch the HTML tags generate as you change items in your Web page.

The following illustration shows two views of the Amazing Adventures opening Web page; one in the visual editor and the other in the source editor:



The visual editor

As Web pages have become more visually sophisticated, page layout has become more important. When you use the Visual Page visual editor, you directly manipulate the layout of display elements like text and graphics. The HTML code for displaying these items is generated simultaneously by Visual Page but it is normally hidden from view. So, you get to see your Web page as you put it together. And, it looks almost exactly the same as the finished Web page will look in a Web browser.

Before tools like the visual editor in Visual Page became available, programmers had to manually enter HTML tags and URLs for Web pages by using a text editor or word processor. To see the Web page display they had to leave the text editor and open the HTML text file in an external Web page browser.

The source editor

If you want to see or edit the HTML source, you can use the source editor to do so. Visual Page instantly generates the corresponding HTML source as you insert Web page elements in the visual editor.

The HTML source editor provides color-coded text and a toolbar corresponding to the Web page elements. When you make a choice from the toolbar, the appropriate HTML for each element is automatically put into the source at the insertion point. Conversely, when you edit the HTML source, the appropriate graphic representation is displayed in the visual editor Web page view.

See the *Visual Page User's Guide* for more detailed information about the source editor.

Web page templates

When you install Visual Page, you can elect to have the installer place an extensive set of professionally-designed Web page templates and graphics on your disk drive. After you finish the tour, you can pick and choose amongst these and use them as a basis for your own Web pages. They include professional graphic elements like buttons and backgrounds for you to incorporate into your own Web pages. By using these, even novice users can quickly and easily create professional looking documents.

What's next

The next chapter of this book contains instructions for installing Visual Page procedures. You must install the software before going ahead to the walkthrough of the Amazing Adventure Web site in "Introducing the Amazing Adventures Web site" on page 3-1. The construction of the Web Site begins in Chapter 4.

Installing Visual Page

This chapter contains:

- System requirements for Visual Page
- CD-ROM installation instructions

If your system includes a CD-ROM player, the easiest way to install the application is by using the CD-ROM disk that comes with the application. Otherwise, you must install Visual Page with floppy disks.

System requirements

To run the Visual Page application, you must meet the following platform requirements:

- IBM PC or 100% compatible
- Windows 95 or Windows NT 4.0
- 486/66mhz or above
- VGA video or better is recommended; 256 colors or more are required for previewing Java applets
- 8 megabytes of RAM for Windows 95
- 12 megabytes of RAM for Windows NT
- 18 megabytes of hard drive space for full installation
- 3 megabytes of hard drive space for compact installation

CD-ROM Installation

When you use the easy installation option, the installer determines your platform and automatically installs the appropriate version of the application.

To perform the easy installation of Visual Page:

- 1 Insert the Visual Page CD-ROM disk icon.
It automatically launches the Setup application.
- 2 Read the instructions on the initial page and click Next.
- 3 Read the Software License Agreement. If you accept the conditions for use of the software, click Accept. The Sun Microsystems Software License Agreement is also included because Visual Page uses Java. If you accept the conditions for use of the software, click Accept.

The following screen displays installation options.

- 4 To go ahead with the installation, choose one of the installation options. The two preset options are the Typical and Compact installation. If you want to determine exactly which pieces of the application to install choose the Custom installation.
- 5 On the same screen, choose the directory location where you want the application to reside, then click Next.

- 6 Verify the application folder on this screen and reset it if necessary, then click Next.

A screen with the current settings for placement of the application displays.

- 7 If you agree with the settings, click Install. Otherwise, you may click Back to reset the directory or Program folder, or click Cancel to stop the whole process.

- 8 If you click Install, a Setup progress indicator displays.

At the end of the installation a question displays.

- 9 To read the ReadMe file, which contains tips for use of the product and late-breaking information, click Yes.

To do a custom installation of Visual Page:

- 1 Follow steps 1-5 above.
- 2 For step four, choose Custom on the installation option screen.
- 3 Select the items you choose to install and click Next.
- 4 Continue with steps 6-9, above.

Floppy disk installation

If you do not have a CD-ROM player, look for information about ordering the floppy disk installer in “Disk Exchange and/or Replacement Form” on page 6-11.

Introducing the Amazing Adventures Web site

In this chapter you will walk through a finished version of the Amazing Adventures Web site. You should go through this introduction to the Visual Page tour so you can become familiar with the Web pages which you are going to start building in the next chapter.

While walking through the Amazing Adventures Web pages you will:

- Look at the Amazing Adventures Web Site by using a Visual Page Local Site window
- View the animation
- Experience the workings of the Amazing Adventures Web site

What you need

Before you begin, you must install the Visual Page software, as described in “Installing Visual Page” on page 2-1. Make sure you installed the Java support folder for Visual Page or your applets will not work. After this is done, look for the Tour folder, inside the Visual Page folder (which is at the disk location you chose when installing Visual Page.) It contains the files you’ll need to construct the Web pages for the tour. You’ll also find a finished version of the Amazing Adventures Web site, in the folder named Walkthrough, which you’ll use in this chapter to get acquainted with the Amazing Adventures Web pages.

Setting the scene

Imagine that you are an ambitious and creative employee of a travel agency, called Amazing Adventures Travel. You start “surfing the Web” and after seeing your competitors’ Web pages you convince your colleagues that it’s time your travel agency take advantage of the ability to reach more customers through the Web. You’re so enthusiastic about the possibilities that you end up with the assignment to build the Web page.

In order to start work on a new Web site, you must typically accomplish the following:

- Identify your goals. First you get some idea of your competition’s Web pages, then you identify what you want the Amazing Adventures Web site to accomplish.
- Outline the content. This step creates your roadmap.

Identifying goals for the Web site

You have an idea of what you want to see in a Web page after visiting the competitor’s sites on the Internet. This enables you to determine the following goals in preparation for building the Amazing Adventures site:

- The purpose of the Amazing Adventures Web site is to cultivate new potential customers.
- The tone of the writing should speak to an audience of educated, computer-savvy people.
- The information you plan to offer must be easy to find and view.
- The Web pages must attract and keep the attention of your visitors by being interactive and entertaining.

Outlining the general content

The Amazing Adventures travel agency decides that its Web site should be a kind of on-line travel brochure. The overall look should be one that is clean and bright. In general, the backgrounds are going to be white with the graphics done in a bright, tropical color scheme.

Since the most popular trip the agency offers is to the tropical island, “Isle de Cafe,” you want to showcase it as an example of what the Amazing Adventures agency has to offer. You plan to use the Web site to show off pictures of the island, describe its locations, and offer information about the different Isle de Cafe tours. The agency also wants you to use some of the favorable customer comments they’ve received from past trips.

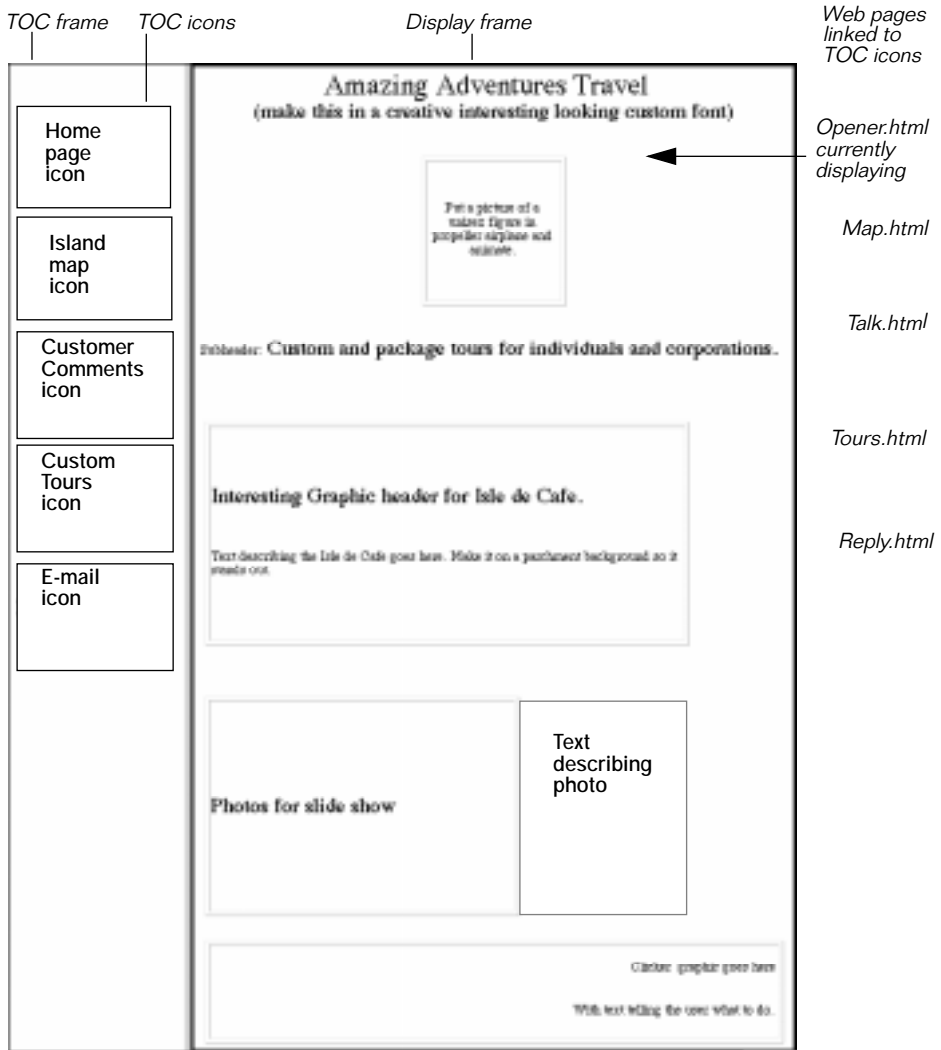
While surfing the Web to check out the competition, you saw some Web pages that were divided so that part of the text and graphics always stayed in one area of the Web page. You plan to use this concept in the Amazing Adventures home page to make the site easy to navigate.

The thought is to divide the home page into a Table of Contents, which contains icons that are linked to the other Amazing Adventures Web pages. From now on we’ll call the Table of Contents the TOC.

The TOC always appears on the left of the home page. Since it never moves, the TOC frame is a kind of landmark for your Web site visitors as they navigate through the information in the other Web pages in the Amazing Adventures Web site. To the right of the TOC, a larger frame will

Chapter 3: Introducing the Amazing Adventures Web site

display the Web pages which are linked to the icons in the TOC frame. A sketched outline of the home page looks like this:



In the next portion of the tour, you are going to use Visual Page to take a look at the finished version of the Amazing Adventures Web site.

Walking through the finished Web site

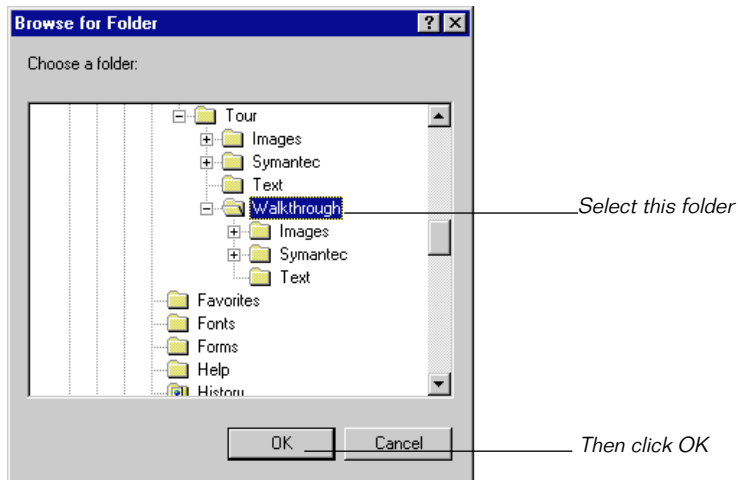
The Walkthrough folder is provided for you to use with this guided tour of the finished version of the Amazing Adventures Web site. In it you will see the Web pages as they will appear after you finish building them. You'll begin building the Web pages in the next chapter.

Opening the Walkthrough Local Site window

You're going to use the Visual Page Local Site window to get acquainted with the Amazing Adventures Web site. As you'll find out later in the tour, the Local Site window is also useful for many drag-and-drop operations, from browsing the Web site files to adding links and graphics to Web pages.

To open the Walkthrough Local Site window, you must first open your Visual Page application, if it's not already open. One way to start the application, is to choose Programs > Symantec Visual Page from the Start menu.

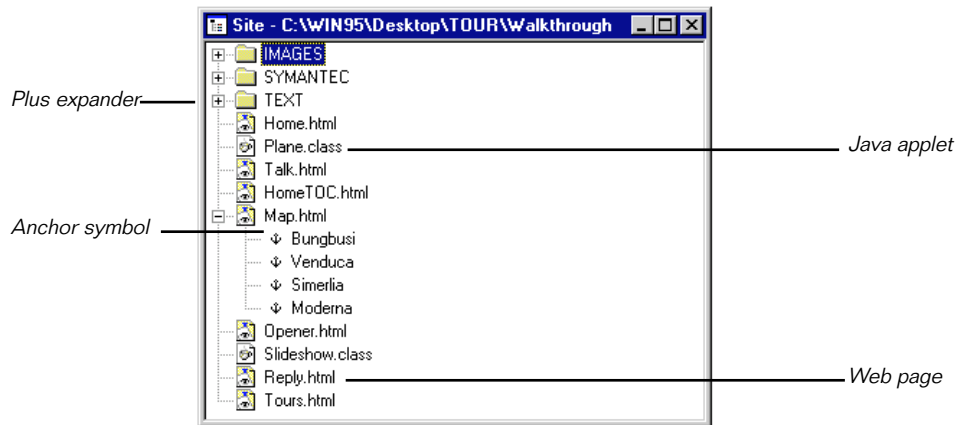
From the File menu, choose Open Local Site and use the dialog box it displays to find and select the Walkthrough folder from the file list. It's at the root level of the Tour folder, which is inside the Visual Page folder.



When you click OK, the Local Site window displays:

Notice that the controls in the Local Site window, which are labeled in the following illustration, are similar to those in the Windows Explorer. If you click once on a plus which is next to a folder, it becomes a minus and displays the contents of the folder. Similarly, if you click once on a plus which is next to a folder in a Local Site window, it shows the contents of that folder.

If you click on a plus that is next to a Web page in a Local Site window, it becomes a minus and displays the anchors in that Web page. Try this and your Local Site window looks like this:



You'll use this later in the tour to drag and drop anchors. (See "Making the map clickable" on page 5-7.)

Also notice the different kinds of files the Local Site window contains. These include the graphics, text, and multimedia files used in and linked to the different Web pages in the Amazing Adventures Web site.

At the root level of the Walkthrough Local Site window, notice the eight files with .html filename extensions. These are Web page files, which you can display in a Web browser or Visual Page.

You can also see two Java applet files at the root level of the Walkthrough folder. These are recognizable by their .class filename extensions. Java **applets** are like mini-applications that only work on a Web page. The folder, named Symantec, which is also at the root level of the Walkthrough folder, has the Java code required by the Java applets which are used in the

Tour. If you move the folder or remove files from it, the applets won't work.

The Images folder, which is also at the root level of the Walkthrough folder, contains the graphics for the Amazing Adventures Web site. To see the list of files and folders which are in the images folder, click once on the plus next to the images folder.

After you click, the plus becomes a minus and you see a lot of **GIF** (graphic interchange format) files with the filename extension `.gif`. The GIF file format is one of the kinds of graphic formats which you can use in Web pages. The other graphic format is called a JPEG file. See the *Visual Page User's Guide* for more information.

Now let's take a look at the contents of the text folder. Click once on the plus that is next to the Text folder. The plus becomes a minus and you see the list of files the Text folder contains. You'll use these text files to add text to a Web page in the tour.

Look again at the contents of the Walkthrough Local Site window. As with any Web site you intend to publish to an Internet server, the Amazing Adventures Site adheres to certain folder and file naming conventions required by the server software. As you look at the Local Site window again, notice the organization and naming rules to which this Web site adheres, including:

- Putting the graphics in an Images folder
- Keeping all folders and files together in a single Web site folder
- Naming the starting Web page, `home.html`

Finally, there is one more thing about the Local Site window you should notice. Look at the Window menu items. The name of the Local Site window which you opened is now displayed as a menu item. This makes it easy to find the window, when you're working with multiple open windows.

Previewing the opening page

In the following steps you are going to use the Preview mode of Visual Page to try out a working copy of the home page. In Preview mode you can see the Java applets working without leaving Visual Page. Also in Preview mode, you can click on links to see how they work. Since the links are live, you can get a feel for browsing the Web site, without leaving Visual Page.

To preview the contents of the Home page, double-click on the file icon for `home.html` in the Local Site window. When you do this, the home page displays, as shown in the following picture:



If you installed the Java support folder for Visual Page you'll be able to see the applets work by switching to Preview mode.



To switch to Preview mode, click on the Preview toolbar button, (shown at the left.) Otherwise, if you did not install the Java support folder, you can choose Preview in Browser from the View menu to see the applets working on the Web page from your Web browser.

When you choose Preview in Browser, the browser application which you have on your machine launches. The home page then displays with the applets running. The plane animation displays with the plane tilting back and forth, the propeller whirling, and the pilot's scarf blowing in the wind.

The slide show applet displays its first photo, as shown in the following picture:

Table of Contents frame

Web page display frame showing the opening Web page: Opener.html

Linked TOC icons

Applet running

Applet running

Click here

The image shows a web browser window displaying a travel website. On the left is a 'Table of Contents frame' containing five 'Linked TOC icons': a computer monitor icon labeled 'Home Page and Site Map', a map icon labeled 'Island Map and Information', a speech bubble icon labeled 'Client Comments', a mobile phone icon labeled 'Custom and Package Tours', and an envelope icon labeled 'Email Request Form'. The main content area is the 'Web page display frame showing the opening Web page: Opener.html'. It features a large title 'AMAZING Adventures TRAVEL' in colorful, stylized text. Below the title is a grey banner with the text 'Custom and package tours for individuals and business'. A red biplane icon is shown flying across the page, with the label 'Applet running' pointing to it. Below the biplane is a yellow box titled 'ISLE ON CART' with text describing the island. Further down is a photograph of a tropical beach with palm trees and blue water, also labeled 'Applet running'. At the bottom of the page, there is a navigation control for a slide show, consisting of a play button icon and a double arrow icon, with the text 'To see some highlights, take a look at the slide show: ...click forward to start.' and 'Click here' pointing to the play button. At the very bottom, there are five gold stars and the text 'Amazing Adventures Travel rated five stars by Travel Enthusiasts, Outdoor Adventure, and Academic Explorer magazines.'

Interacting with the home page

Now, try clicking on the right arrow of the slide show controller. Notice that the island photo and its description change. That's because the slide show applet is running now.

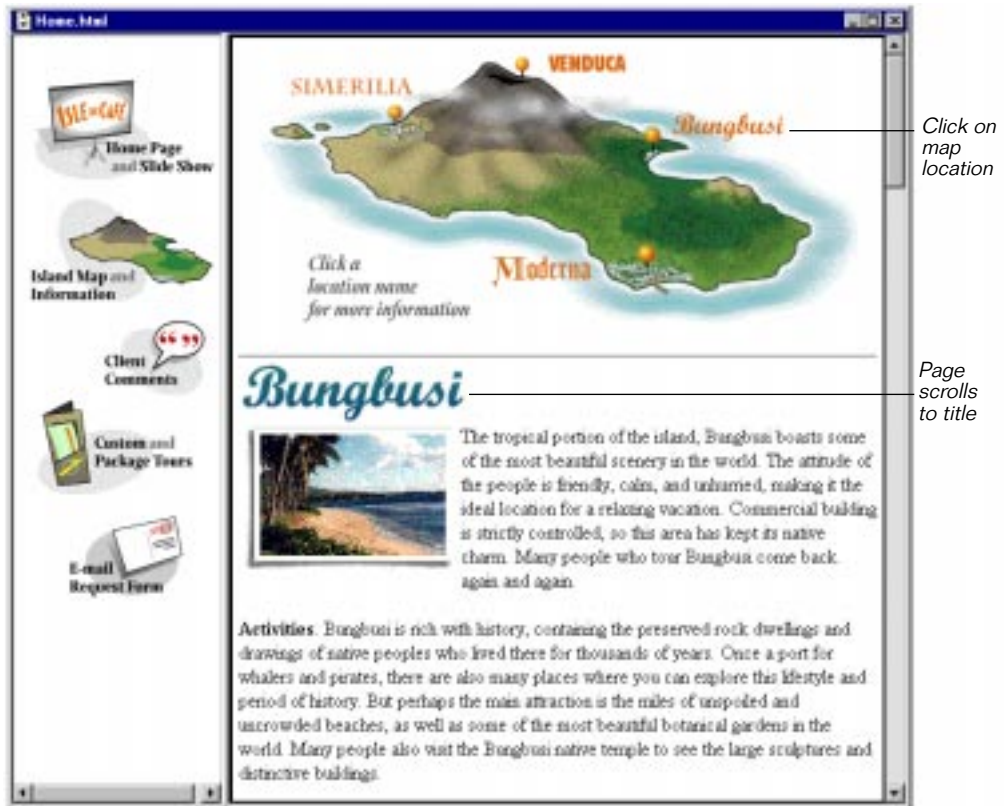
In addition to the slide show, you can interact with this Web page by clicking on one of the TOC icons to display another Web page. As you do this, notice that each of the Table of Contents icons is linked to a different Web page. Click on each TOC icon to display the following Web pages:

- Home page and Slide Show icon: displays an interesting opening page (`Opener.html`) which has animation, graphics, and an applet slide show
- Island Map and Information icon: links to the island map page (`Map.html`) which contains a map and information about its towns
- Client Comments icon: links to a client comments page (`Talk.html`) with quotes from previous happy customers
- Custom and Package Tours icon: displays a page listing the available Isle de Cafe tours (`Tours.html`)
- E-mail Request Form icon: links to an e-mail form (`Reply.html`) that electronically transmits customer information and requests

You've seen the opening page already: it's what displays next to the TOC when the home page first opens. It was also shown in the previous illustration. In the following sections, you will explore some of the other pages.

Using the island map page

With the home page open and Visual Page in Preview mode you can see the island map page in the display frame, by clicking on the Island Map and Information icon. When you do, you'll see the following:



Notice that what you see in the display frame is only part of the Island map page. You can use the scroll bars, which Visual Page has automatically added, to see the rest of the page. Or, you can click on any location shown on the map, at the top of the Web page, to automatically scroll the Web page to the corresponding title.

To scroll the Web page automatically from the map, move the mouse over any location name on the island map. When you do this, notice that the arrow pointer changes to a pointing finger, indicating that the mouse is over a link. Go ahead and click the mouse. The Web page scrolls to the title that matches the location name. You can try this again with any of the

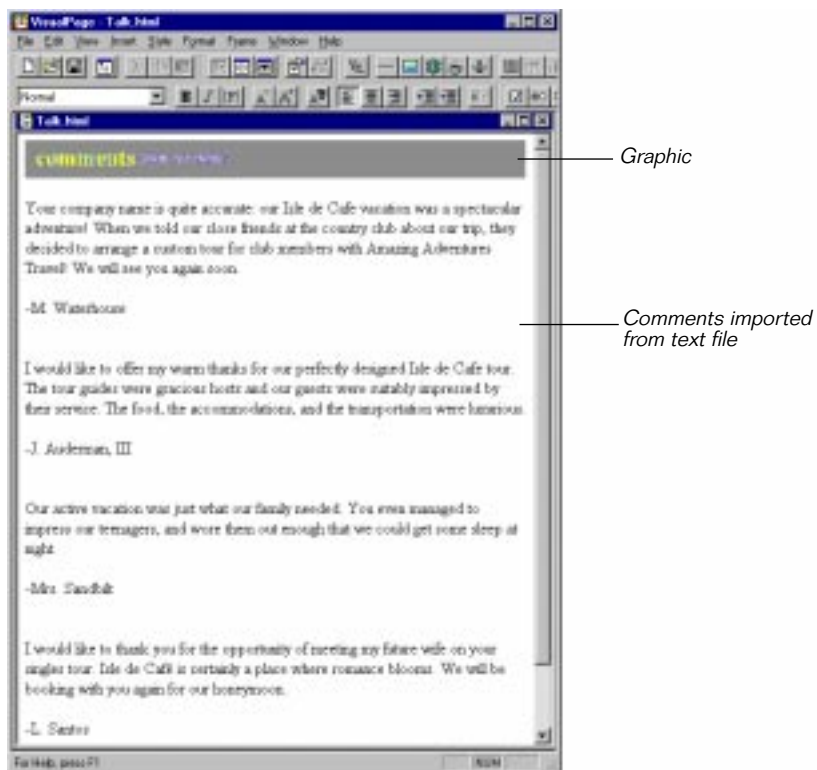
locations on the map. Later in the tour you are going to create the links that make the map page function like this.

When you're finished exploring this Web page, close the home page and continue on to see the Customer Comments page.

Looking at the Customer Comments Web page

The Customer Comments Web page is an uncomplicated page, containing one graphic and the contents of a text file. Since the Web page itself is simple, this is a good opportunity to have you look at the HTML source editor. This is mainly for your information; you don't actually use the source editor anywhere in the Visual Page Tour.

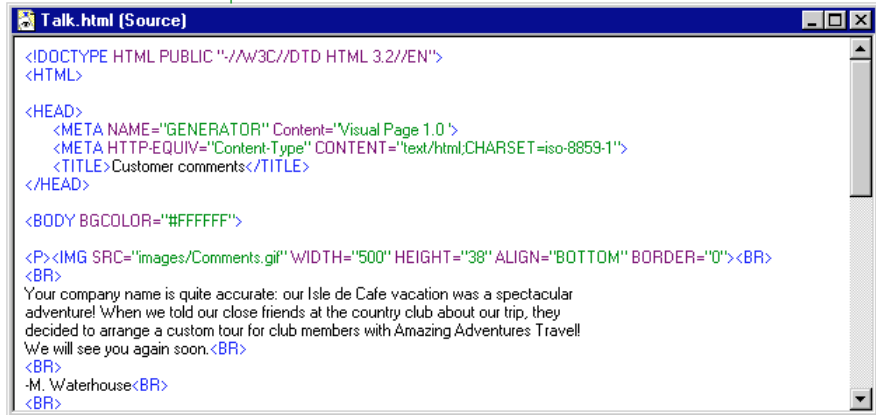
To view the Customer Comments Web page by itself, double-click on `talk.html` in the Local Site window. The Customer Comments Web page displays, as shown in the following picture:





There's nothing to interact with on this Web page, so let's look at the source view. To see the Customer Comments source view, click the Edit Source toolbar button (shown at left).

The source editor displays, as shown in the following picture:



```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 3.2//EN">
<HTML>
<HEAD>
  <META NAME="GENERATOR" Content="Visual Page 1.0">
  <META HTTP-EQUIV="Content-Type" CONTENT="text/html;CHARSET=iso-8859-1">
  <TITLE>Customer comments</TITLE>
</HEAD>
<BODY BGCOLOR="#FFFFFF">
<P><IMG SRC="images/Comments.gif" WIDTH="500" HEIGHT="38" ALIGN="BOTTOM" BORDER="0"><BR>
<BR>
Your company name is quite accurate: our Isle de Cafe vacation was a spectacular
adventure! When we told our close friends at the country club about our trip, they
decided to arrange a custom tour for club members with Amazing Adventures Travel!
We will see you again soon.<BR>
<BR>
-M. Waterhouse<BR>
<BR>
```

The source is the part of the text which is made up of HTML tags, which you can identify by the opening and closing brackets (< >) around them:

You can easily see the relationship between the visual editor and the source editor by trying a little experiment. Switch to the visual editor by clicking anywhere in it. Keep the source editor open and arrange the two windows so you can see both.

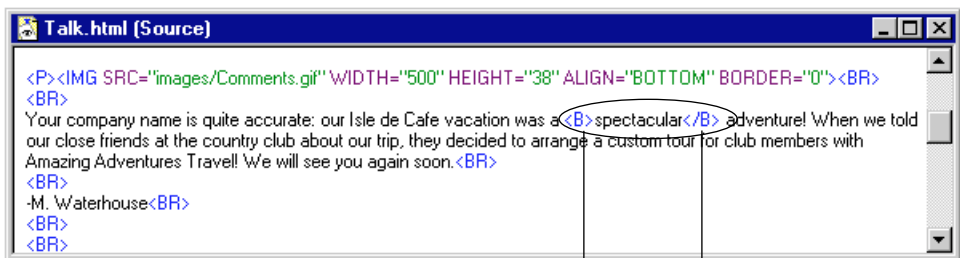
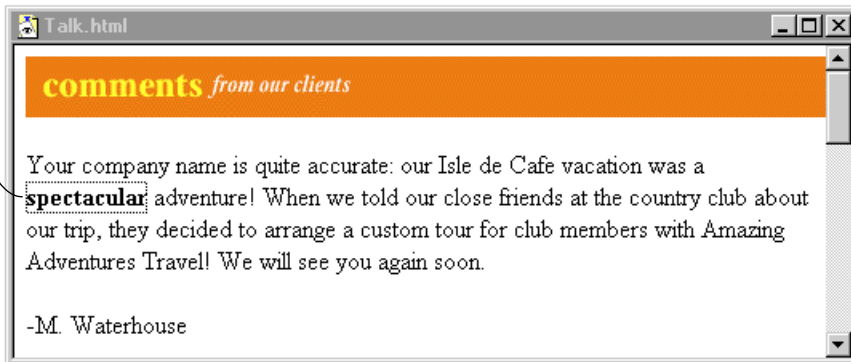


In the visual editor, double-click on the word "spectacular" in the first testimonial paragraph, to select it. While spectacular is selected, click on the Bold toolbar button (shown at left.) The word "spectacular" now displays in bold on the Web page.

Watch closely as you switch to the source editor by clicking anywhere in it. The bold tags appear in the source editor as soon as you activate the

window! You should be able to spot them easily with a color monitor. The following picture shows the two views:

First select the word and make it Bold



New tags for bold text appear when you switch to source view

The same experiment also works in reverse. In other words, you can insert the tags directly into the HTML source text and then switch to the visual editor to see the changes you made in the visual display of the Web page.

When you're finished, make sure to close both views of the Customer Comments Web page — without saving changes. For more information about the source editor, see the *Visual Page User's Guide*.

In the following section, you will browse the final two Amazing Adventures Web pages.

Browsing the Custom Tours and e-mail Web pages

Since trips are the main business of the Amazing Adventures Travel Agency, there has to be a Web page that presents the tours. You are going to do this in a table format on the Custom Tours Web page — so that the specific information for each tour is easy to see. See “Creating the Package Tours table” on page 4-15.

To open the Custom and Package Tours Web page, double-click on `Tours.html` in the Local Site window. Notice that the Custom Tours Web page, which is shown in the following illustration, also contains a link to the e-mail form Web page:

The screenshot shows a web browser window titled "Tours.html". The page has a green header with the text "custom and package tours". Below the header is a paragraph of text: "We offer custom tours and a limited number of exceptional preplanned package tours. To inquire about our tours, [send us e-mail](#) and specify whether you are interested in our custom or preplanned tours. We will send you a list of fees, and for custom tours, a survey of your interests." The text "send us e-mail" is circled in red. A label "Linked text" points to this link. Below the text is a table with a yellow header "upcoming Isle de Café package tours". The table has four rows of tour information. A label "Table" points to the table.

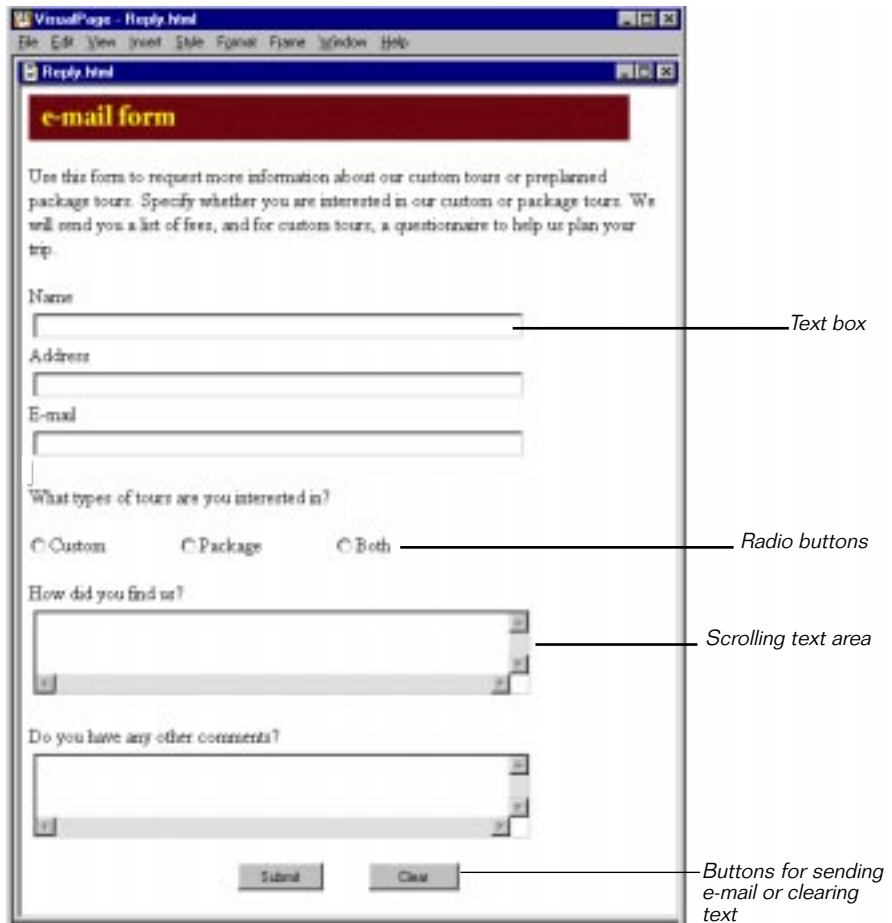
upcoming Isle de Café package tours			
Isle de Café: A Gastronomic Adventure	12 days	\$4500	Dine on the creations of top chefs and learn their culinary secrets. Learn to prepare Isle de Café ethnic specialties.
Adventurous Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Café paradise. Everyone becomes friendlier as the stresses fade at Isle de Café.
Active Adults Tour	7 days	\$3500	Scuba dive, snorkel, and surf in the turquoise waters of Bungbusi, climb a volcano, hike in tropical rainforests to the edge of a waterfall, white-water raft on a Moderna river, pack a llama for a ride to Simerilia temples, and much more. For those who can't take Isle de Café sitting down.
	14 days	\$6500	

To browse the e-mail page:



- Click the Preview toolbar button to go to Preview mode
- Then click on the underlined text “send us e-mail”

The e-mail form displays. It is shown in the following picture, (minus a few text boxes so some of each kind of user interface element shows):



The text boxes and buttons on this page are known as **form** elements. These are labelled in the above picture. You are going to build the e-mail form later in the tour.

What's next

In this introduction you saw many of the Web page features you'll be using to build a Web site in the Visual Page tour. These included:

- A Home page with two frames
- The Customer Comments Web page, with its imported text and title graphic
- A clickable map on the Isle de Cafe Web page
- A working Java applet on the opening page
- The Custom Tours table
- An e-mail form

The procedures for building these Web pages make up most of the rest of this book. By the time you have finished the tour, you will have created the working Web site you just previewed.

Note: If you own a copy of Symantec's Visual Cafe, you can build the Java applets used in this tour by following the Visual Cafe tour. See "*Getting Started with Visual Cafe.*"

Building the Amazing Adventure Web pages

In this chapter you will construct several Web pages for the Amazing Adventures Web site. While doing this, you'll learn to:

- Create a new Web page
- Add graphics and text to the new Web page
- Use a table to format the information for the Custom Tours
- Create an e-mail reply form
- Layout pictures with text that describes the Isle de Cafe

In doing these things, you will build the Customer Comments Web page from scratch and complete most of three others, including: the Custom Tours, E-mail Reply Form, and Island Map Web pages.

Creating the Customer Comments Web page

Customers have been writing comments in a visitor's log during previous Isle de Cafe tours. Your agency wants to make the favorable comments available on the Web site for visitors to read.

You decide to make the design of this page plain, like an actual visitor's log, so the focus is on the text. While authoring this Web page you are going to:

- Create a new Web page and set its background color
- Import the customer comments from a text file
- Add a title graphic

Note: This chapter assumes you know how to open a Visual Page Local Site window. If you need instructions, see "Opening the Walkthrough Local Site window" on page 3-5.

Opening the new Web page

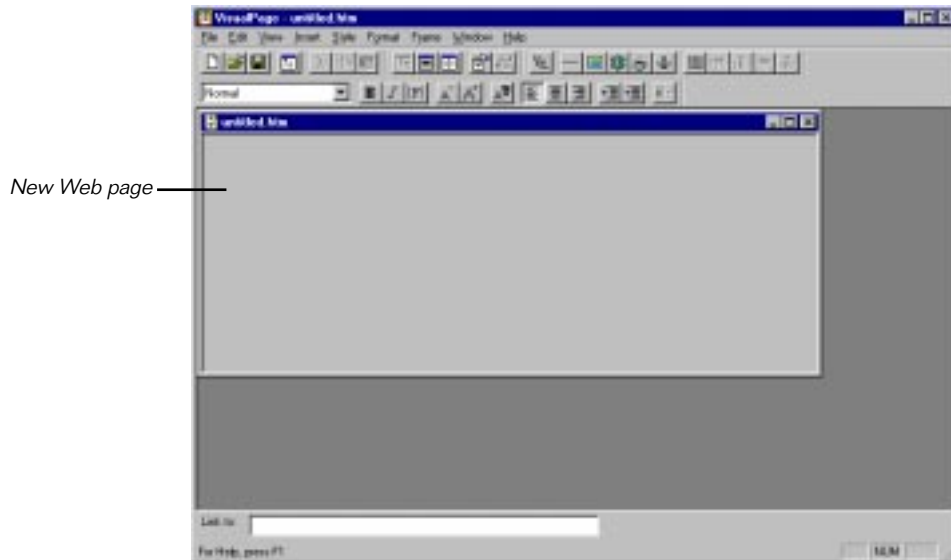
To preserve a guest book feel to the Customer Comments Web page, you want to keep the layout simple. To achieve this you decide to place the comment text on a plain white background.

In the following procedure you open a new Web page and set its background color to white.

To create the blank Customer Comments page:

- 1 Open the Visual Page application.

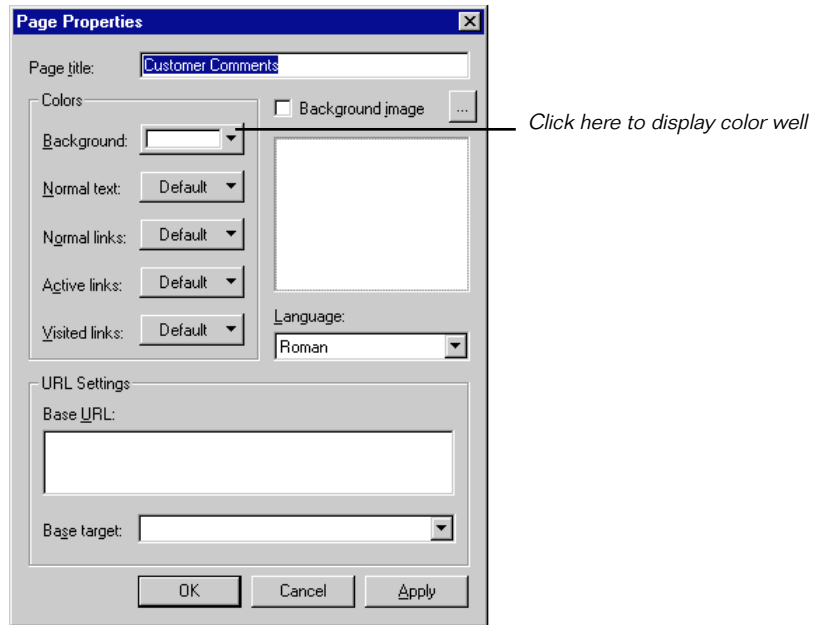
An untitled Web page displays. It looks like the following picture:



Note: If the new Web page gets closed for any reason, you can open another one by choosing New from the File menu.

- 2 From the Edit menu, choose Properties > Page.

The Page Properties dialog box displays, as shown in the following illustration:

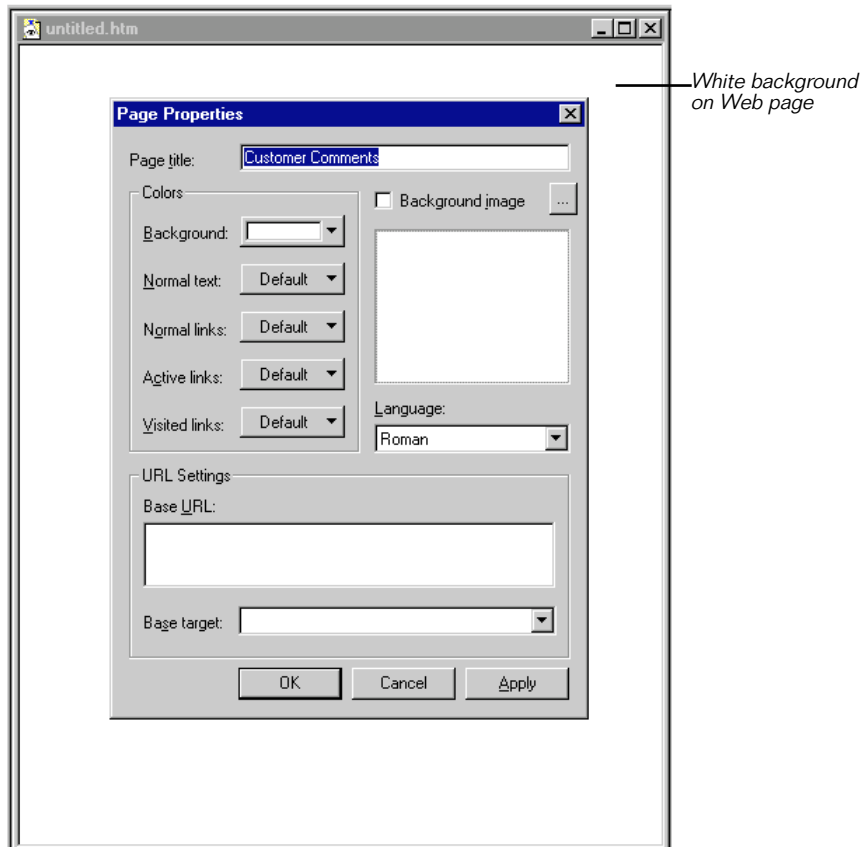


- 3 Type "Customer Comments" in the Page title field.

This title is used in the HTML source. It also displays in the title bar of the Web page when it is displayed by a Web browser.

- 4 In the same dialog box, click the Background button of the Colors group, to display the drop-down color well.
- 5 When the color well displays, click its white square.

- 6 Click Apply and the white background displays on the Web page before the dialog box closes, as shown in the following picture:



- 7 Click OK to close the dialog box.
- 8 Choose Save As from the File menu.
- 9 Use the Save As dialog box to save your file as as talk.html at the root level of the Tour folder.

After the file is saved, talk.html displays in the title bar of the Web page.

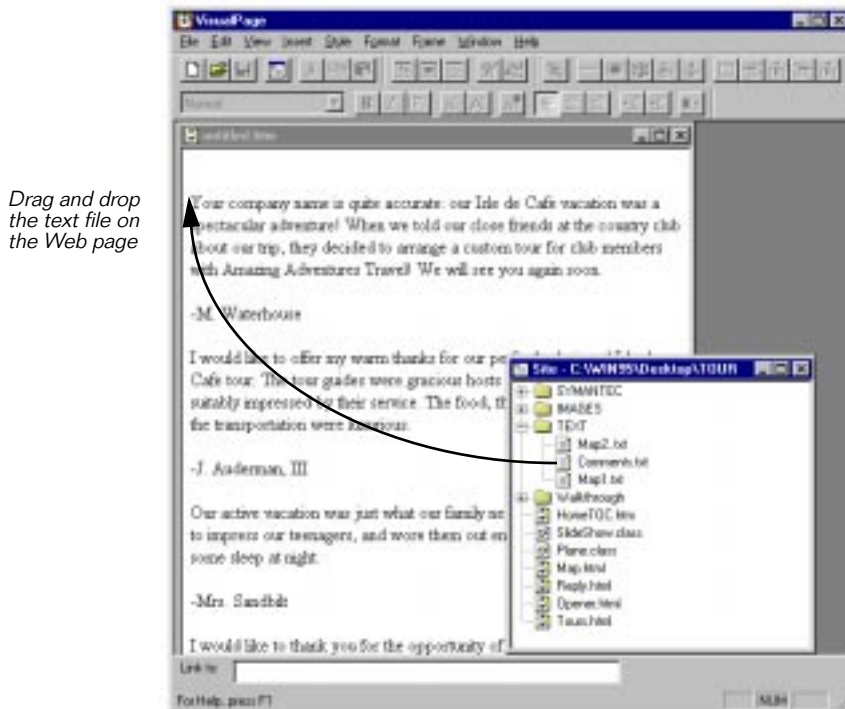
Adding the customer comment text

Since the customer comments from previous travelers are in a text file, you are going to import that text rather than retype it into the Web page.

To add the customer comments to the Web page:

- 1 Position the Tour Local Site window to the side of the Web page, as shown in the picture below. The `talk.html` Web page should be already open and displaying.
- 2 In the Local Site window, open the Text folder by clicking on the plus next to the folder.
- 3 Drag `Comments.txt` from the Local Site window and drop it on the Web page.

The text instantly displays and your desktop looks similar to this:



Adding the Customer Comments title graphic

The finishing touch to this page is the colorful title graphic. In the following steps you use the Local Site window to drag and drop the title into place on the Web page.

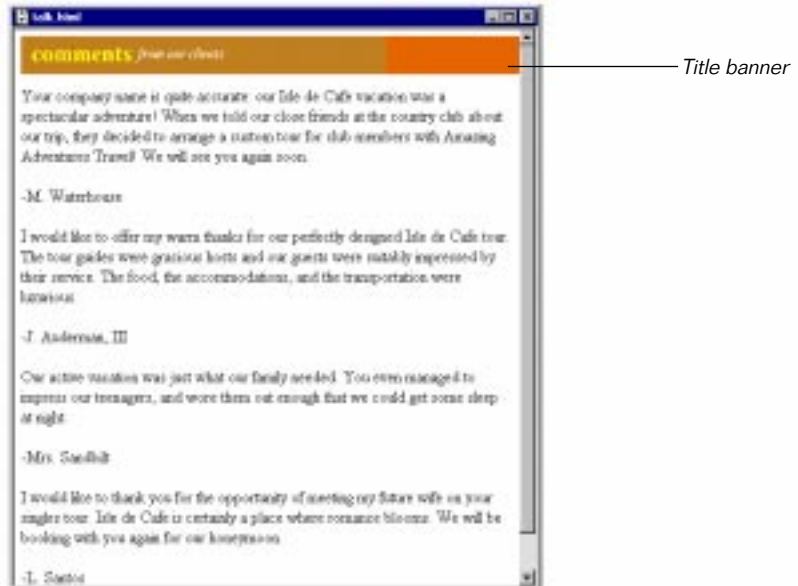
To insert the Customer Comments graphic:

- 1 Using the Local Site window, locate `Comments.gif` in the Images folder. To do this, click once on the plus next to the Images folder.

The plus becomes a minus and the files in the Images folder display.

- 2 Create a blank line before the first quote in `talk.html`.
- 3 Drag `Comments.gif` from the Local Site window and drop it on the blank line at the top of the Web page.

The following picture shows the finished Customer Comments Web page, after you add the title banner:



- 4 Make sure to save your work and close this Web page file.

Creating the island photo layout

A map of the Isle de Cafe makes an interesting illustration for the Web page that describes each of its locations. You devote a whole Web page — the Isle de Cafe Web page — to information about the different Isle de Cafe towns.

This Web page is going to be fairly long because there are four locations on the map which you want to describe in some detail. To make the length of the page more manageable, you decide to make the locations on the map respond to a mouse click that automatically scrolls the page to the appropriate description.

In order to finish the layout of the Isle de Cafe Web page, you are going to:

- Left-justify a photo so that text flows around its right side
- Add another photo and resize it to fit the Web page
- Right-justify the newly added photo so text flows around the left of the image

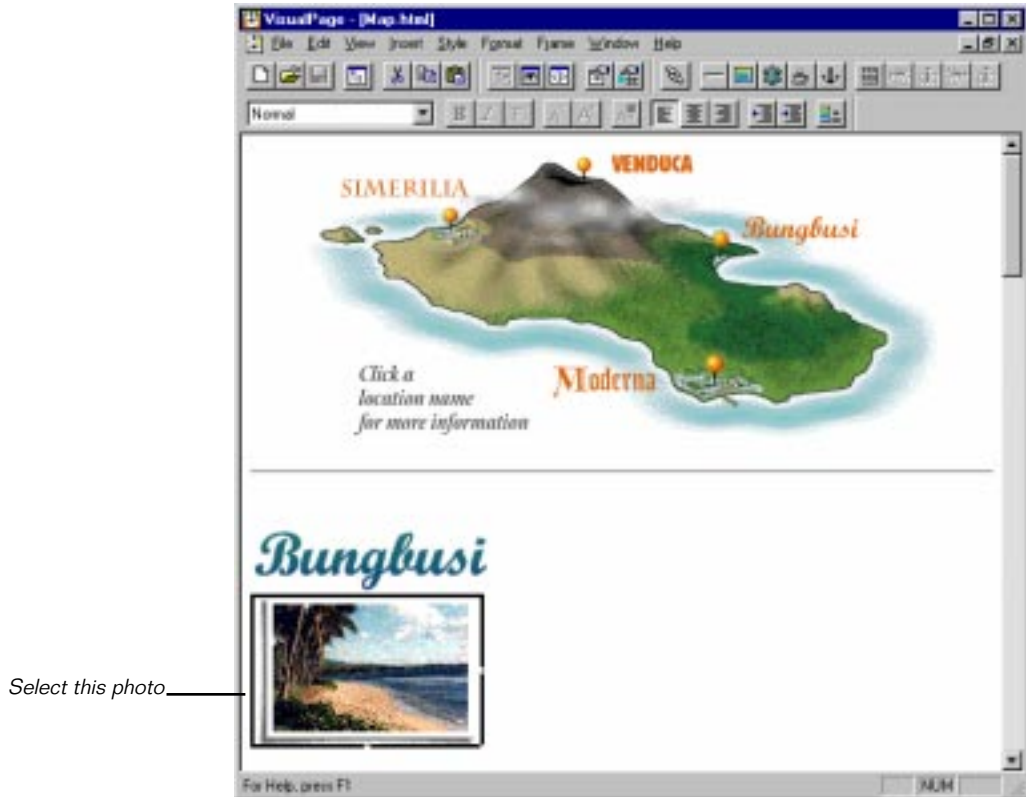
Flowing text around a photo

As in a traditional travel brochure, you are going to use pictures to illustrate different places on the Isle de Cafe. To make the layout look professional, the text needs to flow around each photo. In the following steps you'll add the text that describes parts of the island around an island photo.

To flow descriptive text around the right side of the first photo:

- 1 From the Tour Local Site window, open the `map.html` Web page. (It's at the root level of the Tour folder.)
- 2 Select the photo, directly under the Bungbusi heading, by clicking once on it.

The selected photo displays with a dark outline and handles, as shown in the following picture:



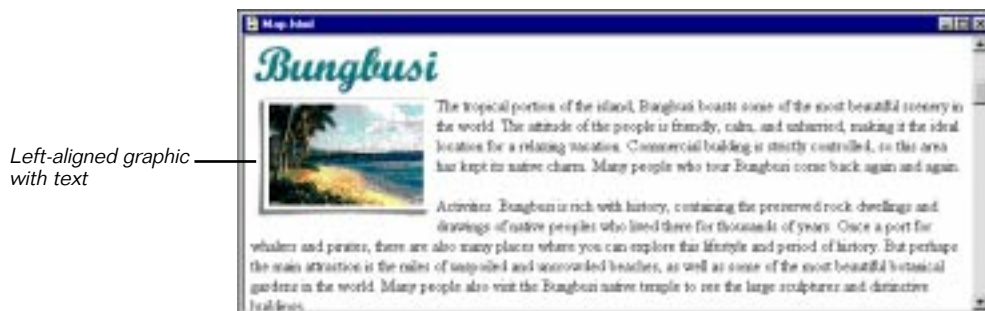
Select this photo

- 3 From the Format menu, select Object Alignment.
This picture should have Left Object Alignment checked.
- 4 Place the Local Site window in front of the Web page.

- 5 Drag map1.txt from the Text folder of Local Site window to the top right side of the Bungbusi photograph, as shown in the following picture:



When you drop map1.txt on the Web page, the text instantly flows around the right side of the picture. The left aligned island photo displays at the left of the paragraph, with the text flowing around its right side, as shown in the following illustration:



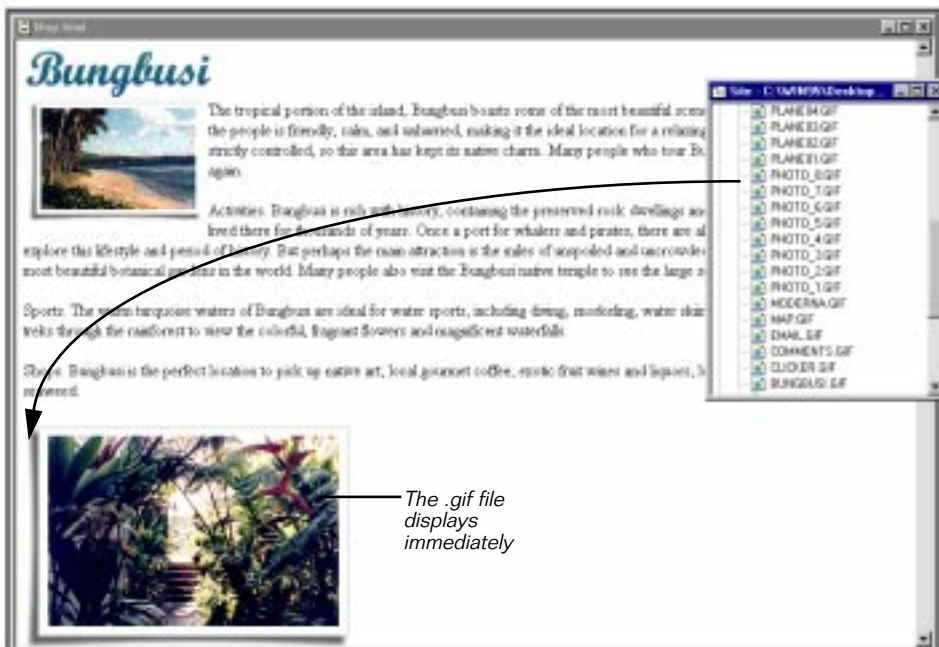
Reducing a Bungbusi photo

On the Isle de Cafe Web page you are really reusing the photos from slide-show. That way you only need one copy of the GIF photo files, which are stored in the images folder of the Web site. They are the correct size for the slide show but too large for this Web page. (For more information about the slide show see “Previewing the opening page” on page 3-7 and “Adding the interactive slide show” on page 5-6.) So, you need to reduce the photo sizes when you use them on the Isle de Cafe Web page. The following steps help you resize a photo to add to the Bungbusi section.

To add the Bungbusi photo:

- 1 Drag `Photo_8.gif` from the Images folder in the Local Site window and drop it below the text you added in the previous procedure.

The photo should display as shown in the following illustration:



- 2 Double-click on the newly inserted photo.
An Image Properties dialog box opens.
- 3 Resize the image to the size of the other photos by setting its Width to 177 and its Height to 122.
- 4 Add white space around the photo by setting Horizontal Space Around Image to 5.

The settings should look like this



- 5 Press Enter or click OK to close the dialog box.
The picture instantly shrinks to the correct size.
- 6 It's a good idea to occasionally save your changes, so do that now, if you haven't already.

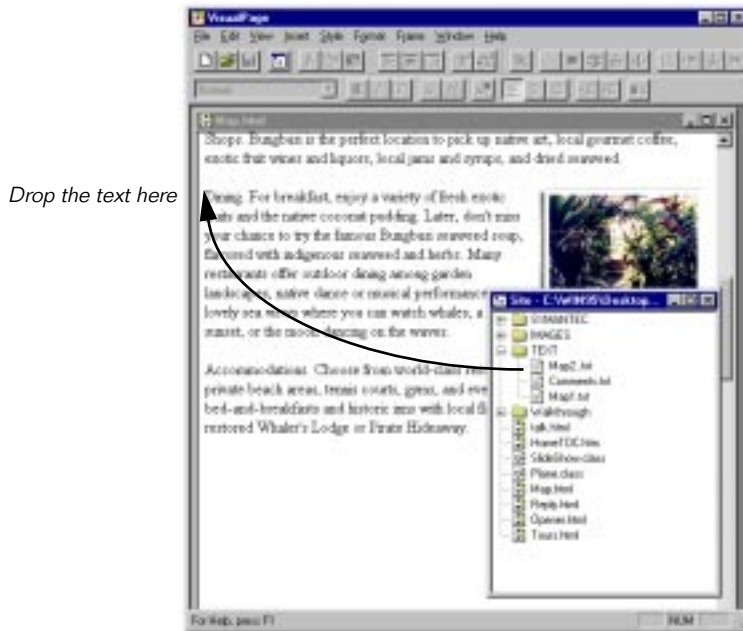
Setting a photo to the right of the text

To vary the layout some, you want to have pictures on alternating sides of the text. Each island town has two photos — the first displays to the left of the text, so the second needs to display to the right of the text.

To place the second photo on the right side of the Web page:

- 1 Select the photo that you just placed on the map page, (it's the second photograph from the top) by clicking once on it.
It displays with an outline and dark handles:
- 2 From the Format menu, select Object Alignment > Right.
The picture moves to the right of the Web page.

- 3 Drag map2.txt from the Local Site window, it's in the Text folder, and drop it at the top left side of the photograph.
When you do so, the text wraps around the left side of the photo:



- 4 Select any empty lines left between the text you just added and the Venduca heading and delete them by pressing the delete key.

The Bungbusi section of the Isle de Cafe Web page now looks like this:

Bungbusi



The tropical portion of the island, Bungbusi boasts some of the most beautiful scenery in the world. The attitude of the people is friendly, calm, and unpretentious, making it the ideal location for a relaxing vacation. Commercial building is strictly controlled, so this area has kept its native charm. Many people who tour Bungbusi come back again and again.

Activities: Bungbusi is rich with history, examining the preserved rock dwellings and drawings of native people who lived there for thousands of years. Once a part of history. For perhaps the main attraction is the miles of unspoiled and uncrowded beaches, as well as some of the most beautiful botanical gardens in the world. Many people also visit the Bungbusi native temple to see the large sculptures and distinctive buildings.

Sports: The warm turquoise waters of Bungbusi are ideal for water sports, including diving, snorkeling, water skiing, and surfing. Also popular are tours through the mangrove to view the colorful, fragrant forests and magnificent waterfalls.

Shops: Bungbusi is the perfect location to pick up native art, local gourmet coffee, exotic fruit wine and liquor, local jams and jellies, and dried seaweed.

Dining: For breakfast, enjoy a variety of fresh exotic fruits and the native coconut pudding. Later, don't miss your chance to try the famous Bungbusi seaweed soup, flavored with indigenous seaweed and herbs. Many restaurants offer outdoor dining among garden landscapes, native dance or musical performances, or lovely sea views where you can watch whales, a colorful sunset, or the moon rising on the water.



Accommodations: Choose from world-class resorts, with pools, tropical gardens, private beach access, tennis courts, gyms, and every possible amenity, to upscale bed-and-breakfasts and historic inns with local flavor. Some options include staying in a restored Whaler's Lodge or Palm Hutsaway.

Left-aligned image

Right-aligned image

Styling the paragraph titles


After placing the descriptions next to the island photos, you want to create easily seen titles for the different Bungbusi sections. Since the traditional HTML heading styles require a title to appear on a separate line, you decide to use a bold style word at the beginning of a line. This fits in better and still draws attention to the content.

To make the one word headers bold:

- 1 Select the word “Activities” at the beginning of the second paragraph of the Bungbusi text.
- 2 While the word is still selected, choose Bold from the Style menu.

Click outside the word to deselect it. It is now displaying in bold style text:

Bungbusi



The tropical portion of the island, Bungbusi boasts some of the most beautiful scenery in the world. The attitude of the people is friendly, calm, and unhurried, making it the ideal location for a relaxing vacation. Commercial building is strictly controlled, so this area has kept its native charm. Many people who tour Bungbusi come back again and again.

Activities. Bungbusi is rich with history, containing the preserved rock dwellings and drawings of native peoples who lived there for thousands of years. Once a port for whalers and pirates, there are also many places where you can explore this

Bold run-in title

- 3 Repeat steps 1-2 for the title words — Sports, Shops, Dining, and Accommodations — of the next four paragraphs on the Web page.
- 4 Make sure to save your work and close the page.

This Web page should look better now than when you started. We'll finish it in the next chapter by making the map clickable. In the next section you'll do some formatting with a different Web page tool — the table.

Creating the Package Tours table

A prototype version of the Custom Tours Web page already exists but you decide to refine it. It needs to be easier for the busy professionals this Web site targets to quickly scan the text and find the information they need.

To make the different kinds of information stand out, you are going to split up the paragraphs of text and put them into a table. Each tour occupies a single row in the table, with different kinds of information in each column. Starting with the first column on the left, they are going to contain:

- Tour titles
- Length of the tours
- Prices of the tours
- Tour descriptions

Chapter 4: Building the Amazing Adventure Web pages

Some of the table features you want to use in the Package Tours table are labelled in the following illustration:

Graphic in table cell *A table cell that spans four columns* *Background color in a table cell*

upcoming Isle de Café package tours			
Isle de Café: A Gastronomic Adventure	12 days	\$4500	Dine on the creations of top chefs and learn their culinary secrets. Learn to prepare Isle de Café ethnic specialties.
Adventurous Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Café paradise. Everyone becomes friendlier as the stresses fade at Isle de Café.
Active Adults Tour	7 days	\$3500	Scuba dive, snorkel, and surf in the turquoise waters of Bungbust, climb a volcano, hike in tropical rainforests to the edge of a waterfall, white-water raft on a Moderna river, pack a llama for a ride to Simerilia temples, and much more. For those who can't take Isle de Café sitting down.
	14 days	\$6500	

A cell that spans two rows *A cell that spans two rows*

Adding the table

The first step (after opening the Web page you're going to reformat) is to generate the new table into which you're moving the tour descriptions.

To begin working on the package tours table:

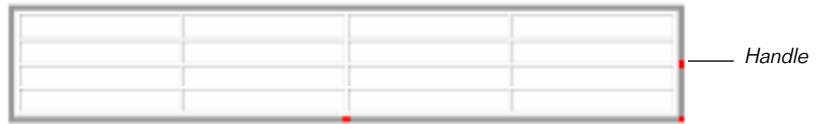
- 1 Open the file `Tours.html`, from the Tour Local Site window.

The Web page displays as shown in this picture:



- 2 Create a blank line after the first paragraph of text on the Web page.
- 3 Choose the menu item Insert > Table > Table.
- 4 In the Table Settings dialog box, set the Number of rows to 4 and the number of columns to 4.
- 5 In the same dialog box, set the Table Dimensions > Width by typing 500 in the Width box and using the drop-down menu to change the setting to pixels, to a static 500 pixels. This makes the table stay the same width as the title graphic, despite the width of the Web page display.

Click OK and a new table with 4 rows and 4 columns displays, as shown in the following picture:



- 6 If you need to adjust the table for any reason, click on the table and drag any of the handles.

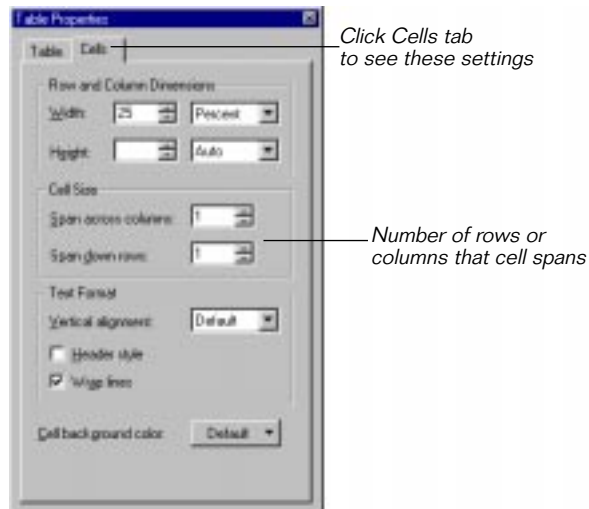
Widening the top cell of the table

You're going to reuse the graphic for "upcoming Isle de Cafe tour packages" as the title for the table. Since this graphic is as wide as the Web page, a table cell in the top row needs to span the entire table. In the following steps you are going to widen the top table cell so it can accept the title banner.

To make the top cell span all four columns:

- 1 Place the insertion point in the top left table cell.
- 2 Choose Edit > Properties > Table Properties.
- 3 When the Table Properties dialog box displays, click on the Cells tab.

The settings affecting table cells display, as shown in this picture:



- 4 In the Cell Size group, change Span across columns to 4.

As shown in the following picture, the top row of cells becomes one wide cell:



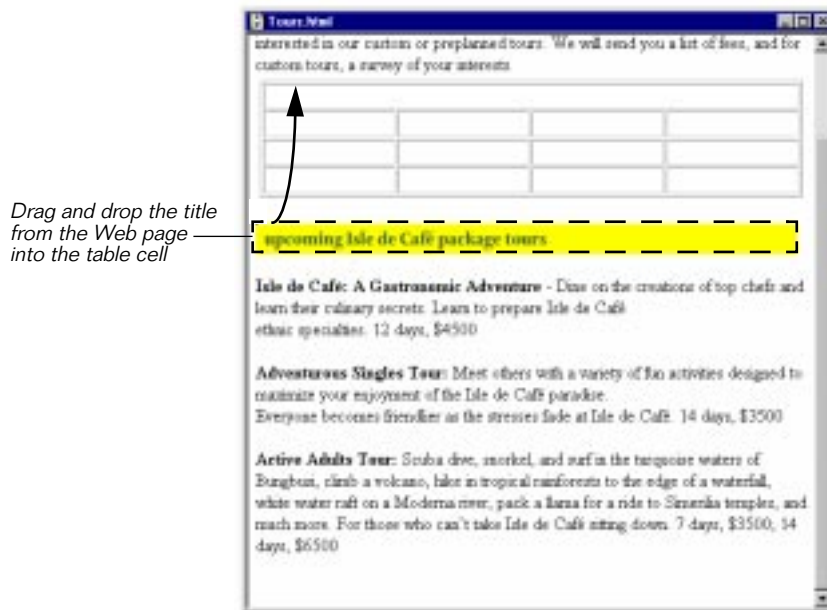
- 5 Close the dialog box and save your changes.

Inserting the graphic and changing the cell color

The title can be moved into the top cell of the table by simply dragging it from its old location on the Web page to its new place in the table. However, depending on how wide your table becomes when as a Web page becomes wider, the Custom Tours graphic is smaller than the table cell so you need to hide its boundary by adjusting the color of the cell to match the graphic.

To place the graphic and adjust the cell color to match:

- 1 Drag and drop the title title “upcoming Isle de Cafe package tours” into the top cell, as shown in this illustration::



- 2 While keeping the insertion point in the top cell, choose Edit > Properties > Table Properties.

- When the Table Properties dialog box displays, click on the Cells tab. The dialog box displays as shown:



- Set the Cell background color drop-down color well to match the yellow graphic and Visual Page instantly applies the color to the cell's background:



- Make sure to close the dialog box and save your changes.

Adding the tour text to the table

While you could cut and paste, or even retype the tour information, the easiest way to move the descriptions of the Isle de Cafe tours into the table, is to drag the text from the Web page and drop it into the table.

To move the Tour information into the table:

- 1 Select the first tour title, then drag it to the table and drop it into the column cell at the top left of the first empty row.
- 2 Repeat step 1 for the other two tour titles, moving down a row each time.
- 3 Select and drag the number of days from the second and third paragraphs (12 days and 14 days) and drop that text into the second column of the second row and third rows, respectively. Do not drag the number of days from the last paragraph yet.
- 4 Select and drag the price from the second and third paragraphs (\$4500) and third row (\$3500), respectively. Leave the price and duration for the third paragraph for now.
- 5 Select and drag the descriptions for each of the tours into the appropriate fourth column cell.

When you finish, your table should look like this:

upcoming Isle de Cafe package tours			
Isle de Cafe: A Gastronomic Adventure	12 days	\$4500	Take on the cuisines of top chefs and learn their culinary secrets. Learn to prepare Isle de Cafe ethnic specialties.
Adventurous Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Cafe paradise. Enjoy your beautiful find as the special Isle de Cafe.
Active Adults Tour			Scuba dive, snorkel, and surf in the turquoise waters of Bungbun, climb a volcano, hike in tropical rainforests to the edge of a waterfall, white water raft on a Moleneo river, pack a picnic for a hike to Simenita temple, and much more. For those who can't take Isle de Cafe sitting down.

Creating space in the table for options

There are two options for length and price of the Active Adults Tour, in paragraph four, which are not yet in the table. The table needs to be adjusted for these because they share the same description and tour title. To adjust the table, you are going to make the title and description cells span two rows, after you first add another row.

To adjust the table cells for the Active Adults Tour options:

- 1 Place the insertion point in Active Adults Tour title cell.
- 2 To add the new row, choose Insert > Table > Row. If there is no insertion point in the table, this menu item is dimmed.

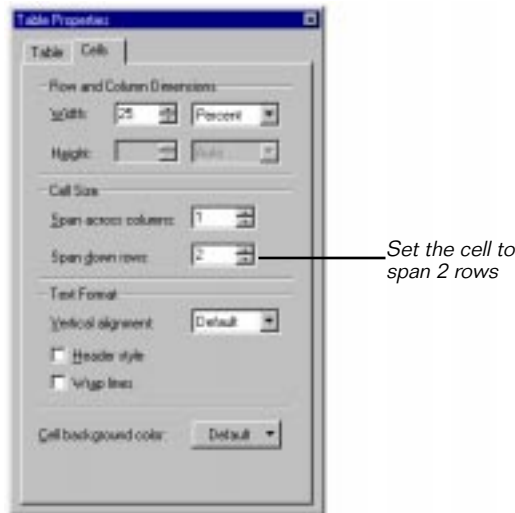
An empty row is added at the bottom of the table, making the table appear as shown here:

upcoming Isle de Café package tours			
Isle de Café: A Gastronomic Adventure	12 days	\$4900	Delve on the creations of top chefs and learn their culinary secrets. Learn to prepare Isle de Café ethnic specialties.
Adventure Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Café paradise. Everyone becomes a friendlier as the stresses fade at Isle de Café.
Active Adults Tour			Scuba dive, snorkel, and surf in the turquoise waters of Bonaire, climb a volcano, hike in tropical rainforests to the edge of a waterfall, white water raft on a Moderna river, pack a llama for a ride to Starwika temple, and much more. For those who can't take Isle de Café sitting down.

— New row

- 3 Move the insertion point to the Active Adults Tour cell.
 - 4 Choose Edit > Properties > Table Properties.
 - 5 In the Table Properties dialog box, click the Cells tab.
- The view switches to show the Cells settings.

- In the cell size group of the Cells Table Properties, set the cell size to span down two rows, as shown:



- With the dialog box still open, place the insertion point into the fourth column, with the Active Adults tour description.
- Repeat steps 6 - 7.

When done, your table looks like this:

Exploring Life de Café package tours			
Life de Café: A Gastronomic Adventure	12 days	\$4000	Enjoy the creation of top chefs and learn three culinary secrets. Learn to prepare Life de Café ethnic specialties.
Adventure Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Life de Café paradise. Everyone becomes freerlier as the summer days at Life de Café.
Active Adults Tour			Enjoy drive, snorkel, and raft on the turquoise waters of BoraBora, climb a volcano, hike to tropical rainforest to the edge of a waterfall, white water raft on a Molokai river, pack a kama for a ride to Paradise tropics, and much more. For those who can't make Life de Café sitting down.

- 9 Close the Table Properties dialog box.
- 10 Now you can drag the remaining tour information into the cells:
 - In the second column drag in 7 days and 14 days, to the top and bottom cells, respectively.
 - In the third column \$3500 and \$6500 go in the top and bottom cells, respectively.

Finishing the Custom Tours table

Since all the information is in the table now, you want to adjust the table so the information presents itself attractively. The duration and cost columns are way too big for the size of the information they contain. You decide to adjust them to fit the information.

To adjust column and row sizes for the Upcoming Tours table:

- 1 Make the table active by clicking anywhere inside it.

In the active state, the table is outlined with a thick grey border and dark colored handles. This is the state that allows you to modify the table in some way. You can see the active state appearance of a table below:

Upcoming Isle de Café package tours			
Isle de Café: A Gastronomic Adventure	12 days	\$4500	Dine on the creations of top chefs and learn their culinary secrets. Learn to prepare one of Chef's special specialties.
Adventure Singles Tour	14 days	\$3500	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Café paradise. Everyone becomes friends in the warmer days of Isle de Café.
Active Adults Tour	7 days	\$3500	Scribe, draw, read, and surf in the turquoise waters of B'raghrai, climb a volcano, hike in tropical rainforests to the edge of a waterfall, white-water raft on a Moderno river, peck a llama for a ride to Amazonia temples, and much more. For those who can't take Isle de Café sitting down.
	14 days	\$6500	

Active table appearance

Tip: You cannot delete a table unless it is selected. To select a table, click directly on its border and it will show a dark black outline.

- 2 Move the cursor over a vertical or horizontal divider.
As it passes over divider lines, the cursor changes appearance to indicate that you can move the vertical and horizontal borders.
- 3 To adjust the row or column sizes place your cursor over a dividing line and drag the divider to the desired size.
- 4 Repeat step 3 as needed until the table looks good.

Centering text in the middle columns

You decide that one last formatting detail needs to be done to make the table look just right. And, it probably is true that the text in the length and cost columns will look better if it is centered. In Visual Page you can select the columns all at once and center everything in an easy two-step procedure.

To center the text in the prices and duration columns:

- 1 Select all the text in columns 2 and 3 of the travel table by clicking in the upper left corner and dragging diagonally through the columns.

The selected cells are shown in the following picture:

Upcoming Isle de Café package tours			
Isle de Café: A Gourmet Adventure	13 days	\$4500	Take all the comforts of top-class hotel, world-class culinary events. Learn to prepare the de Café's best specialties.
Adventure Single's Tour	14 days	\$3500	Meet others with a history of fun activities designed to maximize your enjoyment of the Isle de Café package. Discover delicious specialties at the restaurant built on the Isle de Café.
Active Adults Tour	14 days	\$4000	Swim, hike, snorkel, and stroll in the beautiful waters of French Bay, climb a volcano, take a tropical excursion to the edge of a waterfall, while waterfalls flow. Hike to the top of a volcano, pack a bag for a hike to the summit, and much more. For those who love the Isle de Café, bring a bag.

- 2 Select Format > Paragraph Alignment > Center.

Visual Page simultaneously centers all the text in both columns so that the table now looks like this:

upcoming Isle de Caffé package tours			
Isle de Caffé: A Gastronomic Adventure	12 days	\$4500	Dine on the creations of top chefs and learn their culinary secrets. Learn to prepare Isle de Caffé ethnic specialties.
Adventure Singles Tour	14 days	\$3800	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Caffé paradise. Everyone becomes friends as the stresses fade at Isle de Caffé.
Active Adults Tour	7 days	\$3500	Scuba dive, snorkel, and surf in the turquoise waters of BoraBora, climb a volcano, hike to tropical rainforests to the edge of a waterfall, white water raft on a Molokai river, pack a canoe for a ride to Maunaloa temple, and much more. For those who can't take Isle de Caffé sitting down.
	14 days	\$6500	

- 3 Finish the Custom Tours page by deleting everything left from the former paragraphs below the table.

Your finished Custom Tours page now looks, as follows:

custom and package tours

We offer custom tours and a limited number of exceptional preplanned package tours. To inquire about our tours, [send us e-mail](#) and specify whether you are interested in our custom or preplanned tours. We will send you a list of fees, and for custom tours, a survey of your interests.

upcoming Isle de Caffé package tours			
Isle de Caffé: A Gastronomic Adventure	12 days	\$4500	Dine on the creations of top chefs and learn their culinary secrets. Learn to prepare Isle de Caffé ethnic specialties.
Adventure Singles Tour	14 days	\$3800	Meet others with a variety of fun activities designed to maximize your enjoyment of the Isle de Caffé paradise. Everyone becomes friends as the stresses fade at Isle de Caffé.
Active Adults Tour	7 days	\$3500	Scuba dive, snorkel, and surf in the turquoise waters of BoraBora, climb a volcano, hike to tropical rainforests to the edge of a waterfall, white water raft on a Molokai river, pack a canoe for a ride to Maunaloa temple, and much more. For those who can't take Isle de Caffé sitting down.
	14 days	\$6500	

Congratulations! You finished another of the Amazing Adventures' Web site pages. Let's move now to the Reply Web page. As you close this Web page, be sure to save the changes you made.

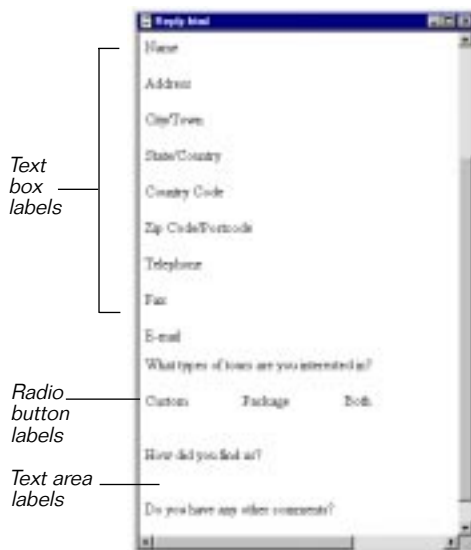
Creating the reply form

The travel agency wants to make it easy for new clients to send them requests for information from the Amazing Adventures Web site. To fulfill this requirement, you are going to build a Web page containing a reply form that has user interface elements for a customer to fill in. The form will provide places for a customer to indicate the kinds of travel tours in which they're interested, add personal information, and enter their comments. It will also add a button that they can use to send the form via e-mail to Amazing Adventures Travel.

While creating the reply form you will be:

- Using the form palette
- Inserting groups of radio buttons
- Adding text input fields
- Placing Send and Reset buttons

The Web page `Reply.html` has been set up for you to use in the following procedures. It contains the e-mail title header and labels for fields and buttons you'll add. The different labels for the user interface elements you'll add in these steps, are shown in the following illustration:



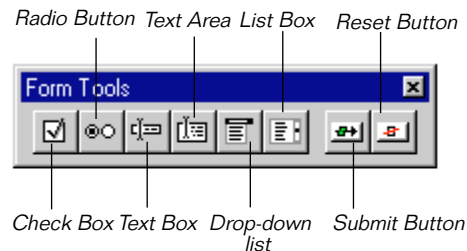
Adding text boxes to the reply form

Using the Form Tools toolbar is the easiest way to add the buttons, menus, and text input fields to your Web page. You'll use this toolbar to add all the interface elements you need for the E-mail Reply form Web page. In this first set of steps you'll open the Form Tools toolbar and use it to add fields for entering text from the keyboard.

To quickly add the text boxes after their labels:

- 1 Open the file named: `Reply.html`. It's in the Tour folder at the root level.
- 2 Choose View > Toolbars and make sure that Form Tools is checked.

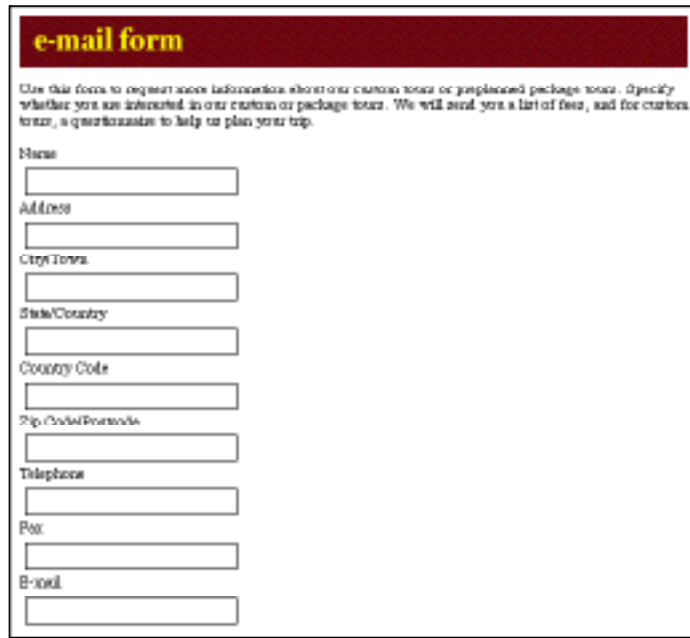
The Form Tools are the part of the toolbar that looks like the following illustration:



- 3 Place the insertion point on the blank line after a label. (The first label is Name the last is E-mail.)
- 4 Click the Text Box button on the Forms Palette.
A text box displays.
- 5 Repeat steps 3-4 for each of the labels for Name through E-mail.



When finished, your screen appears as follows:



The screenshot shows a web form titled "e-mail form" in a dark red header. Below the header is a paragraph of text: "Use this form to request more information about our custom tours or preplanned package tours. Specify whether you are interested in our custom or package tours. We will send you a list of fees, and for custom tours, a questionnaire to help us plan your trip." The form contains the following fields, each with a label and an input box:

- Name
- Address
- City/Town
- State/Country
- Country Code
- Zip/Costal Postcode
- Telephone
- Fax
- E-mail

- 6 Resize the fields to the width of the title banner by:
 - Clicking on the input field border to select it
 - Dragging a handle on the right side of the box

Adding the radio buttons

Since you want the customer to choose between three types of tours, you are going to add a group of three radio buttons, which they can use to indicate their choice.

To add the radio buttons for indicating tour choices:

- 1 Scroll down past the text boxes you added to `Reply.html` previously, and place the insertion point on the same line as the word Custom, before the initial C.



- 2 Click the Radio Button on the Form Tools toolbar.

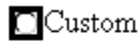
A radio button displays on the Web page next to the label, like this:

What types of tours are you interested in?

Custom Package Both

- 3 Select the radio button by clicking on it once.

Its selected appearance is shown in the following picture:



Selected radio button

- 4 With the button selected, choose Copy from the Edit menu.
- 5 Place the insertion point before the initial P of Package.
- 6 Choose Paste from the Edit menu.
The copied radio button displays. When you use a copy of one radio button to generate the radio buttons, Visual Page understands that this is a set of radio buttons which should function as a group. If you use this approach, your group of radio buttons will work in Preview mode as they would on a finished Web page.
- 7 Repeat steps 5-6 with the last label, Both.
- 8 Choose View > Preview to switch to Preview mode.
- 9 Click on any radio button in the group and you see that only one is selected at a time, just as you would expect.
- 10 Choose View > Page to switch back to Edit mode.

Adding customer comment areas

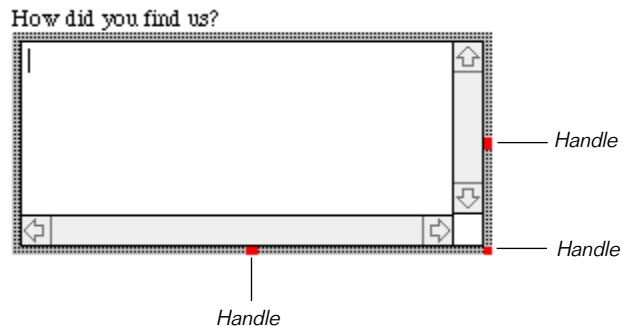
In order to find out what your customers want, you give them some extra space where they can type as much as they want. You do this with a scrolling text area. In the following steps you place a scrolling text area after each of the questions at the bottom of the Web page.

To insert the scrolling text areas:

- 1 You should already have the file named `Reply.html` open and the Form Tools toolbar visible.
- 2 Place the insertion point on the blank line, after the question, "How did you find us?"
- 3 On the Form Tools toolbar, click the Text Area button.



A text area displays on your form. It's shown in the following illustration in an active state:



- 4 Resize the text area to the width of the text boxes at the top of the form, by dragging the appropriate handle.
- 5 Repeat steps 1-4 to add another scrolling text area after the question, "Do you have any other comments?"

Adding the Submit and Clear buttons to the e-mail form

To finish the e-mail Web page form, you are going to add two buttons at the bottom of the form which are labelled:

- Submit; this automatically sends the e-mail when clicked
- Clear; this button conveniently clears all the user input

To add the Submit and Clear buttons:

- 1 Place the insertion point on a blank line at the bottom of the Web page.
- 2 If the insertion point is not in the center of the line, choose Align Center from the Format menu.

The insertion point displays in the center of the line.

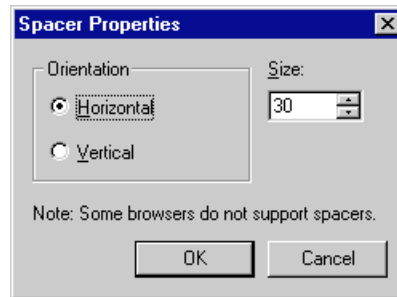


- 3 Click the Submit button icon on the Forms Palette.

A Submit button displays at the center.

- 4 With your insertion point placed after the Submit button, choose Spacer from the Insert menu.

The Spacer Properties dialog box displays, as shown:

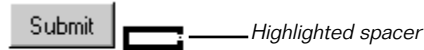


Spacers create a rectangular area of blank space

- 5 Leave the Spacer Properties as they are and click OK.

The spacer is inserted but all you see is the cursor move the number of pixels specified in the dialog box. The default spacer settings create 30 pixels of horizontal whitespace. This is fine for our purposes.

You can see the spacer only if you select it, as it is shown in the following illustration:

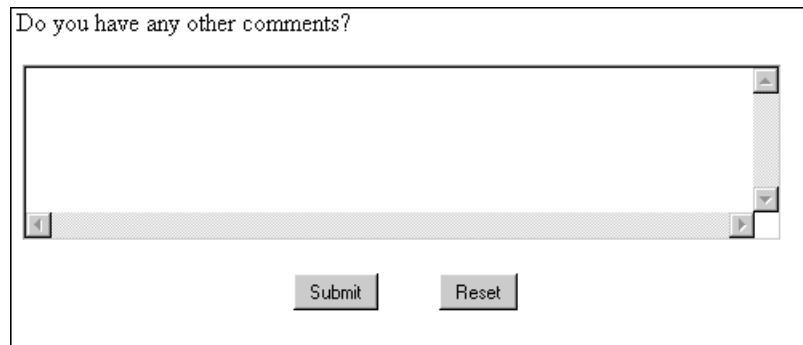


- 6 If it's not already there, place the insertion point after the spacer.



- 7 Click the Reset button icon on the Form Tools toolbar.

A Reset button displays next to the now invisible spacer, so that this portion of the Web page now looks like this:



- 8 Double-click on the word Reset on the Reset button.

When selected, it looks like this



- 9 Type Clear.

This changes the text of the button from Reset to Clear.

Save your changes and this Web page is finished! In fact, the whole Amazing Adventures Web site is well on its way to being finished. Before going on, make sure to close this Web page.

Note: Forms, like the e-mail form you just created, require code to communicate with your Web server before they can pass data from users — like names and e-mail addresses — back to you. See the *Visual Page User's Guide* for more information about CGI scripts.

Summary

In this chapter you worked on four Web pages for the Amazing Adventures Travel Web site. Along the way, you were introduced to many Web page building concepts.

In creating the Customer Comments Web page you learned to:

- Create a new, blank Web page
- Import text (the Customer Comments) from an existing text file
- Add a graphic (the Customer Comments title banner) to the Web page

While you were creating the island map Web page you learned to:

- Add graphics (island photos) to a Web page
- Flow text around graphics (the photos)
- Resize graphics (the photos)
- Make the section titles bold

While formatting the custom tours table you learned to:

- Create a new table
- Span a cell across the top of the table
- Change cell color
- Drag and drop text into the table
- Adjust the size of columns and rows
- Add a row
- Span a cell across rows
- Simultaneously center the text in all cells of two columns

While working on the interactive e-mail reply form, you learned to:

- Add single-line text entry boxes, as well as scrolling text areas
- Use radio buttons
- Position and add Submit and Clear buttons to a form

What's next

You're now over half-way finished with the Visual Page tour and have done most of the basic building of the site. Essentially, what's left is the creation of the home page, linking together the parts of the site, and adding movement to the opening Web page. You'll accomplish these things and finish up the Amazing Adventures Web site in "Adding life to the Amazing Adventures Web site" on page 5-1.

Adding life to the Amazing Adventures Web site

One of the best features of the World Wide Web and Web pages in general, is the support they provide for animated and interactive elements. To entice your visitors you'll add the following interactive elements to different Amazing Adventures Web site Web pages:

- An animated airplane and pilot
- A slide show controller which visitors click on to change photos
- Locations on an island map which bring you more information
- Linked icons which which visitors click on to display Web pages

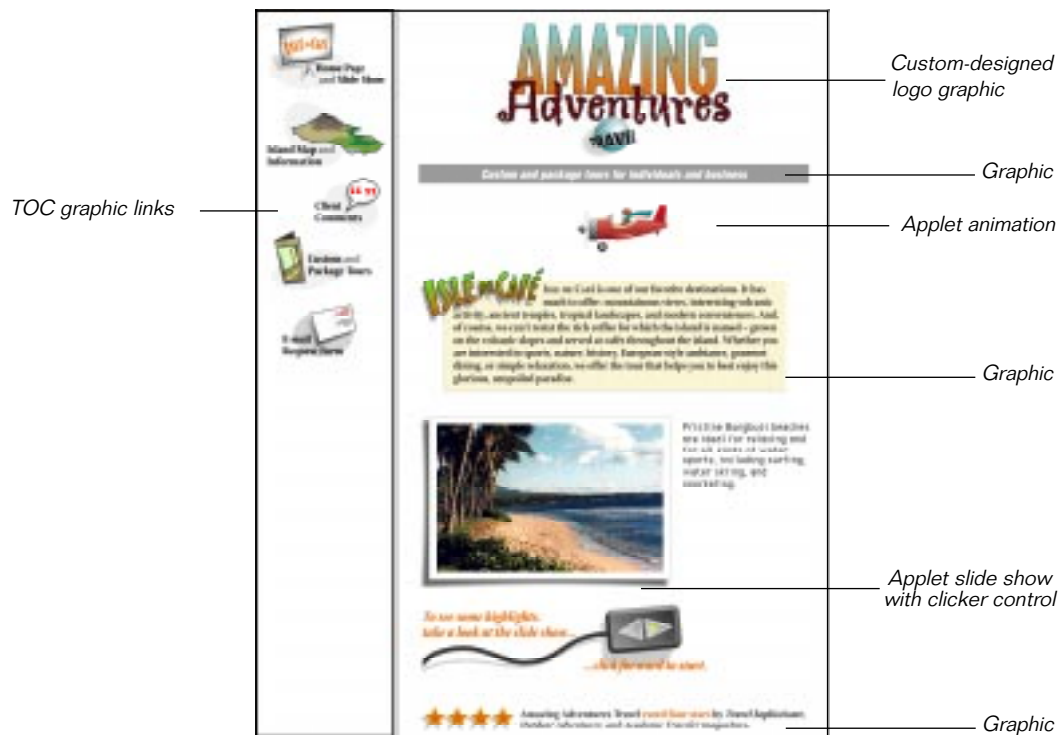
In this chapter, you'll also create the Home page and use it to tie together all the Web pages in the Web site. This is done by linking the Home page Table of Content icons to the other Web pages you worked on in "Building the Amazing Adventure Web pages" on page 4-1. By the end of this chapter you will have an entire working Web site.

Creating movement on the Home page

The opening Web page is the first screen visitors see when they arrive at the Amazing Adventure Web site. You know that to make a good impression, it needs to be attractive, exciting, and engaging. You want to draw people into Amazing Adventures, so they will spend some time exploring the tour package information the Web site contains.

You already have some colorful, custom-designed fonts for the Amazing Adventures Travel logo and an interesting looking Isle de Cafe description in place on the opening Web page that help make it attractive. But you still need some movement on the Web page and have an interactive slide-show and an animation you are going to add.

The following illustration shows the images, animations, and interactive slide show which you plan to incorporate as part of the opening view of the Web site:



Adding the plane animation

You are about to add the animated plane and pilot to the Isle de Cafe Home page. Since this animation happens to be in the form of a Java applet, you'll be adding a Java applet to your Web page here.

As Java applets are really mini-applications for Web pages, you should know that before it's ready for a Web page, a Java applet must be coded, tested, debugged, and compiled in a development environment like Symantec's Visual Cafe. If you own Visual Cafe, you can build the applets that come with this Tour by working through the *Getting Started with Visual Cafe* Tour.

The applet you're going to use has already gone through the process of being coded, tested, debugged, and compiled. You will be doing the fun part, which is adding the applet to the Web page and previewing it to see it work.

To insert the plane applet:

- 1 Open a Local Site window at the root level of the Tour folder.
- 2 From the Tour Local Site window, double-click on `Opener.html` to open it.
- 3 Drag `plane.class` (the applet) to the line after the small subheading graphic: "Custom and package tours for individuals and bussiness."

An applet placeholder displays on the Web page.



- 4 Double-click on the applet placeholder.
The Java Applet Properties dialog box displays.
- 5 In the Java Applet Properties dialog box, set the dimensions of the applet to: Width 500 and Height 80. It's important to get the size right on this applet or the graphic won't display when you try to view it in Preview mode or in a Browser.
- 6 Click OK to close the dialog box.

After the placeholder's size is adjusted, it displays as shown in the following picture:



- 7 You can see the plane applet come to life in your Web page without leaving the Visual Page application — just choose View > Preview. If you didn't install the Java folder when you installed Visual Page, choose View > Preview in Browser to see the applet running in whatever Java-enabled browser you have installed on your computer.

The Java coffee cup changes to the Amazing Adventures mascot shown below:



- 8 Switch back to Edit mode by choosing View > Page.

Adding the interactive slide show

Now you are going to add the other interactive piece of the opening Web page: the slide show. When a visitor clicks on the controller arrow, the Isle de Cafe photo switches to a new picture and its corresponding text:



Like the animation applet, this applet has already been compiled and tested for you.

To insert the slide show applet:

- 1 Drag `SlideShow.class` from the Local Site window and drop it on a line after the “Isle de Cafe” paragraph.
A second applet placeholder displays.
- 2 Open the Java Applet Properties dialog box by double-clicking on the `SlideShow.class` placeholder.
- 3 Set the dimensions of the applet to: Width 525 and Height 350.
This is so you’ll be able to see the whole applet.
- 4 Click OK to close the dialog box.
- 5 If you installed the Java folder with the application, you can choose View > Preview and see the slide show applet running in your Web page.
- 6 If you didn’t install the Java folder, choose View > Preview in Browser. The Web page opens in your Java-enabled browser so you can try out the slide show.

- 7 After you have satisfied yourself that the slide show applet works as expected, go back to the Visual Page Edit mode. (Choose the menu item View > Page.)
- 8 Save your changes and close this Web page.

The opening Web page is finished! In the next section you are going to go back to the Island Map Web page and finish it by making the map locations clickable.

Making the map clickable

The Island Map Web page is fairly long because there are four towns on the island which you want to describe in detail. To make the length of the Web page easier to navigate, you decide to make the locations on the map respond to a mouse click by automatically scrolling the Web page to the location's description.

While authoring this Web page, you will learn to:

- Insert anchors — you use these to mark the Web page at the start of the description for each town
- Set up the island map to function as an image map — **image map** is the technical term for a graphic that has clickable regions which link to more information
- Outline the clickable areas on the island map
- Link the locations on the map to the anchors in the text

Marking the descriptions with anchors

Before you can link the map to the title for each town, you must first identify the matching titles with HTML markers known as anchors.

To mark each description's title with an anchor:

- 1 Open the `Map.html` Web page.
- 2 Place your insertion point before the Bungbusi header.
- 3 Choose Anchor from the Insert menu.
- 4 In the Anchor Properties dialog box, type Bungbusi.

When you close the dialog box, an anchor symbol displays next to the title. You can see the anchor marker when viewing the Web page in editing mode only. The marker is invisible when the Web page

displays in a Web browser. Here's how an anchor appears while you're editing:



- 5 Repeat steps 2-4 to create anchors for the other headings. Make sure you substitute the names Venduca, Simerilia, and Moderna in those steps.

Setting the map to function as an image map

Now that the anchors are set in the text, you are going to outline the areas on the island map graphic, at the top of the Web page, which will link to the anchors. After you outline these, you can link them to the anchors marking the corresponding descriptions.

To change the island map to function as an image map:

- 1 Open `Map.html`, if it is not already open.
- 2 Choose View > Toolbars > Image Tools.
The Image Tools toolbar displays. You're going to use its tools to outline and link the map areas.
- 3 Click on the map image, at the top of the Web page, to select it.

- 4 Use the rectangle drawing tool to outline the locations on the map, as shown:



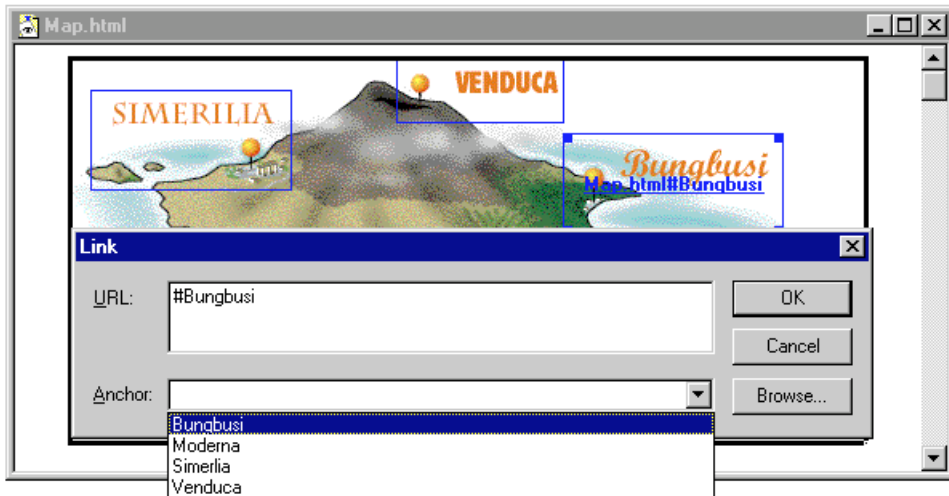
Linking the towns to their descriptions

Now that you've set up the map graphic and marked the descriptions in the text with anchors, it's time to link the two.

To link the towns to the corresponding anchors:

- 1 Double-click the Bungbusi rectangle to open the Link dialog box.
- 2 Click on the Anchor drop-down arrow and select Bungbusi, as shown in the following illustration.
- 3 Click OK to close the dialog box.

Notice that the URL now displays in the selection rectangle, after you complete the process:



- 4 Repeat steps 1-3 with the anchors and selection rectangles for: Venuca, Simerilia, and Moderna.
- 5 After you save the changes, you can try out the links in Preview mode to make sure they work correctly.

Once you're satisfied that the map links work as planned, you're done. Another Web page is finished! Save your changes and close this Web page to get ready for the next step. In the following section, you are going to create the Home page and link the other Web pages, which you already finished, to the Table of Contents.

Creating the Home page

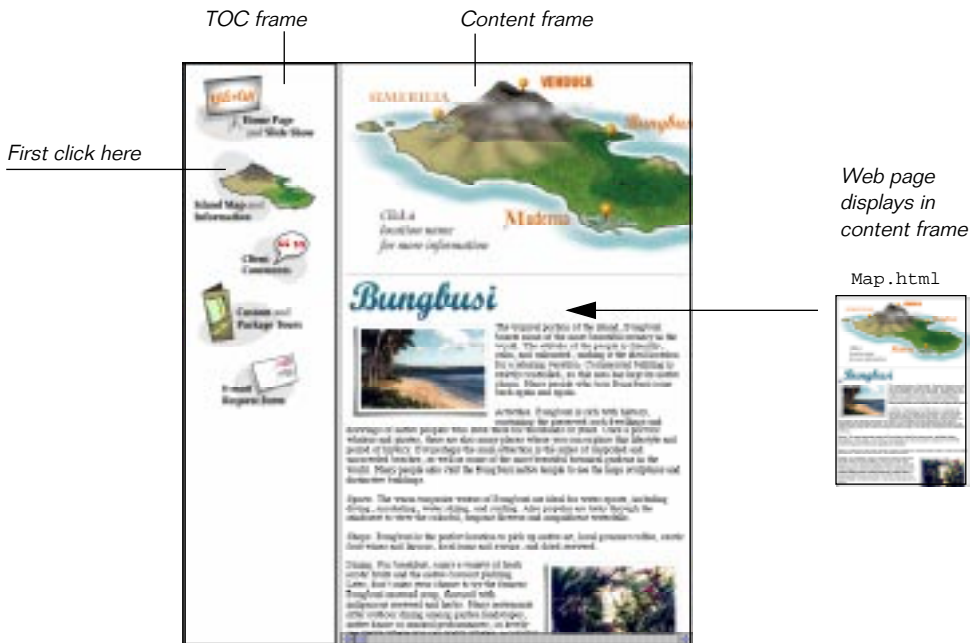
While constructing the Amazing Adventures Home page you are going to:

- Create a new Web page with two frames
- Set each frame to display a different Web page
- Link the TOC icons to the Web pages you finished earlier

Opening the new page — with frames

Back in the planning stages of this project, you decided to divide the Amazing Adventure Home page into two or more framed areas. The frame on the left of the Home page is to always display the Table of Contents (TOC) icons. Those icons will link to the Web sites' other Web pages so that when clicked, they will display in the Home page frame on the right.

Using this scheme, the TOC icons become a kind of landmark that is always visible and at the left side of the Web page. If your customers want to see another of the Amazing Adventure Web pages, they just click on any of the TOC icons and the Web page linked to that icon will display in the content frame on the right side of the Home page. The general logic of how the Home page works, is shown in the following illustration:

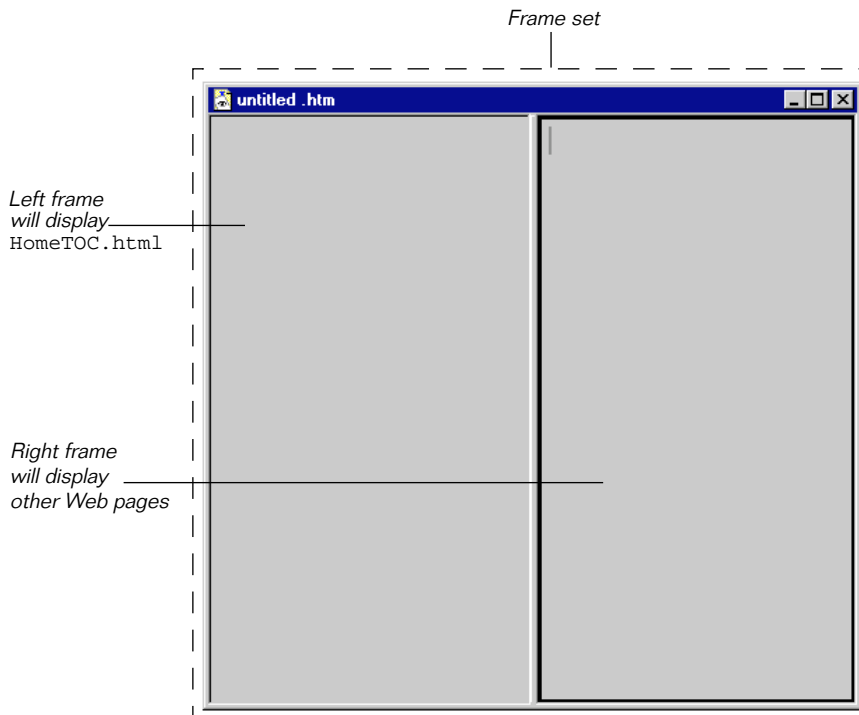


The following steps show you how to create a Web page with the two frames required by this design.

To create the Amazing Adventures Home page:

- 1 Select New Frame Set from the File menu.

A new Web page displays. It is divided vertically into two independent Web page display areas — known as **frames**. The Web page which contains the frames is known as a **frame set**. The new frame layout and its frames are shown in this picture:



- 2 Choose Save Frame Set As from the File menu, to save this Web page at the root level of the Tour folder as: Home.html.

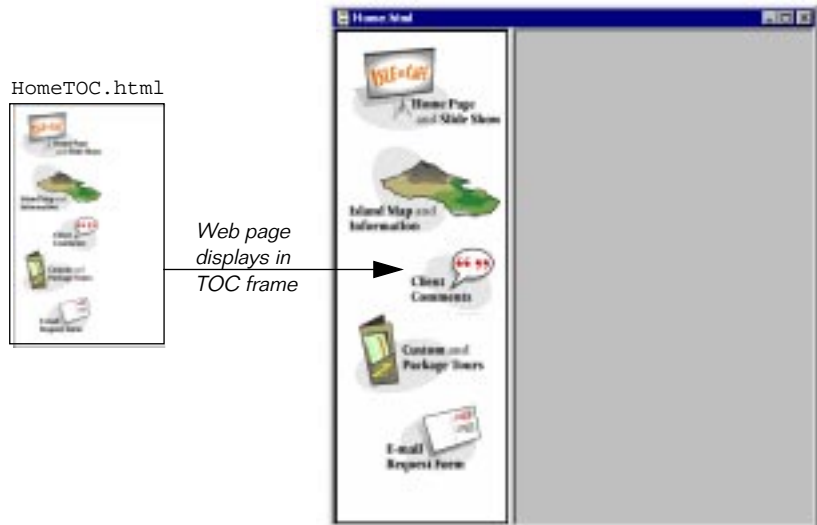
Setting up the Home page Table of Contents

Keeping in mind that each of the Home page frames can display a Web page, you are going to assign an already existing HTML source file to each frame. Each frame will then display a different Web page.

Rather than putting the TOC icons directly into the frame on the left, you are going to set that frame to display a ready-to-use Web page, HomeTOC.html. This Web page is at the root level of the Tour folder.

To assign a Web page to display in the TOC frame:

- 1 The Home page (Home.html) should still be open. Select the TOC frame (on the left) of the Home page by clicking anywhere in it.
A heavy selection border outlines the left frame of the Home page.
- 2 From the Frame menu, choose Set Frame Source.
An open file dialog box displays.
- 3 Navigate to HomeTOC.html (it's at the root level of the Visual Page Tour folder) and double-click to open it.
When you open HomeTOC.html, it displays in the selected frame.
- 4 Resize the frames so your Web page looks proportional to the one shown in the following picture:



Setting up the opening page display

Now that the Table of Contents is displayed in the left frame, you're going to set the frame at the right of the Home page to display the Amazing Adventures opening Web page (Opener.html).

To assign the opening Web page to display in the content frame:

- 1 Select the content display frame (on the right) of the Home page by clicking anywhere in it.

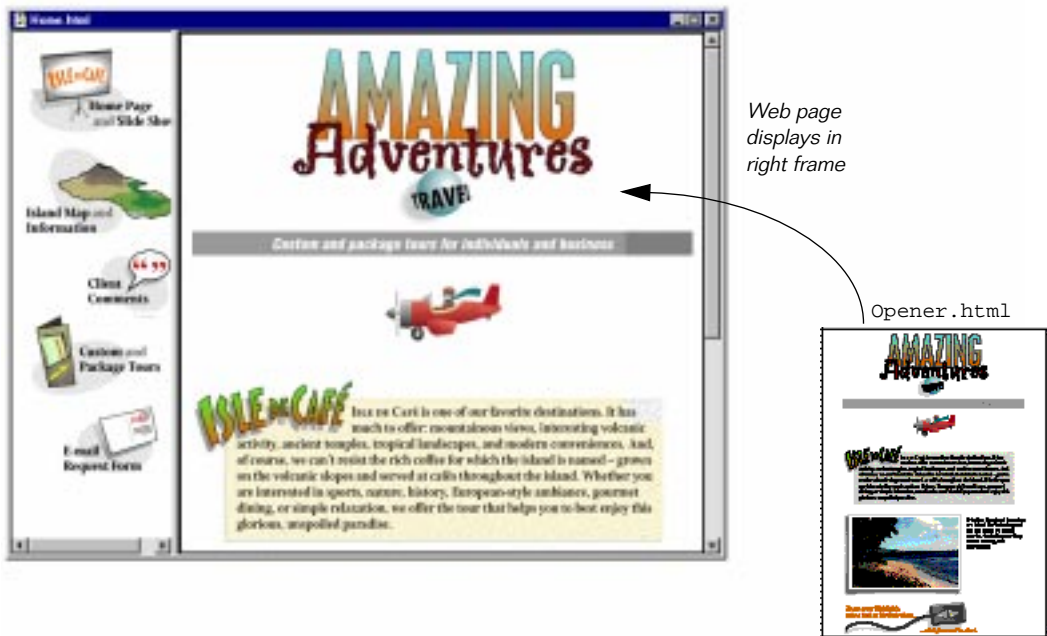
A heavy selection border outlines the frame on the right.

- 2 From the Frame menu, choose Set Frame Source.

An file dialog box displays.

- 3 Using the dialog box, navigate to Opener.html (it's at the root level of the Visual Page Tour folder) and double-click to open it.

When you open the Web page (Opener.html) it displays in the selected frame. If you switch to Preview mode, your Web page will look like the Home.html Web page shown at the left of the following illustration:



Creating a working Table of Contents

You decided at the beginning of this project that the Table of Contents would always display in the left frame of the Home page and all its linked Web pages would display in the neighboring frame. To make this work you must:

- Link the Table of Contents icons
- Set linked Web pages to display in the Home page's right frame

Linking Web pages to the Table of Content icons

You've planned it so that one Web page corresponds to each of the TOC icons. After you finish linking these icons to the Web pages, you can use the Visual Page Preview mode to test the links.

Note: The HTML files you need when linking the icons are all at the root level of the Tour folder.

To link the TOC icons:

- 1 Open the Local Site window and position it so it's visible at the side of the Home page. (The Home.html Web page should already be open. If not, open it.)
- 2 Click on a Home page TOC icon (in the left frame) to select it. It displays with a heavy black border.
- 3 Drag the Web page file corresponding to the icon (shown in the second column of the following table) from the Local Site window and drop it on the selected TOC icon.

Link this Icon	To this Web page
Home Page and Slide Show	Opener.html
Island Map and Information	Map.html
Client Comments	Talk.html
Custom and Package Tours	Tours.html
E-mail Request Form	Reply.html

- 4 Repeat steps 2-3 until all the icons are linked.
- 5 Make sure to save your changes.
- 6 Switch to Preview mode by choosing Preview View > Preview.
- 7 In Preview mode, click once on any linked icon.

Notice that when the Web page displays, it displays in a separate Web page window. That's because all links in a Web page default to displaying their linked Web pages in separate windows. In the next section, you'll redirect the Home page's display of linked Web pages to the designated content frame.

- 8 Except for the Home page, close all the other open Web pages.
- 9 Choose View > Page to switch back to Edit mode.

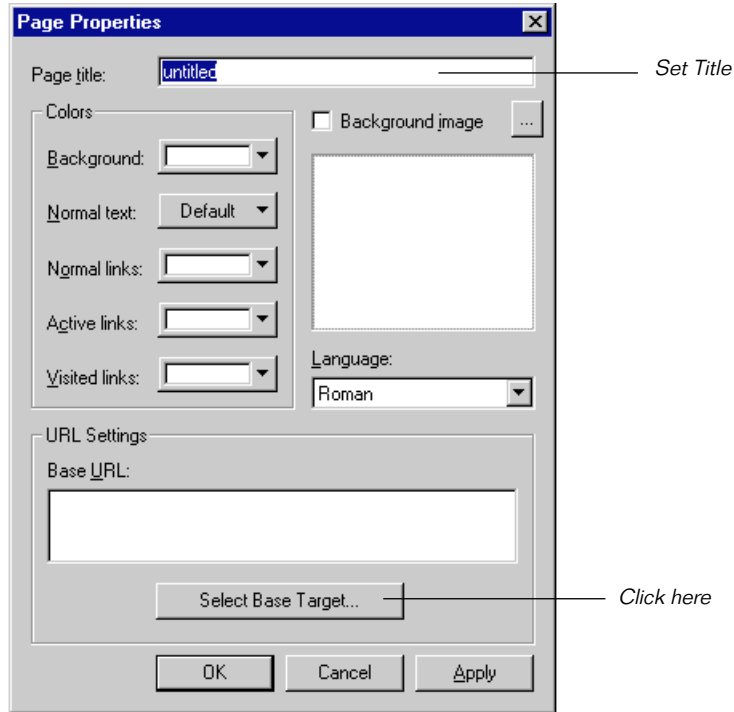
Setting the display destination of the TOC links

You need to set the Home page to display its linked Amazing Adventures Web pages in the content frame on the right of the Home page. You achieve this by identifying the frame on the right side of the Home page as the "display target" of the Home page. With this setting, any Web page links on the Home page are displayed in the content frame rather than in a new window, which is the default case.

To set a display target for the TOC icons:

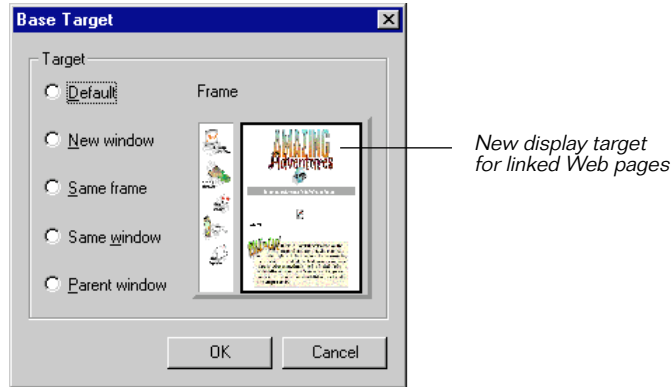
- 1 The Home.html file should still be open.
- 2 Click once in a blank area of the TOC frame to select it. (Click outside the icons or you'll select an icon instead.)
The TOC frame is outlined by a heavy black border.
- 3 Choose Edit > Properties > Page.

The Page Properties dialog box displays. The settings you will change are labelled in the illustration shown below:



- 4 In the Page Properties dialog box, click on Select Base Target.
The Base Target dialog box displays, with a thumbnail sketch of the Home page in it. (See the next illustration.)
- 5 In the Base Target dialog box, click on the frame on the right of the thumbnail sketch to select it.

The new display target for the linked Web pages, appears as shown in the following illustration:



- 6 Click OK to close the Base Target dialog box.

The Base Target dialog box closes but the Page Properties dialog box is still open.

- 7 Set the Title in the Page Properties dialog box to Home.

This title shows in the title bar of the Web page when it is displayed in a Web page browser.

- 8 Click OK to close the Page Properties dialog box.

The settings for the Home page are finished.

Testing the Home page Table of Contents

You now need to test the Table of Contents' links to see if everything works to your satisfaction. The Visual Page Preview mode enables you to do this quickly.

Previewing links in the Home page:

- 1 With the Home page still open, switch to Preview mode by choosing View > Preview.
- 2 Move the pointer over the Island Map and Information icon. The pointer turns into a hand icon.
- 3 Click on the icon.

The Web page should display in the frame on the right side of the Home page. If it does not, recheck the steps in the previous set of procedures.

- 4 Repeat steps 2-3 for all the icons in the Home page Table of Contents frame.
- 5 Save your changes.
- 6 When you display the Custom and Package Tours Web page, try clicking on the “send us e-mail” link. If the display target was set correctly in the Document Settings for the Home page, this linked Web page will also display in the content frame on the right of the Home page.

Now that everything works, take a little time to congratulate yourself. You’ve just finished building a working Web site! This local Web site is now ready to be published to an Internet server.

Publishing your Web site

Now that you’ve created an entire Web site you are ready to place it up on the Web. Visual Page is designed to complement and expedite this process with its built-in FTP network access tool.

When you publish a Web site, Visual Page uses a **network protocol** (a set of predefined commands) to place the files on a **Web server** — a computer that’s dedicated to storing and sending out Web-based files. The most common protocol used for transferring files to a Web server is the **File Transfer Protocol** (FTP.)

Visual Page lets you use FTP in the form of a window that enables you to upload and download your local Web site from your system to a Web server. From within its FTP window, Visual Page provides extensive FTP support, including the ability to upload, download, rename, and delete server-based files. Since the procedure for connecting to an Internet server is slightly different for each connection, no steps are provided here. For more information see the *Visual Page User’s Guide*.

Summary

Your home page and your version of the Amazing Adventures Web site is done! In this chapter you set the interactive elements to work in the Web site by:

- Adding an animation
- Placing an interactive slide show applet
- Creating a home page with frames
- Setting each frame of the home page to display a different Web page
- Linking Table of Contents icons to corresponding Web pages
- Setting the target for the display of linked Web pages to the content frame on the right of the home page

Now that you've had the chance to see how easy it is to build Web pages and link them together as Web sites you can go ahead and put your own ideas into action. A good way to start is to modify or use pieces of the Visual Page templates, which are provided with the application. As you work, you should consult the *Visual Page User's Guide* for more information. We hope you enjoyed the process and will use Visual Page to build many excellent Web pages.

Support Information

This chapter describes where to get more information on Visual Page. It has the following sections:

- Where to get information
- Product updates
- Symantec service and support solutions
- Registering your Symantec product
- Technical support
- Electronic support
- Customer service
- Service and support headquarters
- Worldwide service and support

Note: The information in this chapter, including URLs, is subject to change.

Where to get information

Visual Page includes the following documentation:

Title	To find it...
Visual Page Help	Choose Help from the Help menu.
Visual Page User Guide	Included in the Visual Page box.

Product updates

Check the Symantec Web site (www.symantec.com/) for updates to Visual Page. After you have registered your copy of Visual Page, you can use your login name and password to download patches and updates to your current version. If you bought your product in a box, the user ID and password are included with your package. If you bought your product online, the user ID and password were displayed to you on the screen.

Symantec service and support solutions

Symantec is committed to excellent service worldwide. Our goal is to provide you with professional assistance in the use of our software, wherever you are located.

Technical Support and Customer Service solutions vary by country. If you are outside the United States or Canada, please refer to the Worldwide Service and Support section at the end of this chapter.

Registering your Symantec product

If you have ordered the product online, you are automatically registered through Customer Service. In addition, you can use the toll-free fax number listed below to register your product, or register on the Customer Service Home Page under Service and Support at www.symantec.com.

If your address changes, you can mail or fax your new address to Customer Service. Please send it to the attention of the Registration Department.

Symantec Corporation
Attn: Registration Dept.
175 W. Broadway
Eugene, OR 97401

(800) 800-1438 Fax

You can also change your address on the Customer Service Home Page under Service and Support at www.symantec.com.

Technical support

Symantec's Technical Support department offers expanded support options designed for your individual needs and to help you get the most out of your software investment.

The phone numbers listed in the "Service and support headquarters" section are for support in North America. If you are outside the United States or Canada, please call the local Symantec office or distributor in your area, or refer to the information provided at the end of this chapter.

Symantec now offers different types of technical support services for you to choose from, which are described below. You are given StandardCare Support by purchasing the product and then can choose from Symantec's PriorityCare and PremiumCare services to extend your level of support.

For the most current information on Symantec Support Solutions, please call our automated fax retrieval service, located in the United States, at (800) 554-4403 or (541) 984-2490, and request document 070. Alternatively, visit Symantec on the World Wide Web at www.symantec.com.

StandardCare support

All registered users of Symantec products are entitled to these services at no charge:

- Unlimited calls for 90 days (from the date of the first call) for installation assistance, configuration, and general usage questions. The phone number is (541) 465-8470.
- Unlimited technical assistance through America Online. This forum offers electronic access to our technical support staff, libraries of sample files, technical notes, and bulletins. You will also find a rich interaction and information exchange with other users of Symantec software.

- Unlimited use of the Symantec Discussion Groups available from the Service and Support section on www.symantec.com. These forums offer electronic access to our professional technical support staff, the Symantec knowledge base, FAQs, and announcements. The news server is at service.symantec.com.
- Unlimited access to company information through the Internet. With a Web browser such as Netscape, you get the latest company news by entering the URL for Symantec's home page: www.symantec.com.
- The Web site include links to our anonymous FTP site, where you can download the latest software patches and drivers for Symantec products. You can also FTP directly to the site by entering: [ftp.symantec.com](ftp://ftp.symantec.com).
- Unlimited use of Symantec's automated fax retrieval system for instant printouts of technical notes, bulletins, product literature, and general information by fax.
- StandardCare Support is available Monday through Friday, 7:00 a.m. to 4:00 p.m. Pacific Time.

For your first 90 days of free technical support, please refer to the StandardCare Support (541) phone number in the "Service and support headquarters" section.

PriorityCare support

All registered users of Symantec products are entitled to these services on a "pay-as-you-go" basis:

- The PriorityCare 800-number is charged to your VISA, MasterCard, or American Express on a per incident basis.
- The PriorityCare 900-number is charged to your telephone bill on a per minute basis. (As of this writing, the charge is \$2 per minute, and an equivalent 900-number service is not available outside the United States.)
- Average hold time will be kept to a minimum.
- PriorityCare Support is available Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time.

To use the PriorityCare 800- and 900-number services, please refer to those numbers in the "Service and support headquarters" section.

PremiumCare support

All registered users of Symantec products are entitled to these services on an annual subscription basis:

PremiumCare Gold support

- Support for one year for a set number of incidents, with an option to add more incidents.
- Priority support on a toll-free 800 line.
- Average hold time will be kept to a minimum.
- Electronic mail support is provided with a 24-hour response time on working days. The PremiumCare Gold Support is available for Visual Page for Windows owners at support_javawin@symantec.com and for Visual Page for Macintosh owners at support@devtools.symantec.com. Please include your subscription ID with any e-mail.
- PremiumCare Gold Support is available Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time.

PremiumCare Platinum support

- Unlimited calls on a toll-free 800 line.
- Average hold time will be kept to a minimum.
- A Support Center Manual with troubleshooting, installation, configuration, and usage information.
- Quarterly updates of technical notes and bulletins.
- Instant access to senior support staff.
- Automatic updates of inline software revisions. (Inline software revisions do not include version upgrades.)
- After hours and weekend support is also available to PremiumCare Platinum customers for an additional fee.
- PremiumCare Platinum Support is charged on an annual subscription basis per product family. The annual fee is for two subscribers; other subscribers can be added on a per person basis.
- PremiumCare Platinum Support is available Monday through Friday, 6:00 a.m. to 5:00 p.m. Pacific Time.
- Electronic support for Visual Page for Windows owners at support_javawin@symantec.com and for Visual Page for Macintosh owners at support@devtools.symantec.com.

To order PremiumCare Gold or Platinum support, please contact Customer Service or your Symantec sales representative.

Electronic support

Technical information is available electronically 24 hours a day. Symantec maintains the Symantec forums on America Online.

America Online

To access the Symantec bulletin board on America Online, type keyword:

SYMANTEC

For additional information, or to subscribe in the United States and Canada, please call America Online at (800) 227-6364. Check with America Online for data communications settings.

Symantec discussion groups

Use your Web browser to go to <http://www.symantec.com> and go to the Service and Support section. Here you can review the Frequently Asked Questions, search the Symantec Knowledge Base for known solutions to problems previously encountered, or post your own query to a support newsgroup.

Symantec representatives are ready to answer your questions via our support discussion groups. All messages posted will receive a response from a Symantec representative within 48 hours. The discussion groups are similar to electronic bulletin boards where you post a message and then return later to find an answer. These support forums are in Usenet newsgroup (Internet news) format and require that you have a newsreader available.

You can FTP directly to this site to download technical notes and software patches at: <ftp.symantec.com>. You can also use the news server, <service.symantec.com>.

Automated fax retrieval system

Symantec's automated fax retrieval system can be used 24 hours a day to receive product information on your fax machine. You can call from any

touch tone phone to receive an index listing of both Technical Support and Customer Service documents available, then have any of these specific documents faxed to you.

To receive technical application notes and samples of “how tos,” please call our Technical Support fax retrieval number, and choose Option 2.

You can receive general product information, data sheets, and product upgrade order forms from our Customer Service fax retrieval number.

- Technical Support: (541) 984-2490
- Customer Service: (800) 554-4403

In addition, you can receive a listing of Symantec offices and worldwide service and support partners by calling the Technical Support fax retrieval number, choosing Option 2, and requesting Document 1400.

Customer service

Symantec’s Customer Service department builds and maintains long-lasting customer relations through consistent, expert service. Our Customer Service department is available to help you:

- Order an upgrade.
- Subscribe to the technical support solution of your choice.
- Fulfill your request for product literature or demonstration disks.
- Find out about dealers and consultants in your area.
- Replace missing or defective pieces (disks, manuals, and so on) from your package.
- Get status on an order or a return.
- Update your product registration with address or name changes.
- Replace lost passwords or user IDs.

You can reach Customer Service at (800) 441-7234 or under the Service and Support section at www.symantec.com. For specific questions about how to use your Symantec software, please contact Technical Support.

Replacing a CD-ROM

If the Visual Page CD-ROM is damaged or unusable, you can obtain a replacement.

To receive a replacement or refund for a product purchased through a reseller, please visit or contact the authorized dealer from whom you purchased the product.

If you ordered the product or upgrade directly from Symantec and wish to receive an replacement or refund in accordance with our 60-day money back guarantee, please return your CD-ROM and a letter including a brief explanation for the return. Please send by traceable means, such as UPS or FEDEX, to:

Symantec Corporation
ATTN: RMA Dept.
175 West Broadway
Eugene, OR 97401

Old version support

When a new version of this software is released, registered users may receive upgrade information through electronic mail or the postal service. After the release of the new version, telephone support will be provided for the previous version for 6 months. Technical information for the older versions may still be available on the electronic services and automated fax retrieval system.

Discontinued product support

When Symantec announces that a product will no longer be marketed or sold, telephone support will be discontinued 60 days later. Support will only be available for discontinued products through services such as our automated fax retrieval system or through documentation posted on electronic services such as the World Wide Web, Symantec BBS, or America Online.

Service and support headquarters

Symantec's service and support headquarters for North America is at the following location.

Symantec Corporation (800) 441-7234 (USA & Canada Customer Service)
175 W. Broadway (541) 334-6054 (all other locations)
Eugene, OR 97401 Fax (541) 984-8020

For Visual Page technical support, please call the following numbers:

StandardCare Support (541) 465-8470
PriorityCare 800 Support (800) 927-4014
PriorityCare 900 Support (900) 646-0004

or post a message in the Visual Page Discussion Group at

<http://www.symantec.com/techsupp/index.html>.

Worldwide service and support

Symantec provides technical support and customer service worldwide. Services vary by country and include International Partners (IPs) who represent Symantec in regions where there is no Symantec office. Most IPs provide customer service and technical support for Symantec products in your local language, as close to your home or office as possible.

If your country is not listed in the International Locations section below, please call our Technical Support automated fax retrieval service, located in the United States, at (541) 984-2490, choose Option 2, and request Document 1400.

International locations

European headquarters

Symantec Europe Ltd.Tel. (31) (71) 535 3111
Kanaalpark 145Fax (31) (71) 535 3150
2321 JV Leiden
The Netherlands

Customer ServiceTel. (31) (71) 535 3294

Technical Support -DutchTel. (31) (71) 579 4407
French PC/MacTel. (33) (1) 41 38 69 80

French MacTel. (33) (1) 41 38 69 81
GermanTel. (49) (211) 9917 110
EnglishTel. (44) (1628) 788 580
Other CountriesTel. (31) (71) 579 4425
Fax (31) (71) 535 3153

International BBS (up to 14.4 baud)Tel. (31) (71) 535 3169
Automated fax retrieval (24 hrs.)Tel. (31) (71) 535 3255

Asia/Pacific Rim region

Symantec Australia Pty. Ltd.Tel. (61) (2) 9850 1000
408 Victoria RoadFax (61) (2) 9850 1001
Gladesville, NSW 2111
Australia

Technical SupportTel. (61) (2) 9879 6577
Fax (61) (2) 9879 6594
BBSTel. (61) (2) 9879 6322
Automated fax retrieval (24 hrs.)Tel. (61) (2) 9817 4550

Mexico

Symantec Mexico Tel. (52) (5) 545 1234
Rubén Dario No. 36, Piso 2, OFNA 6 Fax (52) (5) 531 2252
Colonia Chapultapec Polanco
11560 México, D.F.

Technical Support

For Technical Support call the
automated fax retrieval service,
located in the United States, at
(541) 984-2490, and request
Document 1400.

Japan

Symantec Japan, Inc.
Pine Bldg. 6F
3-1-2, Shibuya, Shibuya-ku
Tokyo 150 JAPAN
Phone: (81)03-3498-1118
Fax: (81)03-3498-1124

Every effort has been made to ensure the accuracy of this information.
However, the information contained herein is subject to change without
notice. Symantec Corporation reserves the right for such change without
prior notice.

Disk Exchange and/or Replacement Form

DISK EXCHANGE: Visual Page is available on 3.5" high-density disks. If your computer doesn't have a CD-ROM, you may exchange the CD-ROM for floppy disks at no extra charge. Simply fill out Section A, enclose the original CD-ROM, and mail to the address below.

DISK REPLACEMENT: After your 60-Day Limited Warranty, if your disk(s) becomes unusable, fill out Sections A & B and return 1) this form, 2) your damaged disks, and 3) your payment (see pricing below, add sales tax if applicable), to the address below to receive replacement disks. DURING THE 60-DAY LIMITED WARRANTY PERIOD, THIS SERVICE IS FREE. You must be a registered customer in order to receive disk replacements.

SECTION A - FOR DISK EXCHANGE *AND* REPLACEMENT

Please send me: ___ 3.5" high-density disks (exchange or replacement)

Name _____

Company Name _____

Street Address (No P.O. Boxes, Please) _____

City _____ State _____ Zip/Postal Code _____

Country* _____ Daytime Phone _____

Software Purchase Date _____

*This offer limited to U.S., Canada, and Mexico. Outside North America, contact your local Symantec office or distributor.

SECTION B - FOR DISK REPLACEMENT *ONLY*

Briefly describe the problem:

CD Replacement Price \$ 9.95

Sales Tax (See Table) _____

Shipping & Handling \$ 9.95

TOTAL DUE _____

SALES TAX TABLE: AZ (5%), CA (7.25%), CO (3%), CT (6%), DC (5.75%), FL (6%), GA (4%), IA (5%), IL (6.25%), IN (5%), KS (4.9%), LA (4%), MA (5%), MD (5%), ME (6%), MI (6%), MN (6.5%), MO (4.225%), NC (6%), NJ (6%), NY (4%), OH (5%), OK (4.5%), PA (6%), SC (5%), TN (6%), TX (6.25%), VA (4.5%), WA (6.5%), WI (5%).

Please add local sales tax (as well as state sales tax) in AZ, CA, FL, GA, MO, NY, OH, OK, SC, TN, TX, WA, WI

FORM OF PAYMENT ** (Check One):

Check (Payable to Symantec) Amount Enclosed \$ _____

Visa Mastercard American Express

Credit Card Number _____ Expires _____

Name on Card (please print) _____

Signature _____

****U.S. Dollars. Payment must be made in U.S. dollars drawn on a U.S. bank.**

MAIL YOUR DISK EXCHANGE AND/OR DISK REPLACEMENT ORDER TO:

Symantec Corporation
Attention: Order Processing
175 West Broadway
Eugene, OR 97401-3003

Please allow 2-3 weeks for delivery within the U.S.

Symantec is a registered trademark and Visual Page is a trademark of Symantec Corporation.
Other brands and products are trademarks of their respective holders.
© 1997 Symantec Corporation. All rights reserved. Printed in the U.S.A.

Glossary

anchor

A type of **link**, used to mark specific locations within a **Web page**.

applet

A **Java** program that is designed to run only on a **Web page**.

frame

The element within a **frame layout** that contains a HTML file.

frame set

A type of **Web page**, consisting of two or more independent sections (**frames**) that each display a **HTML** file.

FTP

An acronym for File Transfer Protocol. The File Transfer Protocol is the common command set used to upload and download files from **Web sites**. Visual Page uses FTP extensively as part of its set of Web publishing features.

GIF

An acronym for Graphic Interchange Format. The Graphic Interchange Format is a common cross-platform, format for Web graphics. Another common WWW graphic format is the **JPEG** format.

HTML

An acronym for HyperText Markup Language. It is used to “markup” or identify which parts of an .html or .htm text file to display in which format.

Internet

The largest computer network in the world. Originally designed for military use, the Internet expanded into academic usage, and then into the public arena.

Intranet

A subsection of the **Internet**, contained within a corporate network.

image map

A graphic with linkable regions within it. There are two types of image maps: client side, which contain their coordinate information within the graphic file, and server side, which contains its coordinate information in a separate .map file on the server.

Java

An object-oriented programming language developed by Sun Microsystems. Java is device independent, allowing compiled Java programs and **applets** to run on any computer.

JPEG

A acronym for Joint Photographic Experts Group, the creators of the JPEG file format. The JPEG format was developed for high-quality photographs and supports 24-bit images. Another common **WWW** graphic format is the **GIF** format.

link

Web page-based text or graphics that respond to a mouse click by displaying the media that they're connected to, such as a Web page.

local Web site

A collection of **Web pages** that are installed on your local computer.

server

A computer that is configured (via software and hardware) for the storage and handling of files.

target

The **frame** or **Web page** window that a linked file displays in.

URL

An acronym for Uniform Resource Locator. A specific address used by Web browsing software to locate and access information on the **Web**.

Web browser

The local application you use to connect to a **Web server**. It interprets and displays HTML-encoded documents (**Web pages**) graphically.

Web page

A text document which is encoded in **HTML**, displayed by a browser application, and accessible from remote sites via the **Web**.

Web server

A type of server dedicated to storing, transmitting, and receiving Web pages and Web-related files, such as **GIF** and **JPEG** graphics.

Web site

A collection of files that are linked to a central Web page, made available via the **Web**.

World Wide Web

The part of the **Internet** that contains **Web pages**. The World Wide Web is commonly referred to either by its acronym WWW, or simply as the Web.

