

CoffeeCup Software

# HTML Editor

Help



CoffeeCup®

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# HTML Editor Help

Version 12.5

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## HOW TO USE THIS GUIDE

Welcome to the CoffeeCup HTML Editor Quick-Start Guide! This is the place to go to learn the ins and outs of this program.

You can navigate through this guide using the table of contents in the PDF reader interface or by just reading it straight through. You can jump around using links, which are formatted in [light blue text](#).

You'll see links to webpages containing additional information formatted like this: <http://www.coffeecup.com/>. Just click them, and your default web browser will open the page.

You'll also notice that the guide is divided into different sections. To start, you'll want to learn about [Website Projects](#) if you're not already familiar with them. If you want to learn how to get jump right into the program, check out the [Creating a New Webpage](#) section. It walks you through common tasks using simple, step-by-step instructions. Have a question? Visit the [Frequently Asked Questions](#) section. We've kept track of the questions we hear most often from our users and gathered them here.

We hope this helps! If you have any questions, comments, or suggestions about how this guide can be improved, we'd love to hear them. Shoot us an e-mail at [wordnerd@coffeecup.com](mailto:wordnerd@coffeecup.com). Any technical support requests should still go to <http://www.coffeecup.com/help/myroom/>.

## ABOUT THIS SOFTWARE

### System Requirements

To run the software efficiently, your computer and server systems should meet the following requirements:

- **Operating System:** Windows XP, Windows Vista, Windows 7
- **Disk Space:** 50MB free disk space available
- **RAM:** 512MB (1GB recommended)

### Installing the Software

If you are installing the registered version of the software, it is highly recommended that you first uninstall the trial version.

If you haven't already downloaded your software, you can do so in your CoffeeCup user account (<http://www.coffeecup.com/login/>). Once you have downloaded the software, double-click the .exe file to start the setup process. As you proceed through the setup, you can let the program install with the default settings, or you can choose where you would like it installed. We recommend you stick with the default settings. Installing CoffeeCup software in the C: drive is recommended to avoid potential errors.

Some parts of the installation process may be slow. Please be patient and wait for the installer to completely finish in order to avoid an unsuccessful installation.

### Upgrading the Software

To upgrade your software, log in to your CoffeeCup user account (<http://www.coffeecup.com/login/>) just as you did to download the registered version of the software. When you download the upgrade, it will be a new full version and not just an upgrade to the existing software on your system.

### Uninstalling the Software

To uninstall, you will need to use the Windows Control Panel.

---

This process may not remove all related files from your system. You may need to remove some files and folders manually. Also, if you have previously created projects, make sure to back them up to prevent loss.

---

#### Windows XP/Vista

Go to **Start > Settings > Control Panel > Add or Remove Programs**.

#### Windows 7

Go to **Start > Control Panel > Uninstall a program**.

## ABOUT THIS UPDATE

If you just purchased the HTML Editor, congratulations! You just picked up a copy of the world's greatest HTML tool. This application has a legacy that goes back almost as far as the web itself, and it's gathered a ton of features, tools, and libraries along the way. We sincerely hope that any questions you have about the functions found in this program can be answered with this guide.

If you've just downloaded the most recent update to the HTML Editor, welcome back! We appreciate having you as part of the CoffeeCup family. We'd like to take a moment to debrief you on the updates found in version 12.5 of the HTML Editor.

You may notice some major changes to the user interface. We feel that these changes make the program more useful, placing certain options where they really need to be, and simplifying other portions of the program.

The most obvious UI change is to the tabs above the code editor. We replaced the former tabs (including the preview tab) with the open files tabs that were previously at the bottom of the program. Placing the open files tabs in this location makes it easier to see and switch between which files you're working with.

Speaking of that preview tab, we removed it entirely! This is because there are other superior preview options in the program. Using this tab required repeatedly switching from the editor to the preview to see changes. The split-screen preview shows changes on-screen as you make them, and the external preview can be open at all times in a different window (which is great if you use a second monitor). We're confident that you'll find the split-screen and external preview options much more useful than the preview tab ever was.

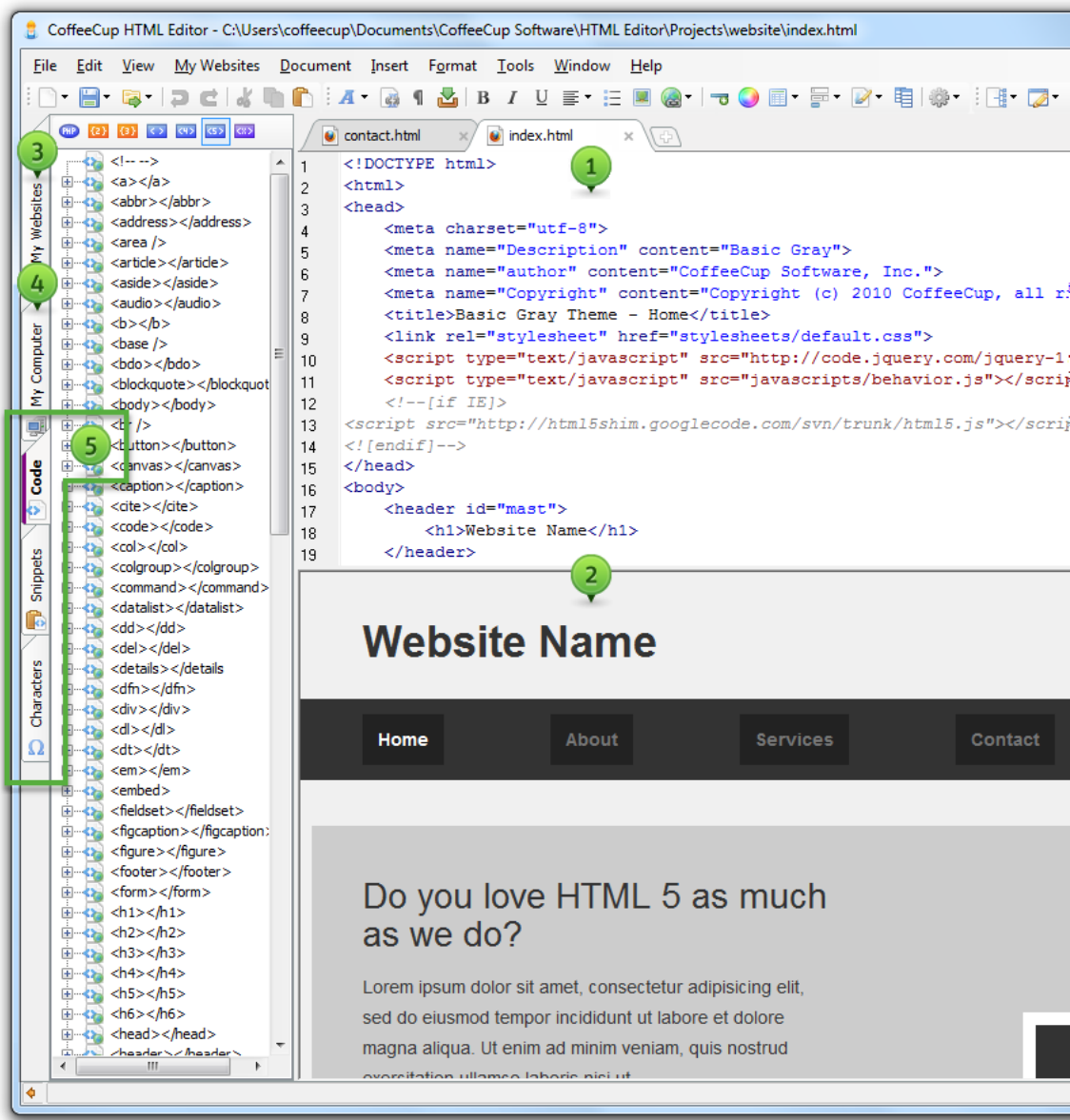
Finally, we had to say goodbye to the program's Visual Editor. Over the years it had relied on controls that Microsoft had built into Windows but has been gradually discontinuing support for. In order to make the Visual Editor compatible with the new and important HTML5 web standards, we would need to research and develop a new way to program it—precious time that we'd rather devote to refining our beloved code editor.

The HTML Editor has always been a code editor, first and foremost. Visual Site Designer does a much better job of creating websites in a WYSIWYG interface. If you truly enjoyed the Visual Editor, we highly recommend [Visual Site Designer](#).

And with that, we're off! Let's take a look at the HTML Editor's brand new workspace.

## GETTING TO KNOW THE HTML EDITOR WORKSPACE

Here's a quick overview of the major features of the HTML Editor's workspace:



### 1. Code Editor pane

Work with the raw code of your website.

### 2. Split-Screen Preview

Keep an eye on your design as you code it.

### 3. My Websites tab

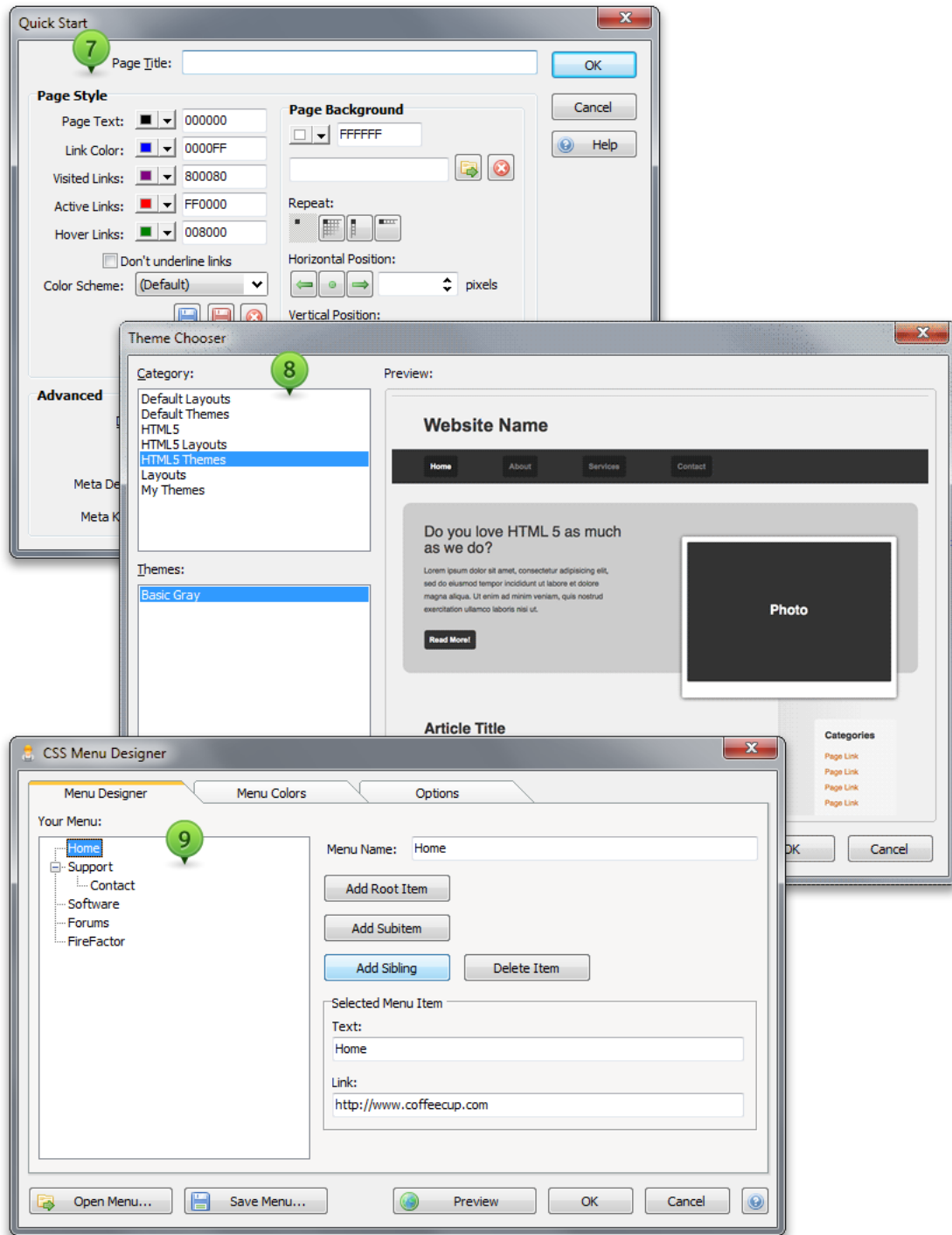
Keep your local and remote website files organized with the Website Project system.

### 4. My Computer tab

Add files from your computer to your website.

### 5. Code, Snippets, and Characters tabs

Comprehensive code references make it easy to create a website from scratch.



### 7. Quick Start

Specify the properties of your new pages.

### 8. Theme/Layout Chooser

Choose a professionally designed website theme or layout.

### 9. CSS Menu Designer

Create a CSS navigation menu.



## WORKING WITH WEBSITE PROJECTS

We cannot stress enough how important **Website Projects** are. If used correctly, this tool can make broken links a thing of the past. You'll never see those pesky red X's instead of your images again. Your website's structure will be organized and intuitive. **You'll rule the world!**

Okay, you won't rule the world, but you will save yourself a ton of headaches. In this section, you'll learn exactly how this awesome tool works.

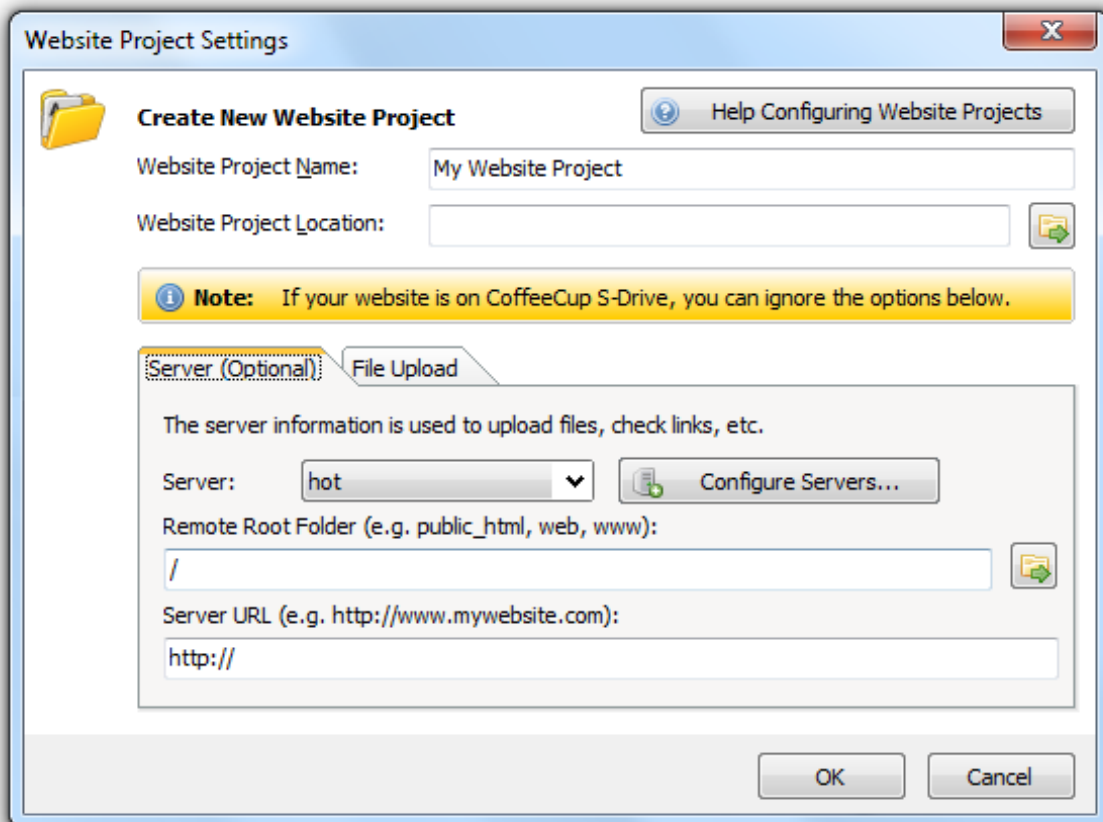
Before we get started, we want to remind you to save often! You never know when there might be a power outage or a computer issue, and you don't want to lose any of your hard work. We also just want to tell you that there are a lot of different ways to do the things we show you in this guide. For example, to save your project, you can:

- Click the **Save** button in the toolbar
- Go to **File > Save**
- Use the keyboard shortcut **Ctrl+S**

You can access many of the same functions using the menu at the top of the program, keyboard shortcuts, right-click menus, etc. So feel free to poke around Okay, let's dive right in!

### Step 1: Create a Website Project

To create a new Website Project, go to **My Websites > New Website Project**. This opens the **Website Project Settings** window, which allows you to configure settings for your Website Project.

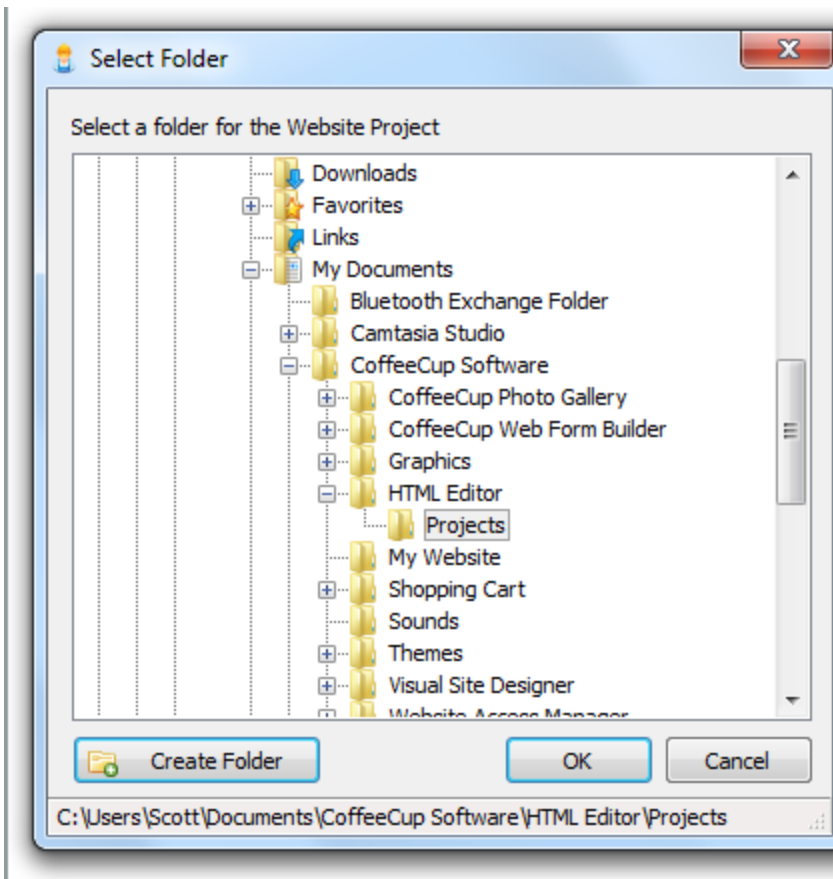


## Website Project Name

This is the name of your Website Project. Since it's just a personal reminder, you can name it anything you want. Our recommendation, just to keep things simple, is to give your Website Project the same name as your website.

## Website Project Location

This is the location where your Website Project files will be saved. Use the **Browse** icon to browse your computer for the desired location.



If you want to create a Website Project using preexisting files, select the folder that contains the files you want to use. If you are starting from scratch, you'll need to create a blank folder where your Website Project files will be stored. To do this, browse your computer for the place where you'd like to store this folder, and then click **Create Folder**. Give the folder a name, make sure it is selected, and then click **OK**.

## Server

This is the server where your website files will be stored. You can select one of the servers you have already defined or define one by clicking the **Configure Servers** button. Keep in mind that you can only assign one server to each Website Project.

## Configure Servers

This opens the **Server Configuration** window, which allows you to configure a new or existing server profile. For more information about setting up a server profile, read [Uploading Your Website Project](#).

## Remote Root Folder

This is the root folder where your website files are stored on your server. Common names include **www**, **public\_html**, or **web**. If you are not sure of this information, contact your hosting provider.

## Server URL

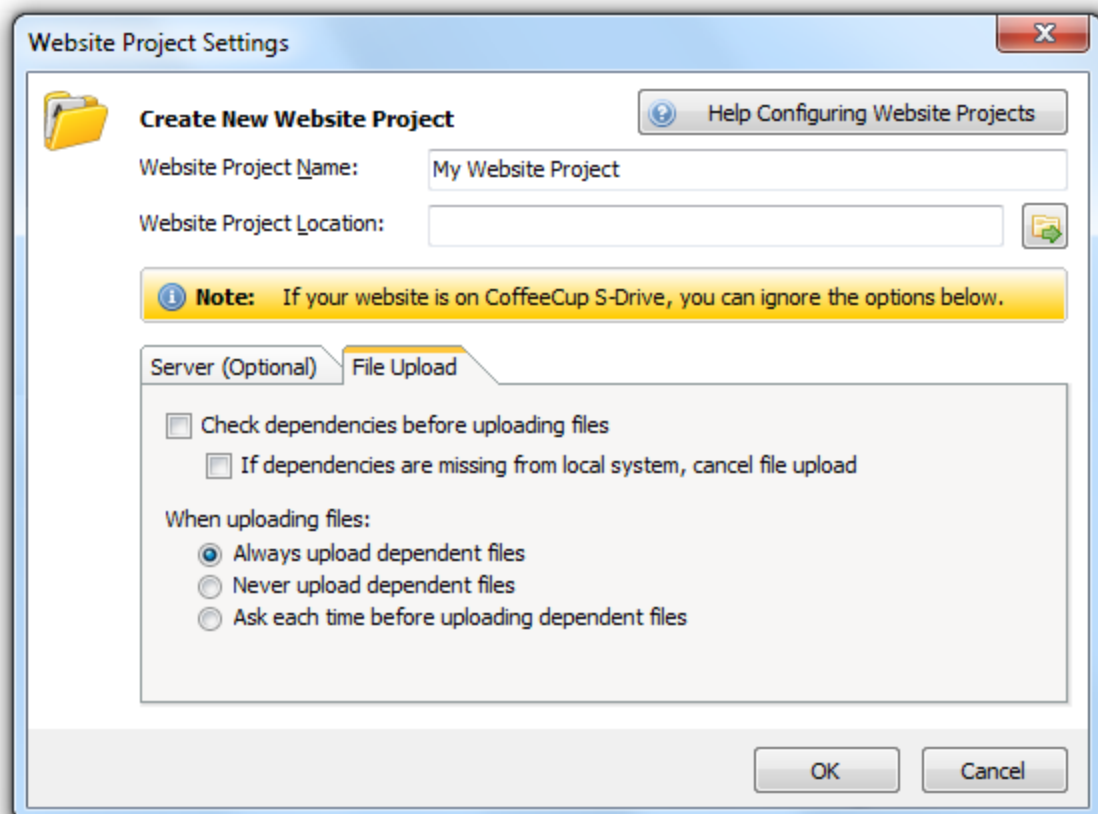
The location where you will upload your website files. It should be in the form of an IP address, your domain name (e.g. **yourdomain.com**), or your domain name preceded by **ftp**. (e.g. **ftp.yourdomain.com**). Do not include **ftp://** or **http://**. It is up to your web hosting company to assign your FTP server host name, so you will need to find out from them what it is.

- **Examples of valid server names**

- ftp.mysite.com                      24.24.100.100                      mysite.com

- **Examples of invalid server names**

- ftp://ftp.mysite.com                      http://www.mysite.com



## Check Dependencies Before Uploading Files

This checks your document dependencies before uploading your files to your server to make sure they are referenced correctly. Website Project dependencies are links and external files, such as style sheets, images, or anything your HTML file links to. If one or more of your document dependencies aren't referenced correctly, you will receive information about the incorrectly referenced dependency.

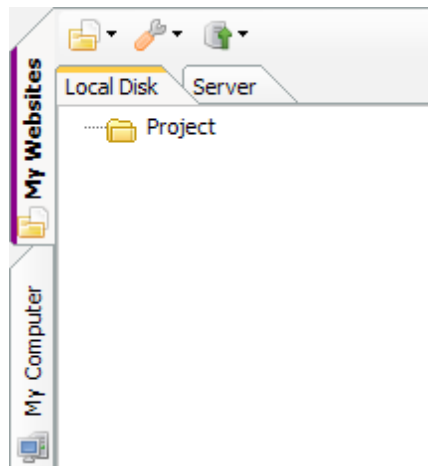
## If Dependencies Are Missing From Local System, Cancel File Upload

Checking this box cancels the file upload if any of the document dependencies are not located in the right place in your Website Project.

## When Uploading Files...

You can choose to always upload dependent files (like images and style sheets), never upload them, or have the program confirm with you before uploading them.

When you're done filling out these fields, click **OK**. Your new Website Project will appear in the **My Websites** tab.



You can always return to the **Website Project Settings** window to modify these changes later by going to **My Websites > Website Project Settings**.

## Step 2a: Add Individual Pages to Your Website Project

The next thing we'll cover is adding pages to your Website Project. First, create a new page by going to **File** menu and selecting **New From Quick Start** or **New HTML Page**.

For more information about these options, read [Creating a New Webpage](#).

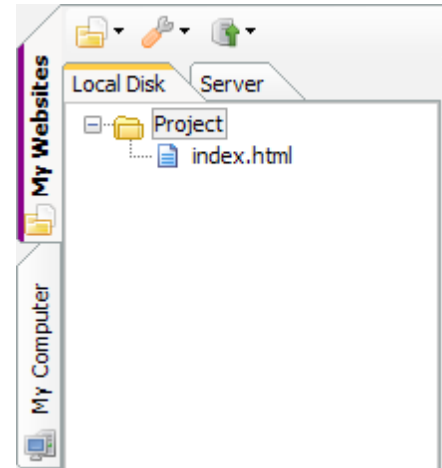
Before you do anything else, save your webpage. This opens a window that allows you to choose the location where your new page will be saved. By default, the program will prompt you to save your page to the root folder of your Website Project. Enter a name for your page and click **OK**.

If this page is going to be your website homepage (front page), name it **index.html**. Your new file will appear in the **My Websites** tab.

## Step 2b: Add Themes/Layouts to Your Website Project

An alternative to adding individual pages to your Website Project is to start with a theme or layout. A theme includes three pages (index.html, about-us.html, and contact-us.html) that include the HTML and images for a basic design, which means all the hard work is done for you. A layout includes the HTML for a basic page structure and allows you to provide your own text and images. This gives you more freedom over the appearance of your design.

For more information about themes and layouts, read the [New From Theme](#) and [New From Layout](#) section of [Creating a New Webpage](#).

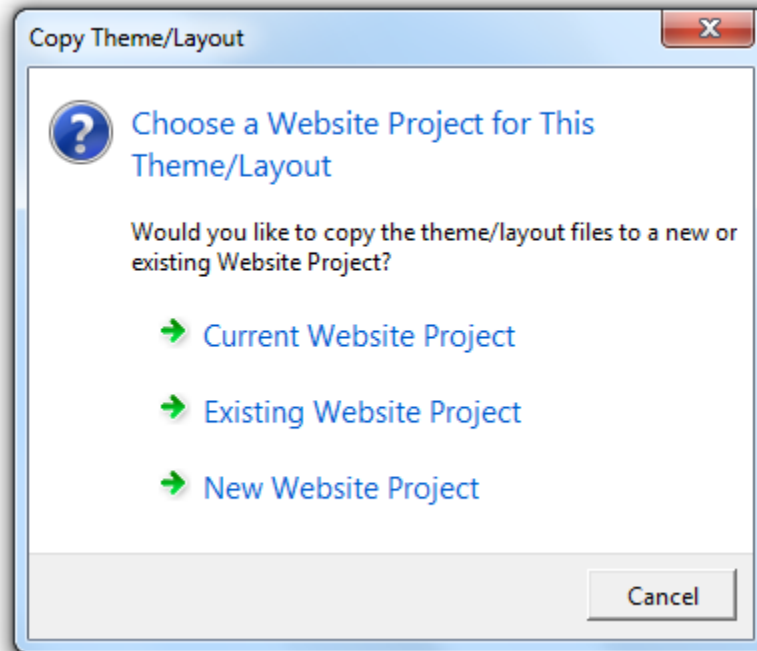


Although we're not going work with a theme or layout in this tutorial, we'll still show you how to do it. To choose a new theme, go to **File> New From Theme/Layout**. This opens the **Theme/Layout Chooser**, which allows you to select a theme or layout you would like to use as your website.



If you've just purchased a theme and you'd like to install it, click the **Add** button. Just track down the .cct file for the theme you purchased and downloaded and open it. The theme will be available in the Theme/Layout Chooser instantly.

Select the theme or layout you would like to use, and then click **OK**. This opens the **Copy Theme/Layout** window, which allows you to choose where you would like to save your theme or layout files. Select **Current Website Project**.

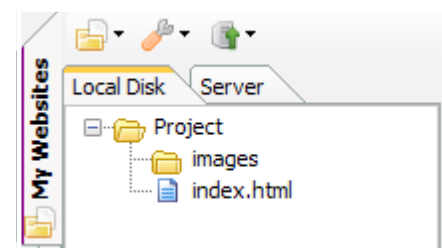
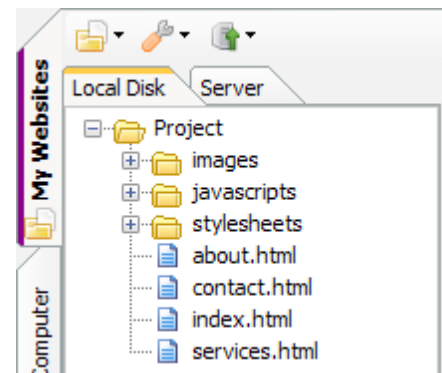


The files will appear in the **My Websites** tab.

### Step 3: Add Folders to Your Website Project

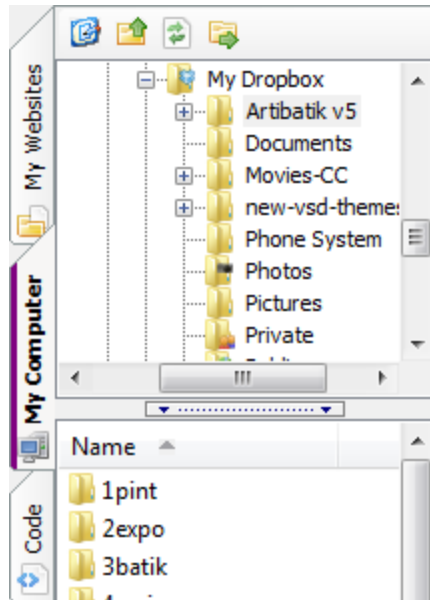
An organized, intuitive structure is an important aspect of a well-designed website. One of the first things you can do to help organize your website files is to create folders for specific page elements. Take a look at the Website Project created from a theme. See those subfolders of the main website — **css**, **images**, and **js**? Each of those folders is clearly labeled with the name of the type of file it contains. This system helps keep everything in its own place.

Let's emulate this structure in our blank Website Project. (Of course, you can also add folders to a Website Project created with a theme.) To create a folder, right-click anywhere in the **My Websites** tab and select **Create Folder**. This creates a new folder. By default, it will be named **New Folder 1**, but you can give it any name you want. For this tutorial, let's call this file images and use it to store — you guessed it — **images**.

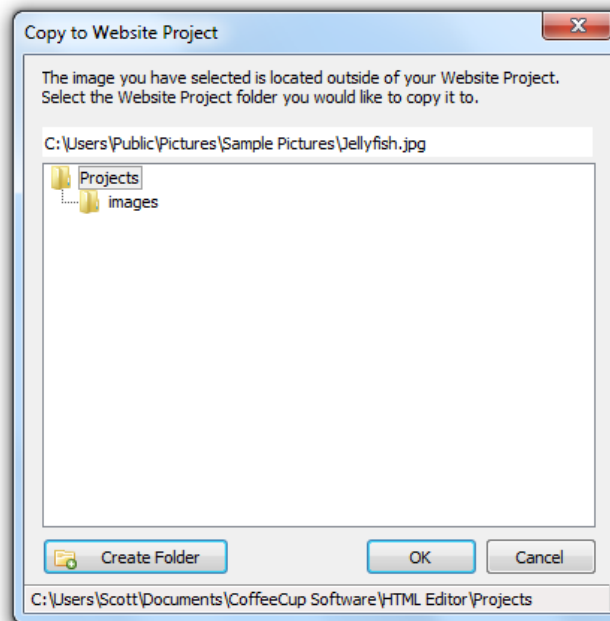


## Step 4: Adding Other Files to Your Website Project

Next, let's add some images to our images folder. To do this, switch over to the **My Computer** tab.



Use the area at the top to browse your computer for the image you want to add to your page. Selecting a folder in the top area opens all its files in the bottom area. When you find the image you want to use, double-click it. This opens a confirmation window for copying the file to your Website Project.

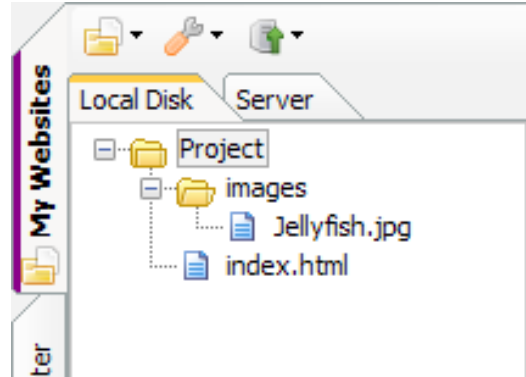


Select the folder where you want to copy the file (in this case, it would be **images**), and then click **OK**. The code will be inserted into your page. The code looks like this:

```

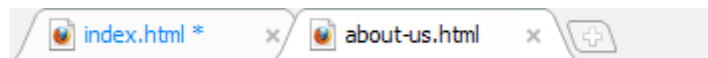
```

Next, return to your Website Project by clicking the **My Websites** tab. Expand the **images** folder by clicking the little plus sign to the left of it. There, you'll see your newly added image.



### Step 5: Linking to Files and Pages in Your Website Project

Let's create a link to another page in your Website Project. Of course, before we can do this, we'll have to add another page. To do this, use the method described in [Step 2a](#). For this tutorial, name your page **about-us.html**. Next, switch over to **index.html** by clicking its tab above the code editor.



Right-click the **about-us.html** icon in the **My Websites** tab and select **Insert as Link Into Current Document**. This inserts the HTML for a link in the place where your cursor was positioned in the **Code Editor**. The code looks like this:

```
<a href="about-us.html"></a>
```

Next, let's enter some link text, which is the text your user will click to be taken to **about-us.html**. By default, link text is blue and underlined. For this tutorial, we'll use this as the link text: "Learn more about us!" Your code will look like this now:

```
<a href="about-us.html">Learn more about us!</a>
```

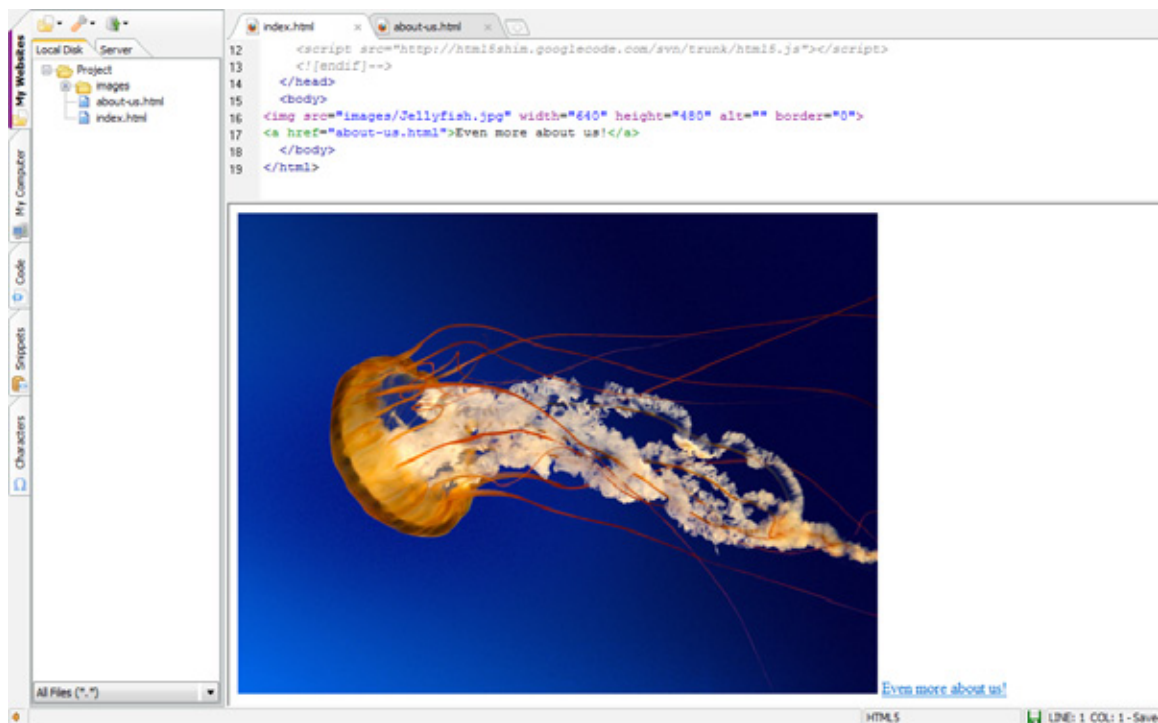
Finally, just for the sake of formatting, let's put this link in some paragraph tags. To do this, highlight the link HTML and go to **Format > Paragraph**.

For a detailed description about other ways you can add the many different kinds of links to your page, read [How to Use Links](#).



## Step 6: Previewing Your Website Project

Let's take a look at how your webpage looks! To do this, press **F12** to open the preview pane. This pane acts as a built-in web browser so you can test your webpage in as you work on it.

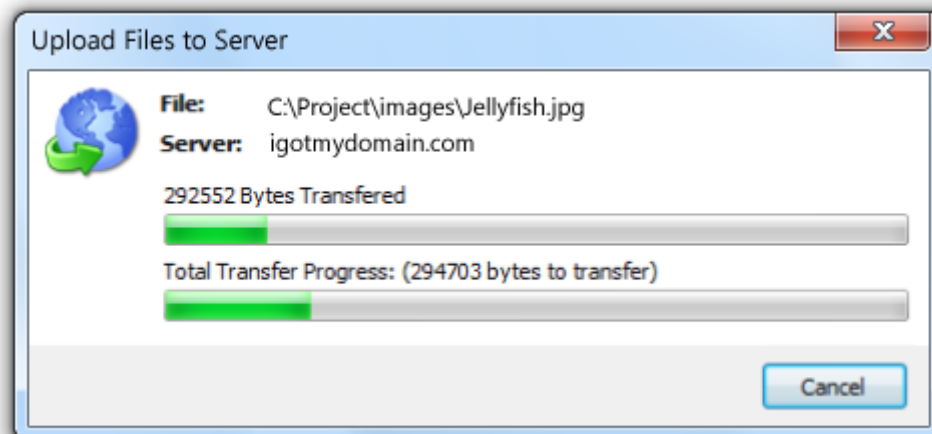


Okay, admittedly it's probably not the website of your dreams, but it's a start. Your image displays correctly, and your link points to your "About Us" page.

To learn about the many different ways you can preview your work, read [Previewing Your Work](#).

## Step 7: Uploading Your Website Project

Even though your website isn't quite done yet, let's still walk through the steps involved in uploading it. It's pretty simple — just go to **My Websites > Upload Entire Website Project**. This opens the **Upload Files to Server** window, which displays the status of your file upload.



This window closes automatically once the upload is complete. Now you can switch over to the **My Websites** window and click the tab with your domain's name on it to see your files on your server! You'll notice that your file structure is perfectly preserved, which means all your links and images will be referenced correctly.

What if you don't want to upload your entire Website Project? Easy: Just select the file(s) you want to upload, and then go to **My Websites > Upload Selected Files**. The cool thing about Website Projects is that even when you're uploading individual files, your file structure will still be preserved.

And with that, you've learned how to use Website Projects. Congratulations — your websites are about to be a lot more organized!

## CREATING A NEW WEBPAGE

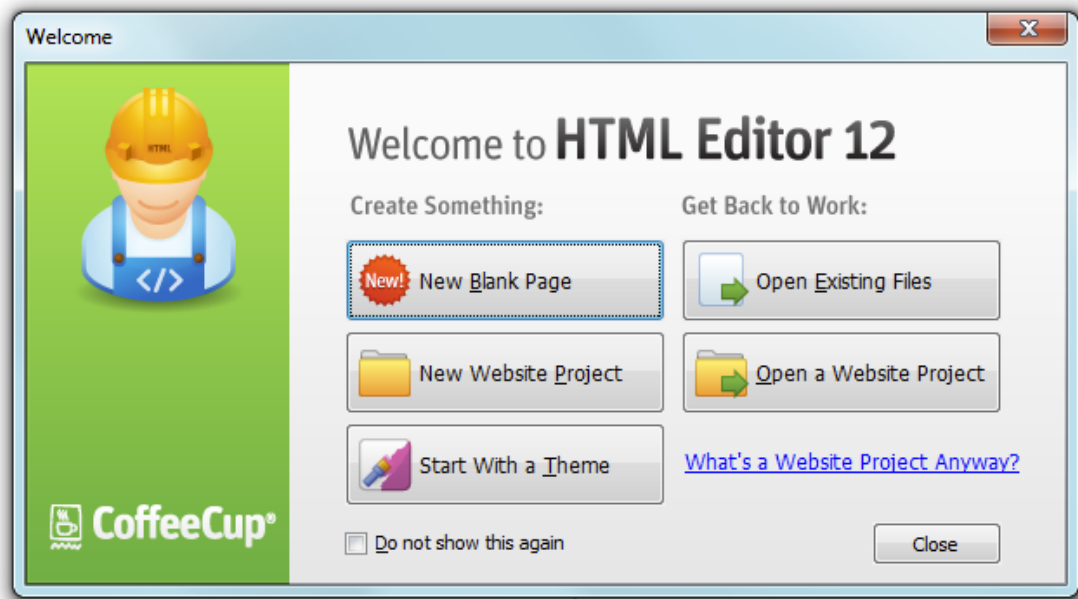
There are four ways to create a new page in the HTML Editor: using the **Quick Start Wizard**, starting from scratch, using a layout, or using a theme.

### New Blank Page

This option is best for people who want to jump right into coding their website. If that sounds like you, here's what you gotta do:

#### Step 1

Open the HTML Editor and select **New Blank Page** from the **Welcome** window.



If you already have the Editor open, go to **File > New HTML Page**.

#### Step 2

A new blank page will open in the Code Editor. By default, new pages include some basic HTML to help get you started. This includes the `DOCTYPE`, `html`, `head`, `title`, `meta`, and `body` elements, and an HTML comment stating that the page was created with CoffeeCup HTML Editor.

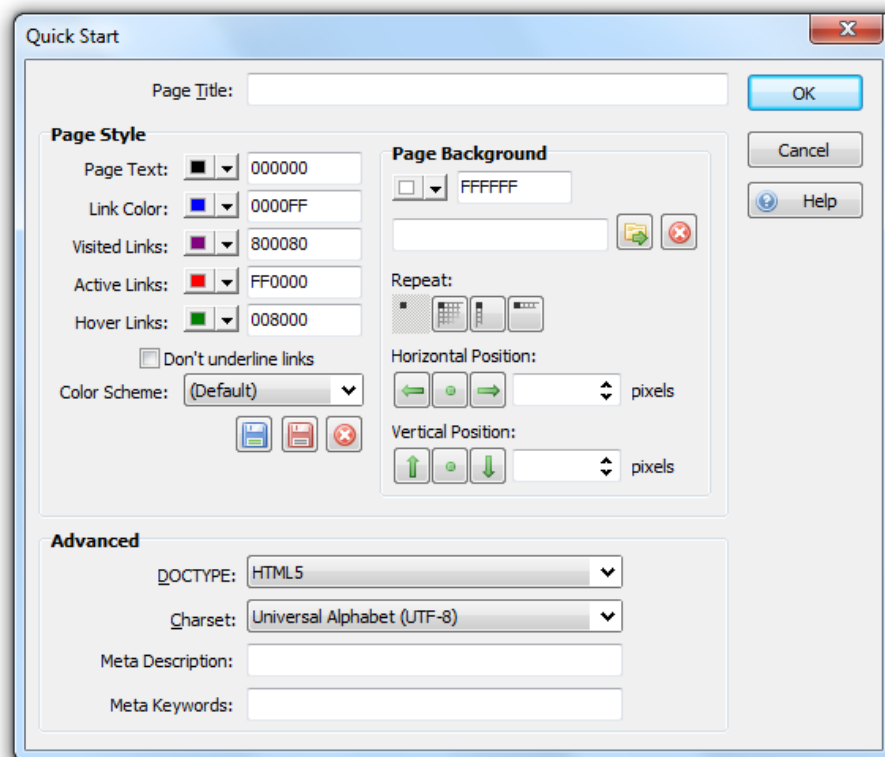
And that's all there is to it! Let the coding begin.

## New From Quick Start

If you want to customize your page before you get started, this is probably the option for you. The **Quick Start Wizard** lets you specify some basic page properties, including the title, DOCTYPE, character set, meta information, background, and color scheme. When you're done specifying this information, the corresponding code is automatically added to your page. Here's how to get started with the **Quick Start Wizard**:

### Step 1

Go to **File > New From Quick Start** to open the **Quick Start** window.



### Step 2

Enter the following information in the provided fields in the **Quick Start** window.

#### Page Title

The text displayed in the bar across the top of a web browser and that also appears in search results. A good page title succinctly describes the content on the page. For example, let's say your website is named **My Himalayan Adventures**, and you use it to blog your adventures climbing in the Himalayas. If this particular webpage describes your trip up K2, your page title could be any one of these:

My Himalayan Adventures | Conquering K2

My Himalayan Adventures | My Trip up K2

My Himalayan Adventures | Climbing K2: What the Hell Was I Thinking?

You may have noticed that the name of the website is included in all these titles, and the rest of the description is separated by the pipe character. This isn't required, but it looks nice and keeps the name of your website fresh in your visitors' minds.

## Colors

There are five color options available: page text, and three different states of links: visited, unvisited, active, and hover. A visited link is a link that has already been clicked by the user, and an unvisited link has not been clicked by the user. A link is active while a user is clicking it, and it is in the hover state when the user hovers their mouse over it. To change the color of any of these elements, enter the hex code in the provided field or click the color swatch next to it. This opens a drop-down list of 40 basic colors. Click whichever color you would like to apply. To browse even more colors, click **More Colors**. This opens a rainbow gradient that allows you to adjust brightness and select from a wider range of colors.

## Color Scheme Drop-Down List

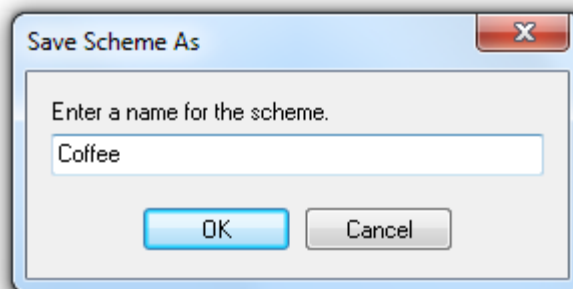
If you would like to use a predefined color scheme for these color options, you can select one from the **Color Scheme** drop-down list. To preview how a scheme looks, select it from the list. You can always customize it or return to the default by selecting (Default). For this tutorial, we'll stick with the default theme — why rock the boat?

## Save

If you do choose to use one of the color schemes, but decide to change one or more of the options, click this button to save these changes to the scheme. This overwrites the default scheme, so make sure you really want to replace it before you save over it!

## Save As...

If you create a custom color scheme or customize one of the existing themes and don't want to overwrite it, click this button to save the changes under a new name. This opens a window that allows you to enter a name for your new scheme. After you click **OK**, the scheme will be available under the **Color Scheme** drop-down list.



## Delete

Click this button to delete the selected scheme. This change is permanent, so make sure you really want to delete it before you go ahead and click this button!

## Don't Underline Links

Check this box if you would like to remove the automatic underline from your links. We recommend keeping the underline — it's one of the main ways your visitors will be able to distinguish your links from your normal text, so why make things more difficult for them?

## Page Background

If you would like to use a color for your page background, you can specify it in the same way as you specified the text and link colors. To select a background image for your page, enter the file path in the provided field or click the **Browse** icon to browse your computer for the image you wish to use. To remove a background image, click the red X icon.

Once you have selected a background image, you can choose whether you want it to repeat and, if so, whether it will repeat horizontally, vertically, or both. If you choose not to repeat the background image, you can specify its exact horizontal and vertical position.

If you choose to use a background image, it should be clean and simple. Flashy background images can be distracting or look amateurish. The HTML Editor automatically repeats the background image to fit the size of the page, so your image should look natural when repeated. When you browse for a background image, the default folder contains predefined backgrounds that come with the HTML Editor. You can use any of these in your website, or use them as a guide for what your custom background image should look like. For this tutorial, we'll browse for an image, open the beige folder, and select **basket.jpg**.

## DOCTYPE

Select the desired DOCTYPE from this drop-down list. A DOCTYPE tells the web browser the type and version of the language the page is written in.

## Charset

Select your preferred character set from this drop-down list. A character set is the set of characters available to be used in your code and on your website. For example, if you want to create a website using Cyrillic, that would use a different character set than a website that used the Latin alphabet.

## Meta Description

This is a short description of your website that sometimes appears in search results. It should be no longer than 50 words.

## Meta Keywords

These are words that describe your webpage. They must each be separated by a comma and a space.

## Step 3

When you're done entering this information, click **OK**. The code will be inserted into your page for you.

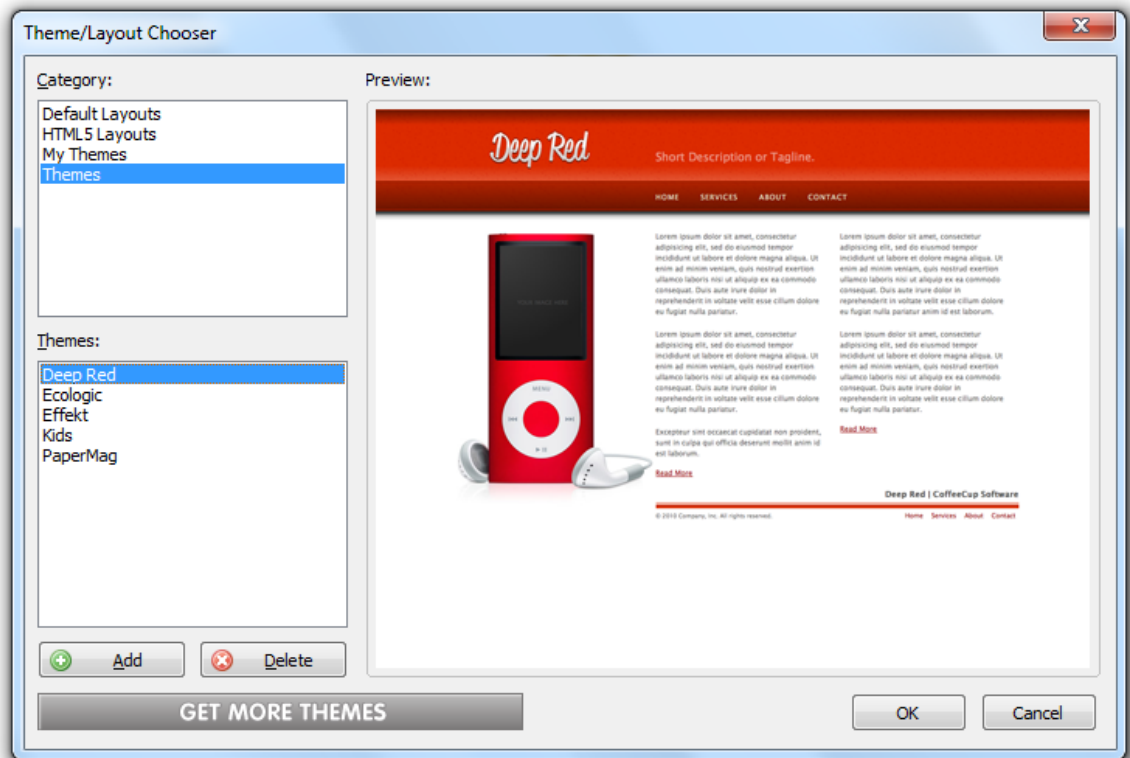
You're all done getting started — the rest is in your hands!

## New From Layout

This option allows you to choose a basic layout to start with. A layout contains the HTML for a basic page structure. This is a good starting place for people who want to start with a bare bones structure and add a design from there. Here's how to get started with layouts:

### Step 1

Open the **Layout Chooser** by going to **File > New From Theme/Layout**.



### Step 2

Select the desired layout from the **Theme/Layout Chooser**. You can preview how the different layouts look in the **Preview** area. (FYI, liquid layouts resize automatically to fit the size of the user's browser, whereas fixed layouts always stay the same size.)

### Step 3

When you find a layout you like, click **OK**. The code will be inserted into your page for you.

Once the code is inserted, you can replace the generic text with your own, tweak elements of the code, add images, and whatever else you need to complete your webpage!

## New From Theme

If you're a total beginner and have no idea where to start, this is the place. This option is also great if you want to put together a professional-looking website with a minimum of muss, fuss, and time.

A theme includes three pages:

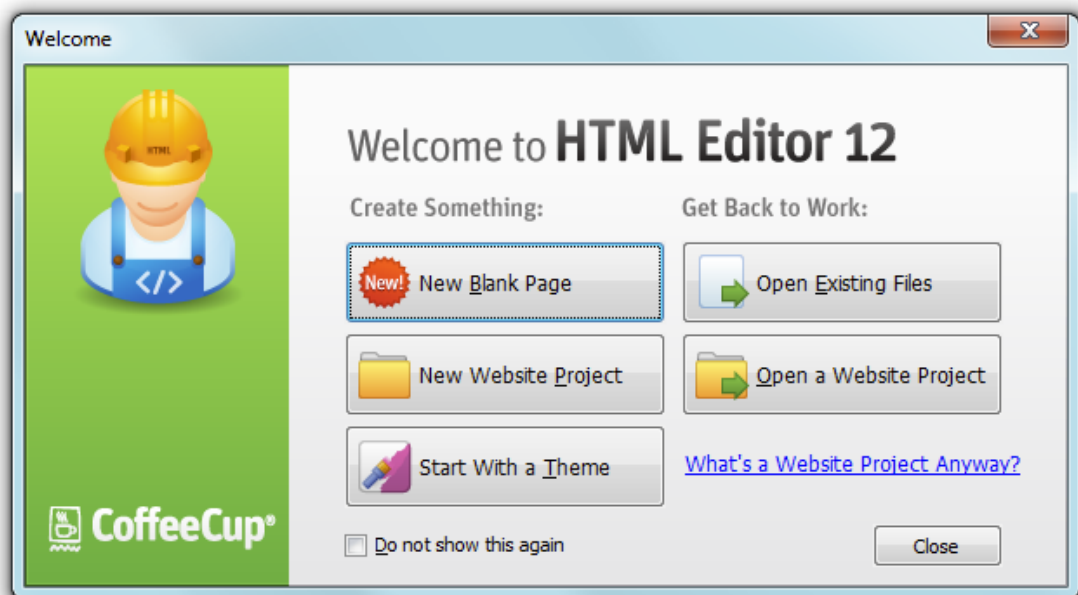
- index.html
- about-us.html
- contact-us.html

They include the HTML and images for a basic design — which basically means all the hard work is done for you!

Here's how you get started with themes:

### Step 1

Open the HTML Editor and select **Start With a Theme** from the **Welcome** window.



If you already have the Editor open, go to **File > New From Theme/Layout**.



## Step 2

Select the desired theme from the **Theme/Layout Chooser**.



You can preview how the different themes look in the **Preview area**.

## Step 3

When you find a theme you like, click **OK**. The code will be inserted into your page for you.

Once the code is inserted, you can replace the generic text and images with your own, tweak elements of the code, and do whatever else you gotta do to complete your webpage!

## TOOL TUTORIALS

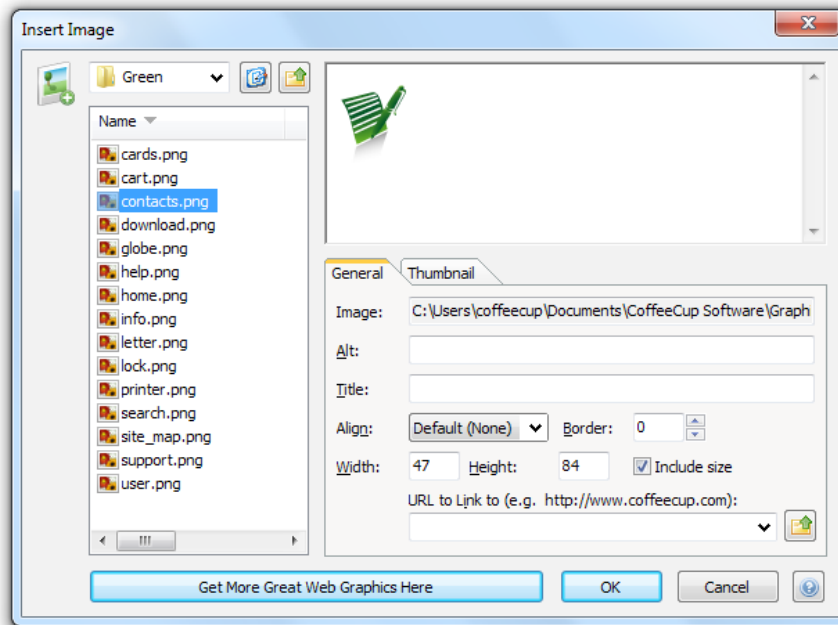
We've covered a lot of ground so far. We looked at the editor's main features and breezed through an in-depth quick-start guide to help get moving with the program. But there's a lot of other stuff you can do with the HTML Editor that we've haven't mentioned.

### How to Add an Image to Your Page

There are two different methods of adding an image to your page: Using the **Insert Image** window and using the **Resource** browser. The Insert Image window is a good choice if you want to specify image attributes and/or create a thumbnail version of the image. The Resource browser is best if you want to skip all that stuff and just add an image to your page.

#### Method 1: Insert Image Window

This method is a good choice if you want to specify image attributes and/or create a thumbnail version of the image. To open the **Insert Image** window, go to **Insert > Image**.



Here's what you put in the provided fields.

#### Step 1: Locate Your Image

Use the file browse area on the left-hand side of the window to look through your computer for the image you want to use. When you find the image you want, click it with your mouse. For now, the image may be located anywhere on your computer — you'll get a chance to save it in your **Website Project** or **Working** folder in a few steps.

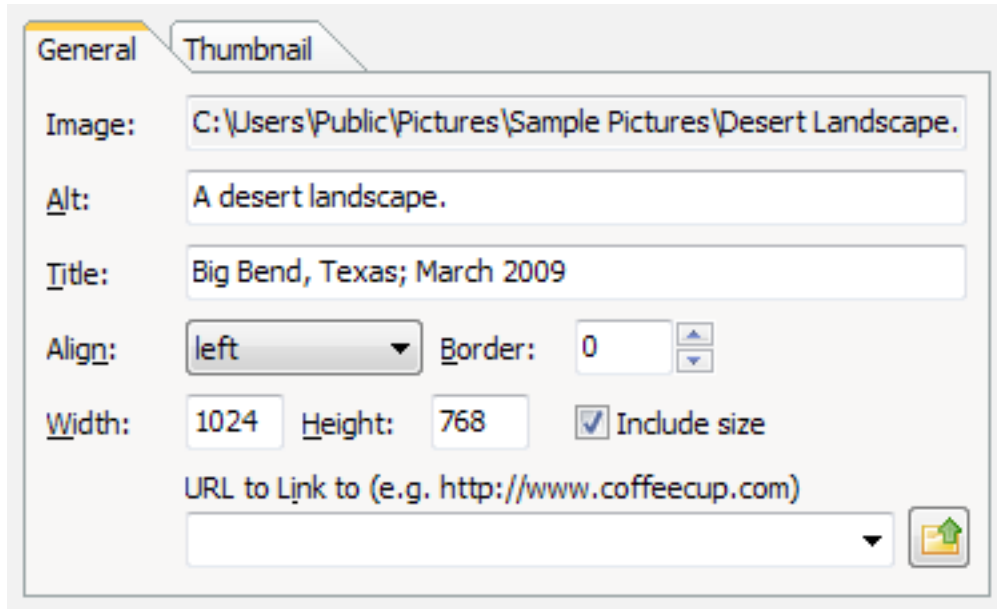
---

If the phrases "Working folder" and "Website Project" left you scratching your head, take some time to check out this tutorial: [Working With Website Projects](#).

---

## Step 2: Enter General Information

Now you can use the fields under the **General** tab to enter some additional information about the image. It's by no means necessary, but it can help your page load more efficiently and make your page more accessible to disabled users. We'll go through each field step by step, and you can decide which you want to include. In this example, we have chosen a picture of a landscape that will be featured prominently on our page.



The screenshot shows a dialog box with two tabs: "General" (selected) and "Thumbnail". The "General" tab contains the following fields:

- Image:** C:\Users\Public\Pictures\Sample Pictures\Desert Landscape.
- Alt:** A desert landscape.
- Title:** Big Bend, Texas; March 2009
- Align:** left (dropdown menu)
- Border:** 0 (input field with up/down arrows)
- Width:** 1024 (input field)
- Height:** 768 (input field)
- Include size
- URL to Link to (e.g. http://www.coffeecup.com):** (empty input field with a dropdown arrow and a small icon of a document with an arrow pointing up)

### Image

This is where the path to the image goes. If you have selected an image using the file browse section on the left-hand side of the window, the path will automatically appear in this field for you. If you just happen to know the file path off the top of your head, you can also enter it manually.

### Alt

This field contains what's called "alt text," which is a description of the image that is displayed when the image cannot be shown. This is most commonly used in text-only or speech browsers, which the blind use to access the Internet, but it also appears before the image loads if someone has a slow connection. You should always include detailed alt text for all prominent or contextually important images on your webpage, otherwise you run the risk of some users not getting the full gist of your webpage. Since the image we are using is important to our page, we'll use the alt text "A desert landscape."

### Title

A title is a description of the image that pops up in a tooltip when the user holds their mouse over the image. This can be used to provide additional information about the image. For this tutorial, we'll use the location of the landscape and the date when we took the picture as our title. It's not necessary information, but some users might find it interesting, so why not include it?

## Align

Select the alignment of the image from this drop-down list. The options are pretty self-explanatory, but in case you're wondering about them, check out a handy guide at HTML Code Tutorial ([http://www.htmlcodetutorial.com/images/\\_IMG\\_ALIGN.html](http://www.htmlcodetutorial.com/images/_IMG_ALIGN.html)). We'll keep it simple and select left for our image.

## Border

This is a black border, measured in pixels, that appears around the image. The larger the number, the thicker the border. For a typical border, we recommend using a number between 1 and 5. Our image isn't going to use a border, so we'll keep it set to 0.

## Width and Height

These fields display the width and height of your image, and these attributes are included in the HTML for your page. This is helpful because it tells the browser how much space to allot for the image. If a user is viewing your webpage on a slow connection, this will ensure that the text is formatted properly even before the image loads. For that reason, it's important to include the size measurements. If you decide you'd rather not, just uncheck the **Include size** checkbox. We'll leave it checked here.

You can also use these fields to resize your image, but be careful if you do! The image resize feature should only be used to make minor adjustments, since the HTML Editor doesn't maintain the aspect ratio. Therefore, unless you know the exact ratio of width to height, your image will likely be distorted. If you need to make changes to the size of your image, just use an image-editing program.

## URL to Link To

If you would like to make the image into a clickable link, use this field to enter the URL where your user will be taken when they click the image. If you are linking to an external website, be sure to include the full web address, including the **http://www** bit.

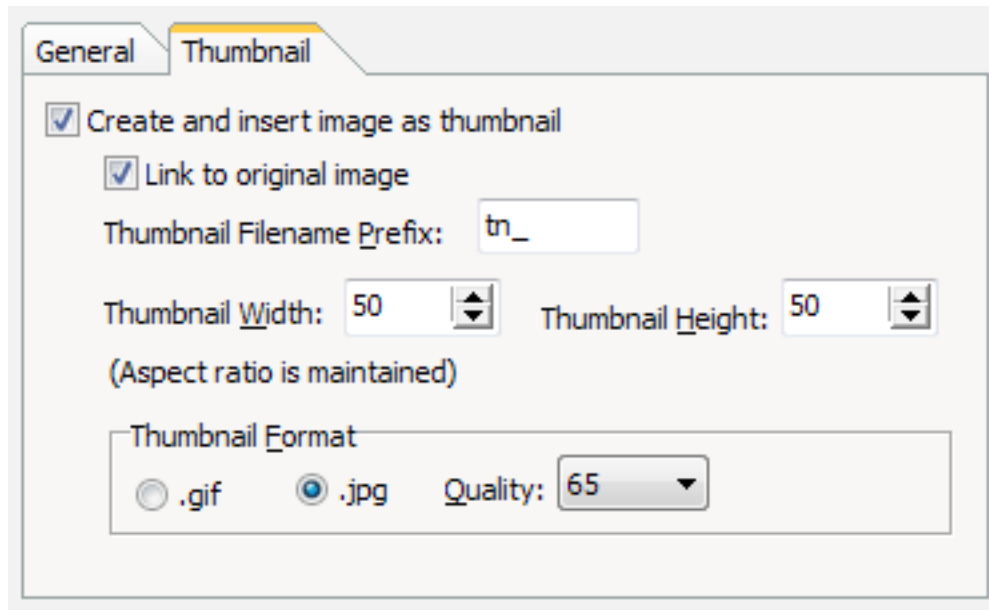
If you are linking to a page or document in your website, you can use a relative link by clicking the file icon to browse your computer for the file you want to link to.

Careful where you link! If the file you link to isn't located in your **Working** folder or your **Website Project**, it may not be referenced correctly — meaning the link won't work. Need more information about working with Website Projects? Check out this tutorial: [Working With Website Projects](#).

## Step 3: Create a Thumbnail

This step is totally optional. Thumbnails are usually used to link to the larger original version of the image. This gives you a bit more design freedom, since you don't have to work around tons of large images, and users on slow connections will thank you for not increasing download times with tons of large files.

If you're just adding a regular ol' image to your page, you can skip this part and go straight to [Step 4](#). But if this sounds useful, switch over to the **Thumbnail** tab and follow along!



#### **Create and Insert Image as Thumbnail**

Select this checkbox if you would like to use the image as a thumbnail.

#### **Link to Original Image**

Select this checkbox if you would like the thumbnail to link to the original image.

#### **Thumbnail Filename Prefix**

This is a prefix that appears at the beginning of the thumbnail filename. Since this feature creates a new, smaller version of the image you added, it needs a new name to differentiate it from the original. The default prefix is **tn\_**, but you can change it to whatever you want.

#### **Thumbnail Width and Height**

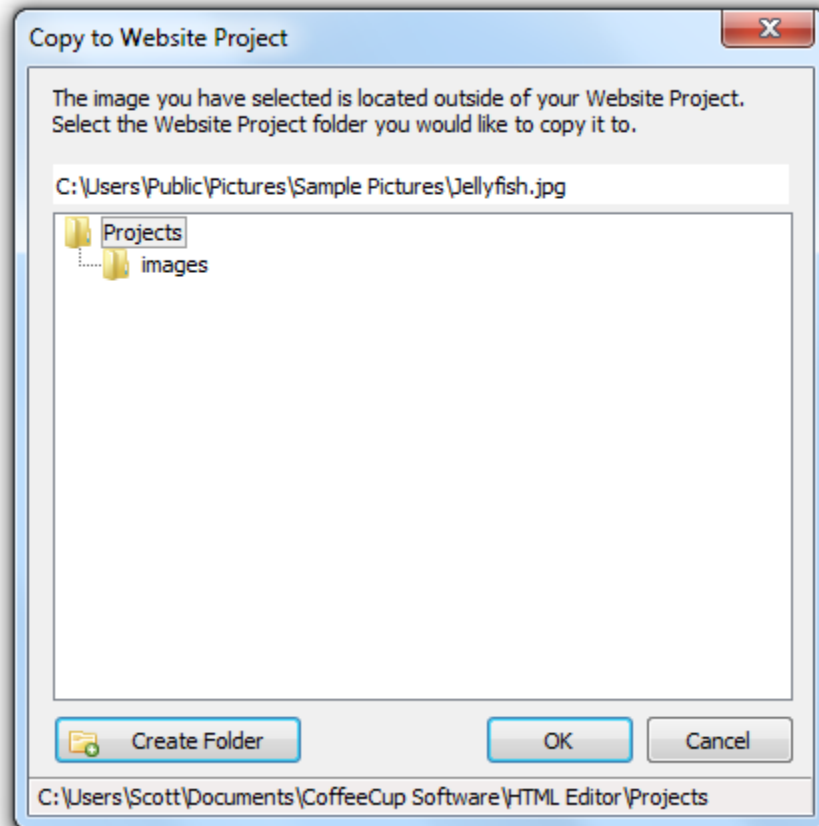
Enter the width and height of the thumbnail here. The HTML Editor maintains the aspect ratio for thumbnails, which means your thumbnail won't end up distorted.

#### **Thumbnail Format and Quality**

Choose the desired image file format (.gif or .jpg) and quality (65-95). High-quality images look better, but are also larger, which means longer download times. In current times, a high-quality image isn't really going to slow anyone down, so don't feel guilty about splurging and going with a quality of 95.

#### **Step 4: Add Your Image to Your Working Folder or Website Project**

When you're done entering all the additional information, click **OK**. This opens a window that asks if you want to copy your image file to your Website Project.



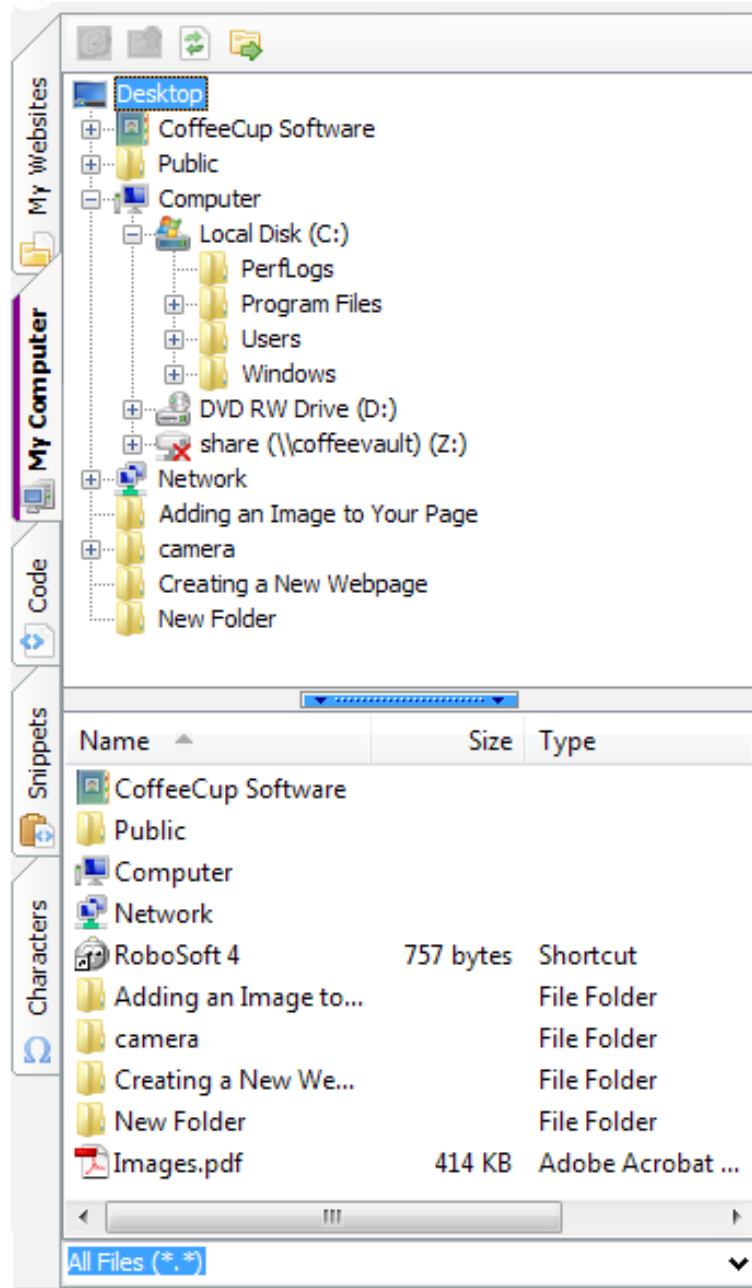
We can't stress enough how important it is to save your images to your Website Project or Working folder! If you don't, they may not be uploaded to your server, which means they won't show up on your website. Instead, you'll get those annoying red X's — not to mention a huge headache.

## Method 2: Resource Browser

Using this method, you can simply drag an image from the **Resource browser** on the left-hand side of the screen to your page. Here's the step-by-step version:

### Step 1: Open the My Computer Tab

Open the **My Computer** tab in the **Resource** browser on the left-hand side of the program.

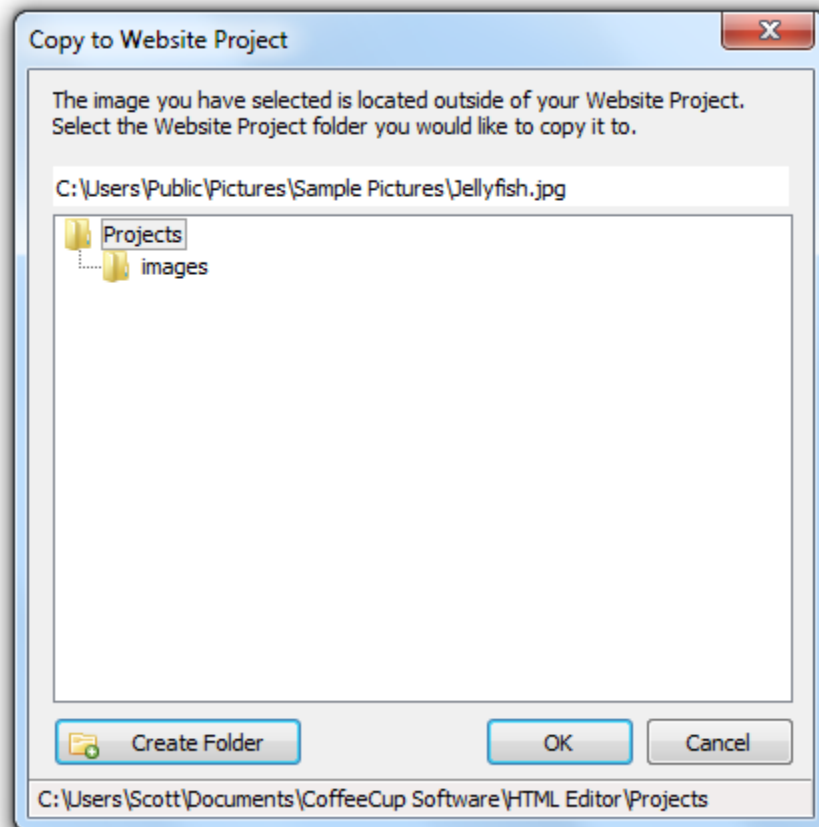


### Step 2: Locate Your Image

Use the area at the top to browse your computer for the image you want to use. Selecting a folder in the top area opens all its files in the bottom area.

### Step 3: Add Your Image to Your Website Project

When you have found the image you want to add, double-click it to add it to your webpage. This opens a window that asks if you want to copy your image file to your Website Project.



We can't stress enough how important it is to save your images to your Website Project or Working Folder! If you don't, they may not be uploaded to your server, which means they won't show up on your website. Instead, you'll get those annoying red X's — not to mention a huge headache.

### Step 4: Edit Your Image Code

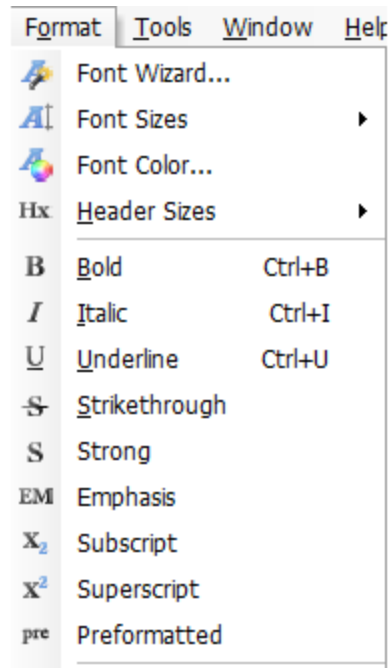
The image will now appear on your page without any special formatting. If you need to work with the alignment, border settings, alt text, or any other associated attributes, switch to the **Code Editor** if you aren't there already, and then edit the code directly.



## How to Change the Appearance of Text

Unlike people, not all text is created equal. Some text is **bold** or underlined. Other text can be different colors, such as **red**, **blue**, or **orange**. Some text is **enormous**, whereas other text is down-right tiny.

If all those different formats didn't inspire you to change the style of the text on your page, nothing will! There are a couple of different ways to change the appearance of your text in the HTML Editor. To tweak basic attributes, such as size, color, and effects like bold, italic, and underline, there are a few quick'n'easy tools you can use. Open up the **Format** menu and take a look at the first half of the options:



These options are pretty self-explanatory. To use them, just highlight the text you want to change, and then select the attribute you want to apply. To make more in-depth changes to your text, use the **Font Wizard**. Here's how:

### Step 1

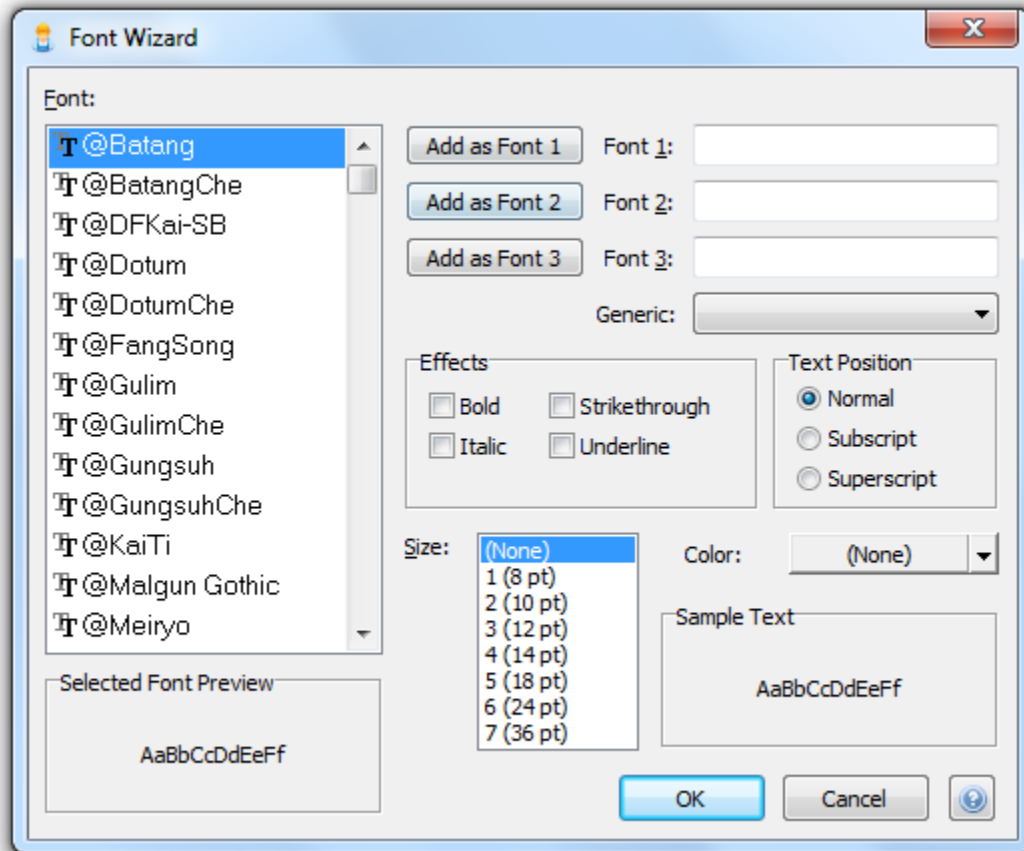
Highlight the text you want to change.

### Step 2

Open the **Font Wizard** by going to **Format > Font Wizard**.

### Step 3

Start working with the options in the **Font Wizard**! This tool allows you to change the typeface, effects (bold, italic, strikethrough, or underline), position (normal, subscript, or superscript), size, and color of the font. Let's take a deeper look at these options:



## Fonts

Select the font you want to use from this list, and then apply it to your text using one of the three **Add as Font** buttons to the right.

Why are there three font boxes? Well, just like fonts, not every computer is created equal. Your computer might have some crazy-funky-fresh font installed that'll look just perfect on your website, but that same font might not be installed on someone else's computer. When that happens, the other person's Web browser defaults to a default to a generic font (usually Arial or something similar). This can mess up the appearance of your website, with words running out of boxes, elements getting pushed out of the way of marauding text, and other such chaos that basically messes up your entire website.

You can avoid this mess by using web-safe fonts. They are installed on every computer by default, which means that they will always display correctly on every computer. These fonts are:

Arial	<b>Impact</b>
<b>Arial Black</b>	Times New Roman
Courier New	Trebuchet MS
Comic Sans MS	Verdana
Georgia	

So, if web-safe fonts are so, well, safe, then why doesn't everyone use them? Frankly, because they're kind of boring. Fortunately, the HTML Editor gives you three choices. For **Font 1**, use your first-choice font. Go as funky and crazy as you want, and if the font happens to be installed on your visitor's computer, awesome! If not, the browser can just look for the second font you specified. Make **Font 2** and **Font 3** web safe, and you'll be golden. For extra security, you can also select a generic font, which always displays correctly, from the **Generic** drop-down list. Generic fonts are totally no-frills, but you can rest assured that they'll always work, even in the very, very rare instance when a web-safe font might not.

By specifying multiple fonts, you can tell the browser to first try a fancy, non-web-safe font. That way, you can make sure that your website will look good whether you're using a cool, custom font or a secure, web-safe font.

### **Effects**

Select from bold, italic, strikethrough, or underline.

### **Text Position**

Select whether your text will appear normally or as a subscript or superscript.

### **Size**

Select a font size from 1 (8 pt) to 7 (36 pt).

### **Color**

To select a color for your text, click the color swatch. This opens a drop-down list of 40 basic colors. If you see a color you like, click it. If you want to see even more colors, click **More Colors**. This opens a rainbow gradient that allows you to adjust brightness and select from a wider range of colors.

### **Step 4**

When you're done formatting your text options, click **OK**. All the code will automatically be added to your page for you!

## How to Use Links

How important are links? **Wicked** important — it's no exaggeration when we say that without them, the Internet as we know it wouldn't exist.

This section will teach you the basics about absolute and relative links, and then walk you through the process of adding links your pages in the HTML Editor.

### Absolute vs. Relative Links

One of the most common things newcomers to HTML get confused about is linking to other pages and sites, especially when absolute and relative paths come into play. But worry not! Creating links — relative and absolute alike — is actually fairly easy. Read on, and by the end of this article, you'll know the difference between these two types of links, as well as when and how to use them.

When you create links using the **Website Projects** tool, it automatically creates valid relative links for you — one less thing to think about! Of course, it's still important to understand how this all works.

First off, as you may or may not know, you would use the following code to create a link in HTML:

```
<a href="linkhere.html">Click Me</a>
```

**linkhere.html** is the page you want to link to, and **Click Me** is the blue, underlined link the page shows.

In the example above, we used a relative path. You can tell if a link is relative if the path isn't a full website address. (A full website address includes **http://www.**) As you may have guessed, an absolute path does provide the full website address. Here are a few examples of relative and absolute paths:

#### Relative Paths

- index.html
- /graphics/image.png
- /help/articles/how-do-i-set-up-a-webpage.html

#### Absolute Paths

- http://www.mysite.com
- http://www.mysite.com/graphics/image.png
- http://www.mysite.com/help/articles/how-do-i-set-up-a-webpage.html

The first difference you'll notice between the two different types of links is that absolute paths always include the domain name of the website, including **http://www.**, whereas relative links only point to a file or a file path. When a user clicks a relative link, the browser takes them to that location on the current site. For that reason, you can only use relative links when linking to pages or files within your site, and you must use absolute links if you're linking to a location on another website.

So, when a user clicks a relative link, how does their browser know where to take them? Well, it looks for the location of the file relative to the page where the link appears. (That's where the name comes from!) Let's get back to our first example:

```
<a href="linkhere.html">Click Me</a>
```

This link points to a filename, with no path provided. This means that **linkhere.html** is located in the same folder as the page where this link appears. If both files were located in the root directory of the website **http://www.website.com**, the actual website address the user would be taken to is **http://www.website.com/linkhere.html**. If both files were located in a subfolder of the root directory called **files**, the user would be taken to **http://www.website.com/files/linkhere.html**.

How about another example? Let's say our **http://www.website.com** domain had a subfolder called **pictures**. Inside the pictures folder is a file called **pictures.html**. The full path to this page would be **http://www.website.com/pictures/pictures.html**.

Still following along? Good. Let's say in this **pictures.html** file, we have a link:

```
<a href="morepictures.html">More Pictures</a>
```

If someone clicked that link, where do you think it would take them? If you said **http://www.website.com/pictures/morepictures.html**, you'd be right! You probably know why it would take them there: because both files are saved in the pictures subfolder.

Now, what if we wanted to use a relative link to show a page in another folder? If you want to link to a file in a subfolder of the current folder, provide the file path to that file, like so:

```
<a href="/pictures/tahiti-vacation/tahiti.html">Read about my Tahiti vacation.</a>
```

In this example, you're telling the browser to look in the current folder (**pictures**) for a subfolder (**tahiti-vacation**) that contains the file you want the user taken to (**tahiti.html**). You can link to as many subfolders as you need using this method.

What if you want to link to a file in a folder above the current folder? You have to tell the browser to move up one folder in your relative link by putting two periods and a slash (**../**) in front of the filename or path:

```
<a href="../about.html">Learn more about my website.</a>
```

When the browser sees **../** in front of the filename, it looks in the folder above the current folder. You can use this as many times as you need to.

You can also tell the browser to look in a subfolder of the directory above the current one. Using the same example website from above, let's say we wanted to create a link that would take the user to a page called **stories.html** located in another folder called **stories**. This folder is located in the root directory, one folder up from the current folder, **pictures**. Here's how a relative link to this file looks:

```
<a href="../stories/stories.html">Read Stories</a>
```

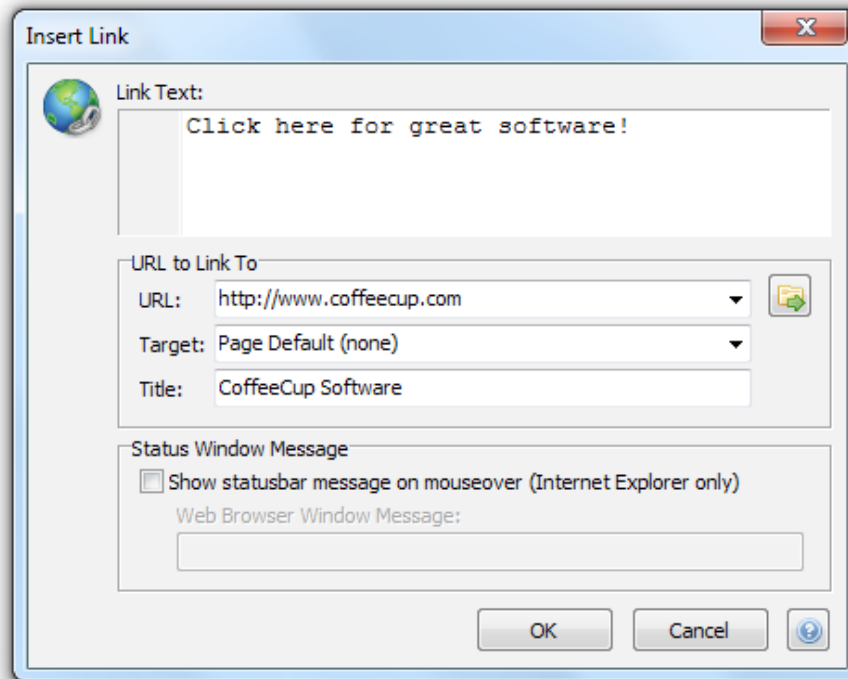
Now, let's talk about absolute paths. Like we mentioned earlier, absolute paths provide the complete website address where you want the user to go. An absolute link would look like this:

```
<a href="http://www.coffeecup.com">Click here to visit CoffeeCup Software.</a>
```

You must use absolute paths when linking to another website, but you can also use absolute paths within your own website. This practice is generally frowned upon, though. Relative links make it easy to do things like change your domain name without having to go through all your HTML pages, hunting down links and changing the names. As an added bonus, they force you to keep your site structure neat and organized, which is always a good idea.

## Adding a Link to Your Page

To open the Insert Link window, go to **Insert > Link**.



Let's go over what each of these fields does.

### Link Text

The text your user will click. By default, link text is blue and underlined. In the example given in the image above, the link text would look like this on your webpage:

[Click here for great software!](http://www.coffeecup.com)

### URL

This is the location where your visitor will be taken when they click the link text. If you are linking to an external website, you must include the full link, including **http://** and **www**, if applicable. The example in the image above links to an external website, <http://www.coffeecup.com>. If you are linking to a page or document in your website, you can use a relative link by clicking the file icon to browse your computer for the desired page. You should make sure the file is located in your Working folder or your Website Project to make sure it is referenced correctly.

For more information about using Website Projects, read [Working With Website Projects](#).

### Target

This is the frame you want the link to open in, and is only necessary if you are using frames or if you want to open the link in a new window. To open the link in a new window, select **New Browser Window (target="\_blank")**.

## Title

This is a description of the link that appears as a tooltip when your user holds their mouse over the link. It's totally optional, but it is a nice source of information for your users.

## Show statusbar message on mouseover

If you check this box, a description of the link will display in the statusbar at the bottom of the web browser screen when your user holds their mouse over the link. This option is only enabled in Internet Explorer, so it's best to use a title instead if you want to provide this additional information.

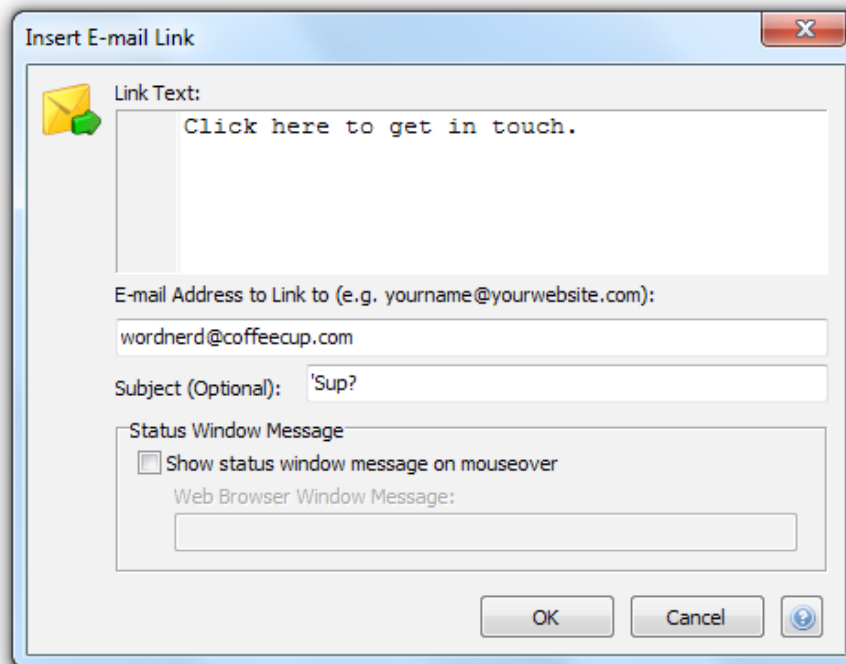
## Web Browser Window Message

If you do decide to use a statusbar message, type it in this field.

When you're done filling out all this information, click **OK**. The code will automatically be inserted wherever your cursor was positioned on your page. You can move it around by selecting it and dragging it to the desired location on the page.

## Adding an Email Link to Your Page

To open the **Insert E-mail Link window**, go to **Insert > E-mail Link**.



When your user clicks on this link, their default e-mail client (Thunderbird, Outlook Express, etc.) will open with this email address in the **To: field**.

## Link Text

This is the text your user will click. By default, link text is blue and underlined. In the example above, the link text would look like this on your webpage:

### E-mail Address to Link To

This is the email address that appears in the user's default email client when they click the link text.

### Subject

Any text entered in this field automatically appears in the **Subject** field in the user's email client.

### Show statusbar message on mouseover

If you check this box, a description of the link will display in the statusbar at the bottom of the web browser screen when your user holds their mouse over the link. This option is only enabled in Internet Explorer.

### Web Browser Window Message

If you do decide to use a statusbar message, type it in this field.

When you're done filling out all this information, click **OK**. The code will automatically be inserted wherever your cursor was positioned on your page. You can move it around by selecting it and dragging it to the desired location on the page.

## Linking to a Downloadable Document

Follow these steps to add a link to a downloadable document on your page.

This tutorial assumes you are working with Website Projects. For more information about how to use Website Projects, read [Working With Website Projects](#).

### Step 1: Locating the File

First, go to the **My Computer** tab and select the file you want to add to your Website Project.

### Step 2: Adding the File to Your Website Project

Right-click the file you want to add to your project and select **Copy File to Project > [Folder]**, where **Folder** is the folder where you want to store the file. In this tutorial, we'll add the file to the Website Project root folder, but you may want to store your downloadable files in a special subfolder. This opens a window confirming whether you want to copy the file to your Website Project folder. Click **Yes**.

### Step 3a: Linking to the File From Your Website Project

There are two methods you can use to link to your file. The first is from inside your Website Project. To do this, go back to the **My Websites** tab, where you'll see the file you just added to your Website Project. Right-click it and select **Insert as Link Into Current Document**. This inserts the HTML code for a link to this document on your page. In this case, the link would look like this:

```
<a href="newsletter.pdf"></a>
```

Next, enter the link text you want the user to click between `<a href="newsletter.pdf">` and `</a>`. The final code might look like this:

```
<a href="newsletter.pdf">Our PDF newsletter.</a>
```



### Step 3b: Linking to the File Using the Insert Link Window

The second method is to use the **Insert Link** window. Follow the instructions provided in [Adding a Link to Your Page](#), only instead of choosing an .html file, select the file you added to your Website Project. In this case, it will be the newsletter PDF.

When you're done filling out all this information, click **OK**. The code will automatically be inserted wherever your cursor was positioned on your page. You can move it around by selecting it and dragging it to the desired location on the page.

A note about PDFs and other downloadable files you may wish to add: Most of the time, PDF files will open automatically. This is because almost all visitors already have the Adobe Acrobat Reader installed, and, depending on the browser, the PDF file will either open directly in the browser or in a separate reader window. Additionally, anyone visiting your site with Internet Explorer will be able to open files created in any Office application (Word, PowerPoint, Excel, etc.) directly in the browser.

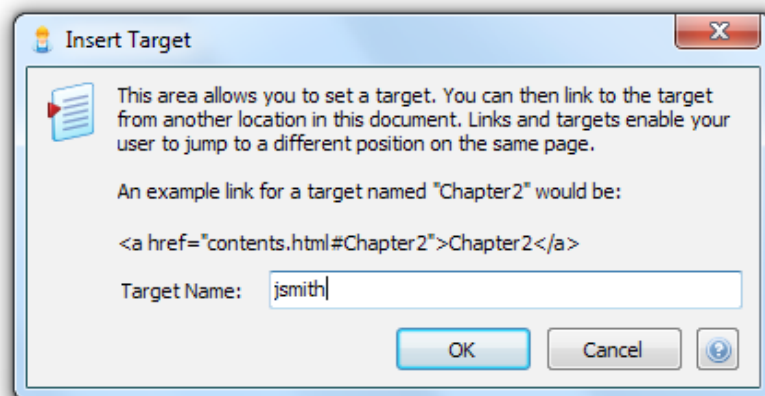
To ensure that your users download the file, you can also put a small reminder somewhere on the page that says something like, "Right-click and select Save Link As... to save this to your computer."

### Linking to Different Parts of the Same Page

You've been designing your site and have figured out that a page can be as long as necessary. This is great, but it can be a pain when you're dealing with longer pages. Help out your visitors by providing links that quickly take them to specific locations on the page. Here's how:

#### Step 1: Create a Target

The first step is to set a target. The target is the place on the page where you want the user to be able to jump to. To insert a target, go to **Insert > Target**. This opens the **Insert Target** window.



Enter a name for the target in the **Target Name** field, and then click **OK**. This inserts the code for the target on your HTML page. In this example, the target will be an employee profile for John Smith on our About Us page, so we'll name the target "jsmith". The resulting code looks like this:

```
<a name="jsmith"></a>
```

## Step 2: Position the Target

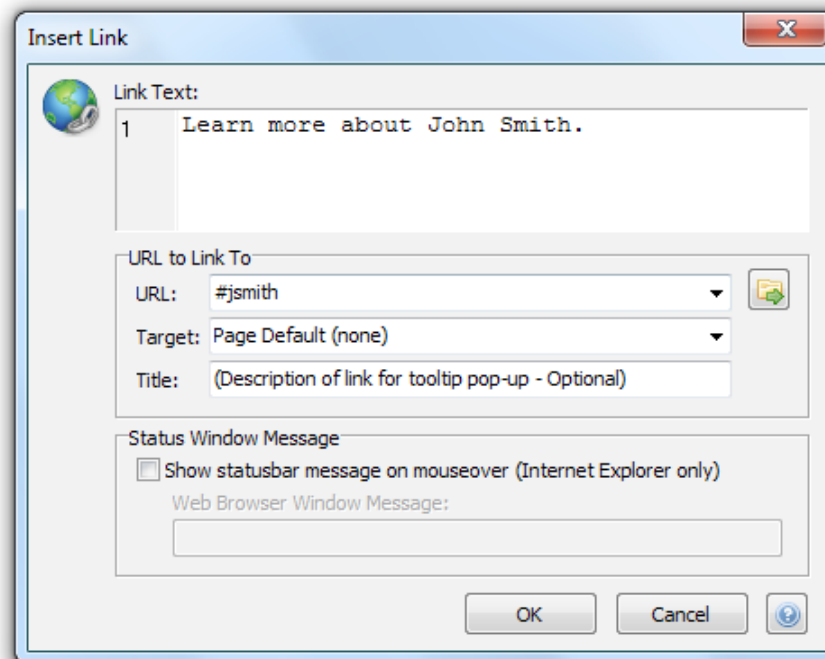
Since our target is associated with John Smith's employee profile, let's move it to the same location as his profile on the HTML page. To do this, just click and drag the target code to the desired location.

```
<a name="jsmith"></a>
<h4>John Smith</h4>
<p>He's a lean, mean, coding mac.
hobbies include fly-fishing, fix
```

## Step 3: Link to the Target

Now that our target is in position, let's return to the top of the page and create a link to it. To do this, create a new link using the options described in [Adding a Link to Your Page](#).

Once in the **Insert Link** window, instead of linking to a URL or a page in your Website Project, instead enter the name of your target preceded by a pound sign (#). In keeping with our example, we'd type "#jsmith" in the **URL** field and "Learn more about John Smith" in the **Link Text** field.



When you're done, click **OK**. This inserts the link code in your page, which, in our example, would look like this:

```
<a href="#jsmith">Learn more about John Smith</a>
```

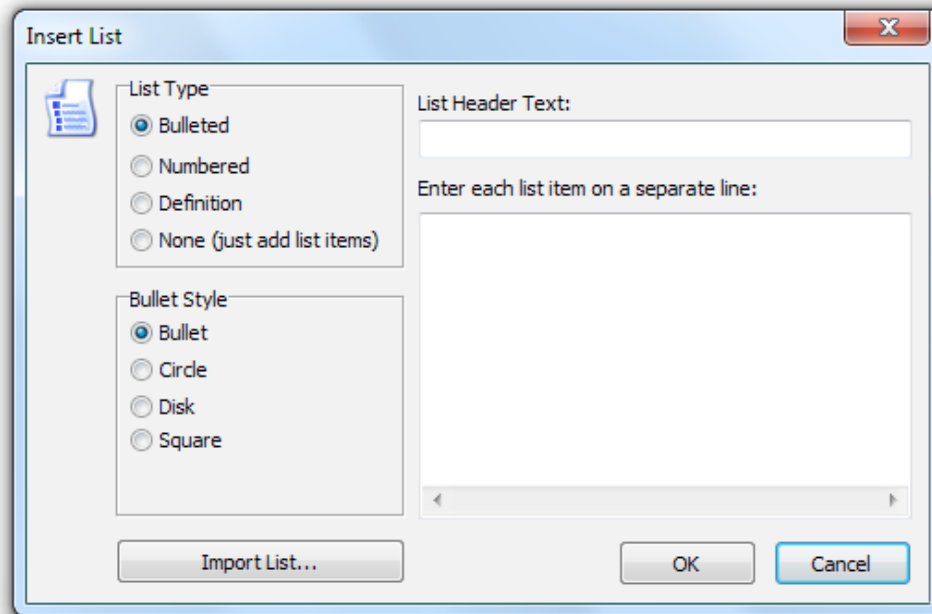
And that's it! Now you can look in the **Preview** pane to see your link and target in action.

## How To Create a List

Lists are a great way to present your information in a more organized, eye-catching way. Sure, you could use plain text to get your point across, but lists are much easier and faster to read. Follow these steps to learn how to create a list in the HTML Editor:

### Step 1

To open the **Insert List** window, go to **Insert > List**.



### Step 2

The **Insert List** window allows you to select what kind of list you want to add and to configure its items and title. Let's take a look at what each of the available options can do:

#### List Type

Select the type of list you want to create. Your options are bulleted, numbered, definition, and none, which is just a list of items with no special formatting. Here's how each of the different list types look:

#### Bulleted List

- This
- is
- a
- bulleted
- list

#### Numbered List

1. This
2. is
3. a
4. numbered
5. list

This is a definition list.

Notice anything different?

Definition lists contain a term on top...

... and a definition below it.

They are best used for...

... lists of definitions!

- A
- no-frills
- list
- of
- items

### Bullet Style

This option is only available if you create a bulleted or numbered list, and it allows you to choose the style of the bullets or numbers. Here's how the different bullets and numbers look:

- |               |          |
|---------------|----------|
| 1. Plain      | • Bullet |
| 2. old        |          |
| 3. Arabic     | ○ Circle |
| 4. numerals   |          |
|               | • Disk   |
| I. Uppercase  |          |
| II. Roman     | ■ Square |
| III. numerals |          |

### List Header Text

This is the title of your list, and it is only available if you create a bulleted or numbered list.

### List Item Field

This is where you enter your list items. Put each separate list item on its own line.

If you are creating a definition list, each typed item is a definition title (e.g. "This is a definition list"). To add definitions, switch to the Code Editor and type them between the corresponding `<dd>` tags.

### Import List

If you have already formatted a list and just want to import its contents, click this button. This opens a window that allows you to browse your computer for a text file containing your list. You can only import lists in .txt format. When you find the file you want to import, select it and click **Open**. The contents will be inserted in the **List Item** field.

### Step 3

When you're done configuring your list items and options, click **OK**. The code will be inserted in the page for you.

## How to Use Snippets

If you've ever been frustrated at having to type the same piece of code over and over, you'll love snippets. A **snippet** is a piece of code stored in the HTML Editor that can be used and reused as many times as you need. You can save snippets of HTML, JavaScript, DHTML, Perl, or any other scripting language. The HTML Editor comes with several built-in snippets and gives you the option to create your own.

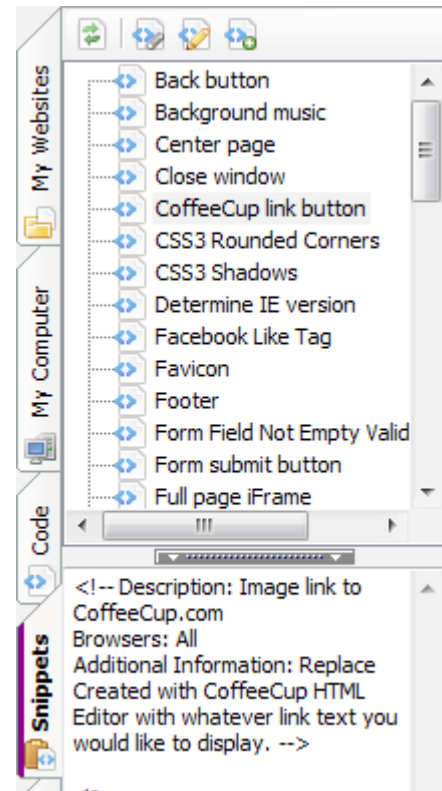
### Viewing Snippets

To see a list of available snippets, open the **Snippets** tab in the **Resource** browser on the left-hand side of the program. When you select a snippet name from the top pane, the code will appear in the bottom pane. All the built-in snippets come with a detailed HTML comment explaining what the code does.

### Inserting Snippets

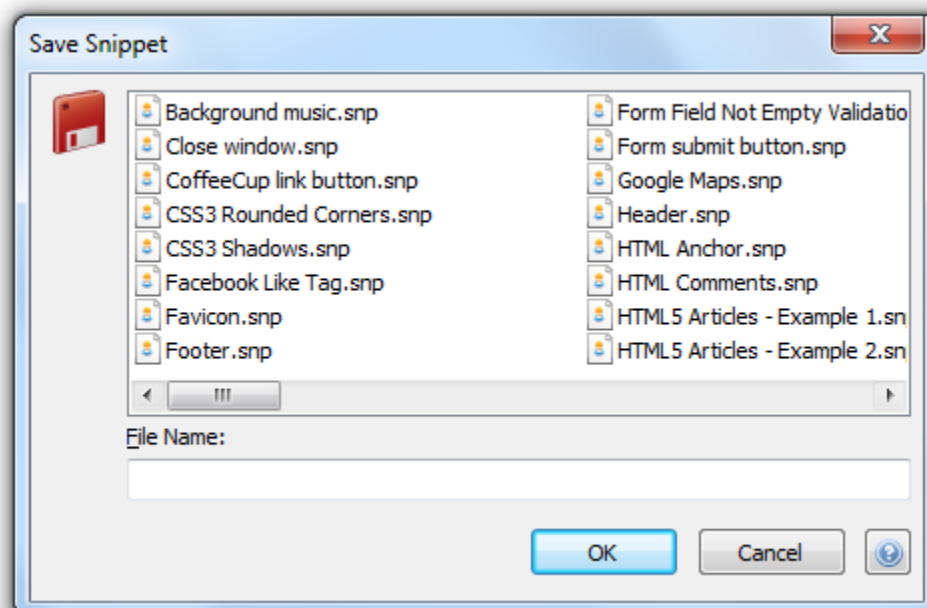
Use any one of the following options to insert a snippet into your page:

- Double-click its name
- Drag it onto your page
- Select it and click the **Insert Item Into Current Document** icon in the **Snippets** toolbar
- Right-click it and select **Insert Item Into Current Document**



### Creating Snippets

To create a snippet, highlight the text you would like to save as a snippet and go to **File > Save Selected Text as Snippet**. This opens the **Save Snippet** window.



Name the snippet and click **OK**. The new snippet will be added to the list in the **Snippets** tab.

You can also add a new snippet by right-clicking a snippet and selecting **New Snippet**. This opens a new tab in the HTML Editor workspace. When you are done entering the snippet text, save the document normally. This opens the **Save Snippet** window.

### **Editing Snippets**

To edit an existing snippet, right-click it and select **Open in New Window**. This opens the snippet code in a new tab in the HTML Editor workspace. Edit it and then save it normally.

### **Deleting Snippets**

To delete an existing snippet, right-click it and select **Delete Snippet**. This opens a window asking if you are sure you want to delete the snippet. If you change your mind about deleting the snippet, click **No**.

### **Refreshing the Snippets Tab**

If you have added, edited, or deleted a snippet but haven't seen the changes in the **Snippets** tab, click the **Refresh** icon in the **Snippets** toolbar. This refreshes the area so you can see the most up-to-date snippets.

## How to Add Flash Elements Created with a CoffeeCup Flash Program

Follow these step-by-step instructions to add a Flash element created in one of CoffeeCup Software's Flash applications (Photo Gallery, Web Form Builder, Web JukeBox, etc.) to a page created in the HTML Editor. You should have both applications open.

In this tutorial, we will add a form created in Web Form Builder classic to the HTML Editor page, but the process is the same for all our Flash applications.

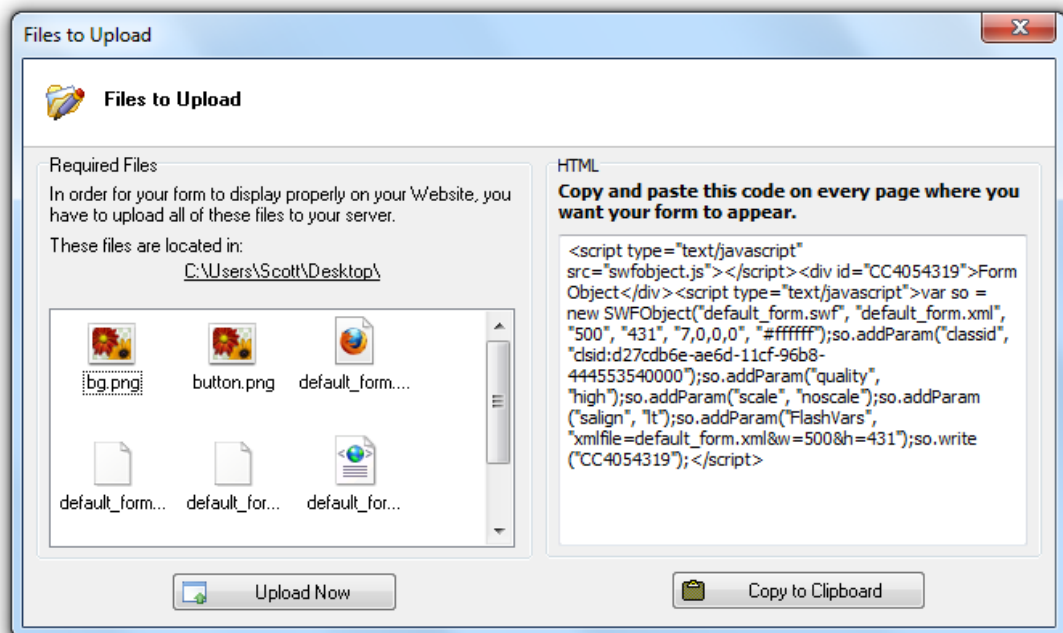
### Step 1

Save your Flash element to the same folder where the HTML page it will appear on is saved. This should be in the Working folder or Website Projects folder you specified in the HTML Editor.

This step is very important! If you don't save the files associated with your Flash element in the same folder as the HTML file where it appears, the element will not display correctly — or at all.

### Step 2

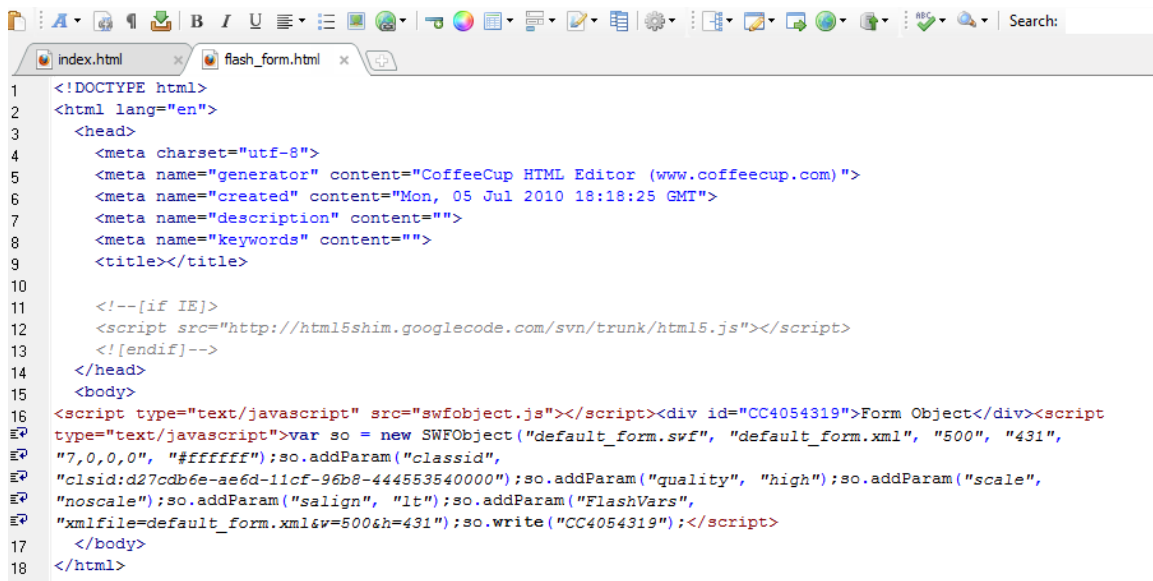
Saving opens the **Files to Upload** window, which lists the files you must upload in order for your Flash object to display correctly, as well as the HTML code you must paste on every page where you want the object to appear.



Copy this code to your Windows clipboard by clicking the **Copy to Clipboard** button.

### Step 3

Open the HTML Editor page where you want the Flash object to appear, and paste the code between the `<body>` tags.



```
1 <!DOCTYPE html>
2 <html lang="en">
3   <head>
4     <meta charset="utf-8">
5     <meta name="generator" content="CoffeeCup HTML Editor (www.coffeecup.com)">
6     <meta name="created" content="Mon, 05 Jul 2010 18:18:25 GMT">
7     <meta name="description" content="">
8     <meta name="keywords" content="">
9     <title></title>
10
11     <!--[if IE]>
12       <script src="http://html5shim.googlecode.com/svn/trunk/html5.js"></script>
13     <![endif]-->
14   </head>
15   <body>
16     <script type="text/javascript" src="swfobject.js"></script><div id="CC4054319">Form Object</div><script
17     type="text/javascript">var so = new SWFObject("default_form.swf", "default_form.xml", "500", "431",
18     "7,0,0,0", "#ffffff");so.addParam("classid",
19     "clsid:d27cbb6e-ae6d-11cf-96b8-444553540000");so.addParam("quality", "high");so.addParam("scale",
20     "noscale");so.addParam("salign", "lt");so.addParam("FlashVars",
21     "xmlfile=default_form.xml&w=500&h=431");so.write("CC4054319");</script>
22   </body>
23 </html>
```

### Step 4

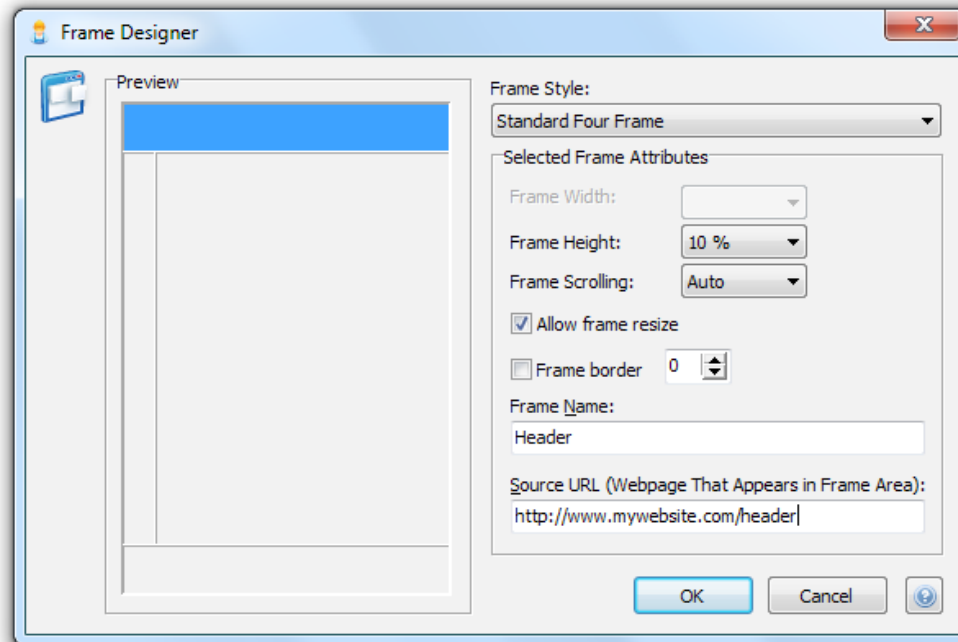
Upload your changes to your server, making sure you include the files associated with your Flash element as well as the page containing the code.



## How to Use the Frame Designer

So, you're ready to put your coding experience to the test by creating a page with frames? The HTML Editor can give you a boost with its **Frame Designer**. Here's how you work with it:

To open the Frame Designer, go to **Insert > Frame Designer**.



As you create your frames-based layout, you can keep an eye on how your design will look using the **Preview** pane on the left-hand side of the window. You can also use this area to select frames for individual editing. Just click a frame to edit it. You can tell which frame is selected, because it will be blue.

Here's how you use each of the options in this window:

### Frame Style

Choose from a number of predefined frame styles. These styles include the number of frames, where they are located, and what function they perform. For example, **Header Two Frame** contains two frames, one intended for use as a header and another larger one where the body content goes.

### Frame Width and Height

Use these drop-down menus to set the width and height of the selected frame. The width and height are measured in the percentage of the page the frame takes up. If the selected frame takes up the entire height or width of the page by default, you will not be able to adjust that attribute. For example, look at the header frame in the image above. Because it automatically takes up 100% of the width of the screen, you cannot adjust the width. Otherwise, what would go in the space it left behind?

### Frame Scrolling

Choose whether your users can scroll within the frame. **Auto** adds a scroll bar when necessary, **Yes** adds a scroll bar at all times, and **No** will not add a scroll bar at any time.

### Allow Frame Resize

Select this checkbox if you want your users to be able to resize the frames.

### Frame Border

Select this checkbox to enable a frame border, and then enter the width of the border in the number field. 0 pixels is the thinnest border and 50 pixels is the largest. We recommend keeping the border between 1 and 5 pixels.

### Frame Name

Enter a name for the frame here. You should use a name that relates to the frame's function.

### Source URL

Enter the URL of the page you want to appear in the frame here. If you are linking to an external website, you must include the full link, including the **http://www** bit. If you are linking to a page or document in your website, you can use a relative link.

---

Careful where you link! If the file you link to isn't located in your Working folder or your Website Project, it may not be referenced correctly — meaning the link won't work. Need more information about working with Website Projects? Check out this tutorial: [Working With Website Projects](#).

---

Once you have entered the required information, click **OK**. The code will automatically be added to the page for you. If you have already created the HTML files that will be used as the source for each frame, click the **Preview** button in the **Toolbar**, and you'll be able to view your page, frames and all!

## How to Use the CSS Menu Designer

The CSS Menu Designer is a great tool that creates a sophisticated navigation menu for your website.

### Step 1: Before You Get Started

It is extremely important to remove any old menu code (DHTML or CSS) from your document before inserting a new menu. If you don't, your menu won't work! If you are creating your first menu, these instructions don't apply, so you can skip ahead to [Step 2](#).

To remove your old code, first open the Code Editor and find the code you have to remove. The code will look different depending on whether you have inserted a CSS or DHTML menu.

#### Removing CSS Menu Code

Remove the following code from between your `<head></head>` tags:

```
<link rel="stylesheet" type="text/css" href="css/menu-menu.css" media="screen">
```

`css/menu-menu.css` is the default name and location of the menu style sheet. If you have changed the name or location of this style sheet, this file path will reflect your changes. Next, remove this code from between the `<body></body>` tags:

```
<ul class="menu-menu">
<li class="first"><a href="page1.html">Menu Item 1</a></li>
<li><a href="page2.html">Menu Item 2</a></li>
</ul>
```

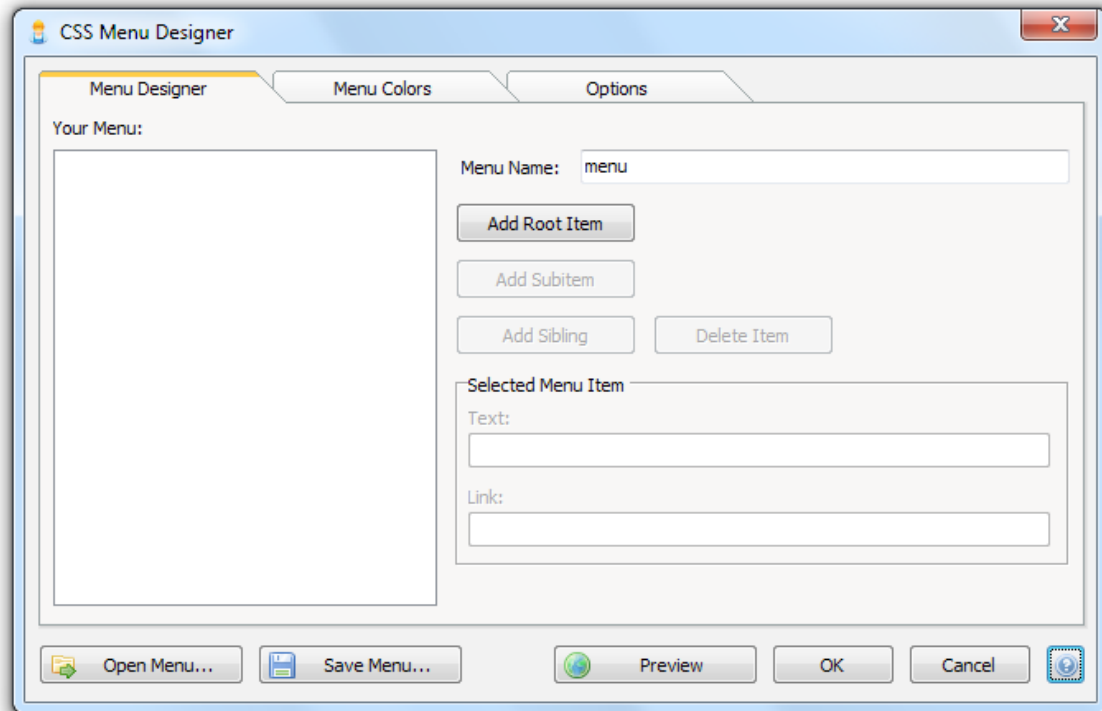
This example contains just two menu items, but your menu may contain more. Be sure to remove the `<ul class...></ul>` tags and all the code between them. `menu-menu` is the default name for the menu class. If you have changed the name of the menu, the name you specified will appear here instead. `page1.html` and `page2.html` are the links you specified for the menu items. **Menu Item 1** and **Menu Item 2** are the names you specified for the menu items.

#### Removing DHTML Menu Code

Remove `<script type="text/javascript">` and `</script>` and everything in between. This code should be located just below the `<body>` tag.

## Step 2: Opening the CSS Menu Designer

Now that you have removed your old menu code, the next step is to work with the menu you want to insert in its place. First, open up the CSS Menu Designer by going to **Insert > CSS Menu Designer...**



The options at the bottom of this window appear no matter which tab is selected. Here's what they do:

### Open Menu

Click this button to open an existing menu.

### Save Menu

Click this button to save your menu. We recommend you save frequently to prevent loss in case something happens to your computer while you are working.

### Preview

Click this button to preview your menu in your default web browser.

### OK

Click this button to insert your menu code into the current document. We'll talk more about this option in [Step 5](#).

### Cancel

Click this button to abandon any unsaved changes to your menu and exit the CSS Menu Designer.

### Step 3: Opening a Previously Designed Menu

If you have already designed a menu in the CSS Menu Designer or the DHTML Menu Builder and want to make edits to it, click the **Open Menu** button. This opens a window that allows you to browse your computer for the .mnu file for your existing menu. When you find the file you want to open, select it and click **OK**. This opens the menu in the CSS Menu Designer.

You can open a menu created in the DHTML Menu Builder in the CSS Menu Designer! Just find and open the .mnu file for your DHTML menu. You can then edit it normally. When you save or insert your menu code, it will be converted to CSS.

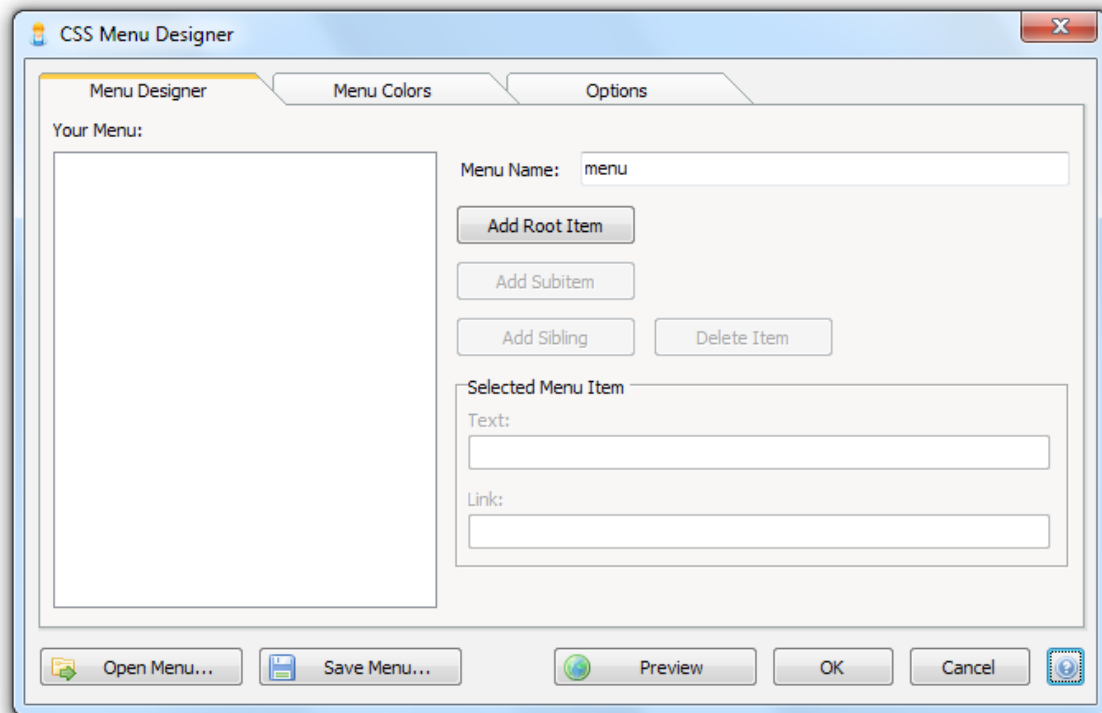
### Step 4: Designing a Menu

Now that we've covered the nuts and bolts of opening a menu, let's get down to business: designing it!

The CSS Menu Designer is broken up into three tabs: **Menu Designer**, **Menu Colors**, and **Options**. The Menu Designer tab is where you work with the structure of your menu; the Menu Colors tab is where you pick out your menu color scheme; and the Options tab is sort of the catchall section, where you can configure the rest of your menu options.

Let's go through each of these options and design our menu!

### Menu Designer Tab



First, take a look at the **Your Menu** section. This is where you can keep an eye on the structure of your menu. Next, let's add a root item, which is a button in the main part of the menu. Clicking the **Add Root Item** button inserts a button called, by default, Untitled1. Let's change that label to something a bit more useful. In the **Text** field, type "Contact Us". Next, let's link this button to our Contact Us page, which, for the sake of this tutorial, we'll assume is "contact-us.html". Type that into the **Link** field.

We'll be using relative links in this tutorial. Not sure what relative links are? Definitely, definitely take the time to read [Absolute vs. Relative Links](#).

Our first menu item is configured! Let's do another one. Click the **Add Root Item** button again, and name the new item **Learn More**. Don't assign it a link just yet — we're going to do something a bit different with this menu item.

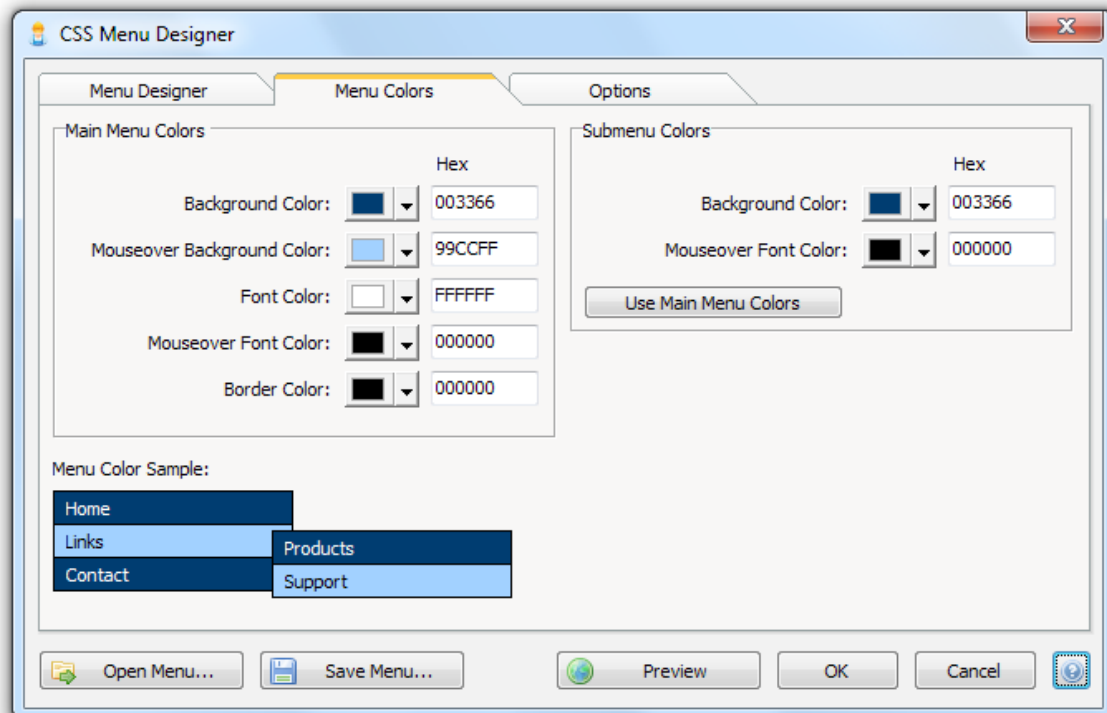
Making sure that **Learn More** is selected in the **Your Menu** section, click the **Add Subitem** button. This adds an item that will appear underneath the **Learn More** menu item when your user clicks it. Name your subitem "About Us", and link it to "about-us.html".

You can add a subitem that expands when a subitem is clicked, but any further subitems aren't allowed. This is because there's no navigational benefit to having subitems of subitems of subitems — plus it sounds really silly to say, "subitems of subitems of subitems" in tutorials ;) )

Let's add another subitem to the **Learn More** item. You could select **Learn More** and click the **Add Subitem** button, or you could use a different method and click **About Us** and click the **Add Sibling** button. This adds another item on the same level as the selected item. Let's name this new subitem "Privacy Policy" and link it to "privacy.html".

Next, let's switch over to the **Menu Colors** tab and customize our menu colors.

## Menu Colors Tab



First, take a look at the **Menu Color Sample** area. This is where you can keep an eye on your menu color scheme. Next, let's take a look at what each of these options does.

## Background Color

The background color of the menu.

## Mouseover Background Color

The background color of the menu when the user holds their mouse over it.

## Font Color

The color of the menu text.

## Mouseover Font Color

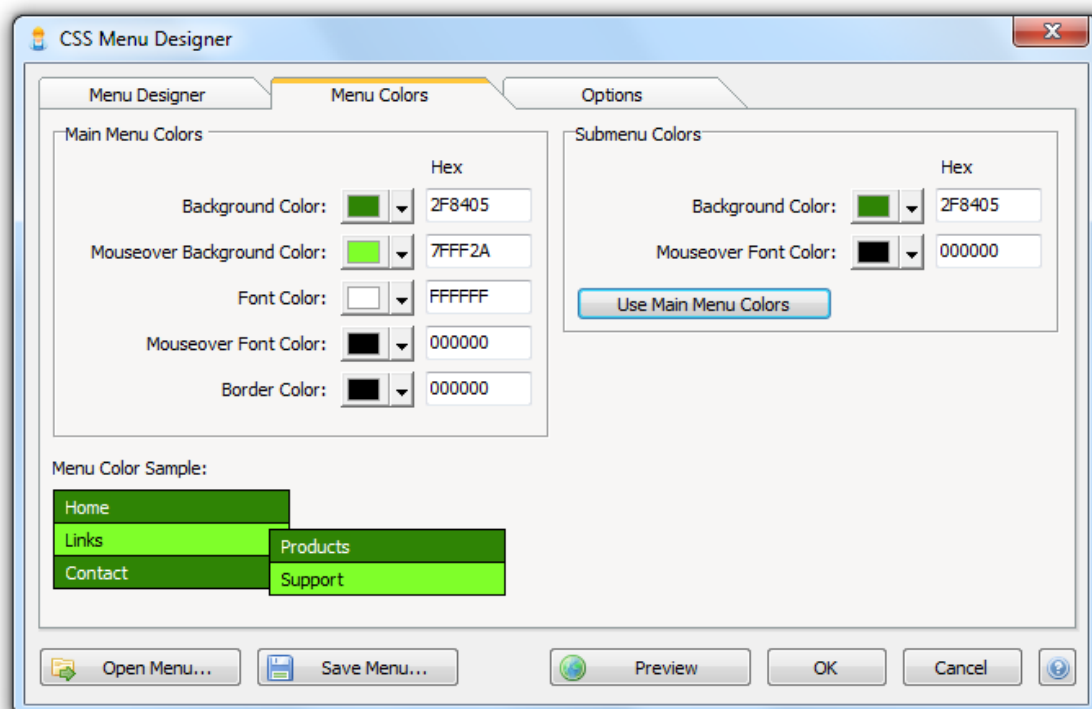
The color of the menu text when the user holds their mouse over it.

## Border Color

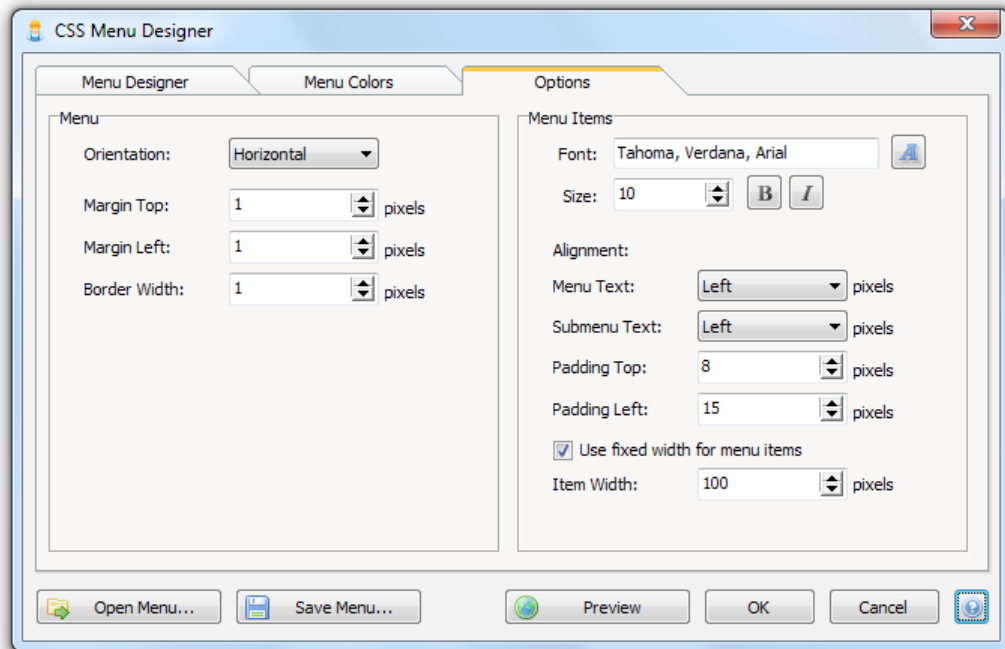
The color of the menu border.

Okay, now that we know what everything does, let's pick out some colors! How about a pretty dark green for the menu background? To change this, click the color swatch next to where it says **Background Color**, and select the dark green shade you want. If you can't find anything, click **Custom Color**. This opens a rainbow gradient where you can browse even more colors and adjust brightness.

Next, let's use the same process to pick a light green for the mouseover color. The rest of the colors look good as is, but let's change the submenu colors to match our main menu colors. To do this, click the **Use Main Menu Colors** button. Right now, the **Menu Colors** tab looks like this:



## Options Tab



First, let's take a look at what each of these options does.

### Orientation

Choose whether you would like a horizontal and vertical layout. For now, let's stick with a horizontal menu.

### Margin Top and Left

Use these fields to set the top and left margin in pixels. A margin is the blank space surrounding the menu. When the margin is increased, more space will appear between the menu and the objects surrounding it. We'll keep the defaults for now, but if you decide you want to give your menu a bit more breathing room once you see it on your page, you can always reopen it and adjust these fields later.

### Border Width

Use this field to set the width of the menu border in pixels. Again, we'll leave this as the default — why rock the boat?

### Font Face, Size, and Style

Use this area to set the font and size of the menu item text, as well as whether it is bold or italicized.

### Menu and Submenu Text Alignment

Use this area to choose how you want the text in the menu to be aligned: to the left, right, or center.



## Top and Left Padding

Use these fields to set the top and left padding in pixels. Padding is the blank space inside the menu, between the border and the menu contents. When the padding is increased, more space will appear between the text and the border.

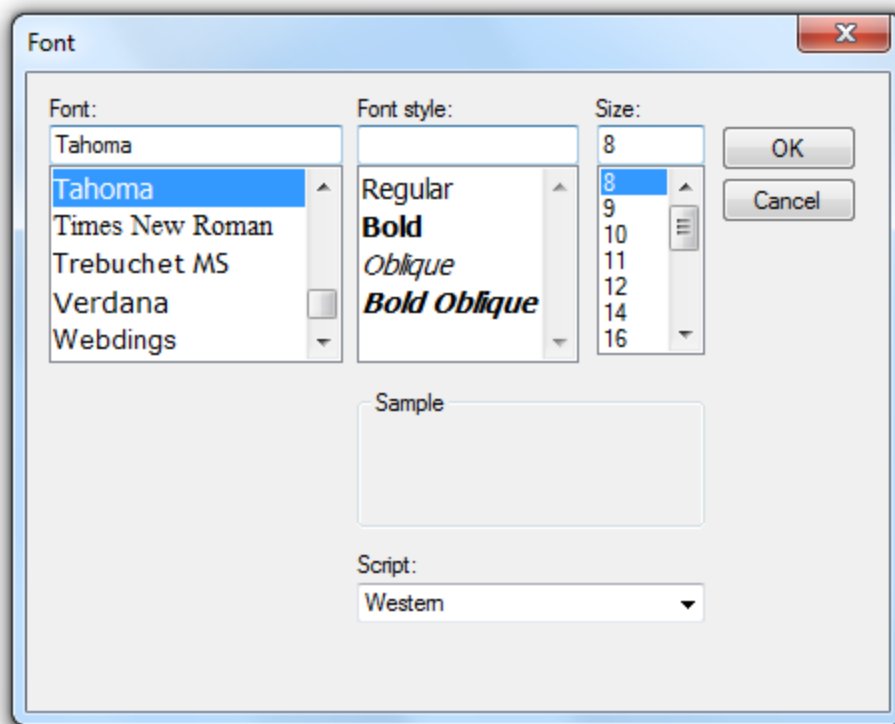
## Use Fixed Width for Menu Items

Select this checkbox if you would like to use a fixed width for the menu items. This means the menu items will always be the same width, regardless of how long their content is.

## Item Width

Set the width of your menu items in pixels here.

Okay, now that you know what everything does, let's make some adjustments! First, let's change the font face. Click the font icon (the one with the capital "A") to open the **Font** window, which allows you to select which font face you would like to use.



Let's choose a web-safe font, just so we know it will display correctly. How about Times New Roman? Select it from the list and then click **OK**.

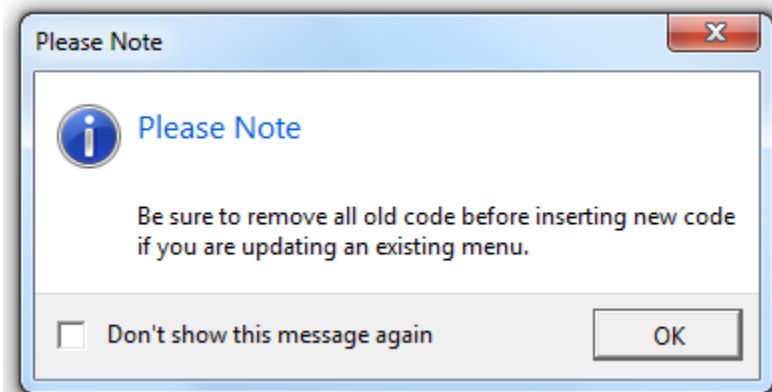
For more information about web-safe fonts, read [How to Change the Appearance of Text](#).

Next, let's change the size and style of our menu text. Since Times New Roman looks a bit small, let's change it to size 12, and make it bold by checking the **Bold** checkbox.

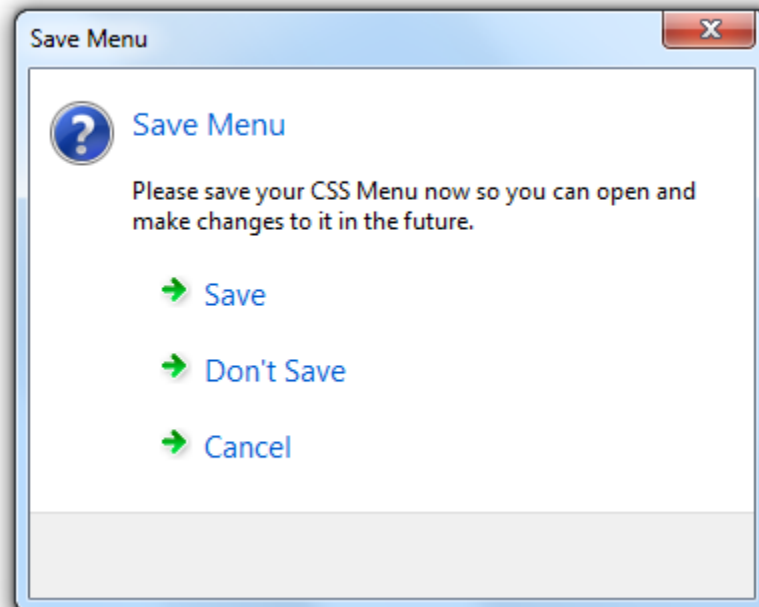
Finally, let's make sure our menu items have enough room for their text. Make sure **Use fixed width for menu items** is checked and change the **Item Width** to 200 pixels. That should be enough room.

## Step 5: Inserting Your Menu

To insert your menu, click **OK**. This opens two windows containing information about your menu code:



This window reminds you that you must remove all your old menu code before inserting new code. If you followed the instructions in [Step 1](#), you don't need to worry about this window. Click **OK**. This opens the **Save Menu** window, which allows you to save your menu to work with it later.



Go ahead and click **Save** — you wouldn't want to lose all the changes you just made, right? This opens a window that allows you to choose the folder where your menu files are saved. By default, it will be saved into your Working folder or your Website Project. Once you have saved your menu, the code will automatically be inserted into your page. The code for our menu looks like this:

```

<link rel="stylesheet" type="text/css" href="css/menu-menu.css" media="screen">

</head>

<body>

  <ul class="menu-menu">

    <li class="first"><a href="contact-us.html">Contact Us</a></li>

    <li><a href="">Learn More</a>

      <ul>

        <li class="first"><a href="about-us.html">About Us</a></li>

        <li><a href="privacy.html">Privacy Policy</a></li>

      </ul>

    </li>

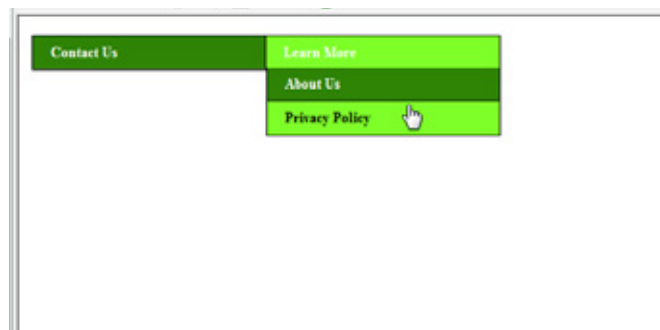
  </ul>

```

The top part that comes before the `</head>` tag is a link to the menu style sheet, and the bottom part is the HTML code that is modified by the style sheet.

Interested in learning more about what style sheets are and how they work? Check out the comprehensive tutorial about this awesome web design tool at W3Schools ([http://www.w3schools.com/css/css\\_intro.asp](http://www.w3schools.com/css/css_intro.asp)).

All right, hit F12 to open the Preview pane if it's not already open. Let's see how your new menu looks!



Pretty snazzy, huh?

### Step 6: Positioning Your Menu

To change where your menu appears on your page, your best bet is to create a CSS class that specifies positioning, and then apply it to some `<div></div>` tags around your menu.

First, open up your menu style sheet. It should be called `menu-menu.css`. Next, insert this style rule:

```
.center {  
  
margin-left:auto;  
  
margin-right:auto;  
  
}
```

Next, return to your page code and place `<div></div>` tags around the menu code that appears between the `<body></body>` tags. The end product would look like this:

```
<div>  
  
  <ul class="menu-menu">  
  
    <li class="first"><a href="contact-us.html">Contact Us</a></li>  
  
    <li><a href="">Learn More</a>  
  
      <ul>  
  
        <li class="first"><a href="about-us.html">About Us</a></li>  
  
        <li><a href="privacy.html">Privacy Policy</a></li>  
  
      </ul>  
  
    </li>  
  
  </ul>  
  
</div>
```

Finally, add the `class` attribute to the opening `<div>` tag, and give it one of these values: `bottom`, `center`, `justify`, `left`, `right`, or `top`. For instance, if you wanted to center your menu, the opening `<div>` tag would look like this:

```
<div class="center">
```

### Step 7: Adding Your Menu to Your Other Pages

Using the **Snippets** tool, you can easily add your menu to all the pages in your website. To do this, first select the code in your menu that appears between the `<head></head>` tags, which looks like this:

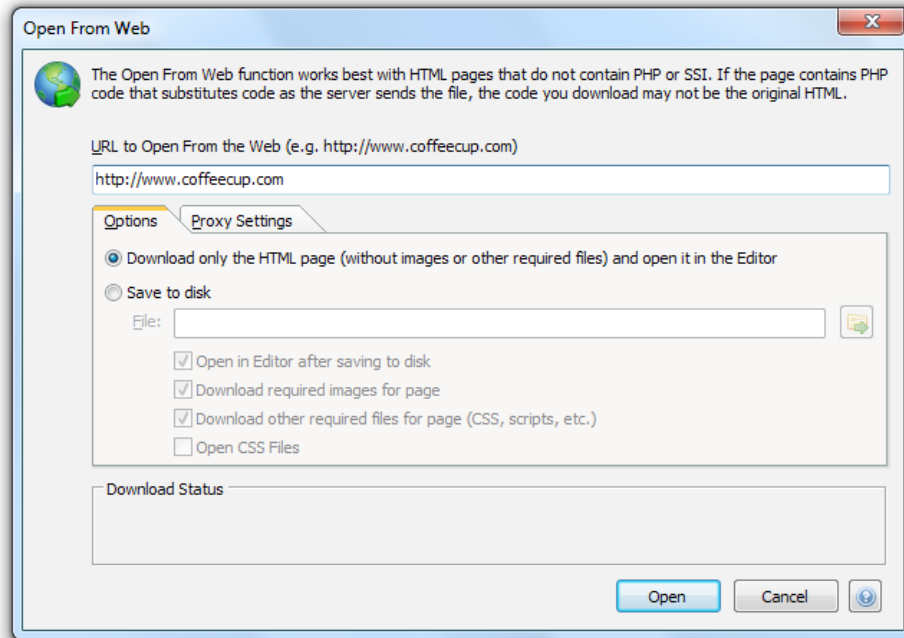
```
<link rel="stylesheet" type="text/css" href="css/menu-menu.css" media="screen">
```

Next, save it as a snippet by going to **File > Save Selected Text as Snippet**. This opens the **Save Snippet** window. Enter the name for the snippet in the **File Name** field. In this case, we'll call our snippet **Menu Style Sheet**. When you're done, click **OK**.

Next, highlight the menu code that appears between the `<body></body>` tags — `<div>` tags and all! — and create another new snippet. Call this one "Menu Code". Finally, switch over to the **Snippets** tab, where you'll see your new snippets! Now whenever you want to insert your menu into another page, just go to the Snippets tab and insert the snippets into the correct locations in your page. For more information about how to use snippets, read [How to Use Snippets](#).

## How to Use the “Open From Web” Function

With the HTML Editor, you can import published webpages from the web and open them in the program. To do this, go to **File > Open From Web**. This opens the **Open From Web window**, which allows you to enter the URL of the page you wish to open and to specify options for saving this file to your computer.



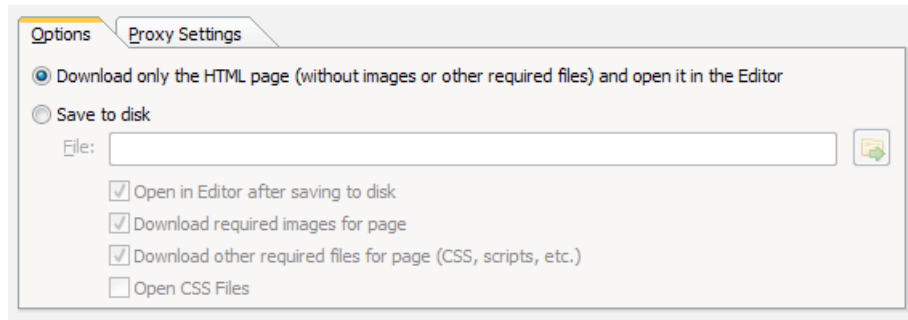
A few notes about this function before we describe how you use it. First, it can only be used to download one file at a time. If you want to download multiple files from a website, you may want to use an FTP client such as Direct FTP (<http://www.coffeecup.com/direct-ftp/>) or Free FTP (<http://www.coffeecup.com/free-ftp/>) to download several files at once.

Second, this option works best if you are downloading an HTML page that does not use PHP or SSI, because scripting languages like these can add code to a published page. As a result, you may not download the correct HTML.

Finally, if the page doesn't load correctly, the server may be responding slowly. In this case, repeat the **Open From Web** function.

All right, now that you know what this function can and cannot do, let's get started! The first step is to enter the URL for the exact webpage you want to download. For instance, say you wanted to emulate the oh-so-snazzy design of the CoffeeCup About Us page (<http://www.coffeecup.com/about/>). You would have to type that entire URL into the **URL to Open From Web** field. If you tried just using <http://www.coffeecup.com>, you'd get the CoffeeCup Software homepage — still snazzy, but not the page you were looking for.

Once you've entered the URL of the page you want to download, it's time to choose where you would like to download the file and what parts of the page you would like to download. That's where the **Options** tab comes into play:



### Download the HTML Page (Without Images or Other Required Files) and Open It in the Editor

This option downloads only the HTML from the page. That means any images, CSS, JavaScript, and anything else associated with the page won't be downloaded. This option also does not save the file to your computer. Instead, it just opens the HTML in the Editor. This helps if you want to edit the raw structure of the page right away. Once you're done making your edits, you can save the file normally.

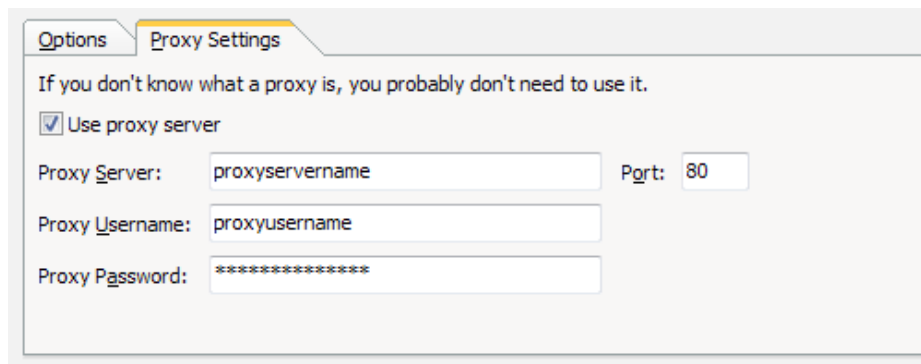
### Save to Disk

This option saves the page to a location you specify on your computer. To specify a location, click the Browse icon and choose the folder where you want the file saved. If you choose to save to disk, you can also use the provided checkboxes to:

- Have the page automatically open in the Editor after it has been saved to your computer
- Download images that appear in the page
- Download related files such as CSS and scripts
- Open related CSS files in the HTML Editor

These options come in handy if you want to work with more than just the page HTML.

The last step is to switch over to the **Proxy Settings tab**, where you can enter proxy information.



---

To be honest, if you aren't sure whether you should use this information, chances are good that you don't have to. If you want to be extra-sure, contact your hosting provider, and they'll be able to give you a definitive answer.

---

Once you've configured all your settings, go ahead and click **Open**. You can track the progress of your download in the **Download Status** area at the bottom of the window. When it's done, edit your newly downloaded files normally.

## How to Use Bookmarks

Maybe it's the last place you left off editing, a portion of the page where you make a lot of changes and updates, or a design element you want to run by a client — for whatever reason, you need to come back to a certain part of your code at another time. This is where bookmarks come in handy. These unobtrusive tools mark places in your code so you can return to them whenever you need to.

Bookmarks appear as green book icons labeled with a number in the gutter, the area on the left-hand side of the code that also contains line numbers and symbols representing paragraph breaks.

### Setting Bookmarks

To set a bookmark, go to **Document > Set Bookmark** and select which bookmark number you want to set. You can set up to 10 bookmarks per document.

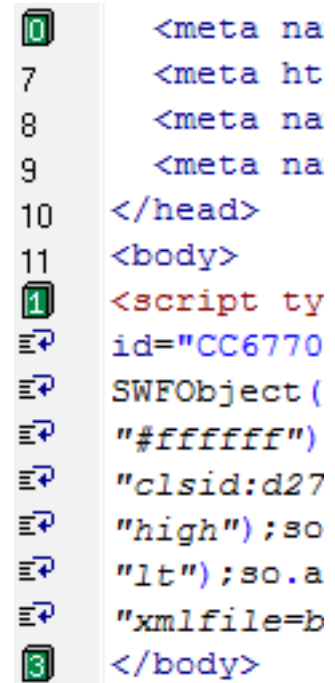
### Visiting Bookmarks

To visit a bookmark, go to **Document > Go to Bookmark** and select the bookmark number you want to locate.

### Resetting Bookmarks

There are two methods for resetting bookmarks. If you want to reset an individual bookmark, just set the bookmark number in another location. For instance, if you were using Bookmark 0 to mark your meta tags but wanted to use it to mark your footer HTML, just position your cursor at your footer HTML and set Bookmark 0 using one of the methods described above.

You can also clear all of your bookmarks at once. To do this, go to **Document > Clear All Bookmarks**.



```
0  <meta na
7  <meta ht
8  <meta na
9  <meta na
10 </head>
11 <body>
1  <script ty
   id="CC6770
   SWFObject(
   "#ffffff")
   "clsid:d27
   "high");so
   "1t");so.a
   "xmlfile=b
3  </body>
```

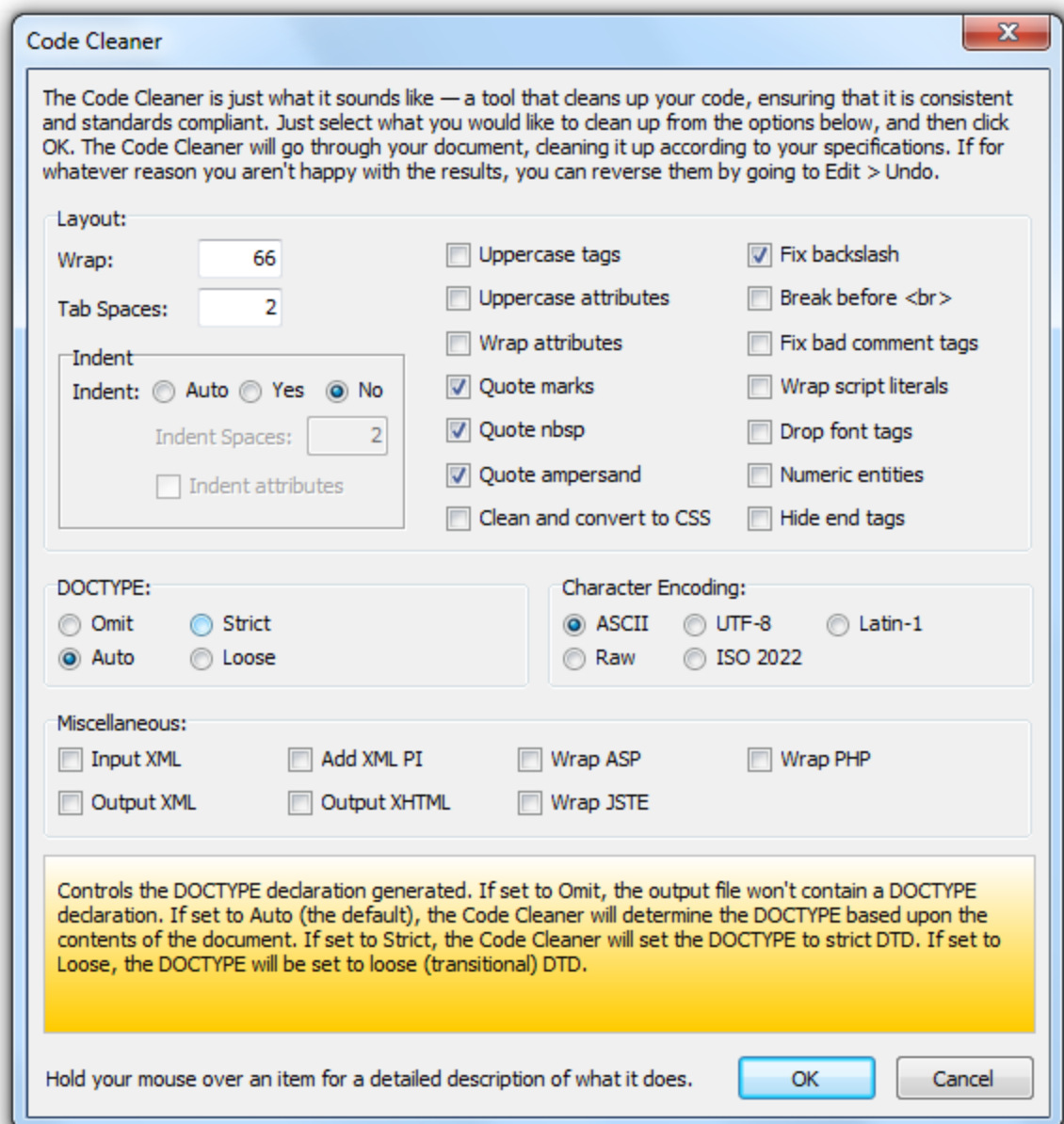
## How to Use the Code Cleaner

If you've ever tried to edit someone else's code, you know how much of a hassle it can be to pick through a style that isn't your own. Reformatting can be a pain, but with the HTML Editor's Code Cleaner, it's a breeze. The Code Cleaner filters through source code, restyles it to fit your personal taste, and weeds out pesky errors in the document. If you have trouble loading a document in a browser, running the Code Cleaner may be able to find the problem for you.

Here's how to use the Code Cleaner:

### Step 1

Go to **Tools > Code Cleaner...** This opens the **Code Cleaner** window, which allows you to set your code cleaning preferences.





## Step 2

To view detailed descriptions on how a given option works, place your mouse over that option and read the description in the yellow pane at the bottom of the window. You can also switch to the **Document** and **ASP** and **XML** tabs to see more options.

## Step 3

Select all the attributes you would like to apply to your code, and when you're done, click **OK**. This starts the code cleaning process.

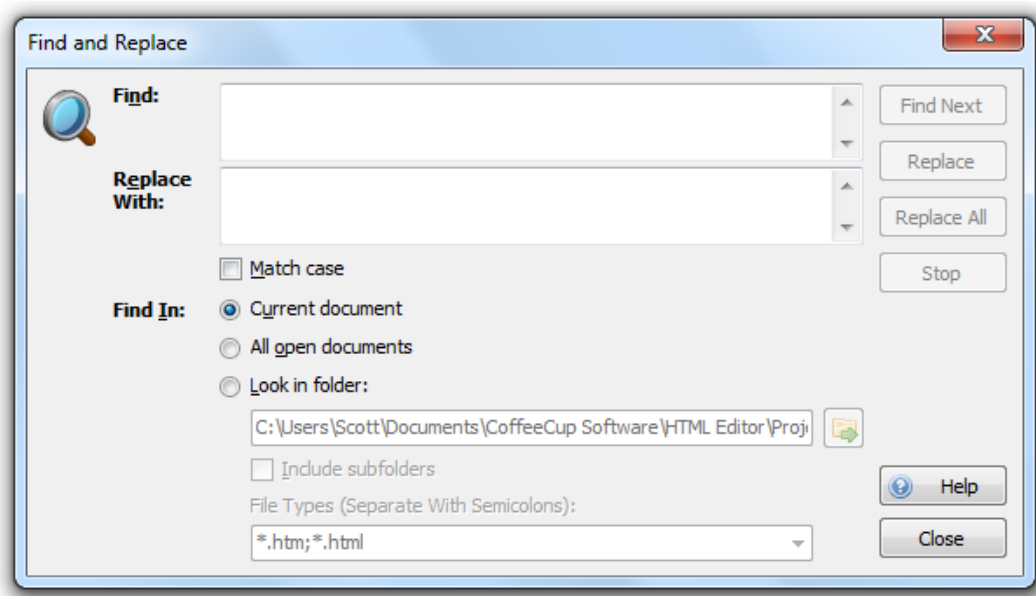
If you change your mind about the edits the Code Cleaner made, you can undo them by going to **Edit > Undo**. You can always rerun the Code Cleaner using different settings until you are satisfied with the results.

## How to Use the Find and Replace Tool

If your site has more than one page — like pretty much every website ever — then you know that making a global change can be pretty difficult. For example, say you want to replace every instance of **color="red"** on your website with **color="black"**. Whether you had to change this on 5 or 500 pages, locating every instance of that code would get old fast. What's a webmaster to do? Well, with the HTML Editor's **Find and Replace** tool, global changes like this are easy. Just follow these simple steps:

### Step 1

Open the **Find and Replace** window by going to **Edit > Replace...**



### Step 2

Enter the text or code you want to find in the **Find** field, and then enter its replacement in the **Replace With:** field.

### Step 3

Specify where the changes need to be made. Choose **Current Document** if you only want the changes to apply to the document currently open in the HTML Editor, and choose **All Open Documents** if you want the changes to apply to all the documents currently open in the HTML Editor. If you want to change all the files in a given folder, choose **Look in Folder** and then click the folder icon to browse your computer for the desired folder.

---

Use the **Look in Folder** option with caution, because you won't be warned before changes are made to your code. To be safe, make backups of all your files before you make these changes. Also note that this feature will only work on files that have previously been opened in the HTML Editor.

---

### Step 4

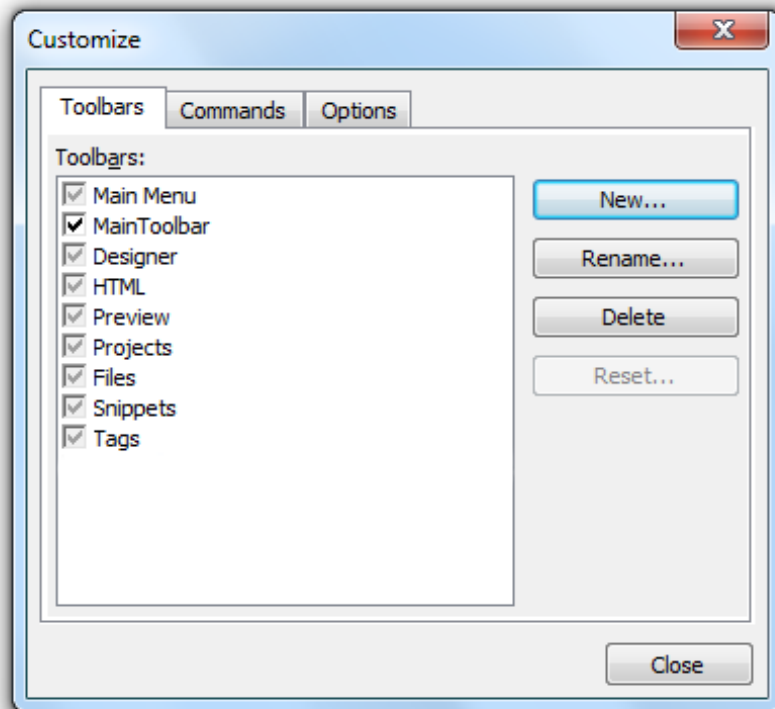
Click **Replace All**, and let the HTML Editor do the rest!

## How to Create a Custom Toolbar

Everyone loves a toolbar. Why spend time digging around in menus when you can accomplish a task with the click of a button? Well, with the HTML Editor's customizable interface, you can get create a toolbar that contains the icons you use all the time with no superfluous elements. Follow these steps to create your own toolbar:

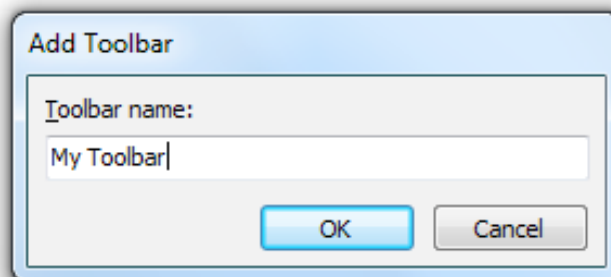
### Step 1: Open the Customize Window

Go to **Tools > Toolbars and Menus > Customize**. This opens the **Customize window**, which lists the toolbars in the program and allows you to create a custom toolbar or customize the main toolbar, which appears across the top of the HTML Editor workspace.

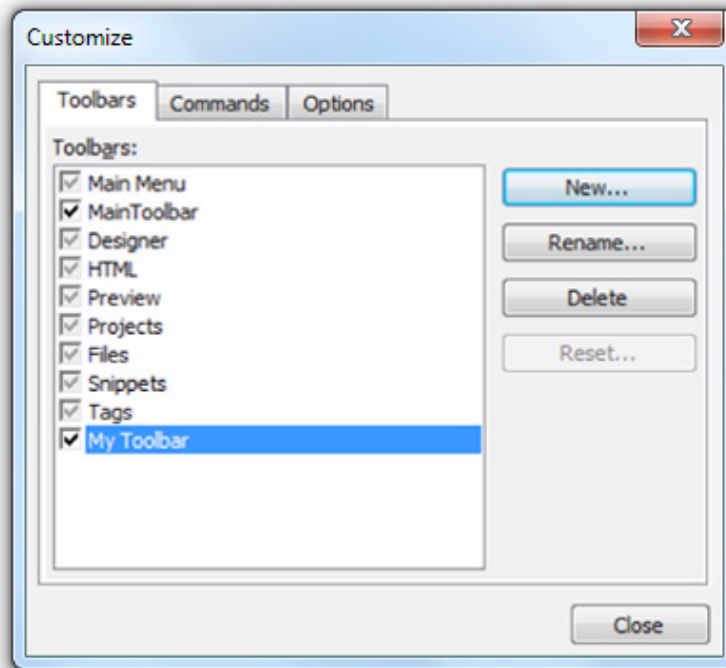


### Step 2: Create a New Toolbar

Click **New**. This opens the **Add Toolbar window**. Type a name for your new toolbar. In this tutorial, we'll call ours **My Toolbar**.



When you're done, click **OK**. The new toolbar will be added to the **Toolbars list**.



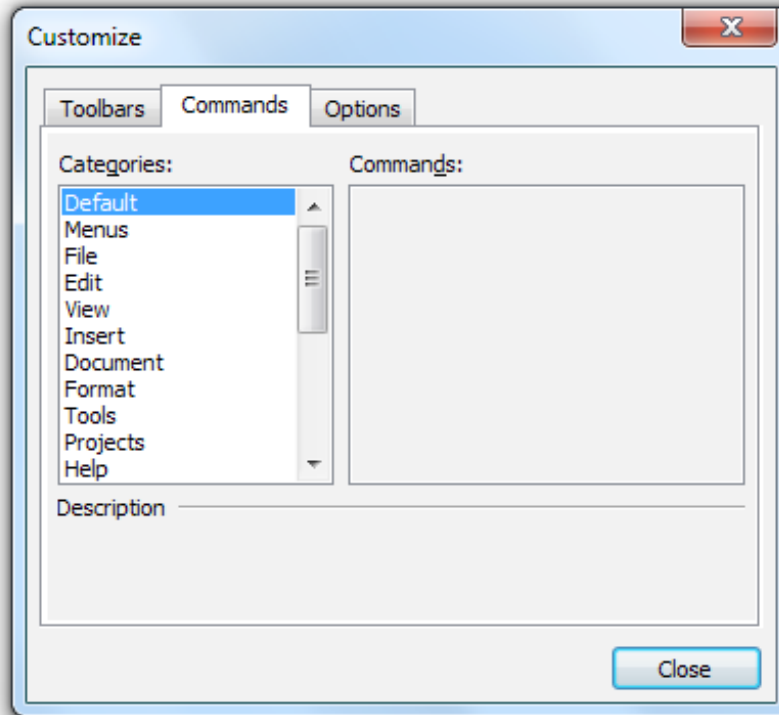
You'll also see a tiny, blank toolbar just to the left of the **Customize window**.



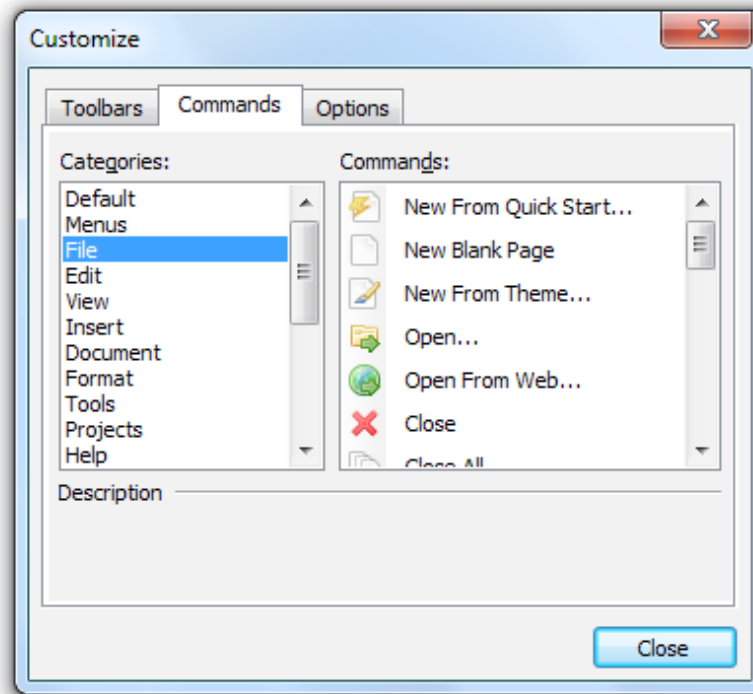
The next step will show you how to fill that toolbar up with helpful icons!

### **Step 3: Add Icons to Your Toolbar**

To add buttons to your toolbar, switch over to the **Commands tab**.



The **Categories list** contains broad categories of individual commands. You can't add these to a toolbar, but you can select them to view the commands they contain. For our toolbar, let's add some basic commands from the **File menu**. Click **File** to display these commands in the **Commands list**.



Let's add **New Blank Page** to our toolbar. To do this, just click and drag **New Blank Page** onto the toolbar. When you see the little plus sign, let go of the mouse. This adds the icon to the toolbar.



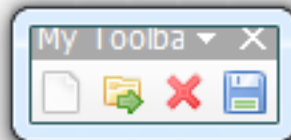
Awesome! Let's add a few more icons — how about **Open**, **Close**, and **Save**?



Looks good!

#### Step 4: Change the Orientation of the Toolbar

Say you wanted your toolbar to be horizontal instead of vertical. No sweat! Click one of the sides with your mouse and drag further to the side, or click the bottom and drag the bottom of the toolbar up.

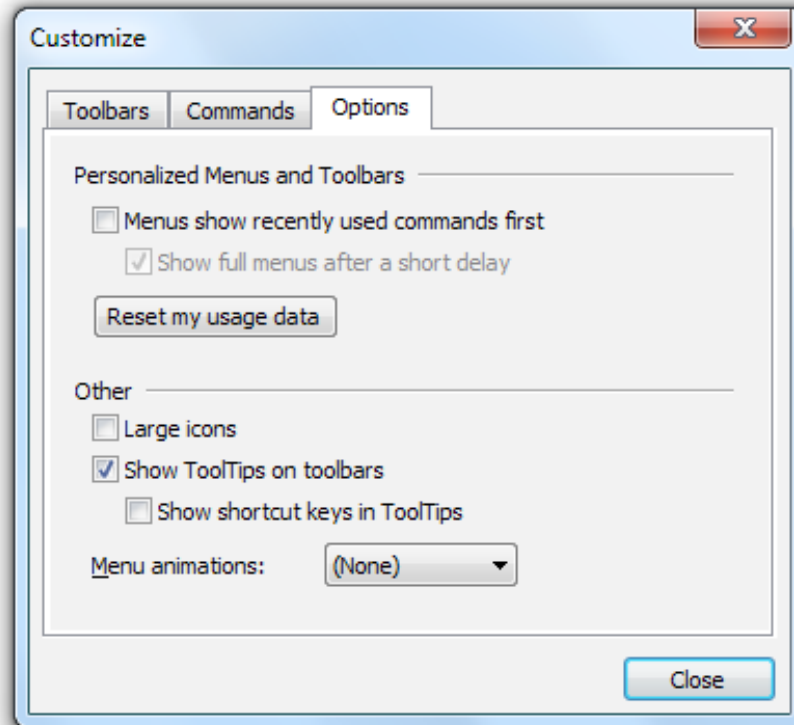


You can have your icons stacked or all in a line — it's up to you!

You may notice that the titlebar text ("My Toolbar") doesn't display fully. That's because your custom toolbars only take up as much space as they need, which helps conserve space.

## Step 5: Adjust Additional Toolbar Options

If you want to work with more toolbar options, switch over to the **Options tab**.



### Menus show recently used commands first

This option puts the most recently used commands at the beginning of your custom toolbar.

### Show full menus after a short delay

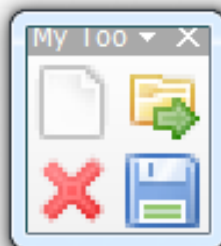
This option causes the drop-down menus in your custom toolbar to appear after a short delay.

### Reset my usage data

Clicking this button resets your usage data so your commands appear in the order you originally specified instead of being ranked in order of use.

### Large icons

Select this checkbox to increase the size of the toolbar icons. Large toolbar icons look like this:



### Show ToolTips on toolbars

This option displays ToolTips when you mouse over toolbar icons. ToolTips state what the icons do.

### Show shortcut keys in ToolTips

Select this checkbox to display keyboard shortcuts in the toolbar ToolTips.

### Menu animations

Select the desired menu animation from this drop-down list. Your options are Random, Unfold, Slide, or Fade. For now, let's leave these options alone—our toolbar is spiffy enough as is.

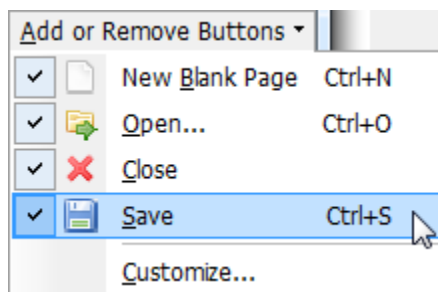
## Step 6: Dock Your Custom Toolbar

You may notice that your custom toolbar is free-floating. However, you can dock your toolbar in several locations in the workspace: at the top, along the left or right side, or on the bottom. To do this, just click and drag the toolbar to the desired location. Once you have docked it, you can change its position by clicking and dragging the solid or dashed lines in the toolbar.



## Step 7: Further Customize Your Toolbar

You also have the option to add or remove buttons right from inside the toolbar. To do this, click the downward-facing arrow:



Uncheck a selection to remove it from your menu. You can re-add it by reselecting it from the list.

## Step 8: Remove Your Toolbar

If you decide you don't want your toolbar to display in your workspace, but you don't want to delete, it, you can remove it by clicking the X in the upper right-hand corner.



## PREVIEWING YOUR WORK

The HTML Editor gives you a ton of different options for previewing your work. After all, it's good web design practice to view your website in several different browsers to ensure cross-browser compatibility, so we made sure to give you plenty of different ways to test your pages, retest them, and test them again just to be sure.

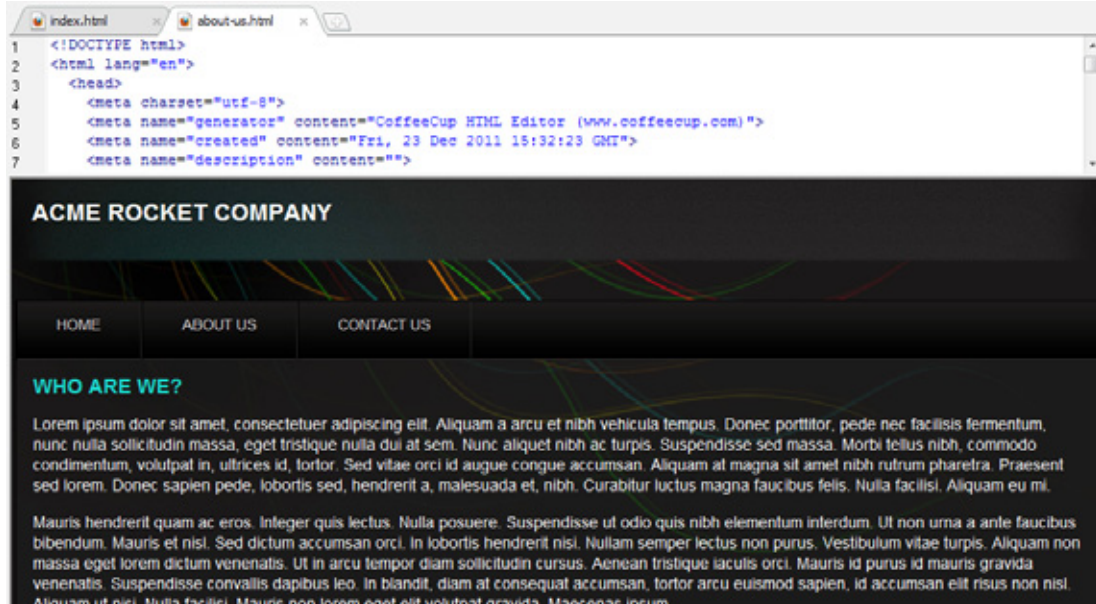
FYI, the most popular browsers are Firefox, Internet Explorer, Opera, Google Chrome, and Safari, so you should make sure your website looks good in all of them — yep, all of them. Use these links to download these browsers and install them on your computer:

- Firefox: <http://www.mozilla.com/en-US/firefox/upgrade.html>
- Internet Explorer: <http://www.microsoft.com/windows/internet-explorer/default.aspx>
- Opera: <http://www.opera.com/>
- Google Chrome: <http://www.google.com/chrome/>
- Safari: <http://www.apple.com/safari/>

And now, onto the many ways you can preview your work in the HTML Editor!

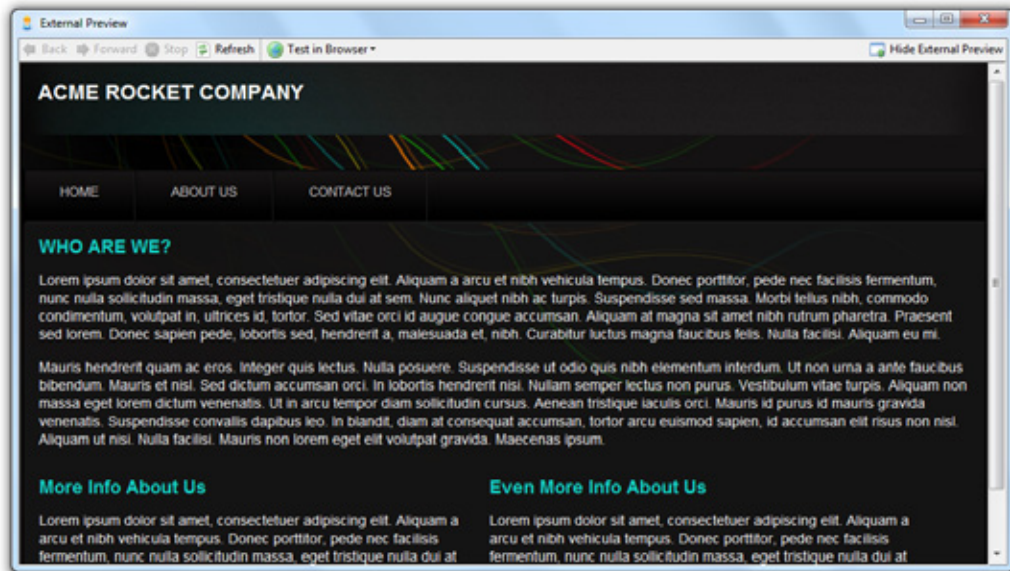
### Split-Screen Preview

This is a fully functional, built-in browser (Internet Explorer) that allows you to preview your work in a browser area below the Code Editor. To access it, go to **View > Split-Screen Preview** or press **F12**.



## External Preview

The **External Preview** window is the same fully functional, built-in browser as the split-screen preview, but it can be detached from the HTML Editor workspace to give you more coding room. This is great if you have a second monitor, because you can leave it open in the second display at all times. To access it, go to **View > Toggle External Preview**.

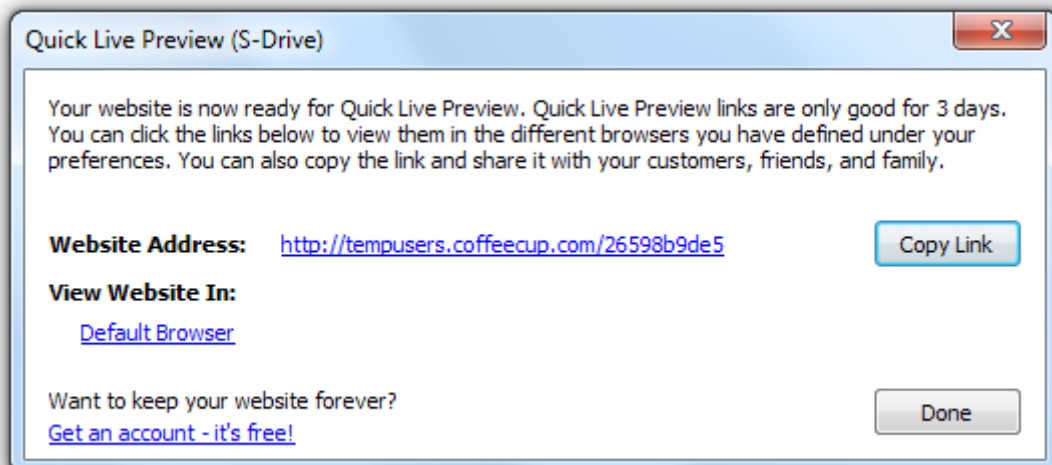


## Preview Tool

The toolbar has a **Preview** button that can be used to access two excellent options for previewing your site on the web. One involves a quick no-hassle upload to S-Drive to create a preview that will last for three days, while the other uses actual browsers installed on your computer.

## Quick Live Preview

The HTML Editor will put your site on the web with a single click.



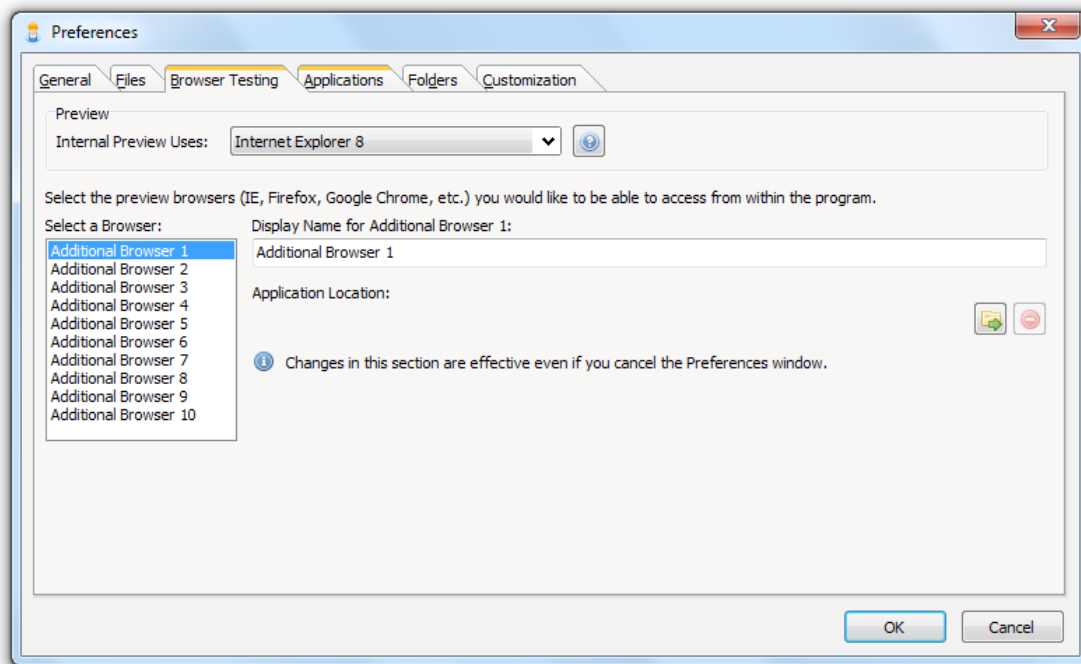
How is this possible? Through the powers of S-Drive, of course! If you want to see your website online using a safe URL that no one else will know about, click the **Preview** toolbar icon and choose **Quick Live Preview**. Your website will be uploaded to a temporary S-Drive account without requiring any FTP or S-Drive setup from you!

Click or copy the link that the Quick Live Preview provides to see your site on the web. The link will only work for three days.

## Local Preview

To access your website from your own computer, click the **Preview** toolbar icon, choose **Local Preview**, and pick a browser to test with.

Since the built-in browsers are Internet Explorer, the HTML Editor offers the option to add up to 10 additional browsers for previewing your work. To add these browsers, go to **Tools > Preferences > Browser Testing** tab.



### Select a Browser

Select the slot under **Tools > Additional Browsers** where you would like the browser to appear.

### Display Name

Enter the desired display name for the browser.

### Application Location

Use the **Browse** icon to browse your computer for the .exe file for the browser you want to add. To remove a browser, click the **Remove** icon. To preview your work in any of the additional browsers you have added, go to **Tools > Additional Browsers** and select the browser you want to use.

## UPLOADING YOUR WEBSITE PROJECT

When your website is ready for life on the web, you have two publishing options:

- **FTP Account**
- **Sync with S-Drive**

You can access these options by going to **File > Upload to Server**, or clicking the **Upload** toolbar button.

### FTP Account

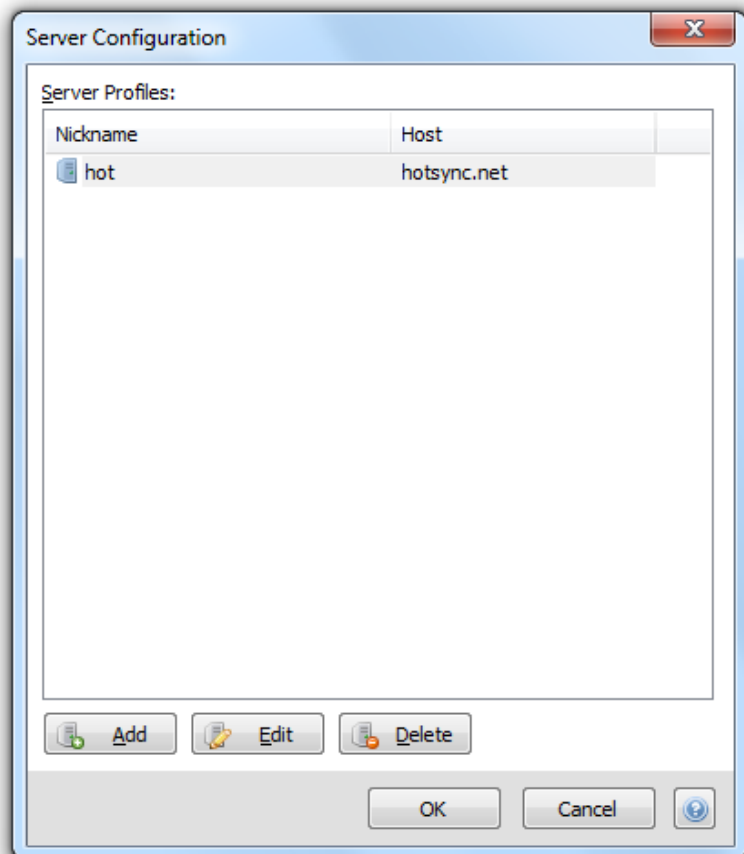
If you are uploading to your own server, you can manually upload your website's files via an FTP program, or you can use The HTML Editor's built-in FTP upload system. You'll need to enter all of your server's information first.

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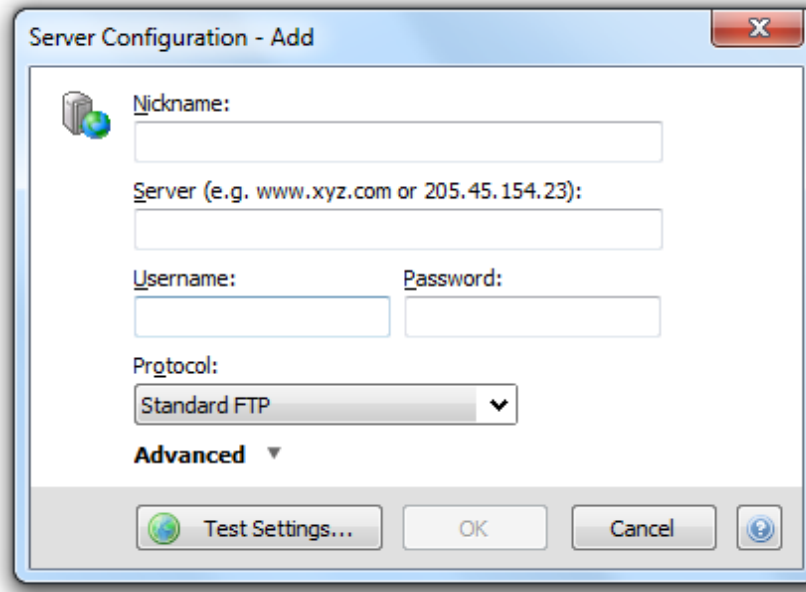
If setting up an FTP server is too intimidating, consider publishing your website to S-Drive. This method simply requires entering your CoffeeCup username and password to upload your website. See the [Sync with S-Drive](#) section for more information.

---

To set up your server profile, go to **File > Upload to Server > FTP Account > Add or Edit Servers...** This opens the **Server Configuration** window.



Click the **Add** button. This opens the **Add** window.



Put the following information in the provided fields:

### Nickname

A personal reminder you can use to tell your servers apart. Name your servers anything you want.

### Server

The location where you will upload your website files. It should be in the form of an IP address, your domain name (e.g. **yourdomain.com**), or your domain name preceded by **ftp.** (e.g. **ftp.yourdomain.com**). Do not include **ftp://** or **http://**. It is up to your web hosting company to assign your FTP server host name, so you will need to find out from them what it is.

- **Examples of valid server names**

- ftp.mysite.com                      24.24.100.100                      mysite.com

- **Examples of invalid server names**

- ftp://ftp.mysite.com                      http://www.mysite.com

### Username

The FTP username assigned to you by your web hosting company. Be sure to enter the information exactly how it was given to you by your provider. Usernames are case sensitive, so if there are capital letters in your username, you must enter it that way.

### Password

The FTP password assigned to you by your web hosting company. Be sure to enter the information exactly how it was given to you by your provider. Passwords are case sensitive, so if there are capital letters in your password, you must enter it that way.

## Protocol

Your preferred FTP connection. Standard FTP is fine for most connections. Clicking the **Advanced** link displays additional information you may need to add.

## Port

A port defines how the server responds to a certain protocol. This number is usually 21, and unless your hosting provider has told you otherwise, you should not change it.

## Passive Mode

Checking this box activates passive mode. Enable passive mode if you experience trouble connecting.

## File Upload Overwrite

Choose what you would like the program to do when it tries to upload a file with the same name as a file already on your folder: ask what you would like to do, automatically overwrite it, or skip that file.

## Manage Folder Bookmarks

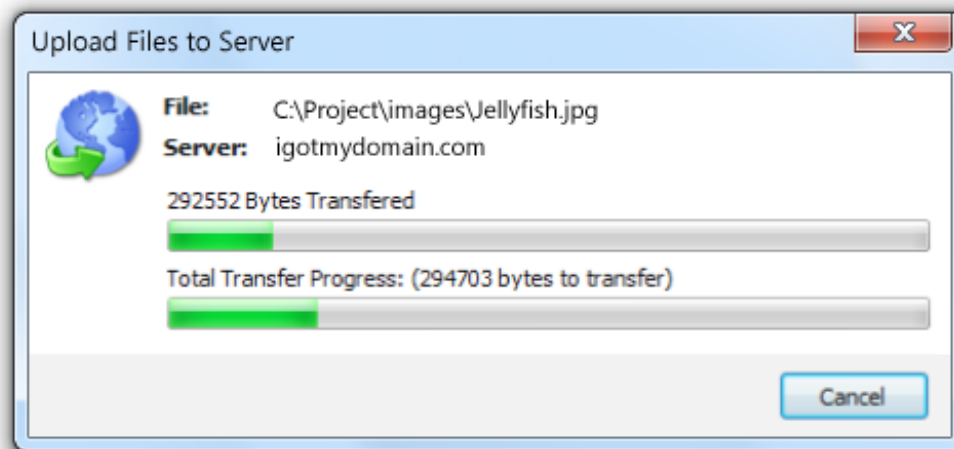
Folders on your server you would like to bookmark for later use.

When you're done entering this information, click **OK** to save it or **Test Settings** to test your settings.

## Uploading Your Work

If you are working with Website Projects, the uploading process is slightly different than the one we describe here. read this tutorial: [Uploading Your Website Project](#).

To upload a file or files to your server, first select them, and then go to **File > Upload File to Server**, and then select the server you would like to upload them to. If you have specified any folders in the server, you can select one of them as well. This opens the **Upload Files to Server window**, which displays the status of your file upload.

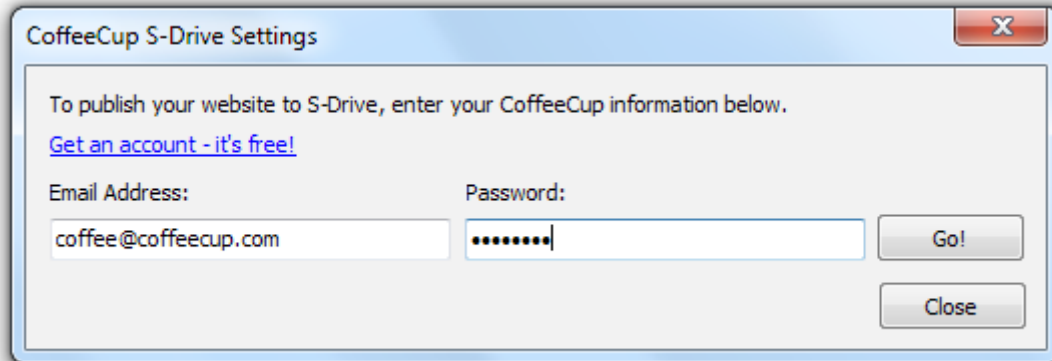


This window closes automatically once the upload is complete. Now you can switch over to the **Server** tab and check out your files on your server! You'll notice that your file structure is perfectly preserved, which means all your links and images will be referenced correctly.

## Sync with S-Drive

S-Drive is a set of integrated web development services offered by CoffeeCup that include website hosting, live updates/blogging, online store payment processing, web form processing, and more. S-Drive is integrated directly into The HTML Editor as a publishing option. When you use this option, your website will be uploaded to the S-Drive server, where your files can be accessed.

Once you've configured your S-Drive account, you'll be able to upload your website with a single click. It's amazingly simple to set this up. Just go to **File > Upload to Server > Sync with S-Drive** to open the **CoffeeCup S-Drive Settings** window.



CoffeeCup S-Drive Settings

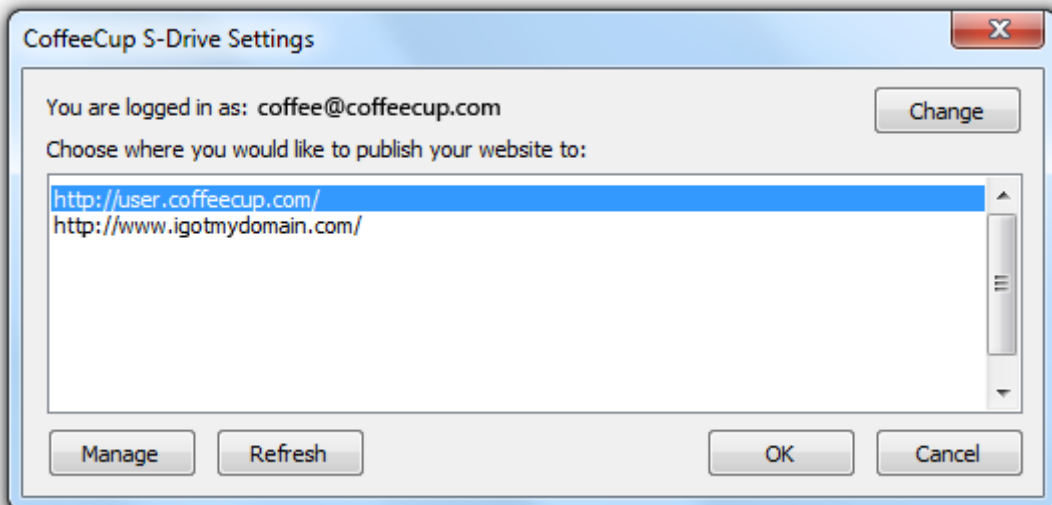
To publish your website to S-Drive, enter your CoffeeCup information below.  
[Get an account - it's free!](#)

Email Address: coffee@coffeecup.com Password: .....

Go! Close

Simply enter your CoffeeCup user name and password in the **Email Address** and **Password** fields, then click **Go!** If you don't have a CoffeeCup account, you can [sign up on the CoffeeCup website](#) for free.

You can have more than one CoffeeCup address depending on how you've got S-Drive set up. Once you log in with your CoffeeCup account information, all of your web addresses will be displayed.



CoffeeCup S-Drive Settings

You are logged in as: coffee@coffeecup.com Change

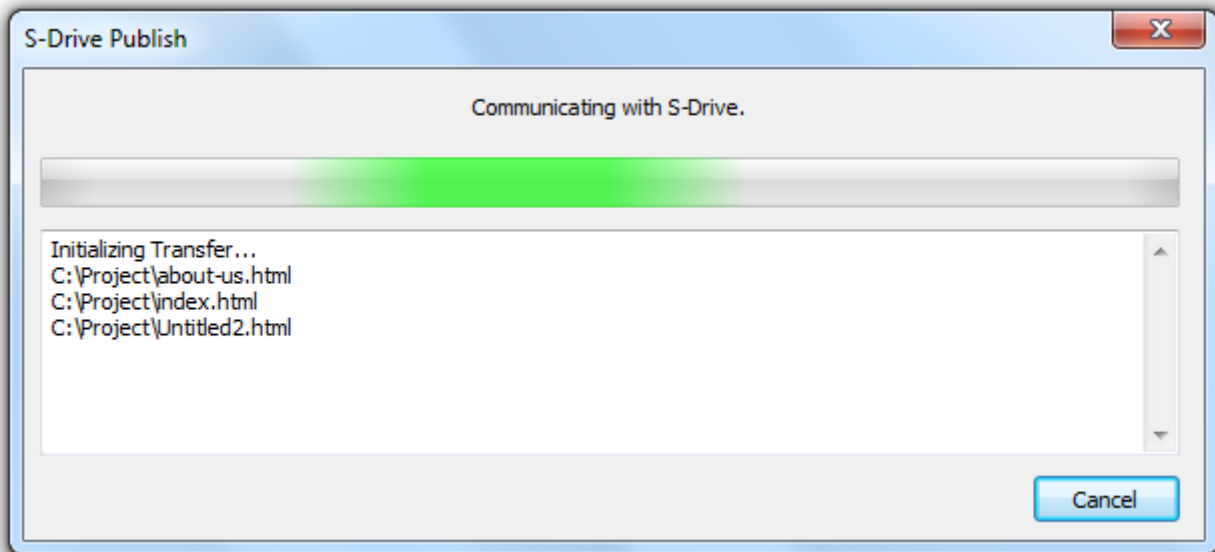
Choose where you would like to publish your website to:

- http://user.coffeecup.com/
- http://www.igotmydomain.com/

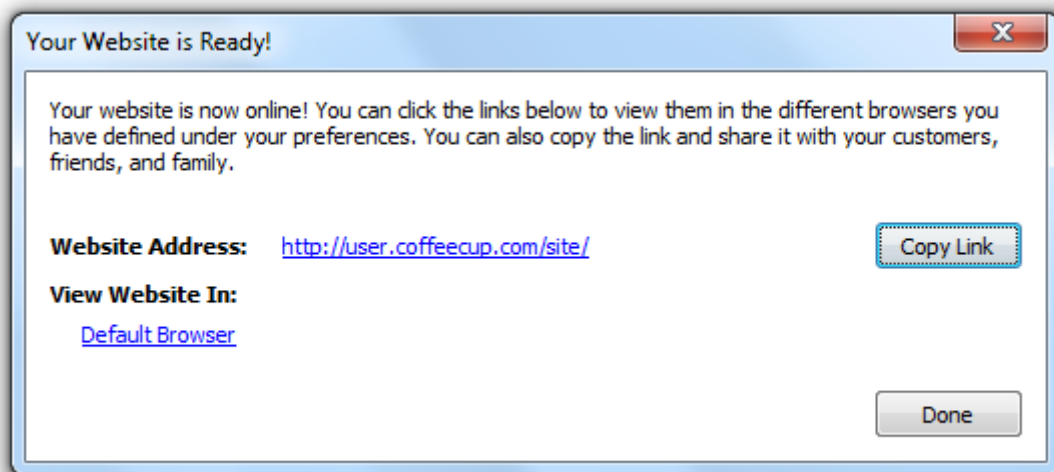
Manage Refresh OK Cancel

Select the one you wish to use for one-click publishing, and everything's set up. Click **Manage** if you need to make administrative changes to your S-Drive account; click **Refresh** if you've added/enabled a web address that's not in the list.

Now, when you're ready to publish your website, go to **File > Upload to Server > Sync with S-Drive** and choose the address you would like to publish your website to.



Your website will be published to S-Drive, letting you know what's happening along the way.



If there are no errors, then your website is available on the web! Congratulations!

.....  
Syncing replaces the contents of your S-Drive Site with the contents of your website project. Any files in your Site folder that are not in your website project will be removed. Please ensure that important documents have been backed up before syncing.  
.....



## OTHER FUNCTIONS OF THE HTML EDITOR

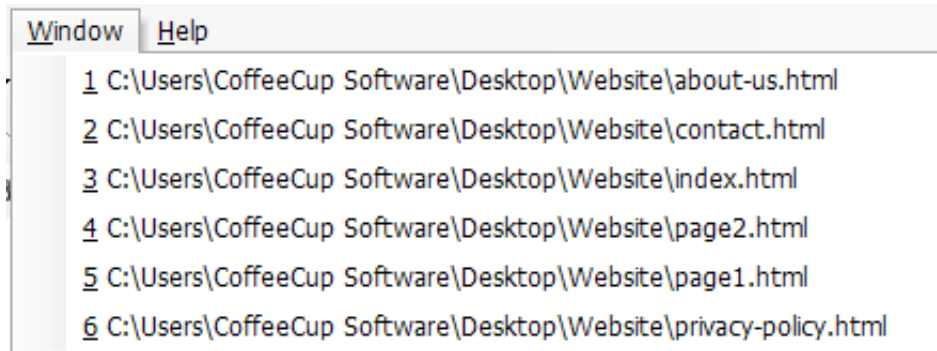
The HTML Editor does a few more things in a unique way that you may need some more information with. The most commonly used functions are shown here.

### Switching Between Open Files

There are a couple of different options for switching between open files in the HTML Editor.

#### Window Menu

The **Window menu** allows you to see all the files open in the Editor. Click a file to open it for editing.



#### Open Document Tabs

The open documents are displayed via tabs at the top of the program. To switch between open documents, click the tab for the file you want to edit.



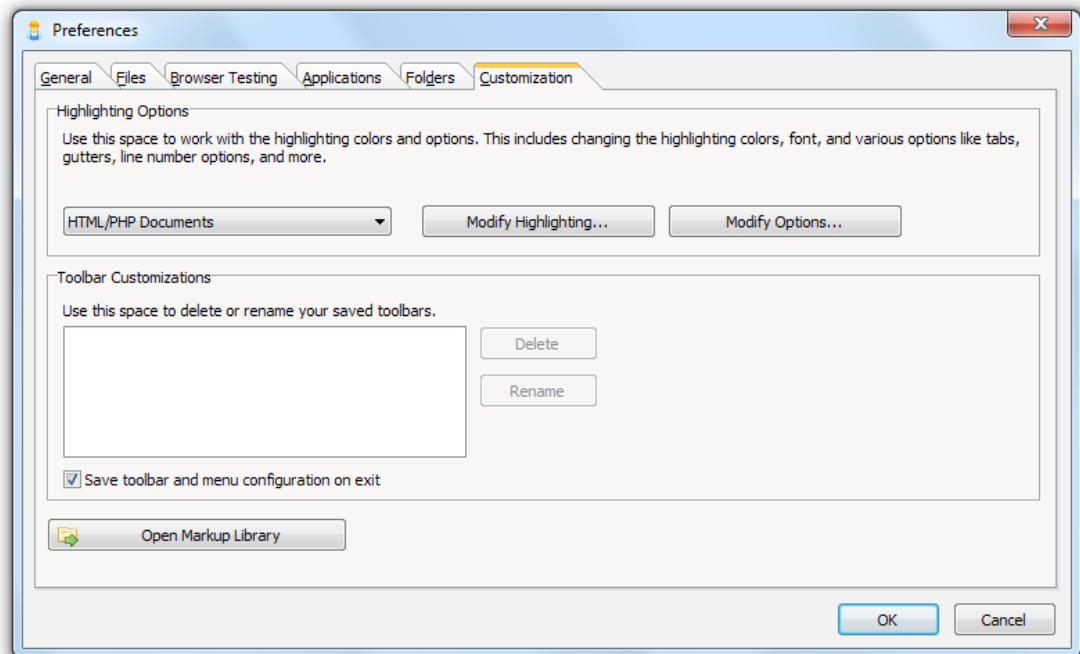
## Adjusting Code Highlighting Options

Code syntax highlighting is a great way to tell different tags, tag attributes, and tag values apart. For example, it may be difficult or time-consuming to try to find every instance of an `<img>` tag, but if you set your highlighting options to make all `<img>` tags red, then all you'd have to do is look for the color red.

Follow these steps to create your own code highlighting color scheme:

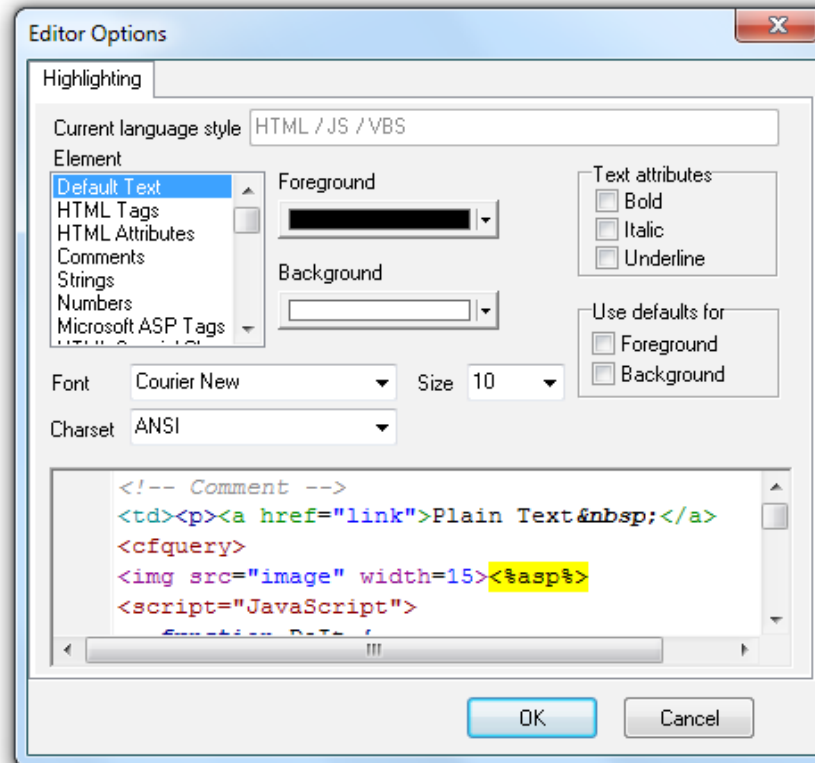
### Step 1

Go to **Tools > Document Display Properties**. This opens the **Customization tab** of the **Preferences window**.



### Step 2

Select the language whose highlighting scheme you want to edit from the provided drop-down list. In this tutorial, we'll be working with **HTML/PHP Documents**, so select it. Next, click the **Modify Highlighting button**. This opens the **Highlighting Options window**.



### Step 3

Select the element whose color you want to change from the **Element list**. In this tutorial, we'll change **HTML Attributes**, so select that option from the list.

### Step 4

Apply the color and/or style changes you want to appear in the code syntax. You can preview them in the area at the bottom of the window. For this example, let's change HTML attributes to be magenta and bold. To change the text color, select it from the **Foreground color swatch**, and to make it bold, select the **Bold checkbox**.

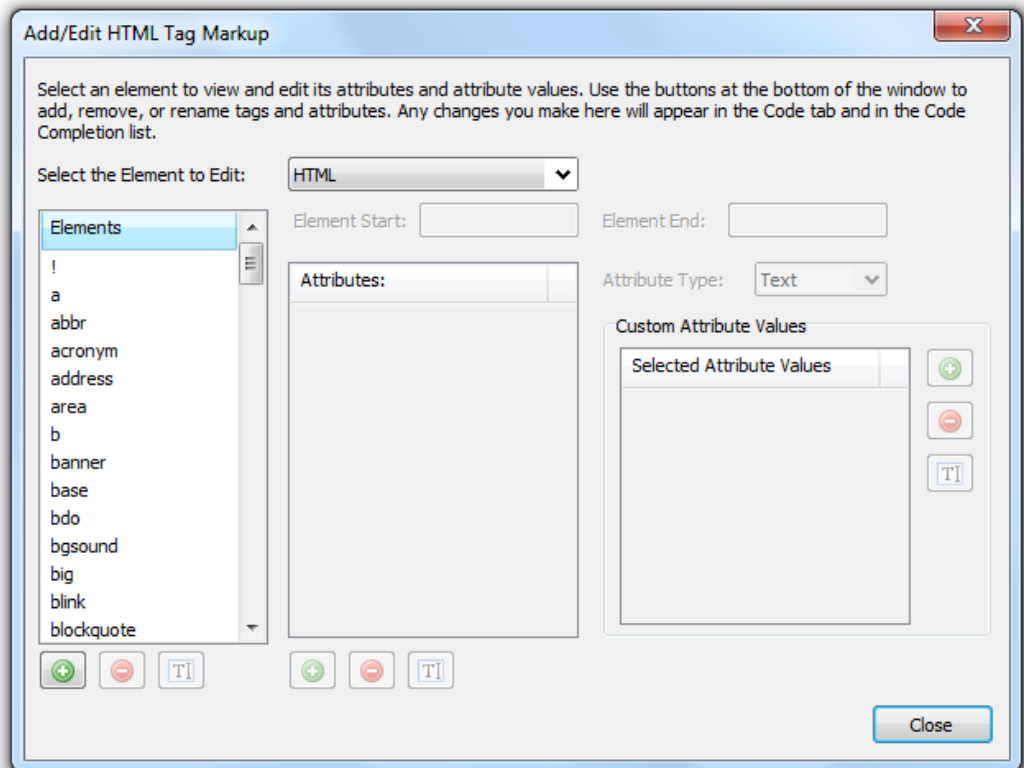
After making these changes, you're all done! Click **OK** to close this window, and then return to the **Code Editor**, where you'll get to see your custom code syntax highlighting in action.

## Customizing Code Completion Tags

Have you ever wanted to know how to add your own custom elements, attributes, or attribute values to the **Code Completion list** in the HTML Editor? It's actually pretty easy. For example, let's say you wanted to add a custom attribute for the `<img>` tag. Here's how you'd do it:

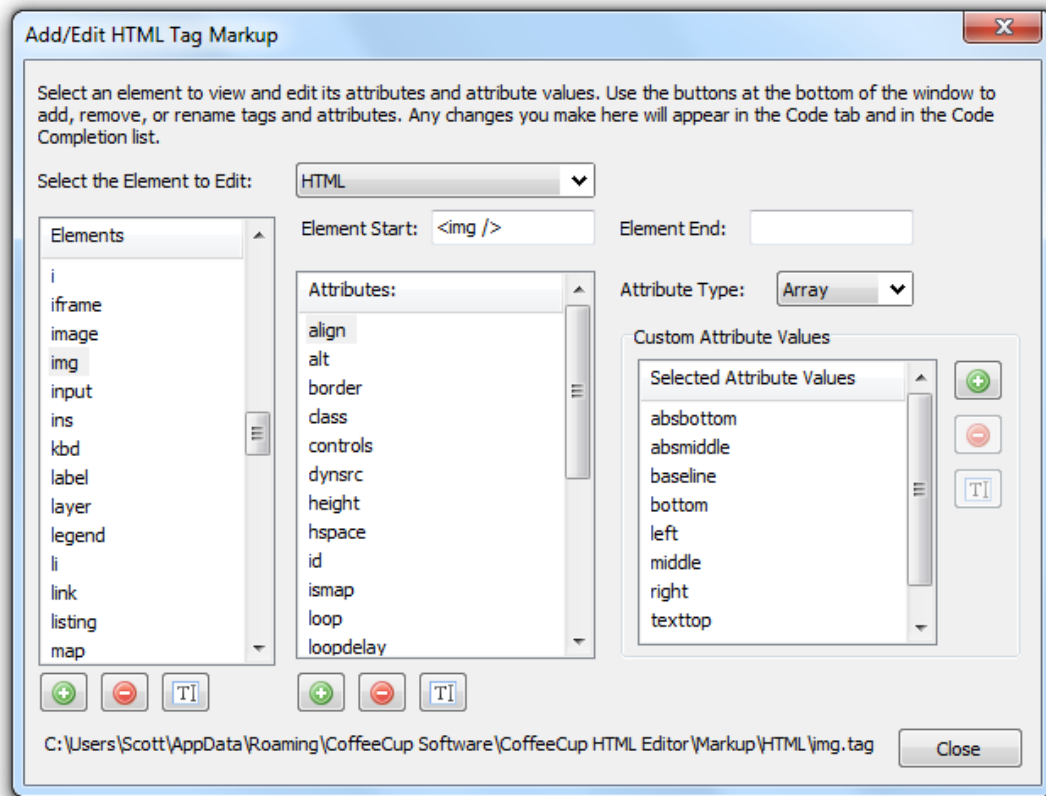
### Step 1

Go **Edit > Add/Edit HTML Tag Markup**. This opens the **Add/Edit HTML Tag Markup window**.



## Step 2

Select `img` from the **Elements list** on the left-hand side of the window. When you do, all the available attributes will appear in the **Attributes list**.

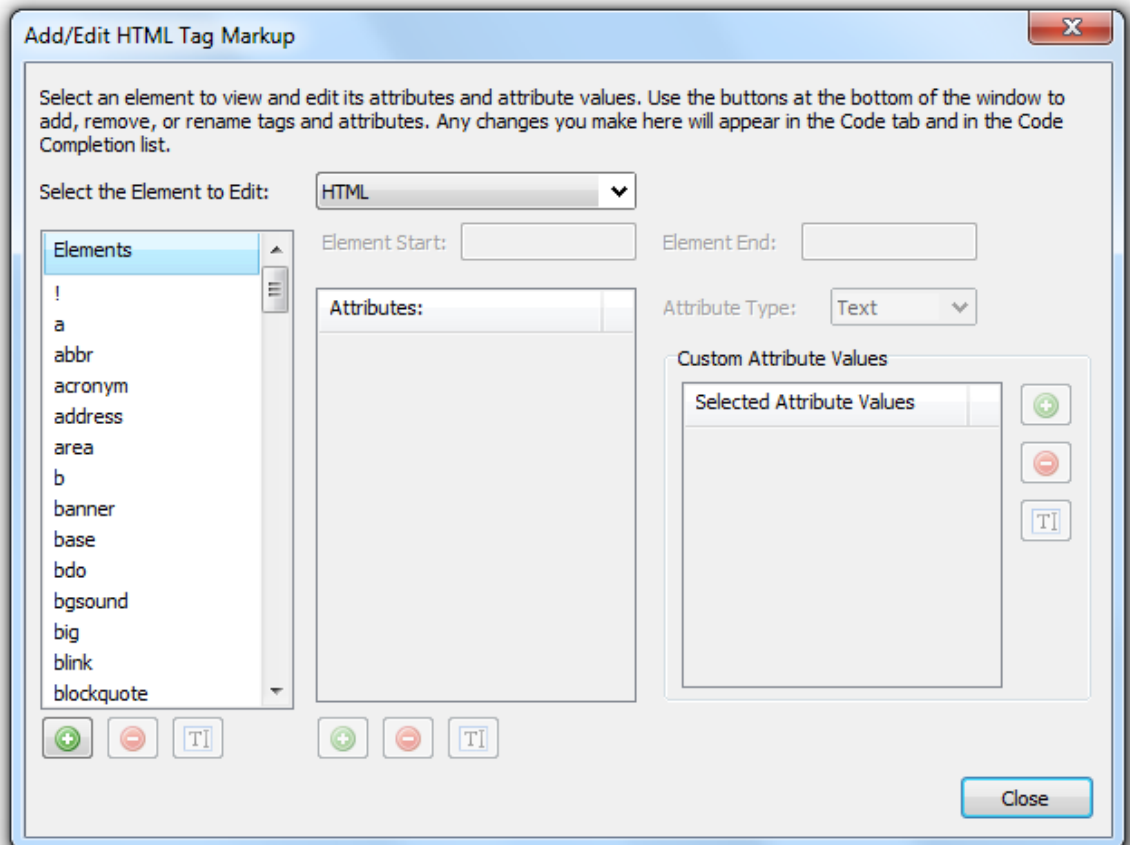


## Step 3

At the bottom of the **Attributes list**, you'll see a green plus sign icon. Click this icon to add a new attribute to the list. By default, it is called **Attribute1**.

## Step 4

Make sure **Attribute1** is selected, and then click the **Edit Attribute icon**, which is also located at the bottom of the **Attributes list**. In this tutorial, we'll change the name to `longdesc`, but naturally, you can give your attributes any names you want.



And that's it! Click **Close**. Now whenever you add an `<img>` tag to your HTML document, the `longdesc` attribute will show up in the **Code Completion list**. It will also appear in the **Code tab** on the left-hand side of the program when **HTML** is selected.

## FREQUENTLY ASKED QUESTIONS

### Features, Tools, and Functionality

#### What are the limitations of the trial version of the HTML Editor?

The trial version of the HTML Editor has the same functionality as the registered version. The only difference between the two is that the trial expires after 30 days.

#### What is the difference between the HTML Editor and the Free HTML Editor?

The HTML Editor contains a few key features not found in Free HTML Editor, including the CSS Menu Designer, the table designer, and the ability to add and edit XHTML tags, as well as the built-in copies of Site Spider, Image Mapper, and Website Color Schemer.

#### What are the system requirements for the HTML Editor?

To use the latest version of CoffeeCup HTML Editor, you must be using Windows XP Service Pack 3, Windows Vista, or Windows 7 with Internet Explorer 7.0 or higher. If you are using a 64-bit version of any of these operating systems, the HTML Editor should work normally.

#### What is the difference between a layout and a theme?

A **layout** includes the HTML for a basic page structure and allows you to provide your own content. This gives you more freedom over the appearance of your design. A **theme** includes three pages (index.html, about-us.html, and contact-us.html) that include the HTML and images for a basic design, allowing you to replace the images and text with your own content. This is a great option for beginners, since the bulk of the work has already been done for you.

### Customization

#### How do I import another language dictionary into the HTML Editor?

To import other language dictionaries into the HTML Editor for spell checking needs, download the proper .adm file from <http://www.coffeecup.com/help/articles/how-do-i-add-custom-dictionaries-to-the-html-editor/> and save it into **C:\Program Files\CoffeeCup Software\**.

Next, open the HTML Editor and go to **Tools > Spell Checker Options > Dictionaries button > New button**. This opens a window that allows you to add custom dictionaries. Enter the name of the .adm file you downloaded and then click **OK**.

You can also go to **Tools > Spell Check Options** and select **Locate Dictionaries** from the **Dictionaries** area. This opens a window that allows you to browse your computer for the .adm file you added.

After using either of these options, the dictionary will appear in the **Dictionaries** area of the **Spelling Options window**. Put a checkmark in the box next to whichever dictionary you want to use, and then click **OK**.

## How do I upload my Website Project files to a different server?

You can only assign one server per Website Project. If you want to upload any or all of your Website Project files to a different server than the one specified in this field, you have two options:

1. Go to **My Websites > Website Project Settings**, switch the server, and then upload the file(s).
2. Go to the **My Computer tab**, right-click the file(s) you want to publish, and select the server and folder where you want to upload them. If any of your published documents reference these files, the path to the files you are uploading must match the path specified in your HTML code.

## Error Messages and Troubleshooting

### Why isn't Vista displaying the files in my Working Folder?

By default, the HTML Editor will save files in the Working folder, which is located at **C:\Program Files\CoffeeCup Software\Working\**. However, Vista may interfere with this process, creating a virtual folder and writing the files there.

To give the application full permission to write to the proper folder, make sure the HTML Editor is closed, and then right-click the HTML Editor desktop icon. Select **Run as Administrator**. This should properly launch the program. If it does, great! You can continue to launch the program in this way, or you can go a step further and configure the shortcut to always run as administrator. Here's how:

1. Right-click the shortcut icon and select **Properties**.
2. Click the **Compatibility tab**.
3. Put a checkmark next to **Run This Program as an Administrator**.
4. Put a checkmark next to **Run This Program in Compatibility Mode For:** and then select **Windows XP Pro Service Pack 2**.
5. Click **OK**.

Now when you double-click the HTML Editor shortcut, it will run and save files normally. Check out Scott Hanselman's Computer Zen (<http://www.hanselman.com/blog/VistasShowCompatibilityFilesAndTheScrumptiousWonderThatIsFileVirtualization.aspx>).

### Why do I see red X's instead of my images?

There are a couple of different reasons that could explain why your images are not displaying correctly:

1. In addition to uploading the HTML page, you also need to upload the images it references. For instance, if you have a page called **page.html** that displays two images, **dog.png** and **cat.png**, you will need to upload all three files: **page.html**, **dog.png**, and **cat.png**.
2. The HTML code must reference these images correctly. Your document could be linking to the files on your hard drive or in the wrong location in your Working folder or Website Project, or the links could be formatted incorrectly.
3. Make sure the capitalization in the image file name matches the capitalization in the HTML document. For example, if you link to **dog.png** but the actual file name is **Dog.png**, the image will not display correctly.



Most of these problems can be solved by transitioning to using Website Projects. For more information about how Website Projects work, read [Working With Website Projects](#).

If you aren't sure whether you uploaded your images, try to visit the URL of the image. For example, if you have an image saved in the root folder of your server called **dog.png**, use your favorite web browser to visit <http://www.yourwebsitename.com/dog.png>. If you get a 404 error, you either did not upload the image or uploaded it to a different folder on your server.

To resolve this issue, switch to Website Projects, which you to keep track of where your images are located in your website structure and can insert correct links to the image in your HTML page.

If your image tags are referencing images on your hard drive instead of your server, save your current website files to a new Website Project. Next, correct the code on your webpages so it uses relative paths to your image files. To do this, open the page where your images are being referenced incorrectly. For each image, you will find an image tag (`<img>`) and the `src` attribute (`src="image.png"`), which look something like this:

```

```

That file path is what's causing all the trouble — it tells the web browser to look for a file on your computer. Delete this whole chunk of code and then find the image in your Website Project. Right-click it and select **Insert Image Into Current Document**. This places an accurate relative link to the file in your page for you. Now just save your work and upload your changes to your server.

## KEYBOARD SHORTCUTS

You can perform the most commonly used functions in the HTML Editor using keyboard shortcuts. Below is a complete list of all the keyboard shortcuts available in the program:

### File

- **New HTML Page:** Ctrl+N
- **Open:** Ctrl+O
- **Close:** Ctrl+W
- **Close All:** Shift+Ctrl+W
- **Save:** Ctrl+S
- **Save As:** Shift+Ctrl+S
- **Save All:** Shift+Ctrl+A
- **Print:** Ctrl+P

### Edit

- **Undo:** Ctrl+Z
- **Redo:** Ctrl+Q
- **Cut:** Ctrl+X
- **Copy:** Ctrl+C
- **Paste:** Ctrl+V
- **Delete (Table Designer Only):** Ctrl+Del
- **Select All:** Ctrl+A
- **Convert to Uppercase:** Shift+Ctrl+U
- **Convert to Lowercase:** Shift+Ctrl+L
- **Find:** Ctrl+F
- **Replace:** Ctrl+H
- **Find Next:** F3

### View

- **Icon View:** Shift+Ctrl+F4
- **List View:** Shift+Ctrl+F5
- **Detail View:** Shift+Ctrl+F7
- **Small Icon View:** Shift+Ctrl+F8
- **Thumbnail View:** Shift+Ctrl+F9
- **Split-Screen Preview:** F12

## Document

- **Set Bookmark 0–9:** Shift+Ctrl+[0–9]
- **Go to Bookmark 0–9:** Ctrl+[0–9]
- **Go to Line Number:** Ctrl+G
- **Validate HTML:** Ctrl+D

## Insert

- **Insert Link:** Ctrl+L
- **Insert Target:** Ctrl+T
- **Insert E-mail Link:** Ctrl+E
- **Insert Image:** Ctrl+M
- **Insert Comment:** Shift+Ctrl+C

## Format

- **Bold:** Ctrl+B
- **Italic:** Ctrl+I
- **Underline:** Ctrl+U
- **Indent:** Shift+Ctrl+.
- **Unindent:** Shift+Ctrl+,
- **Paragraph:** Ctrl+Enter

## Tools

- **Test With Default Browser:** Ctrl+F9
- **Test With Favorite Browser:** Ctrl+F5
- **View Help File:** F1

## GLOSSARY

### alt text

A description of an image displayed when the image cannot be shown, such as in a text-only or speech browser, or if a user has a slow connection. You should always use detailed alt text for all contextually important or prominent images on your webpage.

### attribute

Provides additional information about an HTML element. For example, in the HTML for a link (`<a href="http://www.coffeecup.com">Click here for great software!</a>`), `href` would be an attribute of the element `a`.

### attribute value

The value of a given attribute. Attribute values are always enclosed in double quotes. For example, in the HTML for a link (`<a href="http://www.coffeecup.com">Click here for great software!</a>`), `http://www.coffeecup.com` would be a value of the attribute `href`.

### character set

The set of characters available to be used in your code and on your website. For example, if you want to create a website using Cyrillic, that would use a different character set than a website that used the Latin alphabet.

### Code Editor

The area of the HTML Editor used to view and edit the code that makes up a page. It can be used to edit HTML, server files such as PHP and CSS, and text.

### code snippet

A predefined or custom chunk of code that has been saved and can be reused. Code snippets are found in the **Snippets tab**.

### comment

HTML elements that are not rendered by web browsers and can be used to leave notes for yourself or for anyone else who may view your code.

### CSS

Abbreviation for **Cascading Style Sheets**. This is a language that is stored in a style sheet and defines how an HTML document is displayed.

### DOCTYPE

Abbreviation for **Document Type Declaration**. This tells a web browser the type and version of the language the page is written in.

**document dependency**

A link to an external file, such as an image or external website, in a document.

**drop-down list**

In a form, this is a bar with an arrow that expands to show a list of items when clicked. It is best suited for lists in which your user can only select one option.

**element**

An individual HTML component, which occurs immediately after the first angle bracket and in the closing tag. For example, in `<a href="http://www.coffeecup.com">Click here for great software!</a>`, `a` is an element.

**form method**

The method used to transfer form data to or from a server.

**frame**

An individual section of a frames-based layout. Frames allow you to have multiple webpages open in the same window.

**FTP**

Abbreviation for **File Transfer Protocol**. This is the process of transferring website files to a server.

**gutter**

A bar to the left of the code in the Code Editor where line numbers, bookmarks, and characters that represent line breaks are displayed.

**head element**

The section of an HTML document that contains head elements, including the following tags: `<meta>`, `<script>`, `<style>`, and `<title>`.

**hex code**

A six-character code consisting of letters and/or numbers that represents a color.

**hidden text**

Form text that is not rendered by web browsers but that does appear in the form results. It can be used for sorting and filtering information.

**highlighting scheme**

A system of highlighting that can be applied to different code languages in the HTML Editor. This can be used to help distinguish different elements and attributes.

**horizontal rule**

A horizontal line that can be added to your page design.

**HTML**

Abbreviation for **HyperText Markup Language**. This is the language used to structure webpages.

**hyperlink**

A reference on a webpage that takes you to a new location.

**image map**

An interactive image with areas that can be clicked to link the user to a different location.

**kilobyte**

A kilobyte (abbreviated **Kb**) equals 1024 bytes and is a reference to file size.

**layout**

A feature in the HTML Editor that contains the HTML for a basic page structure.

**link**

Short for hyperlink.

**link hover color**

The color of a link when a user holds their mouse over it.

**list box**

A text box containing a list of items that your user can select. A list box is best suited for lists in which your user can select several options.

**margin**

The white space surrounding an element. When the margin is increased for a selected element, more space will appear between the element and the objects surrounding it.

**menu bar**

Located at the top of the program, the menu bar gives you access to all the program options and tools, as well as things like printing projects, customizing the appearance of the workspace, and exiting the program.

**meta description**

A short description of your website. It should be no longer than 50 words.

**meta keyword**

Words that describe your webpage. They must each be separated by a comma and a space.

**meta tag**

An HTML tag located in the head section that contains keywords and a description.

**MIME Post Method**

A type of application that processes form data.

**non-breaking space (&nbsp;)**

A character entity rendered by web browsers as a space. This can be used to insert extra spaces, since HTML only allows for one space between each word.

**padding**

The white space within an element. When padding is increased for a selected element, more space will appear between its outer edges and the objects contained within it.

**passive mode**

A way of connecting to a server. Enable passive mode if you experience trouble connecting.

**pre**

HTML element that preserves formatting of the text it surrounds, including extra spaces and indenting.

**PHP**

A scripting language used to create dynamic webpages.

**pixel**

A computer screen consists of numerous tiny colored dots. These dots are called pixels.

**port**

FTP information that defines how the server responds to a certain protocol. For most FTP connections, the port should be set to 21.

**proxy**

A special kind of FTP connection. If you are unsure whether you use a proxy to connect, chances are you do not, but you can contact your hosting provider to make sure.

**remote folder**

In FTP profiles, this setting is where files are stored on a server. Typical folder names are **public\_html**, **web**, and **www**. If you do not know this information, you will need to contact your hosting provider.

**resource browser**

The area on the left-hand side of the program that contains the **My Websites**, **My Computer**, **Code**, **Snippets**, and **Character** tabs.

**script**

A program written in a language like JavaScript or PHP that creates interactive webpages.

**server**

A computer that stores website files so others may view the site on the Internet.

**server name**

The address you need to connect to the server. If you do not know this information, contact your hosting provider.

**style sheet**

A CSS document that defines how an HTML document is displayed.

**tag**

The content inside angle brackets in an HTML element. For example, in the HTML for a link (`<a href="http://www.coffeecup.com">Click here for great software!</a>`), `<a href="http://www.coffeecup.com">` is the starting tag, and `</a>` is the ending tag.

**target**

A specific location where a link points. This can be a different area on the same page, another frame, or a new browser window.

**text area**

A multiple-line field where your user can type information. This is best suited for longer answers, such as messages, feedback, etc.

**theme**

A page creation option that includes three pages (index.html, about-us.html, and contact-us.html) that include the HTML and images for a basic design.

**thumbnail**

A smaller version of an image. Thumbnails are often used as links to the original version of the image.

**title tag**

Used to specify a page title, which appears on the browser's title bar and appears in search results. A good page title succinctly describes the content on the page.



**toolbar**

Located across the top of the program and the different components within the program, toolbars offer shortcuts to commonly used program functions.

**undocumented character**

A character that is not supported in a given character set or code language.

**URL**

A web address. <http://www.coffeecup.com/> is a URL.

**web browser**

A program used to access the Internet. The most popular browsers are Firefox, Internet Explorer, Opera, Google Chrome, and Safari.

**Website Project**

A comprehensive system that keeps your webpages and any associated files organized. You can work with Website Projects in the **Website Projects tab**.

**Working folder**

If you are using a Website Project, by default, the Working folder is the same as the Website Projects folder. Otherwise, it is the folder where your website files are saved.

**WYSIWYG**

Abbreviation for **What You See Is What You Get**. This is a kind of web design software where users work with the actual page elements instead of HTML code.

**XHTML**

Abbreviation for **Extensible Hypertext Markup Language**. This is a language used to create webpages.

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