



PAGEMILL

PageMill is an excellent tool for creating a Web page on a Macintosh without having to know HTML.

Adding text to a Web page...

You can enter and edit text the same way you would in a word processor. When the page is empty, you must begin typing from the top of the page. If text exists on the page, you must type within, or at the end, of the existing text. You can add text to a Web page in these ways:

Type text directly on the page.

Copy or cut the text from another application, and then paste it into the page in PageMill.

Drag text from another application, and then drop it into the page in PageMill. (On the Macintosh, drag-and-drop operations between applications require System 7 Pro or later, and the other application must support Macintosh Drag Manager.)

Applying formats...

Formats structure the HTML pages. You apply different formats to parts of a page that serve different functions, such as headings, paragraphs of body text, and lists. Applying a format changes an entire paragraph. To change the appearance of individual words or characters, apply character styles instead.

Graphics...

Keep in mind that images take longer to download than text. Some browsers don't display graphics at all, and some readers turn off graphics to speed up their browsing.

Hints...Keep the file size as small as possible by reducing the image size and the number of colors of the images.

Limit the image width to 480 pixels or less.

Resample or reduce the image resolution in an image-editing application such as Adobe PhotoShop.

Keep your **target audience** in mind.

Some helpful definitions...

GIF (.gif) is an 8-bit color format that can display up to 256 colors and is generally useful for nonphotographic images with a fairly narrow range of color.

JPEG (.jpeg or .jpg) is appropriate for images with a wide range of color, such as a 24-bit (millions of colors) photograph.

Macintosh Picture (PICT) files.

These include files that you copy and paste or drag and drop from other applications such as Adobe Illustrator and PhotoShop. PageMill converts a copy of a PICT file into a GIF file.

Animated GIF. These contain a sequence of several images in a single file. Double-clicking an animated GIF file makes it cycle through the images like an old-fashioned flipbook. *Only a few major browsers currently support animated GIF files!*

QuickTime movies (.mov) require that QuickTime 2.1 or later be installed in the Extensions folder in your System folder and that the QuickTime plug-in be installed in your Browser Plug-ins

folder. Before you can play a Macintosh QuickTime movie in a browser, you must flatten the movies. Flattening removes the resource fork from the Macintosh movie file.

Window AVI movies (.avi) require the appropriate Browser plug-in be installed.

MPEG movies (.mpg or .mpeg) require the appropriate Browser plug-in be installed.

AU files (.au) are the most commonly used format for cross-platform applications.

Audio Interchange File Format files (.aiff and .aifc) are widely used on Macintosh and Silicon Graphics computers.

Creating lists...

Creating lists is similar to applying a format. You can also create a list containing more than one level, such as an outline, by combining a list format with indents. PageMill automatically applies a different bullet or numbering style to each level of a nested list. Choose from Bulleted list, Menu, Numbered, and Term and Definition formats.

Using special characters...

On the Macintosh you can type special characters by using the Option key in combination with other keys or by copying and pasting special characters from the Key Caps application that came with your Mac.

Changing the way text and background look...

By default, text entered on a page is black and links are blue. To set your own specified default color for text, links, and background color, use the **Preferences** command. To change the colors for a single page, use the **Inspector**. To change the color of selected text, use the **Text Color** button on the toolbar. All of these methods use the color picker to select a new color.

You can also select new colors using the PageMill color panel. The color panel is a floating palette that contains 16 color swatches. You can customize the color panel.

Spell check...

PageMill highlights misspelled or unknown words and words with possible capitalization errors.

Size and download time of images...

As you create your PageMill page, it's helpful to know how much time graphics and other page elements take to download from a browser. To avoid frustrating readers with lengthy delays as pages download, you can use the Download Statistics command to estimate the download time, and adjust your page design accordingly.

Changing the size of an image...

You can resize an image visually or by a specific amount, either by pixel dimensions or as a percentage of the height or width of the browser window size. You can maintain the horizontal or vertical proportions of the image as you resize it. Resizing an image in PageMill always overrides the original image size, even if you later change the image dimensions in another application. To quickly change the dimensions of an image that appears on many pages, do not resize it in PageMill. Instead, resize the original image in an image-editing application to update all instances of the image at once.

To resize an image visually...Select the image. Drag one of the handles on the edge of the image as follows:

To resize only **horizontally**, drag the handle on the right edge.

To resize only **vertically**, drag the handle on the bottom edge.

To resize **both dimensions**, drag the handle at the bottom right corner.

To constrain the original image proportions, hold down the **Shift** key then drag the bottom right corner handle (you must hold down Shift before you begin dragging).

Computing Services can be reached...

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