

Chapter 10: Swimming Deeper into Web Waters with Word and XML

Walkthrough Extras

Easy Web Design, Chapter 10, pages 292-333

Easy Web Design's Chapter 10 walkthrough shows you how to create a Web site using Microsoft Word and XML data.

Up to this point in the walkthrough, you've been pretty busy formatting hyperlinks and text, so we've decided to cut you a break here. We assume you've used Word before, so there's no dire need to rehash the wonders of typing and formatting text. With that thought in mind, we developed all the content for the Web site, and you presumably downloaded the text documents at the beginning of the Chapter 10 walkthrough. Therefore, adding content described in these online steps will just be a matter of:

- Importing text
- Adding images
- Creating print, mailto, and standard links

After you've added this basic content, you'll be ready to move on to the XML portion of *Easy Web Design's* Chapter 10 walkthrough.

You can access each walkthrough extra using the links in this page's left navigation area. Each extra presents the online steps and a print option so you can follow along online or refer to a hard copy printout.

You can also print all Chapter 10 walkthrough extras in one document ([doc](#) :: [pdf](#)).

Inserting Basic Text

When you create Web sites in Word, you can insert text in all the typical ways—typing, pasting, importing, and so forth. To add the text we’ve prepared for you, follow these steps:

1. In the **C:\scuba** folder, right-click **index.htm**, click **Open With**, and then click **Microsoft Office Word**.
2. Click below the gray **home** page identifier in the upper-left area of the page.
3. Click **File** on the **Insert** menu, and then double-click **home_text.doc** to insert the text.
4. Save the **index.htm** file.
5. Click the **Open** button on the **Standard** toolbar, and open **feature.htm** in Word.
6. Click below the gray **feature** page identifier in the upper-left area of the page, click **File** on the **Insert** menu, double-click **feature_text.doc**, and then save **feature.htm**.
7. Click the **Open** button on the **Standard** toolbar, and open **contact.htm** in Word.

8. Click below the gray **contact** page identifier in the upper-left area of the page, click **File** on the **Insert** menu, double-click **contact_text.doc**, and then save and close **contact.htm**.

Inserting Images

You've already inserted images in the title area's table. In this section, you insert two pictures on the home page (index.htm):

1. Display the walkthrough Web site's **index.htm** page in Word.
2. Click before the word *Coral* in the first paragraph, click **Insert**, click **Picture**, and click **From File**.
3. In the **Insert Picture** dialog box, open the **C:\scuba\images** folder, and double-click the **coral.jpg** file.
4. Right-click the **coral.jpg** picture, and then click **Format Picture**.
5. In the **Format Picture** dialog box, click the **Layout** tab, click the **Square** option, click **Right** to align the picture along the right side of the page, and then click **OK**.
6. Click before the word *We're* in the first paragraph below the **Dive with Us** heading.
7. Click **Insert**, click **Picture**, click **From File**, and then double-click **diver.jpg**.

8. Right-click the **diver.jpg** picture, click **Format Picture**, click the **Layout** tab, click the **Square** icon, click **Right** to right-align the picture, and then click **OK**.
9. Scroll down and delete most of the extra space between the home page text and the footer information.
10. Save **index.htm**.
11. Close **index.htm**, and then preview the Web page in your browser window. The following figure displays the entire finished home page.

Coral Reef Divers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Mail Newsgroups

Address C:\scuba\index.htm Go



Coral Reef Divers

home [Home](#) | [Feature](#) | [Gallery](#) | [Contact](#)

Help us protect our world's coral reefs...

Living Coral Reefs

Coral reefs are being **destroyed at a catastrophic rate**. Living coral reefs provide a foundation for marine life, which makes them **crucial for all life**. They need our help.

Over 10 percent of the world's coral reefs are already lost, and 70 percent are predicted to be lost in the next 20 to 40 years if we don't stop the pollution, sewage, erosion, cyanide fishing, and clumsy tourism.



Reefs are resilient and bounce back quickly when protected. Volunteers from around the world are working together to **save the reefs**. All **our dives contribute** to the solution.

Dive with Us

We're based in **San Diego, CA**, but you don't have to be. Our unique program teaches you about coral reef diving and enables you to participate in restorative and research **reef dives throughout the world**.

We sponsor **five world trips a year**—one dive in each of the main coral reef regions. This year's **upcoming dives** include (in order):

- Seas of the Middle East, Oman
- Indian Ocean, Madagascar
- East Asia, Thailand
- The Pacific, Tonga
- Tropical Americas, Belize



Last month, 53 Coral Reef Divers explored the highly threatened coral reefs of the Caribbean. Our [gallery](#) includes pictures from the dive, and our [feature article](#) about **Nudibranchs** was submitted by Bob "Barracuda" Kelly.

Learn More

Please [contact us](#) to learn more about our **dives**, get answers to **membership** questions, or license our **images**. Space is available for all upcoming dives, although the **Oman trip** is nearly filled.

[Home](#) | [Feature](#) | [Gallery](#) | [Contact](#)

Last updated January 2006
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Done My Computer

Previewing the finished home page

Now that the home page is complete, we should turn to the Feature and Contact pages. Basically, the content that you added to the Feature and Contact pages requires some hyperlink-related attention.

The next three extras show you how to add a print version link to the feature article page, add a hyperlink from the feature article to its related gallery (gallery_nudi.htm), and add a *mailto link* to the Contact page.

lingo A *mailto link* hyperlink is a link that automatically opens a preaddressed blank e-mail message when a user clicks the link. Mailto links are commonly used to provide an easy way to contact an organization or a Webmaster.

Adding a Print Version Link

A print version link helps readers access a page that's printer friendly. Usually, *printer friendly* means that the current page opens in a new window with a white background, no elaborate pictures, and no pale fonts.

From this walkthrough's structural point of view, the print version link opens the feature article as a Word document in a new window. We already provided the text document (feature_text.doc) that you downloaded at the beginning of the walkthrough; your job is to format the link:

tip When you upload Web pages that contain print version links, you must also upload the linked documents along with your Web site files.

1. Display **feature.htm** in Word.
2. Select the *print version* text below the **Nudibranchs** heading, and then press CTRL+K to open the **Insert Hyperlink** dialog box.
3. Click the **ScreenTip** button, type **Print This Article**, and then click **OK**.
The ScreenTip text displays when visitors point to the hyperlink without clicking it.
4. Click the **Target Frame** button, click **New Window** in the **Set Target Frame** dialog box, and then click **OK**. Choosing *New Window* as a target frame means that a new browser window will open when visitors click the hyperlink. If you don't specify an action, the hyperlink opens the targeted page in the same window.
5. In the **Insert Hyperlink** dialog box, double-click **feature_text.doc** to set the link address, and then **save** your changes.

tip Keep in mind that whenever you create hyperlinks, you must enter uppercase and lowercase letters in file names accurately. Some servers are case-sensitive. If you enter the name of a linked page inaccurately, you'll end up with a broken link on your Web site. Therefore, we recommend clicking the file names of the Web pages you've created in the Insert Hyperlink dialog box rather than retyping them in whenever possible to avoid errors.

Linking to an Ancillary Page

Notice the text at the top of your walkthrough's Feature page—*Nudibranch Gallery*. This text should link to the ancillary page gallery_nudi.htm. To format the link, follow these steps:

1. Display your **Feature** page in Word.
2. Select the *Nudibranch Gallery* text, press CTRL+K to open the Insert Hyperlink dialog box, click the **ScreenTip** button, type **View Nudibranchs**, and then click **OK**.
3. In the **Insert Hyperlink** dialog box, double-click the **gallery_nudi.htm** page, **save** your changes, and then close **feature.htm**.

Congratulations! you've now completed the Features page. On to the Contact page...

Creating a mailto Hyperlink

The last hyperlink to address in these walkthrough extras is the mailto hyperlink. Formatting a mailto hyperlink is very similar to inserting any other hyperlink. To add a mailto hyperlink to the Contact page, follow these steps:

tip In Word, if you type your e-mail address in a Web page, the text is automatically formatted as a mailto link. Visitors can click your e-mail address to open a blank message form.

1. Display your **Contact** page in Word.
2. Scroll down, select the text **please send us a note**, and press CTRL+K to open the **Insert Hyperlink** dialog box.

3. In the **Link To** section, click the **E-mail Address** icon. The Insert Hyperlink dialog box changes to show the mailto options.
4. Click the **ScreenTip** button, type **Send us an e-mail message!**, click **OK**, and then type your e-mail address in the **E-mail address** box. When you enter your e-mail address, Word precedes a newly created mailto hyperlink with the text *mailto:*, as shown in the following figure.

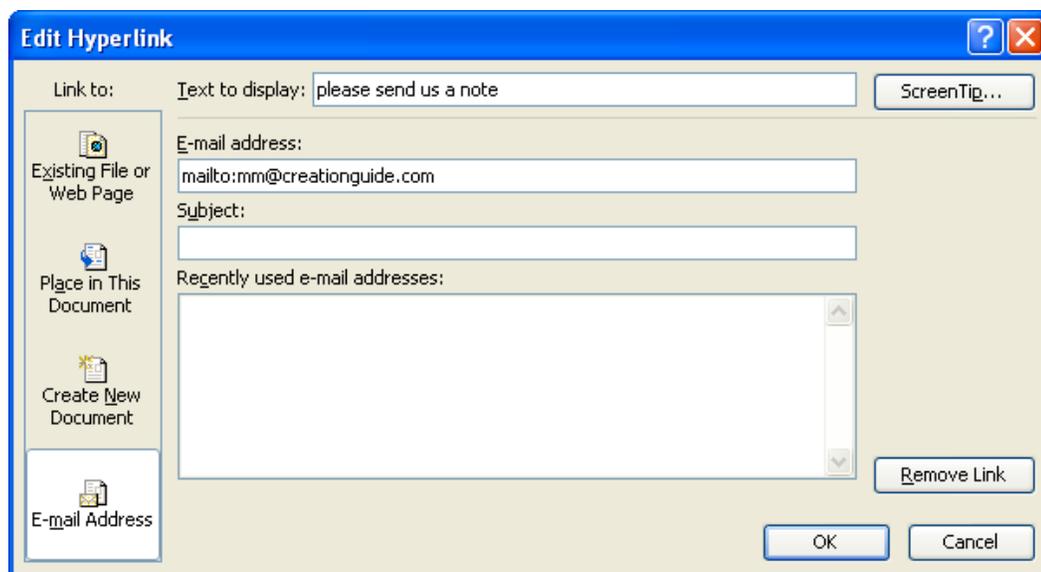


Figure 10-21
Configuring a mailto link

5. Add a subject line if you want, such as **Coral Reef Divers**, and then click **OK**.

tip Adding subject line text to a mailto hyperlink can help you identify messages you receive from your Web site when they appear in your Inbox.

6. To test your mailto link, press CTRL, and then click the link.

tip Always check mailto hyperlinks after you create them to ensure that the e-mail message window shows your e-mail address and subject text properly.

While you're on the `contact.htm` page, you might as well jazz it up a tad by adding an image:

7. Click before the word **Information** below the **Contact Us** heading.
8. Click **Picture** on the **Insert** menu, click **From File**, and double-click the `nudibranch.jpg` file.
9. To align the image, right-click the picture, click **Format Picture**, click the **Square** icon on the **Layout** tab, click **Right** for the horizontal alignment, and click **OK**.
10. **Save** your work, and then close the `contact.htm` file.

You've filled three pages with basic content. Excellent job! The remaining tasks for this walkthrough involve populating the gallery pages with images and information. You'll accomplish those tasks by importing XML data, as described in the remainder of Chapter 10 in the *Easy Web Design* book.