

BBEdit Tutorial

(version 1)

This tutorial is designed to teach you some the basics of using BBEdit 6.

Contents

This tutorial will guide you through the following steps:

1. Retrieving the necessary materials from the Web
2. Configuring BBEdit
3. Creating a Web page from "scratch"
4. Converting a Microsoft Word document into a Web page
5. Editing an existing Web page
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Prerequisites

This tutorial assumes a level of competency with basic Macintosh computing tasks and concepts. For example, you should know what the desktop is. You should know what the Finder is. You should feel comfortable working with files and folders and navigating file hierarchies.

Important: You will also need to understand the basic vocabulary and syntax of HTML.

Conventions

Actions that you need to perform are bulleted, like this:

- Open the file.

Menu commands look like this: **File > Open**. This means choose the **Open** option from the **File** menu. Sometimes, for the sake of brevity, common menu items may be referred to simply as **Save** or **Open**. The same style is used for other user interface elements, such as key you're supposed to press and buttons you're supposed to click, i.e. "Click the **OK** button."

HTML code and URLs look like this:

```
<BODY BGCOLOR="white">
```

Names of files and folders, as well as text that you are supposed to type, are rendered in *italics*.

Control-clicking means clicking the mouse while holding down the **control** key.

Option-clicking means clicking the mouse while holding down the **option** key.

Command-clicking means clicking the mouse while holding down the **command** key, sometimes called the Apple key. That's the key that's usually right next to the space bar.

1. Retrieve Materials

First, you must create a folder to hold your files.

- Create a new folder on the desktop and name it *bbtutorial*. You can do this quite simply by control-clicking on the desktop and choosing **New Folder** from the pop-up menu. Then, without pausing to draw breath, type the word *bbtutorial*. Press the **Return** key, and you're done.
- Open up the folder you've just created and create another folder inside it. Name this folder *images*.

Next, you must retrieve the necessary materials from the Web.

- Start Netscape, and point the browser to this URL:
`http://www.xula.edu/Administrative/cat/workshops/bbedit/`
- Find the section of the page under the heading *Tutorial Materials*.
- Option-click on *All_About_Mustard.doc* and save this file in the *bbtutorial* folder you created earlier. (You'll be prompted by Netscape.)
- Option-click on *coffee.html* and save this file in the *bbtutorial* folder.
- Option-click on *mustard.jpg* and save this file in the *images* folder.
- Option-click on *wavetile16gzig.gif* and save this file in the *images* folder.

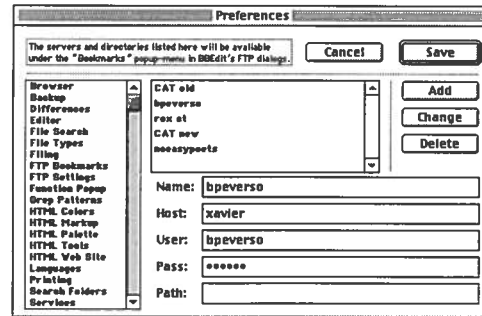
You should now have a Word document, a Web page, and two image files in your *bbtutorial* folder — all the materials you need to complete this tutorial.

- From the Finder menu (extreme upper right corner of the screen) choose **Hide Netscape**.

2. Configuring BBEdit

As with many other programs, BBEdit gives you a lot of options for customizing the program. Fortunately, the initial "out of the box" settings are pretty good in this author's opinion. But there are a few settings you will need to adjust. I recommend you configure BBEdit this way on your own machine as well.

- Start BBEdit.
- Choose **Edit > Preferences**.
- Use the left pane to select the **FTP Bookmarks** settings.
- Fill out the appropriate information in the fields as described below.



Name: *Tutorial bookmark*
Host: *webusers.xula.edu*
User: [type your username here]
Pass: [type your password here]
Path: [leave this blank]

- Click **Add** when finished.

You've just added the information necessary to enable BBEdit's built in FTP client. If you are doing this tutorial on a shared computer, make sure you delete this bookmark before you leave, as explained in the final section.

Next, you will tell BBEdit to display line numbers for all documents by default. This is helpful in combination with syntax checking.

- Use the left pane to select the **Windows** settings.
- Make sure the **Line Numbers** box is checked.

Finally, you will set a local site root. This sounds complex, but it's not. Remember that for Web authoring it's wise to build your site on your hard drive, keeping all your Web files in a single folder. In this step, you're simply telling BBEdit where that folder is located. This allows BBEdit to resolve relative links between your documents.

- Use the left pane to select the **HTML Web Site** settings.
- Click the **Set...** button under **Local Site Root**. Navigate to the *bbtutorial* folder you created. (It's on the Desktop, remember?) Select it and click the **Choose** button.
- Click **Save** to save the new settings, then close the Preferences dialog.

3. *Making a File Group*

Most websites consist of more than one page. BBEdit allows you to group these files together so that you can work with them conveniently. BBEdit does this by creating a special file that contains references to other files and folders. This special file is called -- surprise -- a file group.

File groups will usually contain text and hypertext files, which can be edited in BBEdit. But as a matter of fact, you can add any sort of file to a file group, even files which BBEdit can't edit.

- Choose **File > New > File Group**.

A new document window appears. It's empty, but you're about to change that.

- Click the **Add Folder...** button.

A dialog box opens, prompting you for the folder you wish to add to the group.

- Click the **Choose...** button.
- A second dialog opens. Navigate to the *bbtutorial* folder and select it, then click **Choose**.
- The second dialog closes, returning you to the first. Click the **Add** button.

The *bbtutorial* folder should now appear in the document window. If you click that little triangle to the left of the folder icon, the contents of the folder will be revealed.

Now save the file group:

- Choose **File > Save**.
- Make sure to save it in the *bbtutorial* folder for the sake of convenience during this tutorial. Name it *My Group of Files*.

Note: Because your file group will probably never go onto a non-Mac computer, you can name it anything you want, without regard to filename extensions and the like. Of course with all files that you plan to put on the Web you must be more careful: avoid spaces and funny characters, and always include the correct filename extension.

In real life, you might save a file grouping to your desktop. Then you can hide your Web folder(s) away on your hard drive somewhere and use the file group icon as a shortcut when you want to do some Web work.

- Leave the *My Group of Files* window open through this tutorial so you can use it later.

4. Making a Web Page from "Scratch"

4.1 Getting Started

- Choose **File > New > HTML Document...**
- A dialog should appear. Check all the boxes except **Is Index**.
- For **DOCTYPE** choose **HTML 4.0 Transitional** from the pop-up menu.
- For **Title** type *My Fake Home Page*.
- Click **OK**.

This should give you a template like the following:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN"
    "http://www.w3.org/TR/REC-html40/loose.dtd">
<HTML>
<HEAD>
  <TITLE>My Fake Home Page</TITLE>
  <META NAME="generator" CONTENT="BBEdit 5.1.1">
</HEAD>
<BODY>

</BODY>
</HTML>
```

Before going any further, save your work.

- Choose **File > Save** and name the file *home.html*. Make sure you are saving it in the *bbtutorial* folder.
- Don't forget to add this new file to the file group. Just drag the document icon from the *home.html* and drop it in the *My Group of Files* window, then save *My Group of Files*.

Next you will assign a background image for this page, then add some text.

- Background images are specified as attributes of the **BODY** element, so click inside the opening **BODY** tag.

Hint: Make sure you click inside the opening tag and not between the opening and closing tags!
- Click the **Edit Tag** button on the HTML tools palette. (Or choose **Markup > Edit Tag**. Or press **Option-Command-M**. Or just control-click in the tag. There are many ways to do the same thing. Keyboard shortcuts are the fastest, but clicking buttons in the palette are the easiest. It's up to you to choose between the quick way and the easy way!)
- A dialog box should appear. Specify a background image. But don't type the address in manually. Click the **File...** button and navigate to your *images* folder. Select the *wavetile16gzig.gif* image and click the **Open** button.

The **Background** field should now say *images/wavetile16gzig.gif* (If not, make sure that you are using **Relative** addressing.)

- Click the **Apply** button to close the dialog box.

Observe that the **BODY** tag has changed. It should now say:

```
<BODY BACKGROUND="images/wavetile16gzig.gif">
```

Now add some content to the page itself. You'll start with a heading, then a paragraph.

- Click between the `BODY` tags.
Hint: Don't click inside either tag. Instead, click between the two tags -- in that blank space between the opening `BODY` tag and the closing `BODY` tag. Get it?
- Press the **Return** button on your keyboard several times to give yourself room to work. Then return to the first blank line.
- Click the **Heading** button on the HTML tools palette, and choose **H1** from the pop-up menu. (Or choose **Markup > Block Elements > H1**)

Note that BBEdit inserts a pair of `H1` tags. The text insertion point is between the two tags, so you can just start typing:

- Type *Welcome to My Fake Home Page*.
- Use your arrow key to move down to a new blank line. (Create a new line if necessary.)
- Click the **Paragraph...** button on the HTML tools palette. (Or choose **Markup > Block Elements > Paragraph...**)
- A dialog box should appear, allowing you to customize your paragraph element with different attributes. But you want a plain vanilla paragraph, so just click **Apply**.
- BBEdit inserts paragraph tags for you. Between the `P` tags, type some nonsense text for your fake page.

Hint: If you type very much, you may find the window starts to scroll to the left. You can prevent this by choosing **Soft Wrap Text** from the window options pop-up.

- **Save** your work.

Your page should now look something like this:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN"
"http://www.w3.org/TR/REC-html40/loose.dtd">
<HTML>
<HEAD>
  <TITLE>My Fake Home Page</TITLE>
</HEAD>

<BODY BACKGROUND="images/wavetilebgzig.gif">
<H1>Welcome to My Fake Home Page</H1>
<P>
Hello and welcome to my fake home page.  It's not a real page.  I'm just
making it up for this dumb workshop.
</P>
</BODY>
</HTML>
```

4.2 Browsing Your Page

- **Save** your work (if you forgot to do it above).
- Click on the **Preview** button -- it should be the last one at the bottom of the HTML tools palette.

BBEdit launches your Web browser of choice and shows you what your page looks like.

As you continue through the rest of this tutorial, remember to click the **Preview** button every so often to see how your pages are developing.

- Return to BBEdit by using the application menu in the upper right corner of your screen. Don't quit your browser -- you'll be using it again and again.

4.3 More Ways to Do the Same Thing

- Click in the blank line below your paragraph (after the closing P tag). If you don't have a blank line, create one.
- Insert some plain vanilla paragraph tags. (Remember how?)
- Between the P tags, type a sentence like this:
Some of my interests include...
- When you're finished typing, click in the blank line below your new paragraph (after the closing P tag). If you don't have a blank line, create one.

Now you're going to create a list. You may recall that lists in HTML are a bit more complicated than headings and paragraphs, because they are composed of nested tags. But with BBEdit lists are easy.

- Click the **List...** button on the HTML tools palette. (Or choose **Markup > Lists > List...** Or press **Control-Command-L**.)
- A dialog box will open. Choose the **Unordered** list type. Make sure that the **Generate Close Tags** and **Indent Items** box is checked. Then click **Apply**.

BBEdit inserts code for an unordered list with just one list item, like this:

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

Now you could add items to the list one at a time, but that's rather awkward. In fact, it is easier to type your list in plain text and then mark all the items up in one fell swoop.

- Choose **Edit > Undo List** to get rid of the markup. Or press **Command-Z**. Now there's a keyboard shortcut worth memorizing! Note also that BBEdit supports multiple undos. Each time you press **Command-Z**, you undo one more step.
- Now type a list in plain text. In other words, type a word or phrase and the press **Return**. This is supposedly a list of your interests, but you can type anything you like, so long as *mustard* and *coffee* are in there somewhere.

You should now have a list that looks something like this:

```
mustard
coffee
fine wines
```

- When you're done, select the entire list. Don't skip this step, or the next step won't work.
- Click the **List...** button on the HTML tools palette. (Or choose **Markup > Lists > List...** Or press **Control-Command-L**.)
- A dialog box will open. Choose the **Unordered** list type. Make sure that the **Generate Close Tags**, **Ignore Blank Lines** and **Indent Items** box is checked. Then click **Apply**.

You should now have some code that looks something like this:

```
<UL>
  <LI>mustard</LI>
  <LI>coffee</LI>
  <LI>fine wines</LI>
</UL>
```

- Press the **Return** key on your keyboard a couple of times to insert a few blank lines after the closing UL tag.

Just in case you're curious, the only reason you're inserting blank lines is to make your code easier to read.

Now you'll add a horizontal rule and an address to round out the page.

- Choose **Horizontal Rule...** from the **Block Elements** pop-up menu in the HTML tools palette. (Or you could choose **Markup > Block Elements > Horizontal Rule...**)
- In the tag editor, select **Align: center**, **Width: 50%**, **Size: 1**. Make sure to check the **No Shade** box. In fact, check all the boxes.
- When you're done, click **Apply**.

Note that BBEdit has added the following code to your page:

```
<HR ALIGN="center" WIDTH="50%" SIZE="1" NOSHADE>
```

- Press **Return** to start a new line.
- Choose **Address** from the **Block Elements** pop-up menu in the HTML tools palette. (Or you could choose **Markup > Block Elements > Address**.)
- BBEdit inserts a pair of ADDRESS tags for you. Now type some content for your address, like *This page was created by Jane Doe on February 31st, 2001* or something similar.

You should now have something like this:

```
<ADDRESS>This page was created by Jane Doe on February 31st, 2001.</ADDRESS>
```

- **Save** your work.
- See what the page looks like by clicking the **Preview** button.

4.4 Validation Time

- Choose **Check > Document Syntax** from the HTML tools palette. (Or you could use the drop-down menu, or just press **Control-Command-Y**.)

If you're lucky, the results will say that there are no errors or warnings. But if you have errors, they will be reported with details and line numbers.

- If you have errors, fix them and re-validate.
- Close the results window when you are done.

5. Converting a Microsoft Word Document

A common goal for Xavier faculty is transforming content from a word processing document into a Web page. Microsoft Word has a **Save as HTML** feature, but it is universally reviled for producing needlessly bloated files, not to mention invalid HTML.

I recommend getting the plain text from your Word document and marking it up with the appropriate HTML tags.

One way to do this is by saving the document as a "text only" file. But there is a simpler way.

5.1 It's Called Copying and Pasting

- Open the file named *All_About_Mustard.doc* which you saved to your *bbtutorial* folder. Double-clicking the file's icon launch Microsoft Word.
- Take a moment to look over the document and familiarize yourself with its contents and general structure. It should already be familiar if you've taken the *Introduction to HTML* seminar. A copy of this document is attached to the end of this tutorial; you may find it more convenient to refer to the printed copy as you proceed.
- Choose **Edit > Select All** to select all the text.
- Choose **Edit > Copy** to copy the selected text.
- **Quit** Microsoft Word and return to BBEdit.
- In BBEdit, create a new document by choosing **File > New > HTML Document**, this time clicking on the **Blank Document** icon.
- A dialog should appear. Check all the boxes except **Is Index**.
- For **DCTYPE** choose **HTML 4.0 Transitional** from the pop-up menu.
- For **Title** type *My Mustard Page*, then click **OK**.
- Click inside the opening **BODY** tag, then click the **Edit Tag** button on the HTML tools palette.
- A dialog box should appear. Specify a **BGColor** (background color) of yellow, then click **Apply**.
- Click between the **BODY** tags.
- Choose **Edit > Paste**. The text you copied from Word should appear in the new document between the **BODY** tags. Note that all the special formatting has been stripped away. All that remains is plain text and line breaks (carriage returns).

Your document should now look something like this:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN"
"http://www.w3.org/TR/REC-html40/loose.dtd">
<HTML>
<HEAD>
  <TITLE>Mustard Page</TITLE>
  <META NAME="generator" CONTENT="BBEdit 5.1">
</HEAD>
<BODY BGCOLOR="#FFFFFF">
All About Mustard
An Abbreviated History of Mustard
The Greeks used mustard as a condiment and a drug but it was the Romans who first made real culinary
use of it by grinding the seeds and mixing the flour with wine, vinegar, oil and honey. When they
moved into Gaul they took mustard plants with them and it was in the rich wine growing region of
Burgundy that mustard flourished.
It is reputed that at a festival in 1336 attended by the Duke of Burgundy and his cousin King Philip
the Fair, no less than 70 gallons of mustard were eaten. Reports do not say how pickled the guests
were.
Pope John XXI of Avignon loved mustard so much that he created the post of "Mustard Maker to the
Pope," a job he gave to an idle nephew who lived near Dijon. Dijon soon became the mustard centre of
the world and in fact so important was it that in 1634 a law was passed to grant the men of the town
the exclusive right to make mustard.
1777 saw the start of mustard making as we know it today as it was in this year that Messieurs Grey
and Poupon founded their company. They used Grey's recipe and Poupon's money! We still owe a lot to
this redoubtable duo as in 1850 their company invented a steam operated grinding machine so ending the
era of laborious and back-breaking hand grinding.
And as Jesus said in the Gospel of Thomas:
[The Kingdom of Heaven] is like a mustard seed. It is the smallest of all seeds; but when it falls on
tilled soil, it produces a great plant and becomes a shelter for birds of the air.
A Mustard Recipe
Ingredients
4 Tablespoons Dry mustard powder
1 Tablespoon White Wine Vinegar
2 Tablespoons Flat beer
1 Clove Garlic
1 Teaspoon Sugar
1/2 Teaspoon Salt
1/4 Teaspoon Turmeric
1 Tablespoon Olive oil -- optional
Preparation
1. Whisk together dry mustard, vinegar and beer.
2. Use a garlic press or large pair pliers to squeeze the juice from the clove of garlic into
the mixture.
3. Stir in sugar, salt and turmeric.
4. To make mustard smoother and less hot, add olive oil to taste.

Mustard Links
$ Européenne de Condiments
http://www.moutarde.com/
A mustard company's website
$ Mustard Gas
http://www.spartacus.schoolnet.co.uk/FWWmustard.htm
A description of mustard gas
$ Mount Horeb Mustard Museum
http://www.mustardweb.com/
The world's largest collection of prepared mustards
</BODY>
</HTML>
```

- **Save** the file as *mustard.html* in your *bbtutorial* folder.

You've just created another Web page. It's incomplete, to be sure, but take a moment to see how it looks in a Web browser:

- Click the **Preview** button.

Note how all the text runs together. All the extra whitespace and line breaks are ignored by the browser. You have not yet marked up any of the text, and so the text has no logical structure.

- Return to BBEdit. (Don't quit your browser.)

5.2 Marking Block-Level Elements

Now you will designate the basic structure of the text. Each chunk of text must be designated as belonging to a block element such as a heading or a paragraph.

- Select the first heading. That's the line which reads *All About Mustard*.

Hint: To select an entire line quickly, triple-click in that line.

- Since it's the heading for the whole page, mark it as a first-level heading using any of the methods described above.

The line should now appear as:

```
<H1>All About Mustard</H1>
```

Now you must continue to mark up the rest of the text. This procedure requires you to exercise some judgment. Refer to the printed Word document and other materials as you need them. You should save your work often, and check your work in the browser often.

Hint: For cleaner, easier-to-read markup, insert carriage returns liberally, whenever you need them. Remember that they will not be visible in the browser.

Here are some suggested steps toward marking up the complete document:

- Mark all the headings. Remember that headings range from H1 (most important) to H6 (least important). You've already marked a first-level heading, so mark up some second- and third-level ones.
- Mark all the paragraphs. You'll want to use the **Paragraph** button to mark up multiple paragraphs.

Hint: There are six paragraphs total, and they're all in the first section of the document. Yes, the extended quotation is a paragraph.

- Mark the extended quotation with BLOCKQUOTE tags.

Hint Number One: Try the **Block Elements** button to find this and other less-frequently used tags. Or use the **Tag Maker** button. Or press command-M.

Hint Number Two: The BLOCKQUOTE tags should surround the P tags like so:

```
<BLOCKQUOTE>
<P>
[The Kingdom of Heaven] is like a mustard seed. It is the smallest of all
seeds; but when it falls on tilled soil, it produces a great plant and
becomes a shelter for birds of the air.
</P>
</BLOCKQUOTE>
```

- Don't mark the ingredients as a list. Instead mark this as a section of preformatted text with the PRE tag.

Hint: See *Hint Number One* above.

- To mark the ordered list (the one that is numbered), first delete the numbers. (For extra credit: Why?) Then select the entire list, and mark it up just as you marked up the ordered list on the other page. But this time check the "Ordered" option.

5.3 Dealing with Tricky Text

The list of links presents some special challenges:

- You may see * or § or other characters as bullets, an artifact of pasting a from Word. Delete these characters.
- Select the list and mark it up as unordered.
- **Save**, then click the **Preview** button.

Notice that each line in the list has been marked up as a separate bulleted item. Compare this to the original Word document and you will see this is not what you want. In fact, there should only be three bulleted items in this list, each one consisting of multiple lines. There are several ways to achieve the desired effect. Here's one:

- Return to BBEdit and **Undo** the list.
- Make sure there's a blank line between each set of three lines.
- Select all three items (three lines for each of three items + two blank lines = eleven lines total).
- Choose **Text > Remove Line Breaks**.

BBEdit strips away carriage returns. There should be only three lines, like this:

```
Européenne de Condiments http://www.moutarde.com/ A mustard company's...
Mustard Gas http://www.spartacus.schoolnet.co.uk/FWUmustard.htm A ...
Mount Horeb Mustard Museum http://www.mustardweb.com/ The world's ...
```

Hint: Use the Text Options button and make sure that **Soft Wrap Text** is turned off for this task. You can turn it on again later.

- Select the entire list. Make it into an unordered list.
- **Save and Preview**.

OK, now there's three bullets. That's progress. But it still needs some line breaks.

- Return to BBEdit.
- Insert line breaks -- the BR tag -- in the appropriate places. Just click where you want the line break to appear, then choose **Break...** from the **Inline Elements** button on the HTML Tools palette. (Or click the **Tag Maker...** button. Or press command-M.) I recommend pressing the **Return** key after each BR tag you insert just to make the code easier to read.

When you're done you should have something that looks like this:

```
<UL>
  <LI>Européenne de Condiments <BR>
    http://www.moutarde.com/ <BR>
    A mustard company's website</LI>
  <LI>Mustard Gas <BR>
    http://www.spartacus.schoolnet.co.uk/FWUmustard.htm <BR>
    A description of mustard gas</LI>
  <LI>Mount Horeb Mustard Museum <BR>
    http://www.mustardweb.com/ <BR>
    The world's largest collection of prepared mustards</LI>
</UL>
```

- **Save** and then click the **Preview** button.

Great. It looks more or less like the original Word document now.

- Add a horizontal rule at the end of the page (the `HR` tag). It's a block element. Can you figure out how to add it?
- **Save and Preview.**

5.4 Designating Links

But come to think of it, this is a Web page, not a printed sheet of paper. Why not make those URLs into clickable links?

- Return to BBEdit.
- Select the first URL.
- Click the **Anchor** button on the HTML Tools palette.

A dialog box opens. The URL should appear in the Href box. You can use this dialog box to enter any URL and link any text, but BBEdit is "smart" enough to know what you intend in this case.

- Click the **Apply** button.

BBEdit adds an anchor tag around the URL.

- Repeat this procedure on the other two URLs in the list.
- **Save and Preview.**

The URLs should appear as clickable links. Go ahead and check to see if they work.

5.5 Re-using Code

Now you just need to add a footer similar to the one you created for *home.html*. In fact, why type all that over again when you can copy and paste?

- Return to BBEdit.
- Return to *home.html*. If it's open but not visible, try the **Window** menu. If it's not open, look under **File > Open Recent**.
- Select the `HR` and `ADDRESS` elements from the bottom of the page.
- **Copy**. (All Mac users know how to do this, right?)
- Return to *mustard.html* and **Paste** the copied text toward the bottom of the page, taking care to place it before the closing `BODY` tag.

5.6 Marking Inline Elements

Anchors or links are examples of inline elements (as opposed to block elements). So are line breaks. Now you will continue to designate the structure of the text at the inline level -- sometimes referred to as the "text level." BBEdit's HTML Tools palette puts some of these functions under **Inline Elements**, while others are located under **Phrase Elements** or **Font Style Elements**.

- Select the phrase *70 gallons*.
- Choose **Emphasis** from the **Phrase Elements** pop-up button.

Note that the phrase is marked with `EM` tags to indicated emphasized text.

- Mark the phrase *Gospel of Thomas* as a citation with the `CITE` tag. (I'll let you figure out a way to do this on your own.)

Images are inline elements too. Adding images with BBEdit is pretty easy, and as per usual there are a few different ways to accomplish this. You could, for example, click the **Image...** button in the HTML Tools palette. But here's another way, the popular drag-n-drop method:

- Position *My Group of Files* to the left side of your screen.
- Position *mustard.html* to the other side of your screen.

You should be able to see both *My Group of Files* and your *mustard.html* side by side. If you can't, make the necessary adjustments.

- In *mustard.html* insert a blank line just after the opening `BODY` tag.
- Drag *mustard.jpg* from *My Group of Files* and drop it in the blank line you just inserted.

BBEdit understands that you want to add the image to the page and opens the Image Drop Options Dialog box.

- Check the **Relative** option and type *mustard plant* in the **Alt Text** box, checking the **Use** and **Include Size** options as well.
- When you're done, click the **Insert** button.

BBEdit writes the following HTML for you:

```
<IMG SRC="images/mustard.jpg" ALT="" BORDER="0">
```

5.7 Validation Time

- Choose **Check > Document Syntax** from the HTML tools palette. (Or you could use the drop-down menu, or just press **Control-Command-Y**.)

The HTML Syntax Errors window should open with at least one error:

```
Error: File mustard.html: line 99:
Unencoded entity found; "é" needs to be encoded as "&#eacute;".
```

It's that diacritical mark in *Européenne* that's causing the problem. Extended characters of this sort should be encoded to ensure that they display properly. This is because of the bewildering variety of text-encoding schemes used by the bewildering variety of computers connected to the Internet.

- Close the HTML Syntax Errors window.
- Select the *é* in *Européenne*.
- Choose **Window > Palettes > Entitites**.

The HTML Entities palette opens. The character you've selected is highlighted in the list, right beside its proper encoding.

- Click **Insert** and dismiss the palette.

Note that the problematic text should now read *Européenne*. The character has been encoded.

- Choose **Check > Document Syntax** from the HTML tools palette. (Or you could use the drop-down menu, or just press **Control-Command-Y**.)

The "Unencoded entity" error should not appear this time.

- If you have other errors, fix them, then **Save** your work.

6. Editing an Existing Page

Most Web pages get updated from time to time. This section focuses on how you can use BBEdit to edit a Web page which already exists.

- **Open** *coffee.html*. (Choose **File > Open** to do this.)
- **Preview** the page just to see what it looks like.
- Return to BBEdit.
- Control-click in the opening **BODY** tag and choose **Edit Tag....**
- Choose a dark brown color for the background.
- Choose white for the text color.
- Click **OK**.

BBEdit inserts the appropriate attributes and hex values for the color you chose. Your **BODY** tag should now look something like this:

```
<BODY BGCOLOR="#663300" TEXT="#FFFFFF">
```

Of course, the precise hex value you chose may vary.

- **Save, Preview**, then return to BBEdit.

6.1 More Tag Editing

- Control-click in the opening **H1** tag and choose **Edit Tag** from the pop-up menu.
- Choose **Center** for the **Align** attribute, make sure the box is checked, then click **OK**.
- **Save, Preview**, observe the change, then return to BBEdit.
- Control-click in the opening **TABLE** tag and choose **Edit Tag** from the pop-up menu.
- Check the **Padding** box and type 5.
- Check the **Spacing** box and type 0 (zero).
- Click the **Apply** button.
- Control-click in the first opening **TR** tag and choose **Edit Tag** from the pop-up menu.
- Check the **BGColor** box and select black from the pop-up menu, then click **Apply**.
- **Save, Preview**, observe the change, then return to BBEdit.
- Validate the document and correct any errors.

6.2 Linking Documents

- Return to *home.html*. If it's open but not visible, try the **Window** menu. If it's not open, look under **File > Open Recent**.
- In the list of your interests, double-click on the word *mustard* to select it. (Just select the word, not any code.)
- From *My Group of Files*, drag *mustard.html* into the *home.html* and drop it onto the word *mustard*. (You may need to jockey some windows into position.)

BBEdit opens the Anchor Drop Options dialog box.

- Make sure the **Relative** option is checked, then click **Insert**.

BBEdit writes the appropriate HTML to make the link.

- Repeat the process to link the word *coffee* with the file *coffee.html*
- **Check Syntax** and correct any errors.
- **Check Links** (can you find the button?). This feature makes sure all your local links are working, including image tags, but it does not check links to other websites.
- **Save, Preview**.

6.3 Extra Credit

- If you have time, make your own table using the **Table** button.

7. Uploading Your Project

The next step is to put these files on the Web. To do this, they must be uploaded from your desktop computer to one of the Xavier Web servers.

The server designated for personal pages is named *webusers.xula.edu*. Your home directory is on this server. It was created with your Xavier e-mail account.

Remember that "directory" is just another term for "folder."

You may already be familiar with using File Transfer Protocol or FTP to upload your files to the server. If so, you probably use an FTP client like Fetch or a similar program.

BBEdit has an FTP client built into it, which makes uploading files to the server almost as easy as saving files to your hard drive.

7.1 Saving to an FTP Server

- In BBEEdit, with *home.html* as the active window, choose **File > Save to FTP Server...**
- In the resulting dialog window, choose **Tutorial bookmark** from the **Bookmarks** pop-up menu. (This is the bookmark you added way back in the beginning when you configured the preferences.) Then click the **Connect** button.
- After a brief pause as BBEEdit connects to *webusers.xula.edu*, you should see a listing of files in your account. If you get an error message, you may have entered the wrong password.
- We want the file structure on the Web server to mirror the file structure you've created on your Mac. So, to that end, click **New Dir** to create a new directory (folder) and name it *bbtutorial*.

It may take a second, but BBEEdit will create a new directory on the server, and then change to that directory listing. Of course the directory will be empty, but it should say *bbtutorial* on the pop-up menu.

- Click **Save** to save your file in the *bbtutorial* folder.
- Repeat this process with *mustard.html* and *coffee.html*.

7.2 BBEEdit's Fatal Flaw?

BBEEdit can only upload text files. What about your two image files? You will have to upload them using with another program, alas.

- Use Fetch (or any FTP application) to upload your image files to the *bbtutorial* directory you created on the server.

7.3 The Moment of Truth

- Point your Web browser to `http://xavier.xula.edu/username/bbtutorial/` (but replace *username* with your username)

You should see your fake home page. Congratulations -- you're a webmaster.

8. Cleaning Up

Your username and password recorded in the preferences, so you definitely **do not** want to leave this information on a shared lab computer.

- Choose **Edit > Preferences**.
- Use the left pane to select the **FTP Bookmarks** settings.
- Delete the *Tutorial bookmark*.
- Click **Save**, then quit BBEEdit.
- Drag your *bbtutorial* folder to the Trash.
- Empty the Trash.
- Shut down your computer.
- Don't forget to turn off your monitor too!
- Please fill out an evaluation form before you leave.

All About Mustard

An Abbreviated History of Mustard

The Greeks used mustard as a condiment and a drug but it was the Romans who first made real culinary use of it by grinding the seeds and mixing the flour with wine, vinegar, oil and honey. When they moved into Gaul they took mustard plants with them and it was in the rich wine growing region of Burgundy that mustard flourished.

It is reputed that at a festival in 1336 attended by the Duke of Burgundy and his cousin King Philip the Fair, no less than *70 gallons* of mustard were eaten. Reports do not say how pickled the guests were.

Pope John XXII of Avignon loved mustard so much that he created the post of "Mustard Maker to the Pope," a job he gave to an idle nephew who lived near Dijon. Dijon soon became the mustard centre of the world and in fact so important was it that in 1634 a law was passed to grant the men of the town the exclusive right to make mustard.

1777 saw the start of mustard making as we know it today as it was in this year that Messieurs Grey and Poupon founded their company. They used Grey's recipe and Poupon's money! We still owe a lot to this redoubtable duo as in 1850 their company invented a steam operated grinding machine so ending the era of laborious and back-breaking hand grinding.

And as Jesus said in the *Gospel of Thomas*:

[The Kingdom of Heaven] is like a mustard seed. It is the smallest of all seeds; but when it falls on tilled soil, it produces a great plant and becomes a shelter for birds of the air.

A Mustard Recipe

Ingredients

- 4 Tablespoons Dry mustard powder
- 1 Tablespoon White Wine Vinegar
- 2 Tablespoons Flat beer
- 1 Clove Garlic
- 1 Teaspoon Sugar
- 1/2 Teaspoon Salt
- 1/4 Teaspoon Turmeric
- 1 Tablespoon Olive oil -- optional

Preparation

1. Whisk together dry mustard, vinegar and beer.
2. Use a garlic press or large pair pliers to squeeze the juice from the clove of garlic into the mixture.
3. Stir in sugar, salt and turmeric.
4. To make mustard smoother and less hot, add olive oil to taste.

Mustard Links

- Européenne de Condiments
<http://www.moutarde.com/>
A mustard company's website
- Mustard Gas
<http://www.spartacus.schoolnet.co.uk/FWWmustard.htm>
A description of mustard gas
- Mount Horeb Mustard Museum
<http://www.mustardweb.com/>
The world's largest collection of prepared mustards