OpenOffice.org 3

Getting Started Guide

Chapter 12
Creating Web Pages

Saving Documents as HTML Files

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Contents

Introduction

This chapter describes how to do the following in Writer, Calc, Draw and Impress:

- Create hyperlinks within a document and to other documents such as web pages, PDFs, and other files.
- Save documents as web pages (HTML documents).

When creating a document that you plan to deliver as a web page, you need to consider the following:

- In an HTML document, hyperlinks are active (clickable) but other cross-references inserted by OOo are not active links.
- An object such as a image is saved as a separate file. However, if that object has been placed in a frame (for example, with an associated caption), it is not saved and does not appear in the HTML document; instead, the name of the frame appears.

Inserting hyperlinks

When you type text (such as a website addresses or URL) that can be used as a hyperlink, and then press the spacebar or the *Enter* key, OOo automatically creates the hyperlink and applying formatting to the text (usually a color and underlining). If this does not happen, you can enable this feature using **Tools > AutoCorrect > Options** and selectingthe **URL Recognition** option.

If you do not want OOo to convert a specific URL to a hyperlink, choose **Edit > Undo Insert** from the menu bar or press *Control+Z* immediately after the formatting has been applied.

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Note	Hyperlinks between documents can be set as relative or absolute, using the **Save URLs relative to** option in **Tools > Options > Load/Save > General**.
	Relative linking is only possible when the document you are working on and the link destination are on the same drive, and you need to create the same directory structure on your hard disk as will apply on the destination website.
	OOo uses absolute path names internally, so when you move your mouse cursor over a hyperlink, the tooltip displays the absolute reference even when it is set to be a relative link.

You can also insert hyperlinks using the Navigator and the Hyperlink dialog, and you can modify all hyperlinks using the Hyperlink dialog, as described in this section.

Using the Navigator

The easiest way to insert a hyperlink to another part of the same document is by using the Navigator:

1) Open the documents containing the items you want to cross-reference.
2) Open the Navigator (by clicking its icon, choosing **View > Navigator**, or pressing *F5*.
3) Click the arrow next to the **Drag Mode** icon, and choose **Insert as Hyperlink**. (See Figure 1.)
4) In the list at the bottom of the Navigator, select the document containing the item that you want to cross-reference.
5) In the Navigator list, select the item that you want to insert as a hyperlink.
6) Drag the item to where you want to insert the hyperlink in the document. The name of the item is inserted in the document as an active hyperlink.
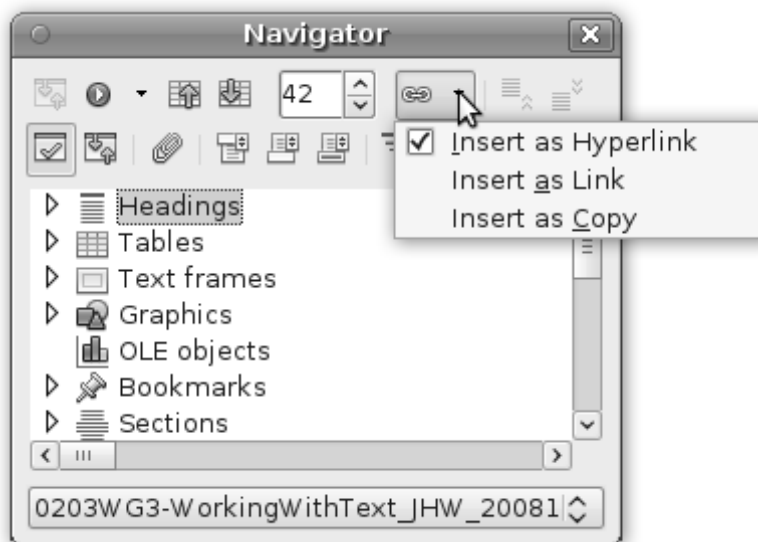
Figure 1: Inserting a hyperlink using the Navigator

When using the Navigator to hyperlink to an object such as a graphic, to have the hyperlink show useful text such as *Figure 6*, you need to give such objects useful names instead of leaving them as the default names ("Graphics6"), or you need to edit the resulting link text using the Hyperlink dialog, as described below.

You can also use the Navigator to insert a hyperlink from one document (the source) to a specific place in another document (the target). Open the Navigator in the target document and drag the item to the spot in the source document where you want the hyperlink to appear.

Using the Hyperlink dialog

To display the dialog, click the **Hyperlink** icon 🔗 on the Standard toolbar or choose **Insert > Hyperlink** from the menu bar. To turn existing text into a link, highlight it before opening the dialog.

On the left hand side, select one of the four types of hyperlink:

- **Internet**: a web address, normally starting with http://
- **Mail & News**: for example an email address.
- **Document**: the hyperlink points to another document or to another place in the current document.
- **New document**: the hyperlink creates a new document.
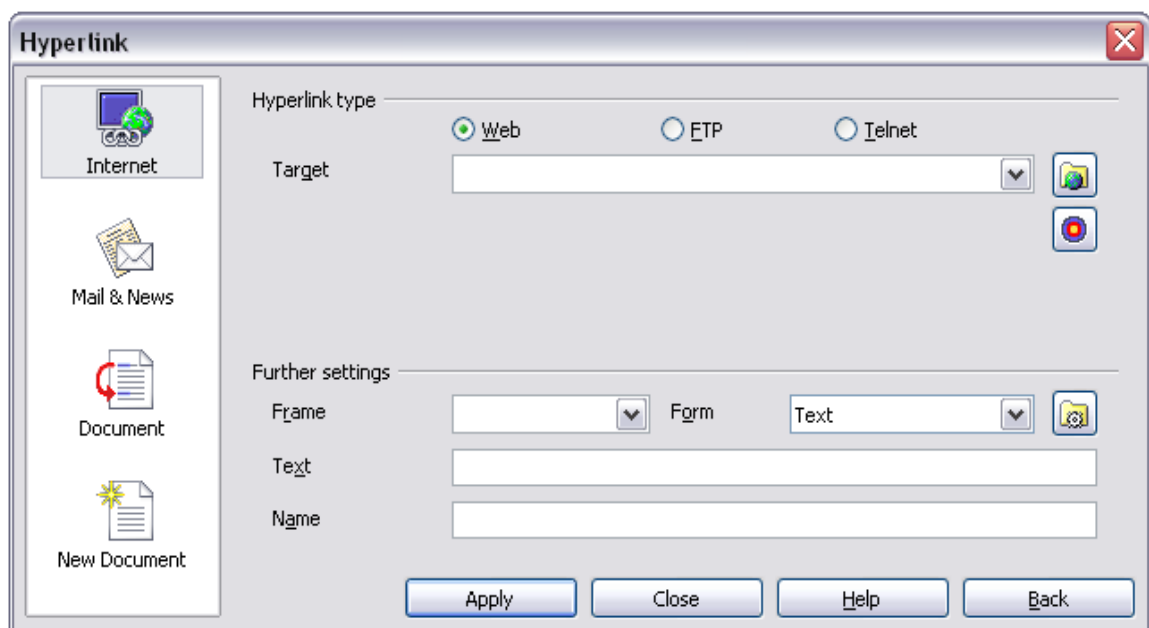
Figure 2. Hyperlink dialog showing details for Internet links

The top right part of the dialog changes according to the choice made for the hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. Here is a summary of the most common choices.

For an *Internet* type hyperlink, choose the type of hyperlink (choose between Web, FTP or Telnet), and enter the required web address (URL).

For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.

For a *Document* type hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same document. Optionally specify the target in the document (for example a specific slide). Click on the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.

For a *New Document* type hyperlink, specify whether to edit the newly created document immediately (**Edit now**) or just create it (**Edit later**) and the type of document to create (text, spreadsheet, etc.). The **Select path** button opens a directory picker.

The *Further settings* section in the bottom right part of the dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.

- Set the value of **Frame** to determine how the hyperlink will open. This applies to documents that open in a Web browser.
- **Form** specifies if the link is to be presented as text or as a button.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.
- **Event** button: this button will be activated to allow OOo to react to events for which the user has written some code (macro). This function is not covered in this book.

Editing hyperlinks

To edit a hyperlink, click anywhere in the link test and then open the Hyperlink dialog by clicking the **Hyperlink** icon on the Standard toolbar or choosing **Edit > Hyperlink** from the menu bar. Make your changes and click **Apply**. If you need to edit several hyperlinks, you can leave the Hyperlink dialog open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

The standard (default) behavior for activating hyperlinks within OOo is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > OpenOffice.org > Security > Options**, by deselecting the option **Ctrl-click required to follow hyperlinks**. If clicking in your links

activates them, check that page to see if the option has been deselected.

To change the color of hyperlinks, go to **Tools > Options > OpenOffice.org > Appearance**, scroll to *Unvisited links* and/or *Visited links*, pick the new colors and click **OK**. This will change the color for all hyperlinks in all components of OOo.

In Writer and Calc (but not Draw or Impress), you can also change the *Internet link* character style or define and apply new styles to selected links.

Saving Writer documents as web pages

Writer's HTML capabilities include saving existing documents in HTML format, creating new documents as HTML (not described here), and creating several different types of web pages using a wizard.

The easiest way to create HTML documents is to start with an existing Writer document. You can get a good idea of how it will appear as a web page by using **View > Web Layout**. However, web layout view will not show you which features will or won't save correctly to HTML. Some considerations are described in the introduction to this chapter.

Saving a document as a single web page

To save a document as a single web page (HTML format), select **Save As** from the **File** menu and specify **HTML Document** as the file type.

Note	Writer does not replace multiple spaces in the original document with the HTML code for non-breaking spaces. If you want to have extra spaces in your HTML file or web page, you need to insert non-breaking spaces in OOo. To do this, press *Control+Spacebar* instead of just *Spacebar*.

Saving a document as a series of web pages

Writer can save a large document as a series of web pages (HTML files) with a table of contents page. To do this:

1) Decide which headings in the document should start on a new page and make sure all those headings have the same style (for example, Heading 1).

2) Select **File > Send** and click on **Create HTML Document**.

3) In the dialog (Figure 3), type the file name to save the pages under. Also specify which style indicates a new page (as decided in step 1).

4) Click **Save** to create the multi-page HTML document. (For those who may be interested, the resulting HTML files conform to the HTML 4 Transitional.)
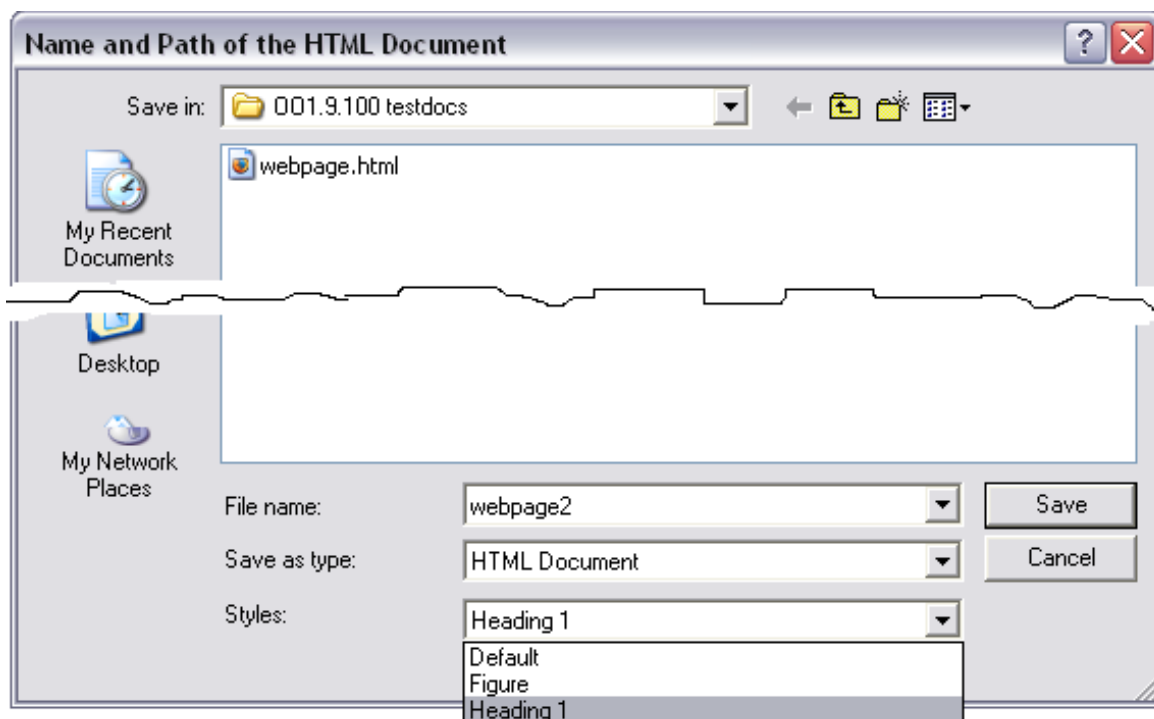

*Figure 3. Creating a series of web pages from one document*

Creating web pages using a Wizard

OOo's Web wizard allows you to create several types of standard web pages. To use it:

1) Select **File > Wizards > Web Page**. On the first page of the Wizard, choose settings and click **Next**. If this is your first web page, the only choice is <default>.

2) Choose or browse to the document you would like to format. The *Title, Summary* and *Author* information is picked up from the document's properties; if necessary, edit it. Click **Next.**
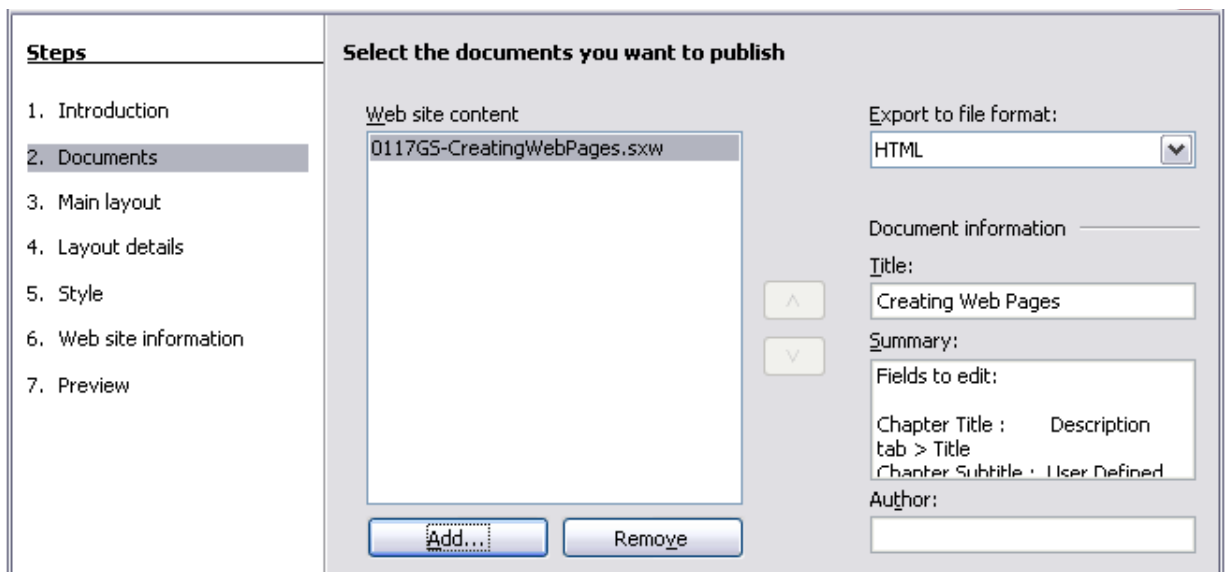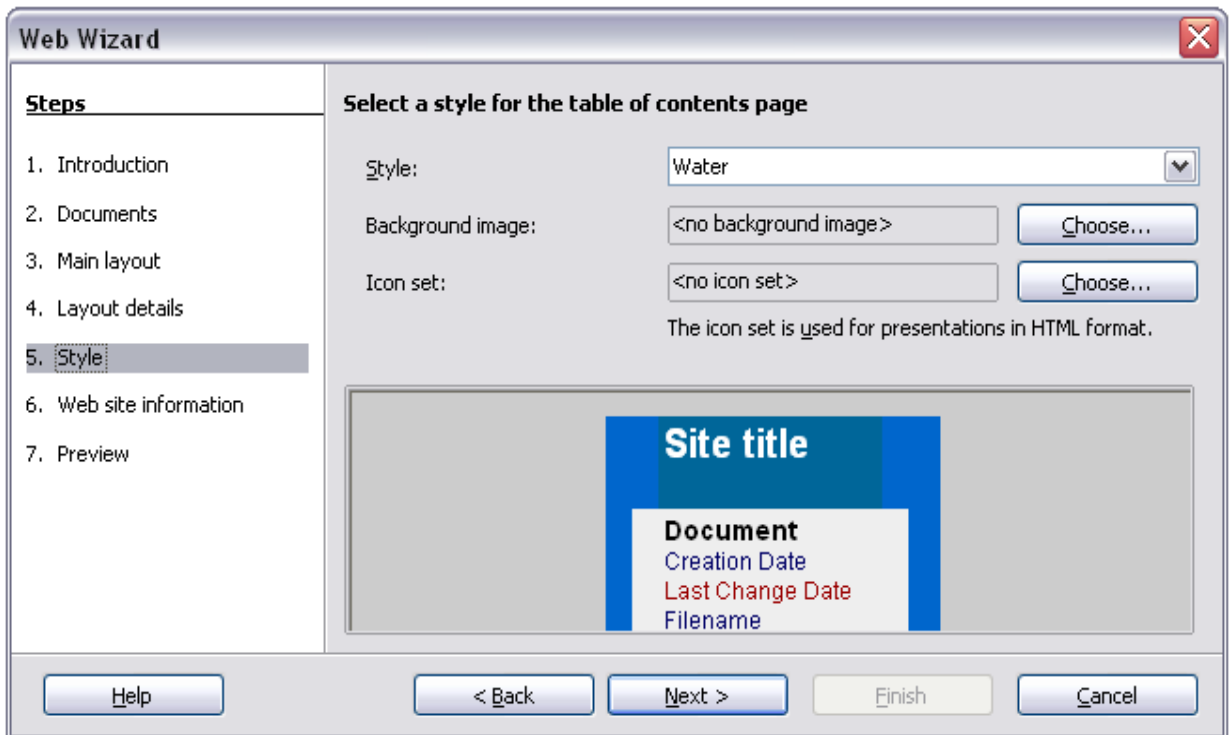

3) Chose a layout for the web site by clicking on the layout boxes. Click **Next.**
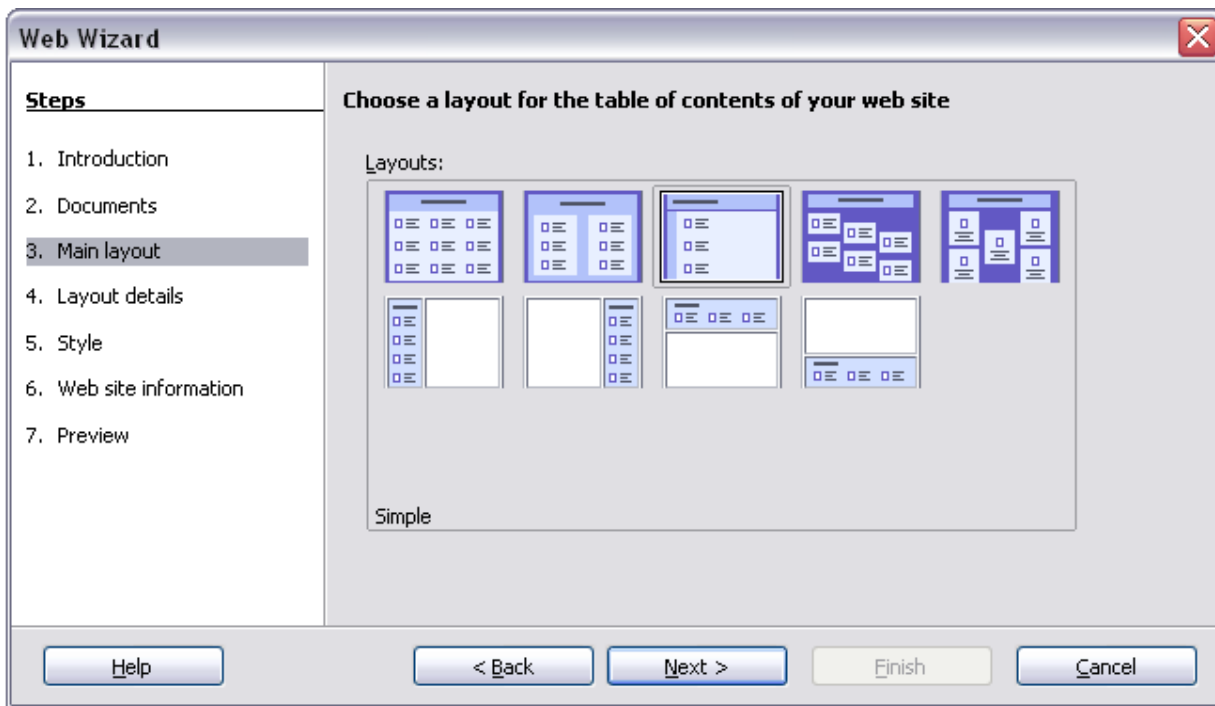
4) Chose the information to be listed and the screen resolution. Click **Next.**
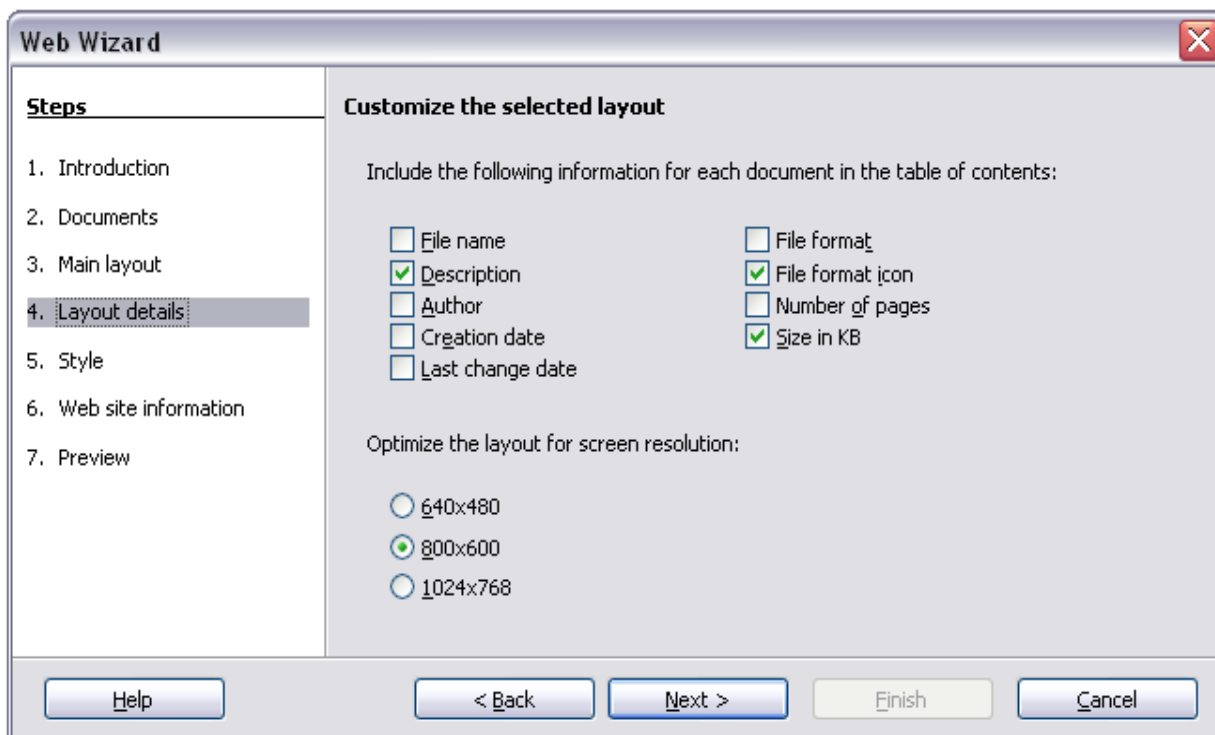
5) Select a style for the page. Use the drop-down list to choose different styles and color combinations. You can browse to a background image and icon set from the Gallery. Click **Next.**

6) Enter general information such as Title and HTML Metadata information. Click **Next.**
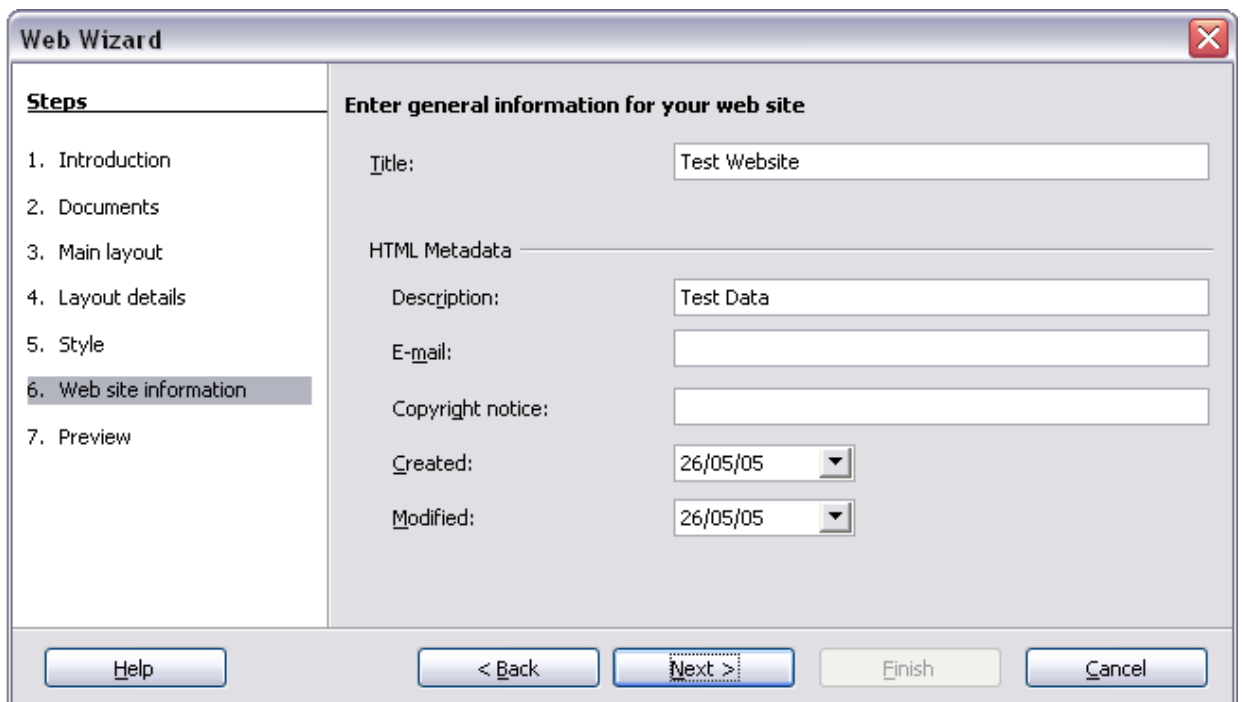
7) Chose where to save the file and preview the page if you wish. Click **Finish**.
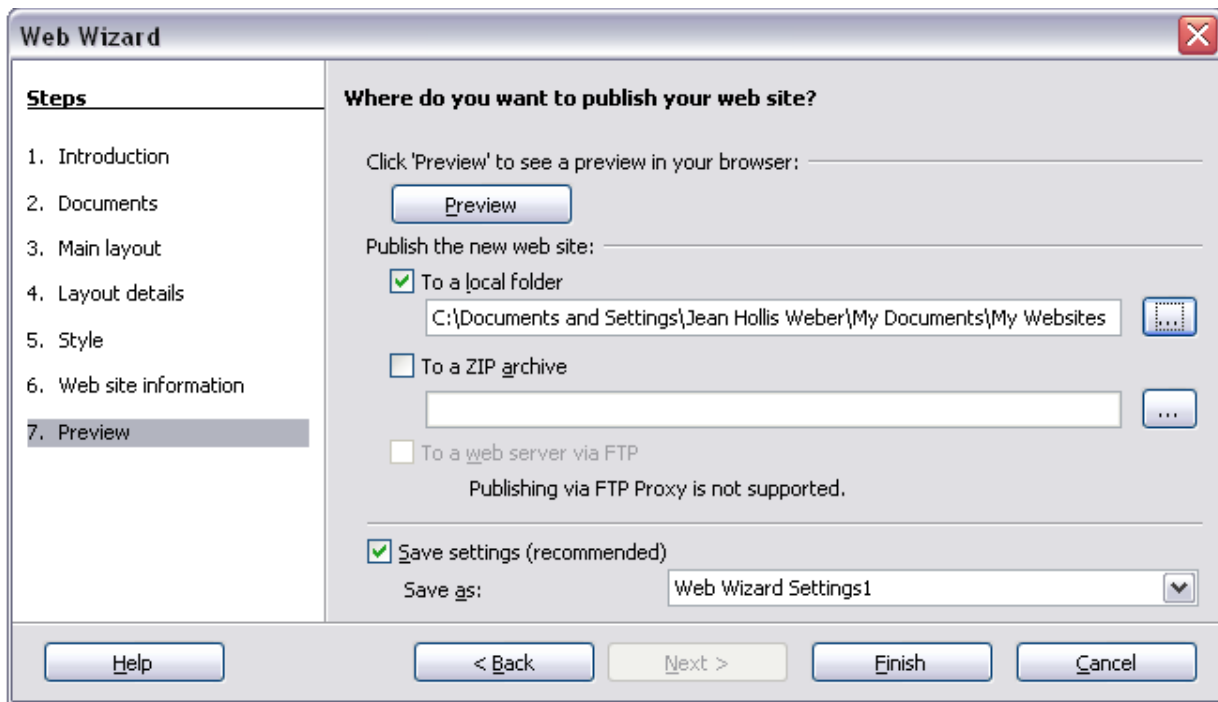
To edit or view the document's underlying HTML code, click **View > HTML Source** or click the **HTML Source** icon on the Main toolbar.

Saving Calc spreadsheets as web pages

Calc can save files as HTML documents. As for Writer, use **File > Save As** and select **HTML Document**, or **File > Wizards > Web Page**.

If the file contains more than one sheet, the additional sheets will follow one another in the HTML file. Links to each sheet will be placed at the top of the document. Calc also allows the insertion of links directly into the spreadsheet using the Hyperlink dialog.

Saving Impress presentations as web pages

You can export presentations as Macromedia Flash files: select **File > Export** and choose Macromedia Flash for the file type.

You can also convert presentations into a series of web pages, as described below.

Note	Saving as web pages (HTML format) does not retain animation and slide transitions.

1) To begin, select **File > Export** and choose **HTML Document** as the file type.
2) Create a folder for the files, supply a name for the resulting HTML file, and click **Save**. The HTML Export Wizard opens.

Note	Depending on the size of your presentation and the number of graphics it contains, the HTML export function creates many HTML, JPG, and GIF files. If you simply save to your desktop (not in a specific folder), these separate HTML and graphics files will be all over your desktop. So be sure to create a folder to hold all the files.

3) Choose the design for all of the pages, either from an existing design or by creating a new one. If you have not previously saved a design, the *Existing Design* choice is not available.
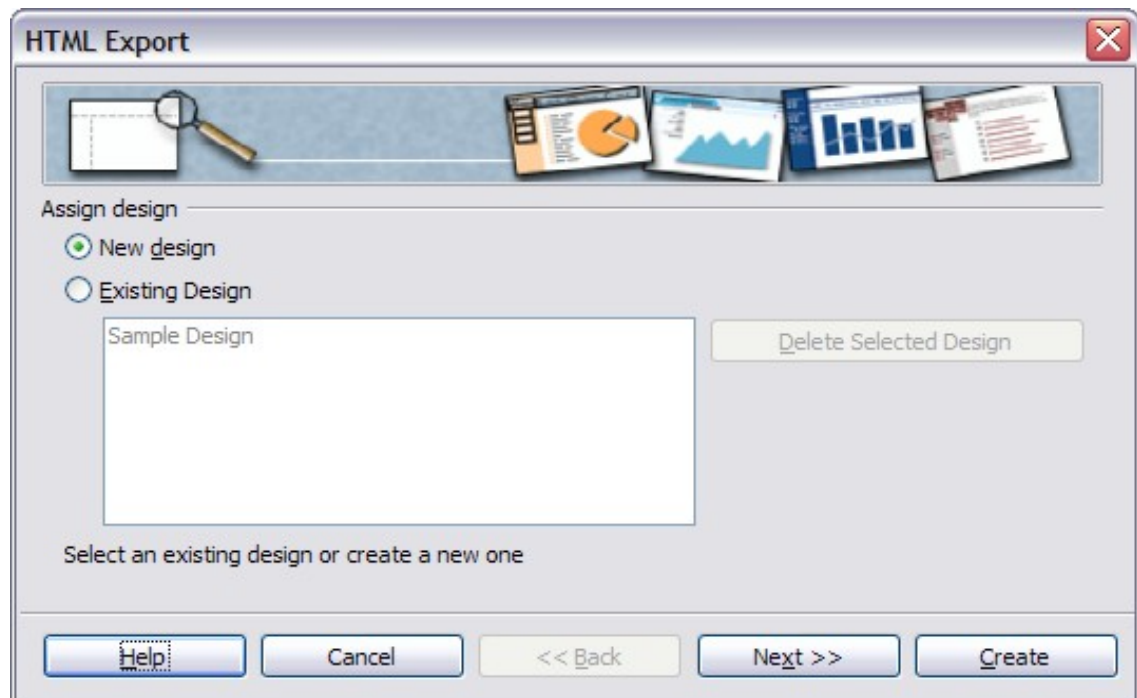

4) Click **Next** to select the type of web pages to create.
   • *Standard HTML*: one page for each slide, with navigation links to move from slide to slide.
   • *Standard HTML with frames*: one page with a navigation bar on the left-hand side; uses slide title as navigation links. Click on links to display pages in right-hand side.
   • *Automatic*: one page for each slide, with each page set with the Refresh meta tag so a browser automatically cycles from one page to the next.
   • *WebCast*: generates an ASP or Perl application to display the slides. Unfortunately OOo has no direct support for PHP yet.
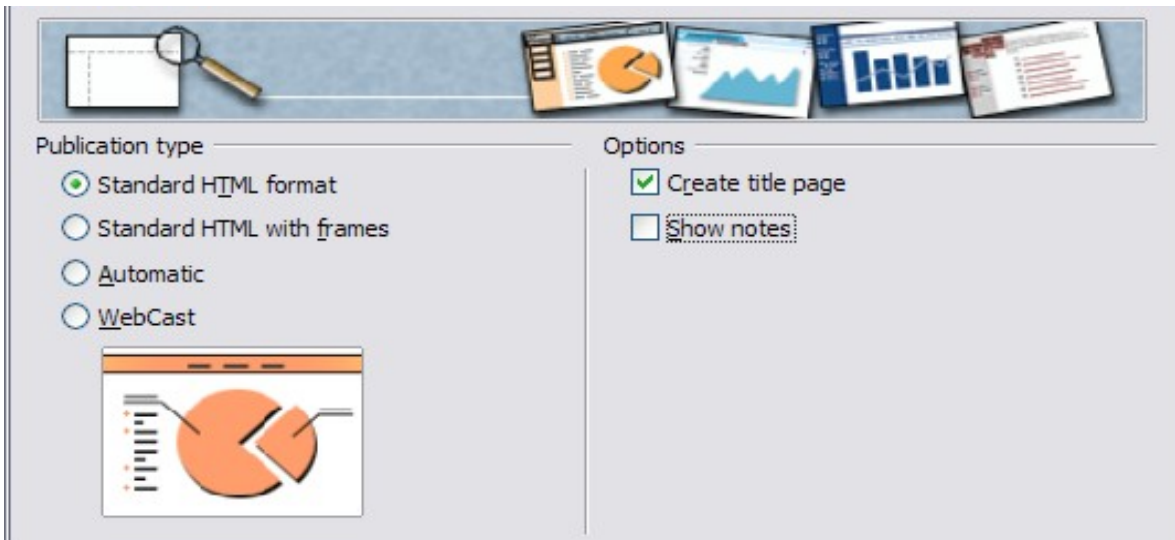
5) Decide how the images will be saved (PNG, GIF, or JPG) and what resolution to use.

When choosing a resolution, consider what the majority of your viewers might have. If you use a high resolution, then a viewer with a medium-resolution monitor will have to scroll sideways to see the entire slide—probably not desirable.
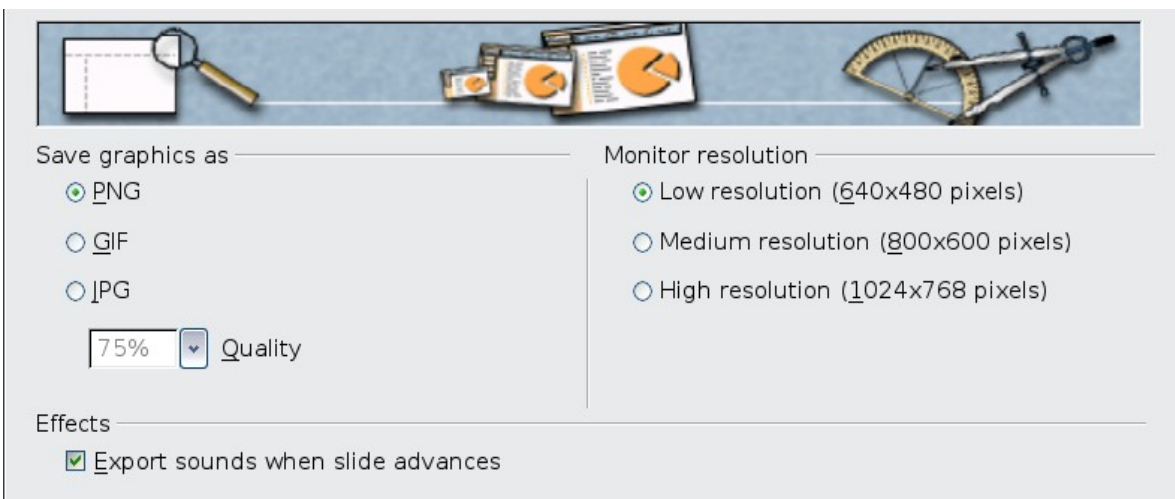
6) If *Create title page* was chosen in step 4, supply the information for it on the next page. The title contains an author name, e-mail address and home page, along with any additional information you want to include.

This page of the Wizard does not display if *Create title page* was not chosen.

7) Choose the navigation button style to use to move from one page to another. If you do not choose any, OOo will create a text navigator.
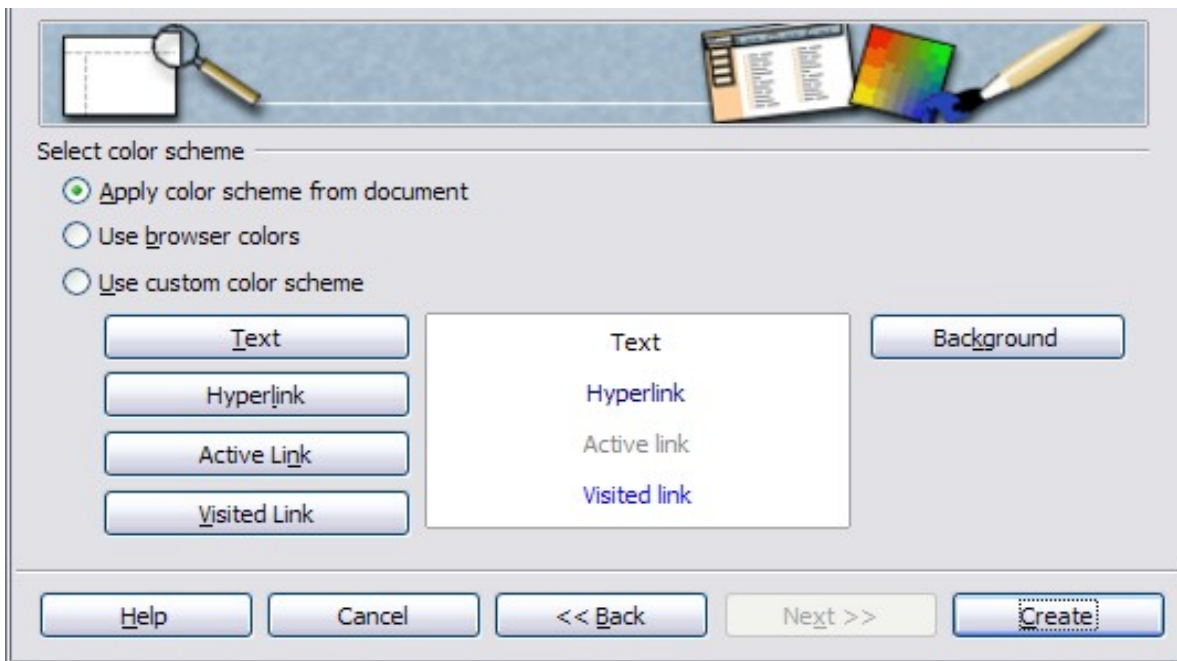

8) Select the color scheme for the web pages. Available schemes include the document's existing scheme, one based upon browser colors, and a completely user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.

9) Click **Create** to generate the HTML files. If this is a new design, a small dialog pops up. If you might want to reuse this design, you can give it a name and save it. Otherwise, click **Do Not Save**.
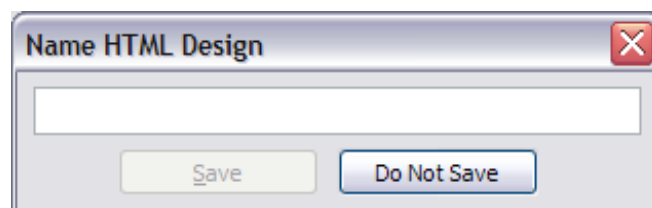
Saving Draw documents as web pages

Exporting drawings from OpenOffice.org's Draw application is similar to exporting a presentation from Impress. Use **File > Export** and select **HTML Document** as the file type.

When using the wizard, you can choose to create the web page at any time by clicking the **Create** button.