

Web Pages: Creating and Maintaining

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Setting up MAC computers

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How to create an HTML document

In a Mac computer, an HTML file can be created by an application called "TextEdit". However, some of the settings of "Text Edit" have to be changed.

The default text format for TextEdit is "Rich text", which needs to be changed to "Plain text". Also the "Smart quotes" and "Smart dashes" need to be deactivated.

- Click on the **Finder** icon to open the Finder window
- Click on the **Applications** folder
- Scroll down to **TextEdit** and double click on it
- This should open a new blank TextEdit window. If not, click on the **New Document** box to open a new blank TextEdit window. Once a blank TextEdit window is opened, the menu bar will switch to the **TextEdit** menu bar.
- Click on **TextEdit** in the menu bar and click **Preferences**.
- In the Preferences window, under the **New document tab**, check the "**Plain text**" box. This should automatically uncheck the "**Rich text**" box. The "Wrap to page" should also remain unchecked.
- Uncheck the "**Smart quotes**" and "**Smart dashes**" boxes.
- Click on the "**Open and Save**" tab and check the "**Display HTML files as HTML code instead of formatted text**" box.
- Close the **Preferences** window. You are now ready to type your html document.

How to save an HTML document

After you type your html document, you must save it with the html extension (.html). The default for saving with "Save" command (command-S) is with .txt extension. You need to use the "**Save As**" command (option-shift-command-S or hold down the option key and select "**Save As**" from the File drop-down menu). A window will appear. Type the name of your document with .html extension (e.g. Namexx.html). Also specify the location where you want the document to be saved. Saving on the "desktop" is an easy place to later access your file. Then click "**Save**". Do not forget to type in the "**.html**". A window may pop up, asking you whether you want to use ".txt" or ".html" extension, click on "**.html**".

How to view your document as a web page

If you double-click on the icon of the html document that you have created and saved, it will automatically open with the Safari browser as a web page.

How to open an html document to edit with TextEdit

A document that you have created earlier and saved can be opened for editing with TextEdit. However, by default, simple double clicking on the document icon will open it with Safari as a web page. In order to open it with TextEdit, you need to right-click (two finger tap on tracker) on the document icon. It will open a window. Hover the cursor to “**Open with**” and select “**TextEdit**” to open the document for editing.

How to access HTML source code of a Web Page

There are two easy ways to access the HTML source code of a web page on a Mac-computer using Safari.

1 – On an open web page, right click on the body of the web page. A window will appear, click on the “**Show Page Source**” to view the source code.

2 – A second way is to hold down Command and Option Keys and click on “**U**”. The source code window will appear.

How to place an alias (shortcut) of TextEdit on desktop or on the dock

From the “**Finder**” go to “**Applications**” and highlight “**TextEdit**”. Then right-click on it (two finger tap on tracker). A window will open. Select “**Make alias**”. It will create an alias of TextEdit in the same window. Drag it to the desktop or the dock for easy access to “**TextEdit**” to create new documents.