

## Footer Utility

Clicking on the Footer Utility button (the small mailbox flag in the upper right) found on the Master Footers card displays the Footer Utility, a tool that simplifies creation of standardized Footers. It allows for definition of up to five author/curator names and associated URLs to provide hypertext access to the author and/or curator of your online documents, inclusion of the last modified date, and option of a horizontal line divider.

The Footer Utility creates both sample text and sample HTML automatically from your inputs and selections from the popUp menus. The sample of the online text is displayed at the top of the work area, while the sample HTML is shown below the work area. If your screen is too small to display the entire area, you may need to use the Scroll Window (found under the Go menu) to navigate around. When satisfied with the sample output, click on the button of the Master Footer 1-3 to copy the sample HTML to the Master Footer.

Enter the text for each person's name and associated URL text. If the URL text is left blank, the person's name will appear but will not be hot text.

There are a number of checkbox options for adding specific features to the Master Footer:

### Include Horizontal Line

When checked, begins the footer with a horizontal line.

### Include Author

When checked, includes the Author Prefix text (which defaults to "Author:") followed by the author's name as chosen from the Author popUp menu. If the author's URL is available (to the right of the selected person's name), it will be included as a hypertext link.

### Include Curator

When checked, includes the Curator Prefix text (which defaults to "Curator:") followed by the curator's name as chosen from the Curator popUp menu. If the curator's URL is available (to the right of the selected person's name), it will be included as a hypertext link.

### Include Date

When checked, includes a date code (in curly brackets) in the format as chosen from the Date popUp menu.

### Include </BODY> and </HTML> Tags

When checked, includes the closing </BODY> and </HTML> tags necessary at the end of your document if the opening <BODY> and <HTML> tags have been used previously.

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