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The following online documents will teach you the different aspects of the software.

Designing Your Web site

This document covers the areas related to the design of Internet sites. It explores the design considerations which surround the format and styling of your Web site.

The Composer

This document provides an introduction to the Composer and describes the use of the Composer software to create, update, and maintain your Web sites.

Easy Start

This document teaches you how to create a simple Web site. By walking you through the necessary steps, you can create a framed or non-framed Web site in minutes.

Media Elements

This document describes the methods and process for creating the various types of media elements that you can include in your Web sites.

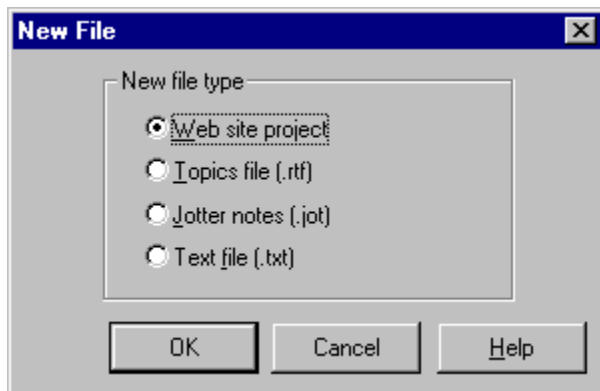
How To

This document provides you with a quick summary of the more common tasks as well as step-by-step instructions for many features.



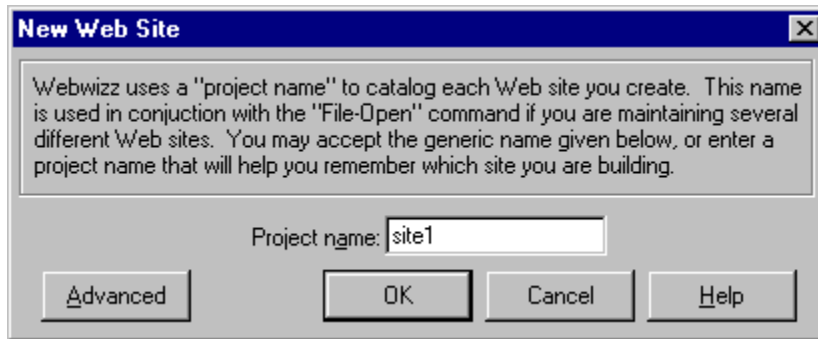
Version 3 of this file for software version 2.1.0

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The **File-New** menu item is used to start work on a new file using the software. Choose 'Web Site' to create a completely new Web site or choose to begin a different file by selecting one of the other file types shown in the dialog box to the right. Click on any of these file types for further information.

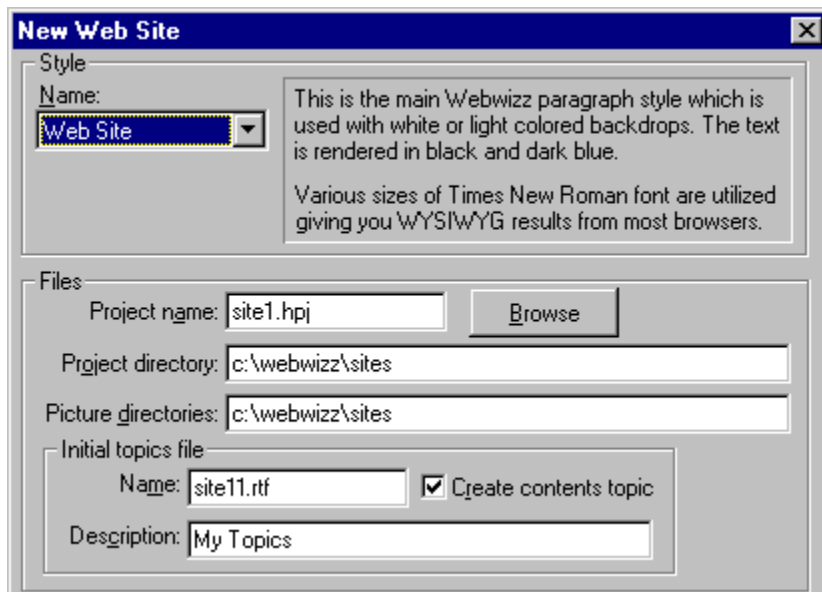
New Web Site



When you choose to start a new Web site, you are shown this dialog.

The program asks you to give your Web site a name which the software calls a "project" name. You can type the name of your choice, using up to eight characters (the letters **A** through **Z** and the numbers **0** through **9**.) The program automatically adds the period followed by the three-character suffix 'hpj'. For example, if you type in **expert**, The software changes it to **expert.hpj**. If you do not enter a project name, the program will give your project its default name of **sitex.hpj**, where **x** is an incrementing number beginning with 1. Either way is acceptable.

The program allows you to further customize your project by pressing the Advanced button. This accesses another dialog which gives you additional options concerning directories for your topics and picture files. You do not have to press this button. You may press OK on this dialog and begin entering the text for your new project. The program will apply its defaults for the topics and picture file directories.



Using this dialog, you specify which text style you want to use for your project.

You can also specify the following: the directory where you want to store this project, the name you want to use for the [project](#) (HPJ file), the name you want to use for the first [RTF file](#), and whether or not you want the program to create the **contents** topic for you.

Click the controls in the sample dialog at the right for more information.

Style

This is the text style for the project. It defaults to "Web Site", which uses black and dark blue Times New Roman font. This is the style to be used with light colored backdrops. You can use the "Web Site Dark" style, which uses white and light blue Times New Roman font. This style is the style to be used with dark colored backdrops.

For die-hard HTML fans, a style is included called HTML. The paragraph styles are named after the corresponding HTML tags. There is no advantage or disadvantage to using any of these three styles, although users unfamiliar with HTML tags should consider using one of the other document styles.

Files

Key in the name of the file you want to use as your project name. The **project file name** can be no more than eight characters in length. The software automatically adds the suffix **.hpj** to the end of your filename. Acceptable characters are the letters **A** through **Z** and the numbers **0** through **9**.

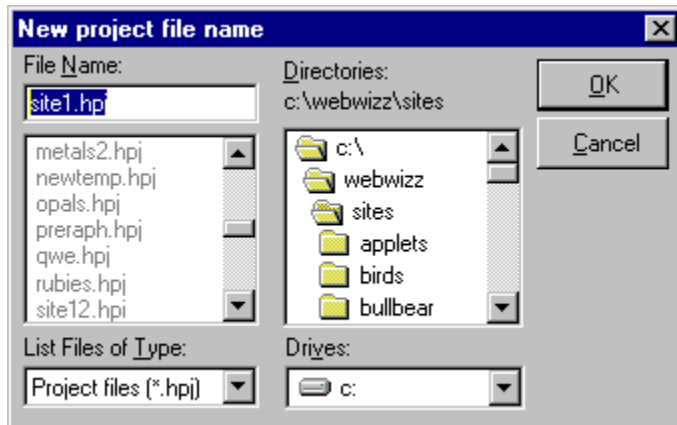
Enter a directory name where the new project is to be placed. The **project files directory** is where the [project file \(HPJ file\)](#) and the first [Topics file](#) are placed. The **picture directory** is where the program will expect to find the pictures that you use in this Web site project.

It is a good idea to specify a different directory for each new Web site. It is also a good practice to make a subdirectory under the one for the project named **Pictures** to hold the pictures you will use with that project.

If you make your picture directory a subdirectory of the project files directory, as the example below shows, your pictures will always be stored near their associated project, keeping them easily accessible.

Example:	Project files:	c:\documents
	Bitmap files:	c:\documents\pictures

Browse



The browse button allows you to search through your system to choose a directory path for the new file you want to open.

You may click on the different directories and type in a filename for your project. When you press OK, the **entire path you have chosen** along with the new project's filename appears on the new Web site dialog.

You can see in this sample browse dialog that the project filenames in the directory specified appear in gray. This is because these files (projects) already exist, however, you have the ability to choose one anyway by double clicking on it to overwrite the previous project file. If this is acceptable to you, press OK. If you do not want to overwrite the previous project file, do NOT choose a filename that appears on this dialog in gray. When ready, press OK.

Initial Topics Files

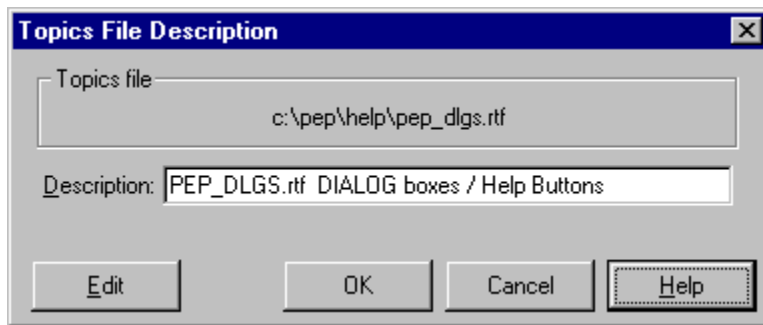
Key in the name of your first RTF. Some users prefer to give their topic file names a variation of the Web site name, such as using the same name as the Web site name with the exception of the last character, which is replaced by an incremental number for each topics file within the Web site.

u **Example** **HPJ file:** HRBooks.hpj
 Topics file: HRBooks1.rtf
u **Subsequent topics:** **HRBooks2.rtf**
 HRBooks3.rtf

Other users prefer to use descriptive names for their topic files - names that reflect the content of the file as in the following example. The choice is entirely yours.

u **Example** **HPJ file:** HRBooks.hpj
 Topics file: Policies.rtf
u **Subsequent topics:** **Vacation.rtf**
 Benefits.rtf
 Insuranc.rtf





The program lets you enter a description for each of the topic files (RTF files) in your Web site project at any time, even after the initial creation of the new document. This can be used to categorize the information that is contained in that file.

If you choose to use a description rather than the path and filename itself, you can verify the path and filename at any time simply by **double clicking on the description line** in the hpj tree. You will see the path and filename associated with the description in the box, which you can change at this time if you wish.

You can also press the edit button to edit the topic file as text, to "hack" the RTF code on your own. This is recommended only for the most skillful users, who have experience in RTF coding.

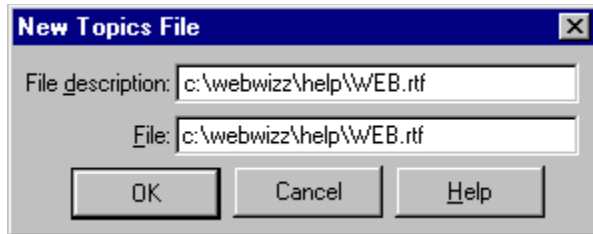
Create Contents Topic

Check this box if you want the program to automatically create a Contents topic for you. This can generally be thought of as the [homepage](#). Creating the contents topic is not a necessary step. You can always create a topic called Contents at another time; however, it is offered to you as a convenience at this time because all Web sites begin with a home page and if created now, this topic becomes the entry way into this Web site.

If you check this box, an [edit window](#) will be opened for you to begin entering topic information.

New Topics File

The **File-New Topics File** item is used to add a new, empty topic file ([RTF file](#)) to the current project or to add a previously created topic file to the project.

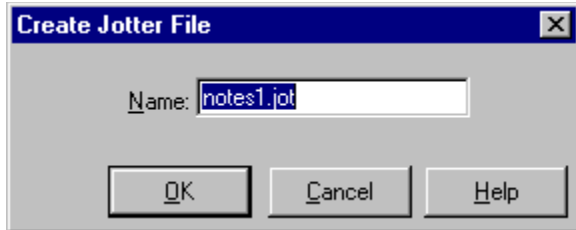


The topics that comprise your Web site project can be stored in one or more topic files. Use this menu item to add another file to the project for *organizational purposes* or to *incorporate* the work you have already created in *another* Web site into the current Web site.

You may enter a file description (i.e., the description that you will see on the outline when you open the project for editing), and the file name including the full path. Some users prefer to use the path and filename as the description, as shown in the example above.

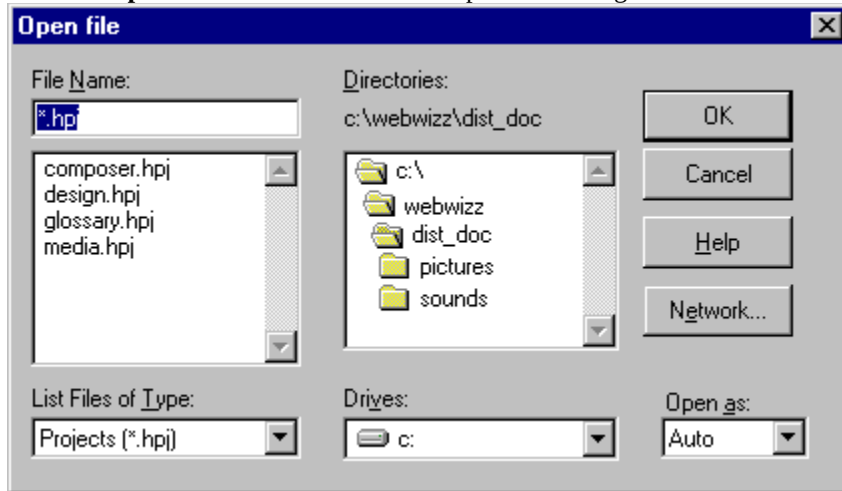
Jotter Note Pad

The software provides a convenient note pad for making notes to yourself about the project. The Jotter note pad is available to hold miscellaneous notes to yourself about your Web site project. Each note appears on its own page and pages can be individually discarded. This is a handy way to make notations to yourself about things to be done in the project. Jotter notes are not part of the Web site pages and are not compiled with the Web site.



Simply type in the name you would like to use as the name of your jotter file using the extension .jot and press **OK**.


The **File-Open File** menu item is used to open an existing file. This file can be any of several types



supported by the software, with the most common being the Web site [project file](#) (hpi). This is the first step in working with a project. If you were previously working with another project, it is automatically closed, and you will be prompted to save any topics if changes were made to them.

This dialog permits you to select the type of file to open from the pull down list at the lower left. You can then browse any of the drives on your system or on the network to locate the particular file to open.

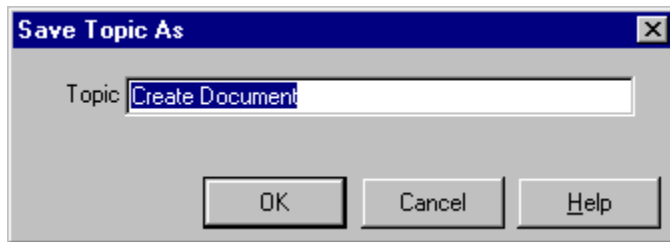
You can also choose the method for opening the file, using the **Open as** selection. For project files (HPJ) and topic files (RTF), you can choose Auto mode, which is the default, or you can open the files as text, in [text mode](#).



```
File: C:\Helpfile1.RTF
{\rtf\ansi\deff0
{\info {\title c:\Helpfile1.rtf}}
{\fonttbl{\f0\swiss MS Sans Serif;\f1\swiss Arial;\f2\modern
Fixedsys;\f3\roman Times New Roman;\f4\modern Courier New;\f5\roman
Symbol;}
{\colortbl\red0\green0\blue0;\red128\green0\blue0;\red0\green128\blue0;\re
{\HelpYourselfGroup }
{\InGlossary 0}}
${\footnote $ Contents}
#{\footnote # Contents0101022236}
!{\footnote ! TopicsDialog(700,1,323,1024,2,'PEP01011519978')}
{\info {\PEPBD C:\PEP\BACKDROP\PASTEL3.BMP,8454143 96 0
100}{\PEPSECURITY 0}{\HYBegTop}}\pard\pard{\plain
\li0\ri0\fi0\qc\sb0\sa100\sl0\brdrs{\info {\HYParSN Default}}{\info
{\HYParSP {Arial,-19,400,0,0,0,128}}}{\info {\HYParNum {}}}{\info
{\HYParAQ 0}}{\info {\HYParHTML }}\tab \tab \tab {\f1\fs28\cf1 Table of
Contents\tab \tab \tab \tab \tab \tab \tab \tab
```

This picture shows what a topic file (an RTF file) looks like when you open it as text (an [ASCII text file](#)). You can also open the project file (HPJ file) as text. Both of these files should be changed only by skillful users, and only after you have made an extra backup copy of the file.

The construction of the RTF file is quite complex and a single misplaced brace can render the file unusable.

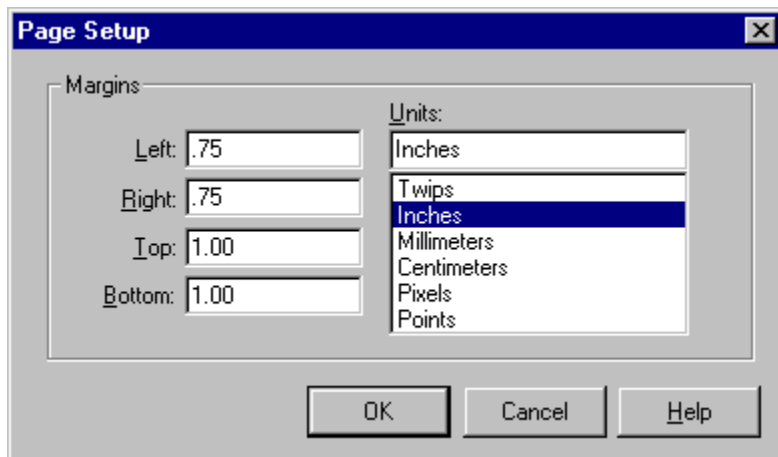


The **File-Save topic as** menu item performs two functions.

First, it allows you to give your **new topic** a **name**. When you open a new topic, it is not automatically named, unless you have used a template which names the topic. It remains unnamed until you either save it or close it, at which time, the program will ask you to give it a name. In this instance, using 'Save Topic', 'Save Topic As', or clicking the topic's close box at the top right corner of the menu bar will produce this same dialog.

Second, this dialog allows you to save the current **topic** you are editing under another name. This is done by simply choosing 'Save Topic As'. When the dialog appears, the current name will be highlighted in the name box. To change the **topic title** simply type over the current name, and press **OK**.

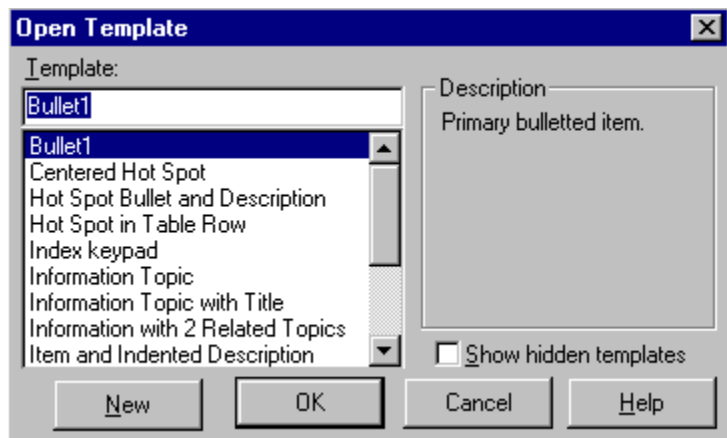
Simply choosing 'Save Topic' or clicking the topic's close box will allow you to save the contents only to the **current** topic name.



You can choose all your margins for printing, in the unit of your choice.

First choose the measurement unit in which you would like to see those margin settings displayed by highlighting them on the right side of the dialog.

Then enter your desired margin settings for each of the margins, using decimal points if needed.



The File - Open Template menu item is used to open a [template](#) file into an [edit window](#) from the list of templates shown. You might want to do this to make changes to one of the templates you have defined, or one of the standard templates supplied with the software. This is also the way to define a new template. By clicking the New button, the program opens a new template for you to edit.

If you will be creating multiple topics with the same layout design, it would greatly benefit you to create a template of that format so that with each new topic, you can call on that template and simply enter the text into it. The template will then put the text into the format you have designed, thereby saving you time and effort. Click any of the controls in the sample dialog above for further information. Click on the Continue picture to see a sample template.

Template - Left Pane

On this side you can see the list of existing templates. These may not be the entire list of templates; rather, they represent the ones that were checked as 'Display as Topic Style template' when they were created.

Template - Right Pane

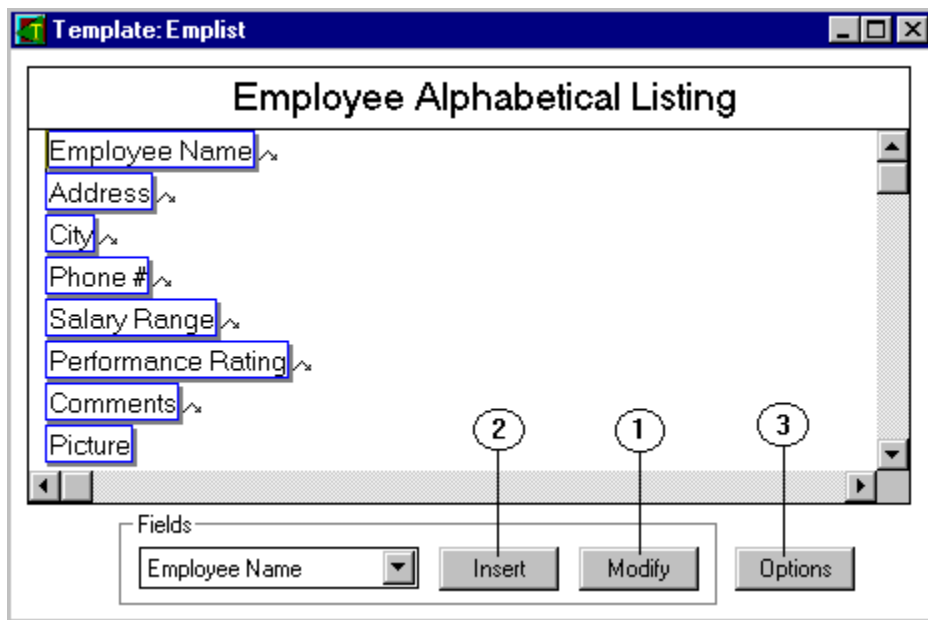
On this side you can see the description for the template which is highlighted in the box on the left. This is the description that was keyed in when the template options button was clicked.

Show Hidden Templates

The **Show hidden templates** box allows you to view all templates that you have previously designated as hidden in the Template Options dialog. You can check this box if you want the display to include these *hidden* templates, such as the ones used to build the index and glossary topics.

New Template Button

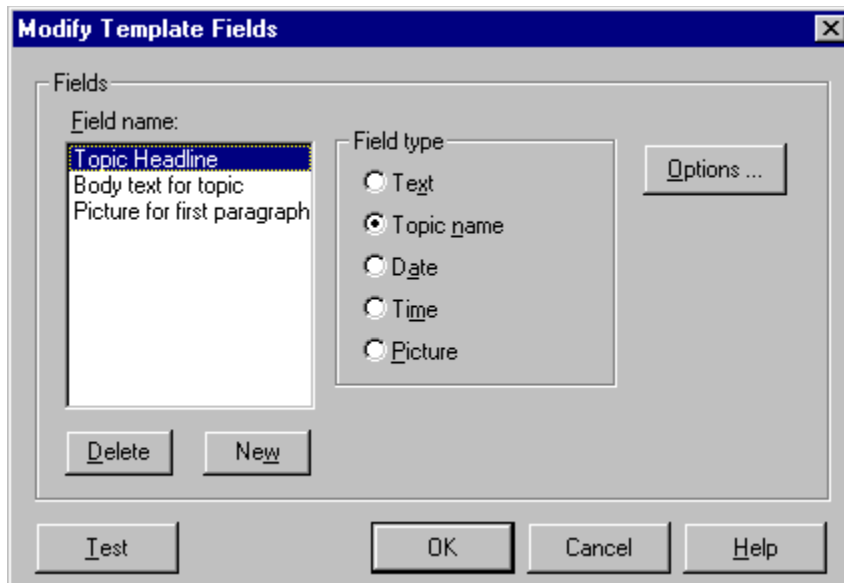
This button allows you to open a new template for editing. It is completely blank and ready for you to begin entering the information you want this template to have. You decide what fields you need to automate and where you want them placed on the template. Then, simply add them to your template fields dialog and insert them where you want them. Read the continuing topics for the steps needed to create a template.



This is a sample template with eight fields defined for an employee address list.

Use the buttons at the bottom of the template to customize your template.

Click on each of the numbers for step-by-step instructions.



You can enter the names of all the fields you want for this template by simply clicking the 'New' button and entering the name of the field. You can further define a field type and set options for each of the fields you define.

Click on any of the items for a further description.

Field Name

This box lists the names for all of the fields you have defined for this template. Every time you enter a new field name, it is added to the bottom of this list. You can click on any of these field names to highlight and then adjust the options, if any, for that field.

You can define any number of fields to be used in the template. You can then set the radio button control to determine the field type and then set the [field options](#), if any.

Field Type

This is the list that defines the different types of fields. Highlight the field name and select the radio button for the appropriate field type. Field options are different depending upon the field type you have chosen. In fact, some field types do not have any options. For an explanation of each option, press the [Options](#) button.

Field Options are enabled and disabled depending on the field type chosen. For an explanation of each of the five field types, click on the field type of your choice below.

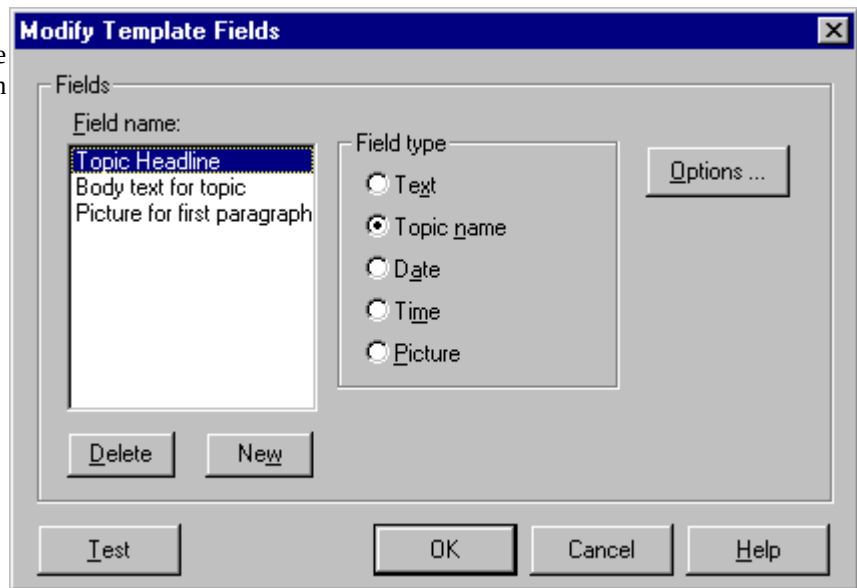
[Text](#)

[Topic Name](#)

[Date](#)

[Time](#)

[Picture](#)



Text Field - Templates

The image shows a 'Text Field Options' dialog box with a blue title bar and a close button. It is divided into three sections: 'Field size', 'Style', and 'Case'. The 'Field size' section has a checked checkbox for 'Unlimited characters' and an empty text box for 'Number of characters:'. The 'Style' section has two radio buttons: 'Single line' (selected) and 'Multiline'. The 'Case' section has three radio buttons: 'Sensitive' (selected), 'Uppercase', and 'Lowercase'. At the bottom, there is a 'Default entry:' label followed by an empty text box, and three buttons: 'OK', 'Cancel', and 'Help'.

The text field permits the template to receive text input when the template is executed. The text can be a single line or multiple lines. It can be limited to a specific length, in characters, or unlimited input can be permitted. You can specify a default value for the text to be supplied without typing, but can be overridden when the template is executed. This dialog shows the options available for a "text" field in your templates.

Field Size

This control lets you set a maximum number of characters that can be input when the template is run. The [default](#) is to have an unlimited number of characters allowed.

Style

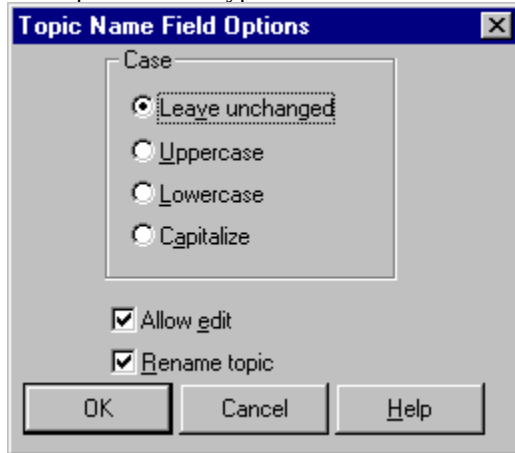
The style button on this dialog determines whether your field will be allowed to receive more than one line of information. With **Single line** only one line of input is allowed, while **Multiline** allows entry for as many lines as you want when the template is run.

Field Name: Case

This control determines whether the input you type is converted for this field when the template is run. The [default](#) is to be case sensitive, allowing both upper and lower case. You can specify either all upper case or all lower case, as desired.

Topic Name Field - Templates

The topic title field type is a variation on the text field whose purpose is to supply a name for the



topic in addition to placing the text within the topic itself. The options for this field type permit you to control the creation of the topic's name while editing the text that will appear within the topic itself.

The dialog at the right shows the options for this field type. The **Case** box control lets you pick which way the text will be formatted.

The **Allow edit** check box determines whether or not you can make changes to the topic name that is created automatically.

The **Rename topic** check box determines if the input you type for this field will be used to rename the topic itself. When the box is checked, the name of the topic will be replaced by the text you type into this field.

Date Field - Templates

This type of field is used to specify that the system date is to be included in the template. The current date is placed in the topic when the template executes. The date field type outputs the current date in the form "Month day, year" to produce a result like "April 15, 1999" when the template is executed.

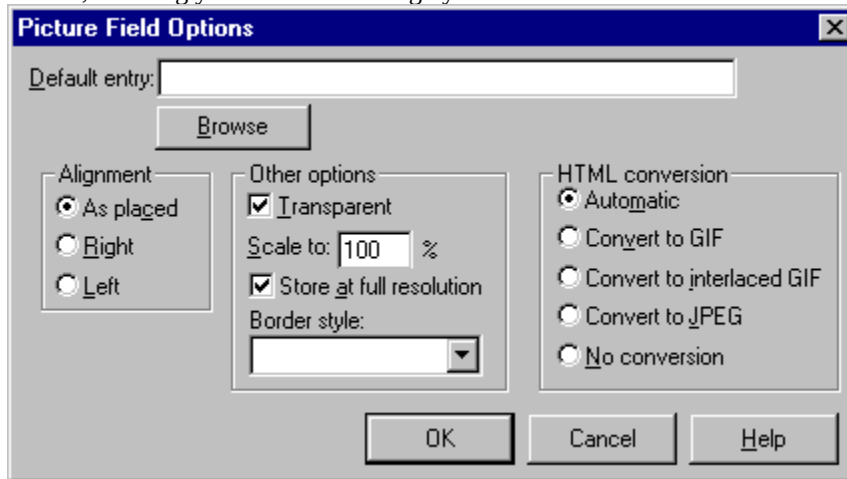
Time Field - Templates

This type of field is used to specify that the system time is to be included in the template. The current time of day is placed in the topic when the template executes.

The time field outputs the current system time using all digits in the form "hh:mm:ss.dd pm" where "hh" is the hour of the day (12 hour clock), "mm" represents the minutes after the hour, "ss" is the number of seconds past the minute and "dd" is the decimal number of seconds. The entry is followed by "am" or "pm" depending upon the current hour of the day.

Picture Field - Templates

This type of field is used to specify a picture to be included in the template. The picture specification is "soft coded", allowing you to browse through your directories to search for and select a specific picture. You can



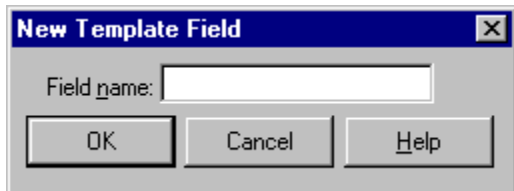
specify a particular picture file that should serve as the "default" value (the value displayed automatically when the template executes).

The options for this field permit you to designate placement for the picture (left or right justified, or "as placed") within the current paragraph. Other features allow you to set the picture as transparent so that your background color can be seen through the picture. You can scale a picture so that it can be seen larger or smaller than the original size, you can store the picture at its full resolution, and you can specify the HTML conversion to the format of your choice. All these features are seen in the sample dialog above.

Delete Button

Highlight a field and press this button to delete it from the list of fields. Any references to the field in the template document will be lost.

New Template Field



To add a new field to the list for use in your template, press this button. You will see this dialog, at which point you can type in the new field name. It will be added to the bottom of the list.

Once you have entered the field name, press the **OK** button. This field will be added to your template description.

Read the topics Template fields and Template field options in the on-line documentation for more information.

Template Wizard

Topic: Contents

Personal information

First name:

Last name:

Age:

Gender: ☐ Male ☐ Female

Topic Title:

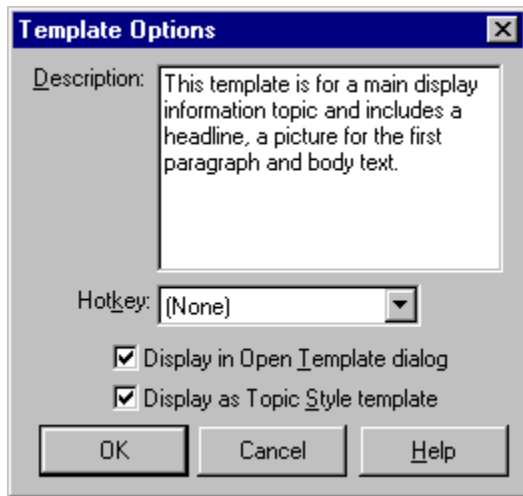
< Previous Next > Cancel

The software lets you see your field information by pressing the test button. A succession of dialogs is displayed. Each dialog shows each field you have defined. Press the **Next** button to see each successive field in your template, or press **Previous** to back up one field at a time. Press **Finish** to insert the field information into your topic.

Remember: the order in which you enter your fields is the order in which you will see them on the template dialogs.

Insert Field

Select the field you want to insert by clicking on the arrow next to the field names and highlighting the one you want. Then position the cursor on the template where you want to insert the field and press **Insert**.



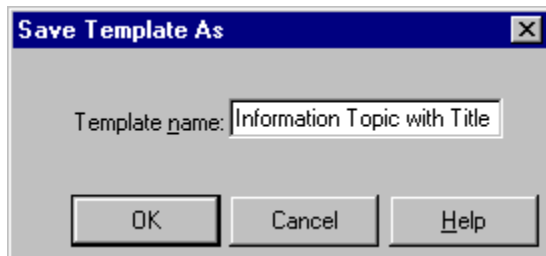
On this dialog, you put the finishing touches onto your templates. Click on any of the items in the sample dialog to the left for further information.

Enter a description for your template to distinguish it from others in the list of templates. This description appears on the right pane of the open template dialog.

You may assign this template a hot key if you want to be able to call this template from within an existing topic by pressing an F key. The program uses these keyboard shortcuts to activate your templates.

You can determine whether or not this template will appear in the list of templates shown in the **Open Template** list. To prevent this template from appearing in the list, **uncheck** the 'Display in Open Template dialog' box. This feature will prevent its being altered inadvertently or carelessly. You may want to uncheck this box if you have templates that you do not intend to use as topic style templates and you do not want to see the list cluttered with templates that are used only at certain times. (The option to show this template is initially defaulted to checked.) To reverse a template you have previously designated as hidden, simply **check** the 'Display in Open Template dialog' box.

Check the 'Display as Topic Style template' box so that this template **appears** in the list of templates that are used to govern the styling of new topics. (The option to show this template in the Open Template dialog is initially defaulted to unchecked.)



The **File-Save Template As** menu item performs two functions. First, it allows you to give your new [template](#) a name. When you open a new template, it is not named until you either save it or close it, at which time, the program will ask you to give it a name. In this instance, using 'Save Template', 'Save Template As', or clicking the template's close box at the top right corner of the template will produce this same dialog.

Second, this dialog allows you to save the current [template](#) with which you are working under another name. This is done by simply choosing **Save Template As**. When the dialog appears, the current name will be highlighted in the name box. To change the template's name, simply type over the current name, and press **OK**.

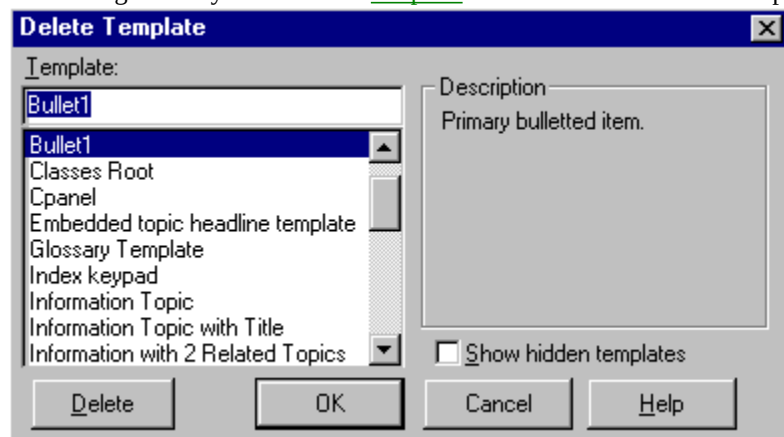
Simply choosing **Save Template** or clicking the template's close box will allow you to save the contents only to the current template name.

Sample Template Fields

This sample shows several individual fields. Fields are always highlighted in a template edit window with a blue boundary so that you can easily differentiate them.

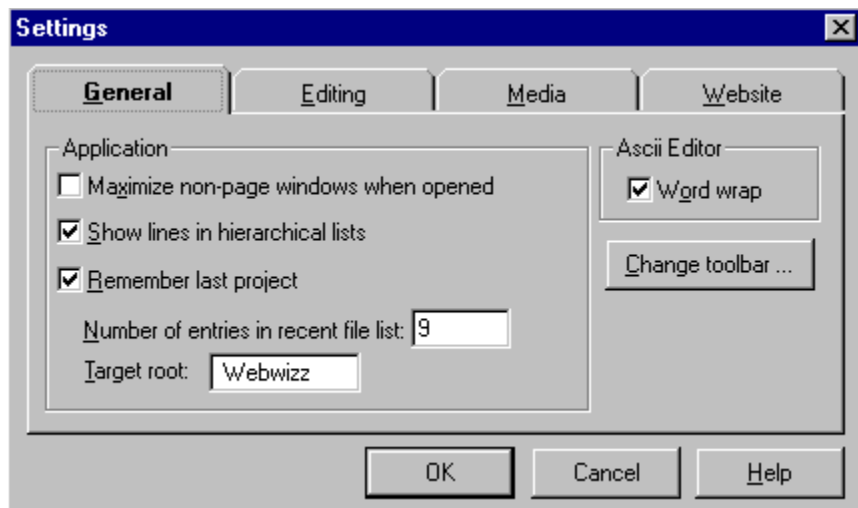
Template fields do not have to be arranged at the left edge, as these are. They can be placed anywhere within the topic, including inside of table cells.

This dialog allows you to select a [template](#) to delete from the list of templates shown



in the box on the left. The list on the left shows the names of existing templates. The box on the right shows the description, if any, for the template which is highlighted in the box on the left.

You can check the box labeled **Show hidden templates** if you want the display to include the *hidden* templates, such as the ones used to build the index and glossary topics. If you change your mind about deleting the template, press the Cancel button. If you truly want to delete the template, press the Delete button. You should **exercise extreme caution** when deleting templates, especially hidden ones.



This dialog allows you to personalize the way the program works. You can change any of these items to suit your personal preferences. These items are grouped on the dialog as shown in the sample to the right.

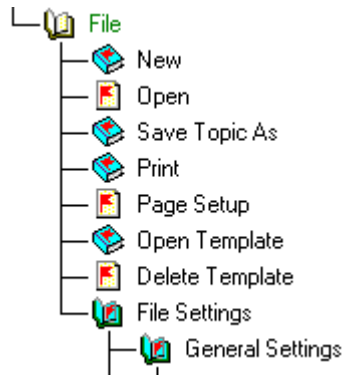
Click on any of these items for further information. Click on the other tabs for information about the other settings.

Maximize Non-Topic Windows When Opened

There are certain menu items that produce a window rather than a dialog box when invoked. An example is the View Media Database window. This kind of window is a bit smaller than half the screen by default. Checking this box will maximize this kind of window to the full screen size whenever invoked. Uncheck the box to return to default size.

You can manually size this kind of window by positioning the cursor on the window's borders until the cursor changes into a double sided arrow. Click and hold down the left mouse button and drag the window to the size you want it.

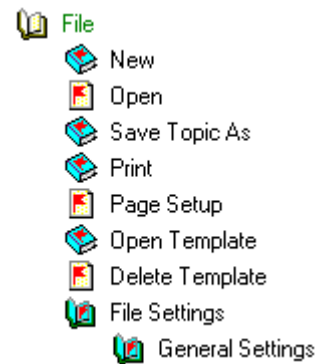
Show Lines in Hierarchical Lists



Check this box to show the outline hierarchy lines as in the example to the left.

Uncheck the box to remove the outline hierarchy lines as in the example to the right.

Notice how the nesting of the topics remains in either case.

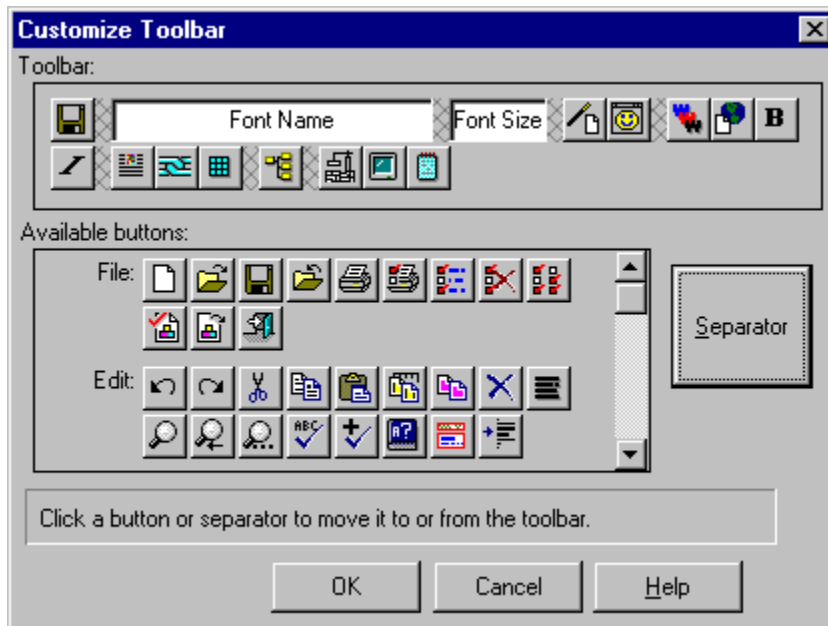


Number of Entries in Recent File List

This determines how many previously opened files will be listed at the bottom of the **File-Open** menu listing.

Word Wrap

This control lets you determine whether or not the program will automatically break lines in [ASCII text files](#) that you have opened in an [edit window](#). When this box is checked, lines you are typing will automatically wrap to the next line when you reach the end of the line in the window. When not checked, you must break the line with a carriage return (the **Enter** key).



The tool bar is a row (or rows) of buttons shown at the top of the display. You can customize the content of the tool bar with all, none, or some of the buttons displayed. The buttons on the tool bar provide easy access to functions also found on the menus. You can also establish tool buttons that represent actions that are not on the menu! These are for extra convenience and activate a menu item with a particular choice already made. For example, you can set a tool button that calls the **Insert-Picture** dialog with the justification set to either left or right. In this example, you can see the current toolbar as well as the available tools. Click on any of these items in the sample dialog for additional information.

The Current Toolbar

This area shows you the current toolbar. When you add or remove tool buttons from the toolbar, you can see them displayed here before you exit this dialog.

The Available Tool Buttons

This is the complete list of available tool buttons. They are divided into groups based on their functions. To add a button to the current toolbar, press the desired button from the available buttons list. This will change the cursor to



a block similar to this one: . Then simply position the cursor at the spot on the current toolbar where you want to insert the new tool button, and click once again. The button will be automatically placed there.

To remove a button from the current toolbar, click on the unwanted button. Again, the cursor will change to the one as in the example above. Simply move the cursor to any spot in the available buttons area and click once again.

The button will disappear from the current toolbar.

The Separator Button

To insert a separator into the current toolbar, press the Separator button. This will change the cursor to one similar

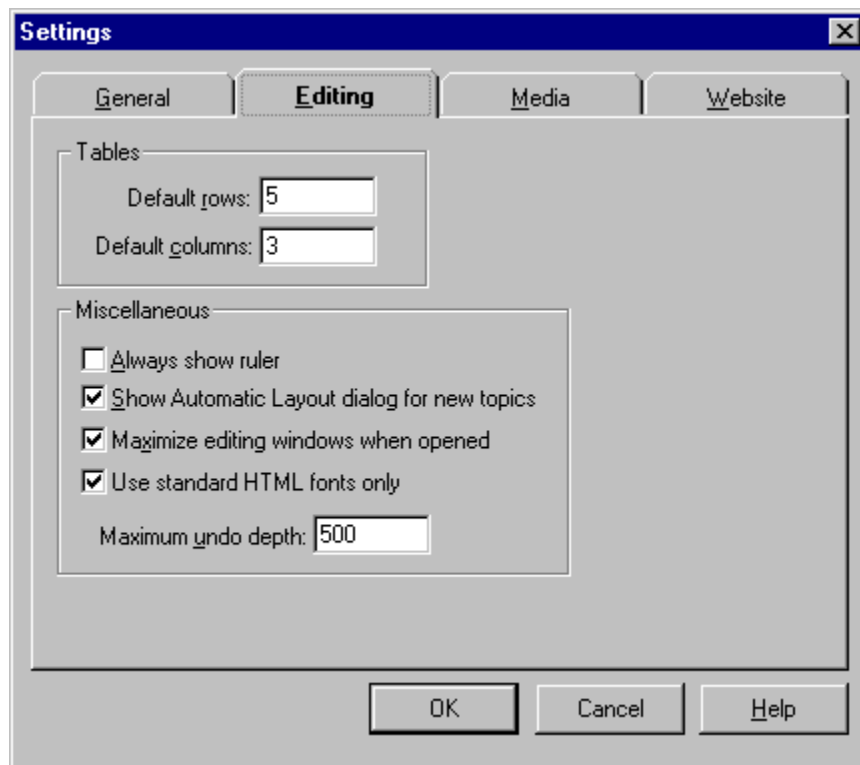


to this one: . Then position the cursor at the spot in the current toolbar where you would like the separation to be and click the cursor once again. The separator is automatically inserted into that place.

To remove a separator from its place in the current toolbar, click on it with the cursor (it is the regular arrow at this point). The cursor will change to the box similar to the one in the example above. Then move the cursor to another area on the dialog (such as the available buttons area) and click once again. End by clicking OK.

Remember Last Project

This check box determines if the program will automatically reload the last project you worked with when it starts.



On this dialog, you can specify settings that are used in the editing process.

Click on any of the items in the sample dialog to the right for further information.

Table Defaults

This control allows you to specify a new [default](#) value for the number of rows and columns that will be shown automatically on the dialog to create (inserting) a new table. You can, of course, override this value when you are creating a new table. The purpose of this setting is to allow you to set a default that will be correct most of the time.

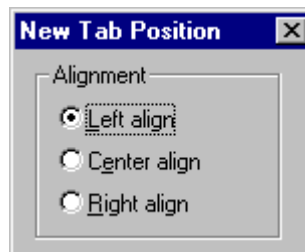
Always Show Ruler / New Tab Position



Check this box to make the program display the ruler in topic [edit windows](#), under the tool bar, just above your topic's title bar.



Right click the mouse button once anywhere on the ruler to change its units.



Double click the mouse button to display the tabs dialog. You can set the alignment or drag the tab using the mouse pointer as shown in the topic [Paragraph Designer Tabs](#).

Show Automatic Layout Dialog for New Topics

This control permits you to enable the topic styles template selection. [Topic style templates](#) provide a way to format new topics automatically, including the insertion of pictures, hot spots, and fill-in-the-blank text fields.

If you check this box, the program will show you the list of available templates in your template directory and allow you to open a new topic with one of them. Simply highlight one of the templates from the available list and say OK. Your topic will open allowing you to insert your text according to the attributes you have defined for the template.

The templates you will see on the list of available templates is determined by the attributes defined in the 'Open Template' menu item. To read about templates in general, go to the [Open Template](#) topic. To learn how to show a specific template in the topic styles dialog, review Topic Style Templates in the on-line documentation.

Maximize Editing Windows When Opened

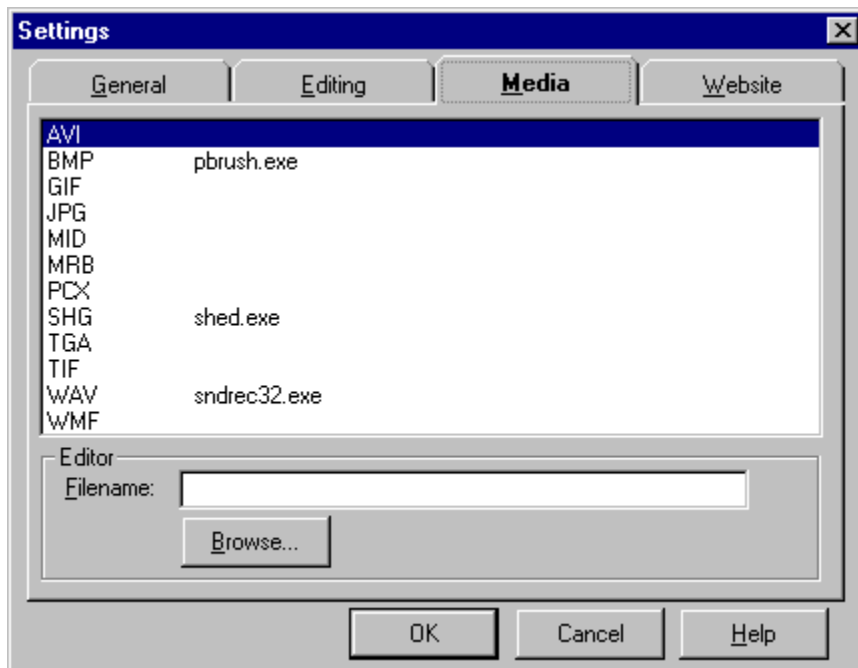
If you leave this box unchecked, your topic windows will default to a size that is not maximized upon opening, but approximately one half of the screen size. To force these windows to open to maximum size, check this box. The choice is yours.

Use Standard HTML Fonts Only

Checking this box will ensure that your file will use only the ordinary fonts that are common to HTML.

Maximum Undo Depth

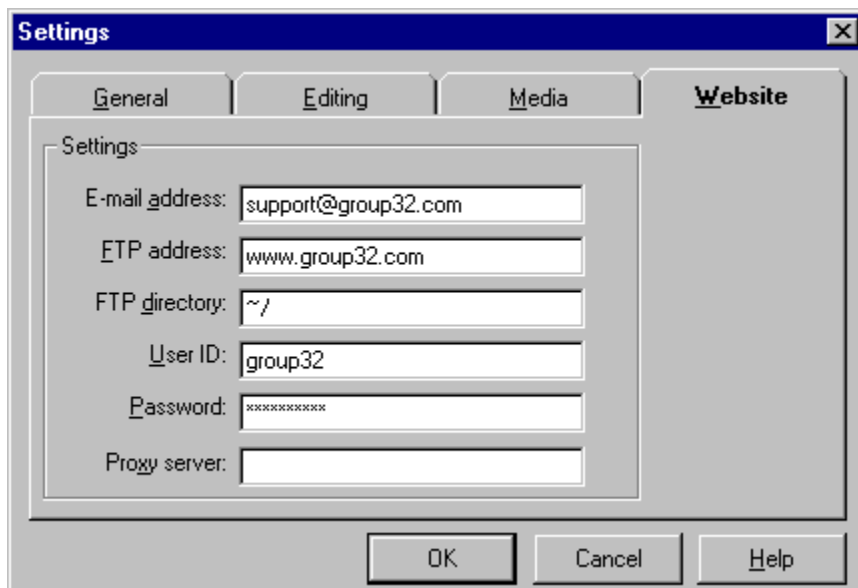
A wonderful feature called undo is available for you to use whenever you have made a mistake. This item determines the maximum number of operations that the program can retain and be able to reverse when you press UnDo. The actual maximum is limited by your system's memory and Windows resources, but you can set a lower limit if you wish.



On each dialog where The program permits you to add a picture or a multimedia file to the Web site project, there is a button labeled **Edit**. If you press the button, the program invokes an editor for the file you are adding.

This dialog allows you to define the names of the applications that will be used to edit the different types of media files you can use. Use this dialog to enter the program name of your own editor for each of the different file types.

To operate the dialog, highlight the file extension that appears at the left. Then, use the **Browse** button to locate the editor for that type of file.



This dialog allows you to change certain program settings controlling uploads to the Internet.

These settings are in effect for all Web sites (projects) you create. To make changes for a **specific** project, choose Website Properties [Web site tab](#) and change the necessary items within the settings box.

Click on the items in the sample dialog to the right for further information.

E-Mail Address on Web Site Information

This is the place for the E-Mail address of the person who is to receive E-Mail about the Web site itself. Sometimes this person is called the "Webmaster".

The Homepage Expert builds standard Web site pages that include a place for the E-Mail address. This is the address that will be placed on the page, and is intended to provide an address to receive correspondence about the Web site itself.

FTP Address on Web Site Information

This is the FTP address where the Web site that you build will be uploaded. This address is used by the Publish function, that automatically uploads the files of the Web site onto the server.

Your Web server address appears in this box.

FTP Directory on Web Site Information

This is the directory on the file server where the Web site that you build will be uploaded. This address is used by the Publish function that automatically uploads the files of the Web site onto the server. You must obtain this directory information from the person or company that maintains your server.

If you used the Homepage Expert to enter your site information, the directory name you entered has already been placed here. If you created your own project without the help of the Homepage Expert, the upload information is placed here on the [File Settings](#).

User ID on Web Site Information

This is the user ID that will be used for the log-in on the server that contains your Web site. This ID is used by the Publish function that automatically uploads the files of the Web site onto the server, to establish your identity when it uploads the files to the server.

Password on Web Site Information

This is the password that will be given during the log-in on the server that contains your Web site. This password is used by the Publish function that automatically uploads the files that make up your Web site onto the server, to establish your identity when it uploads the files to the server.

Proxy Server Name for Web Site

This is the name or address of the server through which you must go in order to upload your Web site to the Internet. This step does not apply to everyone.

If you have a standalone computer , that is, you are not part of a network, or if your computer is part of a network but you have a direct dial-up connection to the Internet, you do **not** need to enter the name of a proxy server.

If your computer is part of a network and you use a shared Internet connection, that is, you do **not** have a direct dial-up connection to the Internet, you **must** enter the name or address of the proxy server in order to upload your Web site to the Internet.

If you need to enter the proxy server information and you do not know it, call your help desk to find out., You cannot upload without it.

This dialog allows you to enter a character, word, or text string to search within an ASCII file, and to



specify options to modify the search. You can determine the scope of the search by your actions before calling this dialog to control which topics are searched. Set the scope for the search before commanding the program to perform a search.

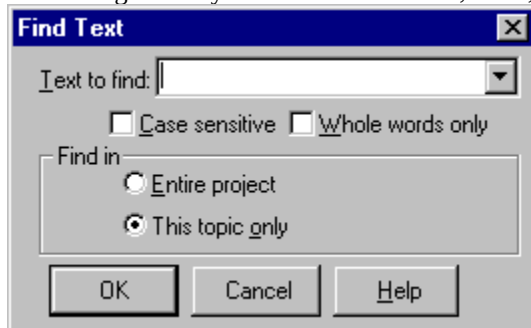
By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper- or lower-case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

[Find From an Open Topic](#)

[Find From the Project Window](#)

This dialog allows you to enter a character, word, or text string to search within an ASCII file, and to



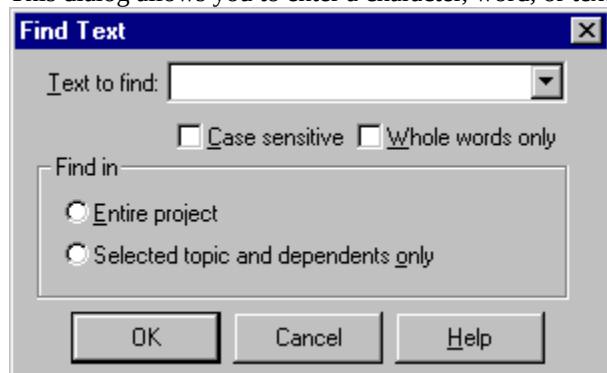
specify options to modify the search. You can determine the scope of the search by your actions before calling this dialog to control which topics are searched. Set the scope for the search before commanding the program to perform a search.

By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper- or lower-case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

You can specify if you want to search through **this topic only** or through the **entire project**.

This dialog allows you to enter a character, word, or text string to search within an ASCII file, and to

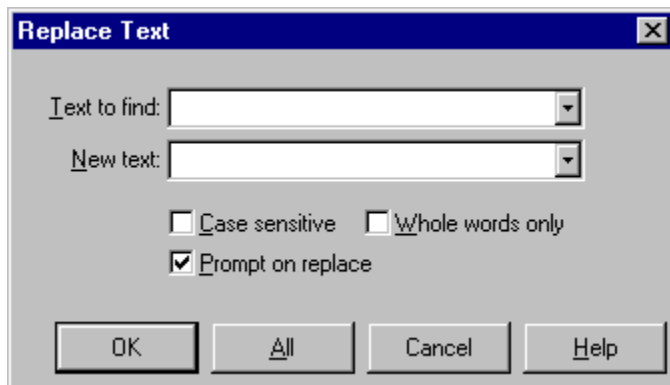


specify options to modify the search. You can determine the scope of the search by your actions before calling this dialog to control which topics are searched. Set the scope for the search before commanding the program to perform a search.

By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper- or lower-case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

You can specify if you want to search through **the entire project** or through the **specified topics and dependents only**.



This dialog lets you specify a [string](#) of **Text to find** and **New text** string to substitute for all those it finds that match within a an ASCII text file. You determine the scope for the search by your actions before calling this dialog to control which topics are searched. You can use the check boxes to modify the way the search and replace works. To do just one match, press the OK button. To replace all matches press the All button.

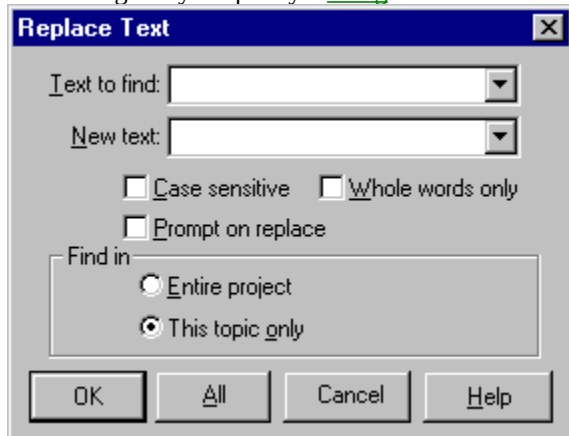
By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper or lower case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match on the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

[Replace from an Open Topic](#)

[Replace from the Project Window](#)

This dialog lets you specify a string of **Text to find** and **New text** string to substitute



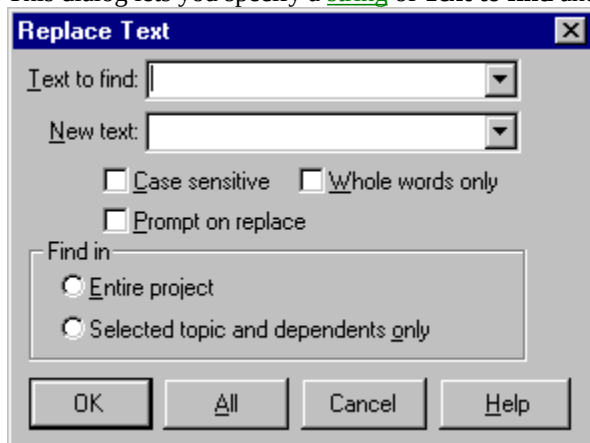
for all those it finds that match within a an open topic. You determine the scope for the search by your actions before calling this dialog to control which topics are searched. You can use the check boxes to modify the way the search and replace works. To do just one match, press the OK button. To replace all matches press the All button.

By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper or lower case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match on the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

You can choose to search the **entire project** or just **this topic only**.

This dialog lets you specify a **string** of **Text to find** and **New text** string to substitute

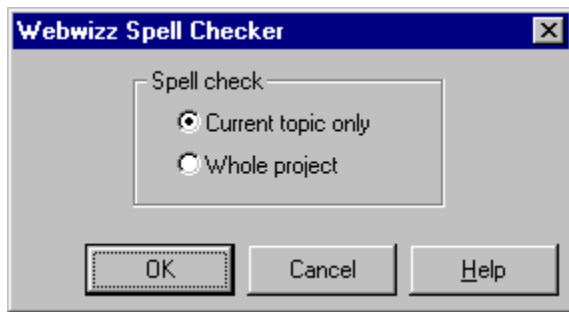


for all those it finds that match within a an open topic. You determine the scope for the search by your actions before calling this dialog to control which topics are searched. You can use the check boxes to modify the way the search and replace works. To do just one match, press the OK button. To replace all matches press the All button.

By checking the **Case sensitive** check box in the dialog, you can specify whether the search should look for specifically upper or lower case words. If the search is case sensitive, the text string must match the text you entered exactly, including the exact arrangement of upper case and lower case letters. For example, a **case sensitive** search for **Entry** would not find the string **entry**.

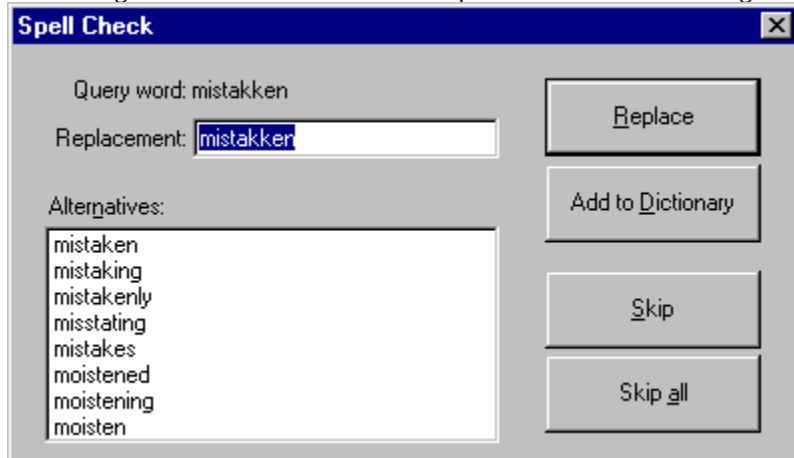
By checking the **Whole Words Only** check box in the dialog, you can specify whether the search should match on the entire word or not. If this box is checked, the text string must not appear within a word. For example, with the whole word box checked, the word **Assure** would not match a search string **sure**.

You can choose to search the **entire project** or just **selected topics and dependents only**.



Decide if you would like the spell checker to search text only in the current topic or through the entire project. Check one of the two buttons and then press **OK** to continue.

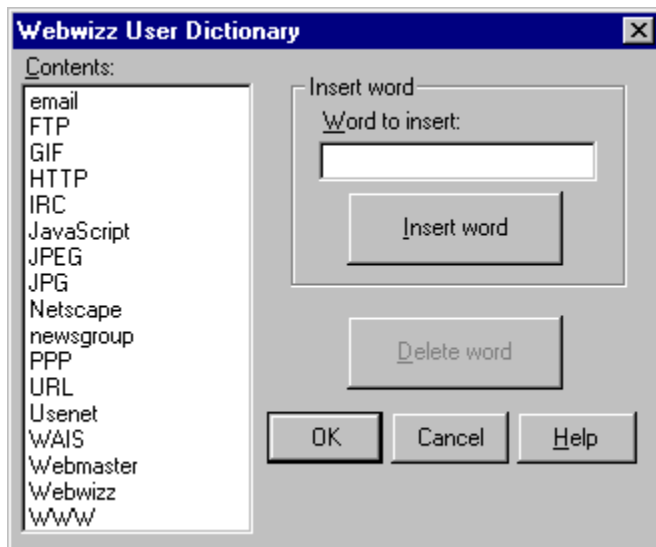
This dialog controls the verification of suspicious words found during the spell check.



The query word shown at the top is the word that the spell checker could not verify. Initially, this word is placed in the edit box labeled **Replacement**. A list of possible alternatives to the word is shown below it. Click on one of these words, and it is transferred into the **Replacement** box. Then press the **Replace** button to have the query word replaced in the topic.

If you feel that the query word is correct, you have several options, depending on how you want to handle this word now and in the future. You can press the button labeled **Add to dictionary** to add the word to your personal dictionary. Then future spell checks will not query this word for spelling.

You can press the button labeled **Skip** to pass over this one occurrence of the query word, but any other occurrences of the word will also be queried. You can press the button labeled **Skip all** to pass over this occurrence of the query word, and any other occurrences of the word during this spell check pass. Future spell checks will still query the word. Finally, you can press the **Cancel** button to end the spell check.

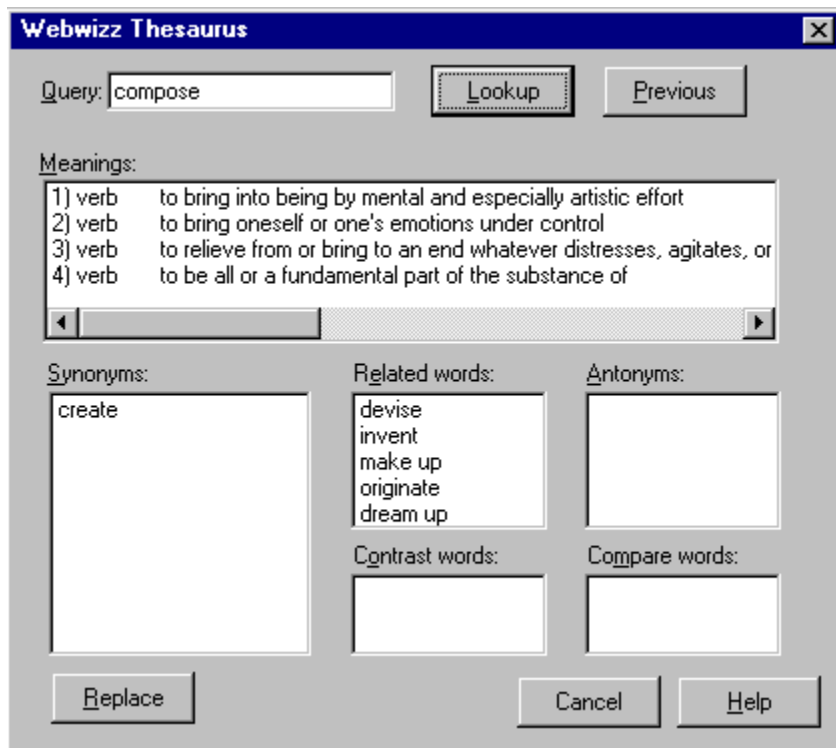


This dialog is used to access and change the custom dictionary created by the spelling checker in the software. When you run the spell checker and choose the option "**Add to dictionary**", the program stores that word in your personal dictionary in alphabetical order.

This dialog permits you to add other words to that dictionary or to delete words you have previously placed there.

To **add** a word, place the mouse cursor inside the box labeled **Word to insert** and type the word you want added to the dictionary. Then press the **Insert word** button or the insert key on your keyboard to add it to the list. To **remove** a word, highlight it in the Contents window and press the **Delete word** button or the delete key on your keyboard.

Press the OK button when you are finished making changes to your dictionary. If, at any time, you press the Cancel button or click the close box, any changes you made since the last time you pressed OK are lost.



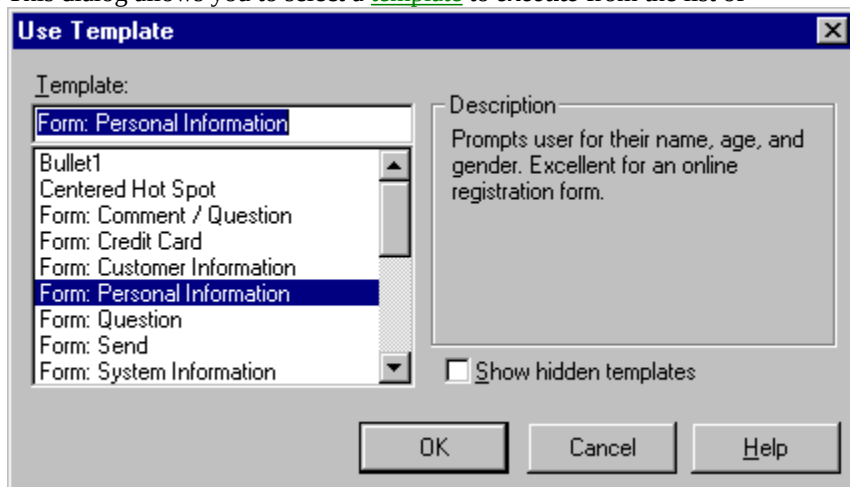
This dialog controls the thesaurus used to find synonyms for words in your text. You can highlight a word (i.e., [mark text](#)) before calling the thesaurus to operate on that particular word, or you can choose this menu item with no word marked and type in your own words.

The box labeled **Meanings** shows one or more definitions for the query word, indicating for each whether it is a noun, verb, and so on, and provides a short definition of that use.

The box labeled **Synonyms** shows other words with a similar meaning. You can click on any of these to have the word placed in the query box. Click on the button labeled **Lookup** and its information will be substituted in all the other boxes (meanings, synonyms, etc.).

The other boxes function in the same way. They are labeled **Related words**, **Antonyms** (opposites), **Contrast words**, and **Compare words**. You can press the **previous** button to restore the previous query word and you can press the **replace** button to have the query word substituted for the word that was highlighted when you chose the thesaurus option. If no word was highlighted, the query word is added to your topic at the point where the cursor was positioned when the thesaurus was called.

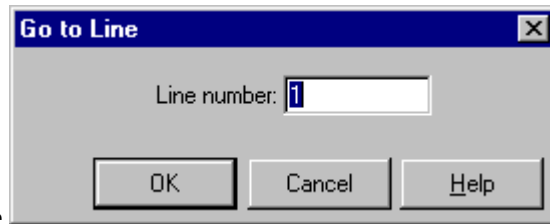
This dialog allows you to select a [template](#) to *execute* from the list of



templates shown in the box on the left. The list on the left shows the names of existing templates. The box on the right shows the description, if any, for the template which is highlighted in the box on the left.

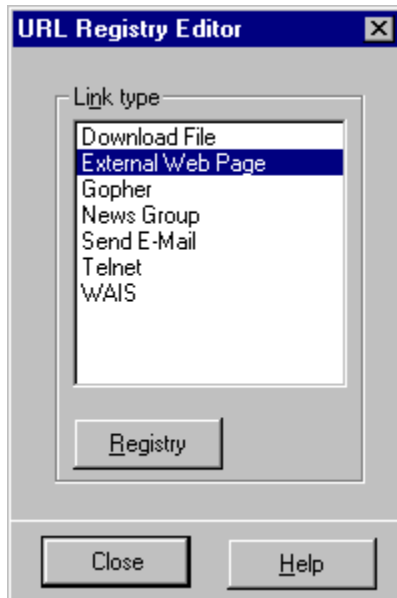
When you [double click](#) on one of the template names or press the **OK** button (or press the **Enter** key) the template you selected is executed and the resulting material is added to the topic you are working with in the current [edit window](#).

You can check the box labeled **Show hidden templates** if you want the display to include the *hidden* templates, such as the ones used to build the index and glossary topics and many of the topics built by the Wizard.



This dialog allows you to enter a specific line

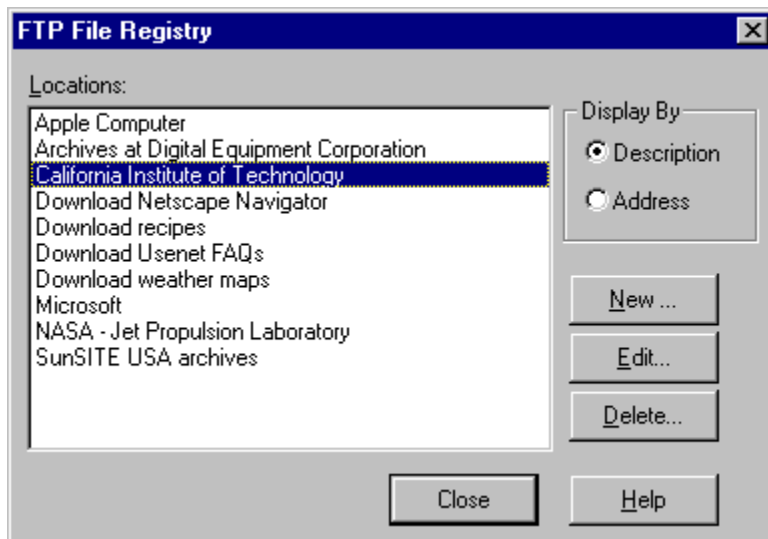
number—in the [edit window](#) you are currently working with—to advance to, or go back to, as the case may be. The current line number is shown in the dialog. You can type a new number or edit the one that is shown. Then, press the **OK button** or press the **Enter key** to advance the cursor and the window to that line number.



This dialog permits you to keep an 'address list' within your system for those [URL addresses](#) you use frequently. They are displayed either by description or address. You can edit and delete them as necessary by highlighting the link type you want to edit and pressing the **Registry** button.

The software permits you to maintain libraries of external links for the following categories, accessed by highlighting the proper link type and pressing the Registry button:

[FTP file locations](#)
[External Web pages](#)
[Gopher search sites](#)
[Newsgroups](#)
[E-Mail addresses](#)
[Telnet sites](#)
[WAIS sites](#)

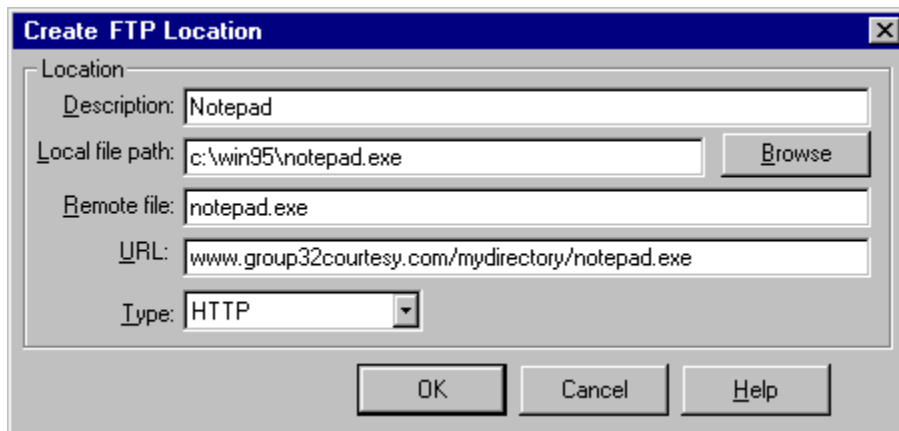


The software lets you record the addresses of the [FTP](#) sites you want to keep by storing them in your own FTP file registry.

Press the [New](#) button to add a site to your registry and display it by either description or address.

Press the [Edit](#) button to alter information previously entered.

Press the **Delete** button to remove a site from your registry.



This dialog permits you to enter a new location into your FTP registry.

Description is the name you want to see in your list when you access this Registry. **URL** is the actual FTP address on the Internet for this Registry item. If you enter only a directory name, your readers will be shown that directory's contents when they click the hot spot for this link. They can then choose the file they wish to download. If you enter the directory name *and* the file name, that file will automatically be downloaded when your readers click the hot spot.

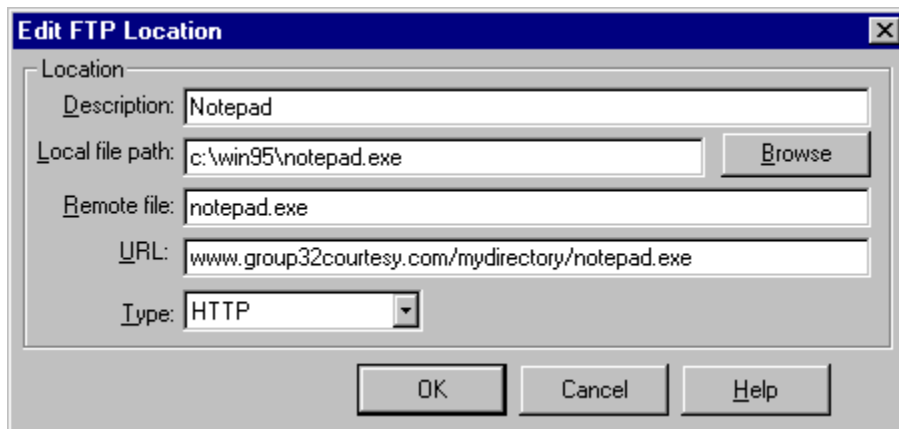
If the file(s) for downloading are on an Internet site other than your own, you only need to fill in the description and URL fields. If the file(s) for downloading are on *your* hard drive, The program must know *where* on your hard drive they are so that they can be uploaded along with your Web pages when you press the Publish button. The software must also know the full path of your Internet site where the uploaded file will reside with your Web pages. In this case, you must fill in the local file path and remote file fields.

Local file path refers to the directory on your own hard drive where the file available for downloading resides.

Remote path refers to the path of your Internet site where the file will be placed when it is uploaded.

Type refers to the Internet protocol being used to download files. Most of the time (but obviously not written in stone), the authors of personal Web sites will use HTTP for downloading files; however, depending on the ISP the Web authors are using, they could have access to an FTP site. **File** is similar to HTTP.

There are many books that include good information on the subject of Internet protocols.



This dialog permits you to change your FTP registry. You can change any of the information on the dialog.

Description is the name you want to see in your list when you access this Registry. **URL** is the actual ftp address on the Internet for this Registry item. If you enter only a directory name, your readers will be shown that directory's contents when they click the hot spot for this link. They can then choose the file they wish to download. If you enter the directory name *and* the file name, that file will automatically be downloaded when your readers click the hot spot.

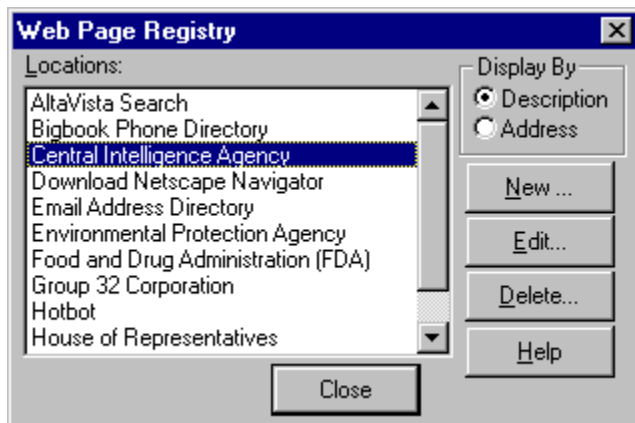
If the file(s) for downloading are on an Internet site other than your own, you only need to fill in the description and URL fields. If the file(s) for downloading are on *your* hard drive, The program must know *where* on your hard drive they are so that they can be uploaded along with your Web pages when you press the Publish button. It must also know the full path of your Internet site where the uploaded file will reside with your Web pages. In this case, you must fill in the local file path and remote file fields.

Local file path refers to the directory on your own hard drive where the file available for downloading resides.

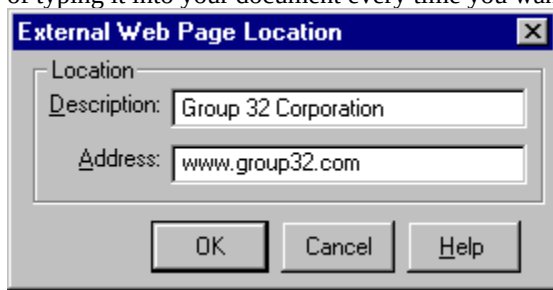
Remote path refers to the path of your Internet site where the file will be placed when it is uploaded.

Type refers to the Internet protocol being used to download files. Most of the time (but obviously not written in stone), the authors of personal Web sites will use HTTP for downloading files; however, depending on the ISP the Web authors are using, they could have access to an FTP site. **File** is similar to HTTP.

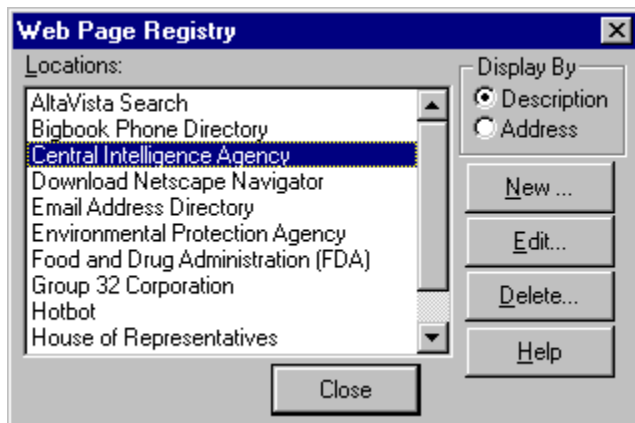
There are many books that include good information on the subject of Internet protocols



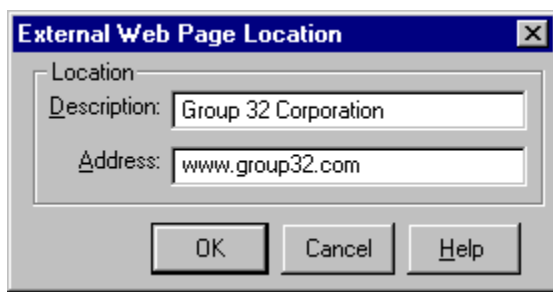
This dialog makes it easy for you to keep track of external [Web pages](#) to which you might want to link from within your own Web site. Using this registry can save you time because you can simply click on a Web page link instead of typing it into your document every time you want to access it.



The **New** button allows you to add an entry to the list. First enter the **Description** you want to see when you edit this Registry, then enter the actual URL for the Web site. The example below shows the description for Expert Software, followed by its URL, which is www.expert-sw.com. You can display the external Web page registry by either actual address name or by the description you entered. If an address or description needs to be changed, you can use the [Edit](#) button to update the entry. Pressing the **Delete** button will remove the Web page address from your registry entirely.



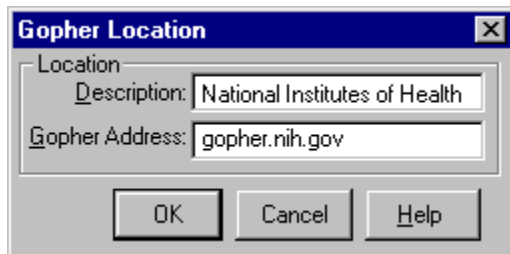
When you press the Edit button on the Web Page Registry dialog, you are shown the dialog at the bottom left of this screen which allows you to make modifications to your previously created registry entries.



You may change the **Description** of the registry entry and the actual URL **Address** for the Web site if necessary. The example below shows the description for Expert Software followed by its URL, which is www.expert-sw.com. The Registry can display the external Web page registry by either the address or by its description.

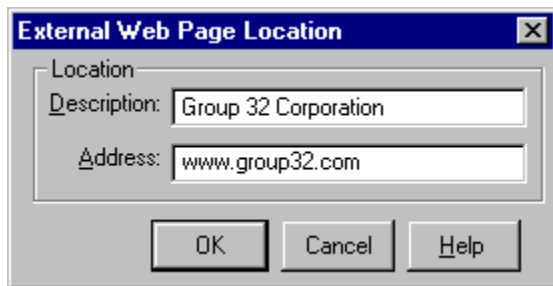


This dialog permits you to keep track of [gopher](#) sites to which you may want to link in your Web site. Using the registry can save you time because you can simply click on a gopher link instead of typing it into your document every time you want to access it.

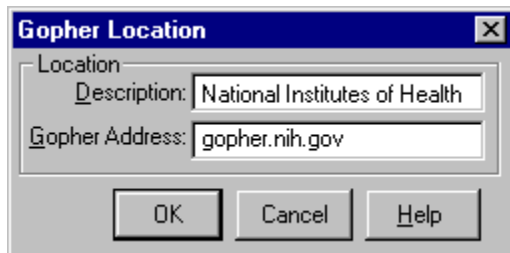


The **New** button allows you to add an entry to the list. First enter the description you want to see when you access this registry, then enter the actual gopher address. The following example shows the gopher address for the National Institutes of Health. You can display the gopher registry by either actual address or by the description you entered.

If an address or description needs to be changed, you can use the [Edit](#) button to modify either one. To remove a site entirely from your registry, press the **Delete** button.



When you press the Edit button on the Gopher Registry dialog, you are shown the dialog below which allows you to make modifications to your previously created registry entries.



You may change the **Description** of the registry entry and the actual gopher **Address** if necessary. The example below shows the description for the National Institutes of Health followed by its gopher address, which is gopher.nih.gov. The Registry can display the gopher entries by either the address or by its description.

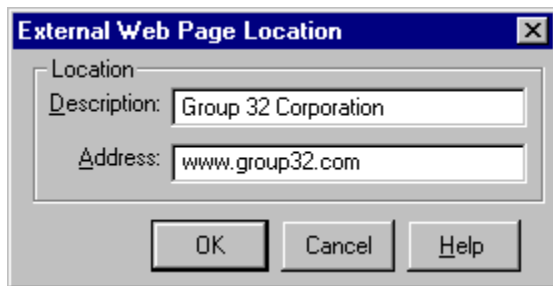


This dialog allows you to organize your favorite [news group](#) links by using the news group registry. Instead of typing each link in your documents, the registry allows you to click on any one in order to access it..



The **New** button allows you to add an entry to the list. First enter the description you want to see when you access this registry, then enter the actual news group address. The following example shows the address for the digital photography news group.

You can display the news group registry by either actual address or by the description you entered. If an address or description needs to be changed, you can use the [Edit](#) button to modify either. Press the the **Delete** button to remove any entry from your list.



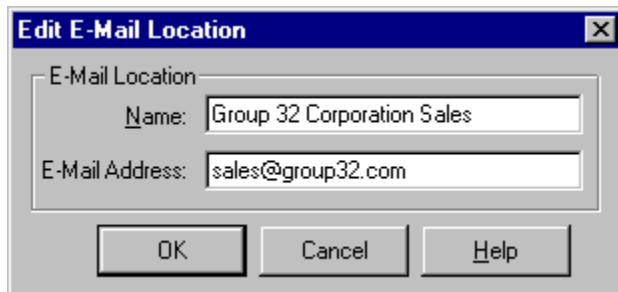
When you press the Edit button on the news group registry dialog, you are shown the dialog below which allows you to make modifications to your previously created registry entries.



You may change the **Description** of the registry entry and the actual **news group Address** if necessary. The example below shows the description for the digital photography news group followed by its news group address rec.photo.digital. The Registry can display the news group entries by either the address or by its description. Also shown is the news group type. The types available are NEWS and NNTP. These are two different methods of referencing USENET articles. They require different syntax in order to obtain the information. There are many books available on the subject of Web sites and news groups that can be invaluable to a good Web author.

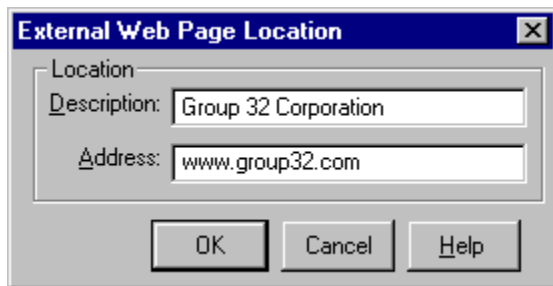


This dialog allows you to keep track of your [E-Mail](#) address links. With the registry you can just click on an e-mail address and automatically link it in your document, saving you time.



The **New** button allows you to add an entry to your e-mail list. First enter the description you want to see when you access this registry, then enter the actual e-mail address. The following example shows the address for Expert Software's Sales Department.

You can display the E-Mail registry by either actual address or by the description you entered. If an address should change, use the [Edit](#) button to update the entry. **Delete** allows you to remove an e-mail address from your registry.

A Windows-style dialog box titled "External Web Page Location" with a close button (X) in the top right corner. It contains two text input fields: "Description:" with the text "Group 32 Corporation" and "Address:" with the text "www.group32.com". At the bottom are three buttons: "OK", "Cancel", and "Help".

External Web Page Location

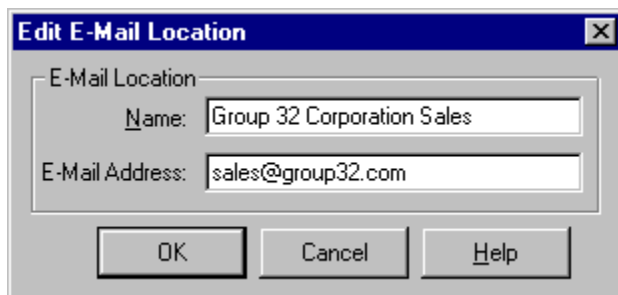
Location:

Description: Group 32 Corporation

Address: www.group32.com

OK Cancel Help

When you press the Edit button on the e-mail registry dialog, you are shown the dialog below which allows you to make modifications to your previously created registry entries.

A Windows-style dialog box titled "Edit E-Mail Location" with a close button (X) in the top right corner. It contains two text input fields: "Name:" with the text "Group 32 Corporation Sales" and "E-Mail Address:" with the text "sales@group32.com". At the bottom are three buttons: "OK", "Cancel", and "Help".

Edit E-Mail Location

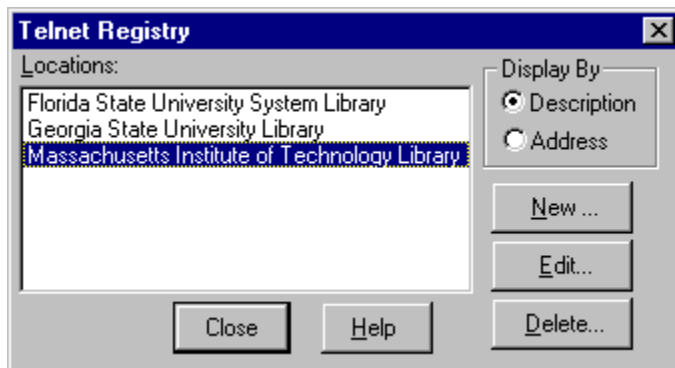
E-Mail Location:

Name: Group 32 Corporation Sales

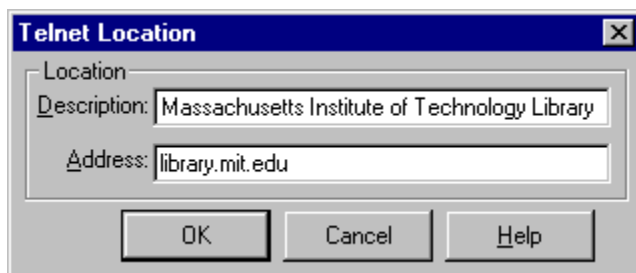
E-Mail Address: sales@group32.com

OK Cancel Help

You may change the **Description** of the registry entry and the actual **E-Mail Address** if necessary. The example below shows the description for Expert Software's Sales Department followed by its e-mail address sales@expert-sw.com.

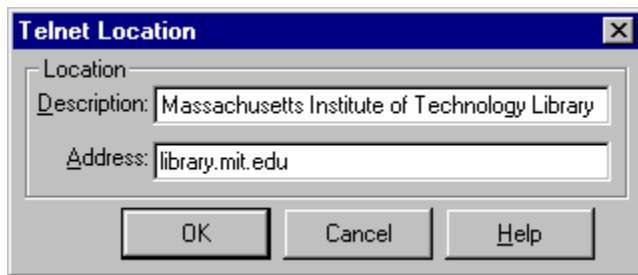


This dialog permits you to keep track of your favorite [Telnet](#) links. You can save time by simply clicking on the registry items to automatically link them in your document, instead of having to type each one in.



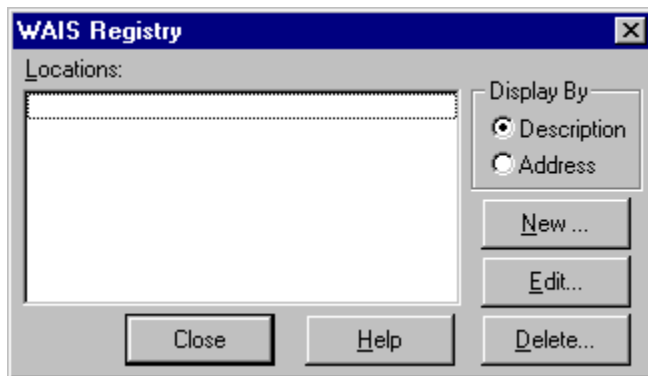
The **New** button allows you to add an entry to the list. First enter the description you want to see when you access this registry, then enter the actual telnet address. The following example shows the telnet address for MIT's library.

You can display the telnet registry by either actual address or by the description you entered. If an address or description needs to be changed, you can use the [Edit](#) button. Press the **Delete** button to remove a site from your list.



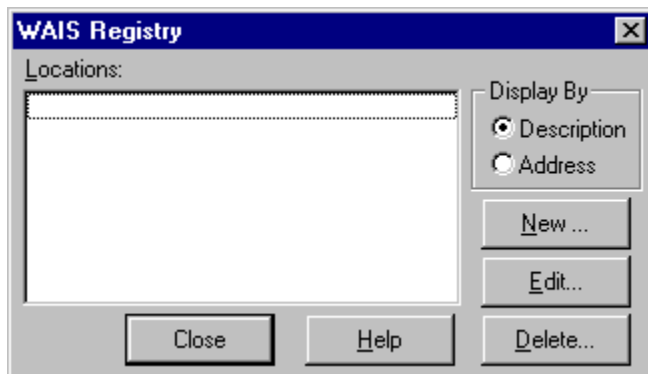
When you press the Edit button on the Telnet Registry dialog, you are shown the dialog below which allows you to make modifications to your previously created registry entries.

You may change the **Description** of the registry entry and the actual **Telnet address** if necessary. The example here shows the description for MIT's library followed by its telnet address, which is library.mit.edu. The Registry can display the telnet entries by either the address or by its description.

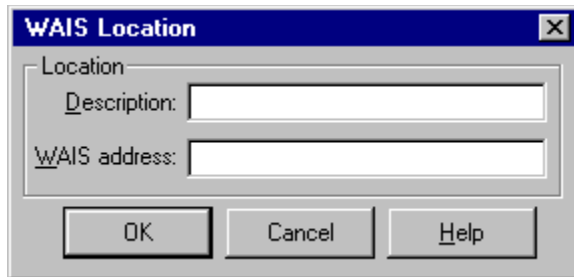


The software lets you create your own list of commonly used [WAIS](#) address links. When creating your documents, you can simply click on the registry items to automatically link them in your document, instead of having to type each one in.

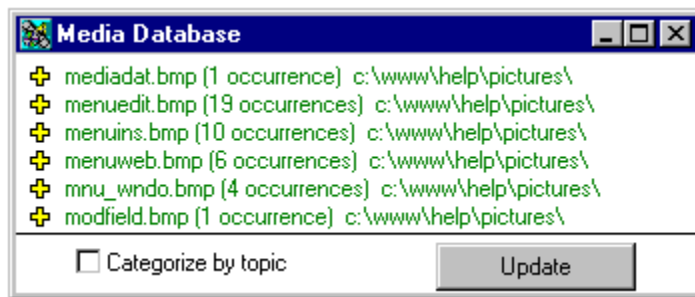
The **New** button allows you to add an entry to the list. First enter the description you want to see when you access this registry, then enter the actual WAIS address. You can display the WAIS registry by either actual address or by the description you entered. If an address or description needs to be changed, press the [Edit](#) button. To remove an entry entirely, press **Delete**.



When you press the Edit button on the WAIS Registry dialog, you are shown the dialog below which allows you to make modifications to your previously created registry entries.



You may change the **Description** of the registry entry and the actual **WAIS address** if necessary. The Registry can display the WAIS entries by either the address or by its description.



The software can produce a list of the graphic elements (pictures) that are used in your Web site project. The list shows how many times each picture is used in the project and the [topic\(s\)](#) in which each is used. An alternate viewing mode provides a list of topics and shows which media elements are used in them. You can choose a topic from either list and move directly to an [edit window](#) for that topic by double clicking on the topic name.

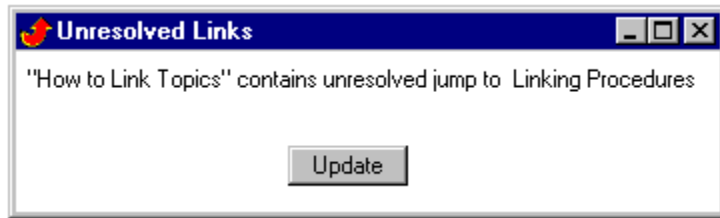
The media database list is compiled for you and displayed in a window in outline style. Click on the plus sign to open a list showing all the topics using the picture. Click on the yellow minus sign of an open list to close the list.

You can check the box labeled 'Categorize by topic' to have the list presented as a topic list. It shows an alphabetical list of topics in outline style. Click on the plus sign to reveal which pictures are used in that topic. In both lists, you can double click on the topic name to edit it.



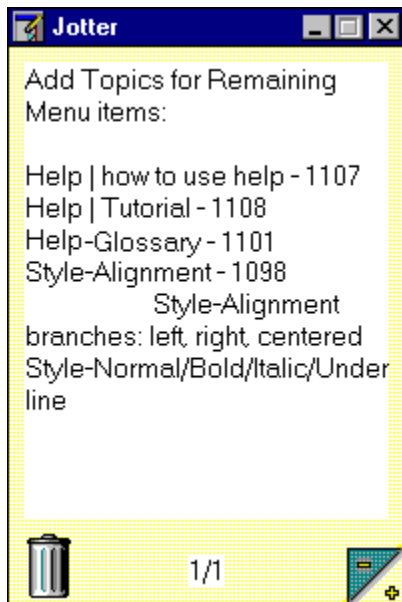
When you have asked for a list of orphan topics, as now, the software aids you by

showing a list of topics that do not have a means to be accessed in your Web site project. Orphan topics are not linked from any other pages in the Web site. To view any of the topics shown in this list, double click on the topic name in the orphan topic display window. The software will open an edit window for the topic.



When you have asked for a list of unresolved links, as now, the program aids you by showing a list of topics that have links that are invalid. To view any of the topics shown in this list, double click on the topic name in the unresolved link display window. The software will open an edit window for the topic containing the unresolved link.

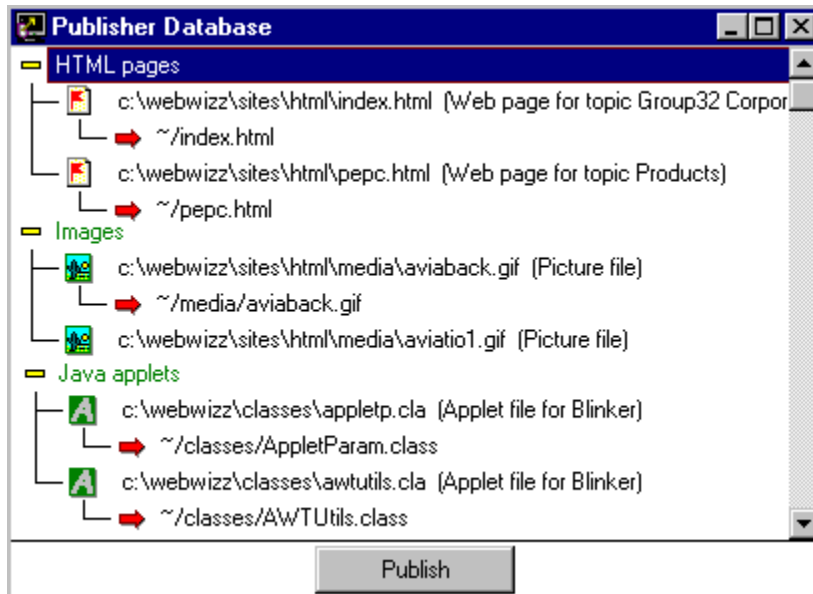
Press the update button to refresh the list of unresolved link topics. If you have been making corrections, and wish to view an updated list, press this button to refresh the list.



The software provides a convenient notepad for making notes to yourself about the project. The note pad holds any miscellaneous notes to yourself about your help file project. Each note appears on its own page and pages can be individually discarded. Jotter notes are not part of the help system topics and are not compiled with the help file.

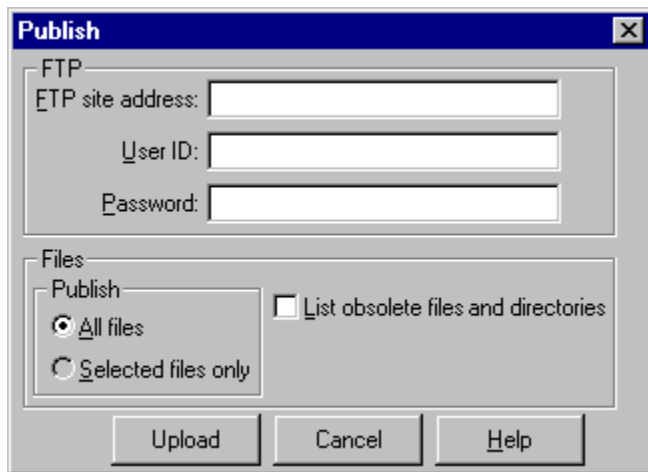
Your notes for each project are available when you are working on the project and are kept separate from the notes for other projects.

Click **View - Project Notes** and begin typing. Click the plus sign or minus sign in the lower right corner to move forward or backward among the various note pages. Click the trash can to discard the current page. You can also use keyboard commands for these same purposes. Press Ctrl+RightArrow to advance to the next page. Press Ctrl+LeftArrow to go back to the previous page.



When the software builds your project, it builds each topic, applet, and picture into a file of its own. The Publisher database shows you this list of files divided into three categories. The HTML pages category contains all the topics that will become pages on your Web site. The Images category contains each picture used in your project. The Java Applets category contains each file created when you used the applet expert to include a Java applet in your Web site.

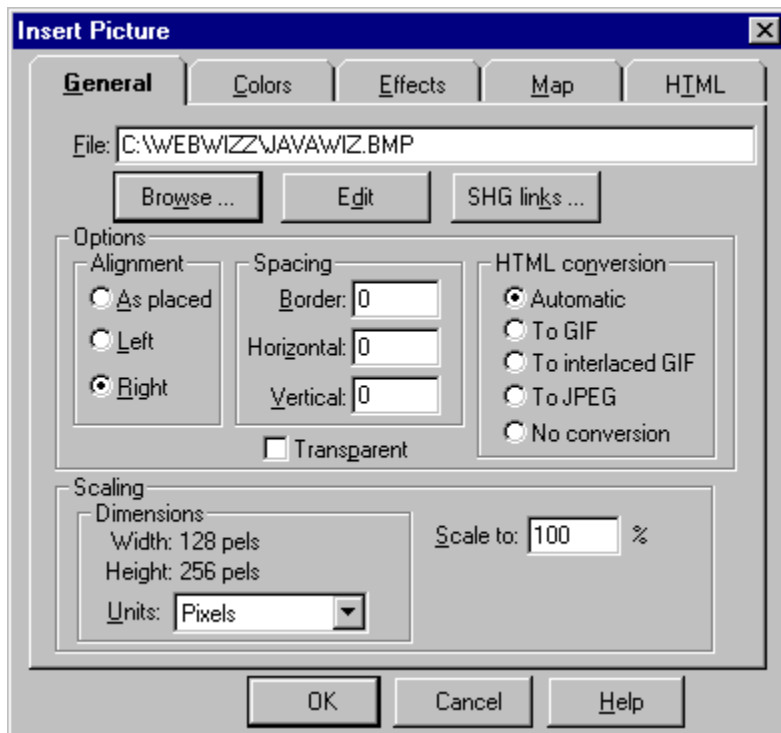
Press the [Publish](#) button to upload the project to the Internet.



When you press the Publish button, this dialog appears. When you first installed the software, you were given the opportunity to enter your FTP site address, user ID, and password, although it was not necessary in order to proceed with the install process.

The Homepage Expert also gives you the opportunity to enter this information on its last wizard screen.

Once you enter this information, whether it was during the install process, or while using either the home page expert or here during the publish process, the information is retained in memory. Any subsequent time you use the home page expert or press the publish button, this information will be accessed. You can edit fields if any of the information changes; otherwise, leave it as is and continue. You can elect to publish all the files or only selected files. If you changed only one or two files (Web pages or pictures), you can build just those files and publish them without having to re-publish the entire Web site. You can choose to list the obsolete files and directories; however, this option only works when you choose to publish **all** files.



The Insert Picture dialog allows you to add a [bit map](#) or [metafile](#) graphic to the topic that is opened in the current [edit window](#). Click in any area in the sample to the right for more detailed information. You add the bit map or metafile image to the topic by identifying the disk file that contains the image. You must have previously created the file in order to be able to use this dialog. You can choose the file to be inserted by pressing the **Browse** button and locating the one you want.

This creates a reference to a particular graphic file. If that file is changed, it will affect the look of the Web page the next time you compile it. You can press the **Preview** button to see the image before you insert it.

You can specify either left or right alignment of the graphic with the paragraph text, or you can permit the image to be placed within the paragraph in the place where the cursor was pointing when you called this dialog.

Press the [Browse](#) button for additional information.

General Tab - File

Enter the filename of the picture you wish to insert in the blank field, or press the [Browse](#) button to select one from the directory. The **Edit** button allows you to make any changes to your picture, and if you are using an SHG image, press the [SHG Links](#) button to create or modify hot spot links.

General Tab - Options

There are three options available to you when inserting a picture. First, you may choose the alignment of the image--left justified, centered, or right justified. You can also specify horizontal and vertical spacing around the picture. This means that all the text that wraps around your picture will be no closer to the picture than the number of pixels you specify here, both horizontally and vertically. You can put a black border around your picture by selecting a border size (in pixels) and entering it in the 'border' edit box. This puts the border the size you choose around the perimeter of the picture. The picture can be scaled to any size and displayed as transparent.

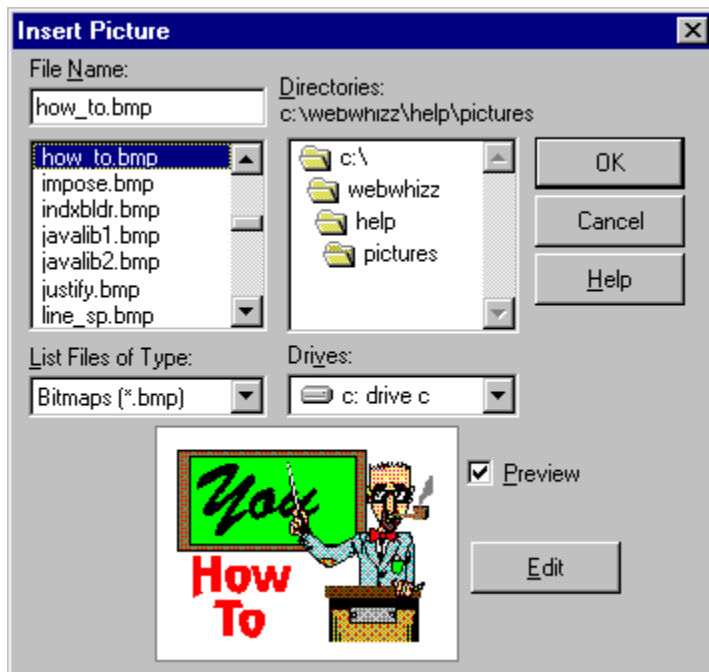
Lastly, the program converts your pictures to the format of your choice, based on the options provided here. Most Web browsers are capable of displaying your pictures in GIF or JPG format. If you set it to automatic, the software will convert the picture based on the number of colors used to create it. For over 256 colors, it will be converted to JPG format; for less than 256 colors, it will be converted to GIF format.

General Tab - Scaling

You may decide whether you would like to make your image appear smaller or larger by altering the scaling number. First, decide which unit of measurement you wish to use, then modify the value until the image is the size you want.

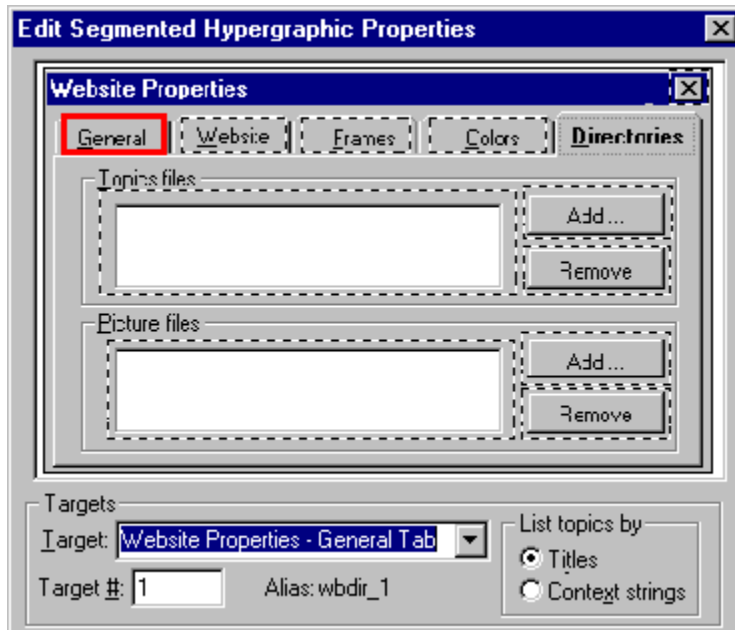
SHG Target Number

This control is used to display the number and context string for the currently selected hot spot within the segmented hot spot graphic. You can use the selection list to choose a destination topic for this hot spot, or you can enter a different number into this box to select a different hot spot and then choose a destination topic.



The software allows you to browse your system to find the picture you want to insert into your topic. Choose the drive, directory, and file type to narrow your search. When you highlight a picture, you can preview it in the window at the bottom of the dialog to verify your choice.

It also allows you to edit the picture by pressing the **Edit** button to the right of the preview window. This calls the graphics edit program you have previously named as the editor in the **File - Settings** media tab for this file type. When you are satisfied with your choice of graphics, press **OK** and you are returned to the previous dialog. The path and filename of the picture you choose appears in the File box.



This dialog permits you to make and adjust the link destinations for the individual hot spots within a segmented hot spot graphic file.

Click on any item in the dialog shown to the right to get more information about that control.

SHG Picture Miniature

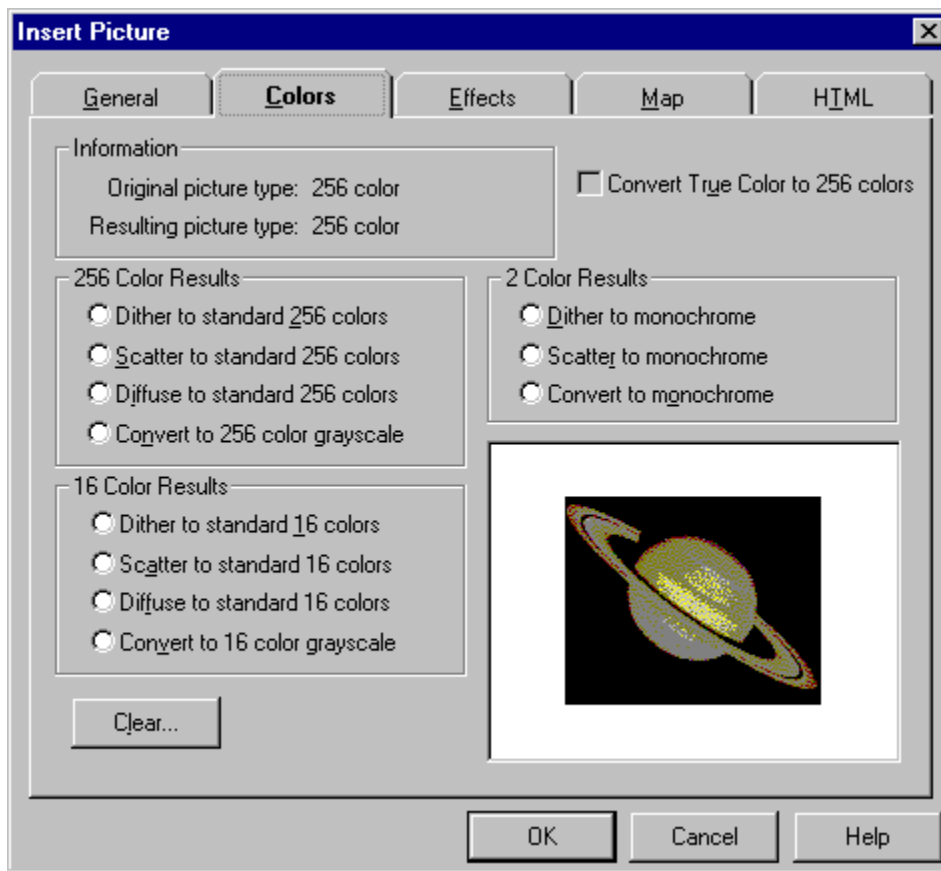
This area of the dialog shows a miniature of the segmented hot spot graphic file. Within the display, small colored rectangles surround the various hot spots within the graphic file. You can click on these hot spots within the picture to select one of the hot spots for the purpose of creating or adjusting its destination topic. You can also select one of the hot spots by entering a number in the box labeled **Target #**. The target numbers begin with one and ascend to provide a unique number for each hot spot in the SHG file.

SHG Target - Destination Topic

This identifies the topic that is to be accessed from the selected hot spot. You can pick a name from a list of all topics. You can look for your destination among existing topics by either topic title or the topic context description by clicking the radio button in the box labeled **Target descriptions**.

Target Descriptions - SHG File

This item lets you choose which will be shown for picking an existing topic to which you can link the SHG hot spot. Select the destination topic by either topic title or the topic context string by clicking the appropriate radio button in the box labeled **Target descriptions**.



This dialog permits you to review and adjust the color depth of the picture. Click on any of the areas to the right for more information. You can have the program adjust the picture's use of color so it does not cause problems when displayed with other pictures. The software gives you many options regarding the picture colors. Feel free to experiment until you find a setting with which you are comfortable.

256 Colors

Check one of the boxes to dither, scatter, or diffuse, or to convert to grayscale.

16 Colors

Check one of the boxes to dither, scatter, or diffuse, or to convert to grayscale.

2 Colors

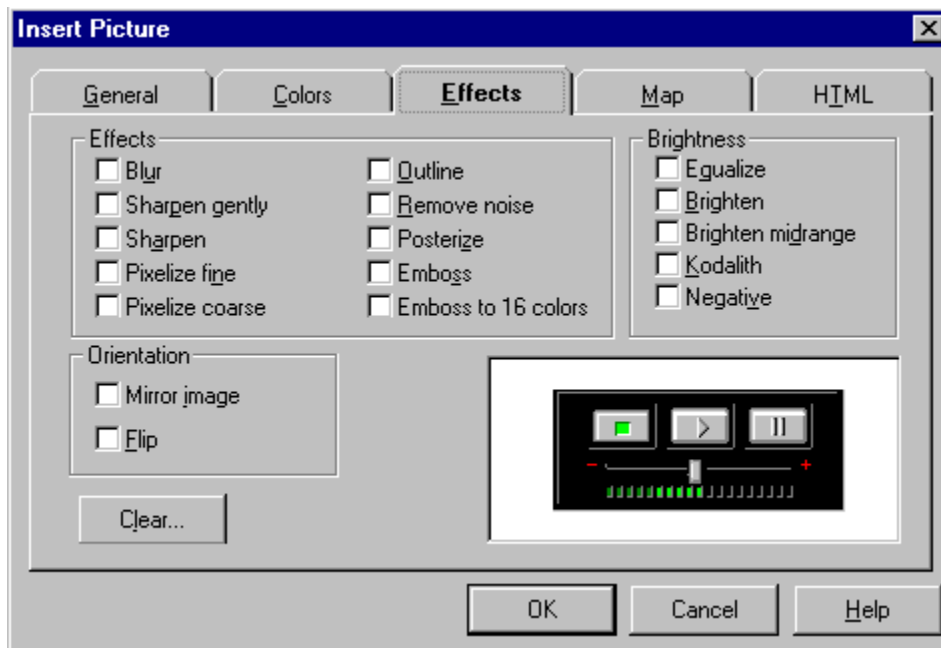
Check one of the boxes to dither, scatter, or convert.

Information

This box lists the original and resulting picture type for you.

Clear

Press this button to remove check marks from all the buttons and start over.



This dialog lets you select from a variety of special effects to perform on your picture. Click on any item in the sample dialog to your right for more information.

The preview window at the bottom shows you how it will look. You can use these options in any combination to obtain scores of different effects.

Effects - Options

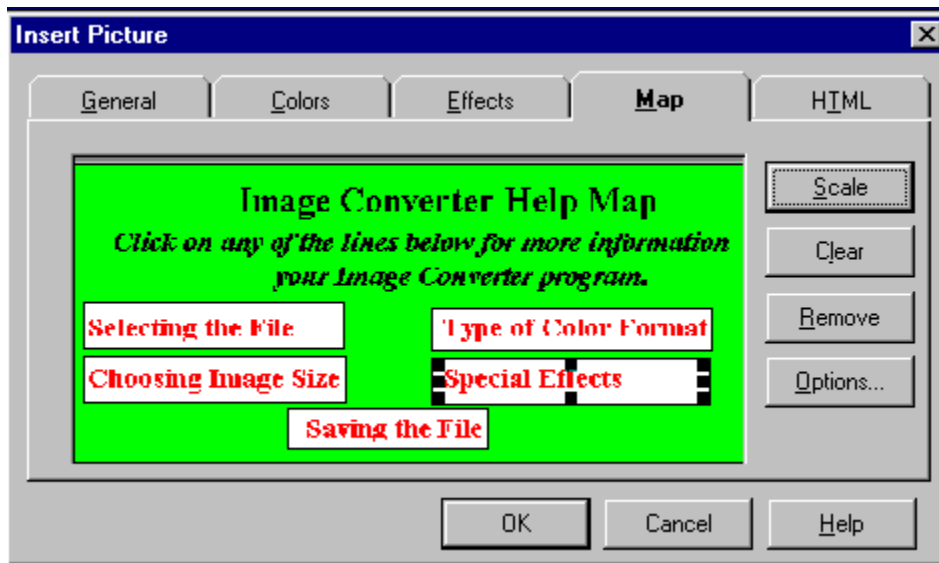
You may add several effects to your picture including embossing, blurring, sharpening, outlining, and so on. Simply check the box(es) that you want to apply.

Effects - Brightness

Adjust the brightness of your image by checking the box(es) that you want to apply.

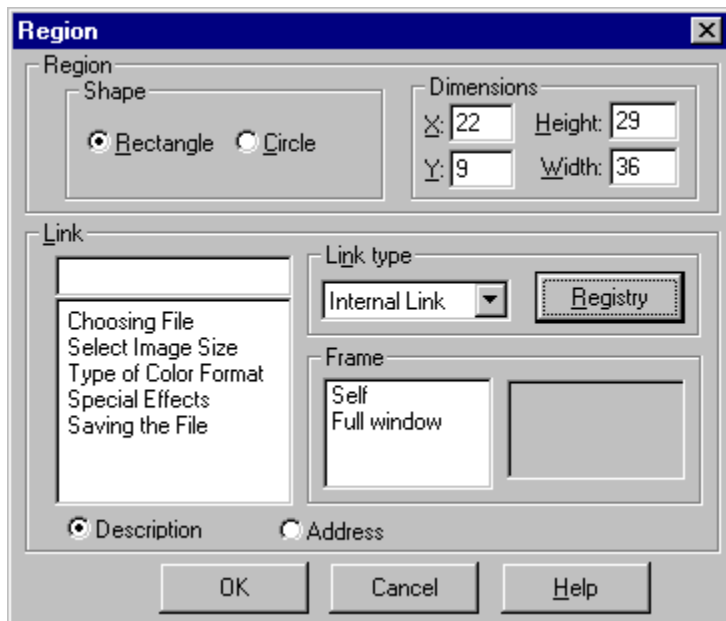
Effects - Orientation

You may select both, one, or none of these options. A mirror image will reverse the image horizontally while flip will invert it.



This dialog allows you to define multiple hot spots on the picture in the window. Click on any part of the sample dialog to your right for more information.

One at a time, click and drag the mouse pointer from one end of the desired hot spot region to its opposite corner. You can define whether you want a rectangular or a circular hot spot and the action to perform when that hot spot is clicked. This is done using the [Region](#) dialog. You can [scale](#) a picture up or down to assist you in marking off your hot spots.



When you drag the mouse around the area you want to use as your hotspot, you are shown this dialog. It allows you to complete the hotspot link to the desired target.

The **shape** of the hotspot defaults to a rectangle; however, you can designate that the hotspot be circular by choosing the Circle radio button, although you should be aware that not all browsers can accommodate circular regions.

Choosing **Website - Preview** after you have built your Web site will tell you if your own browser can accommodate them.

The **dimensions** give you the x and y coordinates of the origin of the hotspot as well as its width and height in pixels.

The **link type** allows you to choose which of the types you would like to link this hotspot. The choices are internal link, external Web page, e-mail, newsgroup, telnet, and so on.

The **link** window shows you the list of addresses in your electronic address list for the different addresses based on the link type you have chosen.

When you press the [Registry](#) button, you are given the dialog that allows you to edit any of your addresses. When you are satisfied with this screen, you may press **OK**.

Shape

The **shape** of the hotspot defaults to a rectangle; however, you can designate that the hotspot be circular by choosing the Circle radio button.

Dimensions

The **dimensions** give you the x and y coordinates of the origin of the hotspot as well as its width and height in pixels.

Link Types

The **link type** allows you to choose which of the types you would like to link this hotspot. The choices are internal link, external Web page, e-mail, newsgroup, telnet, and so on.

Link Window

The **link** window shows you the list of addresses in your electronic address list for the different addresses based on the link type you have chosen.

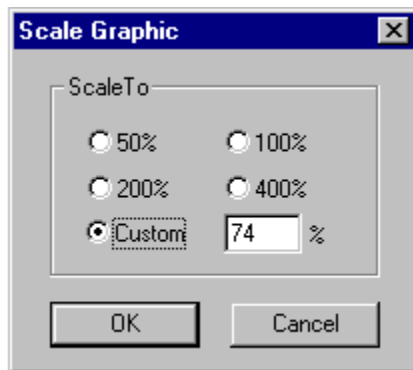
Frame Window

XXXX

Description/Address

Check one of these two buttons to determine whether a description of the link is used or the actual address is displayed.

Scale Graphic



Scaling allows you to make the picture in the window either larger or smaller than the default of 100 percent. This is *only* to assist you in marking your hot spots (if your picture is a complicated one). This effect is seen only on this dialog. It does **not** affect the actual picture once it has been inserted into the topic.

Remove

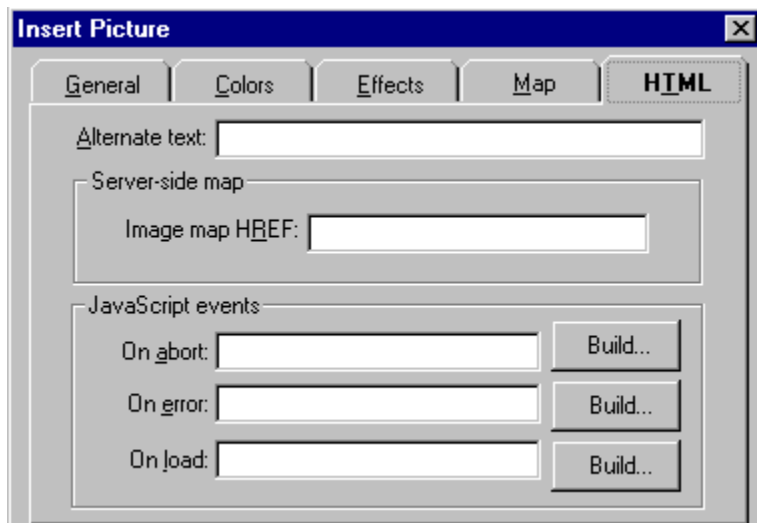
You can **Remove** one hot spot at a time by pressing this button. Repeat for each hot spot you wish to remove.

Options

The **Options** button brings you to the [Region](#) dialog and allows you to edit a hot spot you have previously created.

Links Map

This area is where you will create and edit the hot spot links for your map. The preview box displays the image as well as the links you have entered, denoted by a rectangle or circle, as you can see from the sample image.



This dialog allows you to make certain decisions regarding the conversion and uploading of your picture files to the Internet.

Click on the items in the dialog to the right for additional information.

Alternate Text

The **alternate text** edit box allows you to specify a line of text to display while your picture is being loaded.
Clicking the [Build](#) button on the dialog will also provide you with additional help.

Server-Side Map

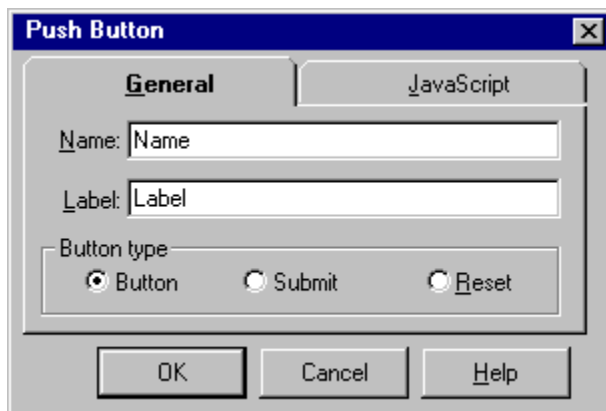
The **server-side map** edit box allows you to enter the name of the map that contains the coordinates of the hot spots in your picture if that is the way you created the hot spots.

JavaScript Events

On abort: this is the JavaScript that is called when the picture stops loading, if, perhaps you press the stop button during the load process.

On error: this is the JavaScript that is called when an error occurs during the load process.

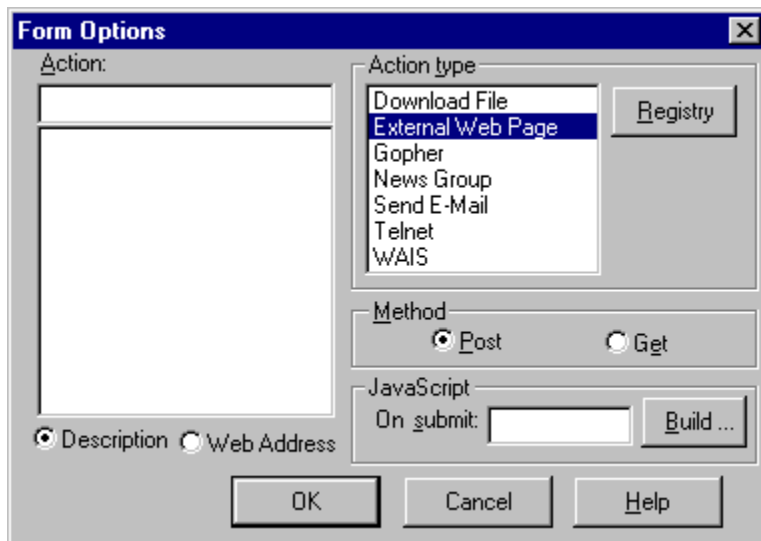
On load: this is the JavaScript that is called when the picture is completely loaded.



This dialog permits you to insert a push button into your Web page. This button can be used to capture information from someone viewing your Web page. Each button consists of two parts: a **name** (not visible to the reader) given to the button which distinguishes it from other buttons, and a **label** which appears on the button itself on the Web page, for example "Submit". These are both arbitrary.

You determine which button type to use based on what you want the button to do for you, and you determine the action you want [JavaScript](#) to perform when that button is pushed. **Submit** sends any information typed onto your form out to the server. **Reset** clears the information from the form to be ready for the next user's input. **Button** allows other commands to be carried out that pertain specifically to this form.

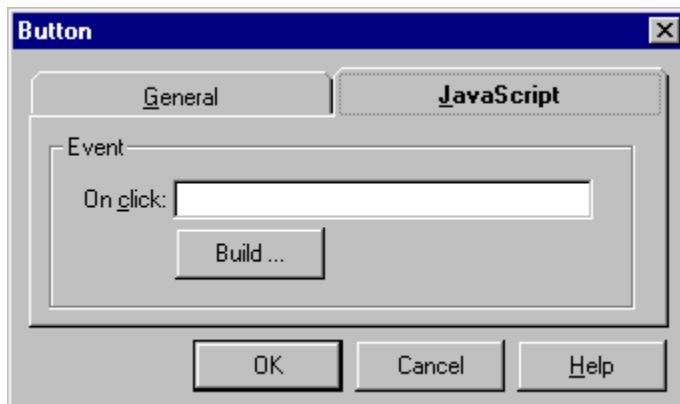
The first time you enter a form element into a topic, you will access the [Form Options](#) dialog to further define the form.



On this dialog, you decide the action you want to take per topic. You can choose from a variety of action types and choose the method that the information in your form is sent to the program processing it. The first form element entered per topic produces this dialog when you press the **OK** button from the form element dialog. To edit this dialog once the initial information has been entered, you must choose the [Topic - Properties: Form tab](#).

Press the [Registry](#) button to access your own personal list of addresses.

Press the [Build](#) button to edit JavaScript commands.



This dialog permits you to enter an action to perform when the user pushes the button you have created. Clicking the [Build](#) button on the dialog will provide you with additional help.

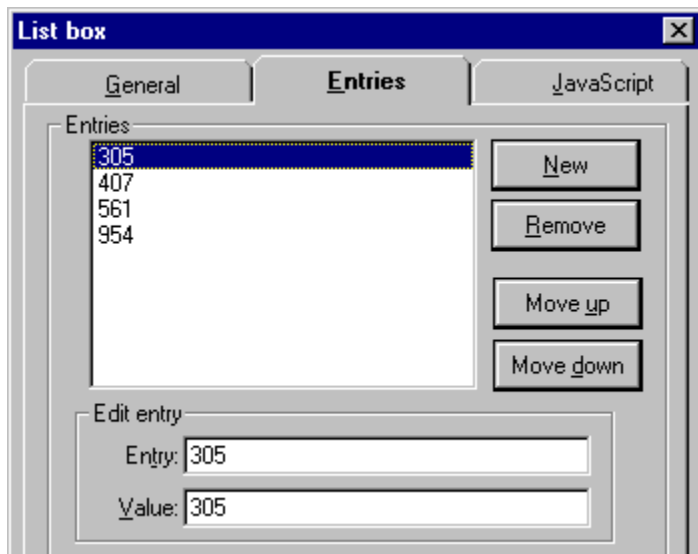


The program allows you to insert a list box into your Web page.

Three different list box types are available. **Simple** allows you to select **one** item from the list. **Multiple selection** allows you to **multi - select** items from the list by highlighting the appropriate items. This works like a toggle in that for each item you click to highlight, simply click again to unhighlight. **Drop down** works like the Simple box with the exception that it puts the items in a drop down box. You are permitted to click the arrow to see all the choices, then highlight your selection. The **Maximum visible lines** box tells the program to use the scroll bar feature for Simple and Multiple selection box types if there are more entries than the number you enter here.

The [Entries Tab](#) allows you to edit the items within the list box. The [JavaScript tab](#) gives you build options.

When you press the **OK** button the first time entering a form element into the current topic, you will access the [Form Options](#) dialog to further define the form.

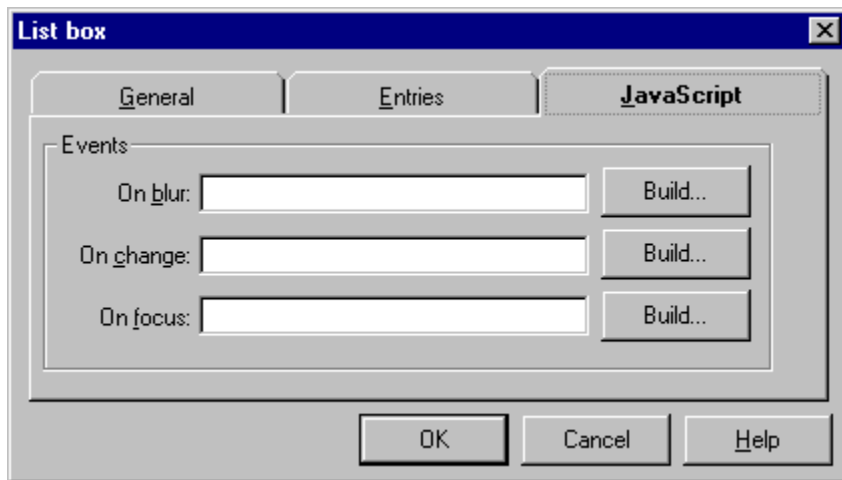


A list box will contain two or more lines, any of which can be selected with a mouse. The **New** button lets you add an entry to your list.

Remove allows you to delete an entry.

Move up or **move down** lets you change the order in which the items appear in the list.

You may give your button a **name** and a default **value** (such as an area code to precede a telephone number). The value can be overridden whenever it does not apply.



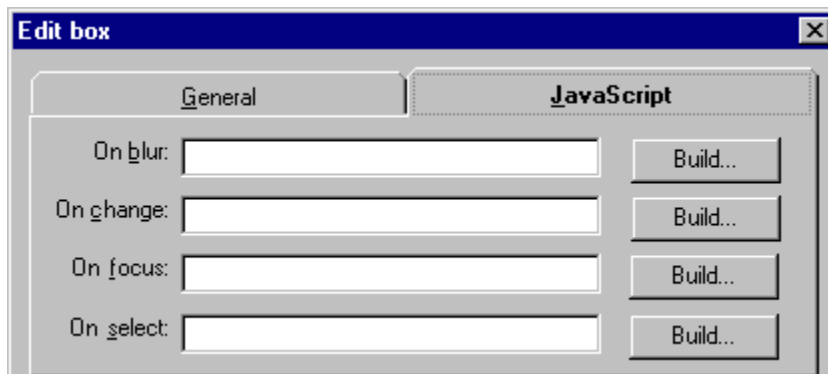
The JavaScript tab allows you to specify actions to take on the focus (upon entering the listbox), on the blur (upon leaving the listbox), and when the highlighted item in the listbox is changed. For the list of available build commands, read [Build JavaScript](#).

The screenshot shows a dialog box titled "Edit box" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "JavaScript". Under the "General" tab, there is a section labeled "Edit" containing three input fields: "Name:" with the value "Edit", "Value:" which is empty, and "Width:" with the value "10" followed by the text "characters". Below this is a section labeled "Edit box type" with three radio button options: "Text" (selected), "Password", and "Text area". Next to the "Text area" option is a field labeled "Maximum height in lines:" with the value "3".

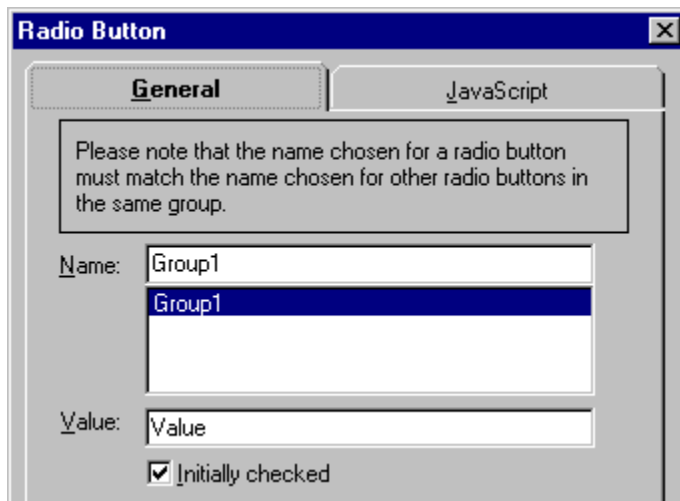
The program allows you to insert an Edit box into your Web page. You give it a name and enter default contents if you wish. Specify the maximum width in characters you want to allow.

You can also specify the box type: **text** is one line; **password** is also one line and prints asterisks in place of your typed text for security purposes; **text area** allows multiple lines and utilizes the scrollbar if your text uses more lines than you have specified in the maximum height in lines box. You can change the maximum number of lines to suit your own specifications.

The [JavaScript tab](#) gives you the build options. When you press **OK** the first time entering a form element into the current topic, you will access the [Form Options](#) dialog to further define the form.



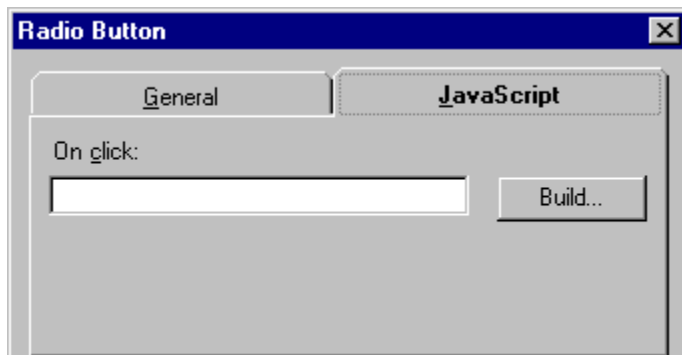
The JavaScript tab allows you to specify actions to take on the focus (upon entering the editbox), on the blur (upon leaving the editbox), on selecting an item within the editbox, and when the highlighted item in the editbox is changed. For the list of available build commands, read [Build JavaScript](#).

The image shows a 'Radio Button' dialog box with a blue title bar and a close button. It has two tabs: 'General' (selected) and 'JavaScript'. A message box states: 'Please note that the name chosen for a radio button must match the name chosen for other radio buttons in the same group.' Below this, there is a 'Name:' label followed by a list box containing 'Group1' (which is highlighted) and an empty space. Below the list box is a 'Value:' label followed by a text box containing 'Value'. At the bottom, there is a checked checkbox labeled 'Initially checked'.

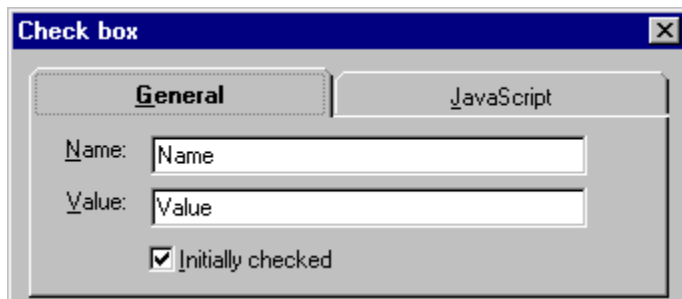
The program allows you to insert radio buttons into your Web page. You can put the radio buttons into groups that allow you to choose one from each group to check and you can specify which one you want to check initially. Note that radio buttons are restricted to only one checked per group; multiple selections are not allowed. The [JavaScript](#) tab shows you different build options.

Each radio button has a unique value. When a user of your Web site chooses one radio button, that value is interpreted and returned to your document as information.

The first time you enter a form element into the current topic, you will access the [Form Options](#) dialog to further define the form.

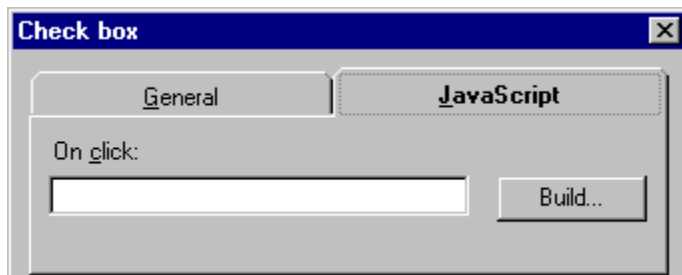


The JavaScript tab allows you to specify actions to take when the radio button is clicked. For the list of available build commands, read [Build](#) JavaScript.

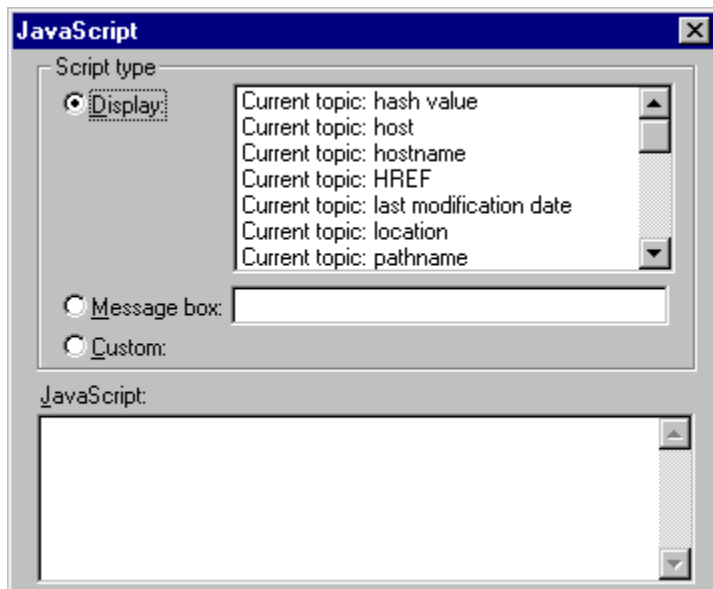


The program allows you to insert a checkbox into your Web page. You can arbitrarily assign the box a name and whether you want it initially checked. Unlike radio buttons, checkboxes permit users to select as many choices as they want. The [JavaScript Tab](#) gives you build options.

When you press **OK** the first time entering a form element into the current topic, you will access the [Form Options](#) dialog to further define the form.



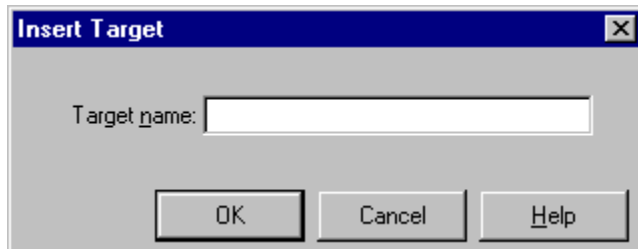
The JavaScript tab allows you to specify actions to take when the check box is clicked. For the list of available build commands, read [Build](#) JavaScript.



This dialog shows you the list of available Javascript commands that can be performed when the Build button is pressed.

You can choose from the list provided or you can write your own script function in the custom area provided.

You can also type in a message to be displayed in a message box.



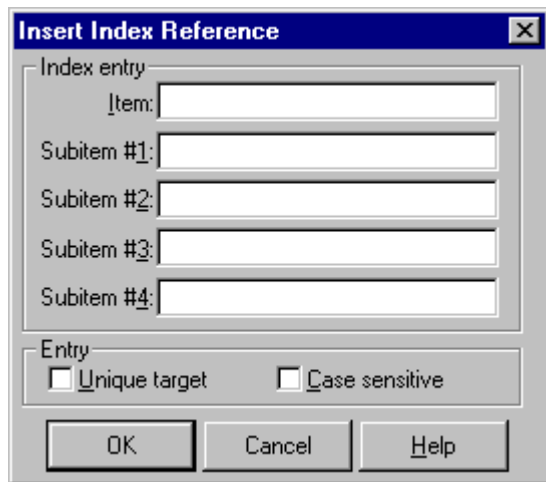
The program allows you to insert a link so that you can jump from one section in a topic to a section farther down in that same topic. This is done by using the **Insert - Target** menu item.

Position the cursor at the place in the topic to which you want to jump when the hyperlink is clicked. Choose **Insert - Target** and enter a name for this target, then save the file.

Next, highlight the item you want to be the hyperlink. This can be text or a graphic.

Choose **Insert - Link** and view the links in the window as they are listed by target (rather than description). You will see all your targets in the window.

Choose the target you have just named and press **OK**. You will then be able to reference this target that results from clicking the hyperlink.

The image shows a Windows-style dialog box titled "Insert Index Reference" with a close button (X) in the top right corner. The dialog is divided into two main sections. The top section, labeled "Index entry", contains five text input fields: "Item:", "Subitem #1:", "Subitem #2:", "Subitem #3:", and "Subitem #4:". The bottom section, labeled "Entry", contains two checkboxes: "Unique target" and "Case sensitive", both of which are currently unchecked. At the very bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

This dialog permits you to place a reference item within a topic to be included in the automatic index topic which the program can build. The reference item, shown in the dialog at the right, lets you create an entry for the index with up to four levels of indentation. You mark a word or phrase before calling this dialog. Read about creating an index reference in the on-line documentation for detailed guidance on the entry.

When the **Unique target** box is left unchecked, the index reference generates a jump from the index to the beginning of the topic in which the reference is embedded. If the box is checked, then the index reference generates a jump to the exact place within a topic where the index reference is embedded. This can be useful if you have a long topic that covers several different subjects or if you want to refer specifically to a sub-heading within a topic.

Checking the **Case sensitive** check box instructs the program to make no modifications to the case of the letters in this index entry. When you don't check the box, the program converts all letters of the entry (all levels) to use lowercase letters. Usually, the index is formed from lowercase words, so the default setting is for this box to be unchecked. On the occasions when the index phrase contains one or more uppercase letters (as in a person's name, or acronym), remember to check the Case sensitive box.

New Table

Layout

Cell spacing: 0

Border: 0

Table width: 360

Unit of measurement:

Pixels

Twips

Inches

Millimeters

Centimeters

Pixels

Points

Dimensions

Rows: 5

Columns: 3

Options

☐ Fill to width: 100 %

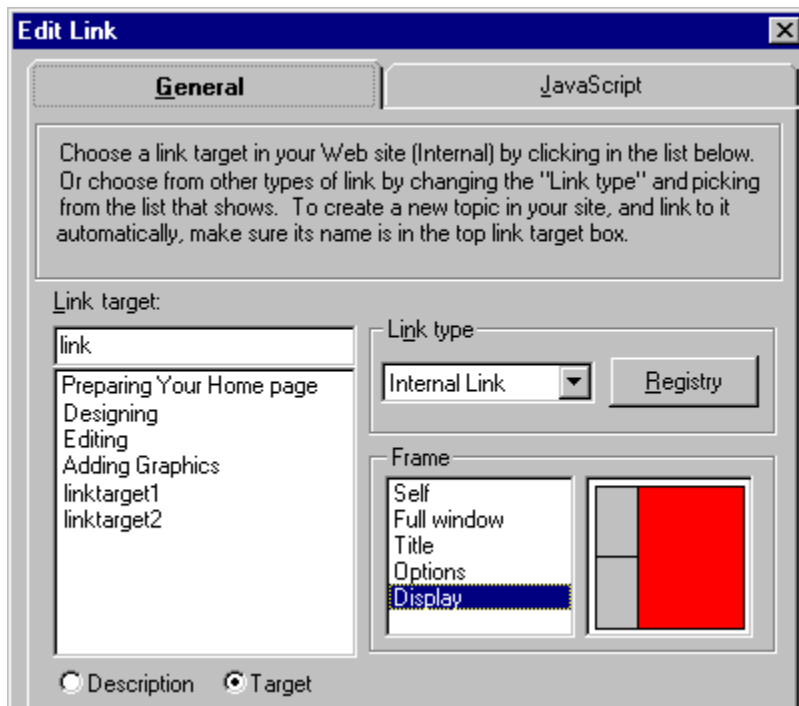
☐ Opaque cells

Alignment

☒ Left ☐ Right ☐ Center

This dialog is shown when you choose the **Insert-Table** menu item. It lets you specify the initial size of the new table that you are creating within a topic. This dialog sets the number of rows and columns in the new table. Its initial values are controlled from the Settings dialog so that you can have it come up with the number of rows and columns that you use most often.

You can adjust the number of rows and columns after you have created the table by either adding or deleting a row or column. Get additional details by reading [How to Operate With Tables](#) in the on-line documentation in the Composer.

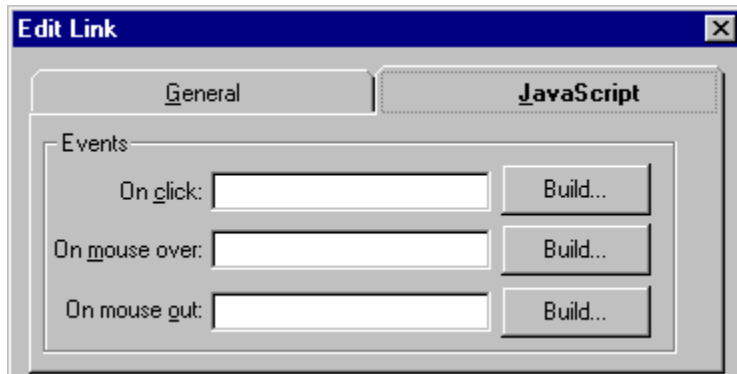


you may edit any links you have in your Web page, whether internal or external, including other Web pages, FTP sites, gopher addresses, E-Mail addresses, telnet sites, WAIS addresses, and news groups.

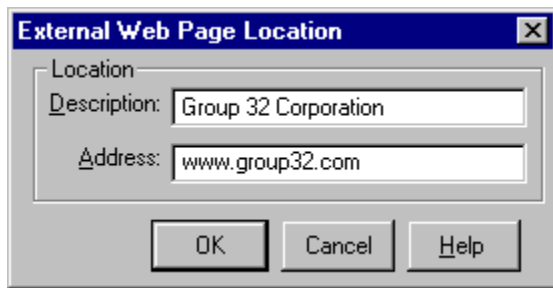
If you specify a link type other than an internal link, the [Registry](#) button is enabled and allows you to edit your URL Registry list.

If your link is an internal one and you are using a framed Web site as in this sample dialog, you can choose which frames will contain the links and which ones will be the targets of those links. Self refers to the area containing the text or graphic that was highlighted when this dialog was invoked. Full window means to utilize a full screen without using frames. Title and options refer to the names of the two frames used in this Web site (shown in the sample dialog in gray), and display refers to the main body of text. As you can see, display is highlighted and its corresponding area appears in red.

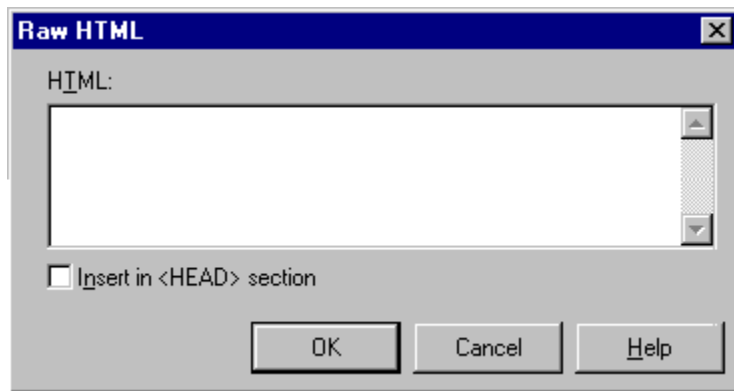
Any of these areas can contain the target of your link. Simply highlight the desired frame you want to use as the target first, then highlight the target link from the available ones in the window. Press **OK** when satisfied.



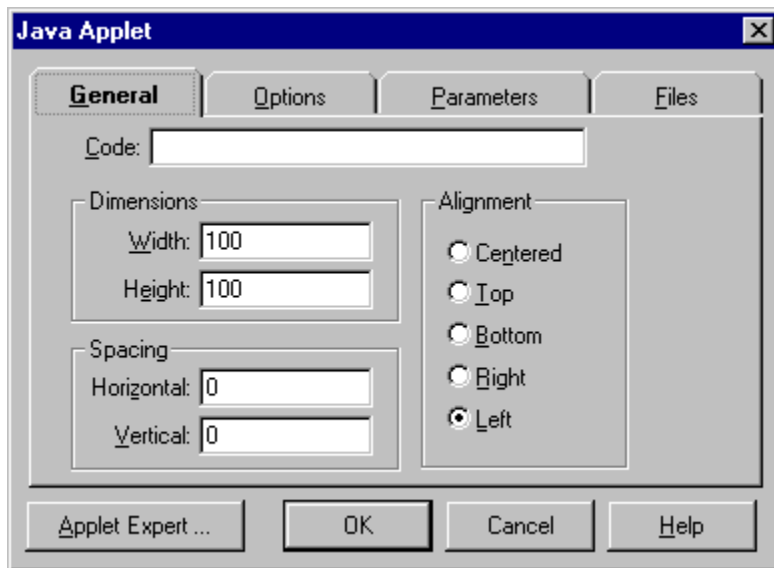
The JavaScript tab allows you to specify actions to take when the hyperlink is **clicked**, when the mouse is passed **over** the hyperlink, and when the mouse is moved away from the hyperlink area (**out**). For the list of available build commands, read [Build JavaScript](#).



This dialog shows you the list of available commands that can be performed when the Build button is pressed. You can choose from the list provided or you can write your own script function in the custom area provided. You can also type in a message to be displayed in a message box.



This dialog permits you to add actual [HTML](#) coding to your Web site. Just enter the HTML in the blank. Your text will be added to the body by default, but you can check the Insert . . . box if you want to add your HTML to the <HEAD> section instead. Press **OK** when you are done.



The program allows you to insert a Java applet directly into your project. These add spice and pizzazz to your Web site. Examples include clocks, animation, blinkers, flashers, and marquees.

All applets must contain code, width, and height information or they will not run. Click on any area in the sample dialog to the right for more information.

The [Options](#) tab allows you to enter additional applet information to customize it. You can further customize the applet's [Parameters](#) to suit your individual needs. The [Files](#) tab allows you to include other applets to be published with your Web pages.

Applet - Code

The code is the name of the file containing the applet.

Applet - Alignment

The software lets you choose the placement of your applet. You may select an alignment by checking one of the five buttons in the Alignment box.

Applet - Dimensions

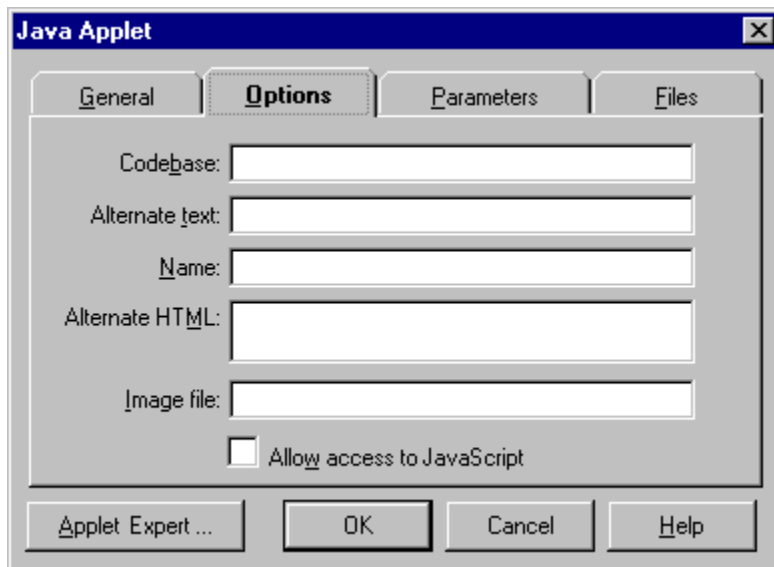
Enter the numbers you want for the width and height in the Dimensions area. This will determine the size of your applet.

Applet - Spacing

You can also specify the horizontal and vertical spacing for the applet. This means that the text surrounding the applet will be no closer to the applet itself than the number of pixels you designated as the spacing. It forms a margin for your applet.

Applet Expert

The Applet Expert allows you to enter a preprogrammed applet into your Web site. Just follow a few wizard pages to insert the applet of your choice into one or more of your topics.



The image shows a 'Java Applet' dialog box with a blue title bar and a close button. It has four tabs: 'General', 'Options' (which is selected), 'Parameters', and 'Files'. The 'Options' tab contains five text input fields: 'Codebase:', 'Alternate text:', 'Name:', 'Alternate HTML:', and 'Image file:'. Below these fields is a checkbox labeled 'Allow access to JavaScript'. At the bottom of the dialog are four buttons: 'Applet Expert ...', 'OK', 'Cancel', and 'Help'.

General	Options	Parameters	Files
Codebase: <input type="text"/>			
Alternate text: <input type="text"/>			
Name: <input type="text"/>			
Alternate HTML: <input type="text"/>			
Image file: <input type="text"/>			
<input type="checkbox"/> Allow access to JavaScript			
Applet Expert ... OK Cancel Help			

There are numerous options available when using applets. Click on any area in the sample dialog to the left for more information.

Applet - Codebase

You must specify the codebase (the directory on the server where the applet resides if it is different from the directory containing the Web page).

Applet - Alternate Text

The program lets you add alternate text to be displayed when the applet is not running. This step is optional. The name is unique for each applet; it allows applets to interact with each other.

Applet - Name

You must specify the code (the name of the file containing the applet).

Applet - Alternate HTML

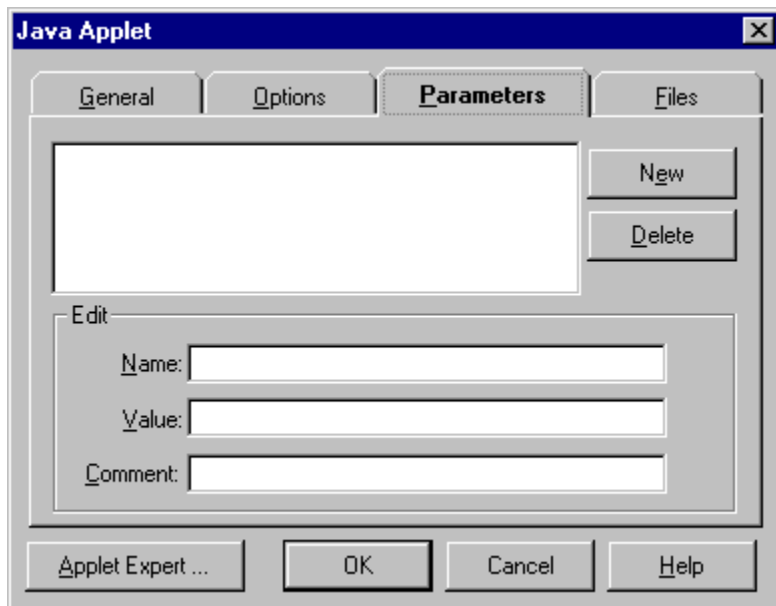
The program also allows you to add alternate HTML if you are using a browser that does not support Java applets. Including the alternate HTML will ensure that your Web site will work with all browsers, whether or not they are compatible with Java.

Applet - Image File

The software displays the name of an image file when you are editing to show you where the applet will appear on your Web page. You can see how it looks in contrast with the rest of the contents of your Web page. This gives you a rough idea of how the applet will look when it is up and running on the Internet.

Applet - Allow Access to JavaScript

This check box allows Java (which is a separate program running in your browser and has no effect on your Web pages) to interact with JavaScript (which is a small program inside your actual Web page that only affects the Web page).



The software allows you to add names and values to your applet. Click on any area in the sample dialog to the right for more information.

Applets - New

Simply fill in the name and value fields, press **New** and it is added to your applet window. Whatever is highlighted on top will show up in the edit window.

Applets - Delete

To delete, highlight the one you want to delete and press the **Delete** button.

Applets - Edit Name

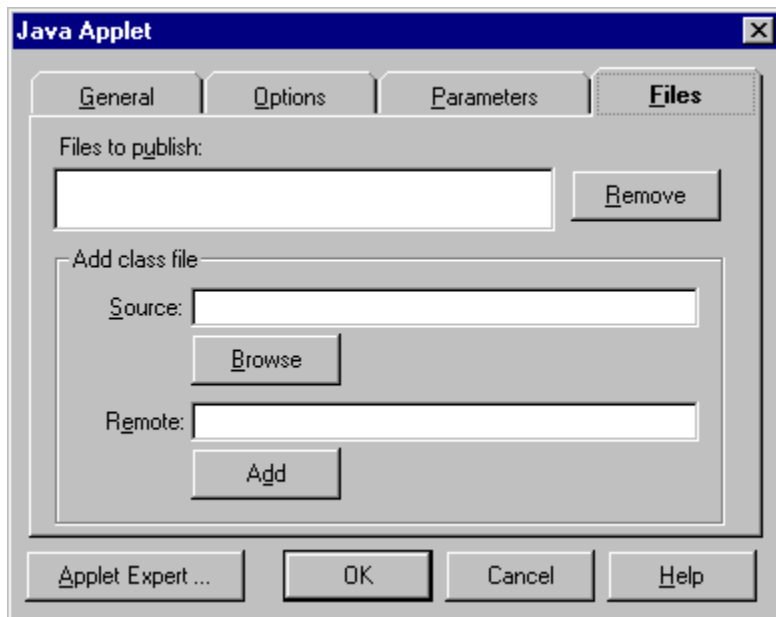
Names are the elements that comprise the applet in its entirety. Examples include border sizes, types, colors, text fonts, etc. For instance, if you used a clock, names would include borders and colors used to define the clock applet. If you used animation, you would see a list of individual pictures and the speed with which they change.

Applets - Edit Value

Values are the characteristics that are used to define the names in the applet. For instance, with the clock applet example, simple would be a value that could define the name border, and green would be a value that could define the name color.

Applets - Edit Comment

Comments are internal notes to yourself about what the parameters mean; they do not appear in your Web site.



This dialog shows you everything needed in order to run an applet along with your Web pages. Click on any area in the sample dialog to the left for more information.

Applet - Files to Publish

Files to publish refers to all the files needed to run the applet itself. These files are automatically sent to the Publisher Database and uploaded to the Internet.

Applet - Source

Source refers to the directory on the local machine where the applet files are located.

Applet - Remote

Remote refers to the location on the Web server where the applet files are located. It includes the complete path and filename on the Web site.

Applet - Remove

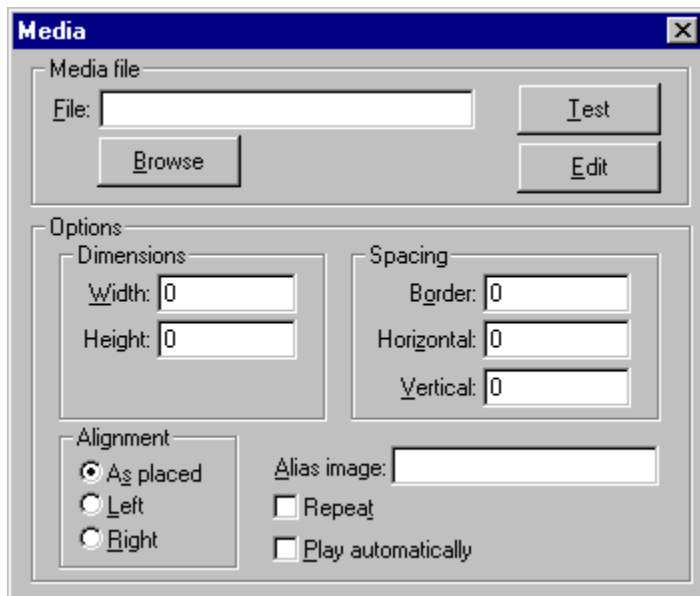
Use this button to delete an applet from the list of files to be published.

Applet - Browse

Press the **Browse** button to go through the list of local directories that contain the applet files.

Applet - Add

Press the **Add** button to enter a new directory to the list of remote Web servers that contain your applets.

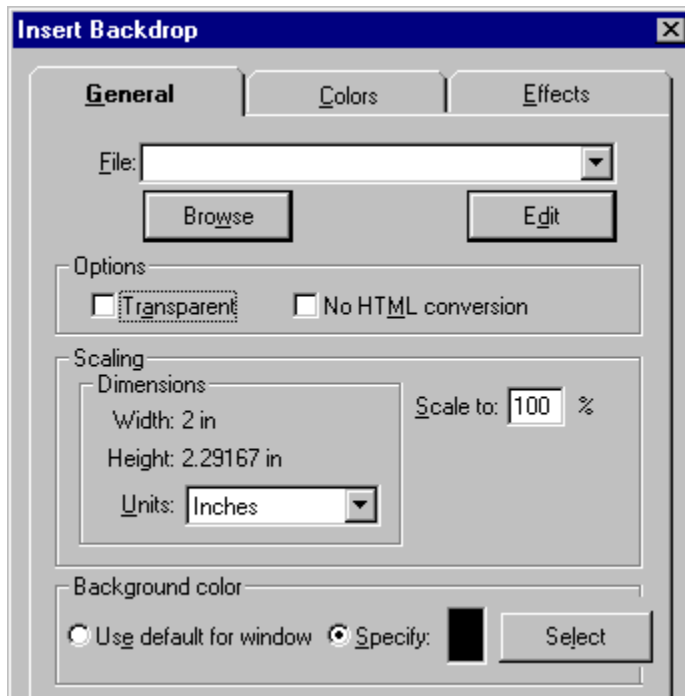


This dialog permits you to add a media element (audio file or video file) to your Web page. Enter the name of the media file you wish to play. If you press the **Browse** button, a dialog is displayed that allows you to search through your folders to find the file you want. You can press the **test** button to verify the file you wish to use.

The **Edit** button activates the media editor you have specified in the File-Settings dialog, on the media tab.

The **alignment** control lets you determine if the media element, assuming it's a video, is to be justified to the left or right within the paragraph text, or if it is to be placed "in line" with the text, with no wrapping of the text around the picture. If the media element is a sound file, and the play bar display is enabled, then the alignment will affect the placement of the play bar. Spacing controls the margins.

Alias image is a representative graphic place holder that shows you where on your Web page the media element is located. Check the **Repeat** box to force the media element to repeat playing until the topic is closed. Check the **Play automatically** box to force the media element to begin playing as soon as the topic is opened.



This dialog permits you to select a file for use as a backdrop, and determine how it will be used. This backdrop appears once within your topic window, its size determined by the scaling percentage you select.

Click on any of the areas in the sample dialog to the right for more information.

File Name

Enter the name of the backdrop file you wish to use. This includes the entire directory and path.

Browse Button

Press this button to browse the pictures to pick one to include as a backdrop. Check the preview box to see what the picture will look like before you select it.

Edit Button

Press the edit button to invoke your own picture editor and edit the file which is currently selected. This is a handy way to touch up a picture at the same time that you are adding it to your Web page.

Transparent Checkbox

This checkbox instructs the program to convert all white pixels in the picture to transparent, allowing the background color to show through. This is useful in making non-rectangular pictures blend in with your topic layout.

No HTML Conversion Checkbox

This check box allows you to specify that the file is not to be automatically converted to the optimum format by the program.

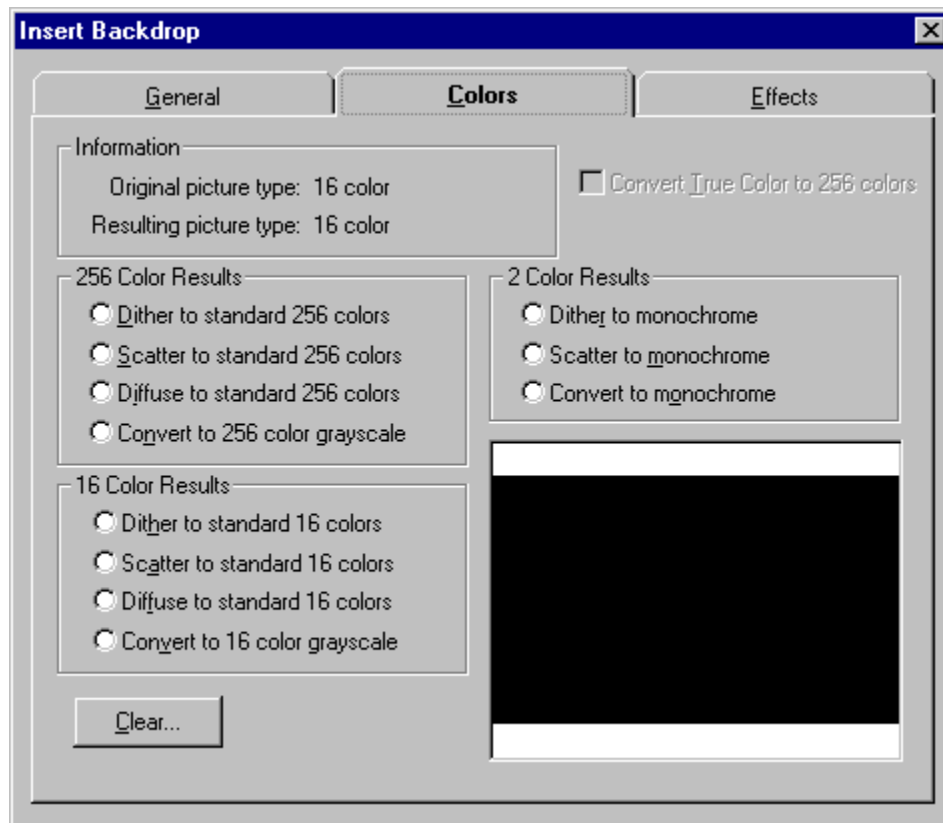
Scaling Units / Scaling

The **scaling units** control permits you to select a unit of measure to be able to review the size of the image being used as the backdrop.

The **scaling** setting permits you to instruct the Composer to reduce or enlarge the image size to fit in your layout.

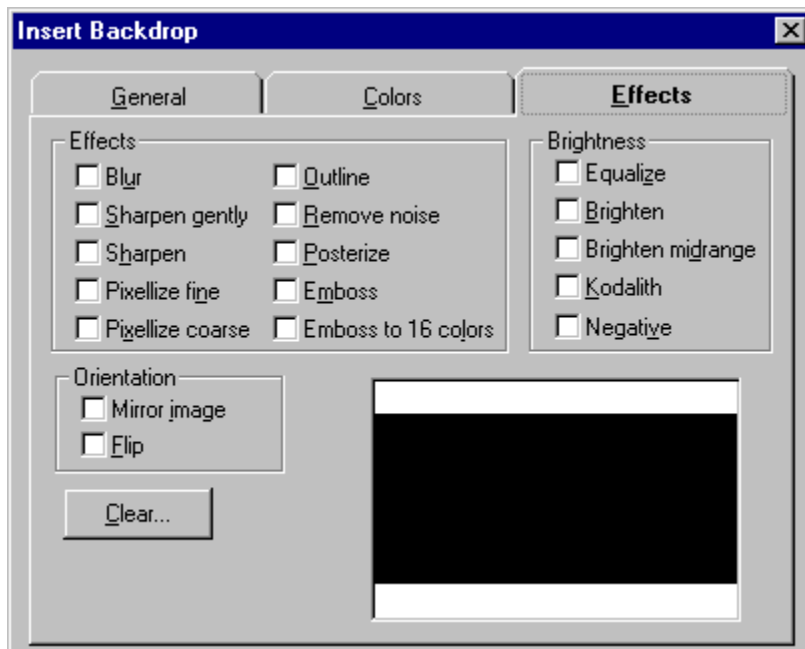
Backdrop General - Background colors

This section permits you to specify an alternative background color, which will override the window color when this topic is displayed. Use the default for the window or select your own color, including custom colors, by pressing the select button and choosing the color of your choice.



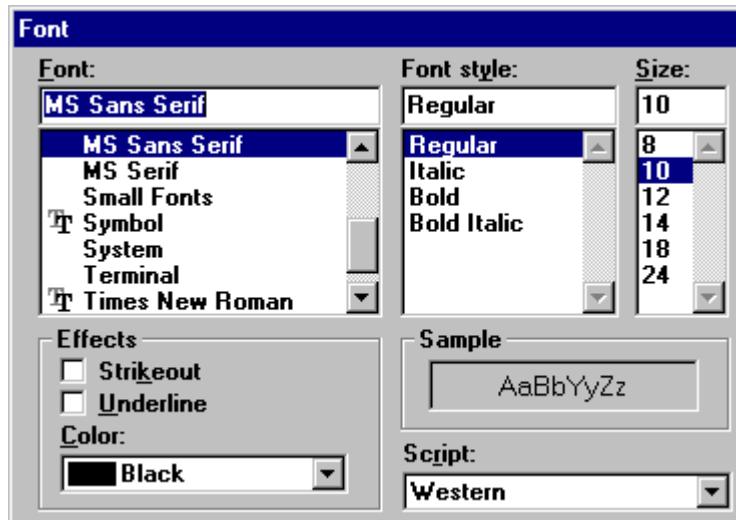
This dialog permits you to review and adjust the color depth of the backdrop. You can adjust the picture's use of color so it does not cause problems when displayed with other pictures.

Likewise, by reducing the color depth, you ensure compatibility with those systems that don't support color depth greater than 256 colors.



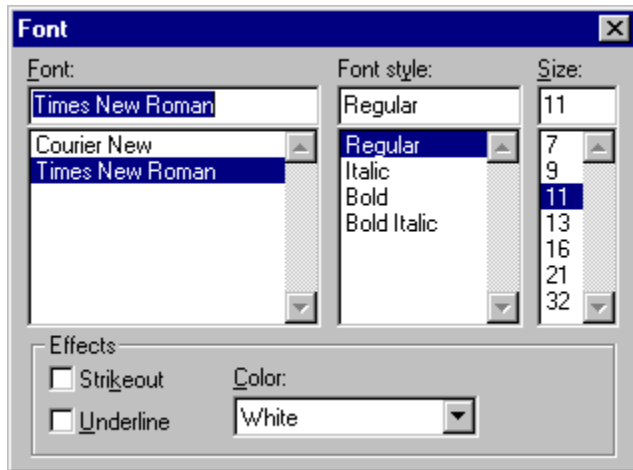
This dialog lets you select from a variety of special effects to perform on your picture. Click on any of the areas in the sample dialog to the left for more information.

The preview window at the bottom shows you how it will look. You can use these options in any combination to obtain scores of different effects.



This dialog allows you to choose a new font, text size, text style, and text color. Your choice will be applied to the marked area, if any, or will become the font, type size, style, and color used for new characters you type. You should choose the [font](#) first and then select a style and size from those available for that font.

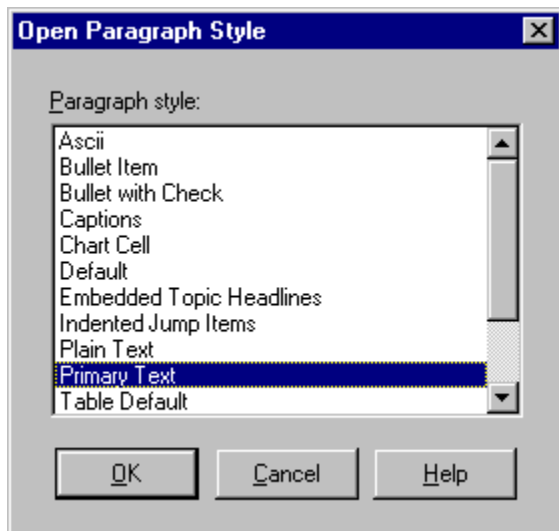
Although you can change the font on the screen to any one available on your system, your font choice may not affect the finished Web pages once they are uploaded to the Internet. The font viewed will be one available on the Web browser being used; if you have chosen a font that is not available on the user's computer, then your font will not be seen by the user.



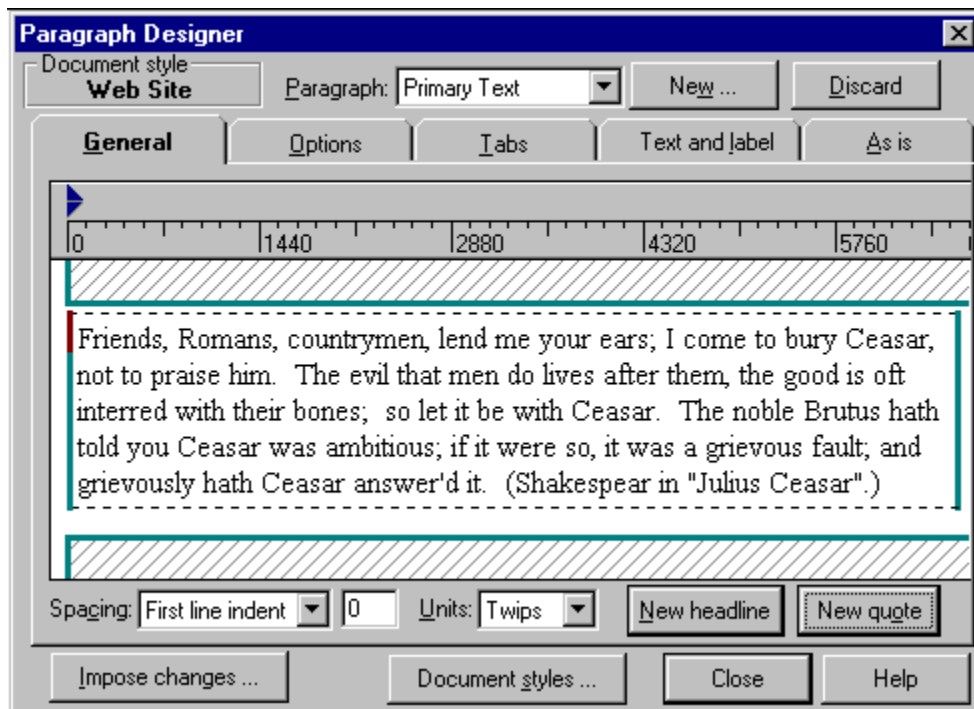
This dialog allows you to choose a new font, text size, text style, and text color for the marked area, if any, or for new characters you type. You should choose the font first and then select a style and size from those available for that font.

Note that HTML is more restrictive both in the number of fonts it allows and the number of point sizes that are available.

Although you can change the font on the screen to any one available on your system, your font choice may not affect the finished Web pages once they are uploaded to the Internet. The font viewed will be one available on the Web browser being used; if you have chosen a font that is not available on the user's computer, then your font will not be seen by the surfer.



This dialog permits you to choose a [paragraph style](#) from one of those in the current family of styles. The names shown in this list are the ones you have given to the paragraph styles in the style group (family) which you have associated with this project. Choose a style from the list and that styling will be applied to the current paragraph (the one in which the cursor now resides). If you have highlighted several paragraphs, the style you select will apply to all of them.

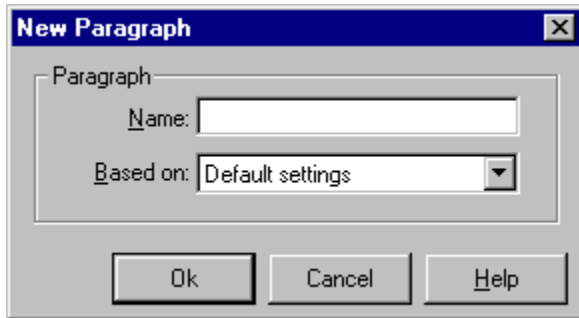


The paragraph designer allows you to create and edit families of styles. The tabbed dialog shown here provides the control over the entire process. You can use Paragraph Designer to create or modify style families, called Document Styles, and the individual paragraph styles they contain.

This dialog shows a model paragraph that represents the end result of using the current style in this family. That includes such adjustments as margins and spacing, as well as the actual text font, color and size. Click on the dialog for additional information.

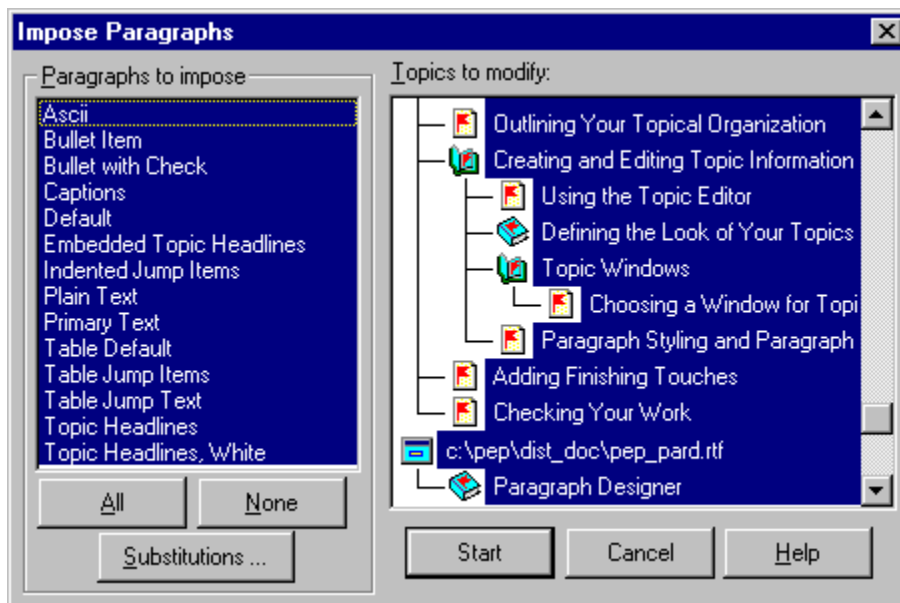
Document Style, New, and Discard

This section of the dialog tells you which name of the document family style is the current one. Within that family style is a list of paragraph styles that belong to that family.



To add a new paragraph style to the current style family, press the **New** button and type in the name of the new style. You give the new style a name and base it on an existing style that most closely resembles the one you are creating. The new style will have the same attributes as the one on which you have based the new style. This allows you to make fewer changes to get the final style you want without having to create the entire style from scratch.

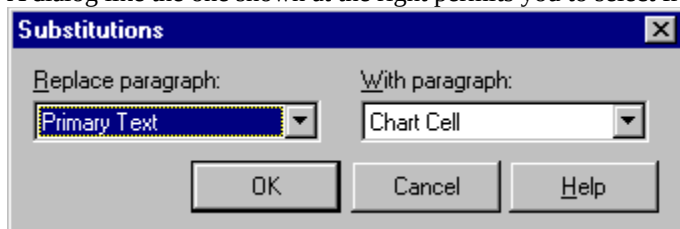
To discard (delete) a paragraph style from the current family style, simply press the **Delete** button.



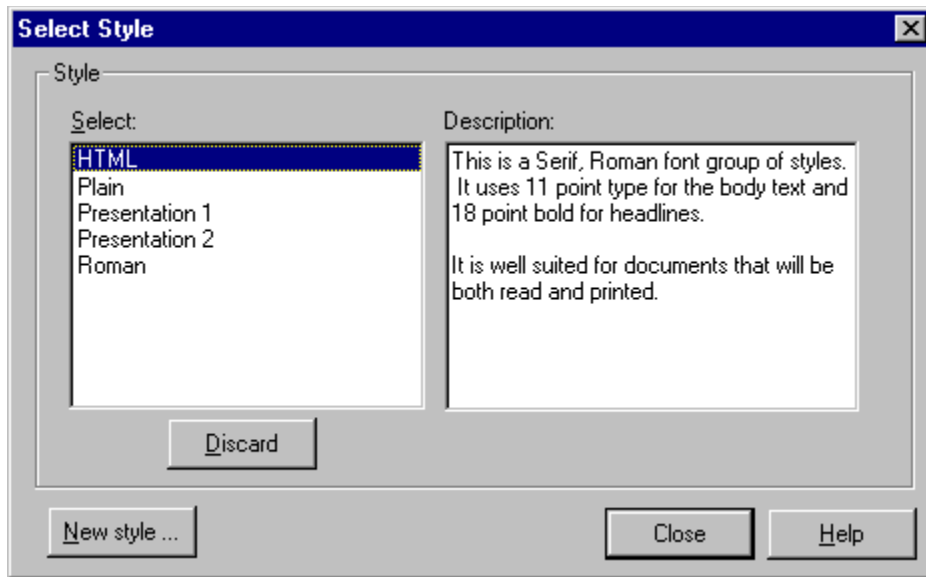
The purpose of this dialog is to permit you to impose style changes on the topics within the project. If you have decided to change the font or size of one or more of the style members in the document style you are using, you can impose the new styling across all or part of the project. You use the controls on the left side of the dialog to determine which styles will be imposed. The outline window on the right is the project overview that allows you to have all or selected topics be affected. You can also specify [substitutions](#) to make. This will replace one paragraph style with another, again controlled by the topics you highlight in the outline window. Again, remember that any style (font) you choose will affect only the way you view the document before it is sent to the Internet. You are at the mercy of the Web browser for the final font choice.

The software permits you to substitute new or different paragraph styles for others that you have used in your Web site project. These substitutions will be applied to the [topics](#) and [groups](#) that you have selected using the outline display shown on the dialog for [imposing style changes](#).

A dialog like the one shown at the right permits you to select from existing styles and



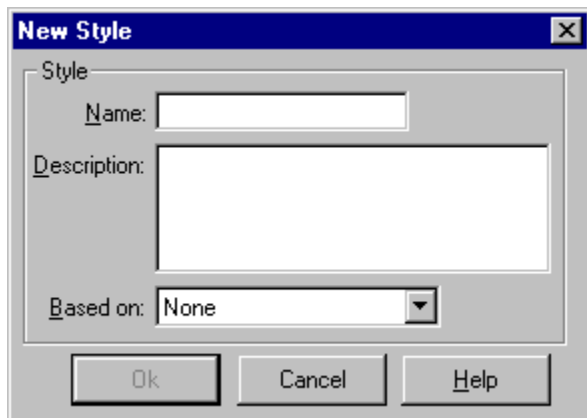
choose another style to substitute for it. You can repeat this operation one or many times; then press the **OK** button to continue.



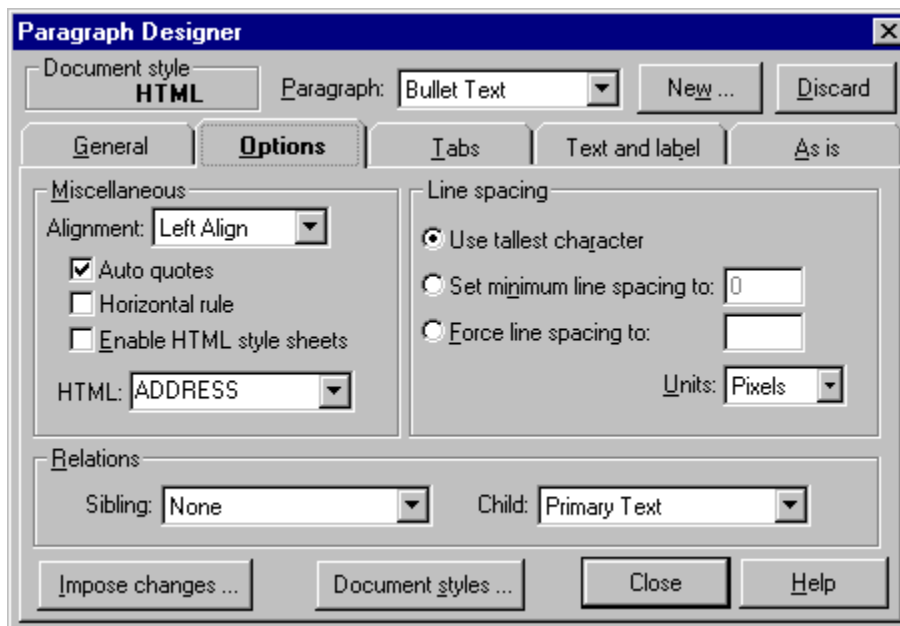
This dialog permits you to select a different family of paragraph styles to use with the project.

The software provides you with a style family called HTML. It contains individual Roman styles consistent with most Web browser programs. By using this family of styles, you can see closely how your finished document will look once it is up on the Net.

To add a new family style, click the [New Style](#) button.

A screenshot of a 'New Style' dialog box. The dialog has a title bar with the text 'New Style' and a close button (X). Inside the dialog, there is a group box labeled 'Style'. Within this group box, there are three fields: a 'Name:' text box, a 'Description:' text area, and a 'Based on:' dropdown menu currently showing 'None'. At the bottom of the dialog, there are three buttons: 'Ok', 'Cancel', and 'Help'.

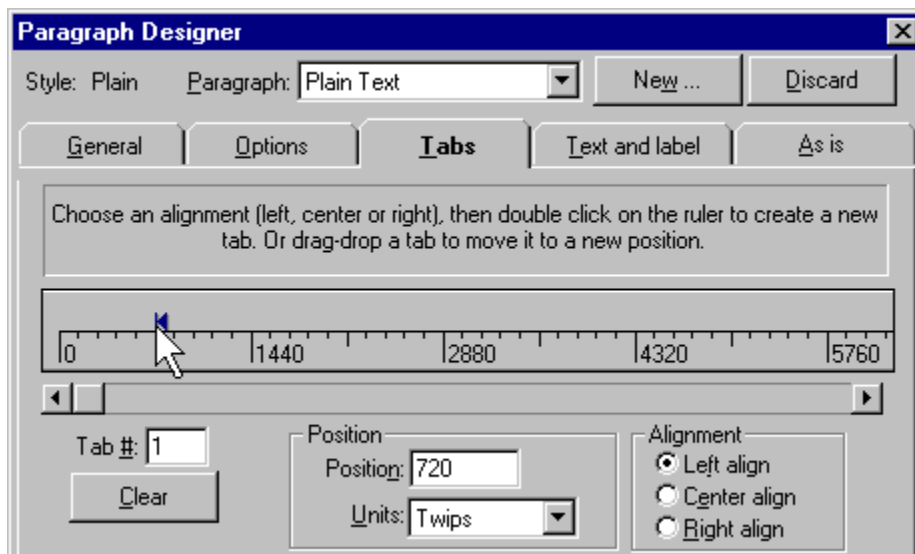
The software allows you to add as many new family styles to your system as you would like simply by completing this dialog. Give your new family style a name, a description if you wish, and you can base the new family style on a previous family style to give yourself a starting point.



This dialog permits you to select alignment, borders, and related paragraph styles. You can set the [alignment](#) and [line spacing](#) (in your choice of units). You can set the auto quotes so that fonts whose double quotes are curved (such as Times New Roman, a Web friendly font) will automatically use the open quote “ the first time (and third, fifth, etc.) you press the quote key, and will automatically use the close quote ” the second (and fourth, sixth, etc.) time you press the quote key.

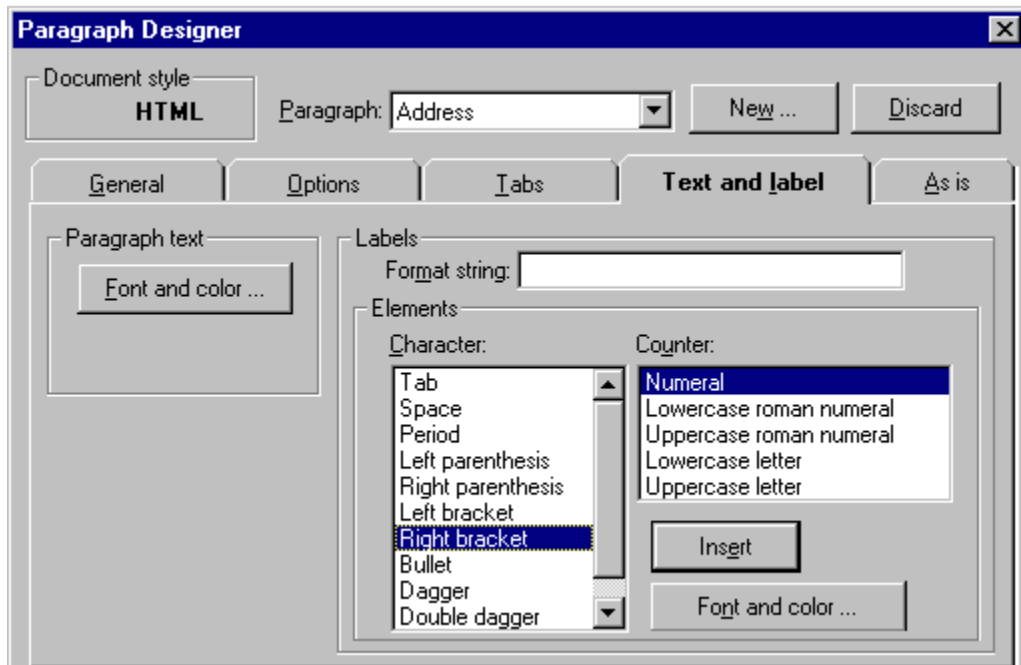
There is also a very powerful new feature, **Enable HTML style sheets**. When you check the box next to this you will be able to retain your left and right margins as well as first line indents from your original file into your Web site project. Unfortunately, this benefit is not yet supported by all Web browsers, so your ability to use this will depend on the browser you have selected.

You can set the [sibling and child relationship](#) by checking their appropriate boxes. You can also [impose changes](#), set your [document style](#), and add a [horizontal rule](#) by checking/clicking where specified.



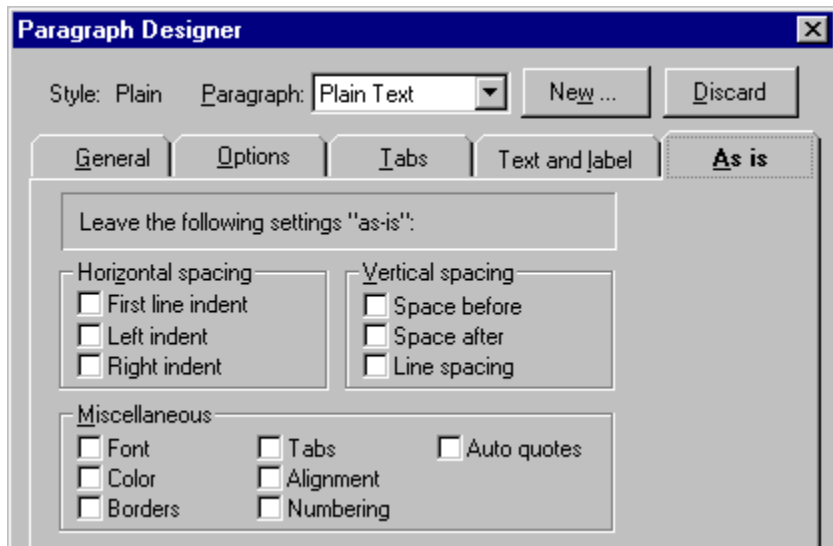
This portion of the dialog permits you to set the tab positions and their alignments. You key in the tab number followed by the position and units. You can also do this by dragging the tab with the mouse pointer until you have it where you want it. The information in the position box changes as you change the tab position while dragging the mouse.

The number in the tab # box tells you which tab you are editing. Press clear to remove all tabs. You can also set the alignment of the text by selecting the appropriate radio button at the right.



This portion of the dialog permits you to select the text font, size, and color. Press the text font and color box to choose a new font. (Remember that the font you choose here will not necessarily be the font you see when your Web pages are uploaded to the Internet. This is because the font is determined by the browser you are using.)

You can also set the options for paragraph numbering by double clicking on the character elements and counter elements. Your choices appear in the format string edit box and can be seen immediately in the sample quote on the Paragraph Designer General tab when you click back to view it.



This portion of the dialog defines sections of the style to be left unchanged when you impose the style. Simply click the items you would like left as is and when you impose a new style, these items will not be affected.

The paragraph designer is a tool to enable you to create [paragraph styles](#) for your Web site projects. You can specify all stylistic elements for a typical paragraph, including the font, type size and color, paragraph and line spacing, text alignment, and borders. You can also specify paragraph indents and there is an elaborate system for specifying paragraph numbering, including the numbering for successive and subordinate paragraphs.

Using the paragraph designer, you create a library of your own styles. Then, as you build your Web sites, you can easily format the topic text using the styles from your library. You can also use the styles you create in developing the templates in your Web site.

[Creating Paragraph Styles](#)

[Using Paragraph Styles](#)

The [paragraph style](#) designer permits you to create a library of different styles that you can use when writing your help topics. To create a paragraph style library item, start the paragraph designer application by choosing **Style-Paragraph Designer** from the menu. Then choose **File-New** from the menu to start a new style. You can also use an existing style as a starting point by choosing **File-Open** and picking the one you wish to use. To be sure that you don't accidentally overwrite the old style with your new design, choose **File-Save As** immediately and save the style with a new name.

The following items constitute the paragraph style items that you can adjust.

Font and Color

Line Spacing

The As-Is Settings

Tabs

Text Alignment

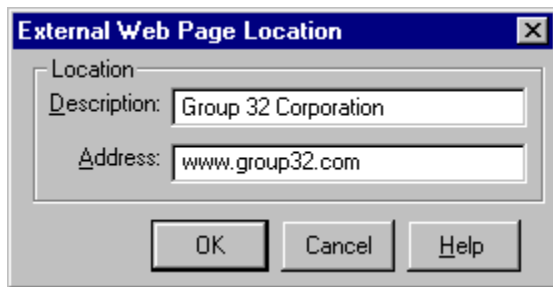
**Space Before and
After**

Paragraph

Numbering

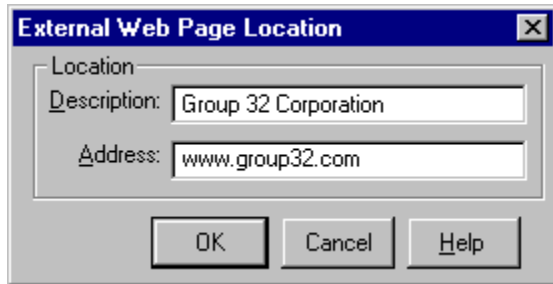
Numbering Relations

The Default Style



The paragraph designer permits you to create a setting for each style to determine the [font](#), type size, type style, and color for the text in the paragraphs. Then, whenever you style a paragraph in one of your [topics](#), the text characteristics that you have specified in this design will determine the way that the text is shown.

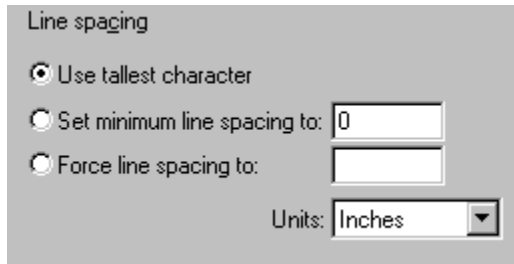
The dialog shown at the right is displayed to permit you to set all the text characteristics.



The paragraph designer permits you to create tab settings for each style to determine the tab spacing for the text in the paragraph. Then, whenever you style a paragraph in one of your [topics](#), the tab settings that you have specified in this design will determine the way that tabbed text is shown.

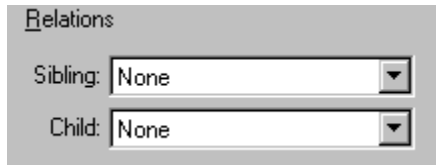
The dialog shown at the right is displayed to permit you to make tab settings. Read the topic [Style - Tabs](#) for a review of this subject. In addition, you can adjust the tab settings using the ruler displayed at the top of the paragraph designer.

The paragraph designer permits you to control the line spacing for each style to determine the height of lines in the paragraph text governed by this style entry. Then, whenever you style a paragraph in one of your [topics](#), the line spacing that you have specified in this design will determine the height of the text that is shown.

A screenshot of a 'Line spacing' dialog box. It has a title bar 'Line spacing'. Inside, there are three radio button options: 'Use tallest character' (which is selected), 'Set minimum line spacing to:', and 'Force line spacing to:'. The 'Set minimum line spacing to:' option has a text input field next to it containing the number '0'. The 'Force line spacing to:' option also has a text input field next to it, which is currently empty. At the bottom, there is a label 'Units:' followed by a dropdown menu that currently shows 'Inches'.

The dialog shown at the right is displayed to permit you to set the line spacing. The default setting uses the tallest character in the line to determine the line height. You can specify a lower or a higher limit. Choose **Set minimum line spacing to** and then supply a value to force the line to a minimum height. Similarly, you can choose **Force line spacing to be** and supply a value that will impose a precise line height. In either case, when you are specifying a value you can choose from any unit of measure using the **Units** control.

The paragraph designer permits you to create styles that govern all aspects of the display of paragraph text. You then apply a style to a paragraph, and all of the controls specified in the style library entry are then used to determine how the paragraph text is displayed. The relations option lets you control what happens with the next paragraph in the topic—that is the paragraph that is created when you press the enter key to start a new paragraph. Normally, the same style would be used for styling the successive paragraph. The relations options permit you to specify other handling.



Relations

Sibling: None

Child: None

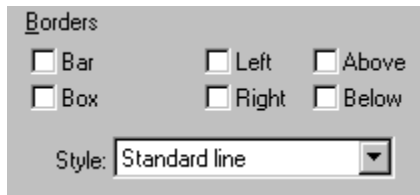
The dialog shown at the right is displayed to permit you to set different paragraph styles for successive paragraphs—those which follow a paragraph styled with the current style. You can choose from any of your style library entries to supply a related style. The **Sibling** style is the one that will be invoked when you simply press the **Enter** key to begin a new paragraph. When **None** is selected, the same style will be used for successive paragraphs. The **Child** style is invoked when you press **Shift+Enter** to begin a new paragraph.

The child style is most helpful when used in conjunction with numbered style paragraphs.

The paragraph designer permits you to control the justification of text for each style to determine the alignment of the paragraph text governed by this style entry. Then, whenever you style a paragraph in one of your [topics](#), the alignment that you have specified in this design will determine how the text is shown.

The default setting is left justified, where the text is aligned along the left margin. You can also specify right alignment so that text is displayed flush against the right margin, or you can choose to have the text centered within the margins.

The paragraph designer permits you to place borders around the paragraph text for each style. Using the borders you can surround the text in a paragraph with a bounding box or you can add a line to any of the sides of the text. Then, whenever you style a paragraph in one of your [topics](#), the borders that you have specified in this design will determine how the text is shown.

A dialog box titled "Borders" with a light gray background. It contains six checkboxes arranged in two rows: "Bar", "Left", and "Above" in the first row; "Box", "Right", and "Below" in the second row. All checkboxes are currently unchecked. Below the checkboxes is a label "Style:" followed by a dropdown menu that currently displays "Standard line".

Borders		
<input type="checkbox"/> Bar	<input type="checkbox"/> Left	<input type="checkbox"/> Above
<input type="checkbox"/> Box	<input type="checkbox"/> Right	<input type="checkbox"/> Below
Style: Standard line		

The default setting is to have no borders. Using the dialog shown at the right, you can add borders on any or all sides of the paragraph. Moreover, you can choose from three different styles for the lines used to draw the borders by choosing one of the items in the box labeled **Border style**. The available line styles are single line, double line, and a single thick line. If you check the **Box** item, then all four sides of the paragraph are bordered. If you choose the **Bar** item, then only the left edge of the paragraph is bordered. Alternately, you can check one or more items in the box labeled **Borders** to choose which sides of the paragraph are bounded with a border.

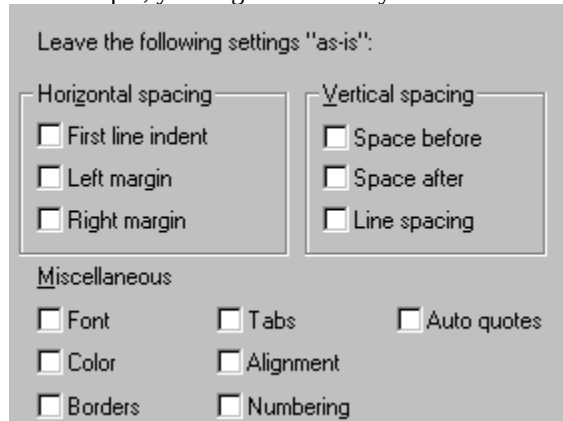
The paragraph designer permits you to control the space before and after a paragraph for paragraph text governed by this style entry. Then, whenever you style a paragraph in one of your [topics](#), the spacing that you have specified in this design will determine how much space precedes and follows each paragraph. You can independently control the space before and after the paragraph.

The paragraph designer permits you two ways to adjust the spacing. First, you can use the mouse to set the space before by "grabbing" the bottom edge of the sample paragraph shown above the model and dragging it up or down to leave the desired spacing. Similarly, you can set the space after a paragraph by grabbing the top edge of the sample paragraph that follows the model.

Alternately, you can use the control at the bottom left of the paragraph designer screen to select the specific spacing item to be adjusted and then make changes in the value box shown just to the right of it. You can also choose from any of the units of measure in making the adjustment.

The paragraph designer permits you to control all aspects of text layout within a paragraph, including font, text color and style, margins, borders, and spacing. The **As Is** settings permit you to impose a paragraph style that specifically excludes certain of these characteristics.

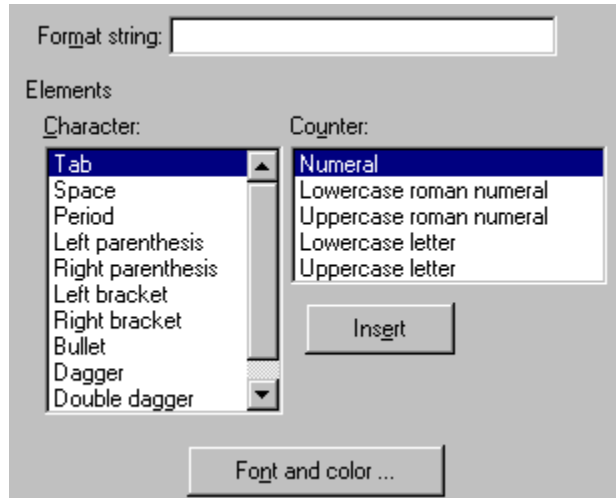
For example, you might create a style that covers all aspects of paragraph layout except the font.



The image shows a dialog box titled "Leave the following settings 'as-is':" with a light gray background. It contains three sections of settings, each with a title and a list of checkboxes. The "Horizontal spacing" section includes "First line indent", "Left margin", and "Right margin". The "Vertical spacing" section includes "Space before", "Space after", and "Line spacing". The "Miscellaneous" section includes "Font", "Color", "Borders", "Tabs", "Alignment", and "Auto quotes", "Numbering". All checkboxes are currently unchecked.

Leave the following settings "as-is":		
Horizontal spacing		
<input type="checkbox"/>	First line indent	
<input type="checkbox"/>	Left margin	
<input type="checkbox"/>	Right margin	
Vertical spacing		
<input type="checkbox"/>	Space before	
<input type="checkbox"/>	Space after	
<input type="checkbox"/>	Line spacing	
Miscellaneous		
<input type="checkbox"/>	Font	<input type="checkbox"/> Tabs
<input type="checkbox"/>	Color	<input type="checkbox"/> Auto quotes
<input type="checkbox"/>	Borders	<input type="checkbox"/> Alignment
<input type="checkbox"/>		<input type="checkbox"/> Numbering

This allows you to set margins, borders, and spacing while leaving the text in whatever font you may have already set. The **As Is** dialog is shown at the right. Simply check the box next to any attribute that you want excluded when using this styling entry.



The paragraph designer permits you to specify a numbering system so that successive paragraphs of the same style are automatically numbered in your [topics](#). Then, whenever you style a paragraph in one of your topics using a numbered style, successive paragraphs are also numbered with incremental values. An elaborate and capable system is provided to support just about any possible numbering style. And, when combined with [related styles](#), you can create a powerful numbering system for your topical information.

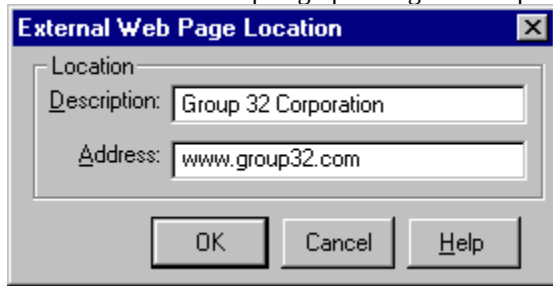
The dialog shown at the right is displayed to permit you to specify the style of numbering for each paragraph. To use this dialog, you build up a representation of the style you want to use in the box labeled **Format string**. You can choose from any of the **Character elements** to control positioning and formatting and from any of the **Counter elements** to determine the rising number or letter value that increases with each successive paragraph. Each time you begin a new paragraph, the counter element is automatically increased. Moreover, you can combine this with [Child styles](#) so that subordinate paragraphs are also numbered automatically without disrupting the flow of numbers for the parent paragraphs.

The paragraph designer enables you to create a library of [paragraph styles](#) for your Web site projects. You can specify all stylistic elements for a typical paragraph, including the font, type size, color, spacing, alignment, borders, and paragraph numbering, including numbering successive and subordinate paragraphs. Although you can change the font on the screen to any one available on your system, your font choice will not affect the finished Web pages once they are uploaded to the Internet. The font viewed will be one available on the Web browser being used.

Once you have built your styles, you can impose them onto the text in your topics by clicking the button at the far right of the control bar shown at the bottom of the screen. It displays a list of the current styles. Click on one of the styles and it is instantly applied to the current paragraph. You can perform the same function by choosing **Style - Paragraph style** from the menus.

[Imposing Styles on the Project](#)

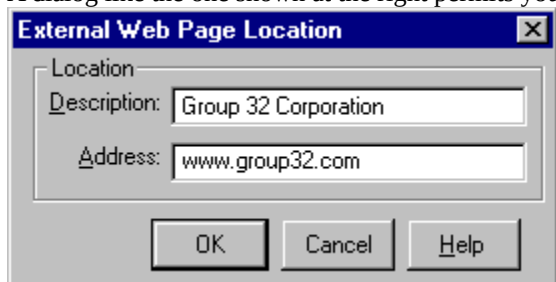
You can command the paragraph designer to impose changes you have made to [paragraph styles](#) on all or



selected topics in the project. This lets you make adjustments to styles and then have them made on all topics in your project. You can also perform style substitutions on topics, instructing the paragraph designer to change all of one particular style to a different one. For substitutions, too, you can choose to have them imposed on all or selected topics in the project. The dialog shown here is used to control this process. By highlighting one or more [RTF files](#), [groups](#), or [topics](#), you have complete control over which topics are restyled.

The software permits you to substitute new or different paragraph styles for others that you have used in your Web site project. These substitutions will be applied to the [topics](#) and [groups](#) that you have selected using the outline display shown on the dialog for [imposing style changes](#).

A dialog like the one shown at the right permits you to select from existing styles and

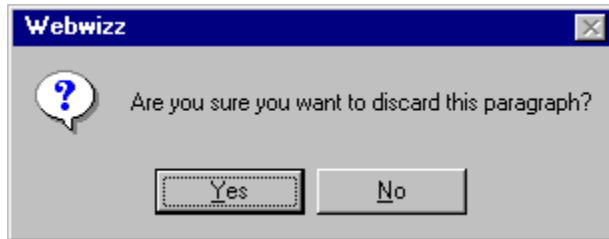


choose another style to substitute for it. You can repeat this operation one or many times; then press the **OK** button to continue.

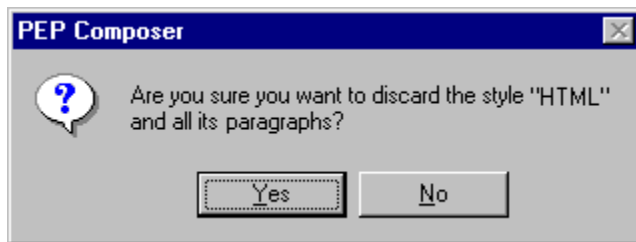
The paragraph style named "Default" is supplied with the software when you install it. It provides the styling for all new topics and table cells unless you override it and choose another style. Therefore, you will want to review this style entry to make sure that it is what you want for a default. As you receive it, the default style creates the first paragraph as a headline (centered, large type sans serif text) and subsequent paragraphs as serif text, left aligned. Standard paragraph spacing is also supplied for both of these styles.

You can delete the Default style from the library of styles and the program will use other defaults for styling elements. All spacing, indents, tabs, and other dimension settings will be set to zero, so that no particular style is imposed.

The use of New Topic Styling Templates supersedes the Default paragraph style when you have it enabled.

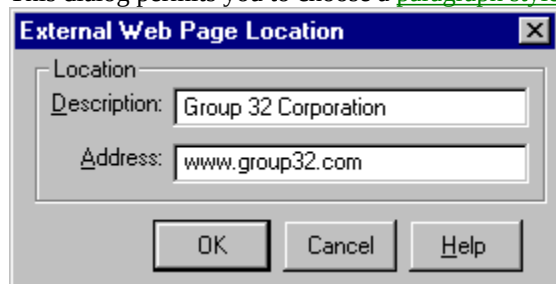


These menu selections are used to delete existing paragraph styles. The dialog to the right is displayed when you press the paragraph style discard button. It deletes only a *single style* within the **current** family style.



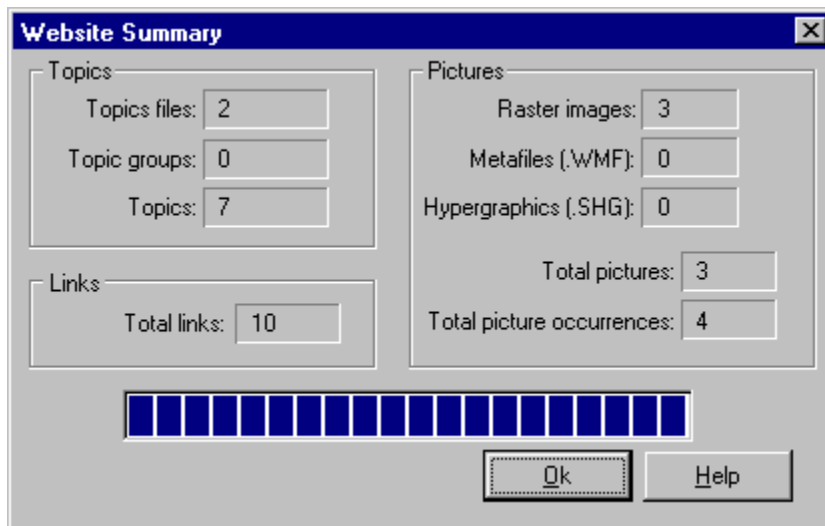
The dialog to the left is displayed when you press the discard button within the select style dialog. This deletes the *entire family* from the library.

This dialog permits you to choose a [paragraph style](#) to edit from one of those in your library of styles. The



names shown in this list are the ones you have given to the paragraph styles. Choose a style from the list and that style entry is opened into the [paragraph designer](#) so that you can make changes to it.

You can press the **Cancel** button, and no style entry is opened.



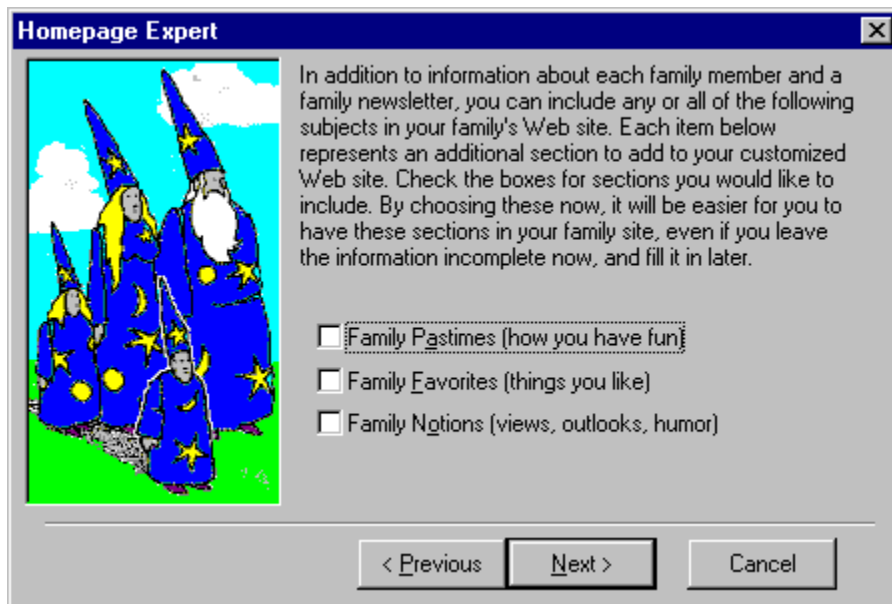
The 'Website Summary' dialog box is a standard Windows-style window with a blue title bar and a close button. It is divided into three main sections: 'Topics', 'Links', and 'Pictures'. Each section contains a label and a text input field showing a numerical value. The 'Topics' section shows 2 files, 0 groups, and 7 topics. The 'Links' section shows 10 total links. The 'Pictures' section shows 3 raster images, 0 metafiles, 0 hypergraphics, 3 total pictures, and 4 total picture occurrences. At the bottom, there is a progress bar with 15 blue segments and two buttons labeled 'Ok' and 'Help'.

Category	Sub-category	Value
Topics	Topics files:	2
	Topic groups:	0
	Topics:	7
Links	Total links:	10
Pictures	Raster images:	3
	Metafiles (.WMF):	0
	Hypergraphics (.SHG):	0
	Total pictures:	3
	Total picture occurrences:	4

Progress bar: 15 segments (all blue)

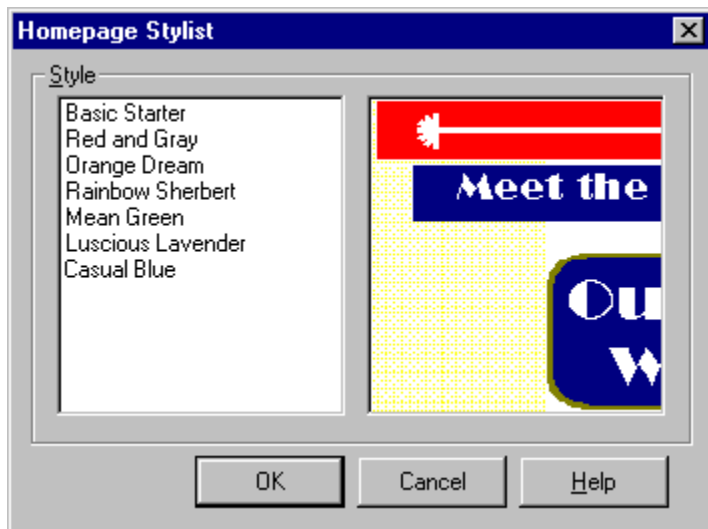
Buttons: Ok, Help

This screen lets you review the particulars of your Web site project, as it is currently defined. It summarizes the number of topics, hot spots, and pictures.



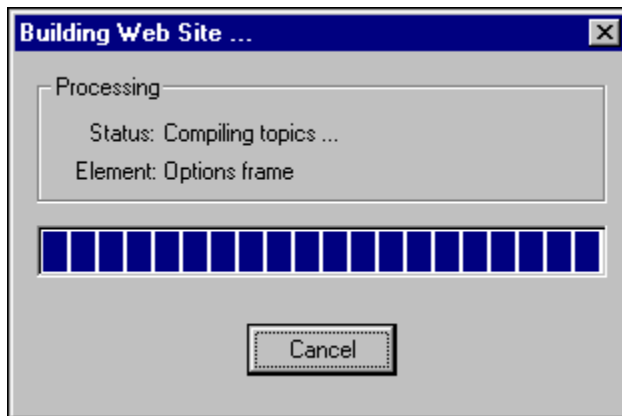
One of the first decisions you must make about your Web site is whether you wish to construct it completely on your own, or if you will take advantage of the Homepage Expert to do much of the work.

The Homepage Expert lets you choose the sections you wish to include in addition to the family member information. Simply check the appropriate boxes for the items you want to include in your site, then follow the wizard through the pages and answer questions about your family, interests, pastimes, and most importantly, your upload information. When you press the **Finish** button, the wizard takes the information you have given him and turns it all into your Web pages, which you can then edit as you would if you were using a regular word processing package!



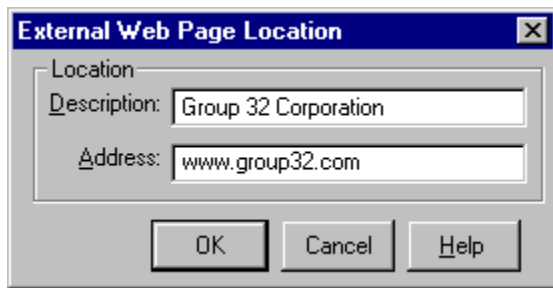
The Homepage Stylist is a function that is available once you have used the Homepage Expert to build your Web site.

Simply highlight any of the styles in the list to see a representative picture of the theme. When you find the one you want to use, press **OK** and in a matter of seconds, the entire Web site is restyled using the new theme. This makes it extremely easy to change the look of your Web site on a regular basis, to keep those visitors coming back.



This software will automatically construct HTML files from the information which you assemble into the Web site project. It can render the HTML files for the entire Web site, or for individually selected topics to render only specific HTML files, depending upon your command.

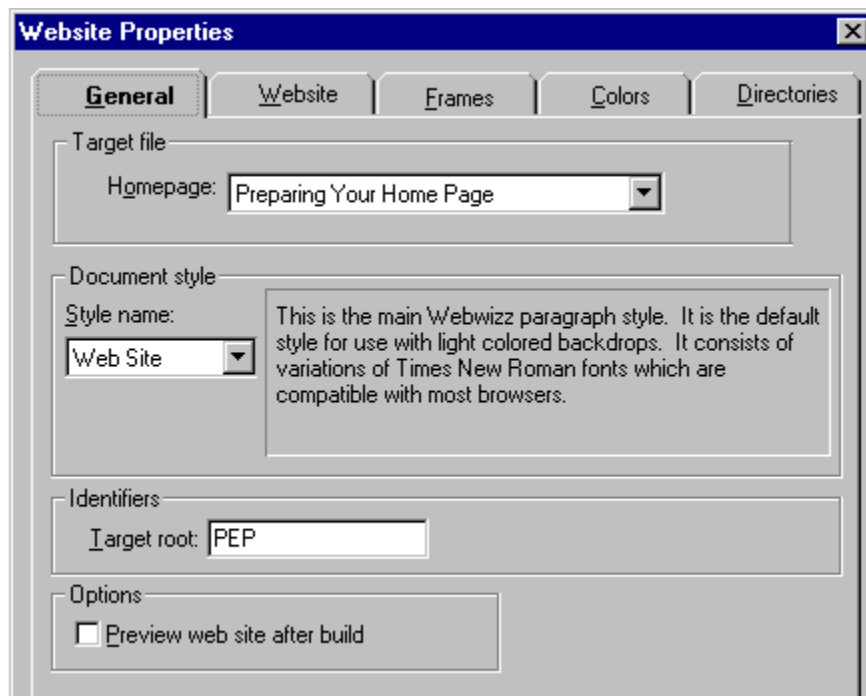
The software completes four tasks for you when you choose to build the Web site. It generates the HTML files for you. It converts all your pictures and applies the effects you have specified. It generates the Java applets you have specified. Lastly, it makes a local Web site on your computer and copies all your information to the correct subdirectories so that you will be ready to upload to the Internet. This last task allows you to preview your Web site before uploading; that is, it lets you see exactly how your Web site will look on the Internet. If you want to make any changes, you can do it before you have taken the time to upload.



When you choose to publish (upload) your Web pages to the Internet, you are shown this dialog. If you entered this FTP information either when you installed this module or in the Homepage Expert, you will see what you entered on this dialog. If you did not enter the information or if you need to change any information, you can do it here. You must enter the [FTP site address](#), your [user ID](#), and your [password](#).

Enter your site's server address in this box. No matter what, do **not** enter any directory name on this dialog. If you are uploading to a specific directory on a site, the place to enter that directory name is on the [Website tab](#) of the Website Properties menu item. If you used the Homepage Expert to enter your site information, the directory name you entered has already been placed there. If you created your own project without the help of the Homepage Expert, the upload information is placed in the Website Properties - [Website tab](#) based on the [File Settings](#). You can read these topics for details.

You can also choose to publish all the files or selected files only. If this is a new Web site, you will obviously want to publish all the files. If you have previously published this site and you are making changes to only one or two of the Web pages, you can choose to publish only those one or two.



This dialog permits you to enter the main characteristics for the Web site. Click on any of the areas in the sample dialog to the right for more information.

Website General - Target File

This is the name of the topic that is to be displayed as the homepage of your Web site, that is, the first Web page seen when readers access your Web site. Initially, this defaults to the first topic created - Contents (or index.html after your Web site is built). You can change which topic you want displayed initially by clicking the down arrow next to the edit box. You will see all your topics listed in the drop down list. Choose the one you want by highlighting it and press the OK button to accept the changes. When you preview your Web site after building it, you will see that the "homepage" topic is the new one you have selected.

Website General - Document Style

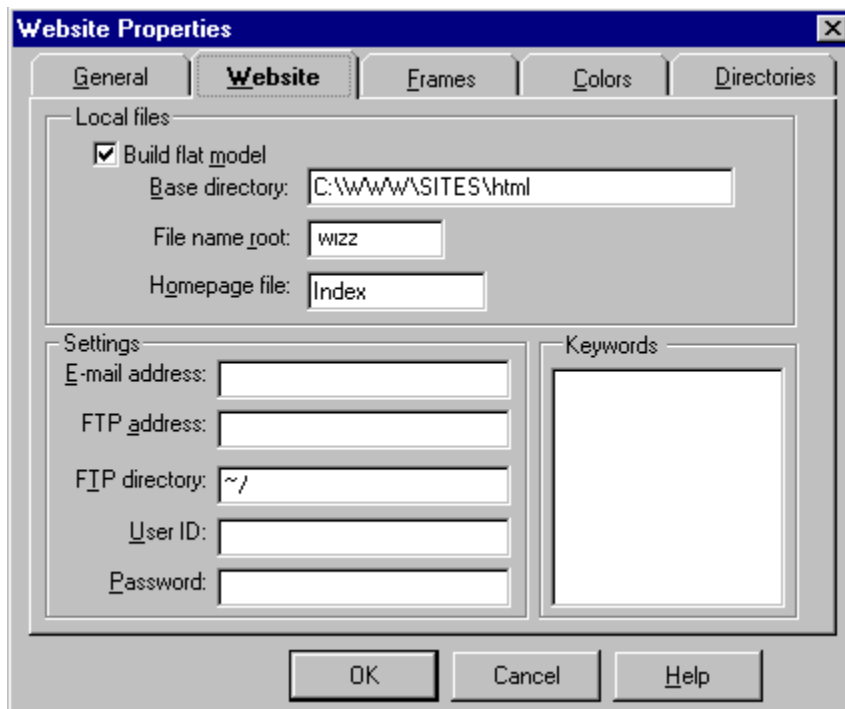
This includes the style name, which determines the font type for the files as you enter them.

Target Root

This field is used to form the beginning of the context strings which the Composer will generate automatically to uniquely identify each topic in the project. If several persons will be working on the same project, you can use this field to assure that target context strings will be unique by having each person use a slightly different root. Then, when topic files (RTF files) are gathered and combined from several people, there is no possibility of the same context string being assigned to two different topics.

Website General - Options

You can choose to display the document after it compiles by checking the appropriate box.



This dialog allows you to **customize** your *individual* Web site by **editing** the information on this dialog. Click on any of the areas in the sample dialog box to the left for more information.

See also [File Settings](#) for information on changing the defaults for **all** your Web site projects.

The program will prompt you for the following information for your Web site. Among the entries you make are ones for E-Mail address, FTP address, FTP directory, User ID, and Password.

Website - Build Flat Model

Checking the **Build flat model** box will put all your HTML files into one directory upon building your Web site. If you uncheck this box, your HTML files will be put into a subdirectory tree that matches the project outline tree upon building the site. This can be seen when you view the Publisher Database.

Website - Base directory

The **Base directory** tells you where on the local machine your Web site is stored as a project.

Website - Filename

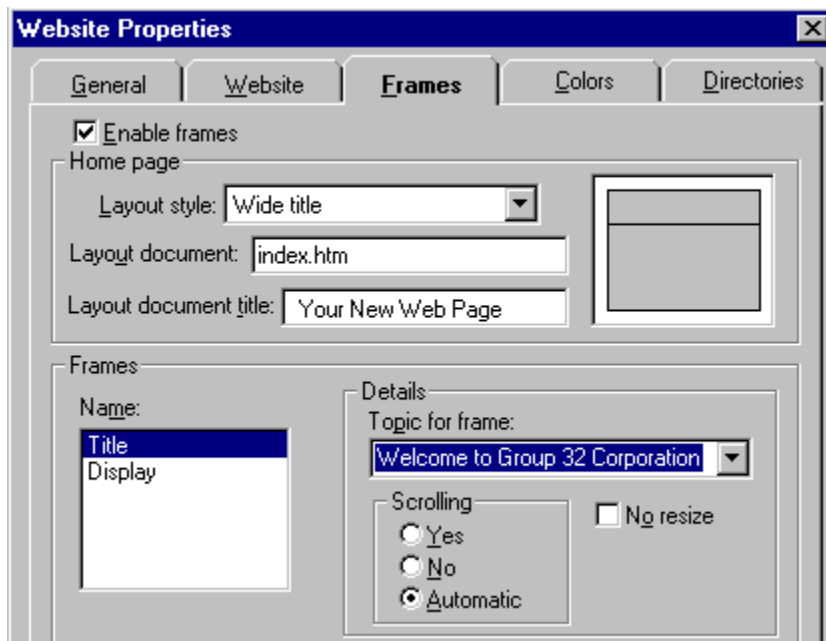
The **Filename** is the root of the file names when the software refers to them as HTML files. This can be seen in the Publisher Database also.

Website Website - Homepage File

The **Homepage file** refers to the name of the first Web page. It defaults to index; however, you can change it if you prefer.

Keywords

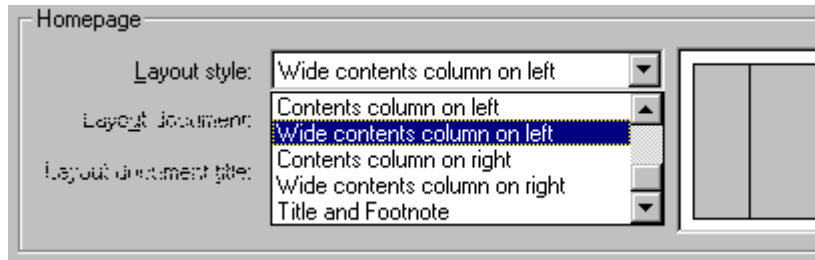
The program allows you to enter a list of keywords to be associated with your Web site. These keywords are entered in the indexes of different search engines so that when surfers access the search engines and type in a keyword, your Web site will be able to be accessed (provided the keyword matches.)



The program allows you to design your homepage with various frame styles. You can see the pull down list of styles along with a small picture of it to the right.

Each side of the frame is a separate HTML file. Complete this dialog by selecting a topic to display in each frame. You can see the list of topics in the pull down list at the right of the sample dialog.

Website Frame - Layout Style



Click the down arrow to the right of the layout style edit box to produce a drop down list of available frame styles. As you highlight each of the styles, you are shown a sample picture of what the frame style looks like.

Website Frame - Enable Frames

Check this button to allow frames in your Web site.

Website Frame - Layout Document

This is the filename of your Web site frame document.

Website Frame - Layout Document Title

This is the "project name" of your Web site that came about in one of four ways:

- ü You entered an eight-character name on the Homepage Wizard "project name" screen.
- ü You let the Homepage Wizard assign a default name to your project.
- ü You entered an eight-character "project name" in one of the "File - New Web Site Project" dialogs.
- ü You let the program assign a default name to your project in one of the "File - New Web Site Project" dialogs.

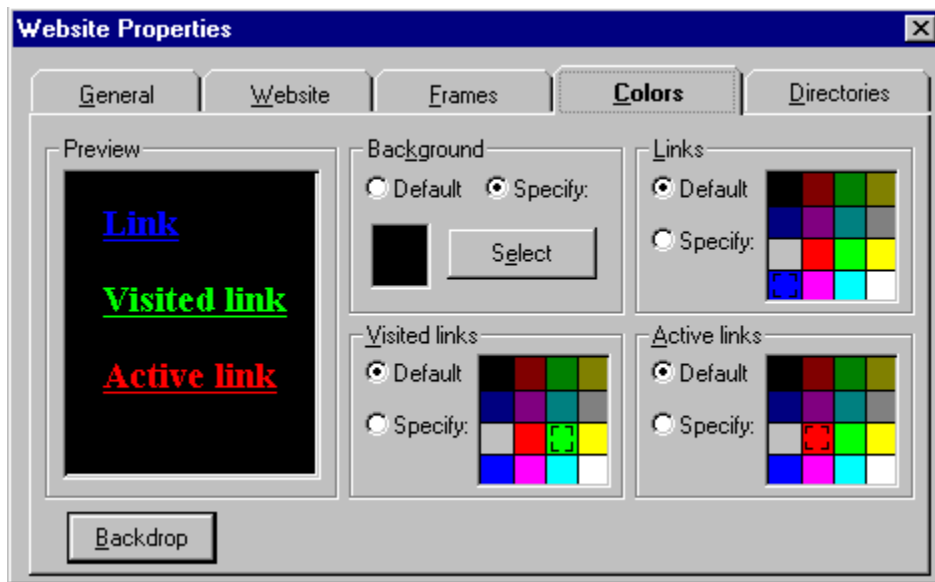
Website Frame - Name

The components of the frame you have selected are listed in this window. The number of frame components shown here depends on the frame layout style you have chosen.

<u>Frame Name</u>	<u>Window Area Represented</u>
Display	This is the largest area of the window. Most of your data and information will go here.
Title	This is the top portion of horizontally split frames and frames with title and footnote. It is the left portion of vertically split frames. Finally, it is the topmost and leftmost portions of horizontally and vertically split frames whose title area is further split to include an options area.
Options	This is the second area of the title frame on horizontally and vertically split frames.
Contents	This is the left or right portion of vertically split frames which you specify. You can also choose this area to be wide if you wish.
Footnote	This is the bottom portion of horizontally split screens.

Website Frame - Details

You can choose to use the scrollbar by checking the appropriate box. Yes turns on the scrollbar feature, no turns it off, and automatic utilizes it if you have more items in the list than there is room in the frame.



The program lets you select and adjust the colors used for your links.

The four boxes displayed in the sample to your right show you the choices for background, unvisited links, visited links, and active (current) links. Click on any of the areas for more information.

Website Colors - Active

If you like the existing color for active (currently open) links, leave the Default button checked. If you would like to change it, click on the Specify button and then on the desired color in the color grid.

Website Colors - Visited

If you like the existing color for visited links, leave the Default button checked. If you would like to change it, click on the Specify button and then on the desired color in the color grid.

Website Colors - Background

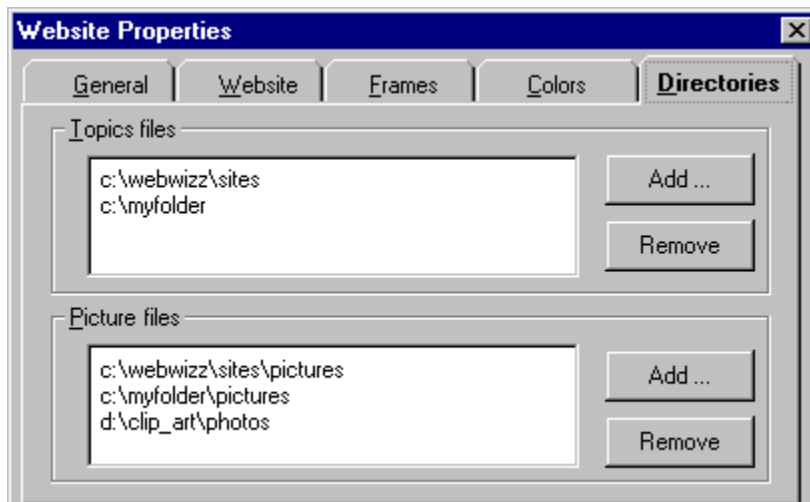
If you like the existing color for the document background, leave the Default button checked. If you would like to change it, click on the Specify button and then on the Select button. A dialog box will display with several different colors. You may click on the desired color in the color grid or make your own custom color.

Website Colors - Unvisited Links

If you like the existing color for unvisited links, leave the Default button checked. If you would like to change it, click on the Specify button and then on the desired color in the color grid.

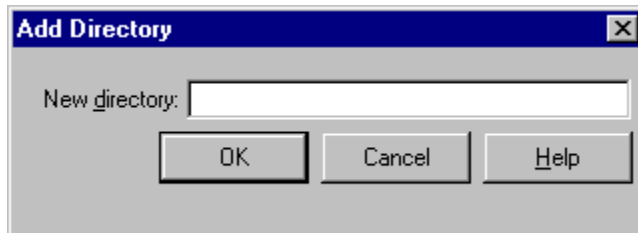
Website Colors - Preview

Use the Preview box to see how the colors will look.



This dialog permits you to review and change the directories which pertain to this Web site. There are separate directory specifications for the location of topics files and the location of picture files.

Click on any area in the sample dialog to the right for additional information.



This dialog allows you to add a directory to the list of directories specified in either the topics files window or the picture files window. These directories can be located on any drive and folder within your system as you can see from the example.

Remove Directory

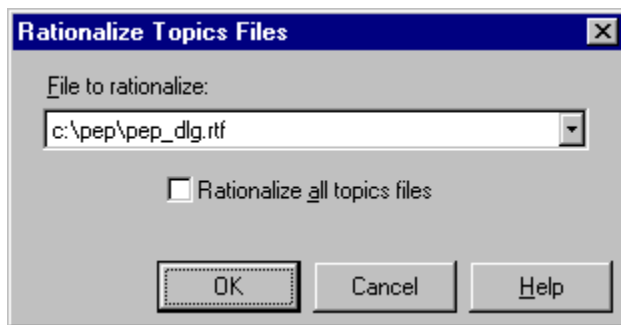
Press the **Remove** button to delete a directory.

Website Directories - Topics Files

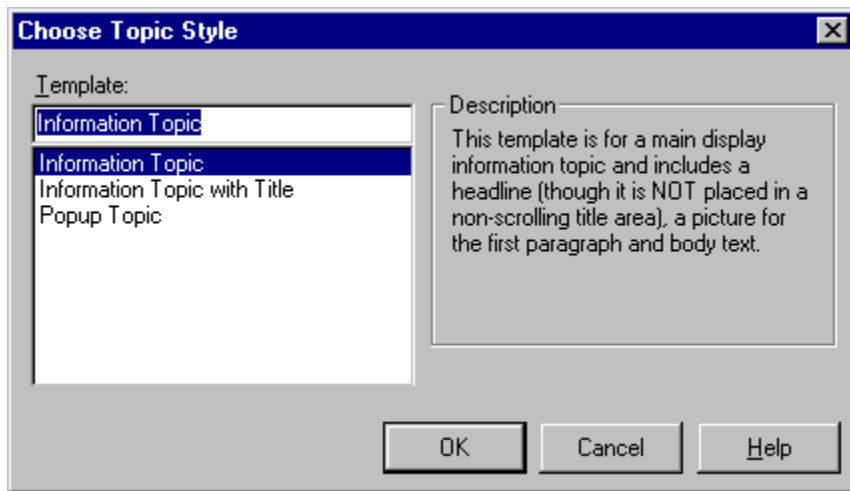
The directories that contain your topics files for your Web site are listed here.

Website Directories - Pictures Files

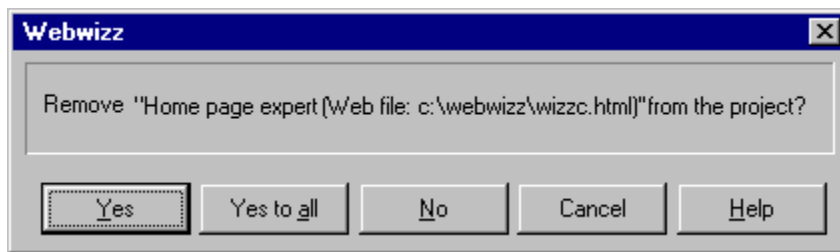
The directories that contain your pictures files for your Web site are listed here.



This process permits the software to review the content of an [RTF file](#). The purpose of the rationalization step is to allow the program to analyze and revise the RTF syntax within the RTF files. The files are modified to enhance processing.



This dialog is prompting you to select a topic style [template](#) to use to govern the creation of this new topic. You can choose one of the templates from the list to control the topic creation or you can press the cancel button to create the topic content without the use of a template.



This dialog appears to warn you that you have commanded the program to delete one or more [topics](#), [groups](#), or [RTF files](#) from your Web site project. Press the **Yes** button to delete the topic whose name is displayed in the dialog.

You can press the **Yes to all** button if you have selected more than one topic to delete and you do not wish to be prompted for confirmation for each of them. Press the **No** button to change your mind about one or more items on your delete list. Press **Cancel** to abort the entire delete procedure.

The image shows a Windows-style dialog box titled "Topic Properties for \"Preparing Your Home Page\"". It has a blue title bar with a close button (X) on the right. Below the title bar is a tabbed interface with five tabs: "General", "Form", "JavaScript", "Colors", and "Meta Info". The "General" tab is currently selected and highlighted. Inside the "General" tab, there is a section labeled "Identity" with a bracketed list of three text input fields. The first field is labeled "Title:" and contains the text "Preparing Your Home Page". The second field is labeled "HTML file:" and is empty. The third field is labeled "Context:" and contains the text "PEP01112715226". At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

The topic properties dialog permits you to review and change a variety of information related to the topic. Click on any area in the sample dialog box to the right for more information.

Topic General - Title

The **title** of the topic appears in various dialogs in the Composer when you are selecting a topic. It also appears in the window title bar when the Web page is viewed by the browser.

Topic General - HTML File

The **Web file** allows you to change the filename instead of using the default wizzx.html.

Note: If you are building your Web site on a system that exclusively uses the 8.3 file naming convention such as a Netware server, you must specify this file extension as "HTM". If you do not specify the 3 character extension, the program will automatically assign the its default extension "HTML". When the file is saved, the "L" is dropped from the extension, so you will have a link that points to a file with the extension "HTML", while the file has been saved with the extension "HTM".

Topic General - Context

The program assigns a unique context number to each of your topics.

Topic Settings for "Preparing Your Home Page" [X]

General **Form** JavaScript Colors Meta Info

Action:

mailto:
mailto:support@group32.com
mailto:info@group32.com
mailto:president@whitehouse.gov

Action type

Download File
External Web Page
Gopher
News Group
Send E-Mail
Telnet
WAIS

Registry

Method

☒ Post ☐ Get

JavaScript

On submit: Build ...

On reset: Build ...

☒ User Name ☐ E-Mail Address

This dialog permits you to enter an action to perform based on the action type. Click on any area in the sample dialog to the right for more information.

Topic Form - Action

When you select an action type, the action will show up in this box along with any list that may already exist with other actions of that same type for the topic. You can choose how the action is displayed. For instance, in the example shown, you can display the e-mail action either by username or e-mail address.

Topic Form - Action Type

This allows you to select the type of action you want for your topic. The action will then display in the Action box on the left.

Topic Form - Javascript

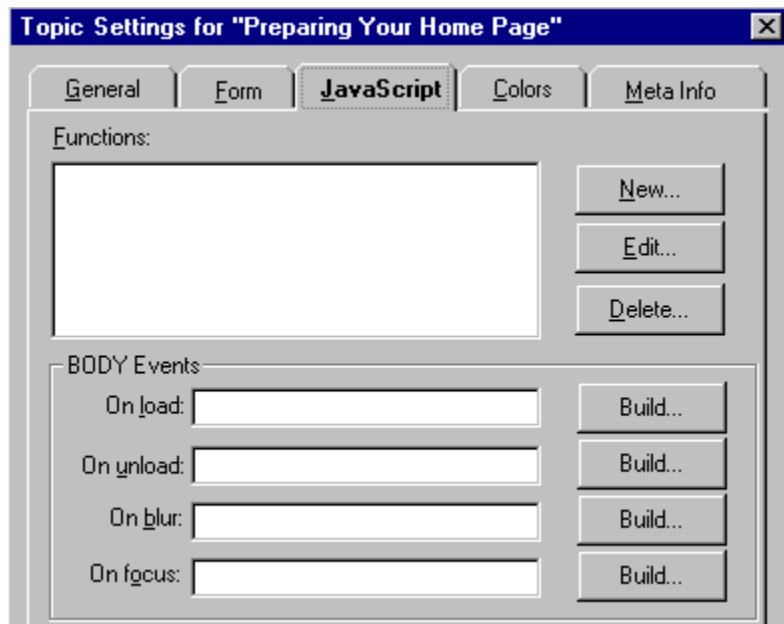
The software lets you specify the command(s) to be carried out when you press either the submit button or the reset button. You can choose from a list of commands or type in your own custom command by pressing the [Build](#) button.

Topic Form - Method

Select the method for your topic's action. The method chosen determines the way that the information in your form is sent to the program that processes the it.

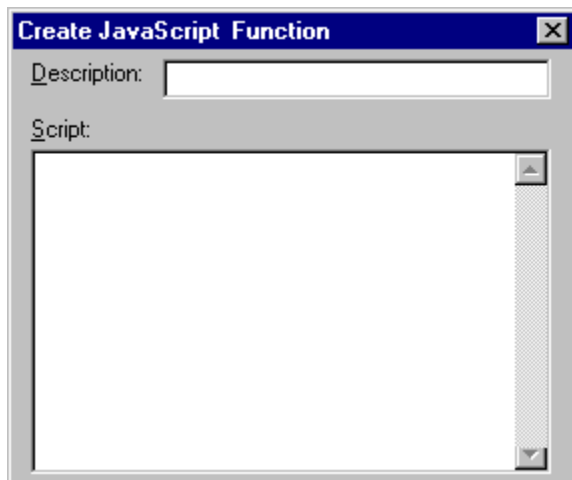
Topic Form - Registry

To register addresses for your various Web sites, press the [Registry](#) button.



This dialog allows you to enter JavaScript functions that are carried out while in this topic. On the sample dialog to the right, the functions listed will be executed when the topic "Preparing Your Home Page" is accessed.

Click on any of the areas in the sample dialog to the right for more information.

A screenshot of a 'Create JavaScript Function' dialog box. The dialog has a blue title bar with the text 'Create JavaScript Function' and a close button (X) on the right. Below the title bar, there are two input fields. The first is labeled 'Description:' and is a single-line text box. The second is labeled 'Script:' and is a multi-line text area with a vertical scrollbar on the right side. The dialog box has a standard Windows-style border.

This dialog allows you to add a function to your JavaScript library. Enter a description of the function and enter the script in the appropriate boxes.

Topic JavaScript - Function Window

This window shows you all the functions previously entered for this topic. They can be edited, added to, or deleted.

Topic Javascript - New

Click the [New](#) button to create a new Javascript function.

Topic Javascript - Edit

You may edit a Javascript function by pressing the **Edit** button.

Topic Javascript - Delete

You may delete a Javascript function from your topic by pressing the **Delete** button.

Topic Javascript - Body Events

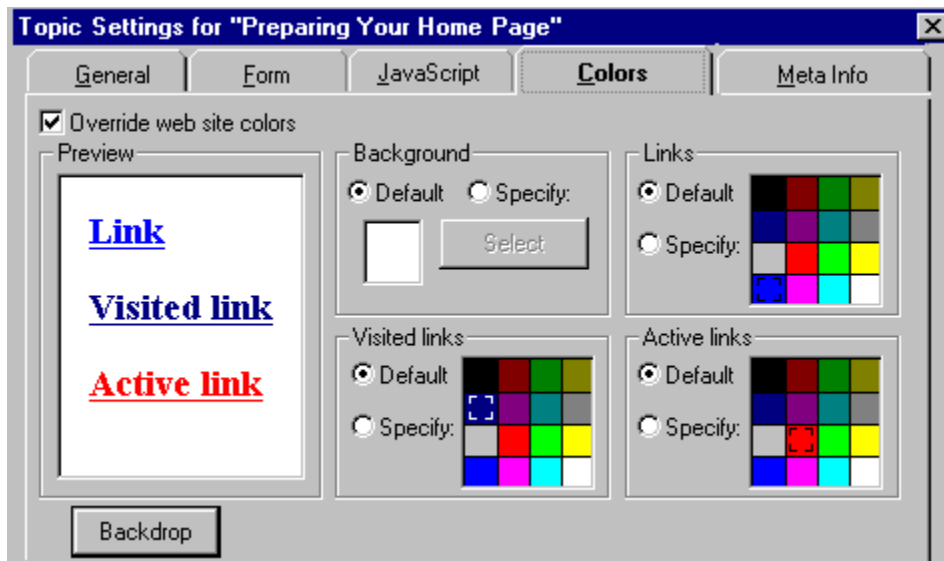
These edit boxes show you the JavaScript events that are carried out during the display of this topic.

<u>JavaScript Event</u>	<u>Means by Which Carried Out</u>
On load	upon entering a topic
On unload	upon exiting a topic
On focus	when the user clicks or tabs within a specified area *
On blur	when the user clicks away from a specified area *

* Only one area can have the focus at a time.

Topic Javascript - Build

Pressing the [Build](#) button gives you further build options.



This dialog allows you to select colors for the text on this Web page. Click on any area in the sample dialog to the right for more information.

Topic Colors - Background

If you like the existing color for the topic background, leave the Default button checked. If you would like to change it, click on the Specify button and then on the Select button. A dialog box will display with several different colors. You may click on the desired color in the color grid or make your own custom color.

Topic Colors - Link

Link color refers to the color of your hot spot links.

Topic Colors - Visited Links

Visited link color is the color to which the link text changes to indicate to the reader that he or she has already read that particular topic.

Topic Colors - Active Links

Active link color is the color to which the link text changes when the reader highlights text that includes a link with the mouse. You can change any of these colors by selecting the appropriate radio button and choosing a different color.

Topic Colors - Preview

Use the Preview box to see how the colors will look.

Topic Colors - Override

If you leave this box unchecked, then the default colors provided will automatically apply to your Web site. Simply check the box to enable the options and edit each color individually.

The image shows a Windows-style dialog box titled "Topic Settings for 'Preparing Your Home Page'". It has five tabs: "General", "Form", "JavaScript", "Colors", and "Meta Info". The "Meta Info" tab is selected and active. Inside this tab, there is a large empty rectangular area for a list of meta tags. To the right of this area are two buttons: "New" and "Delete". Below these is an "Edit" section containing two radio buttons labeled "HTTP-EQUIV" and "NAME". Under the radio buttons are two text input fields labeled "Name:" and "Content:".

This dialog allows you to insert various types of information called meta tag information into your Web site. For example, you may want to reload the Web site at certain intervals, or you may want to set an expiration date or a PICS rating to your Web site. Meta tags are called to do these types of tasks. Meta tags are not visible to your readers.

Click on the different items in the sample dialog to the left for additional information.

Topic Meta - Information Window

This window shows you the meta tags that are currently included in your Web site. Any changes you make will be seen in this window.

Topic Meta - New Tag

Press this button to add a new meta tag to your Web site. As you enter the information, you can see that information in the information window.

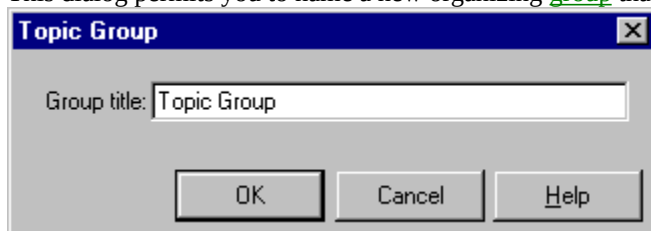
Topic Meta - Delete Tag

Press this button to delete a previously entered meta tag.

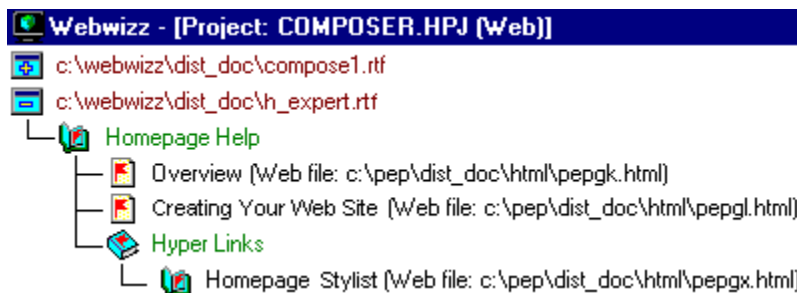
Topic Meta - Edit Area

Choosing HTTP-EQUIV binds the element to the http response header. NAME is simply a descriptive name.

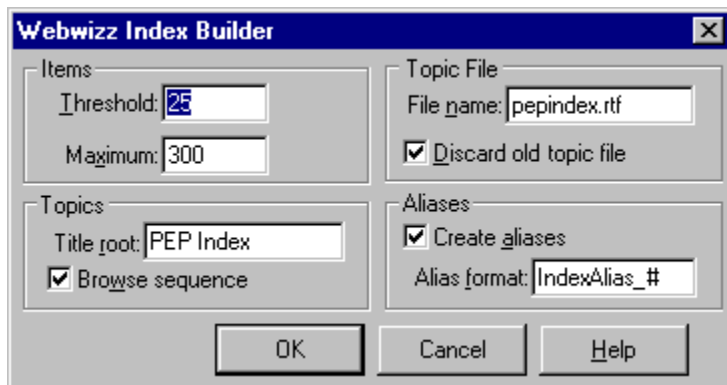
This dialog permits you to name a new organizing [group](#) that will be used to contain



[topics](#) and other groups within your project. Since the sole purpose of these groups is to help you maintain better control over large projects, the naming is completely up to you. Choose a name that describes the types of topics that you will hold in this group. The text for group headings appears in green.



In the example to the left, "Homepage Help" and "Hyper Links" are group headings for the child topics under them.



Adding an electronic index to your Web site is made easy. The index can contain references to key subjects and terms that are unique or important to your help information. The software can create your index automatically, once you have tagged the items to include in the index. Read the topic **Electronic Index** in the Composer electronic document for details on how to set up your index.

You can tag [topics](#) that are to be referenced in the index when you create them, or later on when you are editing them for some other reason. Just fill in the index reference screen and the software takes care of the rest. Choose the item **Topic - Construct Index Topic** from the menu, complete the dialog as shown at the right, above), and an index topic is built automatically using the information you have provided.

[Items Box](#)

[Topic Options](#)

[Topic File Options](#)
[Create Aliases](#)

[Alias Format](#)

Construct Index - Items Box

The **Items** box determines how many entries will be in each index topic created. The **Threshold** amount determines the minimum number of entries in an index topic. To create a topic for each letter that has items, guaranteed, set the threshold amount to one. You can set it to a higher number to ensure that index topics have some minimum number of entries in each.

The **Maximum** amount specifies the maximum number of index entries that will be in a topic before another topic is started. If more than one topic is required, The software will automatically place an entry **MORE** in the topic with a [hot spot](#) link to the next group.

Construct Index - RTF File Options

The **RTF file** box lets you specify the name of the file used to contain the index topics. If such a file is not already included in the project, a new file is created (any old file of the same name is deleted) and is included in the project automatically.

If the box labeled **Discard old RTF file** is checked, then if the file determined above is currently included in the project, its contents are discarded before the new index is built. Usually, it is convenient to reserve a single [RTF file](#) for the index, and to ensure that the **Discard old RTF file** box is checked, so that each new index that is built replaces the old index. However, such a file must be reserved solely for index topics built by this program, since any other topics in the file will also be discarded each time an index is built.

Construct Index - Topic Options

The box labeled **Title root** allows you to specify a root to be used in constructing the title of each of the topics in the index. The software will append characters to this root that describe the contents of the index topic. For example, if the title root is ***Index***, then the software will name a topic containing the entries for A as ***Index A***. If the **Browse sequence** box is checked, the index topics are automatically linked into a unique browse sequence in ASCII order.

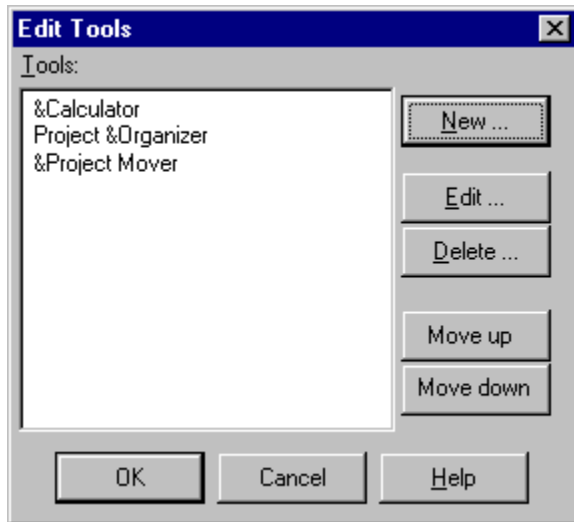
Construct Index - Alias Format

The **alias format** must be a string containing the hash symbol, #. This symbol is replaced by the corresponding ASCII character in order to form the alias. The format string may contain only letters, digits, the underscore character and the period. For example, suppose there is an index topic for the **A**'s ("Index A") and an index topic for the **D**'s ("Index D"), but there are no entries for the **B**'s or **C**'s.

Moreover, suppose that the alias format specifies that the alias should be of the form "IndexAlias_#" where # is replaced by the appropriate character. Then the program will automatically create the alias **IndexAlias_A** for the topic **Index A**, and aliases **IndexAlias_B**, **IndexAlias_C** and **IndexAlias_D** for the topic **Index D**. So clicking on the SHG bit map for "A" will jump you to the topic **Index A** and clicking on any of the SHG bit maps for "B", "C" or "D" will jump you to the topic **Index D**.

Construct Index - Create Aliases

If the box labeled **Create aliases** is checked, then the program automatically creates an alias for each ASCII character. These aliases make it easy to link into the index from **SHG** hot spot [bit maps](#) (into which context strings must be "hard coded") such as those provided with the software. Each alias is constructed using a format specified in the edit box labeled [Alias format](#) and is an alias for the first index topic that contains the entries for the corresponding character. If there are no entries for the character, then it is an alias for a topic containing entries for an adjacent character for which entries exist.



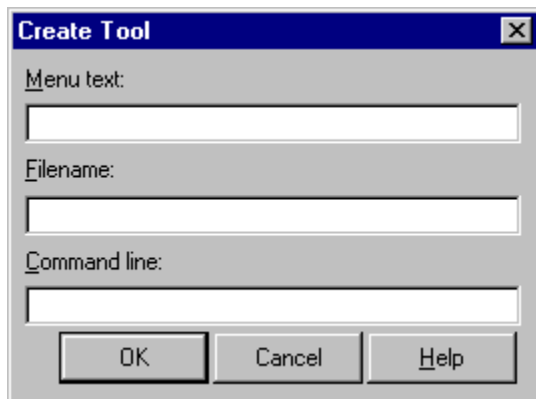
This dialog shows you the list of tools that are currently available on your menu.

These are utility programs designed to work with this software to make your projects versatile and mobile.

You can feel free to add programs to this menu that you have purchased separately (such as a drawing/graphics program or a separate utility) that you want to be able to access from within the software.

This menu may be customized to suit your individual needs, as often as you desire. Menu items can be moved up or down on the pull down list, and they can be edited as needed.

To add a new tool to your list, click the [New](#) button. To edit a current tool, click the [Edit](#) button.



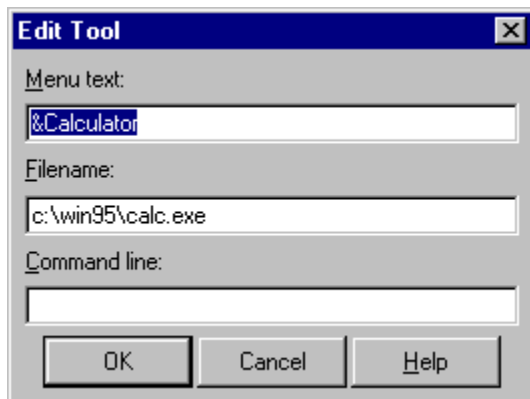
This dialog allows you to add an application to the Tools menu.

In the **menu text** field, type in the name you would like to see when you access the pull down menu. If you include the ampersand (&) anywhere within the word, the letter immediately following it becomes an accelerator. The menu item will be able to be accessed by holding down the Alt key and pressing that letter, which is identified by the underscore beneath it.

In the **filename** field, type in the full path and file name of the application you want to access when you click this menu item.

In the **command line** field, type in any parameters that must be passed to the program.

Press **OK** and the application will be just one simple click away!

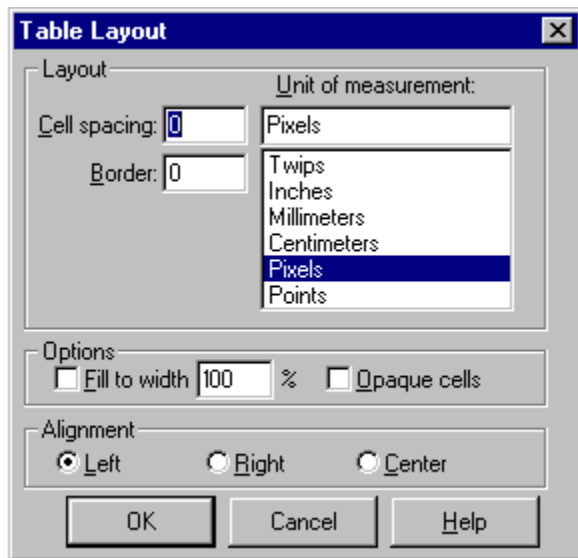


This dialog allows you to edit an application currently on the program's Tools menu.

In the **menu text** field, type the name you would like to see when you access the pull down menu. If you include the ampersand (&) anywhere within the word, the letter immediately following it becomes an accelerator. The menu item can then be accessed by holding down the Alt key and pressing that letter, which is identified by the underscore beneath it.

In the **filename** field, type in the full path and file name of the application you want to access when you click this menu item.

In the **command line** field, type in any parameters that must be passed to the program.



This dialog allows you to modify the physical layout of a table you have already created within a topic.

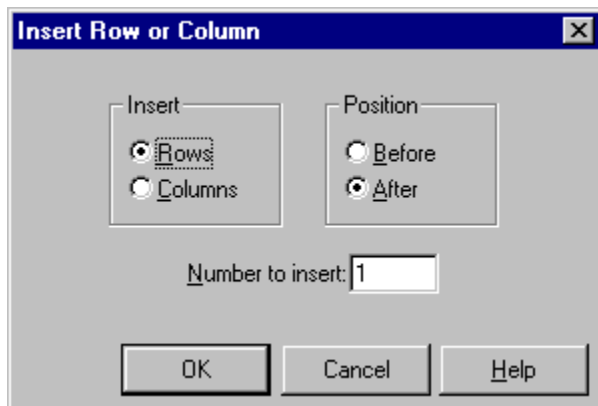
You can set the **cell spacing** between columns in your table in the unit of measurement of your choice.

You can specify a **border** if you wish and tell the thickness you want to use. If you specify any number greater than zero as a border, the program puts that size border around the perimeter of the table. The software will also put a border around each cell although the size of the cell borders is automatically set to one pixel.

The software allows you to **fill the table** to the **width** of your browser. If you check this box, your table will be the percentage you specify, that is, 100% will fill the entire width of your browser, 50% will fill half the width, and so on.

You may also check the **opaque cells** box. This checkbox is used when you are also displaying a backdrop in the topic. The backdrop shows behind all your text **except** inside your table when you check the opaque cells box. This will make the background color of your topic show through the table cells. This wonderful feature can make a table stand out and be noticed.

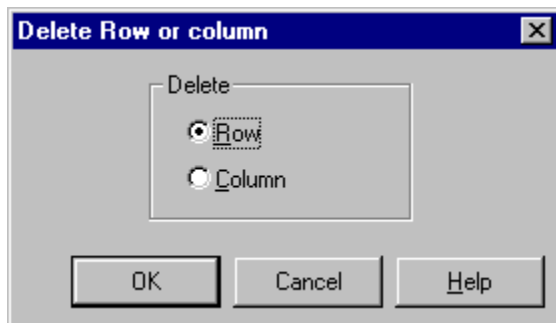
You can specify the **alignment** of your table on the screen: left justified, centered, or right justified; however, these options are disabled if you have checked the fill to width box.



This dialog allows you to expand a table by adding one or more rows or columns to an existing table.

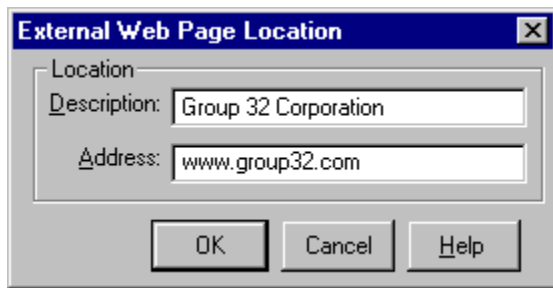
Set the radio button to indicate whether you are inserting rows or columns, and the button to indicate if the new row/column should go before or after the cell the edit cursor (I - beam) is on. You can adjust the Number to insert item to permit the addition of any number of rows or columns at once.

This dialog allows you to delete either a row or a column from a table you have previously created. The row or column deleted will be the one that contains the input cursor (I - beam) cursor at the time this command is made.



Exercise extreme caution when deleting from a table. However, if you do make a mistake, the undo feature can recover for you.

Press the radio button that corresponds to your choice—either row or column—and then press the **OK** button to perform the delete.



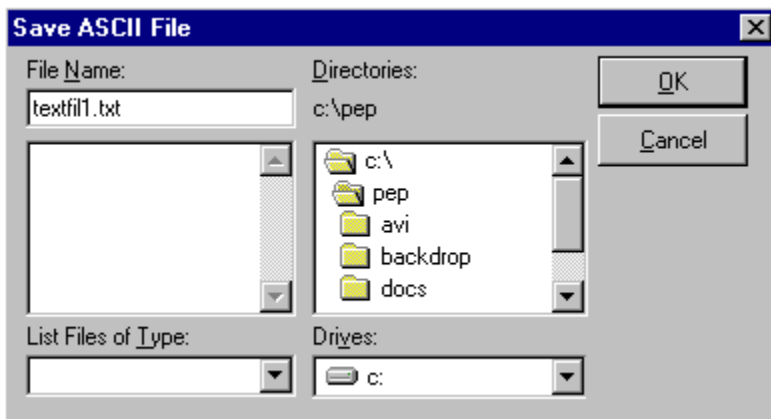
Operation of the Jotter is very simple. Just type your notations. Click in the lower right corner to move among the various note pages. Click over the trash can to discard a note page. You can also use keyboard commands for these same purposes. Press Ctrl+RightArrow to advance to the next page. Press Ctrl+LeftArrow to go back to the previous page.

This window provides for editing topic information. This is where you enter text, insert pictures, sound, applets, and so on. The content can be changed independently of any other windows using all the word processing features and powerful tools provided by the program. Each topic window in your project becomes one Web page when the Web site is up on the Internet.

New Text File



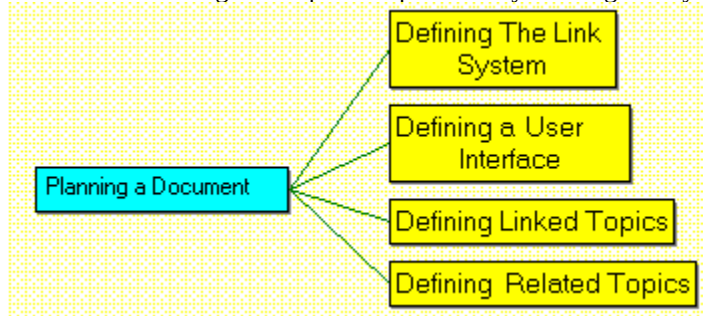
The **File - New Text File** menu item is used to open an [ASCII text file](#) into an [edit window](#). You can open miscellaneous files of any type, provided that they are formatted as standard text files. You might want to do this to capture information from another file to copy to an edit window containing [topic](#) information. The above example shows the text file window.



To save your text file, choose File - Save. The first time you save the file you will be prompted for the file name and directory as in the example to the right. Subsequently, you can choose File - Save to save any changes to the same file name. To save an already existing text file to another name, choose File - Save As. Again, you will see this dialog prompting you to enter the name and directory.

The program makes it easy to access any of the [topics](#) which are shown in the topic [map](#) display and to travel through their [hot spot](#) links to show maps of those topics. You can open an [edit window](#) for any topic shown in the map display just by double clicking on that topic.

You can walk through the topic hot spot links by clicking on any topic in the display



with the right mouse button. When you click on a topic, the map window display is replaced with the map for the topic you clicked on, showing its hot spot links. You may also use the cursor keys to change the highlighted topic. Press the **Enter** key to open an edit window for the highlighted topic. To easily locate a topic in a large project, you can choose the menu item **Topics-Find in project** to have the highlighted topic located and highlighted in the project window. You can change the font used to display in this window by choosing **Style-Font** when the map window is the current window (the one with its title bar highlighted).

Cancel

Click this button to ignore all changes since last save and close dialog

Close

Click this button to close active window.

Help

[Click here for on-line help text.](#)

Maximize

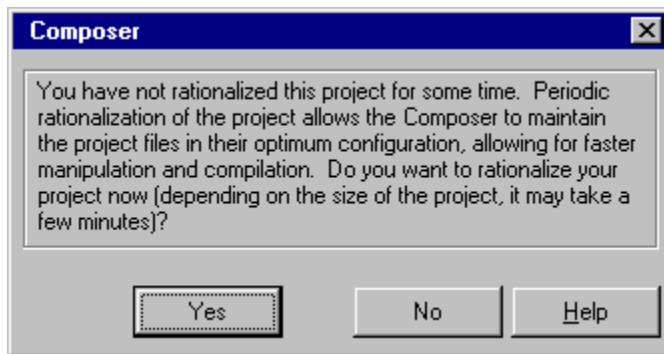
Clicking this button will zoom the window to full size.

Minimize

Clicking this button will reduce the window to an icon.

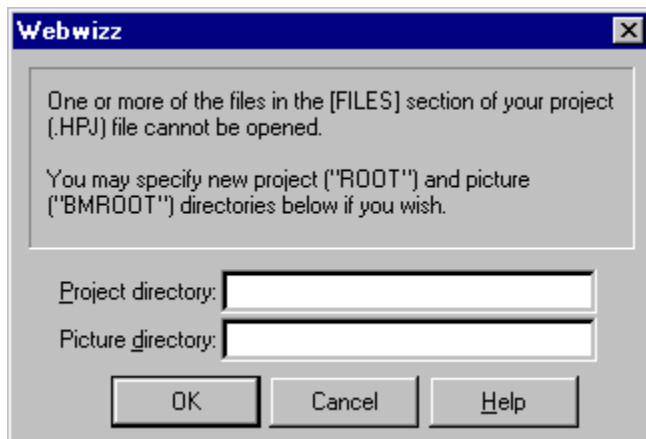
OK

Click this button to accept all changes made since last save and close dialog.



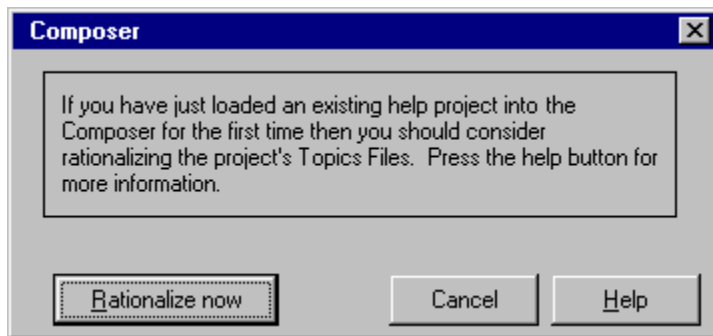
This process permits the program to review the content of an [RTF file](#). The purpose of the rationalization step is to allow the software to analyze and revise the RTF syntax within the RTF files. The files are modified to enhance the processing of the file.

Note: This is an optional step.



This dialog is displayed when you are opening a project and one or more of the [RTF files](#) for the project cannot be located with the directory information provided in the [project file](#) (HPJ file). This often occurs when opening a project that you have moved to another directory, or with a project created with a program other than this one.

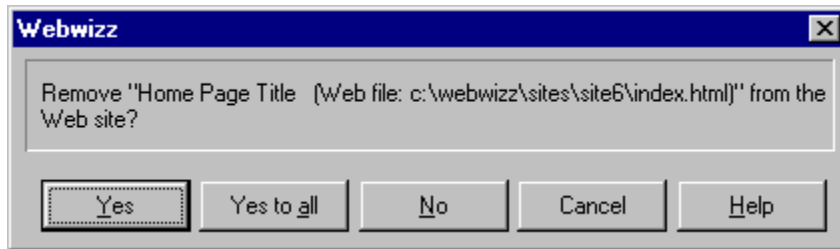
Fill in the directory names in the dialog for this project so that the RTF files and the [bit map](#) files can be located. The same directory name is automatically supplied for the Picture Directory as you type for the project directory. You can then change or add to the directory name, as appropriate, to identify the location of the bit map files.



This process permits the program to review the content of an [RTF file](#). The purpose of the rationalization step is to allow the software to analyze and revise the RTF syntax within the RTF files. The files are modified to enhance the processing of the file.

At the same time, the program adapts the RTF syntax to a form that will be most helpful to its own editing process. It may take some time to rationalize the file, but you need do it only once. Small files will rationalize quickly and larger ones take longer.

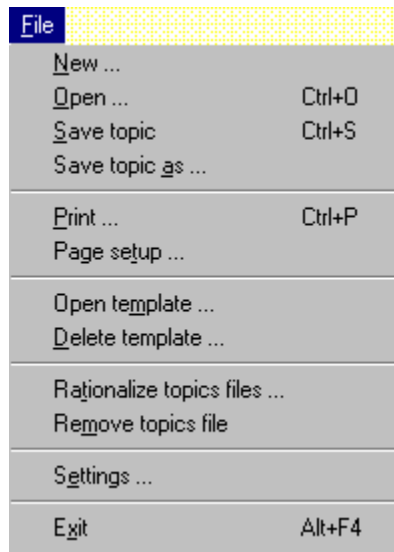
Note: This is an optional step.



This dialog is seen when you highlight a topic in the project tree and choose the Topic - Delete menu item. If you answer yes to the question, the topic is deleted. Once you say yes, the topic is not retrievable.

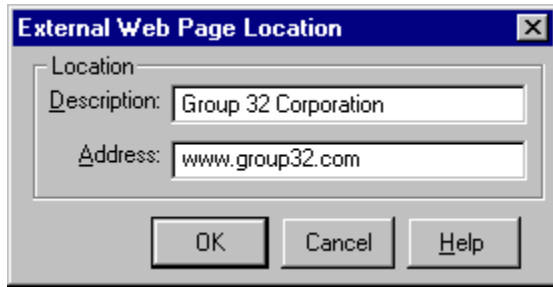
This menu item can be used to delete single topics, multiple-selected topics, and topic groups (topics that have been grouped together using the Topic - new group menu item.) If you have multi-selected topics, you can answer yes to delete one at a time, the system prompting you each time, or you can press the "yes-to-all" button to delete all of them without prompting you for each one.

Menu Help: File - New



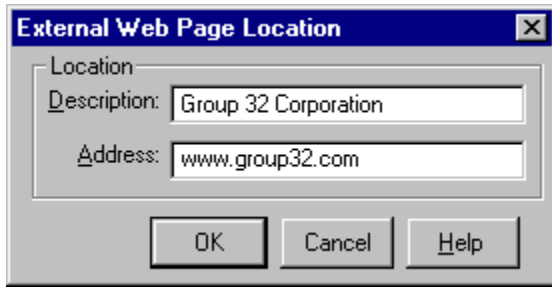
The **File - New** menu item is used to create a new [project](#), [rtf file](#), [jotter file](#), or [ASCII text file](#). Choose the type of file you want to create, say OK, and you will be directed to the proper dialog to proceed with the file creation.

Menu Help: File - Open



The **File - Open** menu item is used to open a *previously* created [project](#), [rtf file](#), [jotter file](#), or [ASCII text file](#).
You can choose from any folder and you can specify the type of file you want to open.

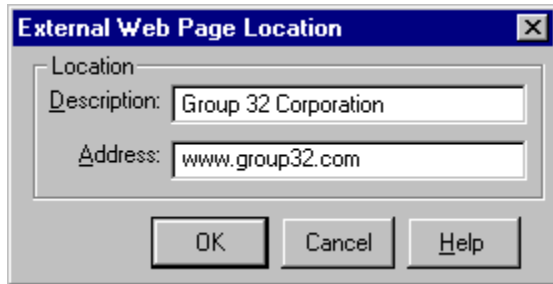
Menu Help: File - Save Project or Topic



The **File - Save project/topic** menu item is used to save the current [project file](#) or [topic](#) with which you are working. If the [project window](#) is the current window when you call for the **File** menu, the choice displays **Save Project**. If the window on top is an [edit window](#) containing a topic, the choice displays **Save Topic**.

The **Save Project** function permits you to save any changes you have made within the project window, for example changing the order or grouping of topics.

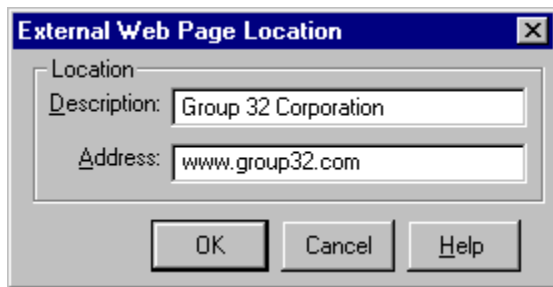
Menu Help: File - Save Topic As



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section with two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

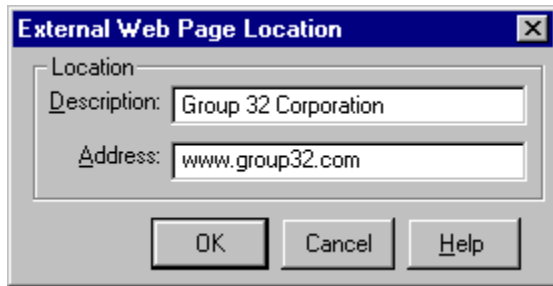
The **File - Save topic as** menu item is used to save the current [topic](#) with which you are working under another name. Using this option, the [topic title](#) is automatically changed to the name you specify.

Menu Help: File - Print



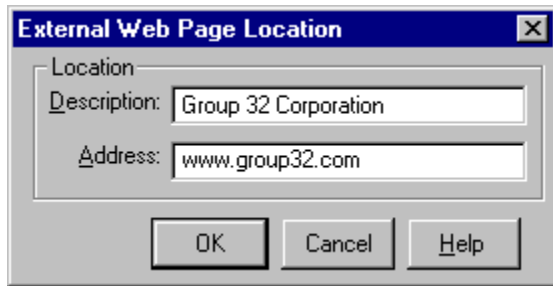
The **File - Print** menu item is used to print the current [topic](#). If you wish to print the hpj tree, right-click the mouse and choose Print Window.

Menu Help: File - Page Setup



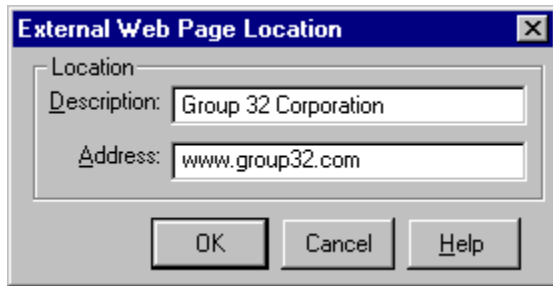
The **File - Page Setup** menu item is used to set the margins for the [topic](#) you want to print. The margins can be entered in the units you designate by highlighting the appropriate choice on the dialog.

Menu Help: File - Open Template



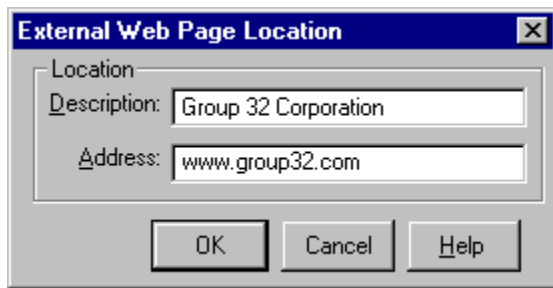
The **File - Open Template** menu item is used to open a [template](#) file into an [edit window](#). You might want to do this to make changes to one of the templates you have defined, or one of the standard templates supplied with the software. This is also the way to define a new template—by clicking the New button, the software creates a brand new (empty) template for you to begin filling with the information you want. Read the topic [File - Open Template](#) for more information.

Menu Help: File - Delete Template



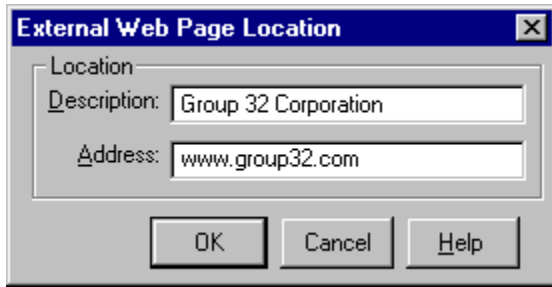
The **File - Delete Template** menu item is used to remove a [template](#) file from the disk. Read [File - Delete Template](#) to find out about the operation of this option.

Menu Help: File - Rationalize File



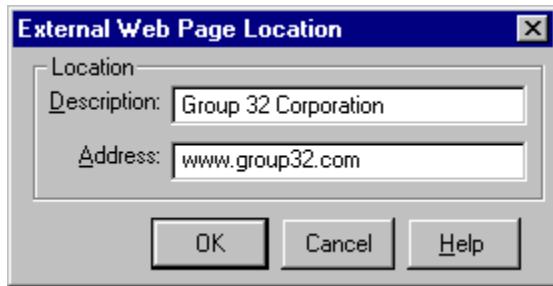
The **File - Rationalize File** menu item is used to invoke the processing for optimizing the [RTF file](#) syntax within your Web site project. Read [Rationalize File](#) for more information.

Menu Help: File - Remove File



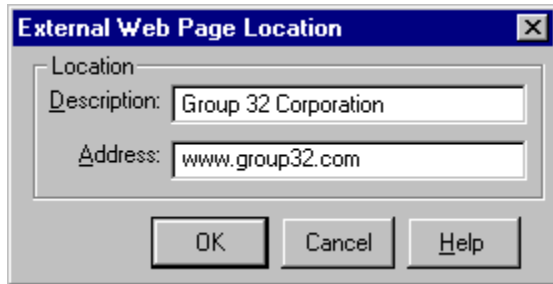
The **File - Remove File** menu item is used to delete one or more [RTF files](#) from the current [project file](#). The topics that are contained in these files will also be deleted. Use this option with caution. After you delete a file from your project, it is a good idea to make sure there are no remaining references to the deleted topics. The software can prepare a list of topics containing unresolved links. Read the topic [unresolved links](#) for information about the Unresolved link locator function.

Menu Help: File - Settings



The **File - Settings** menu item accesses the dialog that allows you to personalize the way the software works. You can change items that control the software functions to suit your personal preferences.

Menu Help: File - Exit



The **File - Exit** menu item is used to end the program. If you have made changes to files that are not saved, you will be prompted to save them before the program ends.

Menu Help: Edit - UnDo



The **Edit - UnDo** menu item is used to reverse any command or action that you can perform within an [edit window](#).

The accelerator keys for the UnDo and ReDo functions are changeable with the [File Settings](#) dialog, accessed from the **File** menu. You can switch between the two sets available so as to best match your other applications. The other set (not shown in the screen sample at the right) is comprised of: **Alt+BkSp** for UnDo and **Alt+Shift+BkSp** for ReDo.

In order for these changes to take effect, the program must be exited and restarted.

Menu Help: Edit - ReDo

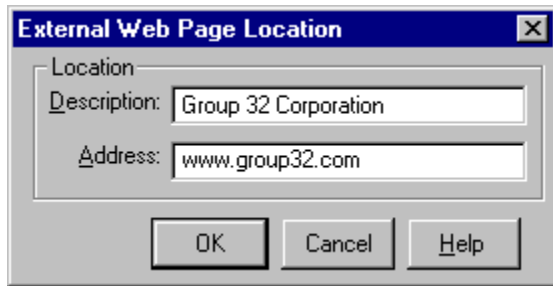


The **Edit - ReDo** menu item is used to reverse the last UnDo command. The UnDo can reverse any command or action that you can perform within an [edit window](#) and this restores the previous condition.

The accelerator keys for the UnDo and ReDo functions are changeable with the [File Settings](#) dialog, accessed from the **File** menu. You can switch between the two sets available so as to best match your other applications. The other set (not shown in the screen sample at the right) is comprised of **Alt+BkSp** for Undo and **Alt+Shift+BkSp** for Redo.

In order for these changes to take effect, the program must be exited and restarted.

Menu Help: Edit - Cut

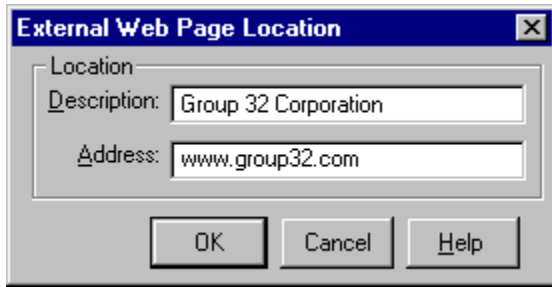


The **Edit - Cut** menu item is used to remove the marked block of text (and marked bit maps) from the [edit window](#) and to place it in the [Clipboard](#).

The accelerator keys for the cut and paste functions are changeable with the [File Settings](#) dialog, accessed from the **File** menu. You can switch between the two sets available so as to best match your other applications. The other set (not shown in the screen sample at the right) is comprised of: **Shift+Del** for Cut, **Ctrl+Ins** for Copy, and **Shift+Ins** for Paste.

In order for these changes to take effect, the program must be exited and restarted.

Menu Help: Edit - Copy

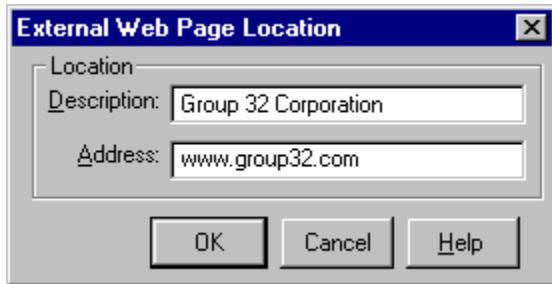


he **Edit - Copy** menu item is used to place the marked block of text (and marked bit maps) in the [Clipboard](#). It is NOT removed from the [edit window](#).

The accelerator keys for the cut and paste functions are changeable with the [File Settings](#) dialog, accessed from the **File** menu. You can switch between the two sets available so as to best match your other applications. The other set (not shown in the screen sample at the right) is comprised of: **Shift+Del** for Cut, **Ctrl+Ins** for Copy, and **Shift+Ins** for Paste.

In order for these changes to take effect, the program must be exited and restarted.

Menu Help: Edit - Paste

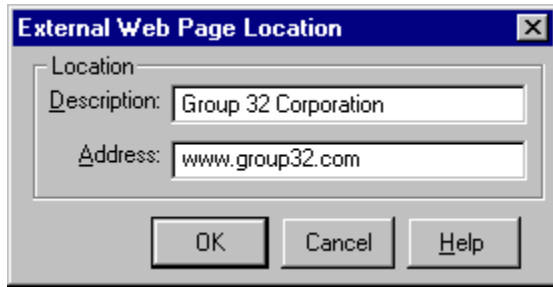


The **Edit - Paste** menu item is used to transfer the information from the [Clipboard](#) into the currently active [edit window](#). When the information in the Clipboard has been cut or copied from an edit window, it can include any type of information, including tables, pictures, and all related format information. When copied from another application, its content is generally limited to text.

The accelerator keys for the cut and paste functions are changeable with the [File Settings](#) dialog, accessed from the **File** menu. You can switch between the two sets available so as to best match your other applications. The other set (not shown in the screen sample at the right) is comprised of: **Shift+Del** for Cut, **Ctrl+Ins** for Copy, and **Shift+Ins** for Paste.

In order for these changes to take effect, the program must be exited and restarted.

Menu Help: Edit - Copy Text Style From

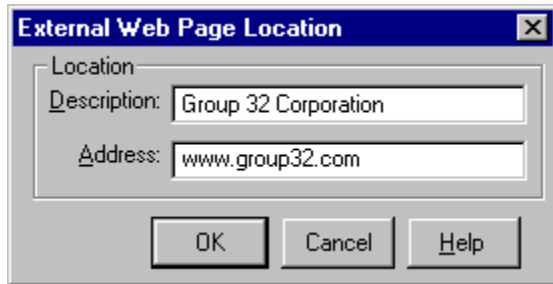


The **Edit - Copy Text style from** menu item is used to change the text attributes (which include [font](#), type size, type style, and color) of a marked block of text. The attributes are derived from other text that you point to.

To copy a text style from one place to another, follow these steps:

- (1) Mark the text whose style you wish to change.
- (2) Choose **Edit - Copy text style from** (the cursor changes shape to an arrow with the word FROM).
- (3) If necessary, open a [topic](#) document into another [edit window](#) from which to copy the text style. Then point the mouse to and click the left mouse button on a piece of the text whose style you wish to copy.

Menu Help: Edit - Copy Style From

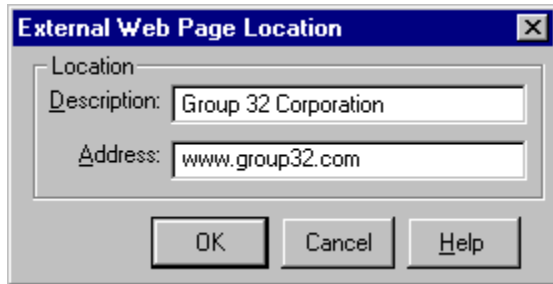


The **Edit - Copy style from** menu item is used to change all of the paragraph styling attributes for the current paragraph (the one where the editing caret (cursor) rests when this command is invoked). The attributes which are changed include indentation, alignment, spacing, tabs, borders and the text attributes: [font](#), type size, type style, and color. The attributes are derived from another paragraph that you point to.

To copy a paragraph style from one place to another, follow these steps:

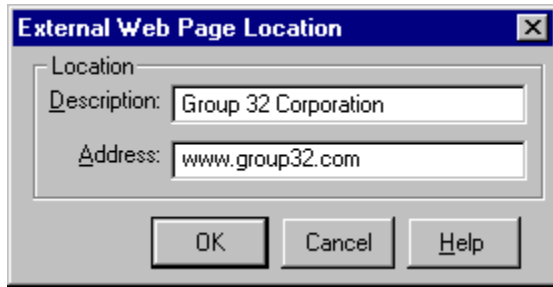
- (1) Place the editing caret (cursor) anywhere within the paragraph whose style you wish to change.
- (2) Choose **Edit - Copy style from** (the cursor changes shape to an arrow with the word FROM).
- (3) If necessary, open a [topic](#) document into another [edit window](#) from which to copy the paragraph style. Then point the mouse to and click the left mouse button on a paragraph whose style you wish to copy.

Menu Help: Edit - Clear



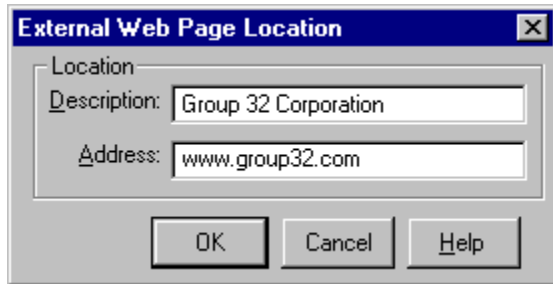
The **Edit - Clear** menu item is used to delete a marked block of text within an [edit window](#). This is equivalent to pressing the **Del** key when a block of text is marked.

Menu Help: Edit - Select All



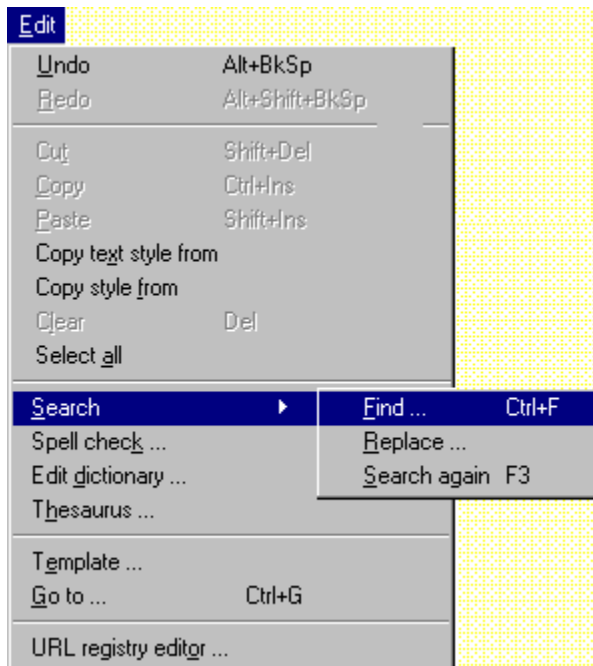
The **Edit - Select all** menu item is used to [mark](#) everything within an [edit window](#). This can be the setup step for several different operations, such as to change the styling ([font](#), spacing, etc.) or to transfer the information to the [Clipboard](#) and so on.

Menu Help: Edit - Search



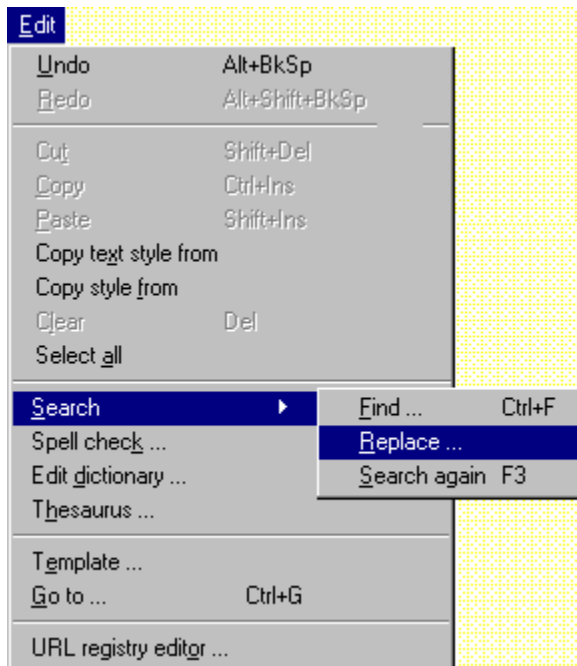
The **Edit - Search** menu item is used to access the search and replace functions in the software. These functions allow you to locate a word or phrase of text anywhere within the help project you are working with. You can control which parts of the project are searched. You can also replace the word or string you are searching for with another word or phrase. Read [Edit - Search - Find](#) and [Edit - Search - Replace](#) to get more information. You can also control which topics are searched.

Menu Help: Edit - Search - Find



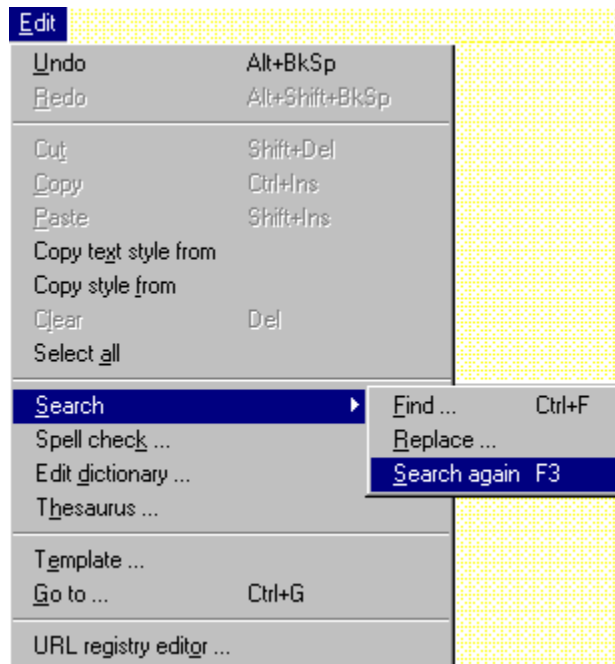
The **Edit - Search - Find** menu item is used to access the search function in the software. It allows you to locate a word or phrase of text anywhere within the help project you are working with. You can control which parts of the project are searched. Read [Edit - Search, Find](#) to get instructions on operation of the Search dialog. You can also control which topics are searched.

Menu Help: Edit - Search - Replace



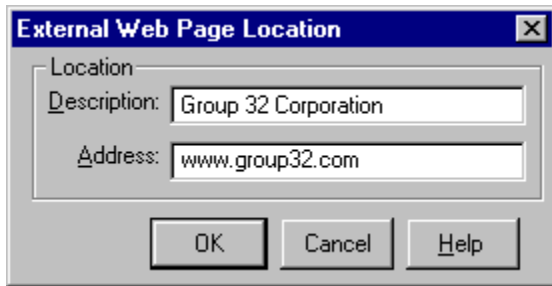
The **Edit - Search - Replace** menu item is used to access the search and replace function in the software. It allows you to locate a word or phrase of text anywhere within the help project you are working with and change it to another word or phrase you specify. You can control which parts of the project are searched. Read [Edit - Search, Replace](#) to get instructions on operation of the Search and Replace dialog. You can also control which topics are searched.

Menu Help: Edit - Search - Search Again



The **Edit - Search - Search Again** menu item is used to repeat the most recent search or search and replace function in the software. It allows you to find the next occurrence of a word or phrase of text anywhere within the help project you are working with. Read [Edit - Search, Find](#) to get more information about the search function and read [Edit - Search, Replace](#) to find out about the search and replace function. You can also control which topics are searched.

Menu Help: Edit - Spell Check

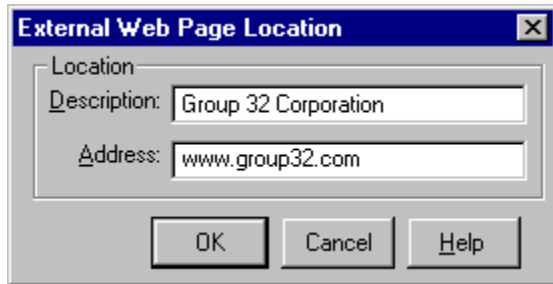


The **Edit - Spell Check** menu item is used to access the spelling checker in the software. This function allows you to check the spelling within the help project you are working with. You can control which parts of the project are checked.

If a topic [edit window](#) is the current window, the spell check will apply only to that topic. If you have highlighted ([mark text](#)) one or more words in a topic edit window, only they will be checked. If no text is marked, the entire topic will be checked.

If the [project window](#) is the current window, then the files, groups, and topics which are highlighted will be checked. This could be only one topic, or an entire [RTF file](#), or all the files. Read [Edit - Spell Check](#) for details on operating the dialog. Read Multiple file and topic selection to get more information about selecting files and groups to be processed.

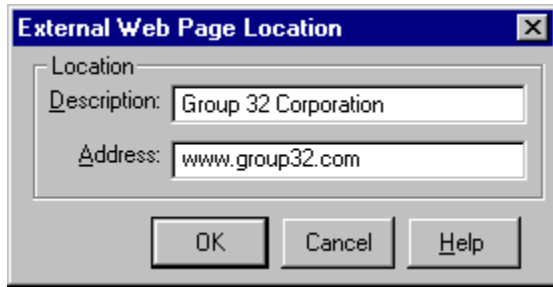
Menu Help: Edit - Edit Dictionary



The **Edit - Edit dictionary** menu item is used to access the custom dictionary created by the spelling checker in the software. When you run the spell checker and choose the option "Add to dictionary", the software stores that word in a personal dictionary. This menu item permits you to add other words to that dictionary or to delete words you have previously placed there.

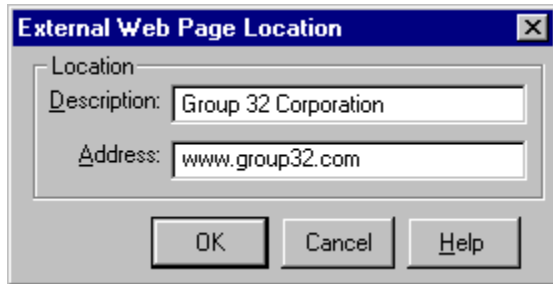
Read the topic [Edit - Edit Dictionary](#) to get details on operating the dialog.

Menu Help: Edit - Template



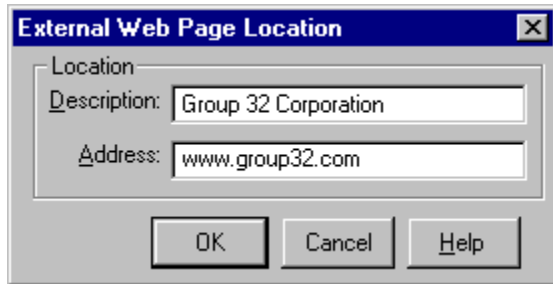
The **Edit - Template** menu item is used to access the list of defined [templates](#) and that display allows you to activate one of them. Read a description of [templates](#) to get more general information or read how to make a template for information on creating your own.

Menu Help: Edit - Go To Line



The **Edit - Go To** menu item is used to move the keyboard cursor to a specified line number in the [edit window](#).
Read [Edit - Go to Line](#) to get more information.

Menu Help: Edit - URL Registry Editor



The Edit - URL Registry Editor is used to create and edit your own personal lists of various URLs including Web pages, FTP sites, gopher addresses, e-mail addresses, telnet sites, news groups, and WAIS addresses. For more information refer to [Edit - URL Registry Editor](#).

Menu Help: View - Show/Hide Embedded Objects



The **View - Show/Hide Embedded objects** menu item is used to alter the state of the current [edit window](#). You can remove or restore the object references displayed by the editor, such as those for a justified bit map, a keyword or context string. These objects appear on the screen as a letter within a small, colored circle.

The default condition is for the program to display a marker to show you the place where an embedded object has been placed within a topic. However, you can toggle this display on and off using the **F4 key** (or this menu item).

This gives a more perfect WYSIWYG rendering of your topic, and is useful for precise tuning to the layout of a topic.

Menu Help: View - Show/Hide Ruler



The **View-Show/Hide Ruler** menu item is used to alter the state of the current [edit window](#). You can eliminate and restore the display of the ruler in any topic edit window with the menu item **View-Hide/Show ruler**. The ruler is displayed in the topic edit window. Clicking on the ruler with the right mouse button, the unit of measure selection list for the ruler is displayed. You can then choose a different unit of measure for the ruler display.

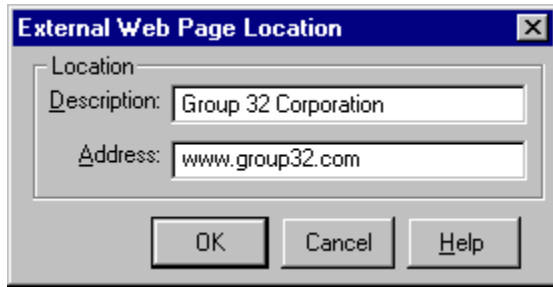
By clicking continuously you can cycle through the display of all units. The ruler helps you visualize distances on the display when composing your topics and is helpful in style setting and especially for tab setting. Tab setting is described in [Style - Tabs](#).

Menu Help: View - Zoom

<u>V</u> iew	
Hide embedded o <u>bj</u> ects	F4
Show r <u>uler</u>	
<u>Z</u> oom	F5
Expand <u>w</u> orkspace	F6
Hide t <u>ool</u> bar	
<u>P</u> roject	
Project <u>s</u> ubset	
Media <u>d</u> atabase	
P <u>u</u> blisher database	
Orphan topics	
<u>U</u> nresolved links	
Project <u>n</u> otes	

The **View - Zoom** menu item is used to alter the state of the current window, whether it is the [project window](#) or an [edit window](#). If the window is not full size (covering the entire [desktop](#)), then it is made full size. If it is already full size, then it is reduced to normal size. The accelerator key **F5** performs the same function.

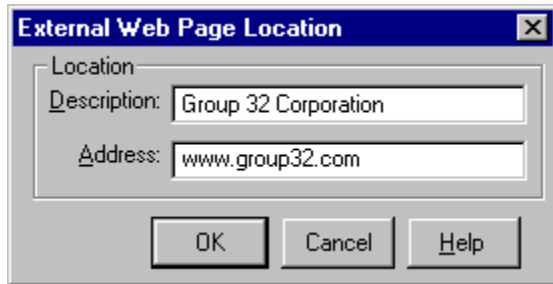
Menu Help: View - Expand/Contract Workspace



The **View - Expand/Contract Workspace** menu item is used to alter the state of the current [edit window](#). You can expand and contract the editing space within the program to eliminate the speed bars at the top of the screen and the options and font buttons at the bottom of the screen.

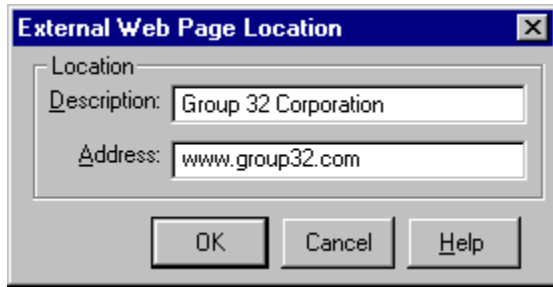
Do this by pressing the accelerator key **F6** (or choosing the item **Expand/Contract workspace** from this menu). You can choose this mode for a quick look, or use the editor that way if you don't crave the tool bars. To most closely simulate the browser viewing in full screen mode, expand the program's screen using this command.

Menu Help: View - Show/Hide Tool Bar



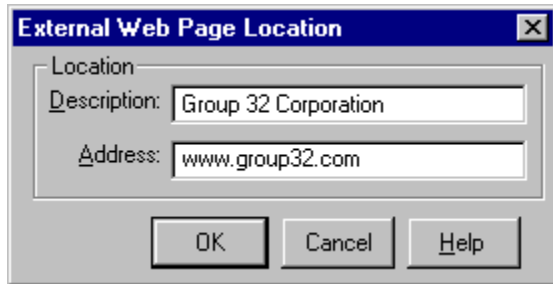
The **View - Show/Hide tool bar** menu item is used to alter the state of the [desktop](#) viewing area. You can eliminate and restore the display of the speed bar.

Menu Help: View - Project



The **View - Project** menu item is used to access the [project window](#). Choosing this item causes the project window to be displayed on the top of the desktop if it was previously covered or minimized. If the project window was previously closed, this item opens the project window. In either case, it becomes the current active window.

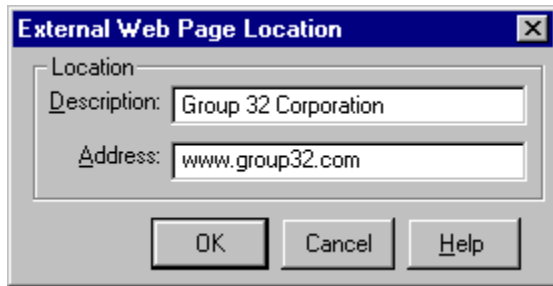
Menu Help: View - Project Subset



The screenshot shows a dialog box titled "External Web Page Location" with a close button (X) in the top right corner. Inside the dialog, there is a "Location" label, followed by a "Description:" label and a text input field containing "Group 32 Corporation". Below that is an "Address:" label and a text input field containing "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The **View - Project Subset** menu item is used to create a secondary [project window](#) which contains only the topics and groups that begin with the highlight bar when you choose this option. The project subset window becomes the current active window.

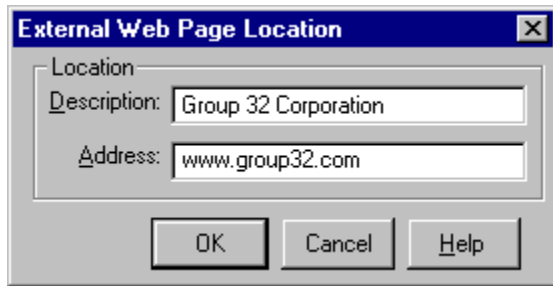
Menu Help: View - Media Database



The software can produce a list of the media elements (pictures, sounds, videos, etc.) that are used in your Web site.

The list shows how many times each picture is used in the project and which [topics](#) each is used in. See [View Media Database](#) for more information.

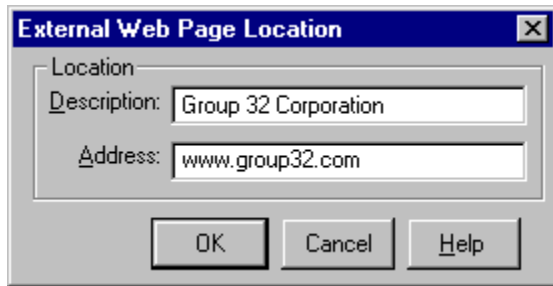
Menu Help: View - Publisher Database



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location:" label. Below it, there are two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

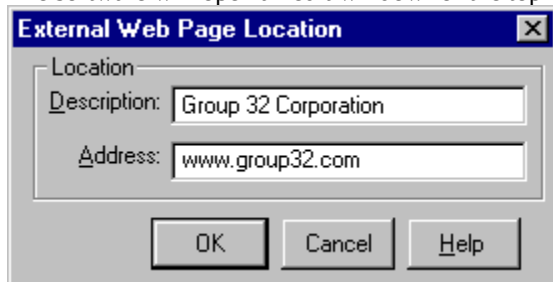
The software allows you to view the database of html files after they have been built. This list shows you every html file for your project. Remember there is one file for each Web page, one for each graphic, and one for each applet file within the java applet function. Read the topic [View Publisher Database](#) for additional details.

Menu Help: View - Orphan Topics



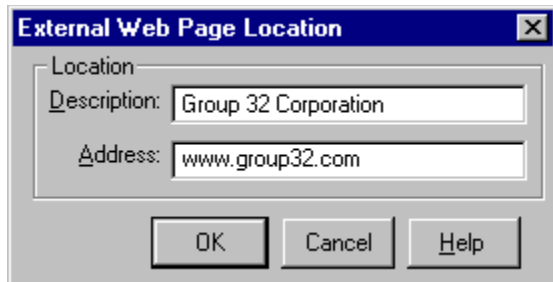
A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) on the right. Inside, there is a "Location:" label followed by two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The **View - Orphan Topics** menu item is used to display a list of topics in your help project that do not have a means to be accessed in your Web site project. Orphan topics are not linked from any other pages in the Web site. To view any of the topics shown in this list, double click on the topic name in the orphan topic display window. The software will open an edit window for the topic.



A second screenshot of the same "External Web Page Location" dialog box, showing the same fields and buttons as the first image. The "Description:" field contains "Group 32 Corporation" and the "Address:" field contains "www.group32.com".

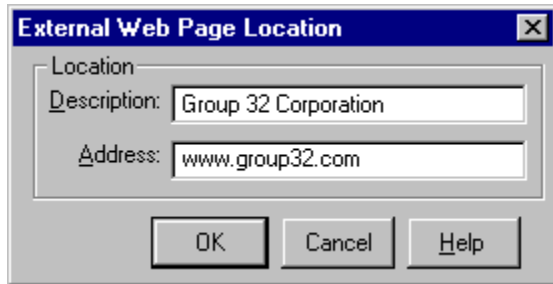
Menu Help: View - Unresolved Links



The **View - Unresolved links** menu item is used to display a list of topics in your help project that contain hot spot links to topics that no longer exist. These unresolved links can occur if you create a link to an existing topic, and then later delete the topic that it was linked to. Thus, if you have deleted or combined topics and have not removed all references, the software can find them for you.

When you choose this menu item, the program scans all the topics in your project and determines if there are any "missing links". A list of topics with such a condition is displayed in a window. You can [double click](#) on any of the topics in the list to open an [edit window](#) for that topic in order to correct it.

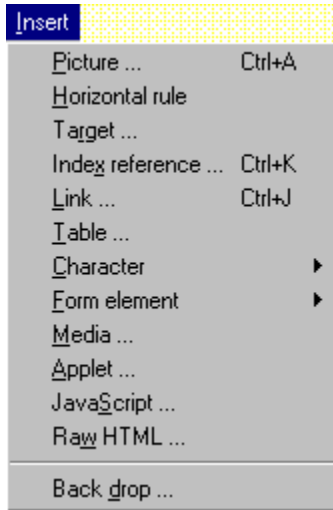
Menu Help: View - Project Notes



The screenshot shows a standard Windows-style dialog box titled "External Web Page Location". It features a close button (X) in the top right corner. The dialog contains two text input fields: "Description:" with the text "Group 32 Corporation" and "Address:" with the text "www.group32.com". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

The **View - Project notes** menu item is used to access the Jotter notes window. This window contains a handy notepad that you can use to make notes for yourself about items pertaining to that help project. The notes you make are not included in any pages of the Web site. See [Jotter Note Pad](#) for more details on operating the Jotter.

Menu Help: Insert - Picture



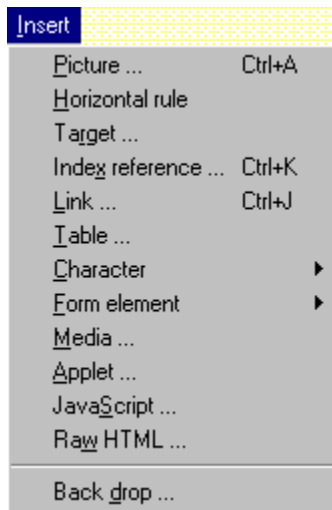
The **Insert - Picture** menu item is used to add a [bit map](#) or [metafile](#) graphic to the [topic](#) you have open in the current [edit window](#). You add the picture to the topic by identifying the disk file that contains the picture image.

You must have previously created a picture file in order to be able to use this dialog.

You can specify either left or right alignment of the picture with the paragraph text, or you can permit the picture image to be placed within the paragraph at the point the cursor was resting when you called this dialog. Read

[Insert - Picture](#) to get information on operating the dialog.

Menu Help: Insert - Horizontal Rule



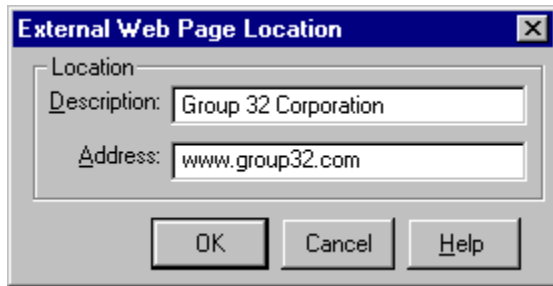
The **Insert - Horizontal Rule** menu item is used to add a horizontal line across the page at the place where the mouse was pointing when you invoked the menu item. An example of the horizontal rule appears just under the title of this topic.

Menu Help: Insert - Target



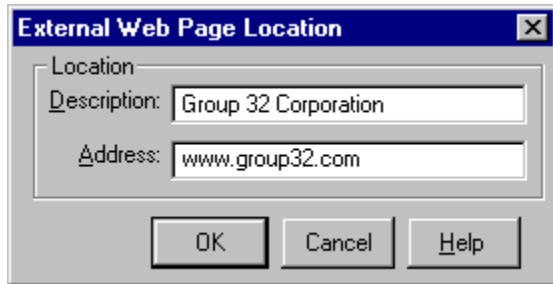
The **Insert - Target** menu item is used to insert a link so that you can jump from one section in a topic to a section farther down in that same topic. Read the topic [Insert Target](#) for more details.

Menu Help: Insert - Index Reference



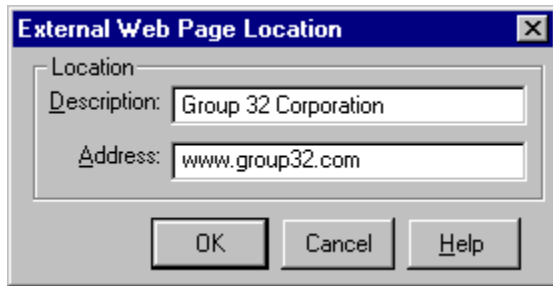
The **Insert - Index Reference** menu item is used to add an index reference to the [topic](#) you have open in the current [edit window](#). This reference will be included in the electronic index which the program will build automatically using all such references. Read [Insert - Index Reference](#) to get more information.

Menu Help: Insert - Link



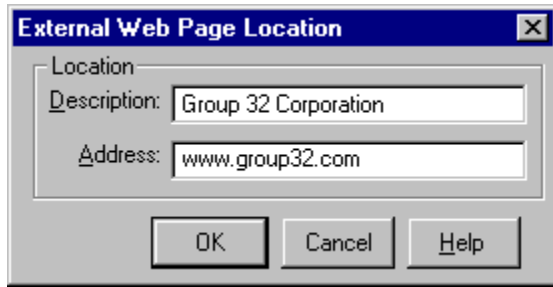
The **Insert - Link** menu item is used to link a hotspot in one [topic](#) to another topic. Read [Insert - Link](#) for additional information.

Menu Help: Insert - Table



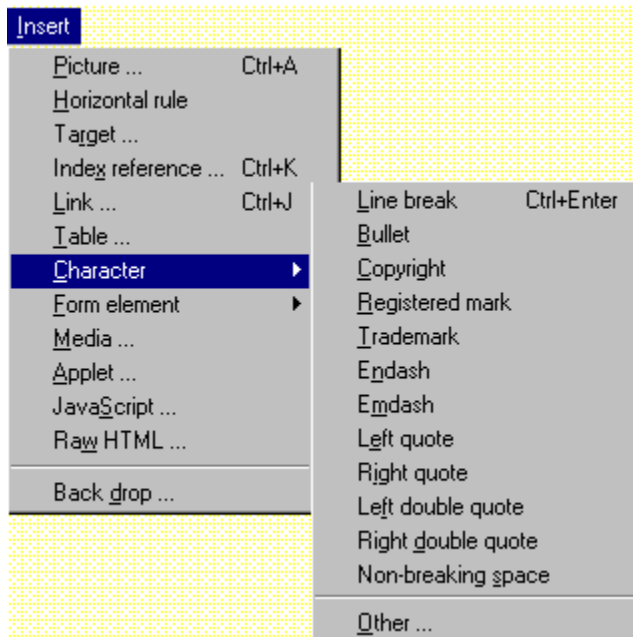
The **Insert - Table** menu item is used to add a table to the [topic](#) you have open in the current [edit window](#). A table is simply a format grid of rows and columns into which you can place text and pictures. You can specify a starting number of rows and columns for the table. Read [Insert - Table](#) to get information on operating the dialog.

Menu Help: Insert - Character



The **Insert - Character** menu item is used to add a special character to the [topic](#) you have open in the current [edit window](#). You can choose from several commonly used symbols with individual menu items or choose from a full array of special characters from a "wild card" item.

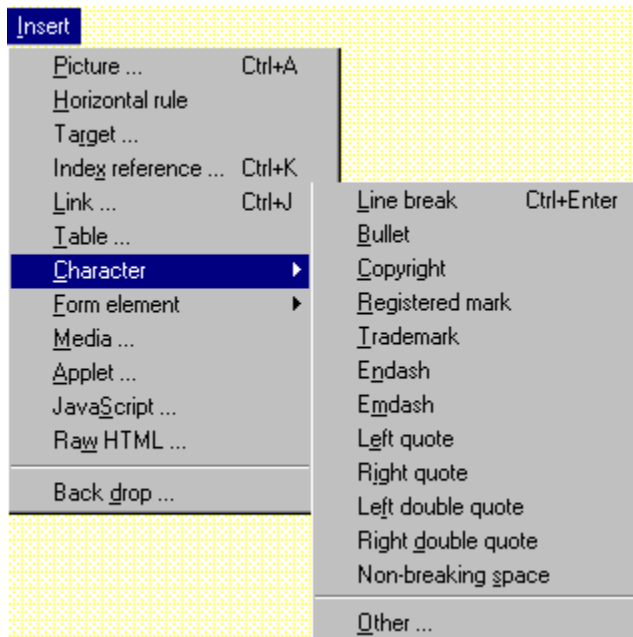
Menu Help: Insert - Character, Line Break



The **Insert - Character, Line Break** menu item is used to add a line break command to the [topic](#) you have open in the current [edit window](#). You can also add the line break character with the keyboard by typing **Ctrl+Enter**.

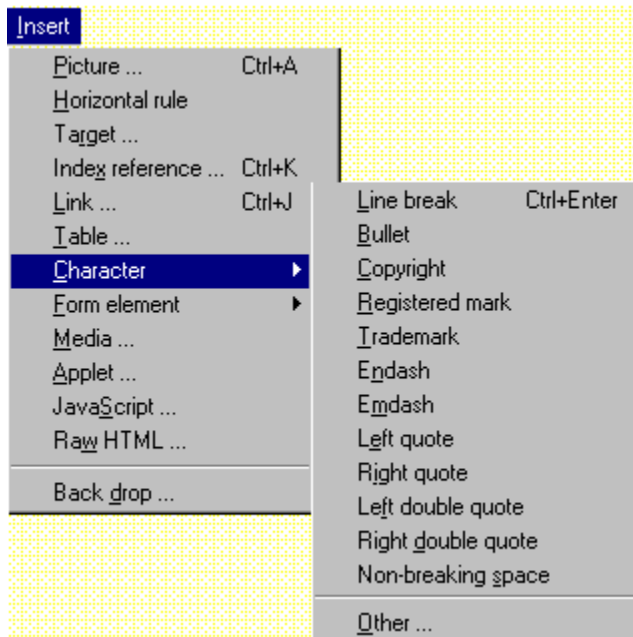
A line break command causes the display to begin a new line but does not begin a new paragraph. Thus, the paragraph format information for the current paragraph continues after the line break character.

Menu Help: Insert - Character, Bullet



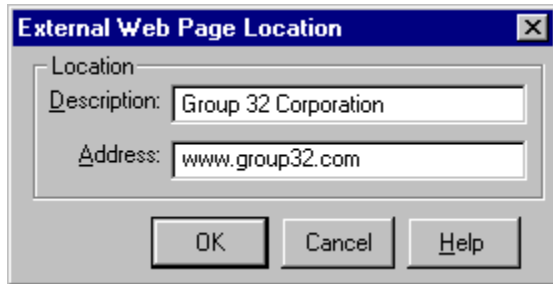
The **Insert - Character, Bullet** menu item is used to add the bullet character (• - a small circle, centered on the line) at the current insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Copyright



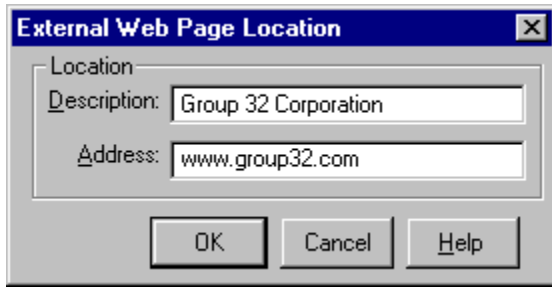
The **Insert - Character, Copyright** menu item is used to add the copyright character (© - the letter "C" enclosed in a small circle, centered on the line) at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Registered Mark



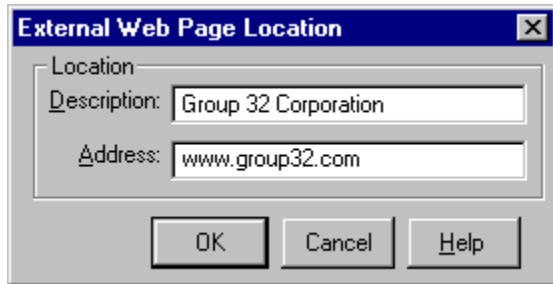
The **Insert - Character, Registered Mark** menu item is used to add the registered symbol (® - the letter "R" enclosed in a small circle, centered on the line) at the current insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Trademark



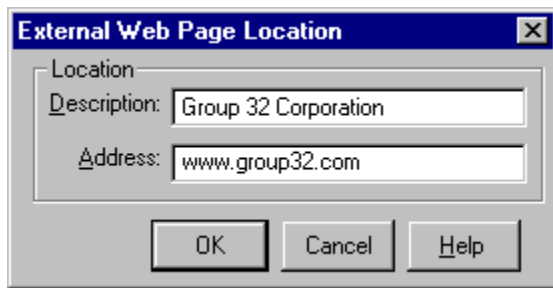
The **Insert - Character, Trademark** menu item is used to add the trademark character ([™] - the letters "TM" set as a superscript on the line) at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, En-Dash



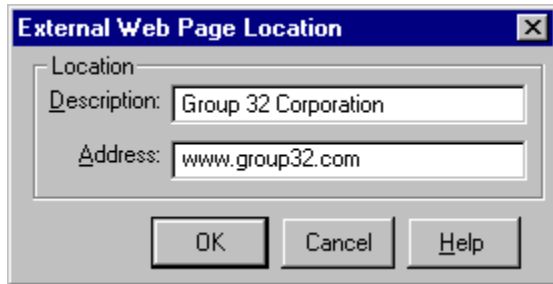
The **Insert - Character, En-dash** menu item is used to add this special dash character (used to separate thoughts - like this) at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Em-Dash



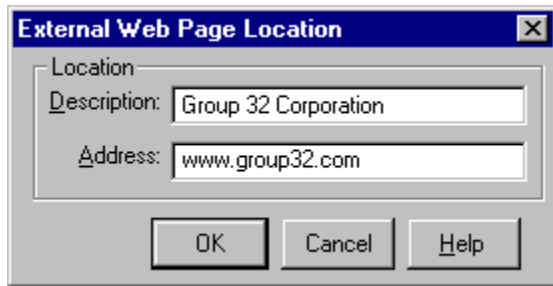
The **Insert - Character, Em-dash** menu item is used to add this special dash character (used to separate thoughts—like this) at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Left Quote



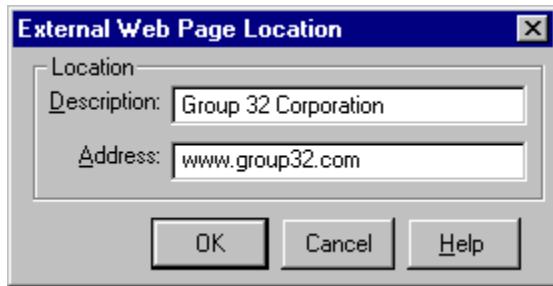
The **Insert - Character, Left Quote** menu item is used to add a single left quote character at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Right Quote



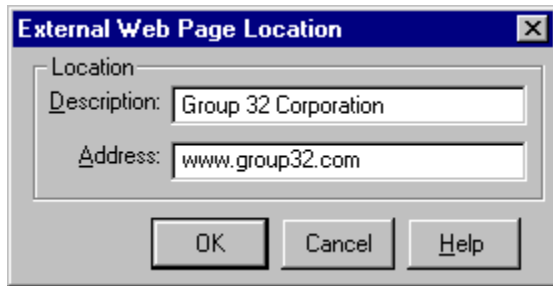
The **Insert - Character, Right Quote** menu item is used to add a single right quote character at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Left Double Quote



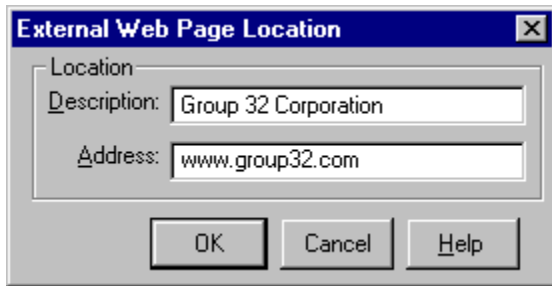
The **Insert - Character, Left Double Quote** menu item is used to add a double left quote character at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Right Double Quote



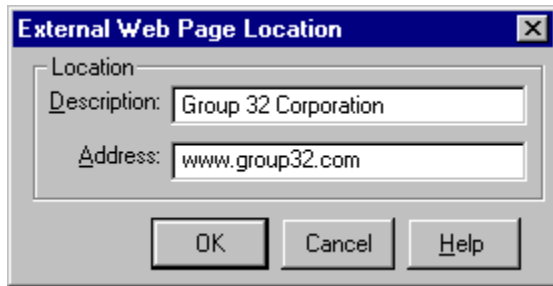
The **Insert - Character, Right Double Quote** menu item is used to add a double right quote character at the insertion point in the [topic](#) you have open in the current [edit window](#).

Menu Help: Insert - Character, Non-breaking Space



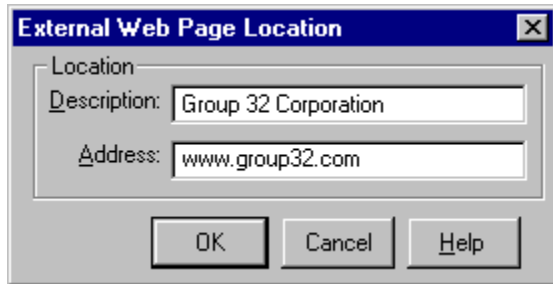
The **Insert - Character, Non-breaking space** menu item is used to insert a space at the insertion point in the [topic](#) you have open in the current [edit window](#). It appears exactly as if you had pressed the space bar but it differs from the space bar in that it is treated like any other character keyed in using the keyboard. It does not cause a line break the way a space bar does. If you want to keep words together such as December 31, 1999 without separating the month from the date or the date from the year, use the non-breaking space instead of the space bar in between the words. Also, some browsers ignore any spaces that occur at the beginning of a paragraph making it impossible to create an indented look; however, it can be achieved by using the non-breaking space instead of the space bar.

Menu Help: Insert - Character, Other



The **Insert - Character, Other** menu item is used to invoke the Windows Character Map program so that you can choose a character or symbol from any of the font files that are installed on your system. The character map program lets you select one or more characters and then copy them to the clipboard. You can then paste one or more characters at the insertion point in the [topic](#) you have open in the current [edit window](#).

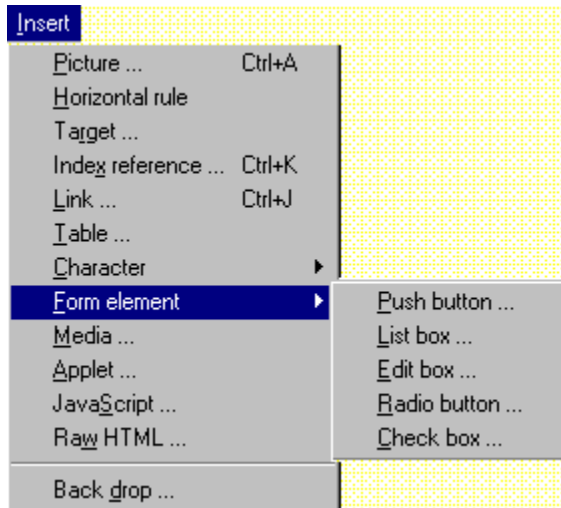
Menu Help: Insert - Form Element



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section with two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

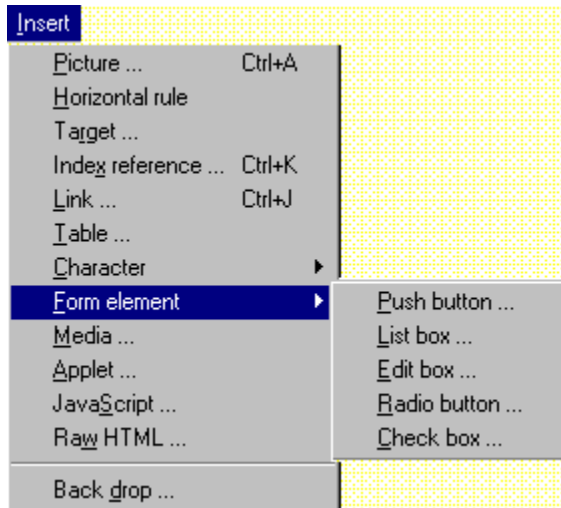
The **Insert - Form Element** menu item is used to add a form element to the [topic](#) you have open in the current [edit window](#). You can choose from several form elements. Each one has a specific function within the topic.

Menu Help: Insert Form Elements - Push Button



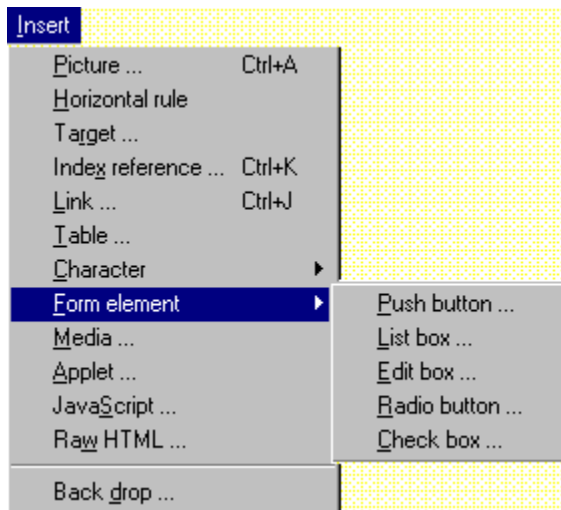
The **Insert Form Element - Push button** menu item allows you to put a push button into your Web page. You specify how you want the push button to work by entering the JavaScript commands to execute whenever the user presses the button.

Menu Help: Insert Form Elements - List Box



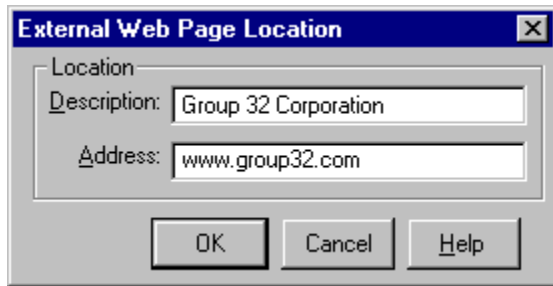
The **Insert Form Element - List box** menu item allows you to insert a list box into your Web page. You specify the type of list box, its entries, and the JavaScript commands to execute on focus, blur, and change.

Menu Help: Insert Form Elements - Edit box



The **Insert Form Element - Edit box** menu item allows you to insert an edit box into your Web page. You specify the type of edit box and the JavaScript commands to execute on focus, blur, select, and change.

Menu Help: Insert Form Elements - Radio Button

A screenshot of a dialog box titled "External Web Page Location". It has a blue title bar with a close button (X) on the right. The dialog contains two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

External Web Page Location

Location:

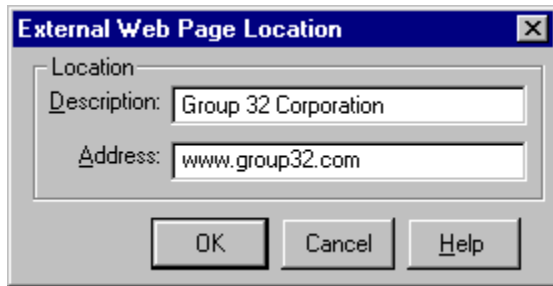
Description: Group 32 Corporation

Address: www.group32.com

OK Cancel Help

The **Insert Form Element - Radio button** menu item allows you to insert a radio button into your Web page. You determine how the button will be used - its group, value, whether or not it should be initially checked, and the JavaScript commands to execute when the user clicks the button.

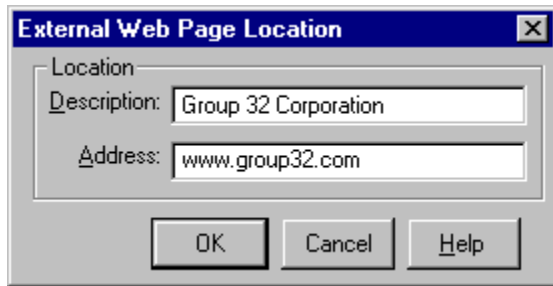
Menu Help: Insert Form Elements - Check Box



A screenshot of a dialog box titled "External Web Page Location". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section with two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The **Insert Form Element - Check box** menu item allows you to insert a check box into your Web page. You determine the name and value, whether or not it should be initially checked, and the JavaScript commands to execute when the user clicks it.

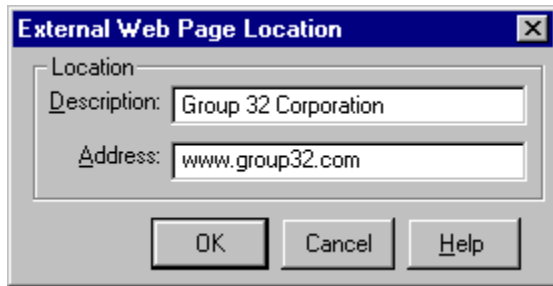
Menu Help: Insert - Applet



The **Insert - Applet** menu item allows you to add your own Java applet into your Web page. Specify the the directory on the server where the applet resides if it is different from the directory containing the Web page and specify the the name of the file containing the applet.

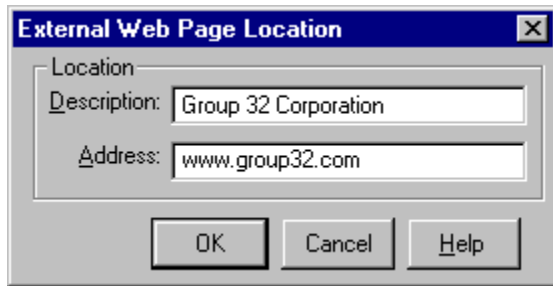
You can also specify the size of the applet and the arrangement of the text around it.

Menu Help: Insert - Media



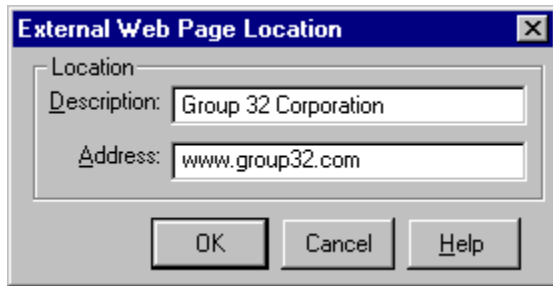
The software allows you to insert media elements into your Web site. This includes sounds, pictures, and audio files. Read the topic [Insert Media](#) for additional information.

Menu Help: Insert - JavaScript



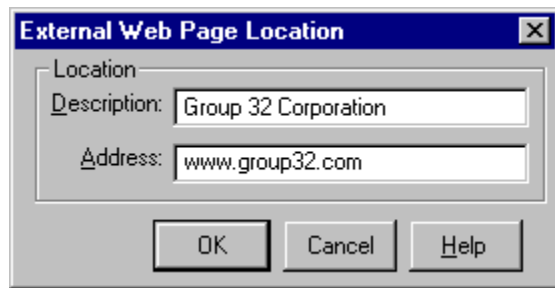
The **Insert - JavaScript** menu item allows you to add a JavaScript function from the list provided by the software or, if you choose to, you can write your own. You can also display text within a message box. Read the topic [Insert Javascript](#) for additional information.

Menu Help: Insert - Raw HTML



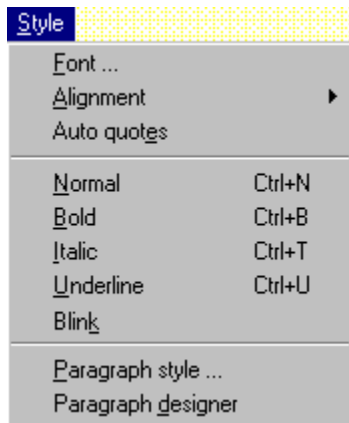
The **Insert - Raw HTML** menu item allows you to add HTML directly into your Web page. Read the topic [Insert Raw HTML](#) for additional information.

Menu Help: Insert - Backdrop



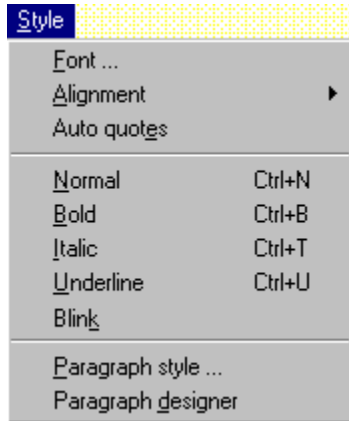
The **Insert - Backdrop** menu item permits you to select a file to use as a backdrop or watermark in your [topic](#). You can customize the colors and effects by using a variety of features. Read the topic [Insert - Backdrop](#) to get more information.

Menu Help: Style - Font



The **Style - Font** menu item has two purposes. When you invoke this menu item with a topic [edit window](#) or an [ASCII text](#) edit window as the current window, this selection is used to change the [font](#), type size or type style for the [marked block](#) of text, or, if no text is marked, for the next characters you will type. Alternately, if you invoke this selection when the [project window](#) is the current window, this selection is used to select a new font for the displays in the project window.

Menu Help: Style - Alignment

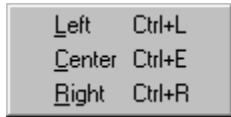


The **Style - Alignment** menu item has two purposes when you invoke this menu item with a topic [edit window](#).

First, it is used to change the justification for all the text within the paragraph in which the mouse pointer is resting.

Second, it is used to justify according to the alignment you select, the next characters you type, if you have just begun a new paragraph.

Menu Help: Style - Align Left

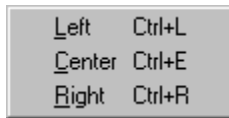


The **Style - Left Alignment** menu item has two purposes when you invoke this menu item with a topic [edit window](#).

First, it is used to left justify all the text within the paragraph in which the mouse pointer is resting.

Second, it is used to left justify the next characters you type, if you have just begun a new paragraph.

Menu Help: Style - Align Right

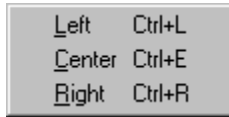


The **Style - Right Alignment** menu item has two purposes when you invoke this menu item with a topic [edit window](#).

First, it is used to right justify all the text within the paragraph in which the mouse pointer is resting.

Second, it is used to right justify the next characters you type, if you have just begun a new paragraph.

Menu Help: Style - Align Center

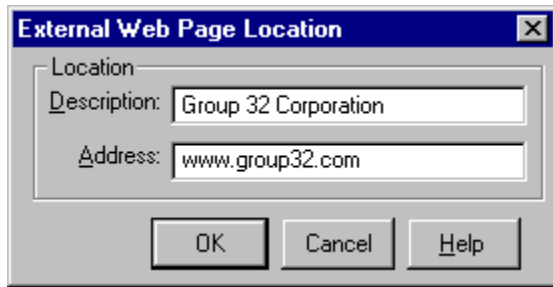


The **Style - Center Alignment** menu item has two purposes when you invoke this menu item with a topic [edit window](#).

First, it is used to center justify all the text within the paragraph in which the mouse pointer is resting.

Second, it is used to center justify the next characters you type, if you have just begun a new paragraph.

Menu Help: Style - Auto Quotes



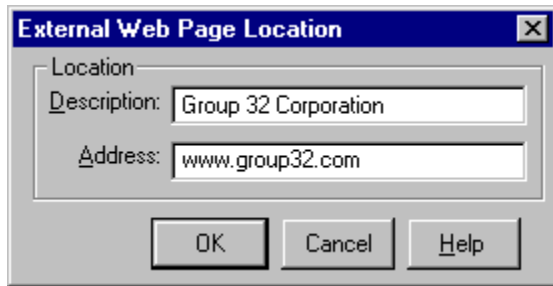
Certain fonts use quote marks that are curved, such as the Roman font as seen below. This setting allows you to press the quote mark the first time for an opening quote, and the second time for a closing quote.

Example: 'this is without using auto quotes'.

By checking the auto quotes menu item, this is what you will get the first time you type the single quote mark '. This is what you get the second time you press the single quote mark : Auto quotes.

It works similarly using double quotes: Auto quotes.

Menu Help: Style - Normal

A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location:" label followed by two input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

External Web Page Location

Location:

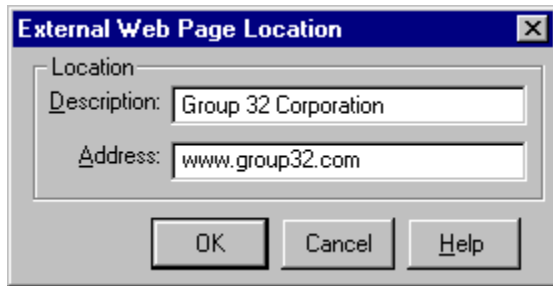
Description: Group 32 Corporation

Address: www.group32.com

OK Cancel Help

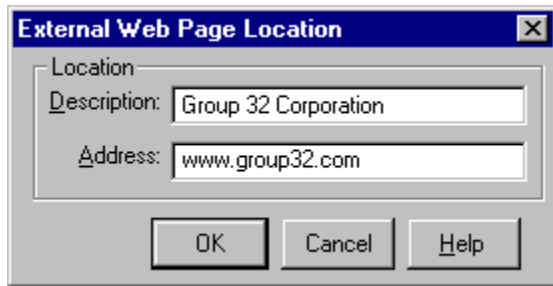
The **Style - Normal** menu item is used to remove any bolded, italicized, or underlined type style for the marked block of text in a topic edit window. If no text is marked, this menu item will affect the next characters you type.

Menu Help: Style - Bold



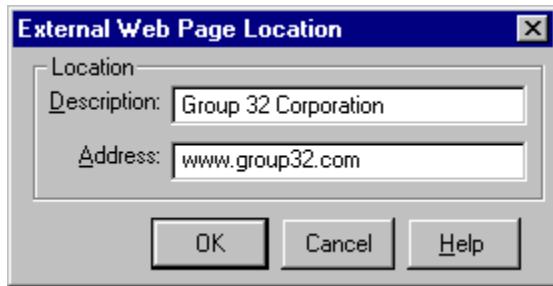
The **Style - Bold** menu item is used to bold the characters in a [marked block](#) of text in a [topic edit window](#). If no text is marked, this menu item will affect the next characters you type.

Menu Help: Style - Italics



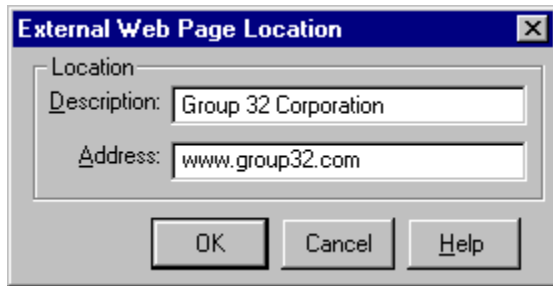
The **Style - Italics** menu item is used to italicize the characters in a [marked block](#) of text in a topic [edit window](#). If no text is marked, this menu item will affect the next characters you type.

Menu Help: Style - Underline



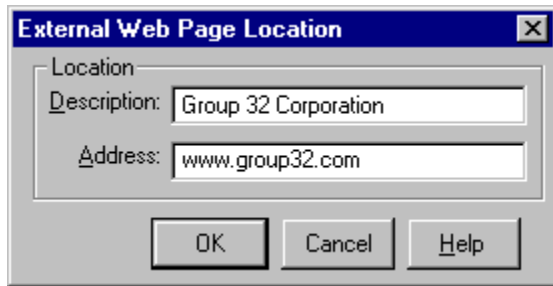
The **Style - Underline** menu item is used to underline the characters in a [marked block](#) of text in a topic [edit window](#). If no text is marked, this menu item will affect the next characters you type.

Menu Help: Style - Blink



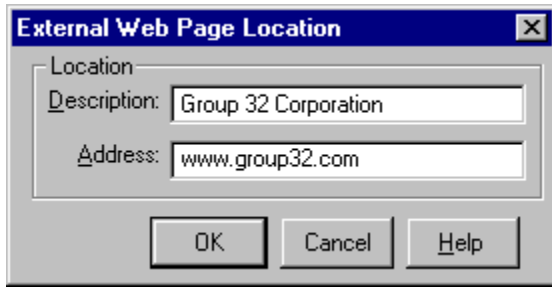
The **Style - Blink** menu item is used to make the characters in a [marked block](#) of text in a topic [edit window](#) blink. If no text is marked, this menu item will affect the next characters you type. Please note that this feature does not work in all browsers.

Menu Help: Style - Paragraph Style



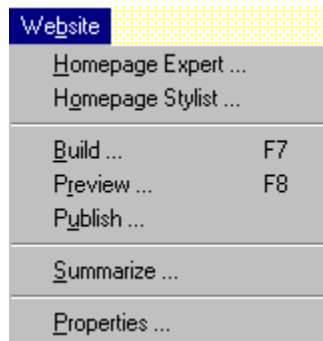
The **Style - Paragraph Style** menu item is used to select a paragraph style from the library of styles to impose on a paragraph or a marked group of paragraphs. Read the topic [Paragraph Designer](#) to get general information about paragraph styles. Read the topic [Using Paragraph Styles](#) to find out more about applying them.

Menu Help: Style - Paragraph Designer



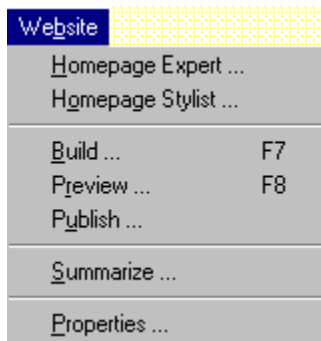
The software maintains a library of paragraph styles for your use to automatically set margins, spacing, tabs, and more. The **Style - Paragraph Designer** menu item is used to invoke the Paragraph Designer application to create or modify a paragraph style in the library of styles. These styles can be used to impose overall styling on a paragraph or a marked group of paragraphs. Read the topic [Paragraph Designer](#) to get general information about paragraph styles. Read the topic [Using Paragraph Styles](#) to find out more about applying them.

Menu Help: Website - Homepage Expert



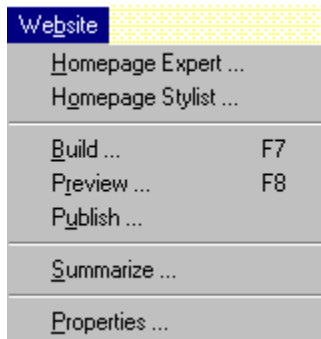
The **Website - Homepage Expert** menu item permits you to set up your own homepage for the Internet. The Homepage Expert's wizard steps you through the screen information needed to build your own home page.

Menu Help: Website - Homepage Stylist



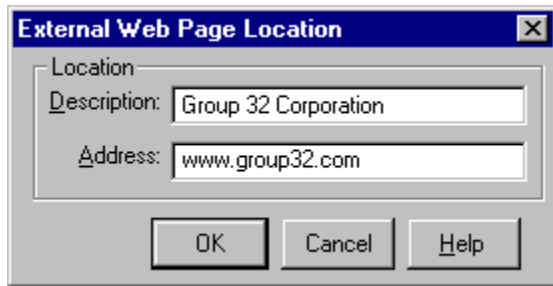
The **Website - Homepage Stylist** menu item is used to restyle your entire Web site with a brand new artistic theme, provided that you designed your original site using the Homepage Expert. With just a few clicks of the mouse, you can change the artistic theme without changing any textual content or hyperlinks. Read the topic [Website - Homepage Stylist](#) for more information.

Menu Help: Website - Publish



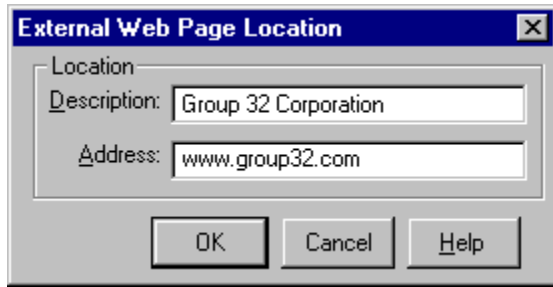
The **Website - Publish** menu item is used to upload your Web pages to the Internet. You must verify that the FTP information is correct. For additional information, read the topic [Website - Publish](#).

Menu Help: Website - Build Web Site



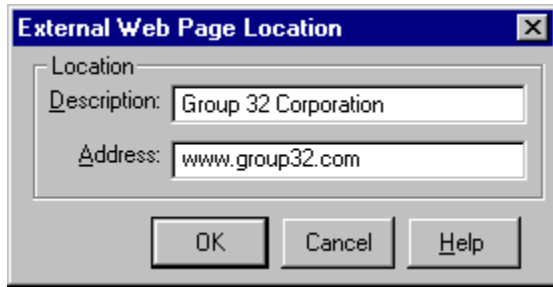
The **Website - Build Web Site** menu item is used to compile the current [project file](#) into HTML files and picture files. Any topics which have been changed and not saved must be saved before this step begins. The software will automatically prompt you to save them.

Menu Help: Website - Preview Web Site



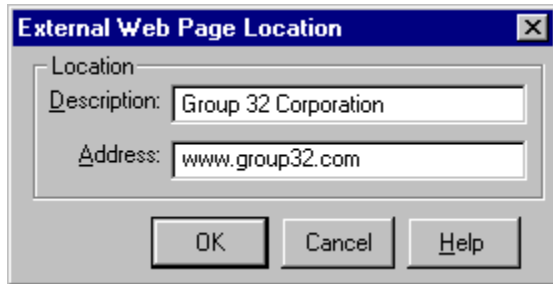
The **Website - Preview Web Site** menu item is used to run the browser to view the Web site for the current [project file](#). You must previously have compiled your current project to create the HTML files.

Menu Help: Website - Summarize



The **Website - Summarize** menu item is used to review the particulars of your Web site project, as it is currently defined. It summarizes the major aspects of your Web site to provide you with information such as the number of topics and the number of [hot spot](#) links. Read the topic [Website - Summarize](#) for more information.

Menu Help: Website - Properties



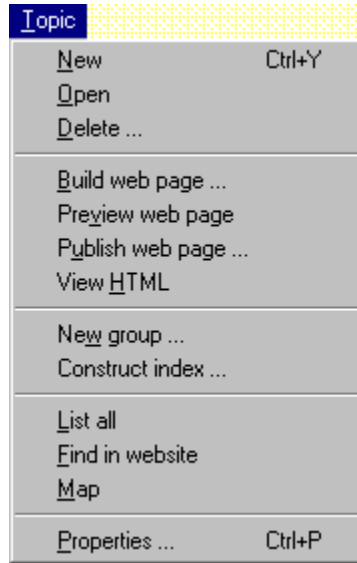
The **Website - Properties** menu item is used to review and change the options that control the building of your Web site project. These include the electronic document title, copyright information, and the directories that contain the project files. In addition, error reporting from the help compiler is controlled from the options dialog. Read the topic [Website - Properties](#) for more information.

Menu Help: Topic - New



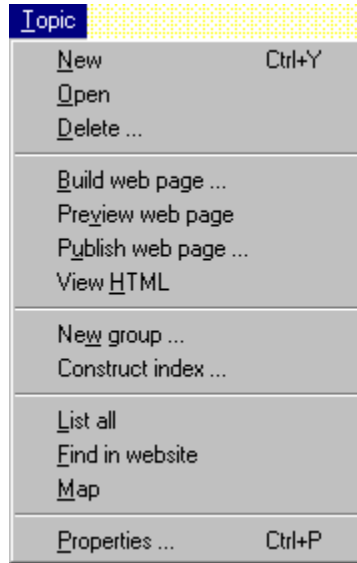
The **Topic - New** menu item is used to create a new [topic](#) in your Web site project. It opens an [edit window](#) for you to generate its content. The new topic will be placed in the project window under the current topic or group that is highlighted when you choose this menu item.

Menu Help: Topic - Open



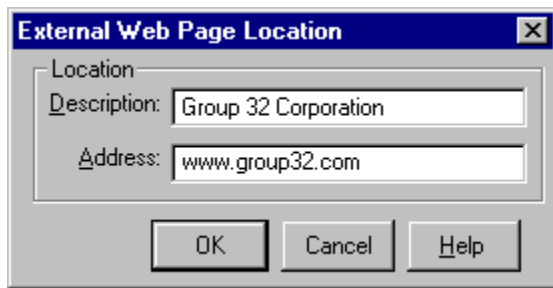
The **Topic - Open** menu item is used to open an existing [topic](#) in your Web site project into an [edit window](#) for you to review and change its content. The topic which is highlighted in the [project window](#) is opened.

Menu Help: Topic - Build Web Page



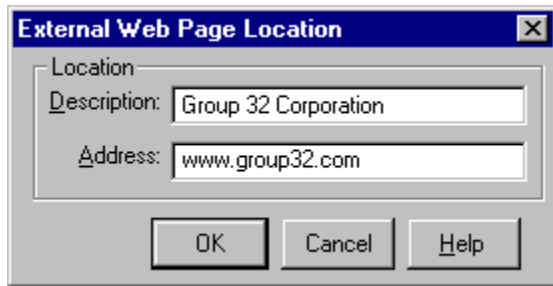
The **Topic - Build Web Page** menu item is used to compile the current topic into a completed Web page.

Menu Help: Topic - Preview Web Page



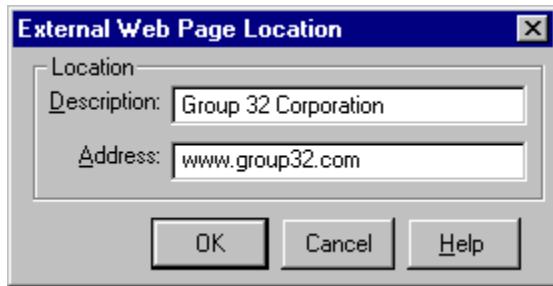
The **Topic - Preview Web Page** menu item loads the current page into the browser; it shows you how the current topic will look as a Web page.

Menu Help: Topic - View HTML



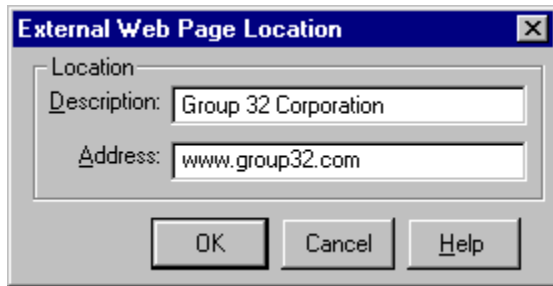
The **Topic - View HTML** menu item allows you to see the current topic as if you had opened it as a [text file](#); that is, it shows you the raw HTML code. Editing the topic this way is for extremely advanced users. It is not the recommended way to edit topic information.

Menu Help: Topic - Delete



The **Topic - Delete** menu item is used to discard one or more existing [topics](#) in your Web site project. The topic(s) highlighted in the [project window](#) is deleted. You can highlight multiple topics to delete all of them at once.

Menu Help: Topic - List All

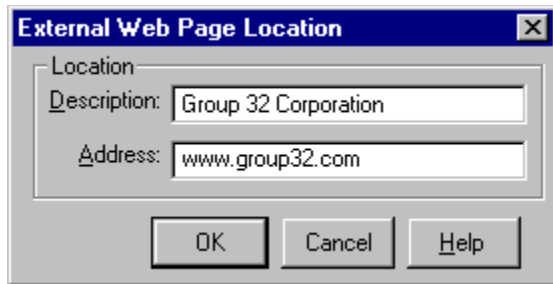


The dialog box is titled "External Web Page Location" with a close button (X) in the top right corner. It contains two text input fields: "Description:" with the text "Group 32 Corporation" and "Address:" with the text "www.group32.com". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

The **Topic - List all** menu item is used to display a list showing all existing [topics](#) in your Web site project. You can pick one from this list to open an [edit window](#) for that topic so that you can review and change its content.

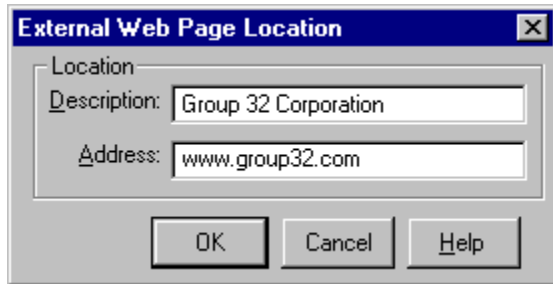
Edit Hotspot Macro	Paragraph Numbering	Set Tabs
Embed Context String	PEP Composer - Remove	Spacing
Embed Keyword	PEP Composer Thesauru...	Spell Check
Embedded Window	Pictures	Template
Find	Project Data	Text Files
Font	Project Errors	Topics
General	Project Notes	Unresolved Links
Go To Line	Project Settings - Aliases	Windows - Color
Indentation	Project Settings - Baggage	Windows - General
Insert Index Reference	Project Settings - Build	
Insert Picture	Project Settings - Directo ...	

Menu Help: Topic - Properties

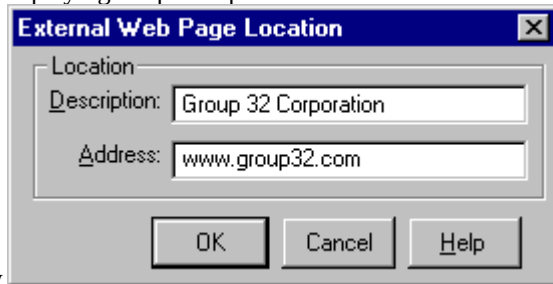


The **Topic - Properties** menu item is used to review and change the options for the highlighted [topic](#) in the [project window](#). The topic options include the [topic title](#), glossary, form, and JavaScript information. Read [Topic - Properties](#) for more details.

Menu Help: Topic - Find in Website



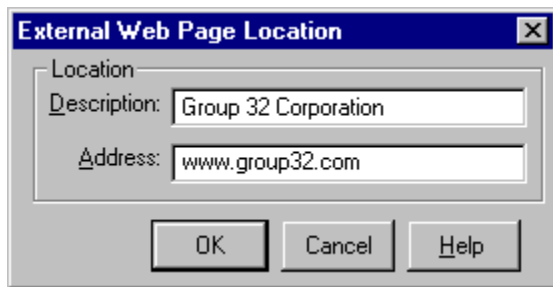
The **Topic - Find in Website** menu item is used to locate a particular topic in the [project window](#) by highlighting it, opening any necessary [RTF files](#) and topic [groups](#) in order to expose it in the display. You can invoke this selection when displaying a topic map like the one shown below. It will locate the topic that is highlighted in



the map display.

You can also invoke this selection from the picture database window, the keyword database window, the orphan topic window, and the unresolved link locator window.

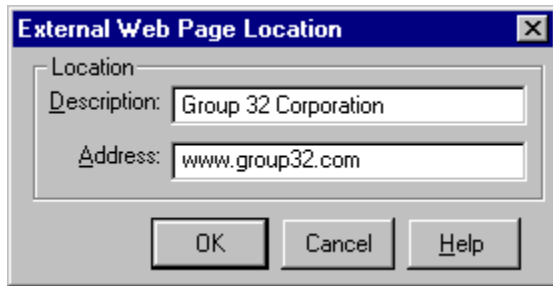
Menu Help: Topic - New Group



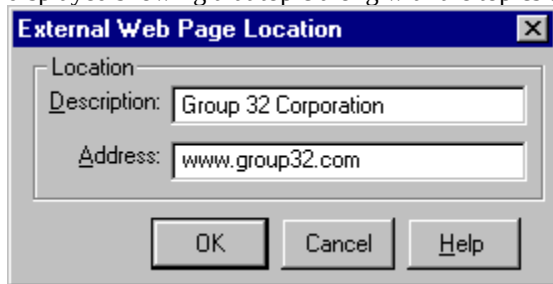
The screenshot shows a standard Windows-style dialog box titled "External Web Page Location". It features a close button (X) in the top right corner. Inside the dialog, there is a "Location" section containing two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The **Topic - New Group** menu item is used to establish a new organizational [group](#) within your help project. Once it is established, you can move topics into the group by dragging them one at a time with the mouse, or you can mark multiple topics and drag one of them to move all of them into the group.

Menu Help: Topic - Map

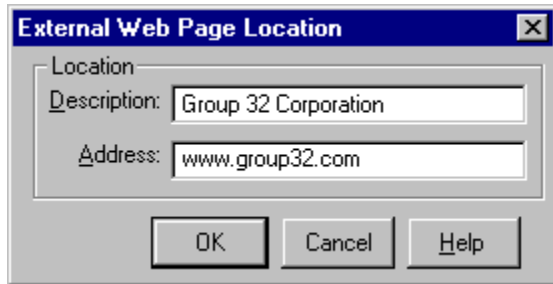


The **Topic - Map** menu item is used to display a topic map like the one shown below. You can command the software to step through the map—viewing any of the branches—to make sure your topic groupings are logical and sensible. Just click on the topic you want with the right mouse button or press **Ctrl - Enter**. A map will be displayed showing that topic along with the topics that lead to it and those that are accessed from it.



The font used to display the topic names in this window is selectable when the map window is displayed and is the current window (title bar highlighted).

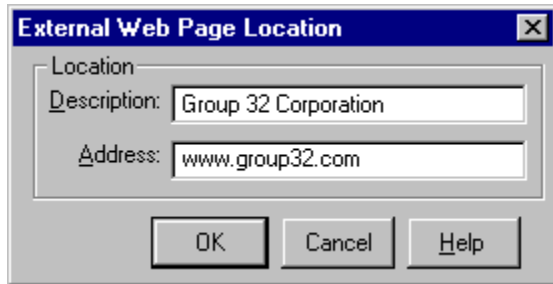
Menu Help: Topic - Construct Index Topic



The screenshot shows a dialog box titled "External Web Page Location" with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section containing two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

The **Topic - Construct Index Topic** menu item is used to command the program to build a glossary topic using the topics that you have tagged previously. Read [Construct Index Topic](#) for more details.

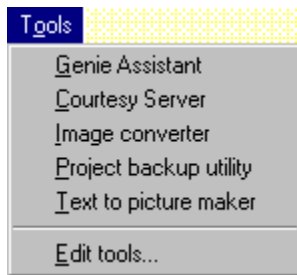
Menu Help: Topic - Publish Web Page



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section with two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

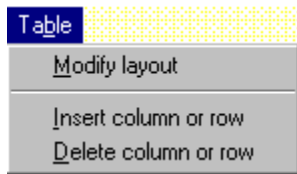
This software can send your Web site to the Internet with just the click of a button. All you must do is answer a few questions pertaining to your FTP protocol and in no time, your Web site will be ready for all your readers to see out on the net. Read the topic [Website - Publish](#) for additional information.

Menu Help: Tools - Edit Tools



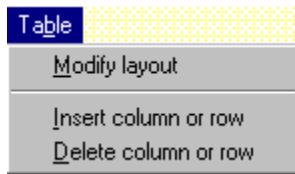
The **Tools - Edit Tools** menu item is used to bring your own separately purchased programs into this software for easy access. If, perhaps, you use a different graphics program, you can add it to your menu so that you can call it up simply by clicking its menu item. This menu item also allows you to specify the full path of the application and any parameters you need to pass to the program upon launching it.

Menu Help: Table - Modify Table Layout



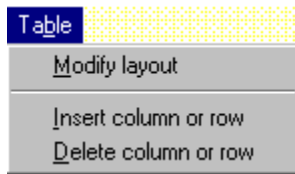
The **Table - Modify Table Layout** menu item is used to change the left margin of the table itself and also to force a certain amount of spacing in between the columns. Read the topic [Table Layout](#) for further instructions.

Menu Help: Table - Insert Column or Row



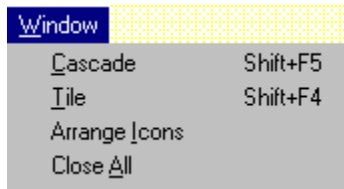
The **Table - Insert Column or Row** menu item allows you to add any number of columns or rows to your table. It further allows you to specify whether you want them before or after the column or row where the cursor is currently resting. Read the topic [Table Insert](#) for further details.

Menu Help: Table - Delete Column or Row



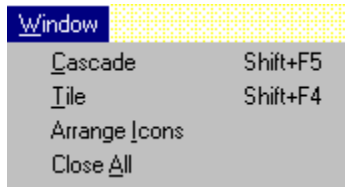
The **Table - Delete Column or Row** menu item allows you to delete any number of columns or rows to your table. Read the topic [Table Delete](#) for further details.

Menu Help: Window - Cascade



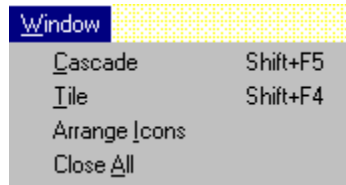
The **Window - Cascade** menu item is used to arrange the windows in the [desktop](#) so that each one overlaps the previous, but leaving the title bar visible for each window.

Menu Help: Window - Tile



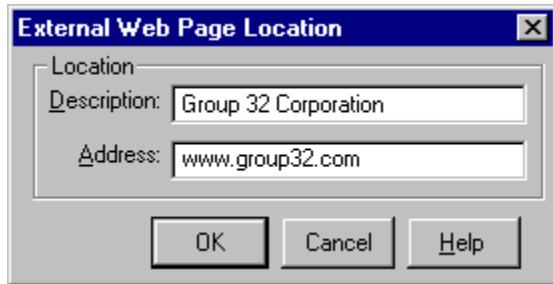
The **Window - Tile** menu item is used to arrange the windows in the [desktop](#) so that none overlaps any other.

Menu Help: Window - Arrange Icons

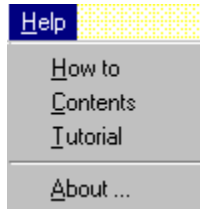


The **Window - Arrange Icons** menu item is used to arrange the [icons](#) displayed in the [desktop](#) in neat rows at the bottom of the desktop area.

Menu Help: Window - Close All



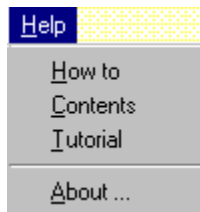
The **Window - Close All** menu item is used to close all open windows in the [desktop](#). You will be prompted to save any [edit windows](#) that have not been written to the disk.



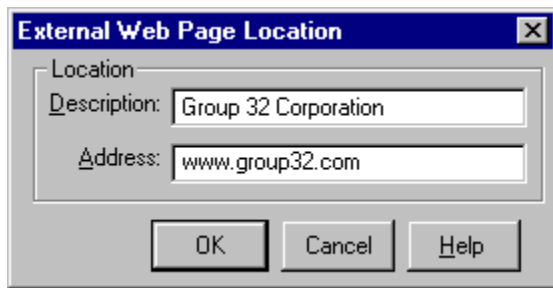
The **Help - Contents** menu item is used to invoke the help documentation. You can search for specific items or browse throughout the entire document.

For information on the **Help - Tutorial**, click on [Tutorial](#).

Menu Help: Help - Tutorial



The **Help - Tutorial** menu item shows you a screen that tells you how to proceed with the help documentation.



The **Help - About Help** menu item gives you the copyright information for the software you are using.

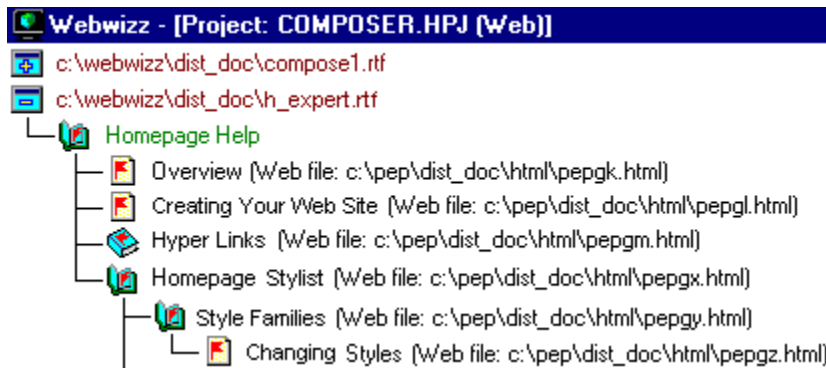


The best information about operating the Composer comes from the electronic document that is installed along with the software. It provides information on how to use the Composer to activate all of the many features of the software. It is entitled Using the Composer.

The electronic document entitled Designing Electronic Documents provides you with guidance in creating a design, and making the choices that relate to design and styling.

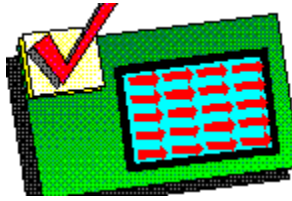
The electronic document entitled [How to Create Media Elements](#) describes the process of creating and using pictures, graphics, sound and video.

Information on the operation of any of the software's dialogs is available by pressing the help button on the dialog. You will be provided with detailed operational information about that dialog.



The [project window](#) shows the [RTF files](#), [groups](#), and [topics](#) which comprise your Web site project. All are displayed using a tree-like design which permits you to organize your topics visually. Groups or topics containing subordinate topics or groups can be "opened" or "closed" to precisely control the project window display. Read about outlining in the electronic document on using the Composer to get details.

The files and groups can contain multiple items. You can reorganize topics or groups by dragging them with the mouse to a new location.



The window with which you are working is an [edit window](#) for a [template](#). Read a description of templates in the on-line documentation for a general description of the template feature. Or read [Template fields](#) or [template options](#) to get information about the push-buttons on the template edit window.

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I

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- [Internet](#)
- [InterNIC](#)
- [IP](#) (Internet Protocol)
- [IP Address](#)
- [IRC](#) (Internet Relay Chat)
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J

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L

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- [Login](#)

M

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- [Mark Text](#)
- [Metafile](#)
- [Minimized](#)
- [Modem](#)
- [Mouse pointer](#)
- [MPEG](#)
- [MRB](#) (Multi-Resolution Bit Map)
- [Multimedia](#)
- [Multiple Select](#)

N

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- [Net](#)
- [Netiquette](#)
- [Newbie](#)
- [News server](#)
- [Newsgroup](#)
- [NIC](#) (Network Information Center)

O

- [Online](#)

P

- [Packet](#)
- [Paragraph Style](#)
- [Password](#)
- [Pixel](#)
- [PPP](#) (Point to Point Protocol)
- [Project File \(HPJ file\)](#)
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S

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- [Server](#)
- [Shareware](#)
- [SHG](#) - Segmented Hyper Graphic File
- [Signature](#)
- [SLIP](#) (Serial Line Internet Protocol)
- [Smiley](#)
- [SMTP](#) (Simple Mail Transfer Protocol)
- [Soundboard](#)
- [String](#)

T

- [TCP/IP](#) (Transmission Control Protocol/Internet Protocol)
- [Telnet](#)
- [Template](#)
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- [Toggle](#)
- [Topic](#)
- [Topic Finder](#)
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U

- [UNIX](#)
- [Upload](#)
- [URL](#) (Uniform Resource Locator)
- [USENET](#)
- [Username](#)
- [UUCP](#) (UNIX to UNIX Copy Program)

V

- [Veronica](#)
- [VGA](#)
- [Video Card](#)

W

- [WAIS](#) (Wide Area Information Service)
- [Web Page](#)

- WMF (Windows Meta File)
- WWW (World Wide Web)

Y

- YAHOO

Access Devices

In the context of electronic information systems, access device refers to any of the ways to access information stored within the electronic document. This can include push-buttons, menu items, search lists, outline displays, and full text search.

Application

A computer program. Windows applications are written in such a way that they can only be run under Microsoft Windows, relying on Windows to perform much of their functioning. DOS applications do not require Windows, though they may be run under Windows. They perform more of their own processing, relying only on DOS to perform interactions with hardware devices.

ASCII Text File

ASCII Text File is the term given to describe a file whose content is composed solely from characters defined in the ASCII (American Standards Committee for Information Interchange) character set. This character set defines the standard letters (upper and lower) and numerals (0 through 9) and standard punctuation marks. In addition, certain control codes are defined.

Among the control codes defined, are the Carriage Return and the Line Feed characters. Frequently, ASCII text files are composed of lines whose ends are marked with these two characters. These type of files are sometimes called "line files".

Back button

The back button is a button that is displayed by the Web browser program that will automatically display the previous page.

Bit Map



An element of computer data that contains an arrangement of its bits that can form an image, usually as a picture. Each bit is either on or off, and, if on, can be set to a color. In this way the bit map, with each bit representing one or more pixels, depending on resolution, can be used to form a color image. In Windows, bit maps are used most often as icons and cursors. In electronic documents, they are used to contain images ranging from small pictures, like the one shown above right, to full color photographs. Files with the extension .BMP usually contain bit maps. The picture below shows a "zoomed" image of the one above, illustrating the pattern of dots that comprise the picture. BMP files can be created by the Windows Paintbrush application or from a variety of other applications.

Bits

Short for binary digit. A bit is a single entry of memory capable of storing two possible values, on or off, represented by 1 and 0, respectively. Binary refers to the base 2 counting system, where 1 and 0 are the only digits.

Byte

A series of eight bits defining a character. A bit is either off (0) or on (1).

Call

Call is the technical term that describes a service request being made by a program. All programs that run on PCs make these service requests, either to the operating system or to Windows.

For example, when a Windows application program, written in the C or C++ language, wants to display help information it makes a call to Windows known as WinHelp. As part of this call, the program specifies the name of a help file and a context ID within the help file.

Clipboard



The data transfer facility of Windows that facilitates "cut and paste". The clipboard is a storage area maintained by Windows for information which you have "cut" or "copied" from an [application](#). The contents of the clipboard can be viewed, printed, or "pasted" into another application.

Default

The value some option will have unless you take action to set it to another value.

Desktop

In Windows, the surface provided as a backdrop by Windows to contain all of your window groups and applications.

Directory Path

A character string that precisely identifies a unique combination of drive letter and directory, including sub-directories. For example: C:\WINDOWS .

Double Click

The act of depressing and releasing the left mouse button twice in rapid succession. Windows recognizes this as a signal that the user wants to activate a feature or activity represented by some element on the display at the location where the [mouse pointer](#) was positioned when the double click occurred.

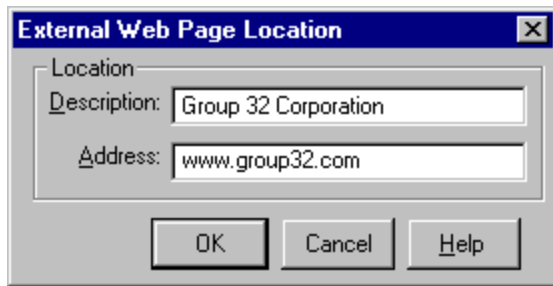
Edit Window

This is the name given to the window(s) for editing topic information and sometimes ASCII text files. The content within each edit window can be changed independent of any other edit windows, using all the editing features of the software.

Entry Point

An Entry Point is an access point to an electronic document. For a Web site, this would be the specific [URL](#) of the page. The default entry point for a Web site is the file "index.html", however, knowing the file name and the directory path it is located in, a browser can address any file.

Field

A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) on the right. Inside, there is a "Location:" label. Below it, there are two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

Templates are forms that output information to a topic edit window. [Templates](#) can specify both predefined data (text or graphics) and data that is entered when the template is activated to send to the topic. Field is the name given to each item defined to be entered when the template is run.

You can add or delete fields from the template specification and control the characteristics of fields. They can be single line or multiple line fields. Data typed into fields can be output as all upper or lower case, or output in mixed case. Fields can be limited to a specific number of characters or specified with no limit. You can even specify that a help button be made available when the field is prompted for by specifying a help file and context ID.

File Extension

In dealing with files stored on the disk, an extension is a 1,2, or 3 letter character string which signifies to software programs and the user what type of file a specific [application](#) is. It is separated from the filename by a . (period); for example, TEST.TXT would signify a text file called TEST.

Filename

A name given to a collection of information or a program when it is stored on a disk or diskette. The filename is comprised of two parts: the name and the file extension. The name may consist of from one to eight characters. The extension may consist of from zero to three characters. The name is separated from the extension by a period.

Examples: TODOLIST.DOC AUTOEXEC.BAT BACKUP.EXE.

Fixed Pitch

In reference to a [font](#), meaning one where all characters fill the same amount of horizontal space. DOS text mode [applications](#) use a fixed pitch font.

Font

A depiction of how each letter and character should be drawn in different sizes, as appropriate. The font is used by software programs as a styling guide to create images of letters and numbers on the screen and printer. Different fonts provide alternate renderings of the same letters in different sizes and styles for each character.

Examples: This way. This way. This way. This way. This way.

Group

Group is the term used within the Composer to describe the organizing groupings which you can create to contain [topics](#). The group has no defined purpose or meaning within the electronic document. Its only purpose is to aid in your organization of the Web site project.

Hot Spot

A hot spot is the name used to identify an area within a Web page that forms a link to another page or is a link that begins an action, such as a file download. A hot spot can be either text or a graphic. Text that is part of a hot spot is shown by the document viewer in another color and is underlined.

HTML

HTML is an acronym standing for HyperText Markup Language, the composition language used for creating documents for viewing on the Internet. The Composer permits you to create electronic documents expressly for publishing on the Internet's World Wide Web (WWW), using the HTML format.

Icon

A graphical representation or depiction of some element within the Windows environment, such as a disk drive, an [application](#), or a document.

Kilobytes

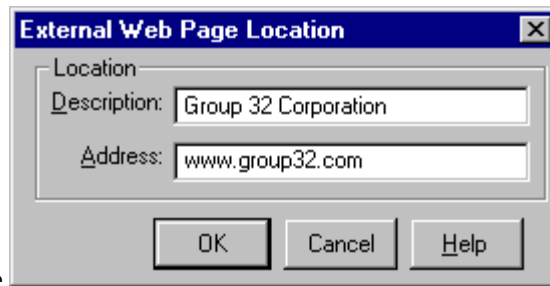
A unit of measurement equal to 1024 [bytes](#). It is used most often to define memory and floppy disk capacities. Sometimes abbreviated KB or just K. For example:

640K; 64KB; 64Kb

Launch

To start an [application](#) program.

Map or Topic Map



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location" section with two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

This is the term used to describe the

display which can be shown (sample at the right) that depicts a given topic with lines showing the other topics that lead to it and which other topics this topic leads to. The font used to display the topic names in this display is selectable when the window is being displayed and is the current window (title bar highlighted).

Mark Text

This refers to the process of marking text within an edit window or in any of the program's dialogs. Once marked, the text can be cut or copied to the Clipboard, used as input to create a hot spot link, or deleted (by either pressing the **Del** key or typing any other character).

To mark text using the mouse, place the mouse cursor at the beginning or the end of the text to mark, hold down the left button, and move the mouse to the opposite end of the text to mark. The text will be highlighted as you move the mouse.

To mark text using the keyboard, place the keyboard cursor at the beginning or end of the text, press and hold down the **Shift** key, and move the cursor to the opposite end of the text using the cursor control keys.

Metafile

A metafile is a particular type of graphics file that contains detailed instructions for drawing a picture with a sequence of instructions that details lines, curves, and colors for one or more objects which will compose the picture. It differs from a bit map in that it can be accurately displayed at any size. The metafile contains information that describes its relative size (width vs. height). Then, each object is drawn at relative coordinates within the area defined by its width and height. Metafiles take up less space and are more device-independent than bit maps.

Minimized

Minimized refers to the state of a window or a program. It is shown on the screen as an icon instead of its normal window.

Mouse pointer

The cursor on the screen which corresponds to the current location of the mouse. Movement of the mouse affects the position of this cursor. The cursor, usually in the shape of an arrow, can be set by a program to take on any appearance. Some other standard forms of the pointer are the hourglass and the I-beam.

MRB - Multi-Resolution Bit Map

The multi-resolution bit map file is actually several different bit map files, each depicting the same image, combined into a single file. The purpose of this type of file is to offset the slight differences in the aspect ratio (pixels width vs pixels height) of different display adapters. For example, the older EGA display adapter contains 640 pixels across but only 400 down, while the [VGA](#) displays show 640 across and 480 down. The MRB file is used to hold the same bit map image, accurately rendered at each resolution. Then, the windows help engine uses the appropriate rendering at run-time depending upon the hardware installed.

Multiple Select

The software permits you to select multiple items from the project window to act upon with some command. This selection can be the prelude to a search operation, a topic reorganization, and so on.

From within the project window, click on an item to highlight it. Then, to select additional items, while retaining those previously selected, press and hold the **Shift** key while clicking on other items or while dragging with the mouse or keyboard in order to mark additional items. You must keep the **Shift** key down to use this feature. If you release the shift key and click on an item, all those previously chosen are deselected.

Paragraph Style

The paragraph style is a collection of styling information that can be imposed on one or more paragraphs with a single action. The items included in the paragraph style include choice of font, type size and style, line and paragraph spacing, borders, tabs, indents, text alignment, and automatic paragraph numbering.

Pixel

A single dot on the monitor screen. The number of pixels across and the number of pixels down the screen determine the display resolution.

Project File (HPJ file)

The project file is a disk file that contains the controls that guide the document compiler in its preparation of a help file from your source file inputs. The project file always has the [file extension](#) HPJ and, among other things, contains a list of the Rich Text Format (RTF) files that contain your document's topic information.

Project Window

The window where the software displays a list of the files, groups, and topics within your Web site project. Only one project window can be open at a time in the Composer.

Proportional

In reference to a font, proportional is the opposite of a fixed pitch font. In a proportional font, different letters take up a different amount of horizontal space. Thus, the letter **i** and the letter **l** take up less space on the line than the letter **W** when they are displayed.

RGB Setting

A Windows term. A set of three, three digit, numbers, which correspond to individual quantities of the RED, GREEN, and BLUE components in a blended color. Your PC display monitor, like your color TV, uses three color guns (the red, green, and blue) which combine to produce millions of color combinations for each pixel they display by varying the quantities of each color.

The values for each quantity range from 0 to 255 (the values that fit in one byte of computer memory). When all values are zero, none of the guns are lit, resulting in BLACK. When all values are 255, all three guns are completely lit, resulting in WHITE. The other colors result from the values in between; the guns are correspondingly less than completely on (as with a dimmer switch). Here are some examples.

Red Grn Blue	Resulting Color
000 255 000	Pure Green
000 000 255	Pure Blue
192 192 192	A Light Gray
248 248 102	A Bright Yellow

RTF File

RTF is an acronym for Rich Text Format, referring to a specification for a data file format that was created by Microsoft so that word processing application files could be shared across multiple computing platforms, for example, between the Mac and the PC. The RTF file format specifies page layout, fonts, styling, and many other attributes that define the appearance of text and graphics.

Resolution

Refers to the number of pixels that can be displayed at once by the video card and display monitor. The resolution is often given in number of pixels across by number of pixels down on the screen. For example, standard VGA resolution is 640 by 400; 640 pixels across each line on the screen, and 400 lines down the screen from top to bottom.

Sans Serif

Sans Serif refers to a font design characteristic which is decidedly not ornamental in nature. All characters in the fonts are designed with sharp, precise edges and endings without the use of serifs. Serifs are small lines and circles placed at ending points in letters, forming soft edges for the letters, such as the cross members in this letter I. This is the opposite of a Serif font, where edges are accented with the serifs.

Here is an example of a Sans Serif font.

Serif

Serif refers to a font design characteristic which is ornamental in nature. Serifs take the form of small lines and circles placed at ending points in letters, forming soft edges for the letters, such as the cross members on the letter I. This is the opposite of a Sans Serif font, where edges are sharp and clean. The text in this help file is being shown using a Serif font.

SHG - Segmented Hot Spot Graphic File

The segmented hyper graphic file is a [bit map](#) file that has had one or more portions of its display area marked as a [hot spot](#). Thus, a portion of the bit map image can be used as a hot spot link to one topic, while a different portion is used as a link to a different topic. The most common use of this type of file in a help file is to capture the image of a dialog with several controls and create hot spots that link to help topics for each particular control. Read the topic [Using Segmented Hot Spot Graphics - SHG Files](#) for more details.

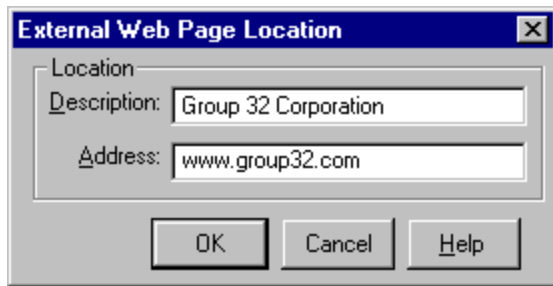
Soundboard

A circuit board (like a video card) you install in your system so that it can play enriched, high quality sound.

String

A word or a phrase. Can consist of letters, numbers, punctuation and other characters that can be typed with a typewriter.

Template



A screenshot of a Windows-style dialog box titled "External Web Page Location". The dialog has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Location:" label. Below it, there are two text input fields. The first field is labeled "Description:" and contains the text "Group 32 Corporation". The second field is labeled "Address:" and contains the text "www.group32.com". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".

A template is a form that you create to automate various repetitive processes when building the help system. Templates are especially useful for styling pages that you are creating. Templates can contain elements of styling, fixed text and graphics, and fill-in-the-blank fields that you define.

Template is the term used in conjunction with the Composer to describe its ability to carry out instructions that design to automate repetitive operations.

Toggle

To switch between two states, for example between on and off.

Topic

A topic is a fundamental unit of storage within an electronic document file. A topic can contain text, pictures, sound, video and links to other topics. A topic can contain one or many paragraphs of information, and may have its own spacing, font, and display characteristics.

Topic Finder

The topic finder is a navigating aid for use in the project window. It automatically locates the topic whose name you type. In fact, it begins locating topics that match the string you type as you type the characters. The topic finder is invoked automatically by typing any key (non-cursor control) while the project window is the current window (highlighted title bar). Read [Operating the Topic Finder](#) for more details.

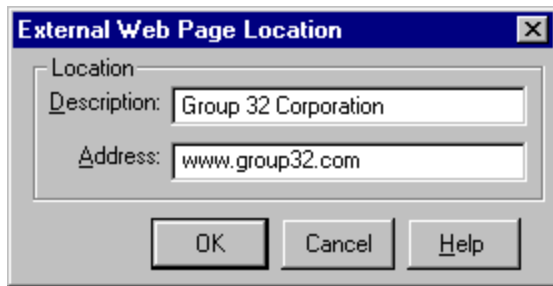
Topic Title

The topic title is the word or phrase which appears at the top of the window when a [topic](#) is displayed by the help viewer. When using the Composer, the topic title is your main tool for identifying a topic. Many parts of the Composer software display lists of topics from which you can choose, and these lists generally show the topic title as the primary means of identifying one topic from another. The topic title is stored on the **General** tab of the **Websitet-Properties** dialog.

TrueType Fonts

A font system introduced by Microsoft with Windows version 3.1. TrueType [fonts](#) are based on Microsoft proprietary layouts and coding. Their main benefit is that they can provide for a better, more precise match between the characters shown on screen and those that appear on the printer.

VGA



Video Graphics Array. A type of video controller card and display first introduced by IBM with its PS/2 family in 1987. VGA features a display resolution of 640 by 480 [pixels](#), and is capable of showing 256,000 colors simultaneously. Later variations include SuperVGA, which adds greater display resolution.

Video Card

A piece of hardware, found inside the computer, which determines the graphics quality of the computer. Common types include monochrome (one color, or black and white), CGA, EGA, VGA.

WMF - Windows Meta File

A Windows metafile is a particular type of graphics file that contains detailed instructions for drawing a picture with a sequence of instructions that details lines, curves, and colors for one or more objects which will compose the picture. It differs from a bit map in that it can be accurately displayed at any size. The image to the right is drawn from a metafile. The metafile contains information that describes its relative size (width vs. height). Then, each object is drawn at relative coordinates within the area defined by its width and height. Metafiles take up less space and are more device-independent than bit maps.

Acronym

This is a shortcut used when typing e-mail. Instead of having to type complete phrases, people shorten them to acronyms. Everyone knows that FYI means for your information; newer ones include BRB for be right back (indicating that you are stepping away from your computer for a moment or two), and ROTFL meaning rolling on the floor laughing (in case someone types something funny). These are typed in upper case and do not indicate shouting.

See also **smileys** and **emoticons**.

Anonymous FTP

Any anonymous FTP is the file transfer protocol service allowing you to access files that are available to the public. Anonymous FTP sites do not require that you have an account or use an ID and password to gain access.

Archie

This is an application that allows you to search other systems on the Internet easily for information which you can then transfer to your own computer using FTP.

You provide the criteria you want the search to match and Archie will find the matching files and their locations so that you can transfer those files you want.

Bits per second

This is the transmission (or baud) rate of data when referring to modem or network connection. Slow baud rates are 2400 or 4800, fast rates are 14,400 or 28,800. The higher the bits per second, the faster you will be able transfer information.

Browser

A browser is a program that allows you to look through and access information on the Internet through the World Wide Web.

Cyberspace

This is the term used to refer to the universe within the computer network. It is the entire collection of sites on the Internet.

Database

This is a collection of easily accessible information available on the Internet.

Dedicated line

This is a telephone or data line that is available for use by a specific computer. It is not used by any person or any other computer, and is never disconnected except for maintenance purposes. The dedicated line never has to dial into a remote computer.

Dialup line

This is the method of establishing a network connection by dialing to a remote computer via a modem. This is the opposite of a dedicated line.

Directory

This is essentially a folder of related information. When you want to access a certain file, you may have to specify the folder in which it resides.

DNS (Domain Name System)

This is the system that converts the system names (host names) to the numeric IP addresses (Internet Protocol addresses).

DNS Server

This is a server that translates system names such as **www.expert-sw.com** to its IP address (such as **123.456.7.89**).

Download

This is the transferring of a file from a remote computer system to your own system. This can be done using FTP.

Emoticons

These are word smileys enclosed in sideways carets to indicate emotions, such as <laughing> or <crying> .

See also **smileys** and **acronyms**.

E-Mail

This is a method of sending and receiving messages over the computer. E-Mail programs allow you to compose and send messages to remote electronic mailboxes to be read by the electronic addressee.

E-Mail Address

This is the electronic location where e-mail can be sent to another user. The address takes the form of 'username' and 'Internet address' separated by the at symbol as in **info@expert-sw.com** . In this example, expert-sw.com is the entire Internet address.

FAQ

This stands for frequently asked questions. It is a document that covers exactly what it stands for. Most UseNet news groups have a FAQ to introduce new readers to the different topics within the newsgroups. In fact, many UseNet newsgroups request that you read and understand thoroughly the FAQ for that newsgroup before you attempt to post to it.

FTP

FTP stands for file transfer protocol. This is a service that allows you to transfer files between computers on the Internet.

FTP Site

An FTP site is a computer that stores files that can be retrieved by using FTP.

GIF

This stands for graphics interchange format. It is a graphics file format that most World Wide Web servers use to display graphics.

Gopher

This is the name of a database and communications system that runs on Internet connected computers called Gopher servers. It is really a browsing tool that allows you to access a wide variety of information in menu format for easy navigation. Text files, pictures, and downloadable programs are only a mouse click away.

Home Page

The home page is a file coded with HTML. It is the page that is loaded first when a browser enters a Web site. Most often, the home page is named "index.html". The home page often resembles a table of contents, with hot spot links to other Web sites.

Hotlist

This is a file that contain a list of your favorite Internet Web sites. This list allows you to access easily your favorite ones. You can create your own in addition to the pre-defined ones already made available by some of the Web browser programs.

HTTP

This stands for Hyper Text Transfer Protocol. It is the communications protocol that allows Web pages to be transferred and retrieved throughout the Internet quickly.

Hypermedia

This is an online document that contains text, graphics, animation, and sound.

Hypertext

This is an online document that contains links to other documents. These links can be actual text or they can be graphics. Clicking the link area (hotspot) activates the link and takes you directly to the link destination.

Information superhighway

This is the name given to the network of information and online services that has already begun to connect people through computer networks around the entire world. It is the wave of the future.

Internet

This is the **inter**connected **net**work of computers around the world including government, commercial, university, corporate, and research sites which people can access for information.

InterNIC

This is the Internet Network Information Center. It is an organization that provides network information services to Internet users.

IP (Internet Protocol)

This is the networking protocol used by computers to connect to and route information throughout the Internet. This is done by way of the numerical IP addresses which uniquely define each server. See TCP/IP.

IP Address

This is the numerical address of a host computer on the Internet. It consists of four numbers, separated by periods, with each number in the range between 1 and 254. It is the numeric representation of the human readable address you use when connecting to an Internet host system. For example, when you type in "www.expert-sw.com ", it is converted to "215.45.238.99" and that numeric value is used to make the connection.

IRC (Internet Relay Chat)

This is a program that allows users on the Internet to converse with each other by typing messages on their keyboards.

ISP (Internet Service Provider)

This is a company that provides access to the Internet, often with a dial-up modem connection. These service providers often charge a monthly subscription fee for a certain number of hours of time connected to the Internet.

JPEG

This stands for Joint Photographic Experts Group. It is a compressed graphics file format found on the Internet.

Local system

This is the computer into which you are typing as opposed to the remote computer, which is the one halfway across the country to which you are connected.

Login (or logon)

This means to sign onto a computer by typing a user ID and secret password. This must be done before you are allowed to access any information. It prevents unauthorized users from gaining access to files and information they are not supposed to see.

Modem

This is the electronic device that converts the digital format of computer data to the analog format used for transmission of that data over telephone lines to another computer or online service.

MPEG

This stands for Moving Picture Experts Group. It is a video file format used on the Internet.

Multimedia

This means presenting information using more than one type of media. It can include text, graphics, sounds, and moving images.

Navigate

This means to travel through different areas on the Internet. There are various ways to get from one place to another on the Internet: by moving through a series of gopher menus, by clicking on the different hyperlinks through the pages of text, or by typing the specific path of the location you wish to access.

Net

This is another name for the Internet.

Netiquette

These are the guidelines of proper Internet etiquette. An example of this is writing carefully and refraining from using all upper case letters because it indicates shouting.

There are many Internet books available with sections completely devoted to netiquette.

Newbie

This is someone who is brand new to the Internet and unfamiliar with its netiquette and vast array of services.

News server

This is a service that contains thousands of UseNet newsgroups. You can connect to a news server to read and post news.

News group

This is a discussion group of UseNet. A news group is a way to share information among other Internet users. News groups are like bulletin boards that are available to the public and arranged as though they were mailboxes, each one devoted to a different topic. Users electronically post their messages into these mailboxes. While there, they can see hundreds of messages posted by other users. Users can also post responses to messages left by others. There are literally thousands of news groups on the Internet.

NIC (Network Information Center)

This is an organization that provides information about services that are available on a network.

Online

This means that you are actively connected to a network.

Packet

This is the unit of data transferred over the Internet. A packet is comprised of the actual data being sent (such as text, graphics, or the binary code for a program), and header information that defines the transmitting address and the receiving address.

Password

This is the sequence of characters associated with your login ID that identifies you on the computer system. Passwords verify your authorization within certain areas of computer networks.

PPP (Point to Point Protocol)

This is a communications protocol that allows you to access the Internet over a telephone line. This is in contrast to other dialup accounts, which allow you Internet access, but often require the use of applications provided by an Internet service provider.

Remote system

This is the computer halfway across the country to which you are connected as opposed to the local computer, which is the one into which you are typing.

Rlogin

This is a command that allows you to log in to a remote computer, but only if the remote host is set up to allow you access.

Server

This is a program that provides services to client programs.

Shareware

This is software that is made available to anyone who wants it with the stipulation that if you keep the software and use the program regularly, you should send the author the payment he or she requests for it. This is usually a nominal fee.

S-HTTP

This stands for secure hypertext transfer protocol. It is a version of HTTP that allows you to perform secure transactions using encryption. S-HTTP servers on the World Wide Web are used for monetary transactions such as credit card processing.

Signature

These are lines of text automatically added to the end of your e-mail and newsgroup messages. This text often includes organization affiliation or pertinent personal information.

SLIP (Serial Line Internet Protocol)

This is a communications protocol that allows you to access the Internet over a telephone line. This is in contrast to other dialup accounts, which allow you Internet access, but often require the use of applications provided by an Internet service provider.

Smiley

These are ASCII drawings to be read with your head tilted to the left and indicate an emotion or facial expression.

Examples - - :) is happy, : (is sad, and : o is surprised. There are literally dozens of these. See also **emoticons** and **acronyms**.

There are many Internet books available with sections completely devoted to smileys.

SMTP (Simple Mail Transfer Protocol)

This is a method of sending Internet e-mail.

TCP/IP (Transmission Control Protocol/Internet Protocol)

These are communications protocols that are used to route information throughout the Internet. They are also used for local network communications and for internetworking. TCP keeps track of what has been transferred and whether or not there were errors. IP actually sends the data between host computers.

Telnet

A program that allows clients to remotely log in to a host computer. This emulation program that allows you to connect to a remote computer as if it were right in front of you.

Thread

This means all the messages in a newsgroup or mailing list that pertain to a particular topic.

UNIX

This is a multiuser operating system that was developed by Bell Laboratories that is used on many Internet hosts.

Upload

This is the action of transferring file information from your (local) computer to another computer (a remote computer) on the Internet.

URL (Uniform Resource Locator)

A text phrase that specifies the location of a resource that is available electronically, such as a Web page or image file. The Web uses URLs to link Web page together. In your Web browser's "location" box, the item that generally starts with "http:" is a URL.

The URL is the string of characters used to specify the location of a WWW document. An example of a URL is **`http://www.expert-sw.com`** .

USENET

This is a network of newsgroups on the Internet, read all over the world. There are thousands of newsgroups available and each one covers a specific subject.

Username

This is the sequence of characters associated with your password that identifies you on the computer system and verifies that you are, in fact, authorized to use the system.

UUCP (UNIX to UNIX Copy Program)

This is a program that lets you copy files between UNIX systems. These protocols are used to transfer e-mail messages through Usenet.

Veronica

This is a tool used to search Gopher menu items for specific keywords.

WAIS (Wide Area Information Service)

This is an information system that allows you to search databases for information based on the keywords that you specify.

Web Page

This is a document found on the WWW that can be viewed using a Web browser.

This is also called a home page.

WWW (World Wide Web)

This is a new Internet service for surfing the Net (browsing the Internet). The information is contained on Web pages (or home pages) and they contain hotspots (links) to other pages.

WWW clients can also interface with other Internet services like FTP, Gopher, newsgroups, and e-mail.

YAHOO

This is a Web site that lists many of the topics on the Web. It allows you to search for sites on the Web that you find interesting.

