

## Utility Menu

The Utility menu contains:

### Insert Date

HTML.edit will automatically insert the current date (in one of three formats) into your HTML document when exporting your document to a text file.

The Utility menu contains an Insert Date hierarchical menu item with three submenu items. Selecting some dummy text (or placing the insertion point in the text field) and choosing a date format (Short Date: '4/23/94'; Abbreviated Date: 'Sat, Apr 23, 1994'; or Long Date: 'Saturday, April 23, 1994') substitutes the text selection with a code used on export to substitute the code with current date.

### Insert Entity

Substitutes HTML entity codes for diacriticals (å, é, ü, ã, Å, É, Ü, etc.) and other Latin 1 Entities. Operates in three modes: scans the text selection for entity codes, inserts an entity code into the document, or displays a specific entity code.

### Replace

Choosing the Replace... command from the Utility menu allows you to replace a given search string with a replacement string within the current document, or globally over all documents in the editor.

### Table Convert

Similar to the Insert Entity command, Table Convert uses a modifiable lookup table (located on the Preferences card) to convert instances of characters that won't be displayed correctly over the Internet to a "safe" equivalent.

### Convert ¶ to <P>

Converts ASCII return characters to HTML <P> tags + returns. Useful for converting a lot of paragraph text to HTML paragraphs at once.

### Unwrap Text

Often text from online sources has a return at the end of every line. To convert a selection of text into paragraphs, use this command.

### Add/Strip LineFeeds

Adds or strips linefeed characters from the Header, Body and Footer text areas. While Macintosh documents use a return to delimit lines of text, a return + linefeed character combination is expected in documents used on some operating systems (like DOS or UNIX). The command senses whether any linefeed characters are in your text.

A return (CR) is ASCII #13, lineFeed (LF) is ASCII #10.

### Undo HTML

Undoes the previously performed HTML command. This is a supplementary command

to the standard Undo (Command-Z).

#### Remove HTML

Removes common HTML tags from the current text selection. Will not process Anchors, Images, or tags in complex formats (such as lists).

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