

## URL PopUp Menu

The URL, or Uniform Resource Locator, is the standardized method of addressing any file on any device on the Internet. URLs provide the HTML inter-document links for WWW.

The URL popup menu provides a simple way of creating a URL from the documents in the editor. Click and drag on the popup menu to see a list of all documents within the editor. Your menu selection becomes a URL within the editable field to the right of the button. The diesis symbol "‡" (Option-Shift-7) is used as a placeholder for your "hot text".

Note that URLs created from the popUp menu do not provide for any directory hierarchy. An example of adding the hierarchy yourself is below. If the URL provided by the popup menu was

```
http://www.server/wsmith_bio.html
```

and "wsmith\_bio.html" is in a "wsmith" folder within a "people" folder, the correct URL would be

```
http://www.server/people/wsmith/wmith_bio.html
```

You can copy the text from the URL edit field by selecting it with the mouse and typing Command-C.

Any commonly-used URLs can be entered into the URL list on the Preferences card, and are then appended to the URL popUp menu.

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