HyperText Menu

The HyperText menu contains:

Title

The HTML Title is used by client software (like Lynx or Mosaic) to title the window of the currently displayed document, or maintain a history list of browsed documents. Select the text you wish to use as the HTML document title, then choose the Title command from the HyperText menu. The `<TITLE>` tags will be added to enclose the desired title text.

Insert: Horizontal Rule, ISINDEX

To insert a horizontal rule `<HR>` or `<ISINDEX>` code into your text, place the insertion point into your document, then choose the Horizontal Rule or ISINDEX command.

A Horizontal Rule produces a horizontal line or separator the width of the browser window.

Images

Choosing the Image... command from the HyperText menu ("h") gives you the option of using the current text selection as the image file URL, or alternately brings up a standard file dialog to select an image file, which is coded in the form:

```
<IMG SRC="folderName/documentName.GIF">
```

Note that the HTML code describing a thumbnail image which clicks to a full size image is:

```
<A HREF="Fullsize.GIF"><IMG SRC="Thumbnail.GIF"></A>
```

```
By default, the bottom of an image is aligned with the current line of text.
The popUp menu on the Image dialog box allows for alignment of the text with
the top or middle of the image as well.
```

```
The ALT modifier tag allows you to specify text to be displayed when an image
can not or is not displayed.
```

Format

You can add HTML tags to a selection of text either before or after you type it. By creating a selection of text with the mouse, you then select the HTML format for the selection from the Format command under the HyperText menu, or a physical or logical text style from the Font menu. Alternately, if the cursor is inserted into the document but there is no selection, choosing an HTML format will insert the tags into the text surrounding the current insertion point – you are ready to type. Note that the Command keys for many HTML formats and Font styles can be found on the Palette Help display.

Consult with the A Beginner's Guide to HTML for more details on each HTML format. These HTML formats include Address, Blockquote, Bulleted List, Comment, Directory,

Glossary, Listing, Menu, Numbered List, and Preformatted.

Choosing the Index command and a specific format returns a list of all occurrences of that format within the document. To close the Index list, click on its close box. See also HTML Code Indexing.

Formats related directly to font style are found under the Font menu (the "A " button).

Back to Utility menu, on to Anchor menu, or return to Contents.