I-View Help Index

How To

[Change or Setup a new Home Page.](#)
[Change the default tag font attributes.](#)
[Setup External Viewers or Helper Applications.](#)
[Edit the current document source HTML.](#)
[Save an HTML page WITH IMAGES.](#)
[Save an HTML page as plain text.](#)
[Add a new Hot List File.](#)
[Edit the default or current Hot List file.](#)

Commands

[File menu](#)
[Options menu](#)
[Navigate menu](#)
[Help menu](#)

File menu commands

The File menu offers the following commands:

Open	Open an HTML file from your local disk.
Reload	Reload the current HTML file.
Setup Homepage	Specify which file for your Homepage.
Setup Hotlist	Specify the Hotlist you wish to use.
Edit HTML Source	Opens current HTML page source in editor.
Edit Config. File	Opens I-View.ini to setup helper applications and viewers.
Edit Hotlist File	Opens current Hotlist file to edit.
Save as HTML	Saves current HTML page in HTML format.
Save as ASCII	Saves current HTML page in plain text (without HTML codes).
Print	Prints the current HTML document.
Print Preview	Displays the document on the screen as it would appear printed.
Print Setup	Displays the Printer Setup controls.
Exit	Exits I-View

Options menu commands

The Options menu offers the following commands:

Toolbar   Shows or hides the toolbar.
Status Bar   Shows or hides the status bar.
Font   Allows you to set your I-View font settings (font, style and size).
Save Settings on Exit   Enable/Disable saving changes to your default settings on exit.

Use the Font command to change how Normal, Heading levels 1 through 6, and Preformatted text appear in your I-View display. You may change the font, style and size for any of these HTML tags. The Options menu provides control of your interface and how your   I-View program displays the HTML formatting tags, not how other browswers will display your source HTML code.

☞   **Tip:** The Options menu provides control of your interface and how your   I-View program displays HTML formatting tags, not how other browswers will display your source HTML code.

Navigate menu commands

The Navigate menu offers the following commands:

Homepage   Go to the default Home page.
Previous   Go back to the previous page.
Next   Go forward to the next page.
Hotlist   Opens the current Hotlist to select a document

☞   **Tip:** You can change the default home page by selecting Setup Homepage from the File Menu or open the I-View.ini file in your Windows Notepad and search for the section called: [Homepage] iview.htm. Edit the iview.htm file name with the file name and path you
want to be your new default Home Page.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index	Offers you an index to topics on which you can get help.
Using Help	Provides general instructions on using help.
About I-View	Displays the version number of this application.

Open command (File menu)

Use this command to open an existing document in a window.
Use this command to select a file to open from a dialog box. Open presents a file selection dialog box, listing the HTML files on your local disk. The dialog box allows you to specify the file you want to open. By default, IView displays all files listed in the current directory or folder with the **.htm** file extension.   You may change directories or folders by simply clicking one of the folders listed in the right hand portion of the dialogue box.

Change to the directory or folder where you have saved the file you want to open. You may have to change location to a floppy disk drive by using the Drives pull down menu. If the file you are looking for is not listed, be sure to the List of File Type to *.*. This will force IView to list all files in the current folder, regardless of their file extension or name.

☞   **Tip:** Remember all HTML files are really plain text files. You may have used Notepad or another ASCII text editor and saved the file with the.txt file extension. You can change the types of files listed by typing *.txt right into the File Name box at the top lefthand corner of the dialogue box.

You can view and edit the document HTML source code with the Edit HTML Source command.

Shortcuts

Toolbar: You can also open a document by using the Open icon on the window Toolbar.

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open.   This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:

.HTM or a list of all files (.*)

Drives

Select the drive in which I-View stores the file that you want to open.

Directories

Select the directory in which I-View stores the file that you want to open.

Reload command (File menu)

Use this command to reload an existing document in a window.
Brings a fresh copy of the current document (from the saved source) to replace the one originally displayed. The reloaded command displays any changes made to the original HTML file from the time of the original display. This command will force I-View to re-read the original source HTML file and reload the document into the window. When you edit the original HTML source code, you will need to save your editing, then reload to allow I-View to read and display your changes from the original file.

Shortcuts

Toolbar: You can also reload the current HTML from the Reload button in the toolbar.

Setup Homepage command (File menu)

Use this command to specify which file you want for your Homepage.
Use this command to setup your own homepage. This command presents a file selection dialog, where you may specify the file you want to use as homepage.

☞ **Tip:** Try creating your own Homepage with your favorite Web sites.
It can also be created as a quick reference page. For example: Try creating a page with all your favorite ftp sites in one section, and all your hot-list stops on the web in another section.

Setup Hotlist command (File menu)

Use this command to specify which Hotlist you currently want loaded in I-View.

Use this command to select current hot list file. This command presents a file selection dialog, where you may specify the hot list file you want to use.

Edit HTML Source command (File menu)

Use this command to open an existing document in a window and edit the HTML source.

Edit source opens a Windows Notepad document displaying the current document HTML source. You can edit the source as in any standard ASCII text file and save. Note: Be sure you are saving with the .htm file extension instead of the standard .txt applied by default from Windows Notepad.

Edit Config. File command (File menu)

Use this command to edit the default I-View configuration file I-View.ini.
This command opens the I-View.ini configuration file in a Windows Notepad document. When you select this command, you are given a notice reminding you changes will not become active until you re-start the I-View application. This forces I-View to re-read the configuration file.

You can edit the configuration file as in any standard ASCII text file. Remember to save the file with the .ini extension. We recommend you make a backup copy of the original .ini file prior to editing the default .ini file. To make a backup copy from within I-View, select the Edit Configuration File command and Save-as I-View.bak to the same location as the original ini.
Then proceed with your changes and Save-as I-view.ini (overwriting the original I-View.ini).

Edit Hotlist File command (File menu)

Use this command to edit an existing Hotlist in a window.
Use this command to edit the current hot list file. The I-View hot list file is in plain text format and is displayed using the Windows Notepad helper application. The first item of each line is HTTP address, the remaining text on each line is the title of current hot list. Any changes you make to the currently active Hotlist list are saved and immediately available for you to use in I-View.

You may have multiple Hotlists, each with its own set of pages. However, you may only have one active hotlist at a time. The Edit Hotlist command loads the currently active Hotlist into Windows Notepad for you to edit. The Navigate menu item Hotlists produces a Hotlist List dialog box offering options that allow you to   Add, Delete, Goto, or Done.

☞   **Tip:** Try opening the new document, then using the Navigate menu Hotlist command. By pressing the Add button, it will edit the Hotlist for you, adding the new page to the current Hotlist! This tecnique can be faster than editing the list in Notepad.

Save as HTML command (File menu)

Use this command to save an existing document in HTML source.
Use this command to save the current HTML with inline images to disk. This command presents a file selection dialog, where you may specify the directory and file name you want to save to.   The saved files can be viewed later using I-View or any WEB browser.

Save as ASCII command (File menu)

Use this command to save an existing document in plain text without HTML codes.
Use this command to save the current HTML document to a plain text (*.txt) file.   When you save a document for the first time, I-View displays the <u>Save As dialog box</u> so you can name your document and specify the location or directory.

This command saves the file without the HTML embedded codes and without the associated image files.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name.   A filename can contain up to eight characters and an extension of up to three characters.   I-View adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Print command (File menu)

Use this command to print the current I-View document. A dialog box lets you select   printing characteristics. In addition to Print, the I-View offers a Print Preview menu item to display the layout of a printed page.

Print Preview command **(File menu)**

Use this command to see a representation of a printed page on screen before you send to the default printer. I-View presents the standard Windows print dialog box and controls.

Print Setup command (File menu)

This command presents a dialog box that lets you specify printing characteristics associated with the current document. You can change the default printer settings using this command.

Exit command (File menu)

Closes the current I-View document and exits the I-View application.
Use this command to end your I-View session.   You can also use the Close command on the application
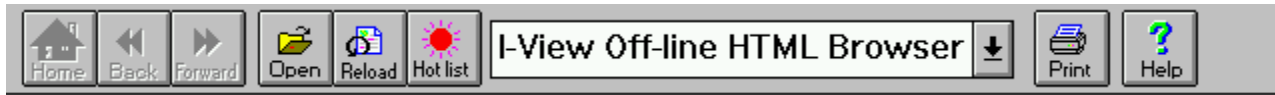Control menu.   I-View prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.
Keys: ALT+F4

Toolbar (Options menu)

The toolbar is displayed across the top of the application window, above the menu bar.   The toolbar provides quick mouse access to many tools used in I-View
This command toggles the display of the toolbar buttons. If checked, the toolbar buttons are shown. You can turn them off by clicking the checked selection to deactivate the Toolbar display.

Click	To
	Go to the default or specified Homepage.
	Open the previously displayed document.
	I-View displays the next document in the history list.
	Open a document (displays the File Open dialog box).
	Reloads the current document and displays new changes.
	Prints the current document as shown in I-View.
	Opens this I-View on-line help system.

Status Bar command (Options menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status Bar (Options menu)

		CAP			

The status bar is displayed at the bottom of the I-View window.   To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus.   This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them.   If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Font command (Options menu)

Use this command to change your HTML font attributes. I-View lets you choose a character set or font display for each of the standard HTML header tags.   The Font command uses a fly out menu where you may select Normal, Header 1 through 6, or Preformatted tags. Select which tag you wish to change and a Font dialog box appears. The Font dialog box allows you to change the Font, Font Style, and Font Size. In addition, it provides a preview bar to show you how your changes will appear in I-View.

☞   **Tip:** We recommend you use the standard default font settings while creating your Web documents. The default settings will provide you the best indication of how your pages will appear in most browsers. Remember, you can change the way I-View displays your fonts on your system - however, these settings only effect your display. You cannot change the default settings for your audience browsers. However, when you develop advanced HTML skills, you will find opportunities to control the font display on remote browsers.

Save Settings on Exit command (Options menu)

Use this command to save any program changes you have made in I-View. Changes you have made in the working environment (like toolbar on or off) will be saved. Using this command, I-View will launch with your working environment preferences.

Homepage command (Navigate menu)

Use this command to navigate to your own homepage. This command takes you where you may specify the file you want to use as homepage. You may change this default homage by using the   Setup Homepage in the File Menu.

☞   **Tip:** Try creating your own hompage with your favorite Web sites. It can also be created as a quick reference page. For example: Try creating a page with all your favorite ftp sites in one section, and all your hot-list stops on the web in another section.

Previous command (Navigate menu)

Use this command to switch to the previous open document window.   I-View determines which window is previous according to the order in which you opened the windows.

Shortcuts

Toolbar: You can also navigate the current HTML from the Back button in the toolbar.

Next command (Navigate menu)

Use this command to switch to the next document window.   I-View determines which window is next according to the order in which you opened the windows.

Shortcuts

Toolbar: You can also navigate the next HTML from the Forward button in the toolbar.

Hotlist command (Navigate menu)

The Hotlist command provides a Window for manipulating and navigating your current Hotlist. Use the following commands presented in the Hotlist Window to:

Add   To add an entry to your current Hotlist
Delete   To delete an entry in your current Hotlist
Goto   To navigate to the document locally.
Done   To close the Hotlist window.

Shortcuts

Toolbar: You can also select a new document to display from the Hot List button in the toolbar.

Index command (Help menu)

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using I-View and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About I-View command (Help menu)

Use this command to display the copyright notice and version number of your copy of I-View.

Title Bar

The title bar is located along the top of a window.   It contains the name of the application and document.

To move the window, drag the title bar.   Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:
- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the document window.   The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document.   You can use the mouse to scroll to other parts of the document.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut
Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut
    Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the I-View window to an icon.

Shortcut

    Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.
☞

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time.   You can close all windows at once with the Close command on the File menu.

Shortcuts
    Keys: CTRL+F4 closes a document window
                    ALT+F4 closes the I-View window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command **(application Control menu)**

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

Shortcut
Keys: CTRL+ESC

Dialog Box Options
When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List
Select the application you want to switch to or close.

Switch To
Makes the selected application active.

End Task
Closes the selected application.

Cancel
Closes the Task List box.

Cascade
Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

Tile
Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

Arrange Icons
Arranges the icons of all minimized applications across the bottom of the screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

How do I setup my own home page ?

Select the "File --> Setup Homepage" menu. In the file dialog, select the HTML file you want to use as your home page.

How do I change the default tag font attributes?

Select "Options menu --> Font (flyout choice)" menu feature.
Select tag to change and a Font dialog box appears.
Change the Font, Font Style, and Font Size.
Select OK.

☞   **Tip:** We recommend you use the standard default font settings while creating your Web documents. The default settings will provide you the best indication of how your pages will appear in most browsers. Remember, you can change the way I-View displays your fonts on your system - however, these settings only effect   your display. You cannot change the default settings for your audience browsers. However, when you develop advanced HTML skills, you will find opportunities to control the font display on remote browsers.

How do I setup my external viewer programs for GIF, MOV, etc ?

Edit your autoexec.bat file, add the external viewer in your DOS search path.

Enable the Options --> Save Settings On Exit menu feature.

Selecting the "File --> Edit Configure File" menu allows you to use Windows Notepad to change the I-View configuration file. In the first section of the configuration file, add:

.jpg   lview.exe

if you want to use lview program to view JPG files.

Can I edit the current HTML file in I-View ?

Yes.   Select the "File --> Edit HTML Source" menu, and I-View will load Windows Notepad to edit the current HTML file.   After editing, you can   click on the "Reload" button to see what it looks like.

How do I save a HTML page to disk WITH IMAGES in I-View ?

Use the "File --> Save As HTML" menu, it is as easy as saving a file.

How do I save a HTML page as a plain text file in I-View ?

Use the "File --> Save As ASCII" menu.

Can I have more than one hot list file in I-View ?

Yes.   You can have an unlimited number of hot list files in I-View.
Use the "File --> Setup Hot List File" menu to select the hot list file you want to use.   It is a good idea to have different hot list files for information belonging to different categories.

8. How do I edit the current hot list file ?

Use the "File --> Edit Hot List File" menu.   I-View will load Windows Notepad to edit the current hot list file.   Please keep at least two words per line while you are editing the file.