

HTML Easy! Pro

HTML Easy! Pro is a [hypertext](#) document editor for Microsoft Windows 3.1 that you can use to create [HTML](#) files. HTML is a hypertext format used on the [World Wide Web](#). By using **HTML Easy! Pro**, you can create you own Web page!

Mark and Tag it!: A Quick Preview

Heres a quick preview on what you can do with **HTML Easy! Pro**.

Lets say you want to mark a phrase in **bold**. Start up **HTML Easy! Pro** you should see a blank document window. On the blank document window, type This should be in BOLD type!. Now select or highlight this phrase with your mouse. Once the phrase is selected, press the **B** (for bold) icon on the toolbar or type CTRL-B.

The resulting text should look like this:

```
<B>This should be in BOLD type!</B>
```

You can use this method with other tags. However, some HTML tags are used singly, like **Paragraph**, **Line Break**, **Horizontal Rule**, and thus you dont have to mark any word. Just place the cursor at the point where you want a particular function.

For example, to insert the HTML paragraph tag into the active document, place your cursor at either the end of the paragraph or at the beginning, depending on your preference:

```
This will be a paragraph.<P>
```

Using HTML Easy! Pro

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Short-Cut Keys List

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Feed Back

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Hypertext

is a text format with graphics, hyperlink, and other medias.

HTML

or **HyperText Markup Language** is a way of marking up documents with tags that shows a program that can read HTML how it should display the document and any hypertext links defined within the document.

World Wide Web

is the newest hypertext-based information and resource system for the Internet.

Creating a Simple and Basic HTML Document

Before you begin, there are a few general rules to be followed when creating your Web pages in HTML. Every HTML document should start with the `<HTML>` tag to inform the Web browser to expect this type of document. The rest of the document is split into two main parts: the **Head** containing information about the document and the **Body** containing the main text of the page.

An example of a basic HTML document

```
<HTML>

<HEAD>
<TITLE> A basic HTML document </TITLE>
</HEAD>

<BODY>

<H1>My First Level Heading</H1>

This is the body text of my document.<P>

</BODY>
</HTML>
```

The **Title** text, A basic HTML document in the example above, is inserted in the Title Bar of your browser, which becomes your page title. Basically, the **Title** is all that will be contained in the **Head** of an HTML document. The body text appears as a single paragraph in the main body of the browser.

More HTML Tags

HTML Tags

Heading

`<H1></H1>.....<H6></H6>`

Centering

`<CENTER></CENTER>`

Paragraph

`<P>`

Line Break

`
`

Horizontal Rule

`<HR>`

Font BOLD

``

ITALIC

`<I></I>`

Font Underline

`<U></U>`

Making a Simple Table: A Tutorial

First, press **Tables** button. Then **Tables** tool bar will appear just above the document window. Then, type the following test text:

```
hello!  
11  
12  
  
21  
22
```

Highlight 11 and press **Table Header**. Do the same with 12. The resulting text should look like this:

```
<TH>11</TH>  
<TH>12</TH>
```

Highlight the resulting text with your cursor at the line above `<TH>11</TH>` until below the line `<TH>12</TH>`. Choose **Table Row** and press OK. The resulting text should now be like this:

```
<TR>  
<TH>11</TH>  
<TH>12</TH>  
</TR>
```

Do the same procedures with 21 and 22.

Mark hello! with **Caption**. The resulting text should be like this:

```
<CAPTION>hello!</CAPTION>  
<TR>  
<TH>11</TH>  
<TH>12</TH>  
</TR>  
  
<TR>  
<TD>21</TD>
```



```
<TD>22</TD>
</TR>
```

Select the whole text and press **TABLE** and press OK! The final resulting text should be like below. You have now a finished making a simple table. Save the document first before you can test it with your browser.

```
<TABLE BORDER>
<CAPTION>hello!</CAPTION>
  <TR>
    <TH>11</TH>
    <TH>12</TH>
  </TR>

  <TR>
    <TD>21</TD>
    <TD>22</TD>
  </TR>
</TABLE>
```

Adding More Features on Your Document

1. Adding List on Document

a. Numbered List

- * Select the **Numbered List Button** on the tool bar.
- * Select the **Number type** (default is numbered).
- * Type in your list text after ``.
- * Add more list Items by pressing **Put List Item** button.
- * Example :

```
<OL>
<LI>1st List item
<LI>2nd List item
:
<LI> Last Item
</OL>
```

b. Bulleted List

- * On tool bar select Bulleted List Button.
- * Select the **Bullet type**.
- * Type in your list text after ``.
- * Add more list Items by pressing **Put List Item** button.
- * Example :

```
<UL>
<LI>1st List item
<LI>2nd List item
:
<LI> Last Item
</UL>
```

2. Adding Definition List

The Definition list is like the Numbered list and Bulleted list.

- * Example:

```
<DL>
<DT>1st Definition Title
<DD>Definition
<DT>2nd Definition Title
<DD>Definition
:
```

<DT>Last Definition Title

<DD>Definition

</DL>

Customizing Your Own Template

The template is used for new documents. By default, when you choose **File | Load Template**, it will load the following template into your document.

```
<HTML>
<HEAD> </HEAD>
<TITLE> </TITLE>
<BODY>

</BODY>
</HTML>
```

You can save a lot of time by creating your own HTML template. You can add your own texts or tags into the **Template**. The **Template** file name is TEMPLATE.HTM. You can open it in **HTML Easy! Pro**, then customize and save it as your template file.

Additional Features in HTML Easy! Pro

1. **Using Color and Texture**
2. **Using Remote Hyperlink**
3. **Using Local Hyperlink**
4. **Using Shortcut Keys to Accelerate Editing**

Using Color and Texture

In **HTML Easy! Pro**, changing or adding background and text color is easy. You just select **HTML | Document | Color And Texture**, and choose the options you want.

Using Remote Hyperlink

Hyperlink is a method to link your documents to other documents or files. Remote hyperlink, on the other hand, is a link outside the current HTML document. The link can be HTTP, FTP, EMAIL, among others. Other documents can also be reached by Remote Hyperlink. To use remote hyperlink, press the **Hyperlink** button. When the Hyperlink menu shows up, choose **Remote**. Then fill the URL or file that you want to link. For example:

```
<A HREF="http://www.seed.net.tw/~milkylin/">Basic Concept  
Studio</A>
```

Using Local Hyperlink

Hyperlink is a method to link your documents to other documents or files. A local hyperlink is a link within the current HTML document. For hyperlinks within the same document, first select the target by pressing the **Target** button and typing in the **Target Name**. Then, press the **Hyperlink** button and choose **Local**. Select the **Target Name** from the **Exist Target** menu. The result will be as in the following example:

```
<A NAME="loveU">Click "I Love U", you will be here</A>
```

```
<A HREF="#loveU">I love U</A>
```


Using Shortcut Keys to Accelerate Editing

Shortcut Keys is a very convenient feature. When you are familiar with HTML commands, you can just type a few words, mark it, and press the corresponding [shortcut](#). For example:

Type "Heading Level 1", then mark it.

Press Shift-F1 to mark it as **Heading 1** ...

```
<H1>Heading Level 1</H1>
```

Shortcut Keys List

Shortcut Keys List

Function	Short-Cut Key
Undo	Ctrl-Z
Redo	Ctrl-Y
Find	Ctrl-F
Find Next	Ctrl-N
Bold	Ctrl-B
Italic	Ctrl-I
Underline	Ctrl-U
Center	Ctrl-C
Comment	Ctrl-O
Paragraph	Ctrl-P
Line Break	Ctrl-K
H. Rule	Ctrl-H
Image	Ctrl-M
Target	Ctrl-T
Hyperlink	Ctrl-L
Heading 1	Shift-F1
Heading 2	Shift-F2
Heading 3	Shift-F3
Heading 4	Shift-F4
Heading 5	Shift-F5
Heading 6	Shift-F6
Font Size 7	F7
Font Size 6	F6
Font Size 5	F5
Font Size 4	F4
Font Size 3	F3
Font Size 2	F2

Font Size 1 F1

Repeat Last Command Ctrl-R

Pop-Up Menu Right Mouse Button
HTML Box Ctrl-Right Mouse Button

Macro and Entities

Macro

By using the **Macro** function, you can insert a text string that you have to type very often. To use it, type any text in the **Macro** combo box and press the **Insert** button. Then **HTML Easy! Pro** will save it for future use. When you need it, select it from the **Macro** combo box and press the **Insert** button. Press the **Delete** button if you don't need it anymore.

Entities

Like Macro, you just choose any entity from the **Entities** combo box and press **Insert**.

Entities Hot Key

If you think it is slow to use **Insert**, **HTML Easy! Pro** offers a Hot Key definition function for you. First, choose an entity from the **Entities** combo box and then press the **Hot Key** button. Choose a **Hot Key** for the entity from the drop down list.

