

WinHTML Functions

Introduction WinHTML is a complete solution for developing your own World Wide Web Home Page. It provides a simple interface that automatically generates your HTML codes, helping you quickly and easily create and update your homepages.

WinHTML includes support for forms, tables, extended and ASCII characters, several special characters, descriptive character highlighting, several list types, and multimedia files; it even remembers your E-mail ID and previously used images or URLs to simplify the addition of frequently used references to new documents.

Thank you for trying WinHTML. Your comments and suggestions are welcome; our goal is to make WinHTML a intuitive, easy to use program, with all of the functionality needed for creating and maintaining your Web documents. Please feel free to contact us at:

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Format This document is divided into four parts:

- 1) Menus
- 2) Menu quick access keys
- 3) Toolbars
- 4) Appendix - Supported HTML mark ups

For a quick description of all of the HTML codes supported, please review the Appendix. This is a good starting point if you want to get a better understanding of HTML.

All of this information is included in the on-line help feature of the professional version of WinHTML.

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Section 1 **Menus**

WinHTML uses menus in much the same way as most other Windows programs. The menu titles that appear across the top of the program window are:

File - opening, closing and saving files, and printing.

Edit - cut, copy, paste, delete, find, and replace.

Document - Add basic document constructs, i.e., <HTML>, <HEAD>, <ISINDEX>, <TITLE> and <BODY>

Styles - change the way document text will appear when viewed with an HTML viewer, e.g., Netscape or Mosaic derivatives.

Insert - Add lists and other HTML constructs and tags to the document.

Forms - Add HTML Form tagging to the document.

Special - Tables, text alignment, Go To Home page, and copyright mark ups.

Window - change WinHTML settings to your liking, cascade and tile windows, and activate an open document.

Help - access to this .WRI document, registration information and about box.

File Menu **New** - creates a new HTML document. You will be prompted to select which template (the WinHTML default or a *.HTT file in the program directory) to use for the new document. If you select the WinHTML default, you will be prompted for the document title, which will appear in an HTML browser when someone views your page (this is not the filename), and your new document will include a complete header with the title and a space for comments; the text "Your Document Here" appears where your body text will go.

Open - opens an existing HTML document. The default file suffix filter is *.htm and *.html (in case your operating environment supports it). You can also filter for document templates, text files or all files.

Close - closes the active document. You will be prompted to save if this document has been changed but not saved.

Save - save the document to disk.

Save As - save this document to disk with a different file name.

Get File - insert an existing file into the current document (at the cursor position). Use this to import a file into to an HTML document. The default file suffix filter is *.htm and *.html; you can also filter for templates, text files, or all files.

Delete File - delete a file from the disk without resorting to File Manager. The default file suffix filter is *.htm and *.html; you can also filter for templates, text files, or all files.

Print - prints the active document, or a selection of the document. You will be prompted for the number of copies, and selection versus the whole document.

To print just a selection of a document, highlight the text to print, then select Print from the File menu.

Print Setup - select printer, paper orientation, and other printer specific options.

Exit - terminates WinHTML. You will be prompted to save any documents that have been changed but not saved

Recent Files List - a list of your last four open files. An alternative to using File/Open again and again on some of your most often accessed documents.

Edit Menu **Cut** - remove the selected text from the document and place it on the clipboard.

Copy - leave the selected text intact, and place a copy on the clipboard.

Paste - copy the clipboard text to the cursor position. If text is highlighted, it will be replaced.

Delete - remove the selected text from the document

Select All - select and highlight all text in the active document

Find - you will be prompted for the text sequence to find in the active document

Find Next - search again for the "Find" string

Find Previous - search for the previous occurrence of the "Find" string

Replace - Replace certain text in the document with different text. Options are to verify each occurrence before replacing, or replacing all occurrences in the

document without confirmation.

Document Menu

Basic HTML mark ups for documents that define the main regions of the page.

HTML - this tag defines the bounds of the document. <HTML> is the first element in the document, and </HTML> is the last.

Head - defines the heading of the document

Isindex - Generally appears in the heading of the document: indicates that this document describes a searchable database.

Title - Must be included in the heading of the document, and will appear in an HTML browser when someone views your page (this is not the filename)

Body - the main viewable region of the document

Styles Menu Except for those listed, picks from this menu have the effect of changing the appearance of the selected text when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; text can be added between the tags later.

The selected text will remain highlighted to facilitate the process of assigning multiple simultaneous styles.

Preformatted - Whitespace and linefeeds are preserved, and the text is displayed "as is". Additional formatting and tagging is permitted within the Preformatted region.

Pref., No Tags - The same as Preformatted, but NO TAGS will be recognized.

Plaintext - Any text to the end of the document will be treated as plain text. Most Web Browsers do not support a </plaintext> ending tag, and will ignore all remaining HTML codes in the document.

Insert Menu All picks on this menu create an HTML object at the cursor position in the active document.

Lists - Note that list items can also be lists, creating sublists. Depending on your browser, sublists may have bullets, squares, diamonds, or triangles in front of each list item. Try it!

ListAssist - Use this feature to insert various types of lists, including lists that use images you select for bullets.

ListAssist will also convert existing text to a list: highlight a block of text (could even include ordered lists, unordered lists, etc.) and select ListAssist; once you chose the new list sytle, the highlighted text is converted!

Ordered List - creates a list, with two list items. When displayed in an HTML browser, each list item will be numbered.

Bulleted List - creates an unordered list, with two list items. When displayed in an HTML browser, each list item will be bulleted.

Directory List - creates an unordered list, with two list items. Depending on the HTML browser, each list item may be bulleted or have some other effect.

Menu List - creates an unordered list, with two list items. Depending on the HTML browser, each list item may be bulleted or have some other effect.

Add List Item - adds a new item for any of the lists above.

Descriptive List - creates a descriptive list at the cursor. Descriptive lists contain pairs of terms <DT> and a descriptions <DD>. The descriptions are indented without bullets or other effects, which makes descriptive lists great for describing items or glossary definitions.

Data Term - inserts a single descriptive list data term

Data Definition - inserts a single descriptive list data description

Separators - Most Web browsers will ignore carriage returns and tabs in the body of an HTML document. The following separators increase the readability of your Web documents.

Newline - CRLF: Splits the text following onto the next line

Paragraph - skip a line: inserts a blank line before the text following

Horizontal Rule - line across the page to separate two sections

Inline Image - opens a dialog to insert a GIF file. Select the GIF to use from the drop down list, browse the available file systems, or type in the path to the GIF (the path should be from the point of view of the Web server). Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of GIF files used, for easy recall later; to delete GIFs from this list, select the path from the list box and click the Remove From List button.

Name/Anchor - create a location in the document to which browsers can be sent. A dialog box will open, requesting a unique name for this anchor.

Jump to an Anchor - create a "Hot Spot" that will cause a user to branch to a specific location in the document, as described above. A dialog box will open, requesting the name of the anchor to go to.

Link to a URL - opens a dialog to insert a reference that instructs Web Browser to jump to another local Web page, another Web site, or to get MultiMedia, text, or other files. Select the URL from the drop down list, browse the available file systems if a local file of the same name exists, or type in the URL; click OK, and the correct HTML sequence will be loaded into the document..

This function keeps an ongoing list of URLs used, for easy recall later; to delete URLs from this list, select the URL from the list box and click the Remove From List button.

Mailto - If your E-mail address has been defined, it will be automatically added into the document so that Web Browsers can send you mail easily. If no E-mail ID is configured, you will be promoted to type it in.

Ampersand - insert the HTML equivalent "&"; the "&" is a special character to Web Browsers.

< Less Than - insert the HTML equivalent "<"; the "<" is a special character to Web Browsers

> Greater Than - insert the HTML equivalent ">"; the ">" is a special character to Web Browsers

" Double Quotes - insert the HTML equivalent """; the """ is a special character to Web Browsers

Non-breaking Space - A space between words that must remain together on the same line, e.g., July 23, 1995.

ASCII Characters - Allows use of any of the 255 ASCII characters. You will be prompted to enter the ASCII value for this character, and the proper sequence will be added so that this character appears when Web Browsers view the document.

Comment - Inserts hidden comment into the document. Comments can be placed anywhere, and are not displayed by any Web Browsers. Use comments to keep track of page layout, dates, revisions, and anything else you need.

Forms Menu Create HTML forms to allow users to input information (e.g., for surveys or order entry)

Form - Create a new form region on the page. All of the following form elements are valid only within a <FORM> ... </FORM> region.

Input Field - Create form elements for entering information or indicating choices: Text, Passwords, Checkbox, Radio Buttons, Submit Button, Image Button, Reset Button, and Hidden areas.

Select Field - Define a list box of choices; can be single- or multi-select.

Option - used with the Select Field above to define the choices that appear in the list box.

Text Area - area for user text entry on the HTML form

Special Menu

Other HTML mark ups that you may wish to use in your documents

Registered - Inserts the HTML mark up for indicating registered trademark protection.

Trademark - Inserts the HTML mark up for indicating trademark protection.

Copyright - Inserts the HTML mark up for indicating copyright protection.

Date/time - Inserts the current date and time, in a variety of formats. Can be configured as a comment, or as a "last updated" indicator.

Go To Homepage - If configured, inserts an image button and the "Go To Homepage", with a single click.

Right Justified - May not be supported by all browsers!

Centered - May not be supported by all browsers!

Subscript - May not be supported by all browsers!

Superscript - May not be supported by all browsers!

Blink - May not be supported by all browsers!

Note on Tables - A reminder that tables are part of HTML 3.0, and customers using older browsers may not be able to make sense of the HTML tables.

Start Table - Inserts starting and ending tags for an HTML table. Select bordered or borderless table.

Table Heading - Define the top heading for your table. Heading elements can be centered, left or right justified.

Table Row - Indicates the beginning of a new row.

Cell Entry - Indicates a new cell in the current row. Cell elements can be centered, left or right justified.

Window Menu

Preferences - Pops up a window from which you define your E-mail address, enter key behavior, file locations, default template, and WinHTML screen colors and fonts.

Refer to Preferences in Section 3, Main Toolbar Configuration Buttons.

Extended Characters - Opens a floating toolbox for the ASCII characters that don't appear on some keyboards; these characters are used in certain languages, or in describing the pronunciation of words. The toolbox provides the option of inserting the actual characters into your document, or the HTML description of the character; the latter is recommended, as some browsers may not display the actual characters properly.

Select the character to insert, then click "Insert Character into Document" to put the extended character itself into your document, or select "Insert HTML into Document" to put the HTML code for the character into your document. Continue with any other characters, then click "Quit" to get rid of the toolbox.

Extended Toolbar - Toggle the second toolbar region off and on.

Cascade - Cascade all open documents within the application window, arranged from upper left.

Horizontal Tile - Horizontal tile arrange all open documents within the application window.

Vertical Tile - Vertical tile arrange all open documents within the application window.

Arrange icons - Line up any icons for minimized documents within the application window.

Open Files List - A list of your all currently active files in WinHTML. Return to any open document by clicking the menu for that filename.

Help Menu **HTML Manual** - Access to this online .WRI file.

How To Register - Instructions for registering your copy of WinHTML. If you have already registered, this menu option will be displayed only when no documents are open.

Register Now - Opens a signup form for inputting your registration information. If your registration information is not correct, you will not be able to save this information. If you have already registered, this menu option will be displayed only when no documents are open.

Getting Help from Gulf Coast - Support information, plus instructions on contacting the Association of Shareware Professionals if, after purchasing this program, you encounter problems in dealing with Gulf Coast SoftWare Corp.

About - Copyright and version information about the program.

Section 2 Menu Quick Access Keys

Several menu items can be accessed by keyboard sequences. These are:

File Menu	New	Ctrl+N
	Open	Ctrl+O
	Save	Ctrl+S
	Save As	Ctrl+A
	Get File	Ctrl+G
	Delete File	Ctrl+D
	Print	Ctrl+P
	Print Setup	Ctrl+R
Edit Menu	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	Delete	Del
	Find Next	F3
	Find Previous	Shift+F3
Styles Menu	Heading Level 1	Ctrl+1
	Heading Level 2	Ctrl+2
	Heading Level 3	Ctrl+3
	Heading Level 4	Ctrl+4
	Heading Level 5	Ctrl+5
	Heading Level 6	Ctrl+6
	Bold	Ctrl+B
	Italic	Ctrl+I
	Strikethrough	Ctrl+K
	Typewriter	Ctrl+T
	Underline	Ctrl+U
	Preformatted	Ctrl+F

Section 3 Toolbars

This section describes the functions available from the toolbars; the functions are the same as certain menu functions, but the complete description is listed here to save you the trouble of flipping this page back and forth. Buttons are listed from left to right, with a short description of the icon in parentheses.

Main Toolbar File Buttons

New File (Blank sheet of paper) - creates a new HTML document using the defined default template. If using the WinHTML Default template, you will be prompted for the document title, and your new document will include a complete header with the title and a space for comments; the text "Your Document Here" appears where your body text will go.

Open File (Opening file folder) - opens an existing HTML document. The default file suffix filter is *.htm and *.html (in case your operating environment supports it). You can also filter for templates, text files, or all files.

Save File (Floppy disk) - save the document to disk. Use the HTTP suffix to save a document as a template upon which to base other documents.

Delete File (Pencil eraser) - delete a file from the disk without resorting to File Manager. The default file suffix filter is *.htm and *.html; you can also filter for templates, text files, or all files.

Print (Printer with paper) - prints the active document, or a selection of the document. You will be prompted for the number of copies, and selection versus the whole document. To print just a selection of a document, highlight the text to print, then click the print button.

Main Toolbar Edit Buttons

Cut (Scissors) - remove the selected text from the document and place it on the clipboard.

Copy (Two pieces of paper) - leave the selected text intact, and place a copy on the clipboard.

Paste (Glue and paper) - copy the clipboard text to the cursor position. If text is highlighted, it will be replaced.

Delete (Big X) - remove the selected text from the document.

Search (Binoculars) - locate the occurrence of a specific string in the document.

Main Toolbar Style Buttons

These buttons have the effect of changing the appearance of the selected text when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; text can be added between the tags later.

Bold (Big, Bold B) - Mark selected text as HTML bold.

Italic (Italic I) - Mark selected text as HTML italic.

Strikethrough (Strikethrough S) - Mark selected text as HTML strikethrough.

Typewriter Text (Two lowercase t's) - Mark selected text as HTML typewriter type.

Underline (Underlined lowercase u) - Mark selected text as HTML underlined.

Preformatted (Lowercase pre) - Mark selected text as HTML preformatted (preserves white space).

Main Toolbar White Space Buttons

Increase the readability of your Web documents.

Newline (Folded arrow) - CRLF: Splits the text following onto the next line

Paragraph (Paragraph symbol) - skip a line: inserts a blank line before the text following

Horizontal Rule (Horizontal line labeled "HR") - line across the page to separate two sections

Main Toolbar Configuration Buttons

HTML Viewer (Paper with magnifying glass) - save the active document, and load the configured Web Browser to look at this page. If no Web Browser is configured, you will be given the opportunity to browse through all available disks to find one to use.

Preferences (Tools) - Pops up a window from which you define your E-mail address, enter key behavior, file locations, default template, and WinHTML screen colors and fonts.

E-mail Address - enter your E-mail address in the dialog box. Once configured, any time you insert a MAILTO reference, your E-mail Address will be automatically added.

Enter Key Behavior - Configure the Enter key to send just a CRLF, or to actually insert an HTML new line. Since most Web Browsers ignore white space, it is useful to use the suggested HTML new line.

Location of Files - Define HTML document directory; select a Web Browser to use to view your documents as they are created (you can browse through all available drives to find one to use); to facilitate creating URL's, define the web server directories for HTML documents, Images, and MultiMedia files; define the file, icon and text for your "Go To Homepage" references.

Default Template - Define the document template to be used when creating new documents with the "New File" button. You can create your own templates by saving documents with the HTT suffix.

Colors - select the background and foreground colors for WinHTML document windows. The default is black on white.

Fonts - select the font style for WinHTML document windows. The default is Regular MS Sans Serif, 10 points.

Extended Toolbar Insert Buttons

Name/Anchor (Page with a red #) - create a location in the document to which browsers can be sent. A dialog box will open, requesting a unique name for this anchor.

Jump to an Anchor (Page with a red arrow pointing at a #) - create a "Hot Spot" that will cause a user to branch to a specific location in the document, as described above. A dialog box will open, requesting the name of the anchor to go to.

Link to a URL (A few links of chain) - opens a dialog to insert a reference that instructs Web Browser to jump to another local Web page, another Web site, or to get MultiMedia, text, or other files. Select the URL from the drop down list, browse the available filesystems if a local file of the same name exists, or type in the URL; click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of URLs used, for easy recall later; to delete URLs from this list, select the URL from the list box and click the Remove From List button.

Mailto (Envelope) - If your E-mail address has been defined, it will be automatically added into the document so that Web Browsers can send you mail easily. If no E-mail ID is configured, you will be promoted to type it in.

Inline Image (Picture of an ocean sunset) - opens a dialog to insert a GIF file. Select the GIF to use from the drop down list, browse the available filesystems, or type in the path to the GIF (the path should be from the point of view of the Web server). Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of GIF files used, for easy recall later; to delete GIFs from this list, select the path from the list box and click the Remove From List button.

Less Than (<) - insert the HTML equivalent "<"; the "<" is a special character to Web Browsers

Greater Than (>) - insert the HTML equivalent ">"; the ">" is a special character to Web Browsers

Ampersand (&) - insert the HTML equivalent "&"; the "&" is a special character to Web Browsers.

Double Quotes (") - insert the HTML equivalent """; the """ is a special character to Web Browsers

Non-breaking Space (Lowercase nbsp) - A space between words that must remain together on the same line, e.g., July 23, 1995.

Extended Toolbar Style Buttons

Headings (H1 through H6) - Configure the selected text to appear as headings when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; heading text can be added between the tags later.

Extended Toolbar List Buttons

Ordered List (Three item list with numbers 1 - 3) - creates an ordered list with two list items. When displayed in an HTML browser, each list item will be numbered.

List Assist (Three item list with three bullets) - creates a variety of HTML lists, including a list that uses custom GIFs for bullets.

If text is selected (highlighted) when this button is pressed, the selection is converted to a list with a new list item at each new line; blank lines are skipped and existing lists are embedded as sub-lists in the new list.

Custom List (Three item list with colored bullets) - creates an HTML list that uses an image file to define the bullets. If text is selected (highlighted) when this button is pressed, the selection is converted to a list with a new list item at each new line; existing lists (excluding descriptive lists) are converted to use the selected image.

Add List Item (Three list items, one highlighted) - adds a new item for an Ordered, Bulleted, Directory, or Menu list.

Descriptive List (Two short descriptive lists) - creates a descriptive list at the cursor. Descriptive lists contain pairs of terms <DT> and a descriptions <DD>. The descriptions are indented without bullets or other effects, which makes descriptive lists great for describing items or glossary definitions.

Descriptive Item (Two short descriptive lists, second one highlighted) - inserts a descriptive list term/description pair.

Appendix - HTML Tags Supported By WinHTML 1.1

All HTML Documents

Define as HTML document	<HTML>...</HTML>
Define the header	<HEAD>...</HEAD>
Document is a searchable database (in the header)	<ISINDEX>
Document title (in the header)	<TITLE>...</TITLE>
Document body (after the header)	<BODY>...</BODY>

Text Attributes

Bold	...
Italic	<I>...</I>
Strikethrough	<STRIKE>...</STRIKE>
Typewriter Text	<TT>...</TT>
Underline	<U>...</U>
Preformatted	<PRE>...</PRE>
Plaintext (turns "off" HTML for the remainder of the document)	<PLAINTEXT>

These **Highlights** may be interpreted differently by different browsers or viewers

Address	<ADDRESS>...</ADDRESS>
Block Quote	<BLOCKQUOTE>...</BLOCKQUOTE>
Citation	<CITE>...</CITE>
Source Code	<CODE>...</CODE>
Definition	<DFN>...</DFN>
Emphasized	...
Keyboard Input	<KBD>...</KBD>
Keyword	<KEY>...</KEY>
Listing	<LISTING>...</LISTING>
Samples	<SAMP>...</SAMP>
Stronger Emphasized	...
Variable Name	<VAR>...</VAR>

Separators: Most browsers will ignore line breaks and carriage returns, and run all of your text together

Paragraph Break	<P>
New Line	
Horizontal Rule	<HR>

Ordered List

```
<OL>
<LI>Bulleted list item
<LI>Another list item
</OL>
```

Unordered List

```
<UL>
<LI>This list will automatically have numbers for each item
<LI>Could be a list of steps
</UL>
```

Directory List

```
<DIR>
<LI>Directory list item 1
<LI>Directory list item 2
</DIR>
```

Menu List

```
<MENU>
<LI>This list will automatically have numbers for each item
<LI>Could be a list of steps
</MENU>
```

Descriptive List

```
<DL>
<DT>Description Title
<DD>Definition
<DT>Another Title
<DD>Another Definition
</DL>
```

Headings

Largest	<code><H1>...</H1></code>
	<code><H2></code> through <code><H5></code> in between
Smallest	<code><H6>...</H6></code>

Indenting

For an indented section in your document, try a Descriptive List with blank `<DT>` fields!

```
<DL>
<DT>
<DD>This text now appears indented
</DL>
```

References

Name/Anchor a location in a document	<code></code>
Jump to an anchor location	<code>Go to middle</code>
Link to another document	<code>Link Text</code>
MAILTO	<code>Mail to the author</code>

Image

```
<IMG ISMAP ALIGN="..." ALT="..." SRC="path/filename.gif">
```

ISMAP defines this image as an image map. Coordinates will be passed to the associated URL.
ALIGN defines the behavior of text immediately following the image; text can be aligned to the image top, middle, or bottom.
ALT defines the text that appears while the image loads, or for text only browsers.

Special Characters - The first four are interpreted as HTML sequences. To actually create these characters, the following representations have been defined:

Generate a &	&
Generate a >	>
Generate a <	<
Generate a "	"
Generate a non-breaking space (words that should be together on one line)	
Generate any ASCII character	&#asciicode; 6 etc.,
Registered Trademark	®
Trademark	™
Copyright	©

Comments are for programmer reference only, and do not show up any browsers
Comments <!-- ... -->

HTML Forms (except for FORM, all form tags must be used within a <FORM>...</FORM> delimited portion of the document)

Define a form region <FORM ACTION="..."
METHOD="...">...</FORM>
ACTION defines program to process the form.
METHOD indicates the data exchange method, POST or GET.

Form input field

<INPUT NAME="..." TYPE="..." ... >
NAME is the symbolic name used when communicating with the program started to process the form.
TYPE is one of

TEXT	Text box
PASSWORD	Text box with **** to hide actual input
CHECKBOX	Either selected or not selected
RADIO	Radio button; only one of associated radio buttons can be selected
SUBMIT	Button to indicate user is ready to submit the form
RESET	Reset all fields to initial values
IMAGE	Use an image for SUBMIT
HIDDEN	Hidden field, useful for passing data

Form Select Field and Options

<SELECT MULTIPLE NAME="...">
<OPTION>...
<OPTION>...
<OPTION SELECTED>...
</SELECT>

