

Web-It! Help Contents

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If you are unfamiliar with how Windows Help works, choose **Help | How To Use Help** from the Help menu now.

Web-It! Standards

Web-It! is meant to be very flexible from a web authors perspective, however there may be so much in this package that it might be overwhelming at first. In this section we will try to fill you in on the ins and outs of Web-It!.

To block or not to block? If you block text, or highlight it for selection, you can import this text into certain edit boxes. For instance, if you block the text **Lincoln Beach Software** and choose the option to insert a link, the text that you have selected will be inserted into the **Reference** edit field. You can select up to 150 characters to use this feature. If you select more than this, the text will not be erased as with standard editors but instead the new text will be inserted just before the selected text.

With a few exceptions, almost every button has a corresponding menu option. The first time Web-It! is initialized all options are turned on. The first option you may wish to turn off is the **Screen Options|Auto Update HTML Viewer**. If this option is left on, the viewer is updated every time you make a change in the editor. This could slow processing down and sometimes keystrokes may be lost if you are a quick typist. If you do turn this option off, there are several ways to perform a manual refresh. Two simple ways are to hit the **F5** key or click on the icon in the Master Button bar that has the lightbulb on it.

In the **HTML Codes** menu option there are many predefined tags that can be used in your document. By choosing **HTML Codes|Add User Codes** you can add new tags as they come into existence. This adds to the value of Web-It! since it will never be outdated.

When you are viewing your web page all of the links are active. If the link is pointing to a valid file then that file will be loaded into the viewer. You can go from page to page if you like. To get your original page to display simply click on the editor where the page code exists and press **F5** to refresh the screen.

Also please note that the viewer will not allow you to edit your document, it is simply a graphical view of your page and provides no links back to the editor.

When you use a Wize Guy to create a portion of your page, each section that you click the **Add** button in will be inserted sequentially in the document. While the editor appears in the background you can click on it to bring it to the foreground and delete or move items that you have inserted. Just be aware that when you go back to the Wize Guy that all new items that are added will be inserted starting from the position where you left the cursor.

If you select an option that opens the [Web Effects Notebook](#) and you wish to add a different item you can select a different page from the tabs at the bottom of the notebook. If you are using a Wize Guy then the tabs are disabled and you must use the **Next** and **Prev** buttons on the Wize Guy form.

These are most of the basic concepts for understanding Web-It! and should get you on your way. Each menu option should be discussed in more detail.

Since the help file will be continually updated there will be a special download option to retrieve just the help document. Just visit our web site at **<http://www.i1.net/~lnclnbch>** and go to the software page.

Note: When addressing our web site it is [HTTP://WWW.I1.NET/~LNCLNBCH](http://WWW.I1.NET/~LNCLNBCH) only in lowercase. The i1 is the letter i and the numeric 1.

Hints on HTML coding

HTML, or HyperText Markup Language, is the language that is used to create web documents. There are numerous codes that are used in HTML but this manual will not go into all of the codes. Instead it will discuss the basics of the HTML structure. The basic underlying structure of an HTML document is as follows:

```
<HTML>
```

```
<HEAD>
```

```
<TITLE>
```

```
Your title here.
```

```
</TITLE>
```

```
</HEAD>
```

```
<BODY>
```

```
Contents of your page goes here.
```

```
</BODY>
```

```
</HTML>
```

Each code, or tag, consists of a beginning and an ending tag. The ending tag is identical to the beginning one with the exception of the additional forwardslash '/' character. Text that appears between the start and end tags inherits the associations with that tag. For instance,

```
<b>Bold and Italics</b> == Bold and Italics
```

Will appear as bold. Now lets wrap the italics tag around the word italics:

```
<b>Bold and <i>Italics</i></b> == Bold and Italics
```

There are many tags that do not require a closing tag. A carriage return, `
`, and horizontal rule bar, `<hr>`, do not require closing tags.

The contents of your web page must reside inside of the BODY tags. While browsers may be forgiving about exact placement of your codes, you may not get the same effect in every browser. Web-It!'s built-in viewer is fairly strict about the placement of HTML tags which should help you to keep a standard document.

The menu option **HTML Codes** will display many of the most often used codes. Web-It! will never be outdated in regards to the implementation of new tags. By selecting the menu option **HTML Codes|User Codes new tags** can be added at any time.

Believe it or not there are HTML coding standards. Different browsers may also add their own extensions to existing standards. Netscape and Microsoft both have their own extensions that incorporate many different features. Web-It! does support some of the Netscape extensions and future releases will contain more support for both Netscape and Microsoft extensions. Web-It! will support the inclusion of these extensions for editing

purposes but the built-in viewer may or may not support displaying them.

Creating Image Maps

To create an image map select **Insert|Image** or **Cntrl+I** to open the Web Effects notebook. Load the image that you want to insert into the page by either typing the filename in directly, using the dropdown list to select an image that exists in your current page or click on the magnifying glass to load a new image from your drive.

Once you have the image click on the **Is a Map?** check box. Once it is checked the **Create Map** button is enabled. Click the Create Map button to start creating your map.

A dialog box opens that displays the current image that you are working along with the settings at the bottom. Here are the steps to follow when creating a map:

1. Click on **Map Name** and type in a name for your map. Must be all alphabetic with no spaces.
2. Column one of the data grid is where you specify the map type. Click in the first blank cell in column 1 and a drop down box will appear. Click the dropdown button to reveal your options.
3. Select your map type and then click on the **Set Positions** button. Using the image above, select the coordinates for the shape you desire. When creating a polygon you **MUST** right click on the image to complete the selection process.
4. Repeat steps 2 & 3 until you have created all of your map components.
5. In column 2 you specify what link is to be associated with that map. If it is a file then type the file in, otherwise type the link in that you need.
6. Click on **File|Save Map To File** to save the map as a CGI style map or click on **File|Save Map to Page and return** to go back to the Effects Notebook to insert the map into the page.

You can click on **File|Abandon and return** to go back to the Effects Notebook without saving the map. You can also click on the **Refresh** button to refresh all the maps components on the image that you are working on.

When you are back in the Effects Notebook you can click **Add** to insert the image and its map into your document.

At any time you may save the map coordinates for the graphic file that you are working on. Select **File|Save Web-It! Coordinate file** and choose a filename to save your settings to. The default extension is .COR. You may retrieve a coordinate file by selecting menu option **File|Load Web-It! Coordinate file**. Be aware that the coordinate file is not tied to any particular image file. In other words, if you create a coordinate file for IMAGEA.JPG you could load it while editing IMAGEB.JPG. The map coordinates may not line up correctly.

There are 20 rows in the coordinate grid in which map coordinates may be inserted. Functional Availability

Supporting components and people

Delphi - The ultimate development tool:(Keep it up!)

Borland International - <http://www.borland.com>

The HTML Viewer that made this possible:(thanks guys!)

Internet Resource Foundry - <http://www.tiac.net/users/gman/ire/>

Screen Splitter:

Simon Armstrong 100717.3531@compuserve.com

Roll Up windows:

Casey Charlton - casey@larouss.demon.co.uk

HelpGen - help file creation tool:(never had to look at an RTF file!)

Rimrock Software - <http://www.nidlink.com/~michaelb>

Emma Setup - Installation program:(done in 10 minutes!)

EmmaSoft - <http://www.xecpc.com/~emmasoft/>

Neil Rubenking - Author of 'DELPHI for Dummies'

Lots of technical support for Delphi. Contact him at nrubenki@zd.com on the internet or Go Delphi on Compuserve and leave him a message at 72241,50.

The Competition!

Drove us harder to create a better product.

As well as all the people that tested the product and gave us such great feedback!

Distributing Web-It!

If you would like to include Web-It! as part of a cover disk or cover CD-ROM please contact Lincoln Beach Software first. This way we can ensure that you have the latest copy and that there is no expiration date embedded into the software.

This file contains information for anyone who wishes to distribute Web-It!.

Restrictions:

Shareware versions of Web-It! may be freely distributed, subject to the following restrictions:

* Web-It! may not be distributed by any for-profit entity which fails to disclose the following points somewhere in their literature:

- o The fee paid by the customer for an evaluation diskette is a distribution fee, and does not cover the cost of the program itself.
 - o Additional payment to the Author is required if a program is used beyond the evaluation period prescribed by the Author.

* Web-It! must be distributed without modification, in its entirety.

* Shareware is "Try-Before-You-Buy" software, it is not free. We urge all parties who distribute Shareware to help educate the public about the true nature of Shareware distribution.

* **Web-It! is not to be used as an enticement to purchase another product without the explicit consent of the Author.**

* Web-It! is not to be packaged for sale with its reference manual, or other supporting documentation pre printed for the end-user.

* Web-It! is not to be "rented" or leased.

These distribution restrictions apply to anyone who wishes to distribute Web-It!, whether they be commercial vendors, user groups, BBS operators, or individuals.

Software Expiration Dates/Legalities

Since we will be constantly adding new features to Web-it! we would like to make sure that everyone has the latest release possible. So if you are using an evaluation copy of Web-It! a pop-up message informing you that the version you are using may be outdated will appear if the version you are using was released before a January or July of that particular time frame. All the features will still work, only the reminder will appear.

If you would like to include Web-It! as a supplemental item to a book, magazine cover disk or other media please contact [Lincoln Beach Software](#) before hand.

You are entitled to a 30 day evaluation period of this product, though we hope you like Web-It! enough to order it sooner than that. As always, comments are always welcome.

LIABILITY WAIVER

Web-It! IS LICENSED "AS-IS." LINCOLN BEACH SOFTWARE MAKES NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, WITH RESPECT TO THIS PROGRAM, ITS QUALITY, PERFORMANCE, MERCHANTABILITY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN PARTICULAR, IT IS NOT GUARANTEED TO PREVENT OR DETECT DAMAGE TO YOUR DATA OR PROGRAMS. IN NO EVENT SHALL LINCOLN BEACH SOFTWARE BE LIABLE FOR ANY CLAIMS FOR LOST PROFITS OR ANY DAMAGE, INCLUDING, BUT NOT LIMITED TO, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGE. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU. IN NO CASE SHALL LINCOLN BEACH SOFTWARE'S LIABILITY EXCEED THE LICENSE FEES PAID FOR THE RIGHT TO USE THE LICENSED SOFTWARE. THE LICENSE AGREEMENT AND WARRANTY SHALL BE CONSTRUED, INTERPRETED, AND GOVERNED BY THE LAWS OF THE STATE OF MISSOURI.

COPYRIGHT STATEMENT

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Ordering your own copy

Prices: **Pro Version** = \$99 + \$3 s/h.

Standard Version = \$50 + \$3s/h

The **Pro** version contains full support for **Forms** and **Frames** and **Image Maps**.

Order today! There are several ways you can register, they are:

THE FOLLOWING NUMBERS ARE FOR ORDERS ONLY

If you wish to order by credit card follow the procedures below:

1. Call: 800-242-4775 or 713-524-6394

OR

 Fax: 713-524-6398

2. Order product number: #14444

3. Specify that you want the Professional Edition or the Standard Edition.

-OR-

If you are a CompuServe user you may use **SWREG** to order Web-It! as well. Just type GO SWREG to go to the order desk. Order one of the following product numbers:

Web-It! Standard Edition: SWREG #10556

Web-It! Professional Edition: SWREG #10557

-OR-

Mail a check, cashiers check or money order to:

Lincoln Beach Software
PO Box 1554
Ballwin, MO 63022-1554

Contacting Lincoln Beach Software

You may contact us by:

Mail:

Lincoln Beach Software
PO Box 1554
Ballwin, MO 63022-1554

Phone:

314-861-1500

Email:

CIS: 70700,630
Internet: **lnclnbch@i1.net**

Web Site:

<http://www.i1.net/~lnclnbch>

Note: When addressing our web site it is [HTTP://WWW.I1.NET/~LNCLNBCH](http://www.i1.net/~lnclnbch) only in lowercase. The i1 is the letter i and the numeric 1.

Phone Tech support hours are generally between 6pm and 10pm Central time and anytime we are in the office on the weekend.

Frames

Using Web-It! Pro you can create frames for frame capable browsers such as Netscape 2.0. To create a page that has a frame in it go to the **File|Create Frame** menu option and a window will open with 9 frames and the bottom and several scroll bars at the top.

You can adjust the frames by using either the scroll bars or click on a divider bar and drag it to its new location. If you do not have a need for a frame simply drag it all the way over to the right side or bottom of its area depending on which frame you are in.

You can also set the frame layout to be on column or row based layout. With a row based layout the primary reference for frames is from left to right and then top to bottom. With a column based layout they go from top to bottom and then from left to right.

Each frame can contain its own details. When the active link in a frame is clicked on a frame detail dialog box opens up and all relevant details may be set here.

At any point you can save the current frame settings by selecting the **File|Save frames settings** menu option. Save the file with a .SET extension. This option saves a configuration file that contains the current attributes of each frame along with the frame locations and orientation.

Select **File|Load frames settings** to load a previously saved .SET file.

These files do not contain any information that you put into the page after returning to the HTML document itself. Any changes to that file will be lost.

Functional Availability

What are Roll Ups

Roll Ups are great! They are always on your desktop even when minimized. Each window is very small and when minimized the screen space that it requires is only the size of its title bar!

Here is the window...

Now its minimized...

These are great to leave just lying around the desktop and pop open when ever you need one. They take up very little space and yet can leave your editor in full view.

Evaluate

Evaluate allows Web-It! to search your document and display important components such as images and links, including page markers. It will search for images that are included in your document to see if they exist in the default directory or specified path.

It will also display a list of all anchors, references and names. It will then match up any page markers with references to that marker as well as the reverse. All 'lost' items will appear in a separate list box.

At the bottom of the page is the detailed output showing what the component is and what line number it is on. If you double click on one of these lines the evaluate box will close and your cursor will be placed on the line where that component was said to exist.

Initial Values Dialog

This screen allows you to customize the basics of your page:

- **Page Title:** At the beginning of your page, shows up in the title bar of most browsers.
- **Initial Comments:** Just general comments can go here. The date & time your page is create also goes in this comment section automatically.
- **Background graphic:** Click the magnifying glass to the left and you can search for an image to use as a tiled background. If you know the name of the file you can just type it in here.
- **Colors:** There are five color values that can be filled in. If you know the HEX value you can type in the color here. If not you can click on the color tag icon to the left and pick a color from the color chart.
- **Email Address:** If you put your email address in this field it will put a link at the bottom of the page that will allow users to click and send you email.

Click **Ok** when you are done, or **Cancel** if you wish to abandon changes.

Defining Tags

By selecting **HTML Codes|Add User Tags** you may insert new tags that were added the HTML or not included in Web-It!. These tags are entered in a free form memo field but must be in a certain format. A new tag must be entered in starting with the tag itself and **must** be followed by a space. The new tag is complete at that point. You may follow the samples and add, after the space, a comment describing the new tag.

When a tag is selected it will insert the starting and ending tags automatically. If the document contains selected text then the tags will wrap the text so that it will take on the new attributes. This works the same as when using any of the tags in the **HTML Codes|Add User Tags** menu, except for the separator commands.

Index of images

When you select the **File|Create Index of Images** menu option an HTML document can be created that will contain all of the images within a specified directory. There are however limitations to this. Don't go into cache directory for Netscape and try and create an index of every image. It will not handle that many. We suggest a max of somewhere around 50-100 images depending on the size of them.

It is really intended for you to view all the images in your working web page directory.

Understanding the Menu

This is a brief overview of the Web-It! menu structure. Each Item will have a short description after it.

File

- New - Create a new page, opens the Initial Values screen
- Open - Opens an existing document
- Save - Saves work in progress to current file
- Save As - Saves work in progress to a new file
- Close - Closes the page you are working on
- Print - Allows you to print a graphic or text version of your page.
- Open External Source - Will open, in a separate window, another page.
- Close External Source - Clears the extra page
- Create Index of Images - Will search a directory for images and create an

HTMLdocument with the images.

- Page Wize Guy - Assists you in creating a basic page
- Form Wize Guy - Assists you in creating a basic form for you page
- Create Frames - Dialog to create Netscape frames web page
- Exit - Leave Web-It!
- Auto load last opened - Lets you open document on startup

Edit

- Cut - Cuts text to clipboard from page
- Copy - Copies text to clipboard from page
- Paste - Pastes text from clipboard to your page
- Find - Searches your document for text
- Paragraph Marker - Inserts a paragraph marker
- Line Break - Inserts a new line marker
- Italics - Inserts Italics markers or Italicizes selected text
- Bold - Inserts Bold markers or Bolds selected text
- Underline - Inserts Underline markers or Underlines selected text
- Center - Inserts Center marker or Centers selected text.

Page

- Evaluate - Shows links, graphics and integrity of page(*)
- View - Opens HTML in its own window
- Refresh HTML - Refreshes the view of your page

Insert

- Heading - Opens the Heading page of the Effect Dialog
- List Type - Opens the List page of the Effect Dialog
- Table - Opens the Table page of the Effect Dialog
- Table Cell Attributes - Allows you to change cell attributes in a table
- Image - Opens the Image page of the Effect Dialog
- Horizontal Bar - Inserts a Horizontal Rule bar
- Text - Opens the Text page of the Effect Dialog
- URL Reference/Page Anchor - Opens the Links page of the Effect Dialog

HTML Codes

Block Highlights - Block assignments
Text Attributes - Attributes for text
Headings - Heading codes
Seperators - Carriage return, paragraph & Horizontal bar
Add User Tags - Lets you add new HTML tags

Screen Options

View Inline images - Toggles the inline image view
View External Source - Switch between the graphic view and the external page
Master Button Bar - Toggles the button bar view(*)
Character Button Bar - Toggles the button bar view(*)
Attribute Button Bar - Toggles the button bar view(*)
Auto Update HTML View - If checked it will auto update changes
Editor Font Options - Change the font of your editor(no effect on page)

Roll Ups - Roll Ups are small windows with powerful editor features.

Text - Simple text entry(**)
headers,Headings - Add headers(**)
tables,Tables - Add tables(***)
lists,Lists - Add a single level list(***)
Horizontal Rules - With additional features(Netscape)(***)

Help

About Box - Just that
Show Hints - Turns on/off the hints over various items

(*) disabled after 30 days of use

(**) disabled after 45 days of use

(***) disabled after 60 days of use

(These are days the product is actually used, not calendar days.)

Web-It! Information

Web-It! 1.0 - Creating Web Pages has never been more easier!

Web-It! and all supporting documents are Copyright © 1996 Lincoln Beach Software. All rights reserved.

Creating your Web Page

Creating your page can be done in two ways. The first is a do it yourself style and the other is to use the Wize Guys and let them help you add items to your page.

On most items such as bold and underline you can press the speed button and the appropriate codes will be inserted. If you have text selected then the selected text will be inserted between the codes if you use the buttons.

If you select text it may be copied into certain fields in the Web Effects Notebook. Selected text must be 150 characters or less.

Web-It! was designed to be as flexible as possible so you should be able to do what ever you need using the editor and its associated buttons and notebooks. The viewer is not specific to any browser so some items may not appear when viewing the page. For example, we have added Netscape support for horizontal ruler bars, <hr>, but the viewer does not actually display the proprietary options at this time.

In future releases we are planning more support for other Netscape and Microsoft enhancements. OS/2's browser will be in beta forever so we probably will not add specific support for that product.

These guys, the Page and Form Wize Guy, will give you hints along the way to setting up your page.

Please note that this is only fully functional in the **PRO** version. If you have the evaluation version you may use this feature to see how it is created but your actual frame page will not be created. If you have the Standard Edition contact us about upgrading.

Using the Page Wize Guy

Click on the **File|Page Wize Guy** menu options and your mystical guide will appear and will help guide you along the way in creating your page

After reading his message press the **Start** button to get on your way or the **Close** button to end the task at any time. Once you press **Start** the Initial Values Dialog screen will appear. Fill in all the information you wish to include to enhance the appearance of your document.

If you are already in a document that you do not want to clear simply reply **No** to the prompt regarding the clearing the current page. If you do this the Initial Values Dialog) will not appear.

While in the Page Wize Guy you must use the **Prev/Next** buttons to go from page to page. There are several pages in the Web Effects notebook that you can use. You can go to each one as often as you like. Remember that nothing is added until you click the **Add** button.

Using the Form Wize Guy

Click on the **File|Form Wize Guy** menu options and your mystical guide will appear and will help guide you along the way in creating your form

After reading his message press the **Start** button to get on your way or the **Close** button to end the task at any time. Once you press **Start** the Initial Values Dialog screen will appear. Fill in all the information you wish to include to enhance the appearance of your document.

If you are already in a document that you do not want to clear simply reply **No** to the prompt regarding the clearing the current page. If you do this the Initial Values Dialog will not appear.

The Form Wize Guy works the same way as the Page Wize Guy, except when you leave the first page in the notebook you are not able to return to it. You must fill out the information on the first page before selecting **Next**.

Functional Availability

Button Bars

There are three button bars than may be turned on or off using the **Screen Options** menu option item. The three bars are:

- Master Button Bar - Contains mostly frequently used items.
- Attribute Button Bar - Attributes for text, headers, table cells, etc;
- Character Button Bar - Contains some special characters that can be used.

The buttons on the Master bar are as follows:

- File Open
- File Close
- Save File
- Print File
- View Page in its own window
- Evaluate the page
- Toggle external view or HTML view
- Toggle split screen
- Open up Web Effects Notebook
- Insert a link
- Toggles the inline image view
- Refresh HTML Viewer
- Open External Page
- Close External Page
- A Window to view title of external page

The buttons on the Attribute bar are as follows:

- Italics
- Bold
- Underline
- Center
- H1..H6 - Insert heading codes
- List item - Creates a single list item
- Table Cell Attributes - sets attributes for a cell in a table
- Paragraph - Adds a <p> Paragraph marker
- New line - forces a new line or carriage return
- Horizontal Rule - See Roll Ups for additional Netscape features

The first 11 buttons will set any selected text to the attribute associated with that button.

And the Special Characters bar are pretty self explanatory.

In the evaluation copy the button bars are disabled after 30 days of usage.

Headers

If you are using the editor in the Web Effects you will be able to see your header as you make changes to it. Type in the header text in the edit field and set the size from 1 to 6 with the size field. Select the type of justification you desire.

If you select one of the H1 thru H6 spider buttons then the appropriate HTMLcode will be inserted or if any text has been selected then it will be set to the new header style.

If you are using the Header Roll Up then you can type in the text and select the size and a the basic font options you desire. Click **Add** to add the item to your page.

Lists

If you are using the editor in the Web Effects you will be able to see your header as you make changes to it. You can select two levels, a parent and a child level or just a parent level. Increment the counter to the number you desire. Select the Type of parent you wish and also the type of child you desire.

In the data grid you can type in entries and these will fill in the list items.

If you click on the button with the blue bullet it will insert the HTML code to create a single bullet list item. If text is highlighted it will become the list item sporting a bullet.

Finally if you are using the List Roll Up then you can create a single levellist of either Ordered or Unordered type. Some Netscape specific items also appear in this view. Select the options you need and press **Add**.

Creating Tables

If you are using the Web Effects editor then you can create a table in a snap.

Check on **Show Border** to show the border and uncheck it to have the table appear without a border.

Select the number of Rows and Columns you want along with the caption. Set the caption attributes using the **Caption Location** and **Caption Size** parameters.

Padding is the space between the text in a cell and the border itself.

Spacing is the size of the border.

Align the table as you wish with the **Table Justify** radio box.

The **Table Width** field allow you to specify what percentage of the document the table should take up. For example, an entry of 50 means that the table should only take up 50% of the width of the viewable form.

You can adjust the cell attributes by selecting the **Cell Attributes** button or by selecting the **Insert|Table Cell Attributes** menu option. With the Tables Roll Up you can perform basic table operations such as columns and rows and whether or not to show the border. Again, select **Add** to insert the table into your document.

Inserting Images

Using the Web Effects notebook you can insert inline images into your document. Click on the magnifying glass to find an existing image on your drive or click the dropdown arrow to the right of the field to display any images that you are currently using in your page or any external page that you have loaded.

If for some reason your image does not get loaded, is not found or someone is not using a graphical browser then you can specify **Alternate Text** that will appear in place of the image.

Justify the text around the image using the **Text Justify** radio buttons. You can Center the image and copy it to your working directory by checking the appropriate boxes.

If your image is a map check the **Is a Map** box and the appropriate code will be added to the page. However, the **Create Map** is not functional yet.

Formatted Text

Using the Web Effects notebook you can add text and format it the way that you want it formatted. By checking the checkbox for the format you want you can add just the text entered to your form with that format. No other text will be altered.

Selecting text in your document will allow you to update that text with new tags.

If you are using the Text Roll Up you can enter a line of text in and use the basic formatting options. The Roll Up also contains some NetScape specific features.

If you have selected text in your page and it is less than 150 characters in length it will be inserted into this field.

Horizontal Rule

If you select the <HR> button or use the menu option **Insert|Horizontal Bar** a simple bar is added to the page.

If you use the Horizontal Rule Roll Up window it includes several Netscape specific attributes. Just remember to press **Add** when you are finished.

URLs and Page Anchors

Using the Web Effects Notebook you can add links to your page automatically. You can either type in the link manually or click on the dropdown list button to pick a previously used link or a link from the external page that you loaded, if one exists. To select a from the external page click on the **External Page** radio button and the click on the dropdown list box again. To go back to the page you are editing select **Your Page** again.

If you put your cursor over the dropdown button and click your right mouse button several prefixes will appear and you can select one of those to start you link with.

After you specify the link you can type in the text that you want to have displayed as a link in the **Reference** field.

To Center the link choose the Center Justification.

Web Effects Notebook

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