

WebEdit PRO

Version 2.0

User's Guide



Luckman Interactive, Inc™

WebEdit PRO™ User's Guide
Version 2.0, first edition

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Welcome to the Internet

It's the topic of the decade and the promise of the future. Not since the introduction of the personal computer itself has a single technological event promised such profound possibilities. From Los Angeles, to London, to Moscow, it has become a household word. You can't pick up a newspaper or magazine without at least one in-depth article about how it has the potential to change the very fabric of society. It's a business tool, an education resource, a communication network, a financial center, world-wide shopping mall, global mailbox, and entertainment superstore.

It's the Internet.

What began in 1969 as a simple, yet technologically advanced way for government scientists to correspond and share research with colleagues has grown into the world's largest computer network. On any given day you will find 25 or so million ordinary (and some rather extraordinary) people taking part in this electronic revolution called the Internet.

Because of its size, its availability, and its ease of use, the Internet is rapidly transforming and redefining modern communications, research techniques, and sources of entertainment. It is also redefining how people are using their personal computers. In and of itself, the Internet is cited by many new buyers as the reason they want a PC in their homes.

The Internet is a link — an interactive link — to the world.

What exactly is the Internet?

At its most basic level, the Internet is a giant library open 24 hours a day, 7 days a week, 365 days a year. People use the Internet to publish information and to find information. The original and principal benefit of the Internet is to share ideas and knowledge with other people.

In the last few years, however, the Internet has also become something else: the world's largest shopping mall. Once you have finished your research at the library, you can then go shopping for anything you might want, from an on-line version of *Moby Dick*, to a review of the latest John Grisham novel, to a new winter coat. Whatever it is you are after, you will surely find it (or sell it) on the Internet.

Technically, the Internet is comprised of over 3 million individual computers (called hosts) that are connected together around the world through a series of networks.

Each host stores information — text, graphics, pictures, sounds, videos — on every imaginable subject. Hosts (also called servers and sites) are usually maintained by a specific entity that controls the information available on that server. For example, NASA operates a host, so does Stanford University, the Library of Congress, the White House, IBM, ABC, the Department of Energy, Microsoft, and so on. This diversity is what makes the Internet so interesting. No single person, organization or government controls it all. The available information runs the full gamut of human interests. And everyone with a personal computer and a modem has access to it. It is the world's single largest source of information.

With WebEdit PRO, you can just as easily create your own Internet (World Wide Web) content as IBM or Microsoft and become an on-line publisher with access to millions of people around the world.

A Brief History

The Internet was developed in 1969 by the Department of Defense's Advanced Research and Projects Agency (ARPA). Initially, the ARPANet, as it was called then, was designed as a Cold War defensive strategy, thought to be less vulnerable than typical computer networks' methods for transferring information. Rather than sending a file as a whole, information was (and still is) transferred over the Internet in "packets", small pieces of information, a little at a time. Once they reach their destination, the packets are re-assembled back to their original form. That way, should a single network go down, there is less risk of losing all the information.

By the 1980's, the military went its own way and the Internet became the exclusive property of universities and other governmental agencies. NASA, the Department of Energy, and the National Institutes of Health soon added their own networks.

Then came the supercomputer centers and the corporations. By 1990, the Internet had become the largest e-mail network in the world. Its ability to publish and transfer full documents, including graphics, sound and images, made it a very popular interface.

Today, nine out of 10 sites added to the Internet are commercial in nature selling everything from soap to tires, real estate to balloons. This explosive growth has made the Internet as dynamic and diverse as the population itself.

As more and more organizations and individuals become publishers of information (and not just users), the growth, availability and variety of Internet information and services will continue to expand at geometric rates.

Networks — Lots of Them

Just as your own computer stores information on its hard disk, so the Internet might be thought of as a series of very big (to put it mildly) hard disks.

If you have two computers in your office or home and you connect them together, you can access information from both computers' hard disks. This same concept is true with the Internet, although now you have 3 million--plus computers connected by over 40,000 individuals networks which are available for you to access.

A network is the method by which all these computers share information (how they are hooked or linked together). The Internet takes the concept of networks to its logical conclusion — it doesn't just link up computers, it links up the networks themselves, forming a network of networks. This means people in Japan can access a computer in Ireland or Sweden or Peru as easily (or *more* easily) as they can a site in their own hometown.

Additionally, the Internet is far from complete. It's a work in progress. Everyday, another computer joins the network, and

another thousand people log on. It's estimated that the Internet is growing at the rate of approximately 10% a *month*!

What's on the Internet? The better question is, what *isn't* on the Internet?

The World Wide Web

Recently, the Internet, like the rest of the computer world, has gone far beyond displaying information in the traditional text format. With the advent of **hypertext**, a computer language that easily allows you to link documents and files, the Internet is now a multimedia center combining text, sound, graphics, even video. Users and publishers are no longer restricted to reading information — they can see it, hear it, and respond to it (called “interactive computing”).

The World Wide Web (WWW or the Web) is the fastest growing segment of the Internet for its ability to display information in a multimedia format. If the Internet is growing at 10% a month, the Web is growing at 20%. There are an estimated 10,000 Web servers in over 80 countries around the world accessed by millions of people each day. Communications, marketing and commerce have truly become an international affair with an unlimited potential for reaching a new and ever growing cyberspace population.

The Web, like the Internet itself, was originally developed as a tool for researchers to easily access information. This is still true today. The Web has developed into something much more, however. It has become a virtual on-line shopping mall and playhouse. Everyone from General Motors and IBM, to Joe's Shoe shack is selling their goods and services on their own Web home page. There are games, videos and music. You don't need to go any further than your own PC to find the largest “shopping mall” in the world. And when it comes to entertainment, this interactive powerhouse is slowly overtaking television as the focal point of the family den.

Like everything else on the Internet, however, the WWW is so large and complex that you will find just about anything you can imagine somewhere on a Web site.

For example, you'll find:

Education — The Web continues to be one of the world’s great scholarly lending libraries. Leading research centers around the world put their newsletters, papers, research programs and conference results on the Web. The ability to incorporate text with graphics and photographs has made the Web a mecca for serious research.

Entertainment — You’ll find Web sites for music, drama, television, the movies, whatever your interest. Listen to the latest single from a favorite recording artist or view a clip from this summer’s blockbuster movie. Play computer games, view paintings from some of the finest museums in the world, or check out the latest Star Trek offering.

Commerce — The Web is a shoppers’ paradise. Review a color catalog and order on-line. Buy cars, computers, stocks, or real estate. Find consultants, lawyers, and doctors. You’ll even find the want ads with employment opportunities in just about every city of the world.

Government — Review the workings of Congress or your local city council. Every day another city, country, region, state and national government organization opens a new Web site. This is electronic democracy at its infancy and your chance to get involved.

The most recent and potentially significant development on the World Wide Web is its transformation to the corporation as an internal information distributor. More and more organizations have taken the technology of the Web and the communicative power of the Internet to set up an internal server, or Intranet. Aside from the obvious benefits as a central distributor of information, the Web can be an inexpensive solution to a single information platform where information can be published, displayed and accessed using existing hardware. Additionally, the ability to publish information immediately, to do so inexpensively, and to make it available world wide are proving to be very strong magnets to this form of communication.

Without question, the World Wide Web is quickly becoming the “printing press” of the 1990’s.

How does the WWW Work?

The WWW uses a computer language called **hypertext**. This easy to use language allows documents to be linked to other documents for non-linear access to information. For users, this means they can get from one place to another by simply clicking a mouse on a word or graphic. Because users are not restricted from going from site A to B to C, but can navigate in an almost circular fashion, most Web browsers allow users to track their path, and save favorite Web sites to a “hotlist” allowing for easy return.

For publishers, hypertext has made designing, programming and publishing information easier and more efficient than ever. The beauty of the Web is that it does not matter what type of a computer a user has (IBM-compatible, Macintosh, Sun workstation) or the operating system they are using (OS/2, Windows, Mac OS, or Unix), as long as their Web browser adheres to Web standards (and most do), they can connect to any Web server.

Web Terminology

Like any technology, the Web uses its own terms which you will find helpful as either a Web user, publisher, or content provider. Refer to the *Glossary* at the end of this user's guide for complete definitions of common jargon, technical references and other “Web-speak”.

Where to Go From Here

The remainder of this book looks at the issues and procedures you need to know in order to use WebEdit PRO and “create the perfect Web document”.

Start with *Chapter 1, Installing WebEdit PRO*.

Introduction

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Introduction

Every page you see on the World Wide Web began as a humble text file. What makes it look special on the Web is HTML—Hypertext Markup Language, a system of page-markup "tags" that control how Web browsers display everything you see in a Web document: text, graphics, tables, frames, animations, and most important of all, links to other documents. (If you have any familiarity with SGML—Standard Generalized Markup language, from which HTML is derived—you are already know many basic HTML concepts.)

Luckman's WebEdit PRO 2.0 is a full-featured, professional HTML document authoring and editing tool, yet it is extremely easy to use. Your source document is always visible for convenience and control, and you can immediately see the effects of any changes in the HTML document using WebEdit PRO's Quick Preview window.

This user's guide explains how to get started using WebEdit PRO to create and edit HTML documents. It also gets you started using the built-in tools and wizards that make advanced HTML features such as frames, tables, and forms simple and quick to create. A complete WebEdit PRO reference is included in the online Help, which you should refer to first when you have a question that is not addressed in this book.

While it is beyond the scope of this user's guide to present a comprehensive introduction to HTML, WebEdit PRO's online Help includes a complete HTML reference (through the unofficial version 3.2, plus Netscape and Internet Explorer extensions). At the time of this writing, the officially approved standard is HTML 2.0; this is the version of HTML that is currently supported by the widest range of browsers.

At the end of this user's guide you will find a basic introduction to HTML and a summary of the most common HTML tags, along with the Web addresses of additional HTML references and tutorials. HTML is constantly evolving, and the Web is the perfect resource for keeping up to date on official HTML standards, proposed standards, discussions, and authoring tips.

WebEdit PRO Features

WebEdit PRO offers you the following powerful features:

- **Unlimited number and size of documents** — WebEdit PRO's rich interface lets you work on an unlimited number of HTML documents simultaneously. The size of each document is limited only by your computer's memory.
- **HTML dialogs** — WebEdit PRO has specially designed dialog boxes for defining anchors and links, inline images and figures, forms, tables, etc., including a URL Builder for rapid creation of Uniform Resource Locators. Additionally, WebEdit PRO saves every URL you enter, letting you choose from a list rather than retyping the same URLs over and over.
- **Quick Previewer** — WebEdit PRO's quick preview utility is a quick and easy way to preview your HTML documents. It supports all HTML tags up to and including HTML 2.0. It also supports HTML 3.0 Forms and Tables.
- **Browser support** — Whatever Windows-based browser you use, you can link it into WebEdit PRO to test your HTML documents at the click of a button. WebEdit PRO allows you to instantly choose from any number of browsers.
- **Open Location** — You can open HTML files directly from the Internet.
- **Home Page Wizard** — Helps you create your first page in a flash!
- **Add-on modules** — WebEdit PRO includes the following add-on modules:
 - WYSIWYG frame wizard
 - WYSIWYG form designer
 - HTML tag checker
 - FTP upload facility
 - Link validation wizard
 - Table of contents wizard
 - Multimedia wizard

- **HTML 3.2, Navigator 3.0 and Internet Explorer 3.0 tags** — WebEdit PRO supports all the latest tags helping keep your web pages on the cutting edge!
- **HTML tag highlighting** — Tags can be displayed in a contrasting color.
- **HTML reference** — WebEdit Pro's online Help extensively documents each HTML tag and its attributes. HTML version and browser support information is also included.
- **Document Structure elements** — Document structure tags such as <HTML>, <HEAD>, <TITLE>, <BODY>, etc., are all supported, including HTML 3 and Netscape-specific attributes.
- **Block Formatting elements** — WebEdit PRO supports all HTML block formatting tags, such as <ADDRESS>, <BLOCKQUOTE>, and <PRE>, plus HTML 3 extensions such as <NOTE>.
- **Logical Font Formatting elements** — Every logical formatting tag and attribute from HTML version 1 through HTML version 3.2 is included, from standard tags such as code and citation, to new proposed tags such as person, acronym, etc.
- **Physical Font Formatting elements** — Blinking text, bold, italics, underlining, typewriter text, emphasis, strong emphasis, font sizing, etc. It's all in here.
- **List and miscellaneous elements** — Select a block of text and choose Numbered List or Un-numbered List, and WebEdit PRO automatically inserts list-item tags on each line. WebEdit PRO also includes all standard insertion tags such as <P>, <HR>,
, etc.
- **Special characters** — WebEdit PRO includes support for the entire ISO Latin character set, allowing you to easily insert extended ANSI characters into your documents. WebEdit PRO also includes support for special characters such as "<", ">", "&", non-breaking spaces, and more.
- **Form elements** — Create web forms quickly and easily with WebEdit PRO's built-in Form support.
- **Table elements** — HTML 3 defines a new syntax for displaying tabular information.

- **WYSIWYG table builder** — To simplify the creation of HTML tables, WebEdit PRO also includes a WYSIWYG table builder; you simply enter your data in a spreadsheet-style grid, and WebEdit PRO writes the HTML for you.
- **Client-Side image mapping** — WebEdit PRO's Map Builder allows you to visually divide images into different hotspots.
- **User-defined elements** — If there are any HTML tags or other text you enter regularly that are not already built-into WebEdit PRO, you can add them to WebEdit PRO's User-Defined Tags dialog box for easy insertion into your documents. You can even add filenames into the dialog box for larger "insertion macros". Selecting a filename in the User-Defined Tags dialog tells WebEdit PRO to insert the contents of the file into the current document.
- **Non-standard tags and attributes** — WebEdit PRO includes support for non-standard tags and attributes, such as those recognized by Netscape Navigator (font sizing, special image alignment, etc.) and HTML 3.2. These tags and attributes are ignored by other browsers, but are included in WebEdit PRO in case you need them.
- **HTML removal** — WebEdit PRO lets you quickly and easily remove HTML tags from any document or portion of a document. Simply highlight the text from which to remove HTML tags, and click the Remove HTML Tags button.
- **Multi-lingual Spell Checker** — Correct the spelling of your documents directly within WebEdit PRO using our built-in spell checker.
- **Document export** — WebEdit PRO allows you to save your HTML documents in either UNIX or Macintosh format. No more strange characters when using different platforms!
- **Shortcut keys** — Keyboard shortcuts (e.g., Ctrl-B for Bold-face) are provided for all of the most common tags.
- **Configurable toolbars** — Configure WebEdit PRO to work the way you do! Put whatever buttons you want, in any order, on the toolbar by dragging and dropping.
- **Tooltips** — Every field on every dialog has popup tooltips that provide a brief explanation of the purpose or use of the field, reducing the amount of time you will spend looking things up.

- **Right-click menu** — Right-clicking on any document pops up a menu that allows you to close or save the file, or choose from a list of the most common HTML tags to insert in your document.
- **Project support** — Organize all of your HTML files into projects and then load all of those files with the click of a button!
- **Third-party add-on module support** - Users can write their own add-on modules for WebEdit PRO using the WebEdit PRO API.

Document Design Tips

Regardless of how you format your Web documents, keep in mind that pages may display differently on different computers using different Web browsers. For example, fonts will generally be based on the fonts used by the browser, *not* by the HTML document. Additionally, HTML text automatically conforms to the size of the browser window. Finally, bear in mind that not all browsers can interpret every available HTML element.

Therefore, when designing your documents, limit your fonts to the more popular font families (e.g., Times, Helvetica, Courier, and so on) and design your documents with your users in mind. If you have several browsers installed on your system, WebEdit PRO lets you easily view any document you create in any of the available browsers, so that you can test how it will display.

When creating a new document from scratch, it is usually more efficient to enter the text of your document first, and then add the desired HTML markup tags to the document. For the more complex elements such as forms, frames, and tables, WebEdit PRO includes tools and wizards that lead you step-by-step through entering the necessary information and then automatically generate the appropriate HTML.

Using the WebEdit PRO User's Guide

This user's guide will show you how to install WebEdit PRO and provides instructions for using it.

Specifically, the user's guide contains the following chapters:

Welcome to the Internet — This brief introduction to the Internet and the World Wide Web is provided for those of you who may wish to see a quick review of the history, technology, and potential of the Information Superhighway.

Introduction — Another brief introduction to Web publishing and what you will find in this user's guide.

Chapter 1, Installing WebEdit PRO — This chapter takes you step-by-step through the installation process, including the electronic registration option and how to submit a product report to Luckman Interactive.

Chapter 2, Getting Started — Explains how to start and exit WebEdit PRO, and how to use the Quick Preview window. This chapter also details WebEdit PRO menus and toolbars.

Chapter 3, Creating New Documents — Shows you how to create a document including how to use the Home Page Wizard, HTML tags, hyperlinks, anchors, and images.

Chapter 4, WebEdit PRO Tools — Shows you how to use the table builder, form builder, frame wizard, table of contents wizard, link validation wizard, and how to upload files to a Web server.

Chapter 5, Configuring WebEdit PRO — Explains how to change WebEdit PRO configurations.

Chapter 6, Introduction to HTML — Reviews basic HTML concepts and tags, including special characters, custom tags, and SSI tags.

Glossary — Defines many of the more common Internet terms.

You should use this user's guide as a an on-going reference guide for questions arising in the future.

On-Line Help Documentation

The .PDF on-line manual is a complete electronic version of the hard copy printed manual. It is located in the **WebEdit PRO** folder. The file can be viewed using Adobe's Acrobat Reader.

Technical Support

If you require assistance, you may contact Luckman Interactive's Technical Support Team as follows:

Voice **(213) 614-1758**

Fax **(213) 614-1929**

E-Mail **support@luckman.com**

Technical Support hours are 8:30 am - 5:00 pm Pacific Time, Monday through Friday.

When calling Technical Support, please have your product registration number handy and be at your computer, so that we can get you up and running quickly.

Thank you for choosing WebEdit PRO! We're confident you'll find it the most powerful tool available for creating exciting Web content.



Chapter 1

Installing WebEdit

PRO

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Overview

Installing WebEdit PRO is a straightforward and simple process. An advanced setup program automates the often confusing and time consuming aspects of installing new software. By following the detailed step-by-step screen prompts, you will be ready to create your Web site content in a very short time.

This chapter helps you install WebEdit PRO onto your computer. It contains the following information and procedures:

- Hardware requirements
- Software requirements
- Installation and electronic registration procedures
- Creating a product report

Once you complete the installation and registration process, you will be ready to create your Web documents and content, taking full advantage of all that this exciting technology has to offer.

Hardware Requirements

The following hardware requirements represent the *minimum* configuration that is supported by WebEdit PRO:

- 486 or later IBM PC or compatible computer
- 8 MB RAM (16 MB recommended)
- Hard disk with at least 7 MB free space for a full installation
- Double-speed CD-ROM
- Mouse

Software Requirements

The following software must be installed on your computer in order to run WebEdit PRO:

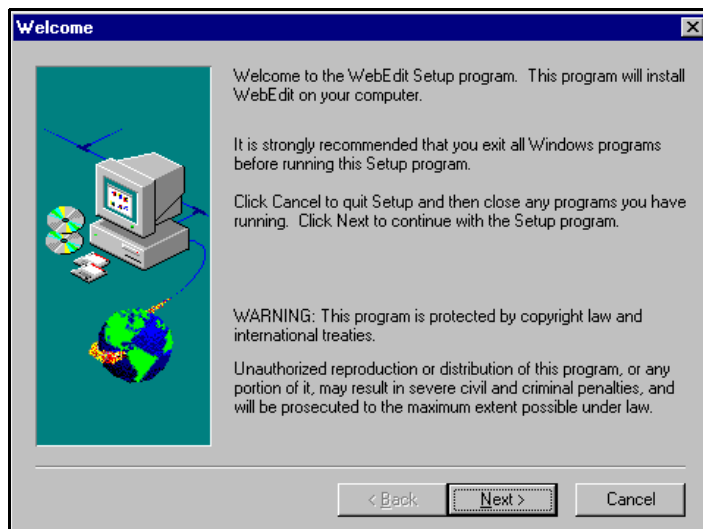
- Windows 95, or Windows NT 3.5.1 or later

Installing WebEdit PRO

You should not be running any other application during the installation of WebEdit PRO. Additionally, it is always good policy to backup your computer before installing any new software package, including this one.

To install WebEdit PRO:

- 1 Insert the WebEdit PRO CD into your computer's CD drive.
- 2 If you are running Windows 95, the WebEdit PRO Setup Welcome dialog automatically displays as long as you have not disabled the CD Notification option.

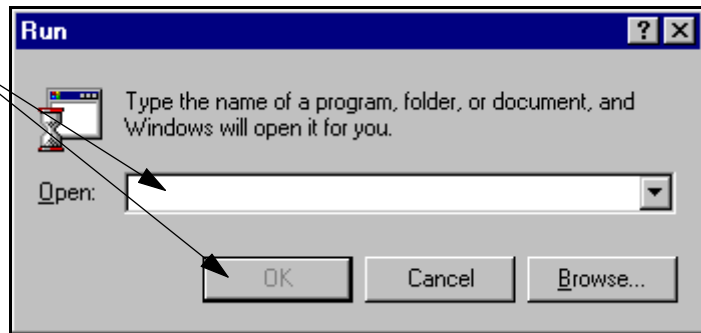


WebEdit PRO Setup Welcome dialog

If you are running Windows NT, or if you have disabled CD Notification in Windows 95, choose the Run command from the File menu (or from the Start button). The Run dialog displays.

Type X:\SETUP.EXE
and click OK.

X = your CD drive



Run dialog

- 3 Type **X:\SETUP.EXE** (X=your CD drive). The WebEdit PRO Setup dialog displays.

Be sure you are not running any other Windows applications during the installation process. If you are, click Cancel, close the running application(s) and begin again with Step 1.

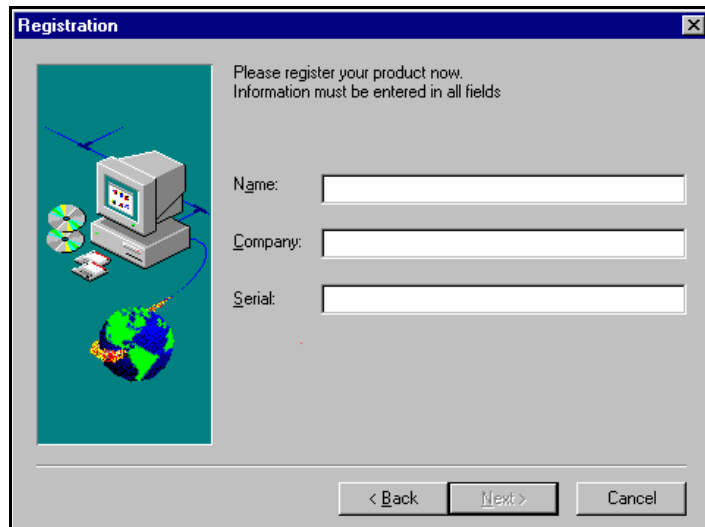
- 4 When the Welcome dialog displays, click Next.

The Registration dialog displays.

Type your name, company name, serial number and click Next.

The serial number will be used as a reference number should you need to contact technical support.

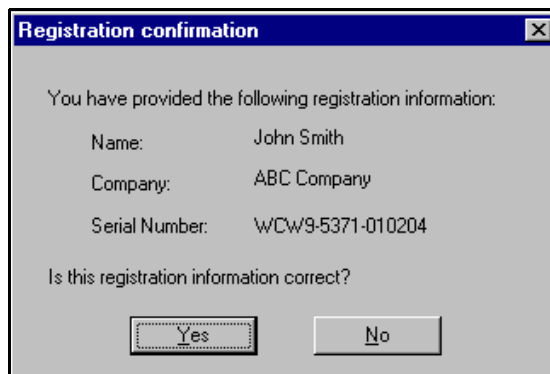
You will find the serial number on the CD package or on your Registration Card.



Registration dialog

- 5 Type your name, company name, as desired, and your WebEdit PRO serial number. The serial number is printed on your CD package or Registration Card.
- 6 Click Next.

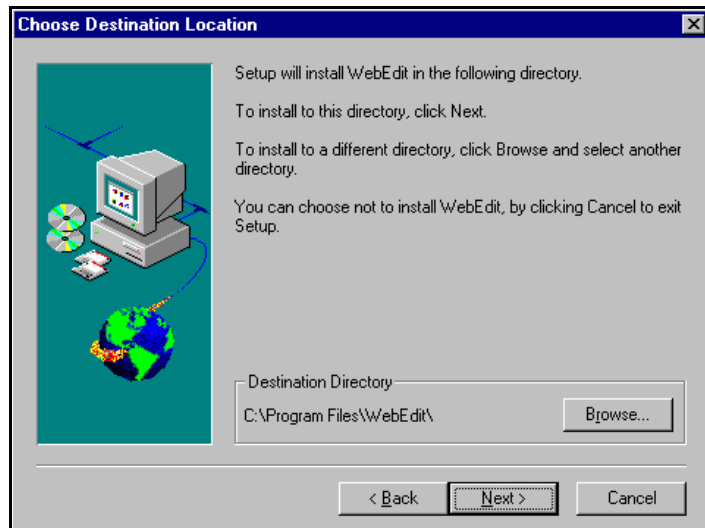
The Registration Confirmation dialog displays.



Registration Confirmation dialog

- 7 If the information is correct, click Yes. If it is incorrect, click No and repeat the installation process.

The Choose Destination Location dialog displays.

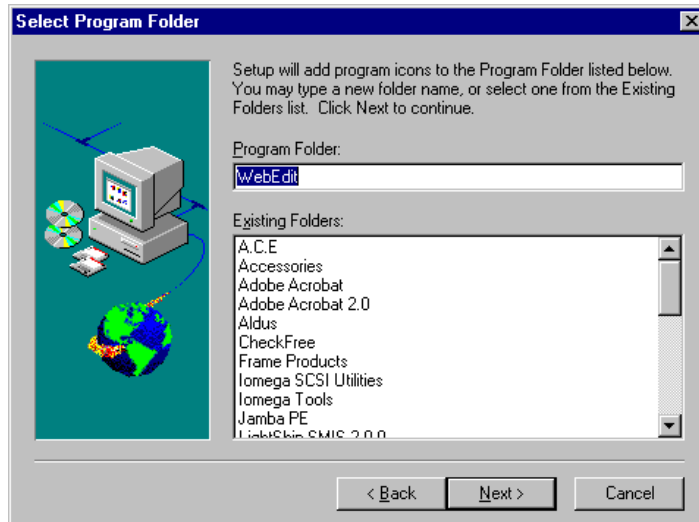


Choose Destination Location dialog

8 This dialog allows you to select where you wish the WebEdit PRO files copied. Accept the default location C:\Program Files\WebEdit\, or click Browse to select another location.

9 Click Next.

The Folders Selection dialog displays.



Select Folder dialog

- 10** This dialog allows you to specify the folder in which to install the WebEdit PRO files. The default folder is **WebEdit**. After making a selection, click Next.

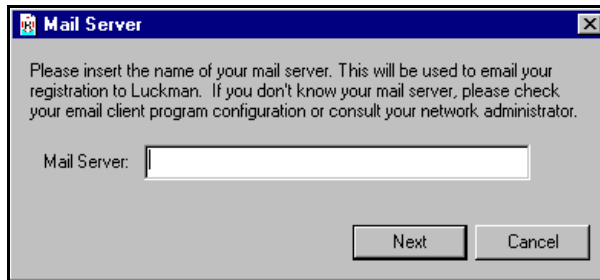
The WebEdit PRO files install on your computer. In a moment, a message displays giving you the opportunity to register WebEdit PRO by e-mail.



E-Mail Registration Message

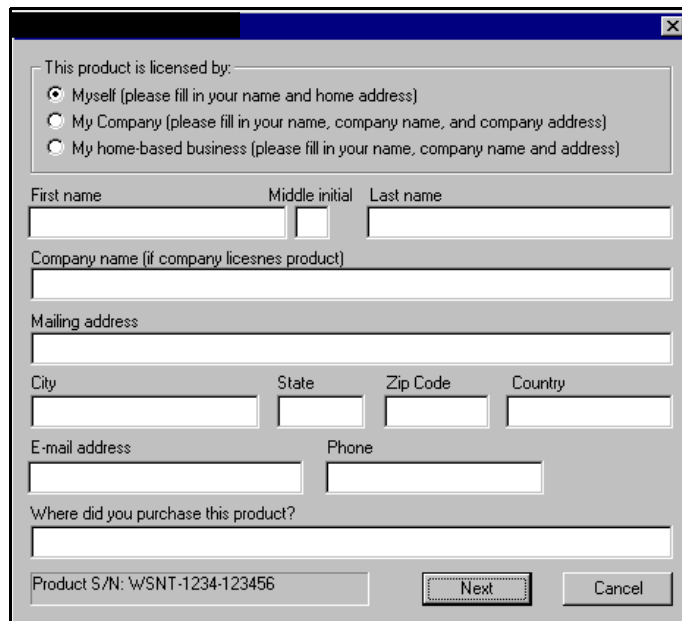
- 11** Click Yes to register WebEdit PRO by e-mail now, or No to close the message. You can select to register WebEdit PRO by e-mail later from the WebEdit PRO program folder, or by choosing the Start button, then Programs/WebEdit/Email Registration.

If you selected Yes, a Mail Server dialog displays.

A dialog box titled "Mail Server" with a close button (X) in the top right corner. The text inside reads: "Please insert the name of your mail server. This will be used to email your registration to Luckman. If you don't know your mail server, please check your email client program configuration or consult your network administrator." Below the text is a text input field labeled "Mail Server:". At the bottom right are two buttons: "Next" and "Cancel".

Mail Server dialog

- 12** Enter your mail server's domain name. This information can be located in your e-mail application's Configuration/Options menu command. After entering the information, press Next. The WebEdit PRO Registration dialog displays:

A registration dialog box with a close button (X) in the top right corner. It contains several sections: "This product is licensed by:" with three radio button options: "Myself (please fill in your name and home address)", "My Company (please fill in your name, company name, and company address)", and "My home-based business (please fill in your name, company name and address)". Below this are input fields for "First name", "Middle initial", and "Last name". Then a "Company name (if company licenses product)" field. A "Mailing address" field. Then "City", "State", "Zip Code", and "Country" fields. Then "E-mail address" and "Phone" fields. A "Where did you purchase this product?" field. At the bottom, a "Product S/N: WSNT-1234-123456" field, a "Next" button, and a "Cancel" button.

WebEdit PRO Registration dialog

- 13** Enter the following information:

Field	Description
Licensed By	Select the appropriate license.
First Name	Enter your first name.
Middle Initial	Enter your middle initial.
Last Name	Enter your last name.
Company	Enter your company name, as appropriate.
Mail Address	Enter you street mailing address.
City	Enter your city.
State	Enter your state.
Zip Code	Enter your full postal zip code.
Country	Enter your country (e.g., USA).
E-mail Address	Enter your e-mail address, as appropriate.
Phone	Enter you telephone number including area code.
Where did you purchase the product	Enter the store (or catalog) where you purchased WebEdit PRO.

14 Click Next.

A Questionnaire dialog displays.

Luckman Interactive Questionnaire

What platforms you are using?
 Windows 3.1 Win95 Windows NT Mac OS

Do you or your company have a Web server?
 Yes No Planning to establish a Web Site

How many hours do you spend online weekly?
 0-1 hours 2-5 hours 5 to 10 hours Over 10 hours

How frequently do you use EMail?
 Not at all A few times a week About once a day
 Seldom As a regular part of my work

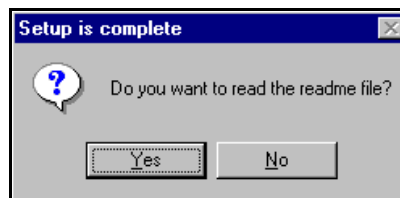
What E-Mail program do you use?

OK Cancel

Questionnaire dialog

- 15** Answering the questionnaire will help Luckman Interactive better understand its users, which in turn will make future products more responsive to your needs. Please take a moment and answer the four questions by clicking on the applicable buttons.
- 16** When finished with the Questionnaire, click OK.
- 17** If you selected No in Step 11 to register WebEdit PRO by e-mail now, a message displays informing you that you can register the program later from the WebEdit PRO folder. Click OK to close the message.

A message displays giving you the opportunity of viewing the WebEdit PRO Readme file which contains important information about the application.



Open Readme File dialog

- 18** Click Yes to open the Readme file, or No to close the dialog.

The WebEdit PRO folder displays.



WebEdit PRO Folder

You are now ready to use WebEdit PRO.

Enjoy!

Uninstalling WebEdit PRO

If you wish to uninstall WebEdit PRO and are running Windows 95 or Windows NT 4.0, choose the Add/Remove Programs command from the Control Panel. If you are running Windows NT 3.5.1, choose the Uninstall WebEdit command from the WebEdit folder

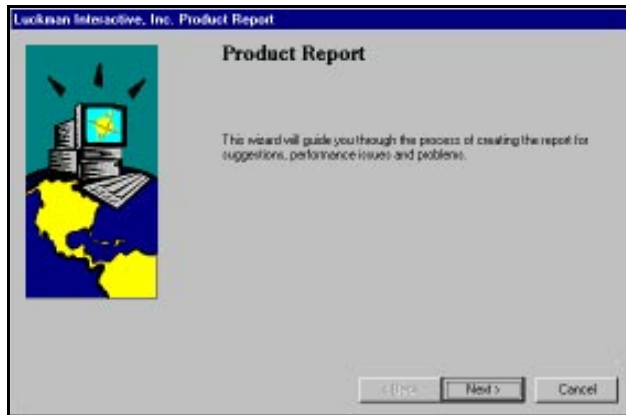
Sending a Product Report

Luckman Interactive is interested in your experience with working with WebEdit PRO and has provided a method for you to quickly and easily contact us about problems or product suggestions by creating a wizard driven product report.

To create a product report:

- 1 Choose the Product Report icon from the WebEdit folder, or choose the Start button, then Programs/WebEdit/Product Report.

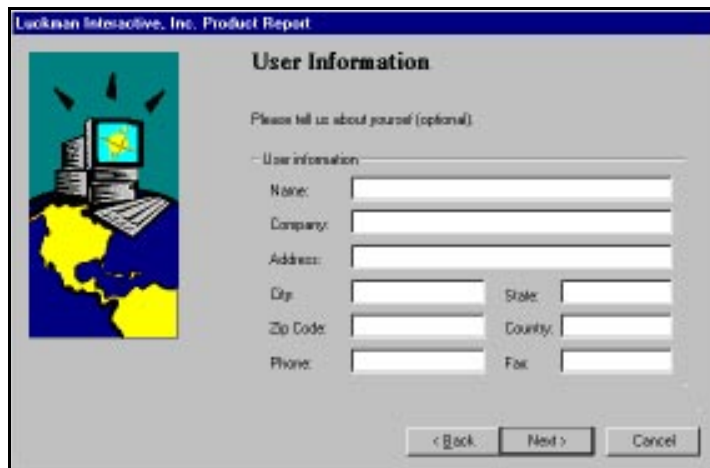
The Product Report Welcome dialog displays.



Product Report Welcome dialog

2 Click Next.

The User Information dialog displays.



User Information dialog

3 Enter the following information:

Field	Description
Name	Enter your full name.
Company	Enter your company name, as appropriate.
Address	Enter you street mailing address.
City	Enter your city.
State	Enter your state.
Zip Code	Enter your full postal zip code.
Country	Enter your country (e.g., USA).
Phone	Enter you telephone number including area code.
Fax	Enter you fax telephone number including area code.

4 Click Next.

The Hardware Configuration dialog displays.

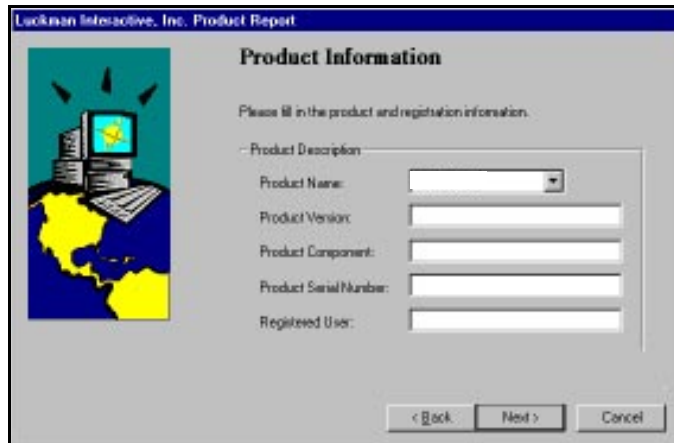


Hardware Configuration dialog

- 5 WebEdit PRO reviews your system hardware configuration and displays the results. If they are incorrect, use the drop-down lists to correct the information.

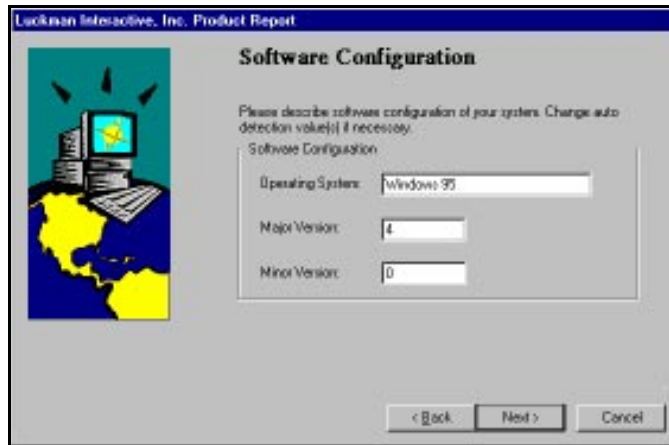
After validating or correcting your hardware configuration, click Next. The Product Information dialog displays.

This dialog collects information about the product and component for which you are making a product report.



Product Information dialog

- 6 Select WebEdit PRO from the Product Name drop-down list.
- 7 Enter the following information:
 - Product Version Number (e.g., 1.0)
 - Product Component (for which you are making a report)
 - Product Serial Number
 - Registered User (name)
- 8 Click Next. The Software Configuration dialog displays.



Software Configuration dialog

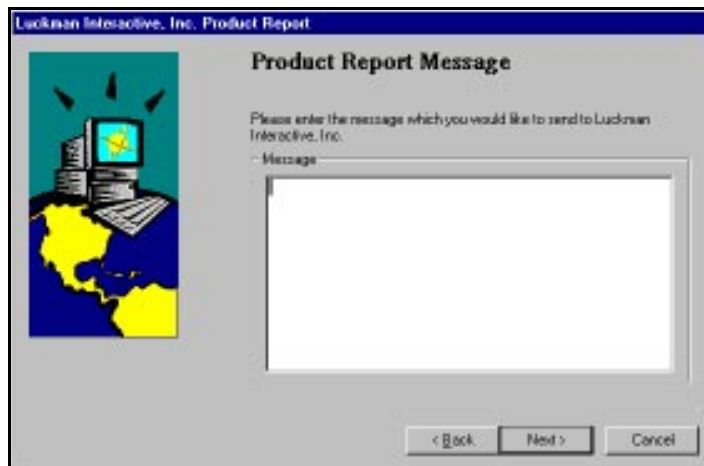
9 Enter the following information:

- Operating System you are using (e.g., Windows 95)
- Major version number (e.g., 3, if you are using Windows 3.1)
- Minor version number (e.g., 1, if you are using Windows 3.1)

10 Click Next.

The Product Report Message dialog displays.

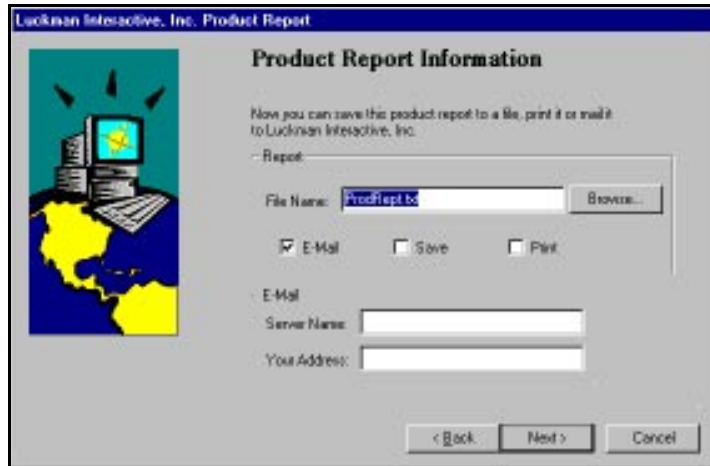
Enter the information you wish to send to Luckman Interactive about the product.



Product Report Message dialog

- 11 Enter the information about the product you wish to send to Luckman Interactive and click Next.

The Product Report Information dialog displays.



Product Report Information dialog

- 12 Enter the following information:

Field	Description
File Name	Enter a name for your report using a .TXT extension. Reports are by default saved in the ProdRept folder. To change this location, click the Browse button and select another folder.
Report Options	By default, reports are sent to Luckman Interactive by E-mail. Make sure the E-mail checkbox is checked. You can also save a copy of the report and print a copy of the report by clicking the applicable checkboxes.
Server Name	Enter LUCKMAN.COM.
Your Address	Enter your E-mail address so Luckman Interactive can reply to you.

- 13 After entering the information, click Next.
-

The Save the Selections dialog displays.



Save the Selections dialog

- 14** Click Finish to save your report and close the wizard.
- 15** Connect to the Internet, open your E-mail program, select the product report .TXT file as an attachment, and send it to Luckman Interactive.

Thanks in advance for working with us to make better Internet/
Intranet products!

Chapter 2

Getting Started

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Overview

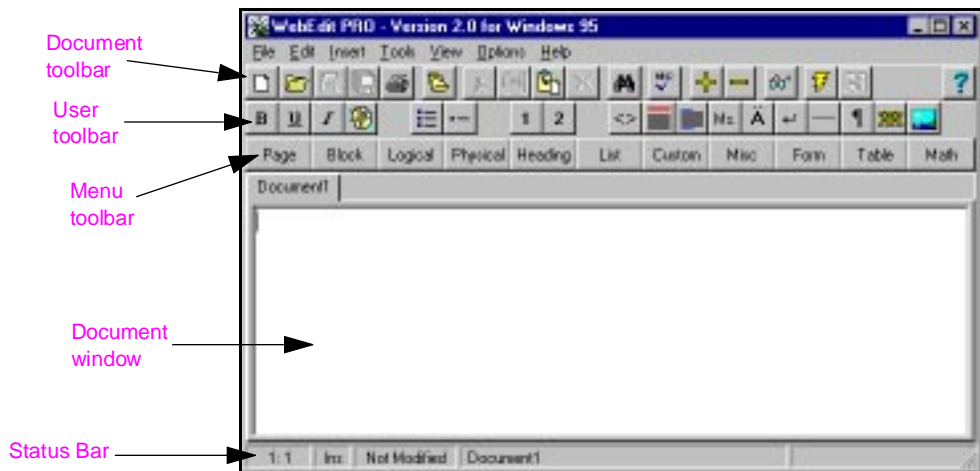
In this chapter you will learn how to launch WebEdit PRO; tour the main window, menus and toolbars; and learn how to exit the program.

Starting WebEdit PRO

WebEdit PRO is launched from the WebStudio folder or from the Start menu.

To start WebEdit Pro:

- 1 Click the Start button, then choose Programs/WebEdit/WebEdit PRO. The WebEdit PRO main window displays.



WebEdit PRO main window (new document)

The main window is a standard Windows 95 application window, containing a menu bar, toolbars, control menu, and status bar. You can move the window on your desktop, re-size it, minimize, or maximize it.

Each time you start WebEdit PRO, a new, empty document is opened by default, and the Quick Preview window is turned off.

Quick Preview Window



Once you start entering the contents of an HTML document, you can check how the document is likely to appear when displayed in a browser by opening the Quick Preview window. Click the "lightning bolt" button on the document toolbar to toggle the Quick Preview window on and off.



Document and Quick Preview windows

You can open as many documents as you like, and switch between them by clicking on the tabs at the top of the document area. You can also use the shortcut key Ctrl-Tab to switch between documents.

Additionally, the width of the document and Quick Preview windows may be adjusted using the vertical "splitter bar" just to the right of the up/down scroll bar. Just drag the vertical splitter bar left or right.

By default, the quick previewer only displays in the right half of the document window. If you prefer to use the full window for previewing, choose Configure from the Options menu and choose

Full Screen Preview on the Previewer tab. In this mode, you can use the quick previewer button to toggle between editing and display.

The Quick Preview window can also display tables and forms, which were added in HTML

WebEdit PRO's Quick Preview window is "HTML 2.0-compliant." That is, if you limit yourself to using only tags that are part of the HTML 2.0 standard, what you see in the Quick Preview window will be what users will see when they view the document with their browsers. However, if you use tags that are not part of the HTML 2.0 standard, the Quick Preview gives you only an approximate idea of how your document will look when viewed with browsers that support only HTML 2.0.

You will find a complete HTML reference in WebEdit PRO's online Help. Each tag and attribute is clearly marked with the earliest HTML version that supports it. In addition, tags that are browser-specific (namely the "unofficial" Netscape and Microsoft Internet Explorer extensions to HTML) are clearly indicated as such.

Menus

When displayed without a document loaded, the menu bar shows only the File and Help menus. Once you load a document into the main menu, additional menu options and commands are displayed.

File Menu

Command	Description
New	Create a new HTML document.
Open	Open an existing HTML document on your hard drive or network.
Open Location	Enter the URL of a Web document to insert into the currently active document in WebEdit Pro.

Command	Description
Insert	Select a file to insert into the currently active document in WebEdit Pro.
Close	Close the active document.
Close All	Close all open documents.
Save	Save any changes you have made to a document, overwriting the older version.
Save As	Save a document under a different name, leaving the original document intact.
Save All	Save all open documents.
Export	Export HTML document to Unix or Macintosh format.
Project	Create a new project, or open an existing project. WebEdit project files are given the .WEP extension.
Print	Print the active document.
Print Setup	Change printer setup settings.
Exit	Exit and close WebEdit Pro.
Recently Used Files	Lists the last documents that were opened and saved (up to five documents). To open one of the listed documents, click on its title.

Edit Menu

Command	Description
Undo	Undo the last command.
Cut	Cut element or text and place it in the Clipboard.

Copy	Copy element or text and place it in the Clipboard.
Paste	Paste items from the Clipboard at the current cursor location.
Delete	Delete element or text.
Select All	Select all text in the active document.
Find	Search for a specific element, attribute or text.
Repeat Last Find	Find the next occurrence of the text specified previously with the Find command.
Replace	Find and replace text.
Repeat Last Tag	Insert the last-used HTML tag at the current insertion point.

Insert Menu

The Insert menu contains most of the commands to insert specific HTML tags into the current document. Tags are grouped in logical categories, such as Page Structure tags, Table tags, Headings, and so on. When a keyboard shortcut is available for inserting a specific tag, it is shown next to the tag name on the cascading menus. You can get detailed information on any HTML element in WebEdit PRO's online Help.

Note

Almost any tag-insertion command can have a button on the user toolbar (space permitting). See [“User Toolbar” on page 2-16](#) for information on configuring the toolbar. In addition, the menu toolbar provides one-click access to nearly all of the HTML tags (see [“Menu Toolbar” on page 2-19](#)).

Command	Description
Page Structure Tags	<i>Examples:</i> Head, Body, Frame

Command	Description
Block Style Tags	<i>Examples:</i> Block Quote, Paragraph, Preformatted
Logical Font Style Tags	<i>Examples:</i> Abbreviation, Citation, Code
Physical Font Style Tags	<i>Examples:</i> Bold, Font, Strong Emphasis
Headings	Heading 1 through Heading 6
Lists and Misc Tags	<i>Examples:</i> Horizontal Rule, Ordered List, List Item, Comment, Marquee
Form Tags	<i>Examples:</i> Form, Input, Select
Table Tags	<i>Examples:</i> Table, Table Header, Table Data, Table Row, Caption
Math Tags	<i>Examples:</i> Math Symbols, Math, Array, Superscript
SSI+ Tags	Used for adding Server Side Includes. <i>Examples:</i> Include, Exec, ODBC, If, Goto
Object Tags	Used for adding objects. Object, Alias, Param
Java Tags	Used for adding Java applets. Applet, Param
User-Defined Tags	Use this command to create, edit, or insert user-defined tags. For example, you can create a tag that combines standard tags like Bold and Italic, or a tag that inserts an often used URL (such as your home page URL).
Special Characters	Use this command to insert characters such as ampersands, the copyright symbol, fractions, and more.
ID/Class/Language	In HTML 3.2, most tags within the Body element can have ID, CLASS and LANG attributes. In general you will not need these.

Command	Description
Anchor/Link	Use this command to insert an anchor or link into the HTML document and fill in the desired attributes, such as HREF, NAME.
Image	Use this command to insert an image, image map, or video clip into the HTML document and fill in the desired attributes, such as SRC, ALT, ALIGN.
Current Date/Time	Use this command to insert the current day, date, and time into the HTML document.
Hexadecimal Color Value	Use this command to select a color and insert its hexadecimal RGB value into the HTML document.

Tools Menu

Command	Description
Spelling	This command launches Web Edit PRO's full-featured spelling checker. You may create and use multiple dictionaries, including dictionaries for languages other than American English.
Easy Images	This command displays a pick-list of image files in the default directory, or in any directory you select. Simply double-click on the filename to insert an HTML-formatted reference to the image into the current document.
Easy Links	This command displays a pick-list of files in the default directory, or in any directory you select. You can display any combination of text files, image files, HTML files, sound files, or All Files. Simply double-click on a filename to insert an HTML-formatted reference to the file into the current document.

Command	Description
Extended Chars -> Tags	Use this command to convert a special character or extended character to a tag that HTML browsers can interpret.
Tags -> Extended Chars	Use this command to convert an HTML tag for a special character or extended character to the character itself.
Multimedia Wizard	The Multimedia Wizard generates the HTML code to insert video, sound, animation, and scripts into your HTML documents, using the appropriate syntax for the browser you specify.
Table of Contents Wizard	The Table of Contents Wizard automates the creation of a Table of Contents page for a long HTML document, with various formatting options.
Home Page Wizard	The Home Page Wizard steps you through the process of developing a basic home page. Once the HTML code is generated, you can easily modify it as you wish.
Tag Checker	The Tag Checker lists any tags that are not supported by a specified browser.
Frame Wizard	The graphical Frame Wizard steps you through the process of creating and sizing frames and assigning the documents to display in them, then generates the HTML code for you.
Form Builder	The Builder prompts you for the information to display and collect with forms, then generates the HTML code for you.
FTP Upload	Use this command to upload HTML documents and associated files to a directory on a Web server.
Link Validation Wizard	The Link Validation Wizard checks all of the links at a specified URL and reports their status (OK or broken).

View Menu

Command	Description
Update Preview	Use this command to update the document in the preview window (after making changes in the document window).

Options Menu

The Options menu provides access to WebEdit PRO's configuration options.

Option	Description
Preferences	<p>Set defaults for the following options:</p> <p>Drag and drop behavior - Insert a dragged file as tag (such as link or image) or open the file in a new document window.</p> <p>Lower case filenames - Use lowercase for names of saved files (required for some version of Unix).</p> <p>Word wrap - Wrap text in document windows.</p> <p>Open new document at startup - Create an empty document window each time WebEdit PRO is started.</p> <p>Use syntax highlighting - Display tags in a contrasting color.</p> <p>Toolbar - Select which toolbars to display by default.</p>

**Preferences
(cont.)**

Browsers - Select which version of available browsers to launch when the View Document with Browser command is used (different browser versions support different sets of HTML tags, so you can use this option to test your pages in different browser versions).

Configure user toolbar - Opens the user toolbar configuration dialog.

Add or Edit Browser - Select which browser to open when the View Document with Browser command is used, or add other browsers to the list of available browsers.

Color

Set default colors for the following:

Document Text - The color of normal text in the document windows.

Document Tag - The color of HTML tags in the document windows (The "Use syntax highlighting" option in the Preference tab must be on to display the color you select here—see above).

Previewer Text - The color of text in the Quick Preview window (where the color has not been explicitly set using HTML tags).

Previewer HotSpot - The color of link text.

Font

Select default fonts and font styles for text in the document windows and in the Quick Preview window.

Files

Select a default directory for the WebEdit PRO configuration files; these include URLs that you enter using the URL button found in various WebEdit PRO dialogs (so that they can be selected from a pick list).

Also, if you are using Windows NT and WebEdit PRO's File Open dialog displays each HTML filename twice, choose the "HTML only" option in this tab.

Option	Description
Previewer	<p>Set defaults for the following Quick Preview window behavior:</p> <p>Display Previewer - If selected, the Quick Preview window is displayed by default when you start WebEdit PRO.</p> <p>Full Window Preview - Sets the Quick Preview window to display full-screen.</p> <p>Automatically Update Previewer - If this option is on and the Quick Preview window is displayed, the Quick Preview window reflects changes made in the document window as they are made (can lag behind your typing if large images have to be loaded).</p> <p>Show Pictures - Set this option on if you want the Quick Preview window to display images specified by the HTML in the document window; otherwise a placeholder is used instead of the image.</p> <p>Orientation - Select how you want the screen to be split between the document window and the Quick Preview window (side by side or above and below).</p>
Carriage Returns	<p>Use these check boxes to insert a Carriage Return and Line Feed before ("Begin") and/or after ("End") the corresponding types of HTML tags.</p>
Tags & Paths	<p>Set the following defaults for tags and paths used in tags:</p> <p>Tag case - Choose how you want HTML tags to look in your documents.</p> <p>Pathing - Select how you want file paths to be entered inside HTML tags. If you select "Relative to a fixed directory," you need to specify that directory under "Fixed directory" (see below).</p>

Command	Description
Tags & Paths (cont.)	<p>Reverse Slashes - If selected, Unix-style "forward slashes" are used in paths; otherwise, DOS "backslashes" are used.</p> <p>Fixed directory - If you select "Relative to a fixed directory" under Pathing, you need to specify that directory here.</p>
Project	<p>WebEdit PRO's Project Manager keeps track of files that belong to a given project. You can set the following defaults:</p> <p>Extended Functionality - When on, the Project Manager window visually differentiates files according to the following (this slows performance somewhat):</p> <ul style="list-style-type: none"> • project file not loaded in WebEdit PRO • project file that is loaded in WebEdit PRO • loaded project file that has been modified • file that could not be found <p>Close open documents on Project Manager shutdown - When on, exiting Project Manager will first save and close all open files related to the project.</p> <p>Stay on top - When on, the Project Manager window stays on top of all other open windows.</p>

Help Menu

Command	Description
Contents	Display Help Contents.
Topic Search	Search for help on a specific topic.

Command	Description
Server Side Includes	Display SSI+ help.
About WebEdit	Displays the WebEdit version number and copyright information.

Toolbars

WebEdit PRO has three convenient toolbars: the document toolbar, user toolbar, and menu toolbar. In addition, the status bar at the bottom of the main window provides useful editing information about the currently displayed HTML document

By default, the toolbars are at the top of the window but you can position them on the sides or bottom of the window. If you prefer not to use the toolbars, you can hide them to give yourself a larger document editing area. You can even add or remove buttons on the user toolbar to configure it exactly the way you like. To modify the toolbar display, simply right-click on a toolbar and choose Display Toolbar, Align Toolbar, or Configure from the popup menu.

If you forget what a particular toolbar button does, simply place your mouse cursor over it and wait a second. A small "tooltip" window will appear telling you the function of the button.

Document Toolbar

The document toolbar provides buttons for common tasks related to HTML documents.



Document toolbar

The following provides a brief description of each command available from the Document toolbar:

- **New** - Open a new, blank document.
- **Open** - Open an existing document.
- **Save** - Save the active document.
- **Save All** - Save all open documents.
- **Print** - Print the active document.
- **Open Project** - Open a WebEdit PRO project file (.WEP), which keeps track of the files belonging to a given project.
- **Cut** - Remove the highlighted text from the document and put it in the Windows Clipboard.
- **Copy** - Copy the highlighted text to the Windows Clipboard.
- **Paste** - Paste the Clipboard contents at the insertion point in a document.
- **Delete** - Delete the highlighted text.
- **Find** - Find specific text in a document.
- **Check Spelling** - Check the spelling in a document.
- **Add Minimal HTML** - Automatically insert into a document the tags that are required in every HTML document.
- **Remove HTML Tags** - Remove all HTML markup from the active document.
- **View Document with Browser** - Launch the browser selected in the Configuration Options (see “Options Menu” on page 2-11)
- **Quick Preview** - Display the active document in the Quick Preview window
- **Update Previewer** - Update the Quick Preview window (after making changes in the HTML document).
- **Help** - Display the main Help page.

User Toolbar

The user toolbar contains buttons for the most commonly entered HTML tags. You can customize this toolbar with buttons for the tags you want it to include (to the limit of available space).

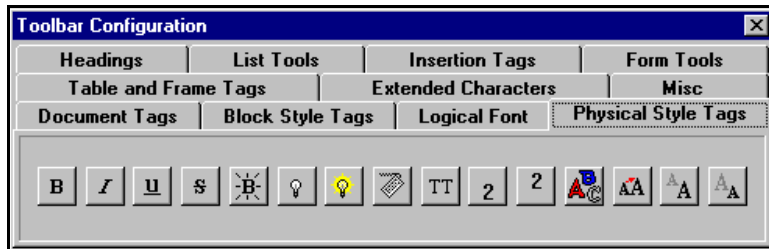


User toolbar

The following provides brief descriptions of the default tags that can be added to a document just by clicking a button on the user toolbar:

- **Bold** - Inserts the `` tags.
- **Underlined** - Inserts the `<U></U>` tags.
- **Italic** - Inserts the `<I></I>` tags.
- **Preformatted** - Inserts the `<PRE></PRE>` tags.
- **Unordered List** - Inserts the `` tags.
- **List Item** - Inserts the `` tags.
- **Level 1 Heading** - Inserts the `<H1></H1>` tags.
- **Level 2 Heading** - Inserts the `<H2></H2>` tags.
- **HTML** - Inserts the `<HTML></HTML>` tags.
- **Head** - Inserts the `<HEAD></HEAD>` tags.
- **Body** - Opens a dialog where you can set text and background colors for the BODY section of the document, and adds the `<BODY></BODY>` tags.
- **Title** - Inserts the `<TITLE></TITLE>` tags.
- **Special Characters** - Opens a dialog where you can select characters (such as foreign-language characters and math symbols) that need special formatting before they can be used in HTML documents—just select the character and WebEdit PRO takes care of the formatting.
- **Line Break** - Inserts the `
` tag.
- **Horizontal Rule** - Inserts the `<HR>` tag.
- **Paragraph** - Inserts the `<P></P>` tags.
- **Anchor/Link** - Opens a dialog where you can set attributes of a hyperlink, and adds the `<A>` tags.
- **Inline Image** - Opens a dialog where you can set the attributes of an inline image file, and adds the `` tag.

You can add or remove buttons on the user toolbar by right-clicking on it and choosing Configure from the popup menu. The Toolbar Configuration dialog box contains all of the buttons that WebEdit PRO's user toolbar supports. To find out which HTML tag a button represents, rest the mouse cursor on the button until the tooltip appears.



User Toolbar Configuration dialog

To add a button to the user toolbar:

- 1 Right-click on the user toolbar and select Configure from the popup menu.
- 2 In the Toolbar Configuration dialog (see above), click on the tab that contains the button you want to add.
- 3 Click on the button you want and drag it to the toolbar.

To remove a button from the toolbar, click on the button on the toolbar and drag it to the configuration dialog box.

Tip

When resizing the main WebEdit PRO window, the user toolbar may be partially hidden. To see the entire user toolbar, maximize the main window. (The document toolbar and menu toolbar do get resized when you resize the main window.)

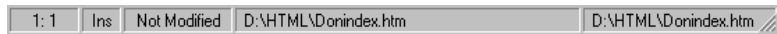
Menu Toolbar



Menu toolbar

The menu toolbar provides quick access to nearly all of the HTML tags that WebEdit PRO supports through drop-down menus. When you click on the Page button, for instance, you see a drop-down menu containing all of the Page Structure tags. These are also available from the Insert menu, but you may find it more convenient after a while to use the menu toolbar to insert tags.

Status Bar



Status Bar

The status bar at the bottom of the WebEdit PRO window displays the following information:

- Cursor Position (Line:Column)
- Cursor Mode (Insert or Overwrite)
- Has the file been modified since it was last saved?
- Full path and filename
- Last status message

Exiting WebEdit PRO

To exit the application, choose the Exit command from the File menu.

In the next chapter you will learn how to create new HTML documents; add tags to create hyperlinks and anchors; add images; view your documents with a browser; and save your documents.

Chapter 3

Creating New

Documents

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Overview

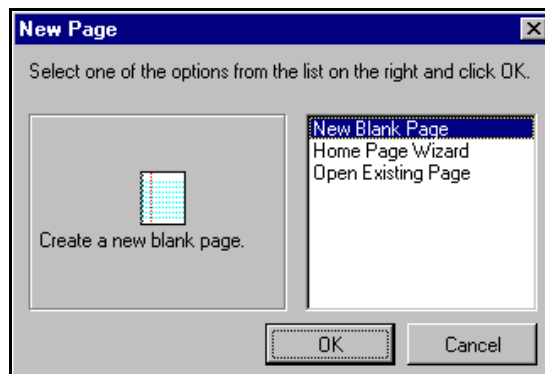
In this chapter you will learn how to create new HTML documents; use the Home Page Wizard and Minimal HTML features; add tags to create hyperlinks and anchors; add images; view your documents with a browser; and save your documents.

Creating a New Document

This section explains how to start a new HTML document.

To create a new document:

- 1 Select New from the File menu, or click the New icon on the document toolbar. The New Page dialog displays (see page 3-3).



New Page dialog

- 2 Select the type of document you want to work on:
 - **New Blank Page** — Opens a blank document window. Use this command if you want to start a new HTML document from scratch.
 - **Home Page Wizard** — Launches the Home Page Wizard. This wizard presents you with a sequence of prompts that step you through the process of creating a basic home page. If you are new to HTML, we encourage you to use the Home Page Wizard first. The Home Page Wizard procedure is described in the next section.

- **Open Existing Page** — Prompts you to select an HTML document. This is equivalent to choosing the Open command from the File menu.

Using the Home Page Wizard

The best way to "get your feet wet" with HTML is to use WebEdit PRO's Home Page Wizard. You get the instant gratification of seeing your creation immediately, and you also get the source HTML document to examine, to keep, or to modify.

The Home Page Wizard presents a series of windows with prompts for text and names of files that you want to appear in your home page. At any time you may go back to previous steps and change your entries by clicking the Previous button.

To start the Home Page Wizard:

- 1 Select New from the File menu, or click the New icon on the document toolbar. The New Page dialog displays (see page 3-3).
- 2 Select Home Page Wizard, then click OK.
- 3 The initial Home Page Wizard window displays, with a brief explanation of how it works. When you have read the text, click Next. The Select a Title window displays (see page 3-4).



Home Page Wizard - Select a Title window

- 4 Enter a title for your page, and optionally, a subheading. By default, a horizontal rule is placed after the subheading, and the title and subheading are centered on the page. If you want to turn either of these options off, clear the corresponding check box. When done, click Next.
- 5 The Background window displays.



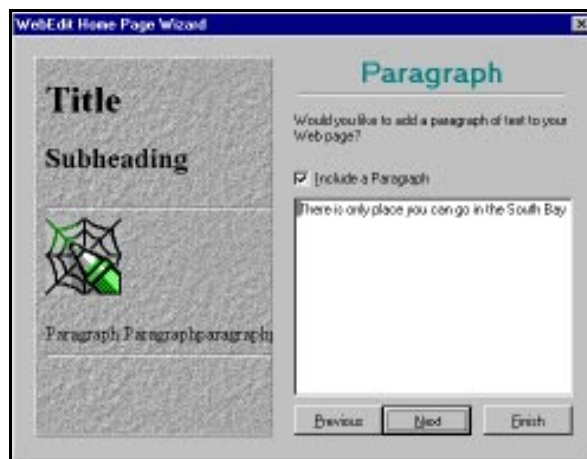
Home Page Wizard - Background window

- 6 If you want your home page to have a colored background, select the Colored Background option, then click Select to choose a color in the Color dialog. (The default color is white.) If you have an image file that you want to use as the background, select the Image Background option and enter the name of the image file in the space provided. (If the image is smaller than the size of the browser window, the image will be tiled to fill the browser window.) When done, click Next.
- 7 The Picture window displays.



Home Page Wizard - Picture window

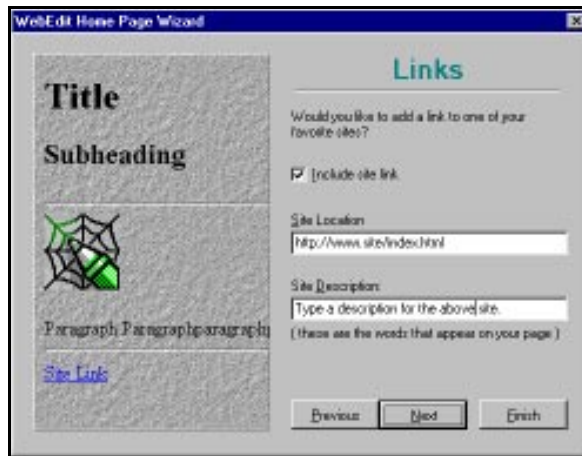
- 8 If you want to include an image on your page, select the Include a Picture check box and enter the name of the image file in the space provided. You may enter a caption for the picture by selecting the Include a Caption check box and entering the caption in the space provided. If you want the picture to be centered, select the Center Picture on Page check box. When done, click Next.
- 9 The Paragraph window displays.



Home Page Wizard - Paragraph window

To enter the text that you want on your page, select the Include a Paragraph check box and type the text you want. When done, click Next.

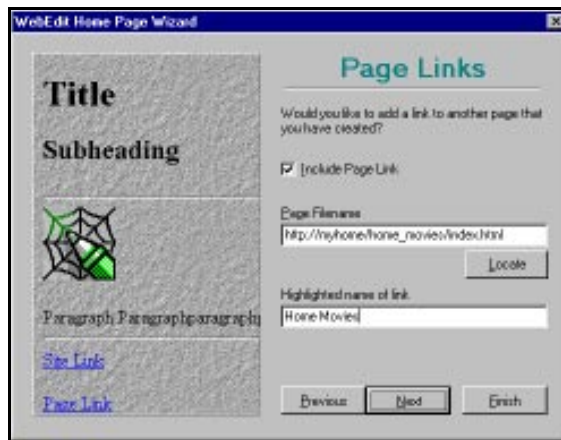
10 The Links window displays.



Home Page Wizard -Links window

If you want to include a link to another Web site on your home page, select the Include Site Link check box. In the Site Location text entry box, enter the URL of the site you want to link to. In the Site Description text entry box, enter a brief description or title for the site you are linking to. When done, click Next.

11 The Page Links window displays.



Home Page Wizard - Page Links window

If you want to include a link to another HTML document that you have created, select the Include Page Link check box and click Locate to select the HTML document to which you want to link. The document's filename appears in the Page Filename text entry box when you return to this window. In the Highlighted Name of Link text entry box, enter the text you want to appear on your page as the underlined link to the other document. When done, click Next.

12 The Contact Information window displays.



Home Page Wizard - Contact Information window

This is where you enter your name and e-mail address, so that people can send you e-mail directly from your home page. To include your name and e-mail address, select the Include Contact Information check box and enter your name and e-mail address in the space provided. When done, click Next.

- 13** The Finished window displays. One more click and you are done! Click Next. WebEdit PRO generates the HTML for your home page and displays the source file in a document window. To see what your home page will look like in a browser window, click the Quick Preview toolbar button.
- 14** Save the new document.

Congratulations! You are on your way to becoming a Webmaster. As you learn more about HTML, you can fine-tune the wizard-generated document, add text, lists.

Tip

If you plan to be creating many pages similar to your home page, you can start with the wizard-generated document, customize it as needed, and save it with a different filename; you do not need to re-invent the wheel each time you want to create another page!

Using the Minimal HTML Feature

WebEdit Pro's Minimal HTML feature instantly inserts into a new blank document the essential tags required in every HTML document. You can also change and extend what the Minimal HTML feature inserts. The Minimal HTML feature is available only if a new blank document is the current document.

To insert minimal HTML tags:

- 1** Open a new blank document.
- 2** Click the Minimal HTML button on the document toolbar.



The default tags inserted by the Minimal HTML button are the following:

```
<HTML>

<HEAD>
<TITLE>Page Title</TITLE>
</HEAD>

<BODY>
<H1>First Heading</H1>
...Add body text here...
<HR>
</BODY>

</HTML>
```

You can modify what the Minimal HTML button inserts simply by editing the **minimal.html** file in the WebEdit program directory.

Adding Tags to Text

It is often more efficient to enter, organize, and edit the text content of a document and then format the text and the page using HTML tags. When you want to insert HTML tags around text in a document, the general procedure is to select the text, then select the tag you want to place around the text.

To add a tag to text in the document:

- 1 Highlight the text you want to tag.
- 2 Select the tag you want to apply to the text.

You can select tags from the Insert menu, from the menu toolbar, or from the user toolbar. Many common tags also have keyboard shortcuts. In addition, many of the most frequently used tags are also included on a pop-up menu that appears when you right-click on the document window.

For example, to designate text as a Level 1 Heading, you can use any of the following methods (once the text for the heading has been highlighted):

- Choose Headings from the Insert menu, then select Heading 1.
- Click Heading on the menu toolbar, then select Heading 1.
- Use the keyboard shortcut Shift+Ctrl+1.
- Click the Level 1 heading button on the user toolbar.
- Right-click in the document window and select Heading 1.

Each of the above actions opens the Heading dialog, where you can assign various attributes to the heading.

Tip

If you find that you frequently use certain tags in combination (for example, Bold and Italic), or if you are re-using certain text in many documents, you can create a user-defined tag that will automatically insert multiple tags around the text you highlight or insert the contents of a file at the insertion point (see Chapter 8, "Special Characters and Custom Tags.")

Adding Hyperlinks

Nearly all HTML documents contain "hyperlinks" (hypertext links), which are usually referred to simply as "links." Links are the hallmark of the World Wide Web and of intranets, enabling users to "jump" from one document to another, or from one section of a document to a different section in the same document.

When you view HTML documents in a browser, links are usually indicated by underlined text; usually the underlined text is displayed in a contrasting color.

To add a hyperlink to a different document:

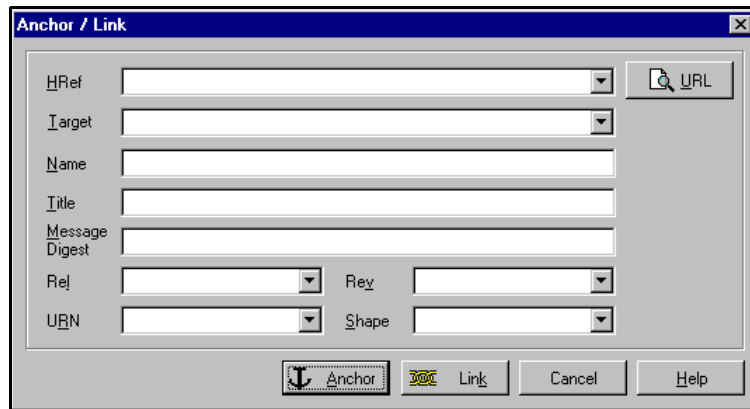
- 1 In the document window, select or enter the text that you want to be underlined on the page (that is, the text that you want readers to click on).

Note

You can also use an image as the link instead of text. See "Using Images as Hyperlinks" on page 3-21.



- 2 Click the Link button in the user toolbar. The Anchor/Link dialog displays.



Anchor/Link dialog

- 3 Enter the following information as desired. Only HREF is required.

Note

Some of the fields in the Anchor/Link dialog are used only when creating <LINK> elements; these should be ignored when creating anchor-type hyperlinks, as in this procedure. (Most browsers ignore <LINK> elements.)

Field	Description
HREF	Enter the URL for the document you want the link to open. Optionally you can click the URL button to browse for the URL or file.
Target	"Target" is the name of the window in which you want the linked document to appear. If the window is not already open, the browser will open and name a new window for you. If you are using a window with frames and the frames are named, you can use this field to make the linked document display in a specific frame by entering the frame name here.

Field	Description
Name	If you are defining an anchor that other links can point to, enter the name you want to use for this anchor.
Title	For use with the <LINK> tag. The Title describes the linked document, for information only (not displayed).
Message Digest	Specifies a cryptographic checksum for the linked document designated by the HREF attribute, to insure its integrity. It is used when you want to be sure that users link to the document that you intended, and that it has not been modified in any way.
Rel	For use with the <LINK> tag. The drop-down list contains the available relationships from the current document to the linked document.
Rev	For use with the <LINK> tag. The drop-down list contains the available relationships from the linked document to the current document.
URN	You may enter the Uniform Resource Name for the linked document.
Shape	If you are creating a "clickable hot spot" link for a graphic, select the shape of the hot spot. In the HTML document you will need to fill in the needed coordinates represented by x, y, r, w, h, etc.



- 4 Click Anchor. **Do not** use the Link button in this procedure (the Anchor button inserts the <A> and tags that you want, whereas the Link button would insert the <LINK> tag.)

The inserted HTML will look like this:

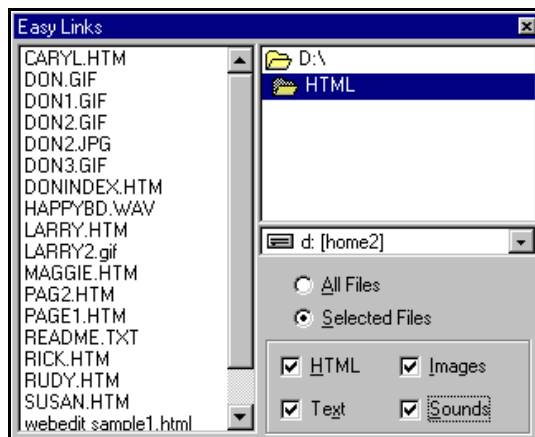
```
<A HREF="URL">Text to be underlined</A>
```

Using Easy Links

The Easy Links feature allows you to add a hyperlink to a specific file simply by picking the file from a list and dragging it into the HTML document.

To use Easy Links:

- 1 In the HTML document, place the insertion point where you want the link to be inserted.
- 2 Choose Easy Links from the Tools menu. The Easy Links dialog displays.



Easy Links dialog

- 3 Select the types of file you want to appear in the file list (HTML only, All Files, HTML and Sound files, and so on) by clicking the applicable check boxes in the lower right section of the dialog.
- 4 Use the drive selection drop-down list and the directory tree on the right side of the dialog to navigate to the location of the file you want to create a link to. The files in that directory that match the types of files you selected in step 3 are listed on the left side of the dialog.
- 5 Drag and drop the file you want into the HTML document.

For example, if you drag a file named *index.html* from a local directory named *c:\wwwroot* into the HTML document, the following HTML tags are inserted:

```
<A HREF="c:/wwwroot/index.html"></A>
```

Be sure to remove or adjust the path information, if necessary, to avoid the problem of browsers not being able to locate the file (see “[Relative Addressing](#)” on page 3-17).

Using Anchors

Usually a link to another document displays the top of the target document in the browser window. However, you can also create a link to any location in a document. To jump to some location in a document other than the top requires you to define the places the reader can jump to; these are called **anchors**. Once anchors are defined, you can create a link to an anchor, just as you create a link to another document. Anchors can also be used to create links from one section of a document to another section of the same document.

An anchor has the following structure:

```
<A NAME=anchorname></A>
```

Note

If the anchor Name is more than one word, use double quotation marks at the beginning and end.

A link to an anchor in the same document has the following structure:

```
<A HREF=#anchorname>This is underlined</A>
```

A link to an anchor in a different document has the following structure, where *URL* is the URL of the document containing the anchor:

```
<A HREF=URL#anchorname>This is underlined</A>
```

To create an anchor:

- 1 In the document window, select the text that you want readers to see at the top of the browser window when they click on a link to this anchor. Typically you would select a section heading.



- 2 Click the Link button in the user toolbar. The Anchor/Link dialog displays.
- 3 In the NAME field, enter a name for the anchor.
- 4 Click Anchor. **Do not** use the Link button in this procedure (the Anchor button inserts the <A> and tags that you want, whereas the Link button would insert the <LINK> tag.)

To create a link to an anchor:



- 1 Put the insertion point where you want the link to appear in the HTML document.
- 2 Click the Link button in the user toolbar. The Anchor/Link dialog displays.
- 3 In the HREF field, enter # and the Name of the anchor you want to link to, with no spaces. If the anchor is in a different document, enter the URL of the document followed by # and the anchor Name, with no spaces.

For example, to create a link to an anchor named **#hereiam** in a document named **findme.html** (in the same directory as the current document), you would enter **findme.html#hereiam** in the HREF field.

- 4 Click Anchor. **Do not** use the Link button in this procedure (the Anchor button inserts the <A> and tags that you want, whereas the Link button would insert the <LINK> tag.)

Adding Images

You can add image files to your document from your local drive or a Web page. The most popular formats for image files in HTML documents are GIF and JPG (or JPEG). However, TIF and ART files can also be used.

A typical image tag might look like this:

```
<IMG SRC="myphoto.gif">
```

 is actually the tag, while SRC= indicates the source file that contains the image.

"Relative Addressing"

If you add an image tag to a page, but the image does not appear in your browser, it is most likely because the browser cannot find the image file. The following applies to what you enter as the SRC attribute of an image (see page 3-18). It applies as well to what you enter as the HREF attribute of a link (see page 3-12).

Although you can use a pathname in an image tag, it is not recommended. Consider the following example:

```
<IMG SRC="c:\images\myimage.gif">
```

This will work fine as long as the page is on your local hard drive, but as soon as you move the page to your Internet server, no browser will be able to locate the image file. Similarly, the following example will work adequately on an Internet server, but not on your local hard drive:

```
<IMG SRC="http://www.myserver.com/  
myimage.gif">
```

The solution to this is to always use "relative addressing" in your references to files: Whenever possible, put the image files in the same directory as the HTML file. Then you need include only the filename after such attributes as HREF= and SRC=.

If it is not acceptable to put image files in the same directory as the HTML file, put them in a subdirectory of the directory that contains your HTML file. Then the address of the image file can be relative to the address of the HTML document itself. For example, the following image tag will work fine on both your local hard drive and your Internet server, as long as the image file is in the same subdirectory in both locations:

```
<IMG SRC="/images/myimage.gif">
```

To add an image to a document:

- 1 Place the insertion point in the HTML document where you want the image to appear.
- 2 Click the Image button on the user toolbar, or choose Image from the Insert menu. The Image dialog displays.



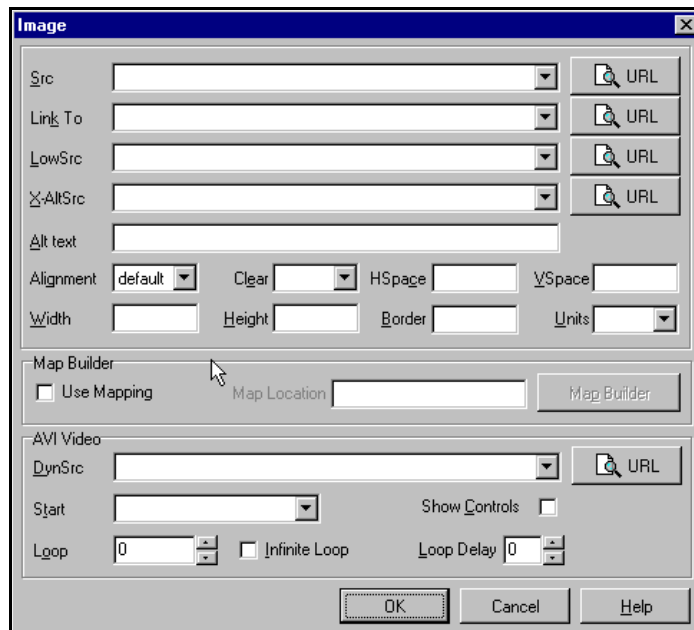


Image dialog

- 3 Enter the following information, as applicable:

Field	Description
Src	Enter the filename of the image you want to put in the document. You can use the URL button to browse for the file.
Link To	If you want the image to be a link to another document, enter the filename of the document here. You can use the URL button to browse for the file.
LowSrc	(Netscape)If you have a smaller (lower-resolution) image file that you want to use as a link to the larger image file, enter the filename of the smaller file here.

Field	Description
X-AltSrc	To insert an image that uses the Johnson-Grace ART image compression standard, enter the filename of the image here.
Alt text	<p>Enter the text that you want to appear in place of a graphic whenever a user has turned off graphic imaging, or if a browser is being used that cannot display graphics. This allows users to see that a graphic exists on the page, even though the graphic itself does not display.</p> <p>The text you enter here is added to the ALT= attribute of the image tag.</p>
Alignment	This option determines how the image aligns with text elements that are on the same line in the page. Select an option from the drop-down list. (See "Image" in the online Help for an explanation of each option.)
Clear	Text normally wraps around left-aligned and right-aligned images. However, with this option you can force text to start on the first "clear" line below an image on the left margin (LEFT), on the right margin (RIGHT), or on either margin (ALL).
HSpace	If you want to add blank space to the left and right of the image, enter the amount of space here (in pixels).
VSpace	If you want to add blank space above and below the image, enter the amount of space here (in pixels).
Width	Normally a browser calculates the dimensions of a image before displaying it. If you specify the width of the image here, (in pixels), the viewer of the document will not have to wait for the image's size to be calculated.
Height	As with the Width attribute, you can specify the height of the image (in pixels).

Field	Description
Border	<p>If you want to change the default size of the colored border around the image, enter the desired width (in pixels).</p> <p>Tip: If the image is being used as a link, do not make the border 0 units.</p>
Units	<p>This optional attribute specifies the units for the width and height attributes. It is either pixels (the default) or ens (half the point size).</p>
Use Mapping	<p>If you are inserting an image map created with WebStudio's Web Map, select this check box. (You can also create an image map in WebEdit PRO. See "Map Builder" below.)</p>
Map Location	<p>If you selected the Use Mapping check box, enter the location of the image map.</p>
Map Builder	<p>You can create an image map in WebEdit PRO by clicking Map Builder. Map Builder is similar to WebStudio's Web Map. However, Map Builder only lets you create rectangular clickable areas. Web Map lets you create different shapes as clickable areas.</p>
DynSrc	<p>Specifies the address of a video clip or VRML world. You can specify an image file that will display if the viewer's browser does not support inline video. (See "AVI Videos" in the online Help for examples.)</p>
Start	<p>For a video clip, you can specify the action that starts the playback of the file: FILE-OPEN means start playing as soon as the file is done opening (default). MOUSEOVER means start playing when the user moves the mouse cursor over the clip. (See "AVI Videos" in the online Help for examples.)</p>

Field	Description
Show Controls	Select this option if you want playback controls (Start, Stop, etc.) to be displayed with the video.
Loop	Specifies how many times a video clip will loop when activated. (See "AVI Videos" in the online Help for examples.)
Infinite Loop	If this option is selected, the video clip will loop until stopped by the viewer.
Loop Delay	If you have selected a Loop attribute, you can specify the number of seconds to wait between loops.

Tip

As a courtesy to your users, you should indicate the size of an image file, sound file, or video file so users are forewarned should they decide to display, play, or download it.

Using Images as Hyperlinks

You can use an image as a link instead of text, or in addition to text. This is accomplished by nesting the image tag inside the link tags. In the following example, the "target" file is an AVI file, and the link (what the user clicks on to play the AVI file) is a GIF file.

```
<A HREF="greeting.avi"><IMG SRC="myphoto.gif"></A>
```

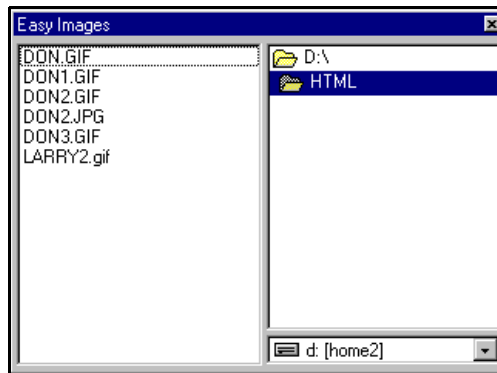
Using Easy Images

The Easy Images feature allows you to add an image file simply by picking the file from a list and dragging it into the HTML document.

To use Easy Images:

- 1 In the HTML document, place the insertion point where you want the image to be inserted.

- 2 Choose Easy Images from the Tools menu. The Easy Images dialog displays.



Easy Images dialog

- 3 Use the drive selection drop-down list and the directory tree on the right side of the dialog to navigate to the location of the file you want to add to your document. The image files in that directory are listed on the left side of the dialog.

Note

Only GIF, JPG, and JPEG files are displayed.

- 4 Drag and drop the file you want into the HTML document.

For example, if you drag a file named *myphoto.gif* from a local directory named *c:\wwwroot* into the HTML document, the following link is inserted:

```
<IMG SRC="c:\wwwroot\myphoto.gif">
```

You may need to adjust the path information, to avoid the problem of browsers not being able to locate the file (see [“Relative Addressing”](#) on page 3-17).

Viewing Documents with a Browser

In addition to having a built-in quick previewer, WebEdit PRO also allows you to use an external browser such as Netscape Navigator, Microsoft Internet Explorer, or Mosaic to view your pages.

To launch an external browser from WebEdit PRO:



- 1 Select the View Document with Browser button on the document toolbar.
- 2 The first time you select this button, WebEdit PRO displays a dialog asking you to select a browser to use. Click Add.
- 3 Enter the name of the browser and its full path and filename (use the Browse button if necessary). Click OK.

You can change your default external browser or add additional browsers by selecting Configure from the Options menu and selecting the Add or Edit Browsers button on the Preferences tab.

Once you have chosen a browser, you can launch that browser at any time by clicking on the View Document with Browser button. Then use the browser's File Open command to view your document

Saving Your Work

You should save your work periodically as you use WebEdit PRO.

To save the current document:



- Choose Save from the File menu, or press Ctrl-S, or click the Save button on the document toolbar.

You can tell if the current document has been modified since the last time it was saved by looking at the status bar at the bottom of the document. If your document has been edited since it was last saved, the status bar will read "Modified." If the document has not been edited since the last save, it will read "Not Modified".

To save all open documents at once:



- Choose Save All from the File menu, or press Ctrl-Shift-S, or click on the Save All button on the document toolbar.

In the next chapter you will learn how to use WebEdit PRO's powerful tools for creating forms, tables, frames, and more.

Chapter 4

WebEdit PRO Tools

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Overview

WebEdit PRO's tools and wizards make short work of the most advanced page design. Probably the most valuable assistance you can get from an HTML authoring tool is automatic generation — based on your WYSIWYG input—of the more complex HTML structures, such as tables, forms, and frames, while still providing you with final control of the HTML markup. Once you have put Web-

Edit PRO's tools and wizards through their paces, you will wonder how you ever did without them.

In this chapter you will learn how to use WebEdit PRO's powerful and time-saving tools:

- Table Builder
- Form Builder
- Frame Wizard
- Table of Contents Wizard
- Tag Checker
- Link Validation Wizard
- FTP Upload Facility

Using the Table Builder

WebEdit PRO's Table Builder allows you to enter cell contents and headers in an empty grid; select cell background color, text alignment, border width, and other attributes; then generate all of the HTML code with a single click.

Tables are supported only in browsers that can display HTML 2.0 or later. Basic tables consist of the following elements:

- Caption - Table title
- Headers - Column titles
- Rows
- Data - Cell contents

Additional table tags have been introduced since HTML 2.0 was officially approved. Keep in mind that not all version of existing browsers will be able to display all of the available table tags. Be sure to use the Tag Checker and also to view your documents with the browsers you intend to support.

To create a table:

- 1 Choose Table Tags from the Insert Menu, then select Table Builder. The Table Builder dialog window displays.

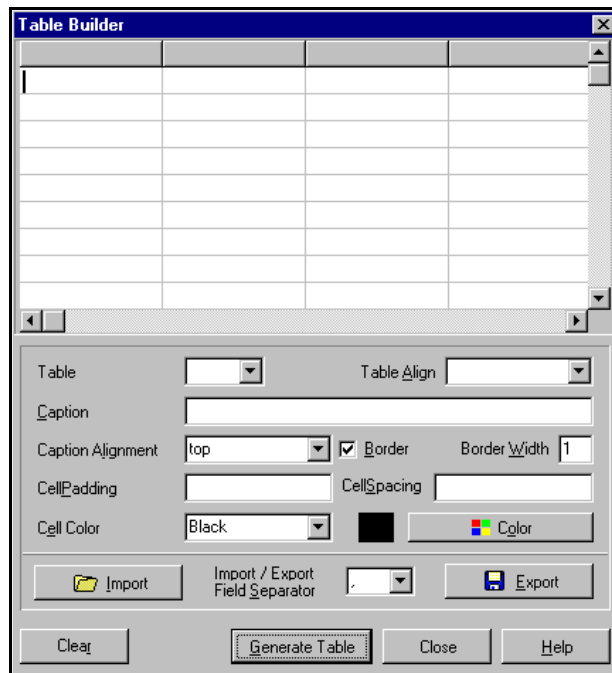


Table Builder window

Tip

If you want to start over at any time during the following procedure, you can click Clear to clear the Table Builder entries.

- 2 Enter the cell contents in the grid at the top of the dialog.
- 3 If you want the table to be less than the full width of the displayed page, select a percentage from the Table drop-down list. The table will be resized automatically by a browser to fill that percentage of the width of the document window in the browser.

- 4 Select the alignment of the table from the Table Align drop-down list. (Refer to the HTML Reference in online Help for descriptions of each of the options.)
- 5 Enter a caption (title) for the table in the Caption text entry box.
- 6 From the Caption Alignment drop-down list select Top or Bottom to display the table's caption above or below the table, respectively.
- 7 The Border option is on by default. Enter the desired border width in the Border Width text entry box. The unit of measurement is pixels. If you want a borderless table, clear the Border check box.
- 8 If you want to add additional space around the contents of cells, enter a number in the CellPadding text entry box. The unit of measurement is pixels.
- 9 If you want to add additional space between the cells, enter a number in the CellSpace text entry box. The unit of measurement is pixels.
- 10 Select the background color of the cells from the Cell Color drop-down list. Or click on the Color button and select a color from the standard Windows Color dialog.
- 11 When done, click Generate Table. The HTML code is inserted in the current document at the location of the insertion point. Click the Preview toolbar button to preview how the table is likely to appear when viewed in a browser.

Not all browsers support all table tags and attributes, so be sure to check out the table in each of the browsers that you want to be able to display your document.

Importing and Exporting Tables

The WebEdit PRO Table Builder enables you to import and export tables, using the Import and Export buttons. Use the Import/Export Field Separator to specify the character (comma, tab, etc.) that you want to use to separate the fields (cells) in tables that you are going to export, or to specify the field separator to look for in imported tables. The default file type for exported and imported tables is comma-delimited (.CSV), but you can change the file type to text (.TXT) if necessary.

Using the Form Builder

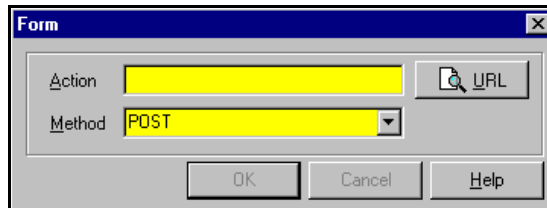
Forms enable people who are viewing your document to send information back to your Web server, be it as simple as name and address information or as complex as an order for merchandise. Typical forms include text entry boxes, check boxes, radio buttons, and a Submit button to send the information back to your server.

WebEdit Form Builder simplifies the creation of Web forms by consolidating all of the components of a form into a single, easy-to-use tool. With the Form Builder, you can quickly add buttons, text fields, lists, checkboxes, etc., and let WebEdit PRO write the HTML for you. You can even try out the form and see the information that is sent when the Submit button is pressed.

Forms are created in two stages in Form Builder: first you identify the required Action and Method for the form (explained below), then you select and arrange the elements of the form.

To launch the Form Builder:

- 1 Select Form Builder from the Tools menu. After a moment, the Form dialog displays.



Form dialog

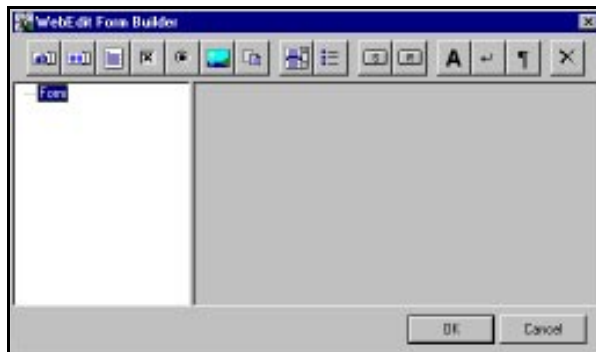
Note

Throughout the form builder, required fields are colored yellow. Optional fields are white.

- 2 Enter the form Action. An Action is required for every form. The Action specifies where the contents of the form are sent when the Submit button is clicked.

For example, the Action can be the URL of a script on your web server or a "mailto:" URL (for example, mailto:support@luck-man.com). If you use mailto: followed by your email address, the contents of the form will be mailed to you when the user clicks the submit button. If you have created a CGI script to handle the form data submitted by the user and to return a message to the user, enter the URL of the script in the Action field.

- 3 Select the form Method. The Method specifies how the contents are sent. The Post method is almost always used. **Do not change this unless you know what you are doing and you have a good reason.** For more information about the Action and Method attributes, look in the WebEdit Help file under "Form."
- 4 When done, click OK. The WebEdit Form Builder window displays.



WebEdit Form Builder window (new form)

The toolbar across the top gives you quick access to the various elements you can add to a form. A tooltip description for each toolbar button appears when you rest the mouse pointer on it for a second.

- 5 Click on the toolbar button corresponding to the element you want to add and fill in the element's properties in the dialog that displays.

Once you close the properties dialog, the element is added both to the end of the list on the left side of the Form Builder window and to the form preview on the right side of the Form Builder window (see “WebEdit Form Builder window (form in progress)” on page 4-9).

Most elements in a form will have three parts:

- **Caption** — The caption of an element is the text that users see next to or above the element. For example, if you want a First Name text entry field, you might label it First Name. Use the Document Text element to enter the caption for an element before you choose the element itself.
- **Name** — The Name of an element can be the same as the caption, but it does not have to be. The element's Name is like a field name in a database. Users do not see the Name; it is just a way to identify the element to the browser.
- **Value** — Just as an element's Name is like the name of a database field, so the element's Value is like the contents of a database field. For text fields and text areas, you normally do not fill in a Value; what the user enters becomes the value. For example, if a user enters "Florence" in a text field named firstname, the value of firstname becomes "Florence," and that is what is sent back to the server.

Note

For text entry boxes you can specify the default size—number of characters—of the text box (Size) and the maximum number of characters (Max Length) that users can enter in the text box.

For check boxes and radio buttons, users do not enter anything, so you should enter a Value for each one; when a radio button or check box is selected, the browser can tell which one is selected and sends its Value back to the server.

The best way to get the feel of how the Name and Value properties work for various kinds of elements is to experiment. If the element does not look the way you want it to, double-click on it in the list and edit the properties. Also, you will be able to edit the HTML generated by the Form Builder in the document window after you exit the Form Builder.

As shown in the next figure, the list on the left of the window shows you a list of the elements you have added to your document. New elements are added to the bottom of the list. You can move elements around in your document, edit them, and delete them.

The display on the right-hand side of the window shows you the form as it will appear in a browser. You can even fill in your form and click the Submit button to see the information will be sent.



WebEdit Form Builder window (form in progress)

- To move an element, click on it and drag it to a new location in the list.
- To edit the element's properties, double-click on it in the list.
- To delete an element, select it in the list and click the Delete button on the toolbar.

For more information on HTML form tags, look in the WebEdit Help file under the topic "Form Tags".

Using the Frame Wizard

Frames are a relatively recent addition to HTML, and not all browsers support them. What frames add to HTML is the ability to divide the browser's display window into several areas, or frames, each of which can act like a little window, displaying separate documents.

The Frame Wizard helps you create frames-based Web pages quickly without having to write the Frame and FrameSet tags yourself. You simply point and click to define where you want your frames, specify which document each frame will contain, and the Frame Wizard does the rest.

Before you launch the Frame Wizard, you might want to make some designs on paper to get an idea of how many frames you want to use, what you want to be displayed in each one, and the approximate boundaries of each frame.

The Frame Wizard can insert the HTML it writes into the current document or it can create a new document. If you want it to insert its HTML into the current document, make sure you position insertion point in the document before launching the Frame Wizard.

To create frames:

- 1 Choose Frame Wizard from the Tools menu. The opening Frame Wizard window displays, with a brief explanation of how to use the Next and Back buttons.
- 2 Click Next. The second Frame Wizard window displays. In this window you define how you wish to divide up the browser window into horizontal and vertical frames.



Frame Wizard window #2

- 3 To divide an area horizontally, click on the horizontal bar button and then click in the window area on the left where you wish to place the frame. Similarly, to divide an area vertically, click on the vertical bar button and then click in the window area. You can move your frames by clicking and dragging them. If you need to start over, simply click the Clear button.
- 4 Once you have placed all your frames, click Next. The third Frame Wizard window displays.



Frame Wizard window #3

- 5 The next step is to specify an HTML document, frame name and other properties for each frame. To enter the information for a frame, simply click on the frame area on the left and then fill out the information on the right.

Important!

You should complete all information for each frame before proceeding to the next step.

Command	Description
----------------	--------------------

Source	The name of the HTML document to be displayed in the selected frame.
---------------	--

Command	Description
Name	Enter a name for the selected frame. A frame's name can be referenced by the Target attribute of an Anchor tag—for example, <code></code>
Margin Width	If you need to control the margins of a frame, enter the desired margin width, in pixels. This option can be ignored. By default, all frames default to letting the browser decide on an appropriate margin width.
Margin Height	If you need to control the margins of a frame, enter the desired margin height, in pixels. This option can be ignored. By default, all frames default to letting the browser decide on an appropriate margin width.
Scrolling	This setting determines if the frame should have a scrollbar or not. Yes results in scrollbars always being visible in that frame. No results in scrollbars never being visible. Auto instructs the browser to decide whether scrollbars are needed and place them where necessary. The default value is Auto.
Allow Resize	Check this check box if you want users to be able to change the height or width of the frame in their browsers.

- 6 When done, click Next. The last Frame Wizard window displays.
- 7 Choose whether to insert the HTML for the frames into the current document or create a new document, and click Finish. WebEdit automatically writes the HTML.

Note

The Frame Wizard uses percentages for defining the height and width of individual frames (for example, `<FRAMESET ROWS="22%,78%">`). If you need your frames to be a specific number of pixels wide or high, you may modify the FrameSet tags accordingly. For more information, look in the WebEdit Help file under the topic "FrameSet."

Using the Table of Contents Wizard

Many HTML documents are organized into sections by using heading tags such as <H1>, <H2>, etc. The Table of Contents Wizard can read such documents and automatically generate a table of hyperlinks to each section of the document. You can add this table to the beginning of your HTML document to make it easy for users to jump to any location in the document itself.

The Table of Contents Wizard creates anchors at the locations of the headings, then creates links to the anchors. Finally the wizard arranges the links in a list.

Note

The Table of Contents Wizard does not work on all pages, only ones that include heading tags.

To create a table of contents for a document:

- 1 Make sure that the active window contains the document for which you are creating a table of contents.
- 2 Choose Table of Contents Wizard from the Tools menu. The initial wizard page displays, with a brief explanation of what it does.
- 3 Click Next. The list of headings in the current document is displayed.
- 4 Click Next.
- 5 Select the **Levels** radio button for the deepest level of heading you want to include in the table of contents.
- 6 Click Next.
- 7 Select the **Numbering system to add** option that you want to use, or select **None** to use no numbers or bullets.
- 8 Click Next.
- 9 Click Finish. The table of contents HTML is inserted at the beginning of the current document. The beginning and end of the table of contents are marked with comments so you can easily select it and put it wherever you like in your document.

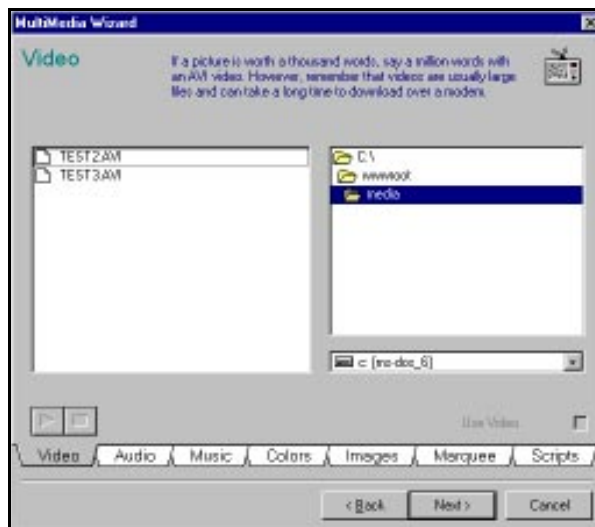
Using the Multimedia Wizard

WebEdit PRO's Multimedia Wizard lets you create pages with multimedia content such as video and audio, plus visual enhancements such as color schemes, scrolling marquees, and even common JavaScript applets. You select the files, and WebEdit generates the HTML you need to include them in your documents.

The Multimedia Wizard automatically starts a new document each time you use it, to store the HTML it generates. If you already have a document started, you can cut and paste from the wizard-generated document into your document.

To use the MultiMedia Wizard:

- 1 Choose Multimedia Wizard from the Tools menu.
- 2 The two most popular browsers—Netscape Navigator and Microsoft Internet Explorer—use slightly different syntax to embed some multimedia objects. On the first page of the Multimedia Wizard, select whether you want the wizard to generate HTML for Navigator or Internet Explorer and click the Next button.
- 3 The second Multimedia Wizard window uses a tabbed-notebook interface to let you quickly choose the multimedia features you wish to add to your page.



Multimedia Wizard window

- 4 Click on one of the tabs for the features you want.
- 5 Navigate to and select the file you want to use, and make sure the check box in the lower-right corner is selected.

For example, if you want to add a video to your document, make sure the Use Video check box is checked on the Video page. This check box will be checked automatically when you select an AVI video file. If you change your mind and decide not to use the video, simply clear the Use Video box. You can tell at a glance which types of files will have HTML generated for them because their tabs have a check mark.

Note

Not all browsers support all multimedia files. For example, currently only Internet Explorer supports the Marquee tag.

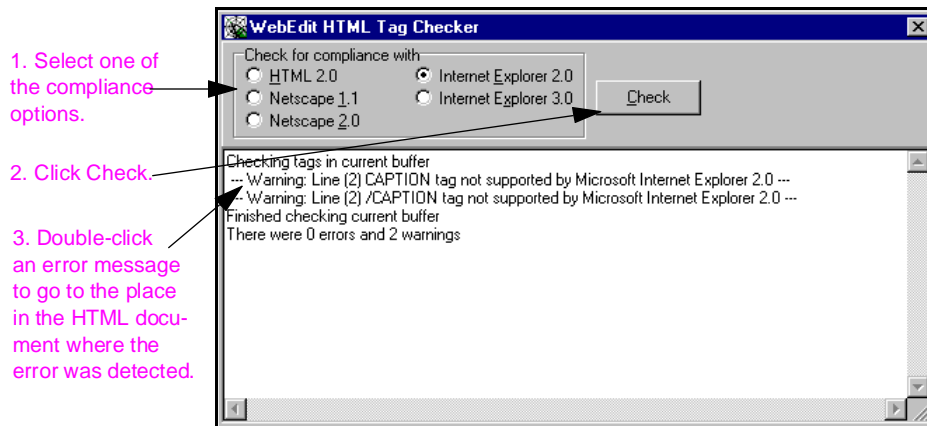
- 6 When you are done selecting the multimedia features you wish to use, click Next.
- 7 Click Finish. The wizard writes the HTML for you and puts it in a new document in WebEdit PRO. The HTML for each type of multimedia feature is clearly commented.

Using the Tag Checker

The WebEdit Tag Checker tests the current document for compliance with several different levels of HTML and with Netscape Navigator and Microsoft Internet Explorer extensions.

To check HTML tags:

- 1 Make sure the HTML document you wish to check is the current document.
- 2 Choose Tag Checker from the Tools menu. The WebEdit HTML Tag Checker window displays.



WEB Edit HTML Tag Checker window

- 3 Click whichever **Check for compliance with** option is appropriate, to select an HTML level.

Note

You can repeat the tag checking procedure with different compliance options to locate non-complaint tags for different levels of HTML and for different browsers.

- 4 Click Check. The Tag Checker will report any tags or attributes that are not valid in the specified HTML level or browser.
- 5 To correct an error found by the Tag Checker, simply double click on the error message in the Tag Checker's list to move the insertion point in the current document to the beginning of the invalid line.

Tip

You may edit the line without closing the Tag Checker. This allows you to correct all errors without having to repeatedly open and close the Tag Checker.

Note

The Tag Checker is a useful and powerful tool, but it is not a complete HTML syntax checker. It will not report some errors such as missing end tags or tags in invalid locations (e.g., a list item inside of the document head, etc.). A list of free web-based HTML validation services and syntax checkers is available at the following site:

http://www.yahoo.com/Computers_and_Internet/Software/Data_Formats/HTML/Validation_Checkers/

Using the Link Validation Wizard

The Web is a growing and changing environment where servers and pages often move or disappear. To help ensure your hyperlinks are correct and that the pages they point to are still valid, WebEdit PRO includes a Link Validation Wizard.

The Link Validation Wizard can look at any document on the Web, examine it for inline images and hyperlinks to other pages, and then test to ensure that these images and pages exist.

You must have an open Internet connection in order to validate the links in a Web document. If you have not connected to the Internet before starting the following procedure, the Link Validation Wizard will launch your dialer program to establish a connection at the appropriate time.

To validate links:

- 1 Choose Link Validation Wizard from the Tools menu. The opening screen displays a brief explanation of what it does.
- 2 Click Next. The Enter Document URL dialog displays.
- 3 Enter the URL of the document whose links you wish to check. You may optionally click the URL button to construct the URL by selecting a protocol and entering server, port (if necessary), and filename information. By default the Link Validation Wizard waits 30 seconds for each link to be found before "timing out." You may decrease or increase the number of second, if desired.

Note

The Link Validation Wizard will not check links in a document on your hard drive. You must specify a file on the Web. You should use the full URL form (for example, <http://www.server.com/path/file.html>).

- 4 Click Next. If you do not have an open connection to the Internet, the wizard starts your dialer program to establish a connection. Once the document's URL is found, the wizard generates a list of

all of the links in the specified document then displays the Choose Links to Validate dialog.

- 5** To validate only one or more selected links, click the Validate Selected Links radio button and click on the links you wish to validate.
- 6** Click Next to validate the links. When the validation is complete, the Validation Results dialog displays.

On the left side of the list is the link that was checked, and on the right side is the status of the link.

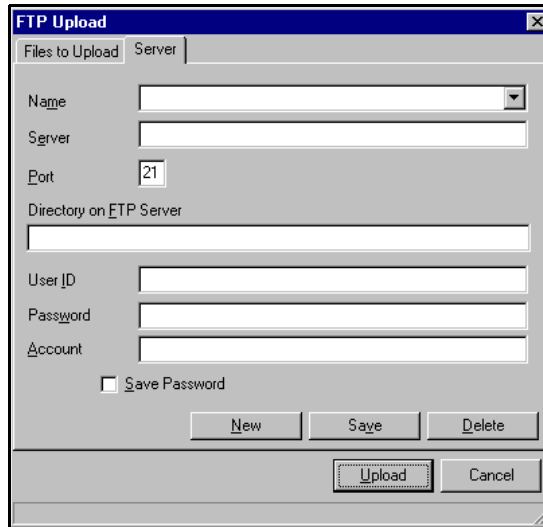
Uploading Files to a Web Server

Normally as you create and edit HTML files, you save them on your computer's hard drive. When you are ready to make them available on the Web, you can transfer them via FTP (file transfer protocol) to a remote server. You need to transfer not only the HTML files but also any other files (such as graphics, sound, and video files) that are used in your Web pages.

WebEdit PRO includes an integrated FTP upload tool that lets you upload your files from within the program. The FTP upload tool can keep track of multiple FTP servers, and automatically selects all currently open documents for uploading.

To open the FTP Upload tool:

- 1** Choose FTP Upload from the Tools menu. the FTP Upload dialog displays.
- 2** Click on the Server tab.



FTP Upload dialog - Server information

- 3 The first time you use the FTP upload tool, you need to define a server where you wish to send your files. Click New. The New Server Name dialog displays.
- 4 Enter a name for the server (anything you like) and click OK.
- 5 Enter the following information in the other fields:

Field	Description
Server	Enter the domain name or IP address of the server to which you want to upload files.
Port	Leave this as is (21), unless your ISP has told you that FTP services use a different port.
Directory on FTP Server	Enter the complete path to the directory where your files are to be stored. Important! Do not put a "/" (forward slash) at the beginning of the directory path.

Field	Description
User ID	Enter your FTP user ID, if applicable.
Password	Enter your FTP password. if applicable.
Account	Enter your FTP account number, if applicable.
Save Password	Select this option if you want WebEdit PRO's FTP Upload tool to remember your password.

- 6 When done, click Save. The next time you use the FTP upload tool, you should not need to use the Server tab.

Note

If you upload files to more than one FTP server, or to more than one location on the same FTP server, you can add as many servers as you like. Simply click on the New button and give each one a unique name.

- 7 Click the Files to Upload tab to check the list of files.

When you launch the FTP upload tool, it automatically looks to see what documents you have open. If you need to add other files, such as images, Click Add. To remove files from this list, select the files you do not wish to upload and click Remove.

- 8 When you are ready to upload your files, click Upload.

WebEdit PRO will prompt you to save any files that have not been saved since they were last modified, dial your ISP (if you are not connected), and automatically transmit your files.

The first time you send files with WebEdit PRO's FTP upload tool, you should double-check with your Web browser to make sure the files went where they were supposed to go.

If the files are not where they are supposed to be, double-check the Directory on FTP Server field on the Server tab.

The next chapter describes WebEdit PRO's configuration options.

Chapter 5

Configuring

WebEdit PRO

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Overview

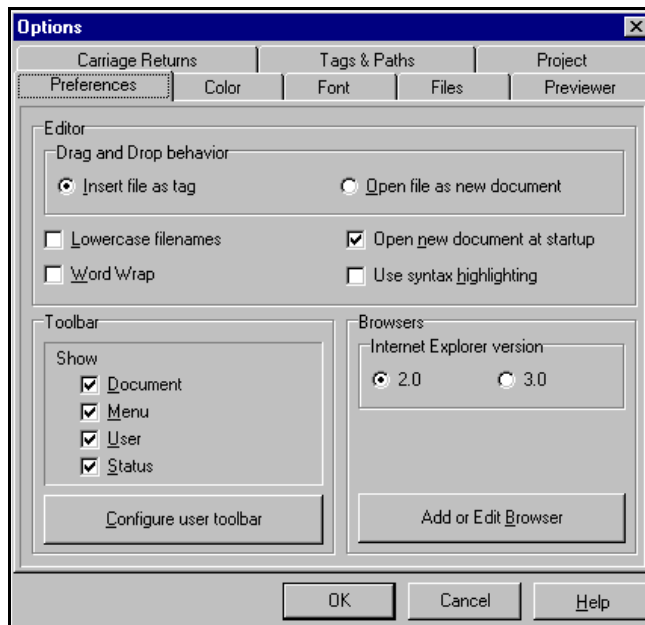
WebEdit PRO provides many customizable features, so that you can configure it to suit your work style and preferences. This chapter describes how to access WebEdit PRO's configuration options and the what each option does.

Accessing Configuration Options

WebEdit PRO includes extensive configuration options.

To access the configuration options:

- Choose Configure from the Options menu. The Options dialog displays, with seven tabs.



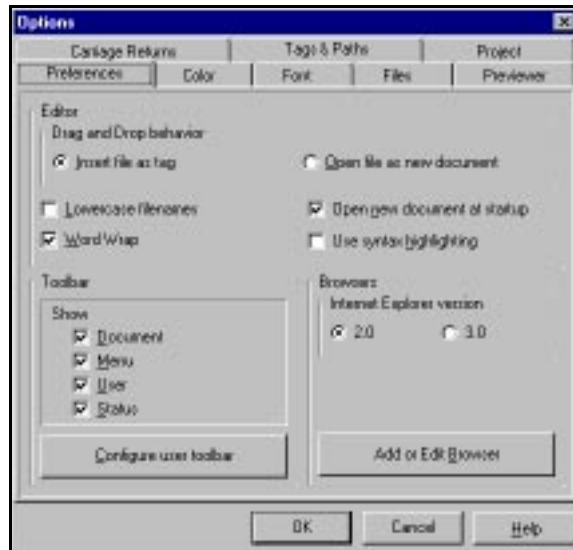
Options dialog

Tip

To get help for any configuration option, rest the mouse pointer on the text or control for a few seconds; a popup tooltip will give a brief explanation of what the option does.

The following sections describe the options found on each of the tabs in the Options dialog.

Preferences



Options - Preferences dialog

Option	Description
Drag and drop behavior	Insert a dragged file as tag (such as link or image) or open the file in a new document window.
Lower case file-names	Use lowercase for names of saved files (required for some version of Unix).
Word wrap	Wrap text in document windows.
Open new document at startup	Create an empty document window each time WebEdit PRO is started.

Option	Description
Use syntax highlighting	Display tags in a contrasting color.
Toolbar	Select which toolbars to display by default.
Browsers	Select which version of available browsers to launch when the View Document with Browser command is used (different browser versions support different sets of HTML tags, so you can use this option to test your pages in different browser versions).
Configure user toolbar	Opens the user toolbar configuration dialog.
Add or Edit Browser	Opens a dialog where you can select which browser to open when the View Document with Browser command is used, or add other browsers to the list of available browsers.

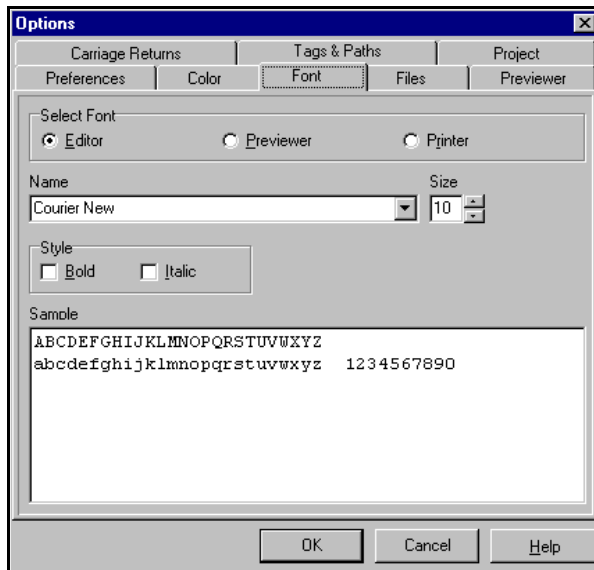
Color Options



Options - Color dialog

Option	Description
Document Text	The color of normal text in the document windows.
Document Tag	The color of HTML tags in the document windows (the "Use syntax highlighting" option in the Preference tab must be on to display the color you select here—see above).
Previewer Text	The color of text in the Quick Preview window (where the color has not been explicitly set using HTML tags).
Previewer HotSpot	The color of link text in the Quick Preview window.
Use Default Colors	Return the color scheme to the default.

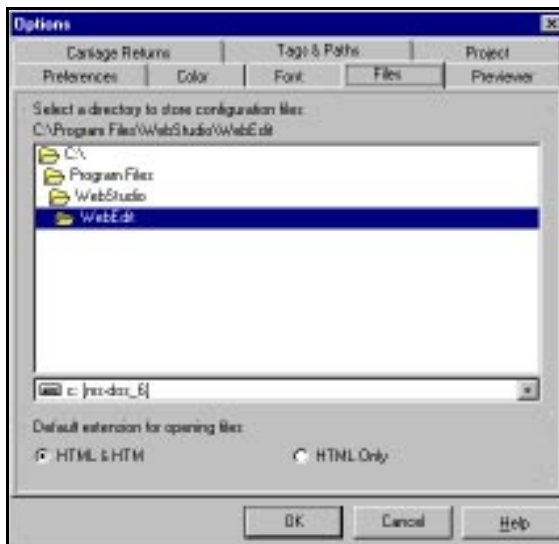
Font Options



Options - Font dialog

Option	Description
Select Font	Select Editor to set the default font for the document (editing) window, or Previewer to set the default font for the Quick Preview window. Note: The font choices you make here only affect your system; they do not determine the fonts that will be used by browsers that access your pages. Use the tag in your documents to specify the font that others will see in their browsers.
Name	Select the font name.
Size	Select the font size.
Style	Select Bold and/or Italic, if desired. When neither is selected, the font style will be plain.

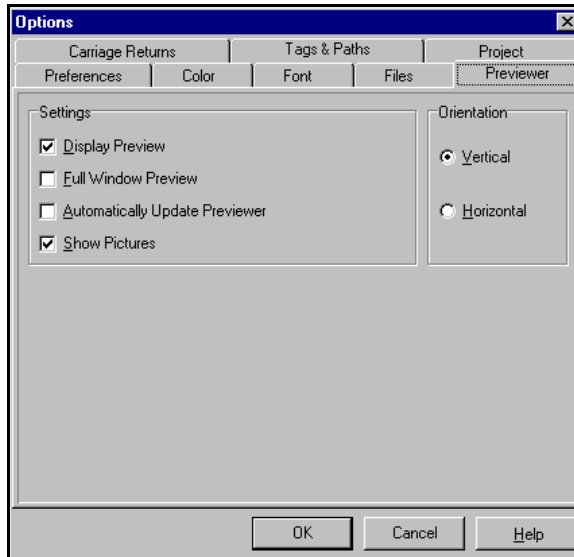
File Options



Options - Files dialog

Option	Description
Directory	Select the directory where you want to store WebEdit PRO configuration files. These include all URLs that you enter in dialog boxes (so that you can select them from pick lists rather than retyping them).
Default extension	If you are using Windows NT and WebEdit PRO's File Open dialog displays each HTML filename twice, choose the "HTML only" option in this tab.

Previewer Options



Options - Previewer dialog

Option	Description
Display Previewer	If selected, the Quick Preview window is displayed by default when you start WebEdit PRO.
Full Window Preview	Sets the Quick Preview window to display full-screen
Automatically Update Previewer	If this option is on and the Quick Preview window is displayed, the Quick Preview window reflects changes made in the document window as they are made (can lag behind your typing if large images have to be loaded).
Show Pictures	Set this option on if you want the Quick Preview window to display images specified by the HTML in the document window; otherwise a placeholder is used instead of the image.
Orientation	Select how you want the screen to be split between the document window and the Quick Preview window (side by side or above and below).

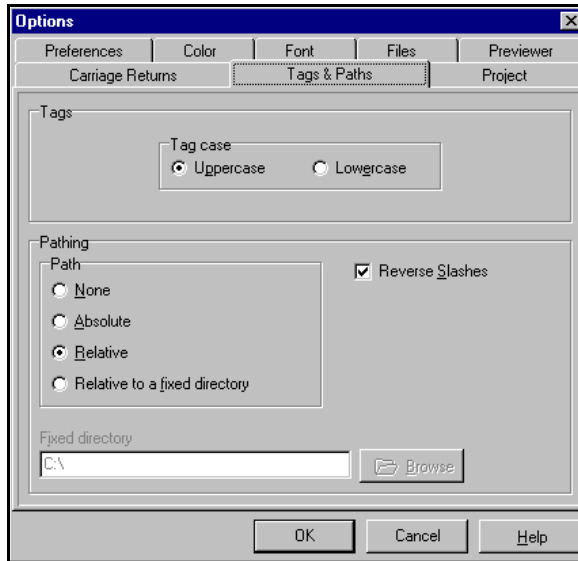
Blank Lines Before/After Tags



Options - Carriage Returns dialog

Use the check boxes in this tab to insert a blank line—Carriage Return and Line Feed—before ("Begin") and/or after ("End") the corresponding HTML tags. You may want to set some of these options to make your HTML documents more readable to you.

Tag and Path Options

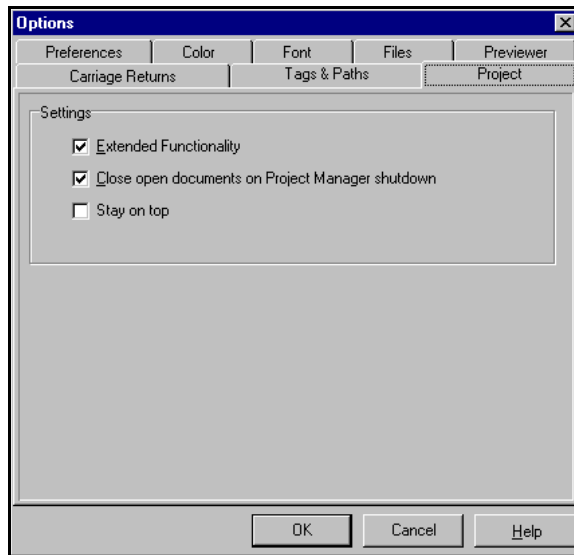


Options - Tags & Paths dialog

Option	Description
Tag case	Choose how you want WebEdit PRO to format HTML tags that it inserts into your documents. This setting does not affect existing tags.

Option	Description
Pathing	<p>Select how you want WebEdit PRO to enter file paths when you enter a filename to be included inside an HTML tag. If you select "Relative to a fixed directory," you must specify the directory under "Fixed directory" (see below). Select one of the following options:</p> <ul style="list-style-type: none">• None - Do not include any path information for the file.• Absolute - Include the file's entire actual path.• Relative - Append the file's path (following the root directory) to the document's path.• Relative to a fixed directory - Append the file's path (following the root directory) to the path specified under "Fixed directory."
Reverse Slashes	<p>If selected, Unix-style "forward slashes" are used in paths; otherwise, DOS "backslashes" are used.</p>
Fixed directory	<p>If you select "Relative to a fixed directory" under Pathing, you need to specify that directory here. Use the Browse button to locate the directory you want.</p>

Project Options



Options - Project dialog

You can keep track of files that belong to a given project using WebEdit PRO's Project Manager. When starting a new project, choose Project from the File menu, then select New to launch the Project Manager. Once you have saved a project, you can open it by choosing Project from the File menu, then selecting Open. WebEdit PRO project files have a .WEP extension.

Option	Description
Extended Functionality	When selected, the Project Manager window visually differentiates files according to their status, as follows (this slows performance somewhat): <ul style="list-style-type: none"> Project file not loaded in WebEdit PRO (indicated by a plain icon)

Option	Description
Extended Functionality (cont.)	<ul style="list-style-type: none">• Project file that is loaded in WebEdit PRO (indicated by a pencil-tip icon)• Loaded project file that has been modified since it was loaded (indicated by a pencil-tip icon and boldface filename)• Project file that could not be found (indicated by a red X)
Close open documents on Project Manager shutdown	When selected, exiting Project Manager will first save and close all open files related to the project.
Stay on top	When selected, the Project Manager window stays on top of all other open windows.

The next chapter provides a basic introduction to HTML, and explains how to use special characters, user-defined tags, and server-side includes in your HTML documents.

Chapter 6

Introduction to HTML

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Overview

This chapter provides an introduction to the most commonly used HTML tags, and describes several advanced HTML features of Web Edit PRO. You will also learn how to convert existing non-HTML documents into HTML documents.

The description of HTML in this chapter covers only the basic tags to help you get started. Once you have the essential concepts, you can let WebEdit PRO take care of the work of generating the HTML tags for your documents, while you concentrate on the page layout and content.

When you want to learn more about a specific HTML tag or its attributes, you should consult the comprehensive online **HTML Reference** that is included in WebEdit PRO's Help system. This online reference encompasses HTML Levels 0 through 3.2, and includes Netscape- and Internet Explorer-specific additions.

In addition to presenting HTML basics, this chapter includes the following more advanced topics:

- Special characters—how to include "markup" characters (such as ">") math symbols, foreign language characters, etc., in the text of HTML documents.
- User-defined tags—how to easily define your own custom tags, such as frequently used tag combinations or text.
- Server-Side Includes (SSIs)—the purpose of SSIs, how they work, and how to access WebEdit PRO's online SSI reference

At the end of this chapter is a list of recommended HTML resources on the Web that you can add to your bookmarks or favorites list in your browser.

HTML Concepts

The concepts of HTML **elements**, **tags**, **attributes**, and **values** are described in this section.

Element - Any "building block" of an HTML document, such as heading, body, link, image, table header, list item. Everything you see in a Web page is some kind of element.

Tag - A symbol that identifies an element to an HTML browser. Tags are enclosed in angle brackets (the greater-than and less-than symbols, < and >). Most tags are really tag pairs, such as the following:

<A> *and* - hyperlink

 and - boldface

<TABLE> *and* </TABLE> - table

Note the slash ("/") in the second tag; it indicates that the tag is a "closing" or end tag. The following are examples of tags that do not come in pairs:

-
 - line break
- <P> - new paragraph
- <HR> - horizontal rule

Attribute - A characteristic of an element that can be defined within the tag for that element. In the link tag , **HREF** is an attribute of the link element. In the inline image tag , **SRC** is an attribute of the image element. (Ongoing extensions to HTML are for the most part new attributes than can be included in tags.)

Value - How an attribute will appear (or what it is, or what it will do) in a specific instance of an element. In the link tag , "**mydoc.html**" is the value of the HREF attribute. In the body tag <BODY BGCOLOR="NAVY">, "**NAVY**" is the value of the BGCOLOR attribute.

HTML Document Structure

At the most general level, every HTML document has the same basic structure, indicated by the following required tags:

<HTML>

<HEAD>

(...head elements go here...)

<HEAD>

<BODY>

(...body elements go here...)

<BODY>

<HTML>

This "minimal" HTML markup can be inserted into any document in WebEdit PRO with a single click (see the "Using the Minimal HTML Feature" section in Chapter 3).

Basic HTML Tags

HTML documents consist of elements plus markup (formatting) tags that tell HTML browsers (viewing software) how to display the elements. This section defines the basic HTML tags which can be placed in any text document (created by any application) to turn it into an HTML document that can be viewed in any browser. A complete reference on HTML tags is included in WebEdit PRO's online Help.

Identifying the document as an HTML document

<HTML> and </HTML>

To identify a document as an HTML document, you must start the document with the <HTML> tag and end the document with a closing tag </HTML>. You include the rest of the document within the boundaries of these two tags.

Paragraph Breaks

<P>

To place a paragraph break (blank line) in the document, use the <P> tag at the location where you want the blank line to appear.

Line Breaks

**
**

To place a line break in the document, use the `
` tag after the text where you want the line to break.

Using Preformatted Styles

<PRE> and </PRE>

HTML uses this tag to quickly allow you to center text in a different, monospace typeface (similar to Courier). Place the opening tag `<PRE>` before the text you want to tag and the closing tag `</PRE>` after the final piece of text.

Header Text

<HEAD> and </HEAD>

To identify the document header, use the opening tag `<HEAD>` at the beginning of the header text and the closing tag `</HEAD>` after the end of the header text.

Body Text

<BODY> and </BODY>

Place the opening tag `<BODY>` at the beginning of the main body text and the closing tag `</BODY>` after the main body text.

Titles

<TITLE> and </TITLE>

To add a title to the document, use the `<TITLE>` tag before the title text and `</TITLE>` after the title text.

Footer Information

`<ADDRESS>` and `</ADDRESS>`

To add your e-mail or domain name address to the footer of the document use the `<ADDRESS>` tag above the text and the `</ADDRESS>` tag below the text.

Section Headers

`<H1>` and `</H1>` through `<H6>`/`</H6>`

Up to six header levels can be applied using these tags before and after the header text. Each header level is given a font and character attribute in descending sizes.

Horizontal Rules

`<HR>`

Use this tag on any line where you wish a **horizontal** line ("rule") to appear.

Bold Text

`` and ``

Use these tags before and after text to make the text bold.

Italic Text

`<I>` and `</I>`

Use these tags before and after text to make the text italic.

Underline Text

`<U>` and `</U>`

Use these tags before and after text to add an underline to the text.

Monospace Text

<TT> and </TT>

Use these tags before and after text to make the text monospaced (similar to Courier).

Identify a Definition List

<DL> and </DL>

Identifies the beginning and ending of a definition list.

Definition List Term

<DT>

Use this tag before the text you wish to identify as a term in the list.

Definition List Description

<DD>

Use this tag before the text you wish to identify as a definition in the list.

Bulleted Lists

** and **

Identifies the beginning and ending of a bulleted list.

Bullet List Item

Use this tag before the text you wish to identify as a bulleted item in the list.

Numbered (Ordered) Lists

** and **

Identifies the beginning and ending of a numbered list.

Numbered List Item

``

Use this tag before the text you wish to identify as a numbered item in the list.

Jumps to Other Web Pages

`<A>` and `` using `HREF=`

To identify text as a hypertext jump to another Web page, use the `<A>` tag before the text and the `` after the text. The URL of where you want to jump is included in the `<A>` tag with the `HREF=` tag; for example, `<A HREF="http://www.whitehouse.gov/"White House`. URLs are enclosed in double quotes. In this example, when the user clicks on the text *White House* they will jump to the specified white house server name. Links are automatically underlined.

You can use the same syntax to jump to other .HTML pages, rather than other servers.

Adding Graphics

`` `SRC=filename`

To place a graphic in the document, use the following tag syntax: `` which identifies the graphic name.

Comments

To include comments in an HTML document that will be ignored by the browser, surround them with `<!--` and `-->`. After the beginning comment delimiter, all text up to the next occurrence of `-->` is ignored. The following example includes a comment:

```
<HEAD>
<TITLE>My Home Page</TITLE>
<!-- Created 01/08/96 -->
</HEAD>
```

Converting Documents to HTML

In most cases, you will want to convert any existing documents to be stored on the Web server into HTML documents. This will ensure cross-platform compatibility and conform to WWW document standards.

To convert your existing documents:

- 1 Save your document as an ASCII text file. Unfortunately, graphics and pre-existing formatting cannot be imported into an HTML file. You'll have to add these once you have your text imported.
- 2 Start WebEdit PRO.
- 3 Choose Open from the File menu.
- 4 In the Open dialog, select the text file that you want to convert to an HTML file and click OK. (You may need to select Text Files or All Files in the **Files of Type** drop-down list.)
- 5 Insert the HTML tags, images, and so on, as described earlier in this chapter.
- 6 Save the file in WebEdit PRO. The file is now an HTML file.

Using Special Characters

Certain characters such as the greater-than symbol and ampersands are interpreted as markup by HTML browsers; they will not be displayed unless you enter them using a special format. Other characters such as foreign language characters, math symbols, and symbols like "™" also need to be entered using a special format. WebEdit PRO provides an easy way to enter these types of characters with the Special Characters feature.

To insert a special character:



- 1 Choose Special Characters from the Insert menu, or click the Special Characters button in the user toolbar. The Special Characters dialog displays.
- 2 Select the tab that includes the symbol you want to insert.

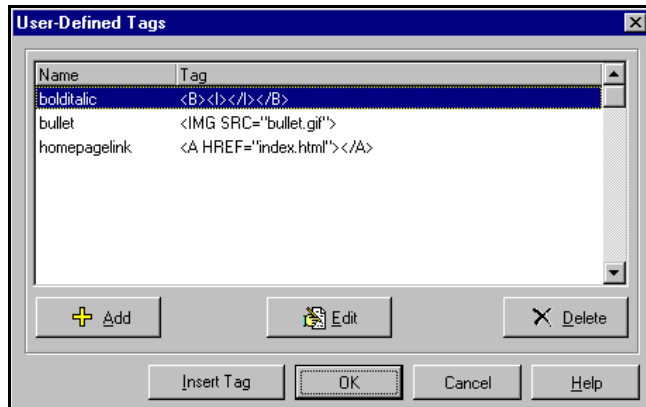
- 3 Click Add to insert the symbol or Replace to replace text you have already entered in the HTML document.
- 4 Click the character you want to insert.

Creating Custom Tags

If there are any tags or text elements that you regularly add to your documents, but which are not among the tags supported by WebEdit PRO, you can add your own custom tags with the "user-defined tags" dialog box.

To add a new tag or text element:

- 1 Click the Custom button on the menu toolbar and select Add or Edit Custom Tags. Or choose User-Defined Tags from the Insert menu, then select Add or Edit Tags. The User-Defined Tags dialog displays.



User-Defined Tags dialog

- 2 Select the Add button on the User-Defined Tags dialog box.
- 3 Add the new tags.
- 4 When done, click OK.

To insert this tag into a document, click the Custom button on the menu toolbar and select the tag you wish to enter. Alternatively, you can use the shortcut key WebEdit PRO assigns for each item on this menu (the Alt key plus a sequential number). You can also access user-defined tags by choosing User Defined Tags from the Insert menu and selecting User Tags to display a list of tags.

User-defined tags work just like WebEdit PRO's built-in tags; if you have both a begin and end tag, you may highlight your text first. Inserting the tag will then put the begin tag at the beginning of the selected text and the end tag at the end.

You can also specify the name of a text file as a user-defined tag, e.g., `c:\wwwroot\myfile.html`. Choosing this tag causes the contents of the file `myfile.html` to be inserted into the active document at the current insertion point.

Server-Side Includes

This section provides a brief introduction to server-side includes (SSIs). Server-side includes are special markup tags that you can use in your HTML documents. The SSI tags, variables, and data that are supported by WebEdit PRO are described, with examples, in WebEdit PRO's online help; choose Server Side Includes from the Help menu to access the SSI online reference.

Important!

In order for you to be able to use SSIs in your HTML documents, the HTTP server where your document are stored must be SSI-enabled by the system administrator.

The idea behind SSI is to be able to include additional information in an HTML document just before it is sent from the server to the browser that requested it. The server replaces each SSI directive with the result of executing that SSI directive—thus "server-side includes." The person viewing your document never sees the SSI directives themselves.

The following are examples of uses for SSIs:

- Insert the local date and time into your document.

- Include the name of the person using the remote client (browser) in your document—most likely this will be the person's e-mail address.
- Insert the date and time a document was last modified into your document.
- Insert an entire file into your document.
- Execute programs stored on the server and insert the output into your document. This ability to execute programs on the server is the reason the server must be SSI-enabled by a system administrator.
- Query an ODBC-compliant database with SQL statements and insert the returned data into your document.
- Use **if**, **goto**, and **label** SSI tags to conditionally execute SSI commands and print document contents.

SSI tags use the HTML comment format and add a special character denoting that it is an SSI tag: # (the pound sign). As mentioned in the previous section, the format for HTML comments is:

```
<!-- this is a comment-->
```

The SSI start tag adds the pound sign, as in the following example:

```
<!--#exec cgi="myfile.cgi"-->
```

The SSI end tag is the same as the comment end tag.

WebEdit PRO includes a complete online reference for the SSI tags, variables, and data that it supports. To access the online SSI reference, select Server Side Includes from the WebEdit PRO Help menu. In the Server Side Includes main help topic, choose the **SSI Tags, Variables and Data** topic for explanations and examples.

Important!

You should save HTML documents that contains SSIs with the **.shtml** (or **.shtm**, or **.sht**) extension. If the server has been SSI-enabled, it has probably been set up to examine (parse) a file for SSIs only if it has one of those extensions.

For More Information

HTML and the Web are still in their infancy and growing rapidly. The HTML Reference in WebEdit PRO's online Help is quite extensive and clearly indicates the HTML version or proprietary browser version where a tag or attribute originated. Of course, it may not include all of the most recent information.

In addition, other developments such as Cascading Style Sheets are relatively new on the HTML scene (as of this writing) and have not yet been incorporated into WebEdit PRO's online help. A useful reference for style sheets is given below.

The documents available at the following Web locations will help you keep abreast of developments as well as help you broaden and deepen your knowledge of HTML.

- The Yahoo Collection of HTML Tutorials and Guides:

http://www.yahoo.com/Computers_and_Internet/Software/Data_Formats/HTML/Guides_and_Tutorials/

- The official HTML specification:

<http://www.w3.org/pub/WWW/MarkUp/>

- A comprehensive collection of HTML specification and reference documents:

http://www.sandia.gov/sci_compute/html_ref.html

- The Cascading Style Sheets Level 1 (CSS1) specification:

<http://www.w3.org/pub/WWW/TR/WD-css1>

You will also find a range of HTML guides and references, from beginner to expert, at most larger bookstores or computer stores. Especially recommended for finding quick how-to answers to HTML questions is Elizabeth Castro's *Visual QuickStart Guide: HTML for the World Wide Web* (PeachPit Press).

Luckman Interactive is dedicated to bringing you the best in Web publishing tools, and we wish to thank you again for choosing Luckman Interactive's WebEdit PRO!

Glossary

Address

The location of a computer or document (graphic, file, etc.) on the Internet. Each Internet computer has a unique IP Address. Each file or document has a unique URL address. Every person has a unique e-mail address.

Anonymous FTP

Allows you to log on to an FTP computer without using a unique password or login ID for file transfers only. Instead you use the word “anonymous” as the user ID and your e-mail address as your password.

Archie

A software program allowing you to search, view and retrieve public domain files from FTP hosts. There are more than 1,000 Archie sites on the Internet.

ASCII

American Standard Code for Information Interchange. The most common character code used on PCs and for communication, ASCII consists of 128 upper and lowercase letters.

Authentication

A procedure for verifying the identity of parties during an electronic correspondence.

Basic authentication

A form of authentication for HTTP that requires a username and password.

Bandwidth

A measurement of the amount of data that can flow through a communications circuit per second.

Baud rate

Measures the rate by which a modem converts signals into sounds allowing them to be sent over an analog telephone system.

Binary file

A file that contains characters other than standard ASCII characters. You cannot view binary files (and make sense of them). For example, all executable programs are binary files.

Bit

Binary digit. This is the primary computer unit of information. A bit is either 1 or 0.

BPS

Bits per second. The measurement of the data transfer rate of a computer network or modem (how fast information is transferred).

.....

Bookmark

A method for marking sites or documents to allow for easy return.

Browser

Application that interprets and displays documents from the World Wide Web.

Byte

The smallest addressable unit in a computer. A byte consists of eight bits.

Case sensitive

Able to distinguish between uppercase (capital) letters and lowercase letters.

CGI

Common Gateway Interface. CGI scripts allow you to add advanced features to your Web site.

Client

A program that requests services from another computer (the server). For example, Gopher is a “client” used to contact Gopher servers while Internet Explorer is a “client” for the WWW.

Connection

The physical link between two computers on a computer network where both computers are then ready to exchange information.

Database

An organized collection of information on a single topic or group of related topics.

Directory

A method for organizing files hierarchically under a common directory name.

Download

Transfer a file from a host computer to your computer’s hard disk using your modem.

DNS

Domain Name Server. Used to translate hostnames into Internet addresses.

E-Mail

Electronic mail allowing you to send mail over the Internet.

Extension

One to three characters that are added after a period to a file name to help clarify the type of information contained in the file.

FAQ

Frequently Asked Questions. Web sites often contain FAQs allowing you to access the most frequently asked questions about the site.

Finger

A client application that lets you obtain a list of users currently logged onto a host system.

Firewall

A gateway between a computer and the Internet that protects the computer from unauthorized access.

Freeware

Software available without charge through the Internet.

FTP

File Transfer Protocol. Used to upload/download Internet files.

Gateway

Hardware or software that translates data between two normally incompatible protocols.

Gopher

A software client program that allows you to locate, view and retrieve information from a Gopher information server.

Gopherspace

The searchable computer space on worldwide Gopher servers.

Graphics Interchange Format (GIF)

Graphics format widely used to exchange graphic files. GIF files are stored using the .GIF extension and are compressed to improve transmission speed.

Header

The portion of an e-mail message or UseNet posting containing the sender's and recipient's addresses and subject matter.

Home page

The default page for a World Wide Web site, corporate site or personal user site. The home page usually tells you where you are at, provides a brief description of what can be found at the site, and provides the links to access the site's available information.

Hot List

A file allowing you to store favorite WWW sites or documents for easy future access.

.....

HTML

HyperText Markup Language. A set of markup tags used to write documents on the World Wide Web.

HTTP

HyperText Transport Protocol. This protocol makes browsing the World Wide Web possible by clicking on links that are established in a Web document and moving you to that document, even though it may be located on another computer.

Hypermedia

Provides the ability to integrate text, sound, graphics, or video in a single document.

HyperText

Data which provides links to other items in the same document or in other documents allowing you to move through information in a non-sequential fashion.

IP Address

A unique Internet address. This is a 32-bit address containing a host component and a network component that identifies the location of an Internet host.

Internet Relay Chat (IRC)

A real time, multi-user client program that allows you to talk (or chat) with other Internet users interactively on a variety of subjects. These conversations are text-based.

ISDN

Integrated Services Digital Network. A digital communications network that can carry voice, data, and video transmissions at 128K per second.

ISP

Internet Service Provider. The organization that provides Internet access.

JPEG

Joint Photographic Experts Group. A digital compression standard used for images.

MIME

Multipurpose Internet Mail Extension. A standard protocol for sending multimedia file types by e-mail and on the Web.

MPEG

Motion Pictures Experts Group. Standard for compressed movie images.

Network

A network is the method by which computers share information with each other. These may consist of a local area network (LAN) connecting up to about 100 computers located in a relatively confined area or a wide area network (WAN) connecting computers over larger (even worldwide) distances.

Newsgroups

A UseNet discussion group on a particular topic. Over 11,000 newsgroups currently exist on the Internet.

Packet

Basic unit of Internet data. Files are assembled into packets, each marked with the address of where it is going. Once all packets arrive at their final destination, they are reassembled in their original format.

PPP

Point-to-Point Protocol. A method for exchanging data packets on the Internet over a telephone line.

Post Office Protocol (POP)

Provides a means for storing incoming e-mail messages until you log on and download them to your computer.

Protocol

Defines how computers communicate. A protocol is an agreement between different systems on how they will work together.

Read only

Ability to read a document but not to change it.

Router

A computer that determines which path Internet traffic will use to reach its destination.

Server

A computer that provides a resource on the network. Client programs access servers to obtain data.

Service provider

An organization that provides Internet access or communication links.

SLIP

Serial Line Internet Protocol is a software program used by a dialer to tell your computer how to communicate with another computer.

TCP/IP

Transmission Control Protocol (TCP) and Internet Protocol (IP) are software for managing Internet data packets on your computer. TCP/IP is the protocol which allows you to communicate with the Internet.

Telnet

An Internet protocol that allows you to log on to a remote computer.

Terminal emulation

Communication with a remote computer where your computer acts as a terminal connected to the remote computer.

Thread

A topic or subject in a newsgroup that has received one or more follow-up postings.

URL

Uniform Resource Locator. The Internet address which specifies the exact location of a service or document on the World Wide Web.

UseNet

A worldwide network of newsgroups covering thousands of topics.

VRML

Virtual Reality Modeling Language allowing for 3-D simulations on the Web.

WAIS

Wide Area Information Server. An indexing tool for keyboard searches of text documents.

.WAV files

Filename extension for a Window audio file.

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