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File menu commands

The File menu offers the following commands:

New	Creates a new document.
Open	Opens an existing document.
Close	Closes an opened document.
Save	Saves an opened document using the same file name.
Save As	Saves an opened document to a specified file name.
Insert File...	Insert a file at the current location in the document.
Print	Prints a document.
Print Preview	Displays the document on the screen as it would appear printed.
Print Setup	Selects a printer and printer connection.
Exit	Exits Web Spinner.

Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Word Wrap</u>	Turn word wrapping on or off.

Search menu commands

The Search menu offers the following commands:

Find	Find text within your document.
Find next	Find the next occurrence of text within your document.
Replace	Replace text within your document.

View menu commands

The View menu offers the following commands:

<u>Options...</u>	View program options
<u>Status Bar</u>	Shows or hides the status bar.
<u>Test HTML</u>	Run your WWW viewer to test your document.

Insert menu commands

The Insert menu offers the following commands:

Paragraph	Insert a Paragraph tag.
Link	Insert a link to another HTML document.
Graphic	Insert a graphic in the current document.
Horizontal Line	Insert a horizontal line in the current document.
Line Break	Insert a line break tag.
Special Symbol	Insert a special symbol in the current document.
Block Quote	Insert a Block Quote tag.
List Item	Insert a List Item tag.
Unordered List	Insert an Unordered List.
Ordered List	Insert an Ordered List.
Directory List	Insert a Directory List.
Menu List	Insert a Menu List.
HTML	Insert a HTML tag.
Title	Insert a TITLE tag.
Body	Insert a BODY tag.
Address	Insert an ADDRESS tag.

Formatting menu commands

The Formatting menu offers the following commands:

<u>Bold</u>	Format the currently selected text as Bold.
<u>Italics</u>	Format the currently selected text as Italics.
<u>Underline</u>	Format the currently selected text as Underlined.
<u>Typewriter</u>	Format the currently selected text as Typewriter font.
<u>Definition</u>	Format the currently selected text as a Definition.
<u>Emphasis</u>	Format the currently selected text as Emphasized.
<u>Citation</u>	Format the currently selected text as a Citation.
<u>Code</u>	Format the currently selected text as computer code.
<u>Keyboard</u>	Format the currently selected text as Keyboard input.
<u>Status Message</u>	Format the currently selected text as a Status Message
<u>Strong</u>	Format the currently selected text as Strong text.

Heading menu commands

The Heading menu offers the following commands:

Heading 1	Format the currently selected text as a 1st level heading.
Heading 2	Format the currently selected text as a 2nd level heading.
Heading 3	Format the currently selected text as a 3rd level heading.
Heading 4	Format the currently selected text as a 4th level heading.
Heading 5	Format the currently selected text as a 5th level heading.
Heading 6	Format the currently selected text as a 6th level heading.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

New Window   Creates a new window that views the same document.
Cascade   Arranges windows in an overlapped fashion.
Tile   Arranges windows in non-overlapped tiles.
Arrange Icons   Arranges icons of closed windows.
Window 1, 2, ...   Goes to specified window.

Help menu commands

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

<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using Help</u>	Provides general instructions on using help.
<u>About...</u>	Displays the version number of this application.

New command (File menu)

Use this command to create a new document in Web Spinner

You can open an existing document with the <u>Open command</u>.

Shortcuts

Toolbar:
Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document in a new window.   You can open multiple documents at once.   Use the Window menu to switch among the multiple open documents.   See <u>Window 1, 2, ... command</u>.

You can create new documents with the <u>New command</u>.

Shortcuts

Toolbar:
Keys: CTRL+O

File Open dialog box

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

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

List Files of Type
Select the type of file you want to open:

*.htm	HTML documents
.	All documents

Drives
Select the drive in which Web Spinner stores the file that you want to open.

Directories
Select the directory in which Web Spinner stores the file that you want to open.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close all windows containing the active document.   Web Spinner suggests that you save changes to your document before you close it.   If you close a document without saving, you lose all changes made since the last time you saved it.   Before closing an untitled document, Web Spinner displays the <u>Save As dialog box</u> and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:

Save command (File menu)

Use this command to save the active document to its current name and directory.   When you save a document for the first time, Web Spinner displays the <u>Save As dialog box</u> so you can name your document.   If you want to change the name and directory of an existing document before you save it, choose the <u>Save As command</u>.

Shortcuts

Toolbar:
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document.   Web Spinner displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

File Save As dialog box

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

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

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

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

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed.   Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your Web Spinner session.   You can also use the Close command on the application Control menu.   Web Spinner prompts you to save documents with unsaved changes.

Shortcuts
    Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Undo command (Edit menu)

Use this command to reverse the last editing action, if possible.   The name of the command changes, depending on what the last action was.   The Undo command changes to Can't Undo on the menu if you cannot reverse your last action.

Shortcuts

Toolbar:
Keys: CTRL+Z or
            ALT-BACKSPACE

Cut command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard.   This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point.   This command is unavailable if the clipboard is empty.

Shortcuts

     Toolbar:

Keys: CTRL+V

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar and on the right hand side of the window.   The toolbar provides quick mouse access to many tools used in Web Spinner,

Web Spinner has five tool bars:

Standard
Special Character
Styles
Heading
Links

Standard Toolbar

Open a new document.

Open an existing document.   Web Spinner displays the Open dialog box, in which you can locate and open the desired file.

Save the active document or template with its current name.   If you have not named the document, Web Spinner displays the Save As dialog box.

Remove selected data from the document and stores it on the clipboard.

Copy the selection to the clipboard.

Insert the contents of the clipboard at the insertion point.

Print the active document.

Find text in the active document.

Repeat the last find command in the active document.

Special Character Toolbar

Click	To
[<]	Insert a less than (<) symbol.
[>]	Insert a greater than (>) symbol.
[&]	Insert an ampersand (&) symbol.
["]	Insert a quote () symbol.

Styles Toolbar

Click   **To**

B   Format the currently selected text as bold.

I   Format the currently selected text as italic.

      Format the currently selected text as typewriter.

U   Formt the currently selected text as underlined.

Heading Toolbar

Click	To
1	Format the currently selected text as a first level heading.
2	Format the currently selected text as a second level heading.
3	Format the currently selected text as a third level heading.
4	Format the currently selected text as a fourth level heading.
5	Format the currently selected text as a fifth level heading.
6	Format the currently selected text as a sixth level heading.

Link Toolbar

Click	To
	Insert a link to another document or source.
	Insert a graphic.
	Insert a horizontal line.
	Insert a paragraph tag.
	Insert a line break tag.
	Insert a block quote tag.
	Insert an unordered list tag.
	Insert an ordered list tag.
	Insert a list item tag.
	Test the currently active Web Spinner Document.

Status Bar command (View menu)

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

See Status Bar for help on using the status bar.

Status Bar

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

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

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

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

New command (Window menu)

Use this command to open a new window with the same contents as the active window.   You can open multiple document windows to display different parts or views of a document at the same time.   If you change the contents in one window, all other windows containing the same document reflect those changes.   When you open a new window, it becomes the active window and is displayed on top of all other open windows.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window.   If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

Web Spinner displays a list of currently open document windows at the bottom of the Window menu.   A check mark appears in front of the document name of the active window.   Choose a document from this list to make its window active.

Index command (Help menu)

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

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

Using Help command (Help menu)

Use this command for instructions about using Help.

About command (Help menu)

Use this command to display the copyright notice and version number of your copy of Web Spinner.

Context Help command

Use the Context Help command to obtain help on some portion of Web Spinner.   When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark.   Then click somewhere in the Web Spinner window, such as another Toolbar button.   The Help topic will be shown for the item you clicked.

Shortcut
    Keys: SHIFT+F1

Title Bar

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

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

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

Scroll bars

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

Size command (System menu)

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

After the pointer changes to the four-headed arrow:

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

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

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

Move command (Control menu)

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

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

Shortcut
   Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the Web Spinner window to an icon.

Shortcut

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

Maximize command (System menu)

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

Shortcut

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

Next Window command (document Control menu)

Use this command to switch to the next open document window. Web Spinner determines which window is next according to the order in which you opened the windows.

Shortcut
     Keys: CTRL+F6

Previous Window command (document Control menu)

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

Shortcut
    Keys: SHIFT+CTRL+F6

Close command (Control menus)

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

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

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

Shortcuts
Keys: CTRL+F4 closes a document window
                 ALT+F4 closes the Web Spinner window or dialog box

Restore command (Control menu)

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

Switch to command (application Control menu)

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

Shortcut
  Keys: CTRL+ESC

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

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

Switch To
  Makes the selected application active.

End Task
  Closes the selected application.

Cancel
  Closes the Task List box.

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

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

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

Find command (Edit menu)

Use this command to find text within a Web Spinner document.

Shortcut
    Keys: F3

Find dialog box

Searches for specified text in the active Web Spinner document.

Shortcut
    Keys: ALT+F3

Find What:
    Type, or insert the information you that to find.

Match Case
    Finds only text with the exact combination of uppercase and lowercase letters specified in the Find What box.

Direction
    If Up is selected, find searches from the current point towards the beginning of the document.   If Down is selected, find searches from the current point towards the end of the document.

Find Next
    Finds and selects the next occurrence of the text in the Find What box.

Cancel
    Cancels the current find command and causes the Find dialog to be removed.

Help
    Presents this help.

Replace command (Edit menu)

Use this command to replace text within a Web Spinner document.

Replace dialog box

Searches for and replaces specified text in the active Web Spinner document.

Find What:
    Type, or insert the information you that to find.

Replace With:
    Type the text you want to use as replacement text, or paste it from the Clipboard.   To delete the text in the Find What box from the document, leave the Replace With box empty.

Match Case
    Finds only text with the exact combination of uppercase and lowercase letters specified in the Find What box.

Find Next
    Finds and selects the next occurrence of the text in the Find What box.

Replace
    Changes the selected text to the text in the Replace With box, and then finds the next occurrence.

Replace All
    Finds and replaces all occurrences of the text in the Find What box with the text in the Replace With box.

You can also undo the replacements   See <u>Undo Command</u>.

Cancel
    Cancels the current find command and causes the Find dialog to be removed.

Help
    Presents this help.

Modifying the Document

Welcome to Web Spinner.   You can get help within Web Spinner several different ways:

Press F1 when you have the cursor in front of any HTML tag.
Press F1 on any dialog (or press the Help button if there is on).
Select Help from the Web Spinner menu.
Use the Help tool bar button and then click on any part of the Web Spinner screen.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Registration Benefits

Why Should I Register Web Spinner?

Here are 14 good reasons:

1. To get rid of the "Reminder" screen when you start the program.
2. To get a printed manual (optional).
3. To get a discount on the JCSM Shareware Collection CD. (only $9.95 U.S.)
4 . To receive a discounted CompuServe membership.
5. To receive a professionally printed HTML quick reference card.
6. To receive additional templates.
7. To get free minor version updates.
8. To get discounted major version updates.
9. To get bug fixes and upgrade notices.
10. To get our newsletter containing Web tips, tricks, company information etc.
            (Feel free to submit articles for the newsletter!)
11. To be eligible for full technical support.
12. To be eligible for Best Spun WebTM annual contest.
13. To receive a copy of "How to Compose Good HTML" (printed and on disk)
14. It's the right thing to do.

Insert File (File Menu)

This command inserts a file at the current location in the Web Spinner document.

Word Wrap (Edit Menu)

This command turns word wrapping on or off for the current document.   The menu item is checked if word wrapping is turned on.

Print command (File menu)

Use this command to print a document.   This command presents a <u>Print dialog box</u>, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts
    Toolbar: ▪
Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer
    This is the active printer and printer connection.   Choose the Setup option to change the printer and printer connection.

Setup
    Displays a <u>Print Setup dialog box</u>, so   you can select a printer and printer connection.

Print Range
    Specify the pages you want to print:
    All   Prints the entire document.
    Selection   Prints the currently selected text.
    Pages   Prints the range of pages you specify in the From and To boxes.

Copies
    Specify the number of copies you want to print for the above page range.

Collate Copies
    Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality
    Select the quality of the printing.   Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that Web Spinner is sending output to the printer.   The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed.   When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format.   The <u>print preview toolbar</u> offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print
Bring up the print dialog box, to start a print job.

Next Page
Preview the next printed page.

Prev Page
Preview the previous printed page.

One Page / Two Page
Preview one or two printed pages at a time.

Zoom In
Take a closer look at the printed page.

Zoom Out
Take a larger look at the printed page.

Close
Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection.   This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer
Select the printer you want to use.   Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box.   You install printers and configure ports using the Windows Control Panel.

Orientation
Choose Portrait or Landscape.

Paper Size
Select the size of paper that the document is to be printed on.

Paper Source
Some printers offer multiple trays for different paper sources.   Specify the tray here.

Options
Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...
Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>

Document Structure Elements

<u>\<HTML\></u>	HTML identifier
<u>\<HEAD\></u>	Head element
<u>\<BODY\></u>	Body element

Anchor Elements

<u>\<A\></u>   Anchor Element

Block Formatting Elements

<ADDRESS>	Address element
<BODY>	Body element
<BLOCKQUOTE>	Blockquote element
<HEAD>	Head element
<Hn>	Heading element (n = 1 - 6)
<HR>	Horizontal rule element
<HTML>	HTML identifier
 	Line break element
<P>	Paragraph element
<PRE>	Preformatted text element
<TITLE>	Title element

List Elements

<DL>   Definition list element
<DIR>   Directory list element
<LI>   List item element
<MENU>   Menu list element
<OL>   Ordered list element
<UL>   Unordered list element

Information and Character Formatting Elements

<B>	Bold element
<CITE>	Citation element
<CODE>	Code element
<EM>	Emphasis element
<I>	Italics element
<KBD>	Keyboard element
<SAMP>	Sample element
<STRONG>	Strong element
<TT>	Typetype element
<VAR>	Variable element

Image Elements

<u><IMG></u>   Image element

Special Character Elements

Teletype Font

HTML Level: 2

<TT> ... </TT>

The Teletype element specifies that the text should be displayed in fixed-with typewriter font.

Shortcuts
Toolbar:

Bold

HTML Level: 2

</B> ... </B>

The Bold element specifies that the text should be displayed in boldface, where available.

Shortcuts
Toolbar:
Keys: CTRL+B

Italic

HTML Level: 2

<I> ... </I>

The Italic element specifies that the text should be displayed in italics font, where available.

Shortcuts
    Toolbar:
Keys: CTRL+I

Underline

HTML Level: Proposed

<U> ... </U>

The Underline element is proposed to indicate that the text should be displayed as underlined.

Shortcuts
    Toolbar:
Keys: CTRL+U

Edit Link Dialog

The Edit Link dialog allows you to easily create link within the current document or to other sources. Select the server type of the Server Type dropdown list.   The options that will need to be entered will change based on the server type that was selected.

Also See:

FTP
HTTP
GOPHER
MAILTONEWS
TELNET
WAIS
Shortcuts
 Toolbar:
Keys: CTRL+L

Edit Image Dialog

The Edit Image Dialog allows you to easily include graphic images in your document

Alignment

Top   Aligns text with the top of the image
Middle   Aligns text with the middle of the image
Bottom   Aligns text with the bottom of the image

Path & File Name

Editor the path name and file name of the image.   If the image will be in the same path as the HTML document, only the file name is required.

Shortcuts
      Toolbar:
Keys: CTRL+G

Toolbars tab

The Toolbars tab allows you to select which toolbars should be displayed when Web Spinner begins and if ToolTips should be displayed.

ToolBars

Check the toolbars that you wish to display when Web Spinner begins.

ToolTips

Show   Show the ToolTips
Hide   Hide the ToolTips

Defaults tab

The Defaults tab allows you the change the default behavior of Web Spinner.

Start New Document With DEFAULT HTML Template

If this option is checked new documents will be created with a default HTML template.

Custom Default HTML Template

If you would like to create a custom default template, you can with Web Spinner.   The template can contain any HTML commands that you desire.   The file should be saved with a .tpl extension.

Web View for Testing

Enter the drive and pathname to the program that you use for viewing World Wide Web pages.   Web Spinner will use this program to test and display your Web pages.   The test program should include the full path to the program if the program is not in your path.   If the program is in your path, then only the program name is required.

Browse Button

The Browse Button will bring up a dialog similar to the File Open dialog to select the World Wide Web viewing program.

Convert DOS paths to Unix paths

If this option is checked all pathnames will be converted from DOS format paths to Unix style paths.

Host tab

The Host information is used as a default whenever a host name or home directory is required.

Host Name

This is the hostname of your Internet Provider

Home Directory

This is the path name to your home directory.   It may be a full pathname or a relative path name.

Author tab

The information on the Author tab will be used to create the Author block in the Web Spinner document. The format of the Author Block is:

<AUTHOR>
Author Name Author Information Author E-Mail Address
</AUTHOR>

Note: The Author Block is only created automatically if the Start New Documents with Default HTML Template is checked on the Defaults tab

Author Name

This is your name or your company name

Author Information

Any information that you wish to provide

Author E-Mail Address

This is your e-mail address or your company e-mail address.

Definition

HTML Level: Proposed

<DFN> ... </DFN>

The Defining Instance element indicates the defining instance of a term.   The typical rendering is bolded or bold italics.   This element is not widely supported.

Emphasis

HTML Level: 2

<EM> ... </EM>

The Emphasis element indicates typographic emphasis, typically displayed in italics.

Citation

HTML Level: 2

<CITE> ... </CITE>

The Citation element indicates a citation; typically displayed as italics.

Source Code

HTML Level: 2

<CODE> ... </CODE>

The Code elements indicates an example of code; typically displayed as monospaced.

Also See

Preformatted

Keyboard

HTML Level: 2

<KBD> ... </KBD>

The Keyboard element indicated text typed by a user.   Typically displayed as monospaced.

<???> Status Message

Strong

HTML Level: 2

<STRONG> ... </STRONG>

The Strong element indicates a strong typographic emphasis, typically displayed in bold.

<H1> First level heading

The HTML specification defines six levels of heading.   Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
Toolbar:

<H2> Second level heading

The HTML specification defines six levels of heading.   Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
   Toolbar:

\<H3> Third level heading

The HTML specification defines six levels of heading.   Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
  Toolbar:

<H4> Fourth level heading

The HTML specification defines six levels of heading.   Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
Toolbar:

\<H5\> Fifth level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
Toolbar:

\<H6\> Sixth level heading

The HTML specification defines six levels of heading.   Level 1 is the most prominent and level 6 is the least prominent.

Shortcuts
Toolbar:

Options...

The options menu items allows you to customize the overall behavior of Web Spinner.   Customizable options include:

Defaults
Author
Hosts
Toolbars

Find Next

The find next command repeats the last find command.   The find next searches in the same direction as the original find command.

Shortcuts
   Toolbar:
Keys: F3

Paragraph

HTML Level: 0

<P>

The Paragraph element indicates a paragraph.

Shortcuts
Toolbar:

Link Anchor

HTML Level 0

<A> SCHEME:SCHEME-SPECIFIC-PART </A>

Schemes

FTP
HTTP
GOPHER
MAILTO
NEWS
TELNET
WAIS

Shortcuts
    Toolbar:
Keys: CTRL+L

FTP Scheme

FTP://[login[/path]] [;TYPE= A | I | D]]

login   Optional login name.   If login is not supplied, the login anonymous is assumed and login@hostname is passed as a password

path   The path to the file to be retrieved or to the directory to be listed.

TYPE=   A = ASCII transfer
               I = Binary transfer
               D = Directory listing

HTTP Scheme

HTTP://host:[port]/path[?searchpart]

host   The fully qualified domain name of a network host or its IP address.

port   The port number to connect to.   If this is left at 0 it will default to 80

path   The absolute or relative path to the item.

searchpart   An optional search criterion

Gopher Scheme

GOPHER://host:[port]/gopher-path

Where gopher-path is one of

<gophertype><selector>
<gophertype><selector>%09<search>
<gophertype><selector>%09<search>%09<gopher+_string>

host   The fully qualified domain name of a network host or its IP address

port   The port number to connect to.   If this is left at 0 it will default to 70

gophertype   A single-character field to denote the Gopher resource.

MAILTO Scheme

MAILTO://email-address

email-address   A valid Internet e-mail address

News Scheme

NEWS://newsgroup-name

newsgroup-name   A period-delimited name for the newsgroup such as
                          comp.infosystems.www.misc.

NNTP Scheme

NNTP://host:[port]/newsgroup-name/[article-number]

host   The fully qualified domain name of a network host or its IP address

port   The port number to connect to.   If this is left at 0 it will default to 119

newsgroup-name   A period-delimited name for the newsgroup such as
                      comp.infosystems.www.misc.

article-number   The numeric id of the article within the newsgroup

Telnet Scheme

TELNET://[user[:password]]@host[;port]

usert	An optional user id use to log-on to the system
password	An optional password for User
host	The fully qualified domain name of a network host or its IP address
port	The port number to connect to. If this is left at 0 it will default to 23

WAIS Scheme

WAIS://host[:port]/database
- or -
WAIS://host[:port]/database?search
- or -
WAIS://host[:port]/database/wtype/wpath

host   The fully qualified domain name of a network host or its IP address

port   The port number to connect to.   If this is left at 0 it will default to 210

database   The name of the WAIS database being queried

search   The item being searched for

wtype   A particular document within a WAIS database

wtype   WAIS document id

Image

HTML Level 0:

<IMG [ALIGN= TOP | MIDDLE | BOTTOM] [ALT=] SRC= [ISMAP] >

The Image element is used to incorporate in-line graphics into an HTML document.   This element cannot be used for embedding other HTML text.

ALIGN = TOP | MIDDLE | BOTTOM	The ALIGN attribute accepts the values TOP, MIDDLE or BOTTOM, which specifies if the following lines of text are aligned with the top, middle, or bottom of the graphic.
ALT=	Optional text as an alternative to the graphic for rendering in non-graphical environments. Alternate text is mandatory for Level 0 documents. Web Spinner requires alternate text.
SCR=	The value of the SRC attribute is the URL of the document to be embedded. Only images can be embedded, not HTML text. The syntax of SRC is the same as that of the HERF attribute of the <A> tag. SRC is mandatory
ISMAP	The ISMAP (is map) attribute identifies an image as an image map. Image maps are graphics in which certain regions are mapped to URLs. By clicking on different regions, different resources can be accessed from the same graphic.

Shortcuts
   Toolbar: ■
Keys: CTRL+G

Line Break

HTML Level: 0

The Line Break element specifies that a new line must be started at the given point.   A new line indents the same as that of line-wrapped text.

Shortcuts
  Toolbar:

Horizontal Line

HTML Level: 0

<HR>

A Horizontal Rule element is a divider between sections of text such as a full width horizontal rule or equivalent graphic.

Shortcuts
Toolbar:

List Item

HTML Level: 0

<LI>

The List Element is used to designate an item within a list.

Also See

Definition List
Directory List
Menu List
Ordered List
Unordered List
Shortcuts
Toolbar:

Unordered List

HTML Level: 0

<UL> ... </UL>

The Unordered List element is used to present a list of items which is typically separated by white space and/or marked by bullets.

An unordered list must begin with the <UL> tag which is immediately followed by a <LI> (list item) tag.

Also See

Definition List
Directory List
Menu List
Ordered List
Shortcuts
    Toolbar: ■

Ordered List

HTML Level: 0

<OL> ... </OL>
The Ordered List element is used to present a numbered list of items, sorted by sequence or order of importance.

An ordered list must begin with the <OL> tag which is immediately followed by a <LI> (list item) tag.

Also See

Definition List
Directory List
Menu List
Unordered List
Shortcuts
    Toolbar:

Definition List

HTML Level: 0

<DL> ... </DL>

A Definition List is a list of terms and corresponding definitions.   Definition lists are typically formatted wit the term flush-left and the definition, formatted paragraph style, indented after the term.

Also See

Directory List
Menu List
Ordered List
Unordered List

Directory List

HTML Level: 0

<DIR> ... </DIR>

A Directory List element is used to present a list of items containing up to 20 characters each.   Items in a directory list may be arranged in columns, typically 24 characters wide.

A directory list must begin with the <DIR> tag which is immediately followed by a <LI> (list item) tag.
Also See

Definition List
Menu List
Ordered List
Unordered List

Menu List

HTML Level: 0

<MENU> ... <MENU>

A Menu List is a list of items with typically one line per item.   The menu list style is more compact that the style of <u>an unordered list</u>.

A menu list must begin wit a <MENU> tag which is immediately followed by a <u><LI></u> (list item) tag.
Also See

<u>Definition List</u>
<u>Directory List</u>
<u>Ordered List</u>
<u>Unordered List</u>

Block Quote

HTML Level: 0

<BLOCKQUOTE> ... </BLOCKQUOTE>

The Blockquote element is used to contain text quoted from another source.

A typical rendering might be a slight extra left and right indent, and/or italic font.   The Blockquote element causes a paragraph break, and typically provides space above and below the quote.

Shortcuts
    Toolbar:

Test HTML

Shortcuts
Toolbar:

Begin an HTML Document

HTML Level: 0

<HTML> ... </HTML>

The HTML identifier defines the document as containing HTML elements.

HEAD

HTML Level: 0

<HEAD> ... <HEAD>

The HEAD identifier defines the heading part of the document.

Title

HTML Level: 0

<TITLE> ... </TITLE>

Every HTML document must contain a Title element.   The title should identify the contents of the document in a global context, and may be used in a history list and as a label for the window displaying the document.   Unlike headings, titles are not typically displayed in the test of a document itself.

The title element must occur within the head of the document, and may not contain anchors, paragraph tags, or highlighting.   Only one title is allowed in a document.

Body

HTML Level: 0

<BODY> ... </BODY>

The Body element identifies the body component of an HTML document.   Specifically, the body of the document may contain links, text and formatting information within the <BODY> and </BODY> tags.

Address

HTML Level: 0

<ADDRESS> ... </ADDRESS>

The address element specifies such information as address, signature and authorship, often at the top or bottom of a document.

Typically, an Address is displayed in an italic typeface and may be indented.   The Address element implies a paragraph break before and after.

Special Characters

Glyph	Name	Syntax	Description
<	lt	<	Less than sign
>	gt	>	Greater than sign
&	amp	&	Ampersand
	quot	"	Double quote sign
Á	Aacute	Á	Capital A, acute accent
À	Agrave	À	Capital A, grave accent
Â	Acirc	Â	Capital A, circumflex accent
Ã	Atilde	Ã	Capital A, tilde
Å	Aring	Å	Capital A, ring
Ä	Auml	Ä	Capital A, dieresis or umlaut mark
Æ	AElig	Æ	Capital AE diphthong (ligature)
Ç	Ccedil	Ç	Capital C, cedilla
É	Eacuete	É	Capital E, acute accent
È	Egrave	È	Capital E, grave accent
Ê	Ecirc	Ê	Capital E, circumflex accent
Ë	Euml	Ë	Capital E, dieresis or umlaut mark
Í	Iacute	Í	Capital I, acute accent
Ì	Igrave	Ì	Capital I, grave accent
Î	Icirc	Î	Capital I, circumflex accent
Ï	Iuml	Ï	Capital I, dieresis or umlaut mark
Ð	ETH	&ETH:	Capital Eth, Icelandic
Ñ	Ntilde	Ñ	Capital N, tilde
Ó	Oacute	Ó	Capital O, acute accent
Ò	Ograve	Ò	Capital O, grave accent
Ô	Ocirc	Ô	Capital O, circumflex accent
Õ	Otilde	Õ	Capital O, tilde
Ö	Ouml	Ö	Capital O, dieresis or umlaut mark
Ø	Oslash	Ø	Capital O, slash
Ú	Uacute	Ú	Capital U, acute accent
Ù	Ugrave	Ù	Capital U, grave accent
Û	Ucirc	Û	Capital U, circumflex accent
Ü	Uuml	Ü	Capital U, dieresis or umlaut mark
Ý	Yacute	Ý	Capital Y, acute accent
Þ	THORN	Þ	Capital THORN, Icelandic
ß	szlig	ß	Small sharp s, German (sz ligature)

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