Navigating the Internet

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Note: For detailed procedures and reference information about Internet Assistant, choose Internet Assistant for Word Help from the Help menu.

What is Internet Assistant?

Internet Assistant is an add-on to Microsoft Word for Windows that gives you:

- All the power and ease of using Word for Windows as you create and edit documents in HTML format, the standard for Web documents.
- The ability to view pages on the Internet World Wide Web. You can also create and navigate "webs" of documents on existing local networks.
- Powerful tools to create hyperlinks in any Word document.

Note: Internet Assistant works with Word for Windows version 6.0a or later.

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Getting connected to the Internet

When you installed Internet Assistant with Web browsing components, it was comparable to plugging in a new television set. You still need the equivalent of a cable TV company to provide the physical and electronic connection to the programs you want to watch.

To connect to the Internet, you'll need a modem, your computer, and a service that provides a connection to the Internet. When local and regional providers connect for you, the phone call charge is usually at local prices. If there aren't any local services, check providers with direct-dial long distance charges. Check your telephone listings for a public data network service. For more information about Internet service providers, check your local bookstore, computer dealer, or user group.

You can also connect to the Internet on a local area network (LAN) through your company if your company is connected to the Internet. See your administrator for details.

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Switching between Browse and Edit views

Internet Assistant gives you a new way to look at documents in Word. Web Browse and Edit views turn Word into a Web "browser" and HTML document editor. This is accomplished using templates. For information about modifying these templates, see HREF="#modifying_ia.

1. In Web Browse view, you can read Web documents and activate hyperlinks in them to navigate around the Web. You cannot modify any document in Web Browse view. While you are in this view your document is based on the WEBVIEW template. To switch to Edit view, click .

2.   In Edit view, you can create and modify documents. If you are editing an HTML document, it will be based on the HTML template. If you are editing a Word document, it will be based on NORMAL.DOT or the template it was originally based on. To switch to Web Browse view, click .

Whenever you want to use Word's default toolbars and menus, choose Templates from the File menu and type *normal* in the Document Template text box.

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Customizing Internet Assistant

You can change how files are displayed in Web Browse view. You can change HREF="#modifying_ia_font in a Web document. You can also change the HREF="#modifying_ia_links.

You can easily create your HREF="#modifying_ia_default, and add to your HREF="#modifying_ia_favorite document. You can modify the entries in, and the length of, the HREF="#modifying_ia_history as well.

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To change how text is displayed while you are viewing Web documents

3.   Choose from the toolbar.
4.   From the Format menu, choose Style.
5.   In the Styles box, select the style you want to modify.
6.   Choose Modify, and then choose Format. Select the style attribute you want to change.
       You can change the font and size of text, as well as the alignment of paragraph styles. You can add a border to a particular style also. The Style formatting commands that do not apply to Web documents are Tabs, Language, and Frame.
7.   Choose OK, and then choose Apply from the main Style dialog box.

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To change the color of hyperlinks

You can change the color that hyperlinks are displayed in by modifying a line in WORDHTML.INI.

8.   From the File menu, open WORDHTML.INI.
9.   In the [MISC] section, change the `AnchorColor=` line to `AnchorColor=`*color*, where *color* is the name of the color (with no spaces) that you want to display hyperlinks in. Refer to the table below for color names.
10. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.

The changes will take effect the next time you open Word and choose Browse Web from the File menu.

Black	Magenta	DarkBlue	DarkRed
Blue (default)	Red	DarkCyan	DarkYellow
Cyan	Yellow	DarkGreen	DarkGray
Green	White	DarkMagenta	LightGray

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To change Internet Assistant's DEFAULT.DOC

You can modify the DEFAULT.DOC that comes with Internet Assistant, or you can create your own.

To modify Internet Assistant's DEFAULT.DOC

11. From the File menu, choose Browse Web.
12. Choose Switch to Edit View from the toolbar.
13. Make the changes you want.
14. From the File menu, choose Save.

To create your own DEFAULT.DOC

15. Create your default document.
16. When you have finished creating your document, save it as \<winword6>\internet\DEFAULT.DOC, where <winword6> is the directory Word is installed in. Before saving your file, you may want to preserve the DEFAULT.DOC that comes with Internet Assistant by renaming it.

Alternatively, you can specify any file in any location as the default by modifying the `StartDoc=` line in your WORDHTML.INI file to read `StartDoc=<pathname>`, where <pathname> is the full path of the file you specify.

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To add to FAVORITE.DOC

You can easily add the URL of any of your favorite locations on the Web to your Favorite Places document. When you are viewing a favorite place, choose the Add Favorite button.

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To modify the History list

You can delete entries from the History list by modifying HTMLHIST.INI. You can also change the number of most recently used URLs that History displays. For detailed procedures, choose Internet Assistant for Word Help from the Help menu. Select the Search button, and type **History List Command**.

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Adding external viewers to allow you to view pictures and hear sound files

When Internet Assistant encounters a file for which no converter can be found, or the file is of a non-convertible format (such as sound or video), a new document is created and the file is inserted as an object. You activate the object by double-clicking on it. If the message "No application is associated with this file" appears, you need to associate an application with the file extension. This can be done using File Manager by choosing the Associate command under the File menu.

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Respecting copyright laws

Please note: Some material on the Web is copyrighted. You are responsible for complying with all copyright use and restrictions where noted on Web documents. The nature of Web browsing often means that you have to search for copyright notices; they aren't always published on the page you happened to jump to. Keep these guidelines in mind:

- Search for copyright notices regarding any material you intend to use.
- Seek permission before copying, redistributing, or editing any copyrighted material.
- Comply with any licenses or permissions that grant the right to redistribute or otherwise use any copyrighted material. Always include the copyright notice with any such material if it is required by the copyright owner.

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