

## Microsoft Internet Assistant for Word Help Contents

To learn how to use Help, press F1.



### Using Internet Assistant for Word

Step-by-step instructions to help you complete your tasks.



### Reference Information

HTML/Word/Internet Assistant equivalents, glossary, and frequently asked questions.

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**Important** You must have a connection to the Internet in order to use Internet Assistant to browse the World Wide Web. See [Getting Connected to the Internet](#).

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## **Using Internet Assistant for Word**

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## HTML 2.0 Tags and Equivalent Word Commands

The following table lists HTML level 2.0 tags with the equivalent Word style or command. You don't need to worry about special characters like <, >, &, and ". Internet Assistant will tag them with the proper HTML entity syntax.

HTML Tag	Word Style or Command	Style Type
<A>		n/a
<A HREF=...>	Insert menu, HyperLink to URL Insert menu, HyperLink to Local Document see <a href="#">Hyperlink Command Overview</a>	n/a
<A HREF="#...>	Insert menu, Hyperlink to Bookmark	n/a
<A NAME=...>	 see <a href="#">Using a Bookmark to Create an Anchor</a>	n/a
<ADDRESS>	Address	Paragraph
<B>		n/a
<BLOCKQUOTE>	Blockquote	Paragraph
<BODY>	<i>automatically inserted by converter</i>	n/a
 	SHIFT+ENTER	n/a
<CITE>	Cite	Character
<CODE>	Code	Character
<DFN>	Definition, or defining instance	Character
<DIR>	Directory List see <a href="#">Creating a Directory List</a>	Paragraph
<DL>	Definition List see <a href="#">Creating a Definition List</a>	Paragraph
<DL COMPACT>	Definition Compact see <a href="#">Creating a Definition List</a>	Paragraph
<DT>...<DD>	Definition Term see <a href="#">Creating a Definition List</a>	Character
<EM>	Emphasis	Character
<FORM>	Insert menu, Form Field see <a href="#">Creating a Form</a>	n/a
<H1> through <H6>	Heading 1 through Heading 6	Paragraph
<HEAD>	<i>automatically inserted by converter</i>	n/a
<HR>		Paragraph
<HTML>	<i>automatically inserted by converter</i>	n/a
<I>		n/a
<IMG>		n/a
<KBD>	Keyboard	Character
<LI>	<i>automatically inserted by converter</i>	n/a
<MENU>	Menu	Paragraph
<META>	File menu, HTML Document Head Information, Advanced options	n/a
<OL>		Paragraph
<P>	Normal	Paragraph
<PRE>	Preformatted	Paragraph
<PRE WIDTH=...>	Preformatted - Wide	Paragraph

<SAMP>	Sample	Character
<STRIKE>	Strikethrough	Character
<STRONG>	Strong	Character
<TITLE>	 i	n/a
<TT>	Typewriter	Character
<U>	 u	n/a
<UL>	 ul	Paragraph
<VAR>	Variable	Character

## What Is Lost When Word Documents Are Converted to HTML

When you create a document in Word, it commonly contains elements that are not available in HTML. These elements are not converted by Internet Assistant.

Even when you create a document using Internet Assistant, some elements may not be preserved because they are not valid HTML. As Internet Assistant saves your document, it simply ignores invalid HTML markup that your document might produce. For more information, see [Why does my Internet Assistant document look different after I close and reopen it?](#)

Word elements that are not converted to HTML include:

- annotations
- borders and shading
- captions
- character formatting (e.g. font, superscript)
- drawing layer elements
- embedded objects, or "cut and pasted" objects, such as equations, clip art, Word Art, and MS

### Draw objects

- fields--only the field result is converted
- footnotes and endnotes
- frames
- graphics embedded via the Clipboard
- headers and footers
- indented paragraphs in any paragraph style other than OL or UL
- index entries
- page breaks and section breaks
- revision marks
- tabs in any paragraph style other than PRE and DL
- TOC entries

## **Getting Connected to the Internet**

When you installed Internet Assistant with Web browsing capabilities, 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 an Internet service provider. 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.

## Switching Between Browse and Edit Views

Internet Assistant gives you a new way to look at documents in Word. Web Browse view turns Word into a Web browser, and HTML Edit view turns Word into an HTML document editor. This is accomplished using templates.



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. A document displayed in this view is based on the WEBVIEW template. To switch to HTML Edit view, click the HTML Edit view button.



In HTML 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 the Web Browse view button.

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

## Improving Internet Assistant's Performance

You can improve Internet Assistant's performance in Web Browse view in several ways:

- Choose Load Images [off] from the View menu.
- Choose Full Screen from the View menu. Press ALT, V, T to view toolbars while in Full Screen view.
- Read SPEEDUP.DOC and follow its instructions for improving Word's performance. Depending on the type of installation you used to install Word, SPEEDUP.DOC may have been copied to your Word subdirectory. It is also available through Microsoft Product Support Services.
- Make sure no other applications are running when you are in Web Browse view.
- Move WORDHTML.WLL out of the <word>\STARTUP subdirectory to another location on your hard drive. Choose the Templates command from the File menu to add WORDHTML.WLL as a Global Add-In for WEBVIEW.DOT and HTML.DOT.

## Creating a New HTML Document

You can create an HTML document without knowing HTML markup. You just use Word styles as you normally would. Refer to the Style box for a list of styles available in this template. Internet Assistant will automatically convert these styles to their equivalent HTML tags when you save the document.

### To create a new HTML document

1. From the File menu, choose New.
2. For Template, choose Html, and then choose OK.
3. From the File menu, choose Save.
4. In the Save File As Type box, select HyperText Markup Language (HTML).
5. Type the name of your file, and then choose OK.
6. Create your HTML document.

For tips on structuring your HTML documents, see [Guidelines for Publishing Web Documents](#) and [Guidelines for Publishing on a Local Web](#).

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**Hint** To quickly apply Internet Assistant styles, press CTRL+SHIFT+S, type the HTML tag corresponding to the style, and then press ENTER. For example, to apply the List Number <OL> style, press CTRL+SHIFT+S, type **OL**, and then press ENTER.

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For information on how Word styles compare to HTML tags, see [HTML 2.0 Tags and Equivalent Word Commands](#).

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### See also

[Opening an Existing HTML Document](#)

[Converting an Existing Document to HTML](#)

[Why does my Internet Assistant document look different after I close and reopen it?](#)

## Creating a Directory List

You create a directory list by applying the Directory <DIR> style to a group of paragraphs.

### To create a directory list

1. Type the entries in your list.  
Each entry can be in a separate paragraph, or you can type three entries in one paragraph and separate them by tab characters.
2. Select the entries and then choose Directory <DIR> from the Style box.

After your document is saved and converted to HTML, the directory list will be displayed in three columns.

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### See also

[Why does my Internet Assistant document look different after I close and reopen it?](#)

## Creating a Definition List

You create a definition list by applying the Definition List <DL> or Definition Compact <DL COMPACT> style to a group of paragraphs.

### To create a definition list

1. Type the first term you want in your definition list.
2. Type a tab character, and then type the definition for the term.
3. After you have typed the definition, press ENTER.
4. Repeat steps 1 through 3 for all the definitions in your list.
5. Select the paragraphs created in steps 1 through 4.
6. From the Style box , choose Definition List <DL> or Definition Compact <DL COMPACT>.

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**Note** You do not directly apply the Definition Term <DT> style to the text in your definition list; Internet Assistant applies this style when it converts your document. Therefore, you will not see the final appearance of your definition list until you save your document, close it, and open it again.

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### See also

[Why does my Internet Assistant document look different after I close and reopen it?](#)

## Converting an Existing Document to HTML

You can convert any document that can be opened in Word into HTML. Internet Assistant automatically maps some typical Word styles to their HTML equivalents. To convert documents that contain styles you commonly use, see [Mapping Word Styles to HTML](#).

### To convert an existing document to HTML

1. From the File menu, choose Open.
2. Specify the path to the document you want to open, select the file, and then choose OK.  
For best results when converting an existing document that was not formatted using styles, run AutoFormat from the Format menu before proceeding to step 3.
3. From the File menu, choose Save As.
4. In the Save File As Type box, select HyperText Markup Language (HTML).
5. Type the name of your file with an \*.HTM extension, and then choose OK.

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**Note** Not all Word elements are preserved when a document is converted to HTML. For more information, see [What Is Lost When Word Documents Are Converted to HTML](#).

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## Mapping Word Styles to HTML

You can map custom styles in a Word document to their nearest corresponding HTML tag by modifying the [STYLEMAP] section of WORDHTML.INI.

### To map Word styles to HTML

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **wordhtml.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [STYLEMAP] section, add a line for each style in the form  
**my style=HTML\_tag**  
For example, to map a custom style named "Cross Reference" to the HTML <CITE> tag, add the line  
**Cross Reference=CITE**

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**Note** It is a good idea to map paragraph styles to paragraph styles, and character styles to character styles.

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5. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.
6. Exit Word.

The changes will take effect the next time you restart Word and Save As HTML a file whose styles you have mapped. For help on deciding which Word styles should map to which HTML tags, see [HTML 2.0 Tags and Equivalent Word Commands](#).

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### See also

[Converting an Existing Document to HTML](#)

## Viewing Non-HTML Files

Web documents often include hyperlinks to non-HTML file formats such as sound or video, graphics called through HREFs (rather than the <IMG> tag), or non-HTML text formats. Internet Assistant handles these hyperlinks in one of three ways:

- If the file is a non-HTML text format for which you have a text converter, it is converted and inserted into a new document based on WEBVIEW.DOT.
- If the file is a graphic for which you have a graphics converter, it is inserted into a new document and displayed there.
- If there's no converter for the file, or the file is of a non-convertible format (such as sound or video), Internet Assistant creates a new document and inserts the file as an object. You activate the object by double-clicking on it. If the message "No application is associated with this file" appears, see [Associating an Application with a Non-HTML Object](#). If you want to save this non-HTML object, but you do not want to save the Word document that it is embedded in, see [Saving a Non-HTML Object](#).

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### See also

[Internet Services Not Supported by Internet Assistant](#)

[Saving FTP Files](#)

## **Saving a Non-HTML Object**

You can save non-HTML objects without saving the Word document that Internet Assistant embeds them in.

### **To save a non-HTML object that has no associated application**

1. Select the object by clicking on it.
2. Click the right mouse button.
3. From the shortcut menu, choose Edit Package Package.  
The Object Packager appears.
4. From the Object Packager File menu, choose Save Contents.
5. Type the location and name of your file, and then choose OK.

### **To save a non-HTML object that has an associated application**

- Activate the object by double-clicking on it. From within the application, save the file with the filename and location you choose.

## **Associating an Application with a Non-HTML Object**

If the message "No application is associated with this file" appears when you double-click on an inserted object, you need to associate an application with the object's file extension. You determine the file extension from the label of the object. For example, if the object is labeled ~wia0000.wav, then the extension .WAV must be associated. The application you associate must be able to open or play a file with the .WAV extension.

### **To associate an application with a non-HTML object**

1. Run File Manager.
2. From the File menu, choose Associate.
3. In the Files With Extension box, type the extension of the non-HTML file you want to be able to view.
4. In the Associate With box, type the name of an application that can display (or play, in the case of a sound or video file) the non-HTML file.
5. Choose OK.

The association will take effect after you exit and restart Windows.

## **Saving FTP Files**

You can copy and save files from FTP servers.

### **To save FTP files**

1. Follow hyperlinks to a file on an FTP server (for example, <ftp://ftp.microsoft.com>).  
The file is displayed as an InternetWorks object in a Word document.
2. Click the right mouse button.
3. Choose Save As.
4. Type the location and name of your file, and then choose OK.

## Internet Services Not Supported by Internet Assistant

Internet Assistant does not support the file transfer formats listed below. You will not be able to activate any hyperlinks to these types of files, nor can you access them through the Open URL command on the File menu.

- electronic mail
- telnet
- Usenet news groups
- WAIS

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### See also

[FTP](#)

[gopher](#)

[HTTP](#)

## Creating a Hyperlink

You use the HyperLink command on the Insert menu to create [hyperlinks](#) to a [relative link](#), a [URL](#), or to an [anchor](#) created with a bookmark.

### To create a hyperlink to a relative link

Before you begin this procedure, save the file in which you are creating the hyperlink.

1. From the Insert menu, choose HyperLink.
2. Choose the To Local Document tab.
3. In the File Name box, type the name of the file you want to be the destination of your hyperlink. This file should be located on your local drive
4. In the Text To Display box, type the text you want your reader to select to activate this hyperlink.  
If you want your reader to activate this hyperlink by selecting a graphic, choose Image and then see [Inserting a Picture](#).

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**Note** If you want your hyperlink to jump to a specific location within the file you chose in step 3, see [Adding a Bookmark to a Hyperlink](#).

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### To create a hyperlink to a URL

1. From the Insert menu, choose HyperLink.
2. Choose the To URL tab.
3. Type a URL, or select one from the list.
4. In the Text To Display box, type the text you want your reader to select to activate this hyperlink.  
If you want your reader to activate this hyperlink by selecting a graphic, choose Image and then see [Inserting a Picture](#).

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**Note** If you want your hyperlink to jump to a specific location within the URL you chose in step 3, see [Adding a Bookmark to a Hyperlink](#).

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### To create a hyperlink to an anchor created with a bookmark

1. From the Insert menu, choose HyperLink.
2. Choose the To Bookmark tab.
3. Choose a bookmark for the destination of your hyperlink.  
If there are no bookmarks to choose from, close the dialog, position your insertion point at the link destination, and then choose Bookmark from the Edit menu. For more information, see [Using a Bookmark to Create an Anchor](#).
4. In the Text To Display box, type the text you want your reader to select to activate this hyperlink.  
If you want your reader to activate this hyperlink by selecting a graphic, choose Image and then see [Inserting a Picture](#).

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### See also

[HyperLink Command Overview](#)

[HyperLink to Local Document](#)

[HyperLink to URL](#)

[HyperLink to Bookmark](#)

[Guidelines for Publishing Web Documents](#)

[Guidelines for Publishing on a Local Web](#)

[Why do hyperlinks to files on my local area network contain drive letters?](#)

## Using a Bookmark to Create an Anchor

You use a bookmark to create an anchor that will be the destination of hyperlinks. An anchor can be a single "point" in your document, or you can associate the anchor with a string of text. In either case, the anchor will not be displayed in your document, unless you choose to view bookmarks. Select Bookmark from the Tools Options menu, View tab.

### To create an anchor that is a single point in your document

1. Position the insertion point where you want to locate the anchor.
2. From the Edit menu, choose Bookmark.
3. Type the name of your anchor in the Bookmark Name box, and then choose Add.  
This is equivalent to typing the NAME attribute of the anchor. The resulting HTML markup will be in the form `<A NAME="bookmark_name"></A>`

### To create an anchor associated with a string of text

1. Select the text you want to associate with the anchor.
2. From the Edit menu, choose Bookmark.
3. Type the name of your anchor in the Bookmark Name box, and then choose Add.  
This is equivalent to typing the NAME attribute of the anchor. The resulting HTML markup will be in the form `<A NAME="bookmark_name">Text selected in step 1</A>`

Now the location where you created your anchor can serve as the destination for hyperlinks.

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### See also

[Adding a Bookmark to a Hyperlink](#)

## Using Find and Replace to Modify Hyperlinks

You can quickly modify hyperlinks by using the Find and Replace commands.

### To find and replace hyperlinks

- Display hyperlinks by choosing Html Hidden



from the toolbar.

The Find and Replace commands will function with hyperlinks as they do with regular Word text.

## Viewing Markup of an HTML Document

You can view the HTML markup of a document you created with Internet Assistant, or an HTML document you opened in Internet Assistant.

### To view markup of an HTML document

1. Choose Save As from the File menu. Make sure that HyperText Markup Language (HTML) is selected in the Save File As Type box.
2. In the File Name box, type a name for the file, and then choose OK.
3. From the File menu, choose Close.
4. From the File menu, choose Open. Select the document whose markup you want to view.
5. Select the Confirm Conversions check box.
6. In the Convert File From dialog box, choose Text Only, and then choose OK.

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**Note** To view the HTML markup of a local document you created with Internet Assistant, save the file as HTML and perform steps 3 through 6 only.

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## Viewing the Title of a Web Document

You can view the title of a Web document in Internet Assistant.

### **To view the title of a Web document**

- With the document displayed in Web Browse view, choose the Title button from the toolbar.
- Or--
- With the document displayed in HTML Edit view, choose
- from the toolbar.

## Opening an Existing HTML Document

1. From the File menu, choose Open.
2. Specify the path to the HTML document, select the file, and then choose OK.  
If you want to view the markup of this HTML document, select the Confirm Conversions check box.  
In the Convert File From dialog box, choose Text Only and then choose OK.

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### See also

[Creating a New HTML Document](#)

## Removing Internet Assistant

You can remove Internet Assistant from your hard drive by rerunning Setup.

### To remove Internet Assistant

1. In the Windows Program Manager, choose the Run command from the File menu.
2. In the Command Line box, type the full pathname of the Internet Assistant Setup program, and then choose OK.
3. From the Microsoft Internet Assistant Setup menu, choose Remove All.

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**Note** You may want to preserve the URLs listed in your Favorite Places document before removing Internet Assistant. Save FAVORITE.DOC under another name in your <word>\INTERNET subdirectory.

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## Customizing Web Browse View

You can customize Web Browse view in several ways:

- [Changing the Number of Web Documents Open at the Same Time](#)
- [Changing the Appearance of Text in Web Browse View](#)
- [Changing the Color of Hyperlinks in Web Browse View](#)
- [Changing DEFAULT.DOC](#)
- [Add to Favorite Places Doc command](#)
- [Deleting an Entry from the History List](#)
- [Changing the Length of the History List](#)

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### See also

[How can I turn Wrap To Window back on after I use Internet Assistant?](#)

## Changing the Appearance of Text in Web Browse View

1. Choose  from the toolbar.
2. From the Format menu, choose Style.
3. In the Styles box, select the style you want to modify.
4. 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.
5. Choose OK, and then choose Apply from the main Style dialog box.
6. Choose  from the toolbar again, to hide HTML codes.

## Changing the Color of Hyperlinks in Web Browse View

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

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **wordhtml.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [MISC] section, change the AnchorColor= line to read **AnchorColor=color**, where **color** is the name of the color (with no spaces) that you want to display hyperlinks in. Refer to the list below for color names.
5. 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.

### Anchor color names

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

## Changing DEFAULT.DOC

You can modify the DEFAULT.DOC that comes with Internet Assistant, or you can create your own. Before modifying the file, you may want to make a backup copy of the version that comes with Internet Assistant.

### To modify Internet Assistant's DEFAULT.DOC

1. From the File menu, choose Browse Web.
2. Choose Switch to Edit View from the toolbar.
3. Make the changes you want.
4. From the File menu, choose Save.

### To create your own DEFAULT.DOC

1. Create your default document.
2. When you have finished creating your document, save it as \<word>\internet\DEFAULT.DOC, where <word> is the directory Word is installed in.

Alternatively, you can specify any document in any location as the default by modifying the STARTDOC= line in the [MISC] section of your WORDHTML.INI file to read **STARTDOC=<pathname>**, where <pathname> is the full path of the file you specify.

## Changing the Number of Web Documents Open at the Same Time

You can specify the number of documents you want Internet Assistant to have open at the same time during a Web browsing session. The default maximum is 10.

### To change the number of Web documents open at the same time

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **wordhtml.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [MISC] section, change the **AllowedOpenDocs=10** line to read **AllowedOpenDocs=*n*** where *n* is the maximum number of documents you want Internet Assistant to open during a Web browsing session.
5. 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.

## Respecting Copyright Laws

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**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 in mind the guidelines below.

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- 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.

## Configuring Proxy Servers

You can configure proxy servers by modifying IWIA.INI.

### To configure proxy servers

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **iwia.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [Proxy Servers] section, fill in the network address of the servers you want to use as proxies, and the ports for these servers.  
Contact your network administrator for this information.
6. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.
7. Exit Word.

When you start Word again, the changes you have made will take effect.

## Inserting an ISMAP Image

You can insert an image with the ISMAP attribute into an HTML document using Internet Assistant, but you need to work with your Web administrator to create the associated map file.

### To insert an ISMAP image

1. From the Insert menu, choose HyperLink.
2. Choose the To URL tab, and then choose Image.
3. In the Insert Picture dialog box, type the name and location of the \*.GIF or \*.JPG file that is to be associated with your map file.
4. Choose Advanced.
5. In the Advanced Picture Options dialog box, select the Sensitive Map check box.
6. Select the Text Alignment (ALIGN) in which you want to display text relative to your graphic, and then choose OK.

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**Note** Other browsers display text and inline graphics in the relative position you define with the ALIGN attribute. Internet Assistant, however, will always display text aligned with the bottom of the graphic.

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7. In the Insert Picture dialog box, type text in the Alternative Text To Use If Image Cannot Be Displayed text box. Choose OK.
8. In the HyperLink To URL dialog box, type the URL of your map file. Choose OK.

## **Internet Assistant Menu Commands**

The commands listed below are added to Word's menus by Internet Assistant.

**Menu Commands in Web Browse View**

**Menu Commands in HTML Edit View**

## Menu Commands in Web Browse View

### File menu

Open URL

Reload

Close All

HTML Document Info

### Edit menu

Copy HyperLink

### View menu

HTML Edit

Load Images [on]/[off]

### Tools menu

Open Favorite Places Doc

Add to Favorite Places Doc

### Window menu

Go Back

Go Forward

Home

History List

## Menu Commands in HTML Edit View

### File menu

Open URL

Close All

HTML Document Info

### Edit menu

Copy HyperLink

### View menu

Web Browse

### Insert menu

Form Field

Picture

HyperLink

Horizontal Rule

HTML Markup

### Format menu

Bullets

Numbering

Multilevel Numbering

Increase Indent

Decrease Indent

## Open URL command

Displays the Open URL dialog box, which lets you type the URL of the file you want to open.

## **Reload command**

Reloads the current document into memory. You use this command to ensure that you have the latest version of a file, or to refresh images that might have been incompletely downloaded.

## **Close All command**

Closes all open documents. If you have not previously saved changes to each document, Word asks if you want to save the document before you close it. If the document is an HTML file you have not saved before, choose Cancel and then choose Save As from the File menu.

## Copy HyperLink command

Copies to the Clipboard the URL of the document that is currently loaded in Internet Assistant. You can then paste the URL into any other Word document.

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**Note** If the current document is located on the Internet, the hyperlink copied by this command will always be a full URL. If the document is located on your local drive, this command will create an invalid hyperlink. For more information, see [Creating a Hyperlink](#).

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## **Go Back command**

Moves the insertion point back to the last HTML document you selected. This command has the same effect as choosing the Go Back button from the toolbar.

## **Go Forward command**

Moves the insertion point forward to the next HTML document you selected. This command is only available if you have previously used the Go Back command. It has the same effect as choosing the Go Forward button from the toolbar.

## **Home command**

Reloads DEFAULT.DOC, the Internet Assistant home page. This command has the same effect as choosing the Home button on the toolbar.

## **Web Browse command**

Switches you to Web Browse view. When you are in Web Browse view, Internet Assistant is a browser that displays Web pages. This command has the same effect as choosing the Switch to Web Browse View button on the toolbar.

## **HTML Edit command**

Switches you to HTML Edit view. This command has the same effect as choosing the Switch to Edit View button on the toolbar.

## **Load Images [on]/[off] command**

Enables and disables the display of inline graphics. If Load Images [on] appears on the View menu, then loading inline graphics is enabled. If Load Images [off] appears, then loading inline graphics is disabled.

## **Horizontal Rule command**

Inserts a horizontal rule into your document at the insertion point. The HTML equivalent is the `<HR>` tag. This command has the same effect as choosing the Horizontal Rule button on the toolbar.

## History List command

Opens the History List dialog box, which by default displays a cumulative list of the last 50 URLs you have opened during your Web browsing sessions. This command has the same effect as choosing the History button on the toolbar.

If you want to delete an item from the History list, see [Deleting an Entry from the History List](#). If you want to modify the number of URLs stored in the History list, see [Changing the Length of the History List](#).

## Deleting an Entry from the History List

You can remove an item from the History list by modifying HTMLHIST.INI.

### To delete an entry from the History list

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **htmlhist.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [History] section, delete the entries you want to remove from the History list.  
Do not worry if this causes gaps in the sequence of the entries; the entries will return to consecutive sequence the next time you start Word.
5. In the [URL] section, delete the lines that correspond to the entries you deleted in step 4.
6. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.
7. Exit Word.

When you start Word again, the changes you made will take effect.

## Changing the Length of the History List

You can change the number of URLs stored in the History list by modifying HTMLHIST.INI. The default number is 50.

### To change the length of the History list

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **htmlhist.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [Config] section, type the line **MRULength=*n***, where *n* is the number of URLs you want the History list to display. *N* can be any number except zero.
5. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.
6. Exit Word.

When you start Word again, the changes you made will take effect.

---

**Note** During any given browsing session, Internet Assistant's History list displays every URL you jump to. When you exit Word, only the number you have defined with MRULength (or the default number of 50) is saved in the list.

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## **Open Favorite Places Doc command**

Opens FAVORITE.DOC, the list of URLs that you can customize to include your own favorite destinations. This command has the same effect as choosing the Open Favorite button on the toolbar.

## **Add to Favorite Places Doc command**

Adds the URL of the current document to FAVORITE.DOC, the list of URLs that you can customize to include your own favorite destinations. This command has the same effect as choosing the Add Favorite button on the toolbar.

## **Bullet command**

Inserts a bulleted paragraph at the insertion point, or formats selected paragraphs as items in a bulleted list. This command has the same effect as choosing the Bullets button on the toolbar.

## **Numbering command**

Inserts a numbered list item at the insertion point, or formats selected paragraphs as items in a numbered list. This command has the same effect as choosing the Numbering button on the toolbar.

## Multilevel Numbering command

Opens the Bullets And Numbering dialog box so you can choose the Multilevel tab to define a group of paragraphs as a multilevel, or "nested," numbered list. Before you use this command, you identify which paragraphs are to be nested by adding a tab character at the beginning of the paragraph. If you want to nest the paragraph two levels deep, add two tab characters; if three levels deep, add three tab characters, etc.

You can also create nested numbered lists using the Increase Indent command. See [Creating a Nested List](#).

---

**Note** By using this command, you can modify how multilevel, bulleted, and numbered lists are displayed in your document. However, any modifications made this way are lost when the document is saved, closed, and reopened.

You can permanently modify how lists are displayed by selecting a paragraph formatted with a list style, choosing Style from the Format menu, and making the changes you want. These changes will not affect the HTML markup of your file in any way.

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## **Increase Indent command**

Creates a nested list when used on paragraphs formatted with the List Number <OL> or List Bullet <UL> style. If you use Increase Indent on paragraphs that are not formatted with either list style, this command will have no effect when your document is converted to HTML. This command has the same effect as choosing the Increase Indent button on the toolbar.

For information on creating nested lists, see [Creating a Nested List](#).

## Creating a Nested List

You can create multilevel, or "nested," lists using the Increase Indent command on the Format menu.

### To create a nested list

1. Type the entries in your list.
2. Apply List Bullet, UL or List Number, OL styles to each entry.
3. Select the entries you want to nest within the larger list, and then choose Increase Indent from the Format menu.

To undo the nesting for an entry, select the entry and then choose Decrease Indent from the Format menu.

---

**Note** When you use Increase Indent on an item in a numbered list, the item will not be numbered with the nested numbering scheme until you save the file as HTML, close it, and then open it again. It's always a good idea to save, close, and reopen the files you create with Internet Assistant. See [Why does my Internet Assistant document look different after I close and reopen it?](#)

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### See also

[Increase Indent command](#)

[Decrease Indent command](#)

## Decrease Indent command

Acts as an "undo" command on nested lists you created by using the Increase Indent command. This command returns the nested entries to the next higher level in the list. If you use Decrease Indent on entries that were not formatted with either the List Number <OL> or List Bullet <UL> style, and were not nested with the Increase Indent command, then this command will have no effect when your document is converted to HTML. This command has the same effect as choosing the Decrease Indent button on the toolbar.

For information on creating nested lists, see [Creating a Nested List](#).

## Frequently asked questions

Following are some questions that are frequently asked about Internet Assistant. Each question is followed by the word ANSWER. To see the answer to the question, click ANSWER.

1. Where can I read the latest top support issues for Internet Assistant? [ANSWER](#)
2. I'm running Word from a network server. Can I install Internet Assistant on a local network? [ANSWER](#)
3. Why can't I connect to the Internet from Internet Assistant? [ANSWER](#)
4. How do I view the HTML markup in documents created with Internet Assistant? [ANSWER](#)
5. Why does my Internet Assistant document look different after I close and reopen it? [ANSWER](#)
6. Why doesn't Internet Assistant understand certain tags like <center> or <font>? [ANSWER](#)
7. Why does my screen flash when I save a non-HTML document as HTML? [ANSWER](#)
8. Does Internet Assistant use extra memory? [ANSWER](#)
9. How can I turn Wrap To Window back on after I use Internet Assistant? [ANSWER](#)
10. After an application crashes, why can't I restart Word? [ANSWER](#)
11. Can I use Internet Assistant to create "clickable images"? [ANSWER](#)
12. Why do hyperlinks to files on my local area network contain drive letters? [ANSWER](#)
13. We have Internet connectivity through our network. Will Internet Assistant work in this configuration? [ANSWER](#)

**Q: Can I install Internet Assistant on a local network?**

**A:** This version of Internet Assistant was designed and tested for a local installation only. However, you can install Internet Assistant on a network server if you have write access to the drive and directory that contains WINWORD.EXE.

If this workaround is not feasible, you can install Internet Assistant on a machine to which you have full access, then copy HTMLCONV.CNV to the machine's Word subdirectory. Refer to it in your \<windows>\WINWORD6.INI file as shown below.

[MSWord Text Converters]

WordHTML=HyperText Markup Language (HTML), <drive letter>:\<word>\HTMLCONV.CNV, htm

**Q: Why can't I connect to the Internet from Internet Assistant?**

**A:** When you installed Internet Assistant with Web browsing capabilities, 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 an Internet service provider. 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.

**Q: How do I view HTML markup in documents created with Internet Assistant?**

**A:** To view the markup of an Internet Assistant document:

1. Save the file.
2. From the File menu, choose Close.
3. From the File menu, choose Open. Select the document whose markup you want to view.
4. Select the Confirm Conversions check box.
5. In the Convert File From dialog box, choose Text Only, and then choose OK.

**Q: Why does my Internet Assistant document look different after I close and reopen it?**

**A:** Occasionally you may notice that your document looks different after you save it and open it again in Internet Assistant. This occurs because Internet Assistant may not have been able to convert all of your document to valid HTML as it wrote the document to disk.

Even though most Word commands that produce invalid HTML have been removed from the Internet Assistant toolbar and menus, some combinations of actions available in Internet Assistant will still produce invalid HTML, for example:

- Tabs in any paragraph style other than PRE, DL, or DIR
- Indents in any paragraph style other than OL or UL
- Any formatting applied through the Font or Paragraph commands on Word's shortcut menu

Before you publish your HTML document, save it, close it, and reopen it. Then make any final adjustments to the document.

For more information, see [What Is Lost When Word Documents Are Converted to HTML](#).

**Q: Why doesn't Internet Assistant understand certain tags like <center> or <font>?**

**A:** The Internet Assistant converters, both import and export, are developed and rigorously tested to read in and write HTML tags and syntax as defined in the HyperText Markup Language Specification 2.0. Functionality beyond HTML level 2 is not supported by this version of Internet Assistant.

Other browsers may support additional tags that are not included in the specification (and so are not recognized by Internet Assistant). For a list of HTML tags supported by Internet Assistant, see [HTML 2.0 Tags and Equivalent Word Commands](#).

**Q: Why does my screen flash when I save a non-HTML document as HTML?**

**A:** Internet Assistant is saving your document, converting, closing it, and reopening it in Word's HTML template automatically. This allows you to see what the resulting HTML file will look like when it's displayed by browsing software such as Internet Assistant's Web Browse view.

**Q: Does Internet Assistant use extra memory?**

**A:** You may notice a slightly longer startup time when first launching Word because Internet Assistant is loading the module that provides hyperlinking capabilities. For information on improving performance in Web Browse view, see [Improving Internet Assistant's Performance](#).

**Q: Where can I read the latest top support issues for Internet Assistant?**

**A:** The Internet Assistant Support Page is located at  
<http://www.microsoft.com/pages/deskapps/word/ia/support.htm>

**Q: How can I turn Wrap To Window back on after I use Internet Assistant?**

**A:** When Internet Assistant runs, it sets Wrap To Window on. After you leave Internet Assistant and return to Word, Wrap To Window is set to off. If you want to keep the Wrap To Window default setting after you leave Internet Assistant, use the following procedure.

1. From the File menu, choose Open.
2. In the Directories box, select your Windows directory.
3. In the File Name box, type **wordhtml.ini** and then choose OK. If Confirm Conversions is checked, be sure Text Only is selected in the Convert File From dialog box.
4. In the [MISC] section, change the line that reads  
**WrapToWindow=0**  
to read  
**WrapToWindow=1**
5. From the File menu, choose Save As. Make sure the Save File As Type box shows Text Only. Choose OK.
6. Exit Word.

The change will take effect the next time you restart Word.

**Q: After an application crashes, why can't I restart Word?**

**A:** Occasionally an application may crash and cause you to exit Word. When you try to start Word again you get an Application Execution Error that reads "Insufficient memory to run this application. Quit one or more Windows applications and then try again."

If you get this error, save all data in any open Windows applications, close all applications, and then exit and restart Windows.

**Q: Can I use Internet Assistant to create "clickable images"?**

**A:** Internet Assistant does not include any utilities for generating ISMAP files. However, if you and your system administrator have the associated MAP files, images and server software, an ISMAP can be inserted and used in an HTML document by choosing Insert Picture, inserting the MAP file and then assigning the image to that hyperlink. For more information, see [Inserting an ISMAP Image](#).

**Q: Why do hyperlinks to files on my local area network contain drive letters?**

**A:** When you create a hyperlink to a file on a server in your local area network, the hyperlink might identify the server with a drive letter rather than a universal naming convention (UNC) string. For example, the hyperlink might read HREF="LOCAL:d:/myfile.doc" rather than HREF="//server/share/myfile.doc"

This occurs when NoLongNetNames is set to Yes in your WINWORD6.INI file.

If all users on your local web have the same drive letters mapped to the same network servers, then the hyperlinks you create will work.

**Q: We have Internet connectivity through our network. Will Internet Assistant work in this configuration?**

**A:** If you are connected to the Internet through a server (or proxy server), you will need to identify the IP addresses for those proxy servers in the IWIA.INI file, which is located in your Windows directory. For more specific information, have your system administrator view the page at <http://www.microsoft.com/pages/deskapps/word/ia/proxies.htm>

## Technical Support

## HTML Document Head Information command (File menu)

Inserts information about your document into the head of the document. Like Word's Summary Info, the head element contains information *about* your document that isn't displayed *within* it. You do not need to enter the <HEAD> tag into your HTML document; Internet Assistant automatically adds both <HEAD> and <BODY> tags for you when you save the document as HTML.

### Dialog Box Options

#### Title

Type a title for your document. You should choose a title that is as descriptive of the document contents as possible. You might find it helpful to think of how the title will be used; for example, a search routine looking for specific content may choose or discard your document based on what it finds in the title.

The recommended limit for a title is 64 characters, since most browsers can display a title of that length. Titles cannot contain anchor tags, paragraph marks, or character formatting.

#### Advanced

Opens the Advanced HTML Document Head Information dialog so you can add additional summary information to your document. For more information, see [Advanced HTML Document Head Information dialog box](#).

## HTML Document Head Info - Advanced dialog box

### HTML Document Head Information command (File menu)

Inserts additional summary information into the head of your document.

#### Dialog Box Options

##### **Base (URL)**

The base element allows the URL of the document itself to be recorded in situations in which the document may be read out of context. URLs within the document may be in a partial form relative to this base address. (Quoted from the [HTML](#) specification, a work in progress.)

##### **NextID**

[NextID](#) is a parameter used by automatic hypertext editors to generate unique identifiers.

##### **IsIndex**

The [IsIndex](#) element informs the browser that the document is an index document, which can be searched by keywords.

##### **Meta**

Opens the Insert HTML Markup dialog box so you can define the meta element directly in your document. For more information, see [Insert HTML Markup command](#).

## HyperLink Command Overview

You use the HyperLink command to create a [hyperlink](#) in your document. You choose from three options in the HyperLink dialog box.

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**Important** Be sure to save your document before you create any hyperlinks.

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### Link to Local Document

Choose this option to create a [relative link](#). If the file you specify in this dialog is located on your local hard drive, the hyperlink you create with this option will be a valid relative link. If the file is located on a different drive, the hyperlink will not be a valid relative link and will not work when you publish your document on the Web. You'll get the warning message [Unable to Create Relative Link](#). For information on when you should heed this message, see [Guidelines for Publishing Web Documents](#). For information on when you can ignore this message, see [Guidelines for Publishing on a Local Web](#).

### Link to URL

Choose this option to create a hyperlink to a file that already exists on the Internet. You need to know the full network address--also known as the uniform resource locator, or [URL](#)--of the file before you can link to it.

### Link to Bookmark

Choose this option if you want to create a hyperlink to a location marked in your document by a [bookmark](#), which is equivalent to an HTML anchor. You create the anchor before you establish a hyperlink to it. See [Using a Bookmark to Create an Anchor](#).

---

### See Also

[Creating a Hyperlink](#)

[HyperLink to Local Document](#)

[HyperLink to URL](#)

[HyperLink to Bookmark](#)

## Guidelines for Publishing Web Documents

Before you create relative links among a group of documents you have authored, it's a good idea to organize them into a sensible directory structure. Once you've established such a structure, you can move the whole group of files to a Web server and be assured that the relative links will still work.

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**Important** Be sure to save all your documents before you create any hyperlinks among them.

---

The example below shows a simple file structure for a group of documents that consist of several "pages" (in this example, issues of a newsletter) that call in various graphics.

1. Create a main directory called C:\WEB.
2. Create a "home page" called C:\WEB\DEFAULT.HTM  
This page will be the natural starting point for anyone who links to your publication. It welcomes readers and provides hyperlinks to the issues of the newsletter located in the \PAGES subdirectory. It should be the only file in the main directory.
3. Make subdirectories named C:\WEB\PAGES and C:\WEB\IMAGES.
4. Save the individual issues of the newsletter in the \PAGES subdirectory. Save all graphics in the \IMAGES subdirectory.  
Now a hyperlink from an issue of the newsletter to a graphic always has the form  
<A HREF=" ../images/graphic">...
5. When you post this publication on the Web, use the MS-DOS command  
**XCOPY WEB /S [destination]**  
where [destination] is a directory on the Web server analogous to the main directory you called C:\WEB on your local drive.

The hyperlinks among your documents will work the same on the Web server as they did on your local drive.

---

### See Also

[Hyperlink Command Overview](#)

[Creating a Hyperlink](#)

[Guidelines for Publishing on a Local Web](#)

## Guidelines for Publishing on a Local Web

You can create a "local web" by linking a group of documents that are located on different network drives. When you establish hyperlinks connecting these documents across drives, the Unable to Create Relative Link dialog box appears. You can safely ignore this dialog box if you follow the guidelines below.

1. Open a new document based on the HTML.DOT template.
2. Save the document on the network drive in its final location on the local web.
3. Make sure all documents you are going to link to have been saved, and make sure they reside in their final locations on the local web.
4. Create hyperlinks in your document.
  - If you are creating a hyperlink from your document to another document on the same network drive, the link will be a valid relative link and no dialog box appears.
  - If you are creating a hyperlink from your document to a document on a different network drive, the Unable to Create Relative Link dialog will appear. The link you are creating *will* be a valid link on a local web, so you can choose Continue and create the link as you intended.  
The link will have the form HREF="LOCAL://server/share/.../filename"

---

**Important** There is one case in which you will always create an invalid link. You cannot create a link from a document on a network drive to a document on your local C: drive. Such a link will include the drive letter of the file you linked to (that is, C:), and therefore will not work for any user besides yourself.

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### See Also

[Why do hyperlinks to files on my local area network contain drive letters?](#)

[Guidelines for Publishing Web Documents](#)

[Creating a Hyperlink](#)

[Hyperlink Command Overview](#)

## Adding a Bookmark to a Hyperlink

You can add a bookmark to the end of a hyperlink.

### To add a bookmark to a hyperlink

1. Choose  from the toolbar.
2. Edit the HREF in the PRIVATE field by typing a hash mark (#) followed by the name of the bookmark you want to create a hyperlink to.

---

### See Also

[Using a Bookmark to Create an Anchor](#)

## HyperLink to Local Document

### HyperLink command (Insert menu)

Inserts a hyperlink to a file located on your hard drive or on a local area network.

#### Text to Display

Type the text you want to display as the "hot spot" for the hyperlink you are creating. The HTML equivalent is the text between the start and end of an [anchor](#) tag.

#### Image

Allows you to choose a graphic to display as the "hot spot" for the hyperlink you are creating. This command opens the Picture dialog box. The HTML equivalent is an [IMG](#) tag included within an anchor. For information on how to select the graphic, see [Inserting a Picture](#).

#### File Name

Select or type the name of the document you want to open. This box lists documents with the filename extension selected in the List Files Of Type box.

#### List Files of Type

Select the type of file you want to see in the File Name list.

##### HTML Files (\*.htm)

Lists all files in the current directory that were saved with the .HTM extension.

##### All Files (\*.\*)

Lists all files in the current directory.

##### Word Documents (\*.doc)

Lists all files in the current directory that were saved with the .DOC extension.

##### Document Templates (\*.dot)

Lists all files in the current directory that were saved with the .DOT extension.

##### Rich Text Format (\*.rtf)

Lists all files in the current directory that were saved with the .RTF extension.

##### Text Files (\*.txt)

Lists all files in the current directory that were saved with the .TXT extension.

#### Drives

Select the drive that contains the file you want to open.

#### Directories

Select the directory that contains the file you want to open.

#### Unlink

Removes the link from selected text by returning it to default paragraph font formatting, and deleting the associated PRIVATE field that contains its HREF.

#### Network

Opens the Connect Network Drive dialog box so that you can make a connection to a network drive. For more information, choose the Help button in the Connect Network Drive dialog box.

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#### See Also

[Hyperlink Command Overview](#)

[Creating a Hyperlink](#)

[Guidelines for Publishing Web Documents](#)

Guidelines for Publishing on a Local Web

Why do hyperlinks to files on my local area network contain drive letters?

Picture Command Overview

## HyperLink to URL

### HyperLink command (Insert menu)

Inserts a hyperlink to a file located on a Web server. The full network address of a file on the Web is known as a URL.

#### Text to Display

Type the text you want to display as the "hot spot" for the hyperlink you are creating. The HTML equivalent is the text between the start and end of an anchor tag.

#### Image

Allows you to choose a graphic to display as the "hot spot" for the hyperlink you are creating. This command opens the Picture dialog box. The HTML equivalent is an IMG tag included within an anchor. For information on how to select the graphic, see Inserting a Picture.

#### Type a URL, or Select a Previously Used One from the List

Type the full path name of the file to which you want to establish a link. If the path name appears in the history list, you can select it from the list.

If the path name does not appear in the history list, you can select a similar path name from the list and modify it. Select the path name, position the cursor in the text box, and use the cursor keys or BACKSPACE key to modify the path name.

#### Unlink

Removes the link from selected text by returning it to default paragraph font formatting, and deleting the associated PRIVATE field that contains its HREF.

---

### See Also

[Hyperlink Command Overview](#)

[Creating a Hyperlink](#)

[Picture Command Overview](#)

## HyperLink to Bookmark

### HyperLink command (Insert menu)

Inserts a hyperlink to a bookmark within your document.

#### **Text to Display**

Type the text you want to display as the "hot spot" for the hyperlink you are creating. The HTML equivalent is the text between the start and end of an anchor tag.

#### **Image**

Allows you to choose a graphic to display as the "hot spot" for the hyperlink you are creating. This command opens the Picture dialog box. The HTML equivalent is an IMG tag included within an anchor. For information on how to select the graphic, see Inserting a Picture.

#### **Unlink**

Removes the link from selected text by returning it to default paragraph font formatting, and deleting the associated PRIVATE field that contains its HREF.

---

#### **See Also**

[Hyperlink Command Overview](#)

[Creating a Hyperlink](#)

[Picture Command Overview](#)

[Using a Bookmark to Create an Anchor](#)

## Unable to Create Relative Link

The hyperlink you have created is an invalid relative link for one of two reasons:

- The current document you are creating the hyperlink in has not been saved yet. Choose Cancel, save the current document, and create the link again.
- The file you are creating a hyperlink to is not located on the same drive as the current document. The hyperlink will contain drive information that will be meaningless when you post this document on the Web. The only valid hyperlinks in Web documents are URLs or relative links. See Guidelines for Publishing Web Documents.

However, if you intend to publish your documents on a "local web"--that is, a local area network where other people can connect to the same \\server\shares--then this kind of hyperlink will work just fine. For more information, see Guidelines for Publishing on a Local Web.

---

### See Also

[Hyperlink Command Overview](#)

[Creating a Hyperlink](#)

## Picture command (Insert menu)

Inserts an inline graphic into your document. This command is equivalent to the HTML [image](#) element. For guidelines on when to use this command, see [Picture Command Overview](#).

### Dialog box options

#### File Name

Type or select the name of the picture you want to insert. This box lists files with the filename extension selected in the List Files Of Type box.

#### List Files Of Type

Select the type of file you want to see in the File Name list. The file formats listed in this box are the two graphic file formats that are widely supported by Web browsers.

CompuServe GIF (\*.gif)

Lists all files in the current directory that were saved with the .GIF extension.

JPEG (\*.jpg)

Lists all files in the current directory that were saved with the .JPG extension.

#### Alternative Text To Use If Image Cannot Be Displayed (ALT)

Type text that can be displayed in place of the graphic, in case your reader's browser is unable to display graphics. It's a good idea to keep this text under 64 characters; do not embed other tags or character formatting.

#### Drives

Select the drive that contains the file you want to open.

#### Directories

Select the directory that contains the file you want to open.

#### Advanced

Lets you define additional attributes for the graphic. See [Advanced Picture Options dialog box](#)

#### Network

Opens the Connect Network Drive dialog box so that you can make a connection to a network drive. For more information, choose the Help button in the Connect Network Drive dialog box.

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#### See also

[Picture Command Overview](#)

[Inserting a Picture](#)

## Advanced Picture Options

### Picture command (Insert menu)

Lets you define additional attributes of the graphic.

#### Dialog box options

##### **Sensitive Map (ISMAP)**

Identifies the graphic to browsers as a sensitive map--a graphic that contains hyperlinks. You set the ISMAP attribute with Internet Assistant, but you need to work with your Web administrator to create the associated map file. See [Inserting an ISMAP Image](#).

##### **Text Alignment (ALIGN)**

Select the relative placement of the graphic and any text that might be displayed in the same line. The default is "Bottom," which aligns the baseline of any text in the line with the bottom of the graphic. "Center" aligns text with the center of the graphic, and "Top" aligns it with the top of the graphic.

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**Note** Other browsers will display text and inline graphics in the relative position you define with the ALIGN attribute. Internet Assistant, however, always displays text aligned with the bottom of the graphic

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#### **See also**

[Picture Command Overview](#)

[Inserting a Picture](#).

## Picture Command Overview

Using the Picture command, you can insert a decorative graphic into your HTML document or you can choose a graphic to display as the "hot spot" for a hyperlink you create. You should use these types of graphics judiciously, for two reasons:

1. Some browsers may be unable to display inline graphics inserted with the Picture command, so the graphics should not be essential to the meaning of your document. It is important to include alternative text for such browsers to display.
2. Including many inline graphics, or very large inline graphics, decreases the speed at which your file can be downloaded and slows your reader's ability to browse quickly through your document. This is not good Web publishing practice.

If you want to include a large graphic in your document without slowing down how quickly your document can be downloaded, use the HyperLink command on the Insert menu. For more information, see [HyperLink Command Overview](#) and [Viewing Non-HTML Files](#).

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### See also

[Inserting a Picture](#)

## Inserting a Picture

You can insert an inline graphic into your HTML document either for illustrative purposes or as the starting point for a hyperlink.

### To insert a graphic as an illustration

1. From the Insert menu, choose Picture.
2. Specify the path to the graphic you want to insert, and then select the file. If you want to insert a graphic from a Web server, see [Inserting a Picture from a Web Server](#).  
The graphic must be either \*.GIF or \*.JPG format to be displayed by many Web browsers.
3. Type text describing the graphic in the "Alternative text to use if image cannot be displayed" box, and then choose OK.

### To insert a graphic as the starting point for a hyperlink

1. From the Insert menu, choose HyperLink.
2. Select the tab that describes the type of hyperlink you want to create, and then choose the Image button.
3. Specify the path to the graphic you want to insert, and then select the file. If you want to insert a graphic from a Web server, see [Inserting a Picture from a Web Server](#).  
The graphic must be either \*.GIF or \*.JPG format to be displayed by many Web browsers.
4. Type text describing the graphic in the "Alternative text to use if image cannot be displayed" box, and then choose OK.  
If you want the "hot spot" for this hyperlink to consist of text as well as the graphic you just selected, type the text in the "Text to display" box.
5. Finish defining your hyperlink by selecting a local document, typing a URL, or selecting a bookmark.

---

**Note** You must use the Insert Picture or Insert HyperLink commands to insert a picture with Internet Assistant. If you embed a picture by copying and pasting from the Clipboard, it will be lost when you save the document as HTML.

---

---

### See also

[Picture Command Overview](#)

[HyperLink Command Overview](#)

## Inserting a Picture from a Web Server

You can insert an inline graphic from a Web server. This is equivalent to defining the SRC attribute of an HTML image element as a URL.

### To insert a graphic from a Web server

1. From the Insert menu, choose Picture.
2. In the File Name box, choose any \*.GIF or \*.JPG graphic, and then choose OK.
3. Choose Html Hidden  from the toolbar.  
The filename of the graphic appears in the field as PRIVATE SRC="filename"
4. Delete the filename of the graphic and replace it with the URL of the graphic you want to insert. Do not delete the quotation marks.
5. From the File menu, choose Save As, and then choose OK.

## Insert HTML Markup command (Insert menu)

Allows you to insert HTML markup directly into your document. You must use this command to insert HTML directly; otherwise, when you type the opening angle bracket (<) of an HTML tag, Internet Assistant will convert it to a character entity (&lt;) when you save the file as HTML.

The text you type in this dialog should consist of all the text for the tag you want to enter, including opening and closing brackets. The markup will be displayed in your document as [<<HTML Markup>>](#) while you are creating the document in HTML Edit view.

When you open a document in Web Browse view that has unsupported HTML markup in it, the markup is not displayed. Any text occurring between opening and closing markup tags is displayed as Normal.

When you open a document in HTML Edit view that has unsupported HTML markup in it, the markup is labelled as [<<Unknown HTML Tag>>](#). You can double-click on [<<Unknown HTML Tag>>](#) to display the Insert HTML Markup dialog box, where you can see the text of the markup.

## Creating a Form

With the Internet Assistant Forms toolbar, you can create simple forms and include them in documents you publish on the Web.

---

**Important** You must work with your system administrator to fully implement forms on a Web server. For more information, see [Form Overview](#).

---

### To create a form

1. From the Insert menu, choose Form Field.  
The first time you use the Insert Form Field command, you create an entire HTML form. This command behaves differently in Word, where it inserts a single form field at a time.
2. When the message reminding you that you are creating a new form appears, choose Continue.  
Top Of Form and Bottom Of Form boundaries appear in your document and the Forms toolbar is displayed. When the Form Field dialog box opens, choose Cancel.
3. Insert form fields using the Forms toolbar.  
For information on the function of each form field, and guidelines for choosing them, see [Choosing Form Fields](#).
4. Type the text that you want to appear next to the form fields you inserted in step 3.  
For guidelines on arranging the page layout of your form, see [Guidelines for Form Layout](#).
4. From the Forms toolbar, choose the Submit button.
5. In the Form Submit Button dialog box, type submission information for the form. Consult your system administrator for this information.  
You can also use this dialog box to customize the appearance of the Submit button. For more information, see [Form Submit Button command](#).
6. From the Forms toolbar, choose the Reset button.  
This inserts a Reset button in your form so that after your reader fills out and submits the form, he or she can restore all form-field values back to their defaults.
7. When you have finished creating your form, choose Protect Form from the Forms toolbar.

---

**Note** Before you can make sure your form will appear as you expect, you must save the form and then switch to Web Browse view.

---

## Choosing Form Fields

You choose form fields based on the type of feedback you want from your readers. This feedback generally falls into two areas: your readers supply information by filling in blank fields, or they indicate their preference for an option by choosing from a list you supply.

### Form fields that readers fill in

- If you want your readers to fill in a single line of information--for example, their names--see [Providing a Single Line to Fill In](#).
- If you want readers to type in longer answers--for example, to make comments--see [Providing a Text Area to Fill In](#).

### Form fields that give readers options to choose from

When you have a short list of options for readers to choose from, you can display all the options at once. If the list of options is long, it's a good idea to display them in a drop-down list.

- If readers can choose several (or all) of the options in a list, see [Giving Many Choices from a Displayed List](#).
- If readers can choose only one of the options in your list--for example, Yes or No--see [Giving One Choice from a Displayed List](#).
- If readers can choose an option from a drop-down list, see [Giving One Choice from a Drop-Down List](#).
- If readers can choose several (or all) of the options in a drop-down list, see [Giving Many Choices from a Drop-Down List](#). This option is not recommended.

## Providing a Single Line to Fill In

This is equivalent to inserting an `<INPUT TYPE="TEXT">` element into your form.

### To provide a single line to fill in

1. Type the text you want to use as the label for the fill-in line.
2. From the Forms toolbar, choose Text Form Field.  
A text form field appears in your document.
3. Select the form field and double-click it.  
The Text Form Field Options dialog box opens.
4. In the Text Form Field Options dialog box, define the attributes of the form field.

To define the maximum length of the fill-in line, do the following:

Select the text in the Maximum Length text box, delete it, and type the length you want the line to be. This length should not exceed 80 characters. If you need the line to be longer than 80 characters, see [Providing a Text Area to Fill In](#).

To define the name of the fill-in line, do the following:

Choose Add Help Text, select the Help Key (F1) tab, choose Type Your Own, and type ***name***

where *name* is the name of the fill-in line. The name is invisible to the person filling out the form; it is used to identify the contents of the fill-in line when the form is returned to your Web server.

To define text to appear by default in the fill-in line, do the following:

Type the text in the Default Text text box. Usually you will leave this blank.

---

**Note** Word will always display the default size of your fill-in line as five spaces, regardless of the size you have defined it to be.

---

## Providing a Text Area to Fill In

This is equivalent to inserting a <TEXTAREA> element into your form.

### To provide a text area to fill in

1. Type the text you want to use as the label for the text area.
2. From the Forms toolbar, choose Text Form Field.  
A text form field appears in your document.
3. Select the form field and double-click it.  
The Text Form Field Options dialog box opens.
4. In the Text Form Field Options dialog box, define the attributes of the text area.

To define the size of the text area, do the following:

Choose Add Help Text, select the Status Bar tab, choose Type Your Own, and in the text box type

**ROWS="x" COLS="y"**

where *x* equals the height of the text area and *y* equals its width.

To define the name of the text area, do the following:

Choose Add Help Text, select the Help Key (F1) tab, choose Type Your Own, and type

***name***

where *name* is the name of the text area. The name is invisible to the person filling out the form; it is used to identify the contents of the text area when the form is returned to your Web server.

To define text to appear by default in the fill-in line, do the following:

Type the text in the Default Text text box. Usually you will leave this blank.

---

**Note** Word will always display the default size of your text area as five spaces, regardless of the size you have defined it to be.

---

## Giving Many Choices from a Displayed List

This is equivalent to inserting a group of `<INPUT TYPE="CHECKBOX">` elements in your form.

### To give many choices from a displayed list

1. Type the text you want to use as the label for the first item in the list.
2. From the Forms toolbar, choose Check Box Form Field.  
A check box form field appears in your document.
3. Select the form field and double-click it.  
The Check Box Form Field Options dialog box opens.
4. In the Check Box Form Field Options dialog box, define the attributes of the check box.

To define the name of the check box, do the following:

Choose Add Help Text, select the Help Key (F1) tab, choose Type Your Own, and type

***name***

where *name* is the name of the check box. The name is invisible to the person filling out the form; it is used to identify the contents of the check box when the form is returned to your Web server.

Every check box in a list must have the same name.

To identify a check box that will appear to be checked by default, do the following:

Under Default Value, select Checked. Usually you will want all check boxes will appear to be unchecked by default.

5. Repeat steps 1 through 4 for each item in the list.

## Giving One Choice from a Displayed List

This is equivalent to inserting a group of `<INPUT TYPE="RADIO">` elements in your form. Internet Assistant displays them as check boxes in Web Browse view.

### To give one choice from a displayed list

1. Type the text you want to use as the label for the first item in the list.
2. From the Forms toolbar, choose Check Box Form Field.  
A check box form field appears in your document.
3. Select the form field and double-click it.  
The Check Box Form Field Options dialog box opens.
4. In the Check Box Form Field Options dialog box, define the attributes of the radio form field.

To define the name of the radio form field, do the following:

Under Field Settings in the Bookmark text box, add the string `_RD` to the existing bookmark name. The bookmark will read

#### **Check*n*\_RD**

where *n* is the sequential number of the radio form field in your list. Then choose Add Help Text, select the Help Key (F1) tab, choose Type Your Own, and type the name of the radio form field in the text box. The name is invisible to the person filling out the form; it is used to identify the contents of the radio form field when the form is returned to your Web server. Every item in a list of radio form fields must have the same name defined in the Help Key (F1) tab.

Repeat this procedure for every radio form field in your list. After you save, close, and reopen the document containing your form, Internet Assistant will replace the **Check*n*** string in the bookmark name with the name you defined in the Help Key (F1) tab.

To define the value of a radio form field, do the following:

Choose Add Help Text, select the Status Bar tab, choose Type Your Own, and type

#### **VALUE="value"**

where *value* is the value to be returned when this radio form field is selected. The value of each radio form field must be unique.

Say, for example, that your form asks the reader "Are you happy?" and gives two options, Yes and No. The VALUE of the first option is Yes and the VALUE of the second option is No. The NAME of both options is Happy. If the reader chooses "Yes," the name/value pair of Happy/Yes is returned.

5. Repeat steps 1 through 4 for each item in the list.

## Giving One Choice from a Drop-Down List

This is equivalent to inserting <SELECT> and <OPTION> elements in your form.

### To give one choice from a drop-down list

1. Type the text you want to use as the label for the drop-down list.
2. From the Forms toolbar, choose Drop-Down Form Field.  
A drop-down form field appears in your document.
3. Select the form field and double-click it.  
The Drop-Down Form Field Options dialog box opens.
4. In the Drop-Down Item text box, type the first item in your drop-down list. Choose Add.  
The item appears in the Items in Drop-Down List text box.
5. Repeat step 4 for each item in your drop-down list. If you want to change the order in which an item appears in your drop-down list, select the item and use the Move keys.

---

**Note** Internet Assistant limits you to 25 items per drop-down list. If you need more items in your list, use the HTML Markup command on the Insert menu to create the form field.

---

6. Choose Add Help Text, select the Help Key (F1) tab, choose Type Your Own, and type ***name*** where *name* is the name of the drop-down list. The name is invisible to the person filling out the form; it is used to identify the option selected from the drop-down list when the form is returned to your Web server.

---

**Note** When you create a drop-down list, it isn't displayed as a drop-down list until you protect the form. From the Forms toolbar, choose Protect Form.

---

## Giving Many Choices from a Drop-Down List

This is equivalent to inserting `<SELECT MULTIPLE>` and `<OPTION>` elements in your form. These elements are not recommended. You cannot insert them using the Internet Assistant Forms toolbar; you use the HTML Markup command on the Insert menu. In Web Browse view, the markup for the multiple-select drop-down list will appear as `<<Unknown HTML Tag>>` and your readers will be unable to use your form if they are using Internet Assistant as their browser.

## Guidelines for Form Layout

- To insert text to the left of a form field, use the left arrow key to position the insertion point. You cannot place the insertion point using the mouse.
- Do not place any form field or button to the right of a text area form field. Remember that even though Word displays text areas as five characters long, the text area will be wide when displayed by other browsers and could crowd any buttons or form fields placed to the right of it.
- You can control spacing by applying the <PRE> style to the paragraphs in your form; this preserves any spacing you apply using tab characters or the space bar. Because the <PRE> style formats text with a nonproportional font, it is easier to control horizontal placement of text and form fields.

---

**Note** You need to save, close, and reopen the document containing your form before you can see how it will finally appear when it is displayed in Web Browse view.

---

## HTML Forms and Equivalent Word Commands

Internet Assistant uses Word's form capabilities to store attributes of HTML forms. The tables below contain information on the relationship between Word's form capabilities and HTML form elements and attributes.

[Input Element and Equivalent Word Commands](#)

[Textarea Element and Equivalent Word Commands](#)

[Select and Option Elements and Equivalent Word Commands](#)

## Input Element and Equivalent Word Commands

Attribute	Word or IA Equivalent
type="checkbox"	Displayed as a checkbox form field
name="name"	Stored as <b>name</b> in the Check Box Form Field Options dialog box, Add Help Text command, Help Key (F1) tab.
value="value"	Stored as <b>value="value"</b> in the Check Box Form Field Options dialog box, Add Help Text command, Status Bar tab.
type="radio"	Displayed as a checkbox form field. Identified as a RADIO input element by bookmarks in the Check Box Form Field Options dialog box. The bookmarks are labeled <b>NAME_RDn</b> , where <b>n</b> is a counter beginning with 0 that distinguishes the bookmark from the other RADIO input elements.
name="name"	Stored as <b>name</b> in the Check Box Form Field Options dialog box, Add Help Text command, Help Key (F1) tab. You define the name by typing it here. All radio form fields in a group must have the same name.
value="value"	Stored as <b>value="value"</b> in the Check Box Form Field Options dialog box, Add Help Text command, Status Bar tab. You define the value by typing it here. Each radio form field in a group must have a unique, explicitly stated value.
type="hidden"	Displayed as a text form field with default text in hypertext style shown in edit mode. Identified as HIDDEN by the string <b>type="hidden"</b> in Add Help Text, Status Bar tab. <b>Note</b> Word will always display a hidden form field, but other browsers won't.
name="name"	Stored in the Text Form Field Options dialog box, Add Help Text command, Help Key (F1) tab.
value="value"	Stored as Default Text in the Text Form Field Options dialog box.
type="submit"	Equivalent to selecting the Submit button on the Forms toolbar.

value="value"	Stored in the text box next to the Text Button Type in the Form Submit Button dialog box.
name="name"	Stored in the Private field for this form field; used when submitting a form.
src="filename"	Equivalent to Custom Button Type. Select Picture in the Form Submit Button dialog box. Value is ignored if src="filename" is not used.
type="reset"	Equivalent to choosing the Reset button on the Forms toolbar.
type="text"	<p>Displayed as a text form field.</p> <p>Identified as a TEXT input element by the string <b>type="text"</b> in the Text Form Field Options dialog box, Add Help Text command, Status Bar tab.</p> <p><b>Note</b> Word will always display the default size of your text form field as 5 spaces, regardless of the size you have defined it to be.</p>
name="name"	Stored in the Text Form Field Options dialog box, Add Help Text command, Help Key (F1) tab.
value="value"	Stored as Default Text in the Text Form Field Options dialog box.
maxlength="x"	Stored as Maximum Length in the Text Form Field Options dialog box. Should be less than 80 for type=text. If maxlength is not specified, the value defaults to Unlimited.
size="x"	N/A

## Textarea Element and Equivalent Word Commands

Attribute	Word or IA Equivalent
name="name"	Stored in the Text Form Field Options dialog box, Add Help Text command, Help Key (F1) tab.
rows=x	Stored in the Text Form Field Options dialog box, Add Help Text command, Status Bar tab.
cols=x	Stored in the Text Form Field Options dialog box, Add Help Text command, Status Bar tab.

maxlength="x"      "X" equals the products of ROWS and COLS.  
**Note** Word will always display the default size of your textarea form field as five spaces, regardless of the size you have defined it to be.

text between start and end tags      Stored as Default Text in the Text Form Field Options dialog box.

## Select and Option Elements, and Equivalent Word Commands

The select element is displayed as a Drop-Down form field.

The option element is stored as Items in a Drop-Down List in the Drop-Down Form Field Options dialog box.

**Attribute**      **Word or IA Equivalent**  
name="name"      Stored as **name** in the Drop-Down Form Field Options dialog box, Add Help Text command, Help Key (F1) tab

selected      Written out in HTML when form is saved. SELECTED is an attribute of the option element.

value      Stored in Private field. VALUE is an attribute of the option element.

disabled      Stored in Private field. Import will not add item to drop-down list.

multiple      Displayed as Checkbox form fields

name="name"      Stored as **name** in the Check Box Form Field Options dialog box, Add Help Text command, Help Text (F1) tab. Identified as a MULTIPLE select element by a bookmark labeled **name\_MS*n***, where **name** is the NAME attribute.

option      Displayed as Checkbox form fields. The label for each option is stored as **VALUE**.

selected      Written out in HTML when form is saved

value      Stored as **VALUE="value"** in the Check Box Form Field Options dialog box, Add Help Text command, Status Bar tab.

## Form Submit Button command

Lets you specify how your form is to be submitted, and also lets you customize the look of the button that users will press to "submit" their responses to the server.

## **Dialog box options**

### **Button Type**

Select either Text or Custom Button.

#### **Text**

Displays the Submit button as a standard command button. The default text for this button is "Submit." To change the default text, type new text for the button in the text box.

#### **Custom Button**

Lets you select an inline graphic to display as the Submit button in your form. To select the graphic, choose the Select Picture button. The Insert Picture dialog box shows you the available graphics.

### **Submission Information**

#### **ACTION**

Specifies the URL of the CGI-BIN script on your server to which you want to submit the contents of the form. See your system administrator for this information. If you do not specify an ACTION, the default is the current URL.

#### **METHOD**

The METHOD attribute of a form specifies the way data is submitted. METHOD is POST when ACTION is an HTTP URL. The default METHOD is GET.

#### **ENCTYPE**

This attribute is only present when METHOD is POST. It is a MIME type that specifies the format of the form's data. The default value of ENCTYPE is application/x-www-form-urlencoded.

## No Picture Selected

Context ID # 15.

## Form Overview

Forms provide the interactivity of HTML documents. When you include a form in a document you publish on the Web, you give your readers a way to send information to you. Publishing the form, however, is only half of the story. You need to run software on your Web server that can *receive* the information your readers send back. See your system administrator or Internet service provider for information on receiving and processing information that is returned via forms.

When you create forms using Internet Assistant, you use some of Word's Form command capabilities; however, there are areas where Word forms and HTML forms do not overlap. For detailed procedures for creating HTML forms, see [Creating a Form](#).

## **Glossary**

anchor

bookmark

browser

FTP

GIF

gopher

head

HREF

HTML

HTTP

hyperlink

image

Internet

ISMAP

JPEG

MIME

NAME

relative link

tag

TCP/IP

URL

World Wide Web

## **URL**

### **Uniform Resource Locator**

Identifies the full path of a document, graphic, or other file to locate it on the Internet. In a Web document, the destination of a hyperlink is often a URL.

URLs are case-sensitive. The first part of a URL identifies the server type or transfer protocol, followed by a colon and double forward slashes. Some examples of URLs are given below.

```
http://www.someones.homepage/default.html
```

```
ftp://ftp.server.somewhere/ftp.file
```

```
gopher://server.name
```

## HTML

### Hypertext Markup Language

A system of marking up, or tagging, a document so it can be published on the World Wide Web. Internet Assistant supports HTML level 2.0.

An author incorporates HTML markup in his or her document to define the *function* (as distinct from the appearance) of different text elements. The *appearance* of these text elements is not defined at the authoring stage; formatting is applied when a browser decides how it is going to display the text elements.

The HTML level 2.0 specification is a work in progress. Its URL is <http://www.w3.org/hypertext/WWW/MarkUp/html-spec/index.html>

Example

```
<!doctype HTML public "-//W30//DTD W3 HTML 2.0//EN">
<HTML>
<HEAD>
  <TITLE> ... </TITLE>
  other head elements if needed
</HEAD>
<BODY>
  body elements
</BODY>
</HTML>
```

**browser**

Software that interprets the markup of HTML files posted on the World Wide Web, formats them into Web pages, and displays them to the user. Internet Assistant is both a browser and an HTML editor.

## **anchor**

The HTML element that provides the connectivity of Web documents. Anchors have two major attributes: HREF or NAME. When you insert an anchor with an HREF attribute into your document, the anchor is a hyperlink to another location, either an outside document or file, or a different location within the same document. When you insert an anchor with a NAME attribute, the anchor becomes a destination for other hyperlinks to jump to.

Example

- **Markup of an anchor that is a hyperlink to an outside document or file**  
<A HREF="location.of.outside.file"> text to display as link </A>
- **Markup of an anchor that is a hyperlink to another location within the same document**  
<A HREF="#location.within.this.document"> text to display as link </A>
- **Markup of an anchor that is a destination for hyperlinks**  
<A NAME="destination"> optional text to label destination </A>

**HREF**  
**hypertext reference**

Attribute of the HTML anchor element which, if present, identifies the anchor as a hyperlink. The value of the HREF determines the destination the hyperlink will lead to when it is activated.

Example

- **HREF to a location within the current document**  
HREF="#anchor.with.NAME.attribute"
- **HREF to a URL of a document or other file**  
HREF="http://www.someones.home.page/default.html"
- **HREF to a relative link**  
HREF="../../file.in.subdirectory.two.levels.up"

## **NAME**

Attribute of the HTML anchor element which, if present, identifies the anchor as a destination for other hyperlinks. This type of anchor is also called an internal link. The value of the NAME attribute is the text that follows the hash sign (#) in the HREF of a hyperlink.

In Internet Assistant, you use bookmarks to create anchors with NAME attributes.

Example

A location in a document named Destination.html is marked with the anchor

```
<A NAME="jump^to^me^please">text to jump to</A>
```

A hyperlink to this anchor from outside of Destination.html might look like this:

```
<A HREF="Destination.html#jump^to^me^please">Jump to text to jump to</A>
```

## **relative link**

One of two types of HREFs; the other type is URL. A URL can be thought of as an absolute link because it identifies the destination of a hyperlink by its full network address. A relative link, on the other hand, identifies the destination of a hyperlink by its position relative to the file the hyperlink is located in.

Example

Say that volumes and chapters of a book are organized into subdirectories:

```
\volume1
  \chapter1.html
  \chapter2.html
  etc.
\volume2
  \chapter7.html
  \chapter8.html
```

A relative link from chapter 1 to chapter 8 would have this form:

```
<A HREF="../volume2/chapter8.html">Jump to Chapter 8</A>
```

## image IMG

An HTML element that allows you to embed an inline graphic into your document. The SRC attribute, which gives the location of the graphic, is mandatory. The ALT attribute, which defines text for a non-graphical browser to display in place of the graphic, is so strongly suggested that it might as well be mandatory. The ALIGN attribute specifies the relative position between the graphic and any text displayed in the same line.

---

**Note** Other browsers display text and inline graphics in the relative position you define with the ALIGN attribute. Internet Assistant, however, will always display text aligned with the bottom of the graphic.

---

There is no end tag for <IMG>.

```
<IMG SRC="..." ALT="..." ALIGN="...">
```

## head

The head element is a collection of information about a document that is used by programs outside of the document. Of this information, the <TITLE> tag is the most important and is present in every well-made HTML document.

Note that you do not need to add <HEAD> tags directly; Internet Assistant automatically adds them to any document you save as HTML. For more information, see [HTML Document Head Information](#).

Example

## **ISMAP**

Attribute of the image element that informs the browser that the image is a sensitive map--that is, a graphic that contains hyperlinks. You set the ISMAP attribute with Internet Assistant, but you need to work with your Web administrator to generate the graphic's associated map file. For more information, see [Inserting an ISMAP Image](#).

**bookmark**

In Internet Assistant, a location or selection of text that is equivalent to an anchor element with a NAME attribute. You use a bookmark to create an anchor. See [Using a Bookmark to Create an Anchor](#).

## tag

Characters enclosed in angle brackets that represent the markup of an HTML element and its attributes. When an element requires both start and end tags, the end tag is indicated with a forward slash. For example, `<EM>` and `</EM>` are start and end tags, respectively, for the emphasis element. Tags are not case-sensitive.

For more information, see the HTML level 2.0 specification, a work in progress. Its URL is <http://www.w3.org/hypertext/WWW/MarkUp/html-spec/index.html>

## **MIME**

### **Multipurpose Internet Mail Extensions**

A standard that allows binary data to be published and read on the Internet. The header of a file with binary data contains the MIME type of the data; this informs client programs (Web browsers and mail packages, for instance) that they will need to handle the data some way other than they handle straight text. For example, the header of a Web document containing a JPEG graphic contains the MIME type specific to the JPEG file format. This allows a browser to display the file with its JPEG viewer, if one is present.

**FTP**  
**File Transfer Protocol**

Software that allows you to move files from one computer on the Internet to another. Internet Assistant is an FTP client--that is, you can copy files from FTP servers. You cannot post files to FTP servers using Internet Assistant. See [Saving FTP Files](#).

URLs of files on FTP servers begin with the string **ftp://**

## **gopher**

An interface that allows access to resources on the Internet. Gopher servers contain menus that list categories of information that the reader chooses. Gopher menus have the same function as hyperlinks in Web documents. You can access gopher servers using Internet Assistant.

URLs of files on gopher servers begin with the string **gopher://**

**GIF**  
**Graphics Interchange Format**

A graphics file format that many Web browsers can display as inline graphics. GIF was developed specifically for transmitting images. GIF files are compressed bitmaps. See also [JPEG](#).

**JPEG**  
**Joint Photographic Experts Group**

A graphics file format supported by many Web browsers, although most can't display JPEG files as inline graphics. JPEG was developed for compressing and storing photographic images. JPEG files, which have a \*.JPG extension in Windows, are compressed bitmaps. See also [GIF](#).

## **HTTP**

### **Hypertext Transfer Protocol**

World Wide Web standard for transferring data between Web servers and clients. URLs of files on Web servers begin with the string **http://**

**hyperlink**  
**hypertext link**

Hyperlinks are the "hot spots" that connect Web documents to other files on the Internet. When you activate a hyperlink you are launched to the location it specifies, which could be within the same document or it could be on a different server in a different country. You can be launched to a document, a graphic--or even a sound file or a video, which you can play back if your Web browser has the capability.

Hyperlinks are created with the HTML anchor element. The locations they lead to are specified by the HREF attribute of the anchor element.

## **Internet**

A network of networks that share a set of protocols, such as TCP/IP and FTP. The Internet has grown from a network of U.S. government and university servers to an international network that encompasses commercial organizations as well. It wasn't until the World Wide Web was established in the early 1990s that the Internet became versatile and easy to use, and its popularity is now expanding at an exponential rate.

**TCP/IP****Transmission Control Protocol/Internet Protocol**

Internet standard for transferring data among networked computers.

## **World Wide Web**

A group of Internet servers that share a set of protocols, such as HTTP, and conventions, such as HTML. Using Web browsing software, you can open documents on Web servers that contain many types of information—not just text, but sound, animations, video, etc. If your browsing software has the capability, you can view these videos and play back the sound files. You can also activate hyperlinks in Web documents and jump from one location to another in any order you choose. For further information, see <http://www.w3.org/hypertext/WWW/TheProject.html>.

## **BASE (URL)**

Quoted from HTML specification 2.0, a work in progress:

The BASE element allows the URL of the document itself to be recorded in situations in which the document may be read out of context. URLs within the document may be in a 'partial' form relative to this base address.

Where the base address is not specified, the browser uses the URL it used to access the document to resolve any relative URLs.

The one attribute for BASE is HREF, which identifies the URL.

## NextID

Quoted from HTML specification 2.0, a work in progress:

The NEXTID is a parameter used by editors to generate unique identifiers. This tag takes a single attribute which is the number of the next document-wide numeric identifier to be allocated of the form z123.

When modifying a document, old anchor IDs should not be reused, as there may be references stored elsewhere which point to them. This is read and generated by hypertext editors. Human writers of HTML usually use mnemonic alphabetical identifiers. Browser software may ignore this tag.

"Example:

```
<NEXTID N=Z27>
```

NOTE: Support for NEXTID does not impact browsers in any way.

## **ISINDEX**

Quoted from HTML specification 2.0, a work in progress:

The ISINDEX element informs the browser that the document is an index document. An index document can be queried with a keyword search by adding a question mark to the end of the document address, followed by a list of keywords separated by plus signs. See the network address format for more information.

