

## Utility Menu

The Utility menu contains:

### Show/Hide Rulers

Choosing Show Ruler from the Utility menu displays a ruler along the top of the edit area. Dragging on the grey area repositions it vertically, while the left and right arrows may be dragged to set margins. The scale is displayed in Courier in the current editor font size.

### Show/Hide Bookmarks

Choosing the Show Bookmarks command from the Utility menu displays three bookmarks along the right edge of the Body field. Each bookmark may be dragged vertically to the location of the scroll "thumb" (the small rectangular box representing the scroll position). Note that each bookmark stores the Body field's current scroll position regardless of its vertical position -- the ability to move the bookmarks is only to assist visually.

To remember the current scroll position of the Body field, drag a bookmark with the Option or Shift key down, or simply Option- or Shift-Click on it.

To restore the Body field to the stored location, double click on the desired bookmark.

### Show/Hide Keywords

Displays a text field at the top of the document window and locks the document text. Clicking on words within the document adds them to the comma-delimited keyword list. If you wish to add a phrase (without adding a comma between each word), click each word of the phrase while holding the Shift key down. To close the keyword field, click the close box located in its upper left corner. Note that the keyword field is not cleared -- it remains stored with the document.

The contents of the keyword field are used for the META element's CONTENT attribute. The META element

```
<META HTTP-EQUIV="keywords" CONTENT="ribeye,sirloin,flank,porterhouse">
```

might be used by a search engine to locate a document by its keywords. (META elements are always located within the document Header.)

### Find [any | chars | string | word | whole]...

Displays the Find Tool and puts the editor into Find mode. All text typed is appended to the Find field and activates an incremental search, much like many databases. The search behavior is specified by the small popUp menu on the Find Tool and displayed as the Find Tool label (eg., "Find String"). HTML.edit will search anywhere within the editor for the search text, navigate to the document and hilite the found text.

To close the Find Tool and return to normal editing, click on the Find Tool close box.

### Replace

Choosing the Replace... command from the Utility menu allows you to replace a given search string with a replacement string within the current document, or globally over all

documents in the editor. Shortcut: Command-R.

### Replace in Selection

Choosing the Replace in Selection... command from the Utility menu allows you to replace a given search string with a replacement string within the current text selection, using the same replacement rules as the Replace command. Shortcut: Command-Shift-R.

### Insert Custom Entity

HTML.edit will automatically insert the current date (in one of three formats) or time (in two formats) into your HTML document when exporting your document to a text file. This is done by inserting a short entity code into your document using the Insert Custom Entity command.

You may also define up to ten custom entities and replace them on export with the contents of a selected Document, Master Header or Footer. Check the Preferences card under Conversion Preferences or Custom Entity Table Instructions for a description of how to customize this option.

Place the insertion point into your document at the desired location and choose a date format, time format or custom entity to insert the code used on export to substitute the current date, time, or included text.

Short Date:	4/23/95
Abbreviated Date:	Sat, Apr 23, 1995
Long Date:	Saturday, April 23, 1995
Time:	2:00 PM
Long Time:	2:00:00 PM

For your international audience, I'd recommend avoiding the Short Date format, as in many countries the month and day are reversed. Note that the date and time codes are formatted according to your Macintosh's localization, not necessarily as above.

### Preprocess Text

After importing a text file, this may be the first command to perform on your text. It performs four separate processes on the selected text:

1. Converts any instances of the four characters used to create HTML tags (<, >, & and " ) into the entity codes used to display them properly with a WWW browser. This uses the "Text Preprocessing" Table (see below).
2. The text selection is then scanned for any entity characters, which will be replaced with HTML entity codes (such as ü to &uuml;).
3. Converts "illegal" characters with safer alternatives, such as curly quotes with &quot; or ™ with (tm). This uses the "Table Conversion" table (see below).
4. Converts return-delimited paragraphs into HTML paragraphs (bounded by <P></P>).

Check the Preferences card under Conversion Preferences to customize the various conversion tables.

Holding down the Option key while performing this command alters the direction of the conversion.

#### Table Convert

Similar to the Convert Entities command (found under the Hypertext menu's Entity Submenu), Table Convert uses a modifiable lookup table to convert instances of characters that won't be displayed correctly over the Internet to a "safe" equivalent. For example, the Macintosh-only trademark symbol ™ can be translated to (tm). For information on customizing the conversion, check either the Table Conversion Instructions, or the Table Conversion section under Conversion Preferences).

- Holding down the Option key before choosing the menu alters the direction of the conversion.
- Holding down the Shift key before choosing the menu uses the second "Alternate" table.
- Holding down both Shift and Option keys performs a reverse conversion using the alternate table.

#### Convert ¶ to <P>

Surrounds blocks of text (having a blank line between each "paragraph") with the HTML paragraph containers <P></P>, with single lines delimited with line break tags <BR>. Useful for converting a lot of paragraph text to HTML paragraphs at once. If the line breaks aren't desired, first Unwrap the text.

#### Unwrap Text

Often text from online sources has a return at the end of every line. To convert a selection of text into paragraphs, use this command. Blocks of text having a blank line between them are treated as separate paragraphs.

#### Default Text

Sets the text font, style and size of the current document to the default text as specified on the Preferences card. Text pasted into HTML.edit from other applications may inherit the formatting of its origin. Also, this command resets the document after using the Highlight HTML or other highlight commands.

#### Remove HTML

Removes most common HTML tags from the current text selection, including Anchors, Images, and tags in certain complex formats (such as lists). Also reconverts any character entities back into their original characters (eg., &uuml; back to ü ).

Back to File menu, on to HyperText menu, or return to Tool Palette Menus.