

## Index

The Index card contains Index, Font and Label popUp menus, and the Document Index. The Document Index displays the documents stored in the Editor.

To view a document within the Editor, double-click on its name in the Index field, or press the Enter key while it is selected. You can change the selection by clicking on a desired document with the mouse, or drag-select for multiple documents. You can also change the selection using the up and down arrow keys on your keyboard, where holding down the shift key selects more than one document. Note that if the Info Window is visible while using the Index, it will display information about the currently selected document(s).

### The Document Index

You can manually rebuild the Index by choosing the Index command under the File menu, or by clicking on the Index button (the black "i" in the top left corner of the index list). This button is also an indicator of the current state of the Index -- it will have a slash through it when changes have been made since the editor was last indexed.

### Index Menu

Several of the commands deal with either a single document or a multiple selection of documents. Single-click to select a document, or drag-select the list for more than one document. Note that many of the commands on the Index menu duplicate those found on the menu bar File menu.

The "path" is the target export location of the document, that is, the location of the last exported copy of the document, and the location of where HTML.edit will export to upon command.

#### New

Creates a new, blank document.

#### Import...

Imports a selected TEXT file\* into a new document window.

#### Export Selected

Saves the selected document(s)\*\*.

#### Export All

Saves all documents stored in the Editor\*\*.

#### Edit Selected

Displays the selected document for editing.

#### Duplicate Selected

Duplicates the selected documents. This performs no export of the duplicated documents.

#### Rename Selected

Renames the selected documents. This performs no update of the renamed files external to the editor.

#### Change Path of Selected

Changes the path of the selected files.

#### Restore Path of Selected

Derives the path of the selected files from each file's BASE element (when available).

Insert BASE in Selected

Inserts a BASE element reflecting the base URL for each of the selected files. This is done only if the default server name and path have been set, and the document is located within the HTTP server folder.

Delete Selected

Deletes the selected document(s) from the editor.

Does not affect any HTML files stored on your hard disk.

Hold down the Option key while selecting this command to avoid the confirmation messages.

Index

Choose the Index command or click on the "i" button to rebuild the index.

View by Document [ Name | Title | Path ]

Chooses to display the list of documents by their filename, HTML <title>, or path.

Sort

A hierarchical menu which sorts the documents in the editor variously by Name, Size, Date, and Label. There is also a manual "By Hand" sort.

\* Note that HTML files are stored as text files, unlike word processor files, which are stored as binary files.

\*\* If the document has been previously saved, it will be saved to its old location, if not, you will be queried for the name and location of the exported file.

Font Menu

This menu allows you to set the font and size of the Index text.

Label Menu

This menu is used to set or clear the label of the selected document(s), as well as add, edit or delete the available document labels.

Back to Sizing Windows, on to Deleting Documents, or return to HTML.edit Features.