# Footer Utility

Clicking on the Footer Utility button (the small mailbox flag in the upper right) found on the Master Footers card displays the Footer Utility, a tool that simplifies creation of standardized Footers. It allows for definition of up to five author/curator names, associated URLs and email addresses to provide hypertext and/or mailto: access to the author and/or curator of your online documents, inclusion of the last modified date, and option of a horizontal line divider.

The bottom portion of the Footer Utility contains a three column table with five rows for entering up to five people's names, URLs, and email addresses. The first column contains the person's name, the second the URL of a contact document, and the third an email address (see below). The column widths can be resized by dragging on either the black line separator, or the column title. The Copy from… button will copy the complete Author/Curator table from another Master Footer.

The popUp menus for Author and Curator pull their content from the five rows of people in the table. Each Master Footer has its own unique table.

The Footer Utility creates both HTML and sample text automatically from your inputs and selections from the popUp menus. Note that the HTML will overwrite the current contents of the Master Footer. If your screen is too small to display the entire area, you may need to enlarge the application window and use the Scroll Window (found under the Go menu) to navigate around.

You can change the font and size of the sample text by holding down the mouse button anywhere over the sample text: a popUp menu is displayed.

Enter the text for each person's name, associated URL and email address. If the URL text is left blank, the person's name will appear but will not be hot text.

There are a number of checkbox options for adding specific features to the Master Footer:

Include Horizontal Line
When checked, begins the footer with a horizontal line.

Include Author
When checked, includes the Author Prefix text (which defaults to "`Author:`") followed by the author's name as chosen from the Author popUp menu. If the author's URL is available (to the right of the selected person's name), it will be included as a hypertext link.

Include Curator
When checked, includes the Curator Prefix text (which defaults to "`Curator:`") followed by the curator's name as chosen from the Curator popUp menu. If the curator's URL is available (to the right of the selected person's name), it will be included as a hypertext link.

Include Date
When checked, includes a date code (as a custom entity, eg. '&date;') in the format as

chosen from the Date popUp menu. The format 'Date & Time' will append the time zone if the field is filled in. Note that if the "Time Zone" field extends beyond the right edge of your card window, you can drag the "Time Zone" title to the left with your mouse.

Include Email
Selecting one of the four radio buttons sets the format for displaying the author and/or curator's email address following their names:

• No Email – No email reference will be attached to the author or curator's name.
• how Email – The email reference (if available) will be attached to the author or curator's name as static text.
• Email Hotlink – The email reference (if available) will be attached to the author or curator's name as a hotlink. Under 'Email:' insert the URL of a CGI application that handles mailing, or the URL of some sort of contact document.
• Email MailTo: – The email reference (if available) will be attached to the author or curator's name as a 'mailto:' URL. This will allow capable browsers to provide a browser-based email service.

Include </BODY> and </HTML> Tags
When checked, includes the closing `</BODY>` and `</HTML>` tags necessary at the end of your document if the opening `<BODY>` and `<HTML>` tags have been used previously.

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