

Master Headers

An HTML document Header is delimited with the tags `<HEAD>` and `</HEAD>`. The purpose of the `<HEAD>` area is to store information about the document, such as title, link information, etc.

In order to provide a way of creating a consistent look over a series of related documents (possibly as part of a specific topic or section), you can save the current header contents to a Master Header, and replace the current header text with the contents of a previously saved Master Header. This is done using the Header popup menu button found at the top left corner of the header text area. Note that the Header popup menu button disappears when the header area is not visible.

While all document content must be within the `<BODY>` and `</BODY>` tags, by locating the beginning `<BODY>` tag right after the closing `</HEAD>` tag, you can create standard headers for your documents. Just remember that the HTML.edit Header, Body and Footer areas are concatenated together on export. Check the Document Structure section for more information.

Insert Master Header

Replaces the current text of the Header with the selected Master Header.

Save As Master Header

Saves the text of the current Header as one of the three Master Headers.

Edit Master Headers

Navigates to the Master Headers section to allow viewing and editing of the Master Headers.

When inserting a Master Header into your current document's header, remember to rename the document `<Title>` (if it is not the same as the name found in the Master Header), or simply remove it from the text of the Master Header.

Back to Master Headers and Footers, on to Master Footers, or return to Contents.