

Anchor Utility

[this text still under constuction]

Choosing the HyperText Link... or Named Anchor... command from the Anchor menu displays the Anchor Utility. Items within this dialog box are described below. For more information on creating an anchor tag or URL (Uniform Resource Locator), check out the Beginner's Guide section Linking to Other Documents.

Sample Anchor

Shows the constructed anchor tag as it will be inserted into the document. While only the first 30 characters of the link text are shown in the sample, the actual text is not truncated when inserted into the actual document.

Form

The "Full" and "Partial/HotList" buttons. Selects the form of the created anchor tag: either a "full" URL, complete with access scheme, server name, etc. or a "partial" (or relative) URL, which assumes the same server and directory location as the current HTML document.

Form

When "Full" is selected, the Anchor Utility will include the path to the file if a Scheme and Server name are entered.

If "Partial/HotList" is selected, the anchor tag will include only the filename (the "SRC=" or source document), assuming that it is in the same directory as the current HTML document.

Scheme (required for full URL; not used with "Partial/HotList")

Either selected by the popUp menu or manually entered, this is the communication scheme of the file. Usually this will be "http:" for image files, "ftp:" for file transfer protocol, etc.

Server (required for full URL; not used with "Partial/HotList")

The server name as it is known on the Internet, such as "www.ncsa.edu". Clicking on the "Server:" button gives you the option of replacing the default server (as set on the Preferences card) with the current server name, or of using the default server.

Port (optional for full URL; not used with "Partial/HotList")

Most HTTP transmission defaults to port 80. If you've set up communications through a different port, enter that number here. Otherwise, leave this blank.

Include HREF= (required for HyperText Links)

This is the name of the file, usually an HTML document. If this document is not in the same directory as the current HTML document, prepend the relative path to the filename.

For example, if the current document is "/project/document.html" (a document named "document.html" located in a "project" folder on your server) and you want to reference two HTML documents, one named "contents.html" in the same folder, the other named "conrad.html" located in a "conrad" folder in the "people" folder on your server "www.server.edu", the full anchor tags would look like:

```
<A HREF="http://www.server.edu/project/contents.html">  
<A HREF="http://www.server.edu/people/conrad/conrad.html">
```

or the partial (or relative) tags:

```
<IMG SRC="contents.html">  
<IMG SRC="/people/conrad/conrad.html">
```

Fragment-ID (optional)

This is the blah blah.

Include NAME= (required for Named Anchors; optional otherwise)

This is the blah blah.

Note

For compatibility with other systems, avoid using spaces or special characters in either your folder or document names.

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