The Manual - Version 4.4

HTML Author is a WYSIWYG editor for producing HTML files, built on top of Microsoft Word for Windows version 6. It makes the creation of HTML documents for the World Wide Web extremely simple, especially if they consist of many linked HTML files.

Contents

Size="3

Microsoft and *Word for Windows* are trademarks of Microsoft Corporation.

Netscape is a trademark of Netscape Communications Corporation.

Size="3

Features||Features

- What you see is what you get (WYSIWYG) display, including paragraph styles, graphics, anchors, character formatting, forced line breaks, centred text, horizontal rules and many special characters (& © < > à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü À Á Â Ã Ä Å Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü). The formats are based on the standard display formats generated by Netscape.
- Specialized toolbar buttons on the HTML Author Toolbar for HTML editing operations.
- Character formatting toolbar provides instant access to character formats: ***Citation*** (<cite>), `Code` (<code>), *Emphasis* (<em>), `Fixed Width` (<tt>), **Strong** (<strong>), *`Variable`* (<var>), <u>Blink</u> (<blink>), **Bold** (<b>), *Italic* (<i>), and ***Bold Italic*** (<b><i>).
- Pick list selection of paragraph styles, and character formatting styles using standard Word for Windows tagging. Paragraph styles toolbar provides quick access to many paragraph styles, and instant promotion or demotion of headers and list items.
- Dialogue box based insertion and maintenance of anchors (hypertext links between documents or parts of the same document).
- Pick list selection of filenames for anchors to local HTML files and embedded graphical images (GIF files), and of anchor names for hotlinks within the same page or another local page. You may even access your Netscape bookmarks from within the HTML Author Anchors dialogue box.
- Hot-linking, during editing, between files in documents consisting of multiple local HTML files (similar to jumping between documents in an HTML viewer such as Netscape), jumping to anchor targets within the same or another local file, and opening other types of files (e.g. .GIF, .AVI, .WAV, etc.) in their native Windows applications.
- "Backward Hot-Linking" from NAME anchors to HREF anchors within the same page.
- All the standard Word for Windows tools are accessible whilst editing your document.
- Ease of use. To create an HTML source document, simply create a new document with the HTMLAUTH.DOT template attached. In other words, the standard Word for Windows "New" operation. No special programs to run.
- Automatic generation of hypertext Table of Contents.
- Automatic insertion of WWW page owner details.
- Conversion of simple Word for Windows tables into HTML 3 table tagging.
- Generation of documents consisting of multiple, linked HTML files from a single source file. Useful for breaking large documents down into smaller files for faster remote access.
- Background images (HTML 3) and colour specifications (Netscape) are supported in generated HTML. (Not WYSIWYG.)
- Finally ... <u>It's FREE</u> (But see #Registration||Registration.)

Introduction||Introduction

The editor is provided in the form of a Microsoft Word for Windows document template containing appropriate paragraph styles and macros for editing HTML documents and for generating HTML files from them. The whole package consists of the document template

(HTMLAUTH.DOT) and this manual, along with the associated GIF image files. The manual has itself been produced using HTML Author and may either be printed as a Word for Windows document or generated as an HTML page. A complete #FileList||list is provided below.

HTML Author does not work in native HTML format. Your documents are produced and maintained as Word for Windows (.DOC) documents (referred to here as *HTML source documents*) containing hidden fields that are used by the various macros to maintain HTML related information and to generate the HTML files when required. This process is actually very transparent, and you should never need to edit the HTML code directly.

Although it is not necessary to be an expert on HTML to use HTML Author, it is useful to have some basic knowledge of the World Wide Web, and the structure of HTML documents. The following references provide useful background information:

- http://www.vuw.ac.nz/who/Nathan.Torkington/ideas/www-primer.html||World
- http://www.ncsa.uiuc.edu/General/Internet/WWW/HTMLPrimer.html||A

This manual assumes a basic knowledge of HTML and WWW terminology, and a working knowledge of word processing in Word for Windows.

WYSIWYG||What

Most people know that WYSIWYG means "What You See Is What You Get". However, strictly speaking, there can be no such thing as a WYSIWYG HTML authoring tool. This is because HTML is (almost) totally independent of format. The logical styles that are defined in the HTML document are turned into physical formats by the HTML viewer (such as Netscape), and these will be different depending on the viewer and the way it is configured. Tables are unlikely to be formatted in HTML Author in the same way that they will appear in the HTML viewer. Only the structure of the tables will be the same. For the purpose of HTML Author, the formats used by default in Netscape have been used as the model for the styles you see when editing. For the main paragraph styles (headers, lists, etc.) and character styles, you may change the way these look using the normal Word for Windows facilities.

Title text does not appear in the main text window when viewing an HTML document using Netscape. (It appears as the window banner instead.) For this reason, title text in HTML Author is shown (by default) as white text on a grey background. (Note that title text may only appear as the first paragraph in the document.)

To see samples taken from the screen of HTML Author whilst editing the manual, click on the items below:

sample1.gif||Sample

> Taken from the top of the source document for the HTML Author summary page, showing the appearance of headings and graphics in HTML Author and the HTML Author toolbar. You can also see the format in which "Title" style paragraph is shown.

sample2.gif||Sample

> Taken from the top end of the table of contents of the source document for the HTML Author manual, showing the appearance of lists (nested), and HTML anchors (the blue underlined text). The table of contents was generated automatically by HTML Author.

Getting

To use HTML Author, simply copy the HTMLAUTH.DOT template into your Microsoft Word for Windows templates directory. (This will usually be the directory C:\WINWORD\TEMPLATE.) Next, delete the original copy of HTMLAUTH.DOT - i.e. the only copy of HTMLAUTH.DOT on the machine should be the one in the Word Templates

directory. (This is necessary to avoid problems whereby Word accesses the wrong copy of the template file.) You may then create an HTML source document using the following steps:

1. Start up Microsoft Word for Windows.
2. Create a new document using the *New* command from the Microsoft Word *Files* menu.
3. A dialogue box will appear (headed "New" in English language versions of Word). Select the template HTMLAUTH and click the OK button.
4. Save the new document to the required filename (you must use a .DOC filename extension).

You may now start creating your HTML Author source document. To generate the actual HTML from this document, see the section on #Generating.

Setting

The *Options* command in the HTML Author menu allows you to set up a number of optional parameters. These options are described elsewhere in the manual and are: the location of the HTMLAUTH.INI file (see below), the location of the #Bookmark file, settings relating to #Character, and settings related to #Multi-File.

HTML Author keeps some information in the file HTMLAUTH.INI. If this file does not exist, HTML Author will create it when required. By default, the file will be placed in the Windows directory. Under normal circumstances, you do not need to worry about this as it is all taken care of automatically. If, however, you wish to place the initialization file in a different directory, you can specify a file pathname in the Options dialogue box.

Note. It is important that the directory you specify for the .INI file does exist.

International

NOTE: It is not necessary to run this macro if you are using an English (UK or US) version of Word.

You may set up HTML Author to run with a non-English version of Word by loading the document INTSETUP.DOC, and then double clicking the button that you will see in that document. This runs a macro that will re-define some of the style names, and some of the macro commands, to those used in your own version of Word. If you do not do this, the HTML generator and a number of other features will not work correctly. This must be done after you have copied the HTMLAUTH.DOT template to your Windows directory.

During the running of this macro, you will be asked to type in some of the special codes used for searching in your language version of Word. These will be the codes representing *manual line break*, *section break*, and *manual page break*. In English version of Word, these are: "^l", "^b", and "^m" respectively (without the quotes). You can find out the appropriate codes for your non-English version of Word by referring to your Word manual, or by invoking the *Edit|Find...* command and selecting the appropriate special codes in the find dialogue box. You will need to find these out **before** doing the international setup. (I haven't found a way to automate this part of the process.)

Note: It is essential that there is only one copy of the HTMLAUTH.DOT file on the machine when this action is carried out. (See the section headed #Getting above.)

Acknowledgement: Thanks are due to various users, especially Jan Frederik Solem of Oslo College in Norway and Stefan Kaes of Dresdner Bank AG in Germany, for their patience and considerable assistance in helping to get HTML Author to work with international versions of Word.

A

To simplify the screen, and to avoid duplication of buttons, HTML Author switches off the Standard and Foarmatting toolbars whenever you load or create an HTML Author document. It is not possible for HTML Author to restore these toolbars when you have finished editing the document. To restore these toolbars yourself, you can select the *Toolbars* command from the *View* menu. This gives you a list of all the available toolbars, with check boxes to allow you to switch on the ones you want.

Section="EntText

Entering

Text is entered in the normal way, using the paragraph styles provided in the template. These are available in the drop-down list box on the left of the HTML Author Toolbar. (The standard Word for Windows list box for selecting paragraph styles.) The paragraph styles are shown in bold type in the list box. It is essential that you use the paragraph styles provided, because HTML Author expects to see these when generating the HTML file. A good range of HTML styles is provided, and more will be added as the product develops.

You may also centre a paragraph using the standard Word For Windows Alignmnent buttons , which have been made available in the HTML Author Toolbar. The paragraph alignment will be converted to the appropriate HTML attributes when the HTML is generated.

Line breaks may be inserted within a paragraph using the standard Word for Windows line break (obtained by pressing *Shift&Return*). This will be converted to an HTML line break tag (<B>) when the HTML file is generated.

Some paragraph styles may also be selected using the *Paragraph Formats* toolbar. This provides normal, list and heading paragraph styles. The backward and forward pointing arrow buttons may be used to promote or demote a heading or list paragraph.

Lists||Lists

These are produced using the list styles: *List*, *List 2*, ... and *Numbered List 1*, *Numbered List 2*, ... The numbers relate to the level of nesting of the lists. E.g. if you want to put a list inside an item in another list, use *List* for the outer list, and *List 2* for the contained list. You can mix list styles in a nested list structure.

For Descriptive Lists, these are always assumed to be at level 1. The *Descriptive List Title* style is used for the title of an item, and *Descriptive List Text* is used for the description. You may put as many description paragraphs as you like after an item title.

You may embed a list or a numbered list within a descriptive list text by using a list level of 2 or higher. A level 1 list will cause the descriptive list to be terminated.

List items may be promoted or demoted using the arrow buttons in the *Paragraph Formats* toolbar.

Character

Character formatting codes may be inserted by highlighting the text to be formatted, then selecting the appropriate character formatting styles from the styles list in the HTML Author Toolbar. The styles can also be obtained from the Character Formatting toolbar if it is visible. (To select toolbars in Word for Windows, click the right mouse button over any toolbar and select the required toolbar from the list that appears.)

The character formatting styles are shown in standard (not bold) type. The character styles currently available are: *Citation* (<cite>), `Code` (<code>), *Emphasis* (<em>), `Fixed Width` (<tt>), **Strong** (<strong>), *Variable* (<var>), <u>Blink</u> (<blink>), **Bold** (<b>), *Italic* (<i>), and ***Bold Italic*** (<b><i>). Default formats have been defined in HTML Author for these styles, based roughly on the formats rendered by Netscape, but you may change them using the standard Word For Windows Format Styles dialogue box if you wish. The *Blink* style appears as double underlined text by default.

You should not use the Microsoft Word formats for italic and bold text, because the HTML generator will ignore them. Styles have been provided in the list for these formats as well as the logical ones. **Note**, however, that the use of HTML physical formats should be discouraged. The Bold and Italic formats can be obtained in Netscape by using the *Strong* and *Emphasis* styles. It has not been possible to combine more than one physical format on one piece of text at this release of HTML Author.

You may find out the style of a piece of character formatted text by placing the edit cursor inside the text. The character style will then be displayed in the styles list box in the HTML Author Toolbar.

Note. When character formatting is applied to an existing anchor field, the format of the field text is modified along with all other text in the selection. This also causes hidden text in the field to become visible. When this happens, the field may be returned to its correct format by double-clicking on it to get the #AnchorDialogue||Anchors, then pressing the Insert button. This will re-insert field using the correct formats. In some cases, the hidden text will cause the field to be too long to fit on a single line. To obtain the Anchors Dialogue box in this situation, select the field by clicking on the error message displayed in the text, then press Alt+Shift+F9. (See the #Anchor on this in the section on anchors.)

Inserting

Comments may be inserted into your document using the *Comments* style. By default, these are rendered as hidden text in the Word source document. You may reveal the hidden text by clicking the *Show/Hide* button in the HTML Author toolbar (this is a Microsoft Word for Windows button). They will then appear in a small red character font. If you are looking at the Word source version of this manual, you can press the *show/hide* button now, and see the comment at the beginning of this section. Comments are converted into HTML comment tags when the HTML is generated.

Section="Anchors1

Anchors||Anchors

Two types of anchor are supported by HTML Author. These are HREF anchors and NAME anchors, and correspond to the HTML "<A HREF=..." and "<A NAME=..." anchors respectively. Anchors are held in the source document as fields (a feature of Word for Windows). You may see what these fields look like "in the flesh" by clicking the *View Field Codes* button and the *Show/Hide* button (the fields contain some hidden text) in the toolbar. (These are both Word for Windows buttons.) You should refrain from editing the fields directly in this mode unless you **really** know what you are doing.

Creating

Anchors may be created either by selecting "Create HREF" or "Create NAME" entries from the "HTML Author" menu, or clicking on the corresponding buttons from the toolbar. If you wish to use some existing text as the text of the anchor, then you should

select the required text in the document first (standard Microsoft Word for Windows select operation). You will then see a dialogue box with two fields labelled NAME (or HREF) and TEXT:

The text typed into these fields will be used to create the HTML anchor as follows:

<div align="center"><A HREF=“NAME”>TEXT</A></div>

The NAME field is the URL or local filename for the target in an HREF anchor, or is the target name in a NAME anchor. The TEXT field is the text that should appear on the screen in the document.

"HREF" anchors will appear in blue text underlined text in your source document, just like they do in Netscape. "NAME" anchors do not have a special text format in Netscape, so they are indicated by a dotted underline in your source document.

Once you are happy with the Name and Text fields, click the *Insert* button and your anchor field will be inserted in the document.

Anchor: The length of the anchor text must not cover more than one line of text on the Word for Windows editing screen. This is a limitation of Word for Windows fields. If you do specify anchor text covering more than one line, Word for Windows will display the error message: "DisplayText cannot span more than one line!" in place of the anchor text. If you see this message, you should select the field by clicking on the error message, then bring up the Anchors dialogue box by pressing Alt+Shift+F9. You can then either remove the field - leaving the text in the document - or edit the text to make it shorter.

Section="Anchors2

Pick

When you are working on an HREF anchor in the #AnchorDialogue||Anchors, you can obtain some types of HREF string by using pick lists.

If you wish to create a reference to an existing NAME anchor in the current document, you may pick this from a list that HTML Author will build when you click on the *Names* button. HTML Author will prefix the name with the # character as required by HTML. Similarly, if the required anchor is a reference to another section of the current document (in #Multi-File), you may select this by clicking on the *Sections* button.

If the required anchor is a relative reference to a local file, it may be selected from a directory listing by clicking on the *Files* button. You will then see the following dialogue box:

You may select any file from the list, but it should be one that can be handled by the HTML viewer or its helper applications. You can also select files with either the .DOC extension or the .HTM extension. In both cases, HTML Author will replace the filename extension with .HTML in the anchor name.

A NAME anchor in the target document may be appended to the HREF string by selecting the required file from the list and then clicking on the *NAME Anchors* button. HTML Author will build a list of all the NAME anchors appearing in the target file, from which you may select the required name. (Note. If the .DOC version of the file is available, the NAME list will be generated from this file in preference to the .HTM version.)

When the *Browse Files* dialogue first appears, it will show files in the same directory as the file you are editing. You may navigate around the directory structure to find a file in another directory by using the directory entires in the list. These begin with the "\"

character. The entry "\\.." allows you to move to the parent directory of the current one. The pathname of the directory you are looking at (relative to the current document) is shown at the top of the dialogue box. In all cases, relative pathnames will be created from this dialogue box startng from the directory containing the document you are currently editing. When working with relative pathnames in the source file, HTML Author uses DOS pathname conventions, i.e. a backslash character (\\) separates directory names. However, when the HTML is generated, all backslash characters in anchor names are replaced with forward slashes (/).

NOTE: If you use this facility to create relative references to files in other directories, it is important that the local directory structure you are working with is identical to the structure on the World Wide Web server in which you intend to place you HTML files.

Bookmark

The *BookMks* button, available in the #AnchorDialogue||Anchors when you are editing an HREF anchor, allows you to select a URL from a pick list generated from an HTML "bookmarks" file. This has been designed to work with Netscape's bookmarks file, providing access to all your Netscape bookmarks.

You may specify the location of the bookmarks file using the #Setting, which is available in the HTML Author menu. If you wish to use the Netscape bookmarks file, simply click on the Netscape button in the Options screen. HTML Author will attempt to locate the file path using Netscape's .INI file. (You must have netscape installed to use this option.)

Copying

Anchors to remote pages may be extracted directly from Netscape. To do this, go to Netscape by clicking on the *Browse* button at the botton of the Anchors dialogue box (or switch to it using Alt & Tab), go to the page you wish to reference, switch back to HTML Author using Alt & Tab, then press the *Copy URL* button. This will copy the current URL from Netscape and, if the *TEXT* field is empty, will copy the Document (HTML) Title as well.

<div style="background-color:#7a0000;color:white;padding:10px;">

Section="Anchors3

</div>

Editing

To edit an anchor (or to see what it contains), double click the anchor text, or select the anchor field and press Alt+Shift+F9. This will bring up the #AnchorDialogue||Anchors again. You may

- edit the NAME/HREF or TEXT fields, and then insert the changes using the *Insert* button.
- remove the anchor (but leave the text) by clicking the *Remove* button.
- leave the anchor as it was by clicking the *Cancel* button.

Note. If the text contains embedded images of other fields, you will see the message: "<<< Can't edit (contains graphics or other fields) >>>". To edit the text, you will need to remove the anchor field by clicking the *Remove* button (which will leave the text in the document), make the required changes, and then #Creating again.

Hot-Linking

You may use the Anchors dialogue box to "go to" an anchor's target file. To do this, double click the anchor text in the document to get the #AnchorDialogue||Anchors, then click on the *Go To* button. The results of this will depend on the nature of the HREF anchor as follows:

For a reference to a NAME anchor in the current document:

HTML Author will move to the appropriate position in the document.

For a local reference to an HTML file:

HTML Author will open its source (.DOC) file if it is available. If the .DOC file cannot be found, then HTML Author will open the HTML (.HTM) file itself as a text file.

For a local refence to a file with another extension (e.g. .GIF, .JPG, .WAV, .AVI, etc.):

HTML Author will attempt to open it using the application that is registered for that filename extension in the WIN.INI file. (To register a filename extension, select *Associate* from the *File* menu in the Windows File Manager.)

For a reference to a remote URL (starting with: "http:" "file:" "ftp:" Or "mailto:"):

HTML Author will attempt to use Netscape to access the remote document. If you do not have Netscape, you will get an error message and be returned to the Anchors dialogue box. This option is useful for testing the validity of remote HREF Anchors whilst editing the document. When you have finished looking at the remote document, switch back to HTML Author using Alt & Tab.
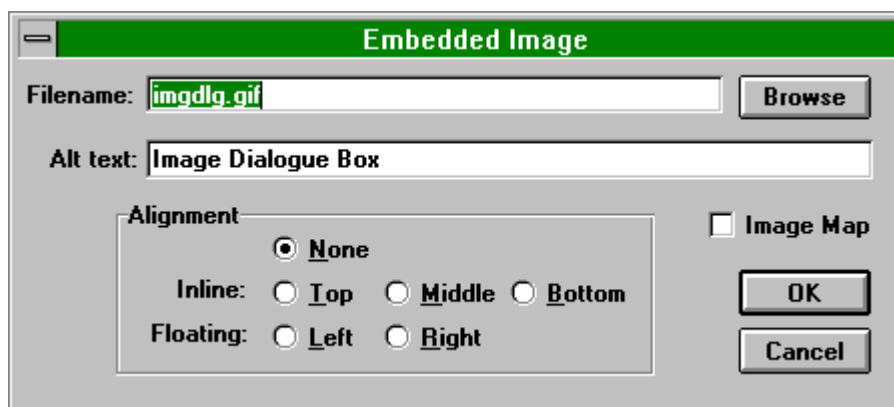
Finding

If you are viewing a NAME anchor in the Anchors Dialogue box, you may search for references to that anchor in the current document by clicking on the *Find HREFs* button. This will find, in turn, each HREF anchor that references the current NAME anchor, starting from the top of the document. Once you have found the HREF anchor you are interested in, you may go to that position in the document.

Section="Graphics

Embedding

Graphics (GIF images) can be embedded in the document using the *Insert Image* command in the HTML Author menu, or by clicking on the *Image* button in the HTML Author toolbar. You will then see a dialogue box labelled *Embedded Image* as shown below.

If you press the *Browse* button HTML Author will then display a list of all the .GIF files in the same directory as the document you are editing, using the #Browse. You should select the GIF image that you want to insert. The *OK* button will cause the image to be inserted in the document. An image may be deleted by selecting it with a single mouse click and pressing the delete key.

The *Alt text* field allows you to create some text that will be used instead of the image on cases where the image cannot be displayed by the browser (e.g. text only browsers).

If the *Image Map* check box is filled, the image may be used as an image map in an HREF anchor. This will cause the browser to send the coordinates of the mouse within the image to the server when the image is clicked.

The *Alignment* attribute influences the relationship between the image and adjacent text. The options are described in Table 1.

Table 1. Alignment options for embedded images.

HD_NM_2||Option	HD_NM_3||Description
None	No alignment specified. The browser has control over positioning.
Top	The top of the image aligns with the top of the line containing the image.
Middle	The middle of the image aligns with the middle of the line containing the image.
Bottom	The bottom of the image aligns with the bottom of the line containing the image.
Left	The image is placed to the left of the page, and the text wraps around it.
Right	The image is placed to the right of the page, and the text wraps around it.

You may edit of an embedded image by selection the image (with a single mouse click), then clicking on the *Image* button or selecting the Insert Image command in the *HTML Author* menu. HTML Author will then display the dialogue box for the currently selected image. (Take care not to double click the image - see the note below.)

If Left or Right alignment is specified, the image will be placed in a frame on the Word for Windows screen so that the text is able to wrap around the image in the Page Layout View. By switching to Page Layout View in Word, you should be able to see roughly how the page will look when rendered in an HTML browser such as Netscape. Note, however, that the precise appearance will depend on the browser, and various factors such as the screen width and resolution, etc. The Top and Middle alignments are not displayed as WYSIWYG in the source document as it has not been possible to obtain these alignments on the Word screen.

HD_NM_1||Notes on the Treatment of Embedded Images

Layout problems may sometimes be encountered in Page Layout View when using Left or Right alignment, particularly if the image to be displayed is quite large. If an Anchor field is included in the text that wraps around the image, there may not be enough space to display the anchor on the screen. This problem will disappear if you switch back to Normal View in Word.

It is possible to move the frame of left or right aligned images on the page using the mouse. This will not affect the HTML generated, but the screen display will no longer reflect the format expected in the HTML browser. The correct position on the page may be recovered by bringing up the dialogue box for the image as described #edit, and pressing the *OK* button. The positioning of all such images may be restored using the *Restore Layout* command from the HTML Author menu. This will reposition all Right or Left aligned images, and will also adjust the width of all #Horizontal.

HTML Author stores relative pathnames for all images inserted by means of the *Insert Image* command or the *Image* button. (Relative to the path of the current file.) It is also possible to insert GIF images by using the *Picture* command from the Microsoft Word for Windows *Insert* menu. However if you do this, the absolute filename (relative to the root directory) will be stored and will be inserted into the HTML generated. In this case, you

must also ensure in this case that the graphic is linked to a file, or it will not be referenced at all in the HTML file generated.

Finally, you must avoid double clicking on embedded graphical images in the HTML source document (unless they appear in an anchor field). This causes Word for Windows to edit them, which breaks the link with the file. If you do this by accident, then close the picture, and immediately click on the *Undo* button in the toolbar. (This is a Word for Windows button.)

Refreshing

To refresh embedded graphics fields, so that the source document shows the latest version of the image, use the *Update Pictures* command in the HTML Author menu. This command ensures that relative filenames for images are treated correctly. (The Word for Windows "Update Links" command will not guarantee this.)

Section="GenTOC

Generating

HTML Author can automatically generate a hypertext table of contents similar to the one used near the beginning of this document. To do this, you must first create #Anchors|| NAME for all the sections you want referenced in the table of contents. Next, move to the position at which you want the table of contents to appear, and select *Build Table of Contents* from the *HTMLAuthor* menu. HTML Author will build a table of contents from all the NAME anchor fields in the document that have a Heading style. If there are any entries that you do not want to include, you will need to delete them once the table has been generated. References to other files can then be added manually if required.

Adding

If you have a document with a large number of headings, HTML can automatically add NAME anchors to all the headings that do not already have them. This operation may be invoked using the *Add Heading Names* command from the HTML Author menu. The names will be of the form "HD_NM_3", where the number is allocated serially within each document, and the anchor will be placed on the first character of the heading text. Any heading that already contains a name anchor will not be modified.

Section="OwnDtls

Inserting

To insert page owner details, similar to those shown at the bottom of this page, place the cursor at the position you require the details to appear. Next, select *Insert Owner Details* from the *HTML Author* menu. You will see the following dialogue box:

Enter your details (you may leave some fields blank), then press the *Insert Now* button to insert them into the document. Access is also provided to the the text of the message so that it may be altered to another language if required. You may set up default values, which will appear automatically in the dialogue box in future, by filling in the form then pressing the *Set Defaults* button.

The *Auto Insert* options allow you to specify that the owner details should be inserted automatically at the bottom of the HTML file whenever it is generated. If you use this option, you should not insert the details manually (*Insert Now*) or the text will appear twice in the same document. For #Multi-File, you may specify that the details are placed either at the bottom of the top level file only, or at the bottom of all files generated. Remember to press the Set Defaults button after altering the Auto Insert setting.

The date format used is the default one defined in the WINWORD6.INI file. If you wish to change the format of the date, you may change it in there under the [Microsoft Word] heading. The entry in the WINWORD6.INI file that is used to get the date format shown above is:

```
DateFormat="dd MMMM yyyy"
```

(The format string may be different in non-English versions of Word for Windows.)

Horizontal

A horizontal rule may be inserted into the document using the *Insert Rule* command from the HTML Author menu, or the HRule button in the HTML Author toolbar. You will then see a dialogue box as shown below.

The rule can be inserted by clicking on the *OK* button. HTML Author will ensure that the rule is on a separate line. You can remove the rule by clicking it then pressing the delete key.

If you wish to influence the way in which the rule is displayed by the browser, you may alter some of the parameters in this dialogue box. The width of the rule may be defined as a percentage of the page width. The thickness of the rule may be defined by the size parameter. The rule displayed in the source document corresponds roughly to the size that would be obtained in Netscape. The alignment may be left up to the browser (*None*) or specified. The parameters shown in the diagram above give the following result:

<div align="center">Size="4</div>

To edit the properties of the rule, either double click on it with the mouse, or select it with a single click then click on the *HRule* button.

If the page layout of the document changes, the horizontal rules will no longer have the correct width in proportion to the page. To correct this, the *Restore Layout* command may be used from the HTML Author menu. This will also reposition any Left or Right aligned #Embedding.

Section="Generate

Generating

When you are ready to create the actual HTML file (.HTM), select *Generate HTML* from the HTML Author menu or click on the *Generate HTML* button in the HTML Author toolbar. By default, the name of the HTML file will be the same as that of the source file, but with the .DOC extension replaced by .HTM. HTML Author will give you a chance to change this if required. For #Multi-File, the name of the top level file is defined in this way.

The document title is obtained from the first paragraph of the document if that paragraph has the *Title* style. Otherwise, the title is taken from the title field in the Word document Summary Information. The summary information may be inspected and modified using the *File|Summary Info* command.

If you cancel the Generate HTML macro by pressing the escape key whilst generation of HTML is in progress, you may be left in the window containing the partly converted HTML file. You may close this window in the normal way and return to the source document.

If invalid structures are encountered during the HTML generation, HTML Author will place a comment in the HTML file indicating the nature of the error. In these circumstances, a warning will appear after the generation has been completed.

(Note. For large documents, especially if you are using a 386 computer, please be patient. On my 25MHz 386SX portable, it takes over 3 minutes to generate the HTML for this manual. It goes a lot quicker on a 486 DX2/50 mind you!)

Character

Some special characters appearing in the normal text of the document (i.e. not hidden text) are converted to HTML escape sequences so that they will be reproduced literally by the HTML viewer. The characters that are currently handled are: & © < > à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ö ø ù ú û ü À Á Â Ã Ä Å Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü. Text that is formatted with the *As Is* style will not be converted in this way. To save time during HTML generation, this option can be turned on or off, for a particular document, in the #Setting. The default setting for new documents may also be specified in the same dialogue box.

Background

You may modify the document background for the HTML files generated by using the *Background and Colours* command from the HTML Author menu. This allows you to specify a picture to be used as the background in the form of a .GIF image file. This dialogue box also supports the specification of various colours as used and supported by Netscape.

Colours that may be specified are shown in Table 2.

Table 2. These colours may be specified for use in Netscape.

Background	The background colour to be used in the absence of a background picture.
Foreground Text	The default colour for normal text.
Link (Normal)	The colour of links that have not recently been visited by the reader.
Link (Visited)	The colour of links that have recently been visited by the reader.
Link (Active)	The colour of links that are currently active.

To specify a colour, you must insert a six digit Hexadecimal number into the appropriate field in the dialogue box. Each pair of digits in this number represents the strength of one of the primary colours (red, green and blue) in the form: RRGGBB. Thus, for example, white will be represented by FFFFFF, black by 000000, green by 007F00 and bright green by 00FF00. HTML Author will check the validity of the codes you type in when you press the *OK* button or the *Set Defaults* button.

The set defaults button places the current values of all the fields in the dialogue box into the HTMLAUTH.INI file. These values will be applied by default to any new documents that are created with the HTMLAUTH.DOT template. The defaults may be retrieved into the current dialogue box by pressing the *Get Defaults* button

NOTES: This feature is not WYSIWYG because it is not possible to change the background in Microsoft Word. The special background and colours will only be visible in the HTML browser. At the time of writing, the background image feature is part of the proposed specification for HTML 3, whereas the colour specification features are specific to Netscape. Other browsers should just ignore the colour specifications.

Section="Tables

Tables||Tables

HTML Author can convert simple Word for Windows tables into HTML 3 table tagging. In the current version of HTML Author, this facility is restricted to tables with straighforward rows and columns. Merging of cells across more than one row or column (the ROWSPAN and COLSPAN parameters in HTML) is not currently supported.

Column and row headers may be obtained by setting the appropriate cells to any Heading style. These cells will not be given a heading style in the HTML file, but will be tagged with the <th> HTML tag (table heading). Centred text in the Word table will be centred in the generated HTML file.

Captions are supported, and may appear either immediately above or immediately below the Word for Windows table. If the Word table has a caption above it, any caption appearing below will be ignored. If a caption is sandwiched directly between two tables, it will be interpreted as belonging to the table above it unless that table already has a caption above it. When the HTML is rendered by a suitable browser, the position of the caption will be determined by the browser.
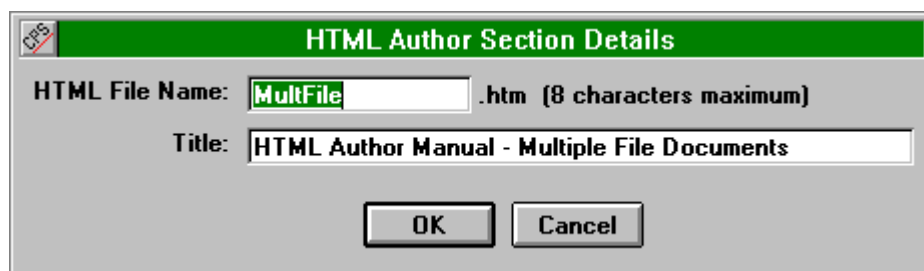
NOTE. HTML Author currently cannot handle paragraph breaks within a cell. If you wish to break a line of text within a cell, you should use manual line breaks (shift & Return) rather than paragraph breaks. (This is usually what is intended anyway.)

Multi-File

Large HTML documents may take a long time to access over the World-Wide Web. For this reason, it is recommended that such documents are broken down into collections of smaller, linked HTML files that are retrieved as required. HTML Author supports the creation of such a multi-file document by allowing you to maintain it as a single source document that is divided into sections.

To break a document down into sections, place the cursor at the point where you wish to break the document, and select the *New Section* command from the HTML Author menu. This will cause the *Section Details* dialogue box to be displayed.

You should then fill in the form with the name and title of the section. When the HTML files are generated, the Name will be used to create the filename for the section, and the Title field will be used to define the title for the HTML file (shown as the window banner in Netscape). If the Title field is blank, the main document title will be used as the title for the section. In this way, you may create a document in which all sections display the same title. When the OK button is pressed, a section header will be inserted into the source document at the position of the cursor. This appears as a dark red banner with a shadow, containing the name and title details. Each section in the document must have a different name.

When the HTML is generated from a multi-file source document, HTML Author will generate separate files for all the sections, and link them together with HREF anchors labelled "[Previous] [Top] [Next]". These may be used to move up and down the document as a whole. All cross-references (HREF anchors) within the document will be converted so that they refer to the appropriate HTML file. If you have generated a table of contents for the whole document, this will contain anchors to the appropriate HTML files. This manual is an example of a multi-file document generated by HTML Author.

Once you have divided your source file into sections, HTML Author can use it to produce either a collection of linked HTML files or a single HTML file. This is selected using the checkbox labelled *Generate Multiple HTML Files* in the Options dialogue box, which is obtained using the Options command in the HTML Author menu. This dialogue box also provides check boxes for specifying whether the HTML generator should insert Navigation Buttons (such as "[Previous] [Top] [Next]") at the top and bottom of each file generated. If you choose to generate a single HTML file, HTML Author will separate the sections using #Horizontal.

By default, the Navigation Buttons appear as "[Previous]", "[Top]", and "[Next]" in the HTML documents generated. However, you may specify any text or graphics you wish for these buttons in the #Setting dialogue box. For example, in the HTMLAUTH.ZIP file you will find three .GIF files named: "PREVBUT.GIF", "TOPBUT.GIF" and "NEXTBUT.GIF". These contain button images that can be used for the navigation buttons by entering the strings: *<IMG SRC="PREVBUT.GIF" ALT="[Previous]">* and so on into

the Button Texts fields in the Options dialogue box. This gives a much more polished appearance to you multi-file HTML documents. The ALT text is included so that the buttons will be displayed in text form when the pictures are not available (such as in a text only browser).

NOTE: You are advised to keep a multi-file document in a separate directory to avoid possible name clashes between individual HTML files. HTML Author does not check before overwriting files below the top level one. In the current version of HTML Author, a multi-file document may contain a maximum of fifty sections and 300 NAME anchors.

Section="FileList

FileList||List

The following list shows the files you should have.

HTMLAUTH.DOT

> The Word for Windows template for HTML source documents.

MANUAL.DOC

> This manual in the form of an HTML Author document in Word for Windows .DOC format.

MANUAL.HTM

> This manual in the form of an HTML document.

INTSETUP.DOC

> This document is used to set up HTML Author for use with international versions of Word for Windows.

*.GIF

> A number of GIF images used in the manual.

Section="Bugs

Known

The following bugs are known about, and will be removed when possible in future releases of HTML Author.

- Small GIF images stored in 16 colour (4 bit) mode cannot be displayed in the source document in Word for Windows. An error message appears whenever the picture field is updated, and the image is shown as a box with a cross in it. This does not affect the way they appear in the final HTML file. The problem does not occur if you use 256 colour (8 bit) mode for the GIF image, and it does not occur with larger 16 colour GIF images. (I suspect this is a bug in the GIF image translator provided with Microsoft Word for Windows 6.0. If anyone knows of a way round this, please could you let me know.) To avoid this problem, you should use 256 colour mode for small GIF images.
- Due to the way lists have been implemented in HTML Author, the numbering in **nested**, numbered lists is incorrect in the source document when editing in Word for Windows. The numbering sequence is carried on through all levels on nesting. This does not affect the way they appear in the final HTML file.

Please let me know at the E-Mail address shown below if you find any other bugs, or have any comments. (It would also be helpful if you could tell me what version you are using.)

Registration||Registration

I have put some effort into producing this package. If you find HTML Author useful, I ask only one tiny thing. Please let me know that you are using it, where you are using it, and what you are using it for, preferably providing your email address as well. I will endeavour to keep a mailing list of people who would like to be informed of new versions. Either send an email message to mailto:G.S.Cooper@iti.salford.ac.uk||G.S.Cooper@iti.salford.ac.uk, or send a letter to:

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