

**About Export To Web**

Export To Web helps people publish, manage, and share documents to the intranet and Internet. Export To Web creates a Java document format designed specifically for integrating documents into the intranet and Internet.

## About fonts

Java supports three fonts: Times New Roman, Arial, and Courier New. For best results, it's a good idea to format your document using these fonts.

If your document contains text that uses other fonts, Export To Web either converts it to one of Java-supported fonts, or into a bitmap representation of the original. You can control the font conversion process by editing the **Fonts.txt** file in the **Export** folder. You can edit **Fonts.txt** using Notepad or any other text editor.

To map a font to one of the Java fonts, add a new entry to the Standard Rules section.

"Your Font name" Courier or Arial or Times

To map a font to bitmap, add a new entry to the last section.

"Your Font name" bitmap

### Selecting a Navigation Style

Export To Web provides several styles of navigation buttons that can appear on your Web documents. Navigation buttons allow viewers to move easily from one page in a Web document to the next.

The Preview area on the right shows you a preview of each navigation style you select from the list of available styles on the left.

To select a navigation style:

1. Choose a style in the **Navigation** list.
2. Click **OK**.

You return to the **Export To Web** dialog box.

## **Uploading files to a Web server**

### **About HTML file names**

When you export a document, Export To Web creates HTML documents that load the JavaPlayer to display your Web pages. Because different Web servers use different default file names, Export To Web creates all of the standard file names. The advantage of using the standard file names is that when you link to a folder, the Web browser will display the correct first page automatically.

However, before you copy a Web document to a Web server, you can rename any of the HTML files in your export folder. If you rename the files, you must link directly to the files rather than linking to their folders.

### **Uploading or copying the export folder**

After you export the document, the next step is to upload it to your Web server. Depending on your access to the Web server, you can either copy the entire export folder to a Web server or use a File Transfer Protocol (FTP) program to upload it for you. You must copy or upload the entire export folder.

Check with your system administrator for the correct way to copy or upload files to your Web server.

When you open your document, clicking on the Information button at the top of the document takes you to Info.htm. This file can be edited to display your own information.

## Using Export To Web

### Welcome to Export To Web

Export To Web lets you instantly and easily publish documents to your intranet or Web site. The web pages you create with Export To Web will look exactly like your original documents. These Java documents can be read by anyone with a Java-enabled browser.

### Publishing documents

The **Export To Web** dialog box opens when you print a document to the Export To Web printer. You use this dialog box to:

- Specify the folder where you want to export the Web document (this is called the export folder)
- Select a navigation style for moving among the pages in your Web document.
- Set Export To Web to open your Web browser and display your new Web document after it's built.

To publish a document:

1. Print the document to the Export To Web printer.

You can either open the document in its original application and print it using the Export To Web printer, or you can drop the document on the Export To Web printer icon in your Printers folder. Before you print a document, you might want to reformat it using the three fonts supported by Java.

2. Select the folder where you want to export the Web document.

You can type the folder name or click the **Browse** button to select a folder. Because Export To Web creates a number of files when it exports a Web document, be sure to export each document into a different folder.

3. Click the Set button to select a navigation button style. Click **OK** in the **Navigation Style** dialog box.
4. Turn on the View in Web browser setting to have Export To Web open your Web browser and display the new document after you export it.
5. Click **Export**.
6. Copy the entire export folder to your Web server. See [Uploading files to a Web server](#) for information about copying documents to a Web server.

### What happens when you export a document

When you export a document, Export To Web creates a folder that contains all of the files required to present your document on the intranet or Internet. Included is a set of HTML root files that other pages on the Web can link to. The folder also includes Java classes, files that enable any Web browser that supports Java to display your Web pages.



