

BROWSER

This software allows you to access and view a Web page.

AceExpert has an internal browser which allows you to view your Web pages quickly.

You can also use an external browser. Among the most commonly used browsers are those developed by Netscape (Navigator and Communicator ) and the one developed by Microsoft (MS Internet Explorer )

TAGS

This is the name given to HTML commands. They must begin with the "<" character and finish with the ">" character. They are labels which are incorporated into the text and that tell the browser how to interpret the command.

TITLE BAR

All Windows 95 software packages have a title bar. This is the bar found at the top of the screen which indicates the name of the software as well as the name of the current document. This is Netscape's title bar:



EDIT SCREEN

This is AceExpert's main editing screen where you can enter text and HTML commands manually.

CONTROL PANEL

This panel allows you to start or stop playing an audio or video file. This panel also allows you to control the volume. Following is an example of the control panel:



USING THE INTERNAL BROWSER

AceExpert has an internal browser to view HTML documents, and therefore it isn't necessary to run external browsers such as Netscape or Microsoft Internet Explorer.

By default, AceExpert's internal browser is installed. The browser supports HTML 3.0 code and part of the HTML 3.2 code.

With AceExpert you can choose Microsoft Internet Explorer to replace the internal browser. In any case, to ensure good performance, it is necessary to have installed Microsoft Internet Explorer 4.0 previously in your system

To change the internal browser:

Click the **Options** menu, select **General Preferences** and then the **Environment** tab.

To download Microsoft Internet Explorer:

Go to <http://www.microsoft.com/>

EXTERNAL BROWSERS USED

AceExpert has the advantage of being able to communicate with the most popular browsers in the World Wide Web. You can use the following browsers:

Netscape Browser

Right now this is the most popular browser. It was developed by Netscape Communications. You can visit Netscape's Web site at the following address:

<http://www.netscape.com>

Microsoft Internet Explorer

This is the browser developed by Microsoft. It is included with Windows 95. You can visit the Microsoft Web site at the following address:

<http://www.microsoft.com/>

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HOW TO REGISTER

You can register directly from the demo version. Upon receipt of your payment, we will e-mail you a registration number which will withdraw the **demo version** message and will confirm your registration.

To find out different ways to register, click on the **Register** menu and then on the option **How to order**.

REGISTRATION NAME

The registration name is found in AceExpert Help menu, under the option **About**.

INTRODUCTION TO ACEEXPERT

AceExpert v3 is the HTML editor of choice for cybernauts who wish to create and post pages on the World Wide Web. AceExpert v3 has a user friendly interface with a graphic toolbars which allows the user to create pages easily and in a short time. Moreover, there is a set of tabs which organizes the tools by category to make it easy for the user to find his way through this impressive array of tools.

These are the new features found in version 3.0

- [20 templates of Web sites including graphics](#)
- [Code Explorer](#)
- [HTML syntax checking](#)
- [Spell checker](#)
- [Save files automatically on the server](#)
- [Open files in the server](#)
- [New and easier interface](#)
- [50 predefined Java Applets](#)
- [12 predefined Javascripts](#)
- [DHTML & Javascript Tutorial](#)
- [5 DHTML Scripts](#)
- [2 CGI programs \(Counter and Form\)](#)
- [2 500 images for your Web pages \(animated gifs, backgrounds, etc.\)](#)
- [Easy integration of style sheets](#)
- [Search & Replace on multiple files](#)
- [Improved color marking of HTML tags](#)
- [Custom toolbars](#)
- [Quick view of all images in a folder](#)
- [New visual tables](#)
- [Quick tables](#)

Throughout your tour of AceExpert Help you will find the following icons:

: for **Netscape**;

and

: for **Microsoft Internet Explorer**.

When these icons are placed next to HTML commands they indicate that the commands are Netscape or Microsoft Internet Explorer extensions.

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ICON LIBRARY

AceExpert supplies a free Icon Library that you can download from our site

<http://www.visic.com/aceexpert/iconbank.html>

or from the resources page:

<http://www.visic.com/aceexpert/resources.html>

The icons are contained in an executable file. Once you run the file, the program will install the icons in the directory you specify.

To insert an icon in you document:

1. From the menu **Open a graphic file** press on the small button to the right of the text box **Open a file**.

The menu **Open a graphic file** is available from all the menus that allow inserting an image, such as the menu **Insert an image**, **Insert Image Map**, **Body**, etc.

2. Select the desired icon and press the **OK** button.

HOW TO CREATE A WEB PAGE IN 10 STEPS USING ACEEXPERT

The purpose of this tutorial is to show you, step-by-step, how to create a Web page using the AceExpert HTML Editor.

This tutorial is primarily intended for new Web page creators and users who are not familiar with HTML editors such as AceExpert.

AceExpert is great, easy to use tool and very user-friendly for creating their Web pages.

We also advise new Web page developers to visit [excellent Web sites](#) that offer help on creating HTML pages. These sites offer detailed information on HTML language and an overview of the Internet.

[Step 1](#): Creating and saving a new HTML document.

[Step 2](#): Entering text in your HTML document.

[Step 3](#): Displaying results in the [browser](#).

[Step 4](#): Inserting an image in your document.

[Step 5](#): Inserting a hyperlink in your document.

[Step 6](#): Adding a background image or changing the background color of your Web page.

[Step 7](#): Inserting a table in your document.

[Step 8](#): Inserting a predefined Java applet in your document.

[Step 9](#): Inserting a predefined Javascript or DHTML script in your document.

[Step 10](#): Transferring your Web page to your server with AceFTP.

Step 1: Creating and saving a new HTML document

To create a new HTML document (or a new Web page), you must go to the **File** menu and choose the **New** option. You can also access this option by clicking on the [New file](#) icon in the **standard** toolbar.

A window called **New Project** will open that allows you, via the menus, to create several style sheets and an HTML document based on a personal template, a business template or a template that you can customize.

Create a new document

To create a new document, click twice on the HTML document icon. Once you have entered a title and a description for your document, the following HTML code is inserted on the edit window:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 TRANSITIONAL//EN">
<!-- DATE DE CREATION: 19/10/98 -->
<HTML>
<HEAD>
<TITLE></TITLE>
<META NAME="Description" CONTENT="">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Visicom Média">
<META NAME="Generator" CONTENT="AceExpert">
</HEAD>
<BODY>
```

Content of the document

```
</BODY>
</HTML>
```

The text found between the "<!--" and "-->" [tags](#) represents comments and will not appear in your Web page.

At this point, you can save your document in order to create an HTML file. To save your document, go to the **File** menu and select the **Save** option. You can also save your document by clicking on the [Save File](#) icon found in the **standard** toolbar. Name your document in the **File Name** dialog box.

Once you have saved your document, the file name will appear in the tab at the top of the [edit screen](#). Don't forget to save your document regularly so you don't lose new information.

Personal, Business-Frames, Business and Custom Templates

These templates of Web pages serve as guides to create pages where you can then insert your own text and images. You can also modify the information contained in them.

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Step 2: Entering text in your HTML document

In order to enter text to be displayed by the [browser](#), you must type the text between the <BODY> and </BODY> [tags](#). In fact, all the contents of your Web page must be placed between these tags. All other information entered before the <BODY> tag will be used to describe your document to the browser and to the server.

If you want to make text bold, first selected the text and then click on the [Bold](#) icon found in the **Common** toolbar. In the edit window you will find that the tags and are inserted which indicate that the selected text is in BOLD letters.

```
<HTML>
<HEAD>
<TITLE></TITLE>
<META NAME="Description" CONTENT="">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Visicom Média">
<META NAME="Generator" CONTENT="AceExpert">
</HEAD>
<BODY>

<B>Creating a document with AceExpert</B>

</BODY>
</HTML>
```

If you want to display text in italics, first selected the text and then click on the [Italic](#) icon found in the **Common** toolbar. In the edit window you will find that the tags <I> and </I> are inserted which indicate that the selected text is in ITALICS.

```
<HTML>
<HEAD>
<TITLE></TITLE>
<META NAME="Description" CONTENT="">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Visicom Média">
<META NAME="Generator" CONTENT="AceExpert">
</HEAD>
<BODY>

<I>Creating a document with AceExpert</I>

</BODY>
</HTML>
```

You can add or modify text attributes such as size, color, and font. To do so, select the text to be modified and then click on the [Font](#) icon found in the **Common** toolbar.

CENTERING TEXT

You can center text by selecting the desired text and then clicking on the [Center](#) icon found in the **Common** toolbar. The text which you had selected will be placed between the <DIV ALIGN="center"> and </DIV> tags.

```
<HTML>
<HEAD>
<TITLE></TITLE>
<META NAME="Description" CONTENT="">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Visicom Média">
<META NAME="Generator" CONTENT="AceExpert">
</HEAD>
<BODY>
```

```
<DIV ALIGN=center>Centering Text</DIV>
```

```
</BODY>
```

```
</HTML>
```

INSERTING A LINE BREAK

To insert a line break in your document, click on the [Line Break](#) icon found in the **Common** toolbar. This command will add the **
** tag to your document.

To insert a paragraph in your document, click on the [Paragraph](#) icon found in the **Common** toolbar. This command will add the **<P>** tag to your document.



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Step 3: Displaying results in the browser

To display the results of your HTML document, you can use the internal browser included with AceExpert. By default, the internal browser appears at the bottom of the edit screen. To view the results of your HTML document, click on the [Start Internal Browser](#) icon on the **standard** toolbar. Click on the [Refresh](#) icon to update your browser window. You can close the internal browser by pressing F4. Press F4 again to open it.

Please note that the internal browser is not as complete as the [external browser](#). Therefore, it is suggested that you use the external browser to display the final results of your HTML document.

To use the external browser, you must click on the [Start External Browser](#) icon found in the **standard** toolbar. This command will call Netscape's (Navigator or Communicator) or Microsoft's (MS Internet Explorer) external browser and it will load the HTML document automatically.

If you have not specified a browser, the **Start External Browser** command will call the [General Preferences» menu](#), where you will be able to specify the directory in your hard disk which contains the browser you want to use to display your HTML document. If you don't know exactly in which directory you have your browser, select the desired browser, **Netscape** or **Microsoft Explorer**. Click on the **Search** button. Once AceExpert finds the desired browser, the complete directory path appears on the text box in the lower part of the **General Preferences** window. Just click twice on the path and then click on **OK**.



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REFRESH icon



Step 4: Inserting an image in your document

To insert an image in your document:

Place the cursor in the desired position and click on the [Image](#) icon found in the **Specialized** toolbar.

In the text box **Source**, search for the desired image by clicking the [Open](#) found on the right of the text box. The **Open a graphic file** window opens.

For example, you can find images in AceExpert's folder in the following directory

C:\Program Files\AceExpert3\pub\pub3.gif

The preview window displays the chosen image. The image must be in GIF or JPG format. The text boxes **Alternative Text** and **Name** are optional.

Click on the **OK** button.

The following command is entered in your document:

```
<IMG SRC="path to image file" BORDER=0 WIDTH=value HEIGHT=value>
```

In order to minimize the risk of errors, it is recommended that you store all your images in the same directory as your HTML document. This way the directories for your image files will not be written in your HTML document's code.



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Step 5: Inserting a hyperlink in your document

A hyperlink represents a link which makes reference to an HTML document or to an image. In general, hyperlinks are underlined in a Web page. An image can also be a hyperlink.

There are two types of hyperlinks, external and internal. External links make reference to another HTML document, while internal links make reference to a destination within the HTML document.

To insert an EXTERNAL LINK in your document:

Create a second HTML document that will serve as the destination for the external link. In your first HTML document, select the text or image that you will use as a hyperlink. On the **Specialized** toolbar, click on the [External link](#) button. In the text box **Reference to an external link**, search for the file using the [Open](#) button.

Note: The destination filename must not contain any special characters (for example, é, or ç) or spaces. Certain browsers do not display filenames of this type.

In the **Link Content** window, you can view the contents of the referenced link.

Click on the **OK** button.

The following command will be added to the document :

```
<A HREF="Path/Filename"> Text or image acting as the hyperlink </A>
```

To insert an INTERNAL LINK to your document:

Select the text or image that will act as the hyperlink. In the **Specialized** toolbar, select [Internal Link](#) button.

If the destination for the hyperlink was not previously identified:

In the text box **Name of the new link**, enter a name for the internal link. In the **Choose the destination line of the link** window you can view the contents of the document. Select a line in the document from the window that will serve as the destination line.

If the destination for the hyperlink was already identified:

Select the **Existing Destination** tab. From the **Existing Destination** window, choose the desired destination for the link.

The following commands are inserted in the document :

```
<A HREF="#AnchorName"> Text or image acting as the hyperlink </A>
```

(location of hyperlink in your document).

Note: the # symbol indicates the link is internal.

```
<A NAME="AnchorName"> Text or image acting as the hyperlink </A> (location of  
hyperlink in your document).
```


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Step 6: Adding a background image or changing the background color of your Web page

When you want to add a background image, change the background color, or change the color of the text and of the hyperlinks in your Web page, you must click on the [Document Body](#) icon found on the **Specialized** toolbar. The BODY command affects the complete body of the document. When you click on this icon, the program will call the **Document Body** menu.

It is important to note that there is only one BODY command in an HTML document. It is not possible to have two BODY commands in the same document.

If you want to add a background image, click on the [BODY](#) button and then search for the desired file by clicking on the [Open](#) button to the right of the text box **Background image**. You can view the image you choose on the Preview window. The image must be in GIF or JPG format.

In the **Color options** window select the desired color by pressing the [Color](#) button. The color chosen appears on the button.

Whenever you want to make changes to your Web page, click once more on the [Body](#) button. The parameters will be automatically modified according to the changes you choose.

The background image must be in GIF or JPG format. It is important that its size in Kilobytes (Kb) not be very large, otherwise it will take very long to download. Ideally, a background image should not be larger than 5 Kb. You must also make sure you do not select an image which will make reading text difficult. It is recommended that you do not use background images that prevent visitors from reading the contents.



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Step 7: Inserting a table in your document

Tables are generally used to compare data or to format a page (column or row alignment).

To insert a table in your document:

Position the cursor the location where you want to insert a table. Click on the [Insert Table](#) icon found in the **Tables, Frames and Lists** toolbar.

You must select the number of columns and rows for the table. Once you have made this selection, the Table window will be displayed. Here you can indicate the different properties for the table (length and height of cells, colors, borders, etc.). You can also enter text directly in each of the cells.

If you want to modify the contents of cells or change certain properties of the table, place your cursor inside the <TABLE> tag in the edit window, press the right mouse button and select the first option **Edit Table**.

Following is an example of a table:

Cellule d'en-tête	
C1	C3
C2	C4
	C5

Following is the HTML code for this table:

```
<TABLE WIDTH="40%">
  <COL SPAN="2">
    <TR>
      <TH BGCOLOR="#FF8080" COLSPAN="2">Header cell &nbsp;</TH>
    </TR>
    <TR>
      <TD BGCOLOR="#FFFF80">C1 &nbsp;</TD>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C3 &nbsp;</TD>
    </TR>
    <TR>
      <TD BGCOLOR="#FFFF80" ROWSPAN="2">C2 &nbsp;</TD>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C4 &nbsp;</TD>
    </TR>
    <TR>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C5 &nbsp;</TD>
    </TR>
  </TABLE>
```



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Step 8: inserting a predefined Java applet in your document

A Java applet is an application that runs directly from your Web page and displayed on the browser. With an applet you can insert a banner, text with special effects or a drop-down menu. Java applets are compatible with all platforms (Windows, Mac and Unix).

AceExpert comes with 50 predefined Java applets.

To insert a PREDEFINED Java applet in your document:

First you must save your HTML document. From the Java tab, you can choose from several categories applets.

These categories are: **banners, tools, special effects and menus.**

From the **Java** tab, select an applet from the different categories of banners, tools, special effects or menus.

When you click on the icon of any of these categories, a window opens and you can choose an applet from the list displayed.

The **Help** button found in all the windows of the different categories brings up a description of the parameters and displays examples of how to use them.

If you want to modify some of the applet's parameters, click on the **Parameters** tab. Click on the Show Preview button found at the bottom of the window, in order to preview the applet.

Click the **OK** button.

A brief explanation of the text boxes found in the menu follows:

In the text box **Code** the file necessary to run the application is inserted. This file contains the extension .class and must have a relative address. The address cannot be an absolute address.

In the text box **Code Base URL** you can enter the URL address that contains the Java applet. If this attribute is not entered, the current URL of the current document is used. This attribute is optional.

In the text box **Alternative text** you can enter a message that is displayed while the application is loaded. It is specially useful to display a message in browsers that cannot run Java applets. This attribute is optional.

In the text box **Name** you can write a name for the applet. This is used as a reference for other applets found on the same page. This attribute is optional.

In the text box **Alignment** you can indicate the alignment for the applet. This option is mandatory. The default value is centered.

The **JavaScript Access** allows access to the Java parameters using Javascript functions.

In the text boxes **Width** and **Height**, you can enter the size of the window where the applet will run. These values are mandatory.

In the text boxes **Vertical space** and **Horizontal space** you can enter space expressed in pixels for the top/bottom and left /right for the applet. These values are optional.

By selecting the **Parameters** tab, you can make changes to the applet's parameters. To do so, you have to insert a name and a value for the applet and press the **Add** button. You can also edit and erase an existing parameter by pressing the corresponding buttons. Click on the Show Preview to view the applet. Click on the **OK** button.

EXAMPLE:

```
<APPLET CODE="http://www.asite.com/acode.class" WIDTH=value HEIGHT=value >
  <PARAM NAME="applicationAttribute1" VALUE="value">
  <PARAM NAME="applicationAttribute2" VALUE="value">
  <PARAM NAME="applicationAttribute3" VALUE="value">
  <PARAM NAME="applicationAttribute4" VALUE="value">
</APPLET>
```

To modify the HTML code of an existing applet:

In the edit window, find the applet you want to modify and place the cursor inside the <APPLET...> tag, then click with the right mouse button and select the first option, **Edit APPLET**.



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Step 9: Inserting a predefined Javascript or DHTML script in your document

For more informations about JavaScript & DHTML, you can consult the **DHTML & Javascript Tutorials** in the **Help** menu. It brings up a clear and detailed description of how to use Javascript in Web pages.

The following two buttons in the **Javascript** toolbar are used to insert a new Javascript function in your document and to obtain a **list of objects, properties, methods** and **events** found in the Javascript language.

The remaining buttons (12) are used to insert predefined Javascripts in your document.

Description of the predefined JavaScripts included with AceExpert:



Banner

Inserts a banner with text that scrolls from right to left inside a scroll box.



Time/date

Inserts a text box in your document that displays the time or date.



Scrolling list of URL's

Inserts a box with a scrolling list where each item makes reference to a URL. When the user clicks in the scrolling list, he is presented with a list of addresses. The user can then select a specific address and the browser displays the URL.



Text gradation

Inserts in your document a message with text gradation that reflects the color of your choices (red, green or blue). The line of text starts with the color chosen and ends with the color white.



Select Images

Inserts in the document a list box or a drop-down box. Each option in the menu is associated with an image that is displayed to the left of the box when the user selects an option.



Alternatives links images

Inserts an image that acts as a hyperlink and a second alternative image that is displayed after the first image, when the user moves the mouse over the hyperlink.



Rotating images

Inserts in the document a series of images that are displayed one after the other. These images are usually publicity ads.



Explanation window

Inserts a hyperlink in your document. When the user clicks on the link, an explanation window is displayed. You can enter the text that will appear on the window, the font, size and color.



News box

Inserts a box with multiple lines in your document where you can insert one or several information messages.



Screen flash

This Javascript creates a screen flash when the document is loaded. You can indicate the starting color, the ending color and the number of gradations.



Password

Inserts a box for a password (minimum security) in your HTML document. The password corresponds to the name of a file without the extension. The referred document must be placed in the same directory as the file that makes reference to it since the password includes the path and filename of said referred file.



Window

This script inserts a new browser window when your page is opened.

To insert a PREDEFINED DHTML script:

When you click on the **DHTML** toolbar you will notice that it is very similar to the **Javascript** toolbar. As in the **Javascript** toolbar, the first button in the **DHTML** toolbar is the **DHTML Tutorial** button. Here you will find all the necessary information on how to use DHTML scripts. The other buttons, **Style Effects**, **Special Effects**, **Menu**, **Text Transition** and **Image Transition** are used to insert predefined DHTML scripts in your Web page.

Description of the predefined DHTML scripts included with AceExpert:



Style Effects

This DHTML script changes the font, color or style of a line of text when the mouse is moved over it.



Special Effects

This DHTML script makes text move from right to left or from left to right inside the HTML document.



Menu

This DHTML script displays a submenu when you move the mouse over an item in the menu.



Text Transition

This DHTML script displays text in a transition with special effects.



Image Transition

This DHTML script creates a special transition effect between two selected images.



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Step 10: Transferring your Web page to your server with AceFTP

Introduction to *AceFTP*

AceFTP Expert is a fully functional program that allows users to transfer files between their computers and the Internet server. The program can connect to all types of servers. Download AceFTP from the following address:

<http://www.visic.com/aceftp/>

How to use AceFTP in four easy steps:

First Step:

To start an **AceFTP** session double click on the **AceFTP** icon and the following dialog window is displayed:

You then have to supply the following information:

- Name of site,
- Host address,
- User ID,
- Password.

Click on the **OK** button.

To enter parameters for a new connection, click on the **New** button. To remove a site, click on the Delete button. To apply changes to an existing site, click the **Apply** button.

Select the **Additional** tab if you want to specify default directories to be opened when you start a connection. It isn't mandatory to enter the fields found in the **Additional** tab.

Second step:

Hot to upload files to the server

To transfer files to the server, you must start AceFTP and have the main window open. From this window there are two methods you can use to upload files:

- Method 1 : Use the arrow button
- Method 2 : Use Drag & Drop.

METHOD 1 : use the arrow button

You must have established a connection with the server and have the main window open:

To upload your files:

- Be sure you have displayed the correct directories that contain the files you want to transfer.

- Select the file or files.
- Click the **Upload** arrow.

METHOD 2 : DRAG & DROP

You must have established a connection with the server and have the main window open:

To upload your files:

- Be sure you have displayed the correct directories that contain the files you want to transfer.
- With the mouse, click on the files you want to upload.
- Drag and drop the selected files to the host window.

Third Step

To download your files from the server you must have the main window displayed. There are two methods to download files:

- Method 1 : Use the arrow button
- Method 2 : Use Drag & Drop.

Fourth Step:

AceFTP integrates perfectly with **AceExpert HTML editor**. Therefore, you can use the combination of both programs to create your Web pages.

While you are on **AceFTP**'s main window, you can edit a file found in your computer or on the server. To edit a file with **AceExpert** working from **AceFTP**, simply select the desired HTML document and then click the **Edit with** button. Next select **AceExpert**.

Download AceFTP's electronic manual at the following address:

<http://www.visic.com/aceexpert/resources.html>



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GLOSSARY

ATTRIBUTE

A parameter that affects the characteristics of an HTML tag and modifies the results of the command.

BROWSER

Browsers are programs capable of accessing and displaying Web pages. The most popular browsers are those developed by Netscape (Navigator and Communicator) and the one developed by Microsoft (MS Internet Explorer).

CGI

Abbreviation for Common Gateway Interface. This feature allows a program on the server to decode the form data and other input from the user.

CSS

Client Style Sheets

CYBERNAUT

Name given to Internet users, also called Web or Net Surfers.

FILES

The local files (i.e. located in your system)

FORMS

A data entry form in a Web page allows the user to enter information. For example, the user can enter a command or his coordinates. Forms are used to work with CGI programs.

FTP

File Transfer Protocol.

GIF

A graphics file format compressed to reduce its size in kilobytes, customarily used for images with 256 colors.

GOPHER

Gopher protocol.

HOME PAGE

This is the first page on any Web site. Consequently, it is the introduction to any site.

HTML

Abbreviation for Hypertext Markup Language. This is the language used in Web pages. The language is made up of a series of instructions called "[tags](#)". HTML language is built on HTML 1.0, 2.0, 3.x and 4.0 standards.

HTTP

Protocol for transferring hypertext. Abbreviation for Hypertext Transfer Protocol. This is the protocol which allows the

transfer of Web pages between a [browser](#) and a Web server.

HTTP SERVER

Synonym of Web Server.

HYPertext

Hypertext in a document is text that is displayed as underlined. When the user clicks on one of the underlined words, the linked text or page is immediately displayed on the screen. This makes it possible to browse through long documents by going directly to desired sections.

IMAGE MAPS

An image map is an interactive graphic image divided into several sections or zones. Each section refers to a specific Web page that the user can access simply by clicking on a particular section on the graphic.

INTERNET

The world wide matrix for connecting computers using a common protocol, which now constitutes the largest network in the world.

JPEG

Abbreviation for Joint Photographic Experts Group. A graphics file format compressed to reduce its size in kilobytes, customarily used for images containing more than 256 colors.

MAILTO

An address destination.

MARKINGS

Synonym for [tags](#).

MICROSOFT INTERNET EXPLORER

This is the browser developed by Microsoft. AceExpert includes the new HTML enhancements found in MS Explorer. These are referred to as Microsoft Internet Explorer extensions.

NETSCAPE

Browser developed by Netscape Communications. AceExpert includes the new HTML enhancements found in Netscape. These are referred to as Netscape extensions.

NEWS

Usenet News.

NNTP

Net News Transfer Protocols, the standard for the exchange of news.

PIXEL

The smallest point that can be displayed on the screen. An image on a screen is made up of pixels of different colors. The number of pixels that can be displayed depends on the video resolution.

PNG

Abbreviation for Portable Network Graphics. Graphic file format chosen to replace the GIF and TIFF formats. In most cases, the PNG format has a better compression rate than the GIF format (5 to 25% improvement).

SGML

Abbreviation for Standard Generalized Markup Language. HTML language was developed from SGML.

TAG

Commands in HTML are carried out by "tags". A tag consists of a left angle bracket "<", followed by some text, and ends with a right angle bracket ">". The text within the brackets instructs the [browser](#) how to carry out the command.

TELNET

Protocol that uses Telnet.

URL

Abbreviation for Uniform Resource Locator. It's the address system that allows accessing the different Web sites.

VRML

Abbreviation for Virtual Reality Markup Language. It is a programming language used to create Web pages that allow users to view three-dimensional pages.

WAIS

Protocol that allows searching databases across large areas. (Wide Area Information Server Protocol).

WAV

A Windows format for sound files.

WEB PAGES

The World Wide Web was developed using the hypertext principle, and each screen displayed represents a Web page.

WEB SERVER

The server or provider is a computer connected to the Internet that allows its users to reach Web pages through the use of [browsers](#).

WEB SITE

A Web site is the group of pages that are linked by hypertext and located in the same Internet site, usually created by an individual or an organization and referring to a specific subject.

WORLD WIDE WEB

The World Wide Web or simply the Web is the name given to the group of networks that use hypertext to link and access data. A [browser](#) is required to surf the World Wide Web and access Web pages.

WYSIWYG

Abbreviation for **What You See Is What You Get**. Elements created keep their original appearance when displayed.

XML

Abbreviation for Extensible Markup Language. This language describes a class of data objects contained in XML documents which are placed in computers at partially describe the behavior of programs that use these objects.

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AceExpert™ (1996-1998) development by Visicom Media Inc.

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FREQUENTLY ASKED QUESTIONS (FAQ)

- Q1.** I use a microsoft *Intellimouse*. Every time I open a file, AceExpert keeps displaying error messages (Access Violation in module point32.dll). What is the reason for this?
- Q2.** Why is it important to maintain the same directory structure on my hard disk as in my Web site?
- Q3.** I have inserted images, but they do not appear when I display the document. What is the reason for this?
- Q4.** Is there an AceExpert version for Windows 3.1 and MacIntosh?
- Q5.** How can I obtain AceExpert updates?
- Q6.** Why should I convert accentuated characters?
- Q7.** How can I include a counter in my HTML page?
- Q8.** What is the function of the AceExpert project manager?
- Q9.** How can I insert a link in my Web page to my e-mail address so that visitors can send me e-mail?
- Q10.** How can I make a document appear in a specific frame using an external link?
- Q11.** How can I create an external link to a window without frames?
- Q12.** How can I insert a left margin in my document?
- Q13.** How can I insert a background color to text background without changing the document's background color?
- Q14.** How can I upload my HTML documents to my Internet site?
- Q15.** How can I insert a sound file in an HTML document so that it works with both the Netscape and Microsoft Internet Explorer browsers?
- Q16.** How can I receive the data submitted in a form sheet?
- Q17.** How can I insert an internal link in the Javascript **Scrolling List of URL's** ?
- Q18.** What can I do if the message "**Corrupt installation detected**" is displayed on the screen during the installation of the program?

2. **Why is it important to maintain the same directory structure on my hard disk as in my Web site?**

When you insert external links and images in an HTML document, the directories for the (html, gif, jpg) files are saved in the document's HTML code. If the directory structure in your hard disk is different from that in your Internet site, then there will be errors in your document's HTML code. That is why you must always respect the same directory structure.

We recommend that new Web page developers keep all HTML and image files in the same directory. This way, there will be no directories included in the HTML code. If, at a given time, your directory holds too many files, you can create sub-directories within the main directory. It is important that this directory structure remains simple and easy to manage.

A possible alternative is to enable the **Automatic copy of referred files in the current directory** option found under the **Environment** tab in the Options menu, **General Preferences** when you begin working on your page. This option will automatically copy all the referred files in the same directory where the current HTML document is found.



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3. I have inserted images, but they do not appear when I display the document. What is the reason for this?

Most of the time this happens because your image files are not located in the same directory where your HTML document is found. The browser tries to read the files in the current directory while your images are in a different directory. To avoid this problem, place your graphic files in the same directory where your HTML document is saved. If you do so, everything should work properly.



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4. Is there an AceExpert version for Windows 3.1 and Macintosh?

The team that developed AceExpert had to choose a single platform. They chose the Windows 95 platform because it had the most advantages. There will not be a version for Windows 3.1. A version for Macintosh is not planned in the short term. Although we understand the needs of Macintosh and Win 3.1 users, the unbridled evolution of HTML editors force us to concentrate our efforts in the latest developments in Web page creation.



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5. **How can I obtain AceExpert updates?**

All AceExpert v3 registered users can obtain the updates for free by downloading the demo version available in AceExpert's Web site. When you install this version, the software will automatically detect your registration. To find out which is the latest available version, visit the **What's New** section in AceExpert's Web site. To be notified by e-mail when a new version is released, register your name in our mailing list by filling in the form found at the following address: <http://www.visic.com/AceExpert/FormulaireMAJ.html>



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6. **Why should I convert accentuated characters?**

It is important to note that you can enter accentuated characters directly in AceExpert's edit screen. Once your page is ready to be sent to the server you only have to select the **Convert Characters** option in the **Edit** menu. This option will convert all accentuated characters into their equivalent HTML code. The reason why you should convert accentuated characters is that there are still many browsers which do not recognize them in their original form.



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7. **How can I include a counter in my HTML page?**

Many new page creators ask themselves how to insert counters in an HTML page.

To place a counter on your page, you have three alternatives:

1. Use the counter supplied by AceExpert
2. Use the counter supplied by your service provider.
3. Use a counter provided by several sites.
4. Use your own counter.

Use the counter supplied by AceExpert

If you have a registered version of AceExpert 3, you can use the **Hit Counter CGI program** included with the editor. This counter can work only under **WindowsNT server**. For more information on how to use the CGI Hit Counter, go to the **Help** menu and select **Predefined CGI Help**.

Use the counter supplied by your service provider

Some users cannot have a counter on their pages because their account does not include access to CGI. In this case you should call your service provider who can generally indicate how to place a counter in your page. However, the process is different depending on the features supported by your provider.

Usually this is the simplest way to place a counter on your page. However, if you cannot obtain this service from your provider, then you can resort to available counter services.

Use a counter provided by several sites

You can also get a counter from a counter service other than your service provider.

Use your own counter

If you have an account that allows you to use CGI programs, then you can use your own counter. You can look for counters by conducting a search in the Internet.



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8. What is the function of the AceExpert project manager ?

A project serves to manage a set of HTML files. This is achieved by giving the files a common file name. This file will have the .proj extension. The project also allows you to execute certain operations more easily or more quickly on all the HTML files at the same time. For example, when you save the project all the HTML files belonging to it are automatically saved at the same time so that you do not have to save each file individually. Likewise, when you open a project, all the files belonging to it are opened at the same time. The project is also useful when you work with frames. In the Project box (F12), you can select the file which contains the code for the frames as the master file. That way, no matter which document is opened, the master file will always be displayed.



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9. **How can I insert a link in my Web page to my e-mail address so that visitors can send me e-mail?**

Doing this is very simple with AceExpert. Select the desired text and/or image in your document. Next, click on the **External Link** icon found on the **Specialized** toolbar. Click on the radio button titled **mailto**. Next, in the **External Link Reference**, write your e-mail address next to **mailto**. Click **OK**. AceExpert will automatically write the code in your document. The code will be similar to this:

```
<A HREF="mailto:visicom@visic.com">  
<IMG SRC="Image.gif"> Text </A>
```



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10. How can I make a document appear in a specific frame using an external link?

All frames have a name. This name is indicated by the NAME attribute in each <FRAME> tag. Thus, when you want an HTML document to appear in a specific frame, you only have to add the following attribute to your external link: TARGET="FrameName".

Example:

Following is an example of the code for an external link that makes the document "Price.html" appear in the "MainPage" frame:

```
<A HREF="Price.html" TARGET="MainPage"> View price list </A>
```

Following is the code for a document which has two frames. The first frame is called "menu" and contains the "doc1.html" document. The second frame is called "MainPage" and contains the "doc2.html" document. In this example, the code for the external link must be found inside the "doc1.html" document.

```
<FRAMESET COLS="20%,*">  
  <FRAME SRC="doc1.html" NAME="menu">  
  <FRAME SRC="doc2.html" NAME="MainPage">  
</FRAMESET>
```



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11. **How can I create an external link to a window without frames?**

If you have a window with many frames and you would want to link a document to a window without frames when you click on an external link, you must add the following attribute to your external link: TARGET="_top".

Example:

Following is the code for an external link which makes the "doc1.html" document appear in a window without frames.

```
<A HREF="doc1.html" TARGET="_top"> This is Document #1 </A>
```



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12. How can I insert a left margin in my document?

If you want your document's text to have a left margin, you must use a two column table. The first column in your table must be empty. Its width is the left margin. In the second column you place the text and images. The table's border must be zero. Enter BORDER=0 in the <TABLE> command.



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13. **How can I add a color to a text background without changing the document's background color?**

You can do this by using a table. You only have to modify the background color for the table's cells. Use the **Insert Table** command found in AceExpert's **Tables, Frames and Lists** toolbar. It is important to note that this option is only available with the Netscape 3.0 and Microsoft Internet Explorer 3.0 or higher browsers. Finally, the table's border must be zero; you must include the BORDER=0 attribute to the <TABLE> command.

You can also use style sheets. However only browsers version 4 are capable for displaying documents that employ style sheets.



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14. How can I upload my HTML documents to my Internet site?

To send your HTML documents, images and other files from your computer to your Internet server, you must use an FTP (File Transfer Protocol) program. This type of program allows you to transfer files from your hard disk to your Internet server (upload) and vice-versa (download). AceFTP makes transferring files very easy and can be integrated in AceExpert. You can download AceFTP at the following address:

<http://www.visic.com/aceftp/>



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15. **How can I insert a sound file in an HTML document so that it works with the Netscape and Microsoft Internet Explorer browsers?**

To insert a (mid ou wav) sound file, you can use the <EMBED> command which is now supported by most browsers. This command will run the sound file as soon as the user enters the Web page or when he presses a button on the [control panel](#). To insert this command with AceExpert you must choose the **Embedded Module** option in the **Specialized** toolbar.



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16. How can I receive the data submitted in a form sheet?

The data entered in a form will reach you in text form by e-mail. It is usually better to use a CGI program to process the data before it is sent to you. The CGI program can, for example, convert accents or include the questions with the responses. To obtain a CGI program, you must contact your service provider who will explain the procedure you must follow in order to process the data from your form. CGI programs are found usually in the /cgi-bin/ directory of your service provider's server or in your FTP site.

Example:

Following is an example of the HTML code for a form that uses the `mailto.exe` CGI program.

```
<FORM ACTION="/cgi-sh1/mailto.exe" METHOD=POST>
  <INPUT TYPE="hidden" NAME="sendto" VALUE="usager@visic.com">
  <INPUT TYPE="hidden" NAME="server" VALUE="mail.visic.com">
  <INPUT TYPE="hidden" NAME="subject" VALUE="Example of how to use CGI">
  <INPUT TYPE="hidden" NAME="resulturl"
VALUE="http://www.visic.com/thankyou.html">
```

Enter your information:

```
Name: <INPUT TYPE="text" NAME="uname" SIZE=30 MAXLENGTH=30>
Title: <INPUT TYPE="text" NAME="titre" SIZE=30 MAXLENGTH=30>
Company: <INPUT TYPE="text" NAME="company" SIZE=40 MAXLENGTH=40>
E-mail: <INPUT TYPE="text" NAME="email" SIZE=30 MAXLENGTH=30>

  <INPUT TYPE="submit" VALUE="Submit">
  <INPUT TYPE="reset" VALUE="Reset">
</FORM>
```

For more information on how to use the Mailto program, go to the **Help** Menu and select the option **Predefined CGI Help**.

You can also use the "mailto" command. In either case, this command only works with the Netscape browser (not with Explorer). Thus, it is recommended that you use a CGI program.

Example:

```
<FORM ACTION="mailto:anaddress@visic.com" METHOD="post">
  ...
</FORM>
```



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17. how can I insert an internal link in the Javascript Scrolling list of URL's?

To insert an internal link, replace the name of the internal link with the name of the internal link and adding the symbol # before the name of the internal link.

Example:

```
<BODY>
<FORM>
<SELECT NAME="list1" SIZE=1>
<OPTION SELECTED VALUE="">----- MENU -----
<OPTION VALUE="#bottompage">Go to the bottom of the page
</SELECT>
<INPUT TYPE="button" VALUE="OK" onClick="if (form.list1.selectedIndex !=
0) location = form.list1.options[form.list1.selectedIndex].value; else
alert('Choose an item in the menu.')">
```

</FORM>

...

```
<!--internal link for bottom of page -->  
<A NAME="bottompage">Bottom of page</A>  
</BODY>
```

If you want to address an internal link within an external link, insert the external link before the # symbol :

Example:

```
<OPTION VALUE="page1.html#bottompage">bottom of page of the page1.html  
document
```



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18. **What can I do if the message "Corrupt installation detected" is displayed on the screen during the installation of the program?**

This message is displayed when the download of the executable file was not completed successfully (that is, the program was not fully downloaded). To solve the problem, download the program again and re-install it.



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1. **I use a Microsoft Intellimouse. Every time I open a file, AceExpert keeps displaying error messages (Access Violation in module point32.dll). What is the reason for this?**

Everyone who uses a Microsoft Intellimouse must download the most recent driver 2.20 from Microsoft. If you are not using this driver version, AceExpert will continuously display error messages.

To solve the problem, download the driver from the following address :

<http://www.microsoft.com/products/hardware/mouse/driver/intellir.htm>



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LIST OF SHORTCUTS

In AceExpert:

Insert Comment <!-- -->	ALT+CTRL+M
Insert Paragraph <P>	CTRL+P
Insert Line Break 	CTRL+R
Create New Document	CTRL+N
Open Document	CTRL+O
Close Document	CTRL+W
Save Document	CTRL+S
Quit AceExpert	ALT+F4
Open Project	SHIFT+CTRL+O
Close Project	SHIFT+CTRL+W
Save Project	SHIFT+CTRL+S
Search Text for Special Elements	CTRL+F
Repeat Search or Replace	F3
Replace Text and certain Special Elements	CTRL+H
Select Microsoft Internet Explorer browser	SHIFT+CTRL+E
Select Netscape browser	SHIFT+CTRL+N
Repeat last command	CTRL+Y
Cut selected text	CTRL+X
Copy selected text	CTRL+C
Paste text at the insertion point	CTRL+V
Erase selected text	CTRL+DEL
Select all text	CTRL+A
Cancel an instruction	CTRL+Z
Repeat an instruction	SHIFT+CTRL+Z
Apply bold attribute	CTRL+B
Apply underline attribute	CTRL+U
Apply italics attribute	CTRL+I
Change case	SHIFT+F3
Change font	CTRL+D
Insert a hyperlink	CTRL+K
Erase character to the left	BACKSPACE
Erase word to the left	CTRL+ BACKSPACE
Erase character to the right	DEL
Erase word to the right	CTRL+DEL
Apply Heading Style 1	CTRL+SHIFT+1
Apply Heading Style 2	CTRL+SHIFT+2
Apply Heading Style 3	CTRL+SHIFT+3
Apply Heading Style 4	CTRL+SHIFT+4
Apply Heading Style 5	CTRL+SHIFT+5
Apply Heading Style 6	CTRL+SHIFT+6
Center text	CTRL+E
Left-align text	CTRL+SHIFT+G

Right-align text	CTRL+SHIFT+D
Convert special characters	CTRL+M
Return to regular characters	SHIFT+CTRL+M
Insert a quick Image	CTRL+G
Insert a quick external link	SHIFT+CTRL+G
Add new shortcuts for Custom buttons	CTRL+1...10
Help contents or help on a specific command	F1
View/Hide internal browser	F4
Start or refresh internal browser	F10
Start or refresh external browser	SHIFT+F10
Special characters dialog box	F7
HTML tags summary dialog box	F8
JavaScript commands summary dialog box	F9
View/Hide Project Manager window	F12
Change text color	SHIFT+F12

In other Windows and Dialog Boxes:

Switch to next program	ALT+TAB
Switch to previous program	ALT+SHIFT+TAB
Display Windows Start Up Menu	CTRL+ESC
Switch to next document window	CTRL+F6
Switch to previous document window	CTRL+SHIFT+F6
Switch to next tab in a dialog box	CTRL+TAB
Switch to previous tab in a dialog box	CTRL+SHIFT+TAB
Advance to next option or group of options	TAB
Return to previous option or group of options	SHIFT+TAB
Select option or enable/disable checkbox using underlined letter in the option name	ALT+letter
Open a scrolling list area (when the scrolling list is selected)	ALT+DOWN
Execute action indicated by the default button in a dialog box	ENTER
Cancel the command and close the dialog box	ESC

Inside a text area:

Move one character to the left	LEFT
Move one character to the right	RIGHT
Move one word to the left	CTRL+LEFT
Move one word to the right	CTRL+RIGHT
Move one paragraph up	CTRL+UP
Move one paragraph down	CTRL+DOWN
Move one line up	UP
Move one line down	DOWN
Move to the end of a line	END
Move to the beginning of a line	HOME
Move to the top of a screen	ALT+CTRL+PAGE UP
Move to the bottom of a screen	ALT+CTRL+PAGE DOWN

Move to the top of the screen (scroll)	PAGE UP
Move to the bottom of a screen (scroll)	PAGE DOWN
Move to the end of a document	CTRL+END
Move to the beginning of a document	CTRL+HOME
Print a document	SHIFT+CTRL+P
Move to the beginning of an entry	HOME
Move to the end of an entry	END
Move a character to the left or to the right	LEFT/RIGHT
Move the cursor one word to the left or to the right	CTRL+LEFT/RIGHT
Select everything between the insertion point and the beginning of the entry	SHIFT+HOME
Select everything between the insertion point and the end of the entry	SHIFT+END
Select/deselect a character to the left	SHIFT+LEFT
Select/deselect a character to the right	SHIFT+RIGHT
Select/deselect a word to the left	CTRL+SHIFT+LEFT
Select/deselect a word to the right	CTRL+SHIFT+RIGHT

THE STANDARD TOOLBAR



New File



Open File



Save File



Close File



FTP Manager



Show Project Manager



Print



Search



Extended Replace



Cut



Copy



Paste



Undo



Redo



Right Indent



Start the internal browser



Start the external browser



Start the spell checker



Start the HTML syntax checking



[Image browse](#)



[File Manager](#)

ACEEXPERT MENU BAR

Menus:

File

Edit

Project

Syntax

Options

Tabs

Document

Help

Register

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REGISTER MENU

This menu is displayed when the user has not registered the program. Once the user registers, the menu disappears from the menu bar.

HOW TO ORDER

This sub-menu offers different ways and details on how to order the program.

ORDER FORM

This sub-menu bring up an order form for AceExpert. To place your order, print the form and fax it or send it by mail.

ORDER FORM FOR AN UPDATE

This sub-menu brings up an order form to order an update of AceExpert. To make your order, print the form and fax it or send it by mail.

REGISTER ACEEXPERT

With this option you can enter your registration information by indicating your user name and registration number.

FILE MENU

New

Open

Open file from FTP

Close

Close all

Import File

Save

Save as

Save to FTP

Save all

Last files

Print

File Manager

Image browse

Exit

CREATE NEW DOCUMENT

See also

[Menus](#)

You can create a new document (new Web page), a new style sheet document or a new Javascript document.

To create a new document:

1. From the File menu, choose **New File**.

Or

From the **Standard** toolbar, click on the [New File](#) icon. You can also use a shortcut by pressing CTRL + N simultaneously. (Refer to [List of shortcuts](#)).

2. The HTML document is selected by default..
3. Click on the **OK** button

To create a new Javascript document:

1. From the **File** menu, choose **New**.

Or

From the **Standard** toolbar, click on the [New file](#) button. You can also use a shortcut by pressing CTRL + N simultaneously. (Refer to [List of shortcuts](#)).

2. Select **Javascript Document**.
3. Click on the **OK** button.

To create a new style sheet document:

1. From the **File** menu, choose **New**.

Or

From the **Standard** toolbar, click on the [New file](#) button. You can also use a shortcut by pressing CTRL + N simultaneously. (Refer to [List of shortcuts](#)).

2. Select **CSS Document**.
3. Click on the **OK** button.

You can also insert predefined templates that are included with AceExpert. When you select a template, a **New Project Wizard** helps you through the process.

These templates are found in three categories: **Personal**, **Business-Frames** and **Business**.

The **Personal** tab helps you to customize a Web site template.

To insert one of AceExpert's predefined Web site template:

1. In the **Standard** toolbar, click on the button [New File](#).
2. The **New Project** window opens.
3. Click on one of the following tabs: **Personal**, **Business-Frames**, **Business**.
4. The left side of the **New Project** window displays icons representing the different templates included for the chosen category..
5. Click on one of the icons and a preview of the template is displayed on the right side of the window..

For detailed information on how to insert the site templates, click on [20 Web site templates](#) .

To add a custom Web site template:

1. In the **Standard** toolbar, click on the button [New File](#).
2. The dialog window **New Project** opens.
3. Click on the **Custom** tab..
4. Click on the **New** button.
5. Enter a name for your new project in the text box **Template name**. The project will be inserted in the folder: **C:\Program files\ACEEXPERT3\Templates\Custom**
6. Press the **Next** button to move to the following step or press **Previous** to move to the previous step of the process.
7. Press the **Add Files** button to insert the templates files, or press **Add Folder** to add a folder to the template.
8. Press the **Open** button to open the file(s) or folder.
9. Click on the **Next** button.
10. Select a **Main file** that displays a preview in the window.
11. Press the **Finish** button.

NEW FILE icon



SEE ALSO

Open Document

Close Document

Save Document

Save As Document

Save All Open Documents

Print Document

Exit AceExpert

OPEN DOCUMENT

See also [Menus](#)

The **Open** command allows you to open a document saved on disk. The document will be displayed in its own window and its name will be displayed in a tab.

To open an existing document:

1. From the File menu, choose **Open**

Or

From the **Standard** toolbar, click on the [Open File](#) icon. You can also use a shortcut by pressing CTRL + O simultaneously. (Refer to [List of shortcuts](#)).

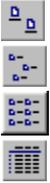
2. Select the file you wish to open: *From the **Look in** drop-down list box, select the appropriate drive. *From the Directories list box, select the appropriate directory. *From the Files of Type drop-down list box, select the appropriate file type. *From the File Name text box, select the desired file.
3. Furthermore, there are a series of options which allow you to manage your files within AceExpert itself. Following is a brief description:



The **Up One Level** icon allows you to move one level up in the file structure.



The **New Folder** icon allows you to create a new folder.



The **Large Icons**, **Small Icons**, **List**, **Details** icons allow you to choose the file display type.



The **Preview** icon allows you to display images.



The **Files** icon displays the file structure, as in Windows File Manager.

The **Text or Property** area lets you specify the object of a search. If the object of your search consists of more than one word, place the words between quotation marks. For example, you can search only those files which include the words **AceExpert HTML Editor** by typing these words in that area.

The **Last Modified** area, allows you search only those files that have been filed in the specified time frame.

The **Search** button allows you to search for a file which meets the criteria which you indicated previously in the **Text or Property** area. The **New Search** button allows you to reset the criteria of the previous search and use the default values for the new search.



The **Icon Library** icon, found to the right of the manager, gives you direct access to AceExpert's Icon Library directory when you insert an image in a document. It does not appear when you open a document, it appears only when you insert a graphics file.

4. Click on the **Open** icon.

You can also open a document from the Windows File Manager (Windows Explorer). To do so, you only have to select the document from the Windows File Manager and drag it to the AceExpert edit window or to the AceExpert icon.

It is also possible to open a document which you have recently closed. In the **Last Files** sub-menu, AceExpert displays a list of the last eight documents you have opened. To open one of these documents, simply select the desired document.

OPEN FILE icon



SEE ALSO

[Create New Document](#)

[Close Document](#)

[Save Document](#)

[Save As Document](#)

[Save All Open Documents](#)

[Print Document](#)

[Exit AceExpert](#)

CLOSE DOCUMENT

See also

[Menus](#)

You can close the current document without exiting AceExpert. If the document has not been saved, or if it has been modified since the last time it was saved, AceExpert will ask you to save it before you exit the program. The small button on the left of the file name tab will appear red if the document has been modified, and the word **Modified** will appear on the status bar at the bottom of the edit screen.

To close a document:

From the File menu, select **Close**,

Or

From the **Standard** toolbar, click on the [Close File](#) icon.

CLOSE FILE icon 

SEE ALSO

[Create New Document](#)

[Open Document](#)

[Save Document](#)

[Save As Document](#)

[Save All Open Documents](#)

[Print Document](#)

[Exit AceExpert](#)

CLOSE ALL

See also

Menus

You can close all open documents at once. If one of the open documents is not saved, or has been modified since the last time it was saved, AceExpert will ask you to save it before you exit the program.

To close all open documents:

From the File menu, select **Close All**.

See also

Close Document

IMPORT FILE

Menus

This command allows you to import a text file (.txt) into your working document. The advantage is that the imported file will be inserted at the exact location you want inside the document you are working on.

SAVE DOCUMENT

See also [Menus](#)

The **Save** command allows you to save the current document to disk. If the document has not been saved before, this option will have the same effect as the [Save As...](#) command.

To save the current document:

From the File menu, select **Save**

or

From the **Standard** toolbar, click on the [Save File](#) icon. You can also use a shortcut by pressing CTRL + S simultaneously. (Refer to [List of shortcuts](#)).

If you wish to save an existing document under another name or in another location, use the [Save As...](#) command.

SAVE FILE icon 

SEE ALSO

[Create New Document](#)

[Open Document](#)

[Close Document](#)

[Save As Document](#)

[Save All Open Documents](#)

[Print Document](#)

[Exit AceExpert](#)

SAVE AS

See also

[Menus](#)

The **Save As...** command allows you to save a new document to disk. This command is also used to save an existing document under another name.

To save a new document to disk or to save a document under another name:

1. From the File menu, select **Save As...**
2. Choose a file name for the document:

From the **Look in** drop-down list box, select the appropriate drive.

From the Directories list box, select the appropriate directory.

From the File Type drop-down list box, select the appropriate file type.

In the File Name text box, type the new name for the file or select an existing file.

When you are finished, click on the **Save** button.

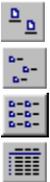
3. Furthermore, there are a series of options which allow you to manage your files within AceExpert itself. Following is a brief description:



The **Up One Level** icon allows you to move one level up in the file structure.



The **New File** icon allows you to create a new file.



The **Large Icons**, **Small Icons**, **List**, **Details** icons allow you to choose the file display type.



The **Preview** icon allows you to display images.



The **Files** icon displays the file structure, as in Windows File Manager.

The **Text or Property** area lets you specify the object of a search. If the object of your search consists of more than one word, place the words between quotation marks. For example, you can search only those files which include the words **AceExpert HTML Editor** by typing these words in that area.

The **Last Modified** area, allows you search only those files that have been saved in the specified time frame.

The **Search** button allows you to search for a file which meets the criteria which you have indicated previously in the **Text or Property** area. The **New Search** button allows you to reset the criteria of the previous search and use the default values for the new search.



The **Icon Library** icon, found to the right of the manager, gives you direct access to AceExpert's Icon Library directory when you insert an image in a document. It does not appear when you open a document, it appears only when you insert a graphics file.

SEE ALSO

[Create New Document](#)

[Open Document](#)

[Close Document](#)

[Save Document](#)

[Save All Open Documents](#)

[Print Document](#)

[Exit AceExpert](#)

SAVE ALL OPEN DOCUMENTS

See also [Menus](#)

The **Save All** command allows you to save all open documents to disk. This command is useful when you are working on many files at the same time.

To save all open documents:

From the File menu, select **Save All**.

If one or more of the open documents has never been saved, this command will have the same effect as the [Save As...](#) option, otherwise, it will have the same effect as the [Save](#) option on files which have been saved before being modified.

SEE ALSO

[Create a New Document](#)

[Open a Document](#)

[Close Document](#)

[Save Document](#)

[Save As Document](#)

[Print Document](#)

[Exit AceExpert](#)

LAST FILES

Menus

It is also possible to open a document which you have recently closed. In the **Last Files** sub-menu, AceExpert displays a list of the last eight documents you opened. To open one of these documents, simply select the desired document.

PRINT DOCUMENT

See also [Menus](#)

This command allows you to print a document on the default printer.

To print a document:

From the File menu, select the **Print** item.

You can also use a shortcut by pressing SHIFT+CTRL+P simultaneously. (Refer to [List of shortcuts](#)).

PRINT icon 

SEE ALSO

[Create New Document](#)

[Open Document](#)

[Close Document](#)

[Save Document](#)

[Save As Document](#)

[Save All Open Documents](#)

[Exit AceExpert](#)

COMPRESS TAGS

Menus

This command is used to remove all empty spaces from your document to render it unreadable. This command is useful if you wish to protect your HTML document from being plagiarized on the Internet.

Following is the procedure to protect your HTML documents from being plagiarized on the Internet:

1. Before sending your documents to the server, use the **Compress Tags** command.
2. Save your documents under another name.
3. Send your documents to the server.

This way, when a visitor uses the **View Source** function on his browser, he will not be able to understand how you have formatted your HTML document.

EXIT ACEEXPERT

See also [Menus](#)

The **Exit** command closes AceExpert and all the open documents. If there are one or more documents which have not been saved since they were last modified, AceExpert will ask you to save them before exiting the program.

To exit AceExpert:

1. From the File menu, select **Exit**

or

You can also use exit AceExpert by clicking on the [Exit](#) button at the top of the screen.

You can also use a shortcut by pressing ALT+F4 simultaneously. (Refer to [List of shortcuts](#)).

EXIT icon 

SEE ALSO

[Create New Document](#)

[Open Document](#)

[Close Document](#)

[Save Document](#)

[Save As Document](#)

[Save All Open Documents](#)

[Print Document](#)

EDIT MENU

Undo

Redo

Repeat Last Command

Cut

Copy

Paste

Clear

Select All

Right Indent

Find

Replace

Find Next

Replace by

Convert Special Characters

Return to Characters

Compress Tags

Clear Tags

Go to line number

UNDO

Menus

This command allows you to reverse the last action. The first time you select this option, the program will reverse the last change you made. If you select this option again, the program will reverse the action before that, and so forth.

To undo the last action:

From the Edit menu, select **Undo**

Or

From the **Standard** toolbar, click on the [Undo](#) icon.

You can also use a shortcut by pressing CTRL+Z simultaneously. (Refer to [List of shortcuts](#)).

UNDO icon



REDO

Menus

This command allows you to redo the last actions you had undone. The first time you select this option, the program will redo the last action you have undone. If you select this option again, the program will redo the next to last option you had undone, and so forth.

To redo the last action you had undone:

From the Edit menu, select **Redo**

Or

From the **Standard** toolbar, click on the [Redo](#) icon.

You can also use a shortcut by pressing SHIFT+CTRL+Z simultaneously. (Refer to [List of shortcuts](#)).

REDO icon 

REPEAT LAST COMMAND

Menus

This command allows you to repeat the last command you have performed:

To repeat the last command:

From the Edit menu, select **Repeat Last Command**.

You can also use a shortcut by pressing CTRL + Y simultaneously. (Refer to [List of shortcuts](#)).

CUT

See also

[Menus](#)

This command is used to remove the selected text or graphics and put them on the Clipboard. Afterwards, the text or the graphics can be reinserted to another location by means of the [Paste](#) command.

To cut text or graphics from a document:

1. Select the text or graphics you wish to remove.
2. From the Edit menu, select **Cut**

Or

From the **Standard** toolbar, click on the [Cut](#) icon.

You can also use a shortcut by pressing CTRL + X simultaneously. (Refer to [List of shortcuts](#)).

CUT icon



SEE ALSO

Copy

Paste

Clear

Select All

COPY

See also

[Menus](#)

This command is used to copy text or graphics from the document and puts them on the Clipboard. Afterwards, the text or the graphics can be reinserted at another location by means of the [Paste](#) command

To copy text or graphics from a document:

1. Select the text or graphics you wish to copy.
2. From the Edit menu, select **Copy**

Or

From the **Standard** toolbar, click on the [Copy](#) icon.

You can also use a shortcut by pressing CTRL + C simultaneously. (Refer to [List of shortcuts](#)).

COPY icon



SEE ALSO

Cut

Paste

Clear

Select All

PASTE

See also

[Menus](#)

This command is used to insert the contents of the Clipboard into the current document. Since the information remains in the Clipboard's memory, you can reuse the **Paste** command many times.

To PASTE text or graphics onto a document:

From the Edit menu, select **Paste**

Or

From the **Standard** toolbar, click on the [Paste](#) icon.

You can also use a shortcut by pressing CTRL + V simultaneously. (Refer to [List of shortcuts](#)).

PASTE icon 

SEE ALSO

Cut

Copy

Clear

Select All

CLEAR

See also

Menus

This command is used to erase text or graphics from a document. It is similar to the Cut command, except that it does not place the contents in the Clipboard.

To erase text or graphics from a document:

1. Select the text or graphics to be erased.
2. From the Edit menu, select **Clear**.

You can also use a shortcut by pressing CTRL + DEL simultaneously. (Refer to List of shortcuts).

SEE ALSO

Cut

Copy

Paste

Select All

SELECT ALL

See also

[Menus](#)

This command is used to select the entire contents of the current document.

To select the entire contents of a document:

From the Edit menu, select **Select All**.

You can also use a shortcut by pressing CTRL + A simultaneously. (Refer to [List of shortcuts](#)).

SEE ALSO

Cut

Copy

Paste

Clear

FIND

See also

[Menus](#)

This command is used to search for specified text inside a document. You can enter one or more words in the **Text to find** box and the program will show you where the first match of characters is found in the document.

To find a sequence of characters inside a document:

1. From the Edit menu, select **Find**

Or

From the **Standard** toolbar, click on the [Find](#) button. You can also use a shortcut by pressing CTRL + F simultaneously. (Refer to [List of shortcuts](#)).

2. Enter the text you are searching for in the **Text to find** dialog box and click on the **Find** button.

The FIND dialog box has the following options:

REPLACE

This button allows you to replace the text found in the document with the character string you indicate in the Text to Replace text box.

REPLACE ALL

This button allows you to replace all occurrences of the text found in the document with the character string you indicate in the **Replace with** box.

FORWARD

This option indicates that the search will begin from the cursor's position to the end of the document. This is the default option for the FIND command.

GLOBALLY

This option indicates that the search will be performed throughout the entire document.

GLOBAL

This option indicates that the search will be performed throughout the entire document.

SELECTION

This option indicates that the search will be performed into the text selected only.

WHOLE WORD ONLY

This option indicates that the search will find whole words only, and not part of a larger word. As an example, if you search for the word **editor** using this option, the program will find all occurrences of the word **editor** in the document, but it will not find the word **editorial**, since it is not identical to the word being searched.

CASE SENSITIVE

This option indicates that the search will find only those occurrences which exactly match the combination of uppercase and lowercase letters of the word being searched. For example, if you search for the word **editor** using this option, the program will find all occurrences of the word **editor**, but it will not find the word **Editor**.

FIND icon



SEE ALSO

Replace

Find Next

REPLACE

See also

[Menus](#)

This command is used to search for text in a document and replace it with another character string. You can enter one or more words in the **Text to find** box and the program will show you where the first match of characters is found in the document. You can then replace them with another string.

To replace a character string in a document:

1. From the edit menu, select **Replace**. You can also use a shortcut by pressing CTRL + H simultaneously. (Refer to [List of shortcuts](#)).
2. Enter the text you are searching for in the **Text to Find** box.
3. Enter the text that is going to replace the text you are searching for in the **Text to Replace** box.
4. Click on the **Replace** button.

The REPLACE dialog box has the following options:

REPLACE ALL

This button allows you to replace all occurrences of the text found in the document with the character string you indicated in the **Replace with** box.

FORWARD

This option indicates that the search will begin from the cursor's position to the end of the document. This is the default option for the FIND command.

GLOBALLY

This option indicates that the search will be performed throughout the entire document.

WHOLE WORD ONLY

This option indicates that the search will find whole words only, and not part of a larger word. As an example, if you search for the word **editor** using this option, the program will find all occurrences of the word **editor** in the document, but it will not find the word **editorial** since it is not identical to the word being searched.

MATCH CASE

This option indicates that the search will find only those occurrences which exactly match the combination of uppercase and lowercase letters of the word being searched. For example, if you search for the word **editor** using this option, the program will find all occurrences of the word **editor** in the document, but it will not find the word **Editor**.

SEE ALSO

Find

Find Next

FIND NEXT

See also

[Menus](#)

This option allows you to repeat automatically the last [search](#) performed. This option allows you to find quickly in your text the word you are searching for.

To find next:

From the Edit menu, select **Find Next**.

You can also use a shortcut by pressing the F3 key. (Refer to [List of shortcuts](#)).

SEE ALSO

Search

Replace

CONVERT CHARACTERS

Menus

This option is used to convert special characters (é, à, î, etc.) in your document into HTML code. This way, you are assured that all browsers will be able to read these characters. Any text entered as comments will be ignored by the conversion.

To convert special characters in your document:

- From the Edit menu, select **Convert Characters**
- **Convert characters** dialog box will appear
- In **Display at**, specify one of these options: **Current File**, **specified Files**, **All Project Files** or **In the specified directory**
- Press the **Add** button if you chose the option **Specified Files** and select the files where you want to run the conversion

Or

Press the **Browse** button if you chose the **Conversion in directories** and select the directory

- Click on **Start** button to start the conversion. The program will replace all special characters with their corresponding HTML code.

Example:

```
é=&eacute;  
à=&agrave;  
î=&icirc;
```

To stop the conversion, press **Stop** button.

RETURN TO CHARACTERS

Menus

This option is used to convert those characters in HTML code in your document to special characters. In other words, this command performs the opposite function of the **Convert Characters** command.

To convert characters in HTML code into special characters:

- From the Edit menu, select **Return to Characters**
- **Convert characters** dialog box will appear
- In **Display at**, specify one of these options: **Current File**, **specified Files**, **All Project Files** or **In the specified directory**
- Press the **Add** button if you chose the option **Specified Files** and select the files where you want to run the conversion

Or

Press the **Browse** button if you chose the **Conversion in directories** and select the directory

Click on **Start** button to start the conversion. The program will convert the characters in HTML code into special characters.

Example:

é= é

à= à

î= î

To stop the conversion, press **Stop** button.

PROJECT MENU

This menu allows you to manage a group of HTML files that are part of the same project.

Add File To Project

Remove File From Project

New Project

Open Project

Close Project

Save Project

Save Project As

Open All Project Files

Last Projects

Show/Hide Project Manager

SHOW PROJECT MANAGER

To create several HTML documents all part of the same project, it is recommended that you create a project. The **Show Project Manager** command opens the **Project Manager** window over the edit window. The window contains five buttons:

The following are the buttons contained in the project's toolbar and the possible options:



[Create a new project](#)



[Open project](#)



[Save project](#)



[Close project](#)



[Show Project Manager](#)

To close the project window, click on the **X** button found on the upper right corner of the **Project** bar.

ADD FILE TO PROJECT

Menus

This option used to add an HTML file to a project. From the menu **Project** select **Add File to Project**, or select **Show/Hide Project Manager** and click on the  icon.

You can also add a file to a project by using Windows File Manager (Windows Explorer). Simply click the file in the Explorer window and drag and drop it in AceExpert's Project Manager window.

REMOVE FILE FROM PROJECT

Menus

With this option you can remove an HTML file from a project. From the **Project** menu, select **Remove File From Project** or from **Project Manager** highlight the file you want to remove and then click on the  icon.

NEW PROJECT

Menus

This option allows you to create a new project.

To create a new project:

From the PROJECT menu, choose **New Project**,

Or

From the **standard** toolbar, click on the [New Project](#) icon.

The **Project Manager** window will appear on the screen. These are the options available on this window:



Main file: specifies the project's main file that will be displayed when you launch the browser. The main file is usually linked to the other HTML files in the project and refers to them. It is usually the file containing all the frames.



Remove File(s) from the Project: used to remove one or more HTML files from the project.



Open File(s): used to open one or more project files.



Add File(s) to the Project: used to add more HTML files to the project.



Open All Project Files: used to open all the project files at the same time.



used to view the project files and their names in different ways.



used to view certain details of the project files.

NEW PROJECT icon



OPEN PROJECT

Menus

This command allows you to open a project saved to disk. When you select it, the **Project Manager** window will appear on the screen. On the window you will view all the HTML files that belong to the open project.

To open an existing project:

1. From the Project Menu, select **Open Project**,

or

From the **standard** toolbar, click on the [Open Project](#) icon.
2. Select the project you want to open. Project files have the extension **.proj**.
3. Press the OPEN button.

The **Project Manager** window will appear on the screen. You will see in this window all the files that belong to the open project. These are the options available:



Main file: specifies the project's main file that will be displayed when you launch the browser. The main file is usually linked to the other HTML files in the project and refers to them. It is usually the file containing all the frames.



Add File(s) To The Project: used to add more HTML files to the project.



Remove File(s) From The Project: used to remove one or more HTML files from the project.



Open File(s): used to open one more HTML files and edit them. You can also open an HTML file simply by dragging and dropping it on the edit screen.



used to view the project files and their names in different ways.



used to view certain details of the project files.

OPEN PROJECT icon 

OPEN ALL PROJECT FILES

Menus

This command allows opening all the HTML files that belong to the same project.

To open all the HTML files of an existing project:

1. From the Project Menu, select **Open All Project Files**.
2. Select the project you want to open. Project files have the extension **.proj**.
3. Press the OPEN button.

LAST PROJECTS

This option allows opening a project that was recently used. AceExpert keeps a list of the last four projects used under the menu option **Last Projects**. To open one of these projects, simply select it from the list.

SAVE PROJECT

Menus

This command allows you to save your project as well as the HTML files. If the project had not been saved previously, this option works the same as the **Save Project As** option.

To save your project:

From the **Project** menu, select **Save Project**,

Or

From the **standard** toolbar, click on the Select the [Save Project](#) icon.

If you wish to save an existing project under a different name or to save it to a different location, use the option [Save The Project As](#).

SAVE PROJECT icon



SAVE PROJECT AS

Menus

The **Save Project As** command allows you to save to disk a project for the first time. It is also used to save an existing project under a different name.

To save a new project or save it under a different project name:

1. From the **Project** menu, select the option **Save Project As**.
2. Specify a name for the project.

CLOSE PROJECT

Menus

This command allows you to close the Project Manager without exiting AceExpert. If the project has not been saved or if it has been modified since the last time it was saved, AceExpert will remind you to save it before you close it.

To close a project:

From the **Project** menu, select the option **Close Project**

Or

From the **standard** toolbar, click on the [Close Project](#) icon.

CLOSE PROJECT icon



SHOW/HIDE PROJECT MANAGER

Menus

This commands allows opening or hiding the **Project Manager** window. You can also use a shortcut by pressing F12 (Refer to [List of shortcuts](#)).

HELP

Menus

This command brings up the Table of Contents of the general help file.

To bring up the general help file:

You can use a shortcut by pressing **F1** (Refer to [List of shortcuts](#)). If you want details on a specific HTML command, place the pointer on the HTML tag and press **CTRL+F1**.

OPTIONS MENU

General Preferences

Editor Preferences

Configure Standard Toolbars

Configure Tabs Toolbars

Display Code Explorer

Display Status Bar

Display Tools Bar

Display Margins Bar

Display Word Wrap

Display Special Characters Bar

Display Internal Browser

Netscape

Microsoft Explorer

Start External Browser

Start Internal Browser

Start Ace FTP

Start Spell Checking

GENERAL PREFERENCES

Menus

The **General Preferences** option has five tabs. The first is **General** and it allows specifying the directory for the default external browser. The second tab, **Environment** is used to specify different options within AceExpert, options such as displaying bars, the editing screen and files. The third tab, **Spelling** offers different options to run a spell check. The fourth tab, **Syntax Checking** has different options to check a document's HTML syntax. And lastly, the fifth tab **Extensions** allows you to specify the type of extensions for different documents. The extensions can be specified for HTML documents, Javascript/Jscript files, CSS files (style sheets) and TXT files. Files are displayed in different colors according to the type of extension.

The General tab (external browser):

In the **Search on disk** text box, select the drive where your external browser is located. By default this is drive C.

From the menu **Automatic Browser Search**, select the external browser you want to use to view your HTML documents.

You can also search for the browser on your hard disk. If you select **Netscape**, the program will look for the file netscape.exe. On the other hand, if you select **Microsoft Internet Explorer** the program will look for the file explorer.exe.

Once the search has begun, you will see a window appear in the bottom half of the screen. The program displays in this window the browser it finds. If you click twice on it, the program inserts the access path to said browser in the corresponding text box.

The Environment tab:

Bar Options:

The bars in the Edit menu can be displayed or hidden. When you click on one of them and remove the checkmark, the bar automatically disappears from the screen.

Display Code Explorer

This window is displayed to the left of the edit window. It displays the links, the image source and other sources, the Java code as well as the Javascripts and VBScripts contained in the HTML document.

Icon bar

This is the bar that contains commands and the separating tabs.

Display Status Bar

This is the bar that appears at the bottom of the screen. It indicates the document status.

Display special characters bar

This bar is found on top of the edit window. This bar displays the special characters.

Display Internal Browser

This is AceExpert's internal browser. If you checkmark this option, it will be launched every time you open the program.

Editor options:

If you place a checkmark on the box **Display tip of the day at startup**, every time you start the program, you will get a message with a tip.

If you place a checkmark on the box **Display the prolog identifier**, every time you create a new document, the first line of the document identifying the HTML version used in the page will appear.

If you place a checkmark on the box **Display the AceExpert header comments**, every time you create a new document, the five lines below the **Identifier prolog**, identifying among all the creation date and the date of last modification of the page will appear.

Tags in uppercase

If checked, the tags are inserted in uppercase in the edit window.

ISO8859-1 characters conversion

Allows conversion of special characters as per the standard ISO8859-1. Please note that this standard is not supported by Netscape 4 and higher.

Internal browser options:

If you select **Internet Explorer Viewer**, the internal browser used will be MS Internet Explorer version 4 or higher. You can only select this option if you have one of these versions of **MS Internet Explorer** installed.

You can use AceExpert's internal browser by selecting **the Internet Explorer Viewer** option. It is recommended that you use this option only if you have installed version 4 or higher of **Microsoft Internet Explorer**.

You can use AceExpert's internal viewer by selecting the option **AceExpert Viewer**. You should only use this option if you do not have a version of MS Internet Explorer.

The option **Display graphic images** indicate whether graphic images will be displayed in the internal browser.

Miscellaneous Options:

If you place a checkmark in the **Maximize browser at startup** box, then your browser will always be opened in full screen size when you launch it.

If you place a checkmark in the **Keep last directory used** box, then the last directory used in the dialog Open or Save will appear when you open or save a document.

File Options:

You can create a backup file with the extension .bak for each document you save. To do this, place a checkmark on the box **Create an HTML backup copy**.

The checkbox **Save the HTML file to see the changes in the browser** is checked by default. It instructs AceExpert to ask you when you launch your browser if you wish to save your document. If you remove the checkmark, you can view the last changes you have made to your document without having to save it first.

You can also checkmark the option **Automatic copy of referred files directly in the current directory**. This last option copies the files referred to in links to the current directory of your document, thus preventing relative access paths.

The Spelling tab:

LANGUAGE

In the text box **Languages**, indicate which language to use when running the spelling check on your HTML documents.

CUSTOM DICTIONARY

If checked, the program will activate the custom dictionary specified.

IGNORE ALL CAPS

If checked, the program does not distinguish between upper and lower case while running the spell check.

IGNORE ROMAN NUMERALS

If checked, the program ignores Roman numerals while running the spell check.

IGNORE MIXED DIGITS

If checked, the program ignores words with letters and numbers while running the spell check.

FIND EXTRA SPACES

If checked, the spell checking program will find words with extra spaces.

FIND UNCAPPED SENTENCES

If checked, the spell checking program will find sentences that start with lower case.

FIND MISSING SPACES

If checked, the spell checking program will find missing spaces.

FIND REPEATED WORDS

If checked, the spell checking program will find repeated words in the document.

FIND SPACE BEFORE PUNCTUATION

If checked, the spell checking program will find spaces placed before punctuation marks

FIND SPACE AFTER PUNCTUATION

If checked, the spell checking program will find spaces placed after punctuation marks.

The Syntax Checking tab :

Options on the warning messages:

MAXIMUM NUMBER OF WARNINGS

Indicates the maximum number of warnings in the message window during the HTML verification. When this number is reached, HTML verification is halted.

ATTRIBUTES INTEGRITY

If this box is checked, the program will display a message on the attributes integrity if an error is detected.. By default this option is checked

OPTIONAL END TAG WITHOUT START TAG

A warning is displayed in the message window if, during verification, the program detects that an end tag was used without the start tag. By default this option is checked.

UNKNOWN START TAG

A warning is displayed in the message window if, during verification, the program detects a start tag that is not found in the HTML reference file specified by the syntax editor. By default this option is checked.

OPTIONAL END TAG NOT FOUND

If you use a tag without an end tag that is not mandatory, a warning is displayed. For example, if this option is checked and you use the <P> tag and you don't include the </P> end tag, a warning is displayed. By default this option is not checked.

DEAD LINKS

If you use a link in a document that refers to a non-existing destination, a warning is displayed. By default this option is checked.

UNKNOWN END TAG

If you use an end tag that is not found in the HTML reference file of the syntax editor, a warning is displayed. By default this option is checked.

Options on warning messages:

MAXIMUM NUMBER OF ERRORS

Indicates the maximum number of errors during the HTML verification. Once this number is reached, the verification is halted.

TAGS NOT ALLOWED

A tag not allowed is one that does not follow the rules found in the HTML syntax editor. For example, a <META> tag inserted outside the <HEAD> tags. By default this option is checked.

REQUIRED ATTRIBUTE ABSENT

If a tag's mandatory attribute is absent, an error warning will be displayed. For example, if the <HREF> attribute to a link is absent. By default this option is checked.

END TAG WITHOUT START TAG

If the program detects that an end tag was used without the start tag, an error message will be displayed. By default this option is checked.

REQUIRED END TAG NOT FOUND

If you do not insert a required end tag, an error message will be displayed. By default this option is checked.

ILLEGAL SYMBOL WITHIN TAG

If you use an illegal symbol, such as "&" within a tag, an error message will be displayed because this symbol is not acceptable within tags. By default this option is checked.

TAG BRACKET NOT FOUND

Tags are enclosed in brackets < and >. If a bracket is missing, an error message will be displayed. By default this option is checked.

ATTRIBUTES IN END TAG ARE NOT ALLOWED

Usually end tags do not contain attributes. If you enter an attribute in an end tag, an error message will be displayed. By default this option is checked.

DUPLICATE INTERNAL LINK

If you use two internal links with the same name, an error message will be displayed. By default this option is checked.

The Extensions tab:

From the **Type of document** box you can select the type of document. The different types of document available are: html, Javascript/Jscript, css and txt.

The text box **List of extensions** contain the list of extensions of documents that will be assigned to the selected document. For example, .html et .htm extensions are associated with the document type HTML.

In the text box **New extension**, enter a new extension and insert it for the type of document selected.

The **Delete** button erases the extension that you select from the box **List of extensions**.

The **Add** button adds a new extension in the **List of extensions** for the type of document selected.

In the text box **Default visible extensions**, specify the default extensions of files visible in the Open and Save dialogs.

START INTERNAL BROWSER

Menus

With this command you can launch the internal browser (the one included with AceExpert) and/or refresh the results of your HTML document. If the internal browser is already open, then the command simply refreshes the results of changes made to the HTML document.

By default, AceExpert's internal browser is installed. The browser supports HTML 3.0 code and part of the HTML 3.2 code.

With AceExpert you can choose Microsoft Internet Explorer to replace the internal browser. In any case, to ensure good performance, it is necessary to have installed previously Microsoft Internet Explorer 4 or higher in your system

To start the internal browser:

1. From the **standard** toolbar, click on [Start Internal Browser](#) icon. You can also use a shortcut by pressing F10 (Refer to [List of shortcuts](#)).

If the internal browser is already opened, press the [Refresh](#) button to refresh the results of your HTML document in the browser.

START INTERNAL BROWSER icon 

START EXTERNAL BROWSER

Menus

This command launches the [external browser](#) in order to view the results of your document in the Netscape or MS Explorer browser.

To start the external browser:

From the **standard** toolbar, click on the [Start the External Browser](#). You can also use a shortcut by pressing SHIFT+F10 (Refer to [List of shortcuts](#)).

If you have not saved your document, AceExpert will instruct you to save it before starting the browser.

If no browser is running in the background, AceExpert will ask you to start it.

If the access path to the browser has not been identified or is incorrect, the **General Preferences** window will be displayed. You can now indicate the correct access path to the browser.

If you click on  button, placed on the right of [Start the External Browser](#), you can select either Netscape or MS Explorer browser in order to view the results of your document.

START EXTERNAL BROWSER icon



FILE MANAGER

AceExpert's File Manager allows you to work with your files in the same way Windows Explorer file management system does. Besides, it has certain program-related functions that make file management easy. The main characteristics of the File Manager are the following:

1. It displays your system's directory structure.
2. You can copy or move folders and/or documents with the help of the context menu or by dragging and dropping.
3. You can view directly in the program the contents of the selected file; this is particularly useful when dealing with HTML documents, images and sounds.
4. It displays information on the size of files and the date they were last modified.
5. You can conduct searches for files according to selected criteria.
6. You can view the files displayed either as small or large icons, a simple list or as a detailed list.
7. You can view the items on your desktop.

To open the File Manager:

Click on the [File Manager](#) icon located on the top right corner of AceExpert's **Standard** toolbar,

or

Click on the File Menu and select **Open** (CTRL+O).

There are several options that allow you to manage your files within AceExpert itself. A brief description follows:



The **Up One Level** button allows you to move one level up in the file structure.



The **View Desktop** button displays the different items found on the desktop.



The **Create New Folder** button allows you to create a new folder.



The **Large Icons**, **Small icons**, **List** and **Details** buttons allow you to view the files in different ways.



The **Preview** button lets you preview images.



The **Files** button lets you view the file hierarchy, exactly as you would view them in Window's Explorer.

The box **text or property** allows you to specify an object you want to search for. If the object is made up of more than one word, enter the words between quotation marks. For example, you can type **HTML AceExpert Editor** and conduct your search only in those files that contain these words.

The box **last modified** allows searching for files created in the time frame specified.

The **Search** button searches for a file that meets the criteria you have specified in the "text or property" box. The "New search" button clears the previous search criteria and uses the new default values to conduct the search.

The **Browse Images** button displays all the bmp, gif and jpg format images found in any directory in your hard disk. This command is very useful in order to verify if the images you are using in your Web pages are placed on the correct directory in your had disk.

With the **Insert link** button you can insert an external link in your document that makes reference to the selected document in the File Manager window.

With the **Insert image** button you can insert in your document an image selected in the File Manager window.



The **Icon Library** icon, found to the right of the manager, gives you direct access to AceExpert's Icon Library directory when you insert an image in a document. It does not appear when you open a document, it appears only when you insert a graphics file.

The **Icon Library** icon only appears on the File Manager window if you have installed the icon library containing 2500 images. You can download the icon library from the following address:

<http://www.visic.com/aceexpert/iconbank.html>

FILE MANAGER icon 

DISPLAY

Menus

You can choose to display or not the different bars used in the edit screen. If you remove the checkmark before a bar, the bar automatically disappears.

Display Code Explorer

This window is displayed to the left of the edit window. It displays the links, the image source and other sources, the Java code as well as the Javascripts and VBScripts contained in the HTML document.

Status Bar

This is the bar that appears at the bottom of the screen. This bar indicates the document status.

Tabs Toolbars

This bar contains several tabs which in turn have different options.

Margins Bar

These are two vertical bars that create margins on both the right and left side of the edit window. The left bar is fixed and can be adjusted selecting the **Options** tab in the **Editor Preferences** menu, by inserting a value. The right bar can be adjusted by placing the mouse pointer over the bar and while keeping the left mouse button pressed, moving the mouse to the desired position.

Word Wrap

This is a vertical bar that creates right margin in edit Window. The bar can be adjusted by placing the mouse pointer over the bar and while keeping the left mouse button pressed, moving the mouse to the desired position.

Display special characters bar

This bar is found on top of the edit window. This bar displays the special characters.

Internal Browser:

This is AceExpert's internal browser that allows you displaying your documents without using an external browser.

MICROSOFT EXPLORER

Menus

If you choose this option, this will be your default external browser.

NETSCAPE

Menus

If you choose this option, this will be your default external browser.

MAGNIFYING GLASS icon



TABS MENU

The Tabs menu contains the different options found on the toolbars.

There are nine types of tabs on the toolbar:

Common

Specialized

Tables, Frames and Lists

Forms

Extensions

Java

Javascript

DHTML

Custom

HELP MENU

Help Contents

This option gives you access to the Table of Contents of AceExpert's Help Files.

HTML Reference

Allows you to access HTML references containing all the HTML 3.0 commands, the extensions in both Netscape and Microsoft Explorer as well as many examples.

Javascript Reference

Allows you to access to JavaScript references containing all the commands found in JavaScript 1.1 as well as many examples.

Predefined Applets Help

Allows you to access information on the predefined applets included with AceExpert, including Form and Java Banner.

Predefined CGI Help

Allows you to access information on CGI programs, particularly the use and installation of the following two programs:

- Mailto : to handle form contents and
- Hit Counter : to insert a counter on an HTML page.

What is this?

When you click on this option, the pointer changes to a pointer with a question mark. When you place this pointer over a command, a window is displayed giving you information on the selected command.

DHTML Tutorial

The DHTML tutorial allows you to discover and approach new techniques for Web page design in order to make them more attractive, interactive and dynamic. It is intended for all Web page creators. This tutorial must be downloaded.

JavaScript Tutorial

Allows you to start the JavaScript tutorial. This tutorial must be downloaded.

Tip Of The Day

Allows you to access all the Tips of the day.

Visicom on the Web

Allows you to visit our Web site.

About...

Supplies information on the developers of AceExpert.

THE COMMON TOOLBAR



Font



Heading Styles



Align right



Center



Align left



Justify



Bold



Italic



Underline



Preformatted



Block Quotation



Line Break



Paragraph



Comment



Font Color

FONT

With this option you can change the characteristics of the [font](#) , as well as the type of font, it's size, color and certain other attributes.

To modify the font in your document:

1. Select the font that you wish to modify.
2. In the **Common** toolbar, select the [Font Color](#) icon.
3. Change the size, the color and type of font and then click on OK.

To change the font size:

Change the selected value in the option box **Size**. The default value is 3. This option inserts the attribute SIZE in the FONT command.

Example:

```
<FONT SIZE=Value> Text </FONT>
```

You can also change the font size by selecting the text and click on  button, placed on the right of [Font Color](#) icon. A submenu will open and you can choose the font size desired.

To modify the font color:

Click on the [Color](#) icon and select a color. The color selected will appear on the button. The default color is black.

Changing the color inserts the attribute COLOR in the FONT command.

Example:

```
<FONT COLOR=value> Text </FONT>
```

To select a font type:

The font options available is only supported by  Microsoft Internet Explorer and

 Netscape 3.0. In the **Available fonts** window, you can select a font. In case the user's operating system does not support the font you have chosen, you can choose several fonts to ensure one of them is supported. You can select several fonts by selecting each font and then pressing the **Add** button (or erase a selected font by pressing the **Erase** button). The arrows allow you to scroll through the list of fonts you have selected. Once you are satisfied with your selection, press the OK button.

Example:

```
<FONT FACE="Arial,Courier New,Fixedsys"> Text </FONT>
```

Additional font attributes:

Click on the tab **Possible Attributes** in the Font window to select additional properties. These properties only make slight changes to the font. The options with the  icon indicate that they are only Microsoft Internet Explorer extensions, while those with the  icon indicate that they are only Microsoft Internet Explorer extensions, while those with the 

 icon indicate they are only Netscape extensions.

COLOR icon



FONT icon 

HEADING STYLE

<H1> <H2> <H3> <H4> <H5> <H6>

This command is used to assign H1, H2, H3, H4, H5 or H6 heading styles to text. The first heading (H1) formats text in a larger font and/or darker than normal text, while the sixth heading type (H6) is the smallest. With any of these tags, the titles or headings are automatically placed on a line of their own within the document.

To make text into a title or heading:

1. Select the text in your document that you want to assign a Heading Style.
2. From the **Common** toolbar, select the [Heading Style](#) icon.
3. From the submenu that is displayed, choose Heading Style.

The text selected will appear between the <H1> and </H1> or <H2> and </H2> or ... <H6> and </H6> tags.

HEADING STYLE icon 

ALIGN RIGHT

This option aligns text to the right side of the document.

To align text to the right:

1. Select the text in the document you want to align to the right.
2. On the **Common** toolbar, click on the [Align right](#) icon.

The selected text will be inserted between the tags `<DIV ALIGN="right">` and `</DIV>`

ALIGN RIGHT icon



CENTER <DIV ALIGN="CENTER">

See also

This option centers text in the document.

To center text:

1. Select the text in the document you want to center.
2. On the **Common** toolbar, click on the [Center](#) icon.

The selected text will be inserted between the tags `<DIV ALIGN="center">` and `</DIV>`

CENTER icon 

ALIGN LEFT

This option aligns text to the left side of the document.

To align text to the left:

1. Select the text in the document you want to align to the left.
2. In the **Common** toolbar, click on the [Align left](#) icon.

The selected text will be inserted between the tags `<DIV ALIGN="left">` and `</DIV>`

ALIGN LEFT icon



BOLD ``

See also

This option specifies that the text enclosed in the `` tags will be displayed in bold.

To make text bold:

1. Select the text in the document you want to display in bold
2. On the **Common** toolbar, click on the [Bold](#) icon.

The selected text will be inserted between the tags `` and ``.

BOLD icon 

See also

Italic

Underlined

ITALIC <I>

See also

This option specifies the text that will be displayed in italics.

To make text appear in italics:

1. Select the text in the document you want to display in italics
2. On the **Common** toolbar, click on the [Italic](#) icon.

The selected text will be inserted between the tags <I> and </I>.

ITALIC icon



See also

Bold

Underlined

UNDERLINE **<U>**

See also

This option specifies the text that will be underlined (if the browser supports this option).

To underline text:

1. Select the text in the document you want underlined
2. On the **Common** toolbar, click on the [Underline](#) icon.

The selected text will be inserted between the tags `<U>` and `</U>`.

UNDERLINE icon 

See also

Gras

Italic

BLINKING **<BLINK>**

This option makes text blink.

To insert text that blinks in your document:

1. Select the text that you want to display blinking.
2. On the **Common** toolbar, click on the [Blinking](#) icon.

The selected text will be inserted between the tags `<BLINK>` and `</BLINK>`.

BLINKING icon



STRIKETHROUGH

<STRIKE>

This option specifies the text that will have a line through it or strikethrough.

To insert text with strikethrough in your document:

1. Select the text in the document you want to display with strikethrough.
2. On the **Common** toolbar, click on the [Strike](#) icon.

The selected text will be inserted between the tags <STRIKE> and </STRIKE>.

STRIKE icon



PREFORMATTED <PRE>

Displays text in fixed-width type without collapsing spaces. Spaces, new lines and tabulation are interpreted as in a text editor. Avoid using other HTML commands within sections defined by PRE.

To insert preformatted text in your document:

1. Select the text in the document you want preformatted.
2. On the **Common** toolbar, click on the [Preformatted](#) icon.

The selected text will be inserted between the tags <PRE> and </PRE>.

If you click on  button, placed on the right of [Preformatted](#) icon, a submenu will open and you can choose the number of maximum characters per line. The default value is 80 columns. If you select a value of 40 or 132, the WIDTH attribute will be inserted in the PRE command.

Example:

```
<PRE WIDTH=40 or 132> text </PRE>
```

PREFORMATTED icon



BLOCKQUOTE <BLOCKQUOTE>

This command is used to set apart quotations in text by inserting indents both on the right and left margins.

To insert a block of quotation in your document:

1. Select the text you want to display as a block of quotation.
2. On the **Common** toolbar, click on the [Block Quotation](#) icon.

The selected text will be inserted between the tags <BLOCKQUOTE> and </BLOCKQUOTE>.

BLOCK QUOTATION icon 

See also

[Line Break](#)

[Paragraph](#)

LINE BREAK

See also

This command inserts a line break in your document.

To insert a line break in your document:

1. Place the cursor in the desired position in your document.
2. On the **Common** toolbar, click on the [Line break](#) icon. You can also use a shortcut by simultaneously pressing CTRL-R (Refer to [List of shortcuts](#)).

The program adds the command
 to the document.

If you click on  button, placed on the right of [Line break](#) icon, a submenu will open and you can choose the type of line break desired.

If you select the option **Immediately after the image**, the program inserts the
 command in your document. This is the default option.

If you select the option **At the next full right margin**, the CLEAR attribute is inserted in the
 command. In this case, the CLEAR attribute takes the value "RIGHT". This aligns text to the right of an image.

Example:

```
<BR CLEAR="right">
```

If you select the option **At the next full left margin**, the CLEAR attribute is inserted in the
 command. In this case, the CLEAR attribute takes the value "LEFT". This aligns text to the left of an image.

Example:

```
<BR CLEAR="left">
```

If you select the option **At the next full left and right margins**, the CLEAR attribute is inserted in the
 command. In this case, the CLEAR attribute takes the value "ALL". This aligns text to the left and right of an image.

Example:

```
<BR CLEAR="ALL">
```

Before you select **Turn off line breaking**, you must select the set of words you want inserted between the <NOBR> and </NOBR> tags. Whenever you use this command in your documents, it prevents text enclosed between the tags from wrapping to fit the screen, and it is displayed as one long line.

Example:

```
<NOBR>text that will not wrap to fit the screen </NOBR>
```

LINE BREAK icon



See also

[Center](#)

[Paragraph](#)

PARAGRAPH <P>

See also

This command inserts a paragraph in your document.

To insert a paragraph in your document:

1. Place the cursor in the desired position in your document.
2. On the **Common** toolbar, click on the [Paragraph](#) icon. You can also use a shortcut by simultaneously pressing CTRL + P (Refer to [List of shortcuts](#)).

The program adds the command <P> to the document.

If you click on  button, placed on the right of [Paragraph](#) icon, a submenu will open and you can choose the type of paragraph desired.

If you select the option **To the left (default)**, the program inserts the <P> command in your document. This is the default option.

If you select the option **To the left (forced)**, the attribute ALIGN will be inserted in the <P> command. In this case, ALIGN will take the value "LEFT". This forces text to be aligned to the left. This option only works with Netscape.

Example:

```
<P ALIGN="left">
```

If you select the option **In the center**, the attribute ALIGN will be inserted in the <P> command. In this case, ALIGN will take the value "CENTER". This attribute centers text.

Example:

```
<P ALIGN="center">
```

If you select the option **To the right**, the attribute ALIGN will be inserted in the <P> command. In this case, ALIGN will take the value "RIGHT". This aligns text to the right.

Example:

```
<P ALIGN="right">
```

PARAGRAPH icon 

See also

[Center](#)

[Line Break](#)

COMMENT <!-- ... -->

This command inserts comment tags in your document. These tags are <!-- and -->. Comments are not displayed by the browser.

To insert comments in your document:

1. Insert the text in your document that you want to place as a comment.
2. Select the text.
3. On the **Common** toolbar, click on the [Comment](#) icon.

The selected text will be inserted between the tags <!-- and -->.

COMMENT icon 

COLOR ICON

This useful button allows you to insert the hexadecimal value of the color you wish to use. For example, you can change the color of the attributes of the BODY, FONT, BASEFONT, HR or TABLE commands.

To change the color of command attribute in your document:

1. Select the hexadecimal value you want to change.
2. In the **Common** toolbar, click on the [Color](#) icon.
3. Select a color.
4. Click on the OK button.

The program will replace the previous value with the one you selected.

Example:

```
<FONT COLOR=#FF0000> text </FONT>
```

Text will be rendered in red.

COLOR icon 

THE SPECIALIZED TOOLBAR



[Document Meta Properties](#)



Document Body



Insert Image



Insert Image Map



External link



Internal Link



Horizontal Line



[Style Sheets](#)



Embedded Module



[Document Header Properties](#)



Special Characters



HTML Tags Summary

IMAGE

This command inserts an image in your document.

To insert an image in your document:

1. Place the cursor in the desired position to insert an image.
2. On the **Specialized** toolbar, click on the [Image](#) icon.
3. In the text box **Source**, indicate the access path and the name of the image. The image must be in GIF or JPG format.

You can also look for the image by clicking on the [Browse](#) button located to the right of the text box. This opens the window [Open a graphic file](#).

In this window you can preview the image you have chosen.

4. Click on the OK button.

The following command is inserted in your document:

```
<IMG SRC="access path and filename" BORDER=0 WIDTH=Value HEIGHT=Value>
```

Options of the IMAGE command:

You can add several attributes to the command ``

The text box Alternative text:

Used to write a name or description for the image. This image appears in place of the image if the browser is unable to display the image or if the transfer is interrupted. This option inserts the attribute ALT in the command.

The text box Name:

Used to assign a name to the image. This name is useful when working with JavaScripts. This option inserts the attribute NAME in the command.

Image Properties Menu:

Border:

This attribute assigns a border to your image. The default value is 0. This option inserts the attribute BORDER in the command.

Width:

With this attribute you can change the width of the image in your document. The value must be expressed in pixels. This option modifies the WIDTH attribute.

Height:

With this attribute you can change the height of the image in your document. The value must be expressed in pixels. This option modifies the HEIGHT attribute.

Vertical space:

With this attribute you can insert vertical spacing to your image. The value must be expressed in pixels. This option inserts the attribute VSPACE in the command.

Horizontal space:

With this attribute you can insert horizontal spacing to your image. The value must be expressed in pixels. This option inserts the attribute HSPACE in the command.

Alignment of image option:



With this icon you can choose how to align your image.

At the bottom, in the middle, at the top:

Select the alignment of the image according to the line of text by choosing one of the first three options. You can choose to align the image in the middle or at the top. The default value is at the bottom. This option inserts the attribute ALIGN="TOP or MIDDLE" in the command.

To the left, To the right, Text at the top, Abs in the middle, Abs at the bottom, Based on line:



These alignments are Netscape extensions.

The option **To the left** aligns the image to the left of your page, while the option **To the right** aligns it to the right. These options add the attribute ALIGN="LEFT or RIGHT" in the command.

The option **Text at the top** aligns the image with the text at the top, while **Base on line** aligns it with the text at the bottom. These options insert the attribute ALIGN="TEXTTOP or BASELINE" in the command.

The options ABSMIDDLE and ABSBOTTOM

With the ABSMIDDLE and ABSBOTTOM options you can modify the alignment of the image according to the center or bottom of a line of text. These options insert the attribute ALIGN="ABSMIDDLE or ABSBOTTOM" in the command.

Video and VRML extensions:

With this option you can insert a video sequence with the extension AVI or a VRML file with the extension WRL in your document. When you press the icon, the menu [Video Extensions and VRML](#) opens on the screen. This command is a Microsoft Internet Explorer 3.0 Extension.

Erase All icon:



This icon lets you restart from zero. It resets the default values.

Image Map:

This attribute defines an image as a map with coordinates. This option inserts the attribute ISMAP in the command.

JavaScript icon :

You can add a JavaScript event to an image. This event will call a function written in [JavaScript](#).

When you click on this icon found in the Image window, you are asked to indicate the name of the function you want to use. You

also have to indicate the type of possible event handlers with the Image command.

Video Extensions and VRML

Microsoft Internet Explorer Extension

To insert a video sequence or a VRML file:

1. On the **Specialized** toolbar, click on the [Image](#) icon, then click on the **Video Extensions and VRML** icon.
2. Indicate the access path and filename in the text box **Source**. The file must be in AVI or WRL format.
3. In the **Loop** box, indicate the number of times you want it to play.
4. If the **Visible Control panel** is checked, then a control panel appears below the video sequence or VRML.
5. In the Start Event menu you can indicate whether you want the file to begin playing as soon as the page is loaded or when you move the pointer over the image.
6. Click on the **OK** button.

The program inserts the following attributes in the command:

DYNSRC:

Indicates the source file.

LOOP:

Indicates the number of times the file will play.

CONTROLS:

Makes the control panel appear below the image.

START=MOUSEOVER:

Indicates the file will begin to play when the user moves the pointer over the video sequence.

Please note that you must indicate an image source for browsers that do not support video or VRML extensions.

If you want to enlarge or reduce the area where the video application will play, you must indicate the size using the WIDTH and HEIGHT attributes.

IMAGE icon 

IMAGE MAP <MAP>

This command allows you to make reference to different zones in an image that link each of them to an internal or external destination.

To insert an image map in your document:

7. On the **Specialized** toolbar, click on the [Image Map](#) icon.
8. In the text box **Identifier Name of the Image Map** enter a name for the image.
9. If you press the [Insert Image](#) icon (to the left of the Preview window), you can look for the image that will serve as the Image Map. You can choose either of two options: **Insert image with default attributes** or **Insert image with attributes**. The first option brings up the [Open a graphic file](#) window while the second option brings up the [Insert image](#) window. Once you have selected your image, you can view it in the Preview window. You can enlarge the Preview window by dragging the right border or the lower border of the window with the mouse.
10. Choose the shape you want to use to divide your image into different zones by pressing the [Type of shape](#) icon (to the left of the Preview window). Now click on the image once and then adjust the size of the first hotspot zone by indicating the coordinates in the boxes: X, Y, Width and Height (or Area). You can also indicate these parameters by placing the pointer in your image and dragging it to the desired size.
11. Once you have defined the first hotspot zone, click on the [Add Zone](#) icon to add a reference to that zone. You can choose between an [internal link](#), an [external link](#) or no link at all. The last option is useful if you want to define one region as a dead zone in your image.
12. Once you have specified a reference for the zone, the coordinates will appear in a box above the Preview window. The first zone you define will appear in red. Follow the same procedure to define the following references for zones. If you want to erase one of the hotspot zones you defined, you must select it from the list box above the Preview window, and press the right mouse button. A submenu appears with the option **Erase zone**.
13. Once you have defined all the hotspot zones, click on the OK button.



This button erases all and allows you to start from scratch. It resets all values to their default.

If you choose a rectangle as the type of shape for the different zones, the program will insert the following lines of code in your document:

```
<MAP NAME="Name">
  <AREA SHAPE="RECT" COORDS="X,Y,Width, Height" HREF="Document1.html">
  <AREA SHAPE="RECT" COORDS="X,Y,Width,Height " HREF="Document2.html">
</MAP>
<IMG SRC="Image" USEMAP="#Name">
```

If you choose a circle as the type of shape for the different zones, the program will insert the following lines of code in your document:

```
<MAP NAME="Name ">
  <AREA SHAPE="CIRCLE" COORDS="X,Y, Area" HREF="Document1.HTML">
  <AREA SHAPE="CIRCLE" COORDS="X,Y, Area" HREF="Document2.HTML">
</MAP>
<IMG SRC="Image" USEMAP="#Name">
```

Insert a JavaScript event:

You can attach a JavaScript event to each zone that you have defined in the image map. This event will execute a [JavaScript](#) code when the event occurs.

To attach a JavaScript event to a zone, you must select its coordinates from the box above the Preview window and then press the right mouse button. A submenu appears from where you can choose **JavaScript event**. You will be asked to specify the name of the function to be called and to indicate the possible event handlers for the image map.

TYPE OF SHAPE icon



ADD ZONE icon



IMAGE MAP icon 

HORIZONTAL LINE <HR>

This command inserts a horizontal line in your document. You can edit the HTML code by pressing the **Horizontal Line** icon.

To insert a horizontal line in your document:

1. On the **Specialized** toolbar, click on the [Horizontal Line](#) icon.
2. Click on the OK button.

The program inserts the <HR> command in your document. By default it inserts a line 1 pixel in width, 100% long with a 3-D effect and centered in the document.

You can make changes to the horizontal lines by changing the attributes of the <HR> command.

To remove the 3-D effect from the horizontal line:

Remove the checkmark from the **3D Effect** box. This inserts the NOSHADE attribute in the HR command.

Example:

```
<HR NOSHADE>
```

To modify the width of the horizontal line:

Change the value in the **Width** text box. This value can be entered as a percentage or in pixels. To enter it as a percentage you have to place a checkmark in the "%" box. If the checkmark is not entered, then the value is understood in pixels. By default this value is 100%.

This option insert the WIDTH attribute to the HR command.

Example:

```
<HR WIDTH=Value>
```

To modify the size of the horizontal line:

Change the value in the **Size** box. The default value is 1. This will insert the SIZE attribute to the HR command.

Example:

```
<HR SIZE=Value>
```

To change the alignment of the horizontal line:

Select the desired alignment from the **Alignment** menu by clicking on one of the radio buttons. You can align the line to the right or left. This inserts the ALIGN attribute in the HR command. The default alignment is in the center of the page.

Example:

```
<HR ALIGN=RIGHT or LEFT>
```



To modify the color of the horizontal line:

Click on the [Color](#) icon and select a color. The selected color will appear on the color button. The default color is black. This option only works with the Microsoft Internet Explorer browser.

HORIZONTAL LINE icon



STYLE SHEETS <STYLE>

[List of style sheet properties](#)

Style sheets allow Web site developers to create sophisticated Web pages. They make indenting paragraphs, changing heading styles and spacing between paragraphs easier. These sheets offer a better tool to control the formatting of Web pages.

Compatible browsers:

- Microsoft Internet Explorer 3.x (partially compatible) and Microsoft Internet Explorer 4.x
- Netscape Navigator 4.x

Types of style sheets:

With AceExpert you can use three types of style sheets:

- Inline style sheets
- Internal style sheets
- External style sheets

With the first type, the styles are used in a similar manner as HTML tags.

With the second type of style sheets, styles are defined in the header (<HEAD>) section of each HTML document.

Lastly, with the third type of style sheets, styles are defined in a separate file that has the extension **.css**, which simplifies making changes to them.

To define styles using AceExpert:

1. Select the **Specialized** toolbar.
2. Click on the [Style Sheet](#) icon.

Refer to the following sections:

[Defining styles](#)

[Defining inline styles](#)

[Importing a style sheet](#)

[Saving a style sheet](#)

Example :

```
<STYLE>
<!--
  BODY {background: red; color: yellow}
  H1 {font: 14pt Arial}
  P {font: 10pt Arial; text-indent: 0.5in}
-->
</STYLE>
```

DEFINING STYLES

[List of style sheet properties](#)

To modify the style of an existing tag:

1. Select a tag from the **Tag** selection box.
2. Select the desired property from the **Style Sheet Properties** list.
3. Click on the **Properties** button.
4. Indicate the desired values.
5. Click on the **OK** button.
6. If necessary, repeat steps 2 through 5.
7. Click on the **OK** button.

To assign more than one style to the same tag:

1. Select a tag from the **Tag** selection box.
2. Indicate a class name in the **Class** text box.
3. Select the desired property from the **Style Sheet Properties** list.
4. Click on the **Properties** button.
5. Indicate the desired values.
6. Click on the **OK** button.
7. If necessary, repeat steps 3 through 6.
8. Click on the **OK** button.

To assign a different style to the same tag, repeat the previous steps by choosing the same tag, but indicating a different Class name. Then follow the same steps to indicate the desired properties.

STYLE SHEET icon



EXTERNAL LINK

``

See also

This command inserts a hyperlink in your document, that is a link to another HTML document or image. The hyperlink can be some text or an image.

To insert an external link in your document:

1. Select the text or image that will act as the hyperlink.
2. On the **Specialized** toolbar, click on the [External Link](#) icon.
3. In the text box **Reference to an external link** enter the access path and the referred filename or search for the file by pressing the [Browse](#) button.

(Please note that the filename cannot contain any special characters or spaces. Certain browsers do not accept these options.)

In the window **Link Content** you can view the contents of the link you have chosen.

4. Select the type of external link from the following options:
 - None (direct link) : direct link to another document
 - HTTP link: link to an HTTP address
 - FTP link: link to an FTP address
 - e-mail: link to an e-mail address
 - Newsgroup: link to a newsgroup

5. Click on the OK button.

The following command will be inserted in your document:

```
<A HREF="access path/filename"> Text or image acting as hyperlink </A>
```

You can also edit existing External Link tags.

Following is the procedure to edit external link tags:

1. Place the cursor at the beginning of the tag ``.
2. Click on the right button of the mouse.
3. Press on Edit Tags.

External Destination(s) tab:

This window allows you to reference a target destination in an external link to an HTML document.

Once you have chosen the HTML document you want to reference, you can view in the lower window the internal destination links that already exist in the document. You can select the internal destination from the lower window.

This option adds the following anchor to the URL address:

Example:

```
<A HREF="access path and filename#AnchorName" > Text or image acting as hyperlink
```

``

Target frames tab:

This option is used to specify the type of frame you wish to use. This attribute is usually used with the [Frames](#) option.

This option inserts the attribute TARGET in the HREF command.

Example:

```
<A HREF="access path and filename" TARGET="TargetFrameName"> Text or image acting as  
hyperlink </A>
```

Please note that the TARGET attribute is case sensitive with respect to the target name.

How to create a link for displaying frames:

If you want a hyperlink to open a document in a window without frames, select the option "_top" from the menu of **Predefined targets**. This option inserts the attribute TARGET="_TOP" in the link.

JavaScript tab:

In the text box **Identifier name of link**, indicate the name that references the link. The name will serve as a reference to the JavaScript. This option inserts the attribute NAME in the <A> command.

JavaScript button  :

You can add a JavaScript event handler to an external link. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the External Link.

EXTERNAL LINK icon



See also

[Internal Link](#)

INTERNAL LINK

See also

This command inserts an internal hyperlink in your document, that is, the hyperlink references the current document.

To insert an internal link in your document:

1. Select the text or image that will act as hyperlink.
2. On the **Specialized** toolbar, click on the [Internal Link](#) icon.

If the destination of the hyperlink has not been identified:

Select the **New Destination** tab. In the box **Name of new link** indicate the name of the link. In the lower window **Choose the destination of the link** you can preview the contents of your document. From this window, select the line where you want to place the reference.

If the destination of the hyperlink has already been identified:

Select the **Existing Destination(s)** tab. In the lower window **Existing Destination(s)** choose the destination for the hyperlink.

The following commands are inserted in your document:

**** Text or image acting as a hyperlink ****
(Places the hyperlink in your document)

**** Text or image that acts as the destination of your link ****
(Anchors the destination in your document)

JavaScript tab:

In the text box **Identifier name of link**, enter a name to identify the link. This name will serve to reference JavaScript events. This option inserts the attribute NAME in the <A> command.

JavaScript button  **Script** :

You can add a JavaScript event handler to an internal link. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the Internal Link.

INTERNAL LINK icon



See also
[External Link](#)

OPEN FILE

The **Open** command is used to open an HTML, graphic or audio file that has been previously saved to disk.

To open an existing file:

1. Select the file by:

- Selecting the drive
- Selecting the directory
- Selecting the type of file
- Selecting the name of the file

2. There are several options that allow you to manage your files within AceExpert itself. A brief description follows:



The **Up One Level** button allows you to move one level up in the file structure.



The **Create New Folder** button allows you to create a new folder.



The **Large Icons**, **Small icons**, **List** and **Details** buttons allow you to view the files in different ways.



The **Preview** button lets you preview images.



The **Files** button lets you view the file hierarchy, exactly as you would view them in Window's Explorer.

The box **text or property** allows you to specify an object you want to search for. If the object is made up of more than one word, enter the words between quotation marks. For example, you can type **HTML AceExpert Editor** and conduct your search only in those files that contain these words.

The box **last modified** allows searching for files created in the time frame specified.

The **Search** button searches for a file that meets the criteria you have specified in the **text or property** box. The **New search** button clears the previous search criteria and uses the new default values to conduct the search.



The **Icon Library** icon, found to the right of the manager, gives you direct access to AceExpert's Icon Library directory when you insert an image in a document. It does not appear when you open a document, it appears only when you insert a graphics file.

3. Click on the **Open** button.

EXISTING INTERNAL DESTINATION

This [icon](#), located in the **Specialized** toolbar, allows direct access to the **Existing Destination** tab of the Internal Link window in order to insert or modify targets.

When you define a target, the `<A HREF>` command will be inserted in your document.

TARGET icon



SPECIAL CHARACTERS

This command inserts special characters in your document.

To insert a special character in your document:

1. Place the cursor in the desired position in your document.
2. On the **Specialized** toolbar, click on the [Special Characters](#) icon.
3. Double click on the desired character or select the character and then click on the checkmark at the bottom of the window.

The program will insert the special character code in your document.

SPECIAL CHARACTERS icon



HTML TAGS SUMMARY

This option makes available the HTML 3.2 commands and the Netscape and Microsoft Internet Explorer extensions. These commands can be inserted directly into your document.

To have the list of commands available and insert a command:

1. Place the cursor in the desired position to insert the desired command.
2. On the **Specialized** toolbar, click on the [HTML Tags Summary](#) icon.
3. The **HTML Tags Summary** window will appear on the screen. Select the desired command. In the lower window you can view a description of the command you have selected. You can insert this command by double clicking on it or by pressing the **Insert** button.

HTML TAGS SUMMARY icon



DEFINITION OF THE BODY TAG <BODY>

With this command you can modify the attributes of the BODY of your document . You can insert a an image in the BACKGROUND or indicate BACKGROUND color, and modify the color of text and links in your Web page.

To modify the <BODY> command in your document:

1. On the **Specialized** toolbar, click on the [Body](#) icon. It doesn't matter where your cursor is located because the program will ask you if you wish to replace the previous <BODY> tag.
2. If you want to insert a background image to your page, you must indicate the access path and the filename in the box **Background image**. The file must be in GIF or JPG format. You can also search for the image file by pressing the [Open](#) icon.

You can view the image you choose in the **Preview** window.
3. In the **Color Options** window, select the desired color for the different options available by pressing the [Color](#) button. The selected color will appear on the button.

Description of the different options for colors:

BACKGROUND

With this attribute you can modify the background color of your page.

TEXT

With this attribute you can modify the color of text in your page.

LINK

With this attribute you can modify the color of links on your page.

ACTIVE LINK

With this attribute you can modify the color of active links, that is, the color of a link when you click on it.

VISITED LINK

With this attribute you can modify the color of visited links in your page. The default color is mauve.

Example:

```
<BODY BGCOLOR=#Color>  
<BODY BGCOLOR="#FFFFFF" TEXT="#000000" LINK="#000080" VLINK="#800080"  
ALINK="#FF0000">
```

The Erase button:

The **Erase** button allows you to reset the default values of the BODY command, depending on the browser you use.

Microsoft Internet Explorer Extensions:

With Microsoft Internet Explorer you can insert other attributes in the BODY command.

You can modify the left margin and top margins of your document by specifying a value in pixels in the **Left margin** and **Top margin** boxes. These margin settings will be in effect when you open your document.

The option **Left margin** inserts the LEFTMARGIN attribute, while the **Top margin** inserts the TOPMARGIN attribute in the BODY command.

Example:

```
<BODY LEFTMARGIN="Value" TOPMARGIN="Value">
```

If you place a checkmark on the **Fixed background** box, the background appears to be frozen. This option inserts the attribute BGPROPERTIES=FIXED in the BODY command.

Example:

```
<BODY BACKGROUND="image" BGPROPERTIES=FIXED>
```

JavaScript button :

You can attach a JavaScript function to the BODY command. This event will execute a function written in [JavaScript](#).

When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the BODY command.

DOCUMENT BODY icon 

JAVA APPLICATION <APPLET>

Description of fields

With this command you can insert in your document one of AceExpert's predefined Java applets or an external Java applet.

Using this command you can also edit the HTML code of a Java applet by selecting the code and then clicking on the Java button once more.

You can also add a custom applet. Custom applets are applets inserted by the user.

To insert one of AceExpert's predefined Java applets in your document:

1. First save your HTML document.
2. Select the **Java** tab and then click on the [Java Applet](#) icon.
3. Select the desired applet from the window on the right. If necessary, refer to the online help on predefined applets. Here you will find a description of the applet, the list of parameters and an example of each applet.
4. Click on the **Insert** button. AceExpert asks if you wish to save the **.class** file in the same directory as that of your HTML document.
5. If necessary, modify the attributes and/or parameters.
6. Select the **Preview** tab to preview the selected applet.
7. Click on the **OK** button.

To insert a Java applet not predefined by AceExpert into your document:

1. First save your HTML document.
2. In the **Java** toolbar, click on the [Java Applet](#) icon.
3. In the text box **Code**, insert the name of the file that contains the application you want to place in your document. The address must be a relative address. It cannot be an absolute address.
4. In the text box **Code Base URL**, you can specify the URL that contains the Java Applet. If this option is left blank, the current document's URL will be used.
5. In the text box **Alternative Text**, you can specify the text that will appear while the application loads or if the browser being used is not capable of displaying Java applications. This attribute is optional.
6. In the text box **Name**, you can insert the name of the application. This name allows communicating with other applications on the same page. This attribute is optional.
7. In the **Alignment** box, select the desired alignment from the different options for the application. This option is mandatory. The default alignment is centered.
8. The **JavaScript Access** checkbox allows accessing the Java from the Javascript.
9. In the boxes **Width** and **Height** you must specify the size in pixels of the area that will display the application. These values are mandatory.
10. In the boxes **Vertical space** and **Horizontal space**, you can specify the space in pixels in the top/bottom and to the right/left of the application. These values are optional.
11. By opening the **Parameters** tab, you can change the application's parameters. To do so, you must indicate a

parameter name and a value in the corresponding text boxes, and then press the **Add** button. You can also edit existing parameters or delete them by pressing the corresponding buttons.

12. Select the **Preview** tab to preview the selected applet.
13. Click on the **OK** button.

EXAMPLE:

```
<APPLET CODEBASE="http://www.asite.com/aclass" CODE="File" ALT="Text"
NAME="Name" ALIGN=Alignment WIDTH=Value HEIGHT= Value>
  <PARAM NAME="ApplicationAttribute1" VALUE=Value>
  <PARAM NAME="ApplicationAttribute2" VALUE=Value>
  <PARAM NAME="ApplicationAttribute3" VALUE=Value>
</APPLET>
```

To add a new parameter:

1. Indicate the name of the parameter in the **Name** text box.
2. Press the **Edit** button to enter a value for text, color or a file.

To modify an existing parameter:

1. Select the desired parameter from the list.
2. Press the **Edit** button.
3. Select **Text editor**, **Edit color** or **Open a file**.
4. Change the value.
5. Click on the **OK** button.

To delete a parameter:

1. Select the desired parameter from the list.
2. Click on the **Erase** button or press the **Delete** key.

To modify the HTML code of an existing applet:

1. Select the HTML code of the application in the document, located between the tags **<APPLET...>** and **</APPLET>**;
2. Select the **Java** tab, and click on the [Java Applet](#) icon.
3. Modify the attributes and/or applet's parameters.
4. Click on the **OK** button.

To add a custom applet:

- On the **Java** tab, click on the **Insert Java Applet** icon;
- Fill out the property fields and the parameters related to the applet.
- Click on the **Add** button;
- The dialog screen **Applet Creation Wizard** will ask you to enter the name of the custom applet that will be added to the **Custom Applets** window.
- Press on the **Next** button;
- Press on the **Add files** button to select the files associated with the applet. These files can be .class, HTML or other, depending on the type of applet.
- Press the **Finish** button.

Once the procedure is completed, the files will be copied to AceExpert's custom files directory and the applet will be displayed in the **Custom Applets** window that displays a list of all available custom applets.

To remove an existing custom applet:

- On the **Java** tab, click on the **Insert Java Applet** icon;
- Select the custom applet that you want to remove;
- Press the **Delete** button.

To insert a custom applet in a document:

- Select the desired applet from the **Custom Applets** window;
- Press the **Insert** button.

The .class files and other related files will be copied to the document's directory.

JAVA APPLET icon



Description of the fields of the JAVA APPLETT commands

ATTRIBUTES	DESCRIPTION
Code	Name of .class file of applet
CodeBase (URL)	Access path of .class file if it is located in a different directory than that of the HTML document.
Alternative text	Text displayed while application is loaded or if it cannot be displayed.
Name	Name that identifies applet to make reference to it from JavaScript code.
Alignment	Alignment of applet with regard to surrounding text.
Javascript Access	Allows Java to access JavaScript from the HTML document.
Width	Width of area occupied by the applet
Height	Height of area occupied by applet
Horizontal space	Horizontal spacing in pixels between the applet and the surrounding text
Vertical space	Vertical spacing in pixels between the applet and the surrounding text

BASEFONT <BASEFONT>

This command is used to define base properties such as the size, color and font .. Once the BASEFONT command is inserted in your document, the text will display the attributes specified.

To insert a base font in your document:

1. On the **Specialized** toolbar, click on the [Base font](#) icon.
2. To change the size of the font, change the value in the **Size** box. The default value is 3 pixels. This option will insert the attribute SIZE to the BASEFONT command.
3. To modify the font color, click on the [Color](#) button and select a color. The color selected appears on the button. The default color is black. When you change the color, the attribute COLOR is inserted in the BASEFONT command.
4. To modify the font type of the base font, select from **Font options** the type of font desired. In case the user's operating system does not support the font you have chosen, you can choose several fonts to ensure one of them is supported. When you change the font options, the attribute FACE is inserted to the BASEFONT command. You can select several fonts by selecting each font and then pressing the **Add** button (or erase a selected font by pressing the **Erase** button). The arrows allow you to scroll through the list of fonts you have selected.
5. Click on the **OK** button.

The program inserts the following lines of code in your document:

```
<BASEFONT SIZE= Value FACE="Font Name" COLOR="Color">
```

BASEFONT icon 

EMBEDDED MODULE <EMBED>

This command executes Netscape's external programs. These can be audio, video, VRML and other programs.

To insert and embedded module in your document:

1. On the **Specialized** toolbar, click on the [Embedded Module](#) icon.
2. In the text box **Source**, specify the access path and filename you want to insert. Sound files must be in WAV or MID format and video files in AVI or WRL format.
3. From the **Alignment** options, select the alignment of the program with respect to text found on the same line. This option is mandatory.
4. Click on the OK button.

The program inserts the following command in your document:

```
<EMBED SRC="Filename" ALIGN="Alignment">
```

You can select the following options in the EMBED command:

REPEAT INFINITELY

If you insert a checkmark in this box, the file will play as long as the page is open. This option inserts the attribute **LOOP=TRUE**.

AUTOMATIC START

If you insert a checkmark in this box, the file will begin playing when the page is loaded. This option inserts the attribute **AUTOSTART=TRUE**.

HIDE CONTROL PANEL

If you insert a checkmark in this box, the [control panel](#) will not display on the page. This option inserts the attribute **HIDDEN=TRUE**.

REDUCED CONTROL PANEL

If you insert a checkmark in this box, a smaller control panel will display on the page. This option inserts the attribute **CONTROLS=SMALLCONSOLE**.

BORDER

In this box you can indicate a border that will be placed around the area where the program will be displayed. This option inserts the attribute **BORDER=" "**.

VOLUME

In this box you can adjust the start volume for a sound file. The user can adjust it himself later. This option inserts the attribute **VOLUME=value**.

WIDTH/HEIGHT

In these boxes you can indicate the width and height of the area where the program will be displayed. This option inserts the attributes **WIDTH** and **HEIGHT**.

EMBEDDED MODULE icon 

TABLES, FRAMES AND LISTS TOOLBAR



Insert a table



Insert a Quick Table



Insert Frames



Ordered List



Unordered List



Definition List

TABLE <TABLE>

Examples

With this command you can insert a table in your document.

To insert a table in your document:

1. Position the cursor where you want to insert the table.
2. In the **Tables, Frames and List** tab, click on the button [Insert a Table](#).
3. In the window **Insert a table**, indicate the number of columns and rows in the appropriate boxes.
4. Click on the **OK** button.
5. In the **Preview** window at the bottom of the screen, place the cursor before the ** ** code and enter the contents for each cell in the table.

You can modify the width and height of cells and columns. Place the cursor on the line separating two columns or cells. The cursor changes to double arrows that point up or sideways, depending on the selection. Press the left mouse button as you move the cursor up, down, left or right.

To access other options on the table, select one or more cells and then click the right mouse button

6. Press the OK button.

You can modify the table by selecting the <TABLE> tag and clicking the **Insert a Table** icon..

You can also edit embedded tables with AceExpert. To do so, select the cell that contains the embedded table and then click the right mouse button to open the shortcut menu. Select **Edit table**. A second dialog box containing the new table opens in the screen.

You can insert HTML tags inside a table. To do so, position the cursor in the desired position in the table and then click the right mouse button to bring up the shortcut menu. From the menu select **Tags** and then choose the tag you want to insert.

The following are optional attributes of the <TABLE> command.

WIDTH

You can modify the width of the table by assigning the desired value in the **Width** box. This value can be entered as a percentage or expressed in pixels. To enter a value as a percentage place a checkmark in the "%" box. If you enter a value in pixels remove the check mark from the box.

Example:

```
<TABLE WIDTH=50%>...</TABLE>
```

(The table's width is 50% of the screen space occupied by the browser.)

HEIGHT

You can modify the height of the table by assigning the desired value in the **Height** box. This value can be entered as a percentage or expressed in pixels. To enter a value as a percentage place a checkmark in the "%" box. If you enter a value in pixels remove the check mark from the box.

Example:

```
<TABLE HEIGHT=50%>...</TABLE>
```

(The table's height is 50% of the screen space occupied by the browser.)

BACKGROUND

You can enter a background color for the table. To do so, click on the [Color](#) button and select a color.

BORDER

You can place a border around the table by selecting the desired size in the box **Border**. This value is expressed in pixels. The default value is 0. The higher the number, the larger the border.

Example:

```
<TABLE BORDER=2>...</TABLE>
```

(The table border is two pixels in size.)

SPACE IN CELLS

You can adjust the space between the contents of the cell and the table border by assigning a value in the **Space in cells** box for the cell. This value is expressed in pixels and the default value is 0. The higher the number, the bigger the space between the cell's contents and the border.

Example:

```
<TABLE BORDER=2 CELLPADDING=10>...</TABLE>
```

(The space between the cell's contents and the table's border is 10 pixels in size.)

SPACE BETWEEN CELLS

You can adjust the space between cells by assigning a value to the box **Space between cells**. This value is expressed in pixels and the default value is 0. The higher the number, the bigger the space between the cells and the border (if any).

Example:

```
<TABLE CELLSPACING=10>...</TABLE>
```

(The space between the table's cells is 10 pixels in size.)

Horizontal alignment:

You can indicate the horizontal alignment of the table in your Web page: left (default), right or centered.

Example:

```
<TABLE ALIGN=RIGHT>...</TABLE>
```

(The table will be aligned to the right of your Web page.)

Menus found on the Edit Table window:

[File menu](#)

[Edit menu](#)

[Options menu](#)

[Table menu](#)

To modify a table in your document :

- Place the cursor inside the **<TABLE>** tag;
- Click on the right mouse button;
- Click on **Edit TABLE** option.

The Table window opens and you can then make the desired changes.

TABLE MENU OPTIONS

This menu gives you different options to insert, delete, and merge cells and rows. You can also modify the properties of each of the table's cells and columns. Following are the options in the **Table** menu:

[Insert cells](#)

[Delete cells](#)

[Merge cells](#)

[Split cells](#)

[Insert columns](#)

[Delete columns](#)

[Merge columns](#)

[Insert rows](#)

[Delete rows](#)

[Merge rows](#)

[Cell properties](#)

[Row properties](#)

[Column properties](#)

[Additional table properties](#)

TABLE FILE MENU OPTIONS

This menu provides the following options :

New table

Create a new table in your HTML document by selecting the **New table** option in the **File** menu

Load table

Used to open an existing table in an HTML document. To do this, select the **Load Table** option in the **File** menu and select the name of the table that you want to open.

Save table

Allows you to save a table by giving it a name.

Close table

Used to close the **Table** dialog window of the table on which you are working.

TABLE EDIT MENU OPTIONS

Undo

This command allows you to undo the last edit commands performed on the table. The first time you select this option, the program will undo the last command you performed. If you select this option again, the program will undo the next to last command, and so on and so forth.

Redo

This command allows you to redo the last commands which were undone. The first time you select this option, the program will redo the last action you reversed. If you select this option again, the program will redo the next to last command which was reversed, and so on and so forth.

Cut

This command removes the contents of one table cell and places it on the Clipboard. Later, the contents can be reinserted in another cell by using the **Paste** option of the **Edit** menu.

Copy

This command copies the contents of a selected table cell and places it on the Clipboard. Later, the contents can be reinserted in another cell by using the **Paste** option of the **Edit** menu.

Paste

This command inserts the contents of the Clipboard in the selected cell. Since the information remains in the Clipboard, you can reinsert it many times in different cells by selecting the **Paste** option in the **Edit** menu several times.

Erase row

This command is used to delete a previously selected row.

Erase column

This command is used to delete a previously selected column.

Erase table

This command is used to delete a previously selected table.

Select rows

This command allows you to select an entire table row by positioning the cursor on the desired row and then pressing on the **Select row** option of the **Edit** menu. To deselect, click anywhere on the table..

Select columns

This command allows you to select an entire table column by placing the cursor on the desired column and then pressing the **Select column** option in the **Edit** menu. To deselect, click anywhere on the table.

Select table

This command allows you to select a table by placing the cursor anywhere in the **Preview** window and using the **Select row** option of the **Edit** menu. To deselect, click anywhere on the table.

OPTIONS IN THE TABLE OPTIONS MENU

Show NoBreak Space : When this option is checked, it allows you to see the code which must be placed to the right of each table cell's content in the compose window as well as in the code written in the HTML page.

Generate tags in :

- UPPERCASE : Used to generate tag codes in uppercase in the HTML page.
- lowercase : Used to generate tag codes in lowercase in the HTML page.
- SmartCase : Used to generate the first letter of the tag codes in uppercase and the rest in lowercase.

Generate attributes in :

- UPPERCASE : Used to generate the attributes' code in uppercase in the HTML page.
- lowercase : Used to generate the attributes' code in lowercase in the HTML page.
- SmartCase : Used to generate the first letter of the attributes' code in uppercase and the rest in lowercase.

Example of tags in uppercase and attributes in lowercase:

```
<TR align="right" valign="top" bgcolor="#FF0000" bordercolor="#FF00FF" bordercolorlight="#FFFF00">
```

MERGE CELLS

You can merge two or more cells in your table. To do this, select the cells you wish to merge. These cells must be adjacent. Once the cells are selected, press the **Merge cells** option of the **Table** menu.

If you merge cells in the same row, the program will add the COLSPAN attribute to the TD command in this row.

Example:

```
<TD COLSPAN="3">&nbsp;</TD>
```

(The number 3 means that you have merged three cells from the same row)

If you merge cells that are in the same column, the program will add the ROWSPAN attribute to this column's TD command.

Example:

```
<TD ROWSPAN="3">&nbsp;</TD>
```

(The number 3 means that you have merged three cells from the same column)

CELL PROPERTIES

You can modify the properties of a cell by pressing the **Cell properties** option in the **Table** menu or with a contextual menu.

To modify the properties of a cell :

- Use the mouse to select the desired cell in the **Preview** window;
- In the **Table** menu press the **Cell properties** option
Or
- Right-click with the mouse and select the **Cell properties** option.

The **Cell properties** dialog box will appear in order to let you modify the Table cell properties.

ROW PROPERTIES

You can modify the properties of a row by pressing the **Row properties** option in the **Table** menu or with a contextual menu.

To modify the properties of a cell :

- Use the mouse to select the desired row in the **Preview** window;
- In the **Table** menu, press the **Row properties** option
Or
- Right-click with the mouse and select the **Row Properties** option.

The **Row properties** dialog box will appear in order to let you modify the table cell properties.

ADDITIONAL TABLE PROPERTIES

The properties which you indicate will apply to all the table cells. In this menu there are two tabs: **GENERAL** and **ADVANCED**.

The **GENERAL** tab:

TITLE

You can give a title to your table by writing it in the **Title** box. When you pass the mouse over this table, the title will be displayed at the bottom of the table in the **Preview** window. In the HTML page, the `TITLE=" "` The code will be inserted..

BROWSER EXTENSIONS

In this menu you can determine the browser options that you wish to use. The two browsers used are Netscape and Microsoft Internet Explorer. By choosing **Netscape Extensions** which is checked by default, you choose the options that will be displayed in both browsers. By choosing **Microsoft Extensions**, you will have other options which will not be displayed other than in the Microsoft Internet Explorer browser. These additional options are options that modify the **horizontal alignment** of the table.

TABLE VERTICAL ALIGNMENT

In the **Vertical alignment** menu you can select the desired alignment of the table in relation to your Web page.

TABLE CAPTION

You can provide a caption for your table by entering it in the **Table caption** text box. The `<CAPTION>UN NOM</CAPTION>` The code will be inserted in the HTML page.

TABLE SUMMARY

In order to identify the contents of each table in an HTML document, you can write a summary for each table. To do this, write a summary explaining the table contents in the **Table summary** text box. The `<TABLE SUMMARY="table1 summary">` will be inserted in the HTML page.

The **ADVANCED** tab:

This commands are specific to the Microsoft Internet Explorer browser.

BACKGROUND IMAGE

You can add a background image for the entire table. To do this you only have to press the **OPEN** icon and select the desired image.

EXTERNAL BORDERS

You can specify the type of borders that you wish to use with the table. The available types of external borders are:

All : Your entire table will be framed by external borders, from left to right and from top to bottom.

Top : If you check the **Top** option only, your table will only have an external border at the top of the table. The program will insert the `FRAME="ABOVE"` code inside the TABLE tag.

Bottom : If you check the **Bottom** option only, your table will only have an external border at the bottom of the table. The program will insert the `FRAME="BELOW "` code inside the TABLE tag.

Left : by checking the **Left** option only, you cause your table to have an external border to the left of the table. The program will insert the `FRAME="LHS"` code inside the TABLE tag.

Right : by pressing the **Right** option only, you cause your table to have an external border to the right of the table. The program will insert the `FRAME="RHS"` code inside the TABLE tag.

You can also check two options at the same time. If you check the **Top** and **Bottom** options, the program will insert the `FRAME="HSIDES" code`. Your table will have external horizontal borders at the top and at the bottom of the table. By checking the **Left** and **Right** options, the program will insert the `FRAME="VSIDES" code`. Your table will have external vertical borders to the left and to the right of the table.

DARK BORDER

You can modify the color of the table border so that the color appears dark. To do this, you only have to press the [Color](#) button and select the desired color.

LIGHT BORDER

You can modify the color of the table border so that it appears light. To do this, you only have to press the [Color](#) button and select the desired color.

INTERNAL BORDERS

In the **Internal borders** menu you can select different options for the internal table borders.

You can display the internal table borders by checking the **Activate all borders** option. This option is activated by default. You can also deactivate them if you do not want them.

You can also display the horizontal borders between rows or display the vertical borders between columns. By checking the **Display borders between groups** you will only see the internal borders of the table rows grouped horizontally (if there are any) and the internal borders of grouped columns (if there are any).

TABLE icon



CELL PROPERTIES icon



EXAMPLES: TABLE

1.

```
<TABLE BORDER="2" ALIGN="RIGHT">
  <COL SPAN="3">
    <TR>
      <TD>A</TD>
      <TD>B</TD>
      <TD>C</TD>
    </TR>
    <TR>
      <TD>D</TD>
      <TD>E</TD>
      <TD>F</TD>
    </TR>
</TABLE>
```

Result:



A	B	C
D	E	F

2.

```
<TABLE WIDTH="40%">
  <COL SPAN="2">
    <TR>
      <TH BGCOLOR="#FF8080" COLSPAN="2">Header cell</TH>
    </TR>
    <TR>
      <TD BGCOLOR="#FFFF80">C1</TD>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C3</TD>
    </TR>
    <TR>
      <TD BGCOLOR="#FFFF80" ROWSPAN="2">C2</TD>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C4</TD>
    </TR>
    <TR>
      <TD BGCOLOR="#C0C0C0" ALIGN="CENTER">C5</TD>
    </TR>
</TABLE>
```

Result:



TABLE CELL PROPERTIES

The properties that you select will be applied to the selected cell. That is, to the TD or TH command. In this window there are two tabs: **GENERAL** and **ADVANCED**.

The **GENERAL** tab:

HORIZONTAL ALIGNMENT

Select the horizontal alignment of the text inside the cell. This alignment can be left (by default), right or center.

VERTICAL ALIGNMENT

Select the vertical alignment of the text inside the cell. This alignment may be top, center (by default), bottom, or based on the line of the cell..

WIDTH

You can adjust the width of the cell by entering the desired value in the **Width** box. This value may be expressed as a percentage or in pixels. For it to be a percentage, the "%" box must be checked. If this box is not checked, the value will be in pixels.

Example:

```
<TD WIDTH="60%" HEIGHT="20%">&nbsp;</TD>
```

(The cell width will be 60% with respect to the table used.)

HEIGHT

You can adjust the height of the table by entering a value in the **Height** box. This value may be expressed as a percentage or in pixels. For it to be a percentage, the "%" box must be checked. If this box is not checked, the value will be in pixels.

Example:

```
<TD WIDTH="60%" HEIGHT="20%">&nbsp;</TD>
```

(The cell height will be 20% with respect to the table used.)

BACKGROUND COLOR

You can modify the background color of the cell. To do this you only have to press the [Color](#) button and select the desired color.

BORDER COLOR

With the Microsoft Internet Explorer browser, you can modify the color of the cell border. To do this you only have to press the [Color](#) button and select the desired color.

HEADER CELL/DATA CELL

Determines if the cell is a header cell (TH) or a regular cell (TD). The header cells are generally used on the first row or on the first column. They are distinguished from regular cells because they are automatically in bold.

NO WRAP

The **No wrap** option does not allow a text line to be cut inside a cell. It adds the NOWRAP attribute to the TD or TH commands.

The **ADVANCED** tab:

BACKGROUND IMAGE

With the Microsoft Internet Explorer browser, you can add a background image to the cell. To do this you only have to press

the [OPEN](#) button and select the desired image.

DARK BORDER

With the Microsoft Internet Explorer browser, you can modify the color of the cell border so that it appears dark. To do this you only have to press the [Color](#) button and select the desired color.

LIGHT BORDER

With the Microsoft Internet Explorer browser, you can modify the color of the cell border so that it appears light. To do this you only have to press on the [Color](#) button and select the desired color.

TITLE

You can give a title to the table cell by entering it in the **Title** box. When you pass the mouse over the cell, the indicated title will be displayed at the bottom of the table in the **Preview** window. The `TITLE=" "` The code will be inserted in the HTML page.

Example :

```
<TD TITLE="cell11">&nbsp;</TD>
```

TABLE ROW PROPERTIES

The properties you select will apply to all the cells in the selected row. That is, to the TR or TBODY command. This window contains the **GENERAL** tab.

The **GENERAL** tab

HORIZONTAL ALIGNMENT

You can adjust the alignment of all the cells in the row by selecting the HORIZONTAL ALIGNMENT that you want. This alignment can be left (by default), right, or center, justified. The <TR ALIGN> or <TBODY ALIGN> The code will be inserted in the HTML page if the **Group** option is checked.

Example :

```
<TR ALIGN="CENTER">
```

or

```
<TBODY ALIGN="CENTER">
```

VERTICAL ALIGNMENT

You can adjust the alignment of all the cells in the row by selecting the VERTICAL ALIGNMENT that you want. This alignment can be top, middle (by default), bottom, or based on line. The <TR ALIGN> or <TBODY ALIGN> code will be inserted in the HTML page if the **Group** option is checked.

Example :

```
<TR VALIGN="TOP">
```

or

```
<TBODY VALIGN="TOP">
```

BACKGROUND COLOR

You can change the color of all the cells in the row. To do this you only have to press the [Color](#) button and select the desired color.

DARK BORDER

With the Microsoft Internet Explorer browser, you can change the color of the border of all the cells in the row so that the color appears dark. To do this you only have to press the [Color](#) button and select the desired color.

LIGHT BORDER

With the Microsoft Internet Explorer browser, you can change the color of the border of all the cells in the row so that the color appears light. To do this you only have to press the [Color](#) button and select the desired color.

TITLE

You can assign a title to your table row by entering it in the **Title** text box. When the mouse passes over each cell in the row, the indicated title will be displayed in the **Preview** window. The TITLE=" "code will be inserted in the HTML page.

Example :

```
<TR TITLE="row1">
```

GROUP

Is used to group the row and insert the TBODY code.

TABLE COLUMN PROPERTIES

The properties you select will apply to all the cells of the selected column. That is, to the COL OR COLGROUP commands if the **Group** option is checked. This window contains the **GENERAL** tab.

The GENERAL tab

HORIZONTAL ALIGNMENT

You can adjust the alignment of all the cells in the column by selecting the HORIZONTAL ALIGNMENT that you want. This alignment can be left (by default), right, or center justified. The <COL ALIGN> or <COLGROUP ALIGN> code will be inserted in the HTML page.

Example :

```
<COL ALIGN="CENTER">
```

or

```
<COLGROUP ALIGN="CENTER">
```

VERTICAL ALIGNMENT

You can adjust the alignment of all the cells in the column by selecting the VERTICAL ALIGNMENT that you want. This alignment can be top, middle (by default) bottom, or based on the line. The <COL VALIGN> or <COLGROUP VALIGN> code will be inserted in the HTML page.

Example :

```
<COL VALIGN="BOTTOM">
```

or

```
<COLGROUP VALIGN="BOTTOM">
```

BACKGROUND COLOR

You can change the color of all the cells in the column. To do this you only have to press the [Color](#) button and select the desired color.

WIDTH

You can adjust the width of the table column by entering the desired value in the **Width** box. This value can be expressed as a percentage or in pixels. For it to be a percentage, the "%" box must be checked. If this box is not checked, then the value will be in pixels.

Example:

```
<COL WIDTH="31%">
```

TITLE

You can assign a title to your table column by entering it in the **Title** box. When the mouse passes over each cell in the column, the title will be displayed at the bottom of the table in the **Preview** window. The TITLE=" "code will be inserted in the HTML page.

Example :

```
<COL WIDTH="40" ALIGN="CENTER" VALIGN="BOTTOM" TITLE="column 2">
```

GROUP

Is used to group the column and insert the COLGROUP code.

TABLE CAPTION

You can assign a caption to your table by entering it in the **Table caption** text box. When you assign a title, indicate whether it will be displayed at the top or at the bottom.

The Microsoft Internet Explorer browser allows you to align the title to the left, right or center of the table.

This option will add the <CAPTION> and </CAPTION> markers after the <TABLE> command.

TABLE PROPERTIES

The properties you select will apply to all the cells in the table. There are three tabs in this menu: **GENERAL** and **OTHER PROPERTIES**.

The **GENERAL** tab :

In the **Background color** and **Border color** text boxes, you can change the color of all the table cells as well as the color of the border. To do this you only have to press the [Color](#) button and select the desired color.

The **OTHER PROPERTIES** tab :

WALL PAPER

With the Microsoft Internet Explorer browser, you can add a background image to the cell. To do this you only have to press the [OPEN](#) button and select the desired image.

VERTICAL ALIGNMENT

In the **VERTICAL ALIGNMENT** menu you can select the desired table alignment with respect to your Web page.

BORDERS AND RULERS OPTION

In the **Rulers** and **Border options** menus, you can modify the appearance of the table's border. The border must have a minimum value of 1 pixel.

INSERT AND DELETE CELLS

You can insert one or more new cells in your table if you wish.

To insert a cell :

- Select a cell ;
- In the **Table** menu, press on the **Insert cells** options.

The new cell to be inserted can be placed to the left or on top of the selected cell. If you activate the **Shift cells right** button, the new cell will be inserted to the left, while if you activate the **Shift cells bottom** button, the new cell will be inserted on top, thus creating a new row.

By selecting the **Insert whole rows** option, a new row will be created just below the selected cell. If you activate the **Insert whole columns button**, a new column will be created to the right of the selected cell..

In the event that you would like to delete a cell from your table, you only have to select the cell that you want to delete in the create table window, and then press the **Delete cells** option in the **Table** menu.

There are 4 options available to delete a cell :

Shift cells left : by selecting this option, the other cells in the row can be placed to the left of the cell being deleted, leaving a space at the end of the row.

Shift cells top : if you select this option, the other cells in the column will move above the deleted cell, leaving a space at the end of the column.

Delete whole rows : if you select this option, the program will delete the entire row.

Delete whole columns : if you select this option, the program will delete the entire column.

SPLIT CELLS

You can split a cell into the number of columns and rows that you want.

To split a cell :

- Select the cell that you want to split ;
- In the **Table** menu, press the **Split cells** option ;
- Determine the number of columns and rows into which you want to divide the cell ;
- Press OK.

If you divide a cell, the program will add the COLSPAN attribute to the row's TD command.

Example:

```
<TR>
  <TD COLSPAN="2">&nbsp;</TD>
  <TD>&nbsp;</TD>
</TR>
<TR>
  <TD>&nbsp;</TD>
  <TD>&nbsp;</TD>
  <TD ROWSPAN="2">&nbsp;</TD>
</TR>
<TR>
  <TD>&nbsp;</TD>
  <TD>&nbsp;</TD>
</TR>
```

COLSPAN="2" : means that the cell is divided into 2 columns.

ROWSPAN="2" : means that the cell is divided into 2 columns.

INSERT AND DELETE COLUMNS

You can insert one or more columns in your table if you wish.

To Insert a column :

- Select a column ;
- In the **Table** menu, press the **Insert column** option and a new column will be inserted to the right of the selected column.

You can also delete a column from your table if you no longer want it.

to do this, select the column that you wish to delete in the **Preview** window, then press the **Delete column** option in the **Table** menu. If you want to delete more than one column from the table at the same time, simply select the columns that you want with the mouse and press the **Delete columns** option.

MERGE COLUMNS

You can merge two or more columns in your table into a single one.

To merge the columns :

- Select the columns that you want to merge with the mouse. The cells must be adjacent.
- Once the columns have been selected, press on the **Merge columns** option in the **Table** menu.

INSERT AND DELETE ROWS

You can insert one or more rows in your tables if you wish.

To Insert a row :

- Place the cursor on the row ;
- In the **Table** menu, press the **Insert rows** option. The new row will be inserted below the row where the cursor is placed.

You can also delete a row from your table if you no longer want it. To do this, select the row that you want to delete in the **Preview** window, then press the **Delete rows** option in the **Table** menu.

If you want to delete more than one row from the table at the same time, you simply have to select the rows that you want with the mouse and press the **Delete** rows option.

MERGE ROWS

You can merge two or more rows in your table into a single one.

To merge rows :

- Select the rows that you want to merge ;
- Press the **Merge rows** option in the **Table** menu.

Notes : You cannot merge all the rows in the table. If you select the table rows, you will note that the **Merge rows** option in the **Table** menu is deactivated.

QUICK TABLE

This command allows you to quickly insert a table.

To insert a quick table :

1. In the **Tables, Frames, and Lists** tab, click on the [Insert a Quick Table](#) button.
2. A grid composed of columns and rows will appear.
3. Use the mouse to select the number of columns and rows that you want in your table.

You can also re-edit your table in order to be able to modify the table if necessary by selecting the HTML code and pressing on the TABLE button.

Note : By clicking on the **Quick tables** command, the program will display a grid composed of 4 columns and four rows. You can add the number of columns and rows to this grid during the selection if you keep the left mouse button pressed while you move the mouse towards the right or the bottom of the grid.

INSERT A QUICK TABLE icon



FRAMES <FRAMESET>

Example

Description of frame properties

Frames allow you to divide a page into several windows, each of them displaying a different HTML document. The HTML document containing the frames does not include the BODY command nor any other HTML commands. If any are present they are simply ignored..

To insert frames in your document :

1. In the **Table, Frames and Lists** tab, click on the [Insert Frames](#) button.
2. Divide the window with the help of the [Split Frame Vertically](#) and [Split Frame Horizontally](#) buttons, these are located to the left of the window (you can also use the context menu by clicking on the mouse's right button).
3. You can divide a frame further, simply by repeating Step 2.
4. Repeat steps 2 and 3 until you have the desired number of frames.
5. You can change the size of the frames by dragging the dividing borders between frames.
6. You can erase any of the frames by selecting it and then clicking on the [Delete Frame](#) button (You can erase any of the frames by selecting it and then clicking on the [Delete Frame](#) button) ; you can also erase all the frames by clicking on the [Delete FrameSet](#) button.
7. To change the general properties of frames, click on the [FrameSet Properties](#) button. This will bring up the menu [Additional Frame Properties](#).
8. Assign the properties and file sources for each frame by clicking on the [Frame Properties](#) button (you can also use the context menu by clicking on the mouse's right button). his will bring up the menu [Frame Properties](#).
9. Click on the **OK** button.

The program will insert the following tags in your document:

```
<FRAMESET . . . >
  <FRAME SRC="aFile1" NAME="aName1">
  <FRAME SRC="aFile2" NAME="aName2">
</FRAMESET>
```

→ [Create a single frame](#)

→ [Making the contents of a target link appear in a specific frame](#)

How to create a link to another frame

You must change your external links specifying in which frames you want them to appear. This is called defining a target (TARGET). Thus, if you want the HTML target of the link (called home.html in the example) to appear in the frame to the right (called b in the example), the following HTML code is obtained:

```
<A HREF="home.html" TARGET="b">Home</A>
```

How to create a link to exit frames:

If you have a window with many frames and you want that by pressing an external link the document being called appears in a

window without frames, you must add the TARGET="_top" attribute to your external link.

JavaScript button :

You can add a JavaScript event handler to the FRAMSET command. The event handler executes a function written in JavaScript. When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the FRAMESET command.

Show HTML Frame Preview

If this option is checked, the program will allow you to view the contents of the frames directly in their respective frames in the Insert frames window.

You can also copy the contents of one frame to another one already defined during the insertion of frames by using a contextual menu. To do this, once you have selected a frame, click the right button on the mouse so that the contextual menu appears. Select the **Copy** option, then select the frame where you want to copy the contents. Press the right mouse button and select the **Paste** option. This will not only copy the contents but will also change the FRAME NAME=" " and SRC=" " attributes.

FRAME icon 

FRAME PROPERTIES icon



ADDITIONAL FRAME PROPERTIES icon



SPLIT FRAME VERTICALLY icon



SPLIT FRAME HORIZONTALLY icon



DELETE FRAME icon



DELETE FRAMESET icon 

EXAMPLE: FRAME

In this example, there are two columns where the first one is the smaller one and the second one is the larger one. In the first column, there is a single row, while the in the second column there are two rows. In the NOFRAME section you can also write the contents of your document.

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 TRANSITIONAL//EN">
<!-- CREATION DATE: 09-12-98 -->
<HTML>
<HEAD>
<TITLE></TITLE>
<META NAME="Description" CONTENT="">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Visicom">
<META NAME="Generator" CONTENT="AceExpert">
</HEAD>
<FRAMESET COLS="33%,*">
  <FRAME SRC="Test1.html" NAME="test1">
  <FRAMESET ROWS="33%,*">
    <FRAME SRC="Test2.html" NAME="test2" SCROLLING="no">
    <FRAME SRC="Test3.html" NAME="test3" SCROLLING="yes">
  </FRAMESET>
</FRAMESET>
<NOFRAMES>
<BODY>

Contents of your document for users browsing without frames.

</BODY>
</NOFRAMES>
</FRAMESET>
</HTML>

</BODY>
</HTML>
```

FRAME PROPERTIES

This window contains two tabs: **GENERAL** and **OTHER PROPERTIES**.

The **GENERAL** tab:

With the menu on this tab you can assign properties and indicate the HTML source file for the frame

SOURCE FILE

In the **Source file** text box, write the path and the name of the reference HTML file for the selected frame. You can also find it by pressing the [OPEN](#) button.

FRAME NAME

In the **Frame name** text box, you must give a name to your frame. This option will add the NAME attribute to the <FRAME SRC="..."> command. The NAME attribute is useful when you use the TARGET attribute in a hypertext link. If you want a hypertext link to reference a particular frame, you must add the TARGET="FrameName" attribute to your hypertext link. This attribute is also useful when you work with JavaScripts.

ALWAYS SUGGEST A NAME TO THE FRAME

If this option is checked, the program will suggest a name for the frame. The suggested name corresponds to the name of the HTML file which you have referenced as the source document without the .html extension.

Example:

Lets assume that you have specified **link.html** in the **Source file** text box as the name of the file to be referenced for the selected frame; the name suggested by the program will simply be **link**.

SCROLLING

You can also include or forbid scrollbars in your frame. The automatic option will display the bars if the content of the frame is wider or longer than the space provided. This option is activated by default. By selecting the **Yes** option, the scrollbars will be added to the frame. This option will add the SCROLLING="YES" attribute to the <FRAME> command. By selecting the **No** option, the scrollbars will be forbidden even if the content of the frame is wider or longer than the space provided. This option will add the SCROLLING="NO" attribute to the <FRAME> command.

MARGINS

In the **Margins** menu you can modify the height and the width of the document which appears inside the frame. To do this, you must enter the values in pixels in the corresponding boxes. The smallest accepted value is 1 pixel. This option will add the MARGINHEIGHT and MARGINWIDTH attributes to the <FRAME> command.

NO RESIZE

If you check the **No resize** box, the frame cannot be resized by the user. This option will add the NORESIZE attribute to the <FRAME> command. NORESIZE is optional, and all frames can be resized by default.

The **OTHER PROPERTIES** tab:

BORDER COLOR

The Netscape 3.0 browser allows you to add a color to the borders of the frame. To add a color to the border of a frame, you only have to select the desired color by pressing the [Color](#) button. The default color is gray. This option will add the BORDERCOLOR attribute to the <FRAME> command.

FRAME SIZE IN PIXELS

This option allows you to indicate the exact height and width of a frame in pixels.

BORDER AROUND THE FRAME

This option determines whether your frame will have a border around it or not. If you leave the check mark in the box, there will be a border around the frame. If you remove the check mark, there won't be a border around the frame and the FRAMEBORDER="NO" attribute will be added to the <FRAME> command.

ADDITIONAL FRAME PROPERTIES

The **GENERAL** tab:



SPACE BETWEEN FRAMES

These two options allow you adjust the width of the borders around the frames. However, the Microsoft Internet Explorer and Netscape browsers do not use the same attributes. The Microsoft Internet Explorer browser adds the `FRAMESPACING` attribute to the `<FRAMESET>` command, while the Netscape browser adds the `BORDER` attribute to the same command. Both attributes have exactly the same effect. The values are expressed in pixels.

BORDER COLOR

The Netscape 3.0 browser allows you to add a color to the frame's borders. To add a color to the border of the frames, you only have to select the desired color by pressing the color button . The default color is gray. This option adds the `BORDERCOLOR` attribute to the `<FRAMESET>` command.

BORDER AROUND THE FRAMES

This option allows you to decide whether your frames will have a border or not. If you leave the check mark inside the box, there will be a border around the frame. If you remove the check mark from the box, there won't be a border and the `FRAMEBORDER="0"` attribute will be added to the `<FRAMESET>` command.

DESCRIPTION OF FRAME PROPERTIES

Property name	Description	HTML tags
General Frame Properties		
Source file	document that will appear inside the frame	SRC="Filename.html"
Frame name	name that identifies frame	NAME="frame name"
Scrolling	<ul style="list-style-type: none"> • automatic: the browser will display scroll bars if necessary • yes: scroll bars are displayed • no: no scroll bars are displayed 	<p>The default is "automatic"</p> <p>SCROLLING="Yes No"</p>
Margins	indicates in pixels the margin from top and left sides of the selected frame	<p>MARGINWIDTH=number</p> <p>MARGINHEIGHT=number</p>
No resize	if the box has a check mark, the user cannot resize the frame using his browser	<p>allows resizing by default</p> <p>NORESIZE (no resizing possible)</p>
Additional Frame Properties		
Color options	indicates the color of the frame's border (with Netscape only)	BORDERCOLOR="# hexadecimal code "
Frame size in pixels	indicates a fixed frame's height and width in pixels	<p>COLS="no. of pixels %, no. of pixels %"</p> <p>ROWS="no. of pixels %, no. of pixels %"</p>
Frame border	indicates whether the frame has a border around it or not	FRAMEBORDER="Yes No"
FrameSet Properties		
Space between frames	indicates the space in pixels between frames	<p>FRAMESPACING=number (Netscape)</p> <p>BORDER=number (Explorer)</p>
Color options	indicates the color of the border (Netscape only)	BORDERCOLOR="# hexadecimal code "
Frame border	indicates whether frames have a border around them or not	FRAMEBORDER="Yes No"
Properties of a Single Frame (Explorer only)		
Alignment	indicates the alignment of a single frame	ALIGN="top bottom left right middle"
Vertical space	vertical spacing between frames and surrounding text	VSPACE=number
Horizontal space	horizontal spacing between frames and surrounding text	HSPACE=number

\$ K + INSERT A SINGLE FRAME <IFRAME>

Single frames can only be used with Microsoft Internet Explorer. Follow the steps below to create a single frame:

1. Click on the **Tables, frames, and lists** tab and then on the [Insert frames](#) button;
2. Indicate the properties and source file for the frame by clicking on the Frame properties button (*you can also use the context menu by clicking on the mouse's right button*);
3. Indicate the source HTML file in the box called **Source file**, select the source file with the help of the File icon to the right;
4. Enter the identifier name for the frame;
5. Specify scrolling : automatic, yes or no;
6. Indicate the top and left margins inside the frame.

You can indicate additional frame properties by doing the following:

1. Click on the **Other properties** tab.
2. Specify the frame alignment.
3. Indicate a fixed size for the frame by entering the height and width in pixels or entering the size as a percentage.
4. Check the **Frame border** box to specify if the frame has a border or not..

\$ MAKING THE CONTENTS OF A TARGET LINK APPEAR IN A SPECIFIC FRAME

When you create an external link, you can specify the specific frame where the destination HTML document must appear. When you create the link (refer to the **External link** section if necessary) you can specify a target in the External Link dialog box in the following manner:

1. Click on the **Target frame** tab on the **External link** window;
2. In the **Target or frame name** text box, insert the name that identifies the target frame. If necessary check the frame names – with the help of the **NAME** attribute – in the HTML document containing the frame code;
3. If you wish, you can specify a predefined target instead of a frame name. In order for a linked HTML document to appear in a window without frames, choose the `_top` target.

ORDERED LIST

See also

The OL command is used to create a an ordered list in which the numbering increases automatically.

With AceExpert it is also possible to modify an already existing list. To do so, select the list code and then press the **Ordered List** icon.

To insert an ordered list in your document:

1. Place the cursor in the desired position to insert the list.
2. In the **Tables, Frames ad Lists** toolbar, click on the [Ordered List](#) icon.
3. In the menu **Type of List** select the type of list.
4. Indicate the number of items in the list in the **Items** box. You will see in the window below **List content** the same number of fields as you indicated in the **Items** box so that you can enter each item.
5. In an ordered list as this one, you can indicate in the box **Start at** the starting number for your list, that is, if you indicate 3 as the starting number, the list will start with the number 3, the letter c or the Roman number iii, depending on the type of list you selected.
6. Now you can type directly in the window **List content**, the contents for each item of your list.
7. Click on the OK button.

The program will add the lines of code corresponding to the type of list you selected:

Example #1:

Number of items:1
Start at: 1
Type of list: 1,2,3...

```
<OL>  
  <LI>  
</OL>
```

Example #2:

Number of items: 3
Start at: 5
Type of list: a,b,c...

```
<OL TYPE=a START=5>  
  <LI>  
  <LI>  
  <LI>  
</OL>
```

ORDERED LIST icon 

See also

Unordered list

[Definition List](#)

UNORDERED LIST

See also

The UL command inserts an unordered list with bulleted items.

With AceExpert it is also possible to modify an already existing list. To do so, select the list code and then press the **Unordered List** icon.

To insert an unordered list (bulleted list) in your document:

1. Place the cursor in the desired position to insert the list.
2. In the **Tables, Frames ad Lists** toolbar, click on the [Unordered List](#) icon.
3. In the menu **Type of List** select the type of list.
4. Indicate the number of items in the list in the **Items** box. You will see in the window below **List content** the same number of fields as you indicated in the **Items** box so that you can enter each item.
5. Now you can type directly in the window **List content**, the contents for each item of your list.
6. Click on the OK button.

The option **Compact form** compresses the space occupied by the list. If you checkmark this box, the attribute COMPACT is inserted in the command. This option is only possible with Netscape .

Example:

```
<UL COMPACT>  
...  
</UL>
```

Following are some examples of using the Unordered List command:

Example #1:

Type or list: ◆
Number of items: 3

```
<UL>  
  <LI>  
  <LI>  
  <LI>  
</UL>
```

Example #2:

Type of list: ■
Number of items: 2

```
<UL TYPE=SQUARE>  
  <LI>  
  <LI>  
</UL>
```

UNORDERED LIST icon 

See also
Ordered List
Definition List

DEFINITION LIST <DL>

See also

With the DL command you can have a list of terms with its definitions, that is, a list where each term is followed by a definition.

With AceExpert it is also possible to modify an already existing list. To do so, select the list code and then press the **Definition List** icon.

To insert a definition list in your document:

1. Place the cursor in the desired position to insert the list.
2. In the **Tables, Frames ad Lists** toolbar, click on the [Definition List](#) icon.
3. Indicate the number of items in the list in the **Items** box. You will see in the window below **List content** the same number of fields as you indicated in the **Items** box so that you can enter each item.
4. Now you can type directly in the window **List content**, the contents for each item of your list. On the right side field you type the name of the term, and on the left, the definition of the term.
5. Click on the OK button.

The option **Compact form** compressed the space occupied by the list. If you checkmark this box, the attribute COMPACT is inserted in the <DL> command..

Example:

```
<DL COMPACT>
```

...

```
</DL>
```

In the code that is added to your document, DT represents the term, and DD represents the definition of the term.

Example:

```
<DL>
  <DT>Term #1
  <DD>Definition of term #1...
  <DT>Term #2
  <DD>Definition of term #2...
  <DT>Term #3
  <DD>Definition of term #3...
</DL>
```

Result:

Heading of list

Term #1

Definition of term #1...

Term #2

Definition of term #2...

Term #3

Definition of term #3...

DEFINITION LIST icon



See also

Ordered List

Unordered List

See also

[Ordered List](#)

[Unordered List](#)

[Definition List](#)

FORMS TOOLBAR



Form Definition



CheckBox



Radio Button



List Box



ComboBox



Text Box



Password



Text Area



Button



Reset Button



Submit Button



Hidden Entry



File Attach



Form Image

FORM DEFINITION <FORM>

See also

The FORM command allows the user to send information to a server. It's a graphic interface and uses push buttons, text boxes, list boxes, etc. Inside the [tags](#) <FORM> and </FORM> you can use the following commands: INPUT, SELECT or TEXTAREA.

To insert a form in your document:

1. In the **Forms** toolbar, click on the [form icon](#).
2. Select the method of submitting the form to the http server. There are two methods, GET and POST. The GET method directs information to go through a variable QUERY_STRING to interpret the data. This method must be used when the purpose of the query is to obtain information from the server. On the other hand, the POST method is used to add or change information on the server. This last method submits complete messages to the server.
3. In the window **Type of protocol** indicate a URL address. Select the desired address type from the following options:
 - HTTP link:** link to an http address
 - FTP link:** link to an FTP address
 - Email address:** link to an e-mail address
 - Newsgroup:** link to a newsgroup

This address will be the recipient of the information entered in the form. If the ACTION field is not entered, then the URL used will be that of the active document.
4. In the text box **Action**, type the name of the virtual address of the site. The arrow to the right of the text box indicates the last URL addresses you have entered.
5. Under the **Target frame** tab, indicate the name of the target if the data in the form makes reference to a particular location in the file. Under the **JavaScript** tab, you can assign a name to your form so that you can identify it later in a JavaScript reference.
6. Click on the OK button.

The program inserts the following command in your document:

```
<FORM ACTION="URL" METHOD="POST or GET">  
...  
</FORM>
```

Type of URL address:

http:	Hypertext Transfer Protocol
ftp:	File Transfer Protocol
file:	Local files (in your system)
newsrsc	Newsgroup
nntp:	Net News Transfer Protocol
gopher:	Gopher Protocol
mailto:	mail address
news:	Usenet news
telnet:	Telnet Protocol
wais:	Wide Area Information Server Protocol

Target frame tab:

The **Target frame** option allows you to specify the Frame where the information will be sent with the submit button.

This option inserts the attribute TARGET in the <FORM> command.

Example:

```
<FORM ACTION="URL" METHOD=POST or GET TARGET="target">  
...  
</FORM>
```

Please note that the attribute TARGET is case sensitive with respect to the target name.

JavaScript tab:

In the text box **Form identifier name**, you can enter a name for your form so that you can refer to it later when you use JavaScript.

JavaScript button  :

You can add a JavaScript event handler to the FORM command. The event handler executes a function written in JavaScript.

When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the FORM command.

FORM SHEET icon 

See also

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

CHECKBOX <INPUT TYPE="CHECKBOX">

See also

This command inserts checkmark boxes in a form sheet.

To insert a checkbox in your document:

1. In the **Forms** toolbar, click on the [Checkbox](#) icon.
2. In the text box **Identifier name**, enter a name. This name identifies the checkmark boxes.
3. If you don't want to have a new line inserted after every checkmark box, remove the checkmark from the box **Insert a carriage return after every value**.
4. In the text box **Element value(s)**, type the description for the first checkmark box and then press on the **Add** button. In the preview window below the menu, you can view the checkboxes you are adding. You can keep inserting different checkmark boxes by inserting them with the **Add** button.
5. If you want one of the checkmark boxes to have a default checkmark, then you must insert a checkmark in the box **Checked by default** or simply insert a checkmark in the appropriate box in the preview window.
6. You can modify a checkmark box by selecting it in the preview window and clicking on the **Edit** button.
7. You can also erase a checkmark box by selecting it in the preview window and clicking on the **Erase** button..
8. If you want to move a checkmark box up or down, select it and then use the arrows on the right side of the preview window to move it in any direction.
9. Click on the OK button.

The program inserts the following command in your document:

```
<INPUT TYPE="CHECKBOX" NAME="Name" VALUE="Value" CHECKED="Value">
```

The CHECKED attribute indicates that the referred checkmark box will be checkmarked. The CHECKED attribute can be inserted in one checkmark box or several checkmark boxes.

If you have not previously specified the type of form in which you want to insert the checkmark boxes, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the INPUT command.. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

CHECKBOX icon



See also

[Form Definition](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

RADIO BUTTON <INPUT TYPE="radio">

See also

Inserts radio buttons in a form sheet.

To insert a radio button in your document:

1. In the **Forms** toolbar, click on the [Radio button](#) icon.
2. In the text box **Identifier name**, enter a name. This name identifies the radio buttons.
3. If you don't want to have a new line inserted after every radio button, remove the checkmark from the box **Insert a carriage return after every value**.
4. In the text box **Element value(s)**, type the description for the first radio button and then press on the **Add** button. In the preview window below the menu, you can view the radio buttons you are adding. You can keep inserting different radio buttons by inserting them with the **Add** button.
5. If you want one of the radio buttons to have a default checkmark, then you must insert a checkmark in the box **Checked by default** or simply insert a checkmark in the appropriate box in the preview window.
6. You can modify a radio button by selecting it in the preview window and clicking on the **Edit** button.
7. You can also erase a radio button by selecting it in the preview window and clicking on the **Erase** button.
8. If you want to move a radio button up or down, select it and then use the arrows on the right side of the preview window to move it in any direction.
9. Click on the OK button.

The program inserts the following command in your document:

```
<INPUT TYPE="RADIO" NAME="Name" VALUE="Value" CHECKED>
```

The CHECKED attribute indicates that the referred radio button will be checkmarked. The CHECKED attribute can be inserted only in one radio button.

If you have not previously specified the type of form in which you want to insert the radio buttons, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the INPUT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

RADIO BUTTON icon



See also

[Form Definition](#)

[Checkbox](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

LIST BOX <SELECT>

See also

This command allows creating a list of available items in a menu.

To insert a list box in your document:

1. In the **Forms** toolbar, click on the [List box](#) icon.
2. In the text box **Identifier name**, type a name. This name identifies the list box.
3. In the **Lines displayed** box you can specify the number of items that will be displayed in the box.
4. In the text box **Element value(s)**, type the value for the first item and then press on the **Add** button. In the preview window below the menu, you can view the items you are adding. You can keep inserting different values by inserting them with the **Add** button. However, you can only add as many items as those indicated in the **Lines displayed** box.
5. You can modify an item by selecting it in the preview window and clicking on the **Edit** button.
6. You can also erase an item by selecting it in the preview window and clicking on the **Erase** button.
7. If you want to move an item up or down, select it and then use the arrows on the right side of the preview window to move it in any direction.
8. If you want the user to be able to select several items in the menu, insert a checkmark in the **Multiple selection** checkbox.
9. Click on the OK button.

The program inserts the following command in your document:

```
<SELECT NAME="Name" VALUE="Value" SIZE=Value MULTIPLE>  
  <OPTION> option #1  
  <OPTION> option #2  
  <OPTION> option #3  
</SELECT>
```

If you have not previously specified the type of form in which you want to insert your list box, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the SELECT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the SELECT command.

LIST BOX icon



See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

COMBOBOX <SELECT>

See also

Used to present the list of possible choices as a drop-down list box. Drop-down list boxes are used to allow the user to choose only one item from the menu (list).

To insert a comboBox in your document:

1. In the **Forms** toolbar, click on the [ComboBox](#) icon.
2. In the text box **Identifier name**, enter a name. This name identifies the ComboBox.
3. In the text box **Element value(s)**, type the description for the first option in the ComboBox and then press on the **Add** button. In the preview window below the menu, you can view the comboBox. You can keep inserting different options by inserting them with the **Add** button.
4. To modify an option, you must insert a checkmark in the checkbox **Display as a list**, select the option you want to modify and then press the **Edit** button .
5. To erase an option, you must insert a checkmark in the checkbox **Display as a list**, select the option and then press the button **Erase**.
6. If you want to move an option up or down, select it and then use the arrows on the right side of the preview window to move it in any direction.
7. Click on the OK button.

The program inserts the following command in your document:

```
<SELECT NAME="Name">  
  <OPTION> option #1  
  <OPTION> option #2  
  <OPTION> option #3  
</SELECT>
```

If you have not previously specified the type of form in which you want to insert the comboBox, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the SELECT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the SELECT command.

COMBOBOX icon



See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

TEXT BOX <INPUT TYPE="TEXT">

See also

This command allows the user to enter a line of text in a form dialog box.

To insert a text box in your document:

1. In the **Forms** toolbar, click on the [Text](#) icon.
2. In the text box **Identifier name**, insert a name. This name identifies the text box.
3. In the **Properties** menu, you can modify the size of the text box and modify the size of the text box by inserting a number in the **Maximum length displayed** box.

You can also limit the size of the text that will be submitted with the form by inserting a number in the **Maximum authorized length** box.
4. In the **Element value(s)** box you can enter a message that will be displayed in the text box and acts as a default value.
5. Click on the **OK** button.

The program inserts the following command in your document:

```
<INPUT TYPE="Text" NAME="Name" SIZE=40 MAXLENGTH=30>
```

If you have not previously specified the type of form in which you want to insert your text box, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button :

You can add a JavaScript event handler to the INPUT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

TEXT BOX icon



See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

PASSWORD **<INPUT TYPE="PASSWORD">**

See also

This command allows entering a password in a line of text and the characters will be hidden and displayed as asterisks.

To insert a password box in your document:

1. In the **Forms** toolbar, click on the [Password](#) icon.
2. In the menu **Properties** insert a name in the **Name** box. This name identifies the password box .
3. In the same menu you can specify the size of the password box by indicating a value in the **maximum length displayed** box.

You can also limit the size of text submitted with the form by indicating a value in the **maximum authorized length** box.
4. In the **Element value** box you can enter a message that will appear in the password box and will act as the default value.
5. Click on the OK button.

The program inserts the following command in your document:

```
<INPUT TYPE="PASSWORD" NAME=a Name SIZE=Value VALUE=Value>
```

If you have not previously specified the type of form in which you want to insert your password box, the program will ask you if you want to insert the [form](#) command in your document.

PASSWORD icon 

See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

TEXT AREA BOX <TEXTAREA>

See also

With this command you can create a rectangular area for the user to enter text.

To insert a rectangular area for entering text in your document:

1. In the **Forms** toolbar, click on the [TextArea](#) icon.
2. In the text box **Identifier name**, insert a name. This name identifies the text area box.
3. In the same menu you can modify the size of the box, by entering values in the column and row boxes.
4. In the menu **Line cut off** there are three options: **Deactivated** that turns word wrapping off, **Virtual** that displays scroll bars only in case the text is too long to show in the window, and **Physical** which automatically displays scroll bars.
5. In the **Preview** window you can enter a message that will appear in the text area box and will act as the default value.
6. Click on the **OK** button.

The program inserts the following command in your document:

```
<TEXTAREA NAME="Name" ROWS=Value COLS=Value>  
...  
</TEXTAREA>
```

If you have not previously specified the type of form in which you want to insert your text area box, the program will ask you if you want to insert the form command in your document.

JavaScript button  :

You can add a JavaScript event handler to the TEXTAREA command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the TEXTAREA command.

TEXT AREA icon 

See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

FORM BUTTON <INPUT TYPE="button">

See also

Inserts a simple push button that is used with JavaScript.

To insert a button in your document:

1. In the **Forms** toolbar, click on the [Button](#) icon.
2. In the text box **Text displayed on the button**, you can type the text that will appear on the button.

You can view the button in the **Preview** window.
3. Click on the **OK** button.

The program inserts the following command in your document:

```
<INPUT TYPE="button" VALUE="text">
```

If you have not previously specified the type of form in which you want to insert your button, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the INPUT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

FORM BUTTON icon



See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

SUBMIT BUTTON <INPUT TYPE="SUBMIT">

See also

This button allows submitting information on a form. The VALUE attribute assigns a name to the button.

To insert a submit button:

1. In the **Forms** toolbar, click on the [Submit Button](#) icon.
2. In the text box **Text displayed on the button**, you can type the text that will appear on the submit button.
You can view the button in the **Preview** window.
3. Click on the **OK** button.

The program inserts the following command in your document:

```
<INPUT TYPE=SUBMIT>
```

The value **Submit Form** will appear on the button

Or

```
<INPUT TYPE=SUBMIT VALUE=Name >
```

The **Name** value will appear on the button.

If you have not previously specified the type of form in which you want to insert your submit button, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button  :

You can add a JavaScript event handler to the INPUT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

SUBMIT BUTTON icon 

See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Submit Button](#)

[Form Image](#)

RESET BUTTON <INPUT TYPE="RESET">

See also

This button allows the user to reset the form's fields to their initial values.

To insert a reset button in your document:

1. In the **Forms** toolbar, click on the [Reset Button](#) icon.
2. In the text box **Text displayed on the button**, you can type the text that will appear on the button.

You can view the button in the **Preview** window.
3. Click on the **OK** button.

The program inserts the following command in your document:

```
<INPUT TYPE=RESET>
```

The value **Reset** will appear on the button

Or

```
<INPUT TYPE=RESET VALUE=Start Again>
```

The value "Start Again» will appear on the button.

If you have not previously specified the type of form in which you want to insert your reset button, the program will ask you if you want to insert the [form](#) command in your document.

JavaScript button :

You can add a JavaScript event handler to the INPUT command. The event handler executes a function written in [JavaScript](#). When you click on this button you are asked to indicate the name of the function that will be executed. You also have to select the type of possible events that must take place with the INPUT command.

RESET BUTTON icon 

See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Form Image](#)

HIDDEN ENTRY <INPUT TYPE="HIDDEN">

See also

A hidden entry contains a value sent with the submitted form that is not displayed to the user.

To insert a hidden entry in your document:

1. In the **Forms** toolbar, click on the [Hidden entry](#) icon.
2. In the text box **Name**, insert a name. This name identifies the hidden entry.
3. In the text box **Value**, insert a value that represents the hidden entry.
4. Click on the **OK** button.

The program inserts the following command in your document:

```
<INPUT TYPE=HIDDEN NAME="Name" VALUE="Value">
```

If you have not previously specified the type of form in which you want to insert your hidden entry, the program will ask you if you want to insert the [form](#) command in your document.

HIDDEN ENTRY icon



See also

[Form Description](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Button](#)

[Text Area](#)

[Reset Button](#)

[Submit Button](#)

[Form Image](#)

FORM IMAGE <INPUT TYPE="IMAGE">>

See also

The Form Image command allows submitting the form contents in exactly the same way as the [Submit button](#). When the user presses the image, the form is submitted.

To insert a Form Image in your document:

1. In the **Forms** toolbar, click on the [Form Image](#) icon.
2. Proceed the same way as when inserting an [Image](#).

The program inserts the following command in your document:

```
<INPUT TYPE=IMAGE SRC="URL of the image">
```

If you have not previously specified the type of form in which you want to insert your Form Image, the program will ask you if you want to insert the [form](#) command in your document.

FORM IMAGE icon



See also

[Form Definition](#)

[Checkbox](#)

[Radio button](#)

[List box](#)

[ComboBox](#)

[Text](#)

[Password](#)

[Text Area](#)

[Button](#)

[Reset Button](#)

[Submit Button](#)

DOCUMENT META PROPERTIES

With this menu you can add a title and a description to your document and also indicate the author. The title is the text that appears in the [title bar](#) of the [browser](#). The description is useful to identify the document with search engines. By default with AceExpert the name of the author is the registration name. All these commands are optional.

To specify or modify the document meta properties of your document:

1. In the **Specialized** toolbar, click on the [Document meta Properties](#) icon.
2. In the text box **Title**, insert a title for the document
3. In the text box **Description**, type a description of the document.
4. In the text box **Author**, indicate the author of the document.
5. Click on the OK button.

The program will insert in the header section of your document the following lines of code:

```
<TITLE> Title </TITLE>
<META NAME="Description" CONTENT=" A description of the document ">
<META NAME="Keywords" CONTENT="">
<META NAME="Author" CONTENT="Registration name">
<META NAME="Generator" CONTENT="AceExpert">
```

DOCUMENT META PROPERTIES icon 

DOCUMENT HEADER PROPERTIES

When you click on this command, the **Document Header Properties** window opens. This window contains 3 tabs: **Meta**, **Relation Link and Base**.

The META command provides information in the Header about your HTML document that will be read by the http server. This information could serve to identify a name, the name of the author, the content and an HTTP-EQUIV instruction. The META tags are inserted in the document's Header section.

To insert the META command in your document:

1. Click on the tab **Meta**.
2. In the text box **Meta Information**, enter or select the Meta information that you want to include in the header.
3. In the text bot **Contents** enter the content of the Meta Information.
4. Click on the **Add** button in case you want to insert other Meta information and repeat steps 2 and 3.
5. Click on the **OK** button.

The program inserts the following command in your document:

Example :

```
<META NAME="Author" CONTENT="Visicom Media">
```

RELATION LINK

The link command creates a relation with another object. LINK may have two attributes: REL specifies the relation between the document and the link while REV species an inverse relation. LINK is entered in the header <HEAD> section of the document.

To insert a RELATION LINK in your document:

1. Click on the tab **Relation Link**.
2. In the text box **Link**, enter the name of the HTML file that will serve as a link.
3. In the text box **Relation**, enter the type of relation.
4. In the text box **Inverse Relation**, indicate the type of inverse relation.
5. In the checkbox **Indicate an external style sheet**, enter a checkmark if you want the file to reference an external style sheet.
6. Click on the OK button.

The program inserts the following code in your document:

```
<LINK REL="stylesheet" TYPE="text/css" HREF="StyleSheet1.css">
```

BASE

The BASE command allows registering the current URL address. In this way, when a document is read out of context and the reader wants to refer to the original, the document is searched at the address: relative base address. The BASE command can have the attribute HREF that identifies the URL. The BASE command is inserted in the Header section of the document.

To insert the BASE command in your document:

1. Click on the tab **Base**.
2. In the text box **URL**, enter the base address.
3. In the text box **Target (frame name)**, you can indicate a target found in your document or the name of a frame.
4. Click on the OK button.

The program inserts the following command in your document:

```
<BASE HREF="http://www.visic.com">
```

META icon 

EXTENSIONS TOOLBAR



Active X



Marquee



Background Sound



Spacer



ACTIVE X <OBJECT>

With this command you can insert objects in an HTML document. These objects may be ActiveX controls or other types of media, such as an image, a video sequence or a Java application.

To insert an ActiveX control in your document:

1. In the **Extensions** tab, click on the [ActiveX](#) icon.
2. Indicate the ID class in the **ID** text box.
3. Indicate as necessary the remaining properties. For further information, refer to the [Description of fields of the Active X command](#).
4. Click on the **Parameters** tab and insert them accordingly.
5. Click on the OK button.

Example :

```
<OBJECT  
  CLASSID="clsid:99B42120-6EC7-11CF-A6C7-00AA00A47DD2"  
  WIDTH=100  
  HEIGHT=50> ...  
</OBJECT>
```

To add a parameter:

1. Indicate the parameter name in the **Name** text box.
2. Indicate a value in the **Value** text box.
3. Click on the **Add** button.

To modify an existing parameter:

1. Select the parameter from the list.
2. Click on the **Edit** button.
3. Indicate a new value in the text box.
4. Click on the **OK** button.

To delete a parameter:

1. Select the parameter you want to delete from the list.
2. Click on the **Erase** button or press the **Delete** key.

To modify HTML code of an existing ActiveX control:

1. Select the HTML code of the application in the document, located between the tags **<OBJECT...>** and **</OBJECT>**.
2. Select the **Extensions** tab.
3. Click on the **ActiveX** icon.
4. Modify the attributes and/or the control parameters.
5. Click on the **OK** button.

ACTIVEX icon



\$ DESCRIPTION OF FIELDS OF THE ACTIVEX COMMAND

FIELD	DESCRIPTION
CodeBase (URL)	Access path to the object, if not located in the same directory as the HTML document.
Code type	Media type for code
Media type	MIME type for the corresponding script programs
Class ID	Identification of the object class
Standby	Standby message while the object is loaded
Alignment	Sets alignment for text surrounding the object
Name	Sets a name for the object to be able to reference it from JavaScript or VBScript code.
Data	Access path to object's data
Width	Width of space occupied by the ActiveX object
Height	Height of space occupied by the ActiveX object
Horizontal space	Distance in pixels of the horizontal spacing (right and left) between the object and the surrounding text
Vertical space	Distance in pixels of the vertical spacing (top and bottom) between the object and the surrounding text
Border	Width of the object border
Tab index	Sets the position of the object in the tabbing order.
No tab	Excludes the object from the tabbing order.
Declare object	Indicates if the object is used as a parameter in another control.

MARQUEE <MARQUEE ...>

With this command you can make text scroll from left to right or right to left in a scroll box.

To insert a marquee in your document:

1. Select the text in your document that you want inserted in the scroll box.
2. In the **Extensions** toolbar, click on the [Marquee](#) icon.
3. Click on the OK button.

The program inserts the following command in your document:

```
<MARQUEE> text </MARQUEE>
```

You can add attributes to the command MARQUEE in order to customize it.

To specify the scroll speed of text inside the scroll box:

In the **Scrolling** menu, you can specify the scrolling speed of text. There are two ways to indicate the speed.

By specifying a value between 1 and a 100 in the box **Scroll amount**, you can indicate the scrolling speed in pixels of the text on the box.

This option inserts the attribute SCROLLAMOUNT in the MARQUEE command.

Example:

```
<MARQUEE SCROLLAMOUNT=Value> text </MARQUEE>
```

By specifying a value between 1 and a 100 in the box **Scroll delay**, you determine the delay in thousands of seconds of the text scrolling in the box.

This option inserts the attribute SCROLLDELAY in the MARQUEE command.

Example:

```
<MARQUEE SCROLLDELAY=Value> text </MARQUEE>
```

To specify the text color and background color of the scroll box:

In the menu **Color Options** you can specify the color of the text displayed in the scroll box. To do so, click on the [Text color](#) button and choose a color. The chosen color will appear on the Color button. You can view the result in the Preview window.

This option inserts the command in your document.

Example:

```
<FONT COLOR="#Color"><MARQUEE BGCOLOR="#80FF00"> text </MARQUEE></FONT>
```

In the menu **Color Options** you can specify the background color of the scroll box. To do so, click on the [Background color](#) button and choose a color. The chosen color will appear on the Color button. You can view the result in the Preview window.

This option inserts the attribute BGCOLOR in the MARQUEE command.

Example:

```
<MARQUEE BGCOLOR="#Color"> text </MARQUEE>
```

The Properties menu:

Loop

You can specify the number of times that text scrolls in the box by indicating a number in the **Loop** box.

This option inserts the attribute LOOP in the MARQUEE command.

Example:

```
<MARQUEE LOOP=Value> text </MARQUEE>
```

If LOOP="INFINITE", then text scrolls on the box as long as the page is open.

WIDTH

You can specify the width of the scroll box by indicating a number in the **Width** box. This value can be entered in pixels or as a percentage. If the value is a percentage you have to place a checkmark in the "%" box. If this box is empty, then the value is interpreted in pixels. The default value is a percentage.

This option inserts the attribute WIDTH in the MARQUEE command.

Example:

```
<MARQUEE WIDTH=Value> text </MARQUEE>
```

HEIGHT

You can specify the height of the scroll box by indicating a number in the **Height** box. This value can be entered in pixels or as a percentage. If the value is a percentage you have to place a checkmark in the "%" box. If this box is empty, then the value is interpreted in pixels. The default value is a percentage.

This option inserts the attribute HEIGHT in the MARQUEE command.

Example:

```
<MARQUEE HEIGHT=Value> text </MARQUEE>
```

VERTICAL SPACE

You can specify margins on the top and bottom of the scroll box by entering a value in the **Vertical space** box. The value must be entered in pixels.

This option inserts the attribute VSPACE in the MARQUEE command.

Example:

```
<MARQUEE VSPACE=Value> text </MARQUEE>
```

HORIZONTAL SPACE

You can specify margins on the left and right of the scroll box by entering a value in the **Horizontal space** box. The value must be entered in pixels.

This option inserts the attribute HSPACE in the MARQUEE command.

Example:

```
<MARQUEE HSPACE=Value> text </MARQUEE>
```

To indicate the behavior of the scroll box:

In the menu **Behavior** you can indicate the way the text will scroll. The default behavior is **Scroll**, that is, text scrolls from right to left. If you select the **Slide** option, text will scroll the length of the scroll box and stop when it touches the right margin. If you select the **Alternate** option, text will scroll the length of the scroll box until the text touches one of the margins, and then scrolls in the opposite direction.

This option inserts the attribute BEHAVIOR in the MARQUEE command.

Example:

```
<MARQUEE BEHAVIOR="scrolling method"> text </MARQUEE>
```

BEHAVIOR takes one of the following three values: SCROLL, SLIDE or ALTERNATE.

To specify the direction text scrolls inside the box:

In the menu **Direction** you can specify in which direction text scrolls by selecting one of two options: right or left.

This option inserts the attribute DIRECTION in the MARQUEE command.

Example:

```
<MARQUEE DIRECTION=" LEFT or RIGHT "> text </MARQUEE>
```

To specify text alignment inside the scroll box:

In the menu **Alignment**, you can specify the alignment of text in the scroll box by choosing from five options: To the left, To the right, At the top, At the bottom, and To the center.

This option inserts the attribute ALIGN in the MARQUEE command.

Example:

```
<MARQUEE ALIGN=" TOP, BOTTOM or MIDDLE "> text </MARQUEE>
```

MARQUEE icon



BACKGROUND SOUND <BGSOUND ...>

This command allows playing music or sounds in the background.

To insert a background sound in your document:

1. In the **Extensions** toolbar, click on the [Background Sound](#) icon.
2. In the text box **Source**, indicate the access path and the name of the file to play. You can also search for the file by pressing the [Open](#) icon. The file must be in WAV, AU or MID format.
3. Indicate the number of times the file will be played by indicating a value in the **Loop** box. The default value is 1. If you indicate a value of -1, the file will play repeatedly as long as the page is open.
4. Click on the OK button.

The program inserts the following command in your document:

```
<BGSOUND SRC="Filename" LOOP=Value>
```

You can test the sound file by pressing the [Test](#) button.
The [Stop](#) button interrupts playing the sound file.

TEST icon 

STOP icon 

BACKGROUND SOUND icon



SINGLE FRAME <IFRAME>

With this command you can enter a single frame in your document. The single frame makes reference to another HTML document which can be viewed inside the frame. The IFRAME command must be inserted in the body section of the document, that is between the <BODY> and </BODY> tags. The IFRAME can only be displayed with Microsoft Internet Explorer.

To insert a single frame in your document:

1. Place the cursor in the desired position in your document.
2. In the tab **Tables, frames and lists**, click on the button [Insert Frames](#)
3. In the text box **File name**, enter the path and name of the referred HTML document. You can also press the button [Open](#) to search for the file.
5. In the text box **Frame name**, enter a name that identifies the frame.
6. Click on the OK button.

The program inserts the following command in your document:

```
<IFRAME NAME="FrameName" SRC="Filename"></IFRAME>
```

The following are different options found in the **Single Frame** command:

SCROLLING

You can add choose to place or not place scroll bars on your frame. Normally scroll bars are added automatically if the frame's contents are longer than the space provided. This is the default value. If you select **Yes**, scroll bars are always placed in the frame. This option will add the attribute SCROLLING=»YES» to the <IFRAME> command. If you select **No**, the scroll bars are not placed in the frame, even if the contents are longer than the space provided. This option adds the attribute SCROLLING=»NO» to the <IFRAME> command.

MARGINS

In the **Margins** window, you can modify the height and width of the document's margins displayed in the frame. To do so, enter the value in pixels in the corresponding boxes. The lowest value must be 1 pixel. This option adds the attributes MARGIN HEIGHT and MARGIN WIDTH to the <IFRAME> command.

In the tab **Other Properties**, you can make further adjustments to the frame. These are the options:

FRAME BORDER

This option inserts a border around the frame. If you remove the checkmark from the box, the frame will not have a border. The attribute FRAMEBORDER=»0» is added to the <IFRAME> command..

ADDITIONAL PROPERTIES

In this menu you can determine the width and height of the frame as a percentage or in pixels. This adds the attributes WIDTH="Value %" and HEIGHT="Value %" to the <IFRAME> command. By default, the values are set as a percentage. If you remove the checkmark from the box "%" the value is interpreted as pixels. In the boxes **Vertical space** and **Horizontal space**, you can determine the position of the frame in your HTML document. The values are entered in pixels. This adds the attributes VSPACE="value" and HSPACE="value" to the <IFRAME> command.

FRAME ALIGNMENT

In this menu you can determine the alignment of the text contained in your document with respect to the frame. This option adds the attribute ALIGN="Value " to the <IFRAME> command. The possible values are:

Towards the top: ALIGN="TOP"
The text is aligned at the top of the frame.

Towards the middle: ALIGN="MIDDLE"
The text is aligned in the middle of the frame

Towards the bottom: ALIGN="BOTTOM"
The text is aligned at the bottom of the frame

To the left: ALIGN="LEFT"
The frame is automatically aligned to the left of your document

To the right: ALIGN="RIGHT"
The frame is automatically aligned to the right of your document.

SPACER <SPACER>

With this command you can enter empty space in your document. This command is useful to format the page contents of your HTML document. SPACER is an extension of Netscape 3.0.

To insert empty space in your document:

1. Place the cursor in the desired position to insert the empty space.
2. In the **Extensions** toolbar, click on the [Spacer](#) icon.
3. In the text box **Width**, specify the horizontal empty space. The value must be entered in pixels.
4. In the text box **Height**, specify the vertical empty space. The value must be entered in pixels.
5. In the text box **Alignment**, select the alignment of text inside the block of space.
6. You can view the results in the **Preview** window.
7. Click on the OK button.

SPACER icon 

JAVASCRIPT TOOLBAR



[Define a Script](#)



[Javascript Commands Summary](#)



[Banner](#)



[Time/Date](#)



[Scrolling List of URL's](#)



[Text gradations](#)



[Select Images](#)



[Alternative Link Images](#)



[Rotating Images](#)



[Explanation Window](#)



[News Box](#)



[Screen Flash](#)



[Password](#)



[Window Script](#)

DHTML AND JAVASCRIPT TUTORIALS

2 tutorials explains how to use the DHTML & Javascripts supplied with AceExpert 3 and supplies general guidelines on DHTML & Javascripts as a whole.

While examining the tutorial, you can click the **Right** and **Left** arrows on the internal viewer to return to a previous section or to go to the next section.

If you do not have Explorer installed, AceExpert will run the other external browser, Netscape. However, the tutorial is best viewed with Explorer 4.0 or more.

WINDOW SCRIPT

This script inserts a new window on the browser screen.

To insert a new a new window in the browser:

1. Open the HTML document in which you want to insert instructions to open a new window in the browser .
2. In the tab **Javascript**, click on the button [Window script](#) .
3. In the text box **File Name**, select the file that you want to display in the new window.
4. In the box **Width**, indicate the window's width in pixels.
5. In the box **Height**, indicate the window height in pixels.
6. In the box **Window title**, indicate a title for the window.
7. Click on the OK button.

WINDOW (SCRIPT) icon



DEFINITION OF A JAVASCRIPT FUNCTION

With this command you can define a JavaScript function. This is the first step to define a JavaScript function.

To insert a definition of a JavaScript function in your document:

1. In the **JavaScript** toolbar, click on the [Define a Script](#) icon.
2. In the text box **Function name**, type the name of the JavaScript function.
3. Click on the OK button.

The program will insert the following lines of code in the HEADER section of your document:

```
<SCRIPT LANGUAGE=JavaScript>  
  <!-- begin script  
    function Name () {  
  
    }  
  // end script -->  
</SCRIPT>
```

Once you have indicated the JavaScript function, you can insert the function contents with the help of the menu [JavaScript Commands Summary](#). The checkbox **Insert a new function in the document header** has a checkmark by default. For more information on each of the JavaScript commands, please refer to the JavaScript reference in AceExpert's "Help" menu.

DEFINE A SCRIPT icon



JAVASCRIPT COMMANDS SUMMARY

This option inserts the JavaScript language, with its existing objects, properties, methods and corresponding events.

To insert JavaScript in your document:

1. Place the cursor in the desired position in your document to insert the script.
2. In the **JavaScript** toolbar, click on the [JavaScript Commands Summary](#) icon.
3. Select the desired object. On the window to the right, the methods corresponding to the selected object are displayed. If you double click on an object, a list of the sub-objects and their corresponding properties will be displayed in the window. To see the available event handlers for a given object, select an object and click on the **Events** button located on the upper part of the right window.
4. Finally, to insert the selected JavaScript in your document, click on the **Insert** button located on the upper part of the right window.

For more information on each of the JavaScript commands, please refer to the JavaScript reference in AceExpert's **Help** menu.

JAVASCRIPTS COMMANDS SUMMARY icon



JAVASCRIPT BANNER

This option allows inserting a banner in your document wherein text scrolls from right to left inside a scroll box.

To insert a JavaScript banner in your document:

1. In the **JavaScript** toolbar, click on the [Banner](#) icon.
2. In the **Enter your text** box, type the text you want to appear on the scroll box.
3. In the **Width** box, specify the width in pixels of the scroll box.
4. In the **Delay** box, indicate the delay in thousands of seconds to determine the speed of text scrolling in the box. The smaller the number, the greater the speed.

In the Preview window below the menu you can see what the banner will look like in your HTML document.

5. In the window **Visual display**, Indicate if you want the banner to be displayed **In a text box**, or in the **Status bar**. If you choose **In a text box** then the text will appear on a box located directly in your HTML page. If you choose **Status bar** it will appear on the browser's status bar.
6. In the window **Behavior** indicate if you want the text to **Scroll**, to **Drag letters** or display them as if using a **Typewriter**.
7. Click on the **OK** button.

The program will insert the JavaScript lines of code in the **HEADER** section of your document. It will also insert the following attribute to the **BODY** command:

```
... onLoad="banniere()" onUnload="clearTimeout(ban)">
```

JAVASCRIPT BANNER icon



TIME/DATE

This JavaScript inserts a dialog box that displays the time or date.

To insert a dialog box that displays the time or date:

1. Place the cursor in the document where you want to insert a dialog box.
2. In the **JavaScript** toolbar, click on the [Time/Date](#) icon.
3. Specify if you want to display the time or date.
4. In the menu **Appearance**, select the display style. In the Preview window you can see the result of the style you selected.
5. Click on the OK button.

The program will insert the following lines of code at the point where you place the cursor.

```
<FORM NAME="Temps">  
  <INPUT TYPE="text" NAME="Time" SIZE="Value"><BR>  
</FORM>
```

The program will insert the JavaScript lines of code in the HEADER section of your document. It will also insert the following attribute to the BODY command:

```
... onLoad="debutte()" onUnload="clearTimeout(dd)">
```

TIME/DATE icon



SCROLLING LIST OF URL 's

This JavaScript inserts in your document a Scrolling List where each item refers to an URL. When the user clicks on one of the items in the scrolling list, he has a choice of addresses. All the user has to do is click on the desired address and the browser opens the URL.

To insert a scrolling list of URL's in your document:

1. Position the cursor in the place you want to insert the scrolling list of URL 's.
2. In the **JavaScript** toolbar, click on the [Scrolling List of URL's](#) .
3. In the text box **URL destination**, type the first URL address.
4. In the text box **Text displayed in the menu**, indicate the item you want listed in the menu.
5. In the **Target frame** text box, you can indicate the name of a frame if you want the linked item to appear in a specific frame.
6. Press the **Add** to insert this item in the list.
7. In the Preview window you can view the scrolling list.
8. Repeat steps 4, 5 and 6 until your scrolling list is complete.
9. With the **Copy**, **Modify** and **Erase** buttons you can make changes to the scrolling list.
10. In the text box **Title of menu when it appears**, indicate the title you want inserted in the first line of the menu.
11. Click on the OK button.

The program will insert the following lines of code at the point where you place the cursor.

```
<FORM>
<SELECT NAME="dest" SIZE=1>
  <OPTION SELECTED VALUE="">----- TITLE GOES HERE -----
  <OPTION VALUE="http://URL#1">Item#1
  <OPTION VALUE="http://URL#2">Item#2
  <OPTION VALUE="http://URL#3">Item#3
  <OPTION VALUE="http://URL#4">Item#4
</SELECT>
<BR><BR>
<INPUT TYPE="button" VALUE="Scrolling List " onClick="if (form.dest.selectedIndex !=
0) location = form.dest.options[form.dest.selectedIndex].value;">
</FORM>
```

SCROLLING LIST OF URL'S icon 

TEXT GRADATION

This JavaScript inserts in your document a line of text with graded colors. You can select one of three as the starting color: red, green or blue. The text will have the initial color you chose and then it will turn lighter until it turns white at the end of the line.

To insert text with graded color in your document:

1. Place the cursor in the position where you want to insert the text with graded color.
2. In the **JavaScript** toolbar, click on the [Text Gradation](#) icon.
3. In the menu **Color Gradation**, select a color.
4. In the text box **Font type**, select the font for your text with color degradation.
5. In the text box **Font size**, select the font size for your text with color degradation. The default value is 3.
6. In the text box **Enter your text**, you can enter the text that will be displayed with color degradation.
7. Click on the OK button.

TEXT GRADATION icon



SELECT IMAGES

This JavaScript inserts in your document a box list or scrolling list, and each option of the menu is associated with an image that is displayed when the user clicks on one of the items.

This command refers to JavaScript 1.1. Therefore, only Web surfers using Netscape 3.0 or Explorer 4.0 or higher can view the different images called by this JavaScript. Other users will only see the first image.

To insert a selection of images in your document:

1. Place the cursor in the position where you want to insert your selection of images.
2. In the **JavaScript** toolbar, click on the [Select Images](#) icon.
3. In the text box to the right of the **Add** button, insert the text you want to display as the first item in the list box and then press the **Add** button. This button will open the menu [Open a graphic file](#). Once you have selected the image, you can view it in the Preview window. The item will be added to your list box. Repeat these steps for every item you want to insert in the list box.
4. To modify an item, place a checkmark in the box **View as a list** and then select the option you wish to modify and press the **Edit** button.
5. To erase an item, place a checkmark in the box **View as a list** and then select the item and press the **Erase** button.
6. The arrows to the right of the list box allow you to scroll the list upwards and downwards.
7. The boxes **W** (for width) and **H** (for height) are used to change the display size of the images. These dimensions are the same for all the images.
8. Click on the OK button.

SELECT IMAGES icon



ALTERNATIVE LINK IMAGES

This JavaScript allows inserting in your document an image that acts a hyperlink to a second image which will appear in place of the first one when the user moves the mouse pointer over the hyperlinked image.

This command refers to JavaScript 1.1. Therefore, only Web surfers using Netscape 3.0 or Explorer 4.0 or higher can view the different images called by this JavaScript. Other users will only see the first image.

To insert alternative link images in your document:

1. Place the cursor in the position where you want to insert the image.
2. In the **JavaScript** toolbar, click on the [Alternative Link Images](#) icon.
3. Press on the **Pointer out of image** button to select your first image. This will open the window [Open a graphic image](#). You can view the selected image on the Preview window.
4. Press on the **Pointer over image** button to select your second image. This will open the window [Open a graphic image](#). It is important to note that this image will have the same size as the first image selected.
5. Press on the **Link** button to indicate the type of hyperlink between the images. You can choose an [external link](#) or an [internal link](#).
6. In the **Target (frame name)** , you can indicate a target or a name for your frame.
7. Click on the OK button.

ALTERNATIVE LINK IMAGES icon



ROTATING IMAGES

This JavaScript inserts in your document images that appear one after the other. These are usually used in publicity themes.

This command refers to JavaScript 1.1. Therefore, only Web surfers using Netscape 3.0 or Explorer 4.0 or higher can view the different images called by this JavaScript. Other users will only see the first image.

To insert rotating images in your document:

1. Place your cursor where you want to insert the rotating images.
2. In the **JavaScript** toolbar, click on the [Rotating Images](#) icon.
3. To insert the first image, click on the [Open a graphic image](#) button, and select the image. Then click on the second button [URL destination](#), and choose the corresponding URL destination and then press the **Add** button.

Once you have selected the first image, you will see it displayed in the Preview window when you select it from the **List of images** box.

4. Repeat the previous step to add other images.
5. To remove an image, select the desired image from the box **List of images** and then press the **Erase** button.
6. To make changes to the rotating images, select the desired image and press the **Copy** button. Make the desired changes and then press the **Modify** button to add the image again to the rotating links.
7. In the **Delay** box, you can specify the time in seconds the image is displayed.
8. In the **W** and **H** boxes you can indicate the width and height in pixels of the images. By default, the values assigned are those of the first image selected. The dimensions are the same for all the images.
9. Click on the OK button.

The program inserts the following attributes in the BODY command:

```
<BODY onLoad="if (VersionNavigateur(3.0,4.0)) {pubs=new  
CreerArray('image1','image2','image3'); AfficherPub(pubs,10000);}"  
onUnload="clearTimeout(pubT)">
```

The program also inserts the following line of code where you initially placed the cursor:

```
<IMG NAME="pubImg" SRC="Image" WIDTH="500" HEIGHT="75" BORDER="0">
```

ROTATING IMAGES icon



EXPLANATION WINDOW

This JavaScript inserts a hyperlink in your document. When the user clicks on the link, an explanation window is displayed. You can indicate the text you want to display, together with the type, size and color of the font.

To insert an explanation window in your document:

1. Select the text in your document that will act as a hyperlink.
2. In the **JavaScript** toolbar, click on the [Explanation Window](#) icon.
3. In the window **Text displayed in the explanation window** enter the text you want displayed.
4. In the **Font Type** box, select the font of the text that will be displayed in the explanation window.
5. In the **Font size** box, select the font size that will be displayed in the explanation window.
6. In the **Background image** box you can select a background image for your explanation window. To do so, press the [Open](#) button and select an image.
7. In the **Text color** button you can select the color of the text that will be displayed in the explanation window.
8. the **Background color** button you can select the background color for the explanation window.
9. Click on the OK button.

EXPLANATION WINDOW icon 

NEWS BOX

This JavaScript inserts a textarea box in your document where you can insert one or several information messages. The news box is useful for displaying messages off-line.

This command refers to JavaScript 1.1. Therefore, only Web surfers using Netscape 3.0 or Explorer 4.0 or higher can view the different images called by this JavaScript. Other users will only see the first image.

To insert a news box in your document:

1. In the **JavaScript** toolbar, click on the [News Box](#) icon.
2. In the text area box, type the message that will be displayed in the news box.
3. In the **Column** and **Rows** box specify the size of the news box.
4. Click on the OK button.

The program inserts the following attributes in the BODY command:

```
<BODY onLoad="MsgN='Message'; TextMultiligne(100);" onUnload="clearTimeout(Fin2)">
```

The program will also insert the following lines of code at the position where you placed the cursor:

```
<FORM NAME="formnouv">  
  <TEXTAREA NAME="multil" WRAP=PHYSICAL COLS="26" ROWS="7"></TEXTAREA>  
</FORM>
```

NEWS BOX icon



SCREEN FLASH

This JavaScript inserts a flashing screen when the document opens. You can indicate the initial color, the final color and the number of gradations between the first and last color.

To insert a flash screen in your document:

1. In the **JavaScript** toolbar, click on the [Screen Flash](#) icon.
2. Select the **Start Color** button and indicate the initial color of the flash screen. The default color is black.
3. Select the **End color** button and indicate the final color of the flash screen. The default color is white.
4. In the **Number of gradations** box, indicate the number of color gradations between the first and last colors selected. The higher the number of gradations, the longer the flash screen will take to complete its display.
5. Click on the OK button.

FLASH SCREEN icon



CUSTOM BUTTONS

Custom buttons are helpful in situations where you want to insert a series of HTML commands or JavaScript code with a single click of the mouse. For example, you might want to insert tags that make a piece of text both bold and italic at the same time. By assigning a custom button to such an option you could then simply click on the button to achieve the desired effect.

To add a custom button:

1. On the **Custom** tab, click on the [Configure Custom Buttons](#) icon.
2. Press the **Add** button.
3. Type the name for the custom button in the text box **Button title**.
4. You can replace the suggested shortcut key by placing the cursor inside the **Shortcut** box and then pressing CTRL plus another key.
5. Choose the appropriate icon from the **Icon** selection box.
6. Type the desired HTML commands or JavaScript code in the **Contents** box or import the file with the commands by pressing the **Import** button.
7. Click the **OK** button.

To modify the properties of a custom button:

1. On the **Custom** tab, click on the [Configure Custom Buttons](#) icon.
2. Select the button you want to modify from the list.
3. Click on the **Properties** button.
4. Make changes to the desired properties.
5. Click on the **OK** button.

To delete a custom button:

1. On the **Custom** tab, click on the [Configure Custom Buttons](#) icon.
2. Select the button you want to erase from the list.
3. Click on the **Erase** button or press the Delete (Del) key on your keyboard.
4. Click on the **OK** button.

CONFIGURE CUSTOM BUTTONS icon



TUTORIALS AND TOOLS ON THE INTERNET

The following are a few Web sites that Web developers are sure to find useful:

Visicom Resources Page

<http://www.visic.com/aceexpert/resources.html>

This page contains the bank of icons, DHTML and JavaScript tutorials and other stuffs for AceExpert.

GraphSearch

<http://www.graphsearch.com>

With this graphic engine, it's the best way to find graphics and icons quickly on the net.

W3 Consortium

<http://www.w3.org/>

This site is the reference for all past and new guidelines on the web.

Gamelan.com

<http://www.gamelan.com>

For those who want to find Java Applets.

ActiveX.com

<http://www.activex.com/>

This site offers good directory of ActiveX controls.

JUSTIFY <DIV STYLE =>TEXT-ALIGN:JUSTIFY>>

This option aligns text at the left and right paragraph indent.

To justify text:

1. Select the text in the document you want to justify.
2. On the **Common** toolbar, click on the [Justify](#) icon.

The selected text will be inserted between the tags `<DIV STYLE= "text-align:justify;">` and `</DIV>`

JUSTIFY icon 

SPECIAL CHARACTERS BAR

This bar displays the available special characters. To insert a special character in your document, place the cursor in the desired position and then double click on the special character required or select the character and press on the checkmark button.

MARGINS BAR

These are two vertical bars that create margins on both the right and left side of the edit window. The left bar is fixed and can be adjusted selecting the **Options** tab in the **Editor Preferences** menu, by inserting a value. The right bar can be adjusted by placing the mouse pointer over the bar and while keeping the left mouse button pressed, moving the mouse to the desired position.

SPECIAL CHARACTERS CHECKBOX

With this option checked you can display the special characters bar. The special characters bar is located on top of the edit window.

CLEAR TAGS

Menus

This command is used to automatically deletes the tags found around selected text.

To clear tags:

1. Select the text.
2. In the Edit menu, select **Clear Tags**.

If you haven't select any text and you select the option **Clear Tags** from the **Edit** menu, the following message is displayed: **Do you want to clear the tags in the whole document (otherwise, select the text)?**

To cancel the **Clear Tags** command, simply press **Cancel** from the **Edit** menu.

ATTACH FILE

With this command the user can attach one or several files to the form.

To attach a file to a form:

1. On the **Form** tab, click on the button [File attach](#) .
2. On the text box **Name**, enter a name. This name identifies the attached file.
3. In the text box File Attached, enter the name of the file you want to attach.
4. Click on the OK button.

Note: Please make sure you already have the CGI program installed on your server so this command can be executed.

FILE ATTACH icon 

PASSWORD (SCRIPT)

This command allows you to insert a password (minimum security) in your HTML document. The password corresponds to the document destination without the file extension. The referred file must be found in the same directory where the file that refers to it is found, otherwise the password will include the path as well as the name of the file.

Example: The two files are found in the same directory in your FTP site.

[home.html](#) (File in which you want to insert the password)

[secret.html](#) (The *password* document)

The resulting password in the document [home.html](#) will be **secret** without the extension .html.

Following is the procedure to insert a password in your document:

1. Place the cursor where you want to insert the password.
2. In the **JavaScript** toolbar, click on [Password](#) icon.
3. In the text box **Document Name** (the password), enter the password.
4. Click on **OK** button.

PASSWORD icon 

IMAGE BROWSE

Menus

This command displays all the bmp, gif and jpg format images found in any directory in your hard disk. This command is very useful in order to verify if the images you are using in your Web pages are placed on the correct directory in your had disk.

To display images found in a directory:

1. In the **Standard** toolbar, click on the button [Image Browse](#)

Or

From the **File** menu, select the option **Browse Images**.
2. Select the directory containing the images you want to view.
3. The window is split into two windows. On the left side you can see your disk's the directory tree while the right window displays the bmp, gif and jpg images.
4. From the left window, select the directory that contains the images you want to view.
5. The right window displays all the images found on the selected directory.

When you move the mouse over an image, the size of the file is displayed.

When you click on the image, the following information is displayed on the status bar: the size in pixels, the size in kilobytes, the date it was last modified and the directory where it's found.

You can also insert the image with the corresponding code in your HTML document. To do so, simply double click on the desired image and the code will be inserted where the cursor is positioned in your document.

IMAGE BROWSE icon 

EXTENDED REPLACE

See also

[Menus](#)

With this command you can search for a string of text and replace it with another string in different files.

The search and replacement can be done on several files found in the same directory or that are part of the same project.

You can enter a word or a string of words in the **Text to Find** and the program will indicate it found the first occurrence of the string and the name of the document containing it. You can then replace the string with another string of words.

To replace a string of text using extended replace:

1. From the **Edit** menu select the option **Replace by...**

Or

From the **Standard** toolbar, click on the button [Extended Replace](#) .
2. Enter the string to search for in the text box **Text to Find**.
3. Enter the text that will replace the text searched for in the text box **Text to replace**.
4. Press the **Add** button if you chose the option **Specified files** and select the files where you want to run the extended replacement,
or
Press the **Browse** button if you chose the **Search in directories** and select the directory(s).
5. Click the **Start** button to start the replacement.

The following options are found in the **Extended Replacement window**:

CASE SENSITIVE

If this option is selected, the search will find only those occurrences with the exact combination of uppercase and lowercase letters specified in the **Text to find** box. For example, if you search for the word **Good**, you will find the word **Good** but not the word **good**.

SPECIFIED FILES

If selected, this option allows you to replace the text indicated in **Text to find**: with the text indicated in **Text to replace**: in all files found in the directory selected for the search.

SEARCH ALL FILES IN PROJECT

If selected, this option allows you to replace the text indicated in **Text to find**: with the text indicated in **Text to replace**: in all the files contained in the project.

SEARCH IN DIRECTORY

If selected, this option allows you to replace the text indicated in **Text to find**: with the text indicated in **Text to replace**: in all the files found in the directory selected for the search.

DIRECTORY TO SEARCH

Select the directory where you want to conduct the extended replacement.

FILE MASKS

When you select the type or types of files that you want to search, a filter is created to ignore all other files and the search is conducted only in the selected file types.

INCLUDE SUBDIRECTORIES

If selected, this option allows you to replace the text indicated in **Text to find:** with the text indicated in **Text to replace:** in all the files found in all the subdirectories of the directory selected for the search.

EXTENDED REPLACE icon 

CONFIGURE TABS TOOLBARS

Menus

With this command you can configure the buttons on the tabs bar. If you find it convenient to move a button found in one tag to another tag, you can do so by means of one of two methods: Use the shortcut menu or use the **Options** menu.

To configure the buttons on the tabs:

1. In the **Options** menu select the option **Configure Tab Bars** or
Select any tab and click the **right** mouse button and select **Configure buttons** from the shortcut menu displayed.
2. The **Tabs Buttons Configuration** dialog window opens.
3. In the list box **Tab**, select the tab that contains the button you want to move.
4. Select the button that you want to move from the box **Buttons on the Current Tab**.
5. Click on the **left arrow**..
6. The command button selected is transferred to the box **Available buttons**.
7. Select the tag where you want to place the button from the list box **Tab**.
8. Select the button you previously transferred..
9. Click on the **right arrow**.
10. The command button is transferred to the selected tab.
11. Click on the **Close** button.

If you are not satisfied with the new configuration you chose or you simply want to revert to the default configuration defined by AceExpert, click on the **Reset** button in the **Tabs Buttons Configuration**.

You can also change the order the buttons are placed on the tab bar by using the **up arrow** or **down arrow**.

To change the position of buttons:

1. In the box **Buttons on current tab**, select the button you want to move.
2. Press the mouse left button and move it to the desired position or
Press the **up arrow** or the **down arrow**.

EDITOR PREFERENCES

Menus

The **Editor Preferences** window has four tabs. The first tab, **Options**, is used to indicate the default edit options as well as the printing options for HTML documents. The second tab, **Highlighting**, allows you to modify the attributes of different elements found in HTML documents. The third tab, **Auto Correct**, automatically traps and corrects frequent mistakes, and the fourth tab, **Code Templates**, allows you to customize code templates that contain a series of instructions with the simple use of a hotkey.

The Options tab:

General Options:

Allows you to make changes to the way the HTML document is displayed in the edit window.

Auto Indent

If selected, the text inserted after pressing the **Tab** key will be indented automatically to the right. The indent consists in aligning the text of lines to the right at the location where the tab is set.

Mark wrapped lines

If this option is checked, wrapped lines are identified by bullets displayed in the right margin. The bullets in the margin are not visible if the option **Word wrap** is not checked.

Word Select

If this option is selected, you can select a word by double-clicking on it.

Syntax highlight

If selected, HTML document elements, such as comments, tags, etc. are displayed in colors. The colors displayed correspond to those selected in the **Highlighting** tab of the **Editor Preferences**. If you remove the checkmark, all the document's elements will be displayed in black.

Cursor beyond EOL

If selected, the cursor can be set beyond the end of line.

Word wrap column

Indicates the column where long lines will be wrapped. This option is activated only if the checkbox **Word wrap** is checked.

Line numbers in gutter

If selected, the line numbers will be visible in the gutter.

Print Options:

You can set the printing attributes of the HTML document before printing it.

Wrap long lines

If selected, long lines are wrapped in the printed copy of the HTML document.

Line numbers

If selected, all lines of the printed copy of the HTML document are numbered.

Title in header

If selected, the printed copy will contain on the upper right corner of the HTML document, the name of the file as well as the directory where it's found.

Date in header

If selected, the printed copy will contain on the upper right corner the date and time.

Page numbers

If selected, all pages of the printed copy of the HTML document are numbered.

Other options:

Visible right margin (gutter)

If checked, a margin is displayed to the right of the HTML document. If you remove the checkmark, the right margin will disappear.

In the box **Gutter Width** you can indicate the margin size. This value is expressed in pixels.

Block indent step size

Indicate in this box the step size.

Tab stop

Enter in this text box the number of spaces inserted between the line of text and the document's right margin when the **TAB** key is pressed.

Tab columns

Specify the column or columns where the **TAB** key will stop. For example, the values 4 15 20 indicate three column stops for the **TAB** key.

The Highlighting tab:

With the different options found in this tab you can modify the size, font as well as the color used to identify different elements used in the edit window. You can view the changes you make to these elements on the window shown on the top window that shows the elements found on the HTML document..

Color Options:

You can modify the color of different elements shown in you edit window such as the color of text, tags, hyperlinks, comments, etc. To do so, select the element you want to change from the **Elements** box and hen select the background an/or foreground colors from the color panel to the right of the **Element** box.

You can view the change you have made to elements on the top window. You can also assign the underline, italics or bold attributes to the elements by inserting a checkmark in the appropriate box.

Font:

You can change the font and size of text of your edit window. To do so, select the desired font and size. The default value is Courier New size 9.

The Auto Correct tab:

In this window you can create a dictionary of personal preferences to automatically correct a word or abbreviation the minute it is written.

REPLACE

Enter the word or abbreviation that will be automatically replaced with the correct text.

For example, if your always type **document** instead of **document**, enter the incorrect word.

WITH

Enter the text that is to replace automatically the incorrect text. Following the previous example, you would enter the correct spelling for the word document, that is, enter **document**.

Click on the **OK** button to insert the word or abbreviation in the AceExpert's dictionary of personal preferences. To delete an entry from the dictionary, select it and then press the button **Delete**.

The Code Templates tab:

In this menu you can customize a code template. This is an useful feature if you want to insert a series of instructions with the aid of a shortcut.

For example, you could insert your signature by simply using the shortcut CTRL+J. To use a shortcut for this purpose, you first have to customize a code template.

Code Template:

In this text box, enter the series of instructions for which you want to create a custom code template.

Name:

In this text box enter a name for your code template.

Description

In this text box, enter a description for your code template.

Add

Click this button the custom code template to the list of templates.

Delete

Click this button to erase an existing code template from the template list.

To insert a code template in your document, place the cursor at the desired position and then press CTRL+J and the template list window will open. Double click on the desire code template.

THE JAVA TOOLBAR



[Insert Java Applet](#)



[Java Banners](#)



[Java Tools](#)



[Java Effects](#)



[Java Menus](#)

JAVA BANNERS icon



JAVA TOOLS icon



JAVA EFFECTS icon



JAVA MENUS icon 

FORM IMAGE icon



STARTING THE SPELL CHECKER

This command allows you to check the spelling in your HTML document. By starting the spell checker, you can correct spelling and grammar errors found in your work document.

In order to use the spelling checker with AceExpert, the English dictionary must be installed in your system. There are versions of Office 97 with different dictionaries (multilingual). If this is installed in your system, you will have a choice of languages to select for the spelling checker.

To check and correct spelling errors :

1. Make sure you have selected a language in the **Spelling** tab of the **General Preferences** option of the **Options** menu.
2. In the **Standard** toolbar, click the [Start the Spell Checker](#) icon.

The program will detect the spelling errors found in your work document. Press the **Change** button if you wish to replace the word found with the one the program suggests or press the **Ignore** button if you wish to keep the original word and continue checking.

You can also add a word to the dictionary by pressing the **Add** button.

To change a word everywhere in the working document, press the **Change All** button..

To ignore a word everywhere in the working document, press the **Ignore All** button..

START THE SPELL CHECKER icon 

STARTING THE HTML SYNTAX CHECKING

This command allows you to check the HTML syntax of the current document (selected). When you start the syntax checking, you will find the number of errors (if any), the total number of lines as well as the warnings (if any) in the **Syntax checking** dialog box.

Below the edit sheet a window opens listing the errors and warnings found during the check and indicating the name of the document, the line number and a description of the error or of the warning.

You can double click on an error or warning line in order to go directly to the line where the error is pointed out in the document.

To close the error message window, click on the **X** located on the left.

DHTML



[Style Effects](#)



[Special Effects](#)



[Menu](#)



[Text Transition](#)



[Image Transition](#)

STYLE EFFECTS (SCRIPT)

This DHTML script is used to create style effects on simple text or on a link on your Web page when the mouse passes over the text line. Style effects in this script are displayed only on the Microsoft Internet Explorer browser. These effects are not visible with Netscape, you will only see the text.

To create style effects on simple text :

1. Place the cursor at the spot where you want to insert the text.
2. In the **DHTML** tab, click on the [Style effects \(script\)](#) button.
3. In the **Text** text box of the **Inactive styles** menu, enter the text that will appear on the page when the mouse is not passing over it.
4. If necessary, modify the character color and/or size.
5. In the **Text** text box of the **Active styles** menu, enter the text that will appear on the page when the mouse passes over it.
6. If necessary, modify the character color and/or size..
7. Click on the **Link** checkbox in order to remove the check mark.
8. Click on the **Preview** tab to see a preview of the text
9. Press the **OK** button.

To change the text size :

Change the value in the **Size** option box. This value is 10 by default.

To change the text color :

Click on the [Color](#) button and select the color you want.

To create style effects on a link :

1. Place the cursor at the spot where you want to insert the text.
2. In the **DHTML** tab, click on the [Style effects \(script\)](#) button.
3. In the **Text** text box of the **Inactive styles** menu, enter the text that will appear on the page when the mouse is not passing over it.
4. If necessary, modify the character color and/or size..
5. In the **Text** text box of the **Active styles** menu, enter the text that will appear on the page when the mouse passes over it..
6. If necessary, modify the character color and/or size..
7. In the **Link** text box, enter the file name and path. You can also search for the file by pressing the [Open](#) button.
8. Click on the **Preview** tab to see a preview of the text.

9. Press the **OK** button.

STYLE EFFECTS icon 

MENU (SCRIPT)

This DHTML script is used to display a dynamic menu horizontally at the top of a Web page.

To display a dynamic menu on your Web page :

1. In the **DHTML** tab, click on the [Menu \(script\)](#) button
2. In the **URL destination** text box, enter the first URL address.
3. In the **Text displayed in the menu** text box, enter the text that will appear in the menu.
4. Press the **Add** button to add this item in the **Items in the menu** list box.
5. Click the **Preview** tab to see a preview of the results of your menu.
6. Repeat steps 2, 3, 4 and 5 until your menu is complete.
7. The **Copy**, **Modify** et **Delete** buttons allow you to modify your menu.
8. Press the **OK** button.

MENU (SCRIPT) icon 

IMAGE TRANSITION (SCRIPT)

This DHTML script is used to create a special transition effect when loading an image.

To insert an image with a special transition effect :

1. Place the cursor at the spot where you want to insert the image.
2. In the **DHTML** tab, click on the [Image transition \(script\)](#) button .
3. In the **Image** text box, enter the file name and path of the image. The file must be in GIF or JPG format.

You can also search for the image file with the [OPEN](#) button located to the right of the text box.

4. In the **Effect** option box, select the transition effect that you want to use with your image.
5. In the **Delay** text box, specify the time that the special effect will last when loading the image.
6. Click on the **Preview** tab to see a preview of the special effect on the image in question.
7. Press the **OK** button.

IMAGE TRANSITION icon 

SPECIAL EFFECTS (SCRIPT)

This DHTML script is used to move text in different directions (up, down, left, right).

To move text in your Web page :

1. Place the cursor at the spot where you want to insert the text.
2. In the **DHTML** tab, click on the [Special effects \(script\)](#) button.
3. In the **Enter your text** text box, enter the text that will appear on the page.
4. In the **Direction** menu, determine the text movement position.
5. In the **Parameters** menu, specify the starting position, the final position, and the text movemet speed..
6. In the **Text properties** menu, change – if necessary – the character font, size, and colour of the text.
7. Click on the **Preview** tab to see a preview of the moving text.
8. Press the **OK** button.

You can change the font selected by default by selecting the font you want in the **Font type** option box of the **Text properties** menu. If you want to change the size of the characters, change the value selected in the **Size** option box. This value is 10 by default.

To change the text color :

Click on the [Color](#) button and select the color you want.

SPECIAL EFFECTS (SCRIPT) icon 

TEXT TRANSITION (SCRIPT)

This DHTML script is used to create a text special transition effect when the HTML page is loaded.

To insert text with a special transition effect on a Web page :

1. Place the cursor at the spot where you want to insert the text.
2. In the **DHTML** tab, click on the [Text transition \(script\)](#) button.
3. In the **Enter your Text** text box, enter the text that will appear on the page.
4. In the **Effect** option box, select the transition effect that you want the text to have.
5. In the **Effect delay** text box, specify the time that the special effect will last when the page is loaded.
6. In the **Transition effect properties** menu, change – if necessary – the character font, size, and color.
7. Click on the **Preview** tab to see a preview of the text special effect.
8. Press the **OK** button.

TEXT TRANSITION (SCRIPT) icon



LEFT INDENT

With this command you can move a line of text or HTML code to the left. This move can only be made on a line of text or HTML code already indented to the right, that is, it erases the tab or tabs to the right and moves the text or code to the left again. The result of this indentation is displayed in AceExpert's edit window, but it has now effect on how the page will be displayed in browsers on the Internet.

To indent a line or lines of text or HTML code to the left:

1. Select the line or lines of text that you want to move to the left.
2. On the **Standard** toolbar, click on the button [Indent left](#) .

Or

From the **Edit** menu, select **Indent left**.

LEFT INDENT icon



RIGHT INDENT

With this command you can move a line of text or HTML code to the right. Adding indents makes it easier to view lines of text and tags of HTML documents in the edit window. The result of this indentation is displayed in AceExpert's edit window, but it has no effect on how the page will be displayed in browsers on the Internet.

To indent a line or lines of text or HTML code to the right:

1. Select the line or lines of text that you want to move to the right.
2. On the **Standard** toolbar, click on the button [Indent right](#)

Or

From the **Edit** menu, select **Indent left**.

RIGHT INDENT icon 

JAVA BANNERS

With this command you can insert in your HTML document one of AceExpert's predefined Java Applets from the **Java Banners** category.

With this command you can also re-edit the HTML code of the Java Applet by selecting it and clicking the Java button once again.

To insert one of AceExpert's PREDEFINED Java Applets found in the BANNERS category:

1. First you must save your HTML document.
2. From the **Java tab**, click on the button [Java Banners](#).
3. Select the desired predefined applet from the window on the right; if necessary, refer to the online help by clicking on the **Help** menu and selecting the item **Predefined Applets Help**. This online help supplies a description, a list of parameters and an example for each applet.
4. Click on the **Insert** button. AceExpert will ask you if you want to save the .class file in the same directory as that of your HTML document.
5. Change the desired attributes and or/parameters.
6. Click on the button [Show Preview](#) to view the applet.
7. Click on the **OK** button.

JAVA TOOLS

With this command you can insert in your HTML document one of AceExpert's predefined Java Applets from the **Java Tools** category.

With this command you can also re-edit the HTML code of the Java Applet by selecting it and clicking the Java button once again.

To insert one of AceExpert's PREDEFINED Java Applets found in the TOOLS category:

1. First you must save your HTML document.
2. From the **Java tab**, click on the button [Java Tools](#).
3. Select the desired predefined applet from the window on the right; if necessary, refer to the online help by clicking on the **Help** menu and selecting the item **Predefined Applets Help**. This online help supplies a description, a list of parameters and an example for each applet.
4. Click on the **Insert** button. AceExpert will ask you if you want to save the .class file in the same directory as that of your HTML document.
5. Change the desired attributes and or/parameters.
6. Click on the button [Show Preview](#) to view the applet.
7. Click on the **OK** button.

JAVA EFFECTS

With this command you can insert in your HTML document one of AceExpert's predefined Java Applets from the **Java Effects** category.

With this command you can also re-edit the HTML code of the Java Applet by selecting it and clicking the Java button once again.

To insert one of AceExpert's PREDEFINED Java Applets found in the EFFECTS category:

1. First you must save your HTML document.
2. From the **Java tab**, click on the button [Java Effects](#).
3. Select the desired predefined applet from the window on the right; if necessary, refer to the online help by clicking on the **Help** menu and selecting the item **Predefined Applets Help**. This online help supplies a description, a list of parameters and an example for each applet.
4. Click on the **Insert** button. AceExpert will ask you if you want to save the .class file in the same directory as that of your HTML document.
5. Change the desired attributes and or/parameters.
6. Click on the button [Show Preview](#) to view the applet.
7. Click on the **OK** button.

JAVA MENUS

With this command you can insert in your HTML document one of AceExpert's predefined Java Applets from the **Java Menus** category.

With this command you can also re-edit the HTML code of the Java Applet by selecting it and clicking the Java button once again.

To insert one of AceExpert's PREDEFINED Java Applets found in the MENUS category:

1. First you must save your HTML document.
2. From the **Java tab**, click on the button [Java Menus](#).
3. Select the desired predefined applet from the window on the right; if necessary, refer to the online help by clicking on the **Help** menu and selecting the item **Predefined Applets Help**. This online help supplies a description, a list of parameters and an example for each applet.
4. Click on the **Insert** button. AceExpert will ask you if you want to save the .class file in the same directory as that of your HTML document.
5. Change the desired attributes and or/parameters.
6. Click on the button [Show Preview](#) to view the applet.
7. Click on the **OK** button.

SAVE TO FTP...

See also

[Menus](#)

This command allows you to save your HTML documents directly on your favorite FTP sites. This option is available if you have installed in your computer AceFTP version 1.11 or higher.

To save your document directly on your FTP site:

- Make sure you are connected to the Internet before you begin your transfer;
 - From the **File** menu, select **Save to FTP...** and then select the option **Save**,
- Or
- From the **Standard** toolbar, click on the icon [FTP Manager](#) and then select **Save**;
 - Fill out the fields: Host address, User ID, and Password;

Or

If you already listed your sites in the **FTP sites** box, select the desired site;

- In the text box **Port**, enter the connection port you use. By default this is Port 21;
 - In the text box **Host Folder** indicate the server's directory where you want to save the file;
-
- Click on the **Save** button.

If you want to save the current document under a different name in your FTP site, use the command [Save as...](#)

To save all the open document in your FTP site, use the command [Save All](#) .

To save only selected files in your FTP site, use the command [Save selected files](#) .

SAVE TO FTP AS...

See also

[Menus](#)

This command allows you to save your HTML documents directly on your favorite FTP sites under a different name. This option is available if you have installed in your computer AceFTP version 1.11 or higher.

To save your document directly on your FTP site under a different name:

- Make sure you are connected to the Internet before you begin your transfer;
 - From the **File** menu, select **Save to FTP...** and then select the option **Save as...**,

Or
 - From the **Standard** toolbar, click on the icon [FTP Manager](#) and then select **Save**;
 - Fill out the fields: Host address, User ID, and Password;

Or
- If you already listed your sites in the **FTP sites** box, select the desired site;
- In the text box **Port**, enter the connection port you use. By default this is Port 21;
 - In the text box **Host Folder** indicate the server's directory where you want to save the file;
 - Click on the **Save** button.

SAVE TO FTP SITE ALL OPEN FILES

See also

[Menus](#)

This command allows you to save all the open HTML documents directly on your favorite FTP sites. This option is available if you have installed in your computer AceFTP version 1.11 or higher.

To save all open document directly on your FTP site:

- Make sure you are connected to the Internet before you begin your transfer;
- From the **File** menu, select **Save to FTP...** and then select the option **Save All**,
Or
- From the **Standard** toolbar, click on the icon [FTP Manager](#) and then select **Save**;
- Fill out the fields: Host address, User ID, and Password;
Or
If you already listed your sites in the **FTP sites** box, select the desired site;
- In the text box **Port**, enter the connection port you use. By default this is Port 21;
- In the text box **Host Folder** indicate the server's directory where you want to save the file;
- Click on the **Save** button.

START ACEFTP

With this command you can start AceFTP, a program to transfer files between your computer and the server, without having to exit AceExpert. AceFTP is perfectly integrated with the AceExpert HTML editor so that you can easily create and transfer your files with the two programs.

To start AceFTP without closing AceExpert:

1. Make sure you have AceFTP version 1.11 or higher already installed in your computer.
2. Make sure you are connected to the Internet.
3. From the **Standard** toolbar, click on the icon [FTP Manager](#) and then on the option Start AceFTP.

Or

From the **Options menu**, select **Start AceFTP**.

If you don't have AceFTP installed, you can download a trial version from the following address:

<http://www.visic.com/aceftp/>

START FTP MANAGER icon 

GO TO LINE NUMBER

To move around quickly in you HTML document without having to constantly use the arrow keys on your keyboard, you can use the option **Go to line number...** found in the **Edit** menu to go to a specific line in the document. You can also use the shortcut key **CTRL+L** (press both keys simultaneously). Refer to the [Shortcuts list](#).

PREDEFINED CGI PROGRAMS

The CGI (Common Gateway Interface) is a standard interface between an external **Gateway** application and the information on servers, such as a Web server. In general terms, a CGI program allows handling, obtaining and generating information based on data entered by the user. In other words, the CGI program interprets information entered by the user and submitted to the Web server.

AceExpert 3 comes with two CGI programs: the **CGI mailto** to handle the contents of a form sheet, and the **CGI Hit Counter** that inserts a counter in your Web page.

To learn more about these two programs, from AceExpert's **Help** menu select Predefined CGI Help.

SYNTAX MENU

Edit Tags

Syntax Checking Preferences

Check Document

Check Project

Evaluate Document

Evaluate Project

Check all Open Documents

Evaluate all Open Documents

EDIT TAGS

This command allows you to start the HTML Syntax editor. With this editor you not only have the possibility of editing the HTML properties of the tags, but you also have the possibility of erasing the tags as well as the rules that govern them.

To start the HTML Syntax editor :

- In the **Syntax** menu, select the **Edit Tag** option. The HTML Syntax editor dialog box will appear.

Definition of menus in the HTML Syntax Editor dialog window

[File Menu](#)

[Tag Menu](#)

[Rules Menu](#)

SYNTAX CHECKING PREFERENCES

This command offers you different options associated with HTML Syntax Checking.

Warning message options :

Maximum number of warning messages	Used to determine the maximum number of warning messages in the messages window during HTML checking. Once this number is reached, checking will stop.
Attributes integrity	Specifies that the required attribute(s) determined by the HTML Syntax Editor are respected. This option is checked by default.
Optional end tag without start tag	A warning message will appear in the message window if, during HTML checking, the program detects that one end tag is used without the start tag being present. For example: a paragraph end tag <code></P></code> found without a paragraph start tag <code><P></code> . This option is checked by default.
Unknown start tag	A warning message will appear in the message window if, during HTML checking, the program detects a start tag missing from the HTML reference file specified in the syntax editor. This option is checked by default.
Optional end tag not found	If you use a tag without an end tag and this is not required, a warning message will appear. For example: If this box is checked and you use a <code><P></code> tag without a <code></P></code> end tag, a warning message will appear. This option is not checked by default.
Dead links	If you use a link in a document and the link's address is non-existent, a warning message will appear. This option is checked by default.
Unknown end tag	If you use an end tag which is not found in the HTML reference file of the syntax editor, a warning message will appear. This option is checked by default.

Warning message options :

Maximum number of error messages	Determines the maximum number of error messages during HTML checking. If this number is reached, HTML checking will stop.
Tag not allowed	A tag that is not allowed is a tag that does not respect the rules defined in the HTML Syntax Editor. For example, a <code><META></code> tag found outside the <code><HEAD></code> tag. This option is checked by default.
Required attribute absent	If a required tag attribute is missing, an error message will appear. For example: if the <code><HREF></code> attribute for a link is missing. This option is checked by default.
End tag without start tag	If the program detects that an end tag is used without a start tag, a message error will appear. This option is checked by default.
Required end tag not found	If you forget to use a required end tag, a message error will

appear. This option is checked by default.

Illegal symbol within tag

If you use an illegal symbol such as "&" within a tag, an error message will appear because this symbol is considered unacceptable inside a tag. This option is checked by default.

Tag bracket not found

A tag is always found between the < and > brackets. If one of the brackets is missing, an error message will appear. This option is checked by default.

Attributes in end tag are not allowed

Usually, there are no attributes in the end tag. If you place an attribute in the end tag, an error message will appear. This option is checked by default.

Duplicate internal link

If you use 2 internal links with the same name, an error message will appear. This option is checked by default.

CHECK DOCUMENT

This command allows you to check the HTML syntax of an HTML document.

To perform a syntax check of an open document :

- Open the document that you wish to check ;
- In the **Syntax** menu, select the **Check Document** option.

The **Syntax checking** dialogue window appears, displaying the number of the current line, the total number of warnings, the total number of lines of the document as well as the total number of errors.

Below the edit window, a window will appear where the errors and warnings found during the check will appear indicating the name of the document, the line number and a description of the error or of the warning.

You can double click the error or warning line in order to go directly to the line where the error is highlighted in the document.

To close the error and warning message window, click on the **X** located on the left.

CHECK PROJECT

This command allows you to check the HTML syntax of all the HTML documents which make up a project.

To check the syntax in a project :

- Open the project you wish to check ;
- In the **Syntax** menu, select the **Check Project** option.

The **Syntax checking** dialog window appears, indicating the number of the current line, the total number of warnings, the total number of lines in the project documents as well as the total number of errors.

below the edit window, a window will appear listing the errors and warnings found during the check indicating the name(s) of the document(s), the line number and the description of the error or warning.

You can double click the error or warning line in order to go directly to the line where the error is highlighted in the specific document of the project.

To close the error and warning message window, click on the **X** located on the left.

CHECK ALL OPEN DOCUMENTS

This command allows you to check the HTML syntax of the documents opened during an AceExpert session.

To check the syntax of all open documents :

- Open the documents that you wish to check ;
- In the **Syntax** menu, select the **Check All Open Documents** option..

The Syntax checking dialog box will appear, displaying the number of the current line, the total number of warnings, the total number of lines of all the documents as well as the total number of errors.

Below the edit window, a window will appear listing the errors and warnings found during the check and indicating the name(s) of the document(s), the line number and the description of the error or warning.

You can double click on the error or warning line in order to go directly to the line where the error is highlighted in the specified document.

To close the error and warning message window, click on the **X** located on the left.

EVALUATE ALL OPEN DOCUMENTS

This command allows you to evaluate the syntax of all the open HTML documents during an AceExpert session.

To evaluate the open files :

- In the **Syntax** menu, select the **Evaluate All Open Files Option**.

The **Evaluating Files** dialog window lists the total number of open files, the total size of the documents, the number of resolved and unresolved links.

EVALUATE DOCUMENT

This command allows you to make the syntax evaluation of the HTML document currently in use.

To evaluate a file :

- Select a file;
- In the **Syntax** menu, select the **Evaluate Document** option..

The **Evaluating Files** dialogue lists the total number of open files, the total size of the documents, the number of resolved and unresolved links.

EVALUATE DOCUMENTS IN PROJECT

This command allows you to evaluate the syntax of the project currently in use.

To evaluate a project :

- Open a project ;
- In the **Syntax** menu, select the **Evaluate Project** option..

The Evaluating Files dialog window lists the total number of files of the project, the total size of the documents, the total number of resolved and unresolved links.

WEB PAGE GRAPHICS

In order to facilitate the task of users even more, AceExpert provides 2500 graphics which you can include in your Web pages. You will find animated GIFs, icons, background images, etc.

You can download these 2500 graphics from our site at the following address:

<http://www.visic.com/aceexpert/iconbank.html>

DOCUMENTS MENU

This menu lists the HTML documents that are open and indicates their names as well as their corresponding folders where they are found.

WEB SITE TEMPLATES

AceExpert offers Web page creators 20 templates of predefined Web sites. In the shareware version, you will find 6 Web site templates with two templates per category. Once the software is registered, all 20 Web site templates become available.

These predefined Web site templates are distributed in three categories :

- General : these templates are used to create personal Web sites.
- Business – Frames : to create company Web sites using frames.
- Business : to create company Web sites without frames.

To integrate a predefined Web site template :

1. In the **Standard** toolbar, click on the [New File](#) icon.

Or

In the **File** menu, select the **New** option.
2. The New project dialog window will appear.
3. Click on the **General**, **Business – Frames** or **Business** tab.
4. On the left of the **New Project** dialog window, the available Web site template icons will appear according to the chosen category.
5. Click on one of the Web site template icons in the left window to view the site's home page which is displayed in the right side of the **New Project** dialog window.
6. Choose the site template.
7. Press OK
8. The **New Project Assistant** dialog window will appear.

If you have selected the **Business – Frames** category, the New Project Assistant dialog window will be split in two windows in order to allow you to choose the items that you want to have in your menu. In the left window, you have the list of available items that you can integrate in your menu. In the right window, you have the list of items found in the template's menu.

To integrate a new item in the menu, in the **Available Items** list box, select the item that you want to insert in the menu, then press the **right** arrow. The item will be placed in the **Items in the Menu** list box.

To delete an item from the menu, in the Items in the Menu list box select the item that you want to delete and press the **left** arrow. The item will be placed in the Available Items list box.

Press on the **Next** button to go to the next step, or press the **Previous** button in case you wish to return to the previous step.

9. Select the folder where you want to copy the site template by clicking the **Open Folder** on the right of the **Project Folder** text box.
10. Press the **Finish** button to integrate the site template. If you wish to return to the previous step, press the **Previous** button.

PREVIEW icon



IMPROVED TAG HIGHLIGHTING

AceExpert allows you to have a more organized edit window that makes it easy to distinguish the different elements of your HTML documents. To change the appearance of highlighted elements, you can modify the colors and other items from the **Options** menu and choosing the **Editor Preferences** item. From the **Editor Options** window, select the **Highlighting** tab.

OPEN FILE FROM FTP...

With AceExpert you can open an HTML directly from your favorite site. This option is available if you have installed in your computer AceFTP version 1.11 or higher.

To open an HTML document from an FTP address:

- Make sure you are connected to the Internet before you begin your transfer;
- From the **File** menu select the option **Open File from FTP...** and then select the option **FTP address**.

Or

- From the **Standard** toolbar, click on the icon [FTP Manager](#) and then select **Open...**;
- Fill out the fields: Host address, User ID, and Password;

Or

From the text box **FTP Sites** select the site that contains the document you previously saved;

- In the text box **Port**, enter the connection port you use. By default this is Port 21;
- In the text box **Host Folder** indicate the server's directory where the file is located;
- If you want to download the file, then on the text box **Download in**, indicate the directory on your hard disk where you want to save the file;

You can also search for the directory by pressing the [Open](#) button located to the right of the text box;

- Click on the **Open** button.

The **Import** button allows you to import FTP sites found on the list.

To open an HTML document from a Web Address:

- Make sure you are connected to the Internet before you begin your transfer;
- From the **File** menu, select **Open from FTP...** and then select the option **Web Address**,
- In the text box **URL**, enter the URL address you wish to connect to;
- Indicate the type of connection you want to use: FTP, anonymous FTP or HTTP.
- Fill out the fields: Host address, User name, and Password, Port, Folder;

Or

If you already listed your sites in the **FTP sites** box, select the desired site;

- In the text box **Port**, enter the connection port you use. By default this is Port 21;
- In the text box **Folder**, indicate the name of the server's folder (directory) where the file is located;

In the text box **File**, enter the name of the file you want to open.

- Click on the **Open** button.

HTML SYNTAX EDITOR FILE MENU

These are the options in the file menu :

Open

This option allows you to open a reference file (.ref).

Save

The save option allows you to save the open reference file where the modifications have been made..

Save as

Allows saving a reference file under another name.

Exit

This option allows you to exit the HTML Syntax Editor.

HTML SYNTAX EDITOR TAGS MENU

This menu has three options :

[Add Tag](#)

[Delete Tag](#)

[Edit Tag](#)

ADD TAG

This command allows you to add a tag in the HTML reference file.

To add a tag :

- In the **Syntax** menu, select the **Edit Tag** option;
- Click on the [Add tag](#) icon
Or
In the HTML Syntax Editor's **Tags** menu, select the **Add tag** option ...;
- In the **Tag name** text box, enter the name of the new tag;
- In the **End tag** menu, determine if one is required, optional or forbidden;
- Check the corresponding box(es). **Tags opened within the tag must be closed within the tag, Do not interpret text within the tag, Optional start tag** if you want the tag to have these properties;
- Press the OK button.

DELETE TAG

This command allows you to delete an existing tag in the HTML reference file.

To delete a tag :

- In the **Syntax** menu, select the **Edit tag** option;
- Select the tag that you want to delete;
- Click on the [Delete tag](#) icon
Or
In the HTML Syntax Editor's **Tags** menu, select the **Delete tag** option.

EDIT TAG

This command allows you to edit the properties of an existing tag in the HTML reference file.

To edit a tag :

- In the **Syntax** menu, select the **Edit tag** option;
- Select the tag that you want to edit;
- Click on the [Edit tag](#) icon
Or
In the HTML Syntax editor's **Tags** menu, select the **Edit tag** option ...

The different properties of the selected tag will be displayed in the dialog window.

ADD TAG icon



DELETE TAG icon



EDIT TAG icon



HTML SYNTAX EDITOR RULES MENU

This menu has 3 options :

[Add rule](#)

[Delete rule](#)

[Edit rule](#)

ADD RULE

This command allows you to add a tag's rules and attributes to the HTML reference file.

To add a rule to a tag:

- In the **Syntax** menu, select the **Edit tag** option;
- Click on the [Add rule](#) icon
Or
In the HTML Syntax Editor's **Rules** menu, select the **Add rule** option...;
- In the **List of tags** option box, select the tag to which you want to add the rule;;
- Select the **Tag allowed within selected tag** or **Tag can include the tags which are allowed within selected tag**;
- Click on the **Attributes rule** tab;
- In the **Attribute name** text box, enter a name;
- Select one of the following options: **Attribute is mandatory**, **URL attribute**, **URL base attribute**, **Anchor attribute**; ,
- Click on the OK button.

DELETE RULE

This command allows you to delete rules and attributes of an existing tag in the HTML reference file.

To delete a rule :

- In the **Syntax** menu, select the **Edit tag** option;
- Select the rule of the tag that you want to delete;
- Click on the [Delete rule](#) icon
Or
In the HTML Syntax Editor's **Rules** menu, select the **Delete rule** option...

EDIT RULE

This command allows you to edit the rules and attributes of an existing tag in the HTML reference file.

To edit a tag rule :

- In the **Syntax** menu, select the **Edit tag** option;
- Select the tag rule that you want to edit;
- Click on the [Edit rule](#) icon
Or
In the HTML Syntax Editor's **Rules** menu, select the **Edit rule** option.

The rule and the attribute of the selected tag will be displayed in the **Edit HTML rule** dialog window.

ADD RULE icon



DELETE RULE icon



EDIT RULE icon



SAVE SELECTED FILES ON FTP

With this command you can save all the selected documents on your FTP site. This command is useful when you are working on several documents and you only want to save a few of them.

To save selected documents on your FTP site:

1. From the **File** menu, select **Save selected files**.
2. Select the file you want to save.
3. Click on the **Add** button to add the file in the list of files to be saved.
4. Repeat steps 2 and 3 until you have added all the files you want to save.
5. Press the **OK** button.

If you want to remove a file from the list of selected files to be saved, select it and then press the **Erase** button.

The Erase All button erases all the filenames entered in the list of files to be saved.

FTP MANAGER

This menu contains different options for managing FTP sites:

[Open a file from an FTP site](#)

[Save a file directly on your site](#)

[Save a file on your FTP site under a different name](#)

[Save all open files on your FTP site](#)

[Save selected files](#)

[Start AceFTP](#)

NEW AN EASIER INTERFACE

AceExpert has a very user-friendly interface. With the many graphic tools bars the user can create his Web pages in no time. The many different tags that organize the toolbars makes it easy to find different tools quickly and efficiently.

CUSTOM APPLETS

Custom applets are applets inserted by the user.

To add a custom applet:

- On the **Java** tab, click on the [Insert Java Applet](#) icon;
- Fill out the property fields and the parameters related to the applet.
- Click on the **Add** button;
- The dialog screen **Applet Creation Wizard** will ask you to enter the name of the custom applet that will be added to the **Custom Applets** window.
- Press on the **Next** button;
- Press on the **Add files** button to select the files associated with the applet. These files can be .class, HTML or other, depending on the type of applet.
- Press the **Finish** button.

Once the procedure is completed, the files will be copied to AceExpert's custom files directory and the applet will be displayed in the **Custom Applets** window that displays a list of all available custom applets.

To remove an existing custom applet:

- On the **Java** tab, click on the [Insert Java Applet](#) icon;
- Select the custom applet that you want to remove;
- Press the **Delete** button.

To insert a custom applet in a document:

- Select the desired applet from the **Custom Applets** window;
- Press the **Insert** button.

The .class files and other related files will be copied to the document's directory.

INSERT A JAVA APPLET icon



CODE EXPLORER

This window opens to the left of the edit window. It displays as a tree, the links, source of image files and other files, the Java code and other Javascript and VBScript functions contained in the current HTML document as nodes.

If you double click on a node, you will go directly at the position of the reference in the document. When there are more than 1 reference with the same name, the number of repetitive references will appear between brackets after the node.

e.g.

```
+ Links
- Sources
  flower.jpg
  new.jpg (3)
```

flower.jpg has only 1 reference in the document but **New.jpg** has 3 references. To access to the second and third reference of this last graphic in your document, double click a second and third time on the node.

It's possible to rename the nodes in this window by right clicking on the mouse button and selecting the **rename** item in the menu. Renaming the node will automatically rename the corresponding reference(s) in the document.

EDIT HTML TAG PROPERTIES

With the HTML Syntax Editor, not only can you edit the HTML tag properties, you can also add and delete tags as well as the rules that govern them..

To add a tab in the HTML reference file:

- In the **Syntax** menu, select the **Edit tags** option;
- Click on the [Add tag](#) icon
Or
In the **Tag** menu of the HTML Syntax Editor, select the **Add tag** option...
- In the **Tag name** text box, enter the name of the new tag;
- In the **End tag** menu, determine whether it is required, optional, or forbidden;
- Check the respective box(es) : **Tags opened within the tag must be closed within the tag, Don't interpret text within the tag, Optional start tag** if you want the tag that you are adding to have these properties;
- Press the **OK** button.

To delete a tag from the HTML reference file:

- In the **Syntax** menu, select the **Edit tags** option;
- Select the tag that you wish to delete;
- Click on the [Delete tag](#) icon
Or
In the **Tags** menu of the HTML Syntax Editor, select the **Delete tag** option.

To edit a tag :

- In the **Syntax** menu, select the **Edit tags** option;
- Select the tag that you want to edit;
- Click on the [Edit tag](#) button
Or
In the **Tags** menu of the HTML Syntax Editor select the **Edit tag** option ...

The different properties of the selected tag will be displayed in the **Edit tag properties** dialog box.

EDIT HTML RULE

The HTML Syntax Editor allows you to add, delete, and edit tag rules and attributes.

To add a rule to a tag :

- In the **Syntax** menu, select the option **Edit tags**;
- Click on the [Add rules](#) button
Or
In the **Rules** menu of the HTML Syntax Editor select the **Add rule** option ...;
- In the **Tag list** option box, select the tag to which you want to add the rule;
- Select the option : **Tag allowed within selected tag** or **Tag can include the tags which are allowed within selected tag**;
- Click on the **Attribute rules** tab;
- In the **Attribute name** text box, enter a name;
- Select one of the options : **Attribute is mandatory**, **URL attribute**, **URL base attribute**, **Anchor attribute**;
- Press the **OK** button.

To delete a rule :

- In the **Syntax** menu, select the **Edit tags** option;
- Select the tag rule that you want to delete;
- Click on the [Delete rule](#) button
Or
In the **Rules** menu of the HTML Syntax Editor select the **Delete rule** option ...

To edit a tag rule :

- In the **Syntax** menu, select the **Edit tags** option;
- Select the tag rule that you want to edit;
- Click on the [Edit rule](#) button
Or
In the **Rules** menu of the HTML Syntax Editor select the **Edit rule** option.

The rule and the attribute of the selected tag will be displayed in the **Edit HTML rule** dialog box..

CONFIGURE STANDARD TOOLBAR

The menus

This command allows you to configure the AceExpert toolbar.

To configure the toolbar :

1. In the **Options** menu, click on the **Configure Standard Toolbar** option or select any tab and press on the **right** mouse button and click on the **Configure Standard Toolbar** option of the contextual menu.
2. The **Standard Toolbar Configuration** dialog window will appear.
3. The command buttons found on the toolbar are displayed in the **Buttons on the Toolbar** box,.
4. In the **Buttons on the Toolbar** box, select a command button (if you wish to remove one of the predefined command buttons in AceExpert).
5. Press the **left arrow**.
6. The selected command button will be transferred to the **Available Buttons** box.
7. In the **Available Buttons** box, select the command button that you want to place on the toolbar..
8. Press the **right arrow**.
9. The selected command button will be transferred to the toolbar.
10. Press the **Close** button.

If for any reason you are not satisfied with the command button configuration that you just made, or if you simply want to return to the predefined configuration in AceExpert, press the **Restore** button in the **Standard Toolbar Configuration** dialog box..

You can also change the order of the command buttons on the toolbar by using **arrow up** or **arrow down**.

To change the order of the command buttons on the toolbar :

1. In the **Buttons on the Toolbar** box, select the command button that you want to move.
2. Press the left mouse button and drag it to the desired position
or
Press **arrow up** or **arrow down**.

DEFINING INLINE STYLES

[List of style sheet properties](#)

To define an inline style:

1. Select the desired text.
2. Select the **Specialized** toolbar.
3. Click on the [Style Sheet](#) icon.
4. Checkmark the **Inline Style Sheet** box.
5. Define the desired styles.

IMPORTING A STYLE SHEET

[List of style sheet properties](#)

To use an external style sheet:

1. Select the **Specialized** toolbar.
2. Click on the [Style Sheet](#) icon.
3. Click on the **External style sheet** tab.
4. Import the external style sheet by clicking on the file or indicating the name of the file in the **File source** text box.
5. Click on the **OK** button.

Note : You can define styles (internal style sheets) and also import external style sheets. However, the styles defined in the internal style sheet have precedence over those in the external style sheet.

SAVING A STYLE SHEET

[List of style sheet properties](#)

To save a style sheet:

1. Select the **Specialized** toolbar.
2. Click on the [Style Sheet](#) icon.
3. Create the desired styles.
4. Click on the **Save** button.
5. Save your file.

Note : A style sheet saved this way is subsequently considered an external style sheet.

INSERT A SINGLE FRAME <IFRAME>

Single frames can only be used with Microsoft Internet Explorer. Follow the steps below to create a single frame:

1. Click on the **Tables, frames, and lists** tab and then on the [Insert frames](#) button;
2. Indicate the properties and source file for the frame by clicking on the Frame properties button (*you can also use the context menu by clicking on the mouse's right button*);
3. Indicate the source HTML file in the box called **Source file**, select the source file with the help of the File icon to the right;
4. Enter the identifier name for the frame;
5. Specify scrolling : automatic, yes or no;
6. Indicate the top and left margins inside the frame.

You can indicate additional frame properties by doing the following:

1. Click on the **Other properties** tab.
2. Specify the frame alignment.
3. Indicate a fixed size for the frame by entering the height and width in pixels or entering the size as a percentage.
4. Check the **Frame border** box to specify if the frame has a border or not.

MAKING THE CONTENTS OF A TARGET LINK APPEAR IN A SPECIFIC FRAME

When you create an external link, you can specify the specific frame where the destination HTML document must appear. When you create the link (refer to the **External link** section if necessary) you can specify a target in the External Link dialog box in the following manner:

4. Click on the **Target frame** tab on the **External link** window;
5. In the **Target or frame name** text box, insert the name that identifies the target frame. If necessary check the frame names – with the help of the **NAME** attribute – in the HTML document containing the frame code;

If you wish, you can specify a predefined target instead of a frame name. In order for a linked HTML document to appear in a window without frames, choose the `_top` target.

DESCRIPTION OF FIELDS OF THE ACTIVE X COMMAND

FIELD	DESCRIPTION
CodeBase (URL)	Access path to the object, if not located in the same directory as the HTML document.
Code type	Media type for code
Media type	MIME type for the corresponding script programs
Class ID	Identification of the object class
Standby	Standby message while the object is loaded
Alignment	Sets alignment for text surrounding the object
Name	Sets a name for the object to be able to reference it from JavaScript or VBScript code.
Data	Access path to object's data
Width	Width of space occupied by the ActiveX object
Height	Height of space occupied by the ActiveX object
Horizontal space	Distance in pixels of the horizontal spacing (right and left) between the object and the surrounding text
Vertical space	Distance in pixels of the vertical spacing (top and bottom) between the object and the surrounding text
Border	Width of the object border
Tab index	Sets the position of the object in the tabbing order.
No tab	Excludes the object from the tabbing order.
Declare object	Indicates if the object is used as a parameter in another control.

LIST OF STYLE SHEET PROPERTIES

Properties	Attributes	Possible Values	Example	Applicable Elements	Inherited	Browsers
Block-level						
Top Margin	margin-top	<i>length</i> <i>percentage</i> auto	{margin-top:5px;}	Block-level elements	no	E,N
Bottom Margin	margin-bottom	<i>length</i> <i>percentage</i> auto	{margin-bottom:5px;}	Block-level elements	no	E,N
Left Margin	margin-left	<i>length</i> <i>percentage</i> auto	{margin-left:1em;}	Block-level elements	no	E,N
Right Margin	margin-right	<i>length</i> <i>percentage</i> auto	{margin-right:5pt;}	Block-level elements	no	E,N
Top Padding	padding-top	<i>length</i> <i>percentage</i>	{padding-top:10%;}	Block-level elements	no	E,N
Bottom Padding	padding-bottom	<i>length</i> <i>percentage</i>	{padding-bottom:padding-bottom:1.2em;}	Block-level elements	no	E,N
Left Padding	padding-left	<i>length</i> <i>percentage</i>	{padding-left:10pt;}	Block-level elements	no	E,N
Right Padding	padding-right	<i>length</i> <i>percentage</i>	{padding-right:15px;}	Block-level elements	no	E,N
Height	Height	<i>length</i> <i>percentage</i>	{height:10pc;}	Block-level elements	no	E,N
Width	Width	<i>length</i> <i>percentage</i>	{width:20in;}	Block-level elements	no	E,N
Float	Float	none left right both	{float:both;}	Block-level elements	no	E,N
Clear	Clear	none left right both	{clear:left;}	Block-level elements	no	E,N
Borders						
Top Border	border-top	<i>border-width</i> <i>border-style</i> <i>border-color</i>	{border-top:medium outset red;}	Block-level elements	no	E,N
Bottom Border	border-bottom	<i>border-width</i> <i>border-style</i> <i>border-color</i>	{border-bottom:10 ridge gray;}	Block-level elements	no	E,N
Left Border	border-left	<i>border-width</i> <i>border-style</i> <i>border-color</i>	{border-left:1 dotted red;}	Block-level elements	no	E,N
Right Border	border-right	<i>border-width</i> <i>border-style</i> <i>border-color</i>	{border-right:thick inset maroon;}	Block-level elements	no	E,N
Top Border Width	border-top-width	thin medium thick <i>length</i>	{border-top-width:thin;}	Block-level elements	no	E,N
Bottom Border Width	border-bottom-width	thin medium thick <i>length</i>	{border-bottom-width:thick;}	Block-level elements	no	E,N
Left Border Width	border-left-width	thin medium thick <i>length</i>	{border-left-width:15;}	Block-level elements	no	E,N
Right Border Width	border-right-width	thin medium thick <i>length</i>	{border-right-width:medium;}	Block-level elements	no	E,N
Border Style	border-style	none dotted dashed solid double	{border-style:ridge;}	Block-level elements	no	E,N

Border Color	border-color	groove ridge inset outset <i>color</i> {1.4}	{border-color:black;}	Block-level elements	no	E,N
Color & Background						
Background Image	Background-image	<i>url</i> none	{background- image:url(image.jpg);}	all	no	E,N
Background Repeat	Background-repeat	repeat repeat-x repeat-y no- repeat	{background-repeat:no- repeat;}	all	no	E
Background Attachment	Background- attachment	scroll fixed	{background- attachment:fixed;}	all	no	E
Background Position	Background- position	[position length] {1,2} [top center bottom] [left center right]	{background-position: top center;}	Block-level element	no	E
Color	Color	<i>color</i>	{color:salmon;}	all	yes	E,N
Background Color	Background-color	color transparent	{background- color:crimson;}	all	yes	E,N
Font						
Font Family	font-family	[[<i>family-name</i> <i>generic- family</i>],]* <i>[family-name generic- family]</i>	{font-family :verdana, "m s sans serif";}	all	yes	E,N
Font Style	font-style	normal italic	{font-style:italic;}	all	yes	E,N
Font Variant	font-variant	normal small-caps	{font-variant:small-caps;}	all	yes	E
Font Weight	font-weight	normal bold bolder lighter <i>weights</i>	{font-weight:bold;}	all	yes	E,N
Font Size	font-size	[xx-large x- large large small x- small xx- small] [larger smaller] <i>percentage</i> <i>length</i>	{font-size:12 pt;}	all	yes	E,N
Text						
Text Decoration	text-decoration	none underline overline line-through	{text-decoration :underlin e;}	all	no	E,N
Text Transformation	text-transform	capitalize uppercase lowercase none	{text- transform:lowercase;}	all	yes	E,N
Vertical Alignment	vertical-align	sub super top middle bottom text-	{vertical-align :sub;}	inline	no	E

		top text-bottom baseline					
Text Alignment	text-align	left right center justify	{text-align :center;}	block-level elements	yes	E,N	
Text Indentation	text-indent	length percentage	{text-indent :20px;}	all	yes	E,N	
Letter Spacing	letter-spacing	normal <i>length</i>	{letter-spacing :2pt;}	all	yes	E	
Line Height	line-height	normal <i>nombre</i> <i>length</i> <i>percentage</i>	{line-height :5pt;}	all	yes	E,N	
Classification							
Display	Display	none block inline list-item	{display:none;}	list of elements	no	E,N	
White space	white-space	normal pre	{white-space:pre;}	list of elements	yes	N	
List style type	list-style-type	disc circle square decimal lower-roman upper-roman lower alpha none	{list-style-type:upperalpha;}	list of elements	yes	E	
List style image	list-style-image	url none	{list-style-image:url(image.gif);}	list of elements	yes	E	
List Style Position	list-style-position	inside outside	{list-style-position:inside;}	list of elements	yes	E	
Positioning							
Clip	Clip	<i>figure</i> auto	{clip:rect(0 200 200 0);}	all	no	E	
Position	Position	absolute relative static	{position:absolute;}	all	no	E	
Visibility	Visibility	visible hidden inherit	{visibility:visible;}	all	no	E	
Overflow	Overflow	none clip scroll	{overflow:scroll;}	all	no	E	
Top	Top	<i>length</i> <i>percentage</i> auto	{top:0;}	absolute or relative positioning of elements	no	E	
Left	Left	<i>length</i> <i>percentage</i> auto	{left:0}	absolute or relative positioning of elements	no	E	
Z-Index	z-index	Auto <i>entier</i>	{z-index:-1;}	absolute or relative positioning of elements	no	E	
Other							
Cursor type	Cursor	auto crosshair default hand	{cursor:hand;}	All	yes	E	

| move | e-
relength | n-
relength | se-
relength | sw-
relength | s-
relength | w-
relength | text
| wait | help

