Namo WebEditor 3.0 Manual

Thank you for purchasing Namo WebEditor 3.0.

Below are instructions for the use of this manual.

In Chapter 1, you will learn some of the basic functions of Namo WebEditor. You will be taken through the entire process of creating a Web site, from building and modifying it, to using the Template Wizard, to publishing it to the Internet. Chapter 1 will also show you how to import the contents of any Web site and forward it by e-mail to wherever you want.

In Chapters 2 through 10, the manual goes through every command on the program menu, in the same order as you see it in Namo WebEditor. When necessary, additional information is provided in the form of References or Cautions.

In Chapter 11, you get to learn about advanced Internet development technologies like Layers, Time Lines, the Namo GIF Animator, background information and multi-language support of Global IME. If animation effects using a layer interests you, refer to the Layer and Time Line sections in this chapter. If you want to input Japanese or Chinese into your HTML document, the part on the Global IME will be helpful to you.

At the end of the manual is the Index where you can get to any part of the manual quickly and easily.

More information on using Namo WebEditor is available in the online manual at http://www.namo.com/manual. Please note that you must register your software immediately upon installation. Also, customer support will only be provided once you have registered your software.

Namo Interactive Inc. Web Site	*http://www.namo.com*
Namo WebEditor Online Manual Web Site	*http://www.namo.com/manual*
Technical Support	*support@namo.com*

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For more information on Namo WebEditor 3.0,
please visit our Web site at www.namo.com or email us at the following addresses.

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Building A Web Site

Namo WebEditor offers an easy way to build your web site. With Namo WebEditor you don't have to know complex and difficult HTML syntax. This is something that had once prevented ordinary users from creating their own web site. In this chapter you will see just how easy it is to build and publish your web site using Namo WebEditor.

Getting Started with the Namo WebEditor 3.0

This is a guide for people who are using the Namo WebEditor for the first time. You will get some basic knowledge about using Namo WebEditor. Once you finish this guide, you will be able to easily enter and edit text and images.

Building a Web Site Quickly

This will show you how to create your web site in just a few minutes using the template wizard function.

Publishing Your Web Site

Once your web site is created, you are ready to publish it. We have made drastic improvements in the publishing feature since our previous release.

Handling Internet Information

Namo WebEditor 3.0 is equipped with new features that make it one of the most indispensable HTML editing and publishing programs on the market.

GETTING STARTED
. . . . .

Before you arrive at your final HTML document, you must have some knowledge on how to use Namo WebEditor.

Launching WebEditor

Launch the Namo WebEditor from the desktop icon. If you did not make the desktop icon, please select Start-Program-Namo WebEditor3-Namo WebEditor3, or the location specified by you. The Namo WebEditor window will then open.

The Namo WebEditor screen consists of a title bar, toolbars, edit window, scroll bar, status bar and buttons.

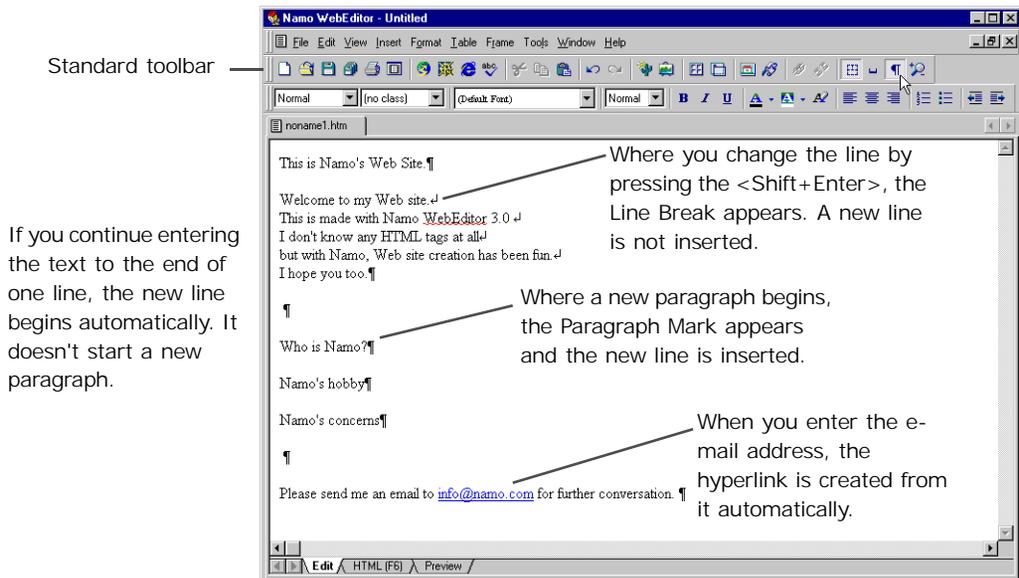When you launch Namo WebEditor, a blank document will appear as shown below.
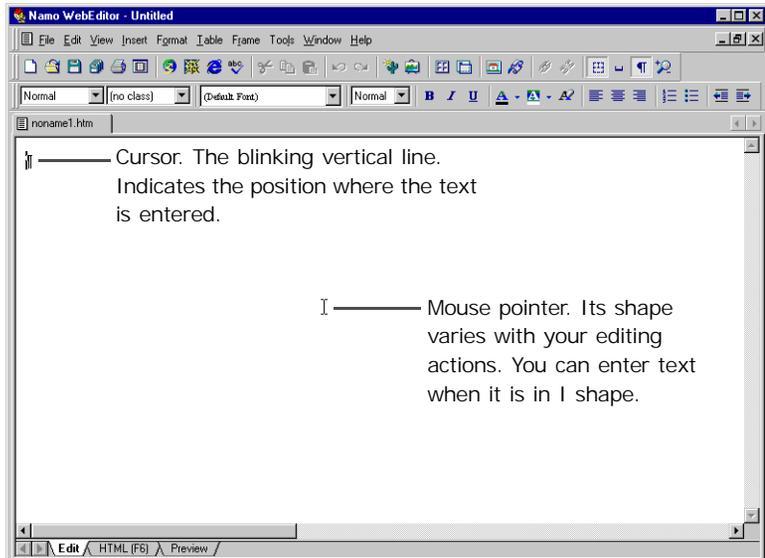
Entering Text

After Namo WebEditor is launched, the cursor is the only item that will blink in the white space. This space is called the edit window, this is where you will enter text.

As you enter text you will notice it becoming underlined in red. The red underline indicates that the auto spelling check function of the Namo WebEditor is active. Once a word is completed, the red line will disappear if the spelling is correct. If the spelling is not correct, or the word happens to be a pronoun not currently in the dictionary, the red line will remain. For further information on the spell check feature, see *Spelling(9-1)*.

If you press the <Enter> key while entering text, a new paragraph will begin and the cursor position moves back to the left margin. Where a paragraph ends, a Paragraph Mark appears. You can make the mark appear or disappear by clicking the *Show/Hide Paragraph Marks* button on *Standard toolbar*.

The difference between an HTML document and a text document is that a blank line is inserted between paragraphs in HTML. To begin a new line without starting a new paragraph, press <Shift+Enter>. This new line begins without a blank line separating it.

Standard toolbar —

If you continue entering the text to the end of one line, the new line begins automatically. It doesn't start a new paragraph.

Where you change the line by pressing the <Shift+Enter>, the Line Break appears. A new line is not inserted.

Where a new paragraph begins, the Paragraph Mark appears and the new line is inserted.

When you enter the e-mail address, the hyperlink is created from it automatically.

Editing Text

In the early days of HTML, anyone who edited the HTML document had to remember and enter all the complex tags. But with Namo WebEditor you no longer have to do this!

For example, to adjust the shape of characters and paragraphs, just use the *Format* menu or *Format toolbar*. For more information on the *Format* menu, see *Format(6-1)*.

By using Namo WebEditor, beginners could enter text or change the font type and size as easily as in a word processor. Where you show your work is really the only main difference between using Namo WebEditor and a word processor. With Namo you display the HTML document on the Internet, or send it as an e-mail. Whereas with a word processor, you print it on paper. Note that you can also print an HTML on paper.

To change a paragraph to a Heading, place the cursor position on the paragraph and select the paragraph type you want from the *Change Paragraph Style* sub menu on the *Format toolbar*. The shape of the characters and paragraph will then change as your selection. If you don't like how it looks, you can easily try another type.

The Format toolbar contains tools to control character and paragraph appearance.
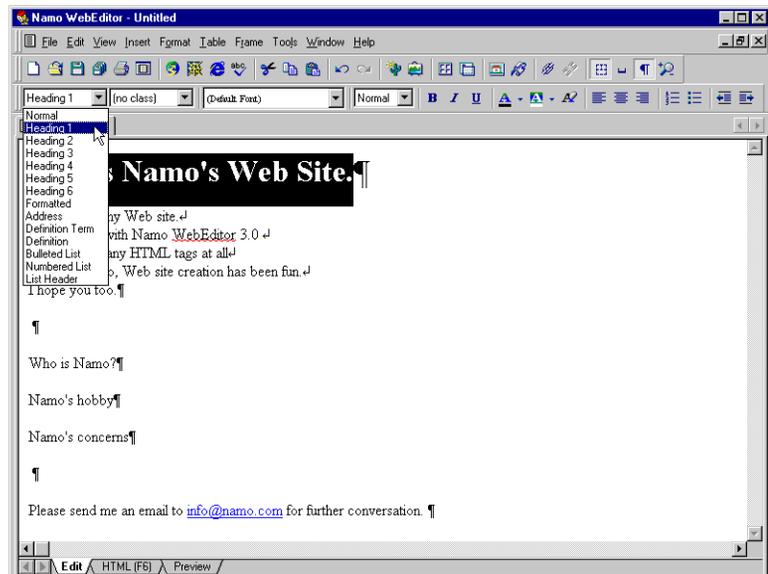
With the cursor position on a paragraph, click the Align Center button on the Format toolbar. The paragraph will then be centered on the screen.
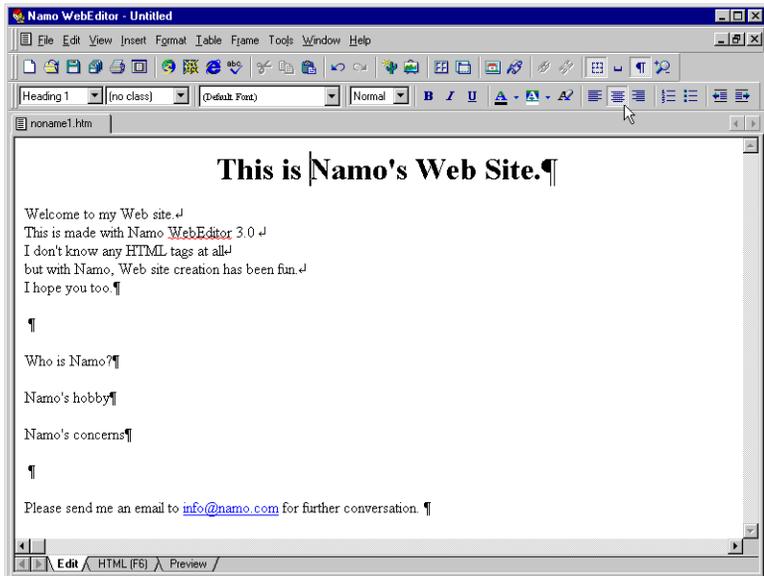

To display text in yellow, select the text and specify yellow as the background from the drop down menu. To select the text, drag the mouse over the text or click the beginning of the text and then click the end of the text while holding <Shift> key.
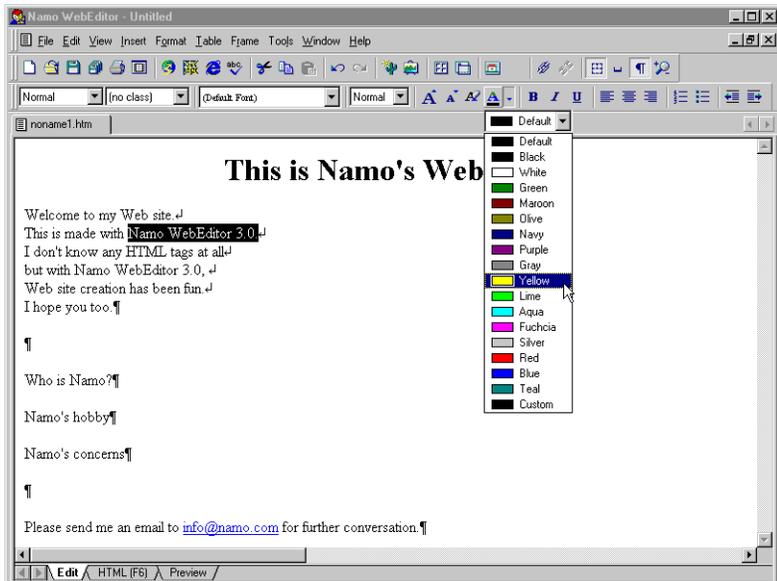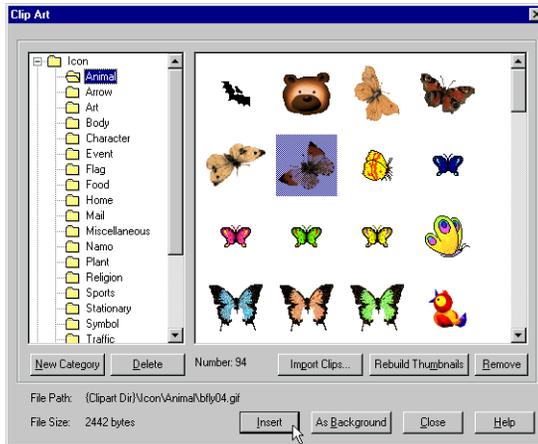
Inserting Image

Inserting images into the HTML document is also very easy. You can select from over 3,400 clip art images provided by Namo WebEditor.
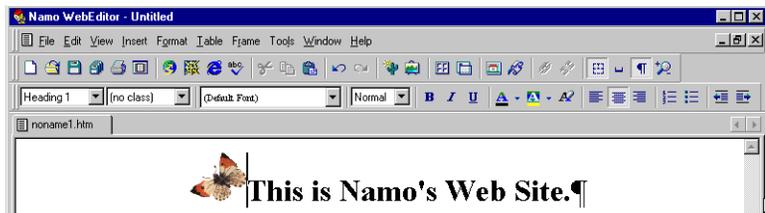
Place the cursor position where you want to insert an image, then click the *Insert Clip Art* button on the *Toolbar*.
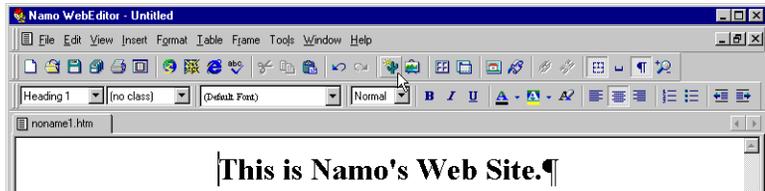
In the *Clip Art* window, select the image type in the left window, then select the image you want in the right widow. Then click the *Insert* button.


The image is inserted at the current cursor position. You can then modify the size of the image.

Inserting Background Image

This allows you to insert background colors and images. When you select the *Document Properties* command from the *Format* menu, the *Document Properties* dialog box will appear. Click on the *Clip Art...* button from the dialog box to specify the background image.
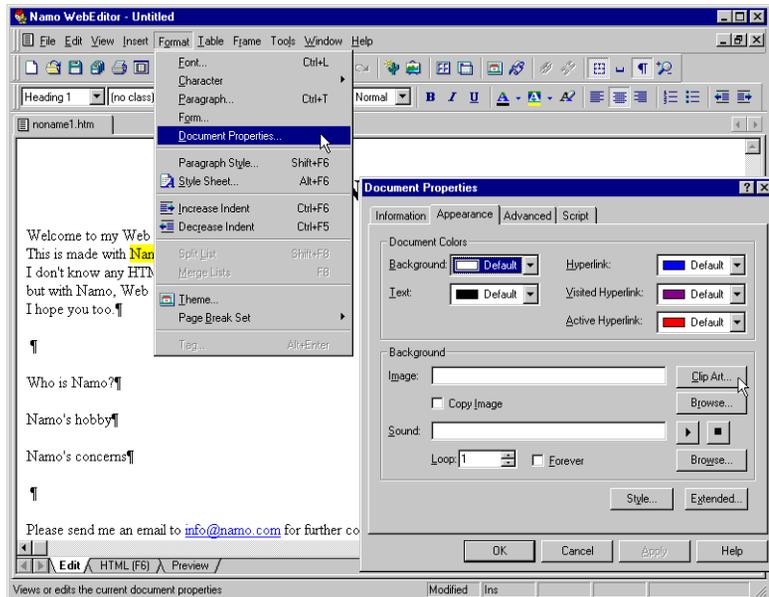
In the *Clip Art* window, select the image you want from the Texture sub folder in the Background folder. Then click the *Insert* button. The image you specify will appear as the background of the document. For more information on the background image, see *Document Properties(6-16)*.
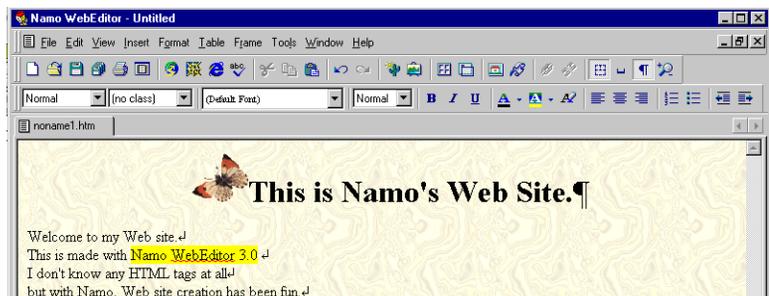
Viewing HTML Code At the bottom of the edit window are the *Edit*, *HTML* and *Preview* tabs. Until now the edit window has been the only one visible on the screen, because the *Edit* tab was selected.

When you click the *HTML* tab or press the <F6> key, the HTML window will open. You can now see HTML tags along with the text you entered. Once you see these HTML tags, you will appreciate how easy it is to use Namo WebEditor!

The text you entered is displayed in black, while the HTML syntax is displayed in purple (tag) or red (attribute). The words displayed in blue are the attribute values.

If you have no knowledge of HTML, you should not adjust or delete these tags. This could cause your document to show improperly in the browser. To return to the edit window, press the <F6> key or click on the *Edit* tab.
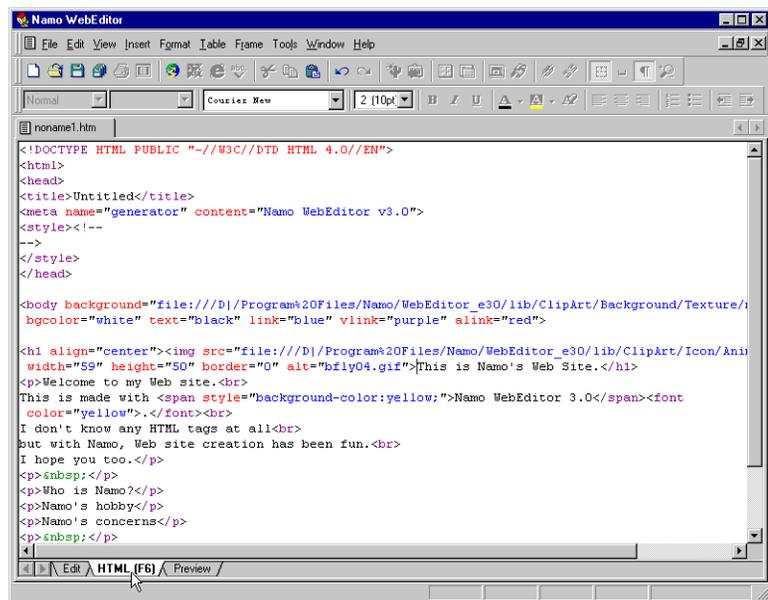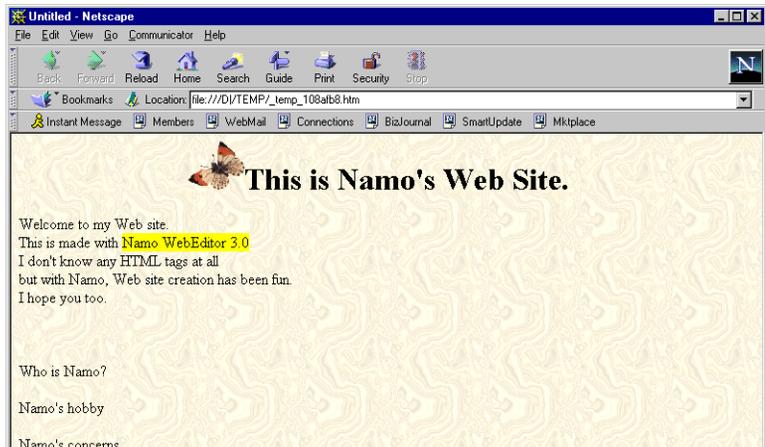
Preview in Web Browser

If you click the *Preview* tab, you can then see how the document will look in Internet Explorer. Internet Explorer 4.0 or higher is required for this function.
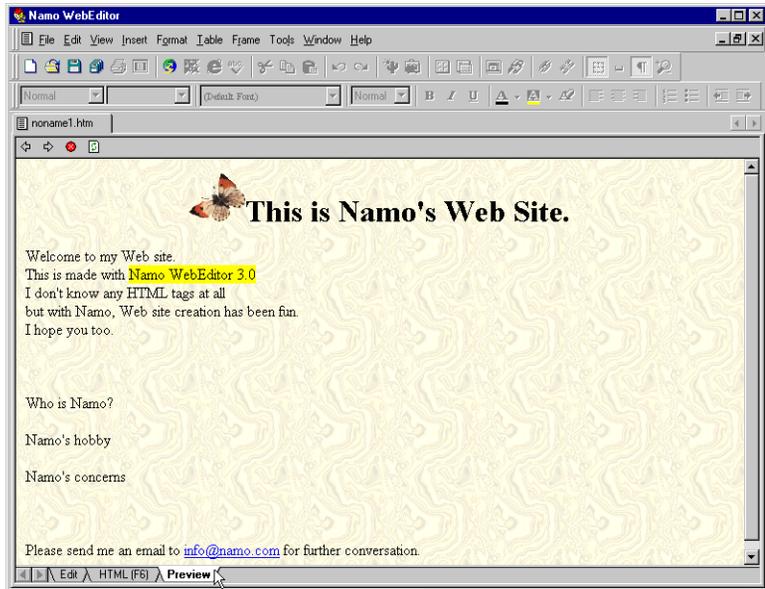
When you are using Netscape, press the <F12> key on your keyboard. Netscape will start and will display your document.

Saving Documents   You can save the document by: selecting the *Save* command from the *File* menu, pressing <Ctrl+S>, or by clicking the *Save* button on *Standard toolbar*. Since this is the first time that you save the document, the *Save As* dialog box appears. Find the folder where you want to save the document, enter the file name, and click the *Save* button.
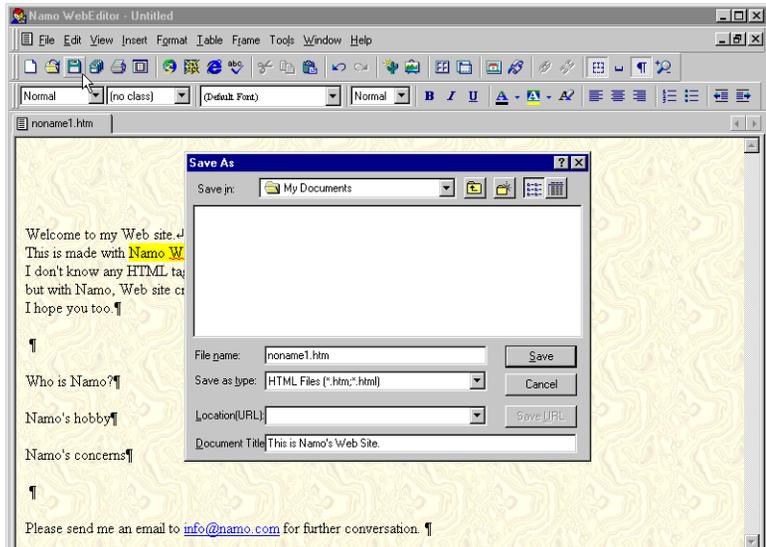
If you used images in your document, the dialog box will then appear asking whether Namo WebEditor should save the image files to a path inside the directory of your HTML file. When there is no particular reason not to save them, click the *Yes* button. You can, however, specify the folder where you would like them saved. If this folder does not exist, a dialog box will appear asking whether Namo WebEditor should create it. Click the *Yes* button in the dialog box.

For more information on saving a document, see *Save(2-16)*.
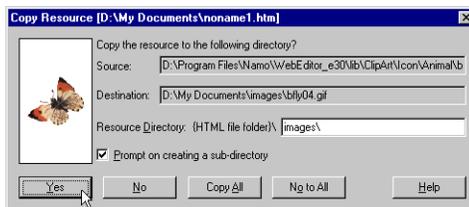
Closing Document   After you are finished editing a document, you should close it. To do this, select the *Close* command from the *File* menu or press <Ctrl+F4> on your keyboard. You can also do this by selecting *Close* on the menu that appears when you right click on the current document tab in the edit window.

If you close the document after making changes to it, a dialog box will appear asking "Save changes to filename?". To save it, click the *Yes* button.

Click the *Cancel* button, if you want to cancel this dialog box and return to your document.

If you changed the contents this sign appears.
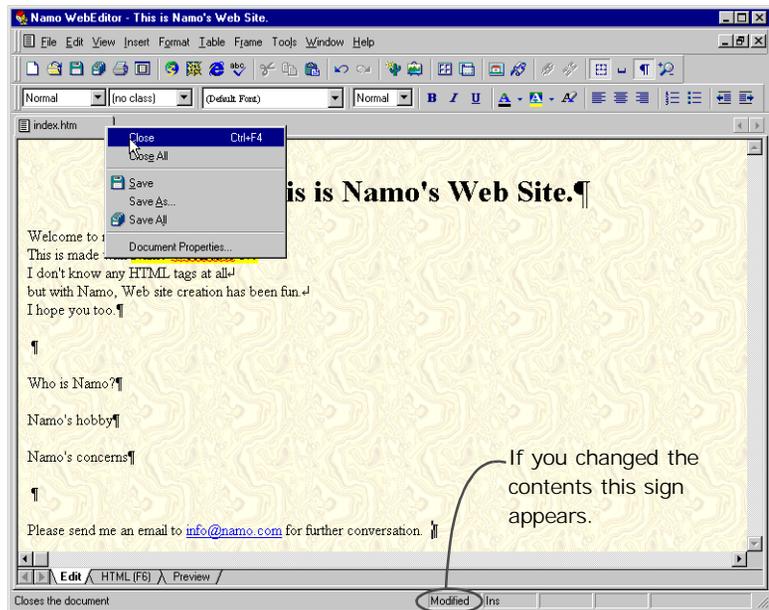
Exiting WebEditor   If you are done with all editing work and want to close Namo WebEditor itself, select the *Exit* command from the *File* menu. You can also exit by pressing <Alt+F4> on your keyboard. When there are documents that have been changed but have not yet been saved, a dialog box asking whether Namo WebEditor should save the documents or not will appear. To save, click the *Yes* button or if you choose not to save, click the *No* button.

BUILDING A WEB SITE QUICKLY
. . . .

Using the Template Wizard feature in the Namo WebEditor is a quick and easy way for you to build an entire web site. With the Template Wizard you will use a model, called a theme, as the base of your web site; thereby giving you consistency to its structure. It is up to you to fill in the substance of the site once the template has been created.

Template Wizard   When you select the *New Project* command from the *File* menu, the *Create New Project* dialog box will appear. A document makes up an element of your web site whereas a project manages multiple documents as an integrated part of your site. This will allow convenience and speed when editing and maintaining your site.

Select the *Template Wizard* from within the *Create New Project* dialog box and click the *Next* button. You can then specify the folder for the project using the *Browse* button.
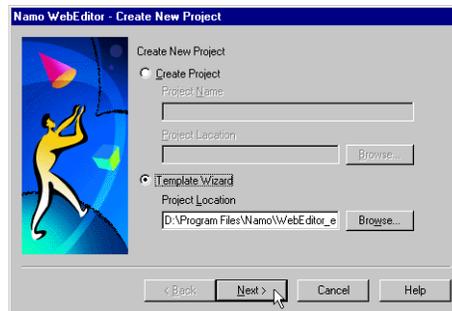

When a folder doesn't exist as you specified, a dialog box asking whether Namo WebEditor should create the folder or not will appear. To create the folder, click the *Yes* button, or click *No* and select a pre-existing folder.
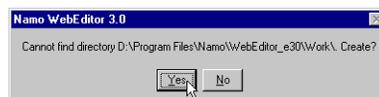
With the *Select Theme* dialog box open, you can view the themes in the Preview window by clicking the theme name. Namo WebEditor has 71 themes for you to choose from. To get a more realistic view, click the *Actual View* button.

When you click the *Actual View* button, the *Theme Gallery* dialog box appears. In this dialog box, you will have a larger view of the selected theme. You can also arrange the buttons in the theme horizontally, rather than vertically, by selecting the *Horizontal* option. In the preview box you can also see the rollover effect that pertains to the images when they are pointed with the mouse. After selecting the theme you want, click the *Apply* button.
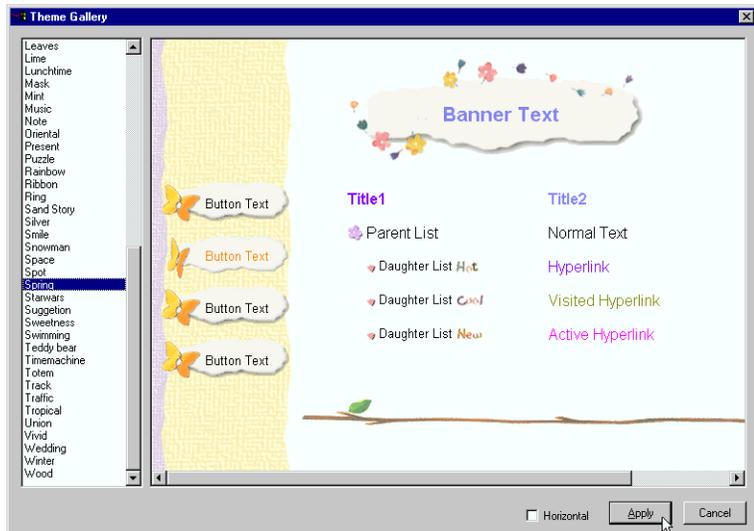
When you click the *Apply* button in the *Theme Gallery* dialog box, then the *Select Theme* dialog box appears. If the selected theme appears in the *Preview* window, click the *Next* button.
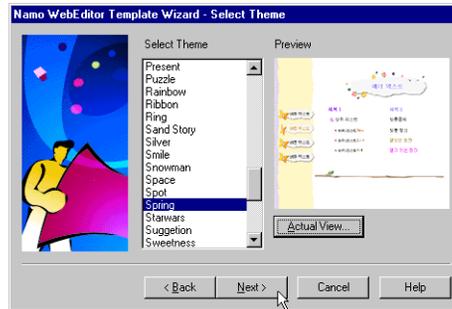
You now are given two options; *Personal* and *Company*. These will give you a general topic layout for your site. Decide which one suits your need and click the *Next* button. If you select the *Horizontal Button* option in the *Select Template* dialog box, the buttons will be arranged horizontally.
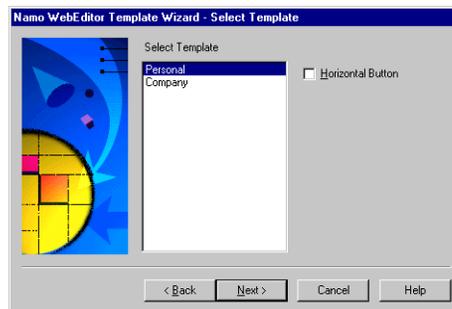
The list of pages to be included in the selected template will be shown in the *Select Pages* dialog box. Click the *Next* button after selecting, or deselecting the pages you don't want to be included.
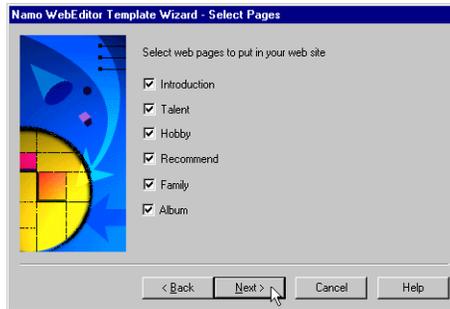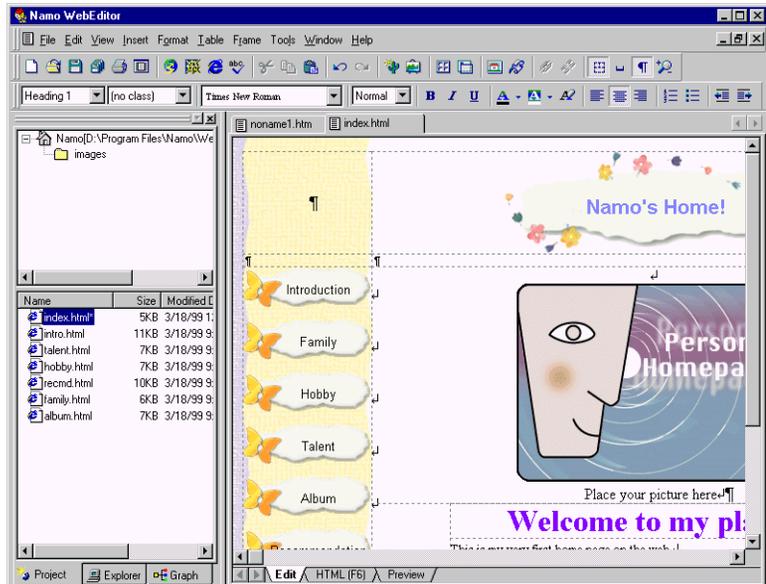
Enter the web site name (note this name will be displayed on your banner. It is for your personal use only, not as a filename) and click the *Finish* button.

The web site will be created, saved and the first page of your web site is displayed in the edit window.

Congratulations! Now you have your own web site waiting to be filled up with information.

At the left is the *Project* Window. It allows you to easily manage your web site.

Editing a Theme Object

Of the images that make up the theme such as the Banner, Button, Bullet, Horizontal Ruler, Cool, Hot and New, you can enter any text you want, without using a graphic program!

Select the banner on the top by clicking in it, then right click or select the *Theme Object...* command from the *Insert* menu. The *Theme Object Property* dialog box then appears. The dialog box will also appear when you double click the banner in the edit window.
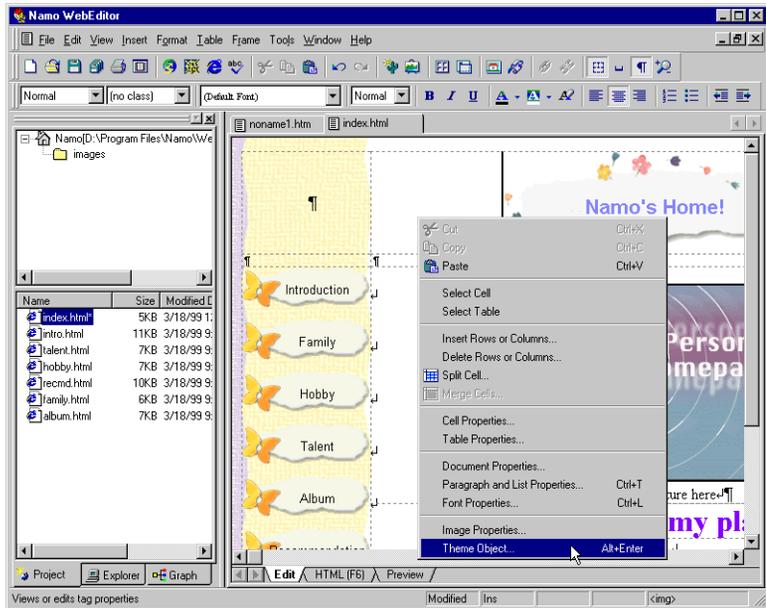
You can edit the text and specify the new font and size in the
Theme Object Property dialog box.
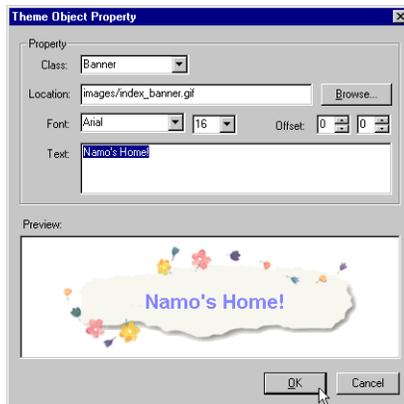
In your HTML document you should not use strange or uncommon
fonts. When the font you specify is not installed in the browsers
computer, the document will be displayed in the first font available
on their system. However, the text that is entered on the Banners

and Buttons are converted onto the image, allowing you can specify any font you want.
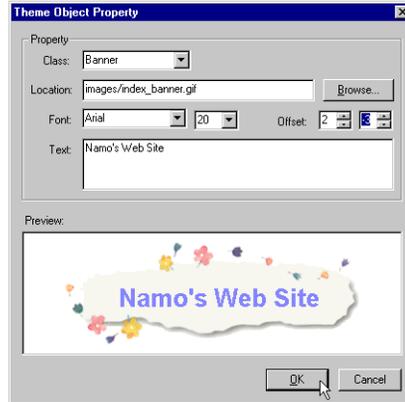
The Banner then appears as specified.
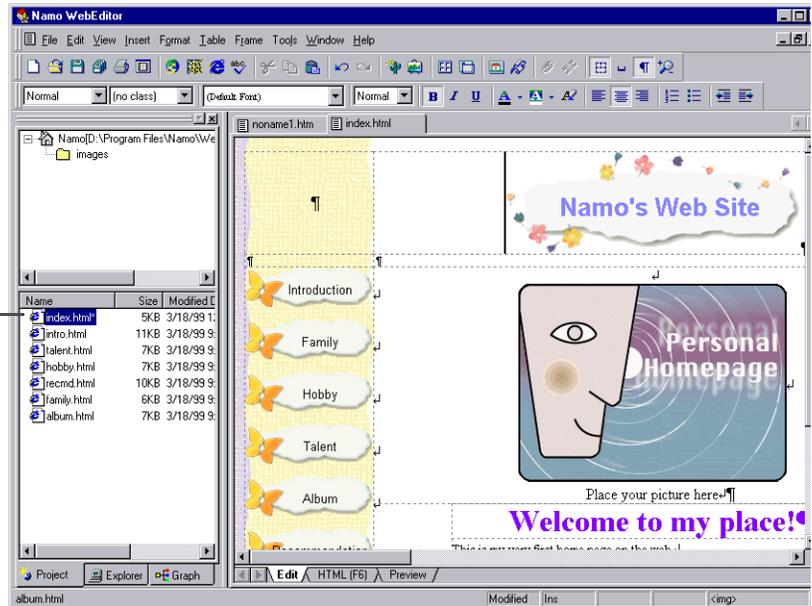
When you make changes to the project document, a '*' mark appears to the right of the file in the *Project* Window.

Changing Image

Let's now change the image on the first page of the sample web site. When you double click on the image in the first page, the *Image Properties* dialog box appears. To change this image to one from your hard disk, click the *Browse* button and search for another image (.GIF or .JPG) file. Then the *Open* dialog box will appear.
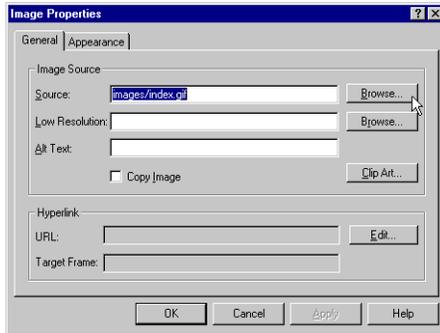
We are going to change the existing 'Personal Homepage' image to a flower. You can choose whatever image file you have instead of a flower. Move to the folder where the flower image file locates by pressing the drop down menu button. Select the flower image and click the *Open* button.

If you want to insert an image from the web, enter the exact URL, including the filename, into the *Location(URL)* field. For example, http://www.namo.com/image/flower.gif.

The selected image now appears, replacing the previous image.
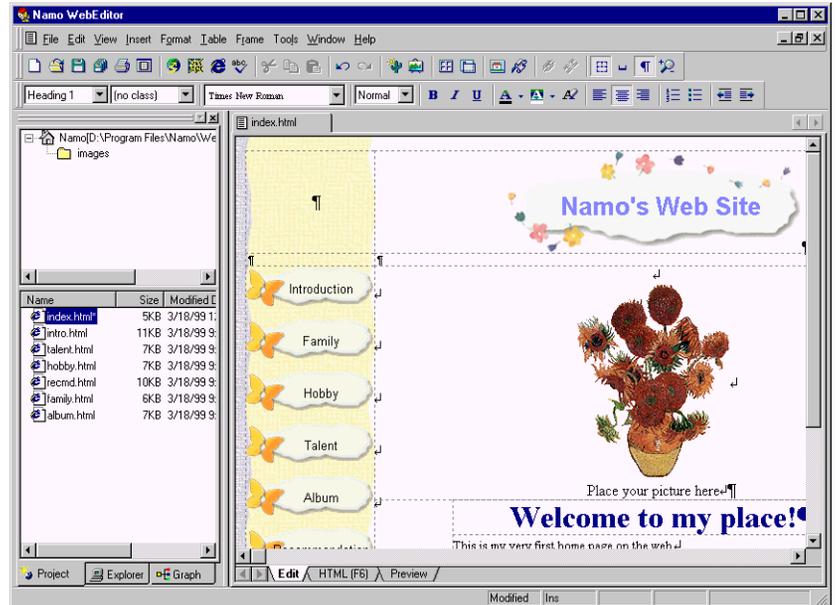
After saving the document, you can preview it in the web browser by pressing the preview button in *Standard toolbar*.
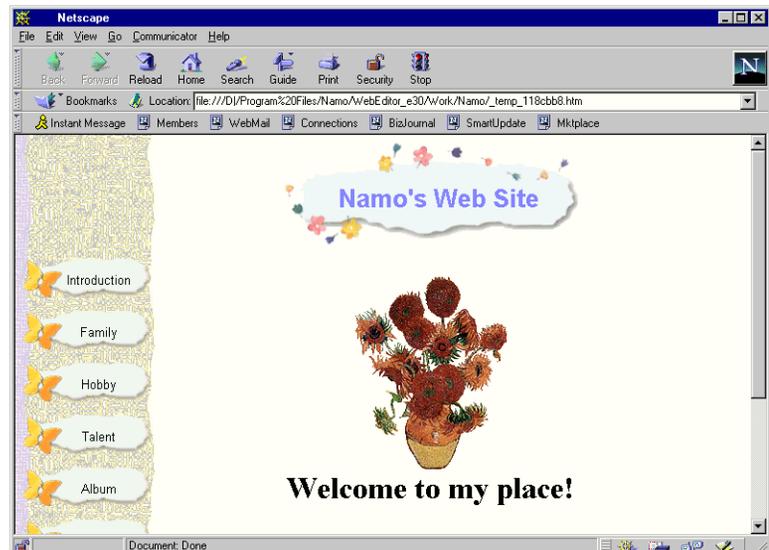
PUBLISHING A WEB SITE

To publish your web site on a web server you must first have an account setup on it with login, password, and folder information for your files. Any host that allows you to upload your web site via FTP will be acceptable.

Registering Publish Information

When you select *Publish Information* from the *Site Management* command in the *Tools* menu, the *Site Information* dialog box will then appear. Commonly used site hosts are registered here by default.

If your host is on the list, it is easy to register the information. To do this, select your host and then click the *Modify* button.
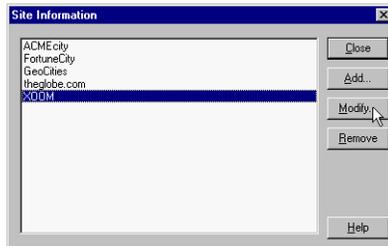
Because all the information needed is entered by default, simply complete the *Username* and *Password* field.
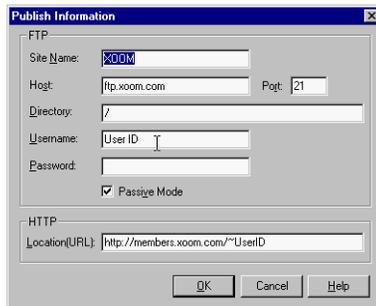
After entering the *Username* and *Password*, modify the *Username* in the *Location* field, then click *OK*.
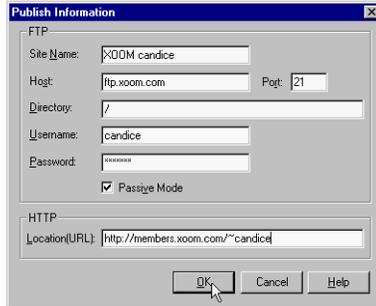
Close the *Site Information* dialog box by clicking the *Close* button.
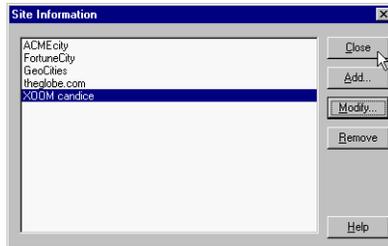
When you are publishing on your company's web server, you will need to consult the server administrator. After getting the information you need, click the *Add* button in the *Site Information* to enter the Site Information. See *Manage Site Information(2-23)*.
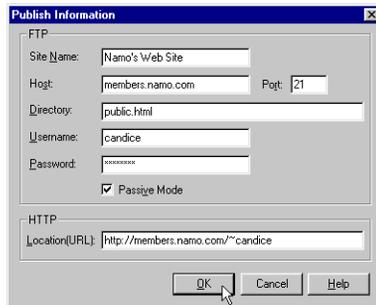
Checking Hyperlinks   Before you publish your site, you will need to check everything on your web site works. You can do this by previewing your site in a web browser. Sometimes, if you are making updates to a very large web site you can not view the entire site easily.

When you select the *Verify Link* option from the *Site Management* command in the *Tools* menu, Namo WebEditor will check all the files in the project and their linkage to each other. It then displays all broken hyperlinks in the *Link Check* section of the *Result* Window. For more information on checking links, see *Incremental Verify Link(9-25)*.

All the open files are displayed in yellow.

Document designated as having a problem.
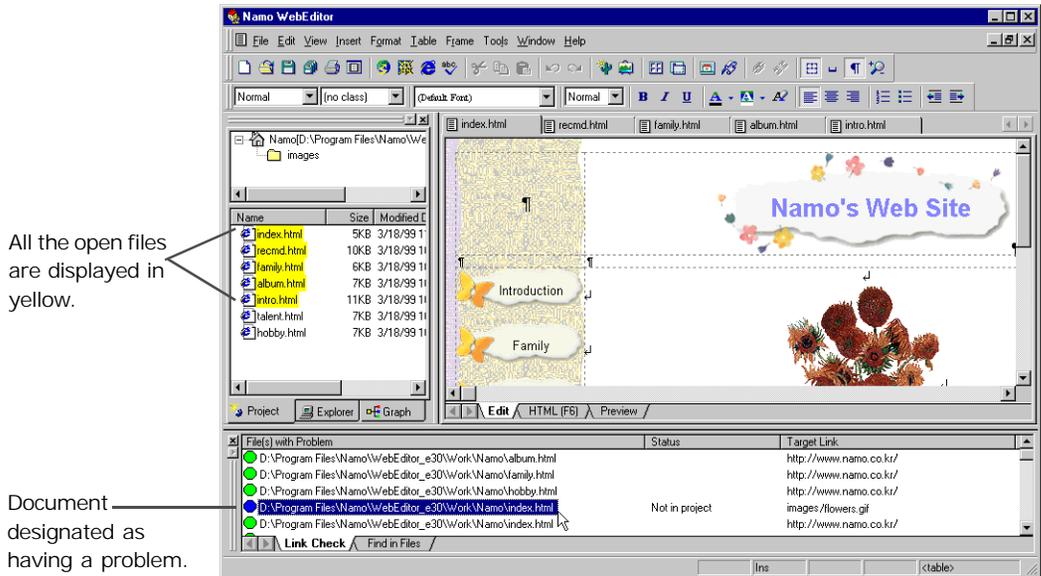
Above, the image file 'flowers.gif', linked to 'index.html', is shown as having a problem. If the 'flowers.gif' file is not found, the hyperlink would be shown as broken. However, in this case, the fact that the 'flowers.gif' file is not included in the project is what caused the problem.

This is because the change of the images on the first page (index.html) is not reflected in the project. Therefore you need to add the image file 'flowers.gif' to the project. To publish your web

site without errors, all files that are linked to the web site should be included inside the project.

Now you will need to find the image file 'flowers.gif'. According to the *Target Link*, the file is located in the 'images' folder. Click the 'images' folder in the *Project* Window. A list of the image files found appears.

When you click the folder where the file is saved, the list of the image files appears.

Here the image file is found.
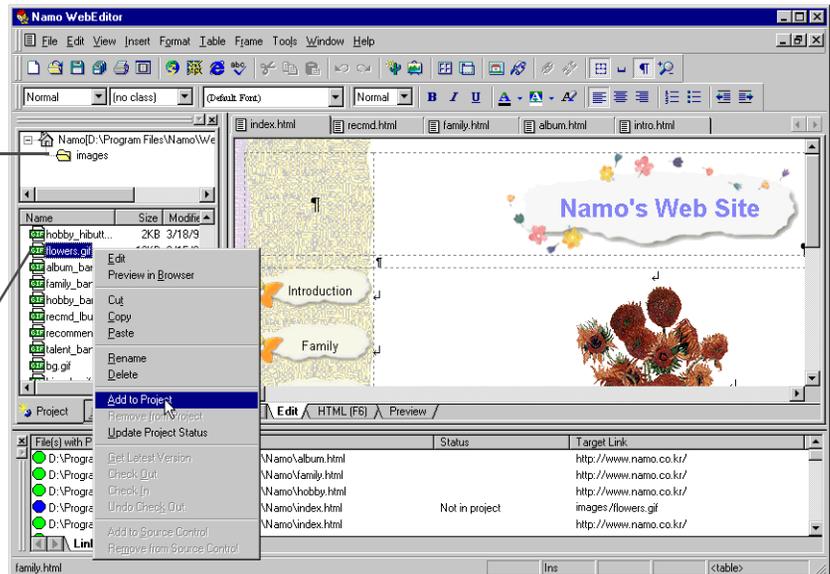
Find the 'flowers.gif' file in the list. When you find it, right click to open the menu. If you select the *Add to Project* on this menu, the file will be added to the project.

If you check the hyperlinks again, no errors will be found. You may now save the project by selecting the *Save Project* command from the *File* menu.

When the link check is through, you can publish your site on the web server.

Publishing the Whole Web Site

When you select the *Publish* command on the *File* menu, or press the <F4> key while a project is open, the *Publish* dialog box will appear. In the left window the files in the current project folder are displayed. In the right window the files in the specified directory on the web server are shown. To connect to your host, choose its name from the drop down menu in the upper right hand corner.

The files and image folder of the project are shown. Because the files to be published are not selected yet, the check marks do not appear in the squares at the left.
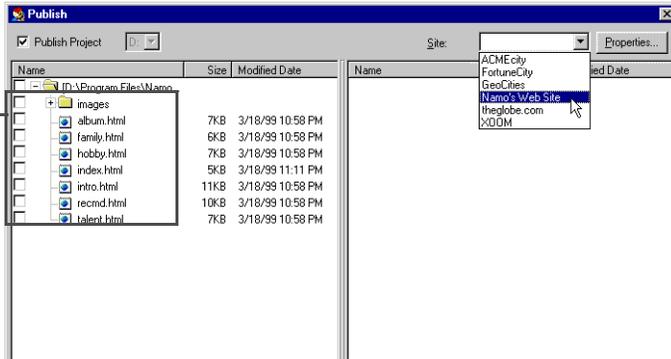
After connecting to the server, select the files you want to publish. Since this is the first time you are publishing the files, you should select them all by clicking the *Select All* button at the bottom of the *Publish* dialog box.

The check marks are displayed at the left of the files selected to be published.
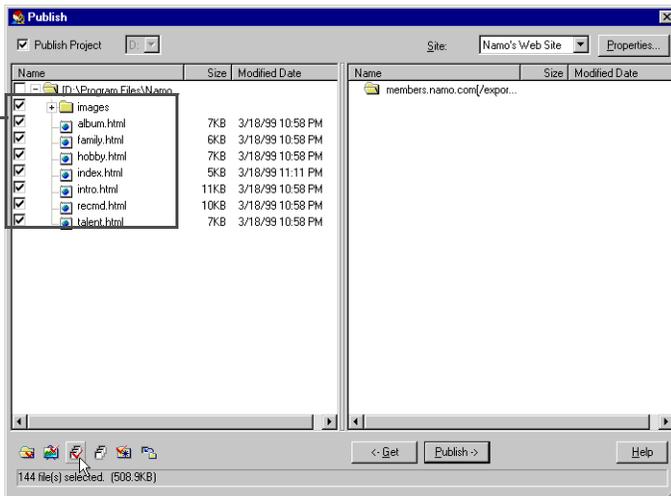
When you click the *Publish* button, Namo WebEditor will begin to transfer the files one by one while displaying the transfer status of each.
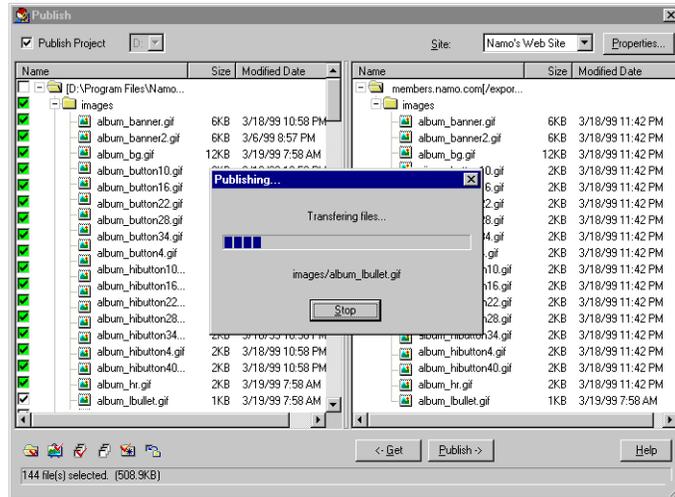
When the squares to the left of the published files become green, it means they have been transferred. When prompted, click the *OK* button and Close the *Publishing...* dialog box.
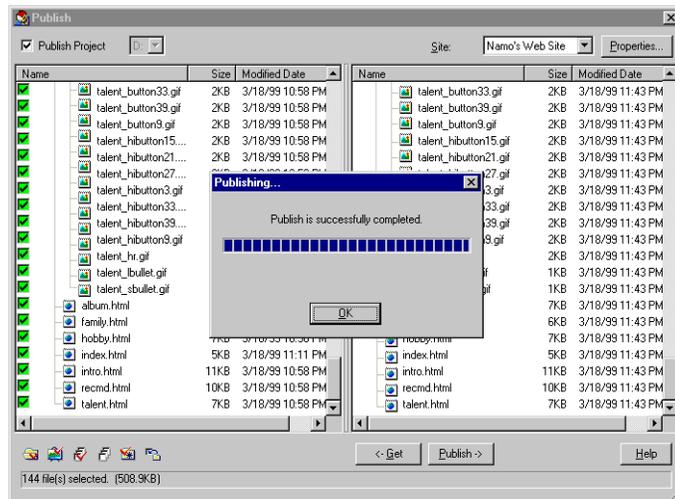
If the squares at the left of the files turn red, it indicates the files have not been published. It is possible that the files have been moved or deleted from your computer, and have not been saved or shown in your project. Check your links again.

Publishing Unmodified Files

Once you have published the project, and have modified your site, you will only need to republish a certain number of files.

When you select the *Publish* command from either the *File* menu or by pressing <F4> while the project is open, the *Publish* dialog box will appear and you will be automatically connected to the web server.

The files and image folder of the project are shown. Because the files to be published are not selected yet, the check mark doesn't appear in the squares at the left.
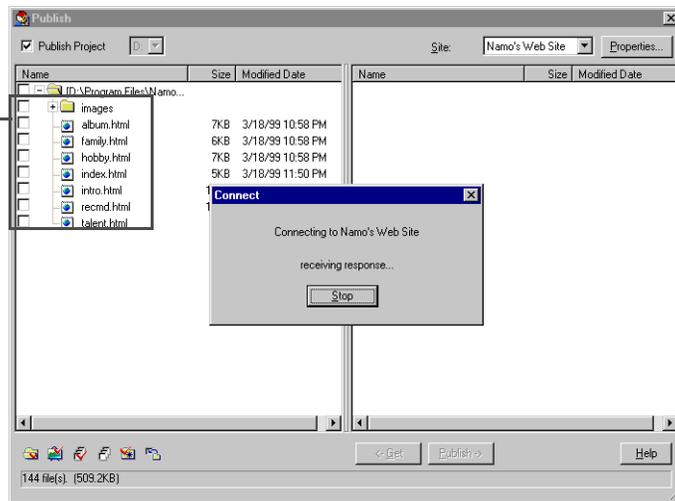

If you click the *Select Modified* button from the *Publish* dialog box, only the files modified after your last publish are selected. This saves you the time from having to select each individual file.

The check marks appear in the squares at the left of the selected files. The obscure check marks at the left of the 'images' folder indicate that not all the files in the folder are selected.
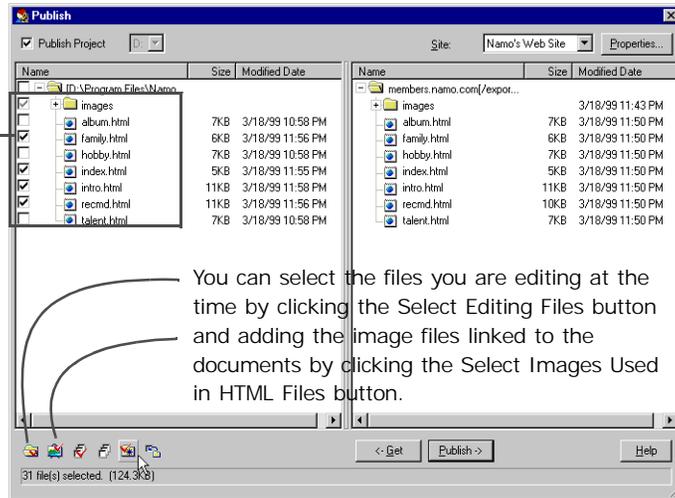
You can select the files you are editing at the time by clicking the Select Editing Files button and adding the image files linked to the documents by clicking the Select Images Used in HTML Files button.

When you click the *Publish* button, Namo WebEditor will begin to transfer the selected files, one by one, while displaying their status.

The squares at the left of the published files turn to green.
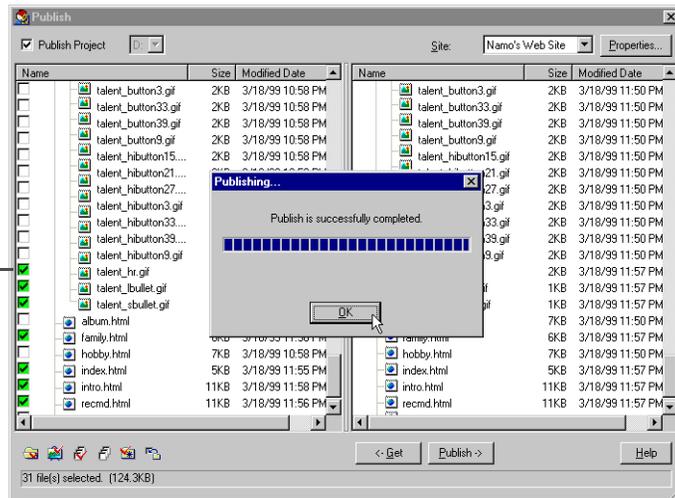
Your web site is now updated. Check that your web site works correctly in a web browser, make sure you refresh/reload your page once you view it.
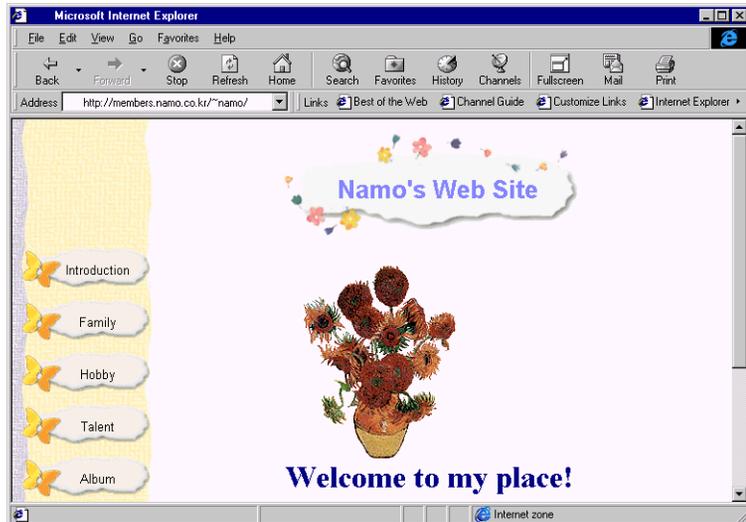
HANDLING INTERNET INFORMATION

The importance of HTML documents has been growing as more people use the Internet to receive and transfer information. With Namo WebEditor you can effectively handle the information in web sites and e-mails. Even if you don't have your own web site, Namo WebEditor can still be a great help to you by allowing you to process the information you receive from the Internet.

Importing Information from the Web

It's not easy to import specific web site information to a word processor. Namo WebEditor, however, supports the all HTML format so that all the contents you copy from Internet Explorer or Netscape will preserve their full HTML properties. Any graphics you see in your browser, including animated GIF files, will also be imported into Namo WebEditor.
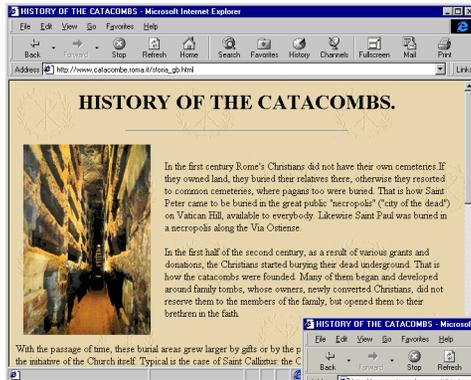
Press <Ctrl+A> to select the entire document.

To select specific contents from the web browser, click at the beginning and drag to the end. To be more specific, click the cursor at the beginning of the document, and click another location while holding the <SHIFT> key down.
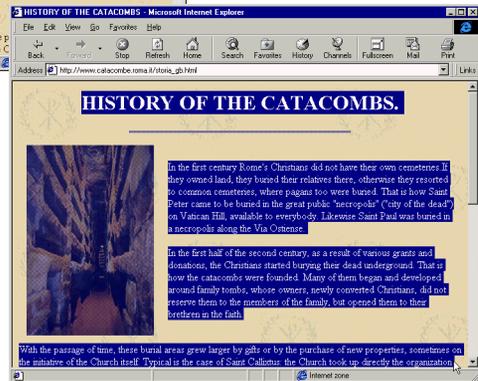
When you paste the contents copied from the web browser, Namo will display the image after it has been downloaded.
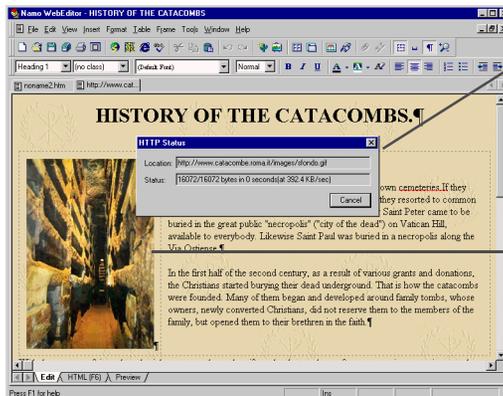
The image download status is shown.

If you select the Copy Image option after selecting an image by double clicking it, you can then save the image.

Namo WebEditor excels in filtering the advertisements and logos that are no use to you, while importing the information you want. For example, when you import the feature story on the millennium bug, you can import only the linked lists of the related web sites. You can import the entire web site by selecting the Import from Web command on the Tools menu.

Namo WebEditor can import not only images but also hyperlinks as well. If you import a highly detailed linked list, it can be more convenient than simply using a bookmark.
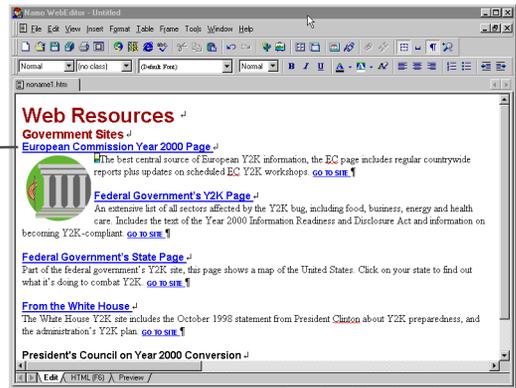
E-mail and WebEditor

Namo WebEditor helps you easily save multimedia information received via e-mail as well. You can also send an HTML document edited by Namo using e-mail software that is compatible with HTML documents, like Outlook Express. You could surprise your friend by sending a multimedia card on his or her birthday!

Let's say you received this birthday card from your friend via your e-mail.
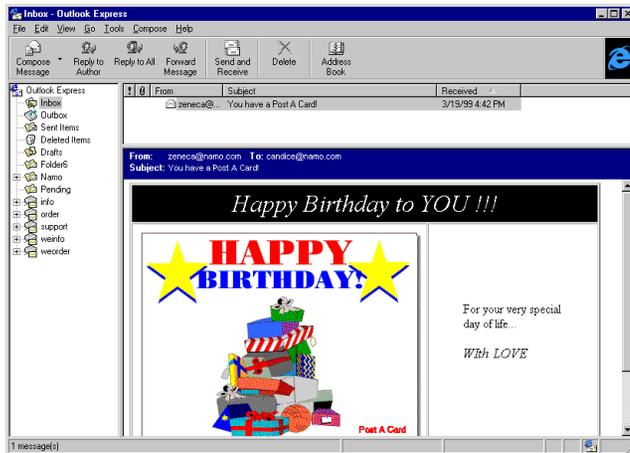
After clicking the contents of the e-mail, press the <Ctrl+A> to select the whole contents. Then copy it by pressing <Ctrl+C>.

After pasting the contents into Namo WebEditor, edit it as you wish and you can send it back to someone else!
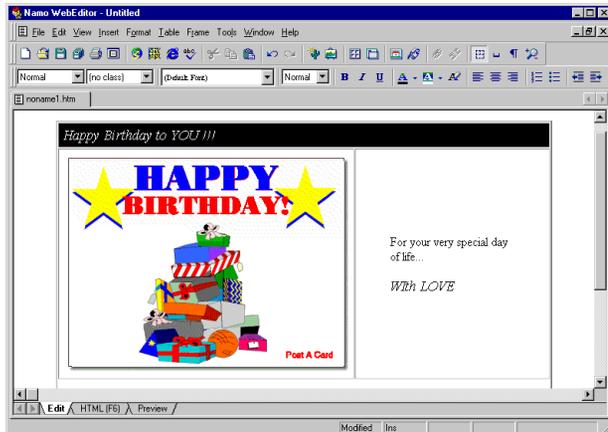
In many softwares, it is very difficult to delete a table. But in Namo WebEditor, it is easy. Place the cursor position in the table, then move it out of the table by pressing <Shift+Esc>, then press <Delete> or <Backspace> on your keyboard. The table will then be deleted.

Auto Document Outline/TOC

In an HTML document where paragraphs style are applied to its titles, a document outline is automatically created. When you select the *Document Outline* option from the *Tool Windows* command in the *View* menu, or press <Alt+3>, the *Document Outline* window will appear to the left. In this window the titles of paragraph styles are displayed.

If the '+' mark appears at the left, the sub outlines are hidden. While the '-' mark indicates all the sub outlines are shown.

If you right click the Document Outline window, you can specify up to which level of sub outlines are shown.
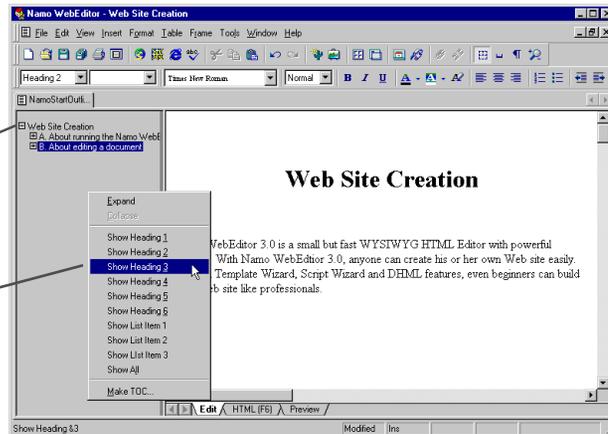
When you click one of the outline headings, then the paragraph appears in the edit window. In this way you can move easily around a long document.
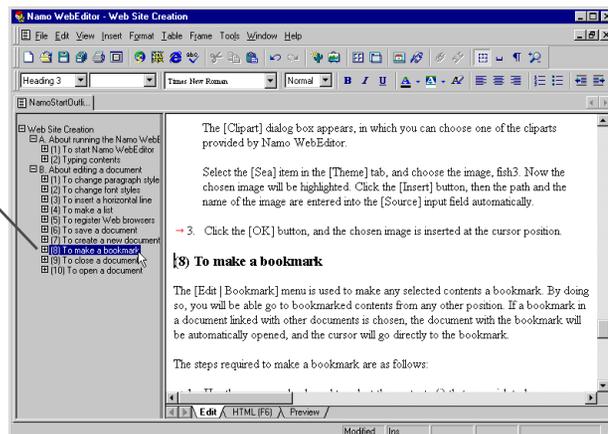
Making a TOC

The outline is the same as the table of contents, therefore you can create a hyperlink from the table of contents by selecting the *Make TOC* command from the shortcut menu that appears when you right click the *Document Outline* window.

Select Make TOC after right clicking the Document Outline window.
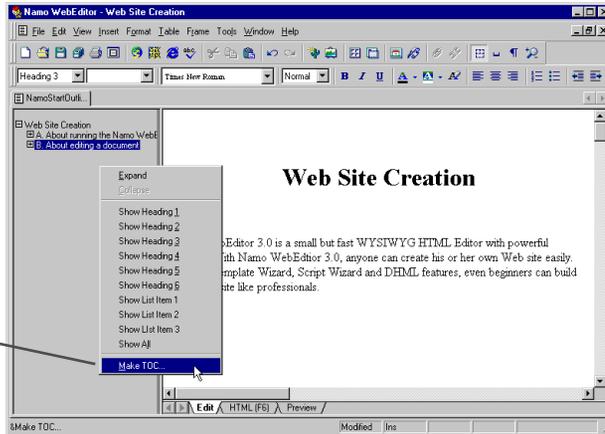
Specifications such as the hyperlink and bookmark are created on the document outline.
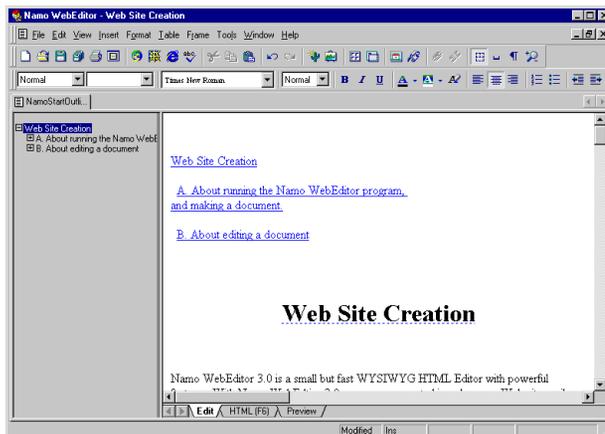
The table of contents is created at the beginning of the document. In Namo WebEditor if you click the table of contents while pressing the <Ctrl> key, you can move to the linked position.

File

The file menu provides various functions for managing documents. You can create a new document, open a document from your hard drive or a web site, save a document, and print. You can manage projects and publish your web site using the commands listed in the File menu. It is important that you fully understand the commands, as they will be used frequently.

New...	Ctrl+N
Open...	Ctrl+O
Close	Ctrl+F4
New Project...	
Open Project...	
Save Project	
Close Project	
Save	Ctrl+S
Save As...	
Save All	
Publish...	F4
Print...	Ctrl+P
Print Preview	
Page Setup...	
Recent Files	▶
Recent Project	▶
Exit	Alt+F4
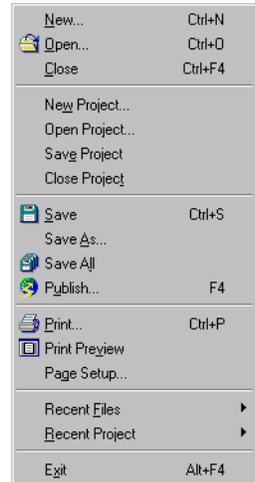
NEW

File-New... <Ctrl+N>

This is used to create a new document. When you click the *New* button on the tool bar, a blank document will appear as shown below.
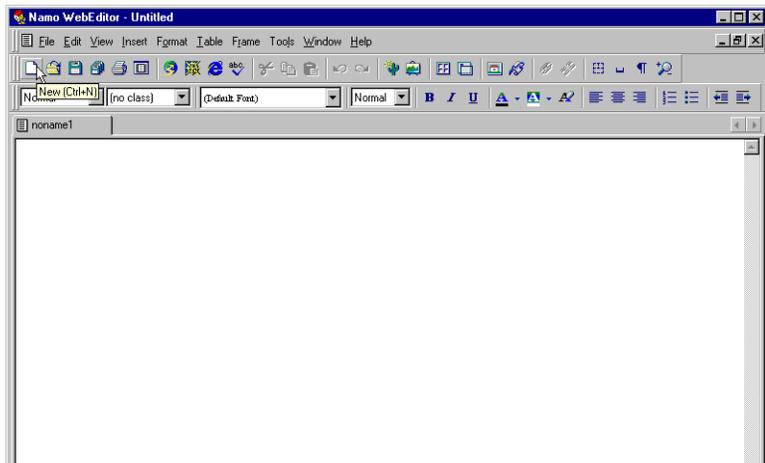
Unlike using the *New* button to create a new document, if you select the *New*... command on the file menu or press <Ctrl+N> on your keyboard, the *New* dialog box will appear. Select the type of the new document you want and click the *OK* button.
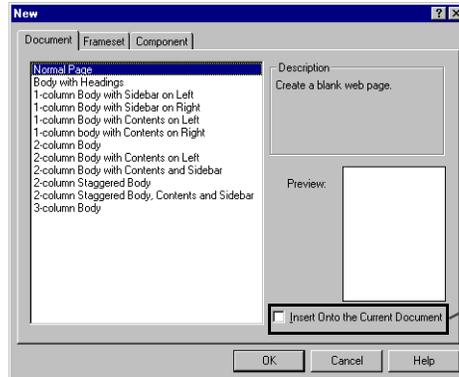
When you click this option, the form that you choose will be inserted onto the current document.

If you want to create a document using frames, click the *Frameset* tab. You can then choose the type you want and click the *OK* button from the new dialog box.
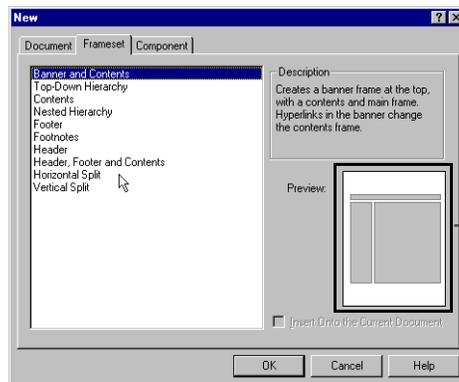
When you select a form, you can preview its format here.

Reference The *Component* tab is not used to create a new document but is for inserting a component form into the current document. For more information, see *Component(5-61)*.

Name of New File The default name of a new document is *noname1.htm*. The name of this document is shown on the Document tab. This is only temporary, and will change when you save the document, where you will be able to rename the file.

If you create several documents, Namo WebEditor names the documents in numerical order, like *noname1.htm*, *noname2.htm*, etc.
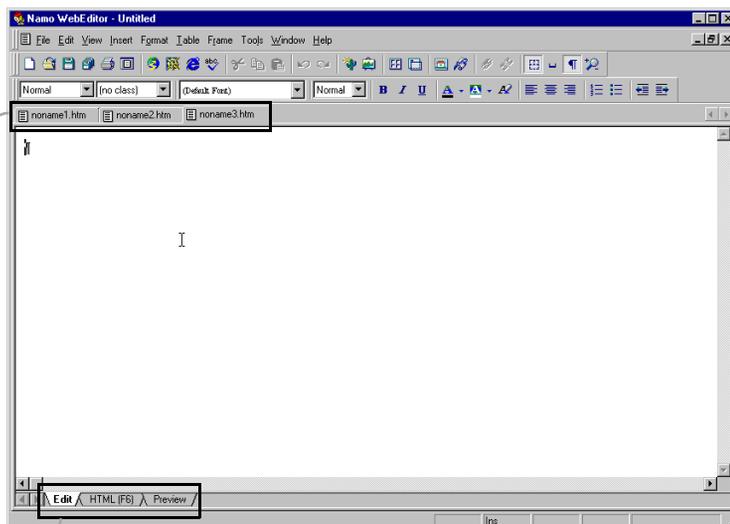
Document Tab The name of the open document is shown on the document tab in the top left corner of the edit window. This will allow you to quickly switch between documents if you have more than one open.

If you click on one of the document tabs, the selected document will appear in the edit window. You can use this to toggle quickly between different documents.

Document Display Tab By clicking the *Edit*, *HTML*, and *Preview* tabs at the bottom of the edit window, you can change the way the contents are displayed. If you want to edit the current document as you would in a word processor, click the *Edit* tab. You can then click the *HTML* tab to directly edit the HTML. Now click the *Preview* tab and you can see exactly how the current document will look in the Internet Explorer.

OPEN

. . . .

File-Open... <Ctrl+O> 📋

Used when you want to open a document from a hard drive to read or change it.

1 Select the *Open* command from the *File* menu. The *Open* dialog box appears as shown below.

2 Find the folder that contains the document you want.

3 Select the document and click the *Open* button. The document will appear in the edit window, and the name of the file will be shown on the Document tab.

File Format

You can open HTML, Text, Microsoft Word, and ASP files in the Namo WebEditor. When you click on the *File Type* drop down box, all available file types will be shown. If you select one of the types listed, only those files will be displayed.
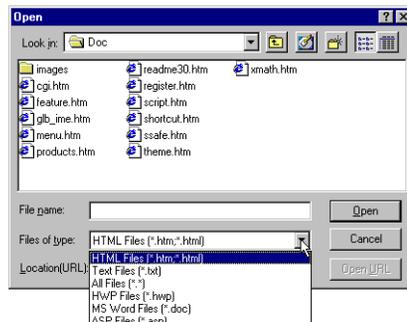
Opening Text File   If you select the *Text File* from the *Open* dialog box, the *Open File As* dialog box will appear. Select the file style you want from those listed in the *Open Type* command, then click *OK*.

Text (Line)   This option will open the file as a typical single spaced text file.

Text (Paragraph)   This will open the file exactly as if it were a *Text-Line*, but will have double spacing rather than single at carriage returns.

HTML   This will open the file and convert it to HTML.

Preformatted Text   This will open a text file and maintain its original formatting if at all possible.

Opening WP File   When you select a *Microsoft Word file* (from 6.0 to 97 version) in the *Open* dialog box, you can open these documents directly and they will look the same as in Microsoft Word.

Opening ASP File   When you select an *ASP* file in the *Open* dialog box, you can also open it directly. An ASP file differs in its content with an HTML file but its format is the same. Using ASP (Active Server Page), you can insert many features in your Web site without having to use CGI, Java Script, or Perl. When a web browser requires an ASP page, the web server will create an HTML document that corresponds to the syntax in the ASP page.

Opening Web Document

When you click the *Open URL* button from the *Open* dialog box, enter the address of a web site into the *URL* field. Namo WebEditor will then automatically connect to the Internet and open the document. If you click the drop down menu to the right end of the *URL* field, a list of the addresses you entered previously will be shown. You can use this so you don't have to constantly enter in the same address.
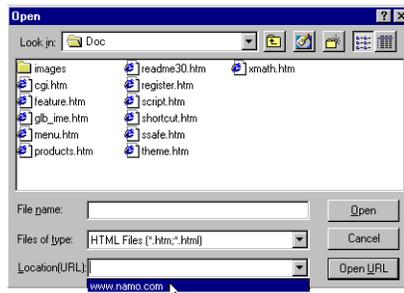
Below is the Namo Interactive Inc. web site shown after being opened by entering its URL, 'www.namo.com'. This cannot be used with all Web sites. When you want to open an entire homepage, use the *Import from Web* command on the *Tools* menu.
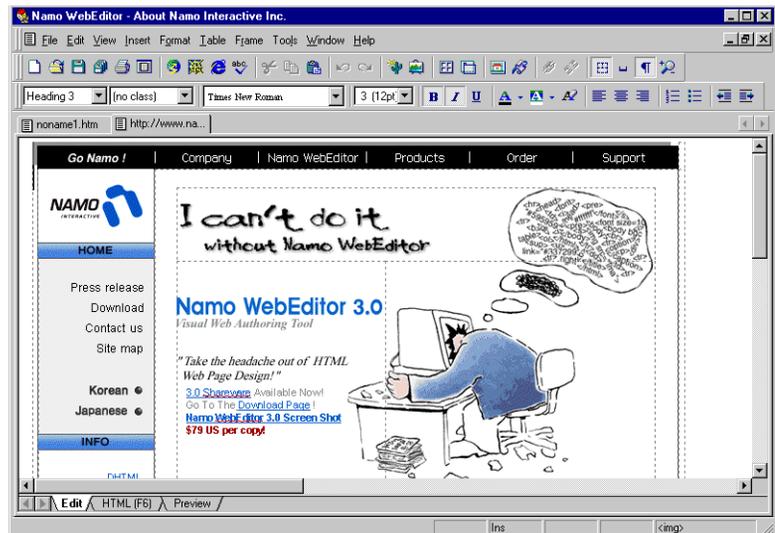
Reference

To open a web site whose URL is not fully shown in the web browser's URL field, follow the instructions below:

1 Enter the address of the *URL* field having the hyperlink that is not fully shown in the web browser's URL field into the *Open* dialog box, and click the *Open URL* button.

2 While pressing the Ctrl key on your keyboard, click the hyperlink. The linked document will then open. By repeating this, you can open then open the document you want.
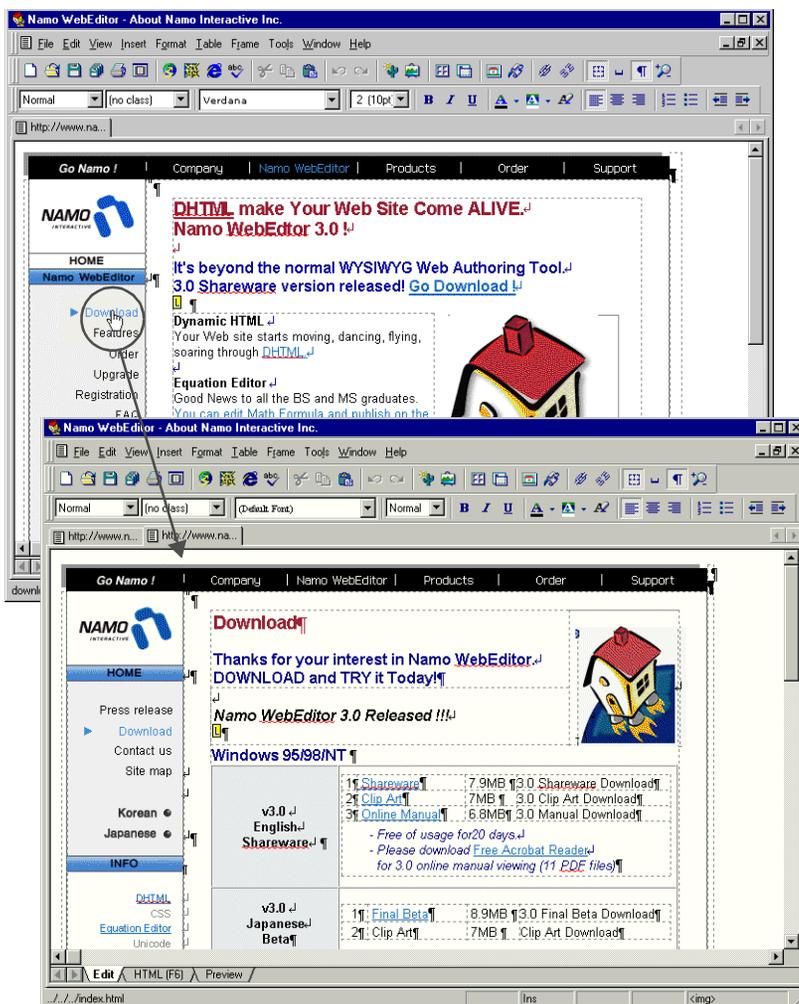
CLOSE

. . . .

`File-Close <Ctrl+F4>`

This is used to close the current document shown in the edit window. This does not exit from the program itself.

If the current document has not been saved since its last change, you will be prompted to save the document. If you choose *yes*, the document will be saved. If you choose *no*, it will close and revert to its last saved point.
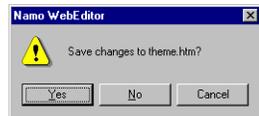
Yes   Select this to save and close the current document.

No   Select this to close the current document without saving it. You cannot retrieve the changes once it has been closed this way.

Cancel   This will cancel the *Close* command.

Closing Document Tabs

While the cursor is on the document tab you want to close, right click. A menu will appear with various options, select *Close* and the current document will be closed. If you select the *Close All* command, all open documents will be closed.
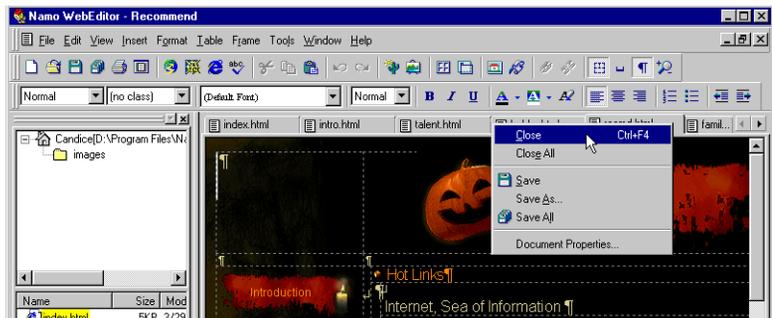
NEW PROJECT
. . . .
`File-New Project...`

This option will allow you to create a new project. While a
document is only one part of a full web site, a project is the full web
site from the index to the feedback pages. Once you have created a
project, you can manage documents as an integrated part of a site.
It is more convenient than managing documents separately. You
can create a project quickly by selecting the *Create Project* in the
Create New Project dialog box or by using the Template Wizard.

Creating New Project Choose the name of the new project and specify a folder where the
files of a new project are to be saved.

1 When you select the *New Project* command on the *File* menu, the
Create New Project dialog box appears.
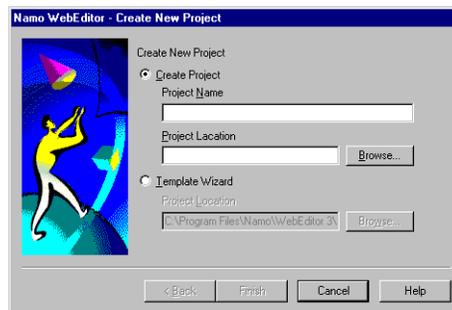
2 Select *Create Project* from the *Create New Project* dialog box and
enter the name of new project.

3 Enter the path of the folder where the files of the project are to be
saved.

Caution If the folder for the project contains other files, they will be
included in the new project. It is best to create a new folder for
each new project.

4 Click the *Finish* button in the *Create New Project* dialog box.
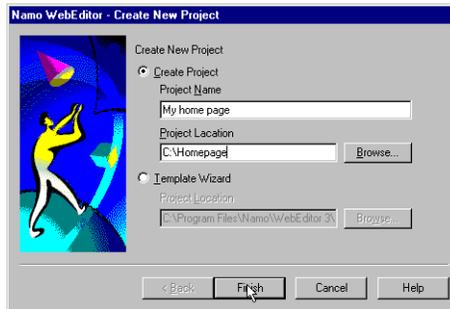
5 If the folder doesn't exist where you specify, you will be asked whether to create a new folder or not. Click *Yes*.

6 When you create a new project, the *project* window will appear to the left of the edit window.
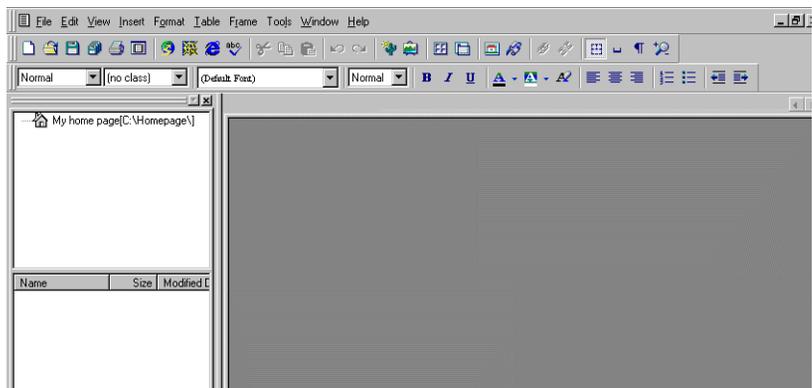
Reference   When you create a new project, the '_we_hinfo' folder will be created as well in a new project folder. This folder is where project information is to be saved and does not affect the contents of the web site.

Creating with Template Wizard

A template is a set of images and text that are pre-designed and can be applied to a new web site. You can use a template as a base for your web site. Whether you use the suggested templates or make one yourself is up to you.

If you create a project using the Template Wizard, the entire structure of your web site can be built immediately. All you have to do is to fill in each document of your web site.

1 Select *New Project* from the *File* menu, then the *Create New Projec*t dialog box appears.
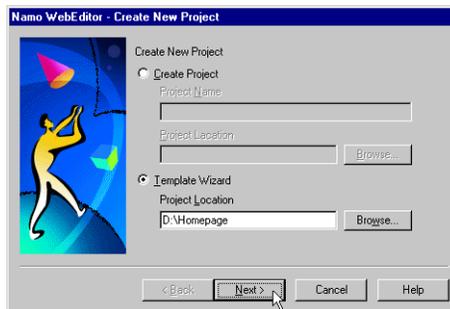
2 Select the *Template Wizard* from the *Create New Project* dialog box and enter the path of the folder where you want to save the project files. If you do not know exactly where to save the project files, click the *Browse* button in the *Create New Project* dialog box. Then select a folder in the *Browse for Folder* dialog box.

3 When you click the *Next* button, the *Select Theme* dialog box appears.

4 To get a larger view, click the *Actual View...* button. If you click the name of a theme, you can preview the contents of the theme.
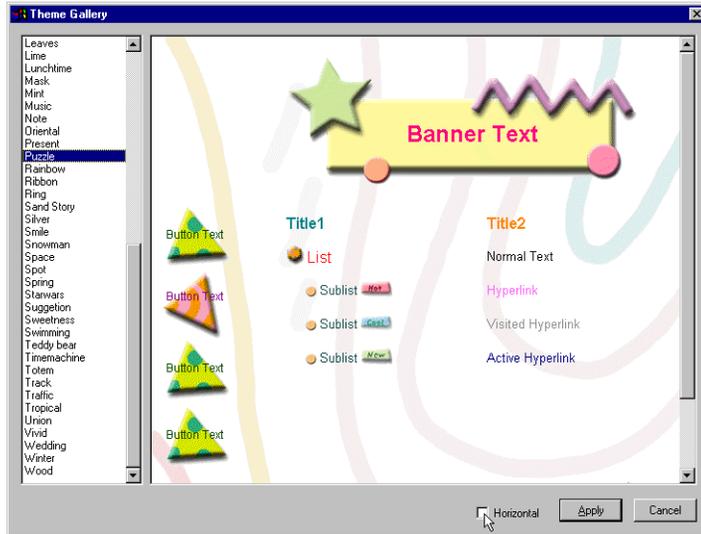
5 To preview the buttons being arranged horizontally, click the *Horizontal* option. This does not set the final arrangement. It is just a preview. To select the current theme, click the *Apply* button. If you choose not to select a theme, click the *Cancel* button.
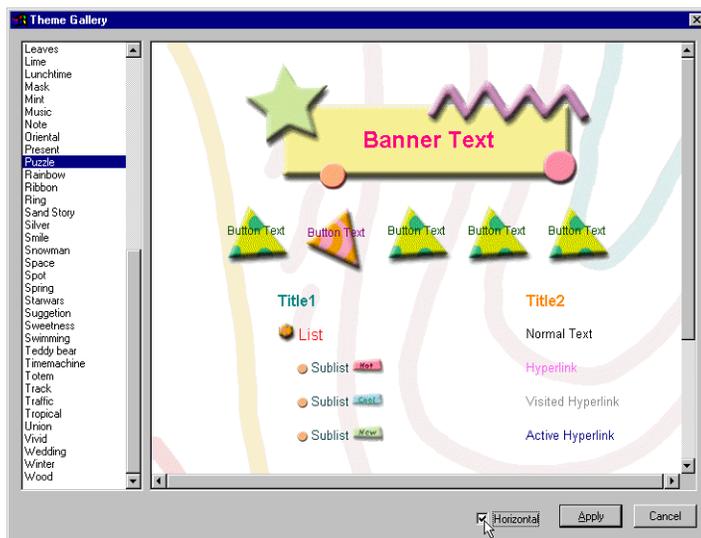
6　Click the *Next* button after selecting a theme you want.
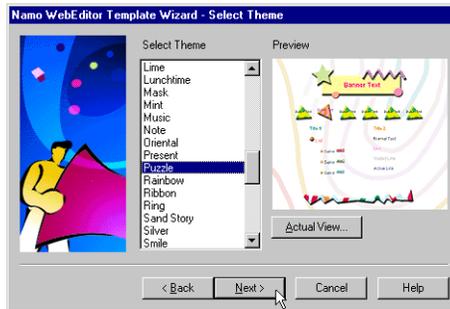
7　When the *Select Template* dialog box appears, select from either *Company* or *Personal*. Then click the *Next* button. If you select the *Horizontal* option, the buttons will be arranged horizontally. You only can change the arrangement here.
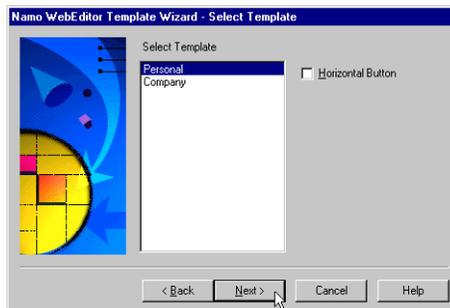
8　Select the pages to use from the template you chose in the *Select Pages* dialog box. Then click the *Next* button.

9 When the *Enter Name* dialog box appears, enter the project name, and click the *Finish* button. If it is a personal web site, enter your name. If it is a company web site, enter the company name. Or you can enter the subject of the web site.

10 When a new project is created, the project window is displayed and a web site document opens in the edit window.
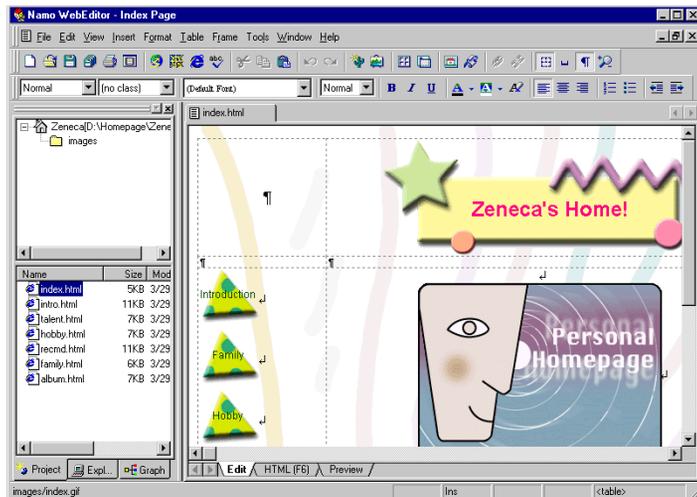
OPEN PROJECT
. . . .
File-Open Project...

This is to open a project that has already been created. You can open a project the same way as you open a file by using the *Open* dialog box. The extension of a project file is 'wej'. To open recent projects, select the *Recent Project* command on the *File* menu.
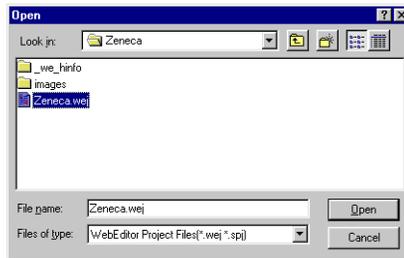
SAVE PROJECT
. . . .
File-Save Project

Select this to save the current project properties. This is not the same as saving the currently opened documents.

CLOSE PROJECT
. . . .
File-Close Project

Selecting this will close the current project. When you do this, a dialog box will appear asking whether you want to close the files of the current project or not. If you choose *No*, the project will close and leave the files open.
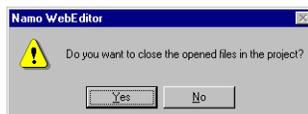
If you have not saved the file after the last change, a dialog box will appear asking whether or not you want to save the changes.

Yes   Close the document after saving it.

No   Close the document without saving it. You cannot retrieve the changes once you have closed the document by clicking the No button.

Cancel   Cancel the *Close* command.

SAVE
· ·
`File-Save <Ctrl+S>`

This will save the document on the edit window to disk using the current file name. When you save a document that hasn't been saved since its creation, you will be prompted to enter a file name. If you enter nothing, the default name, noname*.htm, will be used.

SAVE AS
. . . .
File-Save As...

This option will allow you to save the current document under a
different name.

1 When you select the *Save As* command from the *File* menu, the
Save As dialog box will appear.
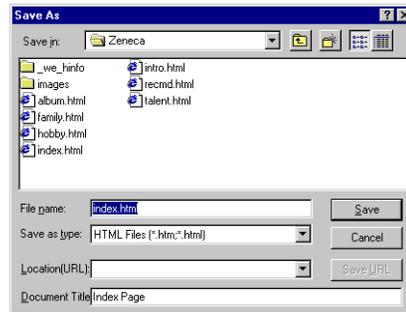
2 Specify the folder where you want to save the current document.

3 Enter the file name into the *File Name* field and click the *Save*
button.

When the Same File Exists

If a file of the same name exists in the specified folder, a dialog box
appears as below, asking whether or not you wish to overwrite the
file.
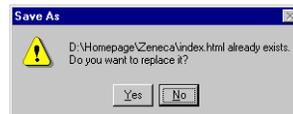
Yes The document will be saved with the specified name. The
existing file will be changed into a backup file (*.bak).

No The document will not be saved and the *Save As* dialog box
will again appear. The existing file will remain as is.

Saving in Text Format

When you select the *Text Files* from the *Save As Type* drop down menu, the *Save File As* dialog box will appear. Select the *Save Type* in the *Save File As* dialog box and click *OK*. For detailed descriptions on the choices, see below.
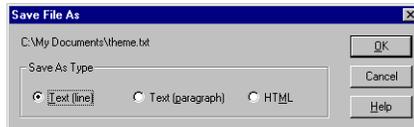
Text (Line)　　　This option will save the file as a typical single spaced text file.

Text (Paragraph) This will save the file exactly as if it were a *Text-Line*, but will have double spacing rather than single at carriage returns.

HTML　　　This will save the file after converting it to HTML.

Reference　If you specify the extension of the file as TXT, HTM, HTML, or ASP, the document will be saved in the format that matches the extension.

Adding Documents to a Project

While a project file is open, if you save a document in the project folder with a new name, a dialog box appears as below asking whether or not you want to add the document to the project. If you want to add the document, click *Yes*. If you do not, click the *No* button and save it in another folder. When a project file is closed, a dialog box will not appear even if you save a new document the project folder.
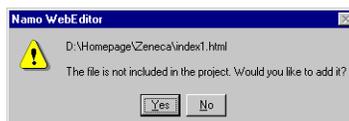
Saving Document URL

This option will allow you to directly save your file to a web site host you have specified in the *Publish Information.* After you enter the URL into the *Location (URL)* field, enter the file name in the *File Name* field. Once you have done this, click on the *Save URL* button. Once you do this, Namo will need to connect to the internet and transfer the files to the host. If you have not registered the host, you will need to register it before any files can be transferred. You can specify this by selecting *Publish Information* from the *Site Managemen*t command in the *Tools* menu.
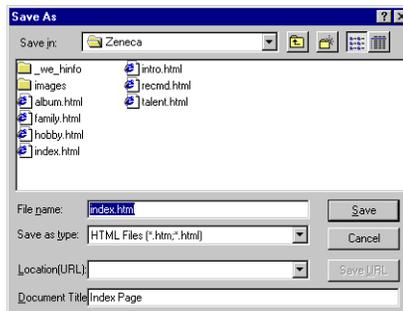
SAVE ALL

File-Save All

This option will allow you to save all open files. If you have a file that has not been saved since its creation, you will be prompted with the *Save As* dialog box. Enter a file name and location then click *Save*.

Reference
You can also use the document tab to save a document. Point to the document tab that contains the file you want to save and right click. When the menu appears, select *Save All*.
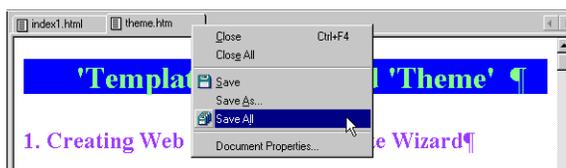
PUBLISH
. . . .
File-Publish... <F4>

This option will allow you to publish the files directly to the web server. You can publish only when you are able to connect to the Internet.

Publishing Project   Select the *Publish* command on the *File* menu, while a project is open.

1   When you select the *Publish* command on the *File* menu, the *Publish* dialog box appears. The folders for the project and list of the files will be shown on the left window. The right window is for displaying the folders and the list of the files once they are published onto the web server. If you do not connected to the web server automatically, you will need to select the host you want. Once you are connected, the folders and list of the files currently on the web server will be displayed in the right window.
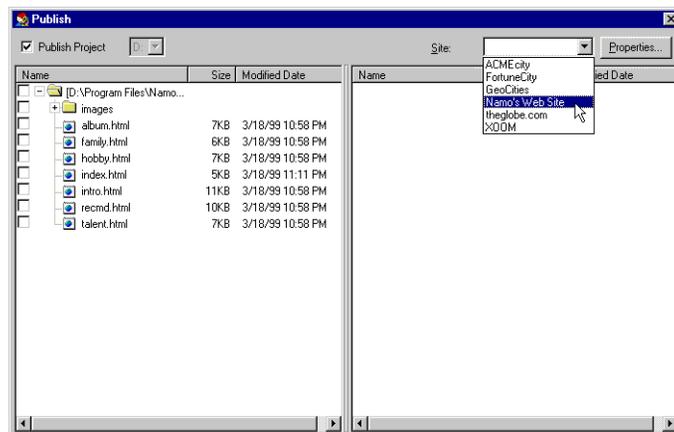
Reference   When you build and publish your web site, you should use the project feature. This feature will allow you to easily create a single location for the files, to and from the web server. It will make a sites design easy and fun! For more information on publishing web sites, see *Publishing a Web Site(1-21)*.

2 Select the files you want to publish in the left windows. If you click the square box in the left side of the file name, you will see the check mark, which means it's been selected. If you click again, the check mark will be disappeared, which means deselected. You can select some files by using the image icons in the below left part of the *Publish* dialog box.

To select all the open files click the *Select Editing Files* button (⊞). To select the image files that are being used in the open document, click the *Select Images Used in HTML Files* button (⊞). To select all files, HTML, Image, etc., click the *Select All* button (⊞). To deselect all files, click the *Deselect All* button (⊞). To select the project files changed since the last publish, click the *Select Modified* button (⊞). To select the files chosen at the time of the last publish, click the *Select Previous* button (⊞).

Name	Size	Modified Date
☐ ⊟ 🖥 [D:\Program Files\Namo...		
☑ ⊞ 📁 images		
☑ 📄 album.html	7KB	3/18/99 10:58 PM
☑ 📄 family.html	6KB	3/18/99 10:58 PM
☑ 📄 hobby.html	7KB	3/18/99 10:58 PM
☑ 📄 index.html	5KB	3/18/99 11:11 PM
☑ 📄 intro.html	11KB	3/18/99 10:58 PM
☑ 📄 recmd.html	10KB	3/18/99 10:58 PM
☑ 📄 talent.html	7KB	3/18/99 10:58 PM

144 file(s) selected. (508.9KB)
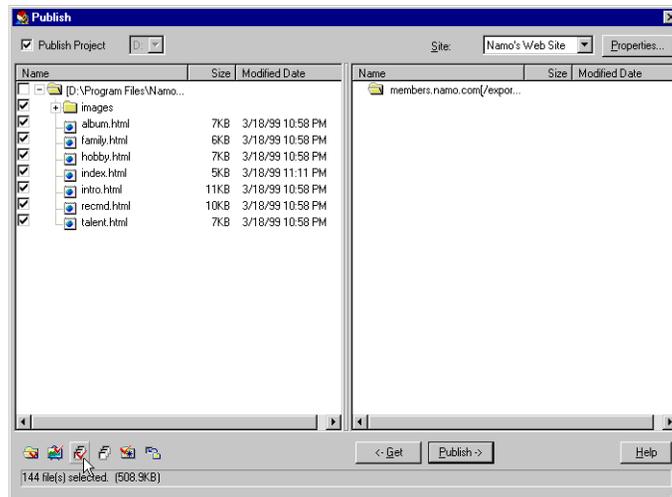
Reference If the site on which you wish to publish is not registered on the site list, you will need to register it by clicking the *Properties...* button from the *Publish* dialog box. Even though the site may already be registered, you must add this site information to Namo Webeditor.

3 When you click the *Publish* button, Namo WebEditor will begin to transfer the files onto the web server.
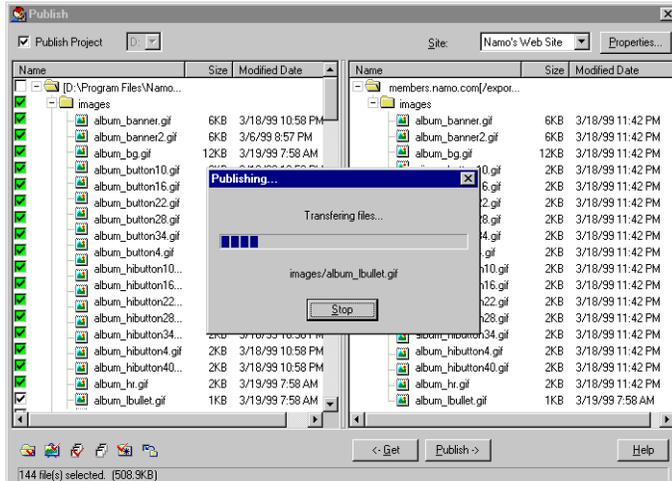
4 When the transfer is finished and the publish has successfully been completed, a confirmation message will be displayed. Click the *OK* button. The files that are displayed in green are files that have been transferred to the web server.
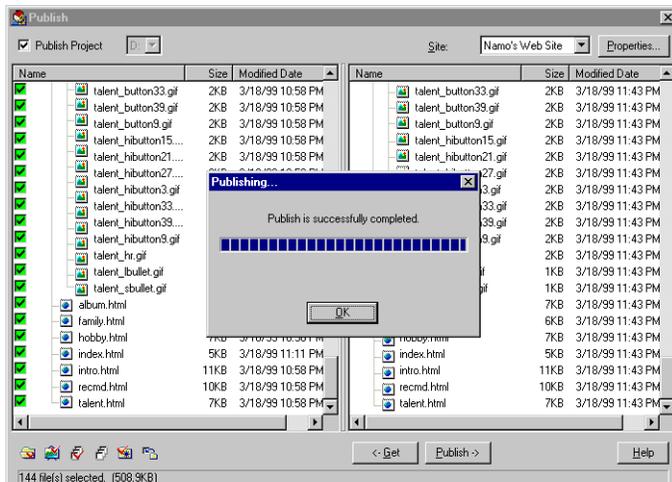
5 To close the *Publish* dialog box, click the *X* button at the top right of the dialog box.

Manage Site Information

The site information is the information about the web server on which you are to publish the files. The information for some of the most popular hosts is registered in the Namo WebEditor as default.

When your host is not on the list, or you want to publish on your company's web server, you should consult the web administrator for assistance. Note that even though your host may be registered, you still need to supply a username and password here. Whenever these are changed, they will need to be updated here as well.

1   When you click the *Properties...* button in the *Publish* dialog box, the *Site Information* dialog box will then appear.
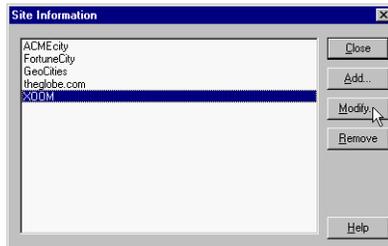
2   To modify the existing site information from the *Publish Information* dialog box, select the site you want to change and click the *Modify* button. You can then modify the site information as you wish. When you are finished, click *OK*. For example, if you recently changed your username, you will need to modify it before you publish to the web server again.
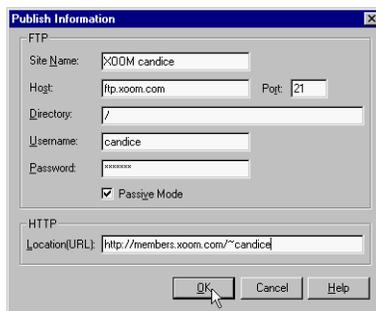
3 To register a new site, click the *Add* button from the *Publish Information List* dialog box. When the *Publish Information* dialog box appears, enter the required information and click *OK*.
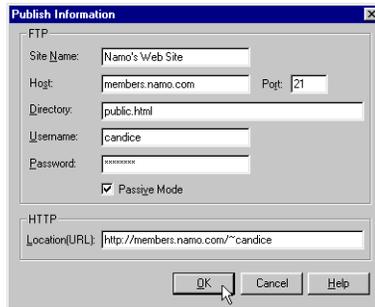
Site Name	Enter the name for the site (e.g. Namo candice).
Host	Enter the FTP host name. This will vary from web servers and may be different from the general web site address (e.g. members.namo.com).
Port	Specify the port number to connect to the web server. Port 21 is the most common. You should not need to change this. Contact your administrator if you have problems.
Directory	Enter the directory name to which your files will be saved on the web server (e.g. public_html, htmldocs, webhome).
Username	Enter the username used to identify you to the web server.
Password	Enter the user password.
Passive Mode	Select this option when you will be sending to a web server that has a gateway requiring firewall or passive mode.
Location	Enter the exact URL of the web site. e.g.: http://members.namo.com/~candice. However, This

address is actually ftp://members.namo.com/usr/
candice/home/public_html. When you use username,
'candice', you will be connected automatically to
ftp://members.namo.com/usr/candice/home/.
Therefore all you have to do is to enter 'public_html'
in the *Directory* field). If you do not know this
information, contact your administrator.

Publishing Files   You can publish the files you want without needing a project.

1 When you select the *Publish* command from the *File* menu, then the
Publish dialog box appears. To the left all project folders and files
are displayed. To the right, the folders and files currently on the
web server are displayed. If a project is open, click the top left
Publish Project option to clear the check and allow you to browse
your hard drive.
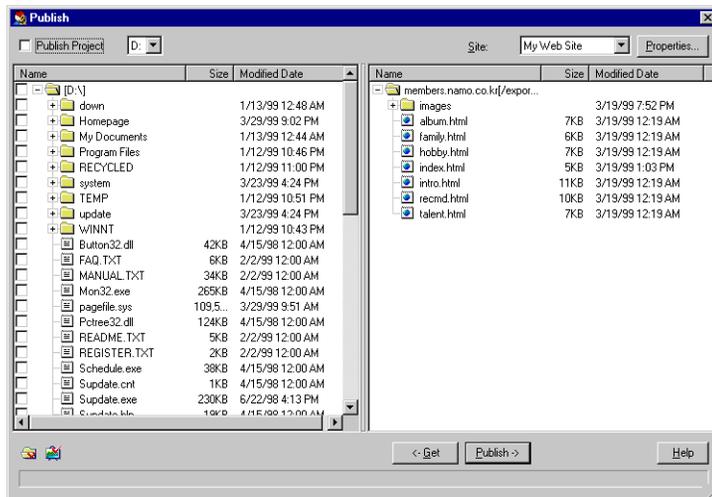
2 Select the files to publish from the left window of the *Publish* dialog
box. To select open files only, click the *Editing Files* button from the
Publish dialog box.
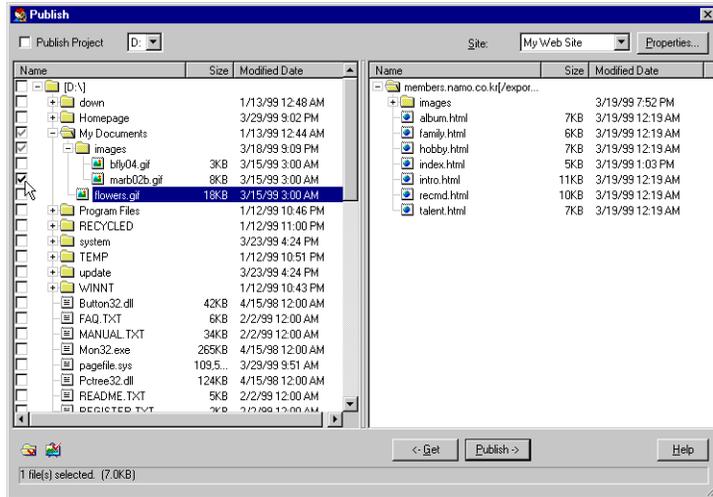
3 When you click the *Publish* button, the Namo WebEditor will begin
to transfer the selected files to the web server.
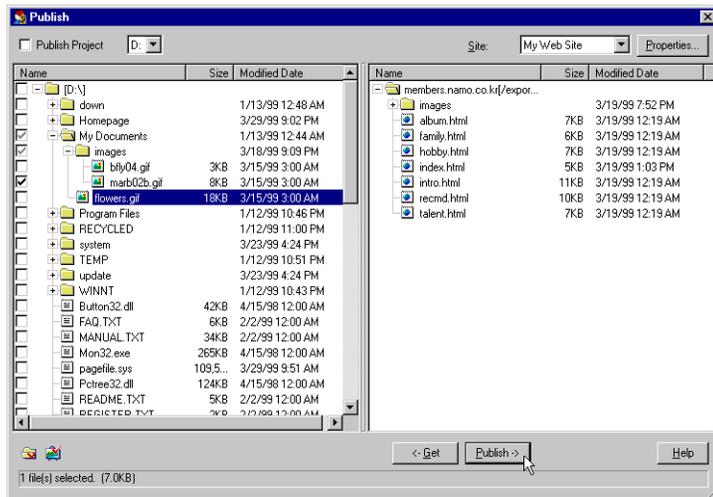
4 When the transfer is complete, a confirmation box will be displayed.
Click the *OK* button. The files displayed in green are ones that have
been transferred onto the web server.
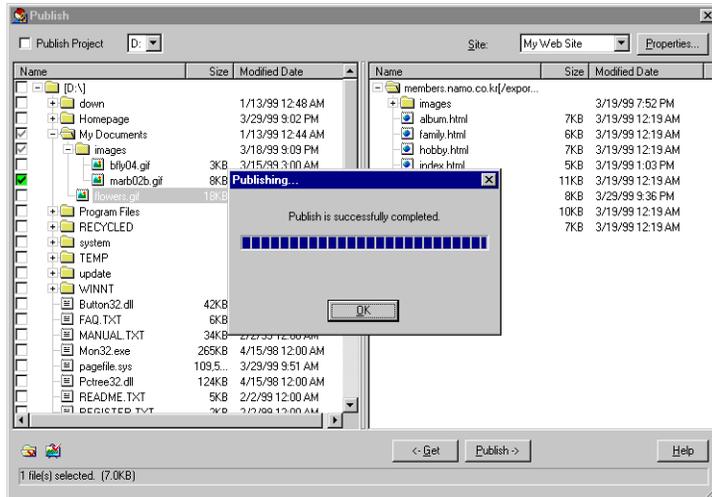
**Importing Files**   You can just as easily copy files from the web server to your local hard disk. Select the target files you want and click the *Get* button in the *Publish* dialog box. This is useful when you need to retrieve files that have either been damaged or deleted.
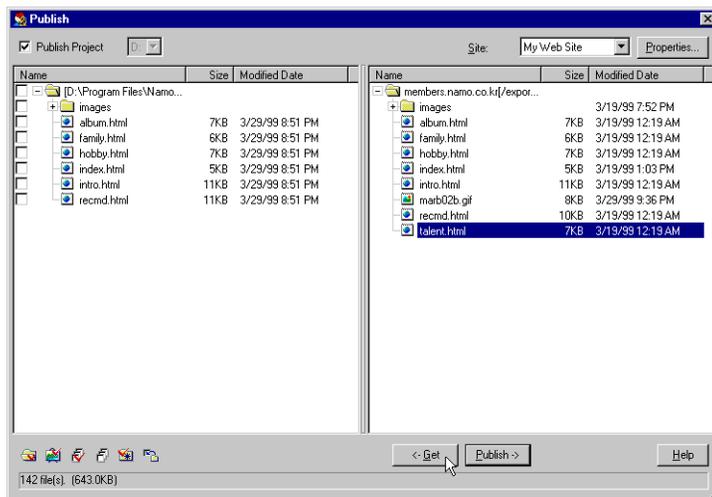
Reference　On the left hand side, you may see files that have red marks next to them. This means they have not transferred to the server. It is possible these files have been deleted, moved, or had their names changed. If this is the case, you should check all the hyperlinks in the project by selecting the *Verify Link...* from the *Site Management* command in the *Tools* menu. Once this is done, repair whatever broken links you come upon.
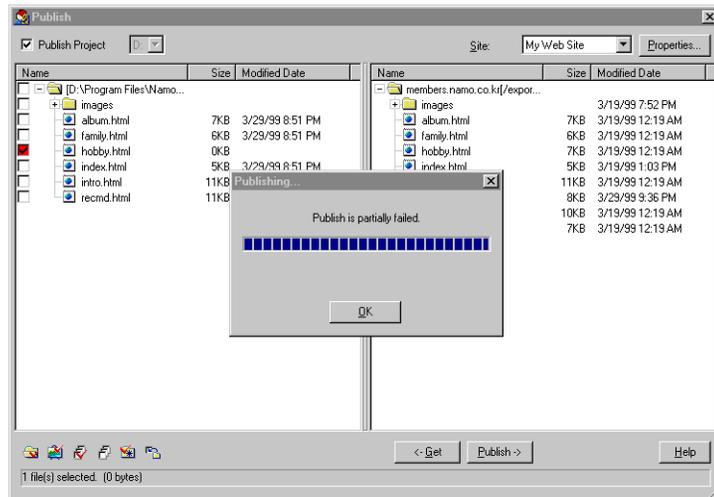
PRINT

File-Print... <Ctrl+P> 🖨

This will allow you to print the contents of the window you currently have active, whether it is Edit, HTML, or Preview.
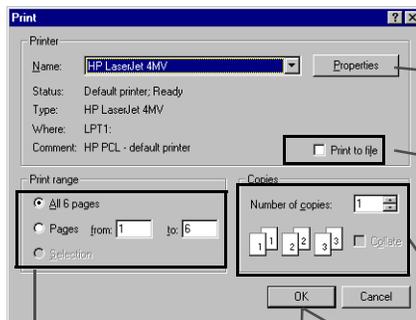
To modify the printer options, click the *Properties* button in the *Print* dialog box.

When you select the *Print to File* option, the result will not be sent to the printer. Instead it will be saved on hard disk as a file.

Specify the number of copies you want to print.

You can print all the pages of the document or specify a page range.

When you click the *OK* button in the Print dialog box, after you specify the Print range, the print begins.

When you select the Print to file in the Print dialog box, the *Print to File* dialog box appears.
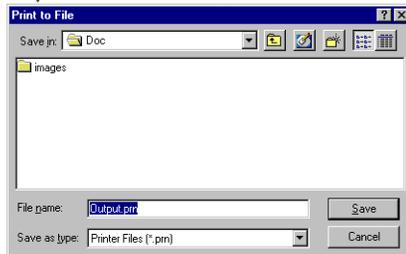
Specify the folder where you want to save the result file, enter the result file name. Click the *Save* button in the **Print to File** dialog box. You should specify the extension as 'PRN', to easily identify it later.

Caution   To print, the default printer must first be registered in Windows. You can check by selecting *Start>Setting>Printers*. Consult your printer manual on how to add your printer.

PRINT PREVIEW
. . . .
File-Print Preview 🔲

This will allow you to preview the print result on your screen. You can preview the actual shape of a document and check anything that requires correcting without having to waste paper.
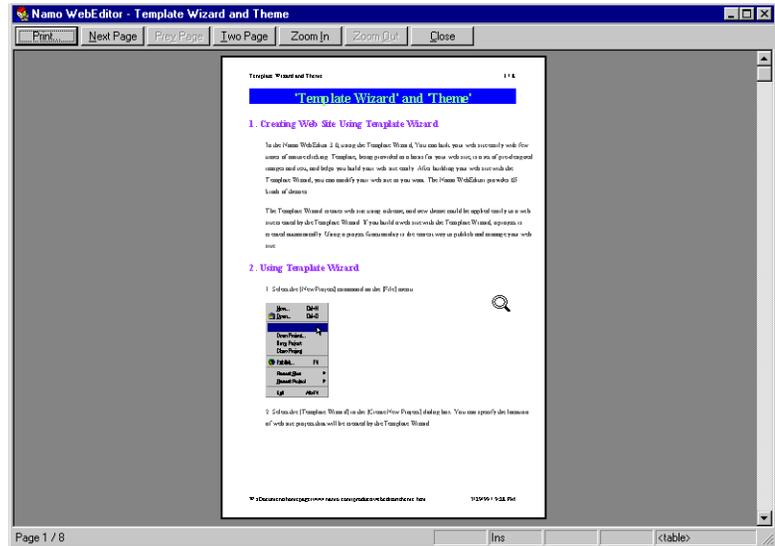
To get a larger view, move the pointer onto the document. The pointer will then change into a magnifying glass. If you click on the document, it will enlarge. You can get an even larger view by clicking again. If you click when the magnifying glass has turned into an arrow, the document will returns to the default zoom level. You can also click the *Zoom* In/*Out* button at the top of the screen.

To see other pages, press the <Page Up> or <Page Down> key. You can also click the *Next/Prev Page* button. If you click the *Two Page* button, two pages will appear on the screen simultaneously.

Caution
- As *Format* marks will not be printed on paper, they will not be shown on the preview screen.

- The *Print Preview* is available only when there is a printer.

PAGE SETUP
. . . .
`File-Page Setup...`

This option will allow you to specify the various margins of your
site, header, footer, etc. The values specified here are applied to the
entire document. It is best to check the contents of the Page Setup
before printing.
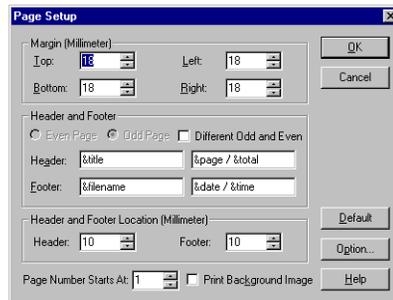
Margin   Specifies the top, bottom, left, and right margins. Default value
here is 18mm (you can modify the paper by clicking the *Properties*
button in the *Print* dialog box).

Header/Footer   The header is printed at the top of the paper, the footer at the
bottom. This will allow you to change the spacing from the top and
bottom. The default value is 10.

If you select the *Different Odd and Even* by checking it, you will then
be able to specify different headers and footers for even numbered
and odd numbered pages. Enter the header and footer values,
which are explained below, after selecting the odd or even radio
button.

Contents of Header/Footer

The header is printed at the top of paper while the footer is printed
at the bottom.

Enter the header and footer information in the *Header* and *Footer* field. You can enter specific text (e.g. 'My Home Page'), or you can make it the title or page, etc., print by using '*&*' *variable* as described below:

&date
Displays the current date. The date is displayed in the way specified by your computer, to change this go into your clock properties.

&time
Displays the current time. The time is displayed in the way specified by your computer, to change this go into your clock properties.

&filename
Displays the name of the document file. A document saved on hard disk is displayed as 'C:\Work\My_home.html' while an internet document is displayed as 'http://www.namo.com/index.htm.

&page
Displays the current page number.

&title
Displays the title of document. The title is what is shown in the upper bar of a browser window.

&total
Displays the total number of pages in the document. The '&page / &total' will be shown as '4/7' on the fourth page of a seven page document.

Header/Footer Location

This will allow you to choose the location of the header and footer. To be more specific, it is the distance between the header/footer and the top/bottom margins of the document. The default value is 10mm.

Page Number Start at

Indicates the number the first page will start at. The default value is 1. This can be used when you print a document that is divided into several files or simply when you want to make the first page number larger than 1.

Print Background Image

Usually the background image and color do not get printed, you can toggle this option on and off here.

RECENT FILES

File-Recent Files

Namo has a rather good memory. In fact, Namo can remember the last 10 documents you opened and allow you to re-open one of them with the click of a button. The file at the top of this list is the most recently edited.
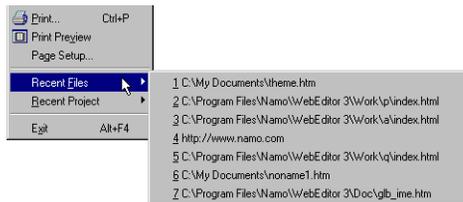
RECENT PROJECT

File-Recent Project

Select to open recent projects. The Namo WebEditor can remember the location and names of up to 10 files. It is useful when you wish to re-open recently edited files. The project at the top of the list is the latest edited one.
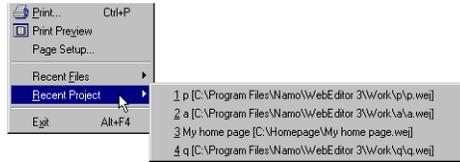
EXIT
. . . .
```
File-Exit <Alt+F4>
```

This will close all the open documents and exit from the Namo WebEditor.

If there is a file that you hasn't been saved since its last edit, a dialog box will appear asking whether or not you want to save the changes.

Yes   This will save the document and exit Namo WebEditor.

No   This will exit Namo without saving the documents. In this way you cannot retrieve the changes you made since your last save.

Cancel This will cancel the exit command and return you to the Namo WebEditor screen.

Edit

The edit menu includes functions that allow you to do some of the most important tasks. Here you can undo and redo previous actions, select and edit parts of a document, copy the format of a character or paragraph, find and replace specific characters, and creating bookmarks. This menu is vital to editing your documents.

↶ Undo	Ctrl+Z
↷ Redo	Alt+Z
✂ Cut	Ctrl+X
📋 Copy	Ctrl+C
📋 Paste	Ctrl+V
✕ Delete	Del
Select All	Ctrl+A
📄 Copy Format...	Shift+F2
📄 Paste Format	F2
👁 Find...	Ctrl+F
Replace...	Ctrl+H
Find Again	F3
Find in Files...	
🔖 Bookmark...	Ctrl+G
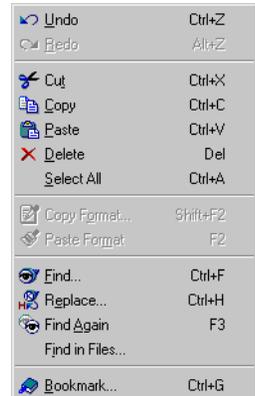
UNDO

`Edit-Undo <Ctrl+Z>` ↶

Use this command when you want to undo a previous action in the current document. Each time you use the *Undo* command on the *Edit* menu, it will reverse through recent actions one by one. When no more actions remain, nothing else will change.

Namo WebEditor can undo up to a maximum of 200 actions in each document.

Caution   The *Undo* command can only reverse actions related to the editing of text, not actions such as program preferences or document attributes. Also, *Split Frame* actions can not be reversed by the *Undo* command either. Finally, when you are editing on the HTML tab, you can undo only the last performed action.

REDO
. . . .
Edit-Redo <Alt+Z>

To retrieve an action undone by the *Undo* command, use the *Redo* command on the *Edit* menu. Each time you use the command, the recent actions cancelled by the *Undo* action will be restored one by one in reverse order. When no more actions to restore remain, nothing will change.

You can reverse the *Undo* command up to 200 times on each document.

The same rules apply here as for the *Undo* command.

CUT
. . . .
Edit-Cut <Ctrl+X>

By using the *Cut* command on the *Edit* menu, you can remove selected contents and save them to the clipboard. The selected contents will then disappear from the screen. They can then be inserted into other programs on your computer.

Caution   If you edit a numbered list using the *Cut* command, it will change the numbering.

COPY
. . . .
Edit-Copy <Ctrl+C>

Using the *Copy* command in the *Edit* menu, you can copy selected content to the clipboard while the content still remains on the screen. This content will be stored on the clipboard and can then be inserted into the current document or other programs.

Reference   The content being stored in the clipboard will be replaced if new contents are stored by cutting or copying. Remember this if you don't want to wipe away something important from the clipboard.

PASTE

. . . .

`Edit-Paste <Ctrl+V>` 📋

By selecting the *Paste* command from the *Edit* menu, you can insert text or images currently stored on the clipboard to the current cursor position. To be able to use the *Paste* command, you have to have selected something to *Cut* or *Copy* command beforehand.

If the contents on the clipboard were originally copied from Namo WebEditor, you can then insert it into the current document regardless of its form. This means that it doesn't matter whether it is JavaScript, a Form Field or something else.

Reference   Editing selected contents consists of three steps: cutting (*Cut*) or copying (*Copy*) the selected contents, moving it to the clipboard, and then inserting (*Paste*) it into the location you want. You can also delete selected contents by choosing *Delete* from the *Edit* menu. You can also hit <Del> on your keyboard.
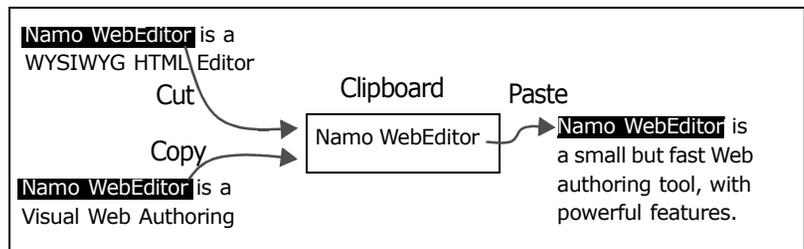
DELETE

. . . .

`Edit-Delete <Del>` ✖

By selecting the *Delete* command from the *Edit* menu, you can delete selected text. This text cannot be restored by selecting the *Paste* command. Also, any existing text or image on the clipboard will not be affected by the *Delete* command.

The content deleted by the *Delete* action can be revived by choosing the *Undo* command from the *Edit* menu.

Reference **HTML tags and the Copy command**

When you are editing (*Cut*, *Copy* and *Paste*) selected text, Namo WebEditor processes its HTML tag information along with it. This means you can copy or paste the formatting styles on paragraphs, links, and even images. Not only does Namo WebEditor support this convenience between the documents opened, but with other software that supports HTML in the clipboard.

For example, after selecting the contents of a screen from a web browser, choose the *Copy* command on the *Edit* menu, or press <Ctrl+C> on your keyboard.
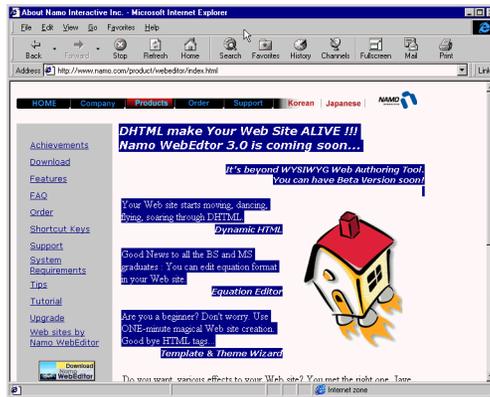
Then by selecting the *Paste* command from the *Edit* menu, or pressing *<Ctrl+V>* on your keyboard, you can insert it directly into a document in Namo WebEditor, just as you would see it on Internet Explorer.
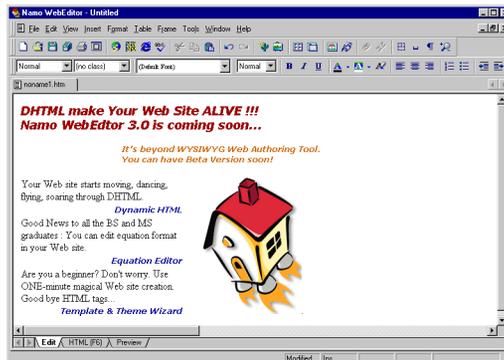
While you can import information from other software which supports the HTML clipboard, the opposite is possible. All programs must be able to read HTML from the clipboard or this will not work.

For example, when composing a new message in Microsoft Outlook Express, you can insert what you copied from Namo WebEditor by selecting the *Paste* command from the *Edit* menu of Outlook Express. (It may look slightly different, as the information on paragraph styles and attributes of the document cannot be fully transferred).
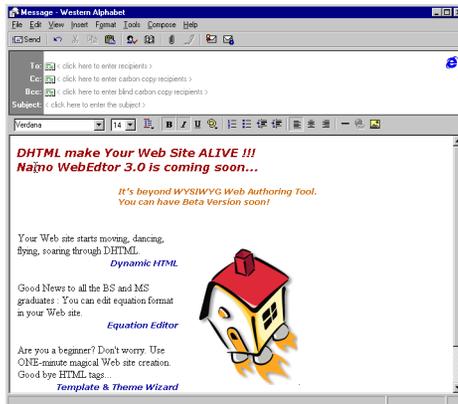
If you insert the information into a program that doesn't support the HTML from the clipboard, only the text will appear.
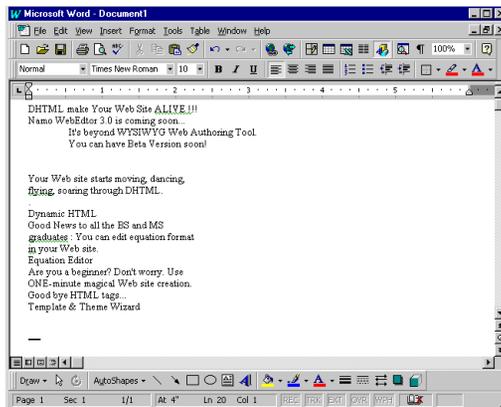
CUT SPECIAL
. . . .
`<Ctrl+Shift+X>`

By pressing *<Ctrl+Shift+X>* on your keyboard, you can add the selected text to the clipboard and delete the content from the current document. The *Cut Special* command is different from the *Cut* command in that the existing text or image on the clipboard will not be deleted. The content that was just cut will add to the clipboard onto the end.

COPY SPECIAL
. . . .
`<Ctrl+Shift+C>`

By pressing *<Ctrl+Shift+C>* on your keyboard, you can add the selected text to the clipboard while leaving the text on the document. The *Copy Special* command is different from the *Copy* command in that the existing text or image on the clipboard will not be deleted but will have the new material added to the clipboard onto the end.

Reference   The *Cut Special* and *Copy Special* command can be useful when you want to take seperate parts of documents and insert them together in one location.
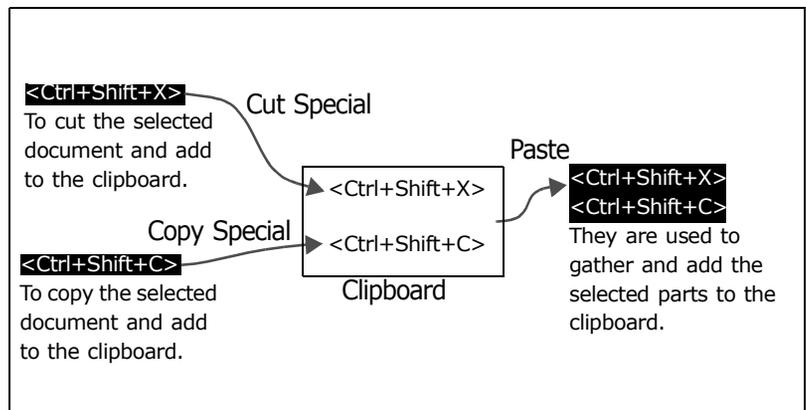
SELECT ALL

Edit-Select All <Ctrl+A>

Wherever the cursor is at a location inside a document, you will be able to select all the contents by choosing the *Select All* command on the *Edit* menu. While all the contents are selected, you can select *Copy*, *Cut*, *Delete* and *Paste*.

COPY FORMAT

Edit-Copy Format... <Shift+F2>

To copy specific character, paragraph and document attributes from the current cursor position, select *Copy Format* from the *Edit* menu. You can then later apply these attributes to the selection of your choice. When you are simply copying the format, it is not necessary to select the content.

When you choose *Copy Format* from the *Edit* menu, the *Copy Format* dialog box appears as shown below. Choose the attributes you want to copy and click *OK*.
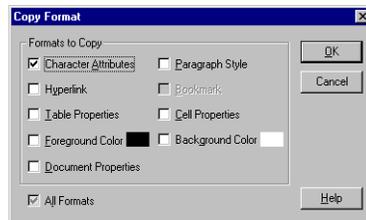
You can select all the attributes available by choosing *All Formats* in the dialog box. By clicking *All Formats* again, you can then cancel all selections on this screen.

The attributes you can copy will vary with the cursor position. For example, you can select *Table Properties* or *Cell Properties* from the *Copy Format* dialog box only when the cursor position is in a table. To select the *Hyperlink* or *Bookmark* option from the dialog box, you will need to place cursor on either a hyperlink or bookmark.

PASTE FORMAT

. . . .

Edit-Paste Format <F2>

To apply what you copied from the *Copy Format* command to the selection on the current document, select the *Paste Format* command from the *Edit* menu. You must then specify the content to which the attributes will be applied beforehand by selecting the target content on the current document.

Depending on what attributes you have selected, the way you use the *Paste Format* command and its result may vary.

When pasting the character attributes, choose the *Paste Format* command on the *Edit* menu after selecting the target characters.

When pasting a paragraph style, you can select the *Paste Format* command from the *Edit* menu with the cursor position on the target paragraph. When several paragraphs are being targeted, you must select them all. It is not necessary to select an entire paragraph because the *Paste Format* command is applied to it automatically even though the block doesn't cover the entire paragraph.

To paste both character attributes and paragraph style, you must select the target paragraph. In this case, the character attributes are applied to the selected character, and the paragraph style is applied to the entire paragraph to which the target character belongs.

FIND

. . . .

Edit-Find... <Ctrl+F>

Use this when you want to find specific text in your document

1 When you select the *Find* command from the *Edit* menu, the *Find* dialog box will appear.

2 After typing the text you wish to find into the *Find What* field, select the *Options*, *Direction* and *Range* you want to search, from the dialog box and click the *Find Next* button.

If you click this drop down menu, a list of previously searched for text will appear. This is useful if you constantly search for the same text string.

3 If Namo WebEditor finds the text you are searching for, it will become highlighted.

4 Once you have found the text you were looking for, click the *Close* button.

5 When the text which was found is not what you were looking for, or you want to find another instance of this text, click the *Find Next* button.

6 If Namo WebEditor cannot find the text, a dialog box will appear as shown below. Click *OK*.

Find Options   **Match Case**   Select this option to find the text that matches the capitalization of the text you want.

Match Whole Word Only
Select this to find text that matches the full word.

Direction and Range **UP**   This will search from the current cursor position to the beginning of the document.

DOWN   This will search from the current cursor position to the end of the document.

From Top of Document This will search from the beginning of the document to the very end.

All Open Documents   This will search all open documents from top to bottom.

REPLACE
. . . .
Edit-Replace... <Ctrl+H> or <Ctrl+R> 🈂

Select this to replace specific text in a document.

1 When you select the *Replace* command from the *Edit* menu, the *Replace* dialog box appear as shown below.

2 Enter the text to search into the *Find What* field in the *Replace* dialog box. Then you can enter the text you want to replace it with in the *Replace To* field. Then select the *Options* and *Range* as needed.
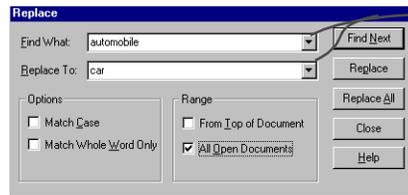
If you click this drop down menu button, the list of text you entered before will be shown. It is useful when you need to re-enter the same text again.

3 When you click the *Find Next* in the *Replace* dialog box, the text found will be highlighted within the document.

4 To replace the text, click *Replace* in the *Replace* dialog box. The text will then be replaced and Namo WebEditor will look for the next instance.

5 If you do not wish to replace the text found, click the *Find Next* in the *Replace* dialog box.

6 If there remains no more text to find, a dialog box appears as shown below. Click *OK*.

7 Click *Replace All* in the dialog box to replace text without being prompted first. Namo WebEditor will also tell you the number of replacing.

Replace Options   **Match Case**   Select this option, to find the text that matches the
                                           capitalization of the text you want.

                        Match Whole Word Only
                                           Select this to find text that matches the full word.

Range   **From Top of Document**   This will find and replace the text starting
                                           from the beginning of the document.

                        All Open Documents   This will allow you to search all open
                                           documents.

FIND AGAIN

. . . .

`Edit-Find Again <F3>`

When you select the *Find Again* command from the Edit menu,
Namo WebEditor will repeat the recent *Find* action.

FIND IN FILES

. . . .

`Edit-Find in Files`

To search all the files in a project for specific text, select *Find in Files*
command on the *Edit* menu. It is available only when the project is
open.

1 If you select the *Find in Files* command in the *Edit* menu, the *Find
in Files* dialog box appears.

2 Enter the text you want into the *Find What* field. Select the options
you want. Click the *Find* button.
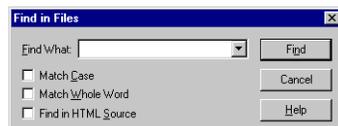
3 The *Result* window will then appear and list the files that contain the text you are looking for in the *Find in Files* tab. When you double click one of the files, Namo WebEditor opens it in the *Edit* window and will display the text highlighted.
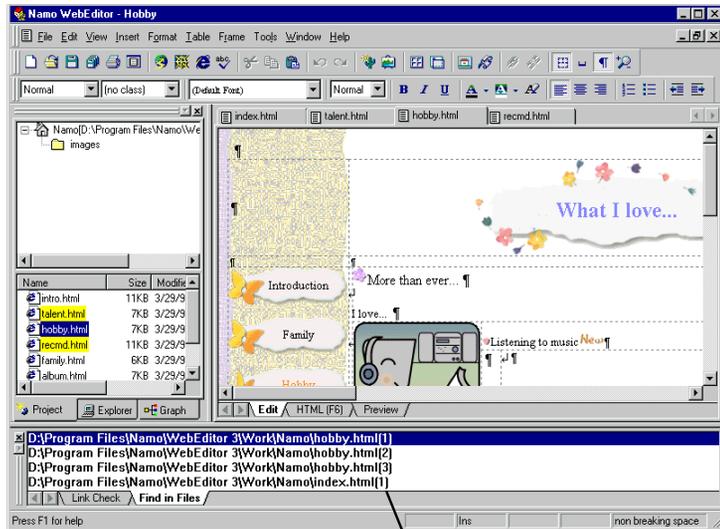
The number at the end of the file name indicates how many of the texts you specified are included in the file.

BOOKMARK

. . . .

Edit-Bookmark... <Ctrl+G>

A bookmark is a location on a document that you have given a specific name to. A bookmark can be the target of a hyperlink or an indicator for the spot that you wish to return to later on.

Create Bookmark   To use a bookmark, you must first create one. Follow the instructions below:

1 Select the text or an image at which a bookmark will point to.

2 When you select *Bookmark* from the *Edit* menu, the *Bookmark* dialog box will appear. If you select a word, it will be automatically entered into the *Bookmark Name* field as the name of the bookmark. You can either use the suggested name or enter a new one.
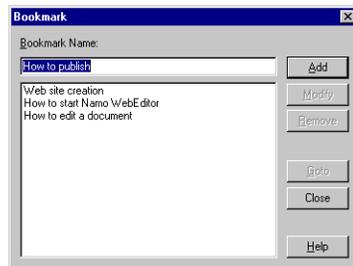
3 If you click the *Add* button, the name of the new bookmark will be added to the list of previously entered bookmarks. Click the *Close* button when you are done.
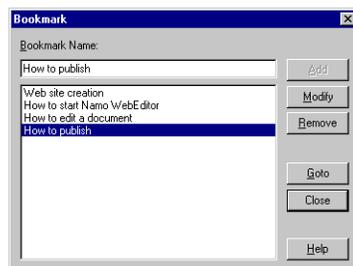
Move to Bookmark If you create a bookmark at the location where you plan on returning to, it can save you a great deal of time.

1 When you select *Bookmark* from the *Edit* menu, the *Bookmark* dialog box appears. By clicking the name of the bookmark that you want to move to, the text or image at which you created a bookmark will appear highlighted in *the Edit* window.

2 When you click the *Goto* button, the cursor point moves to the bookmark. If you click the *Close* button, the cursor will remain at its original position.
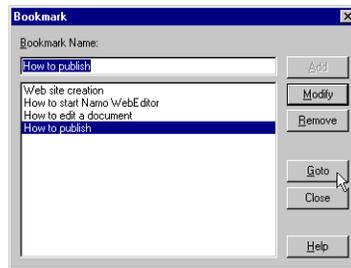
Modify Bookmark In the *Bookmark* dialog box, select the name of the bookmark you want to change. Enter the new name into the *Bookmark Name* field then, click the *Modify* button.

Remove Bookmark In the *Bookmark* dialog box, select the bookmark you want to delete and click the *Remove* button.

Caution If you delete the text or image at which you created a bookmark in the document, the bookmark will also be removed from the list of bookmarks.

Reference You can use a bookmark directly from within the current document without saving it. However to use the bookmark from another document, you must save the current document.

View

4

With the *View* menu, you can arrange the windows and toolbars on the current document and determine the way the Namo WebEditor will display documents. You can also preview what the current document will look like in a web browser and modify document information by clicking *Document Information*.
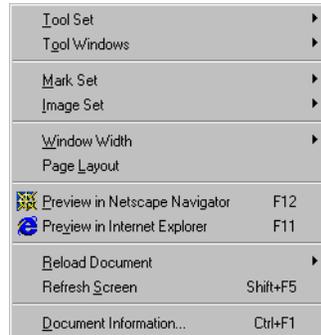
Tool Set	▶
Tool Windows	▶
Mark Set	▶
Image Set	▶
Window Width	▶
Page Layout	
Preview in Netscape Navigator	F12
Preview in Internet Explorer	F11
Reload Document	▶
Refresh Screen	Shift+F5
Document Information...	Ctrl+F1

TOOL SET

View–Tool Set

Choose this when you want to hide or display elements like the tool bar, status bar, rulers, or document tab.

When you click on *Tool Set* in the *View* menu, a sub-menu will be displayed as below. By clicking the options on the sub-menu, you can change the look of the screen display. The options where the check mark appears will be shown on the screen. Options without a check mark will not.

Tool Set	▶	✔ Standard	
Tool Windows	▶	✔ Format	
Mark Set	▶	✔ Status Bar	
Image Set	▶	Horizontal Ruler	
Window Width	▶	Vertical Ruler	
Page Layout		✔ Document Tab	
Preview in Netscape Navigator	F12		
Preview in Internet Explorer	F11		
Reload Document	▶		
Refresh Screen	Shift+F5		
Document Information...	Ctrl+F1		
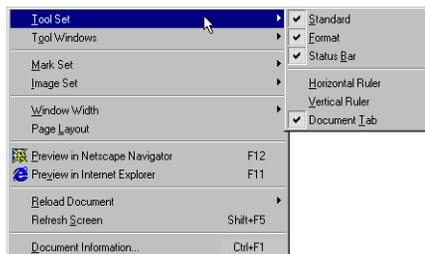
Format Toolbar With this toolbar, you can modify or review the character style and paragraph format.

Standard Toolbar Some of the commands from the *File*, *Edit*, *View*, and *Insert* menu are also available on this tool bar. You will find the commands on this tool bar to come in quite handy.
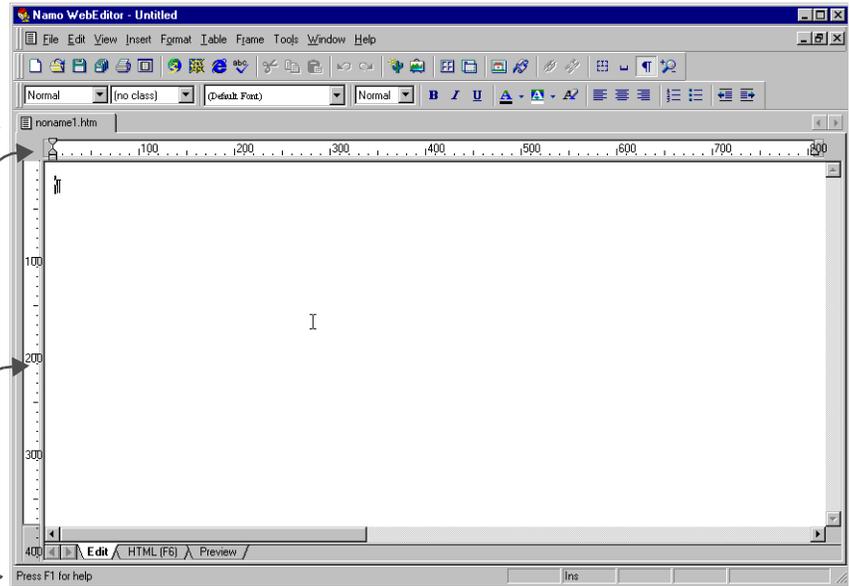
Status Bar The description for your current choice, input status, location of image files, and hyperlinks are shown here. You can also check whether or not you have made a change in the current document.

Horizontal/Vertical Rulers

Scales that help you check the size of the edit window. The unit of measurement here is pixels.

Document Tab The document name is shown here. When you right click on the tab, a menu appears that will allow you to open a pre-existing document or create a new one.

TOOL WINDOWS

View-Tool Windows

This option allows you to hide and display various windows.

Point to the *Tool Windows* command on the *View* menu, the sub-menu contains five options as shown below. You can use the hot keys (<Alt+1>-<Alt+5>) assigned to each tool window, saving the time of flipping through a menu.
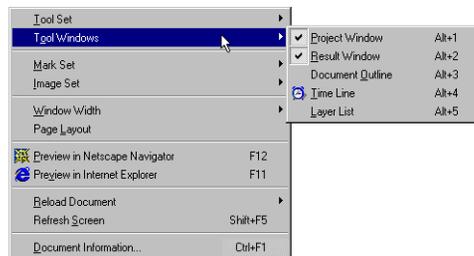
The image below shows what Namo WebEditor looks like with the Project and Result window open.

Project Window

This window helps you manage your site easily by displaying the project folder and file list to the left of the edit window. It appears when a new project is opened. You can find more information in *New Project(2-9)*.

Project tab

In the upper window, the structure of the project folders is displayed. In the lower window, the files in the folder you have selected are shown. To open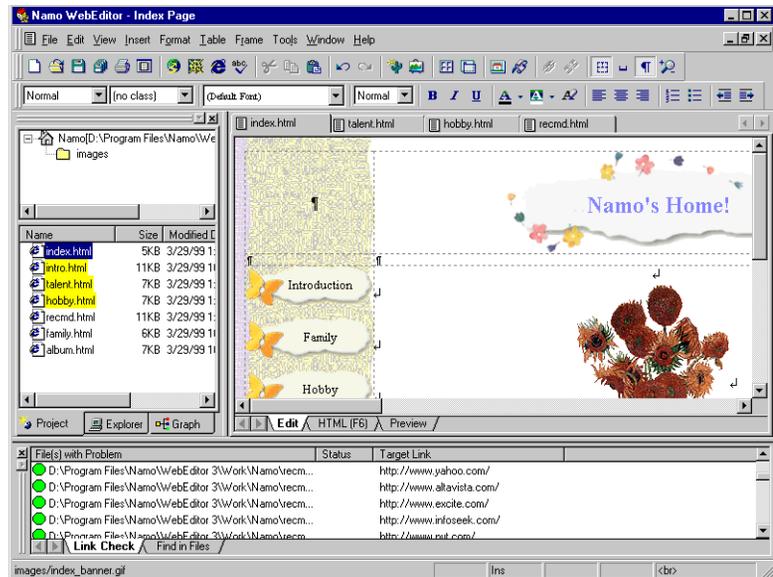 a document file, double click the file name in the lower window. Files that are currently open are displayed in yellow.
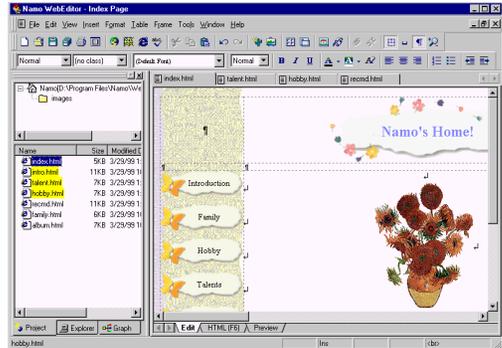
Explorer tab

In the upper window, the folder structure of the current drive is displayed. In the lower window, the files in the currently selected folder are shown. You can browse the drives as you would in the Window Explorer.
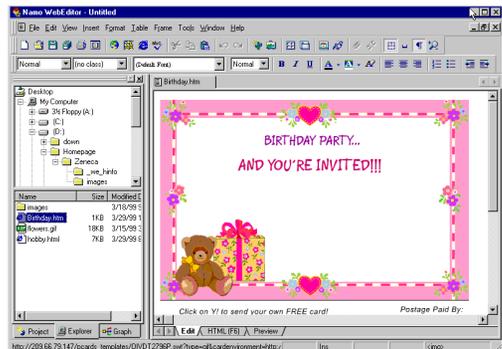
Graph tab

The files linked to current document of the edit window are displayed in chart form. From here you can only view files.
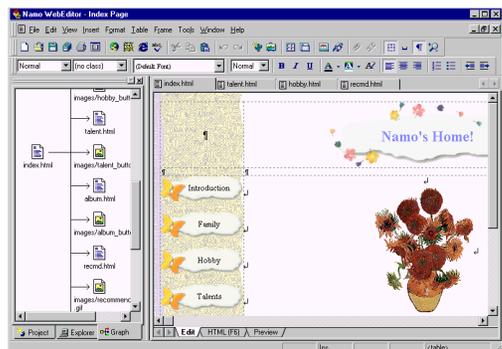
Result Window

When you check links or find text while a project is open, the results will be shown here. It appears right below the edit window.

Link Check tab

When you check links by selecting the *Incremental Verify Link* command in the *Site Management* sub menu from the *Tools* menu, the results are shown here. This option is only available when a project is open.
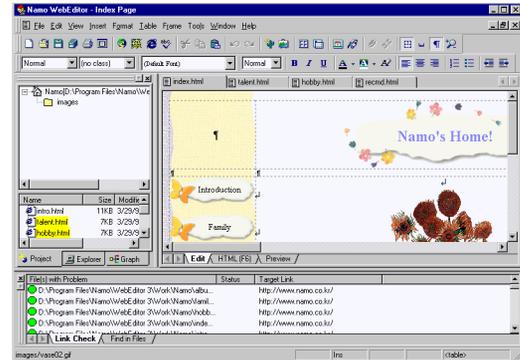
Find in Files tab

Displays the locations of the text that you found using the *Find in Files* command. You can access this command from the *File* menu. This option is only available when a project is open.
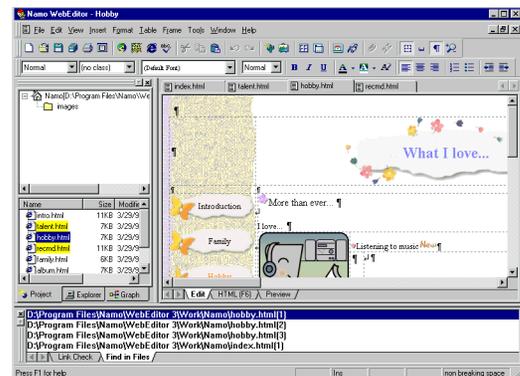
Document Outline

When a document using a heading tag is open on the edit window, you can see the document outline. You can see the structure of document at a glance and move to where you want in the document by double clicking their titles.
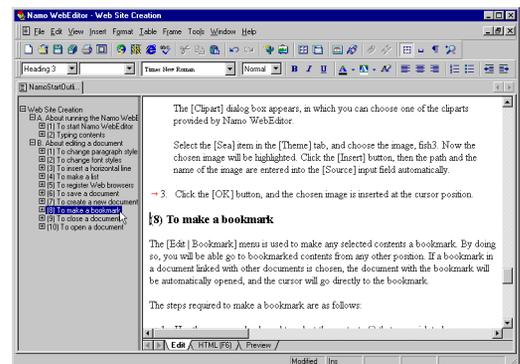
Moving Tool Windows You can move the Project Window and Result Window to whatever location you wish. Follow the directions below to find out how.

1 Click the double bars while holding down on the left mouse button.
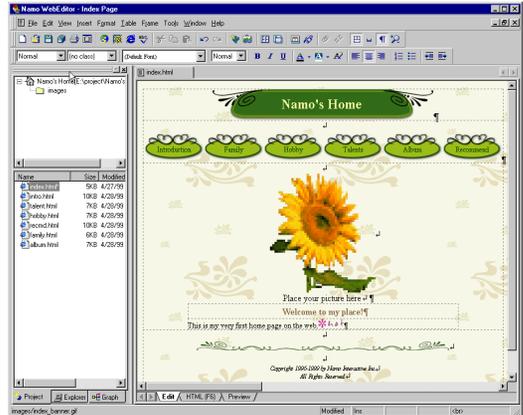
2 Drag the tool window to where you want, then drop it.
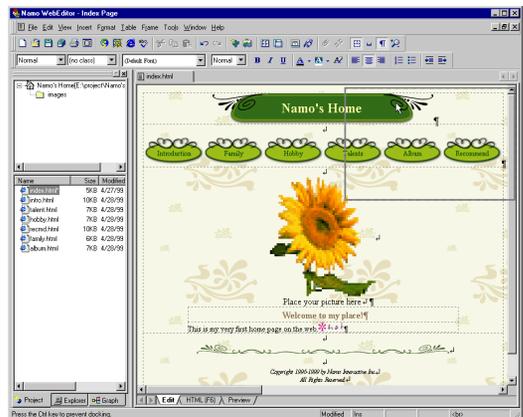
3 The tool window appears wherever you dropped it. To adjust the width (or height) of the tool window, resize the borders of window.
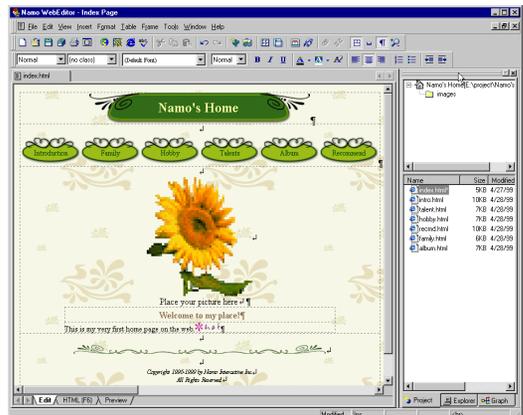
Time Line

This is a tool window for creating an animation using layers. You can create various animation effects with layers without having to know DHTML.
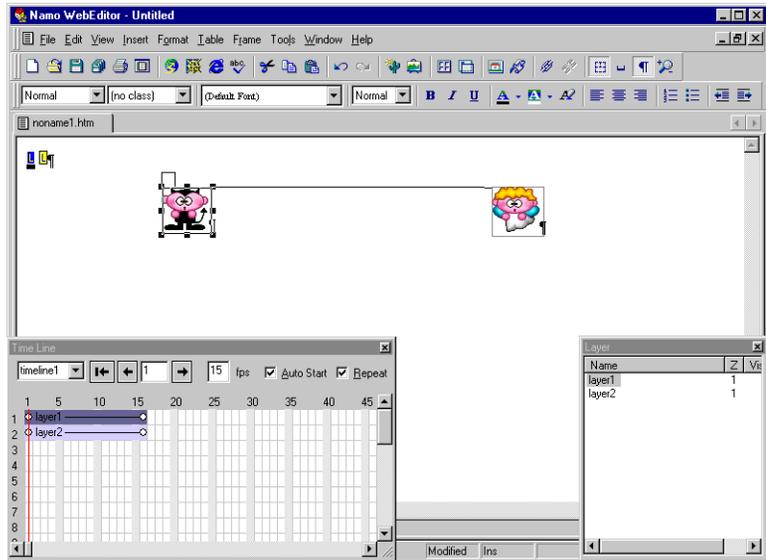
Layer

In this window you will see a list of various layers that you have created in the current document.

Reference

Layer and Time Line are Dynamic HTML functions that are supported in Namo WebEditor 3.0 only. These functions allow for some amazing effects, but are only supported in version 4 browsers (Internet Explorer and Netscape Navigator).

These functions are for advanced Namo WebEditor users, so before you delve into Time Line or Layers, make sure you know your Namo WebEditor! For more information on the *Time Line* and *Layer*, see *Time Line(11-6)* and *Layer(11-2)*.

MARK SET

. . . .

`View-Mark Set`

This option allows you to hide or display various text markings, like format, paragraph, and the space mark. You can also select paragraph spacing and how 2 byte characters will appear in the edit window.

To select this option, highlight the *Mark Set* command in the *View* menu. Six options will then appear. You can choose those which are to be hidden or displayed by clicking on them. Selecting *All* will display or hide all markings.
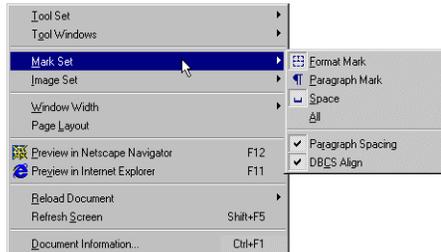
Format Mark ⊞

If you select *Format Mark* from the *Mark Set* sub-menu, you can view the elements as shown below. By default these are hidden, but are sometimes required to edit a document properly.

	Indicates a value of 0 in the table and cell border thickness/The outline of image/applet/plug in.
Bookmark	Insertion point of bookmark.
→ ●	The starting point of numbered or bulleted list.
🖼	Insertion point of image file.
！	Insertion point of hidden description like comments.
🅢	Insertion point of scripts.

Form Field ◄	Outline of a form field.
L	Insertion point of a layer.
layer1	Outline of a layer.
?	Insertion point of an extended HTML tag.
⬧	Insertion point of applet information.
⬧	Insertion point of plug-in information.

Paragraph Mark ¶   If you select *Paragraph Mark* from the *Mark Set* sub-menu, you can view the line changes(br) and paragraph(p).

noname1.htm

To change a line,↵
press <Shift+Enter>(<br.tag)¶

To change a paragraph, press <Enter>(</p>tag)¶
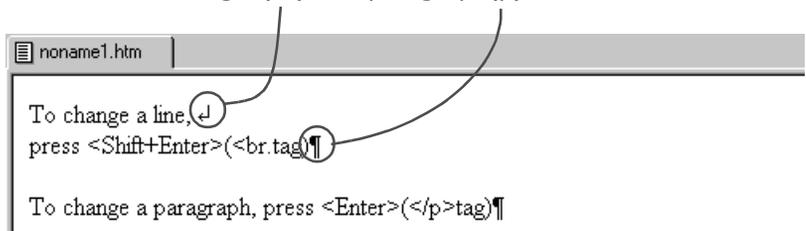
Space ⌐   If you select *Space* from the *Mark Set* sub-menu, a normal space will be displayed as black bullet mark and the nonbreaking space ( ) as a red bullet mark. According to HTML rule, single spaces are viewed as one space, whereas several spaces become a nonbreaking space.

All   If you select the *All* from the sub-menu in the *Mark Set*, it will either display or hide all formatting marks.

Paragraph Spacing   If you select *Paragraph Spacing* from the *Mark Set* sub-menu, paragraphs will be spaced as if in a word processor, slightly apart from each other. If this option is not checked, paragraphs will not have normal spacing between them. When you edit HTML documents, this should be selected.

Reference   When saving a document edited in Namo WebEditor as plain text, you can uncheck the *Paragraph Spacing* option. This will format the spacings as a plain text editor would.

DBCS Align   If you select *DBCS Align*, a 2 byte character word may be separated by a letter with the change of a line or paragraph. When this option is deselected, a 2 byte character word is recognized as a full unit and will not be separated by a line or paragraph change.

IMAGE SET
. . . .
View-Image Set

You can decide whether a graphic, background image, or animated GIF file will be displayed or not by using the *Image Set* command in the *View* menu.

Click on the *Image Set* option in the *View* menu. The sub-menu contains three options which are described below. You can then choose which images will be hidden or displayed by placing, or removing, the checkmark beside the option. Checked options will be shown, whereas options that do not have a check will be hidden.
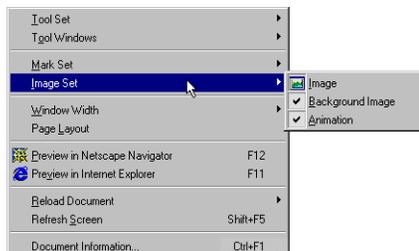
Image 🖼 If you select *Image* from the *Image Set* sub-menu, you will be able to view images in the edit window. When this option is off, a dotted box indicating the size and location of the image will appear in its place.

When Image Selected   When Image Not Selected

Background Image If you select *Background Image* from the *Image Set* sub-menu, the background image will be viewable in the edit window. When the option is off, only the background color specified for the current document will appear instead without the background image.
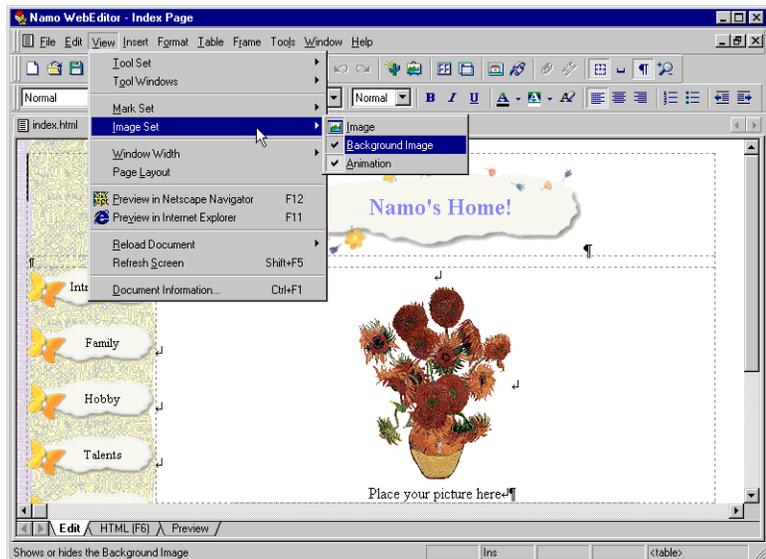
Reference If you work on a slower computer, it can be helpful to have the background image turned off. This will allow editing of your documents without slowing you down.

Animation

If you select *Animation* from the *Image Set* sub-menu, animated GIF files will become visible in the edit window. When this is off, the file will appear as still image.

ZOOM IN/ZOOM OUT 🔎
・・

Use this option to adjust the viewing area of the edit window. The *Zoom In/Out* feature is not in the View menu, but is explained here as it directly relates to the display.

Value Entering Field
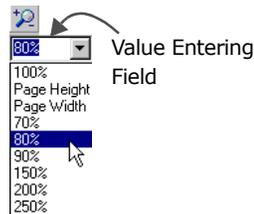
X%	Choose the percentage of the display you want to view. The default is 100%.
Page Height	This will display the entire contents that would be printed on a normal sheet paper. This is useful if you are creating printable forms.
Page Width	This option will display the full width of document in edit window.
Value Entering	This allows you to enter a specific number. It can be anywhere from 45% to 500%.

WINDOW WIDTH

. . . .

`View-Window Width`

Use this to adjust the size of the windows. They can be adjusted to match the size of print paper or screen resolution. You can adjust the size of the window to fit a specific resolution by simply clicking on one of the choices listed. You can also set the window size to match that of various paper sizes. Note that this is only for general design purpose only, to specifically edit the size, use the *Page Setup* command found in the *File* menu.

Point to the *Window Width* command on the *View* menu, a sub-menu with five options will appear as shown below. By clicking the options in the sub-menu, you can adjust to a specific resolution or printer page size.
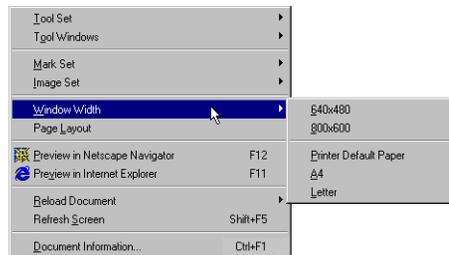
640x480   This option will change the window size to 640x480 pixels. This is the lowest display setting available, and is commonly used by laptop owners. This option works best when zoom proportion is set to 100% and no other windows are displayed.

800x600   This option will change the window size to 800x600 pixels. This is the default resolution for most computers nowadays. As with the 640x480 setting, it works best when no windows are open and the zoom proportion is set to 100%.

Printer Default Paper   This option will change the window size to that specified by your printers default page setting.

A4   This setting will change the window size to A4 size to preview the way the current document will look when printed on A4 size paper. A4 is the default paper size for most of Asia.

Letter   This setting will change the window to Letter size to preview the way the current document will look when printed on Letter size paper. Letter is default paper size for most of the western world.

Reference   You must specify the default printer beforehand to properly adjust the window size to the size of the printer default, A4, or Letter. This is because the top, bottom, left, and right margins will vary widely with printers.

PAGE LAYOUT
. . . .
`View-Page Layout`

Select this to preview the way the current document will look when printed on paper. When the checkmark appears before *Page Layout*, it is active. When the checkmark is not displayed, Page Layout is inactive.

When the Page Layout is displayed, the background turns gray so as to display the size of paper. The page break is displayed by a red line. If you modify the margin by selecting the *Page Setup* command in the *File* menu, the shape of the document will also change.

The selection of the *Page Layout* has nothing to do with the size of window or the zoom proportion. To see the left/right margins, while the *Page Layout* is active, choose the *Page Width* command in the *Zoom In/Out* option.

Status of Page Layout
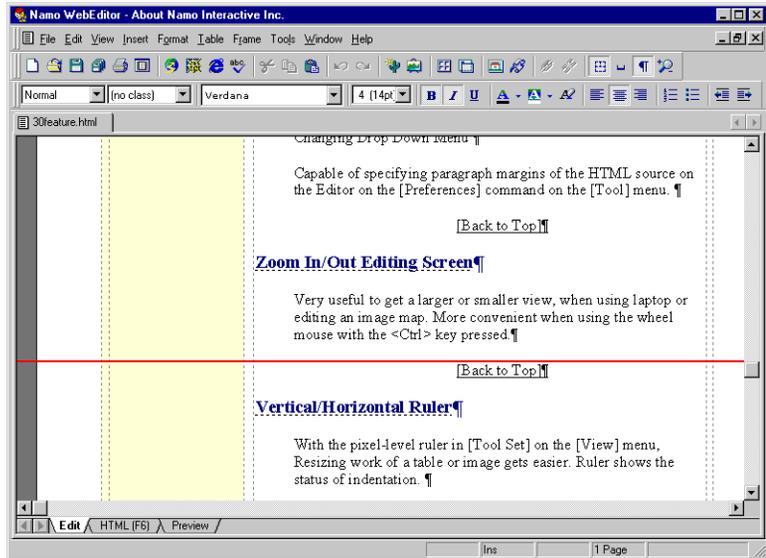
PREVIEW IN NETSCAPE NAVIGATOR

View-Preview in Netscape Navigator <F12>

Select this to preview the way the edited document will look in the Netscape Navigator.

Reference   With the Namo WebEditor, you can preview the way a document will look in the two most commonly used web browsers, Netscape Navigator and Internet Explorer.

PREVIEW IN INTERNET EXPLORER
. . . .
`View-Preview in Internet Explorer <F11>`

Select this to preview the way the current document will look in Internet Explorer.

Reference   You can register web browsers other than Netscape and Internet Explorer in the *View* menu. To register new web browers, select the *External Program* tab in the *Preferences* command from the *Tools* menu. Select *(Other)* in the *Browser 1* or *Browser 2* field and enter in a new path. Then specify the *DDE Service* in the *Program Preferences* dialog box. The *DDE Service* specified here appears in the *View* menu.

If Namo WebEditor cannot find Netscape Navigator or Internet Explorer when you select the *Preview function,* you will be notified by having the *External Program* tab in the *Program Preferences* dialog box will appear. Enter the full path again and click *OK*. You should now be able to preview the document in a web browser.
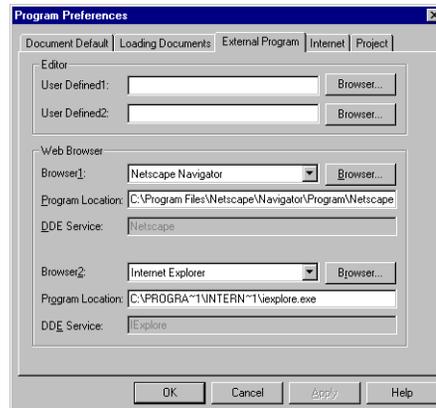
RELOAD DOCUMENT

`View-Reload Document`

Select this to re-open the current document displayed in the edit window.

Point to the *Reload Document* on the *View* menu, the sub-menu appears as seen below. The options will vary between users. You can then choose between *Auto Detect*, current code, or a specific language.
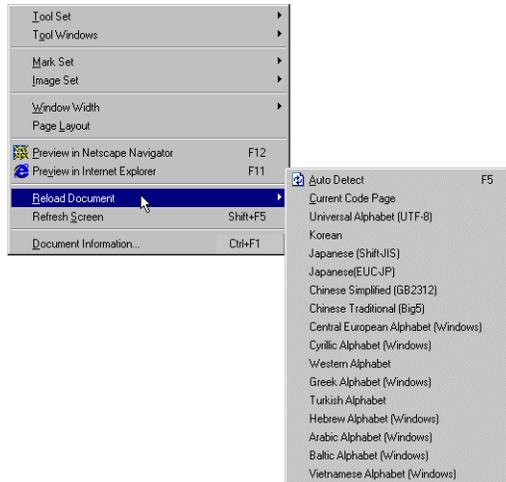
When you select a document that has been changed in another program, you will be prompted to reload the newer version. If you choose *yes*, the newly changed document will replace the current document.
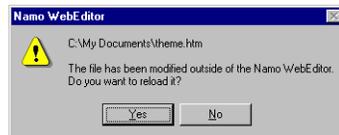
If you choose *No*, you will return to the edit window. You can reopen the document by selecting the *Auto Detect* on the *Reopen* menu or pressing <F5>.

If, when you open a document by entering a URL, odd signs appear instead of text, select *Reload Document* from the *View* menu. You can then choose the proper code or language the document was coded in. You will now be able to properly read the document. For example, if you cannot read a web document written in a foreign language, select that language from the *Reload* sub-menu.

REFRESH SCREEN
. . . .
`View-Refresh Screen <Shift+F5>`

Select this when there is missing information or the document is not displayed properly. This will also clear up any improper marks on the screen. The hot key associated with this function is <Shift+F5>.

DOCUMENT INFORMATION
. . . .
`View-Document Information... <Ctrl+F1>`

Select this to check or modify the current document information. When you select *Document Information* from the *View* menu, the *Document Information* dialog box will appear as shown below.
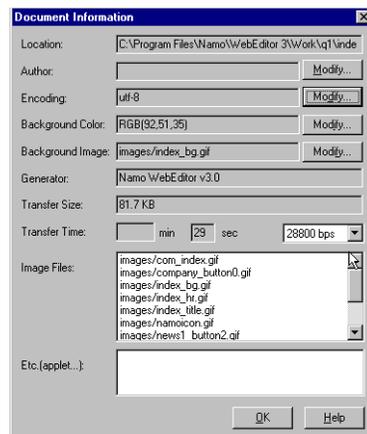
Location   Displays the path and name of current file.

Author   Displays the information on the Author of current document. When you click the *Modify* button, the *Information* tab then appears in the *Document Properties* dialog box. You can modify the information here.

Encoding   If you have a problem reading a document written in 2 byte characters, it is because the encoding has been done improperly. When you click the *Modify* button in the *Document Information* box, the *Advanced* tab will then appear. You can modify the encoding type here.

Background Color This will allow you to change the background color of the current document. When you click the *Modify* button in the *Document Information* dialog box, the *Appearance* tab will appear. You can modify the background color here.

Background Image This will allow you to change the background image of the current document. When you click the *Modify* button in the *Document Information* dialog box, the *Appearance* tab appears from which you can change the background image.

Generator   Specifies the editor used to edit the current document. The Namo WebEditor is specified by default.

Transfer Size   This shows the size of all the files (HTML, image, plug-ins/applets, etc.) attached to the current document. When being transferred through the Internet, the files are sent as a packet, therefore the transfer size is larger than the total size of the files.

Transfer Time   Shows the time it will take to transfer all the files attached to current document at a specified speed.

Image Files   Shows the path and name of image files used in the current document.

Etc. (applet...) Shows list of files (other than image files) being used in the current document.

Reference   If you click the *Modify* button from the *Document Information* dialog box, the *Document Properties* dialog box appears. It is the same as selecting the *Document Properties* command from the *Format* menu. You can find more information about *Document Properties(6-16)*.

Insert

. . . .
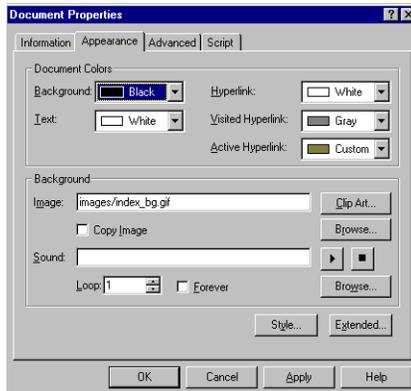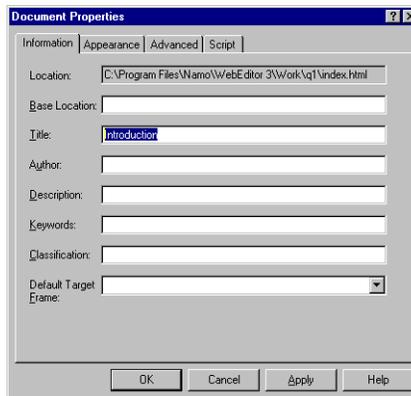
Insert menu provides elements that can be inserted into an HTML document. It helps you easily insert elements like images, links, form fields, scripts, applets and plug-ins. With this menu, you can give your web site brilliant effects like animation and scrolling text. It enables you to use math formulas in you web site freely, something that hasn't been easy until now. Inserting layers can also be done without difficulty.

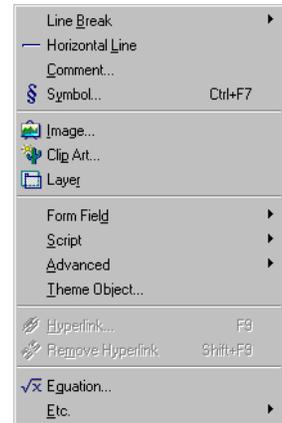| Line Break | ▶ |
— Horizontal Line	
Comment...	
§ Symbol...	Ctrl+F7
Image...	
Clip Art...	
Layer	
Form Field	▶
Script	▶
Advanced	▶
Theme Object...	
Hyperlink...	F9
Remove Hyperlink	Shift+F9
√x Equation...	
Etc.	▶

LINE BREAK

. . . .

Insert-Line Break-Link Break <Shift+Enter>
Insert-Line Break-Line Break...

This option allows you to change lines without having to change the paragraph itself. Two types of line breaks are available from this command, the *Line Break* and *Line Break...*

Line Break

The Line Break is used when you want to insert a single line only. It does not start a new paragraph. You can also use <Shift+Enter> on your keyboard to insert a line break. Paragraphs (<Enter> on keyboard) are different because a paragraph inserts a blank line above the current line, whereas a Line Break doesn't. This is the same as entering <BR> into the HTML code.

In a word processor, when you press the <Enter> key, a new line starts along with a new paragraph, but an extra blank line above the current isn't created.

With Line Breaks the appearance, especially left/right margins and style sheets, of the current paragraph will remain the same.

Paragraph Break<Enter>

WebSite Booster! Another name of Namo WebEditor 3.0.¶

WebSite Booster!¶

Another name of Namo WebEditor 3.0.¶

Line Break<Shift+Enter>

WebSite Booster! Another name of Namo WebEditor 3.0.¶

WebSite Booster!↵
Another name of Namo WebEditor 3.0.¶

Line Break...

If you select *Line Break...* on the *Insert* menu, you will have four options for breaking the lines: *Normal Line Break*, *Clear Left Margin*, *Clear Right Margin* and *Clear All Margins*. The *Line Break...* is useful when you want to enter text around an image or make text start at the bottom of it. You will appreciate its value when there are images or other objects in the paragraph.

Line Break Properties

- ○ Normal Line Break
- ○ Clear Left Margin
- ○ Clear Right Margin
- ● Clear All Margins

OK
Cancel
Style...
Extended...
Help

Normal Line Break
If an image is at the left or right margin, it does not clear it.

Clear Left Margin
If an image is at the left margin, it moves the next line down until the left margin is cleared.

WebSite Booster!? Another name of Namo WebEditor 3.0.¶	WebSite Booster!↵ Another name of Namo WebEditor 3.0.¶	WebSite Booster!↵ ↵ Another name of Namo WebEditor 3.0 ¶
Before Line Break...¶	*Normal Line Break¶*	*Clear Left Margin¶*

Clear Right Margin

If an image is at the right margin, it moves the next line down until the right margin is cleared.

WebSite Booster!?Another name of Namo WebEditor 3.0.¶	WebSite Booster!↵ Another name of Namo WebEditor 3.0.¶	WebSite Booster!↵ ↵ Another name of Namo WebEditor 3.0.¶
Before Line Break...¶	*Normal Line Break¶*	*Clear Right Margin ¶*

Clear All Margins

If an image is at both margins, it moves the next line down until both margins are cleared.

Style

This allows you to apply a style supported by CSS specifications. When you click the *Style* button, a *Style* dialog box appears. For more information on using the *Style* dialog box, see *Paragraph Style(6-25)*.

Extended

Use this when Namo WebEditor doesn't support the line break option you require due to the addition and change of current HTML protocol. This will allow you to either specify an attribute that is not in the current HTML protocol or when a new attribute is created. You must enter this attribute manually.

HORIZONTAL LINE
. . . .
`Insert-Horizontal Line` ⬜

This option allows you to insert a horizontal line at the current cursor position. *Horizontal Line* are used to separate areas of your document.

When you select the *Horizontal line* command on the *Insert* menu, a horizontal line is inserted at the cursor position and is the full width of the paragraph. You can modify the length of the line after it has been inserted. When you resize the window, the line width changes along with the window size.
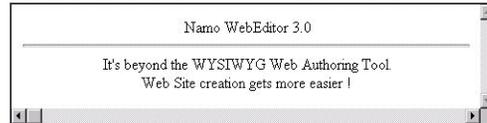
If you select the *Horizontal Line* command on the *Format* menu or press <Alt+Enter> while selecting the horizontal line in the document, the *Horizontal Line Properties* dialog box appears. You can modify the line properties such as the width/height and alignment.
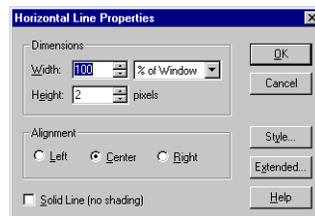
Width
This option allows you to specify the width of the line. You can set it by percentage or pixel. If you use percentage, the width will change along with the window size of the web browser.

Height
This option allows you to specify the height of the line. You can only specify line heights in pixels.

Alignment

You can specify the alignment here.

Solid Line (no shading)

If you select the *Solid Line* (no shading) option, the horizontal line will be solid.

Style

This allows you to use CSS to change link colors, and other options supported by CSS specification. When you click the *Style* button, the *Style* dialog box appears. For the usage of the *Style* dialog box, see *Paragraph Style(6-25)*.

Extended

Use this when Namo WebEditor doesn't support the options you require. This will allow you to either specify an attribute that is not in the current HTML protocol or when a new attribute is created. You must enter this attribute manually.

COMMENT

`Insert-Comment...`

This option will allow you to insert a comment into your document. The *Comment*(<!-- --> tag) is hidden in web browsers, but can be seen in the HTML source file.

When you select the *Comment* command from the *Insert* menu, the *Comment* dialog box appears. After entering the text you want, click *OK*.
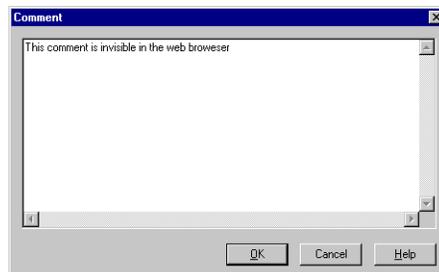
By default, you cannot view comments in the edit window. To display them, select the *Format Mark* option on the *Mark Set* command on the *View* menu.

SYMBOL

· ·

Insert-Symbol... <Ctrl+F7> §

This option allows you to enter special characters or symbols that are not on your keyboard.

When you select the *Symbol* command on the *Insert* menu, the *Symbol* dialog box appears. Select the symbol you want by clicking the *Insert* button or you can double click the symbol. The symbol is then placed at the location of the cursor. The selected symbol is shown at the left bottom of the dialog box.

The *Symbol* dialog box remains on the screen after you insert the symbol allowing you to continue inserting symbols without having to reopening the box. To close the box, click the *Close* button.
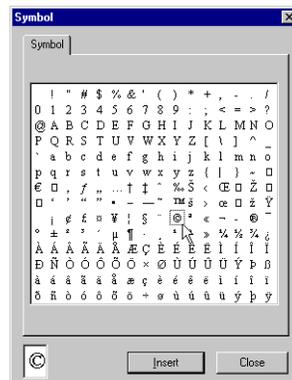
IMAGE

`Insert-Image...` 🖼

This option allows you to insert an image into the document. All major web browsers now support JPEG and GIF. These are fully supported by Namo WebEditor.

If you insert an image file that is different from the JPEG or GIF format, it will not be shown in the web browsers or Namo WebEditor. Only the file location and size are displayed as shown below:
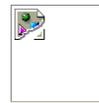
WebEditor   Internet Explorer   Netscape Navigator

1 When you select the *Image* command on the *Insert* menu, the *Image Properties* dialog box appears.

2 Enter the name and path of the image file you want into the *Source* field. If you don't know the exact path, you can browse your hard drive by using the *Browse* button.

3 Use the *Alt Text* field to enter in the information to be displayed as an Alt Tag in web browsers, then click *OK*.

4 Then the image file you specified is now inserted at the current cursor position.

General

You specify hyperlink and information on the image file here.
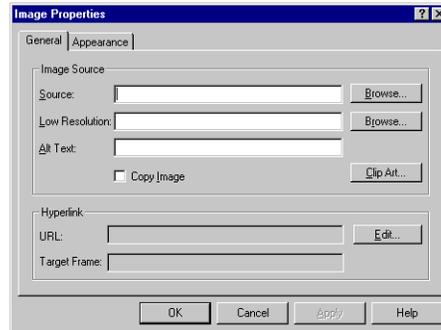
Source
Specify the name and path of the image file you want. You can use a file on the local hard disk or from a web site. When you use a file on a web site, you must have the exact URL of the file.

Low Resolution
This attribute allows a lower quality, smaller image to be displayed while the higher quality image is loading. This function is Netscape specific and will not work on Internet Explorer.

Alt Text
You can enter in detailed information on an image here. It will be displayed while the image is loading as text, and as a tool tip when the mouse is hovered over the image. It is best to put something here to supply information for those surfers browsing with images turned off, or for those with visual handicaps.

Copy Image
If you select the *Copy Image* option from within the *Image Properties* dialog box, the *Copy Resource* dialog box appears when you save the document. The *Copy Resource* dialog box allows you to save the image file along with the HTML file within a sub folder. The default name for the sub folder is 'images', however you can specify a different name.

This option protects against deleting or damaging files when they get published.

The *Copy Resource* dialog box shows a preview of the image file and then asks whether you want to save it or not and where you want it to be saved to. The buttons and information on the *Copy Resource* dialog box indicate the following:
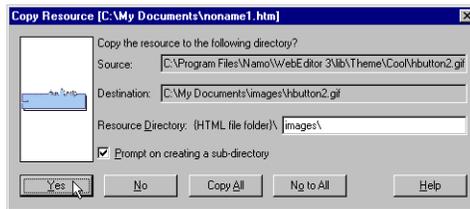
Source	Displays the location of the image file.
Destination	Displays the location to which the image file is copied.
Resource Directory	You specify the folder in which the image files of the HTML document are to be saved. The default is 'images'.
Prompt on Creating a Sub-directory	
	If this option is selected, you will be prompted to create a sub-directory for image files if none already exists. If this option is not selected, the folder will be created without prompting.
Yes	If you click the *Yes* button, image files are copied to the specified folder.
No	If you click the *No* button, image files will not be copied.
Copy All	If you click the *Copy All* button, all specified image files will be copied without prompting.
No to All	If you click the *No to All* button, no image files will be copied.

Clip Art

Select, when you want to choose from the various clip art images provided on the Namo WebEditor CD. For more information on using clip art, see *Clip Art(5-13)*.

URL

Use this when you want to specify a hyperlink to an image. When you click the *Edit* button, the *Create Hyperlink* dialog box appears. Once you have specified the target of the hyperlink, a surfer can move to the linked document by clicking on the image. For more information, see *Hyperlink(5-55)*.

Target Frame

Specify the frame that will display the document when the link is selected. You can specify the target frame in the *Create Hyperlink* dialog box. When no target frame is specified, the hyperlink target will be displayed in the current frame.

Appearance

Here you can specify the size and alignment of the image.
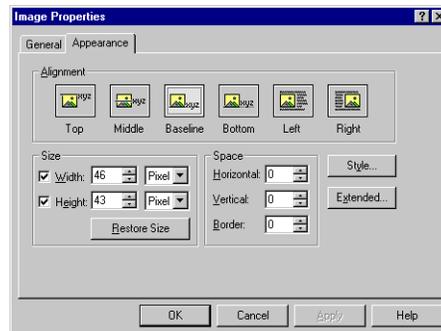
Alignment

This allows you to specify the location of the image when it is adjacent to text. You can easily understand each alignment type just by looking at the illustrations in the *Image Properties* dialog box.

Top   Aligns the first line of text to the top of the image.

Middle   Aligns the first line of text to the middle of the image.

Baseline   Aligns the first line of text to the bottom edge of the image.

Bottom   Aligns the lowest portion of the first line of text to the bottom of the image.

Left   Aligns the image to the left with the text on the right.

Right   Aligns the image to the right, with the text on the left.

Size

You can specify the exact size of an image by percentage or pixel units. Only when the *Width* and *Height* options are selected will the specified values be applied to an image. The percentage option relates to the proportion of an image to the size of a window. If you specify the width as '100%', the image will be fully displayed.

It is a wise idea to define the width and height attributes, as it can speed up the loading of your page into web browsers. It will also insure that your image will be the correct size. If you do not specify these attributes, your image can vary widely by browsers.

Restore Size

If you click the *Restore Size* button, the Namo WebEditor re-reads the width and height of original image and enters that in. The size will be displayed in pixels.

Reference   The size of the image you specify in the *Image Properties* dialog box, indicates how big or small the image will look in the web browser that is viewing it. It has nothing to do with the physical size of the file. That is, even if you reduce the width and height of

an image file that is 200KB, its size will remain 200KB. To change the physical size of an image file, use graphic software such as Paint Shop or Photoshop.

Space

You can specify the spaces around the image and the thickness of the border (the border only appears when there is a link attached to the image).

Horizontal   Puts spaces as specified on the left and right sides of the image.

Vertical   Puts spaces as specified on the top and bottom of the image.

Border   Specifies the thickness of the border. If you do not want a viewable border, set the thickness as 0.

Style

This allows you to use CSS to change link colors, and other options supported by CSS specification. When you click the *Style* button, the *Style* dialog box appears. For the usage of the *Style* dialog box, see *Paragraph Style(6-25)*.

Extended

Use this when Namo WebEditor doesn't support the options you require. This will allow you to either specify an attribute that is not in the current HTML protocol or when a new attribute is created. You must enter this attribute manually.

Resizing Image   If you click the image after inserting it, eight size handles will then appear. By dragging these, you can freely resize the image. When you want to preserve the current proportion of the image, drag the size handle at one of the corners. When you only want to change its width or height, drag the size handle at the respective side.

Enlarging with current proportion

Enlarging only width

CLIP ART

· ·

`Insert-Clip Art...`

This option will allow you to insert clip art at the current position, or use it as a background image. You can also add new images to clip art gallery. The images must be in either JPEG or GIF format.

When you select the *Clip Art* command from the *Insert* menu, the *Clip Art* dialog box appears. You may then select from the listed clip art images.

Namo WebEditor clip art is classified into six categories: Icon, Animation, Background, Bar, Bullet and Image. These six categories make up the main folders, these categories are then classified into several sub categories. These sub categories also contain sub folders. To select and insert clip art, follow the steps below:

1 When you select the *Clip Art* command from the *Insert* menu, the *Clip Art* dialog box appears. Select the clip art you want in the same way that you use Windows Explorer: When you select a folder in the left window, then clip art it contains will be displayed on the right.
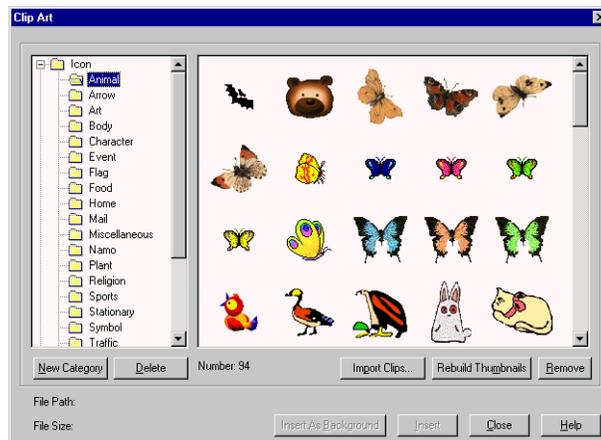
2 In the left window, the clip art folders appear as shown below. The open folder is the one you most recently visited. When you find the clip art you want here, click it to select it. Use the scroll bar or click the plus/minus sign, to see other first level folders.
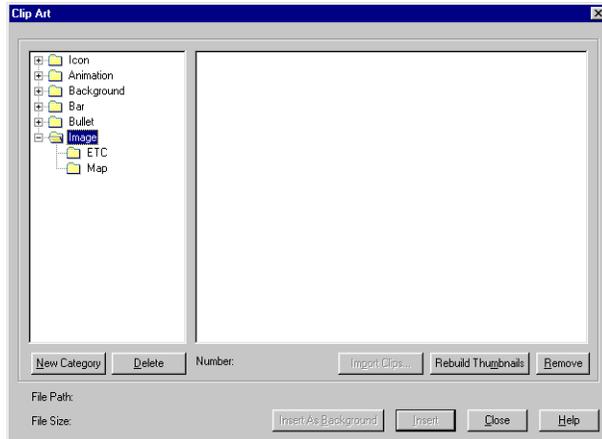

3 If you select by clicking the second level folder, the list of clip art appears in the right window as shown below.
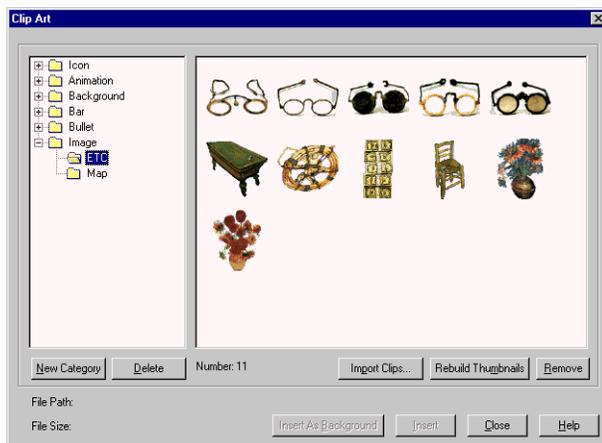
4 When you select one of the clip art images in the right window, its
name and path are shown in the bottom of the *Clip Art* dialog box.
To select the image, double click on it or click the *Insert* button. The
selected image will be inserted at the current cursor position.
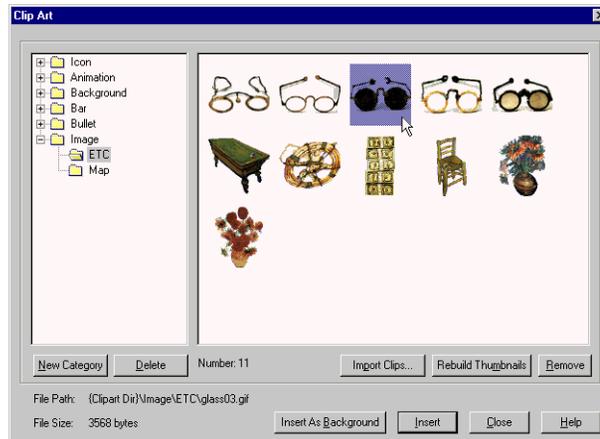
5 To modify the appearance of a clip art image or to specify its
hyperlink, click on the clip art image. Then select the *Image*
command from the *Format* menu. You can right click on the clip art
image and select the *Image* command. When the *Image Properties*
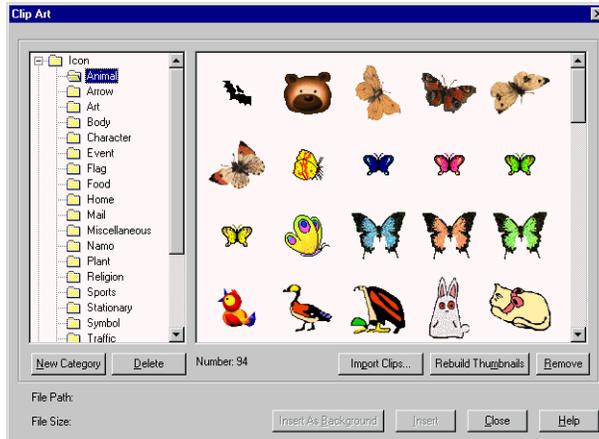dialog box appears, you can modify the settings accordingly.
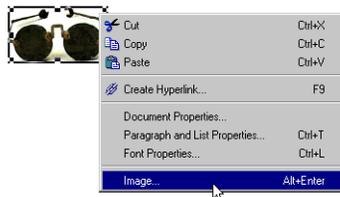
Adding Clip Art You can add clip art which you have either created yourself or
downloaded from a web site, to the clip art folder.

1 When you select the *Clip Art* command from the *Insert* menu, the
Clip Art dialog box appears.

**2** Select the sub folder that your want to add your new image to.

3 Click the *Import Clips* button and the *Open* dialog box appears.

4 Specify the image file to add, then click the *Open* button. You can use a file on the local hard disk as well as one located on a web site. When you specify a file from a web site, you must have the exact URL. Note that you can only use JPEG or GIF as the format for the clip art.
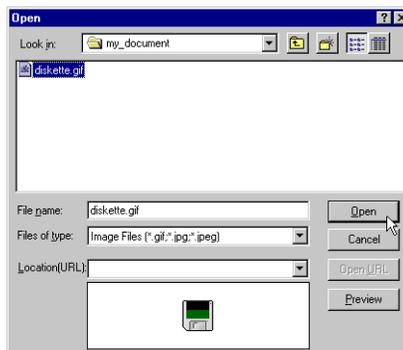
5 The clip art you add will permanently appear in the selected sub folder. Click the *Close* button.

Reference   If you copied the clip art files using the Windows Explorer, click the *Rebuild Thumbnails* button while selecting the respective folder. The added clip art will be displayed.
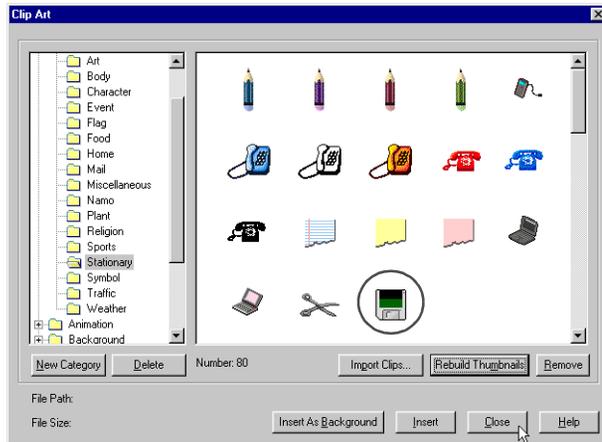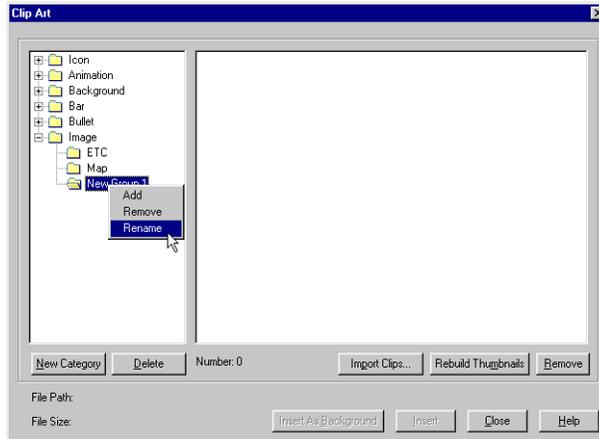

Adding Clip Art Folder

You can create a new sub folder for new clip art that you wish to add.

1 Select the folder or sub folder you want your new directory to appear in. When the menu appears, select *Add*.
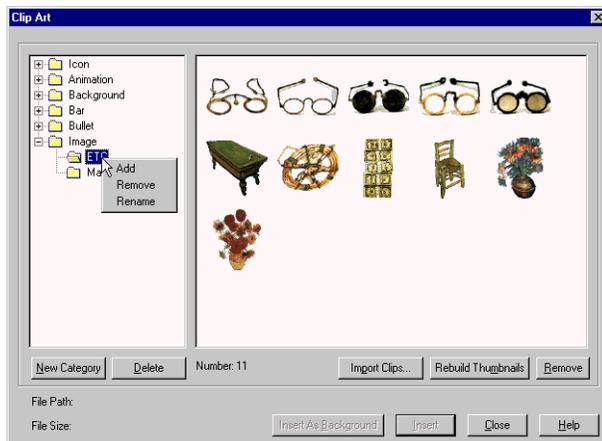
2 After the new folder is created, right click on it. When the menu appears, select *Rename*. Enter the new name and press <Enter>.

3 You can add some clip arts to the new folder by clicking on the *Import Clips* button.
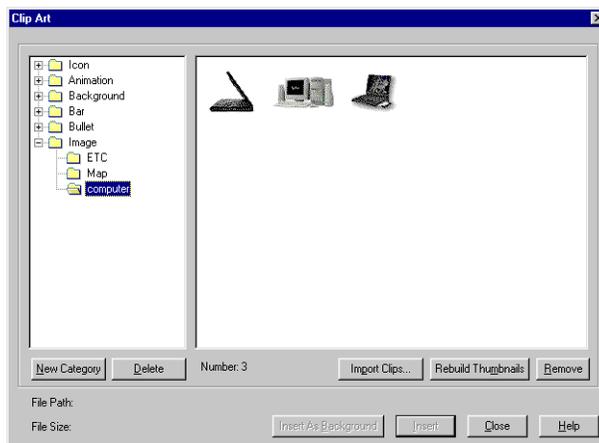
4 Close the *Clip Art* dialog box by clicking the *Close* button.

Reference If you click the *Insert As Background* button after selecting the clip art file, it will be inserted as the background image.
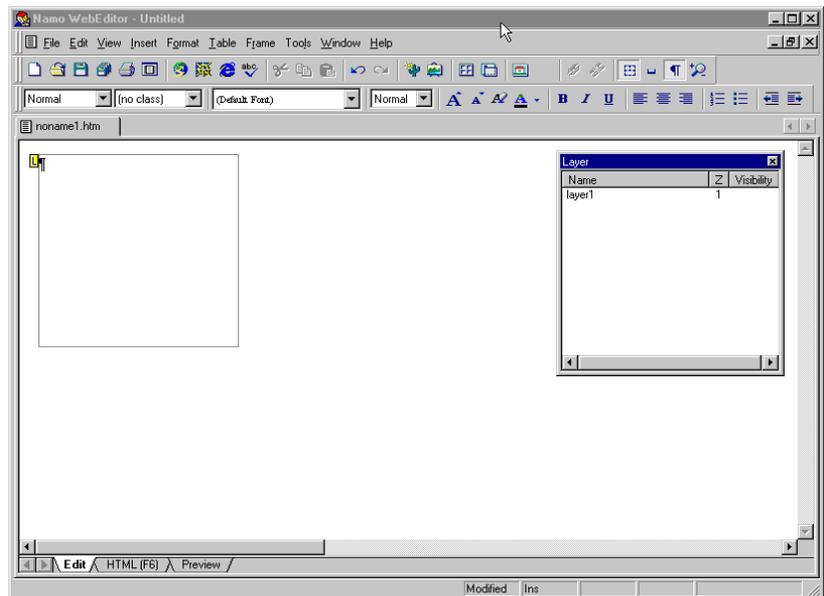
LAYER

. . . .

Insert-Layer 🔲

This allows you to insert a layer into your document.

If you select *Layer* from the *Insert* menu, a layer will be inserted at the current cursor position. If the Format Mark is activated, you can see the yellow layer format mark(L)and its outline. If the Layer window is displayed, the information of the new layer is shown here.

For more information on *Layer*, see *Layer(11-2)*.

Reference   The Layer and Time Line are dynamic HTML functions that Namo WebEditor supports. To see the full effect of dynamic HTML, Internet Explorer 4.0 or Netscape 4.0 or higher is required.

Dynamic HTML can bring a wide range of features to your web site, however, if you are a beginner to Internet document publishing you should first fully explore basic HTML syntax before trying to tackle dynamic HTML.

FORM FIELD
. . . .
Insert-Form Field

This allows you to create an entry form to gather information from visitors, make a selection, or to display a check box.

When you point to the *Form Field* command in the *Insert* menu, a menu of seven items will then appear as shown below. If you select one of them, a dialog box allowing you to specify their properties will appear. Enter the necessary values and click *OK*. The selected form field is then inserted at the current cursor position.
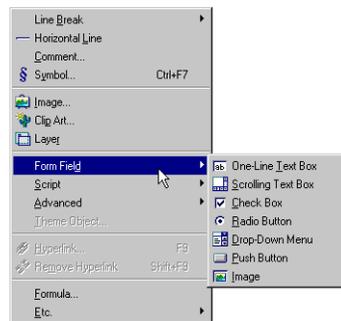
There are seven types of form fields to choose from inside *Form Field* menu: *One-Line Text Box*, *Scrolling Text Box*, *Check Box*, *Radio Button*, *Drop-Down Menu*, *Push Button* and *Image*.

After selecting a form field, select *Form* from the *Format* menu or double click the newly created form field. The *Form Properties* dialog box will appear. You can then proceed to modify the properties of the selected form field from within this dialog box.

Reference   Form fields are linked to web servers, therefore Namo WebEditor only shows you what the form will look like and how the buttons will operate. To confirm that the form will properly function it must be published to your web server.

One-Line Text Box 🔲

The One-Line Text Box is used for entering short textual information. When you select the *One-Line Text Box* from the *Form Field* command, the *One-Line Text Box* properties dialog box appears as shown below.
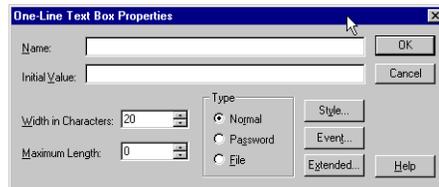
Name
Enter the name of the form field. The name is an important element to distinguish the information from other information when transferring it to a server or computer, therefore a name must be entered.

Initial Value
You can specify the value to be inputted to the form field when it originally appears. If you do not enter a value, the form field will simply remain empty.

Width in Characters
This allows you to specify the width of the form field. The unit used here is letters, therefore 10 would make a field long enough for 10 letters. This does not limit the amount able to be placed into the form field, only its visible size.

Maximum Length
This allows you to put a limit on the amount information that can be entered. The procedure for this is the same as setting the width, however this will limit the amount of letters to be entered into the form field.

Type

Allows you to specify the type of contents to be entered.

Normal   Indicates normal text can be entered here.

Password   Indicates the content will be a password or something
not to be openly visible. The entered contents will be
displayed as '*''s. The contents can then only be seen
by the server or by certain CGI scripts.

File   Indicates a file name is to be entered here. In some
web browsers, a *Browse* button is automatically
created, so it's easy to enter the name.


Style

This allows you to use CSS to change link colors, and other options
supported by CSS specification. When you click the *Style* button,
the *Style* dialog box appears. For the usage of the *Style* dialog box,
see *Paragraph Style(6-25)*.

Extended

Use this when Namo WebEditor doesn't support the options you
require. This will allow you to either specify an attribute that is not
in the current HTML protocol or when a new attribute is created.
You must enter this attribute manually.

Event

Specify the script to be linked to the specified event in the form
field. When you click the *Event* button, the *Form Field Event Script*
dialog box appears as shown below.
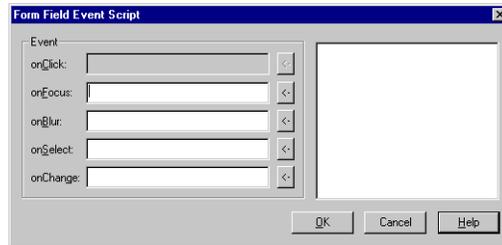
In the window to the left you will see the available events, in the window to the right the list of current scripts are displayed. To link the events to a script, select the script first and then click the arrow-shaped button to the right of the event.

The available events may vary with the type of form field selected. You must also prepare the scripts beforehand.

|	
onClick	Specifies an event to occur when the field is clicked.
onFocus	Specifies an event to occur when focus is set to the form field.
onBlur	Specifies an event to occur when focus is moved away from the form field.
onSelect	Specifies an event to occur when the contents of the form field are selected.
onChange	Specifies an event to occur when the focus leaves the form field after the contents are changed.

Reference Event is the actions to click the mouse button or to move the mouse pointer. Script is a program made for a certain effect. Image changing when the mouse pointer is placed on an image or menu display when you click the image button are the joint actions between event and script.

Scrolling Text Box The Scrolling Text Box is used to enter multiple lines of text. When you select the *Scrolling Text Box* from the *Form Field* command, the *Scrolling Text Box Properties* dialog box appears as shown below.
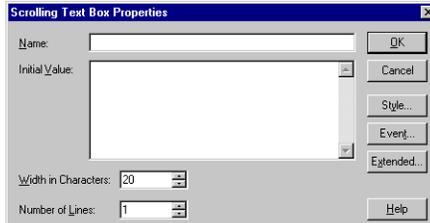
Name
Enter the name of the form field. This name is an important element to allow distinction between one form element to another and is often used by web servers to separate information entered in the web browser.

Initial Value
Specifies the contents to be displayed when the form field appears in the browser. If no value is entered, a blank form field will appear.

Width in Characters
This allows you to specify the width of the form field. The unit used here is letters, therefore 10 would make a field long enough for 10 letters. This does not limit the amount able to be placed into the form field, only its visible size.

Number of Lines
This allows you to specify the viewable height of the form field. The number of lines you specify does not limit the quantity of contents.
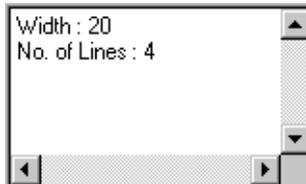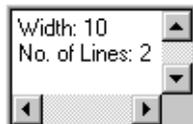
Check Box ☑   A Check Box is used to show choices in a form field. When you select the *Check Box* from the *Form Field* command in the *Insert* menu, the *Check Box Properties* dialog box appears as shown below.

Name
Enter the name of the form field. This name is an important element to allow distinction between one form element to another and is used by web servers to separate information entered in the web browser.

Value
Specify the value to be sent to a server when the check box is selected.
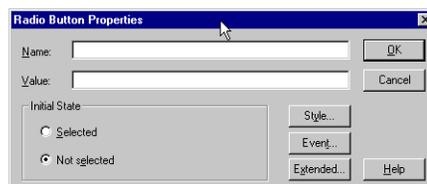
Initial State
Specify how the check box will initially looks in a web browser. Note the examples below.

☑ Tea

☐ Coffee

Radio Button ⊙   The Radio Button is a form field used to select one item from several items in a list. When you select the *Radio Button* from the *Form Field* command, the *Radio Button Properties* dialog box appears as shown below.

Name

Enter the name of the form field. This name is an important element to allow distinction between one form element to another and is used by web servers to separate information entered in the web browser.

Value

Specify the value to be sent to a server when the radio box is selected.

Initial State

Specify how the radio button will initially look in a web browser. Note the examples below.
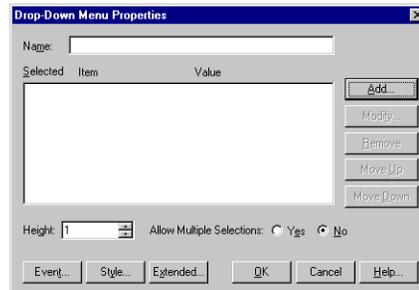
⊙ Tea

○ Coffee

Event

Only the *onClick* event is available on the Radio Button.

Drop-Down Menu ▦

The Drop-Down Menu is used to create a single selection item list. When you select the *Drop-Down Menu* from the *Form Field* command on the *Insert* menu, the *Drop-Down Menu Properties* dialog box appears as shown below.

Name

Enter the name of the form field. The name is an important element to distinguish one form element from another and is often used by web servers to separate information entered on the web browser.

Add

When you select the *Add* button, the *Drop Down Option* dialog box appears. If you click *OK* after entering the name and value, the new item will be added. If you want the newly added item to be selected by default, *selected* check box should be on.
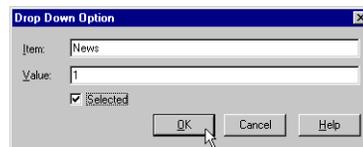
Below is a sample of several items being added.
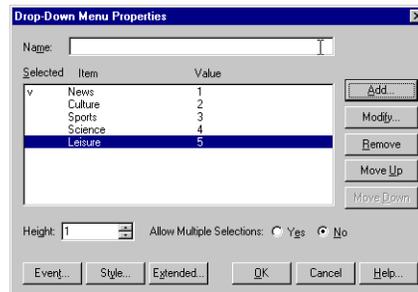
Modify

Changes contents.

Remove

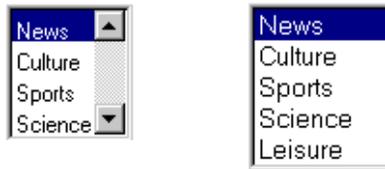Removes item from list.

Move Up

Moves an item up in the list.

Move Down
Moves an item down in the list.

Height
Specifies the height of the field. If you specify the number of lines as a lesser value than the number of items, a scroll bar will appear as shown below.

Allow Multiple Selections
This allows you to choose if the user will be able to select several items from the same list or not. If you select *Yes*, more than one item can be chosen.

Push Button   *The Button* is a form field used to transferring input data to a web server or CGI scripting, resetting a form field, activating a script, and more. When you select *Push Button* from the *Form Field* command on the *Insert* menu, the *Push Button Properties* dialog box appears.

Name
Enter the name of the form field. The name is an important element to distinguish one form element from another and is often used by web servers to separate information entered on the web browser.

Value

Specify the name of the *Push Button*. If you enter "Send", "Send" appears on the *Push Button*.

### Button Type

Specify the type of push button.

Normal   Indicates a button used to transfer a set value. Usually used with a JavaScript or Visual Basic Script.

Submit   Used to transfer the data on the form to a specified web server or CGI software.

Reset   Resets all form fields to their default.

Image   The Image is a form field used to transfer the coordinates of the location where one clicks. When you select the *Image* on the *Form Field* command from the *Insert* menu, the *Image Form Field Properties* dialog box appears.
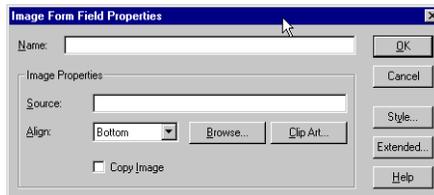
Name

Enter the name of the form field. The name is an important element to distinguish one form element from another and is often used by web servers to separate information entered on the web browser.

Source

Specify the name and path of the image file you will use. You can use a file on your hard disk or from a web site. When you use the image from a web site, you will need the exact URL and name of the file. When specifying an image file on the hard disk, use the *Browse* or *Clip Art* button to save time.

Align

Allows you to choose the way text and images are aligned when the text is mingled with images. *Bottom* sets the text at the bottom of the image. *Middle* sets the text in the middle, *Top* sets it at the top.

Copy Image

If you select the *Copy Image* option in the *Image Form Field Properties* dialog box, the *Copy Resource* dialog box will appear when you save the document. The *Copy Resource* dialog box is used to save the image file along with the document in a sub folder of the root directory. For more information on the *Copy Resource* dialog box, see *Copy Image(5-8)*.

SCRIPT
. . . .
`Insert-Script`

This allows you to insert a JavaScript or Visual Basic Script (VBScript) into the document. Scripting is a type of programming language that allows you to build a truly interactive web site. It is used in combination with HTML.

When you point to the *Script* command on the *Insert* menu, a drop down menu of three items appears.

If you select the *Script Wizard*, you can insert one of the 11 scripts frequently used into your document. These are provided by Namo WebEditor as default scripts. When selecting the *Body Script...* or *Head Script...*, you can insert them directly.
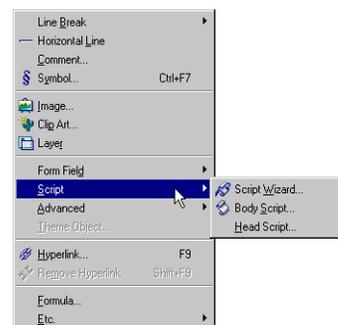
Reference   JavaScript is a script language that was developed by Netscape to be used to make dynamic web sites. Popular web browsers, such as Internet Explorer and Netscape Navigator, support JavaScript.

Visual Basic Script, developed by Microsoft, is a script language supported by Internet Explorer. It is based on Visual Basic language but with a much simpler structure and is similar to JavaScript in its function.

SCRIPT WIZARD
. . . .
`Insert-Script-Script Wizard...`

With the Script Wizard, you can easily insert commonly used special effects, created using a script, into your document. 11 scripts, including rollover effect, animation effect, etc. are available on this menu.

When you select the *Script Wizard* from the *Script* command on the *Insert* menu, the *Script Wizard-Select Script* dialog box appears. Select the script you want and click the *Next* button.
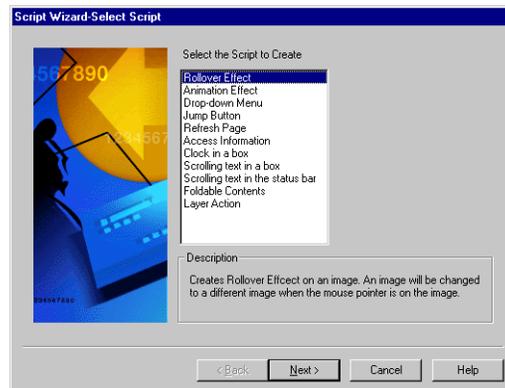
Rollover Effect   Allows you to replace one image with another as the mouse rolls over it.
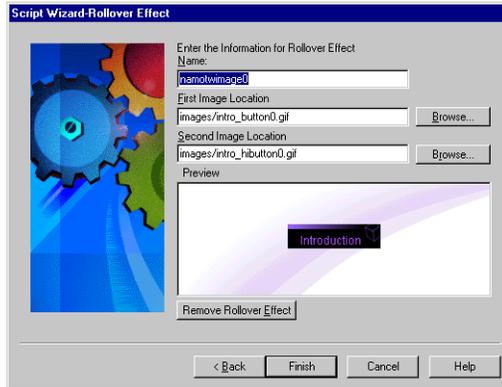
Name	Enter the name of the roll over effect.
First Image Location	Specify the image to be shown in the normal, or 'off' state.
Second Image Location	Specify the image to be displayed when the mouse 'rolls over' the image.
Preview	After you specify the two images, you can preview the roll over effect in this dialog box.
Remove Rollover Effect	When selected, the rollover effect will be removed.

Reference   When you insert the script for the Rollover Effect into the document, the first image is displayed at the current cursor position. If you modify the size of the first image from the *Appearance* tab in the *Image Properties* dialog box that appears when you double click on the first image, the size of the second image will be modified to the same size as the first.

To modify the contents of the script for the Rollover Effect, after insertion, select the *Script Wizard* from the *Script* command on the *Insert* menu while the image selected, or click the *Script Wizard* button on the *Standard toolbar*.

Caution   When using the script for Rollover Effect, do not use spaces or special symbols for the name. If you do, when you point to the image in the web browser., the *Script Error* dialog box will appear with the message; "An error has occurred in the script on this page".

Animation Effect   Creates an animation effect on the current paragraph or layer. To give animation effect to a layer, you must first create a layer. When applying animation effects to a paragraph, the paragraph does not have to include text or images. But to clearly see the effect, you should enter some text or an image. For the same reason, enter text or images in the layer as well. The Animation Effect script works only in Internet Explorer or Netscape 4.x.

While placing the cursor position on a paragraph or layer, select the *Animation Effect* from the *Script Wizard* in the *Script* command on the *Insert* menu, then a dialog box appears as below.
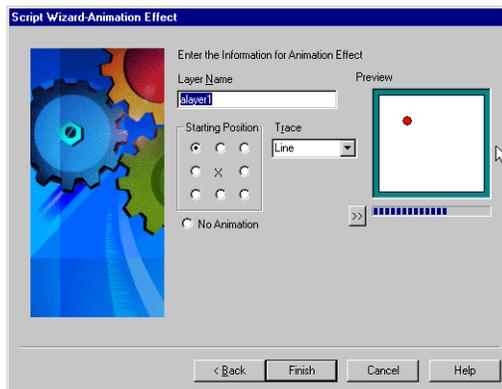
Layer Name   If a layer is selected or the cursor position is in it, the name of the layer is displayed

here. If the cursor is in a paragraph, the name of the layer will be suggested, like "alayer1", "alayer2", automatically. You can also enter a name of your own choice.

Starting Position   Specify the starting position of the animation. The final position is where the animation will stop. You need to set this to see the effects clearly.

Trace   Specify the type of trace for the animation. You have three options; Line, Curve, Spiral.
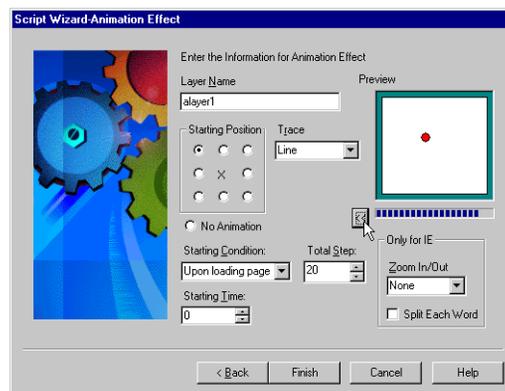
No Animation   Indicates the animation effect is removed.

Preview   You can preview how the animation will moves in a web browser from this window.

If you click this ⏵⏵ button, you will see more detailed options. The options disappear when you click this ⏴⏴ button again.

Starting Condition   Specify the condition on which the animation begins.

Starting Time   Specify how long it takes before the animation begins after the starting condition is satisfied.

| **Total Steps** | Specify the number of steps in which the animation is displayed. The larger the numbers are, the smoother and slower the animation will be. |

Only for IE

The Zoom In/Out and Split Each Word functionalities are available only in the Internet Explorer.

| **Zoom In/Out** | Characters will be larger or smaller when being animated. This doesn't work with images. |

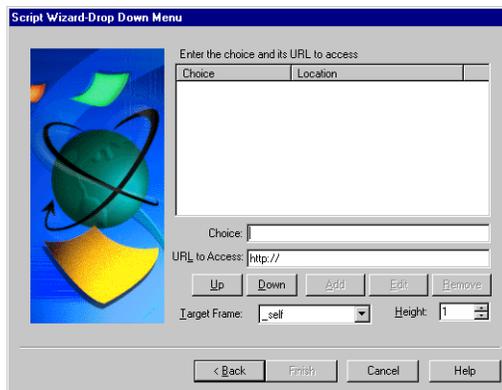| **Split Each Word** | Words will be animated one bye one. |

A pinion appears as below where the animation effect script is inserted.

Drop-Down Menu You can create a script that produces a drop down menu and takes the viewer to a specified URL once an item on the menu is selected.

List Window   Indicates a region where items of the drop down menu are to be displayed.

Choice   Enter the name of the item you want to add to the menu.

URL   Enter the name of the URL or document to which the viewer will be moved to when an item on the menu is selected.

Add   When you click the *Add* button, after entering Choice and URL, the item is added and will be displayed in the list.

Edit   To modify the contents of an item, select it and modify the Choice and URL information. When you are finished, click the *Add* button.

Remove   Removes the selected item from the list.

**Up**   Moves the selected item one step higher.

Down   Moves the selected item one step lower.

Target Frame   Use this to specify the target frame where the document linked to the drop down menu item will be displayed. For more information on the target frames, see *Frame Properties(8-13)*. When the document has no frames, leave it as "_self".

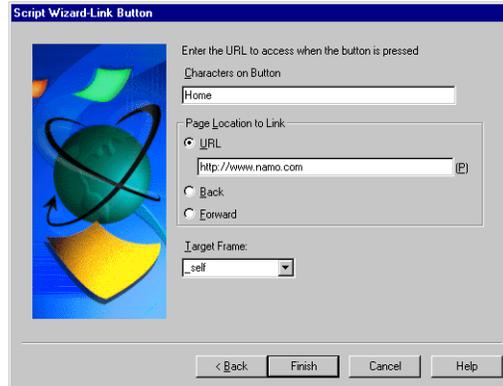**Height**   Specify how many lines on the drop down menu will be visible without a scroll bar.
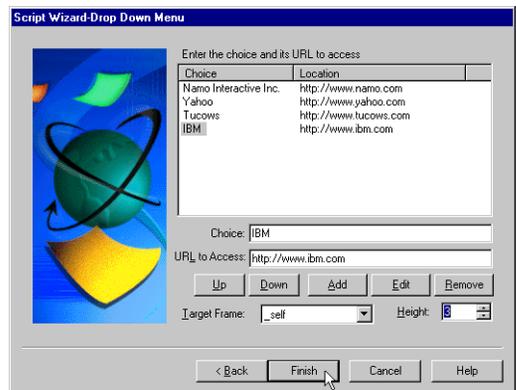
If you specify the number of lines as a lesser value than the number of items, a scroll bar will appear as shown below.
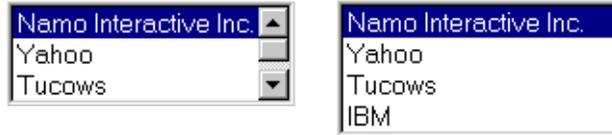
Jump Button

Allows you to create a script that can allow the user to 'Jump' from page to page at the press of a button, literally!

**Characters on Button**   Enter the content to be displayed on the button.

URL/Back/Forward   Enter the name of the URL or document to which the visitor will be directed to when the button is pressed.

Target Frame   Specify the target frame that the URL will be set in when the button is clicked. For more information on the type of target frame to use, see *Frame Properties(8-13)*. When the document has no frames, leave it as "_self".

Refresh Page   Creates a script that redirects a visitor after a specified period of time.
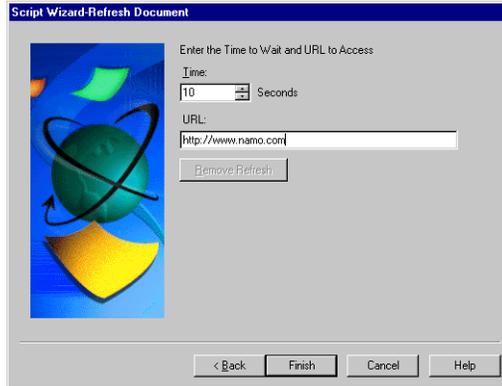
Time   Specify the delay before moving to the specified URL.
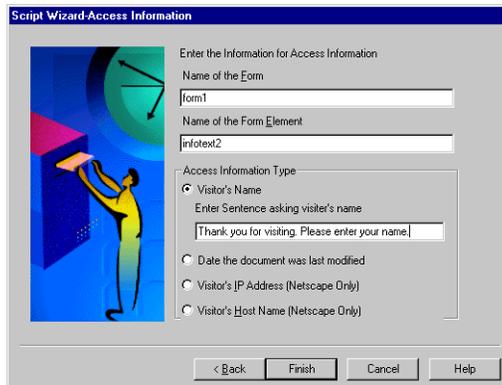
URL   Enter the name of the URL or document where the visitor will move after the specified delay.

Remove Refresh

Removes the Refresh effect.

Access Information Allows you to create a script that will gather information from the visitor.

|	
Name of the Form	Enter the name of the form where the visitor information is to be displayed. You can use the default if you are not sure what to put.
Name of the Form Element	
	Enter the name of the text box to be used to display the visitor's information. Again, you can choose the default.
Visitor's Name	Enter the contents of the message box that will ask the visitor's name.
Date...	When selected it will display the last day the document was changed.
Visitor's IP...	Displays the visitor's IP. Available only in Netscape.
Visitor's Host...	Displays the name of the visitor's host. Available only in Netscape.

Reference   When you insert the *Access Information* script into a document, a form is created and the one-line text box form field appears. To modify the size of the text box where the information is displayed, double click the one-line text box form field. When the *One-Line Text Box Properties* dialog box appears, you can modify the *Width in Characters* and *Maximum Length* of the field.
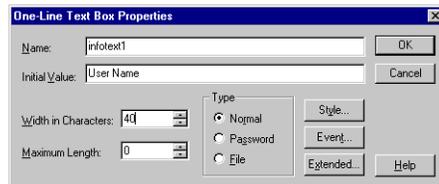
Clock in a Box   Allows you to insert a virtual watch on your site, with time and date.
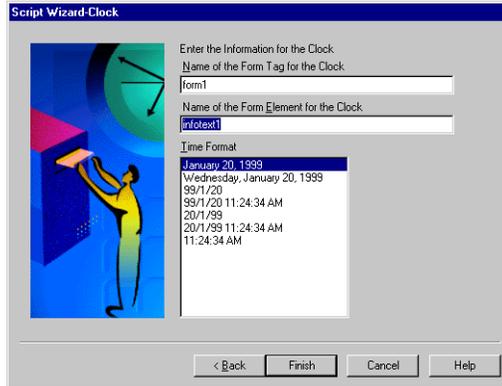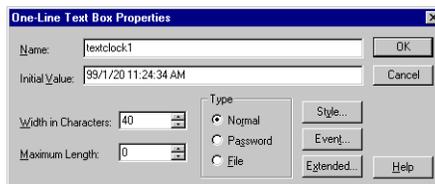

Name of the Form...   Enter the name of the form to be used to display the time or use the suggested value.
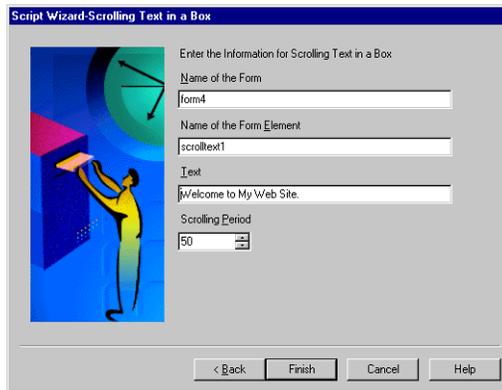
Name of the Form Element...

Enter the name of the one-line text box or use the suggested value.

Time Format   Specify the type of display, you can choose from either 24 hour or 12 hour.

Reference   When you insert the *Clock in a box* script into a document, a form is created and the one-line text box form field appears. To modify the size of the text box where the information is displayed, double click the one-line text box form field. When the *One-Line Text Box Properties* dialog box appears, you can modify the *Width in Characters* and *Maximum Length* of the field.

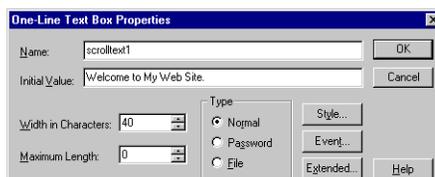**Scrolling Text in a Box** Allows you to create scrolling text in a form field.

| Name of the Form	Enter the name of form to be used or use the suggested value.
Name of the Form Element	Enter the name of the one-line text box where you will insert the scrolling text, or use the default value.
Text	Enter the text that you use in the one-line text box.
Scrolling Period	Specify the cycle during which the text passes by in the one-line text box. The smaller the number, the faster the text will move.

Reference When you insert the *Scrolling Text in a Box* script into a document, a form is created and the one-line text box form field appears. To modify the size of the text box where the information is displayed, double click the one-line text box form field. When the *One-Line Text Box Properties* dialog box appears, you can modify the *Width in Characters* and *Maximum Length* of the field.

Scrolling Text in the Status Bar

Allows you to create text that scrolls in the status bar of the browser.
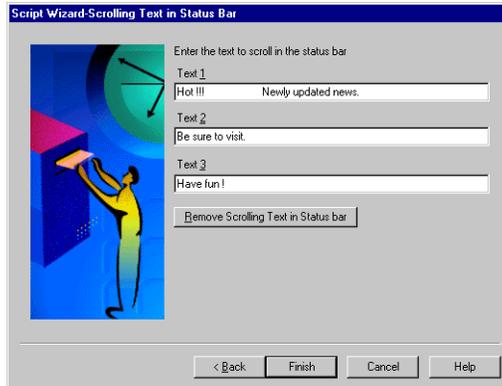
Text 1   Enter the text that appears first.

Text 2   Enter the text that appears second.

Text 3   Enter the text that appears last.

Reference   To change the contents or options of a script, after inserting it into the document using the Script Wizard, you must select the image, paragraph, layer or form field first and then select the *Script Wizard* from the *Script* command on the *Insert* menu. It is necessary to follow the above steps as there may be more than one of the same scripts in one document.

The Scrolling text in the Status Bar can be inserted only one time in each document, so you don't have to select anything beforehand. You can modify the Scrolling text after selecting the *scrolling text in the status bar* from the *Script Wizard* on the *Script* command on the *Insert* menu.

Foldable Contents This script will create a small table of contents that visitors can view and navigate through. This is similar to a site map.
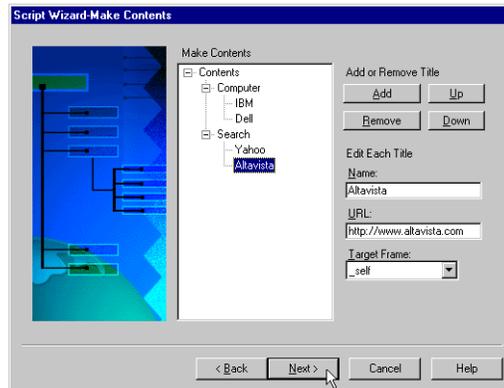
List Window A region where the titles of the contents are to be displayed.

Add Adds a new title below the selected title.

Remove Deletes the selected title.

**Up** Moves the selected title one step higher.

Down Moves the selected title one step lower.

Name Indicates the name of the selected title. When you adjust the name, the title name in the contents will be changed automatically.

URL Indicates the name of the selected title's URL. Changing of URL will be automatically updated to the contents in the List window.

Target Frame Specify the target frame where you want to display the document linked to the title on the drop down menu. For more information on the target frames, see *Frame Properties(8-13)*. When the document has no frame, leave it as "_self".

If you click the *Next* button after creating the contents as shown above, a dialog box will then appear to help you decide on the appearance of the contents.
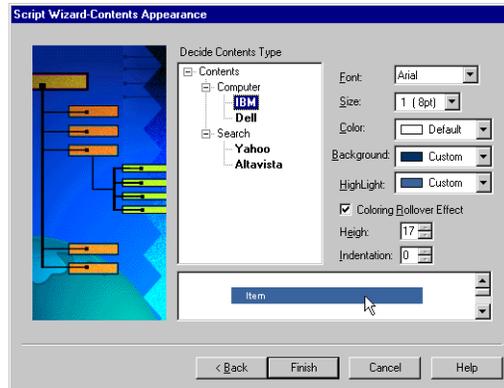
Font Select the font that will be applied to the selected title.

Size Select the font size.

Color Select the frame color.

Background Select the background color.

**HighLight** If you select the *Coloring Rollover Effect* option, then specify the color which will be displayed.

Coloring Rollover Effect

If you select this option it will activate the roll over effect. That is, when one points to the item, the color changes to the *HighLight color.*

**Height** Specify the height of the selected title.

Indentation Specify the indentation of the selected title.

When you point to the inverted triangle button, the pointer will change to a finger. If you click on it, sub titles will then appear. With another mouse click, the menu will collapse. If you click the title of the URL which is specified, you will be sent there.
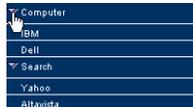
Reference   The Foldable Contents script works only in Internet Explorer and Netscape 4.x or higher.

Layer Action   Creates a script that makes an event in a layer affect another layer.
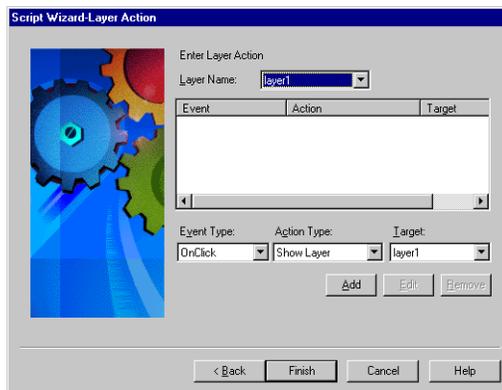
**Layer Name**   Select the layer which the events will occur on.

List Window   Displays the *Event, Action and Target* specified on the selected layer.

Event Type   Allows you to select the types of event that will be checked on the selected layer. The events to be checked are *OnClick* (Click), *OnmouseOver* (Moving of pointer onto the layer), *OnmouseOut* (Moving of pointer out of the layer).

Action Type   Specify the action to be taken on the target layer when the specified event occurs. *Show Layer* makes the target layer visible whereas *Hide Layer* makes it invisible. You can choose from either.

Target   Specify the target layer.

Add   Adds the current setting (event type, action type and target) to the List.

Edit   Modifies the selected items of the List to the current setting.

**Remove**   Deletes the selected items from the List.
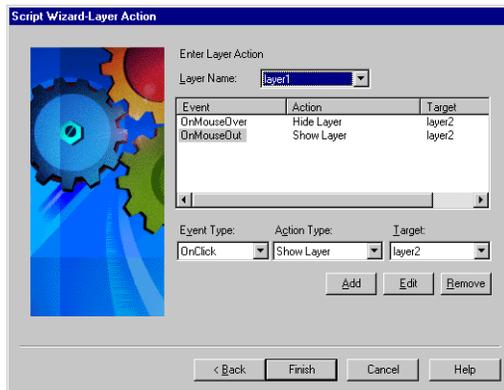
Reference   The Layer Action script works only in the Internet Explorer and Netscape 4.x or higher.

BODY SCRIPT

Insert-Script-Body Script...

This allows you to insert a script into the body of a document. It means inserting a script to be applied to the internal structure of the document (in the <body> tag). The scripts being applied to the entire document are ones like the OnmouseOver, they must be inserted in Head Script.

When you select *Body Script* from the *Script* command on the *Insert* menu, the *Body Script* dialog box appears as shown below.
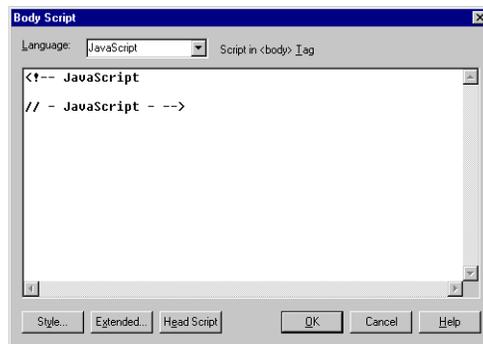
Language   Specifies the type of script language to be inserted into the document. You can choose from JavaScript, VBScript and ASPScript.

Style   This allows you to use CSS to change link colors and other options supported by CSS specification. When you click the *Style* button, the *Style* dialog box appears. For the usage of the *Style* dialog box, see the *Paragraph Style(6-25)*.

Extended   When you want to specify an attribute that is not in the current HTML protocol or a newly created attribute, Namo WebEditor does not support the options you require. This Extended option will allow you to do but you must enter this attribute manually.

Head Script   Click the *Head Script* button to create a script to be applied to the entire document that is in the <head> tag.

HEAD SCRIPT
. . . .
`Insert-Script-Head Script...`

Inserts a script between the <head> tags. This will be applied to the entire document.

When you select the *Head Script* from the *Script* command on the *Insert* menu, the *Script* tab appears in the *Document Properties* dialog box. Enter or copy scripts here.
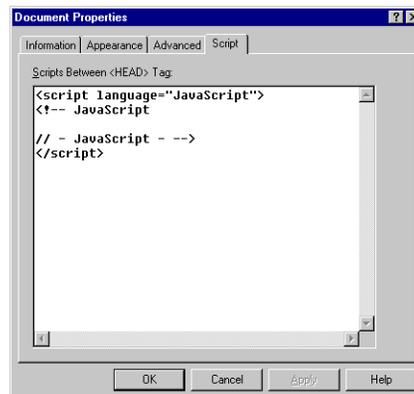
Reference   JavaScript is a script language developed by Netscape that is used to build a dynamic web site. Internet Explorer and Netscape Navigator both support JavaScript, but not 100% in Internet Explorer. JavaScript supported in Internet Explorer is called as JScript.

Visual Basic Script, developed by Microsoft, is a scripting language supported by Internet Explorer. It is based on the Visual Basic language, but with a much simpler structure than JavaScript.

ASP (Active Server Page) Script indicates a script that requires an ASP page on a web server. Visual Basic Script and JScript can be used together for Active Server pages.

ADVANCED
. . . .

Insert-Advanced

This option allows you to insert a Java applet, Plug-in or ActiveX control.

When you point to the *Advanced* command on the *Insert* menu, a sub menu of three items will appear as shown below.
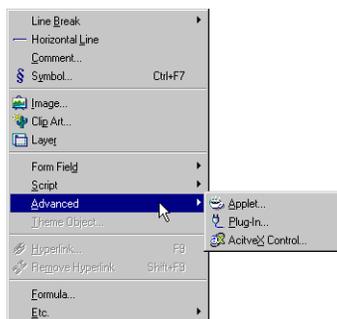
Reference   Java is an advanced programming language developed by Sun Microsystems. Java has many useful functions used on the web. A Java applet indicates a lighweight Java application. They can be run in web browsers compatible with Java like.

A Plug-in is a software module that must be added to the web browser's software. It helps you use a new feature or service not available with traditional HTML.

An ActiveX control is similar to that of a Java applet, but differs in that it directly uses all the features of a Windows.

As of today, a standard version of Internet Explorer will support Java applets, JavaScript and ActiveX controls. Netscape Navigator only fully supports Java applets and JavaScripts but can also work with ActiveX controls and Visual Basic Script with additional plug-ins (see the Netscape site).

APPLET
· ·
`Insert-Advanced-Applet...`

This gives you the option of entering in a Java applet.

When you select the *Applet* on the *Advanced* command on the *Insert* menu, then the *Applet Properties* dialog box appears.
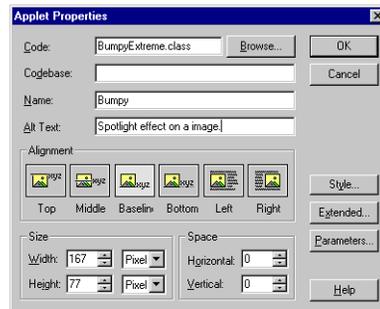
Code	Enter the file name of the Java applet to be inserted. The extension name of the Java applet should be 'class' or 'cla'.
Codebase	Enter the path of the Java applet file. You can enter the URL for it.
Name	Specify the Java applet name. It is best to use letters while doing this. The name you enter here is not the file name but the name used to tell one Java applet from another.
Alt Text	Enter the description for the applet. When a web browser can't display the applet, a surfer can see the description instead.
Alignment	Basically the alignment is the same as that of the image. For more information, see *Image(5-7)*.
Size	Specify the width and height of the screen in which the Java applet software is launched. When you use pixels, you can specify the fixed size. While you can specify

the proportional size to the web browser window, using percentages.

Space   Specify the margin around the screen where the Java applet software is to be launched. When you specify a *Horizontal* value, you will put spaces in pixels as specified to the left and right of the applet screen. When specifying the *Vertical* value, you put spaces at the top and bottom.

Parameters   Use this when you enter the general variables that will be handed to the Java applet software. When the *Parameters* dialog box appears, click the *Add* button. Then enter the parameter name and value.
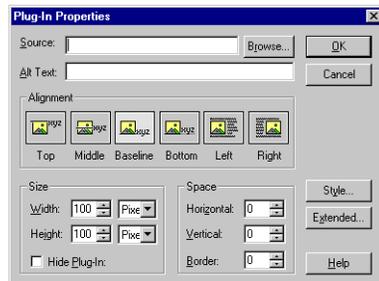
Caution   Namo WebEditor only helps you enter the size of the Java applet and the associated directives; it doesn't launch it. Therefore, it does not show how the Java applet works. To check if it works properly, preview the web page in your web browser.

PLUG-IN
. . . .
Insert-Advanced-Plug-In... ⚡

This allows you to insert a plug-in into your web document.

When you select *Plug-In* from the *Advanced* command on the *Insert* menu, then the *Plug-In Properties* dialog box appears.

Source   Specify the file name of the Plug-in.

Alt Text   Enter the description for the Plug-in. When a web
                browser can't display the plug-in, the viewer will see
                the description instead.

Alignment   The alignment is the same as that of the image. For
                more information, see *Image(5-7)*.

Size   Specify the width and height of the screen in which the
                Plug-in file is to launch. When you use pixels, you can
                specify the fixed size. While you can specify the
                proportional size to the web browser window by using
                percentage.

Hide Plug-In When you select this option, the plug-in becomes
                invisible on the screen. If you activate the Format
                Marks, you can see the plug-in format mark.

Space   Specify the margin around the plug-in file. When you
                specify a *Horizontal* value, you put spaces in pixel as
                specified to the left and right of the plug-in. When
                specifying the *Vertical* value, you put spaces at the top
                and bottom.

Border   Put borders around the plug-in file. Because the
                Internet Explorer doesn't support borders, it cannot be
                seen.

ACTIVEX CONTROL
. . . .
Insert-Advanced-ActiveX Control...

This allows you to enter in an ActiveX control.

When you select the *ActiveX control*... from the *Advanced* command
on the *Insert* menu, then the *ActiveX control* dialog box appears.
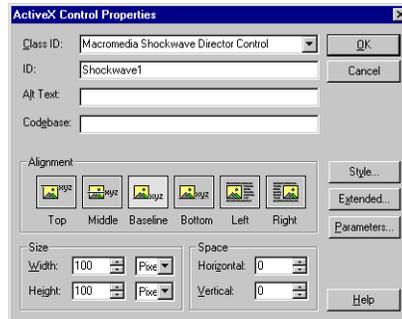
Class ID	Enter the class ID of the ActiveX control to be inserted. All ActiveX controls have unique class IDs. When you click the drop down menu button, the available (installed on your system) ActiveX control list appears.
ID	Enter the ID that is needed to use the inserted ActiveX control in script.
Alt Text	Specify the text to be displayed if the ActiveX control cannot be loaded.
Codebase	Enter the path of the ActiveX control.
Alignment	The alignment is same with that of image. You can see *Image(5-7)*.
Size	Specify the width and height of the ActiveX control. When you use pixels, you can specify the fixed size. While you can specify the proportional size to the web browser window by using percentage.
Space	Specify the margin around the ActiveX control. When you specify the *Horizontal* value, you put spaces in pixels as you specified at the left and right of the control. When specifying the *Vertical* value, you put spaces at the top and bottom.

Parameters   Use this to enter the general variables that will be handed to the ActiveX control. When the *Parameters* dialog box appears, click the *Add* button and enter the parameter names and values.

Caution   Namo WebEditor only helps you enter the ActiveX control, it doesn't launch it. Therefore, it does not show how the ActiveX control works. To check that it works properly, preview the page in a web browser.

THEME OBJECT
. . . .
`Insert-Theme Object...`

This allows you to insert a *Theme Object* into your web document. When you select the *Theme Object* command from the *Insert* menu, the *Theme Object Property* dialog box appears. For more information on this dialog box, see *Theme(6-42)*.

HYPERLINK

. . . .
Insert-Hyperlink... <F9> 🖉

Sets specific content as a hyperlink.

When you select the *Hyperlink* command from the *Insert* menu or press the <F9> key, the *Create Hyperlink* dialog box appears.
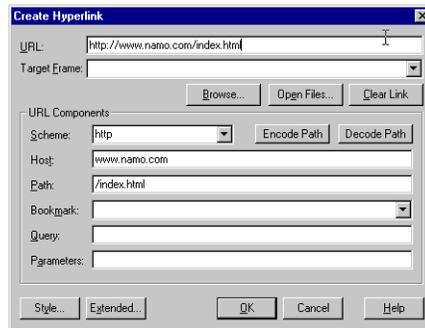
URL	Specify the location to be connected to the hyperlink. You can specify the URL or name of the HTML file, bookmark or image. If the target is a document in the same web server, you may then simply enter the path and file name.
Bookmark	When you want a bookmark in the linked document as a target, specify the bookmark name here. When the linked document includes no bookmark, the bookmark list is empty. If you specify the *URL,* however, you can see the list of all bookmarks that are set in the current document. You can then either select a current bookmark, or choose to create your own.
Target Frame	When you create the hyperlink from a document that has frames, you will need to specify the target frame into which the linked document will open. You don't have to specify this in a document without frames.

Hyperlink can be easily created with the above three contents. If you use the following three buttons, URL specification will be easier.

Browse Open the *Open* dialog box. You can specify a file on the hard disk through this dialog box.

Open Files Show all the files open at the current time. You can select from them.
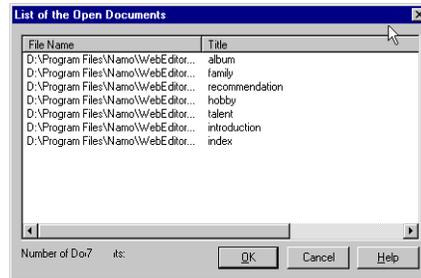
Clear Link Remove all the contents of the *URL* field.

URL components are used when you specify the hyperlink location more precisely.

Scheme Specify the type of scheme of the hyperlink. When creating a normal hyperlink, select 'http://'. To launch mail software, select 'mailto'. When you select the mailto, 'mailto:' appears instead of 'http://'. You then need to enter the e-mail address at the end of 'mailto:' (e.g. 'info@namo.com').

Host Enter the name of the web server to be connected to the hyperlink.

Path Enter the path and file name that will follow the URL of the web server.

Bookmark Specify the bookmark name when you want the bookmark to be targeted in the linked document.

Parameters Enter the information wanted on the web server, or to be passed over to a CGI script or other program. The contents entered as the Parameters appear next to ';' in the *URL* field.

Query
This allows you to transfer certain information to CGI scripts or other similar programs. The contents entered as the Query appear at the next of '?' in the *URL* field.

Encode Path
Adjusts the special characters in the URL in the way that is agreed on in advance. For example, it changes the '@' to '%40', and space to '%20'.

Decode Path
Uses the special characters in the URL as it is entered first. For example, it changes the '%40' to '@', and '%20' to a space.

Reference
To check the hyperlink in the edit window, select the *Follow Hyperlink* from the menu which appears when you right click on a hyperlink, or when you click while pressing the <Ctrl> key on your keyboard.

REMOVE HYPERLINK
. . . .
`Insert-Remove Hyperlink <Shift+F9>`

This will remove the hyperlink. When you select the *Remove Hyperlink* command from the *Insert* menu with the cursor on the hyperlink, the hyperlink will be deleted.

EQUATION
. . . .
`Insert-Equation...`

Select, to enter a math formula at the insertion position using the Equation editor.

When you select the *Equation* command from the *Insert* menu, the *Equation* dialog box then appears. After entering the formula here, click the *OK* button.

On the *Visual* tab you would usually enter the formula using the mouse. However, while on the *Script* tab, you can enter the formula using the Tex/LaTex grammar.
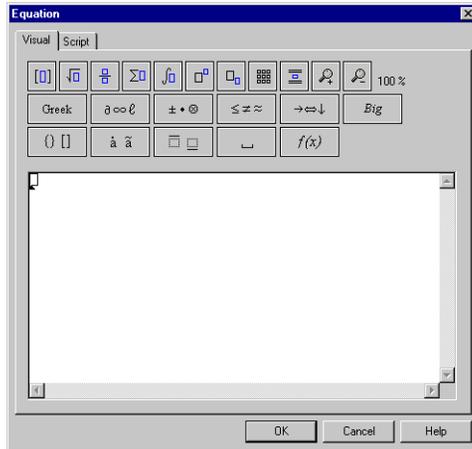
Visual

On the *Visual* tab, enter the equation using formula and special symbol buttons. You now no longer have to remember complex symbols and formulas!

1 Use the keyboard when entering all normal variables and symbols. A triangle will take the place of a mouse cursor here. When you click the formula button you want, the formula will be entered. The triangle then appears where the variable or symbol is to be entered.
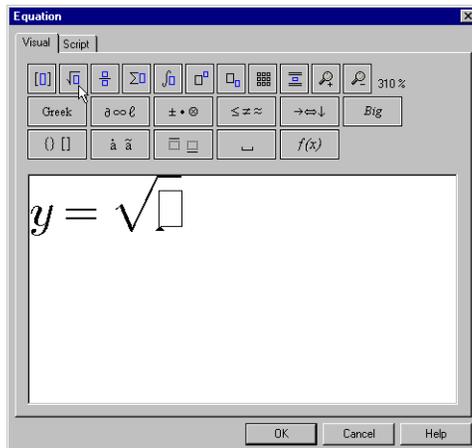
2 If you click the fraction button, it is displayed as shown below. When you click the magnifying glass button, you can resize the formula to your specifications.
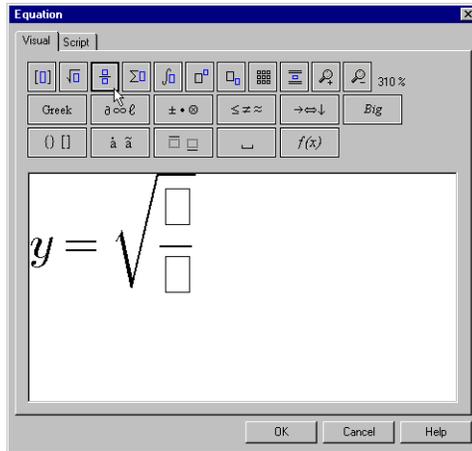
3 After completing the formula, click the *OK* button. The formula then appears at the current cursor position.
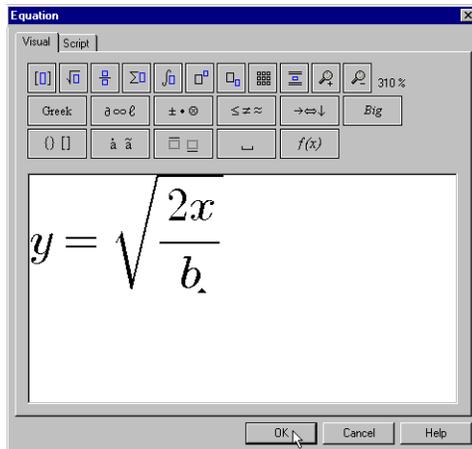
Caution The formula entered by using the Equation editor is inserted as an image. It is saved in the same folder as your main HTML file. Although it is an image, you can not adjust its properties.

Script

On the *Script* tab you create the formula by entering the formula script directly. This is rather difficult for even advanced users. On the formula script, see the 'equation.html' document in the 'DOC' folder, it's one of the sub folders of the folder where the Namo WebEditor is installed. It will give you more information on formulas.
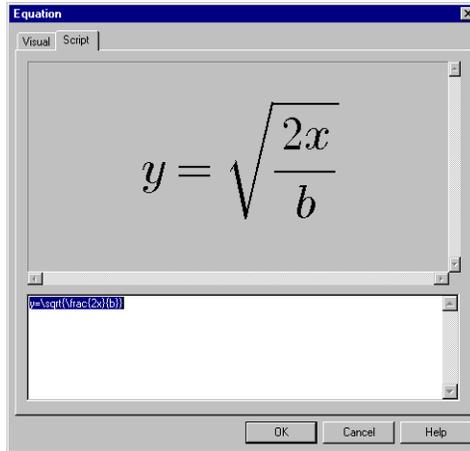
ETC.
. . . .
Insert-Etc.

When you point to the *Etc.* command on the *Insert* menu, a sub-menu of five items appears.
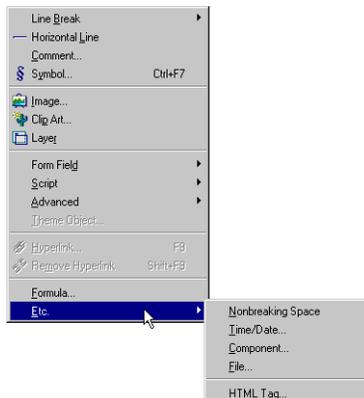
Nonbreaking Space This will enter a nonbreaking space( ) into your HTML document. This allows you to put more than one space between words.

According to the HTML protocol of W3C, two or more successive spaces are counted as only one space. Thus when you open a text format file in HTML format, all successive spaces are replaced with one single space.

There are times when you will have to enter the successive spaces into your HTML document, this is when the *Nonbreaking Space* comes in very useful! In Namo WebEditor you don't have to select the *Nonbreaking Space* on the *Etc.* command every time you want to enter in a successive space. In Namo WebEditor, each time you press the spacebar after the first space, *Nonbreaking Spaces* are automatically entered.

Time/Date This will enter the time and date at the current cursor position.

When you select *Time/Date* from the *Etc.* command on the *Insert* menu, the *Date/Time* dialog box appears. Select the type you want, and click the *OK* button. The current time and date is inserted at the current cursor location as text.


Component This option allows you to enter a component at the current cursor position. You can select the type component from the list of forms you frequently use.

When you select the *Component* from the *Etc.* command on the *Insert* menu, the *New* dialog box appears. Select the component

here and click the *OK* button. The component is then inserted into the current document.
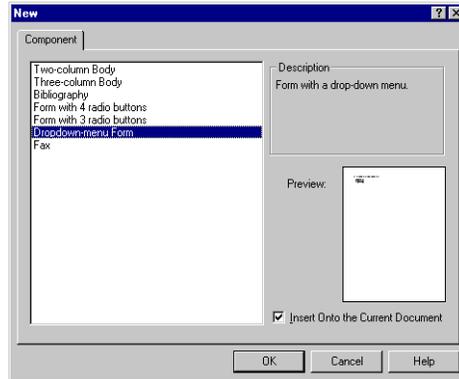
When the *Insert Onto the Current Document* option is inactive, a new document is automatically created and the selected component will be inserted inside.

File

This allows you to insert a file into your HTML document. The file to be inserted will have to be in the HTML or text format.

The file will be inserted at the current cursor position by selecting *File* from the *Etc.* command on the *Insert* menu. If you select the *Open* command from the *File* menu, the document will be displayed in a new edit window. In this way you can merge the two documents.

HTML Tag

This allows you to insert a tag used in a particular browser, or an extended tag, into the document. When you want to specify an attribute that is not in the current HTML protocol or a newly created attribute, Namo WebEditor does not support the options you require. This option will allow you to do but you must enter this attribute manually.

When you select the *HTML Tag* on the *Etc.* command on the *Insert* menu, then the *Extended Tag and its Attributes* dialog box appears.

The tag and attributes you enter in this dialog box can't be shown in the Namo WebEditor edit window, you will need to launch a web browser to check it.
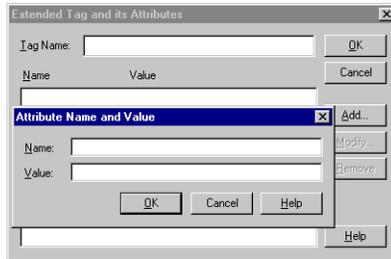
When you click the *Add* button, the *Attribute Name and Value* dialog box appears. After entering the name and value of the attribute, click *OK*. You can also add the attribute as you want and then click *OK*.

Format

6

. . . .

Format menu provides the commands that help you make your web site look appealing. You can decide the appearance of characters, paragraphs, forms, pages, document, and your web site with options available on this menu. The characters and paragraphs are especially important as they will give your web site its final look and feel. This menu is important and you must be capable of using the

Font...	Ctrl+L
Character	▶
Paragraph...	Ctrl+T
Form...	
Document Properties...	
Paragraph Style...	Shift+F6
Style Sheet...	Alt+F6
Increase Indent	Ctrl+F6
Decrease Indent	Ctrl+F5
Split List	Shift+F8
Merge Lists	F8
Theme...	
Page Break Set	▶
Tag...	Alt+Enter

commands and options on this menu to create an effective web site. The most frequently used commands are available on the Format toolbar for your convenience.
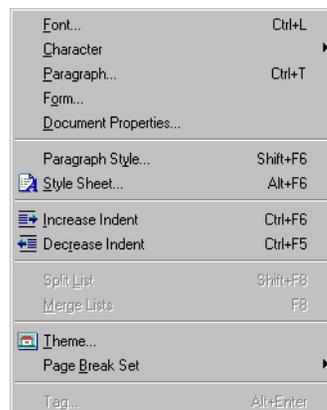
FONT

. . . .

Format–Font... <Ctrl+L>

Select, to modify the character style, size and color and to change the font typeface.

When you select the *Font* command on the *Format* menu, the *Font Properties* dialog box appears. Select the options on the font properties that you want, then click the *OK* button. The options used frequently are on the *Styles* tab, and the remainder are on the *Extended Styles* tab.
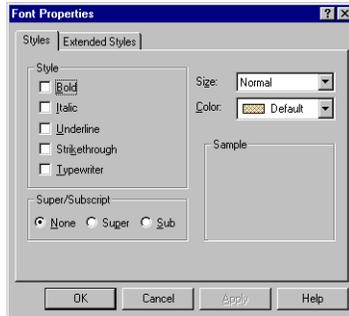
Style

You can apply five styles to a character while its attributes are retained.

Bold <Ctrl+B> **B**   Select to make character boldfaced.

Italic <Ctrl+I> *I*   Select to italicize character, that is, slanting it to the right.

Underline <Ctrl+U> **U** Select to underline the word you want.

Strikethrough   Select to draw a line running through the characters.

Typewriter   Select to modify the font type to a typewriter-like one.

Super/Subscript

Select, to make a character superscripted or subscripted.

Below are examples of super/subscript and various character styles.

Namo WebEditor

Bold   **Namo WebEditor**

Italic   *Namo WebEditor*

Underline   Namo WebEditor

~~Strikethrough~~   ~~Namo WebEditor~~

Typewriter   Namo WebEditor

Super   Namo ^{Web}Editor

Subscript   Namo $_{Web}$Editor

Size

You can specify the character size using pre-set sizes as the basis. Seven pre-set sizes are available; 1 (8 point), 2 (10 point), 3 (12 point), 4 (14 point), 5 (18 point), 6 (24 point), and 7 (36 point). The *Normal* size is 3 (12 point) by default. You can change the normal size font by clicking the *Style* button on the *Appearance* tab, in the *Document Properties* dialog box. This is also a CSS style function.

Color

You can specify the color for characters. The default color is labelled *Default* in the drop down box. But the *Default* is not indicating any particular color, it is a color that you can choose in the *Text* item, on the *Appearance* tab in the *Document Properties* dialog box. That is, you can change the *Default* whenever you want.
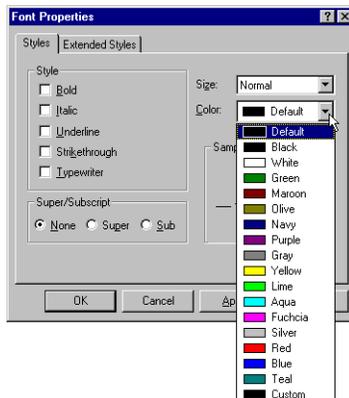
However, you can save time by using *Font color* button ( ) on the *Format* toolbar, to change the character color. When you click this button, the color, below the letter A in the button, will be applied to the character. If you want to change the color, click the drop down menu button to the right of the *Font color* button( ). Then select the color that you like.
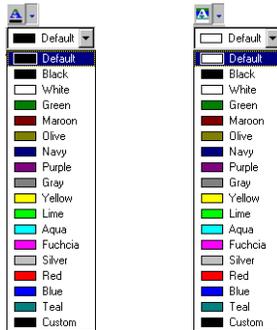
Reference The *background color* button ( ) is also available at the right of the *underline* button on the *Format* toolbar. This button is different from the *font color* button in that it lets you change the background color of characters. Using this button is the only way to change the character color of a single letter. If you want to adjust the character color by paragraph, select *Colors*, on the *Paragraph Style* command on the *Format* menu.

Caution When you choose the *Font* command on the *Format* menu, while selecting words with different attributes, the content of the *Font Properties* dialog box will be slightly different.
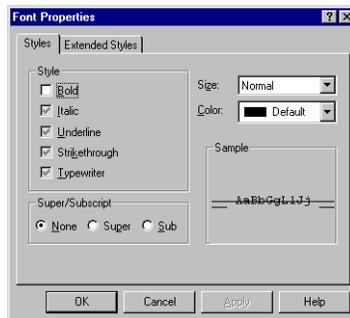
If the check(   ) mark appears obscure, or the name of the *Size* or *Color* options don't appear, it indicates you have selected words that have different attributes. If you click the *OK* button, while these attributes remain unchanged, the colors will also not change.

However, after clicking on the options you want or specifying the Size or Name of the character, the attributes you selected will be applied to the characters overall. Be cautious before you click the *OK* button.

Reference If you select *Custom*, you will have the choice of your own color besides the 16 default colors.

The *Color* dialog box which appears when the color depth is 256 colors.
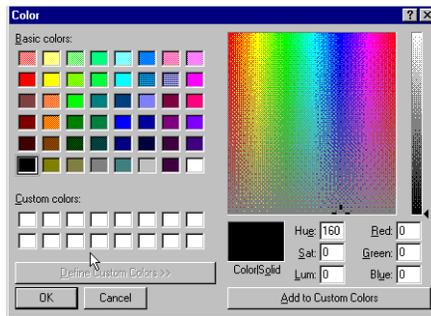
After selecting the color that you want on the *Custom Colors* palette, click the *OK* button. When the color you want is not available, you can make your own. After making a color you want, click the *Add to Custom Colors* button. Then the color will be added to the *Custom Colors* palette.

You can change the Window's color depth from 256 colors to 16 bit or 24 bit colors. After right clicking on the Windows screen, select the *Properties* on the short cut menu. Then the *Display Properties* box appears. By selecting the *Settings* tab you can see the *Colors* and *Screen area* information. Here, the information pertaining to the *Colors* is the Window's color depth. When you adjust the 256 colors to 16 bit or 24 bit colors and there is not enough memory on your video card, the Screen area will be reduced.

The *Color* dialog box which appears when the color depth is 16 bit or higher. You can check the HTML color value in the *Color* dialog box.
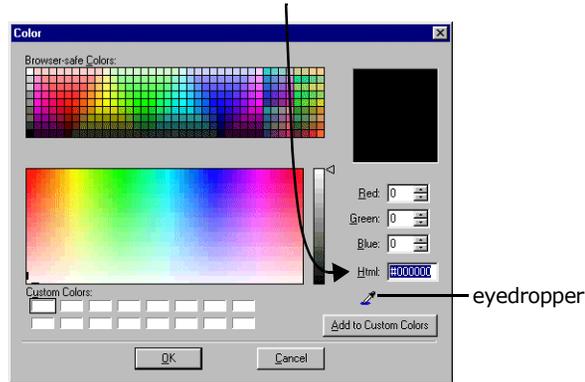
eyedropper

Of the colors on the screen, you can select the one you want in the *Color* dialog box. Click the eyedropper shaped button and then click the color you want. The color of your choice will be displayed on the color palette. The color value for the HTML code is always displayed as well.

Extended Styles

While the features of characters are maintained, you can apply nine kinds of styles to the characters.
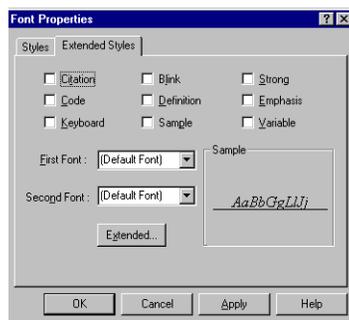
Citation   Select to indicate text that is cited.

Blink   Select to make characters blink with fixed intervals.

Strong	Select to indicate strong emphasis.
Code	Select to show that characters indicate program like code.
Definition	Select to show that characters indicate the definition of a certain element.
Emphasis	Select to emphasize. This is weaker than the *Strong* emphasis.
Keyboard	Select to indicate text that you entered using a keyboard-like font.
Sample	Select to indicate a sample.
Variable	Select to indicate a name of a variable.

Font

You can specify the fonts you want to use in your document. The *Default* value, is the same one you chose on the *Font* tab in the *Style* dialog box. This *Style* dialog box appears when you click the *Style* button on the *Appearance* tab in the *Document Properties* dialog box. In case, the font you want is not available, you can specify a spare font.

| **First Font** | Specify the first font you want. |
| **Second Font** | Specify the second font to be used when the first font is not available. Try to specify a commonly used font. |

Caution

Any font installed on your system is available. However, if the font you select is not installed on a visitor's computer, it will be replaced with another font. For this reason, we recommend you use commonly used fonts.

Extended

To use a tag not conforming to the HTML rules that Namo WebEditor supports, click the *Extended* button. The *Extended Attributes* dialog box appears. After clicking the *Add* button here, enter the Name and Value of the Attribute. Then click *OK*.
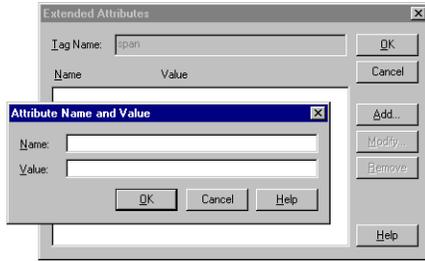
CHARACTER

. . . .

Format-Character

Select to resize the character. Seven pre-set sizes are available; 1(8 point), 2(10 point), 3(12 point), 4(14 point), 5(18 point), 6(24 point), and 7(36 point).

Increase Size A̅   Increase the size one step. Text will not be increased beyond 7th step.

Decrease Size a̅   Decrease the size one step. Text will not be decreased beyond 1st step.

CLEAR ALL CHARACTER ATTRIBUTES <Ctrl+E>   Clear all the attributes of the character, such as color, size, and style.

PARAGRAPH...

. . . .
```
Format-Paragraph... <Ctrl+T>
```

Select to adjust the shape of a paragraph.

When you select the *Paragraph...* command on the *Format* menu, the *Paragraph Properties* dialog box appears as below. Select the options on the shape of the paragraph as you want, and then click *OK*.
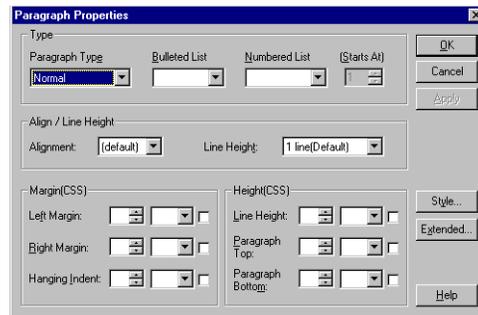
Type

Select the kind of paragraphs that you want. When you choose a list, you should specify additional options.

Paragraph Type

Select the paragraph type. To save time, you can use the *Change Paragraph Style* drop down menu on the *Format* toolbar.
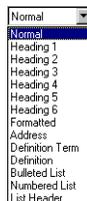
Normal   Indicates normal paragraph type. If you specify the listed paragraph as the Normal paragraph, the bullets or numbers on the list will be removed. However, the indent will remain, but will be removed by selecting the *Decrease Indent* command on the *Format* menu.

Heading n   Indicates the paragraph in the form of the heading. Heading 1, 2, 3, 4, 5, and 6 are available. The size of character will be at its largest when the Heading 1 is selected. It becomes smaller, as it gets to higher heading numbers. When you create a new paragraph by pressing the Enter key on your keyboard, it will become a Normal paragraph automatically.

Formatted   Select to keep the content you entered unchanged. If you select this option, the line and spaces will not be changed. The fixed font is used here, and only the left alignment is available with this option.

Address   Indicates that the contents is an address. Italics will be applied to it.

Definition Term

Indicates it is a heading to be explained. It will appear boldfaced and indents cannot be applied to it.

Definition

Indicates it is an explanation for a heading. To select this type, it must be preceded by a Definition Term.

Bulleted List   A paragraph where a bullet list appears at the start. The round bullet will be automatically used if you specify a bulleted list on the *Change Paragraph Style* drop down menu on the *Format* toolbar. When you want a square or circle shaped bullet, select it by using the *Paragraph...* command on the *Format* menu. When you press the <Enter> key on your keyboard without entering anything, it will become a Normal paragraph.

Numbered List

A paragraph where a serial number is displayed at the start. When you select a numbered list on the *Change Paragraph Style* drop down menu on the *Format* toolbar, Arabic numbers will be used. To use alphabet or Roman instead, or to start from another ordinal

number larger than 1 in the Numbered List, you use the *Paragraph...* command on the *Format* menu. When you replace the Arabic number with Roman or alphabet, or change the starting number, the following numbering will change automatically to match your choice. When you press the <Enter> key on your keyboard without entering anything, it will become a Normal paragraph.

Caution   If you change the number from Arabic to Roman or alphabet after you specify the 0 as the starting number in the Numbered List, the numbering that follows may vary with web browsers. It is best to start from 1 or another number.

Reference   The Bulleted List and Numbered List are so frequently used that the tool buttons for these lists are prepared on the *Format* toolbar. By clicking the buttons once(▤ ▤), you can change the type of the current paragraph to Numbered List, or you can reverse the change by clicking once more.

Align/Line Height   Select the way in which a paragraph will be aligned and the height of line.

Alignment type   You can choose from *Left*, *Right*, *Center* and *Justify*. The *Default* is the way of alignment that you select on the *Appearance* tab in the *Style* dialog box. The dialog box appears when you click the *Style* button on the *Appearance* tab in the *Document Properties* dialog box.

Line Height type   You can select from three options; *1 line (No Para. Space)*, *1* and *1/2 line* and *2 line*. The *1 line (default)* is the line height that you select on the *Text* tab in the *Style* dialog box. The dialog box appears when you click the *Style* button on the *Appearance* tab in the *Document Properties* dialog box.

Margin　　　　　You can specify the distance between the left/right margin and the text. You can also indent the first line of a paragraph. You can select the unit of value for margin and indentation from the following nine options: %, point (1/72 inch), mm, cm, pica (1/6 inch), inch (2.54cm), pixel, em (height of font), and ex (height of small letter x). You can get more detail on the unit at the *Paragraph Style(6-25)*.

Line Height　　　You can specify the distance between lines, and the height of the top and bottom of the paragraph.

Reference　　　The Margin and Line Height are the most frequently used options of CSS (Cascading Style Sheets) with DHTML in modifying the shape of a paragraph. If you click the *Style* button in the *Paragraph Properties* dialog box, you can adjust all the options of a paragraph style.

Style　　　　　Select to adjust the shape of a paragraph with more advanced options. If you click the *Style...* button, the *Style* dialog box appears. The options you select in the *Style* dialog box will only be applied to the current paragraph where the cursor is. You can get more information on how to use the *Style* dialog box in the *Paragraph Style* in this manual.

Extended　　　To use a tag, not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended* Attributes dialog box appears. After clicking the *Add* button here, enter the Name and Value of the Attribute. Click *OK*.
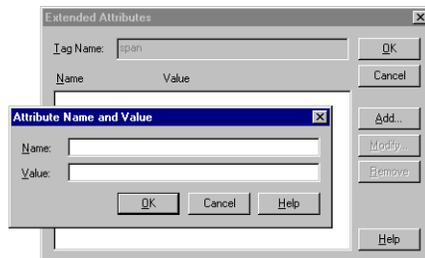
Caution
When you choose the *Paragraph...* command on the *Format* menu while you have selected paragraphs with different attributes, the content of the *Paragraph Properties* dialog box will be different slightly.
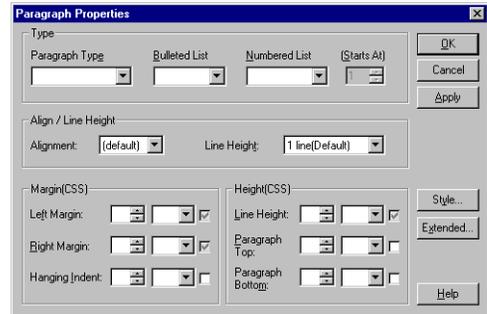
If the check( ) mark, to the right of the margin or height options appears obscure, or if the names of the Paragraph Type or Alignment options do not appear, it indicates you have selected paragraphs that have different attributes. If you click the *OK* button, while their attributes remain unchanged, the attributes will remain as before.

However, after clicking on the options you want or specifying the Paragraph Type or Alignment, the attributes you select will be applied to the paragraphs overall. So be cautious before you click the *OK* button.

The same is applicable to the options in the *Style* dialog box that appears when you click the *Style* button in the *Paragraph Properties* dialog box. However, it is not applicable to the *Extended Attributes* dialog box that appears when you click the *Extended* button. When you specify a tag name and value in this *Style* dialog box, if there is a

paragraph that includes a tag having the same name, the existing values will be replaced with new ones automatically.
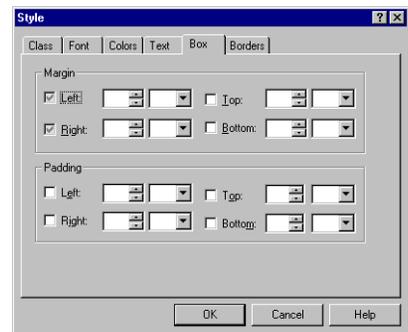
FORM
. . . .
Format-Form...

Select to change the attributes of a form or form field.
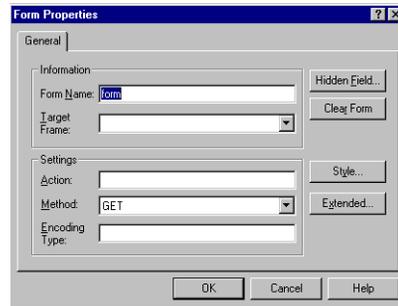
Reference The form is a set of fields into which data is to be entered. The data you enter in a form is used to communicate with your server. Usually the form is used with a CGI program or scripting language, so it will be rather difficult for the first-time user.

Information

    Form Name Enter a form name that could indicate the function of the form.

    Target Frame Enter the name of the target frame, if a form is for another frame.

Settings

    Action After filling in a form, specify the URL to which data in the form will be transferred. If you do not specify the URL or enter a relative URL, the Base URL of the current document will be used instead.

    Method Specify the way you transfer data. GET and POST are two options available. Specify one to conform to your CGI program.

Encoding Type

Specify the type of MIME (Multipurpose Internet Mail Extensions) encoding that will be used on the form. MIME is a protocol for transferring non-ASCII information across the Internet. Using the MIME protocol, you can transfer image, sound, and multimedia files.

Hidden Field

Select to create a hidden field. The hidden field is invisible to the user, but its value is transferred with a form. If you click the *Hidden Field* button, then the *Attribute Name and Value* dialog box appears. Enter the name and value of the attributes. Then click *OK*.
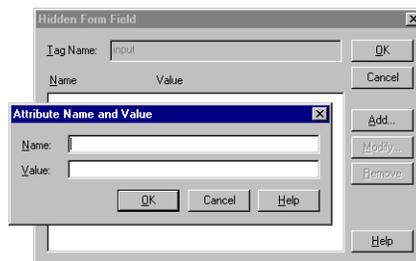
Clear Form

If you want to delete a form, select the *Form* command on the *Format* menu with the insertion position in the form. Click the *Clear Form* button, and then click *OK*. This is for deleting a form, not a form field. To delete a form field, press the <Delete> on your keyboard while the insertion position is at the left of the form field.

DOCUMENT PROPERTIES
. . . .
`Format-Document Properties`

Select to modify or check the properties of a document. The properties that you modify by using the *Document Properties...* command on the *Format* menu, will be applied to the current document only.

Information   The tab for changing or checking the information on a document.

Location   The path or URL of a folder that includes the current document is shown. You can modify the location information in this dialog box. To modify, select the *Save As* command on the *File* menu.
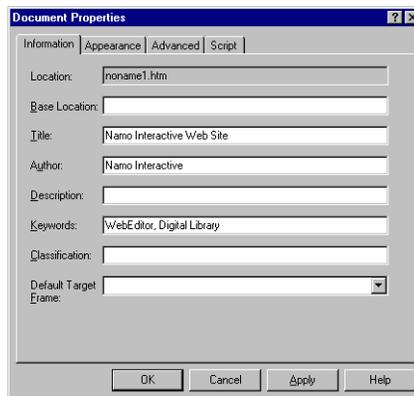
Base Location The field for entering a base location to be assigned to a relative URL of the current document. The full URL is made by adding 'the relative URL of the document' to 'the URL assigned to the base location'. The base location is ignored, where the absolute URL is used.

Absolute URL: http://www.namo.com/product/index.html

Base location: http://www.namo.com/

Relative URL: product/index.html

Title   Enter the title of the current document. The title of the document is shown on the *Title* toolbar in the web browser and the Namo WebEditor. Because some search engines show just the title of the web document, be sure to enter a meaningful title.

Author   Enter the author of the document. If you have already entered the author name into the *Author* field on the *Document Default* tab on the *Preferences* command on the *Tools* menu, the name will be suggested as the author name of the new document. You can also change the name in the *Document Properties* dialog box.

Description   Enter a short description for the content of the current document. The search engine will show the description along with the title of the web document.

Keyword   Enter the keyword for the document. The search engine, such as Yahoo, uses a *keyword* and *classification* method for the users convenience. If you enter the classification or keyword of a document, the list server of the search site will classify it properly.

Classification Enter the classification conforming to the content of the document.

Default Target Frame
        Specify the window or frame to which you want to transfer the content of the document.

Appearance   You can modify or check the options on the shape of the document using this tab. If you are a beginner, just try on a background color or image. There will be time later for you to work on the rest.

Document Colors

You can specify the color of the background, characters, and hyperlink of a document. You can select from 16 suggested colors within the dialog box or select *Custom*.
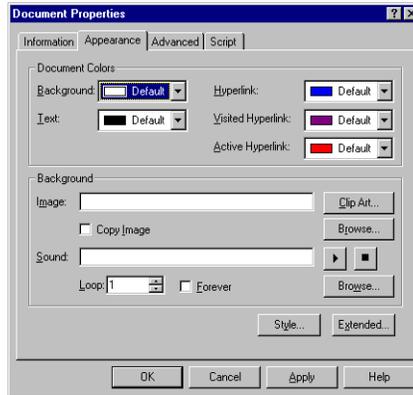
Background	Specify the background color of the document. The default is white.
Text	Specify the color of the characters. The default is black.
Hyperlink	Specify the color of a hyperlink which has not been visited. The default is blue.
Visited Hyperlink	Specify the color of a hyperlink which has already been visited. The default is purple.
Active Hyperlink	Specify the color of hyperlink which is being visited. The default is red.

Reference If you select *Custom*, when specifying the color of characters, you will have the choice of your own color besides the 16 colors suggested as default colors.

After selecting the color that you want on the *Custom Colors* palette, click the *OK* button. When the color you want is not available, you can make your own. After making a color you want, click the *Add to Custom Colors* button. Then the color will be added to the *Custom Colors* palette.

Background

Specify the image file for the background of the document or sound file that plays when the document opens.

Image Specify the background image of the document. When you open the document with background image by entering the URL, the name of the image file appears here. If you select a small image file for the background image, the image will be applied to the background repeatedly as long as the background space allows.

Clip Art You can select one of various clip arts suggested by the Namo WebEditor as background. You can choose not only from the files on hard disk but also from a Web site. In this case you should have a URL. For more information, see *Clip Art(5-13)*.

Browse You can choose the image file for the background image, by specifying the URL of the file. You can choose not only from the files on hard disk but also from a Web site. In this case you should have a URL.
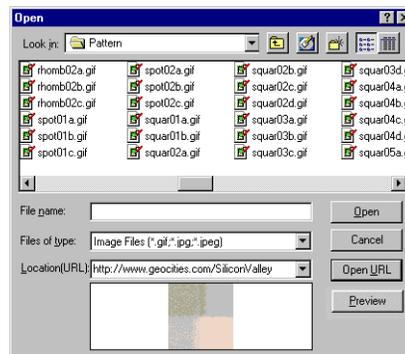
Copy Image If you select this option, the *Copy Resource* dialog box appears when saving the document. The *Copy Resource* dialog box is for saving the image file along with the current document in the sub folder of the document. The suggested name for the sub folder is

'images', or you can specify your own. The purpose of this function is to avoid deleting or damaging the resources of the document by mistake when you publish. For more information, see *Copy Image(5-8)*.
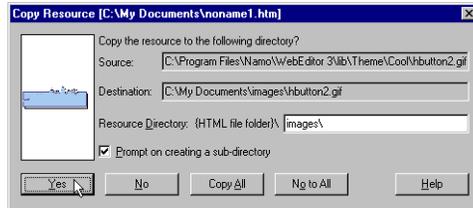
Sound   Specify the sound file that plays when the web browser opens a file. The 'WAV (*.wav), MIDI (*.mid), AIFF Sound (*.aif, *.aifc, *.aiff), and AU Sound (*.au, *.snd) are available.

Loop   Specify the number of times that a selected file plays.

Forever   Makes the file you choose play repeatedly.

Browse   You can specify a sound file for background music by entering its URL. You can choose not only from the files on a hard disk but also from a Web site. In the latter case you should have the full URL of the sound file.
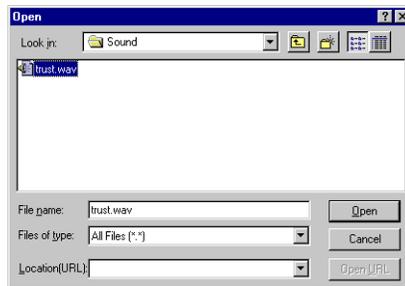
▶   If you click this button, the selected sound file plays using the sound card and speaker of your system for a

test. This will help you select the file you choose for the background music.

| ■ | Click to stop the file playing. |
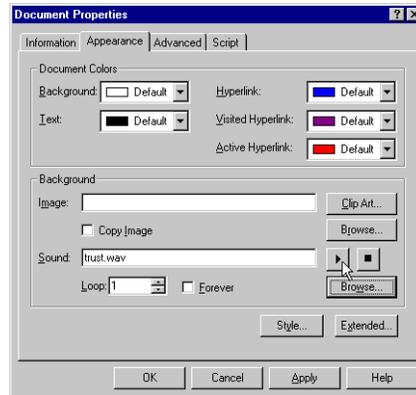
Reference

- The WAV was developed by Microsoft and IBM and is supported by Windows. Therefore it has become a standard sound file format. Its shortcoming is that its too big.

- The MIDI(Musical Instrument Digital Interface) is the standard protocol for playing music made by the electronic music business. Almost all sound cards support the MIDI, although some of them don't fully support it. Its merit is its small size but it only records the sound of musical instruments.

- AIFF(Audio Interchange File Format) was developed by Apple. It is the protocol for recording or transferring sample sound. It is the standard sound file format for the Macintosh. The size of files, 'aifc' or 'aiff' extension names, are rather small, because the files are compressed.

- The AU (Audio) file format is widely used in the Unix system. It is the standard sound file format for JavaScript.

- The background music inserted in the Namo WebEditor will play only Internet Explorer. When you use Netscape, press the 'F6'

key. Then insert the HTML tag in the HTML window yourself. For example, "<embed src="../FileUpload/webeditor/filename" autostart="true" loop="true" hidden="true">. This is because the way web browsers interpret the HTML tag is not unified yet.

Style

If you click the *Style* button in the *Document Properties* dialog box, the *Style* dialog box which affects the contents of whole document will appear. You can see the list of styles that are specific to the document on the *Class* tab.

The values you specify in this dialog box will become the default value for your document. For example, the style you select on the *Class* tab becomes the basic style of the document. The font and size you select on the *Font* tab, will be the *Primary Font* and the *Normal* size.

More information on the *Style* dialog box is available on *Paragraph Style(6-25).*
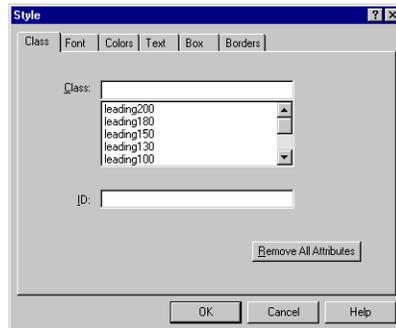
Extended

To use a tag not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended Attributes* dialog box appears. After clicking the *Add* button here, enter the name and value of the Attribute. Click *OK*.
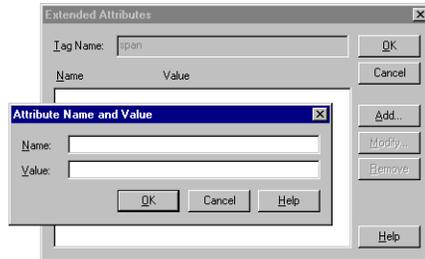
Advanced

This tab is for specifying the advanced tags. The ordinary user doesn't have to know about this. These tags are not for the body of the document but for the meta tag which belongs to the head of the document.
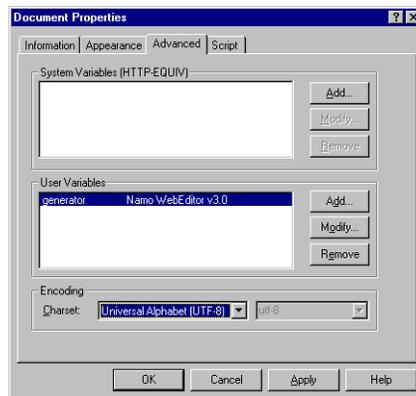
System Variables

The HTTP-EQUIV variable is for creating an HTTP response header. This header is used by the web browser or web server. After clicking the *Add* button, enter the name and value. Click *OK*.

For example, when you specify 10 seconds as the document refreshing time, it will be converted into a meta tag like this; <META HTTP-EQUIV="Refresh" CONTENT=10">. If you open this document, it will be refreshed every 10 seconds.

If you adjust this meta tag, you can make other URLs connect automatically after a fixed time. For example, the meta tag for connecting to other URLs after 90 seconds is <META HTTP-EQUIV="Refresh" CONTENT="90; URL= http://www.newurl.com ">

There are many complicated system variables besides the variables referred to here. However, these variables are not for the ordinary user but for web developers who may wish to add more complex statements in their web pages.

User Variables

Used to specify user variables. You create a user variable for a particular CGI script or browser software, thus a regular HTTP or web browser can't recognize these variables. The generator variable is one of the more frequently used variables. It provides the name of the software with which you created the web document. Namo WebEditor recognizes and protects its own comments, so you can not delete them.

Encoding
Select the CharSet for the language you will use in your document. A web browser chooses the language for a document according to the pre-set encoding type, and it selects the CharSet that matches the CharSet of the web page and displays these characters. If a document written in 2 byte characters is full of odd signs when you open it, check that the CharSet used is conforming to the language.

PARAGRAPH STYLE

Format–Paragraph Style... <Shift+F6>

Select to adjust the style of paragraph at the current cursor position. You specify a new paragraph in your web page whenever you press the <Enter> key on your keyboard. This Paragraph Style is CSS compliant.

If you select the *Paragraph Style* command on the *Format* menu, the *Style* dialog box appears. You can specify the type, size, style, color of the font, background image, alignment, line spacing, paragraph margins, and paragraph borders.

Class

You can specify a pre-set class for the paragraph style. You should create a class by selecting the *Style Sheet* command on the *Format* menu, before you use it. Select a class from the listed classes, then click *OK*. You can't see the options of the selected class in this dialog box.

Enter the *ID* attribute to specify the object name that will help you tell objects. The first letter must be alphabetical, and you may use the underline(_) after that. To specify the *ID*, there should not be another of the same *ID*.
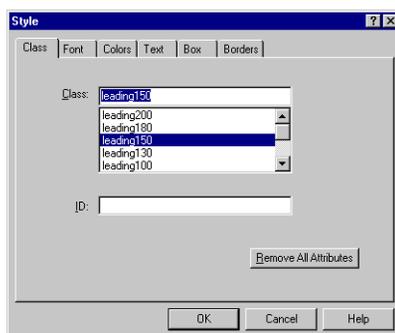
Reference

The *ID* is rather difficult for beginners to use and it will only be used rarely. Usually it is used to hand over an object as a factor to a function in script.

Font

You can adjust the type, size, style, and width of a font.
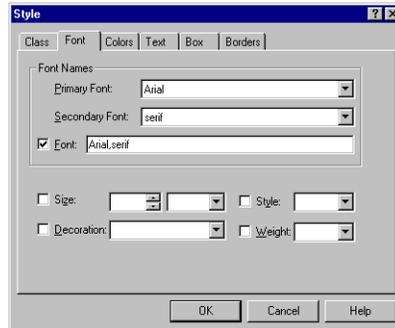
Font Names

You can specify the *Primary Font* and *Secondary Font* as the type of fonts to use in the document. When you click the drop down menu button to the right of each font field, the list of fonts installed on Windows appears. You can also specify more fonts using the fonts text box below the *Secondary Font*

If the font you select as the *Primary Font* is installed on the web browser's computer, the document will be displayed in the font you selected. However, when the *Primary Font* is not available, the *Secondary Font* will be displayed.

NOTE: You can select the *Secondary Font* only from 'serif', 'san-serif', 'cursive', 'fantasy', and 'monospace'.

Reference

The *Primary Font* and *Secondary Font* displayed in the Font field are separated by a comma (,). If you want to add a third font to them, you must separate it with a comma as well (for example, to add the 'cursive' font, specify as; 'serif, san-serif, cursive'). You may add as many fonts as you want in this way.

Cancelling Options

If you have selected any of the options for a paragraph, a check( ) mark will appear in the box on the left. You can click on each of these boxes to select (mark with a check) or clear (remove the check) those option. In terms of an HTML document, removing the check mark is the same as deleting an HTML tag.

Caution   When you choose the *Paragraph Style* on the *Format* menu, while selecting paragraphs with different attributes, the content of the *Style* dialog box will be slightly different.
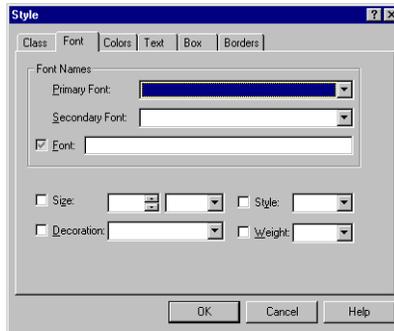
If the check( ) mark to the right of each option is obscure, it indicates you have selected paragraphs that have different attributes. If you click the *OK* button while their attributes remain unchanged, the attributes will also not change.
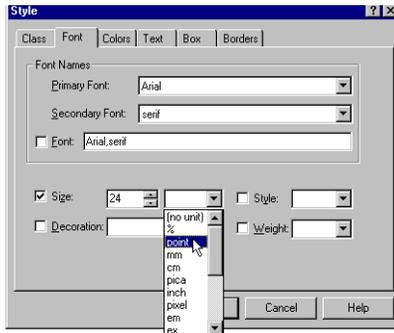
Once you choose your options, the selected attributes will be applied overall. So be cautious before you click the *OK* button.

Size

You can specify the size of a font in four different ways, using the length unit, proportion, relative size, and absolute size. A minus value can not be entered.

Proportion(%) Specify the size of font in proportion to the font size you select in the *Document Properties* command of the *Format* menu. This may vary with web browsers also.

> This is default font size.
> This is 50% font size,
> This is 150% font size.
> This is 200% font size.

Length Unit The way of specifying the size of a font using the commonly used length unit. When using this method, enter the value first and then specify the unit. The length unit could be divided into two units; the absolute and the relative length. The absolute length includes point (1/72 inch), mm, cm, pica (1/6 inch), and inch (2.54 cm). The relative length includes pixel, em (height of font), and ex (height of small letter x).

The standard for 'em' and 'ex' is the size of font you selected *Document Properties* command of the *Format* menu. This may vary with web browsers also.

> This is 10point font size.
> This is 14point font size.
> This is default font size.
> This is 1em font size.
> This is 1.5em font size.
> This is 1ex font size.
> This is 1.5ex font size,

Absolute Size Specify the size of the font using a pre-set size. The 'xx-small', 'x-small', 'small', 'medium', 'large', 'x-large', and 'xx-large' are available. The actual size depends on the web browser you use.

> This is xx-small font size.
>
> This is x-small font size.
>
> This is small font size.
>
> This is medium font size.
>
> This is large font size.
>
> This is x-large font size.
>
> This is xx-large

Relative Size Specify the size of font using relative size. The relative size is not a pre-set one, it is decided by the font size you select on the *Document Properties* command of the *Format* menu. Thus the actual size may vary with web browsers. Two kinds of sizes, smaller and larger, are available.

> This is smaller font size.
>
> This is default font size.
>
> This is larger font size.

Decoration

You can apply the decoration effect to the font. The Decoration has five options; underline, overline, line-through, blink, and none.

Style

You can select the options that slant the font. The italic and oblique are slightly different. When you use the serif family font, you can see the difference between the italic and oblique. But when using san-serif family font, the difference can be ignored.

Weight

You can specify how thick the font will be. You can choose from 13 options (normal, bold, bolder, lighter, 100-900), but actually your range of a choice is from 100 to 900; that is, you really only have nine options. The normal is 400 while the bold is 700. The bolder and lighter are not fixed thickness, they may vary with the thickness of font you select on the *Document Properties* command of the *Format* menu.

Colors

You can select the colors of fonts, background colors, and the background image. When you select both the background color and image, only the background image will be displayed since it is placed above the colored background.
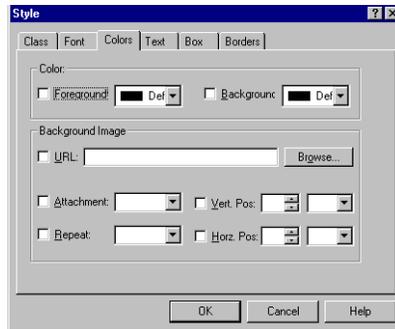
Color

Specify the color and background color of the font.

Foreground Specify the font color. The default (16 suggested colors) and Custom are available. If you use the *Font Color* button(⬛▾) on the *Format* toolbar, you can specify the color of each letter. The *Font Color* button uses a font tag, while the *Foreground* color uses a style tag.

Background Specify the background color of the font. The default (16 suggested colors) and Custom are available. If you use the *Background Color of Text* button(⬛▾) on the

Format toolbar, you can specify the background color of each letter. The *Background Color of Text* button uses a span tag and the *Background color* uses a style tag.

Reference If you select *Custom*, you will have the choice of your own color besides the 16 default colors.

The *Color* dialog box appears, when the color depth is set as 256 colors on Windows, and the *Color* dialog box, appears when the color depth is set at 16-bit color. You can also see the HTML color value in the *Color* dialog box. For more explanation, see *Color(6-3)*.

After selecting the color that you want on the *Custom Colors* palette, click the *OK* button. When the color you want is not available, you can make your own. After making a color you want, click the *Add to Custom Colors* button. The color will then be added to the *Custom Colors* palette.

Background Image
You can select the background image for the paragraph and choose some options. For the time of your selection being not available, you had better select the background color.

URL Specify the location and the name of the image file.

Browse Instead of selecting a file name, you can specify the URL of the image file. You can choose not only from the image files on hard disk but also from a Web site. In this case you should have a URL. For more information, see *Image(5-7)*.

Attachment You can decide whether to make the background image file scroll along with the document or remain fixed. You must select this option clicking *Style* button only on the *Document Properties* dialog box, not the *Paragraph Style* command. See also *Document Properties(6-16)*.

Repeat	You can decide whether to display the background image repeatedly or not. Four options are available; repeat (repeat horizontally and vertically), repeat-x (repeat horizontally), repeat-y (repeat vertically), and no-repeat (not repeat).
Vert. Pos.	Specify the distance between the left margin of the document and the background image. You can specify the distance by using one of the following units, %, point (1/72 inch), mm, cm, pica (1/6 inch), inch (2.54cm), pixel, em (height of font), and ex (height of small letter x). The top, center, and bottom are not units, but the selected location within the height of the document.
Horz. Pos.	Specify the distance between the top margin of the document and the background image. You can specify the distance by using one of the following units, %, point, mm, cm, pica, inch, pixel, em, and ex. The left, center, and right are not units, but the selected location within the width of the document.

Text

You decide the way to align, indent, and space between lines and characters. You have to select from the pre-set distances when using the *Increase/Decrease Indent* command on the *Format* menu. But you can specify the distances freely here.
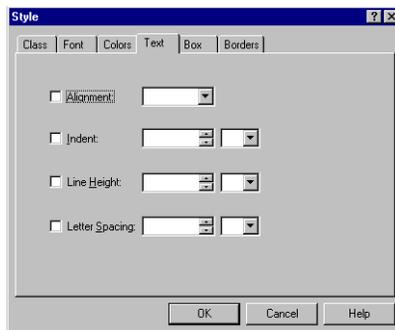
Alignment   You can select from the following four ways; left, center, right, and justify.

Indent   You can specify the distance between the left margin of the document and the first line of the paragraph using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.

Line Height   You can specify the distance between the lines in a paragraph, using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.

Letter Spacing

You can specify the distance between the characters, using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.

Box   You can specify the margin and padding, using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.
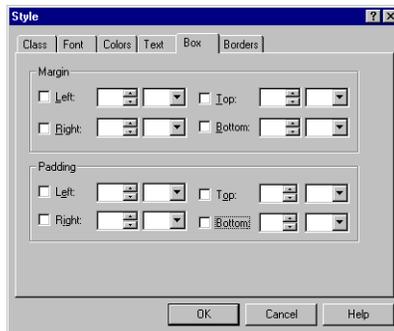
If the border is not specified, there is usually no difference between the margin and padding. However, it makes a difference once the border is specified, as below. The left illustration shows the appearance of the paragraph, when the margin is 30 pixels. The right illustration shows when the padding is 30 pixels. The margin is displayed outside the border and the padding is displayed inside the border.
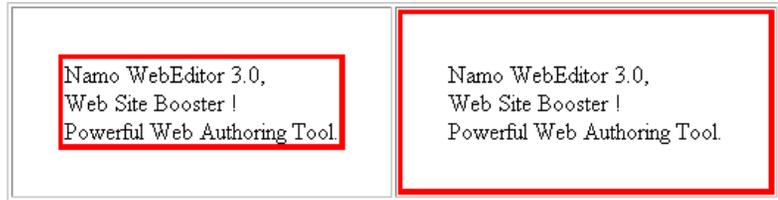
Borders

You can make a paragraph with a border. The style of the border consists of the Style, Color and Width.

You can specify different styles to the right, left, top, and bottom of the border. If you specify a style to the left of the border, the style will be applied to the other parts.
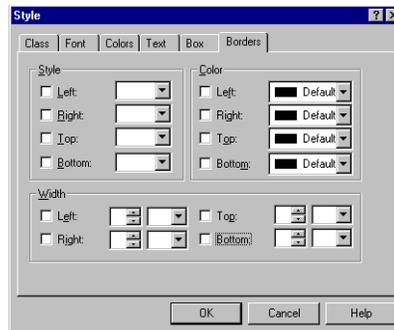
Style

You can specify the style of the border. You can see the border in the edit window. But the four border styles; groove, ridge, inset, and outset, can be seen only in a web browser.

none   Make the border invisible.

dotted   Indicates a dotted line. It can be seen in the Internet Explorer 4.01 or higher, with the Macintosh. In the Windows system, it looks like a solid line.

dashed   Indicates a long-dotted line. It can be seen in the Internet Explorer 4.01 or higher with the Macintosh. In the Windows system, it looks like a solid line.

solid	Indicates a line without breaks.
double	Indicates two parallel lines. Between them, the background image or color is shown. In this case, the width of the border is the distance between the outer borders of each line.
groove	Looks like a frame having light coming from the lower right.
ridge	Looks like a frame having light coming from the upper left.
inset	Looks like a frame insetting from the outside.
outset	Looks like a frame protruding from the inside.

Color
You can specify different colors to the right, left, top, and bottom of the border.

Width
You can specify the width of the border. Use one of the following nine units; %, point (1/72 inch), mm, cm, pica (1/6 inch), inch (2.54cm), pixel, em (height of font), and ex (height of small letter x).

Medium, thin, and thick are not the unit of the width, they are the type of widths for you to use.

medium	Indicates the standard width of a border.
thin	Indicates a thinner width than standard.
thick	Indicates a thicker width than standard.

STYLE SHEET
. . . .
Format-Style Sheet... <Alt+F6>

Select to add or adjust styles to be applied to a document. The style you create here is shown on the *Class* tab in the *Style* dialog box. So you can apply it to a paragraph or document repeatedly.

Adding Style

To create a new style:

1 When you select the *Style Sheet* command on the *Format* menu, the *Style Sheet* dialog box appears.
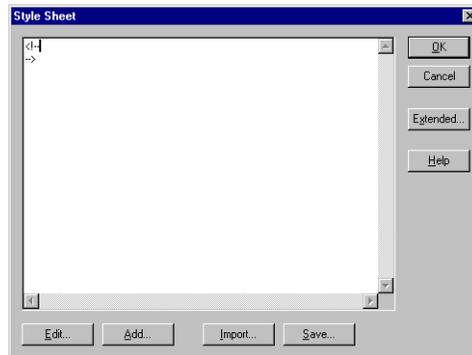
2 When you click the *Add* button, the *Add Style* dialog box appears.

3 Select the type of style *Class*, *ID* or *Other*. Then specify the name of style in the *Name* field, then click *OK*. In most cases, you will select *Class* as the type of style you want.

Reference

The first letter of the Class name must be alphabetical, then you can use numbers or hyphens, but not any spaces, special marks. The Class name is should be in English and preceded by period(.).

4   When the *Style* dialog box appears, specify the style you want, then click *OK*.
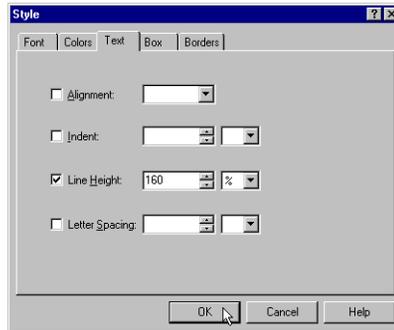
5   The newly created style will be shown in the window of the *Style Sheet* dialog box. It is registered by clicking *OK*. If you choose not to register it, click the *Cancel* button.
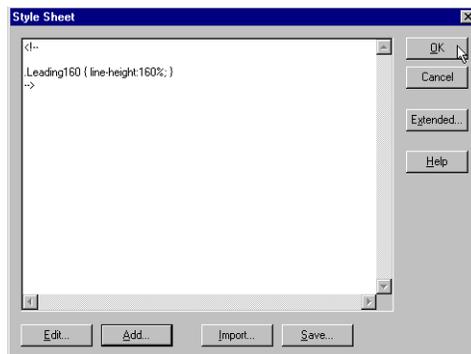
6   If you click the *Change CSS* drop down menu on the *Format* toolbar, you will find the new style is registered in the style list. If you select the new style, it will be applied to the paragraph where the cursor is.
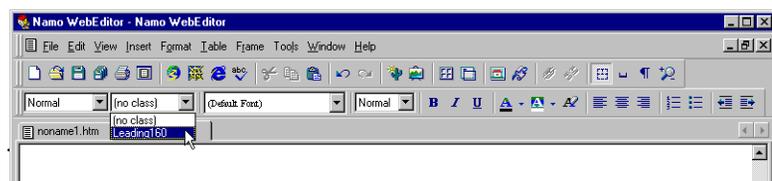
Editing Style Sheet   To modify an existing style:

1   When you select the *Style Sheet* command on the *Format* menu, the *Style Sheet* dialog box appears.

2   Select the line of the style you want to edit, then click the *Edit* button.
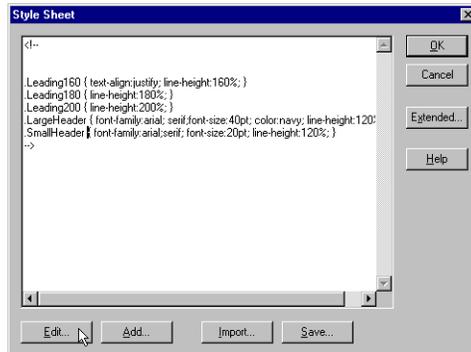
3   When the *Style* dialog box appears, edit the style as you want. Then click *OK*.

4   After the contents of the style are changed, click *OK* to register. If you choose not to register it, click the *Cancel* button. Then the previous content will remain untouched.
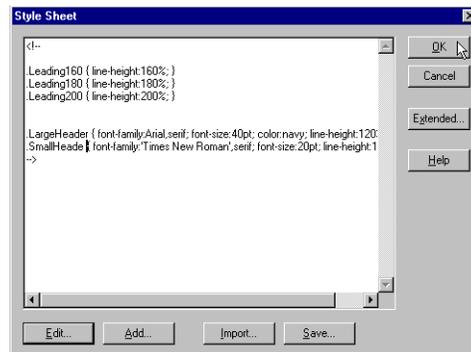
Save Style   You can save the styles created in the *Style Sheet* dialog box in other folder by clicking the *Save* button. When the *Save CSS File*

dialog box appears, select the folder in which the style will be saved. And then enter the name of a style file, click the *Save* button. The extension name of style file is 'css'.
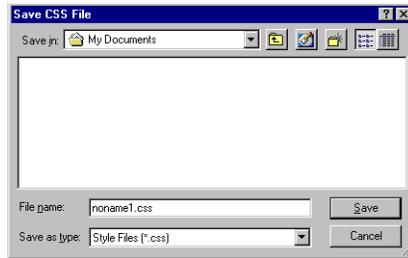
If you save the style in this way, you can apply it to other documents. This way you don't have to create styles every time you create a new document.

Import Style

You can import the style information by clicking the Import button in the *Style Sheet* dialog box. When the *Open* dialog box appears, select the folder and style file you want. Then click the *Open* button.
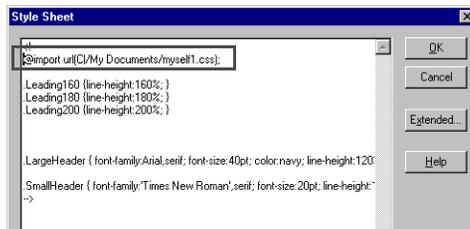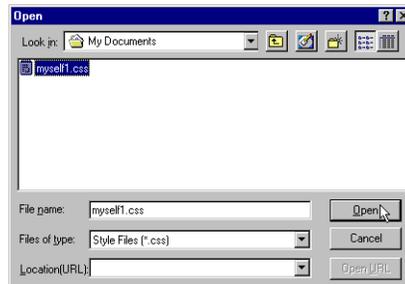
INCREASE INDENT
. . . .
Format-Increase Indent <Ctrl+F6>

Select to indent the entire paragraph where the cursor is. The paragraph is indented by the space of 6 English characters. You can not change this unit.

Not only a powerful Web Authoring Tool, Namo WebEditor 3.0 is a perfect word processor, making HTML 3.2 to 4.0 and CSS. This foresighted program has powerful document editing features, page bi table editing function,vertical/horizontal ruler and document outline.

Not only a powerful Web Authoring Tool, Namo WebEditor 3.0 is a perfect word processor, r of HTML 3.2 to 4.0 and CSS. This foresighted program has powerful document editing feature: incredibly easy table editing function,vertical/horizontal ruler and document outline.

DECREASE INDENT
. . . .
Format-Decrease Indent <Ctrl+F5>

Reverse the Increase Indent applied to the paragraph where the cursor is. You can use the *Decrease Indent* only on the paragraph where the *Increase Indent* has been applied.

SPLIT LIST
. . . .
Format-Split List <Shift+F8>

Select, to split a list into two. The paragraph where the cursor is positioned will be split as a new list. If you split a numbered list, the starting number will be changed to 1 by default.

Once you split a list, the other list will not be affected by changing the style of bullet, or type of number in the list.

The red arrow indicates that a list starts here. This mark appears only when format marks are displayed.

MERGE LIST
. . . .

Format–Merge List <F8>

The *Merge List* command does the opposite of the *Split List* command. This command merges two neighboring lists into one.

When merging lists, the cursor must be at the first line of the lower list and the space of the indentations of the two lists must be the same. When the indentations are not the same, you must make them the same beforehand.

If you merge the lists, the marks or numbering of the lower list will be changed automatically.

New features in Namo WebEditor 3.0 ¶

→ • DHTML¶
• Script Wizard¶
• Theme Gallery & Template Wizard¶
• WYSIWYG Equation Editor¶
• Microsoft Document Format Import¶
• Microsoft SourceSafe Support ¶
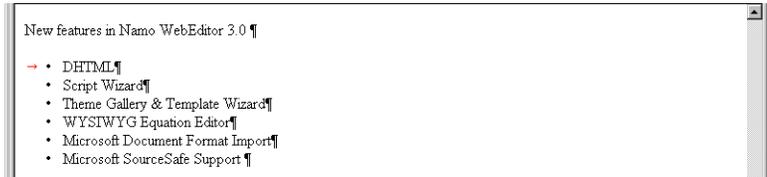
THEME
. . . .

Format-Theme...

Select to change the theme applied to the current project or document to another one.

1 When you select the *Theme* command on the *Format* menu, the *Theme Gallery* dialog box appears.
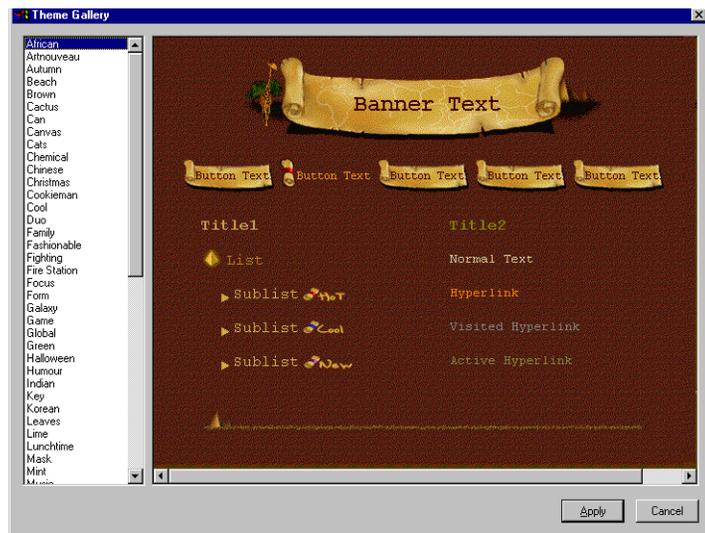
2 If you click one of the theme lists in the left window, the appearance of that theme is shown in the right window of the *Theme Gallery* dialog box.

3 A dialog box appears asking to what files you wish to apply the selected theme. Select *All files in the project* to apply the theme to all the files in a project. Select *All open files* to apply to all the open documents. Select *The current file only* to apply only to the current document. Then click the *OK* button.
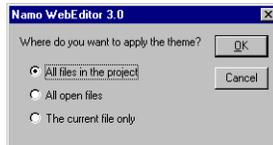
Reference   One theme consists of nine theme objects: Banner, Button, Emphasis Button, Large Bullet, Small Bullet, Horizontal Rule, Cool, Hot and New. If you change the type of theme, the objects applied to the document will change as well.

Of the theme objects, you can specify the Banner, Button, Emphasis Button along with the text that would be shown in them. Click the *Theme Object*, and then select the *Theme Object* command on the *Format* menu (the Theme Object is the last item of the Format menu. Its name will vary with the objects selected), or you can press the short cut key <Alt+Enter> on your keyboard. Then, the *Theme Object Property* dialog box appears.

You can modify the type of Theme Object, type of font, size and location of character, and the content of the text. When the Banner, Button and Emphasis Button can not contain the whole text, you must shorten the text, reduce the font size, or change the location of the text.
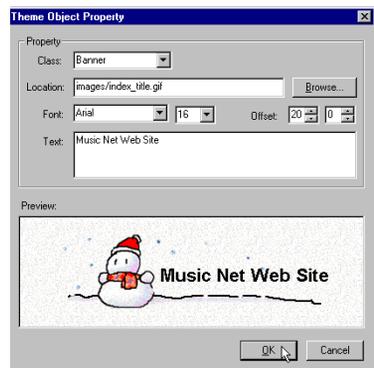
PAGE BREAK SET
. . . .
`Format-Page Break Set`

Select to force a page break, or to specify the way a not-yet-finished paragraph is displayed after the new page begins. Remember that this command will work only when you are printing a document.

If you point to the *Page Break Set* command on the *Format* menu, you can select one of three options; *Page Break*, *Page Break...,* and *Protect Widow/Orphan.*

Page Break

If you select the *Page Break* submenu on the *Page Break Set* command on the *Format* menu, or press the short cut key <Ctrl+Enter> on your keyboard, you can start a new page. And the line of the cursor position on the previous page becomes a first paragraph of the new page.

Reference

To see the page break in the edit window, select *Page Layout* on the *View* menu. When the page layout is displayed, the location where the page changes normally will be shown as a red line. And the location where you have forced a page break will be displayed by a red solid line.

Page Break...

If you select the *Page Break...* on the *Page Break Set* command on the *Format* menu, the *Page Break* dialog box appears. You can specify the way a page breaks.
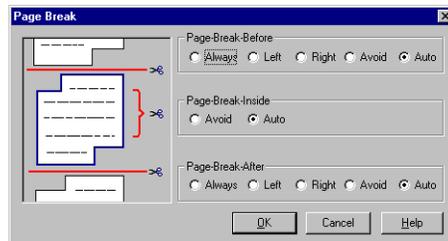
When you select more than one paragraph, the page break will be applied to all the paragraphs selected. When paragraphs are not selected, the page break will only be applied to the paragraph of the cursor position.

Page-Break-Before

Always   Indicates breaking page at the start of a paragraph.

Left   Indicates breaking page at the start of a paragraph, and making the new page an even numbered one.

Right   Indicates breaking page at the start of paragraph, and making the new page an odd numbered one.

Avoid   Indicates preventing a page break at the top of a paragraph.

Auto   Reverses preventing action.

Page-Break-Inside

Avoid   Indicates preventing a page break within a paragraph.

Auto   Reverses preventing action.

Page-Break-After

Always   Indicates breaking page at the end of a paragraph.

Left   Indicates breaking page at the start of a paragraph, and making the new page an even numbered one.

Right   Indicates breaking page at the end of a paragraph, and making the new page an odd numbered one.

Avoid   Indicates preventing a page break at the end of a paragraph.

Auto   Reverses preventing action.

Protect Widow/Orphan

If you select *Protect Widow Orphan...* on the *Page Break Set* command on the *Format* menu, then the *Widows/Orphans* dialog box appears. You can avoid starting a new page with one or two lines of a paragraph that belongs to the previous page. The lines, widow orphan can spoil the appearance of a document.

When you select several paragraphs, the *Protect Widow Orphan* will be applied to all the paragraphs selected. When not selected, it will applied only to the paragraph of cursor position.
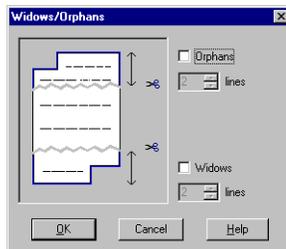
Protect Orphans

Specify how many lines you want to protect at the start of a paragraph. If you specify two lines as widow orphan, two lines will not be separated from a paragraph.

Below is a sample of protecting orphans.

Protecting Widows

Specify how many lines you want to protect at the end of a
paragraph. If you specify two lines as widow orphan, two lines will
not be separated from the paragraph.

TAG

・・・

```
Format-Tag... <Alt+Enter>
```

Select to modify the attributes of an object you select.

When you select an object like image, horizontal rule, layer, or form
field by a mouse click, the last command name of the *Format* menu
will be changed. The object name you select is shown as the name
of the last command. If you select an image, the *Image...* will be
shown instead of Tag....

You can also select the last item on the short cut menu. The short
cut menu appears when you right click after selecting an object.
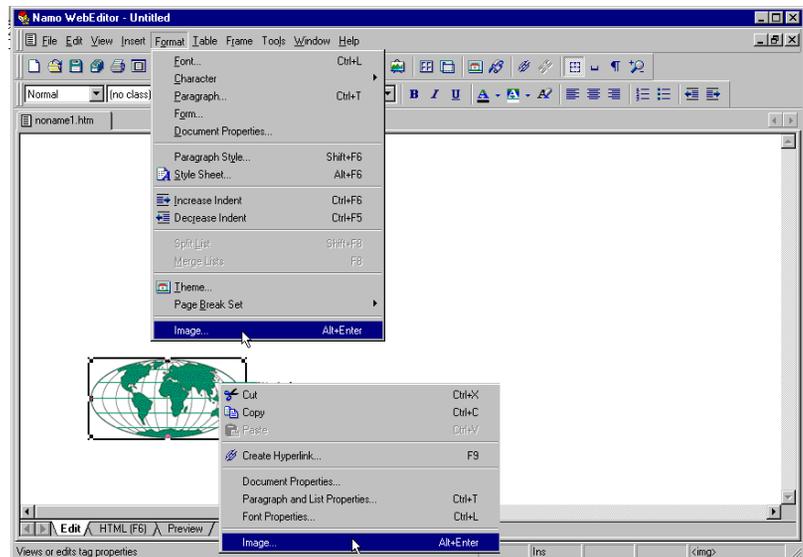
Table

Table menu provides features that help you create and design tables. You will use tables quite often while creating your web site and will be come to be one of the most important elements to the design of your site.

```
New Table...
Draw Table

Insert Rows or Columns...
Delete Rows or Columns...
Split Cells...
Merge Cell

Equalize Cell Width
Equalize Cell Height

Cell Properties...
Table Properties...

Border                          ▶
Trim Cell Size                  ▶
Select                          ▶
```
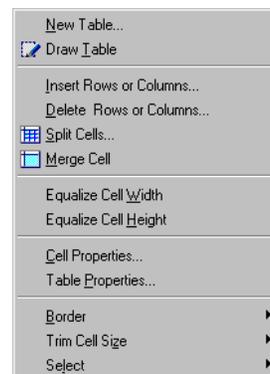
NEW TABLE

Table–New Table...

Select this option to create a new table. You will be asked to specify the number of rows and columns you want.

When you select the *New Table* command from the *Table* menu, the *Table Properties* dialog box appears as shown below. Select the options on the table size and appearance from this dialog box, then click *OK*. If you click the *Apply* button, the *Table Properties* dialog box will not disappear and you will be able to see the table behind the dialog box. This way, you can continue creating or adjusting without having to re-open the dialog box.
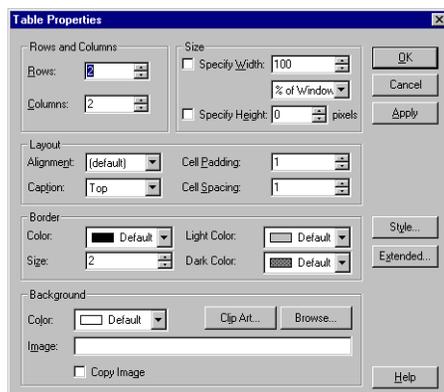
Rows and Columns	**Rows**	Specify the number of rows you want.
	Columns	Specify the number of columns you want.

Size **Specify Width** Specify the width of table. You have two options; relative and absolute width. The relative width is decided by the proportion of the table to the full width of a window. The absolute width is one that is measured in pixels. If you specify the width in pixels, the table size will be a fixed size.

Specify Height Specify the height of the table in pixels.

Layout **Alignment** You can specify the horizontal position of a table by selecting from the following options; left, right, center. The horizontal position of a table can be specified only in the *Table Properties* dialog box. It is not available on the align buttons on the *Format* toolbar. This will decide where on the screen your table will reside.

Caption You can specify the location of the caption, which is the description of the table. It can be at the top, bottom, left or right. Since you can't enter or edit the caption in the edit window of the Namo WebEditor, you will need to select the HTML window, then enter or edit the caption directly on the HTML source. By default, the caption is hidden in the edit window. To see the caption, you can use the Preview window or select *Preview in Netscape* from the *View* menu.

Cell Padding This is the distance between a cell and its content. The default is 1. Below is a sample of tables with different cell spacing.

The cell padding of this table is 0.   The cell padding of this table is 5.   The cell padding of this table is 10.

Cell Spacing   Specify the border size. This is the distance between the cell and the table. The default is 2. Below is a sample of tables with different border sizes.
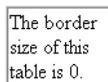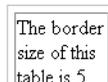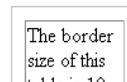
Border

Color   Specify the color of the border.

Size   Specify the border thickness. The default is 1; when you specify 0, the border becomes invisible. If you activate the *Format Mark*, from the *Mark Set* command in the *View* menu, the border with 0 thickness will be displayed as a dotted line. Below is a sample of tables with different border thicknesses.
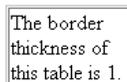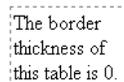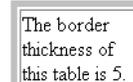
Reference   If you select *Custom* color when choosing colors, you will have the choice of your own colors as well as the 16 suggested colors.

The *Color* dialog box will appear only when the display is set to 256 (or more) colors in Windows. As a precaution, we recommend you stick with the browser safe colors. For more information on colors, see *Color(6-3)*.

Light Color   Specify the color for the outer-left, outer-top, inner-right, and inner-bottom of the border.

Dark Color   Specify the color for the inner-left, inner-top, outer-right, and outer-bottom of the border.
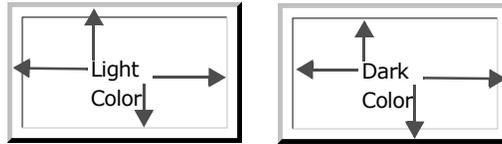
Reference In Netscape only one color will be used in the way that the same color is displayed two ways; lighter and darker.

Background

Color Specify the background color of the table. You can either choose from the 16 colors or delve into the custom color choices.

Image You can specify image to be used as the background of your table. Once you select a background image, the background color will no longer be displayed.

Clip Art You can chose one of the many clip art images Namo WebEditor provides as a background image for your table. For more information, see *Clip Art(5-13)*.

Browse If you do not know the file name and path, click *Browse* to search your hard drive for the correct file. For more information on using background images, see *Image(5-7)*.
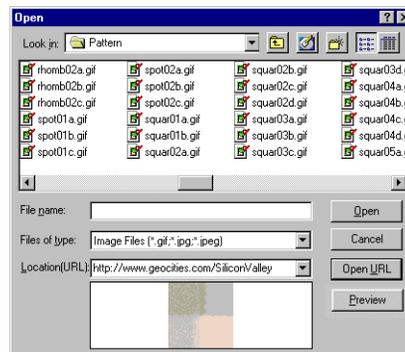
Copy Image If you select this option, the *Copy Resource* dialog box appears the next time you save the document. The *Copy Resource* dialog box is used for saving image files along with the current documents into a sub folder in your main directory, or the directory that has your index.html file in. The suggested name for the sub folder is 'images', but you can specify your own. This feature not only helps with keeping your site organized, but it guards slightly against file damage.
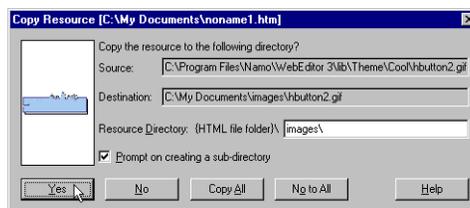
When you specify a background image to the table, it will be repeatedly displayed horizontally and vertically.
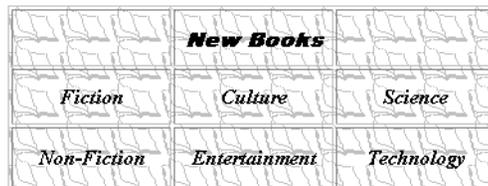
Style If you click the *Style...* button in the *Table Properties* dialog box, the *Style* dialog box appears. The options you select here will be applied to the entire table. You can see the list of styles that are specified for the document on the *Class* tab.

The values that you specify in this dialog box will be the default values for your table. For example, if you set blue for the Foreground color, all the characters in the table will be displayed in blue. For more information on the *Style* dialog box, see *Paragraph Style(6-25)*.

Extended

To use a tag, not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended Attributes* dialog box will then appear. After clicking the *Add* button, enter the Name and Value of the Attribute and click *OK*.
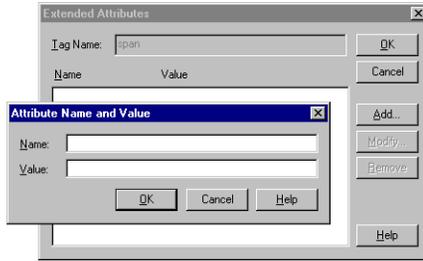
Reference

You can create a table quickly and easily by using the *Create Table* button on *Standard* toolbar. When using this button, however, you cannot specify the details for the appearance of the table. If you want to adjust these attributes, select *Table Properties...* from the *Table* menu, after creating the table.

1 Click the *Create Table* button.
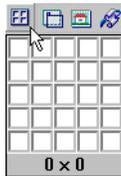
2 Select the number of rows and columns that you want by dragging the mouse.
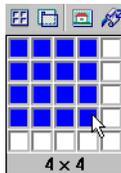
3 A table will then be inserted in the edit window at the current cursor position.

DRAW TABLE
. . . .

Table-Draw Table 📝

This allows you to draw or erase a table as you would on paper with a pencil. This makes it simple to insert a new row or column. You can also remove a row or column in a table using this command.

1 Select the *Draw Table* command from the *Table* menu. The *Table Tools* toolbar appears, and the pointer changes to a pencil.

2 Drag the mouse to draw a table. A table with one cell is then created.

3 Draw the horizontal lines as you want them within the table.
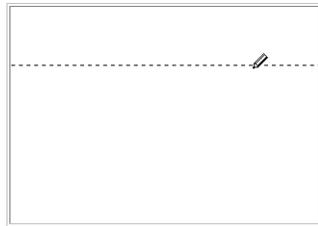
4 Draw the vertical lines and place them were you want within the table.
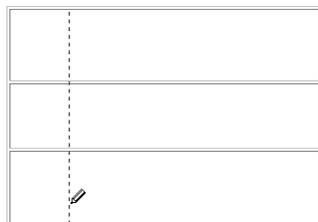
5 You can also draw horizontal/vertical lines within part of the table. This feature is indispensable to create complicated tables like this.

Erasing a Table To remove part of a table, use the *Erase Table* button on the *Table Tools* toolbar.

1 When you click the *Erase Table* button, the pointer then changes to an eraser.

2 While holding down on the mouse button, move to the line you want to remove. It will turn red.

3 If you release the mouse button, the line will be deleted.

Escape Drawing Table

> To exit from the drawing function after creating a table, click the *arrow* button on the *Table Tools* toolbar or press <Esc> on your keyboard.

Reference To insert a table within a table, you must use the *New Table* command on the *Table* menu or click the *Create Table* button on *Standard toolbar*. You cannot create nested tables with the *Draw Table* feature.
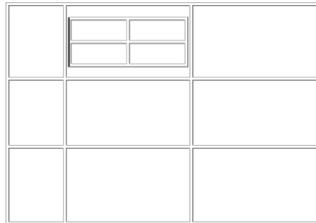
INSERT ROWS OR COLUMNS
. . . .
Table-Insert Rows or Columns... <F10>

This option will allow you to insert a line within a table. You can insert multiple horizontal/vertical lines at a time.

With the cursor inside the table, select the *Insert Rows* or *Columns...* command from the *Table* menu. The *Insert Rows* or *Columns* dialog box will appear. Specify the kind of line, the number of lines and where you want to insert the lines within the table, then click *OK*.
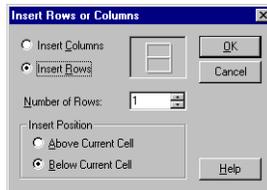
Insert Columns	This will insert a vertical line.
Insert Rows	This will insert a horizontal line.
Number of Columns	Use this to specify the number of lines you want to put in your table.
Insert Position	Specify the location where the lines are to be inserted. When you insert a horizontal line, you can select between the two positions; left or right of current cell. And when you insert a vertical line, you can select either above or below.

DELETE ROWS OR COLUMNS
. . . .
`Table-Delete Rows or Columns...`

This will allow you to delete multiple horizontal/vertical lines of the table. When you select the *Delete Rows* or *Columns...* command on the *Table* menu, while the cursor is inside the cell you want to delete, the *Delete Rows* or *Columns* dialog box will appear. Specify the type and number of lines to delete, then click *OK*.
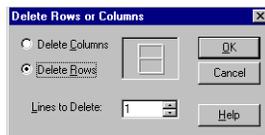
Delete Columns	This option will delete a vertical line.
Delete Rows	This option will delete a horizontal line.
Lines to Delete	Specify the number of horizontal/vertical lines to delete. Remember that the cell where the cursor position is will be included in which lines are to be deleted. Note that you can always reverse the delete action by selecting the *Undo* command from the *Edit* menu.

SPLIT CELL

. . . .

`Table-Split Cell...` 🔲

This allows you to split cells into columns or rows. In a vertically split cell, a new cell will be created to the right of the original. In the horizontally split cell, the new cell is created below.

With the cursor inside the table, select the *Split Cells* command from the *Table* menu. The *Split Cell* dialog box will then appear. Specify the direction (horizontal or vertical) and the number of cells to split, then click *OK*.
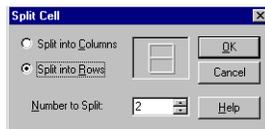
MERGE CELL

. . . .

`Table-Merge Cell` 🔲

This option will merge neighboring cells into one. The content of the cells is not deleted by the merge action.

1 In the group of cells you are planning to merge, place the cursor in the one that is at the margin.

2 While holding the <Shift> key, select other cells by clicking on them at a time. All the lines between the selected cells will then be selected.

3 Select the *Merge Cell* command from the *Table* menu. The selected cells will now be merged into one.

Reference You can also select the cells by dragging the mouse or clicking while pressing the <Shift> key. Choose the way you prefer.

EQUALIZE CELL WIDTH
. . . .
`Table-Equalize Cell Width`

This will allow you to equalize the width of neighboring cells. After selecting the rows you want to equalize, choose *Equalize Cell Width* from the *Table* menu.
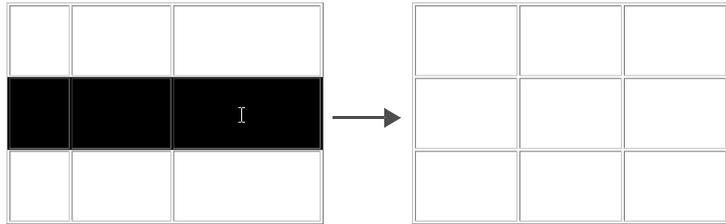
EQUALIZE CELL HEIGHT
. . . .
`Table-Equalize Cell Height`

This is the same as equalizing the width, but rather than affect the width, the height is equalized. After selecting the columns to equalize, choose the *Equalize Cell Height* command on the *Table* menu.
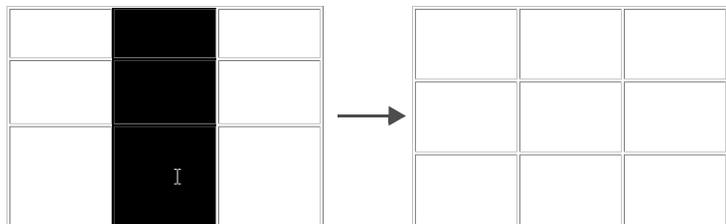
CELL PROPERTIES

Table-Cell Properties...

This option allows you to adjust the cell properties. It is used mostly to adjust properties of small parts in a table. If you want to modify the entire table, select *Table Properties* from the *Table* menu.

When you select the *Cell Properties* command from the *Table* menu, the *Cell Properties* dialog box will appear as shown below. Choose between the various options and click *OK*. If you click the *Apply* button, the *Cell Properties* dialog box will not disappear after you have made your selections, and you can continue working on the properties.

HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !
Top	Middle	Bottom	Baseline
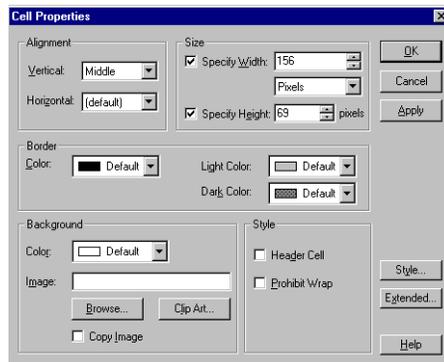
Alignment

Vertical   Specify the vertical alignment position of the cell contents. You can select from top, middle, bottom and baseline.

Horizontal   Specify the horizontal alignment position of the cell contents. You can select from left, right and center.

HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !	HTML Headache Killer, Namo WebEditor 3.0 !
Left	Right	Center

Reference   When the cell contents consist of one single paragraph, the difference between the results of *Horizontal Alignment* cell alignment versus the Paragraph alignment is hardly visible. But when the contents make two paragraphs, the differences become very visible. If you use the *Horizontal Alignment* options in the *Cell properties* dialog box, you can adjust the contents of entire cells. When you use the *Align* options in the *Paragraph Properties* dialog box, you can align each paragraph differently.

Size

Specify Width   Specify the width of a cell. You have two options; relative and absolute width. The relative size is the proportion of cell to the width of a table. The absolute width is measured in pixels. If you specify the width in pixels, the total size of the cell widths must be smaller than that of the whole table. To explain, if your table is 600 pixels, your cell widths have to be 599 or less. If there is a problem in the size and you cannot get the cell to change even after you have adjusted it, use the *Select Column* on the *Select* command on the *Table* menu. This way you can select all the cells in a column and change their widths.

Specify Height   Specify the height of cell in pixels. When all the cells in a row have different heights, they can be set at the size of the largest. If you are unable to fix this even after you have adjusted the height of that particular cell, try using *Select row* on the *Select* command on the *Table* menu. This way you can select all the cells in a row and change their height as a group.

Border   **Color**   Specify the border color of the current cell or all
                                 selected cells. You can choose to use custom colors
                                 here as well. If you select custom colors, you will have
                                 a selection of over 256. But if the *Light/Dark Colors*
                                 are specified, no border color will be displayed.

                 Light Color Specify the color for the outer-left, outer-top, inner-
                                 right, and inner-bottom of the border.

                 Dark Color Specify the color for the inner-left, inner-top, outer-
                                 right, and outer-bottom of the border.
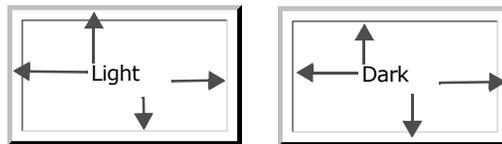
Reference   In Netscape, only the same color will instead of separate light and
                 dark colors. One color will simply be lighter than the other.

Background   **Color**   Specify the background color of the cell. You can use
                                 Custom color as well as the 16 suggested colors.
                                 When the background colors are different between the
                                 cell and the table, the background color of the cell will
                                 be displayed.

                 Image   You can specify an image file to be used as the
                                 background image. If you choose a background image
                                 for the cell and table and select a background color of
                                 a cell at the same time, the background image of the
                                 cell will be what is displayed.

                 Clip Art   You can select one of the various clip art images
                                 supplied by the Namo WebEditor as a background
                                 image. For more information on this, see *Clip Art(5-
                                 13)*.

Browse　You can specify the background image by entering the location of an image file. You can not only choose an image file from your hard drive, but you can also take a file straight from the internet simply by inputting the correct URL. For more information on how to do this, see *Image(5-7)*.
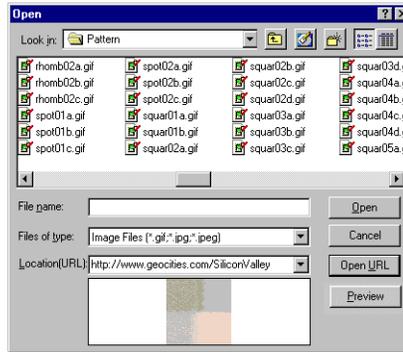
Copy Image　If this option is active, the *Copy Resource* dialog box will appear after you save any document. The *Copy Resource* dialog box helps in organizing your directories. It gives you the option to save all your image files into a sub directory of your main HTML directory (whatever you specified to save your original document in). The suggested name for this folder is 'images', but you can change it to something else.
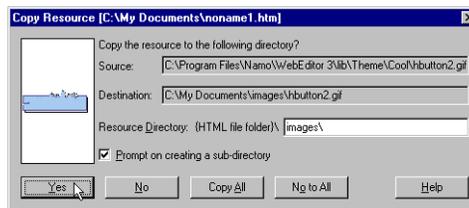
When you specify a background image to the cell, it will be repeatedly displayed horizontally and vertically. Note that the size of the cell has to be large enough for the background image to be displayed.

Style

Header Cell If you select this option, the contents in the cell will be changed with a bold look.

Prohibit Wrap This prevents a line from even flowing onto another line without hitting enter. It will move the cell walls over to compensate for whatever space it needs. The default is for this to be in the off mode as it is not cross-browser compatible.

Style...

If you click the *Style...* button in the *Cell Properties* dialog box, the *Style* dialog box will appear. The selected options in it will apply to the entire cell. You can see the list of all styles that are specified for a document on the *Class* tab.

The values that you specify in this dialog box will be the default values for the cell. Meaning if you set blue for the Foreground color, all the characters in the cell will be displayed in blue. For more information on the *Style* dialog box, see *Paragraph Style(6-25)*.

Extended

To use a tag, not bound by the HTML rule that Namo WebEditor supports, click the *Extended...* button. Then the *Extended Attributes* dialog box appears. After clicking the *Add...* button here, enter the Name and Value of the Attribute. Then click *OK*.

TABLE PROPERTIES
· ·
`Table-Table Properties...`

This will allow you to adjust or check the table properties. For more information on the *Table Properties* dialog box, see *Draw table(7-7)*.

You can adjust the properties of the entire table here. If you wish to modify the properties of specific cells in the table, select the *Cell Properties...* command from the *Table* menu.
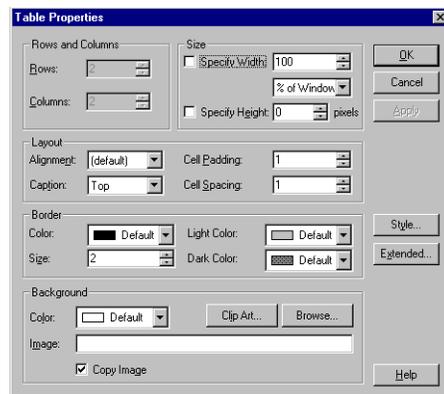
BORDER
· ·
`Table-Border`

This will allow you to quickly modify the look of the border.

When you select the *Border* command from the table menu, you will have four options. Each one can drastically change the look of the border.

Normal   Sets the *border size* to 1, and gives the default value for *Light* and *Dark Color* options.

Thin   Sets the border to 0, *Light Color* is white, *Dark Color* is black. This border has a very thin look to it.

Thick   Sets the *border size* to 0, *Light Color* is Black, *Dark Color* is White. This border has a thicker look to it.

Hide Border   Indicates the *Cell Padding* is 0 and the Border is invisible.

TRIM CELL SIZE
. . . .
`Table-Trim Cell Size`

This will trim the cell size to a specific fixed width.

When you select the *Trim Cell Size* command from the *Table* menu, three items appear. Please read how they can change your table settings.

Trim Cell Size This trims the inside of the cells. Useful when you want to bring the original width value back after a cell has been modified incorrectly.

Remove Width Attribute
           Removes the width attributes tag from the Table/Cell Properties.

Remove Height Attribute
           Removes the height attributes tag from the Table/Cell Properties.

SELECT
. . . .
`Table-Select`

This option will select certain parts inside the table.

When you choose the *Select* command from the *Table* menu, four items appear. Each one you select will highlight different parts of the table.

Select Cell   This option will select the current cell.

Select Row   This will select an entire row. You can alternatively do this by holding down the <Shift> key and dragging the mouse along to select the cells as if you were selecting text.

Select Column This will select an entire column. The alternate way to select a column is the same as selecting a row, except this time it is vertical rather than horizontal.

Select Table   This will select the whole table. Useful to delete or copy all the contents of the table. Very helpful for selecting a table that is nestled inside other tables.

Reference   Sometimes it may be necessary to delete a table that has been imported from another web document. If you follow these steps, you will be able to do it quickly and easily. Place the cursor inside the table and click. The cursor should be focused inside the table. Once you have done this, press <Shift+Esc> on your keyboard. Then the cursor position will appear on one of the corners of the table. When you see this, press <Delete> or <Backspace> to delete the table. You can also choose *Select Table* from the *Select* command on the *Table* menu and press the <Delete> key after it has been highlighted.

Frame

Frame menu helps you create frames in the Namo WebEditor window and manage them easily. For beginners the frames may seem rather difficult. However, once you follow this chapter step by step, you will have enough knowledge to create and modify them as you want. Namo WebEditor offers you

New Frameset...	
New Page	Ctrl+Shift+N
Open Page...	Ctrl+Shift+O
Save All	Ctrl+Shift+S
Save Frameset	
Save Frameset As...	
Print Frameset...	Ctrl+Shift+P
Print Preview	
Split Frame Horizontally	
Split Frame Vertically	
Frameset Properties...	
Frame Properties...	Ctrl+Shift+R

pre-designed framesets as templates. You will find them useful.

FRAME AND FRAMESET

There are many web sites that split the screen horizontally and vertically thus dividing it into several regions and they then display the HTML documents in those regions.

We call each sub window region a 'frame'. 'Frameset' indicates the HTML document that contains the information on the number, arrangement, name, size and attribute of the frames.

To create a web page that consists of three window regions (frames), there must be four HTML documents; 3 frames and 1 frameset. If you open the frameset file in a web browser, other attached frames open automatically. When publishing, you must publish all 4 frames so that one can see all the frames in the web browser.

When you create a hyperlink from a web page which uses frames, you must specify both target frame name and target document

name, otherwise the specified target document will not be displayed in the specified target frame.

If you open the frameset document, then the current frame name and the name of the document file being displayed in the frame appear in the brackets on the Title Bar. To the right of the bracket the title of the current frame document (title in the head tag) is displayed.

If we take the example below, the current frame name is 'detail', the current document file name is 'frame3.htm' and the document title is 'DHTML'.
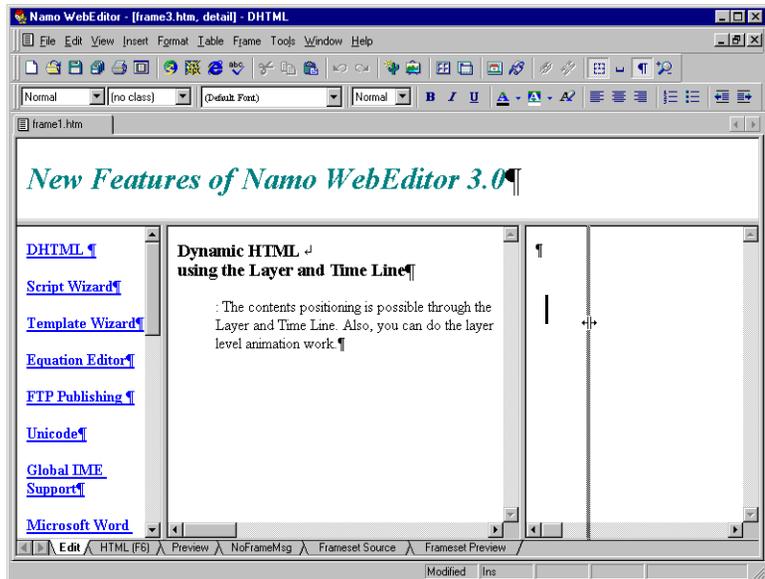
NEW FRAMESET

Frame-New Frameset...

Now you can create a new document that uses frames. You can add frames by selecting the *Split Frame Horizontally/Vertically* command on the *Frame* menu. However, when creating a new document using frames, select the *New Frameset* command on the *Frame* menu, it will be more convenient.

When you select the *New Frameset* command on the *Frame* menu, then the *New* dialog box appears. Select the frame set you want in this dialog box, and click *OK*. Now the frameset you have selected appears in Namo WebEditor window.
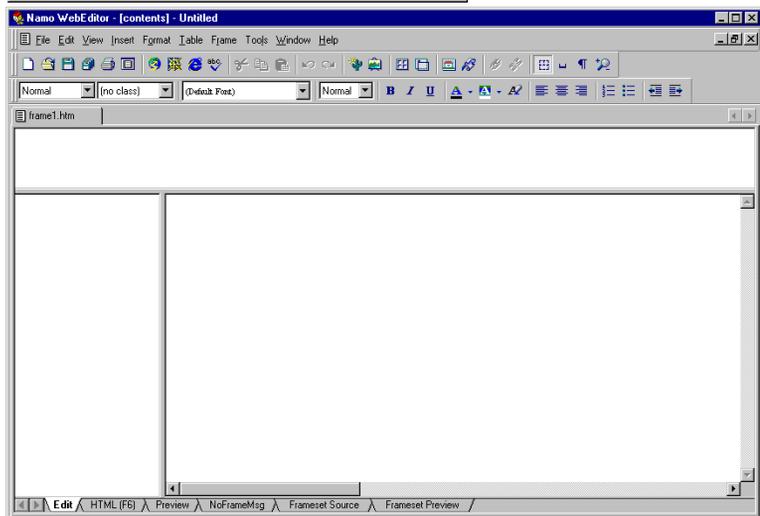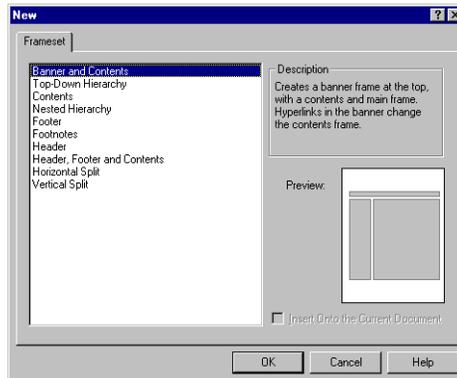
When you create or open the frameset document, the *No Frame Msg*, *Frameset Source* and *Frameset Preview* tabs are shown at the bottom of the window along with the *Edit*, *HTML*, and *Preview* tabs.

No Frame MSG Tab When someone opens the frameset document in a web browser not supporting the frame, he or she won't be able to see the document. You can prepare the description for this occasion. Most of the web browsers that are used now support the frame so that the description for the occasion can't be seen in them. However, in a text web browser not supporting the frame like the Link, the description is displayed.

When you click the *No Frame Msg* tab, a window appears displaying the message, "Viewing this page requires a browser capable of displaying frames". You can edit this message or open other HTML document in this window. After you finish editing, click the *Edit* tab to return to the edit window.
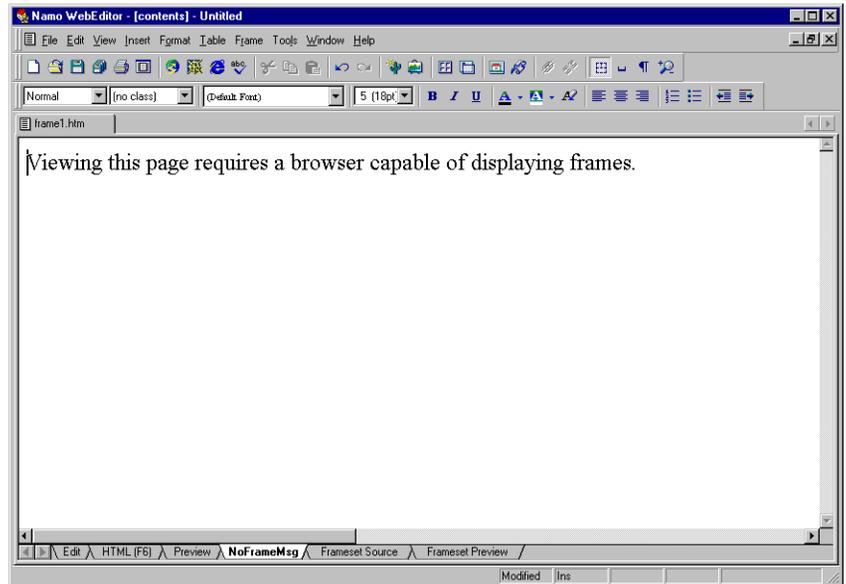
Caution   The contents of the *No Frame Msg* tab are saved in the frameset document, therefore, after editing it you must save the contents by selecting the *Save Frameset* command on the *Frame* menu.

Frameset Source Tab

When you click the *Frameset Source* tab, Namo WebEditor displays the source file of the current frameset. The frameset includes information on the number, rows, columns and size of the frames that belong to the current frame. It also contains the description for the web browser that can't display the frames. To display the source of each frame, not frameset, click the HTML tab or <F6> key on your keyboard with the insertion position on the respective frame.

When you select the *Frameset Source* tab, the window displaying the frameset source appears. If you select the *Show Source with Color* on the short cut that appears when you right click, the Namo WebEditor displays the HTML tags in colors to help you tell them from the other contents of the window.
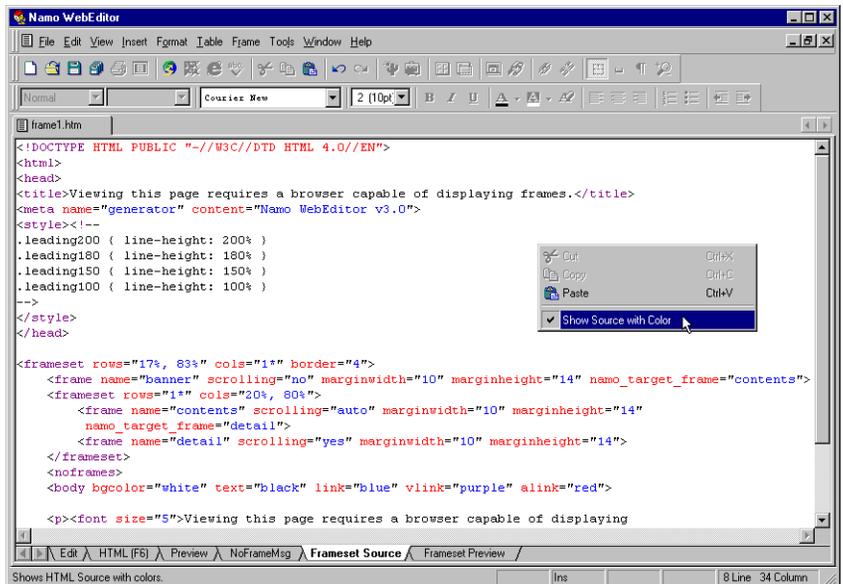
Frameset Preview Tab

When you click the *Frameset Preview* tab, you can see how the entire frameset looks in the Internet Explorer. If the Internet Explorer is not installed on you system, the preview functionality is not available. If you use Netscape, select the *Preview in Netscape* command on the *View* menu or press the <F12> key on your keyboard.

With the *Preview* tab, you can only preview the shape of each frame.

NEW PAGE
. . . .
Frame-New Page <Ctrl+Shift+N>

Select to create a new document after closing the document at the current cursor position. The *New Page* command is used to create a new document in one of the frames where the cursor position is, not to create new documents in all the frames of the frameset.

When you select the *New Page* command on the *Frame* menu, Namo WebEditor closes the document in the current frame and creates a new one in it.

If you didn't save the documents in the editing frame, then a dialog box appears asking whether Namo WebEditor should save the document or not.
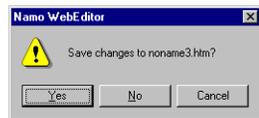
Yes   Indicates closing the document after saving it.

No   Indicates closing the document without saving it. If
                 you click the *No* button after making changes on the
                 document, you can not revive the changes.

	Select to cancel the close action. Click this button

Cancel   Select to cancel the close action. Click this button when you are not sure whether you save the document after making changes. You can select the *New Page* command on the *Frame* menu later.

Caution   The *New Page* command on the *Frame* menu is the same as the *New* command on the *File* menu in that it creates a new document, but differs in its basic concept. The *New* command on the *File* menu opens a new edit window, then creates a new document in it, while the *New Page* command on the *Frame* menu creates a new document in one of the several frames.

OPEN PAGE

`Frame-Open Page... <Ctrl+Shift+O>`

This allows you open an document saved onto the hard disk into the current frame. To do this:

1 Place the cursor in the frame in which the new document will open.

2 When you select the *Open Page* command from the *Frame* menu, the *Open* dialog box will appear.
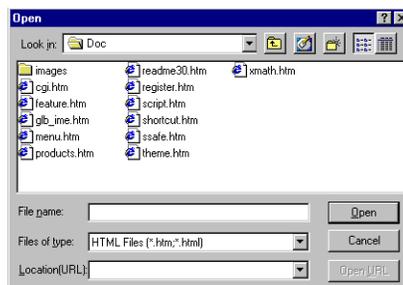
3 Move to the folder where the document you want is saved.

4 Click the document to select it and then click the *Open* button. The document will now open in the current frame.

For more information on the *Open* dialog box, see *Open(2-4)*

Caution   As for the attributes of the document that you opened using the
New Page command on the *Frame* menu, it is something you must
change yourself. This is necessary because Namo WebEditor opens
documents in the frame, but does not properly set their attributes.

SAVE ALL
. . . .
```
Frame-Save All <Ctrl+Shift+S>
```

This allows you to save all documents open inside the current frame
document. This will not save files open in another edit window.

If you have not saved your frame document since its creation, the
Save As dialog box will appear for each document. For more
information on the *Save as* dialog box, see *Save As(2-17)*.

Reference When you select the *Save All* command on the *Frame* menu, Namo
WebEditor saves only the frames and the frameset documents in
the current document tab. But if you select the *Save All* command
from the *File* menu, all open documents will be saved. You will also
get a chance to save documents that have never been saved
before.

SAVE FRAMESET
. . . .
```
Frame-Save Frameset
```

This saves the frameset. The frameset document contains
information on the number, arrangement, name, size and attribute
of each of the frames. This means if you adjust the size or shape of
the frames, you will need to save the frameset along with the rest
of the frames. Saving the frameset does not save all the
corresponding frames, they still need to be saved on their own.

Caution   Because the extension name of a frameset document is exactly the
same as other HTML documents, it is difficult to tell the difference

between a frameset file and a regular HTML file. It is recommended that you name the frameset document in a way that implies its location or function. For example, save your left frame as 'frameleft.htm', and save your right frame as 'frameright.htm'.

SAVE FRAMESET AS

. . . .

`Frame-Save Frameset As...`

This allows you to save your frameset as something different than it already is. When you select this command, the current frameset is saved as the name you specify.

For more information on the *Save as* dialog box, see *Save As(2-17)*.

Reference The *Save Frameset As* command on the *File* menu is used to change the name of the frameset and doesn't affect the names of any frame documents inside the frameset. To change the frame document name, select the *Save As* command from the *File* menu.

PRINT FRAMESET

. . . .

`Frame-Print Frameset... <Ctrl+Shift+P>`

Select this to print the current frameset onto paper or into a file. This command prints the contents of the current window.

For more information on the *Print* dialog box, see *Print(2-29)*.

Reference The *Print Frameset* command on the *Frame* menu is for checking the shape of the frameset. To print the contents of each frame, select the *Print* command from the *File* menu.

Caution   To print, the default printer must be registered in Windows. You can check this by selecting *Start-Settings-Printers*. For more information on how to add a printer to your system or register a default printer, see your Windows user manual.

PRINT PREVIEW
. . . .
`Frame-Print Preview`

This option allows you to get a full view of the frameset before printing. You will find the Print Preview feature useful because you don't have to print the entire frameset to see the how it looks.

For more information on the *Print Preview* command, see *Print Preview(2-30)*.

SPLIT FRAME HORIZONTALLY
. . . .
`Frame-Split Frame Horizontally`

This option splits the current frame into two horizontal frames, one on top of the other. You can make the frame even if the current document is a plain HTML file.

When you select the *Split Frame Horizontally* command on the *Frame* menu, Namo WebEditor divides the current window horizontally and displays the current contents in the upper window, while it creates a blank frame in the lower window.
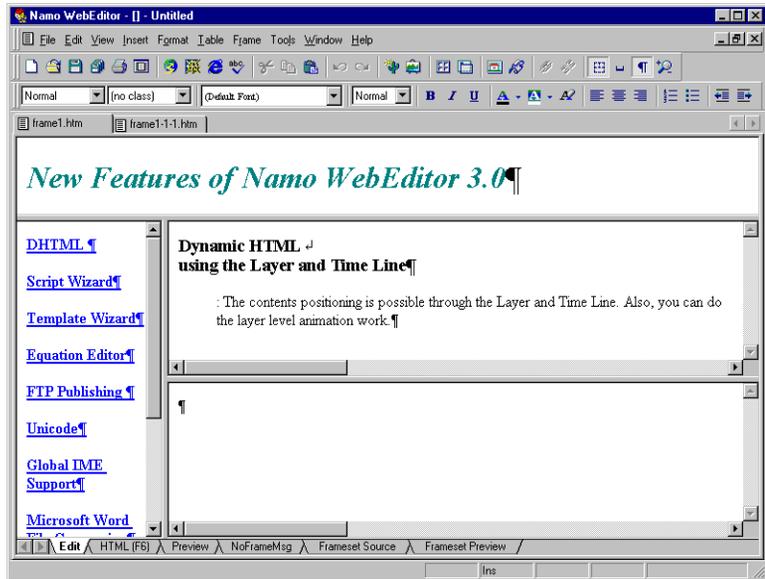
SPLIT FRAME VERTICALLY

. . . .

Frame-Split Frame Vertically

Select to split the current frame into two frames vertically. You can make the frame even if the current document is plain HTML.

When you select the *Split Frame Vertically* command on the *Frame* menu, Namo WebEditor divides the current window vertically and displays the current contents in the left window, while it creates a blank frame in the right window.
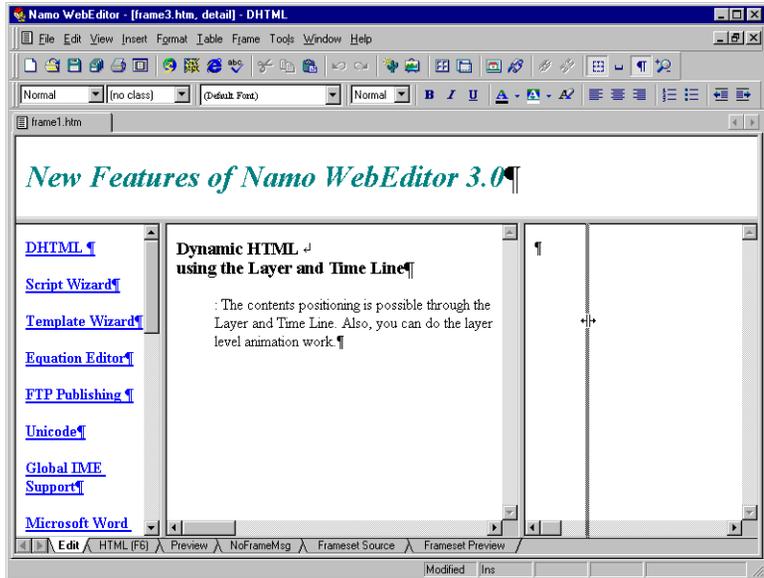
Reference   To remove the frames made by the *Split Frame Horizontally/Vertically* command, drag the frame border out of the Namo WebEditor window. A dialog box then appears asking whether or not Namo WebEditor should remove the frame. Click the *Yes* button. The frame that was dragged off is now gone!

FRAMESET PROPERTIES

. . . .
Frame-Frameset Properties...

This option allows you to adjust the properties of the frameset document. To do this, select the *Frameset Properties* command from the *Frame* menu to change the frameset properties.

When you select the *Frameset Properties* command from the *Frame* menu, the *Document Properties* dialog box will appear as shown below. For more information on the *Document Properties* dialog box, see *Document Properties(6-16)*.
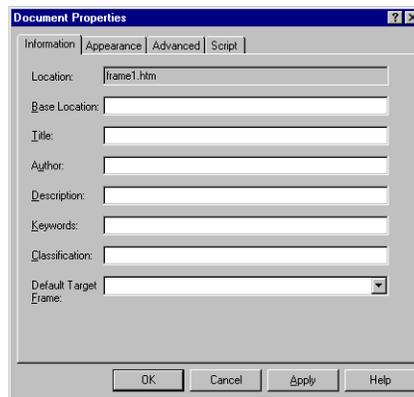
FRAME PROPERTIES

. . . .
Frame-Frame Properties... <Ctrl+Shift+R>

Here you can specify frame properties like the layout, margin, options, border thickness etc.

When you select the *Frame Properties...* command on the *Frame* menu, the *Frame Properties* dialog box as shown below.
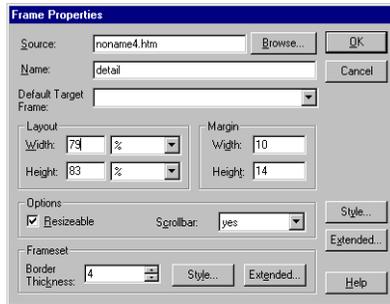
Source	Shows the name and location of the frame document. You can change the document that is displayed in the current frame by changing its name here. However, You cannot change the file name. To change the document name, select the *Save As...* command from the *File* menu.
Name	This is where you should specify the frame name. Every frame should have a name, it is used to create a hyperlink between all the frames in a frameset. To specify the frame name is recommended.
Default Target Frame	
	This shows which frame the hyperlink will go to. It can be either one of the frame names or one of the defaults shown below.
_parent	The target document will be displayed in the parent/main document.
_self	The target document of the hyperlink will be displayed inside the frame containing the hyperlink.
_top	This will display the target of the hyperlink in a window free from frames.
_blank	This will display the target of the hyperlink in a new window, also free from frames.

Layout

You can specify the width and height of a frame using the units below:

*(relative) Sets the frame size as a proportion. If you set this proportion to 3, and another frame gets set to 1, this frame will be 3 times as large as the latter.

% Similar to relative spacing above, except here you indicate the actual percentage of the entire frameset that the current frame should take up. If you specify a frame will take up 50% of the screen, it will have 50% of the screen no matter what size the browser window is.

pixel This allows you to specify the frame size in pixels. It will give you a fixed amount. For example, if you set the height to 100 pixels, it will always be 100 pixels, and other browsers will have to adapt to this size. It is recommended that if you are going to create frames, use a percentage or proportion, otherwise you risk the visitor suffering because their resolution isn't good enough.

Margin

Specifies the frame margin in pixels. The Width specifies the left margin and the Height specifies the top margin.

Resizeable

With this option selected, you can resize the frames in the web browser by dragging the mouse. When not selected, the frame sizes are fixed. You can see the result of selecting the *Resizeable* option in a web browser or in preview mode.

Scroll Bar

Lets you specify if you want a scrolling bar in your frame. If this option is selected, scroll bars only appear when the frame contents extends beyond the available screen space.

Border Thickness

Indicates the border thickness. When you specify the thickness as 0, the border will not be seen in a web browser. Frame borders are always shown in Namo WebEditor (edit mode only) to help you editing.

Style

This option will allow you to adjust the appearance of the paragraph style in more detail. When you click the *Style...* button in the *Frame Properties* dialog box, the *Style* dialog box appears. The options you select here apply to the paragraph of the current cursor position and do not affect the styles of other paragraphs.

Extended

To use a tag that is not bound by the HTML protocol that the Namo WebEditor supports, click the *Extended* button. The *Extended Attribute* dialog box will appear. Click the *Add* button here, then enter the name and value of the attribute. Click *OK*.

Reference You cannot undo or redo the actions taken on the location of the frame border or background images of a document. In short, changing document structure is not reversible.

Tools

The tools menu provides various options that will help you manage your web site and edit documents with ease. You can check spelling, make image maps, import text, images, even an entire web site! You can customize toolbars and set the preferences of the Namo WebEditor within the *Tools* menu.

abc Spelling...   F7
User Dictionary...
Auto Correct...   Shift+F7
Key Macro   ▶
Image Map   ▶
Change Case...
Symbols to DBCS...
Import from Web Browser   ▶
Import from Web...
Site Management   ▶
Source Control   ▶
External Programs   ▶
Customize Toolbar...
Preferences...

SPELLING

Tools-Spelling... <F7> abc

Select this option to check spelling errors in the current document.

The spell checker will display the spelling errors and offer corrections. You can also add custom words into the dictionary, such as your name or the name of a city.

The spell checker also has an auto correct feature. It will perform a check of the spelling and display incorrectly spelled words by underlining them in red. You can turn this option on and off.

To set the options for Namo WebEditor's spell checker, click on *Preferences...* in the *Tools* menu. Select the *Loading Documents* Tab.

When *Hide Spelling Errors* option is turned off in the *Preferences* option box (unchecked being off), spelling errors will appear as below, underlined in red.

Program Preferences

Tabs: Document Default | Loading Documents | External Program | Internet | Project

Settings
- ☑ Lock Insert Key
- ☑ Load Last Editing Documents
- ☑ Automatic URL Conversion

Speller
- ☑ Automatic Spelling Check
- ☐ Hide Spelling Errors

Loading Documents
- ☑ Always show a dialog box asking whether remove comments
- ○ Remove Comments
- ● Preserve Comments
- Tab Width: 8

Save Documents
- ☑ Make Backup File
- ☐ Auto Save
- Save Interval: 0 min
- HTML Source Width: 75

[OK] [Cancel] [Apply] [Help]

Which Web Authering Tool do you often use?

You can correct the unrecognized word in two ways, manually or by allowing the spell checker to suggest the corrections. You do this by selecting the *Spelling* command from the *Tools* menu or pressing <F7>.

When you select the *Spelling* command from the *Tools* menu, or press <F7> on your keyboard, the *Spelling Check* dialog box appears. The spell checker will then check the document from the beginning for spelling errors.

When the spell checker finds an unrecognized word, it displays the word in the *Not In Dictionary* field, and shows the possible corrections in the *Suggestions* field. The proposed correction is located in the *Change To* field.
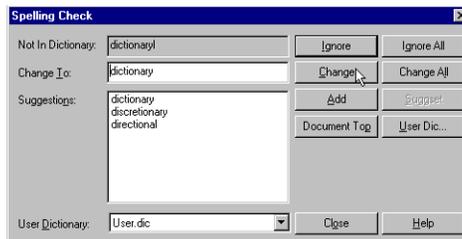
Not In Dictionary

Displays the unrecognized word that is to be corrected.

Change To   Displays the correction for the unrecognized word. Here appears the most possible correction from the words in the *Suggestions* field. When there are no possible corrections, the unrecognized word is displayed in this field. If you disagree with the choices or know of another spelling, you can enter it into this field.

Suggestions   Displays possible corrections for the unrecognized word. One or more words, sometimes none, will be displayed in this field.

Ignore	This option allows you to ignore the spelling of a specific word. This is helpful if you are misspelling a word on purpose.
Ignore All	This option allows you to ignore the spelling of a specific word throughout the entire document. Please note that this does not add the word to the dictionary. To do that you must select *Add*.
Change	Choose this to change the current word to the spelling displayed in the *Change To* field.
Change All	Allows you to change all misspellings of this word to the spelling displayed in the *Change To* field.
Add	Select this to add the current word to the dictionary.
Suggest	To manually check the spelling of a word, enter it into the *Change To* field and click the *Suggest* button. The correct spelling(s) (if any) will then be displayed in the *Suggestions* field.

Document Top

Click this to make the spell checker restart from the beginning of the document.

User Dic...	Selecting this button will open the user dictionary. Here you may add or remove words.
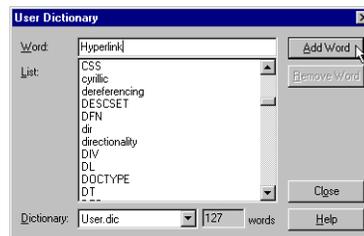
User Dictionary

You can also change dictionaries by clicking the combo box to the right of *Dictionary*. This is only available if there are more than one user dictionaries available.

Close	This will close the spell checker.

Reference If you make a mistake in changing the spelling of a word, you can easily undo it. Place the cursor inside the text you wish to change, click on the *Edit* menu and select *Undo*, you can also do this by pressing <Ctrl+Z>. This will revert the word to its form before it was corrected.

USER DICTIONARY
. . . .
Tools-User Dictionary...

This option allows you to add new words to a user dictionary. You can examine or delete any of the words displayed here. The words displayed in the user dictionary are recognized as correct spellings by the spellchecker.

When you select the *User Dictionary* command from the *Tools* menu or click the *User Dic...* button in the *Spelling Check* dialog box, the *User Dictionary* dialog box will then appear.
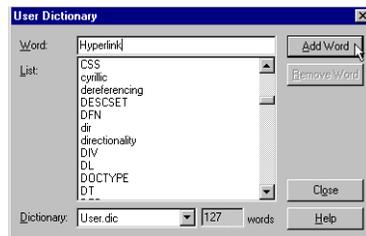
Word	This field is used to enter a new word into the dictionary. When a new word is entered here, the *Add Word* button is activated.
List	Displays the words in the user dictionary.
Dictionary	When several user dictionaries exist, you can select from them here.

Add Word   Allows you to add the word that is displayed in the
             Word field to the user dictionary.

Remove Word Removes the selected word from the user dictionary.

Making User Dictionary

The user dictionary is saved to the 'Lib/Speller' folder in the Namo
directory where Namo WebEditor is installed. The filename of the
default user dictionary is 'user.dic'.

There is no limit on the number of the words you can add to the
user dictionary, but when you go over ten thousand, it can slow
your system down and take up valuable space.

To create a new user dictionary follow these steps:

1   In the Windows Explorer, move to the Namo directory and open the
    'Lib/Speller' folder.

2   Move the cursor onto the 'User.dic' file and click on the right mouse
    button. Select *Copy* from this menu.

3   Deselect the 'User.dic' file by clicking anywhere outside the file.
    Right click and chose the *Paste* option.
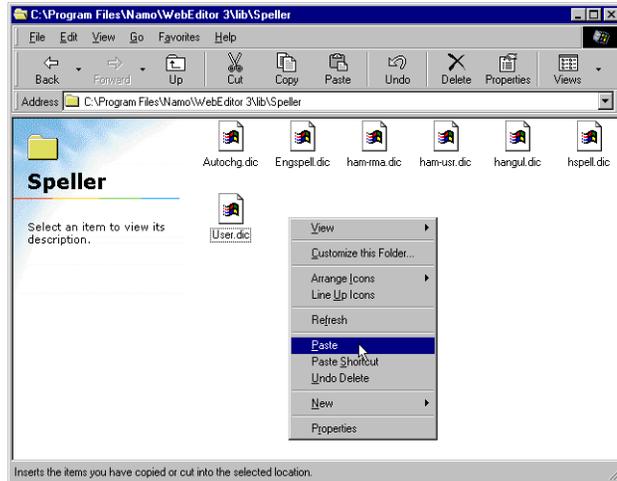
4   The 'Copy of User.dic' file is now created.
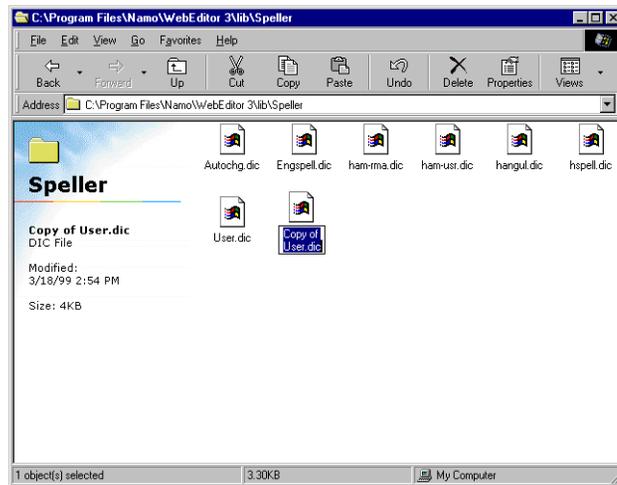
5   You can now change the filename to whatever you prefer, for this
     example we will use 'User1.dic'.
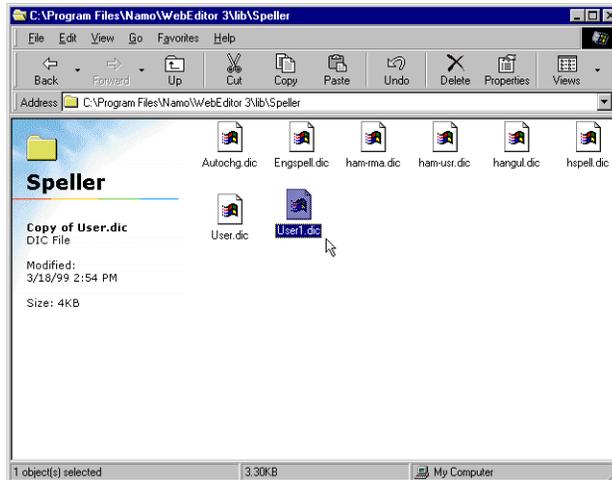
6 Go back into Namo WebEditor and open the *User Dictionary* dialog box by selecting the *User Dictionary* command from the *Tools* menu. Click on the combo box and you will see the dictionary you created is available. You can now add or delete words from your newly made dictionary by clicking on it.

AUTO CORRECT
. . . .
Tools-Auto Correct... <Shift+F7>

Choose this to modify the options in the auto correction feature. You can add or delete items from this list. There is a default list of over a thousand commonly misspelled words.

This feature will allow you to correct your most commonly misspelled words. It can also be used for other useful purposes.

• You can correct words you commonly misspell.

   Sample) "I cna do it." => "I can do it."

- A hyperlink can be automatically created by entering in a specific word. This can be very convenient if you often link to a specific web site, such as Microsoft or Netscape. In the sample below '@Namo' will return http://www.namo.com.

    Sample) "@Namo" => "http://www.namo.com"

- To save time and effort, Namo WebEditor can automatically complete frequently used words or phrases. In the sample below, #Namo returns Namo Interactive.

    Sample) "#Namo" => "Namo Interactive"

Reference   To undo an Auto Correct action, use the *Undo* command in the *Edit* menu or by pressing <Ctrl+Z>.

When you select the *Auto Correct* command on the *Tools* menu, the *Auto Correct* dialog box will appear as shown below.
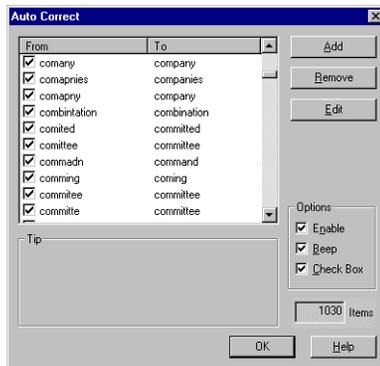
Add	This allows you to add a new auto correction item. When it is clicked, the *Auto Correct Edit* dialog box appears.
Remove	Allows you to remove an item from the list.
Edit	Allows you to modify the selected item in the list.

Enable   This option will enable the auto correction feature.

Beep   When this option is selected, a "Beep" sound is used to notify the replacement of a word by the auto correction feature.

Check Box   When this option is selected, the dialog box shown below will appear before auto correct applies any changes.
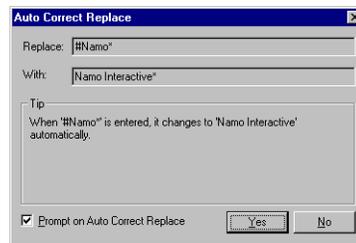
Add to Auto Correct When you click the *Add* button in the *Auto Correct* dialog box, the *Auto Correct Edit* dialog box will then appear as shown below.
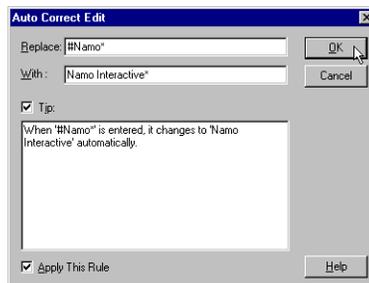
Replace   Enter the word to be changed by the auto correction.

With   Field used to enter the new word.

Tip   When this option is selected, you can enter in a description of the rule. This description appears in the *Tip* area in the *Auto Correct Replace* and *Auto Correct* dialog box.

Apply This Rule

> If this is selected, the created rule will become activated.

Auto Correct Rule

It is best to have your rule planned out beforehand, as it will save time and unneeded effort. Below are some tips to note when using the auto correction feature:

- You can use wildcard to help you in your correction process. "-" can double for anything before or after a word, "*" will allow the auto correct feature to finish if something is typed beyond they key word. Do not use wildcard if you want to be specific in your correction. Note the examples below.

    Sample)   "-atoin" will correct the following:
    "gestatoin" -> "gestation"

    Sample)   "*Ntscp*" -> "Netscape"
    This allows you to type information before and after the keyword, while still being able to utilize the auto correction feature. An example is "*Ntscp*4.0" -> "Netscape4.0"

- To create a hyperlink from the particular word, it must be preceded by the "@" symbol. Then simply enter the full URL into the *With* field.

    Sample)   "@Namo*" -> "http://www.namo.com*"
    If you enter "@Namo", the hyperlink "http://www.namo.com" is displayed as a hyperlink from the word "Namo".

KEY MACRO

- -

Tools-Key Macro-Start Recording <Ctrl+Shift+M>

Tools-Key Macro-Stop Recording <Ctrl+Shift+M>

Tools-Key Macro-Playback Recording <Ctrl+M>

This option allows you to record a sequence of keyboard input for playback. This can prove to be useful if you have a selection of text or commands which need to be repeated.

You can only record keyboard input, actions such as mouse movement are not able to be recorded.

Defining Key Macro   To begin recording a macro, follow the instructions below:

1   Select the *Start Recording* option from the *Key Macro* command in the *Tools* menu or by pressing <Ctrl+Shift+M>. This will start the recording. You will notice the *REC* in the bottom right of the status bar.

2   Type in the key sequence you wish to record, please note that you cannot record the start/stop macro record command, <Ctrl+Shift+M>, into your macro as it will end the recording.

3   When you are done, you can select the *Stop Recording* option from the *Key Macro* command in the *Tools* menu or press <Ctrl+Shift+M> on your keyboard. The *REC* symbol then disappears from the status bar, showing that you are finished with the recording.

Playback Recording   To playback the recorded keyboard input follow the instructions below:

1   Place the cursor at the location you wish the macro to play.

2   Select the *Playback Recording* from the *Key Macro* command in the *Tools* menu or press <Ctrl+M>.

3   You can repeat the macro as often as you want.

Caution   Only one key macro can be recorded at a time. Therefore if you record a new macro or exit Namo WebEditor, the previous one will be deleted.

IMAGE MAP
. . . .
Tools–Image Map

Select this to specify a hot zone image map in the image of your choice. The image map is an image that includes one or more invisible regions called hot zones. From these hot zones, you can create hyperlinks. By doing this, you can move to different locations on one image. For example, you can link a picture of a car to the various parts it contains. Clicking on the tires would take you to the tire shop, and so on. Namo WebEditor provides rectangular, circular and polygon shaped hot zones.

When you highlight the image you wish to create an image map from, two things will happen. First a small toolbar will appear allowing you to select the various hot zones. You can also select these shapes from the *Image Map* command inside the *Tools* sub-menu.
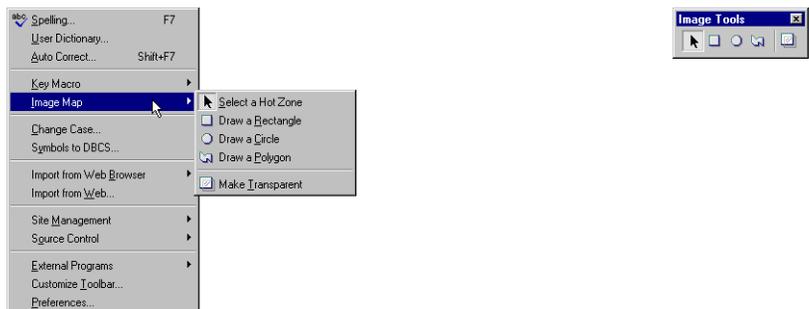
Select a Hot Zone ▶   Select this to move, resize or delete the existing hot zone.

Draw a Rectangle ▢   Select this to create a rectangular shaped hot zone.

Draw a Circle ⊙   Select this to create a circular shaped hot zone.

Draw a Polygon ⬚   Select this to create a polygon shaped hot zone.

Make Transparent ▣   Select this to make a particular color of GIF image transparent.

Making Hot Zone   A hot zone is an area partially selected to make a hyperlink in an image file. We are going to make three hot zones as shown below.

1   Click on the image you wish to create a hot zone on.

2   Select a shape from either the *Image Map* menu or from the toolbar.

3   When the mouse arrow changes to a cross, move it to the location you want to create the hot zone on.
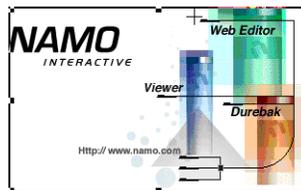
4   Click the left mouse button and drag the cursor. While doing this you will see the hot zone increase in size. When it reaches the size you want, release the mouse button. You will then be prompted to edit the hot zone information. The size and location of the hot zone can be adjusted later.
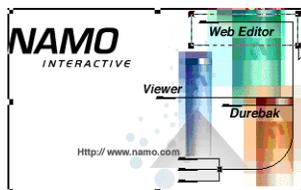
5   When the *Create Hyperlink* dialog box appears, fill in the hyperlink information. When you are finished, click *OK*.
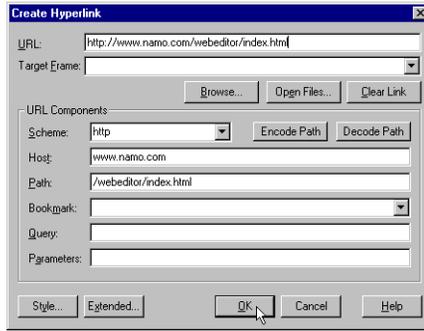
6   The hot zone is then displayed inside the dotted line. You may now resize the image and change its location.
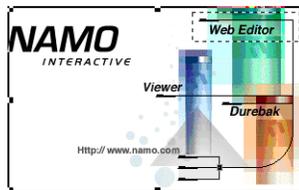
7   Repeat the above if you wnat more hot zones. To exit from the image map mode, click outside the image or press <ESC>.
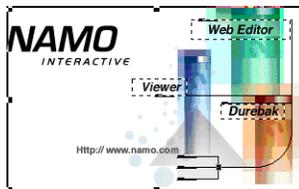
Reference   Drawing a polygon hot zone can be rather tricky. When the polygon hot zone tool is selected, you will need to set the various corners (apexes) of the polygon. To do this, click on the image in the locations you wish the corners to be set. You can do this an infinite amount of times, so when you have the size and shape you were

looking for, double click and the *Create Hyperlink* dialog box will appear as before.
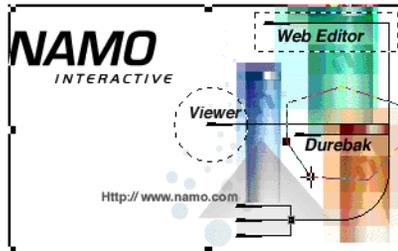
Modifying Hot Zone To modify or move the existing hot zones follow the instructions below:

1   Select the image that contains the hot zones by clicking on it.

2   Choose the *Select a Hot Zone command* from the *Image Map* menu or click the *Select* button from the *Image Tools* toolbar.

3   When the hot zone is displayed as a dotted line, click the hot zone to allow it to moved or resized.

4   Simply drag the hot zone to move it. To resize it, put the cursor over the corners of the hot zone. The cursor will then turn into a resize arrow, allowing you to resize the hot zone.
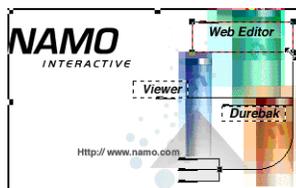
5   To adjust the hyperlink information, double click on the hot zone.
    The Edit Hyperlink dialog box will appear and you can then adjust
    the information.
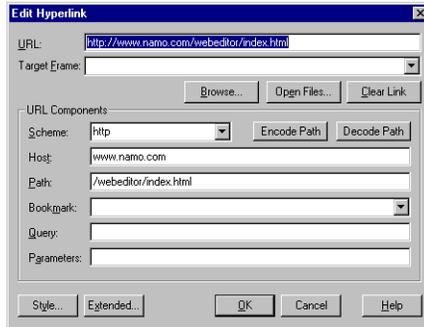
Making Transparent   To make a particular color in a GIF image transparent, follow the
instructions below:

1   Select the image you want to make transparent.

2   Select the *Make Transparent* on the *Image Map* menu or click the
    Make Transparent button in the *Image Tools* toolbar.

3   When the mouse pointer changes to a dropper, click on the color
    you wish to make transparent.

4 Save the image by clicking the *OK* button in the *Save Image As Transparent GIF* dialog box. If you do not want to overwrite the original image, you change the filename.

5 The color you selected will no longer appear in the image.

Reference If you select the *Interlaced GIF* option in the *Save Image As Transparent GIF* dialog box, it will be saved in interlace format.

Interlaced files are displayed gradually in web browsers. This means that if your image is very large, it will start out in a low quality format and slowly become clearer. This will allow the visitor to see your image from the start, rather than leaving an empty space while the full image loads.

CHANGE CASE
. . . .
Tools-Change Case...

This option allows you to change the case of letters inside in a selected area.

To change the case, you must first click and drag the mouse over the text you want to change, this will highlight the text.

When you select the *Change Case* command on the *Tools* menu, the *Change Case* dialog box will appears. After selecting the options as you want, click the *OK*.
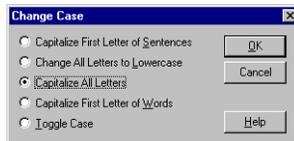
Capitalize First Letter of Sentence

Namo WebEditor -> Namo webeditor

Change All Letters to Lowercase

Namo WebEditor -> namo webeditor

Capitalize All Letters   Namo WebEditor -> NAMO WEBEDITOR

Capitalize First Letter of Words

Namo WebEditor -> Namo Webeditor

Toggle Case   Namo WebEditor -> nAMO wEBeDITOR

SYMBOLS TO DBCS

`Tools-Symbols to DBCS...`

(Only available for double byte character version)

Select this option to make illegible 2 byte characters readable.

If a document has been incorrectly encoded, 2 byte characters that are entered in the 2 byte character Windows system are illegible in the system of different language. If you can not read an e-mail because it is full of odd signs, copy it by pressing the short cut key <Ctrl+A> on your keyboard. Then select the *Symbol to DBCS* command on the *Tools* menu. Then you can read the e-mail.

IMPORT FROM BROWSER

`Tools-Import from Browser-Import from Netscape Navigator`
`<Shift+F12>`
`Tools-Import from Browser-Import from Internet Explorer`
`<Shift+F11>`

This option will allow you to import a web site from a specific web browser to the Namo WebEditor. This is the same as opening a URL from the *Open* command in the *File* menu.

If you cannot view the imported site properly, chances are it has been incorrectly cached. You can fix this by clicking on *Refresh* or *Reload* in your browser window. After this is done, open the URL again.

If you select the *Save* command from the *File* menu after editing the contents of imported web site, it has the same effect as publishing it. You may be required to enter in login name or password, however it is rare this will be needed to simply download a site.

If all you have is the URL of a web site, you cannot save it back onto the server. If you try to save it, the following message will be displayed. If this happens and the site you are trying to publish is one of yours, enter in the FTP data as shown in the picture. You can

save the imported web site on your hard disk by selecting the *Save As* command from the *File* menu.

IMPORT FROM WEB
. . . .
Tools-Import from Web...

This option will import an entire web site from the Internet. It allows you to view and edit it while you are offline after you download the web site from Internet. If an entire project becomes deleted or corrupted on your hard drive, this tool comes in handy by allowing you to download the entire site back onto your hard drive. However, a huge web site import from web may be impossible.

When you select *the Import from Web* command from the *Tools* menu, the *Download From Web* dialog box will then appear. The first time you use this function, the *Import Property* dialog box will appear. You must then enter the information on the web site you want to import.

Basic

Specify the information on the web site to import.

URL   Enter the URL of the web site to import.

Project to Store   Select the project name in which the
                        imported web site will be saved. It can only
                        be saved into an existing project.

Directory to Store   Specify the folder where the imported web
                        site is to be saved.

Download Pictures   Select this if you wish to download the
                        images along with the web site.

Download Pictures from Other Site
                        This option allows you to import pictures
                        and files that are in a location outside the
                        web site. An example of this would be a
                        Geocities page using an image from a
                        Microsoft page.

Download Files Under the Specified Location
                        If selected, only files in a specific location
                        will be downloaded.

Level   When you import a site that contains links,
                        these need to be downloaded as well. A link
                        may have a link to a link to a link. They can
                        go very deep into a site, therefore you must
                        specify a level. The default is 10. The larger
                        the level limit, the slower the download of
                        the site.

Option   This selection gives you the option of using
                        a cached version of the files from the web
                        site to save time. If you chose the slower
                        setting, you will download straight from the
                        internet site, getting the most recent
                        version and ignoring any previously cached
                        copies.

Authentication

There may be times where you will need to enter a login and password to a site. You can set this up within the *Authentication* tab under *Import Property* dialog box.
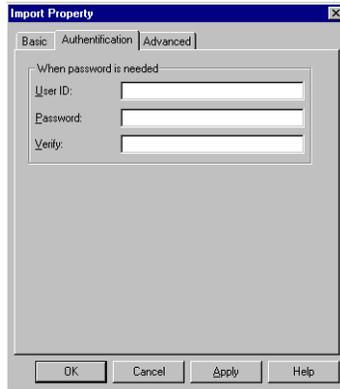
User ID   Enter the web site User ID (this is your login name).

Password   Enter the web site User Password.

Verify   Re-enter the password to verify there were no typos.

Advanced

Select detailed options on importing files from the web site here.
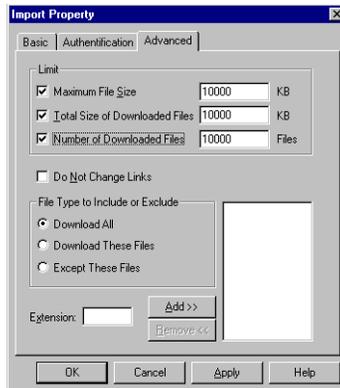
Limit	These options allow you to put a limit on the number of files to import.
Do Not Change Links	Select this to simply import the hyperlinks. This will not import the pages the hyperlinks are attached to. Do not select this option if you plan on editing the document offline.
File Type to Include or Exclude	
	This is used to choose what file types to download from the web site.

Choose *Download All* to import all the files from the web site. This is the default option.

You can import files of a particular type by specifying them in the *Extension* field. Select either the *Download These Files* or *Except These Files* option and click on the *Add* button. You can specify multiple file formats at a time by repeating this process. Below is the sample of specifying the files that have 'html', 'gif', and 'jpg' extension.
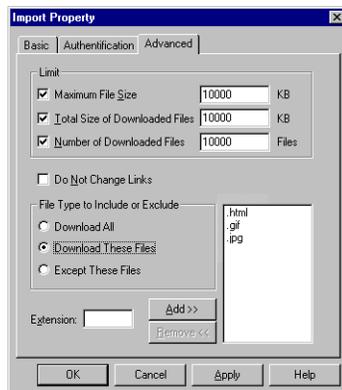
You can also chose files that you do not want to import. This is done simply by selecting the *Except These Files* option, entering the extension name of the format you don't want to import into the *Extension* field, and clicking on the *Add* button.

Download From Web When you click the *Download* button after selecting the URL and specifying the various information, Namo WebEditor will connect to the web site and begin downloading these files.
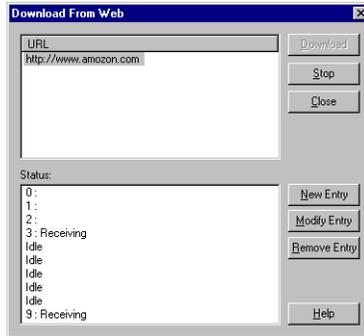
URL window   Shows the URL list of the web site to import.

Status window   Monitors the download status.

Download   When this is clicked, Namo WebEditor will connect to the internet site specified in the URL window.

Stop   Click this to stop Namo WebEditor from downloading any further files.

Close   This closes the *Download from The Web* dialog box.

New Entry   Click this to add another site to the URL list for downloading.

Modify Entry   This will modify the properties of the URL to be downloaded.

Remove   Removes the URL from the URL list.

When the site is downloaded, the dialog box below will appear.

SITE MANAGEMENT
. . . .
Tools-Site Management

This is used to manage the web site that you created using the project feature.

When the *Site Management* command in the *Tools* menu is clicked, a menu containing 5 items will appear as shown below.
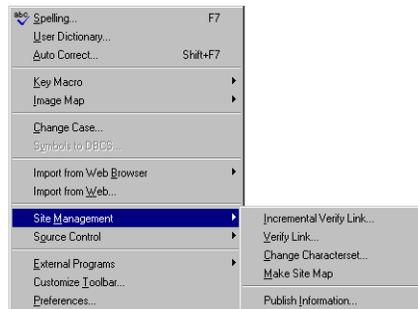
Incremental Verify Link

Checks the hyperlinks of the entire project. The results are then displayed in the *Link Check* tab in the *Result* Window.

● **Broken**   Indicates that the target of the hyperlink is missing or the URL is incorrect.

○ **Alone**   Indicates a page that stands alone, with no linkage to it. This is a page that web surfers will not see.

● **External Link**   Indicates that the hyperlink is external and has not been checked.

Reference   Namo WebEditor 3 no longer supports the external node check option as it has proven to be too time consuming. If you need to check an external URL, use the external utility.

Followings are the result of the link verification. The files displayed in red or yellow have errors that need to be fixed.
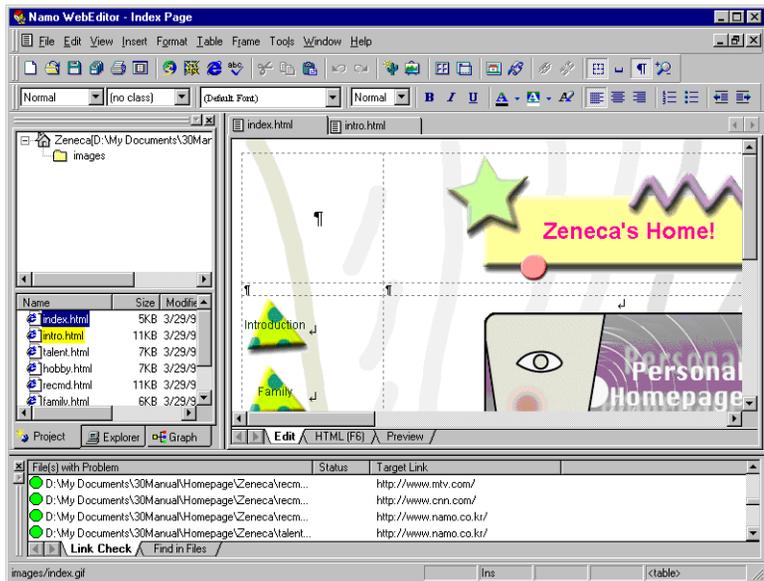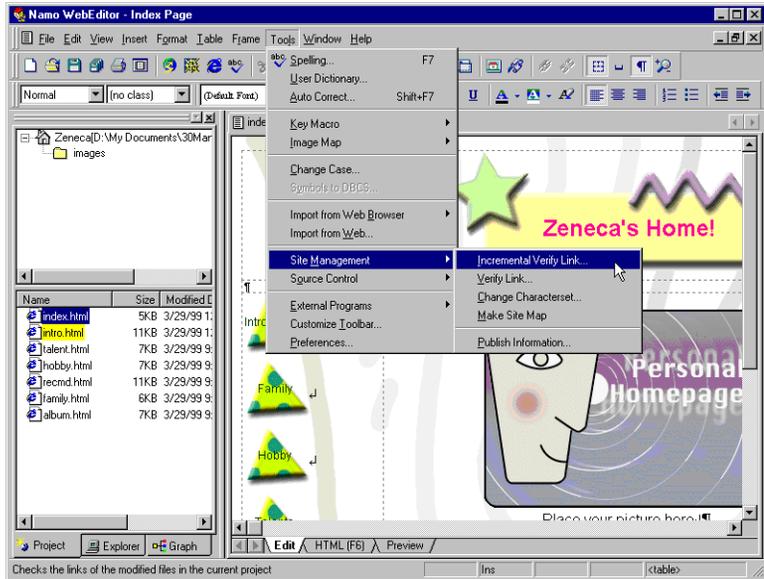
Verify Link

This option will check all the hyperlinks in an entire project and display the results. They are displayed in the *Link Check* tab in the *Result* Window.

Change Characterset

According to the HTML protocol 3.2 and 4.0, a character set that corresponds to the language used in the HTML document must be specified. Netscape Navigator and Internet Explorer can display HTML documents that do not have a specified character set but not everyone uses Internet Explorer or Netscape Navigator and the Windows OS. Therefore it is best to specify the character set as recommended by the W3C.

When you select the *Change Characterset* on the *Site Management* command on the *Tools* menu, then the *Change Character Set* dialog box appears. Specify the range of change and type of the character set, then click the *Change* button.

Selected Files Select to change the character set of selected files. The selected files indicate the ones you select in the Project Window by clicking them. You can select and change several files at a time.
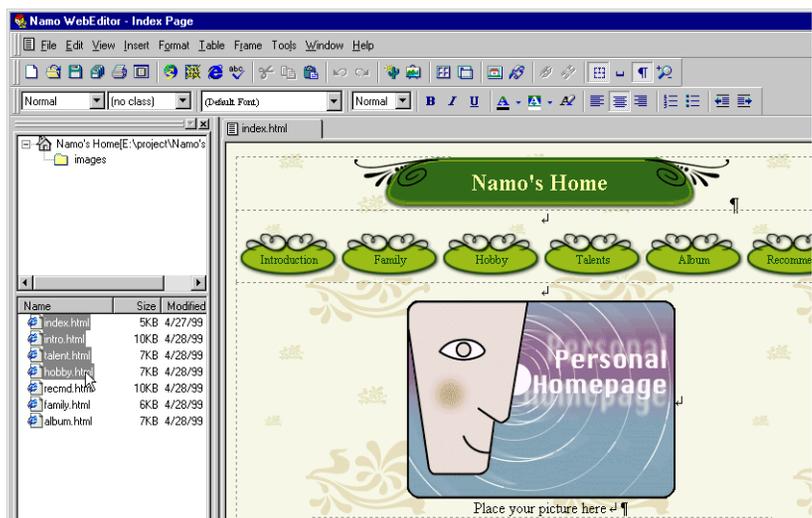
All Files in Project	Select to change the character set of all the files in the project at a time.
Characterset Type	Specify the type of character set.

Caution

Be cautious, when there are documents written in different languages in a project. If you use the English and 2 byte character in the documents, you must specify the respective character sets. That is, to the documents written in English, specify the US/Western European. To the documents written in 2 byte character, specify the respective characterset. For example, to document written in Korean, specify the Korean (EUC-KR). Thus to the project in which two or more languages are used, do not changing with selecting *All Files in Project* option.

The simplest way to take care of specifying the characterset is not to specify the characterset to the files at all. To do this, select the *All Files in Project* option in the *Change Characterset* dialog box and specify the type of characterset as *User Defined* then click the *Change* button. However, in this case, you may have problems, in the Netscape Navigator, in reading a document written in 2 byte character.

Make Site Map

When you select the *Make Site Map* command from the *Site Management* option in the *Tools* menu, Namo WebEditor will verify all links in the current file. It will then create a sitemap and save it in a file named "sitemap.html". This file is a map of your site, showing all the pages that are linked to the project.

When the site map file is created, a dialog box will appear as shown below. Click the *OK* button and make sure you link the site map to

your project or it will not be seen! The site map file is located in the same directory as your index file.
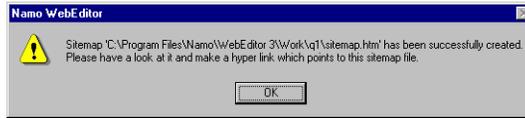
Publish Information Publish Information contains information for the web server on which your files are to be published.

You can register your site host on this list to directly publish files to the internet site without ever having to use an FTP client. If you do not have this information, consult your web server administrator.

For more information on registering and modifying the publish information, see *Manage Site Information(2-23)*.

SOURCE CONTROL
. . . .
`Tools-Source Control`

Usually multiple people work on a web site simultaneously, especially if the project is quite large. To allow for this, Namo WebEditor 3.0 supports Microsoft SourceSafe. However, to use the SourceSafe function in Namo WebEditor, the SourceSafe server software must be installed on the network server, and the SourceSafe client software installed on the user's computer.

When files are stored on a SourceSafe enabled server, a protection method is put into effect. Whenever a user copies a file from the server to their computer via the *Get Latest Version* command and then works on that file, other users are notified. This method is called "check out" and is similar to checking out a book from the library. To check out, select the *Check out* from the *Source Control* command in the *Tools* menu. After finishing the work, save the file and copy it back to the server by using the "check in" option. To check in, select *Check In* from the *Source Control* command in the

Tools menu. By doing this, multiple people working on the same files will always get the latest versions and are notified of any changes made.

Namo WebEditor 3.0 supports and can execute many important features of SourceSafe. By doing this, Namo WebEditor users could use the SourceSafe functions without having to actually launch SourceSafe. Namo WebEditor's SourceSafe supporting feature is available only while you are working on a project.

The SourceSafe options are listed in the *Source Control* sub-menu. If you select the *Source Control* command from the *Tools* menu, you will see the menus shown below.
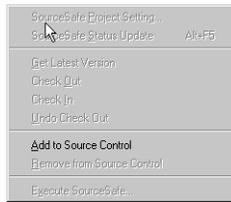
SourceSafe Project Setting

Select this to save the original web site documents on the SourceSafe server. When you select this option, the SourceSafe project is created on the server and the web site documents are transferred to the SourceSafe project.

SourceSafe Status Update

If you select this option after making changes to a file, the latest change will be shown. Use it on the project file in Namo WebEditor.

Get Latest Version

Select this to copy files from the SourceSafe server onto your computer. Until you 'check out' the copied files, the read only attribute will remain on the files. Once you 'check out', you will be able to save the files.

Check Out If you 'check out', the read only attribute of the files you copied is removed. Your ID will then be shown on the SourceSafe server to show you have checked out the file. 'check out' files are inaccessible to other users, thereby making it impossible for more than one person to work on a file at a time.

Check Out is the same as the *Get Latest Version* command by copying the files from the server. The only difference is whether the read only attributes are remain or not.

Check In When someone 'check in' after making changes on a file, it is copied back onto the SourceSafe server with the read only attribute applied. By doing this, the latest version is saved on the SourceSafe server.

Add to Source Control Choose this to add new files to the SourceSafe server.

Remove from Source Control

Choose this to delete the files that are no longer needed on the SourceSafe server.

SourceSafe Project Setting

To use the SourceSafe feature in Namo WebEditor, you must follow the instructions below. After you have, you can go onto step 1.

Make sure that:

• The web site document files you are going to use are saved (checked in) on the SourceSafe server.

• The local directory, in which you will be working on the files copied from the SourceSafe server, is specified on your computer.

- The web site document files are saved in the working directory. Do this by using the *Get Latest Version* command.

1   Choose *Open Project* from the *File* menu. Make sure you select the project in the local directory that is specified in *Set Working Directory*.

2   Specify the files in the project as SourceSafe project files by selecting the *SourceSafe Project Setting* from the *Source Control* command in the *Tools* menu.

3   Right click on the project name in the *Project* window and choose *Get Latest Version*. This will copy the latest files from the SourceSafe server.

Reference   After you have specified a project as a *SourceSafe project*, this information is saved in a project file (*.wej). This makes it so that whenever you open the project in Namo WebEditor, you will automatically be connected to the SourceSafe server.

The options on the Source Control command are available only when the SourceSafe client software is installed on the user's computer. The SourceSafe Project Setting command is available only when the SourceSafe server software is on the network server.

Your ID must also be registered in the SourceSafe server software. If it is not, consult your network server administrator.

Working on SourceSafe Projects

To edit using the SourceSafe feature, do the following:

1   Choose *Open Project from the File* menu. If the project is not open, you cannot use the SourceSafe features.

2   To edit the files, use the 'check out' option to remove the read only attribute.

3   When you are done editing, save the file and use the 'check in' option.

Reference

If you right click the files in the Project window, a menu will appear containing various SourceSafe commands. Using this can save you time and effort.
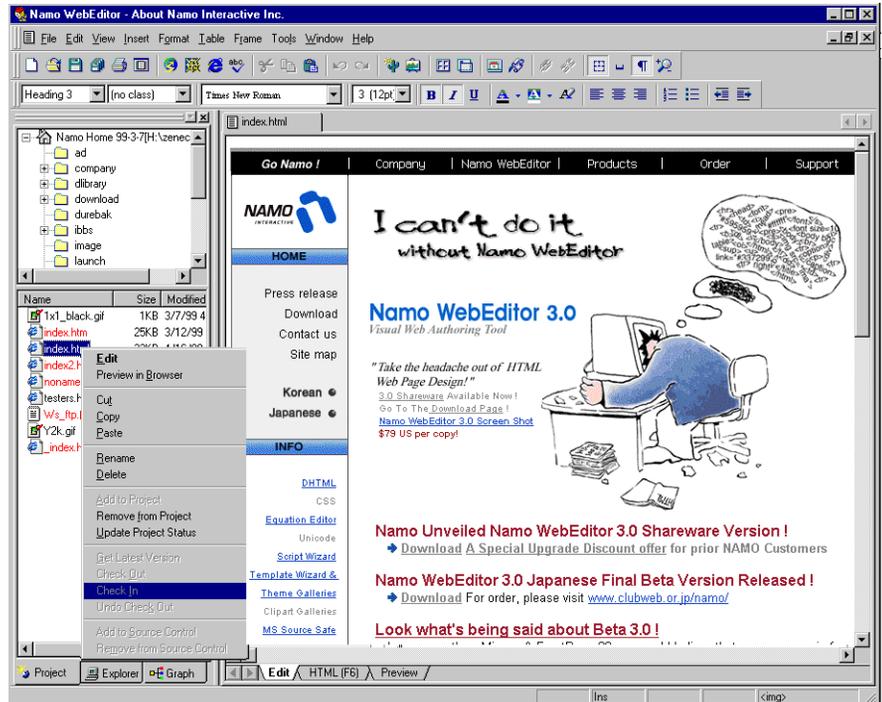
EXTERNAL PROGRAMS
. . . .
Tools-External Programs

This feature allows you to launch the external programs listed on the *External Programs* menu. NotePad and PaintBrush are available by default. You can register up to 2 more external programs.
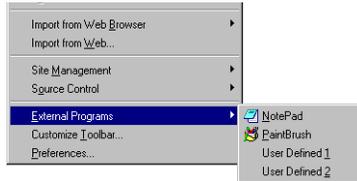
If you have already specified the external programs, you can select the *User Defined* (*1* or *2*) from the *External Programs* command in the *Tools* menu. This will launch the selected program. If there are no programs specified, the *External Program* tab will appear to allow you to add an external program.
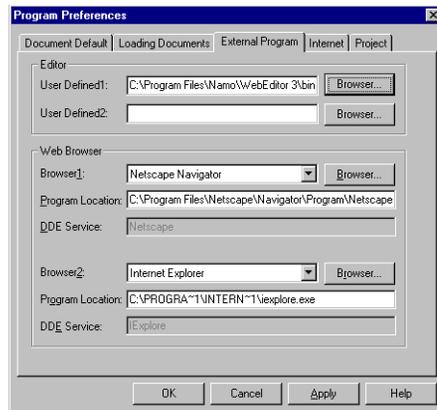
You must specify the executable file of the external programs that are to be registered as *User Defined 1 and 2* in the *User Defined* fields. If you do not know the exact path, click the *Browse* button and you can browse your hard disk for the file. The sample above is the result of specifying the "Namo GIF Animator", a program offered with Namo WebEditor 3.0.
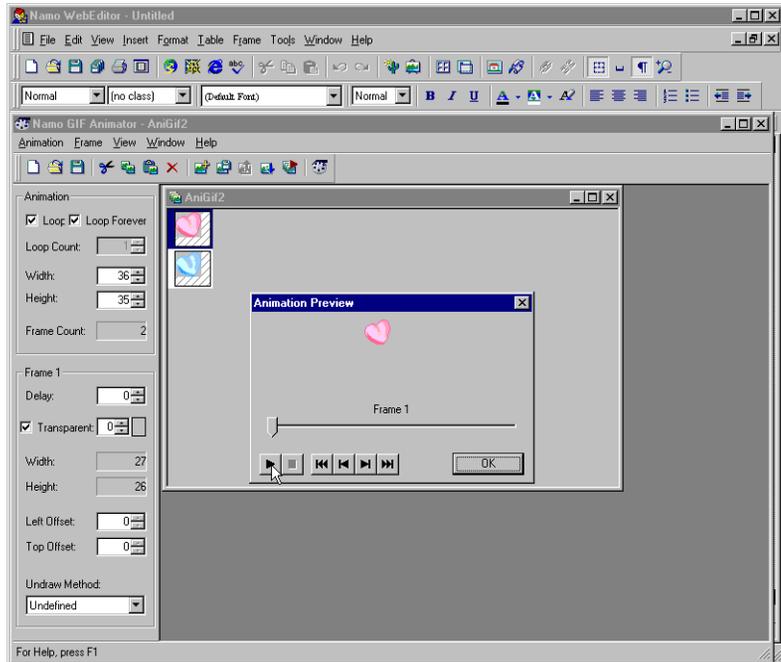
CUSTOMIZE TOOLBAR

. . . .

Tools-Customize Toolbar...

This option allows you hide, display, and customize Namo WebEditor's toolbars.

When you select the *Customize Toolbar* command from the *Tools* menu, the *Customize* dialog box will then appear as shown below.
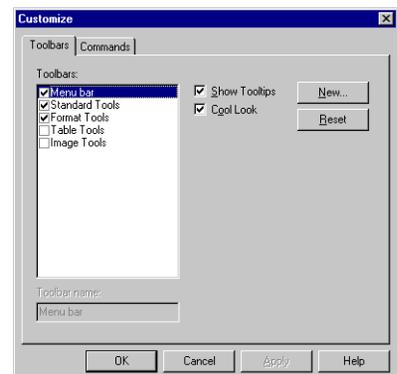
Toolbars   The list of toolbars are shown here. To make a toolbar appear, place a check mark by it. To hide it, remove the check.

Show Tooltips   When this option is checked, it will make tips appear when the mouse points to a toolbar button.

New   Select this to create a new toolbar.

Reset   This option will reset the currently selected toolbar to its default setting.

Customizing Toolbars

Customizing your toolbars is simple to do! Simply open the *Customize* dialog box from the *Tools* menu and click on the *Commands* tab. From here you will see a list of categories to the left of the window. Select the category you want and the buttons that relate to it will appear on the right. Simply click and drag the button you want onto the toolbar of your choice. If you want to remove a button, simply drag it off of the toolbar area.

For example, if you rarely use the *Change Font* button, you can drag it to the side of the Help menu. If you never use the *Underline* button, you can get rid of it by dragging it out of the screen.
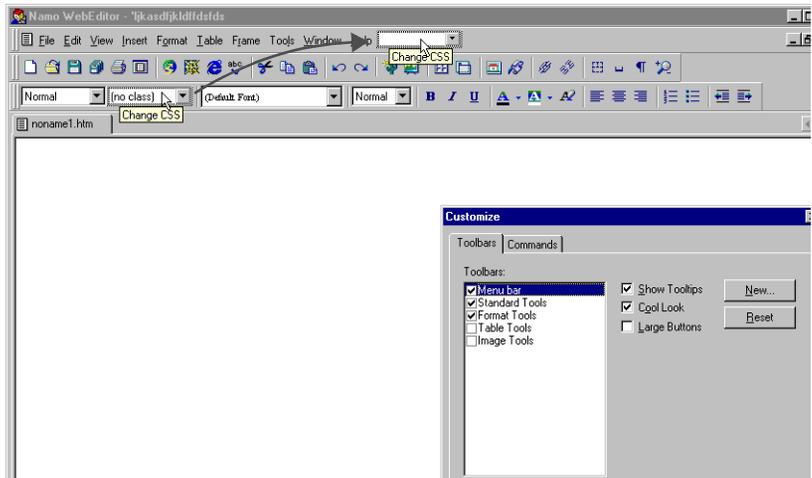
Creating New Toolbar

Using the customize toolbar feature, you can easily create a new toolbar.

1   When you click the *New* button in the *Customize* dialog box, the *New Toolbar* dialog box will appear.

2   Enter the name of the new toolbar and click *OK*.

Adding Toolbar Buttons

To add buttons on the toolbar follow the instructions below:

1   After selecting the *Commands* tab, select the categories that contain the buttons you wish to add to your toolbar. After this is done, you can simply select the button(s) you wish to insert and drag them onto the new toolbar.
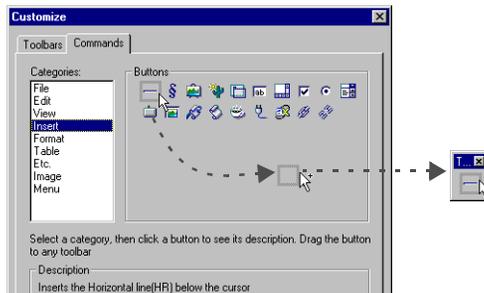
2   By dragging the buttons you want onto the toolbar, your very own customized toolbar is created. See, we told you it was easy!

3   Click the *OK* button in the *Customize* dialog box to finish.

Deleting Toolbars   The default toolbars (Menu, Format, Etc.) cannot be deleted, they can only be set to their default status. You can, however, delete any toolbars you have created. To do this, select the toolbar from the *Toolbars* tab and click the *Delete* button.
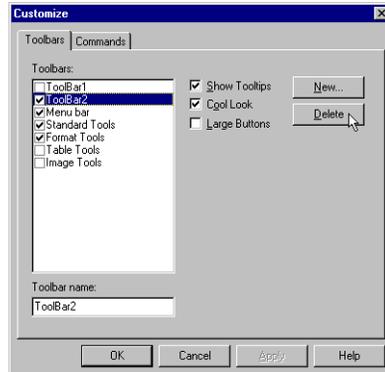
PREFERENCES
. . . .
Tools-Preferences...

This option allows you to set the general preferences for Namo WebEditor.

When you select the *Preferences* command on the *Tools* menu, the *Program Preferences* dialog box will then appear.

Document Default   Allows you to specify default values for new documents. Note that all changes made in this menu are applied to all documents created after this setting is applied.
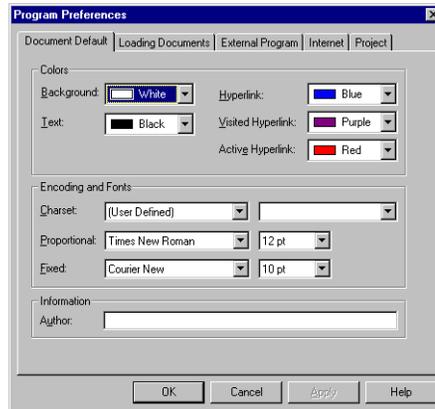
Colors

Specify the color of the background, font and links of new documents.

Background	Allows you to specify the background color of new documents. The default value is white.
Text	Allows you to specify the default font color in new documents. The default value is black.
Hyperlink	Allows you to specify the color of links that have not been visited. The default value is blue.
Visited Hyperlink	Allows you to specify the color of links that have been visited. The default value is purple.
Active Hyperlink	Allows you to specify the color of links that are currently being visited. The default value is red.

Reference   If you select *Custom Colors*, you will be able to choose from the entire color scale, rather than being limited to the 16 default colors.

The Color dialog box only appears when the system color depth is set to at least 256 colors. There are a wide variety of colors to choose from here, we recommend you stick with the browser safe colors. You can also check the HTML color value here. For more information, see *Color(6-3)*.

Encoding and Fonts

Here you can specify the characterset, default font size, and type in new documents.

Charset   Specify the encoding type of new documents. The MIME type is decided by the type of characterset. The default value is *User Defined*.

Proportional   Specify the font type and size that are to be used in Namo WebEditor. The default value is Times New Roman, *12 pt*.

Fixed   Specify the fixed font type and size to be used in Namo WebEditor. The default value is *Courier New, 10 pt*.

Author   Specify the name of the person who will be authoring the web sites. The name specified here will be automatically entered as the author name in all new documents. This can also be changed from the *Information* tab in the *Document Properties* dialog box that appears when you select the *Document Properties* command from the *Format* menu.

Reference   The font you specified in the *Document Default* tab is the font in the edit window of the Namo WebEditor. Therefore if you specify the font size as 14, it will only be seen this way in Namo WebEditor. When it is loaded in a web browser like the Internet Explorer or Netscape Navigator, it will be displayed as the font specified there.

Loading Documents   Displays options pertaining to the editing of documents.
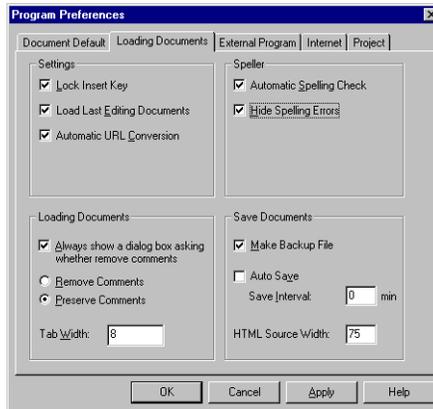
Settings

Specify the general editing options.

Lock Insert Key

When this is selected, you will no longer be able to toggle the <Insert> key on or off. It will stay in the mode it was in at the time this option was activated.

Load Last Editing Documents

If you launch Namo WebEditor after selecting this option, the last document you edited will automatically open. This only works with documents that were open at the time you closed Namo WebEditor. If you finished editing by actually closing a document with the *Close* command it will not be automatically opened.

Automatic URL Conversion

When you select this option, links will be automatically created each time a URL or e-mail address is entered. For example if you enter the text "www.namo.com", Namo WebEditor will create a link to the Namo web site. You can cancel this action by pressing <Ctrl+Z> or selecting *Undo*.

Loading Documents

Provides options for documents at the time of loading.

Always show a dialog box asking whether remove comments

With this option selected, a dialog box will appear each time you open a document containing *Comments*. It will ask or not they should be deleted.

Remove Comments
If this option is selected, all the *Comments* in the document will be deleted at the time of loading.

Preserve Comments
When you select this option, all *Comments* will be preserved. Comments appear in Namo WebEditor via a formatting mark, and cannot be seen in web browsers.

Tab Width
This specifies the amount of space that appears when the <Tab> key is pressed. The default value is 8.

Caution
When you open the document that contains commented scripting such as JavaScript while the *Remove Comments* option is selected, they will be deleted along with any other comment fields. Take heed when you choose to delete all comments.

Reference
If *Namo Web Editor* is specified as the 'Generator' inside a Meta Tag, the *Comments* in the document will not be deleted even if the option to delete them is selected.

Speller

This allows you to specify the options for the automatic spelling checker.

Automatic Spelling Check

When this option is selected, your spelling will be corrected automatically as you type.

Hide Spelling Errors

When this option is activated (checked), spelling errors will appear with a red line underneath them. This option is available only when the *Automatic Spelling Check* option is activated.

Save Documents

Specifies the options when saving documents.

Make Backup File   When this option is selected, Namo WebEditor will save a backup copy of the file you are working on. This file will be the same other than its extension, which Namo WebEditor changes to '.bak'.

Auto Save   If selected, the file you are working on will automatically be saved in the specified interval.

Save Interval   This will allow you to specify how often the file is to be auto saved. It is only operational when *Auto Save* is activated. The unit is in minutes, therefore placing '10' into this field will save the file you are working on every 10 minutes.

HTML Source Width   Specify the width of window where the HTML source is displayed. The unit here is one letter.

External Program

Specify the external programs which will be set as the User Defined 1 and 2 from the *External Programs* command in the *Tools* menu. The web browsers are also specified here.

You can specify the path and type of web browser to preview your web document in. Internet Explorer and Netscape Navigator are suggested by default.

Namo WebEditor is a WYSIWYG editor, but there are nuances in HTML documents that can cause variations between web browsers. Because of this, you need the ability to preview how a document will look in various web browsers. You can easily do this in Namo WebEditor once you have specified the browser path by pressing <F12> or <F11> on your keyboard.
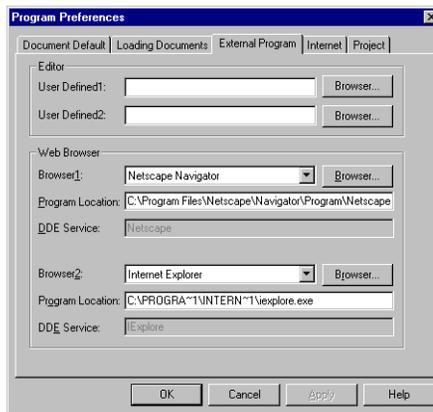
Editor

Specify the external software to be launched when you select the *User Defined* (*1* or *2*) from the *External Programs* command in the *Tools* menu. NotePad and PaintBrush are registered here by default.

Web Browser

You can specify up to two web browsers here.

Browser 1, 2 Specify the web browsers you want to use here. If you are using a browser other than Internet Explorer and Netscape Navigator, specify *(Other)* by pressing the pull-down menu button.

Program Location

> Enter the path and filename of the web browser. If you do not know the exact path, click the *Browse* button and search where the program file locates.

DDE Service Specify the DDE (Dynamic Data Exchange) service name of the first web browser. If you specify Internet Explorer or Netscape Navigator this will be automatically entered.

Internet This allows you to specify how you connect to the internet to transfer files or import sites.
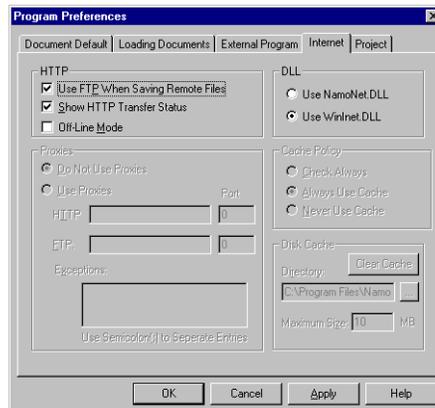
HTTP

Specify whether Namo WebEditor should use HTTP (Hyper Text Transfer Protocol) or not.

Use FTP When Saving Remote Files

> This will allow you to save a file onto the web server via FTP. This is useful if you plan on creating directories. If you do not have this selected, you can only save the files without creating directories.

Show HTTP Transfer Status

If this is selected, Namo WebEditor will display the transfer progress when you are publishing a file.

Off-Line Mode   Select this to edit in offline mode.

DLL

Specify the options on the DLL (Dynamic Link Library) file used to import or transfer files.

Use NamoNet.DLL   If this is selected, the 'NamoNet.DLL' file will be used when importing or transferring documents.

Use WinInet.DLL   If this is selected, the 'WinInet.DLL' file offered with Internet Explorer will be used when importing or transferring documents.

Reference   It is recommended that you use the 'WinInet.DLL' file. By selecting this, you do not have to specify complex proxy settings or cache information. If the 'WinInet.DLL' file is not installed on you system, you can install it from the Namo WebEditor CD-ROM. The path is as follows, where X is the drive letter of your CD drive. 'x:\Comm\WinINet\Axdist.exe'.

Caution   If the web server's operating system uses a 2 byte language, file names may be not recognized when you use the 'WinInet.DLL' file. If this happens, switch to the 'NamoNet.DLL' file.
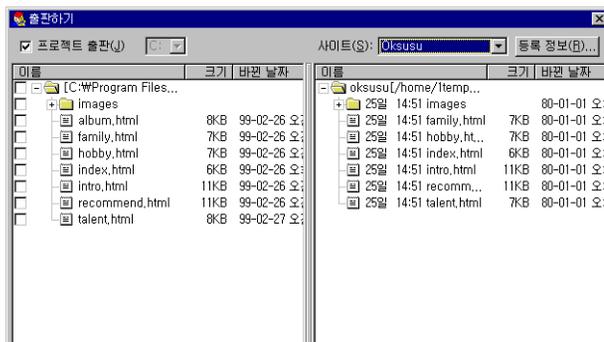
Proxies

A proxy is a type of cache server installed by your ISP to offer faster connections to the Internet. The default value is not to use a proxy. If you decide to use a proxy, enter the proxy values in the HTTP and FTP field.

HTTP   Enter the URL and port number of the proxy server needed to use HTTP.

FTP   Enter the URL and port number of the proxy server needed to use FTP.

Exceptions   Enter the URL of web site to which you want to connect without using the proxy server. To enter multiple web sites, you can distinguish them by using a colon(:) or semi-colon(;). You can also use the wildcard(*) symbol to specify multiple servers. For example, when you enter "*.namo.com", all the servers included in the 'namo.com' domain will not use the proxy server.

Cache Policy

The cache is the place for the temporary saving of internet files to the hard disk. It allows for quick access to them. The default value is to utilize the cache.

Directory   Specifies the directory in which the cache is to be saved.

Maximum size Specify the maximum amount of disk space to be used in saving the cache.

Clear Cache   This option will clear the cache of all files.

Project   Specifies various project options.
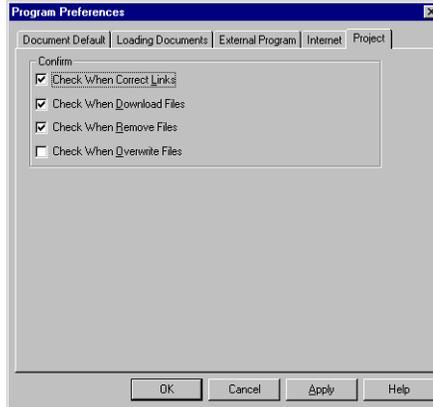
Check When Correct Links   If this is selected, a dialog box will
                                appear every time you repair a link
                                in a project file.

Check When Download Files   If this is selected, a dialog box will
                                appear every time you import a
                                file.

Check When Remove Files   If this is selected, a dialog box will
                                appear before you can delete files.

Check When Overwrite Files If this is selected, a dialog box will
                                appear before you can overwrite
                                files.

Window

10

The window menu contains commands that help you resize, arrange, open and close windows. You can also view the list of windows that are currently open. You will find it very easy to edit multiple documents using this feature.
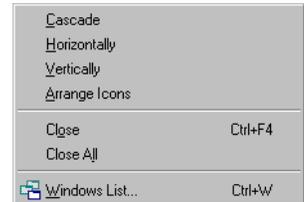
CASCADE

Window-Cascade

Select this to arrange all open windows in a way that they overlap one another. Using this option will allow you to view multiple windows at a larger size.
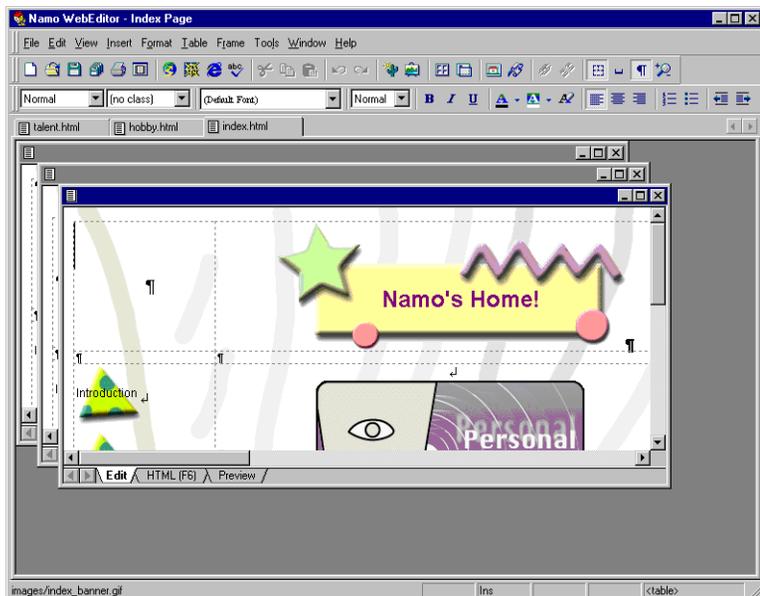
HORIZONTALLY

. . . .

Window–Horizontally

Select this to allow for a horizontal view of multiple documents.
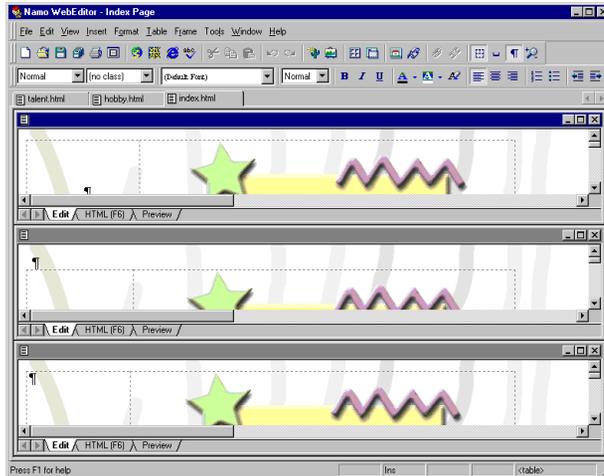
VERTICALLY

. . . .

Window–Vertically

Select this to allow for a vertical view of multiple documents.
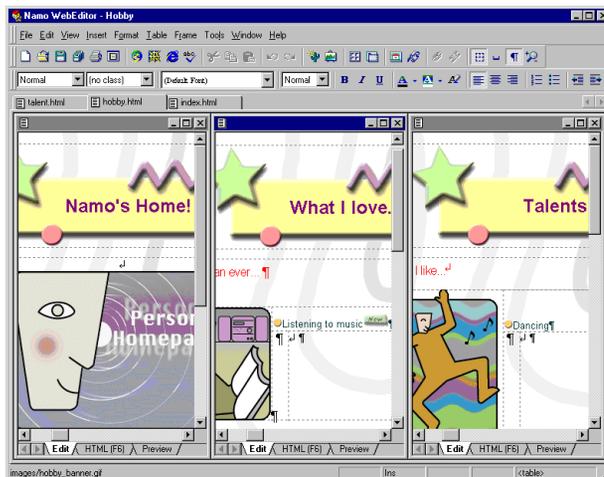
Reference   There are not many differences between Namo WebEditor and software programs that use the standard windows interface. At the top right of the window are the buttons used to minimize, maximize, restore and close the window.

In Windows, when you click on the minimize button, the window disappears from the screen leaving its icon and name shown on the task bar. In the Namo WebEditor, when you click the minimize button of the document window, the window disappears and the document icon is shown at the bottom of the screen.
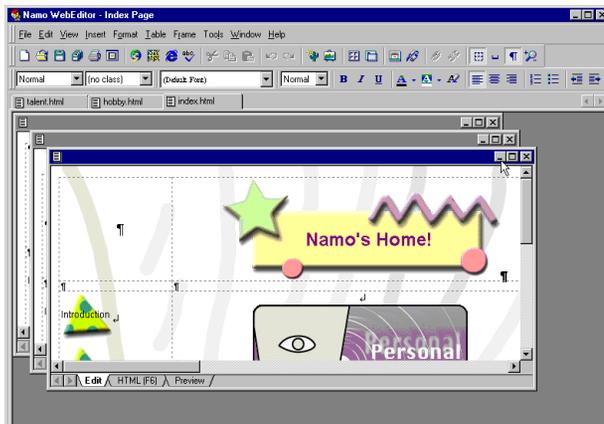
Now the document window is reduced to an icon. If you click the restore button, it will return to its previous size.
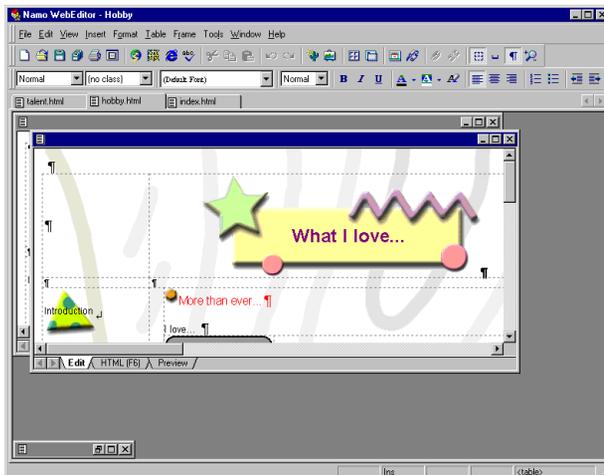
ARRANGE ICONS
. . . .

Window-Arrange Icons

If the icons of the document windows are scattered on the screen, you can arrange them by choosing the *Arrange Icons* command from the *Window* menu.
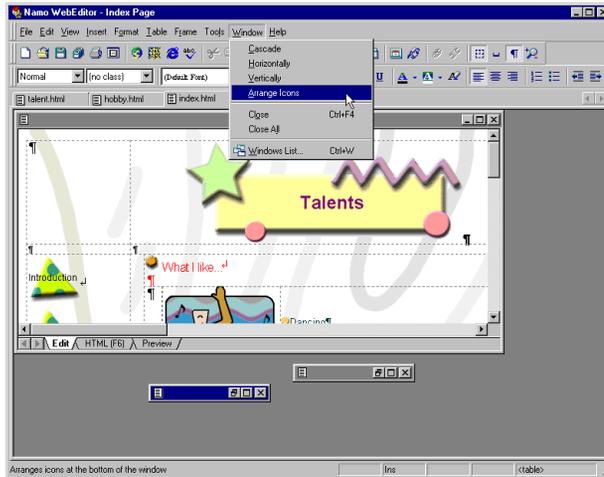
Then the icons are displayed at the bottom of the window are arranged in an orderly fashion.
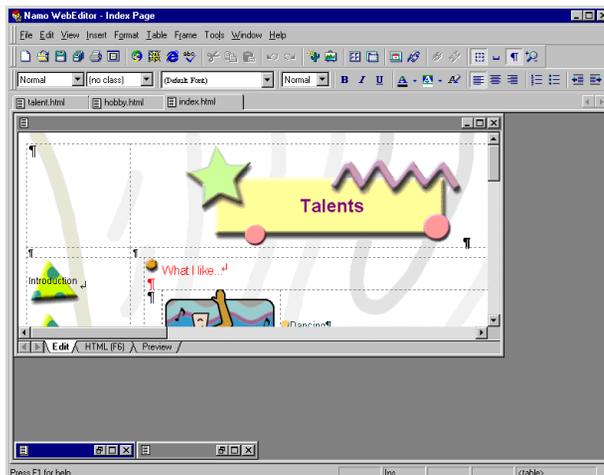
CLOSE
. . . .
Window–Close <Ctrl+F4>

Select this to close the current document active in the edit window. This is not used to exit the Namo WebEditor.

If you have not saved your document since its last close, Namo WebEditor will prompt you to save it now.
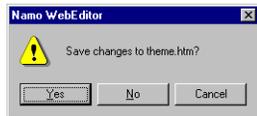
Yes	Click to save and then close the document.
No	Click to close the document without saving. If you click the *No* button after changing the document, all unsaved changes will be lost.
Cancel	Click to cancel the close command. You can proceed to close the document after checking it.

CLOSE ALL
. . . .
Window–Close All

Select this to close all open windows. This is not used to exit the Namo WebEditor.

If there are unsaved documents, a dialog box will appear asking whether you wish to save the changes. The procedures that follow are the same as those in the *Close* command.

WINDOWS LIST

. . . .

Window-Windows List... <Ctrl+W>

When you select the *Windows List* command on the *Window* menu, a list of all open windows will be displayed.
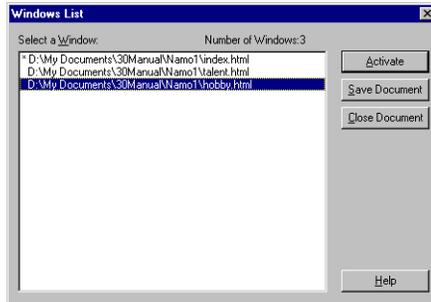
Activate	When the *Activate* button is clicked, the focus will shift to the selected document. If the window is minimized, it will set focus to the minimized icon.
Save Document	When the *Save Document* button is clicked, the document that is selected in the list will be saved.
Close Document	When the *Close Document* button is clicked, the document that is selected in the list will be closed.

Supplement

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Supplement gives you additional information on some features that are not fully explained in previous chapters.

Layer

You will see how to create a layer, change its properties and specify events. Layers help you place text and images at precise locations in the browser window.

Time Line

Explains how to work with the Time Line that is used to set layer animation effects.

Namo GIF Animator

Introduces the use of the GIF animator that has been recently added to the Namo WebEditor software suite. The GIF animator allows you to create animated gif files.

Global IME

Gives you a description of the Global IME which Namo WebEditor now supports. With the Global IME, you can enter 2 byte languages in any Windows system.

LAYER
. . . .

One of the shortcomings of HTML is that it fails to let users place text and images in precise locations. To supplement this shortcoming the concept of layers was developed. The layer is one of the features that has been added to dynamic HTML. Currently, it only works in Internet Explorer and Netscape Navigator 4.0 or higher.

A layer is a square-shaped editable and movable region into which you can enter text or images. You can overlap several layers and decide which one is displayed on top when overlapped. If you use a style sheet and scripts, you can make the layer move in the document according to user initiated events.

Inserting a Layer To insert a layer, select the *Layer* command on the *Insert* menu or click the *Layer* button on *Standard toolbar*. A layer is then inserted into the cursor position. The layer name is created automatically at the insertion point and is displayed in the *Layer List* window.

Layer handle. Shown only when the layer is selected or the cursor position is in the layer. The pinion-shaped icon appears when you insert animation effect script using the Script Wizard.

Layer anchor. Indicates the location where a layer is inserted. Shown only when the Format Mark is activated.

The region where the contents of a layer are shown.

Layer outline. Layer mark and outline are shown only when the format marks are activated.

Layer list window. You can display or hide this by pressing the short cut key <Alt+5>. When the layer is inserted, the name and properties of it are displayed.
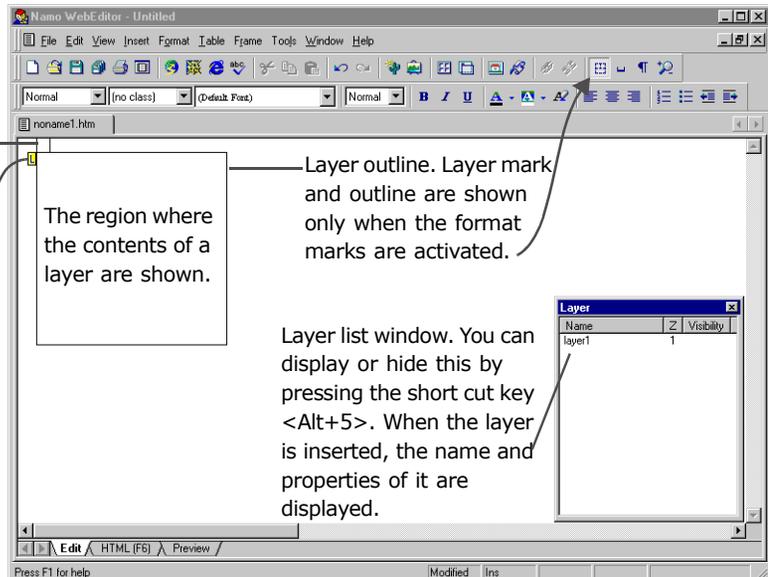
Layer Properties When you move the pointer onto the layer outline, the Properties pointer changes to a hand. If you double click, then the *Layer* dialog box appears.

If the size handles appear with the selection of the layer, the layer mark is displayed in a highlighted shade.

Size handles. You can resize the layer by dragging the size handles. To modify both the width and height at one time, drag the size handle at the corner.
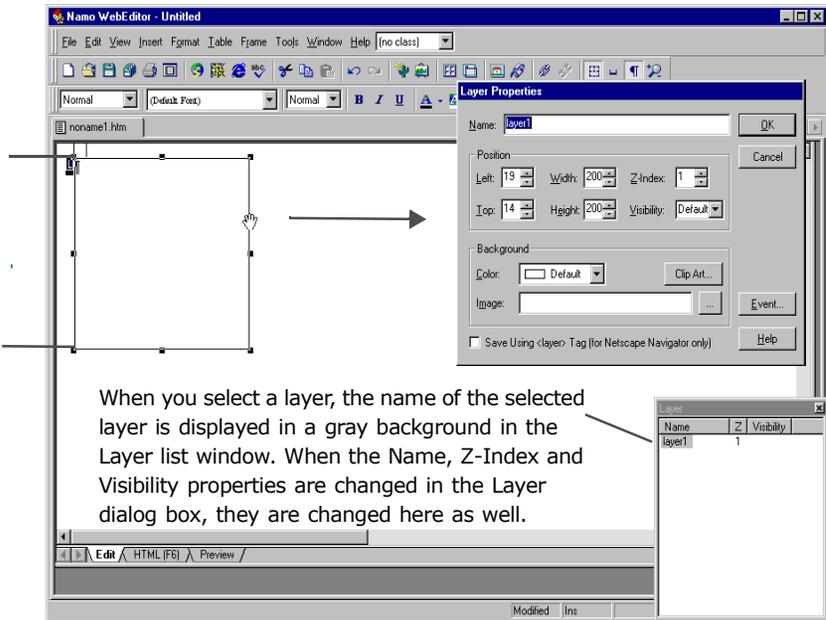
When you select a layer, the name of the selected layer is displayed in a gray background in the Layer list window. When the Name, Z-Index and Visibility properties are changed in the Layer dialog box, they are changed here as well.

Name	Enter the layer name.
Position	Specify the distance between the left top of the edit window and that of the layer. Pixels are used as the unit in specifying the *Left* and *Top* positions.
Width/Height	Specify the layer width and height. The pixel is used as the unit in specifying the *Width* and *Height*.
Z-Index	Indicates the layer display sequence. When layers are overlapped, the layer with the larger Z-Index will be displayed at the top. At the beginning, the background color of the layer is specified as transparent, since the Z-Index effect would not be seen clearly when there are only layers that contain black characters. You can

see the Z-Index effect more clearly when images are inserted in layers or other colors are specified for the background. The Z-Index is displayed in the Layer list window.

Visibility   Specify whether Namo WebEditor displays or hides the contents of a layer. Select from Default, Inherit, Visible and Hidden. When *Hidden* is specified, the content will not be seen even in the edit window. To select an invisible layer, click the layer mark. Select *Inherit* to apply the visibility property of upper layer to the sub layer. The visibility property of a layer is inherited by default.

Reference   You can create a layer in a layer. For example, when it is seen in the position of the middle layer in the illustration below, the left top layer is the upper layer and the right bottom layer is the sub layer. When the *Hidden* visibility property is specified on the left top layer, it affects the middle layer also, but not the right bottom one.

You can see the relation between layers with the layer anchors.

When you overlap the upper and sub layers, the sub one is displayed at the top regardless of the Z-Index.

The sub layer name is displayed as indented to the right in the Layer list window.
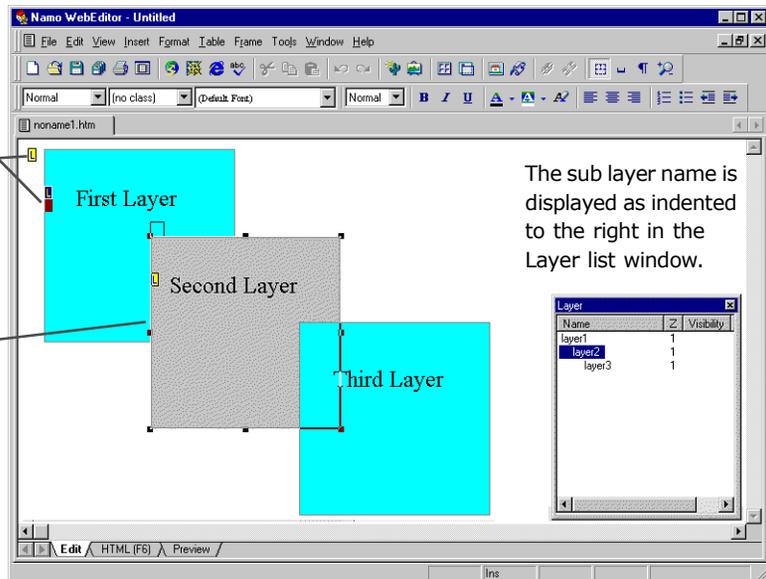
Background Color

Specify the background color of the layer. Netscape Navigator doesn't display the background color and image.

Background Image

Specify the background image. You can use clip art suggested by Namo WebEditor by clicking the *Clip Art* button on *Standard toolbar*.

Save using <layer> tag...

Indicates saving a layer using the <layer> tag that Netscape Navigator can recognize. When this option is selected, the Internet Explorer doesn't display the layer.

Event   When you click the *Event* button in the *Layer* dialog box, the *Script Wizard-Layer Action* dialog box appears. For more information on the *Script Wizard-Layer Action*, see *Layer Action(5-45)*. If you put the pointer on 'layer1', after specifying the options as below, the Namo WebEditor hides 'layer2' and displays 'layer2', when you move the pointer away from 'layer1'.
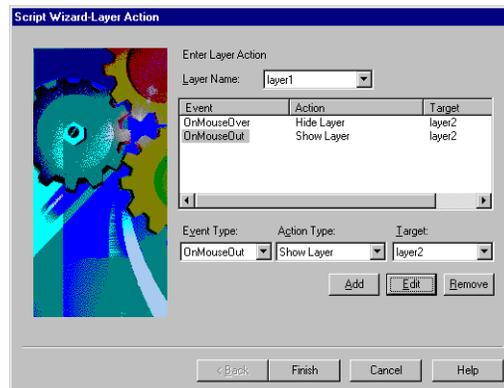
You can insert interesting effects into your document if you use the action that displays or hides layers. For example, you can create a layer with a rollover effect that makes an answer appear when you

put the pointer on the layer asking a question. With the layer actions specified as above, with 'layer1' as the answer and 'layer2' as the query overlapped, when you put the pointer on 'layer1', the answer will be shown.

TIME LINE

. . . .

Time Line is used to create an animation effect by moving the position of layers successively. To animate a layer, you must use the Time Line window. When you select the *Time Line* on the *Tool Windows* command on the *View* menu or press the short cut key <Alt+4>, then the *Time Line* window appears.

Creating an Object After selecting a layer, move it into the Time Line window by dragging it. Then the object for animating the layer is created. This doesn't indicate the object itself, but the successive shift of the layer.

You can create several layer animation objects on each layer and specify the location and length of each object as you wish.
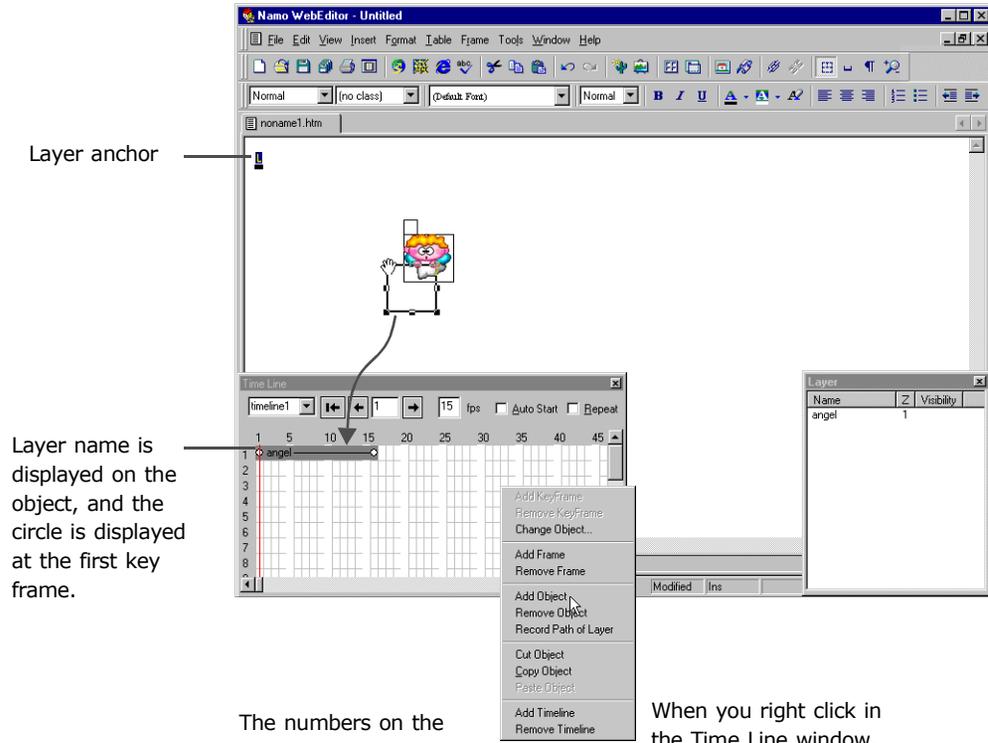
Layer anchor

Layer name is displayed on the object, and the circle is displayed at the first key frame.

The numbers on the horizontal axis of the Time Line window indicate that of the frames. As the frame changes, the layer moves to the next position.

When you right click in the Time Line window, then the short cut menu appears. If you select Add Object here, an object on the current layer is added.

Create Straight Animation

To animate the layer, specify the position of the layer when it is animated. The position indicates where the layer is supposed to be when the Time Line, the vertical line in red, moves from one key frame to another. The position of the object at the first key frame is where it appears at the time of its creation. Then specify the position at the last key frame.

1 Select the last key frame in the *Time Line* window.

2 In the edit window, drag the layer to the position you want, then the path of the layer from its first position to its last one is displayed in a solid line.

If you select the *Auto Start* option, you can see the layer move along the path in the web browser.

Layer mark

Drag the layer to the position you want.

Select the last key frame
by clicking it.
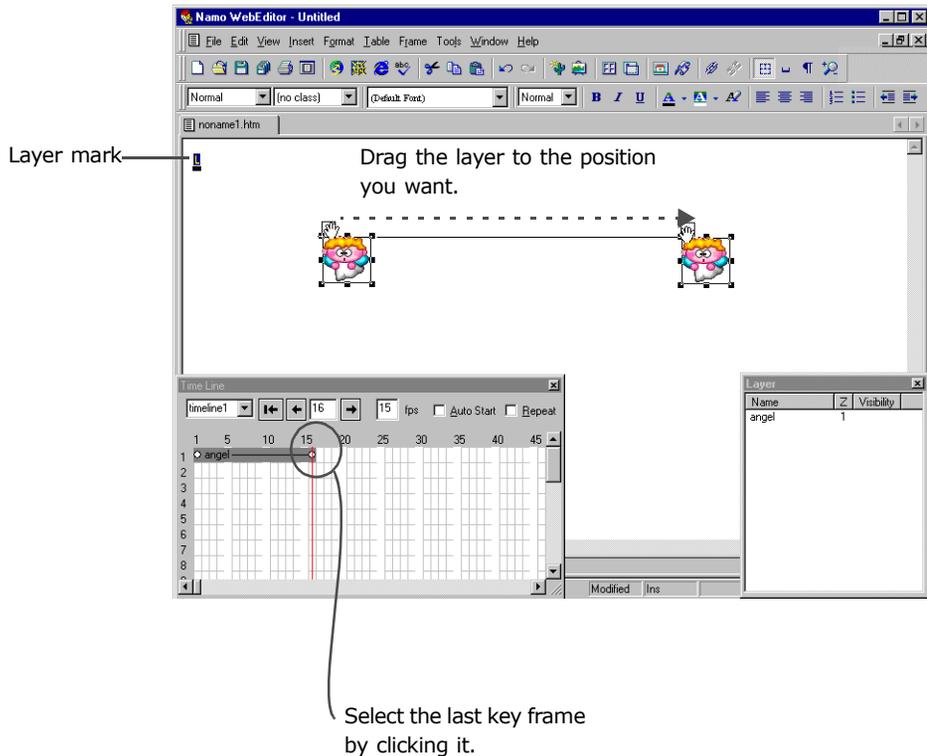
Auto Start Indicates the animation is launched automatically as it is specified in the *Time Line* window. If this option is not selected, you must specify the *Execute Time Line* action on the layer to launch the animation by selecting *Action Type* at the *Layer Action* dialog box in the *Script Wizard* menu.

Repeat Indicates the animation will be repeated.

Creating Curved Animation

To animate the layer along the curved line, use the *Record Path of Layer* functionality.

1 After right clicking the *Time Line* window, select the *Record Path of Layer* on the short cut menu.

2 If you move the layer as you want in the edit window, the path will be recorded and displayed in the Time Line window. Usually multiple key frames are created because the curved movement is displayed in short straight lines.

In the web browser, you can see the layer shift rightward along the straight line and shift leftward along the curved line.

If the animated layer includes a sub layer, then the sub layer shifts along with the animated layer. Because the position of the sub layer is decided by the sub layer of the upper layer position.

You can execute the commands below in the Time Line window.

Add Key Frame	Adds the new key frame to the current frame on the Time Line. Between the frames the layer moves straight, so you must add the new key frame to change the direction.
Remove Key Frame	Removes the key frame on the current frame.
Change Object...	Changes the layer to which the current object is applied to another layer.
Add Frame	Adds a new frame to the current frame. Consequently the number of frames that makes up the object increases.
Remove Frame	Removes a new frame from the current frame. Consequently the number of frames that makes up the object decreases.
Add Object	Creates the objects of the current layer and inserts it to the current position. At the beginning the objects consist of 15 frames, but you can increase or decrease them by dragging the key frame.
Remove Object	Removes the current object. You may also press the <Delete> key on your keyboard after selecting the object.
Record Path of Layer	Starts recording the path of the current layer.
Add Time Line	Creates a new Time Line. When you animate layers that have no relations, it will be more convenient for you to work on new Time Line after creating them. To select the Time Line click on the drop down button at the top left of the Time Line window.

Remove Time Line	Deletes the Time Line that is displayed at the time. If you delete it by mistake, you may revive it by pressing the short cut key <Ctrl+Z> in the edit window.

NAMO GIF ANIMATOR

The Namo GIF Animator is used to work with animated GIF files. You can create an animated GIF file easily by attaching image files in successive order.

1 Launch *Namo GIF Animator* in the *Namo WebEditor 3.0* program group from *Start button - Programs*.

2 To open a new window, click the *New* button on the toolbar, or select the *New Animation* command on the *Animation* menu.
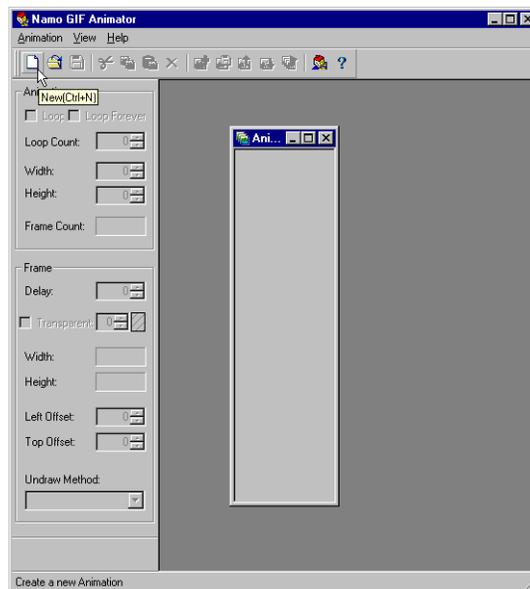
3 When you select the *Insert Frame* command on the *Frame* menu or click the *Insert Frame* button on the toolbar, then the *Insert Frame* dialog box appears. Select the image to insert and click the *Open* button.

4 Open the image files to attach as above, then the image files are displayed in the new window.
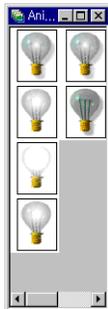
5 To change the position of the images, select the image to move by clicking it. Then click the *Move Up/Down* button.
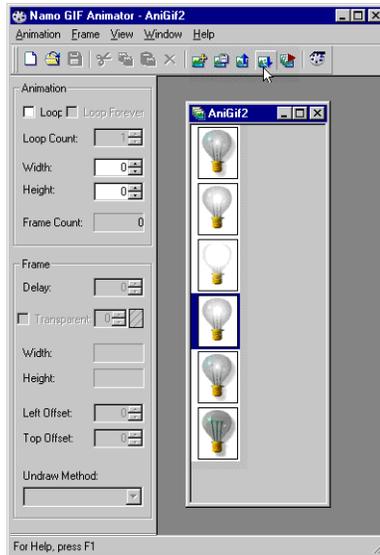
6 To see the animation, press the <F5> key on your keyboard or select the *Preview* command on the *View* menu. You can preview the animation using the video control buttons in the *Animation Preview* dialog box.

GLOBAL IME

. . . .

What is Global IME Microsoft Windows uses the IME (Input Method Editor) to combine 2 byte languages such as Korean, Chinese, and Japanese in a particular way to allow them to be used in their system. The IME of these three languages works only in the system running with the respective languages. However, Microsoft released the Global IME that works regardless of the languages being used in Windows.

Therefore with the Global IME and the respective language pack installed on their computer, the users of these three languages can use their language in any Windows system. Until February 1999, Microsoft did not open the API for their Global IME while using it exclusively with their products, like the Internet Explorer, Outlook Express and Office packages.

Now Namo WebEditor 3.0 supports the Global IME. Theoretically you can use Korean, Chinese and Japanese freely in the Namo WebEditor 3.0 with any Windows system in any country, if the Global IME is installed. Other languages that need no particular IME can be entered using Unicode.

Installing Global IME

To use Korean/Japanese/Chinese in Namo WebEditor, install the Global IME of the respective language. You can download it from:

http://www.microsoft.com/msdownload/iebuild/ime5_win32/en/ime5_win32.htm

After connecting to the web site, select the type of the Global IME. Select one of the three languages and the language pack. To use Japanese, choose "Microsoft Global IME for Japanese - with Language Pack".

Reference   Once the Language Pack is installed, you can read the respective language. It is possible even though your web browser is running on Windows that use different languages. That is, you can visit a Japanese web site using Internet Explorer with the English Windows system. When you install the Global IME on your system, the respective Language Pack should also be installed.
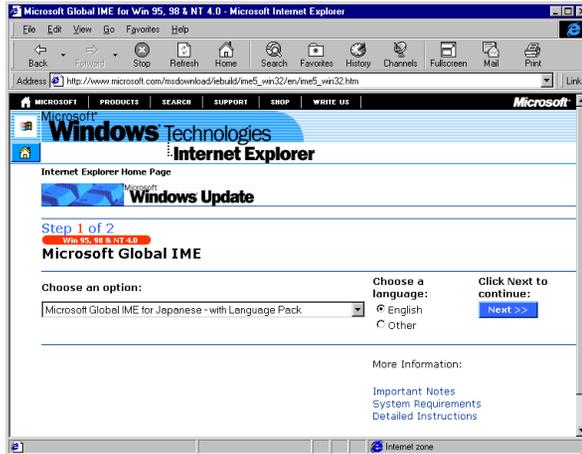
Select the site from which you will download the Global IME. To start the download, click the *Next* button.
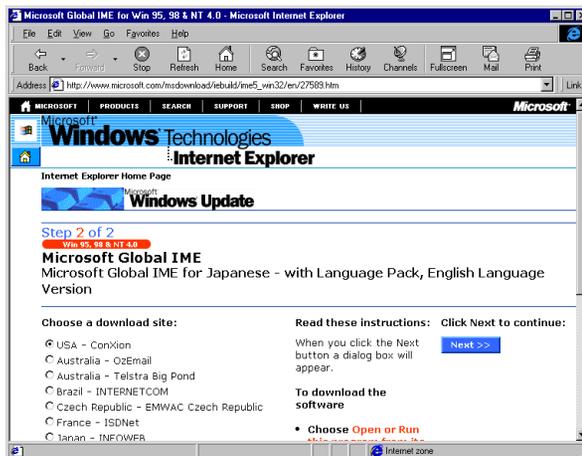
After the download ends, double click the JAMONDO.exe on your hard disk to install the Global IME. After installing, reboot your computer.

Usage of Global IME After installing the Global IME, you can use Korean, Chinese or Japanese freely in your system. To use Japanese in Namo WebEditor 3.0, follow the steps below:

1 Once the Global IME is installed, the icon for the Global IME is created on the right of the Windows task bar.

2 Launch Namo WebEditor. If you click the Global IME icon in Namo WebEditor edit window, the short cut menu appears offering the following options; *English*, *Japanese IME,* and *Korean IME*. Select *Japanese IME*. The *Japanese IME* is shown only in the edit window and is not available on the HTML, Preview tab, or other dialog box. And, of course, it is not available in other software.

3 If you select *Japanese IME*, the *Japanese IME* appears in the Windows screen. The Global IME icon changes to the *Japanese IME(JA)* icon. Now you can input Japanese.
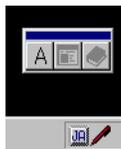
4 There are three buttons in the *Japanese IME*. If you click the left button, you can choose the input type of Japanese. The middle

button is for information of *Japanese Properties* of the *Japanese IME*, and the right button is for *Help*.
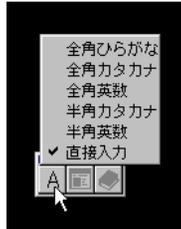
5 Enter the Japanese in the edit window like below.
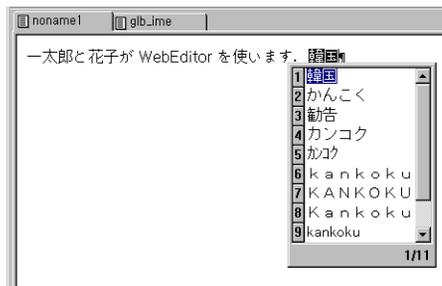
6 After you finish editing in Japanese, select *Japanese (Shift-Jis)* or *Unicode (UTF-8)* on the *Charset* command on the *Format* menu, to read Japanese in a web browser. You can select *Japanese* or *Unicode*, by clicking the *Advanced* tab in the *Document Properties* dialog box, on the *Document Properties...*command on the *Format* menu.

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