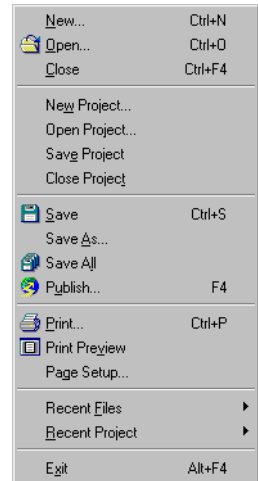



# File

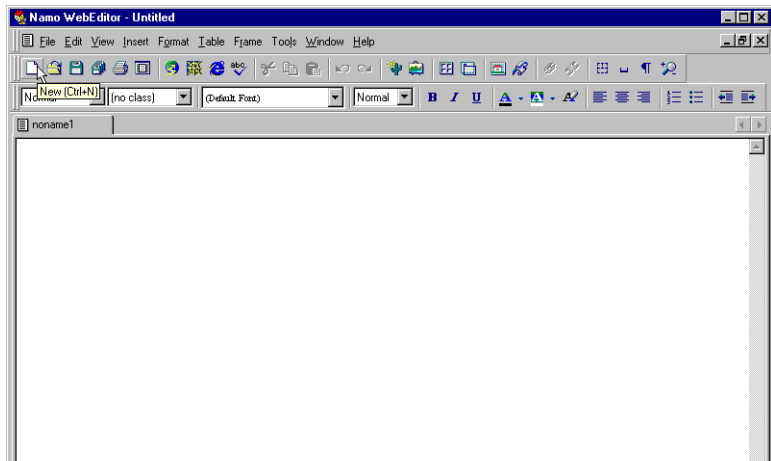
The file menu provides various functions for managing documents. You can create a new document, open a document from your hard drive or a web site, save a document, and print. You can manage projects and publish your web site using the commands listed in the File menu. It is important that you fully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



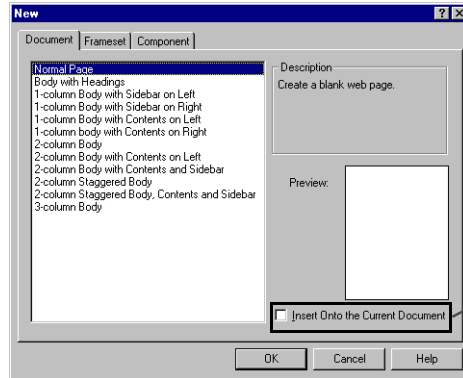
## NEW

**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.

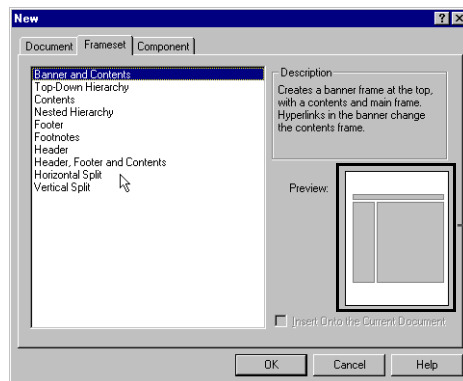


Unlike using the *New* button to create a new document, if you select the *New...* command on the file menu or press <Ctrl+N> on your keyboard, the *New* dialog box will appear. Select the type of the new document you want and click the *OK* button.



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.

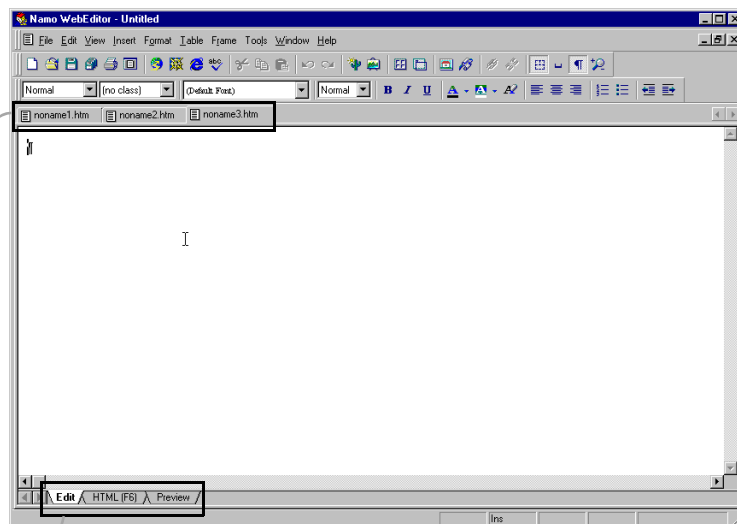


When you select a form, you can preview its format here.

**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.

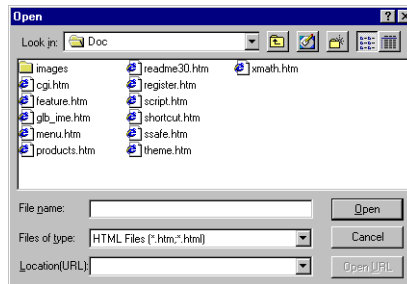
If you click on one of the document tabs, the selected document will appear in the edit window. You can use this to toggle quickly between different documents.

**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.

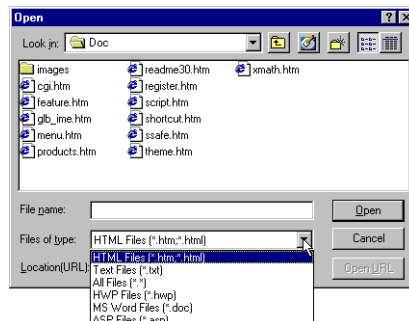
- 1 Select the *Open* command from the *File* menu. The *Open* dialog box appears as shown below.



- 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.

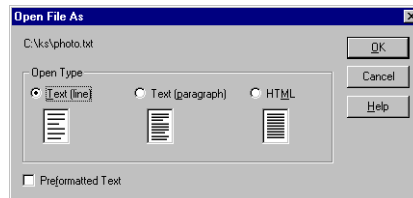
**File Format**

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

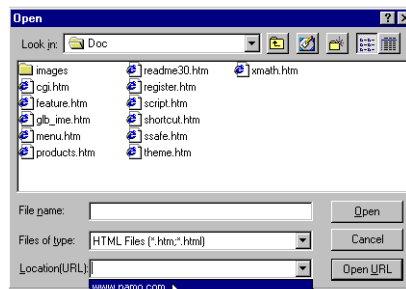
When you select a *Microsoft Word file* (from 6.0 to 97 version) in the *Open* dialog box, you can open these documents directly and they will look the same as in Microsoft Word.

## Opening ASP File

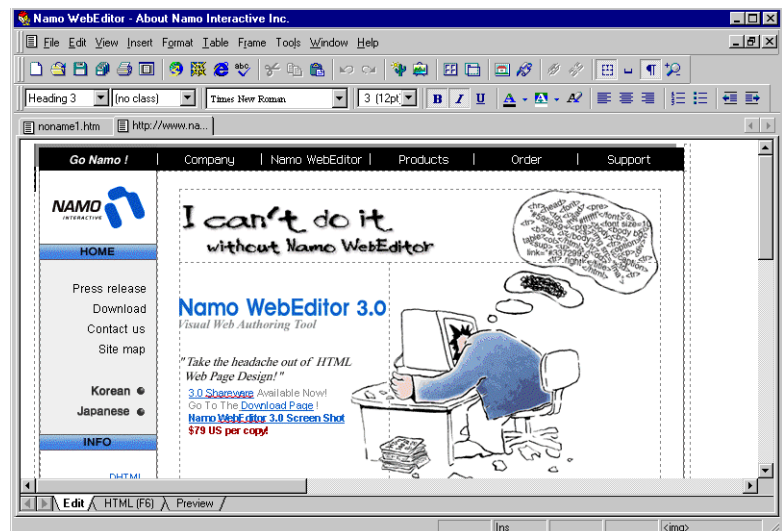
When you select an *ASP* file in the *Open* dialog box, you can also open it directly. An *ASP* file differs in its content with an *HTML* file but its format is the same. Using *ASP* (Active Server Page), you can insert many features in your Web site without having to use *CGI*, *Java Script*, or *Perl*. 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.

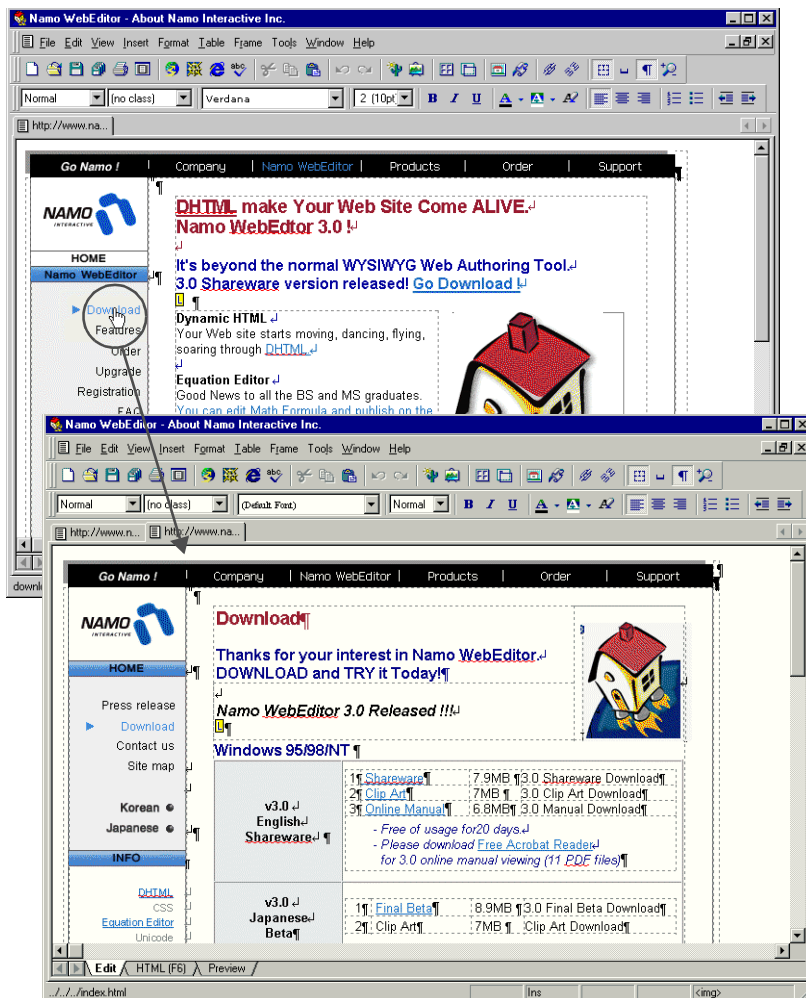


Below is the Namo Interactive Inc. web site shown after being opened by entering its URL, 'www.namo.com'. This cannot be used with all Web sites. When you want to open an entire homepage, use the *Import from Web* command on the *Tools* menu.



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

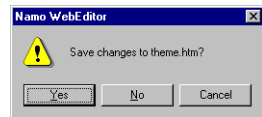
- 1 Enter the address of the *URL* field having the hyperlink that is not fully shown in the web browser's URL field into the *Open* dialog box, and click the *Open URL* button.
- 2 While pressing the Ctrl key on your keyboard, click the hyperlink. The linked document will then open. By repeating this, 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.



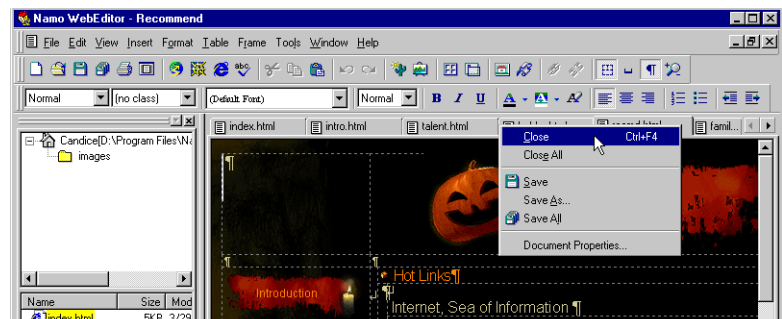
**Yes** Select this to save and close the current document.

**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.





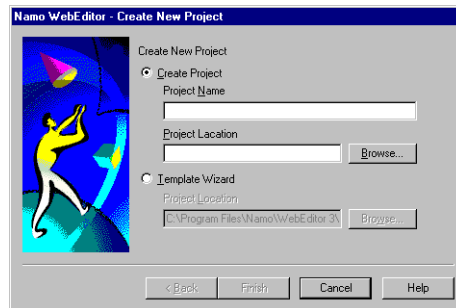
## NEW PROJECT

### 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.

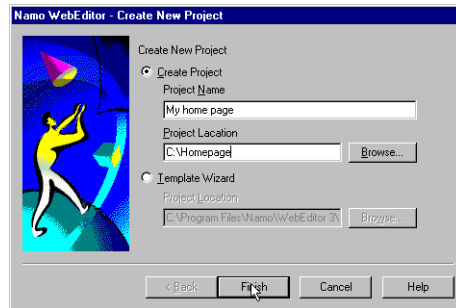


- 2 Select *Create Project* from the *Create New Project* dialog box and enter the name of new project.
- 3 Enter the path of the folder where the files of the project are to be saved.

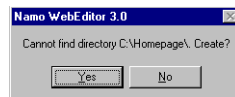
### Caution

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.

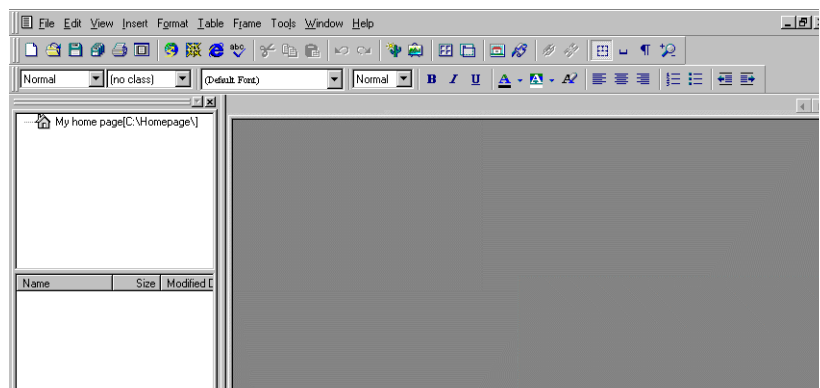
- 4 Click the *Finish* button in the *Create New Project* dialog box.



- 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.



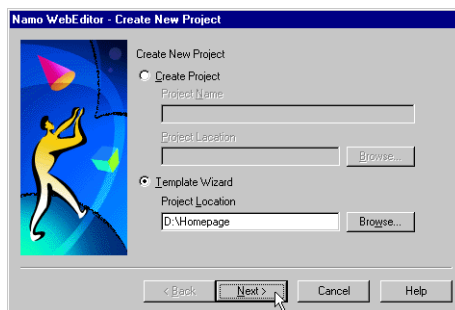
**Reference** When you create a new project, the '\_we\_hinfo' folder will be created as well in a new project folder. This folder is where project information is to be saved and does not affect the contents of the web site.

## Creating with Template Wizard

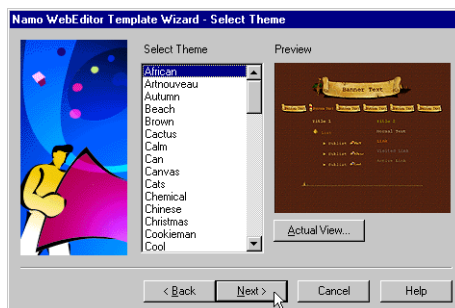
A template is a set of images and text that are pre-designed and can be applied to a new web site. You can use a template as a base for your web site. Whether you use the suggested templates or make one yourself is up to you.

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.

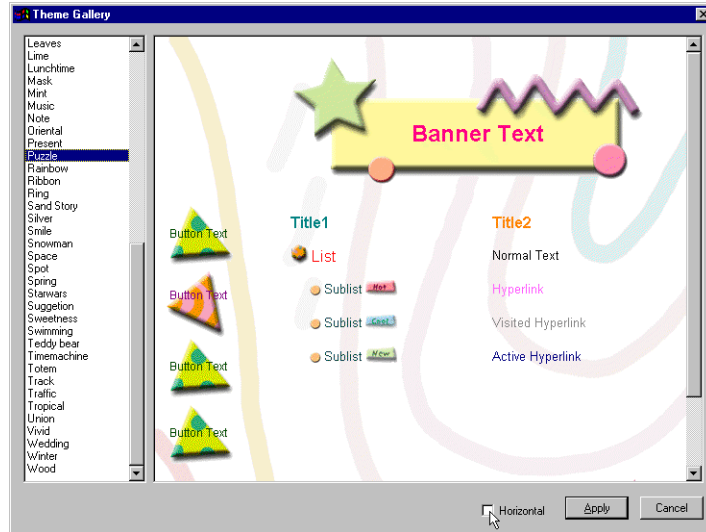
- 1 Select *New Project* from the *File* menu, then the *Create New Project* dialog box appears.



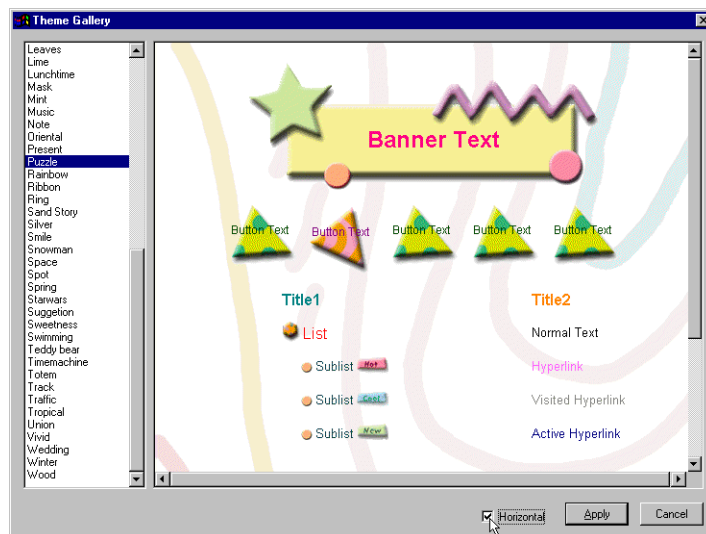
- 2 Select the *Template Wizard* from the *Create New Project* dialog box and enter the path of the folder where you want to save the project files. If you do not know exactly where to save the project files, click the *Browse* button in the *Create New Project* dialog box. Then select a folder in the *Browse for Folder* dialog box.
- 3 When you click the *Next* button, the *Select Theme* dialog box appears.



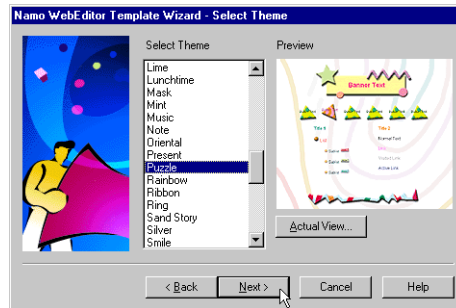
- 4 To get a larger view, click the *Actual View...* button. If you click the name of a theme, you can preview the contents of the theme.



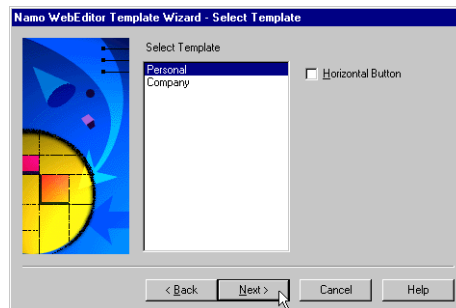
- 5 To preview the buttons being arranged horizontally, click the *Horizontal* option. This does not set the final arrangement. It is just a preview. To select the current theme, click the *Apply* button. If you choose not to select a theme, click the *Cancel* button.



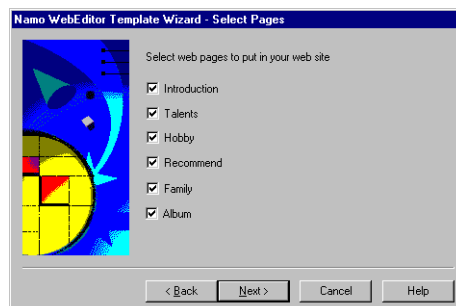
- 6 Click the *Next* button after selecting a theme you want.



- 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.



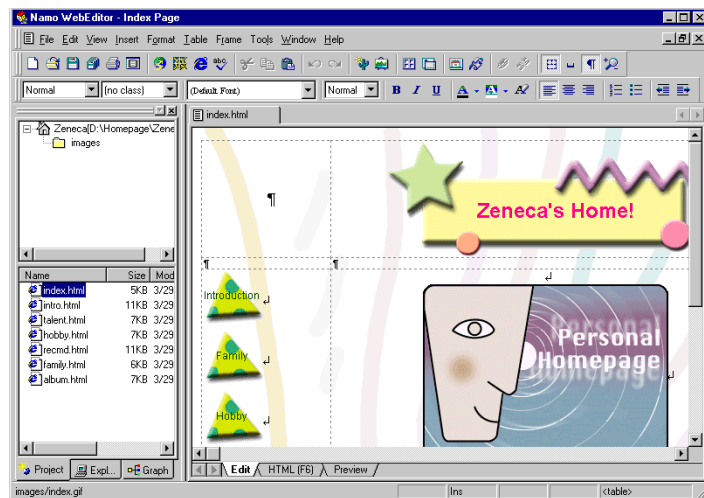
- 8 Select the pages to use from the template you chose in the *Select Pages* dialog box. Then click the *Next* button.



- 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.



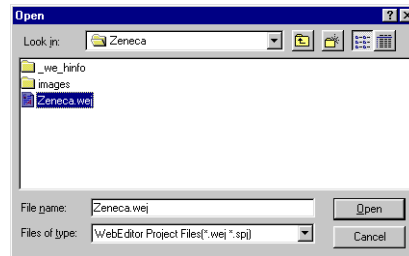
- 10 When a new project is created, the project window is displayed and a web site document opens in the edit window.



## 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

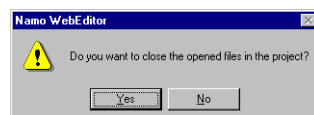
### File-Save Project

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

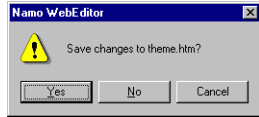
## CLOSE PROJECT

### 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.

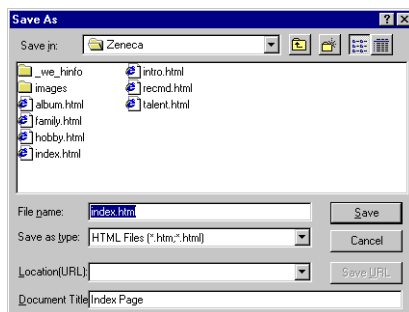


## SAVE AS

### File-Save As...

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

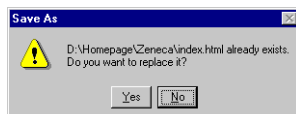
- 1 When you select the *Save As* command from the *File* menu, the *Save As* dialog box will appear.



- 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

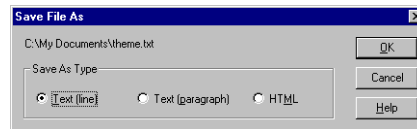
If a file of the same name exists in the specified folder, a dialog box appears as below, asking whether or not you wish to overwrite the file.



- 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.

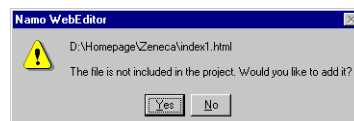
**Text (Paragraph)** This will save the file exactly as if it were a *Text-Line*, but will have double spacing rather than single at carriage returns.

**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.

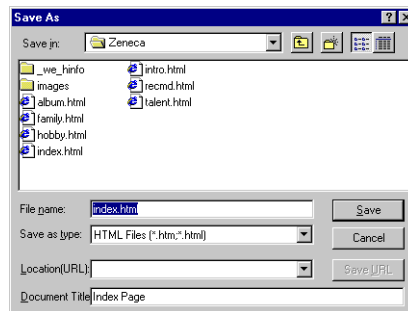
## Adding Documents to a Project

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 Management* command in the *Tools* menu.

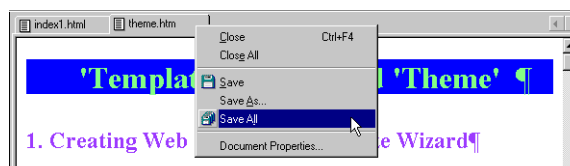


## SAVE ALL


**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*.



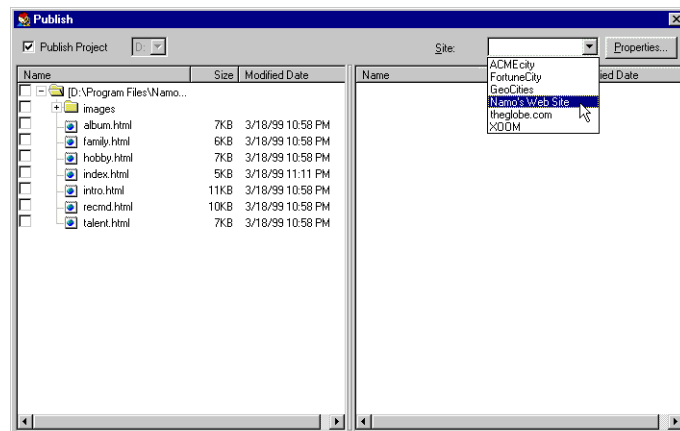
## PUBLISH

**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.

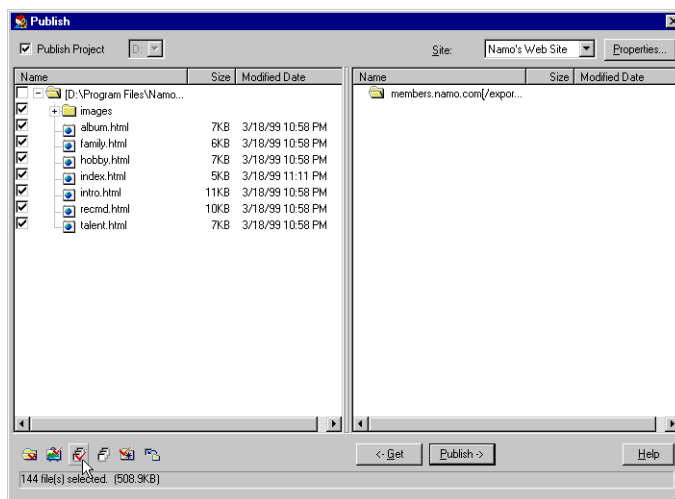
- 1 When you select the *Publish* command on the *File* menu, the *Publish* dialog box appears. The folders for the project and list of the files will be shown on the left window. The right window is for displaying the folders and the list of the files once they are published onto the web server. If 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).

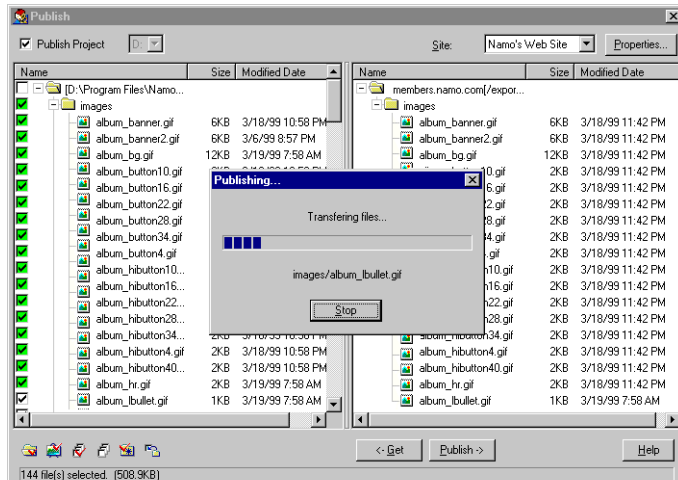
- 2 Select the files you want to publish in the left windows. If you click the square box in the left side of the file name, you will see the check mark, which means it's been selected. If you click again, the check mark will be disappeared, which means deselected. You can select some files by using 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 (📁).

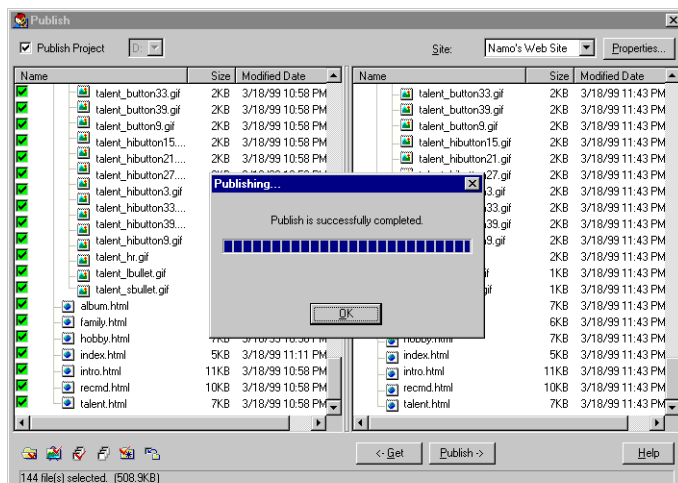


**Reference** If the site on which you wish to publish is not registered on the site list, you will need to register it by clicking the *Properties...* button from the *Publish* dialog box. Even though the site may already be registered, you must add this site information to Namo Webeditor.

- 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.



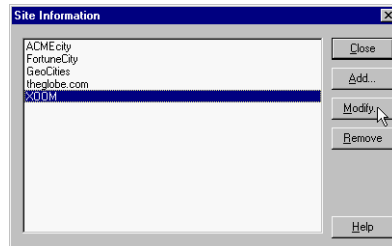
- 5 To close the *Publish* dialog box, click the X button at the top right of the dialog box.

## Manage Site Information

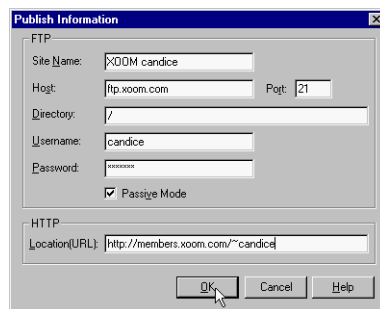
The site information is the information about the web server on which you are to publish the files. The information for some of the most popular hosts is registered in the Namo WebEditor as default.

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

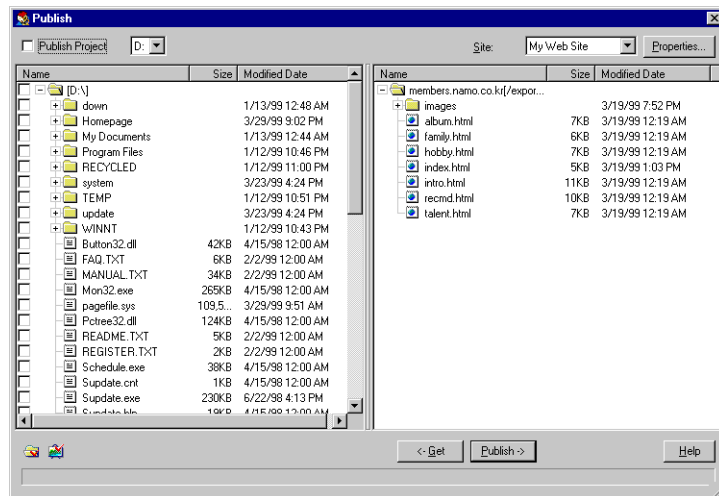


address is actually ftp://members.namo.com/usr/candice/home/public\_html. When you use username, 'candice', you will be connected automatically to ftp://members.namo.com/usr/candice/home/. Therefore all you have to do is to enter 'public\_html' in the *Directory* field). If you do not know this information,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

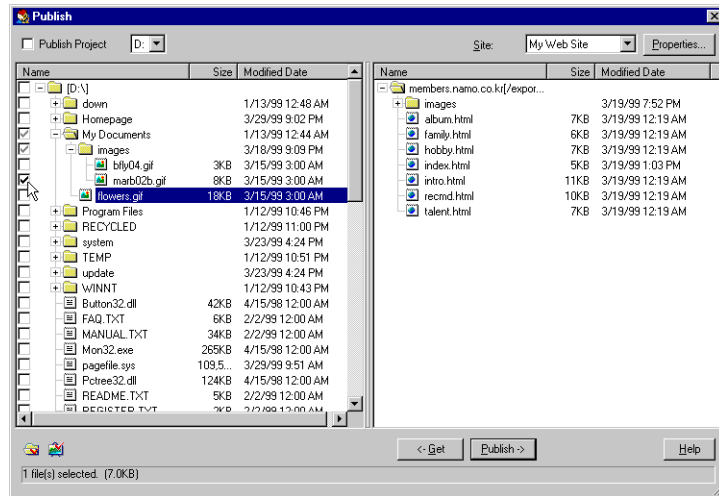
## Publishing Files

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

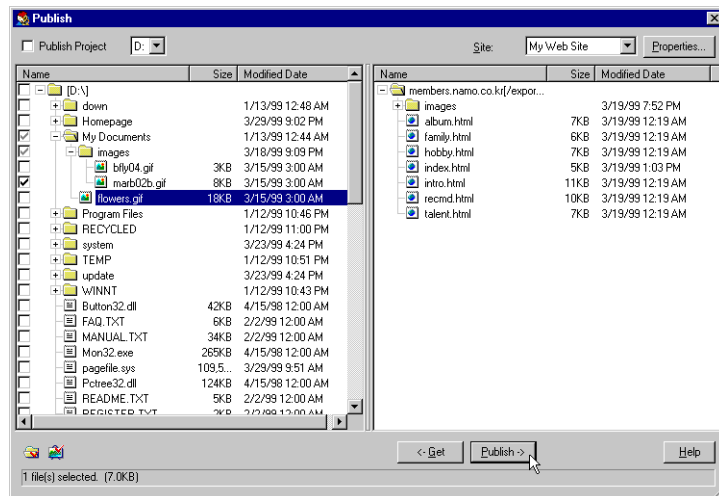
- 1 When you select the *Publish* command from the *File* menu, then the *Publish* dialog box appears. To the left all project folders and files are displayed. To the right, the folders and files currently on the web server are displayed. If a project is open, click the top left *Publish Project* option to clear the check and allow you to browse your hard drive.



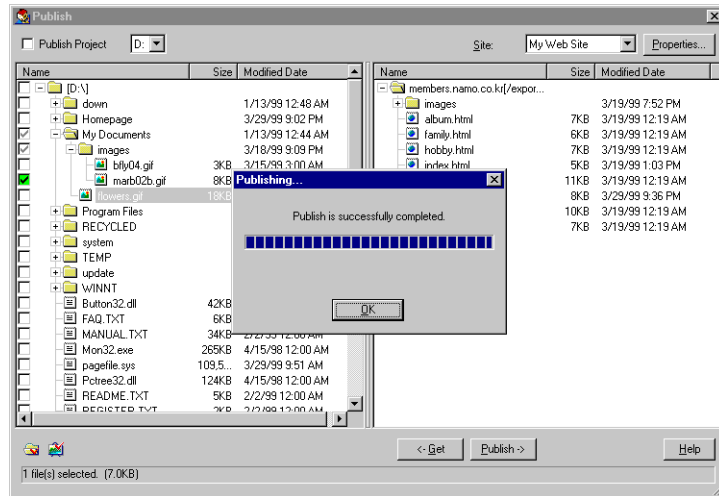
- 2 Select the files to publish from the left window of the *Publish* dialog box. To select open files only, click the *Editing Files* button from the *Publish* dialog box.



- 3 When you click the *Publish* button, the Namo WebEditor will begin to transfer the selected files to the web server.

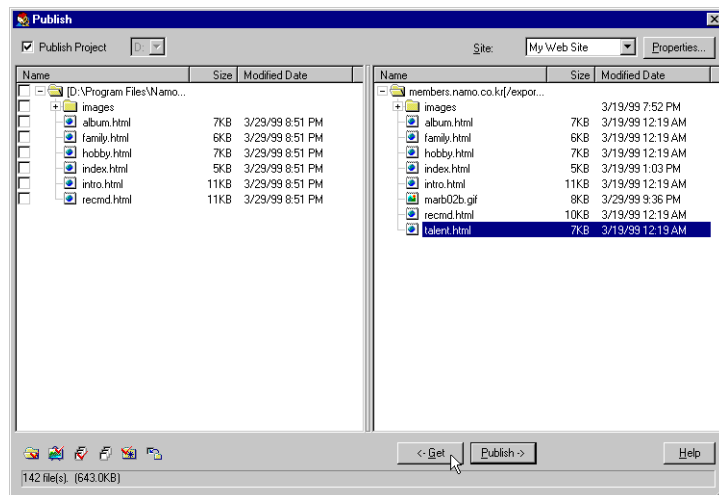


- 4 When the transfer is complete, a confirmation box will be displayed. Click the *OK* button. The files displayed in green are ones that have been transferred onto the web server.

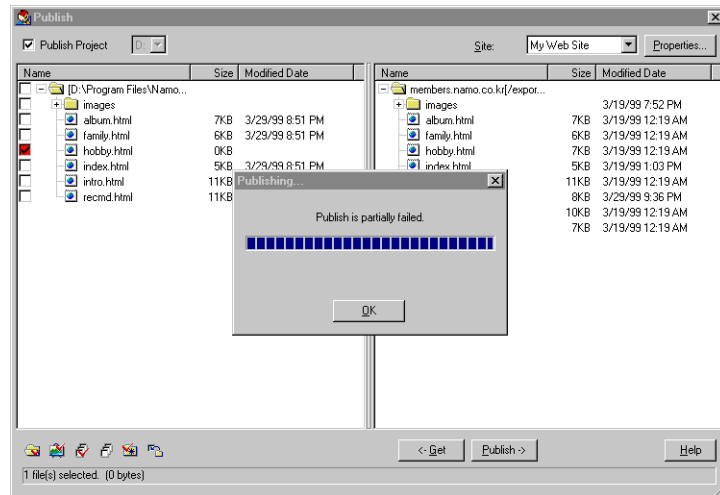


## Importing Files

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.



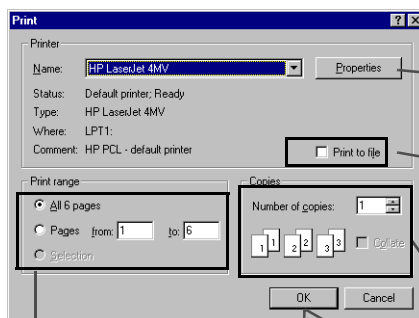
**Reference** On the left hand side, you may see files that have red marks next to them. This means they have not transferred to the server. It is possible these files have been deleted, moved, or had their names changed. If this is the case, you should check all the hyperlinks in the project by selecting 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.

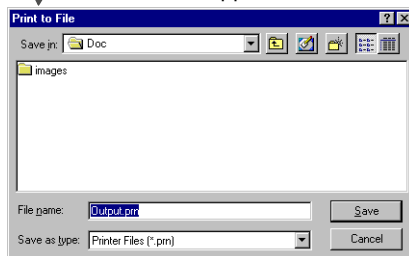
When you select the *Print to File* option, the result will not be sent to the printer. Instead it will be saved on hard disk as a file.

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.

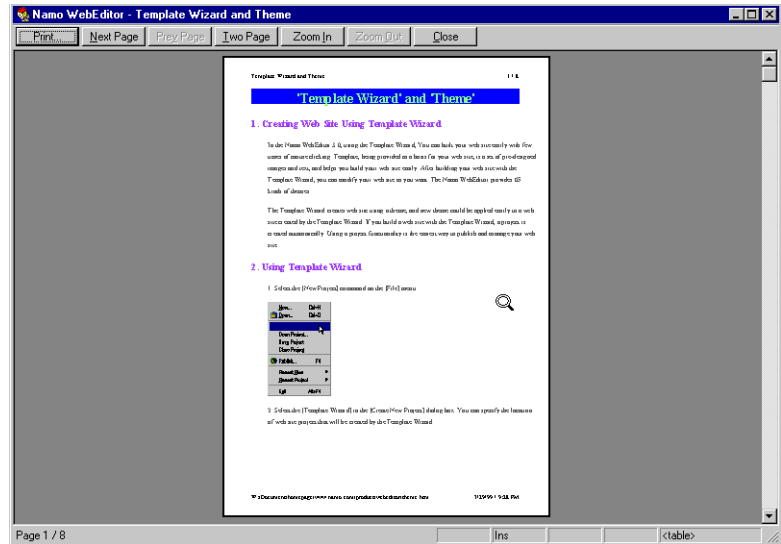
## Caution

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 return 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.

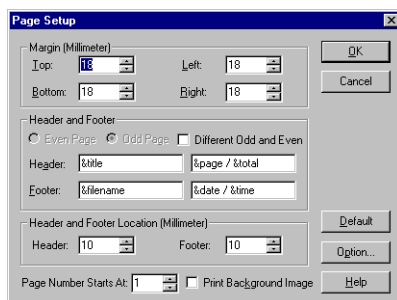
### Caution

- 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.

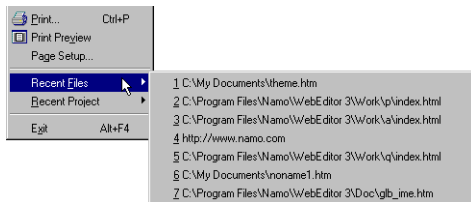
## Print Background Image

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

## RECENT FILES

### File-Recent Files

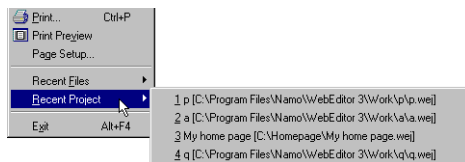
Namo has a rather good memory. In fact, Namo can remember the last 10 documents you opened and allow you to re-open one of them with the click of a button. The file at the top of this list is the most recently edited.



## 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.

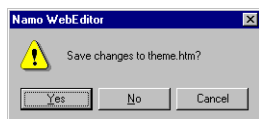


## EXIT

### 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.