

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 Namu WebEditor within the *Tools* menu.



SPELLING

Tools-Spelling... <F7> 

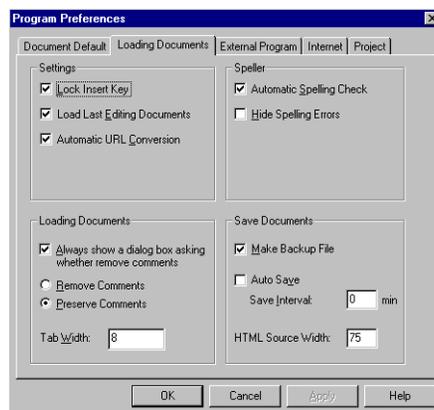
Select this option to check spelling errors in the current document.

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 Namu 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.

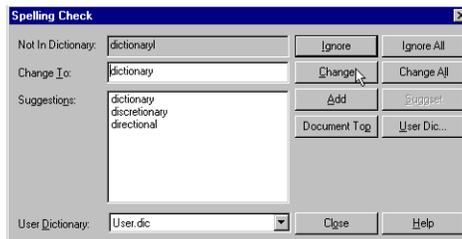


Which Web Auther~~ing~~ Tool do you often use?¶

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.

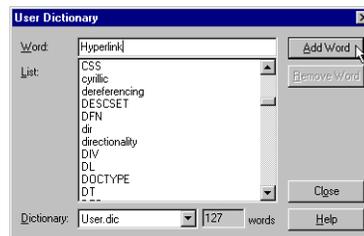
- Ignore** This option allows you to ignore the spelling of a specific word. This is helpful if you are misspelling a word on purpose.
- Ignore All** This option allows you to ignore the spelling of a specific word throughout the entire document. Please note that this does not add the word to the dictionary. 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.

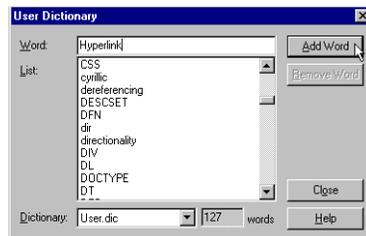
Reference If you make a mistake in changing the spelling of a word, you can easily undo it. Place the cursor inside the text you wish to change, click on the *Edit* menu and select *Undo*, you can also do this by pressing <Ctrl+Z>. This will revert the word to its form before it was corrected.

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 Namu directory where Namu WebEditor is installed. The filename of the default user dictionary is 'user.dic'.

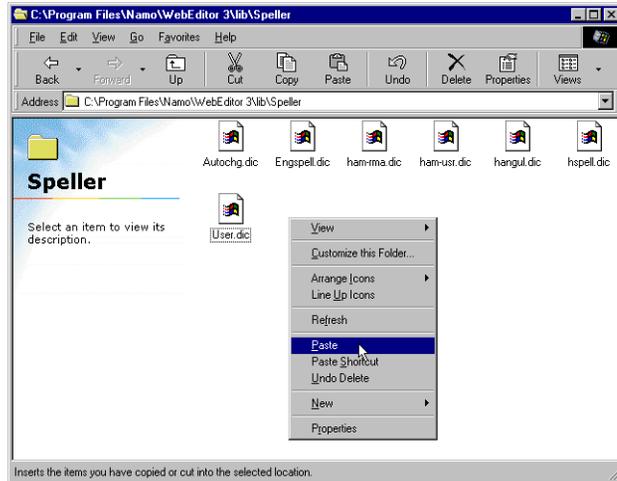
There is no limit on the number of the words you can add to the user dictionary, but when you go over ten thousand, it can slow your system down and take up valuable space.

To create a new user dictionary follow these steps:

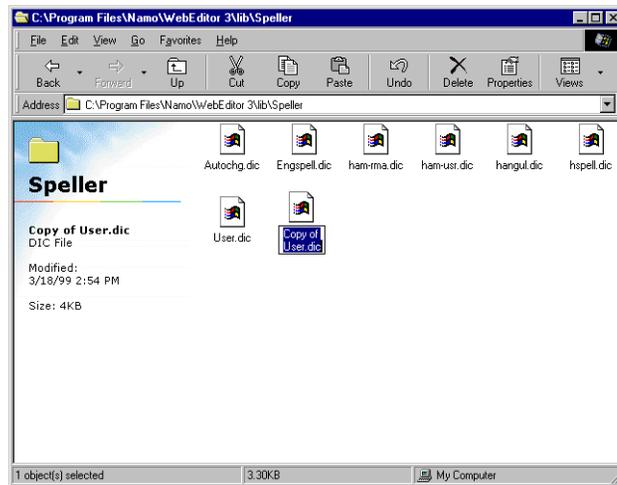
- 1 In the Windows Explorer, move to the Namu directory and open the 'Lib/Speller' folder.
- 2 Move the cursor onto the 'User.dic' file and click on the right mouse button. Select *Copy* from this menu.



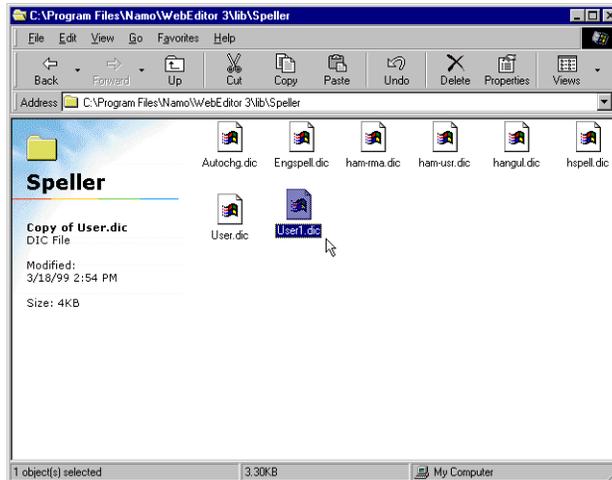
- 3 Deselect the 'User.dic' file by clicking anywhere outside the file. Right click and chose the *Paste* option.



- 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'.



- 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>.

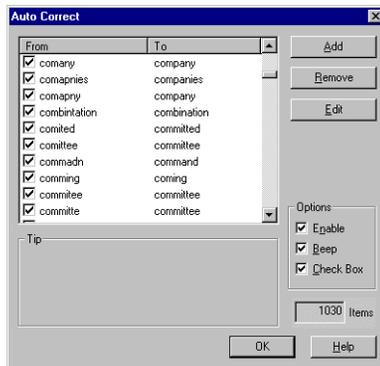
Sample) "@Namo" => "http://www.namo.com"

- 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.

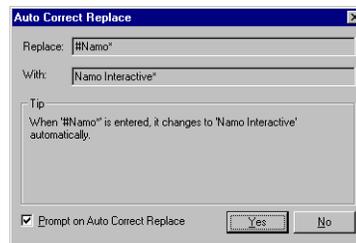


Add This allows you to add a new auto correction item. When it is clicked, the *Auto Correct Edit* dialog box appears.

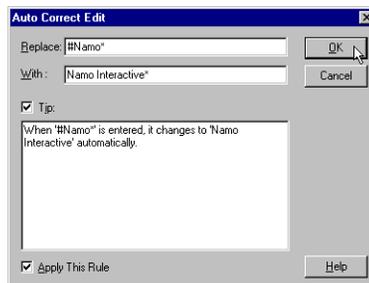
Remove Allows you to remove an item from the list.

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 Namu 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. Namu 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.

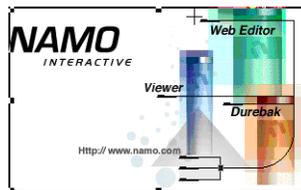
Make Transparent 

Select this to make a particular color of GIF image transparent.

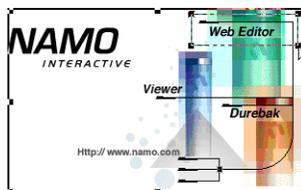
Making Hot Zone

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.

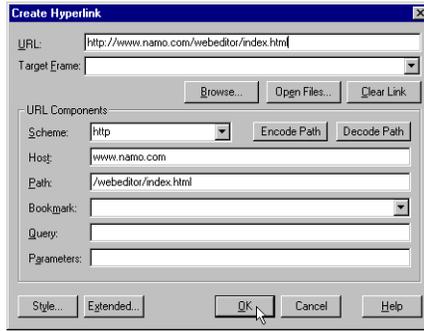
- 1 Click on the image you wish to create a hot zone on.
- 2 Select a shape from either the *Image Map* menu or from the toolbar.
- 3 When the mouse arrow changes to a cross, move it to the location you want to create the hot zone on.



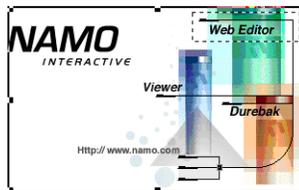
- 4 Click the left mouse button and drag the cursor. While doing this you will see the hot zone increase in size. When it reaches the size you want, release the mouse button. You will then be prompted to edit the hot zone information. The size and location of the hot zone can be adjusted later.



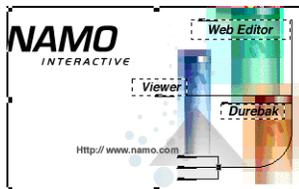
- When the *Create Hyperlink* dialog box appears, fill in the hyperlink information. When you are finished, click *OK*.



- The hot zone is then displayed inside the dotted line. You may now resize the image and change its location.

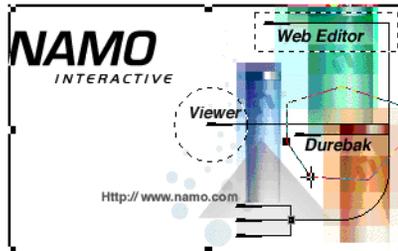


- Repeat the above if you want more hot zones. To exit from the image map mode, click outside the image or press <ESC>.



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.

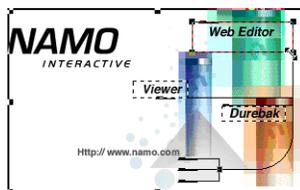


Modifying Hot Zone To modify or move the existing hot zones follow the instructions below:

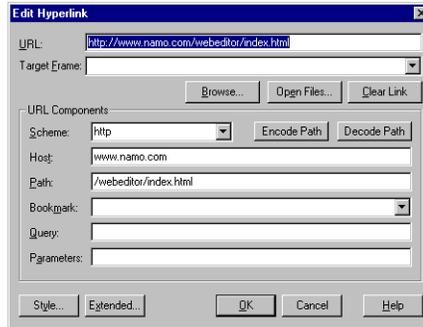
- 1 Select the image that contains the hot zones by clicking on it.
- 2 Choose the *Select a Hot Zone* command from the *Image Map* menu or click the *Select* button from the *Image Tools* toolbar.
- 3 When the hot zone is displayed as a dotted line, click the hot zone to allow it to moved or resized.



- 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.



- 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:

- Select the image you want to make transparent.



- Select the *Make Transparent* on the *Image Map* menu or click the *Make Transparent* button in the *Image Tools* toolbar.
- 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.

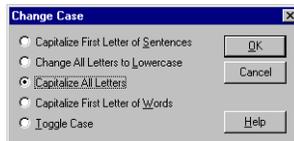
CHANGE CASE

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 Namu 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

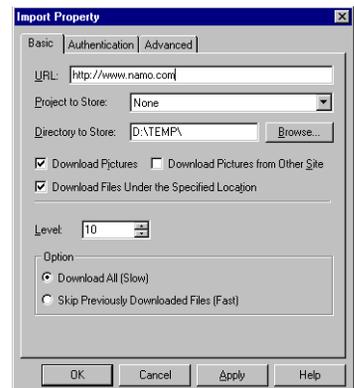
Tools-Import from Web...

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

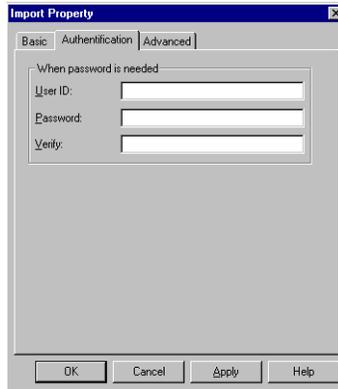
Specify the information on the web site to import.



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.



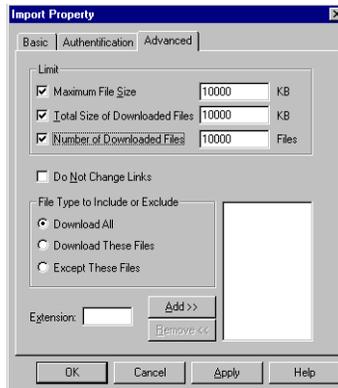
User ID Enter the web site User ID (this is your login name).

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

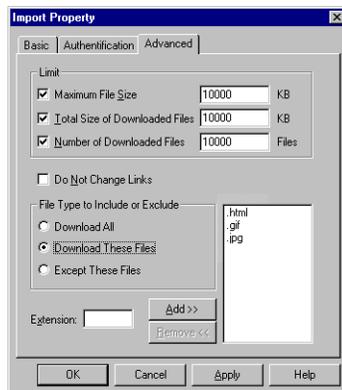
Select this to simply import the hyperlinks. This will not import the pages the hyperlinks are attached to. Do not select this option if you plan on editing the document offline.

File Type to Include or Exclude

This is used to choose what file types to download from the web site.

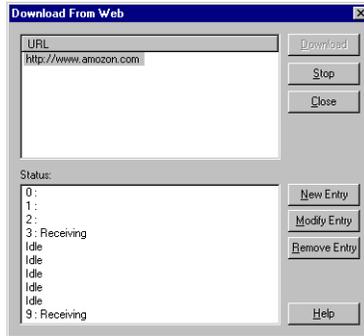
Choose *Download All* to import all the files from the web site. This is the default option.

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, Namu 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, Namu WebEditor will connect to the internet site specified in the URL window.
- Stop** Click this to stop Namu 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.

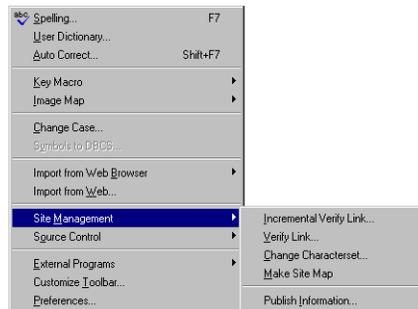


SITE MANAGEMENT

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.



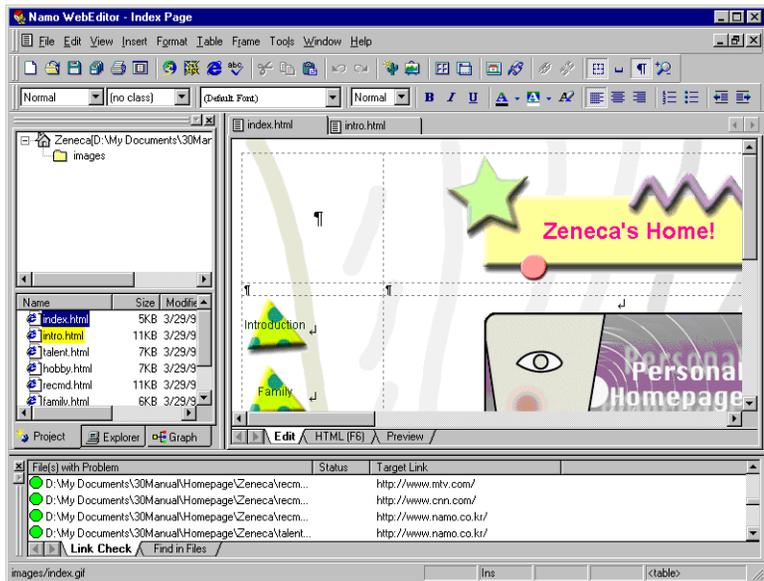
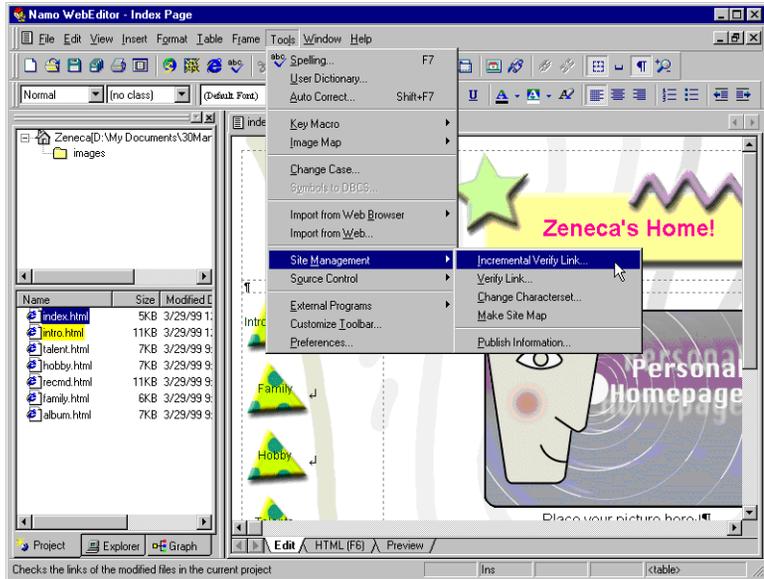
Incremental Verify Link

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 Namor 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

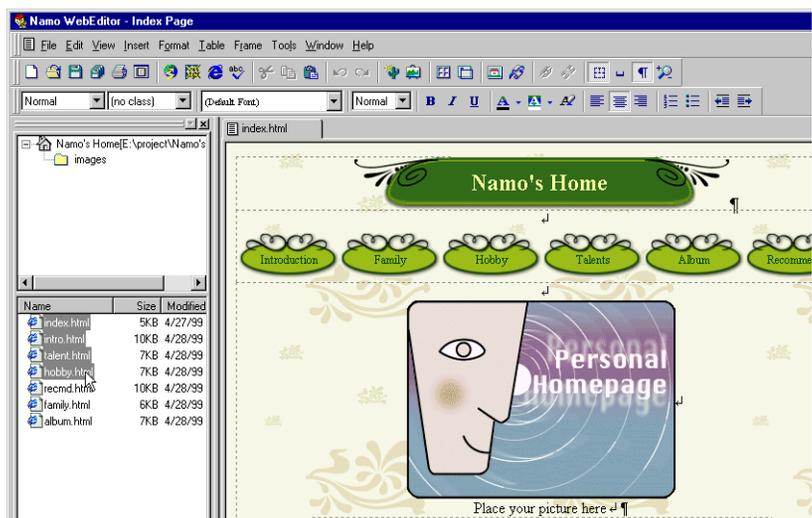
According to the HTML protocol 3.2 and 4.0, a character set that corresponds to the language used in the HTML document must be specified. Netscape Navigator and Internet Explorer can display HTML documents that do not have a specified character set but not everyone uses Internet Explorer or Netscape 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 character set. 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 character set is not to specify the character set 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 character set 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.

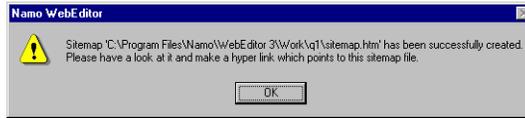


Make Site Map

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

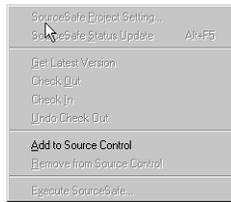
Usually multiple people work on a web site simultaneously, especially if the project is quite large. To allow for this, NamowebEditor 3.0 supports Microsoft SourceSafe. However, to use the SourceSafe function in NamowebEditor, the SourceSafe server software must be installed on the network server, and 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, Namu WebEditor users could use the SourceSafe functions without having to actually launch SourceSafe. Namu 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 Namu 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 Namu 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 Namu 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.

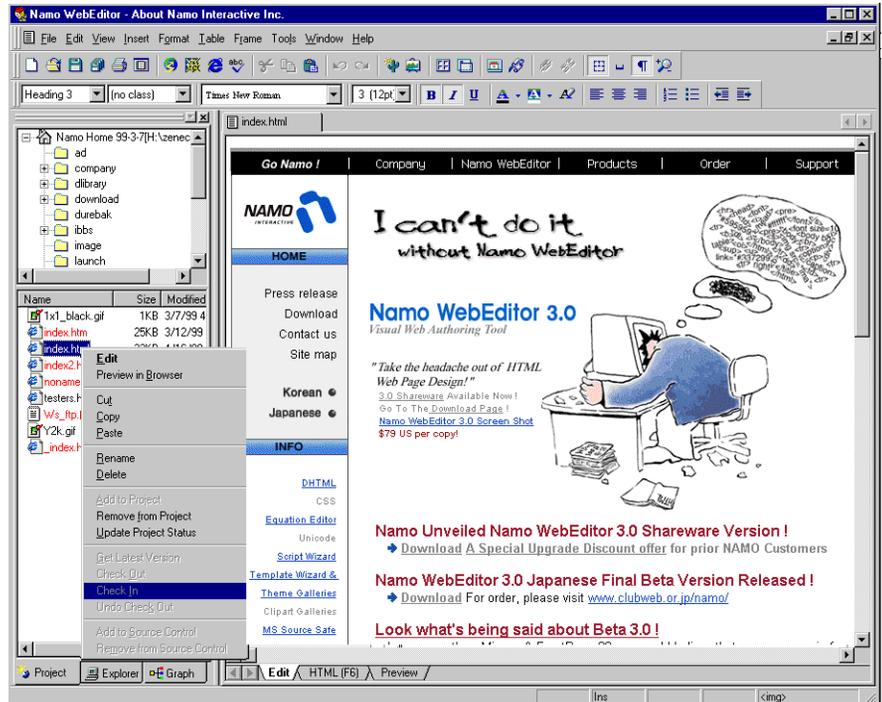
Your ID must also be registered in the SourceSafe server software. If it is not, consult your network server administrator.

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.

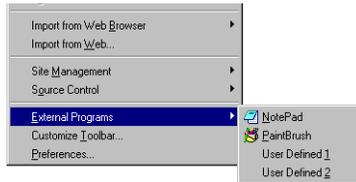
Reference If you right click the files in the Project window, a menu will appear containing various SourceSafe commands. Using this can save you time and effort.



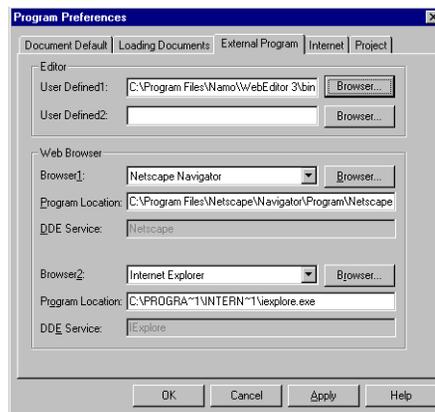
EXTERNAL PROGRAMS

Tools-External Programs

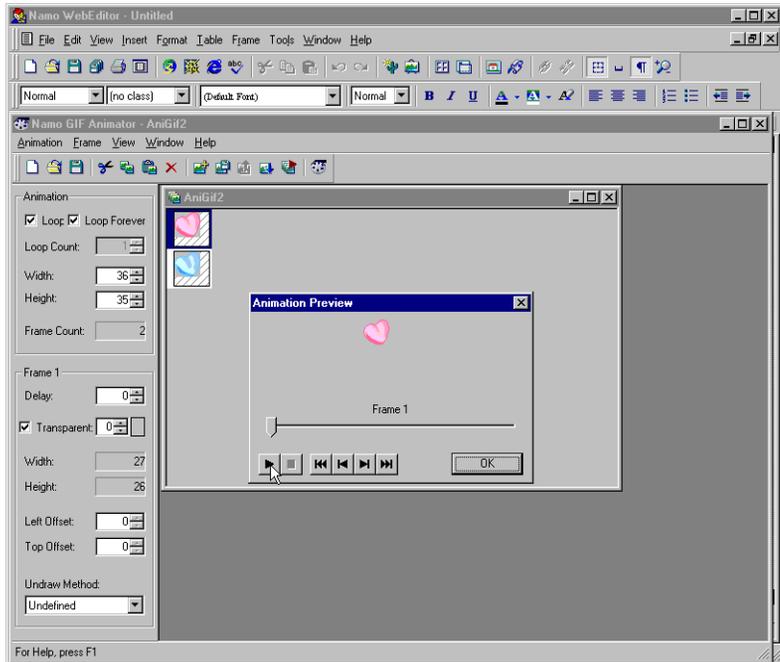
This feature allows you to launch the external programs listed on the *External Programs* menu. NotePad and PaintBrush are available by default. You can register up to 2 more external programs.



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.

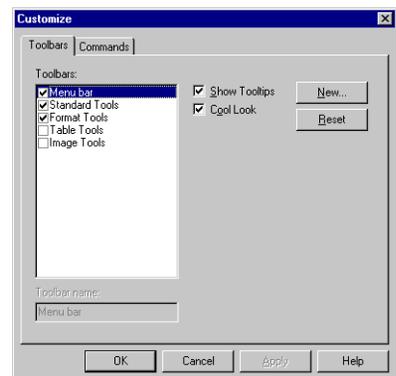


CUSTOMIZE TOOLBAR

Tools-Customize Toolbar...

This option allows you hide, display, and customize Namu WebEditor's toolbars.

When you select the *Customize Toolbar* command from the *Tools* menu, the *Customize* dialog box will then appear as shown below.

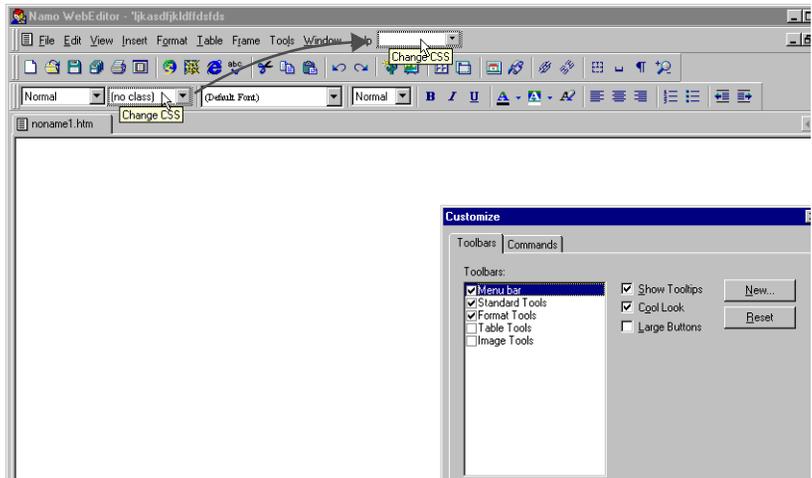


Toolbars	The list of toolbars are shown here. To make a toolbar appear, place a check mark by it. To hide it, remove the check.
Show Tooltips	When this option is checked, it will make tips appear when the mouse points to a toolbar button.
New	Select this to create a new toolbar.
Reset	This option will 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.

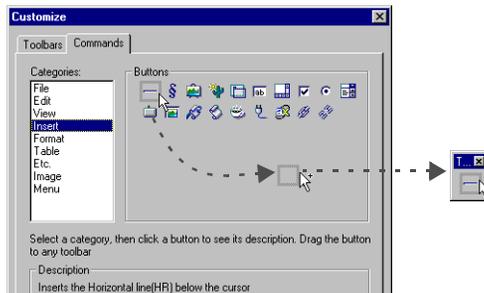


- 2 Enter the name of the new toolbar and click *OK*.

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.



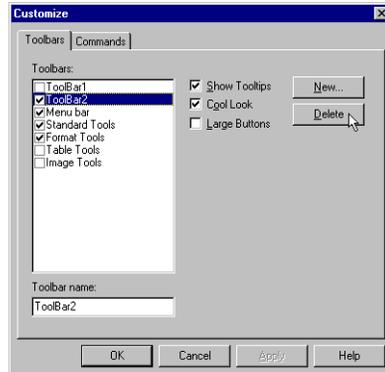
- 2 By dragging the buttons you want onto the toolbar, your very own customized toolbar is created. See, we told you it was easy!



- 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

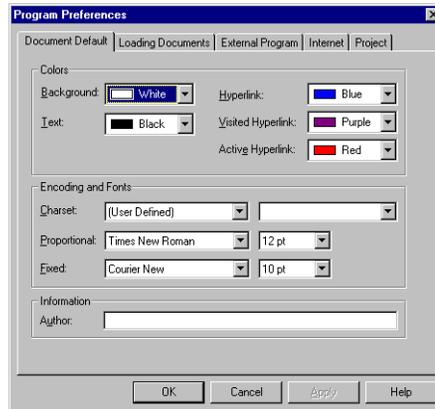
Tools-Preferences...

This option allows you to set the general preferences for Namu 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 character set, 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 character set. The default value is *User Defined*.

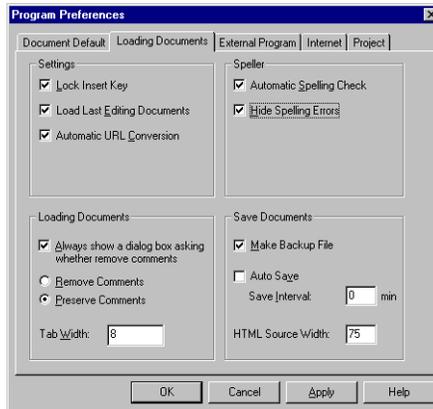
Proportional Specify the font type and size that are to be used in Namu WebEditor. The default value is Times New Roman, *12 pt*.

Fixed Specify the fixed font type and size to be used in Namu 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 Namu WebEditor. Therefore if you specify the font size as 14, it will only be seen this way in Namu 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 Namu 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 Namu 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", Namu WebEditor will create a link to the Namu 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, NamowebEditor will save a backup copy of the file you are working on. This file will be the same other than its extension, which NamowebEditor 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.

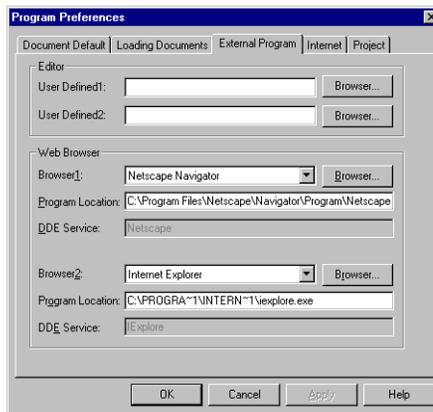
HTML Source Width

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 Namu 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.

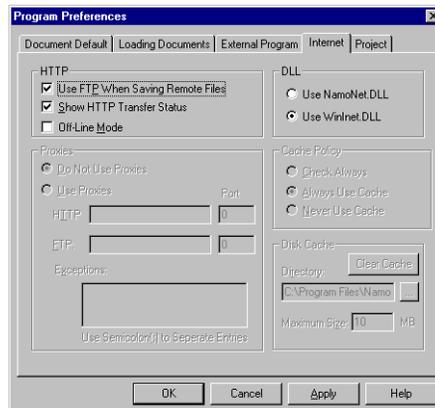
Program Location

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 Namu 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

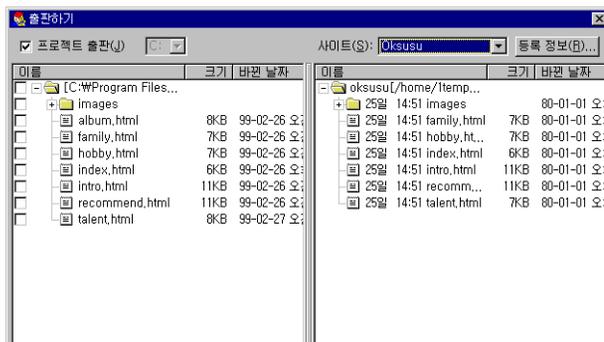
Specify the options on the DLL (Dynamic Link Library) file used to import or transfer files.

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 your 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.

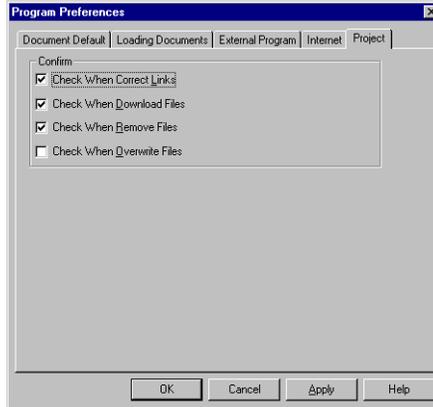
Directory Specifies the directory in which the cache is to be saved.

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.