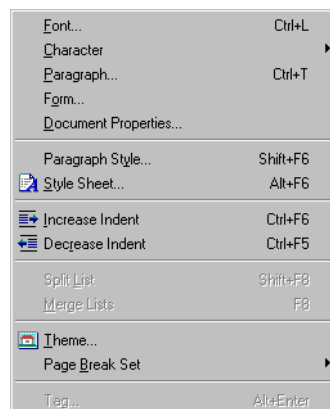


# Format

**F**ormat menu provides the commands that help you make your web site look appealing. You can decide the appearance of characters, paragraphs, forms, pages, document, and your web site with options available on this menu. The characters and paragraphs are especially important as they will give your web site its final look and feel. This menu is important and you must be capable of using the commands and options on this menu to create an effective web site. The most frequently used commands are available on the Format toolbar for your convenience.



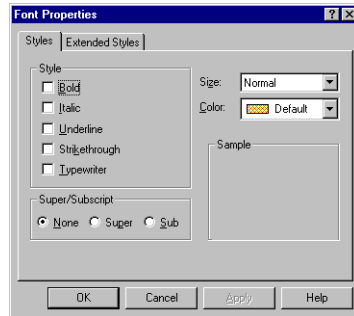
## FONT

**Format-Font... <Ctrl+L>**

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

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





## Style

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

**Bold** <Ctrl+B>

Select to make character boldfaced.

**Italic** <Ctrl+I>

Select to italicize character, that is, slanting it to the right.

**Underline** <Ctrl+U>

Select to underline the word you want.

**Strikethrough**

Select to draw a line running through the characters.

**Typewriter**

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

## Super/Subscript

Select, to make a character superscripted or subscripted.

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



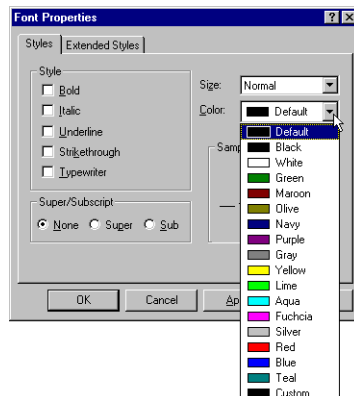
	Namo WebEditor
<b>Bold</b>	<b>Namo WebEditor</b>
<i>Italic</i>	<i>Namo WebEditor</i>
<u>Underline</u>	<u>Namo WebEditor</u>
<del>Strikethrough</del>	<del>Namo WebEditor</del>
Typewriter	Namo WebEditor
Super	Namo <sup>Web</sup> Editor
Subscript	Namo <sub>Web</sub> Editor

## Size



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

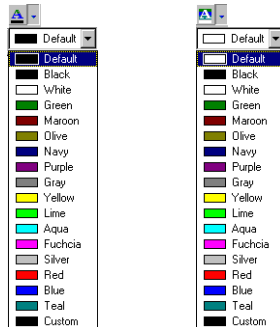
## Color


You can specify the color for characters. The default color is labelled *Default* in the drop down box. But the *Default* is not indicating any particular color, it is a color that you can choose in the *Text* item, on the *Appearance* tab in the *Document Properties* dialog box. That is, you can change the *Default* whenever you want.



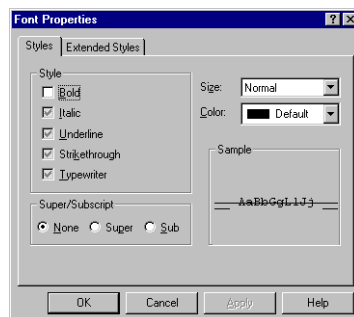


However, you can save time by using *Font color* button () on the *Format* toolbar, to change the character color. When you click this button, the color, below the letter A in the button, will be applied to the character. If you want to change the color, click the drop down menu button to the right of the *Font color* button() . Then select the color that you like.



**Reference** The *background color* button () is also available at the right of the *underline* button on the *Format* toolbar. This button is different from the *font color* button in that it lets you change the background color of characters. Using this button is the only way to change the character color of a single letter. If you want to adjust the character color by paragraph, select *Colors*, on the *Paragraph Style* command on the *Format* menu.

**Caution** When you choose the *Font* command on the *Format* menu, while selecting words with different attributes, the content of the *Font Properties* dialog box will be slightly different.



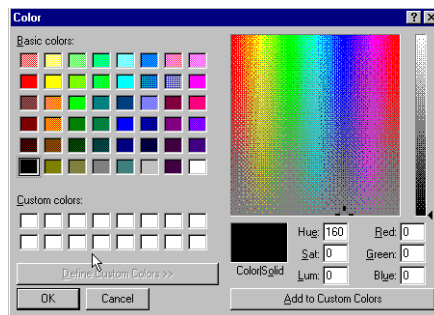


If the check( ) mark appears obscure, or the name of the *Size* or *Color* options don't appear, it indicates you have selected words that have different attributes. If you click the *OK* button, while these attributes remain unchanged, the colors will also not change.

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

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

The *Color* dialog box which appears when the color depth is 256 colors.

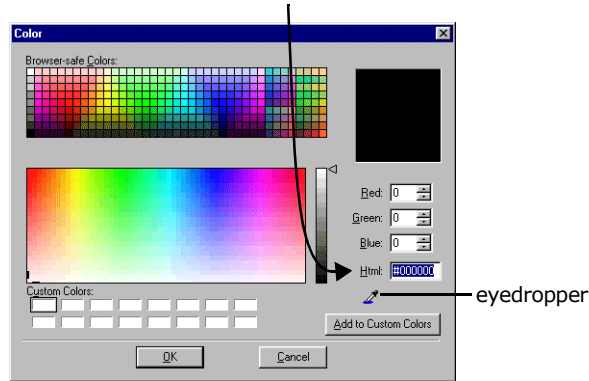


After selecting the color that you want on the *Custom Colors* palette, click the *OK* button. When the color you want is not available, you can make your own. After making a color you want, click the *Add to Custom Colors* button. Then the color will be added to the *Custom Colors* palette.

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



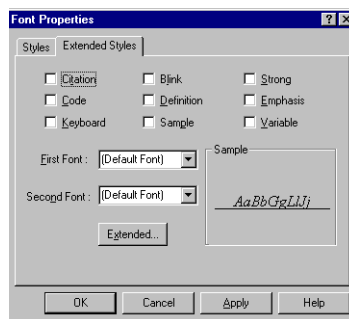
The *Color* dialog box which appears when the color depth is 16 bit or higher. You can check the HTML color value in the *Color* dialog box.



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

## Extended Styles

While the features of characters are maintained, you can apply nine kinds of styles to the characters.



### Citation

Select to indicate text that is cited.

### Blink

Select to make characters blink with fixed intervals.



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

## Font

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

<b>First Font</b>	Specify the first font you want.
<b>Second Font</b>	Specify the second font to be used when the first font is not available. Try to specify a commonly used font.

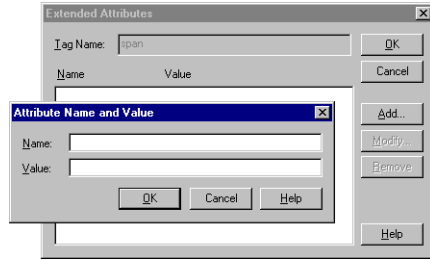
## Caution

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



**Extended**

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

**CHARACTER****Format-Character**

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

**Increase Size**

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

**Decrease Size**

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

**CLEAR ALL CHARACTER ATTRIBUTES** <Ctrl+E> 

Clear all the attributes of the character, such as color, size, and style.

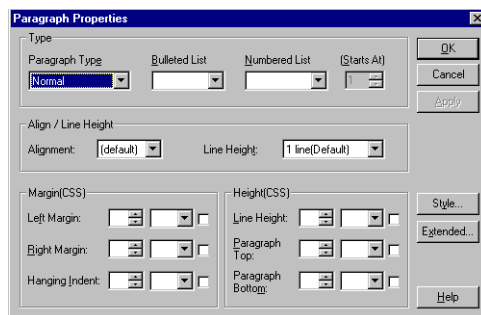


## PARAGRAPH...

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

Select to adjust the shape of a paragraph.

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

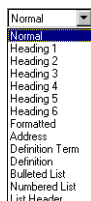


## Type

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

### Paragraph Type

Select the paragraph type. To save time, you can use the *Change Paragraph Style* drop down menu on the *Format* toolbar.



### Normal

Indicates normal paragraph type. If you specify the listed paragraph as the Normal paragraph, the bullets or numbers on the list will be removed. However, the indent will remain, but will be removed by selecting the *Decrease Indent* command on the *Format* menu.





- Heading n** Indicates the paragraph in the form of the heading. Heading 1, 2, 3, 4, 5, and 6 are available. The size of character will be at its largest when the Heading 1 is selected. It becomes smaller, as it gets to higher heading numbers. When you create a new paragraph by pressing the Enter key on your keyboard, it will become a Normal paragraph automatically.
- Formatted** Select to keep the content you entered unchanged. If you select this option, the line and spaces will not be changed. The fixed font is used here, and only the left alignment is available with this option.
- Address** Indicates that the contents is an address. Italics will be applied to it.
- Definition Term** Indicates it is a heading to be explained. It will appear boldfaced and indents cannot be applied to it.
- Definition** Indicates it is an explanation for a heading. To select this type, it must be preceded by a Definition Term.
- Bulleted List** A paragraph where a bullet list appears at the start. The round bullet will be automatically used if you specify a bulleted list on the *Change Paragraph Style* drop down menu on the *Format* toolbar. When you want a square or circle shaped bullet, select it by using the *Paragraph...* command on the *Format* menu. When you press the <Enter> key on your keyboard without entering anything, it will become a Normal paragraph.
- Numbered List** A paragraph where a serial number is displayed at the start. When you select a numbered list on the *Change Paragraph Style* drop down menu on the *Format* toolbar, Arabic numbers will be used. To use alphabet or Roman instead, or to start from another ordinal



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

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

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

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

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

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



**Margin**

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

**Line Height**

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

**Reference**

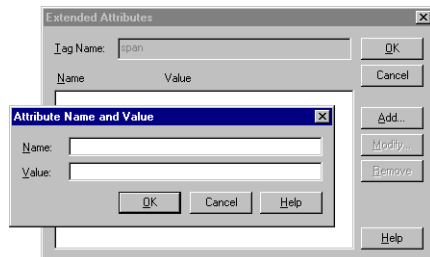
The Margin and Line Height are the most frequently used options of CSS (Cascading Style Sheets) with DHTML in modifying the shape of a paragraph. If you click the *Style* button in the *Paragraph Properties* dialog box, you can adjust all the options of a paragraph style.

**Style**

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

**Extended**

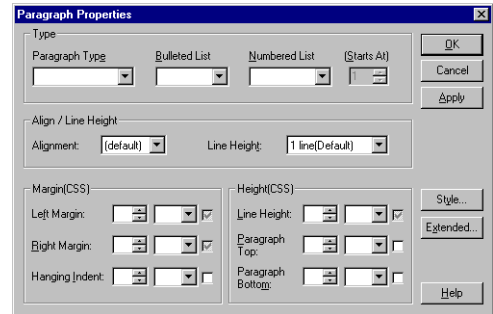
To use a tag, not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended Attributes* dialog box appears. After clicking the *Add* button here, enter the Name and Value of the Attribute. Click *OK*.





## Caution

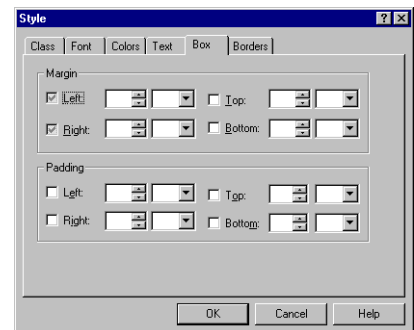
When you choose the *Paragraph...* command on the *Format* menu while you have selected paragraphs with different attributes, the content of the *Paragraph Properties* dialog box will be different slightly.



If the check( ) mark, to the right of the margin or height options appears obscure, or if the names of the Paragraph Type or Alignment options do not appear, it indicates you have selected paragraphs that have different attributes. If you click the *OK* button, while their attributes remain unchanged, the attributes will remain as before.

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

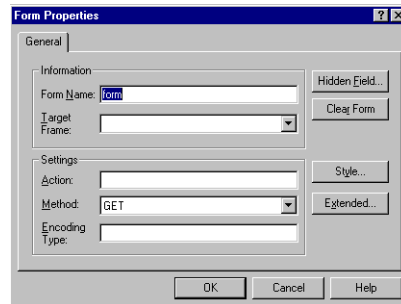
The same is applicable to the options in the *Style* dialog box that appears when you click the *Style* button in the *Paragraph Properties* dialog box. However, it is not applicable to the *Extended Attributes* dialog box that appears when you click the *Extended* button. When you specify a tag name and value in this *Style* dialog box, if there is a paragraph that includes a tag having the same name, the existing values will be replaced with new ones automatically.





**FORM****Format-Form...**

Select to change the attributes of a form or form field.



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

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

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

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

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

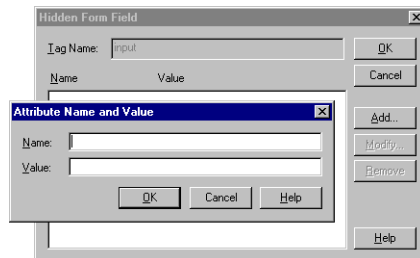


## Encoding Type

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

## Hidden Field

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



## Clear Form

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



## DOCUMENT PROPERTIES

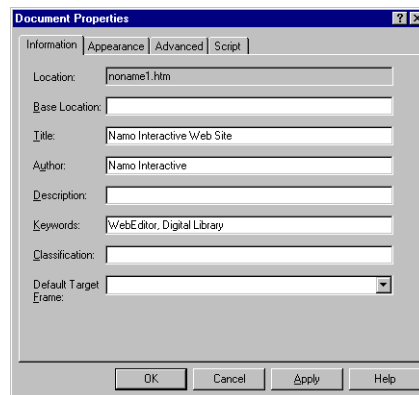
### Format-Document Properties

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

### Information

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

**Location** The path or URL of a folder that includes the current document is shown. You can modify the location information in this dialog box. To modify, select the *Save As* command on the *File* menu.



**Base Location** The field for entering a base location to be assigned to a relative URL of the current document. The full URL is made by adding 'the relative URL of the document' to 'the URL assigned to the base location'. The base location is ignored, where the absolute URL is used.

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

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

Relative URL: <product/index.html>



<b>Title</b>	Enter the title of the current document. The title of the document is shown on the <i>Title</i> toolbar in the web browser and the Namo WebEditor. Because some search engines show just the title of the web document, be sure to enter a meaningful title.
<b>Author</b>	Enter the author of the document. If you have already entered the author name into the <i>Author</i> field on the <i>Document Default</i> tab on the <i>Preferences</i> command on the <i>Tools</i> menu, the name will be suggested as the author name of the new document. You can also change the name in the <i>Document Properties</i> dialog box.
<b>Description</b>	Enter a short description for the content of the current document. The search engine will show the description along with the title of the web document.
<b>Keyword</b>	Enter the keyword for the document. The search engine, such as Yahoo, uses a <i>keyword</i> and <i>classification</i> method for the users convenience. If you enter the classification or keyword of a document, the list server of the search site will classify it properly.
<b>Classification</b>	Enter the classification conforming to the content of the document.
<b>Default Target Frame</b>	Specify the window or frame to which you want to transfer the content of the document.

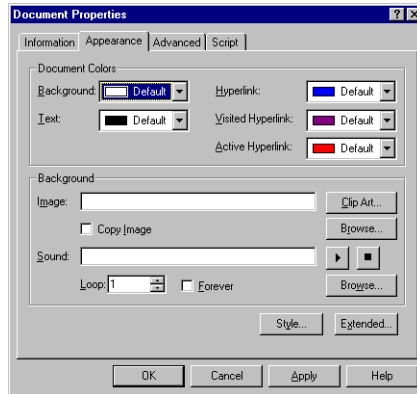
## **Appearance**

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

### **Document Colors**

You can specify the color of the background, characters, and hyperlink of a document. You can select from 16 suggested colors within the dialog box or select *Custom*.




**Background**

Specify the background color of the document. The default is white.

**Text**

Specify the color of the characters. The default is black.

**Hyperlink**

Specify the color of a hyperlink which has not been visited. The default is blue.

**Visited Hyperlink**

Specify the color of a hyperlink which has already been visited. The default is purple.

**Active Hyperlink**

Specify the color of hyperlink which is being visited. The default is red.

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

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



## Background

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

### Image

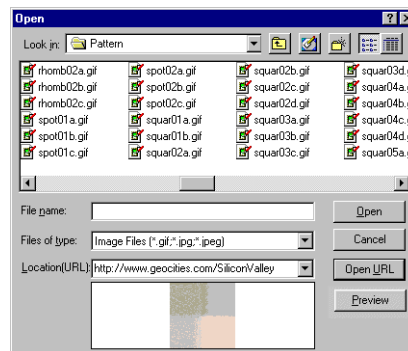
Specify the background image of the document. When you open the document with background image by entering the URL, the name of the image file appears here. If you select a small image file for the background image, the image will be applied to the background repeatedly as long as the background space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

### Clip Art

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

### Browse

You can choose the image file for the background image, by specifying the URL of the file. You can choose not only from the files on hard disk but also from a Web site. In this case you should have a URL.

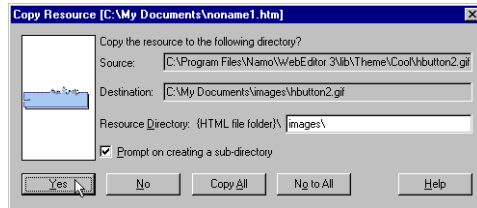


### Copy Image

If you select this option, the *Copy Resource* dialog box appears when saving the document. The *Copy Resource* dialog box is for saving the image file along with the current document in the sub folder of the document. The suggested name for the sub folder is



'images', or you can specify your own. The purpose of this function is to avoid deleting or damaging the resources of the document by mistake when you publish. For more information, see *Copy Image*(5-8).

**Sound**

Specify the sound file that plays when the web browser opens a file. The 'WAV (\*.wav), MIDI (\*.mid), AIFF Sound (\*.aif, \*.aifc, \*.aiff), and AU Sound (\*.au, \*.snd) are available.

**Loop**

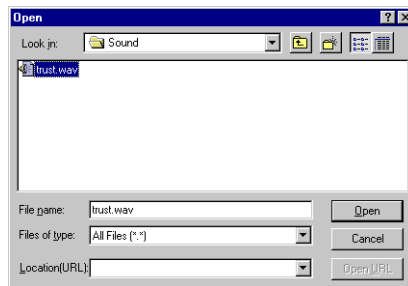
Specify the number of times that a selected file plays.

**Forever**

Makes the file you choose play repeatedly.

**Browse**

You can specify a sound file for background music by entering its URL. You can choose not only from the files on a hard disk but also from a Web site. In the latter case you should have the full URL of the sound file.



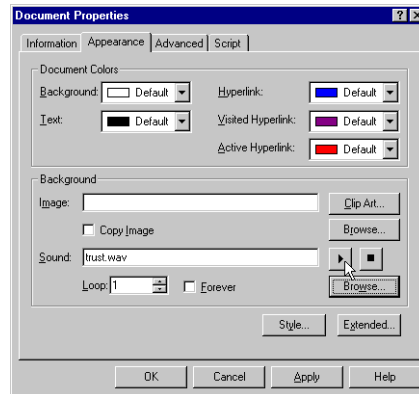
If you click this button, the selected sound file plays using the sound card and speaker of your system for a



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



Click to stop the file playing.



## Reference

- The WAV was developed by Microsoft and IBM and is supported by Windows. Therefore it has become a standard sound file format. Its shortcoming is that its too big.
- The MIDI(Musical Instrument Digital Interface) is the standard protocol for playing music made by the electronic music business. Almost all sound cards support the MIDI, although some of them don't fully support it. Its merit is its small size but it only records the sound of musical instruments.
- AIFF(Audio Interchange File Format) was developed by Apple. It is the protocol for recording or transferring sample sound. It is the standard sound file format for the Macintosh. The size of files, 'aifc' or 'aiff' extension names, are rather small, because the files are compressed.
- The AU (Audio) file format is widely used in the Unix system. It is the standard sound file format for JavaScript.
- The background music inserted in the Namo WebEditor will play only Internet Explorer. When you use Netscape, press the 'F6'



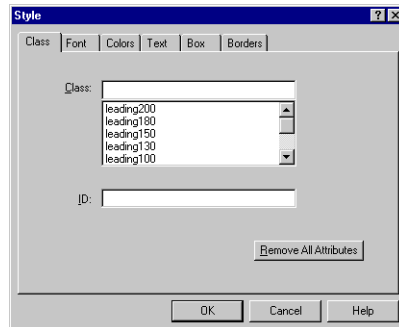
key. Then insert the HTML tag in the HTML window yourself. For example, "<embed src='../FileUpload/webeditor/filename' autostart='true' loop='true' hidden='true'>". This is because the way web browsers interpret the HTML tag is not unified yet.

## Style

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

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

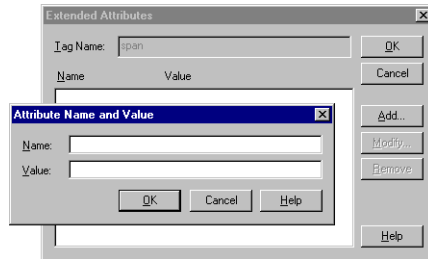
More information on the *Style* dialog box is available on *Paragraph Style*(6-25).



## Extended

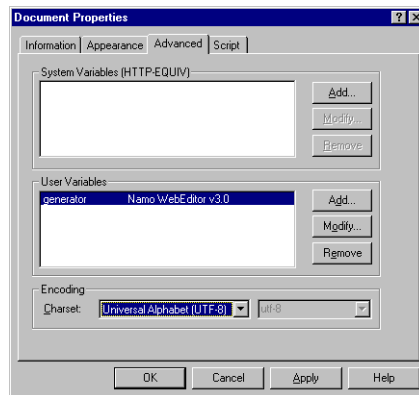
To use a tag not bound by the HTML rule that the Namo WebEditor supports, click the *Extended...* button. The *Extended Attributes* dialog box appears. After clicking the *Add* button here, enter the name and value of the Attribute. Click *OK*.





## Advanced

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



## System Variables

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

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



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

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

### **User Variables**


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

### **Encoding**

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



## PARAGRAPH STYLE

**Format-Paragraph Style...** <Shift+F6> 

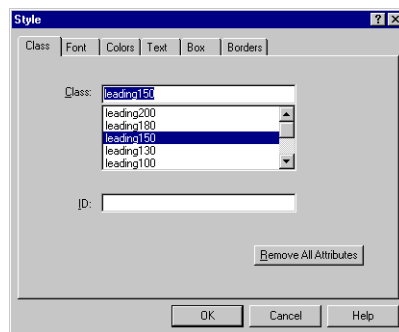
Select to adjust the style of paragraph at the current cursor position. You specify a new paragraph in your web page whenever you press the <Enter> key on your keyboard. This Paragraph Style is CSS compliant.

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

### Class

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

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

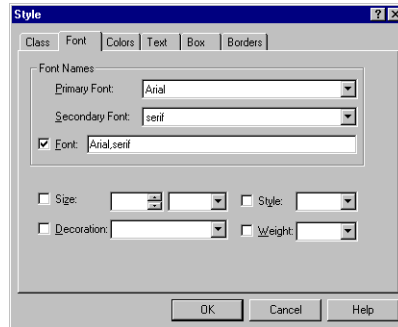


**Reference** The *ID* is rather difficult for beginners to use and it will only be used rarely. Usually it is used to hand over an object as a factor to a function in script.



## Font

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



### Font Names

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

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

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

### Reference

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

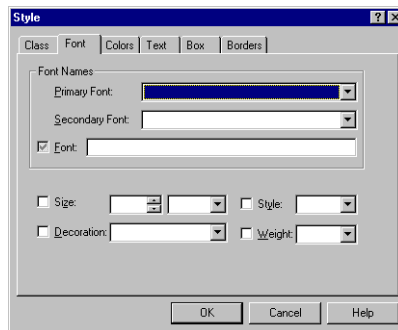


## Cancelling Options

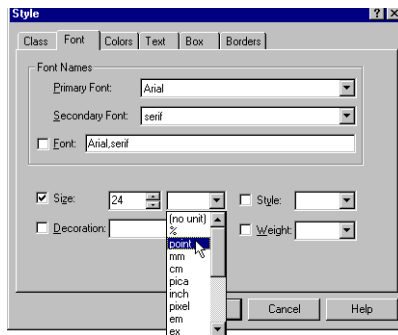
If you have selected any of the options for a paragraph, a check( ) mark will appear in the box on the left. You can click on each of these boxes to select (mark with a check) or clear (remove the check) those option. In terms of an HTML document, removing the check mark is the same as deleting an HTML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

## Caution

When you choose the *Paragraph Style* on the *Format* menu, while selecting paragraphs with different attributes, the content of the *Style* dialog box will be slightly different.



If the check( ) mark to the right of each option is obscure, it indicates you have selected paragraphs that have different attributes. If you click the *OK* button while their attributes remain unchanged, the attributes will also not change.





Once you choose your options, the selected attributes will be applied overall. So be cautious before you click the *OK* button.

## Size

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

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

This is default font size.

This is 50% font size.

This is 150% font size.

This is 200% font size.

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

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

This is 10point font size.

This is 14point font size.

This is default font size.

This is 1em font size.

This is 1.5em font size.

This is 1ex font size.

This is 1.5ex font size.



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

This is xx-small font size.

This is x-small font size.

This is small font size.

This is medium font size.

This is large font size.

This is x-large font size.

This is xx-large

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

This is smaller font size.

This is default font size.

This is larger font size.

## Decoration

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

## Style

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

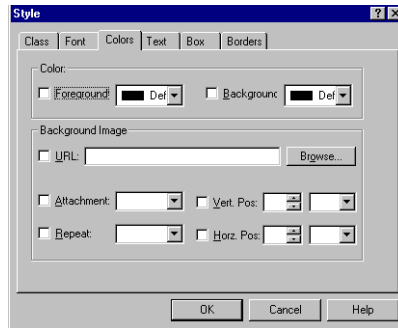


## Weight

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


## Colors


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



## Color

Specify the color and background color of the font.

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

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



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

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

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

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

## **Background Image**

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

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

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

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



**Repeat**

You can decide whether to display the background image repeatedly or not. Four options are available; repeat (repeat horizontally and vertically), repeat-x (repeat horizontally), repeat-y (repeat vertically), and no-repeat (not repeat).

**Vert. Pos.**

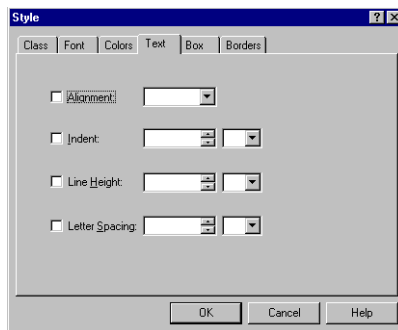
Specify the distance between the left margin of the document and the background image. You can specify the distance by using one of the following units, %, point (1/72 inch), mm, cm, pica (1/6 inch), inch (2.54cm), pixel, em (height of font), and ex (height of small letter x). The top, center, and bottom are not units, but the selected location within the height of the document.

**Horz. Pos.**

Specify the distance between the top margin of the document and the background image. You can specify the distance by using one of the following units, %, point, mm, cm, pica, inch, pixel, em, and ex. The left, center, and right are not units, but the selected location within the width of the document.

**Text**

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

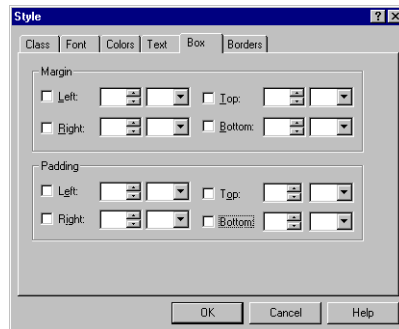




- Alignment** You can select from the following four ways; left, center, right, and justify.
- Indent** You can specify the distance between the left margin of the document and the first line of the paragraph using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.
- Line Height** You can specify the distance between the lines in a paragraph, using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.
- Letter Spacing** You can specify the distance between the characters, using the following units; %, point, mm, cm, pica, inch, pixel, em, and ex.

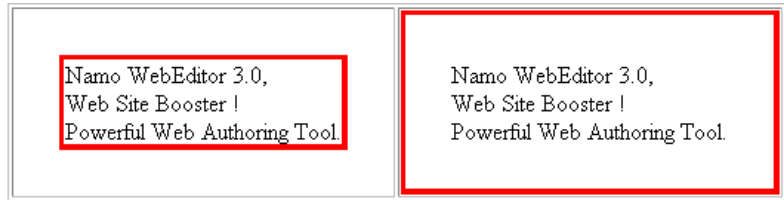
## Box

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



If the border is not specified, there is usually no difference between the margin and padding. However, it makes a difference once the border is specified, as below. The left illustration shows the appearance of the paragraph, when the margin is 30 pixels. The right illustration shows when the padding is 30 pixels. The margin is displayed outside the border and the padding is displayed inside the border.

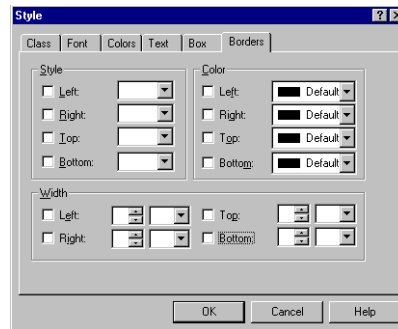




## Borders

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

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



## Style

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

**none** Make the border invisible.

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

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



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



## Color

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

## Width

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

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

<b>medium</b>	Indicates the standard width of a border.
<b>thin</b>	Indicates a thinner width than standard.
<b>thick</b>	Indicates a thicker width than standard.



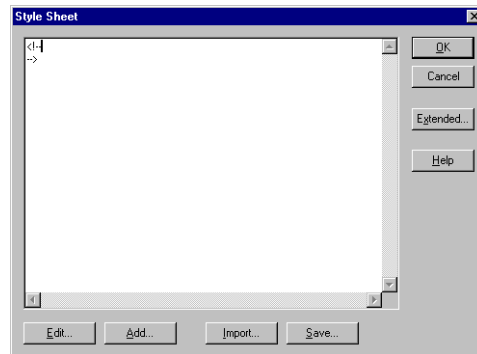
**STYLE SHEET****Format-Style Sheet...** <Alt+F6>

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

**Adding Style**

To create a new style:

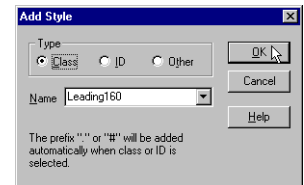
- 1 When you select the *Style Sheet* command on the *Format* menu, the *Style Sheet* dialog box appears.



- 2 When you click the *Add* button, the *Add Style* dialog box appears.
- 3 Select the type of style *Class*, *ID* or *Other*. Then specify the name of style in the *Name* field, then click *OK*. In most cases, you will select *Class* as the type of style you want.

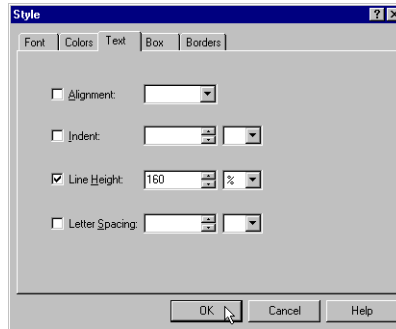
**Reference**

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

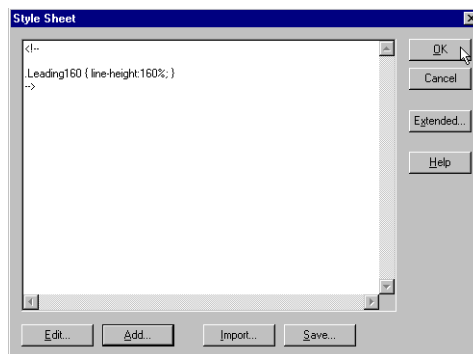




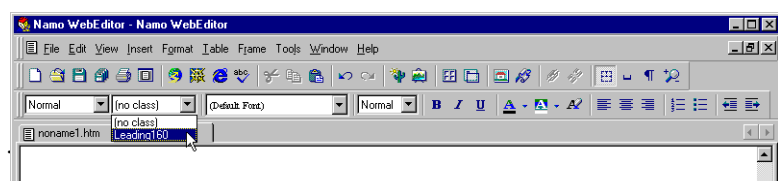
- 4 When the *Style* dialog box appears, specify the style you want, then click *OK*.



- 5 The newly created style will be shown in the window of the *Style Sheet* dialog box. It is registered by clicking *OK*. If you choose not to register it, click the *Cancel* button.



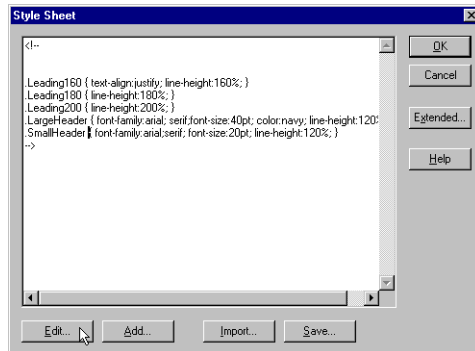
- 6 If you click the *Change CSS* drop down menu on the *Format* toolbar, you will find the new style is registered in the style list. If you select the new style, it will be applied to the paragraph where the cursor is.



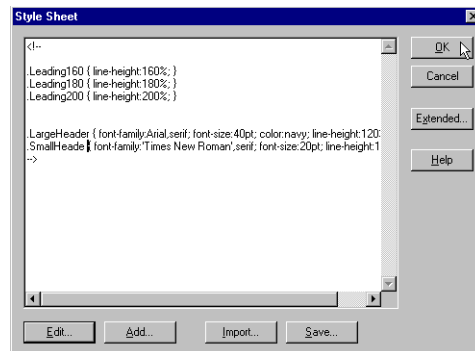


**Editing Style Sheet** To modify an existing style:

- 1 When you select the *Style Sheet* command on the *Format* menu, the *Style Sheet* dialog box appears.
- 2 Select the line of the style you want to edit, then click the *Edit* button.



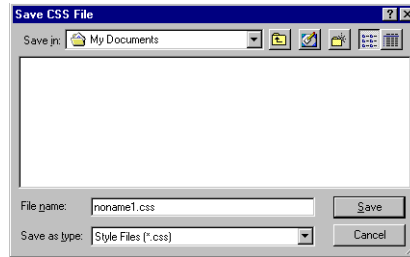
- 3 When the *Style* dialog box appears, edit the style as you want. Then click *OK*.
- 4 After the contents of the style are changed, click *OK* to register. If you choose not to register it, click the *Cancel* button. Then the previous content will remain untouched.

**Save Style**

You can save the styles created in the *Style Sheet* dialog box in other folder by clicking the *Save* button. When the *Save CSS File*



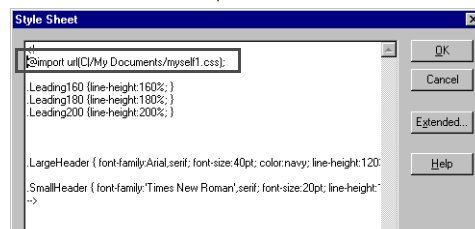
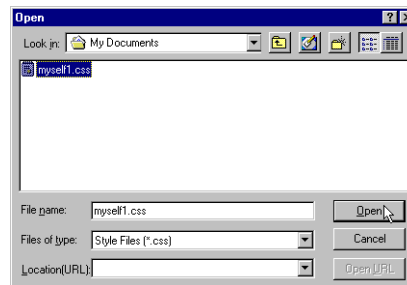
dialog box appears, select the folder in which the style will be saved. And then enter the name of a style file, click the *Save* button. The extension name of style file is 'css'.



If you save the style in this way, you can apply it to other documents. This way you don't have to create styles every time you create a new document.


## Import Style

You can import the style information by clicking the *Import* button in the *Style Sheet* dialog box. When the *Open* dialog box appears, select the folder and style file you want. Then click the *Open* button.





## INCREASE INDENT

**Format-Increase Indent** <Ctrl+F6> 


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

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



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

## DECREASE INDENT

**Format-Decrease Indent** <Ctrl+F5> 

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

## SPLIT LIST

**Format-Split List** <Shift+F8>

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

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



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



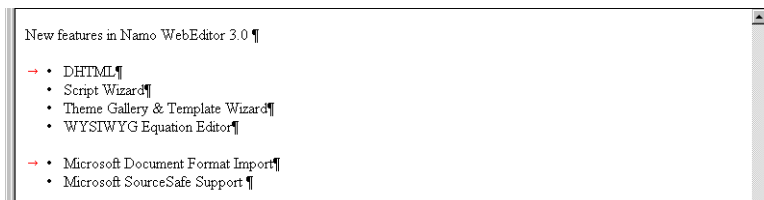
## MERGE LIST

### Format-Merge List <F8>

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

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

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





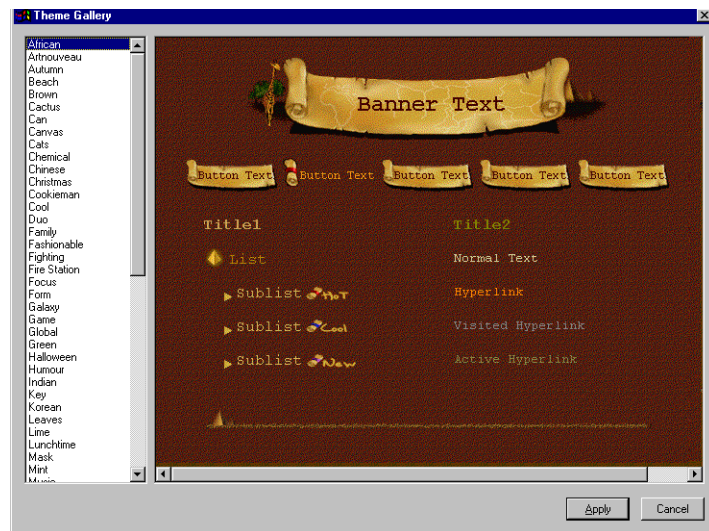


## THEME

### Format-Theme . . .

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

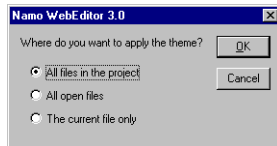
- 1 When you select the *Theme* command on the *Format* menu, the *Theme Gallery* dialog box appears.



- 2 If you click one of the theme lists in the left window, the appearance of that theme is shown in the right window of the *Theme Gallery* dialog box.



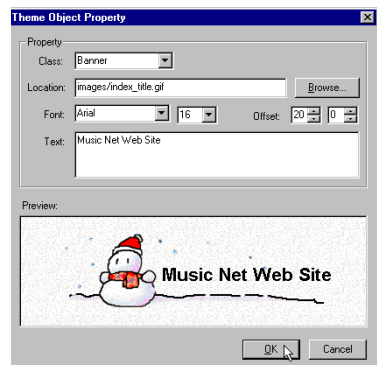
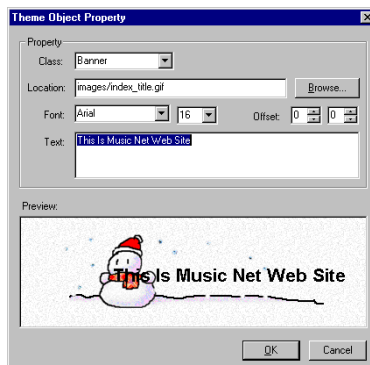
- 3 A dialog box appears asking to what files you wish to apply the selected theme. Select *All files in the project* to apply the theme to all the files in a project. Select *All open files* to apply to all the open documents. Select *The current file only* to apply only to the current document. Then click the **OK** button.



**Reference** One theme consists of nine theme objects: Banner, Button, Emphasis Button, Large Bullet, Small Bullet, Horizontal Rule, Cool, Hot and New. If you change the type of theme, the objects applied to the document will change as well.

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

You can modify the type of Theme Object, type of font, size and location of character, and the content of the text. When the Banner, Button and Emphasis Button can not contain the whole text, you must shorten the text, reduce the font size, or change the location of the text.





## PAGE BREAK SET

### Format-Page Break Set

Select to force a page break, or to specify the way a not-yet-finished paragraph is displayed after the new page begins.

Remember that this command will work only when you are printing a document.

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

### Page Break

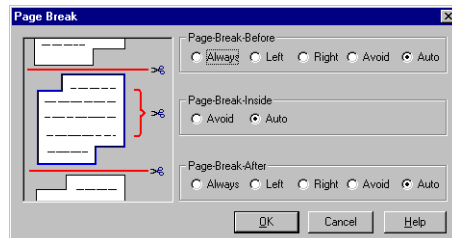
If you select the *Page Break* submenu on the *Page Break Set* command on the *Format* menu, or press the short cut key <Ctrl+Enter> on your keyboard, you can start a new page. And the line of the cursor position on the previous page becomes a first paragraph of the new page.

### Reference

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

### Page Break...

If you select the *Page Break...* on the *Page Break Set* command on the *Format* menu, the *Page Break* dialog box appears. You can specify the way a page breaks.





When you select more than one paragraph, the page break will be applied to all the paragraphs selected. When paragraphs are not selected, the page break will only be applied to the paragraph of the cursor position.

### **Page-Break-Before**

<b>Always</b>	Indicates breaking page at the start of a paragraph.
<b>Left</b>	Indicates breaking page at the start of a paragraph, and making the new page an even numbered one.
<b>Right</b>	Indicates breaking page at the start of paragraph, and making the new page an odd numbered one.
<b>Avoid</b>	Indicates preventing a page break at the top of a paragraph.
<b>Auto</b>	Reverses preventing action.

### **Page-Break-Inside**

<b>Avoid</b>	Indicates preventing a page break within a paragraph.
<b>Auto</b>	Reverses preventing action.

### **Page-Break-After**

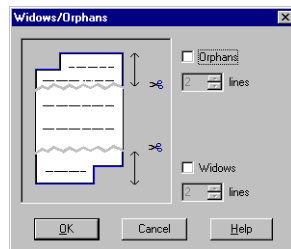
<b>Always</b>	Indicates breaking page at the end of a paragraph.
<b>Left</b>	Indicates breaking page at the start of a paragraph, and making the new page an even numbered one.
<b>Right</b>	Indicates breaking page at the end of a paragraph, and making the new page an odd numbered one.
<b>Avoid</b>	Indicates preventing a page break at the end of a paragraph.
<b>Auto</b>	Reverses preventing action.



## Protect Widow/Orphan

If you select *Protect Widow Orphan...* on the *Page Break Set* command on the *Format* menu, then the *Widows/Orphans* dialog box appears. You can avoid starting a new page with one or two lines of a paragraph that belongs to the previous page. The lines, widow orphan can spoil the appearance of a document.

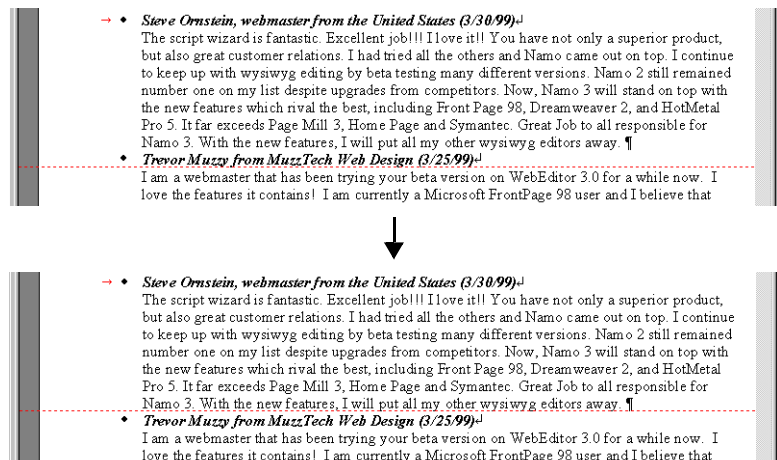
When you select several paragraphs, the *Protect Widow Orphan* will be applied to all the paragraphs selected. When not selected, it will be applied only to the paragraph of cursor position.



## Protect Orphans

Specify how many lines you want to protect at the start of a paragraph. If you specify two lines as widow orphan, two lines will not be separated from a paragraph.

Below is a sample of protecting orphans.





## Protecting Widows

Specify how many lines you want to protect at the end of a paragraph. If you specify two lines as widow orphan, two lines will not be separated from the paragraph.

## TAG

### Format-Tag... <Alt+Enter>

Select to modify the attributes of an object you select.

When you select an object like image, horizontal rule, layer, or form field by a mouse click, the last command name of the *Format* menu will be changed. The object name you select is shown as the name of the last command. If you select an image, the *Image...* will be shown instead of Tag....

You can also select the last item on the short cut menu. The short cut menu appears when you right click after selecting an object.

