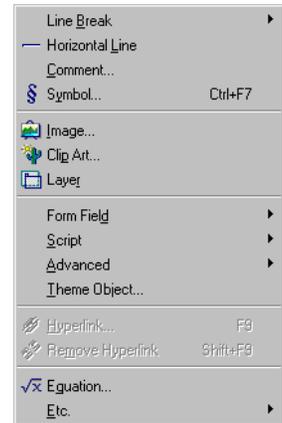


# Insert

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



## LINE BREAK

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

**Insert-Line Break-Line Break...**

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

### Line Break

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

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

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

Paragraph Break<Enter>

WebSite Booster! Another name  
of Namo WebEditor 3.0.

WebSite Booster!  
Another name of Namo  
WebEditor 3.0.

Line Break<Shift+Enter>

WebSite Booster! Another name  
of Namo WebEditor 3.0.

WebSite Booster!  
Another name of Namo  
WebEditor 3.0.

## Line Break...

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



### Normal Line Break

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

### Clear Left Margin

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



 WebSite Booster!? Another name of Nam WebEditor 3.0.¶	 WebSite Booster!↓ Another name of Nam WebEditor 3.0.¶	 WebSite Booster!↓ ↓ Another name of Nam WebEditor 3.0.¶
<i>Before Line Break...¶</i>	<i>Normal Line Break¶</i>	<i>Clear Left Margin¶</i>

### Clear Right Margin

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

WebSite Booster!Another name of Nam WebEditor 3.0.¶	 WebSite Booster!↓ Another name of Nam WebEditor 3.0.¶	 WebSite Booster!↓ ↓ Another name of Nam WebEditor 3.0.¶
<i>Before Line Break...¶</i>	<i>Normal Line Break¶</i>	<i>Clear Right Margin ¶</i>

### Clear All Margins

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

### Style

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

### Extended

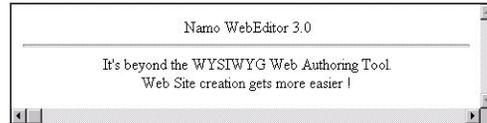
Use this when Nam WebEditor doesn't support the line break option you require due to the addition and change of current HTML protocol. This will allow you to either specify an attribute that is not in the current HTML protocol or when a new attribute is created. You must enter this attribute manually.

## HORIZONTAL LINE

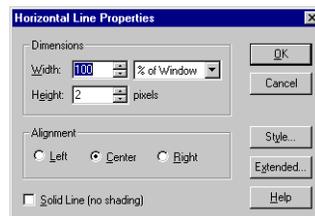
### Insert-Horizontal Line

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

When you select the *Horizontal line* command on the *Insert* menu, a horizontal line is inserted at the cursor position and is the full width of the paragraph. You can modify the length of the line after it has been inserted. When you resize the window, the line width changes along with the window size.



If you select the *Horizontal Line* command on the *Format* menu or press <Alt+Enter> while selecting the horizontal line in the document, the *Horizontal Line Properties* dialog box appears. You can modify the line properties such as the width/height and alignment.



### Width

This option allows you to specify the width of the line. You can set it by percentage or pixel. If you use percentage, the width will change along with the window size of the web browser.

### Height

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

## **Alignment**

You can specify the alignment here.

## **Solid Line (no shading)**

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

## **Style**

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

## **Extended**

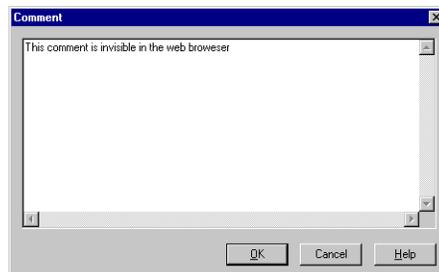
Use this when Namu WebEditor doesn't support the options you require. This will allow you to either specify an attribute that is not in the current HTML protocol or when a new attribute is created. You must enter this attribute manually.

## **COMMENT**

### **Insert-Comment...**

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

When you select the *Comment* command from the *Insert* menu, the *Comment* dialog box appears. After entering the text you want, click *OK*.



By default, you cannot view comments in the edit window. To display them, select the *Format Mark* option on the *Mark Set* command on the *View* menu.

 The comment is invisible in the web browser

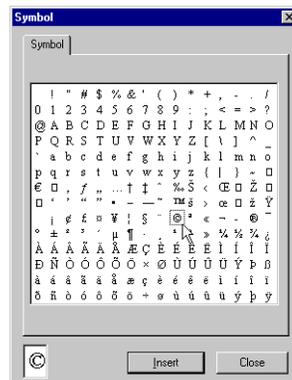
## SYMBOL

.....  
Insert-Symbol... <Ctrl+F7> 

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

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

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



## IMAGE

### Insert-Image...

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

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

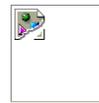
WebEditor



Internet Explorer



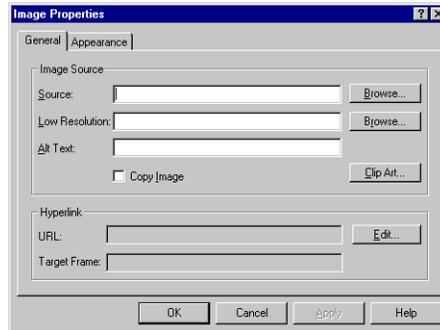
Netscape Navigator



- 1** When you select the *Image* command on the *Insert* menu, the *Image Properties* dialog box appears.
- 2** Enter the name and path of the image file you want into the *Source* field. If you don't know the exact path, you can browse your hard drive by using the *Browse* button.
- 3** Use the *Alt Text* field to enter in the information to be displayed as an Alt Tag in web browsers, then click *OK*.
- 4** Then the image file you specified is now inserted at the current cursor position.

**General**

You specify hyperlink and information on the image file here.

**Source**

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

**Low Resolution**

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

**Alt Text**

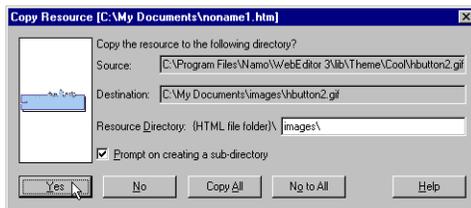
You can enter in detailed information on an image here. It will be displayed while the image is loading as text, and as a tool tip when the mouse is hovered over the image. It is best to put something here to supply information for those surfers browsing with images turned off, or for those with visual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

**Copy Image**

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

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

The *Copy Resource* dialog box shows a preview of the image file and then asks whether you want to save it or not and where you want it to be saved to. The buttons and information on the *Copy Resource* dialog box indicate the following:



**Source** Displays the location of the image file.

**Destination** Displays the location to which the image file is copied.

**Resource Directory** You specify the folder in which the image files of the HTML document are to be saved. The default is 'images'.

**Prompt on Creating a Sub-directory**

If this option is selected, you will be prompted to create a sub-directory for image files if none already exists. If this option is not selected, the folder will be created without prompting.

**Yes** If you click the *Yes* button, image files are copied to the specified folder.

**No** If you click the *No* button, image files will not be copied.

**Copy All** If you click the *Copy All* button, all specified image files will be copied without prompting.

**No to All** If you click the *No to All* button, no image files will be copied.

**Clip Art**

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

**URL**

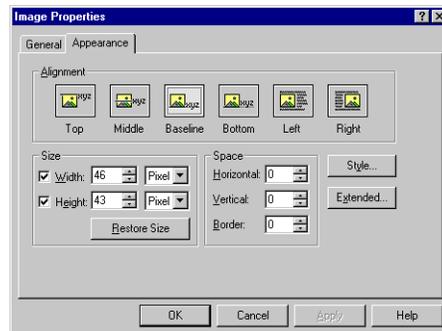
Use this when you want to specify a hyperlink to an image. When you click the *Edit* button, the *Create Hyperlink* dialog box appears. Once you have specified the target of the hyperlink, a surfer can move to the linked document by clicking on the image. For more information, see *Hyperlink(5-55)*.

**Target Frame**

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

**Appearance**

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

**Alignment**

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

<b>Top</b>	Aligns the first line of text to the top of the image.
<b>Middle</b>	Aligns the first line of text to the middle of the image.
<b>Baseline</b>	Aligns the first line of text to the bottom edge of the image.
<b>Bottom</b>	Aligns the lowest portion of the first line of text to the bottom of the image.
<b>Left</b>	Aligns the image to the left with the text on the right.
<b>Right</b>	Aligns the image to the right, with the text on the left.

### Size

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

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

### Restore Size

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

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

**INSERT***Image*

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

**Space**

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

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

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

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

**Style**

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

**Extended**

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

**Resizing Image**

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

Enlarging with current proportion



Enlarging only width

## CLIP ART

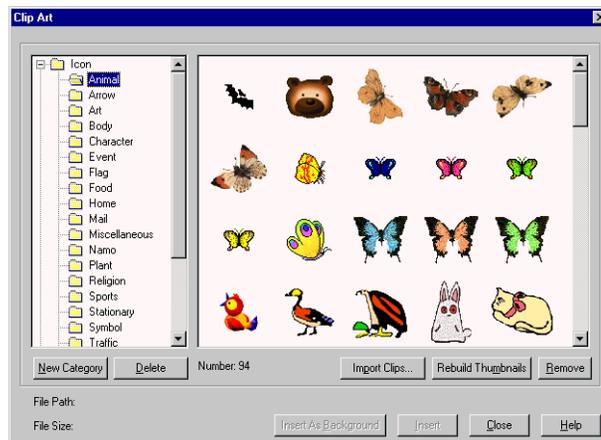
### Insert-Clip Art...

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

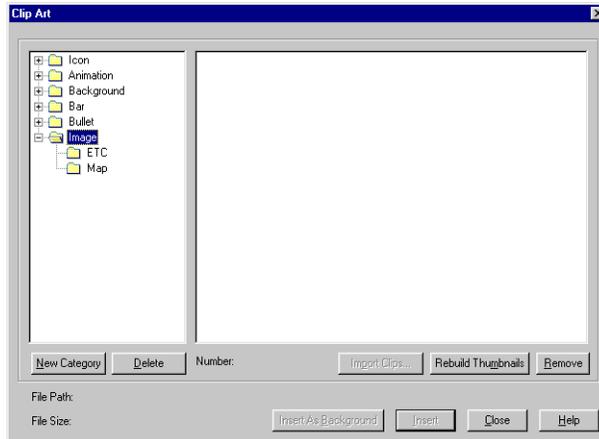
When you select the *Clip Art* command from the *Insert* menu, the *Clip Art* dialog box appears. You may then select from the listed clip art images.

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

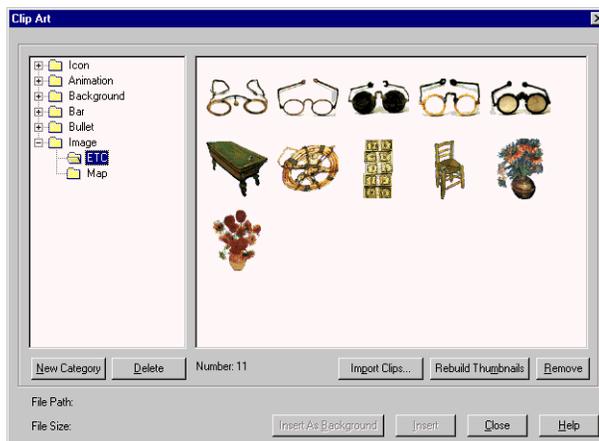
- 1 When you select the *Clip Art* command from the *Insert* menu, the *Clip Art* dialog box appears. Select the clip art you want in the same way that you use Windows Explorer: When you select a folder in the left window, then clip art it contains will be displayed on the right.



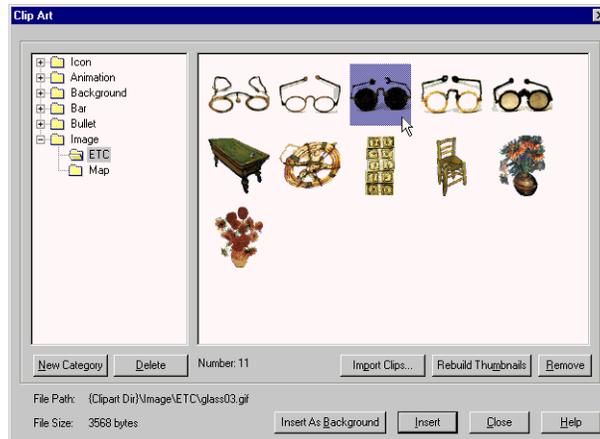
- 2 In the left window, the clip art folders appear as shown below. The open folder is the one you most recently visited. When you find the clip art you want here, click it to select it. Use the scroll bar or click the plus/minus sign, to see other first level folders.



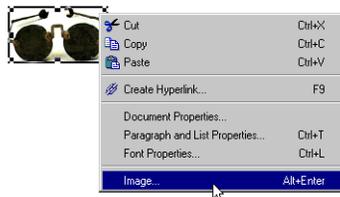
- 3 If you select by clicking the second level folder, the list of clip art appears in the right window as shown below.



- 4 When you select one of the clip art images in the right window, its name and path are shown in the bottom of the *Clip Art* dialog box. To select the image, double click on it or click the *Insert* button. The selected image will be inserted at the current cursor position.



- 5 To modify the appearance of a clip art image or to specify its hyperlink, click on the clip art image. Then select the *Image* command from the *Format* menu. You can right click on the clip art image and select the *Image* command. When the *Image Properties* dialog box appears, you can modify the settings accordingly.

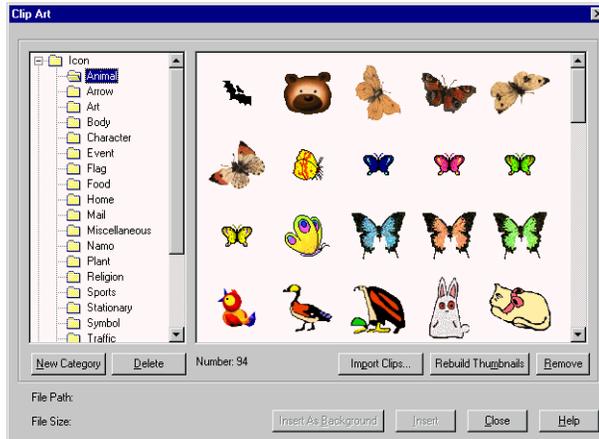


## Adding Clip Art

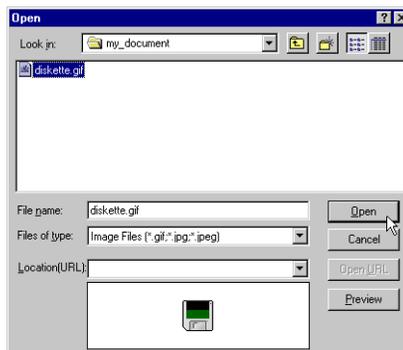
You can add clip art which you have either created yourself or downloaded from a web site, to the clip art folder.

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

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

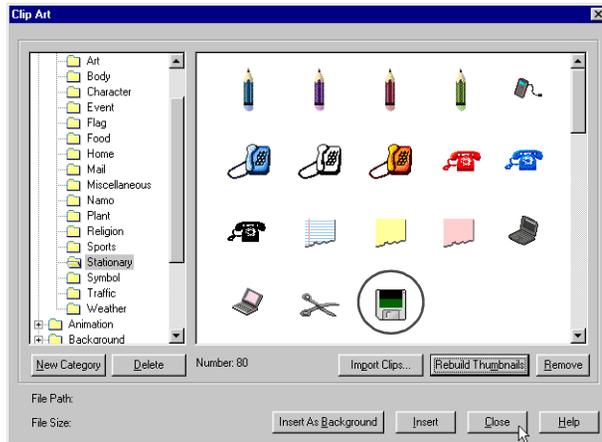


- 3 Click the *Import Clips* button and the *Open* dialog box appears.
- 4 Specify the image file to add, then click the *Open* button. You can use a file on the local hard disk as well as one located on a web site. When you specify a file from a web site, you must have the exact URL. Note that you can only use JPEG or GIF as the format for the clip art.



- 5 The clip art you add will permanently appear in the selected sub folder. Click the *Close* button.

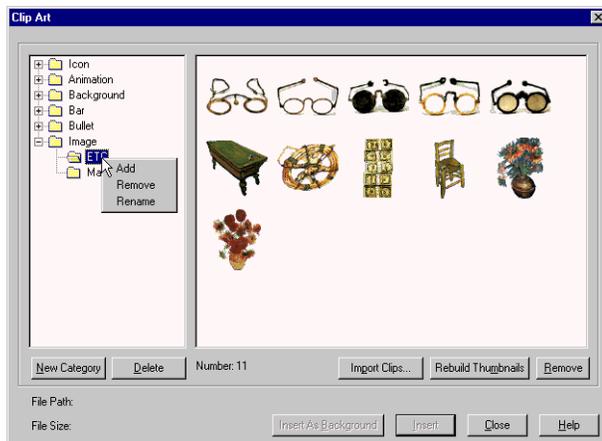
**Reference** If you copied the clip art files using the Windows Explorer, click the *Rebuild Thumbnails* button while selecting the respective folder. The added clip art will be displayed.



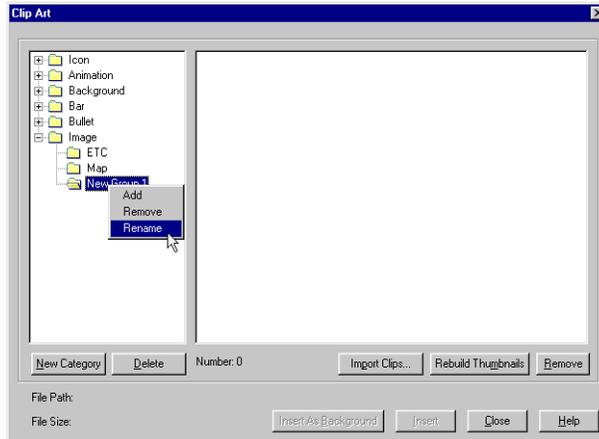
## Adding Clip Art Folder

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

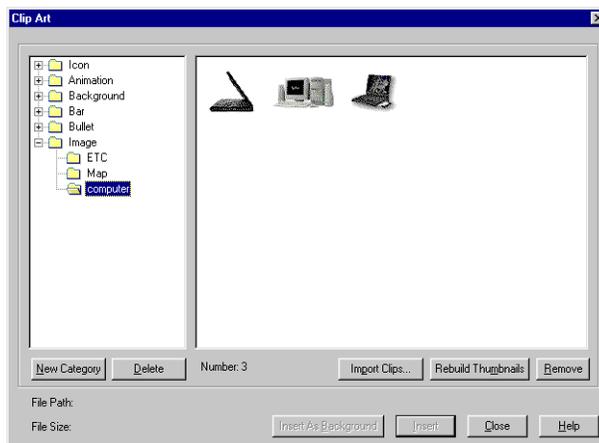
- 1 Select the folder or sub folder you want your new directory to appear in. When the menu appears, select *Add*.



- 2 After the new folder is created, right click on it. When the menu appears, select *Rename*. Enter the new name and press <Enter>.



- 3 You can add some clip arts to the new folder by clicking on the *Import Clips* button.



- 4 Close the *Clip Art* dialog box by clicking the *Close* button.

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

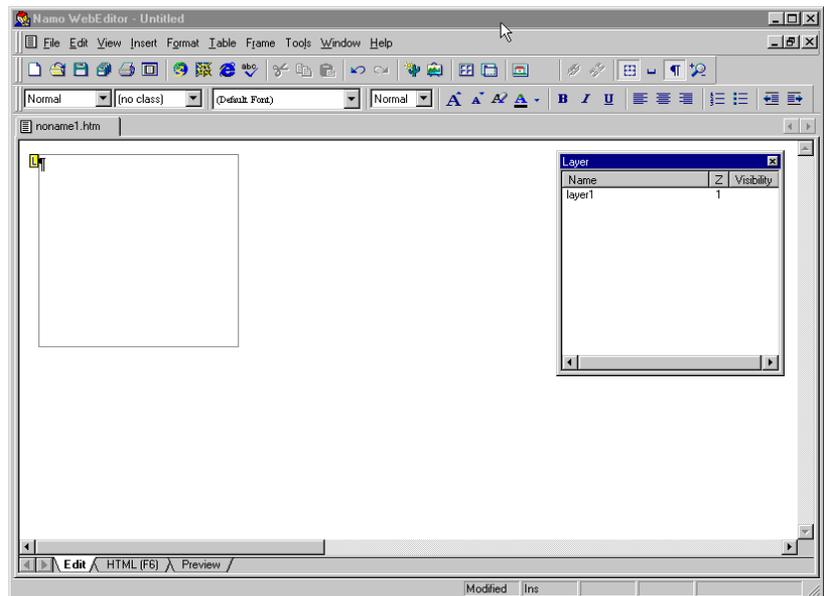
## LAYER

### Insert-Layer

This allows you to insert a layer into your document.

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

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



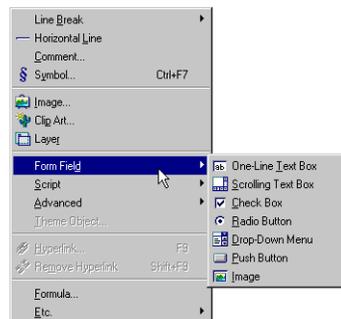
**Reference** The Layer and Time Line are dynamic HTML functions that Namo WebEditor supports. To see the full effect of dynamic HTML, Internet Explorer 4.0 or Netscape 4.0 or higher is required.

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

**FORM FIELD****Insert-Form Field**

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

When you point to the *Form Field* command in the *Insert* menu, a menu of seven items will then appear as shown below. If you select one of them, a dialog box allowing you to specify their properties will appear. Enter the necessary values and click *OK*. The selected form field is then inserted at the current cursor position.



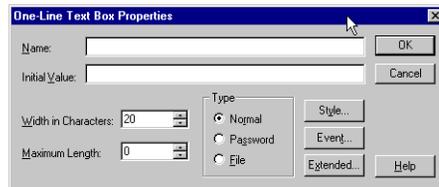
There are seven types of form fields to choose from inside *Form Field* menu: *One-Line Text Box*, *Scrolling Text Box*, *Check Box*, *Radio Button*, *Drop-Down Menu*, *Push Button* and *Image*.

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

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

## One-Line Text Box

The One-Line Text Box is used for entering short textual information. When you select the *One-Line Text Box* from the *Form Field* command, the *One-Line Text Box* properties dialog box appears as shown below.



### Name

Enter the name of the form field. The name is an important element to distinguish the information from other information when transferring it to a server or computer, therefore a name must be entered.

### Initial Value

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

### Width in Characters

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

### Maximum Length

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

**Type**

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

**Normal** Indicates normal text can be entered here.

**Password**

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

**File**

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

**Style**

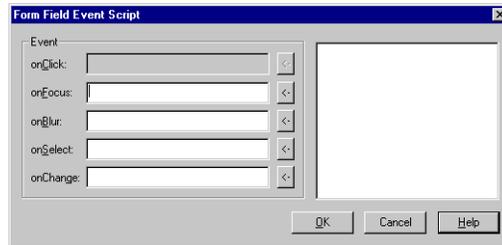
This allows you to use CSS to change link colors, and other options supported by CSS specification. When you click the *Style* button, the *Style* dialog box appears. For the usage of the *Style* dialog box, see *Paragraph Style(6-25)*.

**Extended**

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

**Event**

Specify the script to be linked to the specified event in the form field. When you click the *Event* button, the *Form Field Event Script* dialog box appears as shown below.



In the window to the left you will see the available events, in the window to the right the list of current scripts are displayed. To link the events to a script, select the script first and then click the arrow-shaped button to the right of the event.

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

**onClick** Specifies an event to occur when the field is clicked.

**onFocus** Specifies an event to occur when focus is set to the form field.

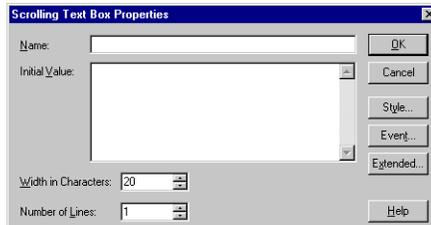
**onBlur** Specifies an event to occur when focus is moved away from the form field.

**onSelect** Specifies an event to occur when the contents of the form field are selected.

**onChange** Specifies an event to occur when the focus leaves the form field after the contents are changed.

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

**Scrolling Text Box**  The Scrolling Text Box is used to enter multiple lines of text. When you select the *Scrolling Text Box* from the *Form Field* command, the *Scrolling Text Box Properties* dialog box appears as shown below.



### Name

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

### Initial Value

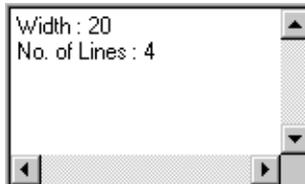
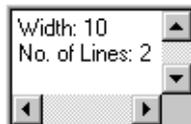
Specifies the contents to be displayed when the form field appears in the browser. If no value is entered, a blank form field will appear.

### Width in Characters

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

### Number of Lines

This allows you to specify the viewable height of the form field. The number of lines you specify does not limit the quantity of contents.



## Check Box

A Check Box is used to show choices in a form field. When you select the *Check Box* from the *Form Field* command in the *Insert* menu, the *Check Box Properties* dialog box appears as shown below.



### Name

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

### Value

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

### Initial State

Specify how the check box will initially look in a web browser. Note the examples below.

Tea

Coffee

## Radio Button

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



### Name

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

### Value

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

### Initial State

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

Tea

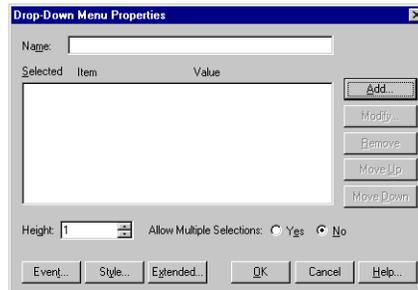
Coffee

### Event

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

## Drop-Down Menu

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

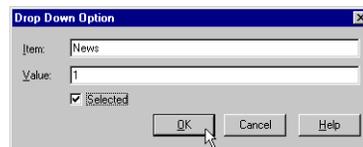


## Name

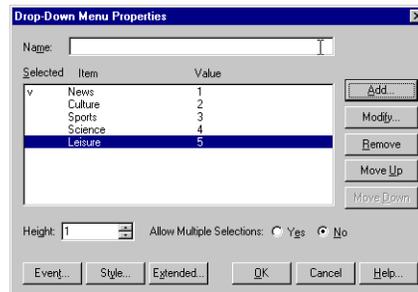
Enter the name of the form field. The name is an important element to distinguish one form element from another and is often used by web servers to separate information entered on the web browser.

## Add

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



Below is a sample of several items being added.



## Modify

Changes contents.

## Remove

Removes item from list.

## Move Up

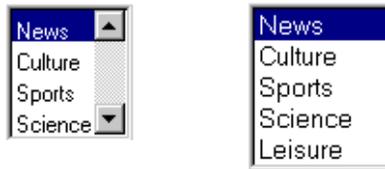
Moves an item up in the list.

**Move Down**

Moves an item down in the list.

**Height**

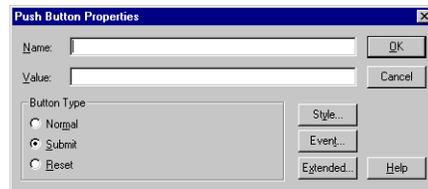
Specifies the height of the field. If you specify the number of lines as a lesser value than the number of items, a scroll bar will appear as shown below.

**Allow Multiple Selections**

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

**Push Button** 

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

**Name**

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

## Value

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



## Button Type

Specify the type of push button.

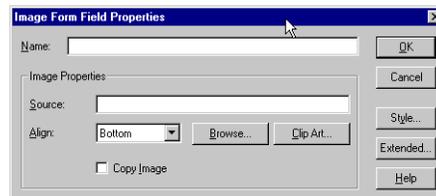
**Normal** Indicates a button used to transfer a set value. Usually used with a JavaScript or Visual Basic Script.

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

**Reset** Resets all form fields to their default.

## Image

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



## Name

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

**Source**

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

**Align**

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

**Copy Image**

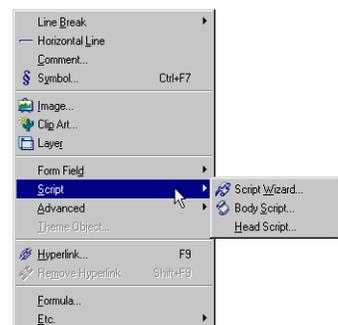
If you select the *Copy Image* option in the *Image Form Field Properties* dialog box, the *Copy Resource* dialog box will appear when you save the document. The *Copy Resource* dialog box is used to save the image file along with the document in a sub folder of the root directory. For more information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

**SCRIPT****Insert-Script**

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

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

If you select the *Script Wizard*, you can insert one of the 11 scripts frequently used into your document. These are provided by Namu WebEditor as default scripts. When selecting the *Body Script...* or *Head Script...*, you can insert them directly.



**Reference** JavaScript is a script language that was developed by Netscape to be used to make dynamic web sites. Popular web browsers, such as Internet Explorer and Netscape Navigator, support JavaScript.

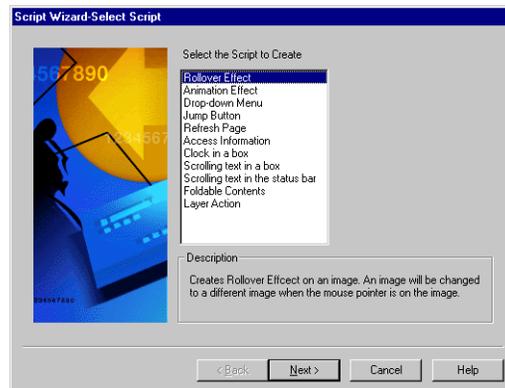
Visual Basic Script, developed by Microsoft, is a script language supported by Internet Explorer. It is based on Visual Basic language but with a much simpler structure and is similar to JavaScript in its function.

## SCRIPT WIZARD

Insert-Script-Script Wizard... 

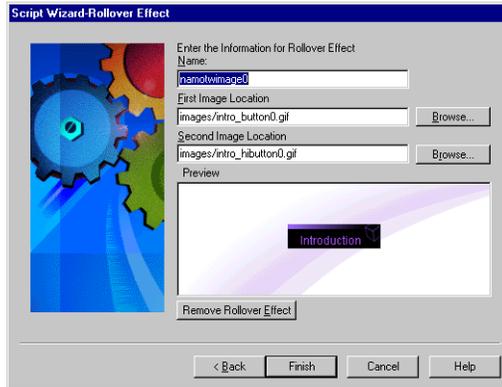
With the Script Wizard, you can easily insert commonly used special effects, created using a script, into your document. 11 scripts, including rollover effect, animation effect, etc. are available on this menu.

When you select the *Script Wizard* from the *Script* command on the *Insert* menu, the *Script Wizard-Select Script* dialog box appears. Select the script you want and click the *Next* button.



## Rollover Effect

Allows you to replace one image with another as the mouse rolls over it.



**Name** Enter the name of the roll over effect.

**First Image Location** Specify the image to be shown in the normal, or 'off' state.

**Second Image Location** Specify the image to be displayed when the mouse 'rolls over' the image.

**Preview** After you specify the two images, you can preview the roll over effect in this dialog box.

**Remove Rollover Effect** When selected, the rollover effect will be removed.

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

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

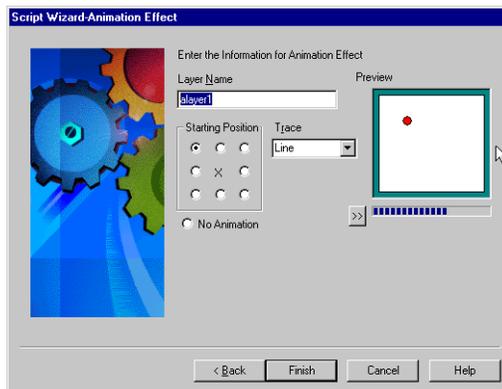
### **Caution**

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

### **Animation Effect**

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

While placing the cursor position on a paragraph or layer, select the *Animation Effect* from the *Script Wizard* in the *Script* command on the *Insert* menu, then a dialog box appears as below.



### **Layer Name**

If a layer is selected or the cursor position is in it, the name of the layer is displayed

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

**Starting Position**

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

**Trace**

Specify the type of trace for the animation. You have three options; Line, Curve, Spiral.

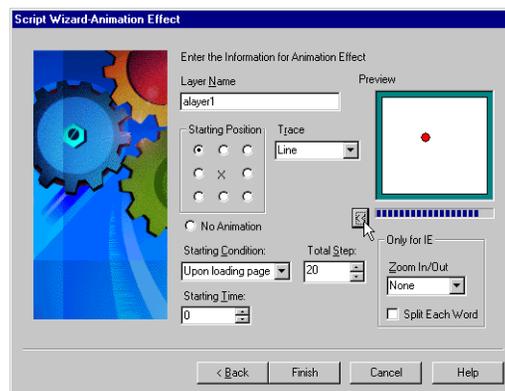
**No Animation**

Indicates the animation effect is removed.

**Preview**

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

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

**Starting Condition**

Specify the condition on which the animation begins.

**Starting Time**

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

**Total Steps**

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

**Only for IE**

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

**Zoom In/Out**

Characters will be larger or smaller when being animated. This doesn't work with images.

**Split Each Word**

Words will be animated one by one.

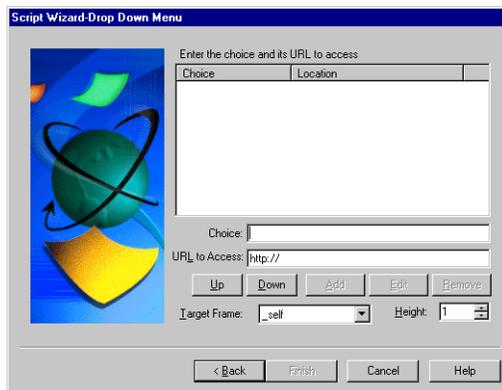
A pinion appears as below where the animation effect script is inserted.



Animation Effect

**Drop-Down Menu**

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



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

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

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

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

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

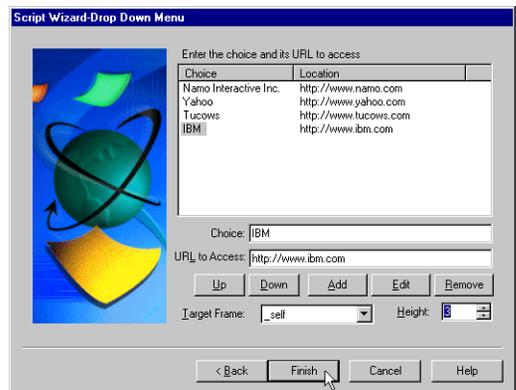
**Remove** Removes the selected item from the list.

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

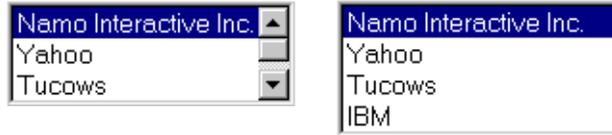
**Down** Moves the selected item one step lower.

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

**Height** Specify how many lines on the drop down menu will be visible without a scroll bar.

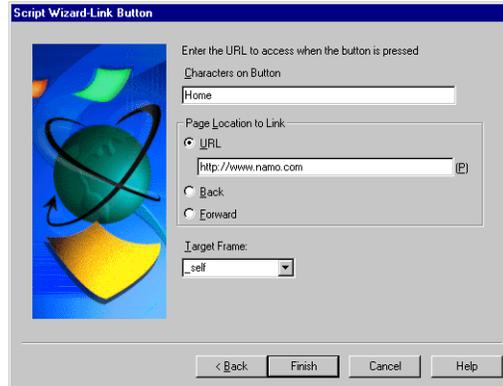


If you specify the number of lines as a lesser value than the number of items, a scroll bar will appear as shown below.



## Jump Button

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



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

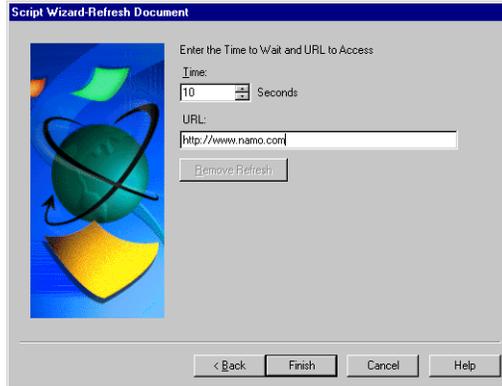
Home

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

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

**Refresh Page**

Creates a script that redirects a visitor after a specified period of time.

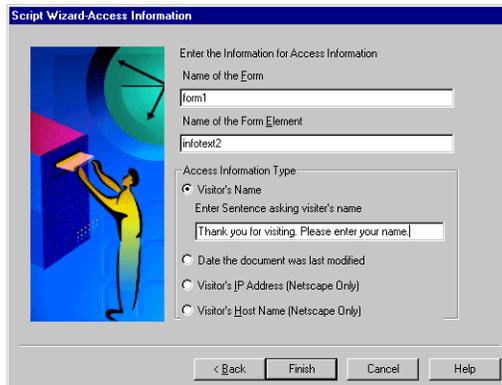


**Time** Specify the delay before moving to the specified URL.

**URL** Enter the name of the URL or document where the visitor will move after the specified delay.

**Remove Refresh** Removes the Refresh effect.

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



**Name of the Form** Enter the name of the form where the visitor information is to be displayed. You can use the default if you are not sure what to put.

**Name of the Form Element** Enter the name of the text box to be used to display the visitor's information. Again, you can choose the default.

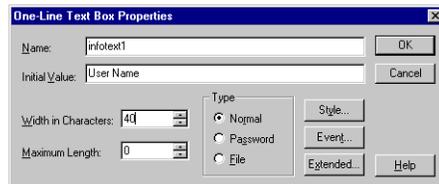
**Visitor's Name** Enter the contents of the message box that will ask the visitor's name.

**Date...** When selected it will display the last day the document was changed.

**Visitor's IP...** Displays the visitor's IP. Available only in Netscape.

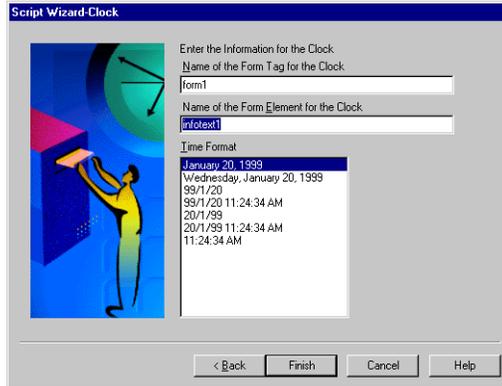
**Visitor's Host...** Displays the name of the visitor's host. Available only in Netscape.

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



## Clock in a Box

Allows you to insert a virtual watch on your site, with time and date.

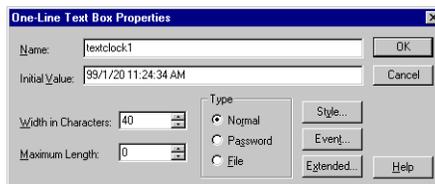


**Name of the Form...** Enter the name of the form to be used to display the time or use the suggested value.

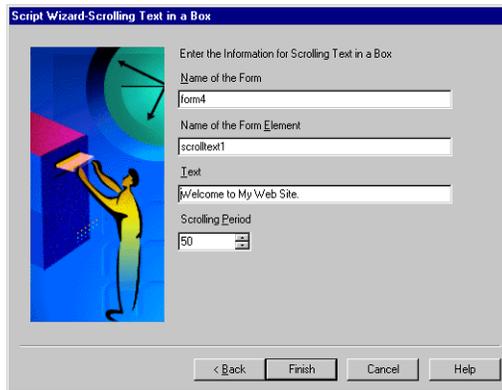
**Name of the Form Element...** Enter the name of the one-line text box or use the suggested value.

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

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



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



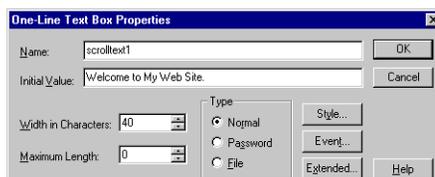
**Name of the Form** Enter the name of form to be used or use the suggested value.

**Name of the Form Element** Enter the name of the one-line text box where you will insert the scrolling text, or use the default value.

**Text** Enter the text that you use in the one-line text box.

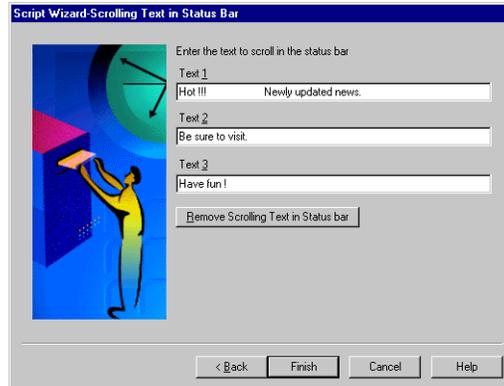
**Scrolling Period** Specify the cycle during which the text passes by in the one-line text box. The smaller the number, the faster the text will move.

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



## Scrolling Text in the Status Bar

Allows you to create text that scrolls in the status bar of the browser.



**Text 1** Enter the text that appears first.

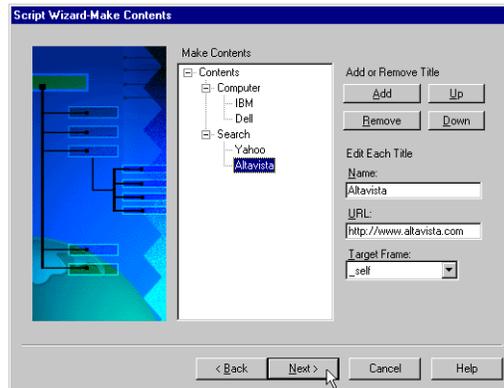
**Text 2** Enter the text that appears second.

**Text 3** Enter the text that appears last.

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

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

**Foldable Contents** This script will create a small table of contents that visitors can view and navigate through. This is similar to a site map.



**List Window** A region where the titles of the contents are to be displayed.

**Add** Adds a new title below the selected title.

**Remove** Deletes the selected title.

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

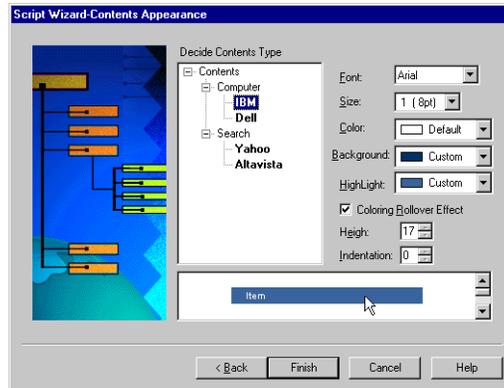
**Down** Moves the selected title one step lower.

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

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

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

If you click the *Next* button after creating the contents as shown above, a dialog box will then appear to help you decide on the appearance of the contents.



**Font** Select the font that will be applied to the selected title.

**Size** Select the font size.

**Color** Select the frame color.

**Background** Select the background color.

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

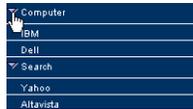
#### **Coloring Rollover Effect**

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

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

**Indentation** Specify the indentation of the selected title.

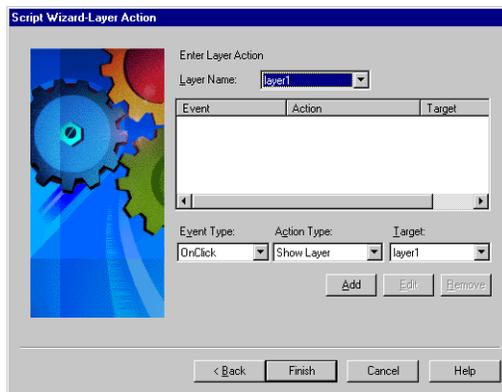
When you point to the inverted triangle button, the pointer will change to a finger. If you click on it, sub titles will then appear. With another mouse click, the menu will collapse. If you click the title of the URL which is specified, you will be sent there.



**Reference** The Foldable Contents script works only in Internet Explorer and Netscape 4.x or higher.

## Layer Action

Creates a script that makes an event in a layer affect another layer.

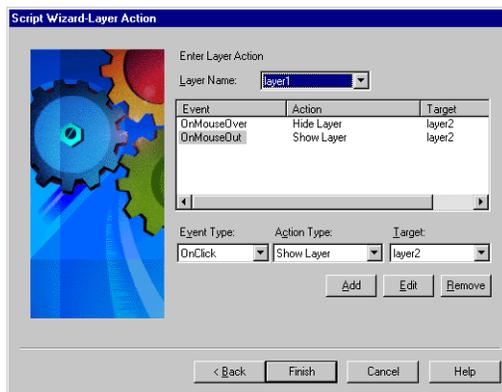


**Layer Name** Select the layer which the events will occur on.

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

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

- Action Type** Specify the action to be taken on the target layer when the specified event occurs. *Show Layer* makes the target layer visible whereas *Hide Layer* makes it invisible. You can choose from either.
- Target** Specify the target layer.
- Add** Adds the current setting (event type, action type and target) to the List.
- Edit** Modifies the selected items of the List to the current setting.
- Remove** Deletes the selected items from the List.



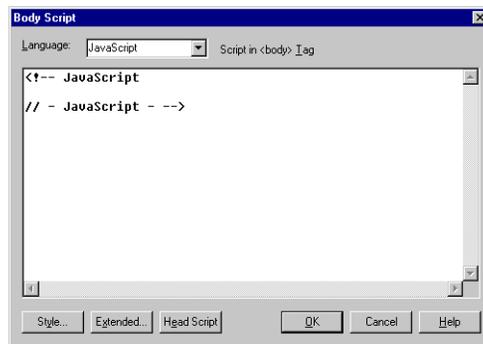
**Reference** The Layer Action script works only in the Internet Explorer and Netscape 4.x or higher.

## BODY SCRIPT

### Insert-Script-Body Script...

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

When you select *Body Script* from the *Script* command on the *Insert* menu, the *Body Script* dialog box appears as shown below.



**Language** Specifies the type of script language to be inserted into the document. You can choose from JavaScript, VBScript and ASPScript.

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

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

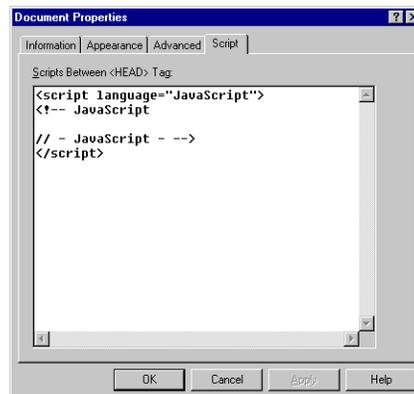
**Head Script** Click the *Head Script* button to create a script to be applied to the entire document that is in the <head> tag.

## HEAD SCRIPT

### Insert-Script-Head Script...

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

When you select the *Head Script* from the *Script* command on the *Insert* menu, the *Script* tab appears in the *Document Properties* dialog box. Enter or copy scripts here.



**Reference** JavaScript is a script language developed by Netscape that is used to build a dynamic web site. Internet Explorer and Netscape Navigator both support JavaScript, but not 100% in Internet Explorer. JavaScript supported in Internet Explorer is called as JScript.

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

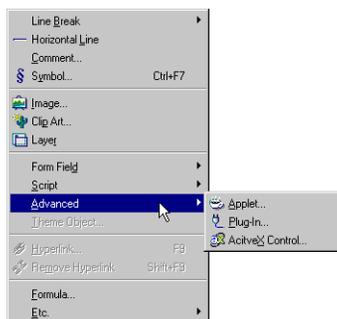
ASP (Active Server Page) Script indicates a script that requires an ASP page on a web server. Visual Basic Script and JScript can be used together for Active Server pages.

## ADVANCED

### Insert-Advanced

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

When you point to the *Advanced* command on the *Insert* menu, a sub menu of three items will appear as shown below.



## Reference

Java is an advanced programming language developed by Sun Microsystems. Java has many useful functions used on the web. A Java applet indicates a lightweight Java application. They can be run in web browsers compatible with Java like.

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

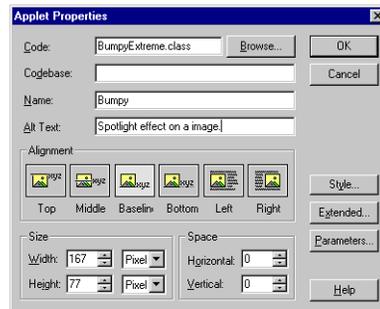
An ActiveX control is similar to that of a Java applet, but differs in that it directly uses all the features of a Windows.

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

**APPLET****Insert-Advanced-Applet...** 

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

When you select the *Applet* on the *Advanced* command on the *Insert* menu, then the *Applet Properties* dialog box appears.



**Code** Enter the file name of the Java applet to be inserted. The extension name of the Java applet should be 'class' or 'cla'.

**Codebase** Enter the path of the Java applet file. You can enter the URL for it.

**Name** Specify the Java applet name. It is best to use letters while doing this. The name you enter here is not the file name but the name used to tell one Java applet from another.

**Alt Text** Enter the description for the applet. When a web browser can't display the applet, a surfer can see the description instead.

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

**Size** Specify the width and height of the screen in which the Java applet software is launched. When you use pixels, you can specify the fixed size. While you can specify

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

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

**Parameters** Use this when you enter the general variables that will be handed to the Java applet software. When the *Parameters* dialog box appears, click the *Add* button. Then enter the parameter name and value.

**Caution**

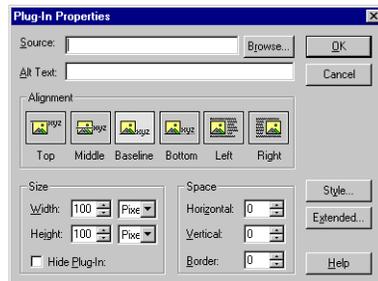
Namo WebEditor only helps you enter the size of the Java applet and the associated directives; it doesn't launch it. Therefore, it does not show how the Java applet works. To check if it works properly, preview the web page in your web browser.

**PLUG-IN**

**Insert-Advanced-Plug-In...** 

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

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



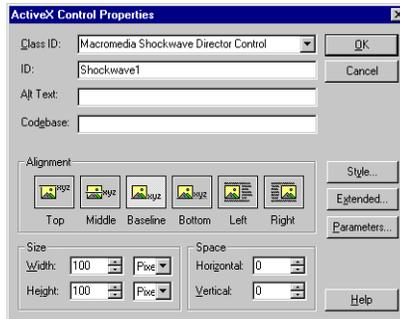
<b>Source</b>	Specify the file name of the Plug-in.
<b>Alt Text</b>	Enter the description for the Plug-in. When a web browser can't display the plug-in, the viewer will see the description instead.
<b>Alignment</b>	The alignment is the same as that of the image. For more information, see <i>Image(5-7)</i> .
<b>Size</b>	Specify the width and height of the screen in which the Plug-in file is to launch. When you use pixels, you can specify the fixed size. While you can specify the proportional size to the web browser window by using percentage.
<b>Hide Plug-In</b>	When you select this option, the plug-in becomes invisible on the screen. If you activate the Format Marks, you can see the plug-in format mark.
<b>Space</b>	Specify the margin around the plug-in file. When you specify a <i>Horizontal</i> value, you put spaces in pixel as specified to the left and right of the plug-in. When specifying the <i>Vertical</i> value, you put spaces at the top and bottom.
<b>Border</b>	Put borders around the plug-in file. Because the Internet Explorer doesn't support borders, it cannot be seen.

## **ACTIVEX CONTROL**

.....  
**Insert-Advanced-ActiveX Control...** 

This allows you to enter in an ActiveX control.

When you select the *ActiveX control...* from the *Advanced* command on the *Insert* menu, then the *ActiveX control* dialog box appears.



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

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

**Caution**

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

**THEME OBJECT****Insert-Theme Object...**

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

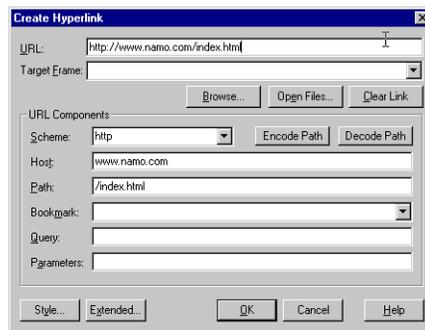


## HYPERLINK

**Insert-Hyperlink...** <F9> 

Sets specific content as a hyperlink.

When you select the *Hyperlink* command from the *Insert* menu or press the <F9> key, the *Create Hyperlink* dialog box appears.



### URL

Specify the location to be connected to the hyperlink. You can specify the URL or name of the HTML file, bookmark or image. If the target is a document in the same web server, you may then simply enter the path and file name.

### Bookmark

When you want a bookmark in the linked document as a target, specify the bookmark name here. When the linked document includes no bookmark, the bookmark list is empty. If you specify the *URL*, however, you can see the list of all bookmarks that are set in the current document. You can then either select a current bookmark, or choose to create your own.

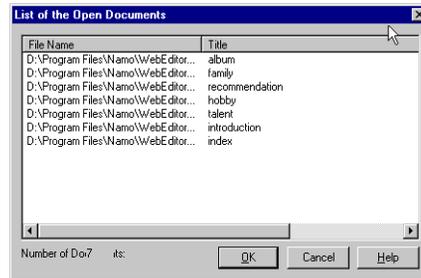
### Target Frame

When you create the hyperlink from a document that has frames, you will need to specify the target frame into which the linked document will open. You don't have to specify this in a document without frames.

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

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

**Open Files** Show all the files open at the current time. You can select from them.



**Clear Link** Remove all the contents of the *URL* field.

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

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

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

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

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

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

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

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

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

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

## **REMOVE HYPERLINK**

**Insert-Remove Hyperlink <Shift+F9>** 

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

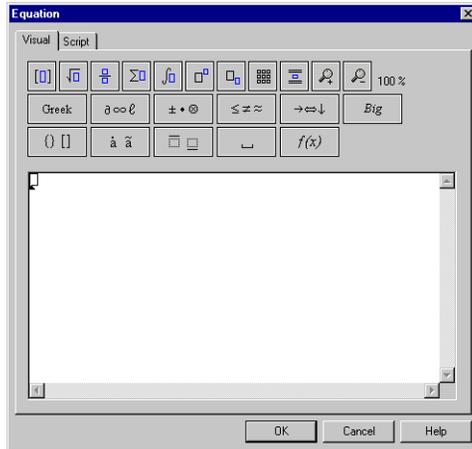
## **EQUATION**

**Insert-Equation...**

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

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

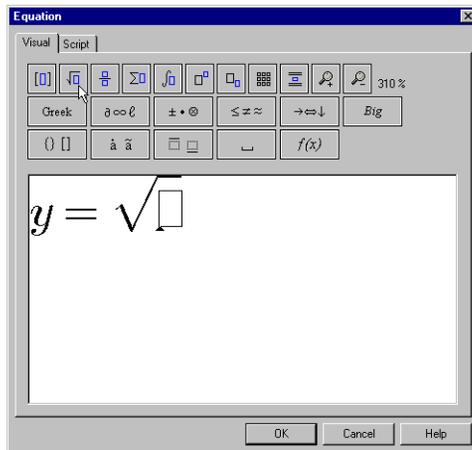
On the *Visual* tab you would usually enter the formula using the mouse. However, while on the *Script* tab, you can enter the formula using the *Tex/LaTex* grammar.



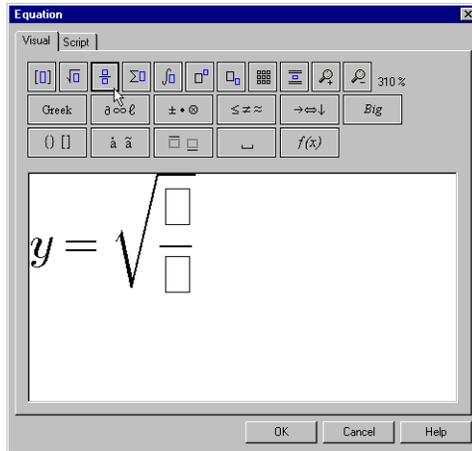
## Visual

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

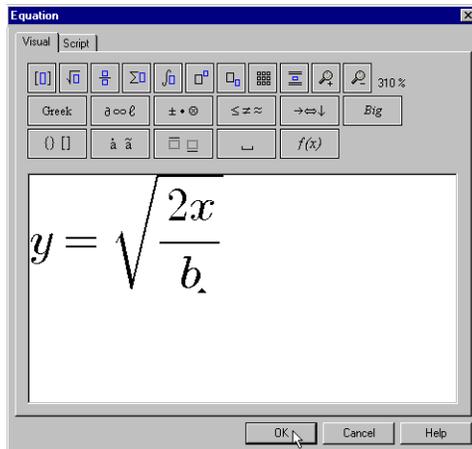
- 1 Use the keyboard when entering all normal variables and symbols. A triangle will take the place of a mouse cursor here. When you click the formula button you want, the formula will be entered. The triangle then appears where the variable or symbol is to be entered.



- 2 If you click the fraction button, it is displayed as shown below. When you click the magnifying glass button, you can resize the formula to your specifications.



- 3 After completing the formula, click the *OK* button. The formula then appears at the current cursor position.

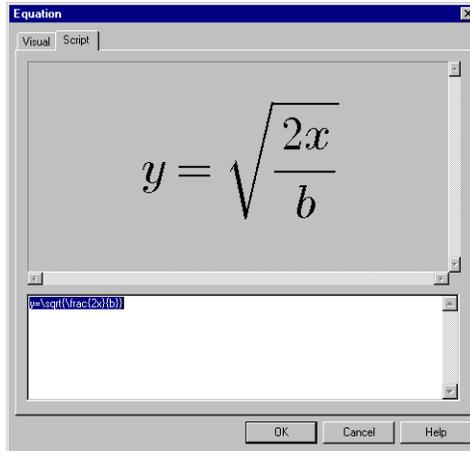


**Caution**

The formula entered by using the Equation editor is inserted as an image. It is saved in the same folder as your main HTML file. Although it is an image, you can not adjust its properties.

## Script

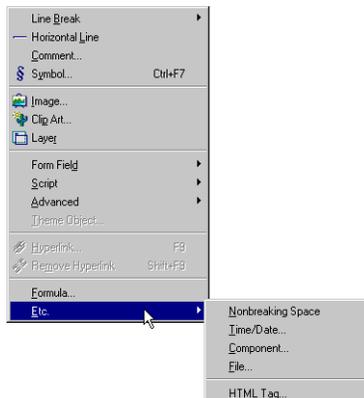
On the *Script* tab you create the formula by entering the formula script directly. This is rather difficult for even advanced users. On the formula script, see the 'equation.html' document in the 'DOC' folder, it's one of the sub folders of the folder where the Namo WebEditor is installed. It will give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



## ETC.

### Insert-Etc.

When you point to the *Etc.* command on the *Insert* menu, a sub-menu of five items appears.



**Nonbreaking Space** This will enter a nonbreaking space(&nbsp;) into your HTML document. This allows you to put more than one space between words.

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

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

## Time/Date

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

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

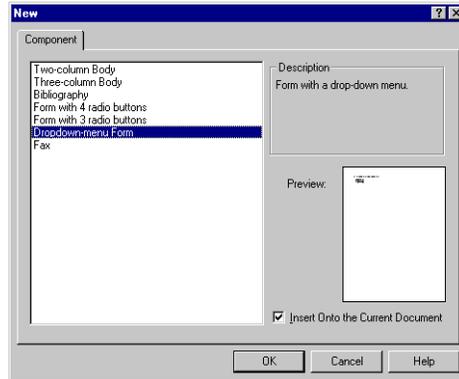


## Component

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

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

here and click the *OK* button. The component is then inserted into the current document.



When the *Insert Onto the Current Document* option is inactive, a new document is automatically created and the selected component will be inserted inside.

## File

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

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

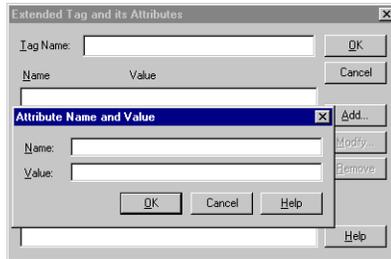
## HTML Tag

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

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



The tag and attributes you enter in this dialog box can't be shown in the Namo WebEditor edit window, you will need to launch a web browser to check it.



When you click the *Add* button, the *Attribute Name and Value* dialog box appears. After entering the name and value of the attribute, click *OK*. You can also add the attribute as you want and then click *OK*.