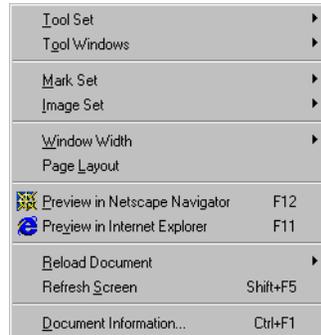# View

With the *View* menu, you can arrange the windows and toolbars on the current document and determine the way the Namo WebEditor will display documents. You can also preview what the current document will look like in a web browser and modify document information by clicking *Document Information*.

TOOL SET

`View-Tool Set`

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

When you click on *Tool Set* in the *View* menu, a sub-menu will be displayed as below. By clicking the options on the sub-menu, you can change the look of the screen display. The options where the check mark appears will be shown on the screen. Options without a check mark will not.
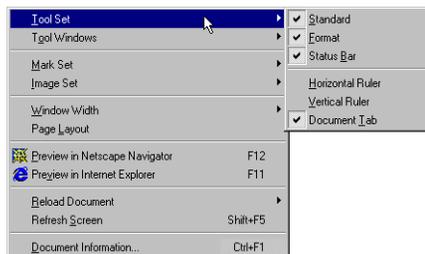
Format Toolbar With this toolbar, you can modify or review the character style and paragraph format.

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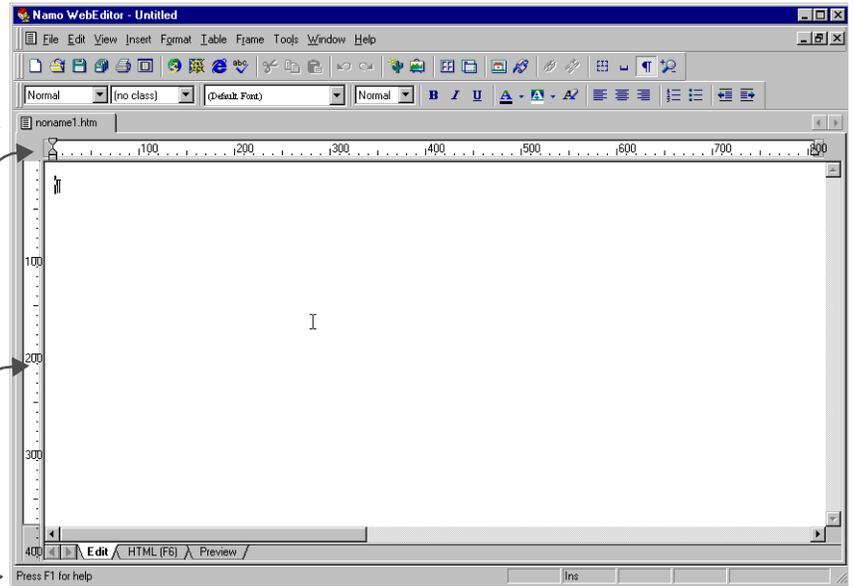
Status Bar The description for your current choice, input status, location of image files, and hyperlinks are shown here. You can also check whether or not you have made a change in the current document.

Horizontal/Vertical Rulers

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

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

TOOL WINDOWS

**View-Tool Windows**

This option allows you to hide and display various windows.

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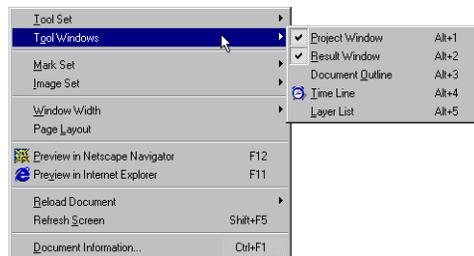
The image below shows what Namo WebEditor looks like with the Project and Result window open.
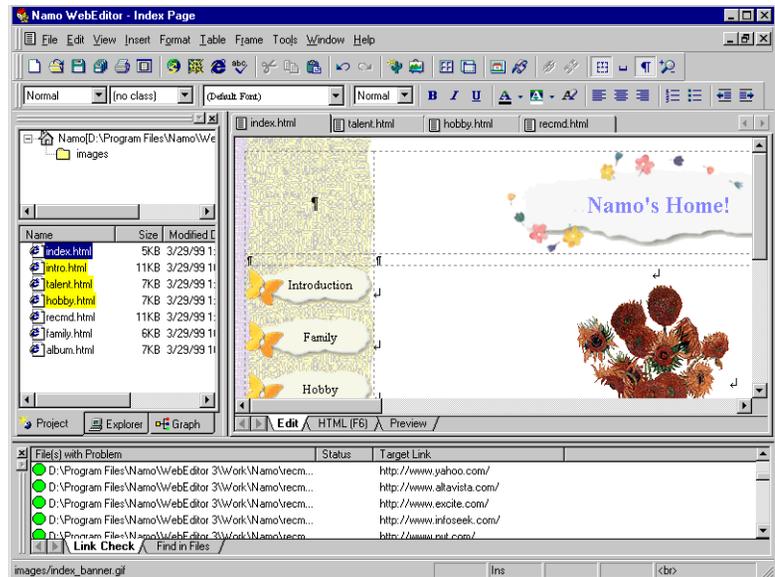
Project Window

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

Project tab

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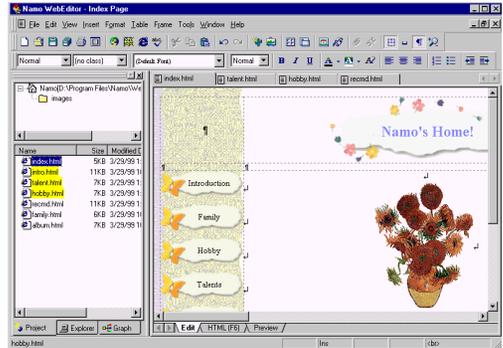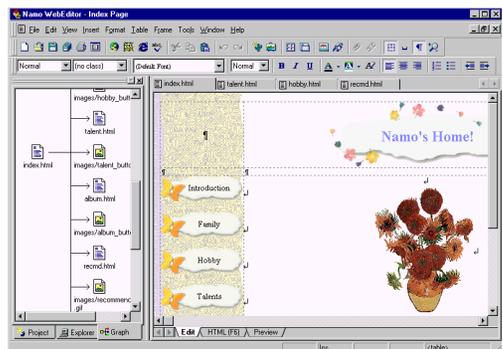
Explorer tab

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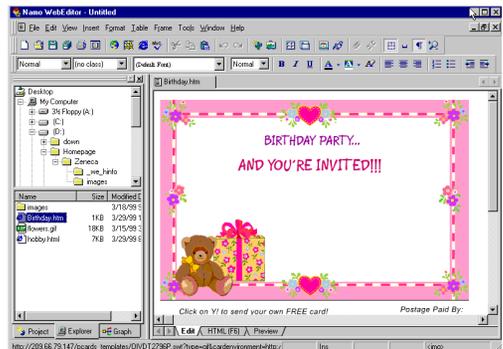
Graph tab

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

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

Link Check tab   When you check links by selecting the *Incremental Verify Link* command in the *Site Management* sub menu from the *Tools* menu, the results are shown here. This option is only available when a project is open.
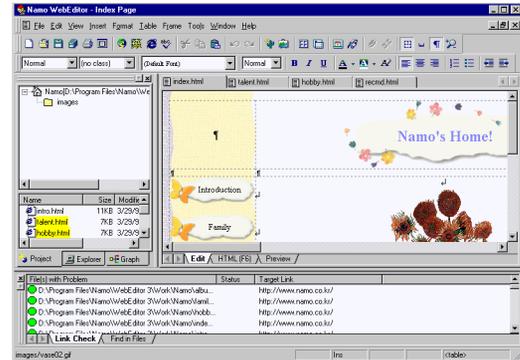
Find in Files tab   Displays the locations of the text that you found using the *Find in Files* command. You can access this command from the *File* menu. This option is only available when a project is open.
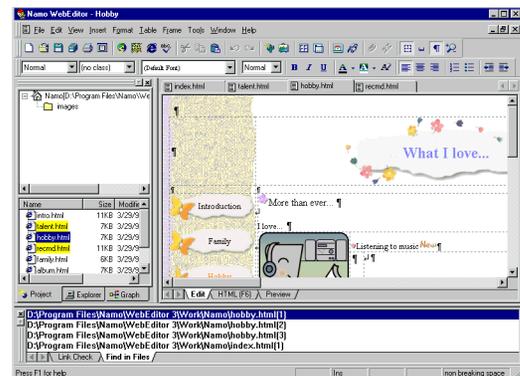
Document Outline   When a document using a heading tag is open on the edit window, you can see the document outline. You can see the structure of document at a glance and move to where you want in the document by double clicking their titles.
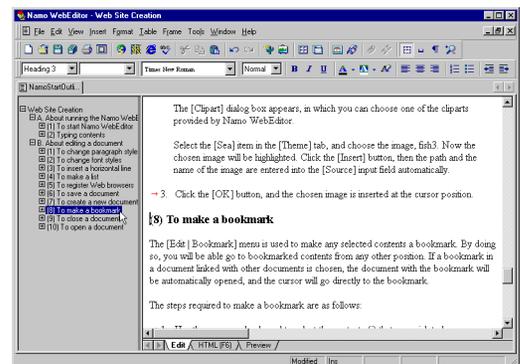
Moving Tool Windows You can move the Project Window and Result Window to whatever location you wish. Follow the directions below to find out how.

1 Click the double bars while holding down on the left mouse button.
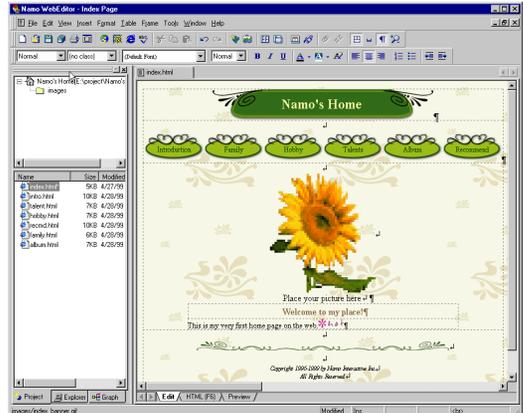
2 Drag the tool window to where you want, then drop it.
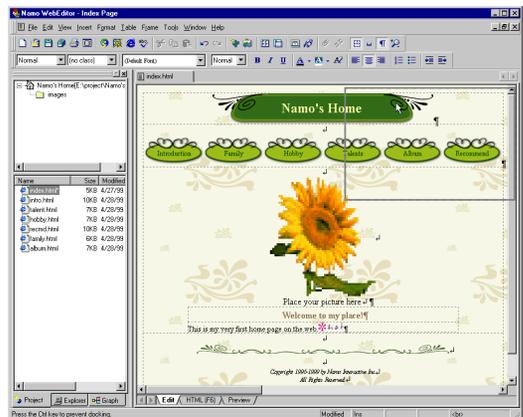
3 The tool window appears wherever you dropped it. To adjust the width (or height) of the tool window, resize the borders of window.
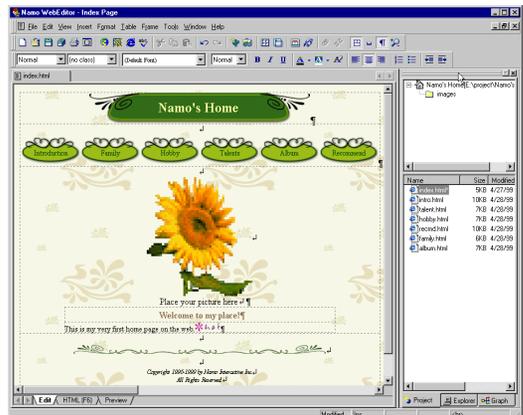
Time Line   This is a tool window for creating an animation using layers. You can create various animation effects with layers without having to know DHTML.
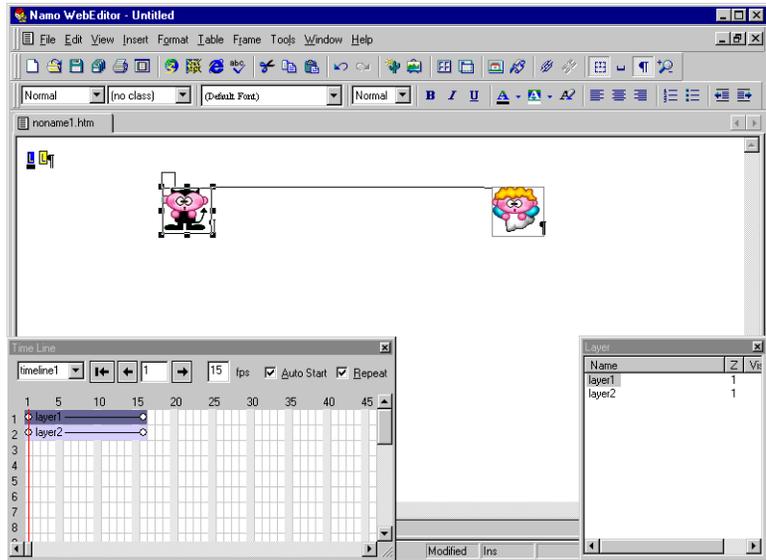
Layer   In this window you will see a list of various layers that you have created in the current document.

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

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

MARK SET
. . . .
`View-Mark Set`

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

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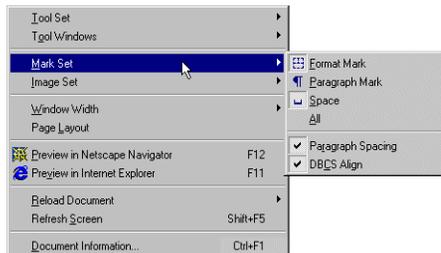
Format Mark ⊞

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

Indicates a value of 0 in the table and cell border thickness/The outline of image/applet/plug in.

Bookmark

Insertion point of bookmark.

→ ●

The starting point of numbered or bulleted list.

Insertion point of image file.

Insertion point of hidden description like comments.

Insertion point of scripts.

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

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

noname1.htm

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

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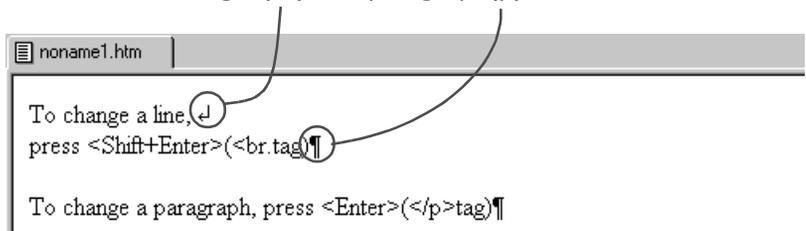
Space ⊔   If you select *Space* from the *Mark Set* sub-menu, a normal space will be displayed as black bullet mark and the nonbreaking space ( ) as a red bullet mark. According to HTML rule, single spaces are viewed as one space, whereas several spaces become a nonbreaking space.

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

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

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

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

IMAGE SET
. . . .
View–Image Set

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

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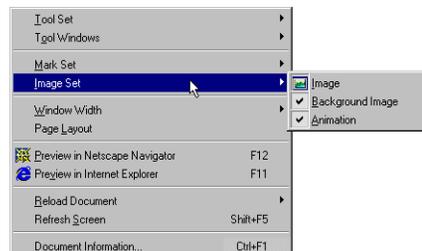
Image 🖼   If you select *Image* from the *Image Set* sub-menu, you will be able to view images in the edit window. When this option is off, a dotted box indicating the size and location of the image will appear in its place.

When Image Selected   When Image Not Selected

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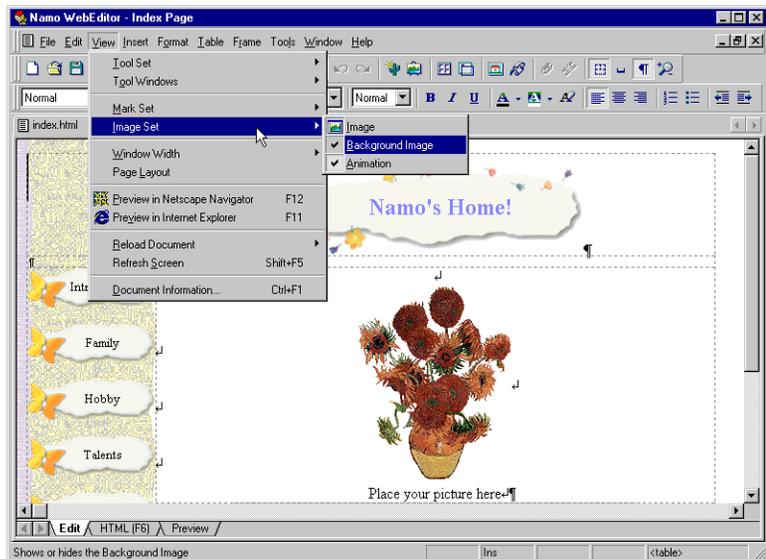
Reference   If you work on a slower computer, it can be helpful to have the background image turned off. This will allow editing of your documents without slowing you down.

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

ZOOM IN/ZOOM OUT 🔍
· ·

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

Value Entering
Field
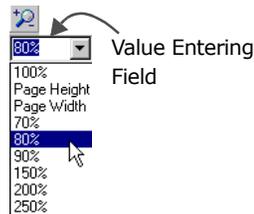
X%   Choose the percentage of the display you want to
                    view. The default is 100%.

Page Height   This will display the entire contents that would be
                    printed on a normal sheet paper. This is useful if
                    you are creating printable forms.

Page Width   This option will display the full width of document
                    in edit window.

Value Entering This allows you to enter a specific number. It can
                    be anywhere from 45% to 500%.

WINDOW WIDTH

. . . .

`View-Window Width`

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

Point to the *Window Width* command on the *View* menu, a sub-menu with five options will appear as shown below. By clicking the options in the sub-menu, you can adjust to a specific resolution or printer page size.
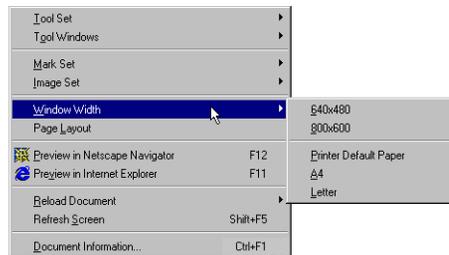
640x480

This option will change the window size to 640x480 pixels. This is the lowest display setting available, and is commonly used by laptop owners. This option works best when zoom proportion is set to 100% and no other windows are displayed.

800x600

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

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

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

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

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

PAGE LAYOUT

. . . .

`View-Page Layout`

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

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

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

Status of Page Layout
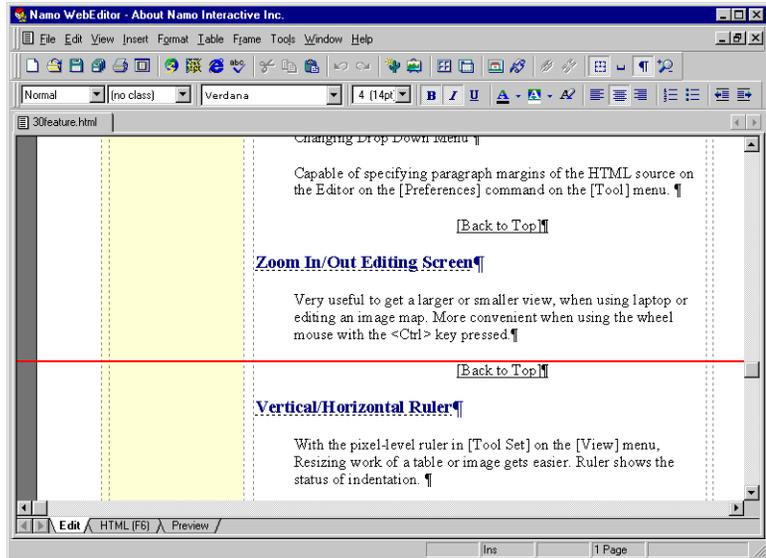
PREVIEW IN NETSCAPE NAVIGATOR
. . . .
View-Preview in Netscape Navigator <F12>

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

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

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

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

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

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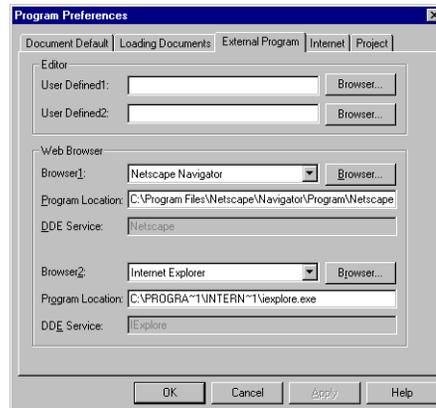
RELOAD DOCUMENT

`View-Reload Document`

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

Point to the *Reload Document* on the *View* menu, the sub-menu appears as seen below. The options will vary between users. You can then choose between *Auto Detect*, current code, or a specific language.

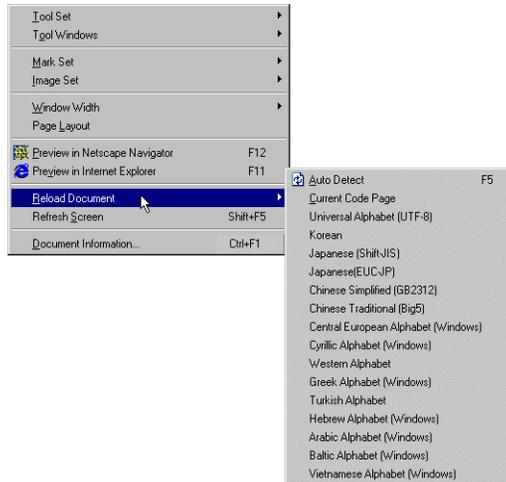| Tool Set | ▶ |
Tool Windows	▶
Mark Set	▶
Image Set	▶
Window Width	▶
Page Layout	
Preview in Netscape Navigator	F12
Preview in Internet Explorer	F11
Reload Document	▶
Refresh Screen	Shift+F5
Document Information...	Ctrl+F1

Reload Document sub-menu:
Auto Detect   F5
Current Code Page
Universal Alphabet (UTF-8)
Korean
Japanese (Shift-JIS)
Japanese(EUC-JP)
Chinese Simplified (GB2312)
Chinese Traditional (Big5)
Central European Alphabet (Windows)
Cyrillic Alphabet (Windows)
Western Alphabet
Greek Alphabet (Windows)
Turkish Alphabet
Hebrew Alphabet (Windows)
Arabic Alphabet (Windows)
Baltic Alphabet (Windows)
Vietnamese Alphabet (Windows)

When you select a document that has been changed in another program, you will be prompted to reload the newer version. If you choose *yes*, the newly changed document will replace the current document.

Namo WebEditor
C:\My Documents\theme.htm
The file has been modified outside of the Namo WebEditor.
Do you want to reload it?
[Yes]   [No]

If you choose *No*, you will return to the edit window. You can reopen the document by selecting the *Auto Detect* on the *Reopen* menu or pressing <F5>.

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

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

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

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

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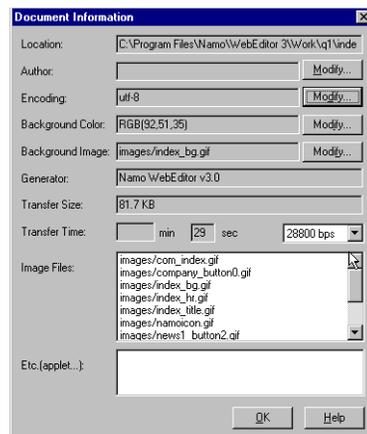
Location   Displays the path and name of current file.

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

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

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

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

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

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

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

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

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

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