

## Tips

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### **Save your new document at least once before inserting any links or images**

The directory relative to the current document will be saved, so I must know where the current document is saved first.

If the document is C:\WWW\HTML\INDEX.HTM  
and the inline GIF is C:\WWW\HTML\GIF\LOGO.GIF  
then the path "gif/logo.gif" will be saved.

If the document is C:\WWW\HTML\INDEX.HTM  
and the inline GIF is X:\OTHERDIR\GIF\LOGO.GIF  
then the path "../otherdir/gif/logo.gif" will be saved.

### **Put all the files under the same directory**

Many people will put their HTMLs on Unix, if all documents were saved under one directory (and the subdirectories inside), then the HTMLs will be easier to maintain.

### **All the file names should be in lowercase**

Here I mean if you are going to put the HTMLs on a Unix, Windows NT, Macintosh or OS/2 server, the HTML file names should be in lowercase and conform to the DOS's 8.3 format because I will convert the names of all linkage files and inline GIF to lowercase. But for the URLs you entered directly in "Insert URL", what you type is what you get.

### **Always add an extra Carriage-Return at the end of document**

Otherwise, you may encounter strange results when selecting the whole last line and insert a linkage file to it.

### **Don't add extra colors**

The blue color I added for the hotwords is meaningful to the program. Don't try to modify (shrink/extend/delete/change) the color.

If you want to delete the link from a hotword, then select the hotword and press §.

You can edit the hotword as usual, as long as it remains blue.

### **View field codes**

In case of any doubt on the links or inline images, choose 'Field Codes' from the 'View' menu.

You will see the actual file name that will be saved. Don't modify characters other than the file name inside the fields.

### **User picture placeholders**

Just if you feel your computer is slow. Select 'Options' from the 'Tools' menu, then check the 'Picture placeholders' checkbox in the 'View' category.

### **Not enough memory when inserting a GIF file**

Probably the GIF.DLL does not understand your format. Examples are GIF files with a custom palette. Try save them with system palette in Photoshop or other programs.

### **Resize you document window before generating the HTML file**

Make the document window as small as you can. Again, just if you feel your computer is slow. This is to minimize the area Word needs to redraw. For a slow display card, the time difference is significant.

### **If there are errors in writing the final HTML...**

Bugs are unavoidable, so if you encounter errors generating the HTML (e.g. endless loop, or

an error dialog pops up), press ESC to stop the macro and DISCARD your document. You should have saved your original document just before pressing the button §.

If possible, mail the document to me (anton-lam@cuhk.hk) for error diagnosis. But don't expect this to be an official support. The software is provided as is.

### **Test with Windows Mosaic**

Select 'Open Local File' from the 'File' menu in Windows Mosaic to test the generated HTML.

You will instantly know that what you see in Word is *almost* what you get in Mosaic.

### **Why the document in Mosaic is different from the one in Word**

The styles defined in CU\_HTML.DOT is based on the default font and styles used in Windows Mosaic. Every Mosaic user may have his/her choice of font.

There is no convenient support of bullet or numbered list in Word 2.0. It will be improved in coming version (if any) for Word 6.0.

You will find more differences when viewing from X Window or Mac Mosaic.

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