User Guide

Install the template properly.

Run Microsoft Word. Choose FILE, NEW. Type CU_HTML in the New Document dialog box. You'll see 5 new buttons on the toolbar §, 6 new items under the Tools menu, and a bunch of new style names in the Style pull-down list.

Start typing your document.

Select the desirable styles from the Style pull-down list. You may take a look at how the available styles look like.

Bold, *italic*, underline and ***combinations*** **of** *them* can be specified using standard MS Word commands.

To insert an inline GIF image, place the cursor at the position where the GIF should be, then click this button §, and then select the GIF file from the dialog box. The GIF image must exists in your file system. The GIF image will then be displayed in the Word document.

To insert a linkage, highlight the hotwords first. The hotwords can be text, graphics or a combination of both. Then click this button §, and then select the target file (HTML, sound, video, etc) from the dialog box. You can type in a file name that does not exist in your file system, but the name must be valid to DOS, and remember to copy the target file back later on. After the OK button is clicked, the hotwords will turn blue.

You can also associate an URL to a hotword. To do this, select the hotword (or graphics) first, then click this button §, and then type the desired URL. The hotwords will then turn blue.

If you want to delete a linkage, may it be linked to a local file or an URL, place the cursor somewhere within the hotwords (which should be blue in color), then click this button §. A dialog box will pop out showing the linkage. Press Yes if you really want to delete the link. If so, the old hotwords will turn black again.

To delete an inline GIF, just click to select it and press DEL.

After all the editing have been made, save your document first. Then press this button § to save the document as an HTML file. The HTML file will have the same name as the Word document, with the extension ".HTM".

The most updated documentation

Return to content