

New in version 2.0

The Web Site Manager

One of the biggest and best changes in WebExpress 2.0 is the focus on the web site as opposed to individual web pages. WebExpress now conveniently tracks all the links in your web site starting from your home page down. The Web Site Manger visually displays the pages in your site, including links to pictures, email references and downloadable files.

Web Sites (as they are termed in WebExpress) simulate the real web site on your internet server. They are easy to create, and we strongly urge you create one and use it. Simply use New Web Site from the File Menu, and enter the base URL for your web site and the path to your home page on your computer (you can browse for it). WebExpress will take care of the rest.

Major Features of the Web Site Manager

n Web Site Organization and Navigation

Visually tracks the pages in your web site, and how they are linked. Double click on a page in the Web Site manger to load and edit the page. Easily identifies the different links including links within your web site, links to other sites on the World Wide Web, images, bookmarks, email and image maps. Expand and Collapse pages to control the viewing of your entire web or portions of it. And best of all, the Web Site Manager does this all automatically, so that as links are added or removed, the Web Site is always kept up to date.

n Convenient Project Management

The Web Site remembers from session to session which the last web site being worked on, which files were left open and which ones were closed. Each time WebExpress is launched, it recalls the last web site, sets up all the web site directories, and opens the files last being edited. A great time saver.

n Visual Validation of Web Site Connectivity

Quickly identifies broken links in your web site with visual indicators such as a broken link icons and distinctive text colors. If a page does not exist, double clicking on the broken link automatically creates a new page with the correct name and URL. Allows you to quickly scan your site to validate all local links before uploading to the Web.

n Manage Filename Case Sensitivity in Site URLs

Windows based systems and UNIX based web servers handle case sensitivity in filenames differently. UNIX treats files with the same spelling but differing in case as different files, whereas Windows treats them as the same. This can cause Windows based users problems when developing a web site, and lead to broken links once the web site is activated on the Web.

You can choose to allow WebExpress' Web Site Manager to monitor the case your URLs, and force them to always be written in a consistent way, either upper or lower case. Optionally, it will force filenames to also always use the same case as the URL (32 bit Windows only).

n Web Site Image Maps

Image Maps can be stored by the Web Site Manager, making them immediately available to new pages created within your site. This makes adding a graphical site map

to your web pages a snap. And when the image map is changed, each web page which uses it can automatically be updated with the new information.

[Next](#)

Browser Launcher

WebExpress is one of the most WYSIWYG editors on the market. Every attempt is made to follow the HTML 3 specifications as closely as possible, and to mimic the behavior of the major web browsers, especially Netscape Navigator and Microsoft Internet Explorer. Unfortunately, due to the nature of HTML and the battle for browser supremacy, it is impossible to completely match the behavior for all browsers, since their displays differ in many ways.

To allow you to view exactly how your page will look in a browser, WebExpress now allows you to launch the current page into a browser from within WebExpress. You can configure up to two different browsers which can be launched. WebExpress currently searches for and automatically configures Netscape Navigator, Mosaic and Microsoft Internet Explorer. If you configure another browser manually, please email us the details so that we can include it in future automatic configurations.

[Next](#) [Previous](#)

Frame Support

WebExpress now supports the creation and management of frame based web sites. The frame based page is typically the web site's home page, and defines how the display is laid out when the web site will be viewed in a browser. Any page, however, can be designated as a frame page, and can also contain a supplemental page for viewers whose browser do not support.

To switch between the Frame portion of the page and the supplemental page check the appropriate option on the View menu.

If you are switching to a frame based web site, you can conveniently use your current home page as a starting point. First load your current home page into WebExpress. Next, switch to Frame Page view using the View menu. Arrange the frames like you want them. Finally, save the page. Your home page will now be setup to support frames, with your old home page being displayed as the alternative for browsers not supporting frames.

[Next](#) [Previous](#)

Form Support

Full support for creating forms is now available within WebExpress. You can add a form anywhere within a web page. The tools to create forms are found on the Insert menu. You can also turn on a floating toolbar called Form Tools which provides for convenient access while creating the form. Form Tools can be turned on from the View menu or from the Control Strip bar.

Form commands include:

- Insert Form - Creates a new form section into which form elements can be placed.
- Clear Form - Ends the form at the current paragraph. This is useful
- Text Box - Inserts a text box into which visitors to your web page can enter information.
- Check Box - Inserts a check box control which indicates whether an item is selected or not.
- Radio Button - Inserts a radio button control which indicates a specific item in the form is selected.
- Drop Down Menu - Inserts a menu control which allows a list of items to be displayed.
- Push Button - Inserts a push button used to designate some sort of action for the form.

[Next](#) [Previous](#)

Font Sets - The Facename Extension

WebExpress now supports the Face extension found in Netscape 3.0 and MS Internet Explorer 3.0. This allows you to specify the typeface a browser should use when displaying text. The browser decides which typeface to use by checking a list of typefaces sequentially to find one available on the visitor's computer.

In WebExpress, the face extension is handled by font sets. A Font Set is a named list of typefaces which the browser will search when the web page is loaded. The typefaces in the list may include typefaces not available on your system, in fact, you may want to include typefaces which are only available on Macintosh or UNIX systems so that viewers on those systems also benefit from the selection.

You can define as many Font Sets as you wish, but keep in mind that the more unique the typeface, the less chance it will exist on a visitor's computer. To use a Font Set to text, you apply it just as you would a normal typeface in a word processor or desktop publisher. You can access the Font Set definition dialog from the Utility menu or from the Format/Character dialog box.

[Next](#) [Previous](#)

JavaScript Support

You can now include and edit JavaScript, VBScript and other scripting languages from within WebExpress. To edit your scripts, use the Script command from the Edit menu. This will show a list of all scripts currently contained in the document. You can then add new scripts, edit existing scripts, and delete scripts from your web page.

[Next](#) [Previous](#)

Show Paragraph Breaks

Showing paragraph breaks is an old feature with new meaning. Turning this feature on via the View menu now differentiates between the HTML commands New Paragraph <P> and Break
. When turned on, the following symbols are displayed depending on the type of line break.

¶ This symbol denotes line breaks which correspond to the Paragraph <P> HTML command, and generally have a larger amount of space between lines. This type of break is created by pressing the Enter key.

↵ This symbol denotes line breaks which correspond to the Break
 command. These types of line breaks generally have a smaller amount of space between lines. This type of break is created by pressing the Enter key while holding down the shift key.

There are a number of situations where the two types breaks generate the same amount of space, which is generally the same as the Paragraph <P> command. This usually occurs when something other formatting command is different between the two blocks of text, for example a change in alignment from Center to Left.

You can also change the type of line break by toggling the New Paragraph command on the Format menu.

[Previous](#)

New Web Site

Use the "File | New Web Site" command to create a new web site. Choosing this command displays the "New Web Site" dialog box, described below, from which you can specify the location of the new web site both on the World Wide Web and on your local machine.

New Web Site Dialog

Base URL: Specify the location of your web site on the World Wide Web.

Base Directory: Specify the directory which contains your web site on your local machine.

Home Page: Specify the name of the HTML document which contains your home page. You may click on the button to the left of this field to bring up a file browse dialog box which lets you browse for your home page. Choosing a file in this manner will automatically set both the "Base Directory" and "Home Page" fields.

See also: [Web Site Properties](#)

Form Properties

Use the "Edit | Form Properties" command in the web page editor to edit the properties of a form. The text cursor must be within a form for this command to be active. Choosing this command displays the "Form Properties" dialog box described below.

Form Properties Dialog

Action: Specifies the address to be used to carry out the action of the form. Typically this is the URL of a CGI script.

Method: Indicates how the form data should be sent to the server. Typically, this field will either contain "GET" which means that the arguments should be appended to the action URL and opened as if it were an anchor. "POST" means that the data should be sent via an HTTP post transaction.

Encoding: Specifies the MIME content type to be used to encode the form contents.

Hidden Fields: The list box list all hidden fields for the form. You can add new fields by entering the name and value in the "Name" and "Value" edit fields and then clicking the "New" button. Fields can be also be changed or deleted using the "Change" and "Delete" buttons.

Advanced: This displays the ["HTML Extensions" Dialog](#) box which allows you to enter any arbitrary HTML attribute to the form.

Scripts

Use the "Edit | Scripts" command in the web page editor to add, edit, or delete a script. Typically this will either be a Java script or a Explorer VB script. Choosing this command displays the "Edit Scripts" dialog box described below.

Edit Scripts Dialog

The list box to the left displays a list of all of the scripts in the document. You can click on a script to edit or delete it.

Type: Specifies the type of script. Typically this will be either "JavaScript" or "VBScript".

Add: Click this button to add a new script to your document.

Change: Click this button to change the currently selected script.

Delete: Click this button to delete the currently selected script.

Frame Based Web Pages

You can create a frame based home page by adding frames to any existing page. To create frames, you would switch to “Frame View” via the “View | Frames” menu command described below. You can then create the frame layout for your home page as well as specify the initial pages which are to be loaded into the frames.

View Web Page

Use the “View | Web Page” command in the web page editor to view the alternate page which is displayed in non-frame browsers. If the page you are creating does not contain frames then this will be the only view you will use.

View Frames

Use “View | Frames” to view the frames defined for the web page. You would use this command to create a frame based home page. Once frames are added to a page, the document that existed previously becomes the alternate page which is displayed in non-frame browsers.

View In Browser

Use the “View | In Browser” command in the web page editor to view the page in a web browser. If you have browsers configured, this command will specify the name of the browser (e.g. “View | In Netscape Navigator”). You can configure up to two different browsers. WebExpress currently searches for and automatically configures Netscape Navigator, Mosaic and Microsoft Internet Explorer. If you configure another browser manually (see [“Edit | Preferences”](#)), please email us the details so that we can include it in future automatic configurations.

Show Form Tools

Use the “View | Show/Hide Form Tools” command in the web page editor to display or hide the form tools floating tool bar. This tool bar allows you to create forms, as well as insert form elements such as a text box or push button.

Create Form

Use the “Insert | Create Form” command in the web page editor to create a new form. Simply select the text which you wish to encompass the form and choose this command. The bounds of the new form will be indicated by a dotted line.

Clear Form

Use the “Insert | Clear Form” command in the web page editor to remove an existing form.

Form Field

Use the “Insert | Form Field” command in the web page editor to display a list of the form elements which you can insert into your document. To insert an element, simply click on the desired element in the sub-menu. You can also turn on a floating tool bar which allows you to enter form elements (see [“View | Show Form Tools”](#)). The available form elements are described below:

Once a form element has been created, you can edit the properties of the element by double clicking on it.

Text Box

Inserts a text box into which visitors to your web page can enter information. Choosing this command brings up the [“Text Box Properties”](#) dialog box which allows you to set the properties for this text box.

Check Box

Inserts a check box control which indicates whether an item is selected or not. Choosing this command brings up the [“Check Box / Radio Button Properties”](#) dialog box which allows you to set the properties for this check box.

Radio Button

Inserts a radio button control which indicates a specific item in the form is selected. Choosing this command brings up the [“Check Box / Radio Button Properties”](#) dialog box which allows you to set the properties for this radio button.

Drop Down Menu

Inserts a menu control which allows a list of items to be displayed. Choosing this command brings up the [“Drop Down Menu Properties”](#) dialog box which allows you to set the properties for this menu.

Push Button

Inserts a push button used to either submit or clear the form. Choosing this command brings up the [“Push Button Properties”](#) dialog box which allows you to set the properties for this push button.

Font Sets

Use the “Utilities | Font Sets” command in the web page editor to create and manage font sets. WebExpress supports the Face extension found in Netscape 3.0 and MS Internet Explorer 3.0. This allows you to specify the typeface a browser should use when displaying text. The browser decides which typeface to use by checking a list of typefaces sequentially to find one available on the visitor's computer.

In WebExpress, the face extension is handled by font sets. A Font Set is a named list of typefaces which the browser will search when the web page is loaded. The typefaces in the list may include typefaces not available on your system, in fact, you may want to include typefaces which are only available on Macintosh or UNIX systems so that viewers on those systems also benefit from the selection.

You can define as many Font Sets as you wish, but keep in mind that the more unique the typeface, the less chance it will exist on a visitor's computer. To use a Font Set to text, you apply it just as you would a normal typeface in a word processor or desktop publisher. You can access the Font Set definition dialog from the Utility menu or from the Format/Character dialog box.

Font Sets Dialog

This dialog box allows you to create and edit font sets.

Font Sets: Displays a list of the currently defined font sets. To edit or delete a font set you should select the appropriate font set from the list.

New: Click this button to add a new font set to the list. This will bring up the [“Edit Font Set”](#) dialog box, which will allow you to specify the fonts to be included.

Modify: Click this button to edit the currently selected font set. This will bring up the [“Edit Font Set”](#) dialog box which will allow you to modify the fonts that are included.

Delete: Click this button to delete the currently selected font set.

Fonts Included: This field displays the list of fonts included in the currently selected font set.

Frame Properties

Use the “Edit | Frame Properties” command in the web page frame editor to edit the properties of the currently selected frame. The “Frames Properties” dialog box is described below.

To view the frames defined for a page, use the [“View | Frames”](#) command.

Frame Properties Dialog

Name: Specify the name of the frame. This name is used to identify the frame so that pages can be directed to it.

Source URL: Specifies the URL of the initial page which is to be displayed in this frame. You can click on the button to the right to bring up the [“Create/Edit Link”](#) dialog box which allows you to select any URL available in your web site.

Margin Height: Specifies the height of the margin above and below the frame.

Margin Width: Specifies the width of the margin to the left and right of the frame.

Frame Border: If this box is checked, then the frame will be displayed with a border.

Scrolling: If this box is checked, then the frame will have scroll bars.

No Resizing: If this box is checked then the user will not be allowed to resize the frame.

Frame Set Properties

Use the “Edit | Frame Set Properties” command in the web page frame editor to edit the properties of the currently selected frame set. The “Frame Set Properties” dialog box is described below.

To view the frames defined for a page, use the [“View | Frames”](#) command.

Frame Set Properties Dialog

Rows: Specifies the number of rows in the frame set.

Columns: Specifies the number of columns in the frame set.

Spacing: Specifies the amount of space between frames of the frame set

Frame Border: Check this box if you want borders around the frames.

Scrolling: Check this box if you wish scroll bars to be displayed in the frames.

Split Frame

Use the “Frame | Split Frame” command in the web page frame editor to split the selected frame into a sub-frame set. The [“Frame Set Properties”](#) dialog box is displayed in which you can specify the properties of the sub-frame set.

Combine Frames

Use the “Frame | Combine Frames” command in the web page frame editor to combine the frames of the selected frame set into a single frame. This is the inverse of the [“Frame | Split Frame”](#) command. The data contained in the first frame of the frame set will be placed in the combined frame. All other frame data will be lost.

Insert Row

Use the “Frame | Insert Row” command in the web page frame editor to insert a new row before the currently selected frame. To add a row after the last row, use the [“Edit | Frame Set Properties”](#) command and increase the number of rows.

Insert Column

Use the “Frame | Insert Column” command in the web page frame editor to insert a new column before the currently selected frame. To add a column after the last column, use the [“Edit | Frame Set Properties”](#) command and increase the number of columns.

Delete Row

Use the “Frame | Delete Row” command in the web page frame editor to delete the row containing the currently selected frame.

Delete Column

Use the “Frame | Delete Column” command in the web page frame editor to delete the column containing the currently selected frame.

Open Page / Create Page / Edit Image Map

In the Web Site Manager, if you have an existing page selected, you can use the “File | Open Page” command to load the selected page into a Web Page Editor window for editing.

If you have a page selected which does not exist (broken link) this command will change to “Create Page”, allowing you to create the page.

If you have a web site image map selected, This command will change to “Edit Image Map”, allowing you to edit the image map. You can only edit web site image maps in this manner

Add Page

Use the “Edit | Add Page” command in the web site manager to add a new root page to your web site.

Remove Page

Use the “Edit | Remove Page” command in the web site manager to remove a root page from your web site. Note that only root pages may be removed. All other pages appear because of links in your web pages.

Update Web Pages

If you change the text case of your link URLs (see "[Edit | Web Site Properties](#)") or if you edit a web site image map (see "[File | Edit Image Map](#)"), all pages in your web site must be loaded and saved in order for them to reflect these changes. This command in the web site manager provides a convenient way to accomplish this.

Web Site Properties

Use the “Edit | Web Site Properties” command in the web site manager to modify the location and properties of your web site. The following dialog box is displayed.

Web Site Properties Dialog

Base URL: Specifies the base URL for your web site on the World Wide Web.

Base Directory: Specifies the base directory for your web site on your local machine.

Image Sub-directory: Specifies the location of your images directory. This can be the same directory as your base directory (in which case this field will be blank), or it can be any sub-directory within your base directory. You cannot specify an image directory outside your base directory structure. If you add an image which is not within your web site directories, you will be asked if you wish to copy the image file to this image directory.

Update links when: If you want your web site links updated whenever you open your web site, check “Web site is opened”. If you would like them updated whenever you save a document in the web page editor, check “Web page is saved”. Links are updated by reading all web pages which have changed since the last update.

Expand / Collapse Link

In the web site manager window, you will see a list of your web pages, starting with your home page(s). If a page has a little plus symbol '+' next to it this means that this page contains links to other pages. To display those links, use the "File | Expand Link" command or single click on the plus symbol. If the link is already open, a little minus symbol '-'

will appear next to it. In this case, the command will be "File | Collapse Link". Choosing this command will hide the pages to which the selected page is linked.

Expand All Links

In the web site manager, when you expand the links of a page (see. [“File | Expand Link”](#)) you will see all of the pages to which the selected page is linked listed below it. If any of these pages have links to other pages, these links will not automatically be expanded. Use the “File | Expand All Links” command to expand the links of the selected page and all pages to which it is linked.

Collapse All Links

In the web site manager, if you collapse the links of a page (see [“File Collapse Link”](#)), the pages to which the selected page is linked are no longer shown. However, if while you had the links expanded, you expanded the links of pages beneath the current page, those links are not automatically collapsed. When you collapse the parent page, you will not be able to see them, but if you expand the link again, they will still be shown. Use the “File | Collapse All Links” to collapse the selected page and all pages to which it is linked.

View Bookmarks

Use the “View | Bookmarks” command in the web site manager to display or hide bookmark links. This displays the names of all bookmarks for a given page which are linked to from other pages. This is not a list of bookmarks defined for that page. A check will appear next to this command if bookmark links are visible.

View Global Links

Use the “View | Global Links” command in the web site manager to display or hide global links. Global links are links to web pages which do not lie within your web site. A check will appear next to this command if global links are visible.

View Images

Use the “View | Images” command in the web site manager to display or hide the names of images referenced by web pages. A check will appear next to this command if images are visible.

View Page Titles

Use the “View | Page Titles” to display or hide the titles for each web page. The titles will be displayed next to the file name. A check will appear next to this command if page titles are visible.

Check Box / Radio Button Properties Dialog

In the web page editor, this dialog box is displayed when you create a new check box or radio button control using the [“File | Form | Check Box / Radio Button”](#) menu commands or when you edit an existing control by either double clicking on it or single clicking and choosing the [“Edit | Properties”](#) menu command.

Name: Specifies the name for the control. The name is required and may not contain blanks.

Value: Specifies the value for the control.

Type: Specifies the type of control, either “Check Box” or “Radio Button”

Checked: Specifies that this control is to be initially checked.

Advanced: Click this button to bring up the [HTML Extensions](#) dialog box which allows you to associate any arbitrary HTML attribute with this control.

Text Box Dialog Properties

In the web page editor, this dialog box is displayed when you create a new text box control using the [“File | Form | Text Box”](#) menu command or when you edit an existing control by either double clicking on it or single clicking and choosing the [“Edit | Properties”](#) menu command.

Name: Specifies the name for the control. The name is required and may not contain blanks.

Value: Specifies the initial contents for the control.

Width in characters: Specifies the width of the control.

Maximum characters: Specifies the maximum number of characters the user will be allowed to enter. This value may only be set for single line controls.

Number of lines: Specifies the number of lines for the control.

Password field: Specifies that this field is a password field. Text typed into a password field will be displayed as ‘*’. This attribute may only be set for single line controls.

Scrolling Text Box: Specifies that scroll bars are to be added to the control.

Advanced: Click this button to bring up the [HTML Extensions](#) dialog box which allows you to associate any arbitrary HTML attribute with this control.

Edit Font Set Dialog

This dialog box allows you to specify which fonts are included in a font set.

Font Set Name: Specifies the name of the font set.

Available Typefaces: This combo box allows you to enter a new type face to add. You can select a typeface from those available on your machine, or you can enter any name. Note that it is not uncommon to enter typefaces which are not available on your machine. For example you may wish to add typefaces which are common on Macintosh computers.

Font Set Selections: This list specifies which fonts are currently included in this font set.

Add: Click this button to add the typeface specified in the “Available Typefaces” combo box to the list of typefaces for this font set.

Delete: To delete a typeface, click on the typeface to be deleted in the “Font Set Selections” list box, and then click this button.

Up: Click this button to move the currently selected typeface up in the list. Most browsers will search for typefaces in the order they appear in the list.

DN: Click this button to move the currently selected typeface down in the list. Most browsers will search for typefaces in the order they appear in the list.

Drop Down Menu Properties Dialog

In the web page editor, this dialog box is displayed when you create a new drop down menu control using the [“File | Form | Drop Down Menu”](#) menu command or when you edit an existing control by either double clicking on it or single clicking and choosing the [“Edit | Properties”](#) menu command.

Name: Specifies the name for this control. The name is required and may not contain blanks.

Choice: This field is used to specify a new choice name or edit an existing one. The choices currently defined are displayed in the list box to the left.

Value: This field is used to specify the value for a choice.

Selected: Check this box if you want a specific choice to be initially selected.

Delete: To delete an existing choice, click on the choice in the list box to the left and click this button.

New: To create a new choice, enter the choice name and value and click this button.

Change: To edit an existing choice, click on the choice in the list box to the left, edit the choice name and value fields and then click this button.

Up: To move a choice up in the list, click on the choice in the list box and click this button.

Dn: To move a choice down in the list, click on the choice in the list box and click this button.

Advanced: Click this button to bring up the [HTML Extensions](#) dialog box which allows you to associate any arbitrary HTML attribute with this control.

Push Button Properties Dialog

In the web page editor, this dialog box is displayed when you create a push button control using the [“File | Form | Push Button”](#) menu command or when you edit an existing control by either double clicking on it or single clicking and choosing the [“Edit | Properties”](#) menu command.

The following fields are available under the “General” tab.

Type: Specifies the type of button. The “Submit” type will cause the form contents to be submitted. The “Reset” type will cause the form contents to be reset to their initial values. The “Image” type is the same as the “Submit” type except you may specify a image that is to be displayed.

Image URL: If the type is set to “Image”, this field specifies the image to be displayed.

Alternate Text: If the type is set to “Image”, this field specifies the text to be displayed if the image is unavailable.

If you have set the type to “Image”, the Following fields are available under the “Image” tab.

Width: This field allows you to specify the width of the image in pixels.

Height: This field allows you to specify the height of the image in pixels.

Percent of line width: Check this box if you wish the width of the image to be set to a percent of the width of the line containing it. The percentage is specifies in the “Horz. Scale” field.

Border: Specifies the thickness of the border which surrounds the picture.

Margins: Specifies the margins around the picture.

Alignment: Specifies the alignment for the picture as follows

Bottom The bottom of the picture is aligned with the baseline of the line

Top The top of the picture is aligned with the top of the line

Center The picture is centered vertically within the line

Left The picture floats to the left edge and text wraps around it.

Right The picture floats to the right edge and text wraps around it.

Advanced: Click this button to bring up the [HTML Extensions](#) dialog box which allows you to associate any arbitrary HTML attribute with this control.

HTML Extensions Dialog

This dialog box allows you to specify a list of any arbitrary HTML attributes for an object.

Attribute: This list box displays a list of the attributes currently defined for the object.

Up: To move an attribute up in the list, select the attribute and click on this button.

Dn: To move an attribute down in the list, select the attribute and click on this button.

Add: Click this button to add a new attribute / value pair to the “Attributes” list via the “Set Attribute” dialog box described below.

Remove: To remove an attribute, select the attribute in the list box and click this button.

Modify: To modify an existing attribute, select the attribute in the list box and click this button. This will bring up the “Set Attribute” dialog box described below.

Set Attribute Dialog

Name: Specifies the name of the attribute.

Specify Value: Check this box if you wish to specify a value for the attribute. The value is entered into the edit field below.

Image Map Dialog

This dialog allows you to edit client side image maps.

Map Name: Specifies the name of the map.

The list box to the left lists the areas currently defined for the image map. The controls to the right allow you to create, modify and delete areas.

Shape: Specifies the shape of the area, which may be "Default", "Rectangular", "Circular", or "Polygon". Note that some browsers, (e.g. Netscape Navigator) do not support circular or polygon areas.

Coords: Specify the list of coordinates for the shape. For a rectangle, there should be four numbers separated by commas. The first two numbers specify (in pixels) the upper left hand corner of the rectangle, the next two numbers specify the lower left hand corner.

For a circle, there should be three numbers separated by commas. The first two numbers specify the position of the center of the circle. The third is the radius.

For a polygon, there should be at least 6 numbers separated by commas. The numbers, in pairs, represent the vertices of the polygon.

HREF: Specifies the URL for the area. You can click on the button to the right to bring up the [Create/Edit Link](#) dialog box.

Frame: If you are using a frame based web site, you can specify the frame into which the page should be loaded.

Delete: To delete an area, select the area in the list box and click this button.

Add: To add a new area, select the shape, input the coordinates, HREF, and frame name, and then click this button.

Change: To change an existing area, select the area in the list box, change the attributes and then click this button.

Advanced: Click this button to bring up the [HTML Extensions](#) dialog box which allows you to associate any arbitrary HTML attribute with this image map.

Page Setup Dialog

This dialog box allows you to specify the page dimensions and margins to be used when web pages are printed.

Page Size: Choose from one of the standard paper sizes, or enter any custom page size.

Margins: Specify the page margins to use

Orientation: Choose either portrait or landscape page orientation.

Update Web Page Dialog

When updating web pages, if WebExpress detects a page which it did not create, this dialog box is displayed. You may choose to update this page, but if you do, you should be aware that the page will be loaded and saved. This process can change the page in unexpected ways.

New Web Page

Use the "File | New Web Page" command to create a new web page or HTML document. Choosing this command displays the "New" dialog box from which you can specify the default properties for the new page. See the Web Page Properties help topic for more information on setting the properties for the page.

Remember that a title is required according the HTML specification, and some web browsers may not load the page without one. It is also usually displayed as the window caption in most browsers.

See also: Web Page Properties

Keyboard Shortcut

New document	CTRL+N
--------------	--------

Open

Use the "File | Open" command to open an existing web page or HTML document. Choosing this command displays the "Open" dialog box where you can select from a list of documents.

Open Dialog Box

The Open Dialog uses a standard Windows based dialog for you to select files, directories and navigate where your documents are stored. This dialog will differ between the Windows 3.1 version and the Windows 95 version.

Keyboard Shortcut

Open a document CTRL+O

Close

Use the “File | Close” command to close the document in the active window, and remove the window. If the document has been changed since the last time it was saved, you will be prompted to save the changes before the document is closed.

Keyboard Shortcut

Close a document CTRL+W

Save

Use the “File | Save” command to save the document in the active window. If the document has not been previously saved, the Save As dialog will prompt you to specify a name the document.

Keyboard Shortcut

Save document CTRL+S

Save As

Use the “File | Save As” command to bring up the Save As dialog to which allows you to specify a name to use for the document when it is written to disk. After a name has been specified and the document is saved to disk, the document in the active window assumes this new name as well.

Save All

Use the “File | Save All” command to save all open documents to disk. For any previously unsaved documents, the Save As dialog will prompt you to specify a name the document.

Print

Use the “File | Print” in the web page editor command to print the active document. The following dialog will appear to allow you to specify how the document should be printed.

Print Dialog

Printer: Specify the printer to be used.

Print To File: Check this box if you wish to print to a file instead of the printer.

Copies: Specify the number of copies of the document you want to print.

Collate Copies: If you print multiple copies and you want the pages to be collated, check this box. Otherwise, the multiple copies command of the printer (if it has one) will be used and all the copies of the first page will be printed followed by all the copies of the second, and so on.

Drop Pictures: Check this box if you wish to drop pictures while printing. This can be used to speed up printing.

Page Setup: Click this button to bring up the [“Page Setup”](#) dialog box which allows you to specify the size and margins of the page to be printed.

Printer Setup: Clicking this button will bring up the printer setup dialog box which allows you to configure your printer. The exact nature of this dialog box varies from printer to printer.

Printer Setup

Use the “File | Printer Setup” command in the web page editor to select the printer you wish to use with WebExpress.

Exit

Use the “File | Exit” command to exit WebExpress. If any open documents are currently changed since the last time they were saved, you will be prompted to save the changes before the document is closed.

Undo/Redo

Use the "Edit | Undo" command to reverse the effect of the last action you performed, such as typing, deleting or formatting text, inserting an image, table, etc.

The name of this command changes to reflect the exact nature of the action you want to undo. For example, if you just deleted some text by selecting it and pressing the Delete key, the command name changes to "Undo Typing". If you just formatted some text to Bold, the name changes to "Undo Format". If you just inserted an image, the name changes to "Undo Insert Image".

Upon selecting an "Undo" command, the command changes to "Redo". The "Redo" command lets you undo the last "Undo".

Keyboard Shortcuts

Undo or Redo CTRL+Z or ALT+BACKSPACE

Cut

Use the "Edit | Cut" in the web page editor command to delete the selected text or objects from your document and place it on the Clipboard where it can be pasted elsewhere in the document, or to a different document.

Images and horizontal rules can be cut by select the first selecting the text around them. If all you want is the image or rule by itself, position the cursor just before the object and press the right arrow key while holding down the shift key.

Keyboard Shortcut

Cut CTRL+X or SHIFT+DEL

Copy

Use the "Edit | Copy" in the web page editor command to place a duplicate of the selected text or objects onto the Clipboard where it can be pasted elsewhere in the document, or to a different document.

Images and horizontal rules can be copied by first selecting the text around them. If all you want is the image or rule by itself, position the cursor just before the object and press the right arrow key while holding down the shift key.

Keyboard Shortcut

Copy text or objects CTRL+X or CTRL+INS

Paste

Use the "Edit | Paste" in the web page editor command to place the contents of the clipboard (the last text or object you cut or copied) back into the document, or to a different document.

Paste inserts the new text and/or objects at the current caret position. If text is selected, paste will replace the selected text with the text on the clipboard.

Keyboard Shortcut

Paste text or objects **CTRL+V** or **SHIFT+INS**

Select All

Use the "Edit | Select All" command in the web page editor to highlight, or select, all text in the document, or current table cell. The text is then ready to be cut, copied or formatted.

TIP: Select all is particularly useful when you want to move data from one table cell to another. Select all the text in the cell, cut it to the clipboard, switch to the destination cell, and paste the text..

Keyboard Shortcut

Select all text CTRL + A

Search

Use the "Edit | Search" command in the web page editor to search the document for specific text.

Search Dialog Box

Search For: WebExpress can search for any text you can enter from the keyboard. In this field, enter text you wish to find. The pattern can be partial words or whole words.

Ignore Case: By default, the Search command is not case-sensitive. With Ignore Case off, or un-checked, WebExpress locates text exactly as you type it, looking for exact matches of upper and lower case letters.

Whole Word: Turn this option on to search for whole words. Turn it off to allow the search to look in text embedded within words.

Backwards: WebExpress can search forward (to the end of the document) or backward (to the beginning of the document) from the cursor location.

Find Next: Click the "Find Next" to begin the search. If WebExpress cannot find the search text, it displays a message. If this happens, you might want to change the direction of the search and click "Find Next" again.

Done: Click this button to close the "Search" dialog box.

Replace: Clicking this button changes the dialog box to the Replace dialog box, where you can choose to replace the search text with replacement text you specify.

Keyboard Shortcut

Search CTRL+F

Replace

Use the "Edit | Replace" command in the web page editor to search the document for specific text and replace it with different text.

Search Dialog Box

Search For: WebExpress can search for any text you can enter from the keyboard. In this field, enter text you wish to find. The pattern can be partial words or whole words.

Replace With: Specify the text you wish to replace the matched text. Keep in mind that the text will be replaced in the same case as you enter it.

Ignore Case: By default, the Search command is not case-sensitive. With Ignore Case off, or un-checked, WebExpress locates text exactly as you type it, looking for exact matches of upper and lower case letters.

Whole Word: Turn this option on to search for whole words. Turn it off to allow the search to look in text embedded within words.

Backwards: WebExpress can search forward (to the end of the document) or backward (to the beginning of the document) from the cursor location.

Start: Click the "Start" button to begin the search. If WebExpress cannot find the search text, it displays a message. After the first word is found, this button changes to "Skip". Pressing this button subsequently will cause the currently matched word to be skipped for replacement and will look for the next occurrence.

Replace: Click the "Replace" button to replace the currently matched word with the text in the "Replace With" field. Searching will then continue looking for the next occurrence.

Replace All: Click the "Replace All" if you want to replace all occurrences of the specified word. This is useful when you are sure you want to make the replacement, and there are many occurrences or you have a long document.

Done: Click this button to close the "Search" dialog box.

Keyboard Shortcut

Replace CTRL+H

Find/Replace Next

Use the “Edit | Find Next” command in the web page editor to repeat the last Search command you issued. WebExpress searches for the next occurrence of the text you entered in the Search dialog box.

If you have just performed a Replace command, the Find Next command changes to Replace Next. Choosing it displays the Replace dialog box after it has located the search text.

Keyboard Shortcut

Find/Replace Next F3

Go To Bookmark

Use the “Edit | Go To Bookmark” command in the web page editor to go to a bookmark defined in the current document. Bookmarks in WebExpress are used to mark destinations for hyper links in your web pages. Bookmarks must first be inserted into your document with the [“Insert | Bookmark”](#) command.

Go to Bookmark Dialog

Select from one of the existing bookmarks in your document. To create bookmarks, use the Insert/Bookmark command. Bookmarks are used as destinations for hypertext links within your document.

See Also: [Insert | Bookmark](#), [Insert Link](#)

Keyboard Shortcut

Go To **F5**

Go To Current Bookmark / Load Web Page

If you have created hyper links to bookmarks within your web page, you can jump directly to them, much as a browser would do when someone clicks on the hypertext on the Web. To do so:

1. Position the cursor within the hyper text.
2. Choose Go To Current Bookmark from the Edit menu.

If you have a link to another file in your web site, then this command will change to “Load Web Page”. In this case, choosing this command will load the specified web page into another web page editor window. If the page does not exist, you will be asked if you wish to create it.

See also [“Insert | Link”](#)

Edit Properties

Use the “Edit | Properties” command in the web page editor to edit the properties of an object. WebExpress allows you to create various types of objects which have properties unique to them. They include Images, Tables and Horizontal Rules. When you are in a table, or have an image or horizontal rule selected, this command will be available in its proper context. For example, when you are editing a table, this command will show ‘Table Properties’.

See also: [Table Properties](#), [Image Properties](#), [Horizontal Rule Properties](#), [Text Box Properties](#), [Check Box Properties](#), [Radio Button Properties](#), [Drop Down Menu Properties](#), [Push Button Properties](#), and [Form Properties](#).

Web Page Properties

Use the “Edit | Web Page Properties” command in the web site editor to specify the characteristics of your web page.

Web Page Properties Dialog

Title: Specifies the title for your web page. This will be displayed by most browsers as the window title when they are viewing your pages.

Base URL: Specifies the base URL for where the web page is located. This field is optional and is seldom used.

Background Color: You can choose the color for the background of your web page. The first entry allows you to specify the default background color used by a browser. All other choices will explicitly set the background color.

If you specify a background image, the background will not be seen.

Background Image: Specifies an image to use as the background for your page. The image will be tiled if necessary to cover the entire page.

Text Color: You can choose the color in which your text will be displayed by default for your web page. The first entry allows you to specify the default text color used by a browser. All other choices will explicitly set the text color.

Link Color: You can choose the color in which hypertext links will be displayed. The first entry allows you to specify the default hypertext link color used by a browser. All other choices will explicitly set the hypertext links color.

Viewed Link Color: You can choose the color in which hypertext links will be displayed after the user has visited the link. The first entry allows you to specify the default viewed hypertext link color used by a browser. All other choices will explicitly set the viewed hypertext link color.

Sound/Music: You can specify a background sound which will be played by a browser when someone visits your web page.

Preferences

Use the “Edit | Preferences” command to set the default characteristics for many items within WebExpress. They fall into two main categories: General and Table.

Preferences Dialog

General

Text Color: Sets the default text color to be used when creating new web pages.

Background Color: Sets the default background color to be used when creating new web pages.

Link Color: Sets the default link color to be used when creating new web pages.

Viewed Link Color: Sets the default viewed link color to be used when creating new web pages.

Default View Options: Sets the default value for the items appearing on the View Menu.

Use New Windows: Allows you to choose whether you want WebExpress to always create a new window when opening or creating documents. The default is turned on.

Tables and Images

Default Table Width Options: Set the default behavior for the width of tables when creating new tables. See also: [Table Properties](#)

Default Cell Width Options: Set the default behavior for the width of tables when creating new tables. See also: [Cell Properties](#)

Search Path for Local Images: Enter the name of folders WebExpress should search when looking for images to display when editing web pages. You can specify the folders to be either relative to the location of the document, or as a complete path. You can specify multiple folders in which to search by separating each with a semi-colon.

Example: c:\images;images.

In this example, it would first search the folder in which the document resides. Next it would search the images folder on the C: drive. Finally, it would search the images folder directly beneath the folder in which the document resides.

Note: HTML documents specify where to find images on the Web, not on your hard disk. Therefore, WebExpress uses the search path to find the images on your hard disk based on the filename used when looking on the Web. If you always store your images in the same directory as your HTML documents, there is no need to set this preference, as they will always be found.

Show Table Grids

Table grid lines outline the dimension of table cells. It is very useful to have table grid lines turned on when editing a document, so that you can visually observe how the cells relate to one another. To see your web page as it will appear in a browser, you can turn them off.

Use the “View | Show Table Grids” command in the web page editor to toggle how the tables appear in the current document. When a check mark appears next to the command, grid lines are displayed. When no check mark appears, no grid lines are displayed.

Tip: To change the default setting for table grid lines when documents are opened or created, see [Preferences](#).

Show Paragraph Breaks

Use the “View | Show Paragraph Breaks” command in the web page editor to toggle on or off the display of paragraph markers in the current document. When a check mark appears next to the command, a marker is displayed at the end of each paragraph. When no check mark appears, no grid lines are displayed.

Tip: To change the default setting for paragraph breaks when documents are opened or created, see [Preferences](#).

Show HTML Field Markers

HTML Field markers allow you to see where embedded HTML elements and comments appear in your documents. Embedded HTML elements are codes used as extensions to the HTML, in cases where WebExpress may not provide adequate support. You can insert them in your code using the Insert/HTML Element command.

Comments were mainly used by HTML programmers who had to maintain their pages in a text editor. They used them as a reminder of techniques and why they were used. Thank goodness in WebExpress, you no longer need to worry about them.

When HTML Field Markers are turned on, comments appear in the text as <C>, and elements appear in the text as <E>. You can double click on these to edit them.

Use “View | Show HTML Field Markers” command in the web page editor to toggle whether HTML field markers are displayed in the current document. When a check mark appears next to the command, the markers are displayed. When no check mark appears, the markers are hidden.

Tip: To change the default setting for HTML field markers when documents are opened or created, see [Preferences](#).

Show Control Strip

The Control Strip is the tool bar which contains settings for Paragraph Style, Font, Font Size, Text Color, and Text Alignment. The Control Strip typically appears just above the main window. The Control Strip is either on or off for the entire application.

Use “View | Show Control Strip” command to toggle whether the control strip is visible. When a check mark appears next to the command, the Control Strip is visible. When no check mark appears, the Control Strip is hidden.

Tip: The Control Strip can be positioned at the top or bottom of the window, or it can be free floating like a non-modal dialog. To change its position, click in the Control Strip outside of any of its controls and drag it to its new location. When you are at the top or bottom of the window, it will snap into place.

Show Status Strip

The Status Strip appears at the bottom of the main window, and shows useful information about many activities.

Use the “View | Show Status Strip” command to toggle whether the status strip is visible. When a check mark appears next to the command, the Status Strip is visible. When no check mark appears, the Status Strip is hidden.

Show Speed Tools

The Speed Tools bar contains quick access to many common commands. In some cases, these are merely shortcuts to the menus, and in others, they are special commands to quickly facilitate a task. Speed Tools are either on or off for the entire application.

Use the “View | Show Speed Tools” command to toggle whether the speed tools are visible. When a check mark appears next to the command, Speed Tools are visible. When no check mark appears, Speed Tools are hidden.

See Also: [Customize Speed Tools](#)

Character Formatting

Use the “Format | Character” command in the web page editor to change the characteristics of text. If you have text selected, this command will apply these characteristics to the selection. If you do not have text selected, this command sets up the pending characteristics to be used when you return to entering text.

Tip: Although different browsers have different levels of support for character formatting, both Microsoft and Netscape support all the formatting commands included here.

See also: [Format Character Dialog](#)

Paragraph

Use the “Format | Paragraph” command in the web page editor to change the appearance of paragraphs in your document. This command will affect the paragraph at the current caret position, or for a range of selected paragraphs.

See also: [Paragraph Formatting](#)

Bold

Use the “Format | Bold” command in the web page editor to bold the selected text or sets the pending style to bold for use when entering text. Note that in paragraphs where the paragraph style dictates that the text is bolded, and therefore cannot be turned off. The Heading styles are examples of such paragraph styles.

Italic

Use the “Format | Italic” command in the web page editor to italicize the selected text or sets the pending style to italic for use when entering text. Note that in paragraphs where the paragraph style dictates that the text is italicized, and therefore cannot be turned off. The Address style is an example of such a paragraph style.

Underline

Use the “Format | Underline” command in the web page editor to underline the selected text or sets the pending style to underline for use when entering text. Note that hypertext links always appear to be underlined.

Revert to Style

Use the “Format | Revert to Style” command in the web page editor to return all text in the selection back to the default characteristics as defined by the paragraph style.

New Paragraph

Use the “Format | New Paragraph” command in the web page editor to control the space before paragraphs. When checked, space is added before a paragraph. This is the normal setting for paragraphs created when pressing Enter. In lists, this is normally turned off, allowing the items in the list to be grouped more closely.

For HTML aficionados, this is typically the difference between a New Paragraph and a Break, also known as `<P>` or `
`. If this is checked, it guarantees that a break will not be used.

Lists

Use the “Format | List” commands in the web page editor to create and manage different types of lists. Lists can appear with bullets, numbered, or plain. Lists are indented, and can be multi-levelled.

List None

This command turns off the bullet or number on the current list item. It remains a part of the list, and the numbering or bullets will resume on the next item in the list with the attribute set.

List Numbered

Creates a list which automatically numbers each item in the list.

List Bulleted

Creates a list which places a bullet in front of each item in the list.

List Directory

Creates a list which places a bullet in front of each item in the list. Note that the bullet characters used by most browsers use identical symbols for bulleted, directory, and menu lists.

List Menu

Creates a list which places a bullet in front of each item in the list. Note that the bullet characters used by most browsers use identical symbols for bulleted, directory, and menu lists.

Definition Term

Creates a definition list term which is not indented.

Definition List

Creates a definition list which is indented with no bullets.

Promote List

Promotes a list item to the next level, thus creating a multi-levelled list. Numbered lists restart the numbering on the new level. Bulleted lists use different bullet symbols for each level.

Demote List

Demotes a list item to the previous level, thus resuming the previous level in a multi-levelled list. In a single levelled list, or at the first level of a multi-levelled list, this effectively ends the list and returns to the body of the document or table.

Hypertext Links

Use the “Insert | Link” command in the web page editor to create and edit hypertext links within your documents. You can add links to locations within your document marked with bookmarks, links to local pages within your web site, links to external HTML documents, and links to your e-mail address so that readers can send you messages. The Link dialog box has three tabs, one for each of these types of links. To clear a link, use the [“Insert | End Link”](#) command.

Local Page:

This tab allows you to add links to locations within the document you are currently editing, or to another page within your web site.

Select page / bookmark from list: Select the page and/or bookmark from the list. This first element ‘(Current Page)’ contains a list of all the currently defined bookmarks in your document. To expand the list, double click on the icon to the left. To link to a bookmark, simply double click on the bookmark, or select the bookmark and click ‘OK’.

If you are using the Web Site Manager, then this list will also contain a list of all of the pages in your web site. To add a link to one of the pages, simply double click on the page, or select the page and click ‘OK’. If a page has bookmarks within it, double clicking on the page will display the list of bookmarks. To link to one of the bookmarks, double click on the bookmark or select the bookmark and click ‘OK’.

Page: If the page to which you wish to link has not been created yet, you can add the page now. Type in the name for the new page and press **Add**. This will add the new page to the list of pages.

Bookmark: If you have not yet defined the bookmark in a document, you can add the reference now. Type in the name you intend to use for the bookmark, and press **Add**. This will add the new bookmark reference to the list. If the bookmark is in the current document, leave the **Page** field blank. If the bookmark is in another page, enter the page name in the **Page** field, or click on the correct page from the list. **Important:** for the link to actually work, you will need to remember to define the target for the bookmark in the document. To do this, use [Insert/Bookmark](#).

Tip: One common use of these types of links is to have a hypertext jump at the bottom of your document jump back up to the top. Another is to create a table of contents at the top of the page of points of interest found further down on the page. Both allow readers of the page to quickly find their topic of interest, without scrolling up and down.

WWW URL:

This tab allows you to add links to locations in other documents on the Web. This is the most common type of link used in most web pages.

Select URL from List: This list contains the URLs from all the external links currently found in your document. It also contains any URLs you have saved on your permanent URL list (see below), and any that have been used during the current editing session, whether or not they still actually are used in a hypertext link.

If a URL also contains bookmarks to locations within it, the URL appears as a folder which can be opened or closed by double clicking on it. When it is open, it shows the bookmarks for the URL. When it is closed, it hides the bookmarks.

If the URL you wish to use is in the list, select it and press OK. You can also double-click on an item to select and accept it in one step.

URL: If the URL to which you wish to link is not in the list, you can add one now. Type in the URL, preceded by the protocol it uses (e.g. http:// or ftp://, if you do not enter a protocol, 'http://' will be assumed). Press **Add** when you are ready to add it to the list.

Bookmark: When adding the URL to the list, you can also specify a bookmark to which the link should position within the new web page. Type in the name of the bookmark for the URL before adding the URL to the list.

Save on Permanent URL List: When you add URLs to the list, you can specify that they are saved on a permanent list. This allows the URL to be available on this list at all times, even when there are no hypertext jumps yet defined in your document.

Tip: Save the URL for the home page of your web site on the permanent list. Then when you create supplemental pages, you can easily place a link back to your home page in every document.

E-Mail Address:

This tab allows you to add links to e-mail addresses, so that readers or customers can contact you for further information or communication. When used, E-mail links automatically insert a mailto link in your document, so that browsers know that the readers e-mail application should be launched in response to the link being selected.

Select E-Mail Address from List: This list contains all the e-mail addresses from links currently found in the document. It also contains any e-mail addresses you have saved on your permanent e-mail list (see below), and any that have been used during the current editing session, whether or not they still actually are used in a hypertext link.

If the e-mail address you wish to use is in the list, select it and press OK. You can also double-click on an item to select and accept it in one step.

E-Mail Address: If the e-mail address to which you wish to link is not in the list, you can add one now. Type in the e-mail address. Press **Add** when you are ready to add it to the list.

Save on Permanent E-Mail List: When you add e-mail addresses to the list, you can specify that they are saved on a permanent list. This allows the e-mail address to be available on this list at all times, even when there are no hypertext jumps yet defined in your document.

Tip: Save the your e-mail address on the permanent list, as well as any that are commonly used such as info@address or support@address. Then when you create supplemental pages, you can easily place a link to these addresses in your documents.

End Link

If you wish to clear a link, select the text (or picture) which specifies the link and then choose the “Insert | End Link” command.

Bookmarks

Use the “Insert | Bookmark” command in the web page editor to mark a location within your document as a destination point for hypertext links. Bookmarks can be added anywhere within a document, but are typically associated with the beginning of a new section or subject matter.

Insert Bookmark Dialog

To insert a bookmark simply type it's name in the space provided. Bookmarks can be deleted by highlighting the bookmark with a mouse in this dialog and clicking on the delete button.

You can jump to a bookmark by using the "Go To" entry on the Edit menu.

See Also: [Go To Bookmark](#), [Hypertext Links](#)

Keyboard Shortcut

Bookmark	F5
----------	----

Image

Use the "Insert | Image" command in the web page editor to insert images and pictures into your document. Images are inserted into the text stream, which can be located within the body of the document or in a table cell. WebExpress currently allows you to insert GIF and JPEG images, the two most popular formats found on the Internet and supported by all major browsers.

Image Dialog

You can edit many of the properties of your picture with this dialog. There are three major areas that can be modified: Properties, URL, and Image Maps.

Properties:

Size: You may specify the width and height of an image as either an absolute value or as a percent of it's original size.

Set: This option for both the width and height tells WebExpress whether the width and height values should be written out to file. In some circumstances, this may be desirable. For example, if the image is on an external web site and you don't know its dimensions, it is best to leave these values unset and allow the browser to determine the image dimensions.

Percent of line width: Check this box if you want the width of the picture to be a percentage of the width of the line in which it appears. In this case, the **Horz Scale** field specifies the percentage.

Maintain Aspect Ratio: Checking this will force any changes to either the width or height to maintain the original ratio between width and height.

Border: You can set a border by entering a value in this field. It is an index beginning with 1, with the greater the index the thicker the border.

Note: Netscape will always display a border if one is set. Microsoft Explorer will only display the border if the image is also a hypertext link. WebExpress always displays the border, so that you are aware one is set.

Margins: Both horizontal and vertical margins can be added to create extra white space around the image. They are specified as an index beginning with 1, with the greater the index the larger the margin.

Alignment: Images are inserted at a location in the text. They can be aligned vertically to the top, middle or bottom of the line at which they are inserted. Alternatively, they can be aligned horizontally to the left or the right of the line.

When images are aligned left or right, a marker is placed in the text so that you can see its insertion point in the text. The vertical alignment depends on where it is inserted in the paragraph. If it is at the beginning of the paragraph, the image is aligned to the top of the first line. Otherwise, the image is aligned to the bottom of the line on which it is inserted.

URL:

High Resolution URL: This specifies where the browser will look for the image. You can specify an absolute URL, or a relative one. For example, if you keep the image in the same directory on your web site as the web page itself, you can simply specify the file

name of the image. The browser will automatically find it there.

Note: WebExpress always looks for images to be in the same directory as the web page for displaying while editing. We recommend that you copy any images you plan to use into this directory when creating your documents.

File: Allows you to specify a file from your computer which will be used on your web page. Remember that you will have to upload this image file with the web page to your web site. WebExpress currently supports GIF and JPEG file formats.

Low Resolution URL: An alternative URL for a low resolution alternative image. This is seldom used, and is rarely necessary.

Alternate Text: This provides a place to put a textual description for the image for people viewing your web page with a text browser. It is a good idea to add text here, even though it is becoming more rare that people use text browsers to surf the web.

Extensions: Click this button to bring up the [“HTML Extensions”](#) dialog box which let you add HTML attributes to the picture.

Image Maps:

You can setup a map for your image. The map can be Server side or Client side. You can select an existing map either in the current page, the web site, or in another web page, or you can create a new map in the current file.

Note: Using a map that is in a different file will not work in some browsers (e.g. Netscape Navigator). If you want to have a single map which is used in multiple files, we suggest that you store the map in the web site. If you change a map stored in the web site, then whenever a file using that map is loaded and saved, the map will be automatically updated. In addition, the [“Edit | Update Web Pages”](#) command in the web site manager can be used to automatically update all pages which use maps in the web site.

Insert Table

Use the “Insert | Table” command in the web page editor to insert tables into your document. Tables can be inserted into the body of the document or in a table cell. Tables are the most powerful tool offered in HTML by which you can precisely layout the page of your document.

The New Table Dialog

Type in the values for the number of rows and columns required. Note that later on you can edit these and add in more rows or columns as required. At this point you should approximate your requirements if you are unsure.

Horizontal Rule

Use the “Insert | Horizontal Rule” command in the web page editor to insert a horizontal rule between paragraphs within your document. Horizontal rules are useful to logically separate blocks of text by subject matter. To edit its properties, click on the rule to select it, then click with the right mouse to bring up its properties menu. Select Edit Properties from this menu.

See Also: [Horizontal Rule Dialog](#)

Symbol

Use the “Insert | Symbol” command in the web page editor to insert a symbol character or a character not found on your keyboard into your document.

Insert Symbol Dialog

Font: Specifies whether you wish to display all characters or only special characters.

Insert: To insert a character into you document, double-click on the desired character or, single click on the character and then click this button.

Close: The “Insert Symbol” window will remain open allowing you to insert multiple characters. Click this button to close the window.

HTML Element

Use the “Insert | HTML Element” command in the web page editor to insert comments or arbitrary HTML codes into your document.

HTML Element Dialog

Type: Specifies whether this is a comment or element.

Enter the comment or commands into the list box below.

Note: WebExpress does not attempt to verify the syntax of any commands entered with this command. To ensure that they work properly, you should be familiar with HTML coding, and they should be tested in your target browser.

Clear Left

Use the “Insert | Clear Left” command in the web page editor insert a new paragraph at the current caret position and sets the clear left attribute in the new paragraph. Note that if you have text selected, the selected text is replaced when the new paragraph is inserted.

The Clear left attribute forces the paragraph to move below any pictures on its left. This effectively eliminates the paragraph from aligning to the left of an image which was inserted in a previous paragraph.

Clear Right

Use the “Insert | Clear Right” command in the web page editor to insert a new paragraph at the current caret position and sets the clear right attribute in the new paragraph. Note that if you have text selected, the selected text is replaced when the new paragraph is inserted.

The clear right attribute forces the paragraph to move below any pictures on its right. This effectively eliminates the paragraph from aligning to the left of an image which was inserted in a previous paragraph.

Clear Both

Use the “Insert | Clear both” command in the web page editor to insert a new paragraph at the current caret position and sets the clear right and clear left attributes in the new paragraph. Note that if you have text selected, the selected text is replaced when the new paragraph is inserted.

The combined attributes force the paragraph to move below any pictures, left or right. This effectively eliminates the paragraph from aligning along side an image which was inserted in a previous paragraph.

Insert Rows

Use the “Table | Insert Rows” command in the web page editor to insert rows into a table. Specify the number of rows you wish to insert.

Insert Columns

Use the “Table | Insert Columns” command in the web page editor to insert columns into a table. Specify the number of columns you wish to insert.

Select Table

Use the “Table | Select Table” command in the web page editor to select all cells in the table. If the table is inserted into a table cell rather than the body of the document, it does not also select the table in which it is inserted.

Select Rows

Use the “Table | Select Rows” command in the web page editor to select all cells in a table row. If the cells are currently selected which span over one or more rows, all rows will be selected.

Select Columns

Use the “Table | Select Columns” command in the web page editor to select all cells in a table column. If the cells are currently selected which span over one or more columns, all columns will be selected.

Span Cells

Use the “Table | Span Cells” command in the web page editor to combine all selected cells in a table into one cell occupying the same physical space. Spanned cells can give the table the appearance of non-symmetrical rows and columns. This is extremely useful when laying out a page which mixes images and text.

Note that when the table cells are combined, only the data in the top left cell will be visible. You will not lose the data in the other cells, but it will not be visible or accessible to you as the editor. Therefore, it is often a good idea to arrange your table by spanning cells before the data has been entered.

Split Cells

Use the “Table | Split Cells” command in the web page editor to restore cells which had previously been spanned back to their original configuration. This command is not accessible unless you are currently editing a spanned cell, or have spanned cells (and only spanned cells) selected.

Spell Check

Use the “Utilities | Spell Check” command in the web page editor to remove any typing errors from your documents. You will first be asked what portion of the document you wish to check via the Spell Check Start dialog box. If a misspelled word is found, you can correct using the Spell dialog box.

See Also: [Spell Check Dialog](#)

Keyboard Shortcut

Spell Check F7

Customize Speed Tools

Use the "Utilities | Customize Speed Tools" command to configure the speed tool palette. You can choose which speed tools appear on the palette, as well as their order. The "Customize Speed Tools" dialog box is displayed:

Customize Speed Tools Dialog Box

Tools: Select from this list of tools to add to or remove from the tool palette.

Default: Click this button to install the default set of tools.

Add: Click this button to add the currently selected tool to the palette. If the tool is currently on the palette, this button will be grayed.

Add All: Click this button to add all of the tools to the palette.

Remove: Click this button to remove the currently selected tool from the palette. If the tool is not currently on the palette, this button will be grayed.

Remove All: Click this button to remove all of the tools from the palette.

Position: Choose the palette's position. The palette may be positioned along the top, bottom, left edge or right edge, or may be floating.

Done: Click this button when all modifications are complete.

Configuring the tool palette with the mouse

Display the "Customize Speed Tools" dialog box either by choosing "Customize Speed Tools..." from the Utilities menu or double clicking on the speed tools palette.

You can then add tools to the palette with the mouse by clicking on the tool icon below the "Add All" button and dragging the tool over to the palette. You can remove tools from the palette with the mouse by clicking on any tool on the palette and dragging it off the palette. You can re-arrange the order of tools on the palette by clicking on any tool on the palette and dragging it to a new position.

Click "Done" when all modifications are complete.

Keyboard Shortcut

Customize Speed Tools ALT+U,U.

Cascade

Use the “Window | Cascade” command to arrange all non-minimized document windows in a cascade fashion starting in the upper left corner of the workspace and moving down and to the right

Tile

Use the “Window | Tile” command to tile all non-minimized documents so all are visible simultaneously

Arrange Icons

Use the “Window | Arrange Icons” command to Arrange all the icons which represent minimized documents.

Close All

Use the “Window | Close All” command to close all open web page documents

Purchase

WebExpress Order Form

MicroVision Development, Inc. (United States)

Use this form for easy ordering. Use File/Print Topic from the menu to print this form. To order in England, see the [Thompson Partnership](#) Order form.

Payment Methods

You can order directly from MicroVision Development using your credit card or check drawn on a US bank. MasterCard, VISA and American Express are all welcomed.

How to Order

When using a credit card, please select the most convenient method for placing your order. Once the order has been received, your copy will go out the following day or sooner.

(800) 998-4555 Toll Free (U.S. Orders Only)
(760) 438-0305 Voice
(760) 438-7406 Fax
75201,2104 CompuServe Email
info@mvd.com Internet Email
www.mvd.com World Wide Web

To order by mail with a check or credit card, please send your order to:

MicroVision Development, Inc.
P.O. Box 3010
Carlsbad, CA 92009
USA

Order Information

_____ Copies of WebExpress @ 69.95	\$ _____
CA Residents add Sales Tax	\$ _____
Shipping/Handling (\$5.00 US/\$16.00 Intl)	\$ _____
Total	\$ _____

Customer Information

Name _____
Company _____
Address _____

City _____
State/Prov. _____
Country _____ Zip / Postal Code _____

E-mail _____

Telephone: _____

Credit Card: _____ Exp. Date _____

(When ordering with a credit card, be sure to include the billing name and address of the cardholder.)

Copyright © 1996 MicroVision Development, Inc.

Order Form - England

WebExpress Order Form

The Thompson Partnership (United Kingdom)

Use this form for easy ordering. Use File/Print Topic from the menu to print this form.

Payment Methods

You can order from The Thompson Partnership by payment with cheque or credit card. The credit cards accepted are: MC, Visa, Diner's Club and American Express.

How to Order

When using a credit card, please select the most convenient method for placing your order. Once the order has been received, your copy will go out the following day or sooner.

Telephone Orders: 44 (0) 1889 564601
Fax Orders: 44 (0) 1889 563219
Internet Orders: sales@ttp.co.uk
Internet Support: support@ttp.co.uk

To order by mail with a check or credit card, please send your order to:

The Thompson Partnership
Lion Buildings
Market Place,
UTTOXETER
Staffordshire, England
ST14 8HZ

Order Information

_____ Copies of WebExpress @ £49.00	£ _____
V.A.T @ 17.5%	£ _____
Shipping/Handling	£3.00
Total	£ _____

Customer Information

Name _____
Company _____
Address _____
City _____
State/Prov. _____
Country _____ Zip / Postal Code _____
E-mail _____

Telephone: _____

Credit Card: _____ Exp. Date _____

(When ordering with a credit card, be sure to include the billing name and address of the cardholder.)

Copyright © 1996 MicroVision Development, Inc.

Registering WebExpress

Once you've purchased your copy of WebExpress, you will receive a registration code which will enable full functionality to your evaluation copy. The registration code is based off the WebExpress product ID and the name you give when you order WebExpress. We recommend that you write down the code in a safe place in case you need to later install WebExpress on a different computer.

Once you've purchased WebExpress and entered your registration code, you are entitled to free updates for WebExpress, up until the next major upgrade. Check our Web site at www.mvd.com from time to time to find out the latest release of WebExpress, and what's changed in the new version.

See Also: [Ordering WebExpress](#)

About

Information about WebExpress.

Spell Check Start

This dialog box allows you to choose whether you want to check the spelling of the entire document, from the caret position to the end of the document, or the current selection (or word if no text is selected),

Spell Check Dialog

The spell check dialog allows you a variety of options during a spelling check. Each of the options is on a button.

Change: Changes the mis-spelling to the one in the Change-To box.

Change All: This makes the current change and then changes every subsequent occurrence of the same error.

Ignore: Ignore the mistake on this occasion.

Ignore All: Ignore all occasions when this mistake is discovered.

Stop: Stop the spell check immediately.

Add Word: Add the current word to the dictionary.

Undo Last: Undo the last command.

Note: You can type your own changes into the "Change To:" box.

Format Paragraph Dialog

Use the "Paragraph..." command to change the paragraph formatting attributes of selected text, or to set the attributes for the paragraph containing the cursor. Paragraph formatting attributes are applied to entire paragraphs, rather than single characters or words. Alignment, indents, and paragraph style are examples of paragraph formatting attributes.

Paragraph Style: Select from a list of paragraph styles which are recognized by most browsers. Selecting one of these styles can affect the font and size used for text in this paragraph, as well as set any of the other paragraph attributes.

Alignment: Choose options from the list to apply left or right alignment to a paragraph, or to center or justify it.

New Paragraph: This adds space above the paragraph. This is the normal setting for paragraphs created when pressing Enter. In lists, this is normally turned off, allowing the items in the list to be grouped more closely.

For HTML aficionados, this is typically the difference between a New Paragraph and a Break, also known as <P> or
. If this is checked, it guarantees that a break will not be used.

Clear Left: The Clear left attribute forces the paragraph to move below any pictures on its left. This effectively eliminates the paragraph from aligning to the right of an image which was inserted in a previous paragraph.

Clear Right: The Clear right attribute forces the paragraph to move below any pictures on its right. This effectively eliminates the paragraph from aligning to the left of an image which was inserted in a previous paragraph.

Indent Level: You can specify that the paragraph is indented on both the left and right sides. This is done with indent levels, with each level an increasing amount of indentation. The actual amount of indentation can vary slightly from browser to browser. This is also called Block Quotes in HTML terminology.

List Type: Select a list type from a list of standard types recognized by most browsers. Numbered lists automatically increment with each successive paragraph.

List Level: Specifies what level at which the list should be set. This affects the level of left indent the list will appear at, as well as the type of bullet displayed. In numbered lists, the start of each level also restarts the numbering.

Keyboard Shortcut

Paragraph CTRL + M

Format Character Dialog

The Character dialog allows you to specify the attributes for text in your document.

Typeface: Currently you can choose between two typefaces for text displayed by browsers. Normal text uses a proportionally spaced font. On most Windows systems, the default Normal font uses Times New Roman. Typewriter text uses a monospaced font. On most Windows systems, the default Typewriter font uses Courier New. Users can generally set this to be anything they want in their browsers, however.

Size: HTML allows you to specify the size of text as an index between 1 and 7, where 1 is the smallest text, and 7 is the largest. We have chosen our set of actual point sizes used to closely match those used in the default size for browsers.

Color: You can choose the color in which your text will be displayed. The first entry (default) allows you to that the text should use the default text color for the page, as defined in [Web Page Properties](#). All other choices will explicitly set the text color.

Bold: Turns on the bold character attribute.

Italic: Turns on the italic character attribute.

Underline: Turns on the underline character attribute.

Strikethrough: Turns on the strikethrough character attribute.

Blink: Turns on the blink character attribute. Note that this is displayed in WebExpress as all uppercased text.

Superscript/Subscript: Turns on the appropriate character attribute. Note that only one of these can be turned on at a time, or neither.

Horizontal Rule Properties

This dialog allows you to specify the attributes of horizontal rules.

Width: You can specify the width of the rule as either a percentage of the width of the screen or table cell, or as a fixed number of pixels.

Height: Specifies the thickness of the rule. It is specified as an index beginning with 1, with the thickness greater the higher the number.

3D Look: Specifies the rule to be drawn in the default color, and with a three dimensional look to it. You can turn this off if you would like a solid rule, or one that can be specified as a color.

Color: For non-3D rules, you can specify the color in which the rule is drawn.

Note: As opposed to Microsoft Explorer, Netscape currently does not support non-3D rules. Furthermore, Netscape uses the background color of the page when drawing its 3D rules. Therefore, WebExpress does not always display rules exactly as they look in Netscape.

Table Properties

You can specify the characteristics for your table here.

Width Options: You can specify the width of your table as a percentage of the screen size or table cell, absolute pixels or neither. If you set the width in pixels, browsers will use this value as an absolute width for the table. If you specify it as a percentage of the screen or table cell, the table will grow or shrink as the screen grows and shrinks.

If you specify neither, the size of the table is determined by a complex set of rules. Most browsers behave similarly, and WebExpress does as well. The behavior while editing may seem somewhat unexpected, but the results are accurate. Keep in mind, however, that you are not really in control of the size or dimension of the table using this option.

Border Thickness: Table borders are specified with as an index beginning with 1, with a higher index indicating a thicker border. A thickness of 0 indicates no border.

Grid Thickness: The grid lines in the center of table borders are specified with as an index beginning with 1, with a higher index indicating a thicker border. All tables with borders have grid lines, and as such thickness of 0 indicates very thin grid lines. If no border is specified and grid lines have a thickness, browsers will use this as extra cell spacing.

Cell Padding: Cell padding adds space around the inner margins of the cell. If a border is turned on, this space is inside the border. Cell padding is specified with as an index beginning with 1, with a higher index indicating a more space. WebExpress defaults all tables to a cell padding of 2.

Cell Properties

You can specify the characteristics for the cells in your table here.

Vertical Alignment: This specifies how text is aligned vertically within the cell. You can specify top, center or bottom for the alignment.

Cell Shade: Choose the color for the background shade in the cell. The first entry allows you to specify the default background, which is the same as the background for the document.

Width Options: You can specify the width of a table cell as a percentage of the table width, absolute pixels or neither. Although you can set the width for independent cells, the actual width for a column will be a function of the widths for all the cells in the column. We recommend that you attempt to use the same values for all cells in a column so that you have a greater expectation as to what will happen.

If you set the width as a percentage of the table width, the browser will allocate roughly that percentage of the table. We say roughly, because since the total percentage of the cells across a table does not need to be 100%, a browser will distribute the space as best it can taking that into account. If the percentages in your columns add up to 100%, you will have a good idea what to expect.

If you set the width in pixels, browsers will use this value as minimum width for the cell. If the table can be sized larger, the cell will grow in proportion to cell widths in other columns. One warning when setting the cell width using pixels: although Netscape will allow the cell width to grow, it always formats the text into this minimum width. This will very likely not produce the results you are looking for.

If you specify neither, the width of the cell is determined by a complex set of rules. Most browsers behave similarly, and WebExpress does as well. The behavior while editing may seem somewhat unexpected, but the results are accurate. Keep in mind, however, that you are not really in control of the size or dimension of the cell using this option.

Windows 3.1 Help Index

WebExpress Help Topics

[New in Version 2.0](#)

[Purchasing WebExpress](#)

[Before You Begin](#)

[Getting Started](#)

[Working with Tables](#)

[Menu Commands](#)

[Keyboard Shortcuts](#)

For HELP on using Help Files Press F1.

Visit our Web site at www.mvd.com to download free maintenance releases of WebExpress.

© [Copyright](#) MicroVision Development Inc. 1996. ALL RIGHTS RESERVED.

Before You Begin

[Introduction](#)

[Your Web Site](#)

[Web Site Organization](#)

[Your Home Page](#)

[Images](#)

Getting Started

[Introduction](#)

[Setting Up Your Local Web](#)

[Setting Up Your Preferences](#)

[Setting Up the Path to Your Image Files](#)

[Setting Up a Permanent URL List](#)

[Setting Web Page Properties](#)

Working with Tables Index

[Introduction](#)

[The Basics](#)

[Editing Cells](#)

[Table Width Options](#)

[Cell Width Options](#)

[Borders and Shades](#)

[Nested Tables](#)

[Spanning Cells](#)

[Splitting Tables](#)

[Aligning Tables](#)

Menu Commands

[Web Page Editor Commands](#)

[Web Page Frame Editor Commands](#)

[Web Site Commands](#)

Web Page Editor Commands

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Format Menu](#)

[Insert Menu](#)

[Table Menu](#)

[Utility Menu](#)

[Window Menu](#)

File Menu Commands for Web Page Editor

New

Open

Close

Save

Save As

Save All

Print

Printer Setup

Exit

Edit Menu Commands for Web Page Editor

[Undo/Redo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Select All](#)

[Search](#)

[Replace](#)

[Repeat Last](#)

[Goto Bookmark](#)

[Goto Current Bookmark](#)

[Properties](#)

[Web Page Properties](#)

[Preferences](#)

View Menu Commands For Web Page Editor

[Show Table Grids](#)

[Show Paragraph Breaks](#)

[Show HTML Field Markers](#)

[Show Control Strip](#)

[Show Status Strip](#)

[Show Speed Tools](#)

Format Menu Commands for Web Page Editor

[Character](#)

[Paragraph](#)

[Bold](#)

[Italic](#)

[Underline](#)

[Revert to Style](#)

[New Paragraph](#)

[Lists](#)

Insert Menu Commands for Web Page Editor

[Hypertext Link](#)

[End Link](#)

[Bookmark](#)

[Image](#)

[Table](#)

[Horizontal Rule](#)

[Symbol](#)

[HTML Element](#)

[Clear Left](#)

[Clear Right](#)

[Clear Both](#)

Table Menu Commands for Web Page Editor

[Insert Table](#)

[Table Properties](#)

[Cell Properties](#)

[Insert Rows](#)

[Insert Columns](#)

[Select Table](#)

[Select Rows](#)

[Select Column](#)

[Span Cells](#)

[Split Cells](#)

Utility Menu Commands for Web Page Editor

[Spell Check](#)

[Customize Speed Tools](#)

Window Menu Commands

[Cascade](#)

[Tile](#)

[Arrange Icons](#)

[Close All](#)

Web Page Frame Editor Commands

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Frame Menu](#)

[Window Menu](#)

File Menu Commands for Web Page Frame Editor

New Web Site

New Web Page

Open

Close

Save

Save As

Save All

Exit

Edit Menu Commands for Web Page Frame Editor

[Undo](#)

[Frame Properties](#)

[Frame Set Properties](#)

[Scripts](#)

[Preferences](#)

View Menu

[Web Page](#)

[Frames](#)

[In Browser](#)

[Show Control Strip](#)

[Show Status Strip](#)

[Show Speed Tools](#)

Frame Menu Commands for Web Page Frame Editor

[Split Frame](#)

[Combine Frames](#)

[Insert Row](#)

[Insert Column](#)

[Delete Row](#)

[Delete Column](#)

Web Site Manager Commands

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Window Menu](#)

File Menu

[New Web Site](#)

[New Web Page](#)

[Open](#)

[Close](#)

[Save](#)

[Save As](#)

[Save All](#)

[Exit](#)

Edit Menu

[Open Page](#)

[Add Page](#)

[Remove Page](#)

[Update Web Pages](#)

[Web Site Properties](#)

[Preferences](#)

View Menu

[Expand Link](#)

[Expand All Links](#)

[Collapse All Links](#)

[Bookmarks](#)

[Global Links](#)

[Images](#)

[Page Titles](#)

Keyboard Shortcuts

File Shortcuts

The following shortcuts are used when working with files:

Ctrl-N	Create a new file
Ctrl-O	Open an existing file
Ctrl-S	Save the current file
Ctrl-W	Close the current file
Ctrl-P	Print the File
Ctrl-Q	Exit WebExpress

Windows Shortcuts

The following shortcuts help manage the windows within WebExpress:

F1	Bring up the Windows Help facility.
Ctrl-F4	Closes the current document window.
Alt-F4	Exits WebExpress.
Ctrl-F5	Restores the current document window to normal size.
Alt-F5	Restores the main WebExpress window to normal size.
Ctrl-F6	Cycles to the next open document window.
Sh-Ctrl-F6	Cycles to the previous open document window.
Ctrl-F9	Minimizes the current document window.
Alt-F9	Maximizes the current document window.
Ctrl-F10	Minimizes the main WebExpress window.
Alt-F10	Maximizes the main WebExpress window.

Clipboard Shortcuts

The following shortcuts move selections between documents and the clipboard.

Ctrl-X	Cut the selected text or object to the clipboard.
Shift-Del	Cut the selected text or object to the clipboard.
Ctrl-C	Copy the selected text or object to the clipboard.
Ctrl-Ins	Copy the selected text or object to the clipboard.
Ctrl-V	Paste the contents of the clipboard to the document.
Sh-Ins	Paste the contents of the clipboard to the document.

Cursor Movement Shortcuts

The following shortcuts are used when selecting text:

LArrow	Move to the previous character
RArrow	Move to the next character
Ctrl-LArrow	Move to the previous word
Ctrl-RArrow	Move to the next word
UArrow	Move to the previous line

DArrow	Move to the next line
Ctrl-9	Move to the previous sentence
Ctrl-0	Move to the next sentence
Ctrl-UArrow	Move to the previous paragraph
Ctrl-DArrow	Move to the next Paragraph
Home	Move to the beginning of line
End	Move to the end of line
Ctrl-Home	Move to the beginning of document
Ctrl-End	Move to the end of document
PgUp	Move to the previous window
PgDn	Move to the next window
Ctrl-PgUp	Move to the beginning of current window
Ctrl-PgDn	Move to the end of current window
Tab	Move to next cell (tables only)
Shift-Tab	Move to previous cell (tables only)

Text selection Shortcuts

The following shortcuts are used when selecting text:

Sh-LArrow	Select the previous character
Sh-RArrow	Select the next character
Sh-Ctrl-LArrow	Select the previous word
Sh-Ctrl-RArrow	Select the next word
Sh-UArrow	Select the previous line
Sh-DArrow	Select the next line
Sh-Ctrl-9	Select the previous sentence
Sh-Ctrl-0	Select the next sentence
Sh-Ctrl-UArrow	Select the previous paragraph
Sh-Ctrl-DArrow	Select the next Paragraph
Sh-Home	Select to the beginning of line
Sh-End	Select to the end of line
Sh-Ctrl-Home	Select to the beginning of document
Sh-Ctrl-End	Select to the end of document
Sh-PgUp	Select up one window
Sh-PgDn	Select down one window
Sh-Ctrl-PgUp	Select to the top of current window
Sh-Ctrl-PgDn	Select to the bottom of current window
Ctrl-A	Select entire document or table cell

Text editing Shortcuts

The following shortcuts perform standard text editing commands:

Ctrl-Z	Undo/Redo the last command or action.
Alt-BkSp	Undo/Redo the last command or action.
BkSp	Delete the previous character or selection.
Del	Delete the next character or selection.
Sh-Enter	Inserts a line break within the current paragraph (no paragraph break)
Enter	Inserts a paragraph break.

Character Formatting Shortcuts

The following shortcuts perform text formatting commands:

Ctrl-B	Apply bold to the selected text
Sh-Ctrl-B	Apply bold to the selected text
Ctrl-I	Apply Italics to the selected text
Sh-Ctrl-I	Apply Italics to the selected text
Ctrl-U	Apply underline to the selected text
Sh-Ctrl-U	Apply underline to the selected text
Ctrl-T	Access the character dialog box
Ctrl-F	Access the Font drop down on the control strip
Ctrl-P	Access the Font Size drop down on the control strip

Paragraph Formatting Shortcuts

The following shortcuts perform text formatting commands:

Sh-Ctrl-L	Left align the selected paragraphs
Sh-Ctrl-R	Right align the selected paragraphs
Sh-Ctrl-C	Center align the selected paragraphs
Sh-Ctrl-J	Justify the selected paragraphs
Ctrl-7	Decrease paragraph indent
Ctrl-8	Increase paragraph indent
Ctrl-M	Access the paragraph dialog box.
Sh-Ctrl-S	Access the paragraph style drop down on the control strip.

Command Shortcuts

The following shortcuts menu command shortcuts:

Ctrl-F	Search for patterns in text
Ctrl-H	Search and replace patterns in text
F3	Repeat last search or replace
Sh-Ctrl-N	Insert Symbol
F5	Goto Bookmark

Sh-F5	Insert Bookmark
F9	Goto Current Bookmark (within Hypertext link only)
F7	Spell Check

Meta Commands

Meta commands add directives to browsers and search engines to perform certain operations in conjunction with your web page, or to obtain certain information from your web page. There are two types of directives, User Variables and System Variables. The User Variables generally supply information, the System Variables generally tell the browser specifics regarding how it should deal with your page.

Meta commands are constructed from two elements, a name and a value. The name identifies the type of meta command, the value provides your information.

The Meta Command Dialog

There are two tabs to the Meta Command dialog box, User Variables and System Variables. Both perform the same function, but are organized separately. The following describes the fields you will find on either tab.

Meta Commands Lists: Shows the list of currently defined meta commands. The name precedes an equal sign (=), followed by the value enclosed in quotes.

Name: Enter the name portion of the meta command. Do not include equal signs or quotes in this field.

Value: Enter the value portion of the meta command. Do not include equal signs or quotes in this field.

Add: Adds the current information from the Name and Value fields to the list of meta commands. You should be sure that both parts have been entered correctly before adding.

Delete: Removes the currently selected meta command from the list.

Before You Begin

Using WebExpress, you will be amazed at how fast you can create a great looking web site. Whether you're an experienced WebMaster looking to enhance and maintain a current site, or you're new to web page design, ready to create your first page, the visual design offered by WebExpress will greatly enhance your productivity.

By visual design, we mean you'll use tools to build up your web site just as it will look when loaded into a browser. You will not be sidetracked by the clutter and confusion of HTML codes. Instead you can focus on your message and its presentation.

Before you begin, it is helpful to think about and understand some big picture issues, which will help you organize and maintain your web site better. The following are some guidelines that we've found work well for many of our users.

[Next](#)

Your Web Site

A web site is typically a collection of HTML documents (web pages), images, and files available for download by those visiting your site. More sophisticated sites may also have cgi or java scripts, and other automated information retrieval devices. In its simplest form, however, it is a collection of files on a computer.

This collection of files is located on a computer somewhere, either at the location of your home or business, or at the location of your Internet service provider. Your files are stored in a folder or subdirectory structure somewhere on that computer. Your site is identified by an ID used by the Internet to locate the computer on the network, and the location of your directory structure on the computer.

Your Local Web

Regardless of where this computer is located on the Internet, or where your files are located on that computer, it is easy useful to maintain a mirror image of your web site on a local computer. This will allow you to safely edit your pages without disrupting your web site, effectively simulates the environment once it is uploaded to the Internet, and provides you with a backup copy of all the files on your site.

Another benefit of having a local web is that when you are ready to activate your web site, you can upload the entire site at once. This will eliminate searching for the various files, or worse, potentially missing some important files which need to be updated or added to your web.

[Next](#) [Previous](#)

Web Site Organization

In its simplest form, your web site is a single folder which contains all the files which make up your web. This would include HTML documents (web pages), images, files which can be downloaded, and anything else you find necessary.

This works well for smaller sites. Everything is conveniently located in one place, and referencing the different pages and elements is easy when creating hypertext links to them. For larger sites, this may become unwieldy, however, and more organization is needed.

One common organization of a web site is to create several sub-folders off of your main folder. One can be used for web pages, one for images and one for files which can be downloaded. This conveniently separates the different types of components, and stores them together. You may also want to further break down the structure by subject matter.

In any event, if you anticipate your site growing from a smaller one to a larger one, you may want to think about its organization. While WebExpress makes it easy to change hypertext links to the different elements, it will still require some work and attention to detail when and if the structure changes.

[Next](#) [Previous](#)

Your Home Page

You need to have a entry point into your web site. Typically you will design one page to be the entry point, which welcomes visitors and allows access to all other areas of your web site. This is commonly referred to as your *home page*. The address (or URL) to your home page is what someone will type into their browsers to direct it to your site.

Businesses typically have domain names which they associate with their web sites. The name for a domain usually has a connection with the business itself. It is desirable to allow users to simply type in a domain name, to make is easy to remember.

To accommodate using the domain name, most web server software packages have standardized on several names to use for your home page. The server will automatically look for an HTML document of one of these names when a user connects via a domain name. They will look for one of the following names in this order:

- INDEX.HTML
- WELCOME.HTML
- HOME.HTML
- INDEX.HTM
- WELCOME.HTM
- HOME.HTM

Note that it first looks for the HTML extension for files. This is due to the Internet's UNIX heritage. The HTM extension is becoming more and more common with the influx of PC based systems, and works fine, so long as you don't mix them (the HTML extension takes precedence when two files otherwise have the same name).

If your web site piggy backs on another, and you need to explicitly include an HTML document in your address (URL), you should try to make it easy for a user to remember, and make it fit with the purpose of the page.

[Next](#) [Previous](#)

Images

Images play a large role in designing an attractive and interesting web site. You can display your company's logo, show snapshots of products, and draw a reader's attention to points of interest. As the Web matures, the proper use of images will play an increasingly important role.

Due to modem speeds and Internet traffic, however, there is a downside to over using images. Large, very colorful images tend to take considerable time to download, even when using a 28.8K modem. Some users may become impatient waiting for the graphics to download. You will need to balance the importance of your image to your message with the time it takes for a user to download that image to your computer.

WebExpress supports the two most common image formats found on the Internet: GIF and JPEG. They have become popular due to their ability to compress high quality color images into the smallest possible size, saving transmission time in the process. While many other fine image formats exist, stick to these two formats and you will be sure that all graphical browsers will support you.

GIF is designed for images of 256 colors or less, and works very well for images with solid colors such as clip art and logos. JPEG is designed for 24 bit color images and is often used for photographic images. GIF also has the advantage of designating one color to be transparent, so that it can be seamlessly displayed on a patterned background.

If you have images in other formats, you will need to convert them to GIF or JPEG before using them in your web pages. We can suggest two fine software programs which will allow you to accomplish this. One is Adobe Photoshop, the other is PaintShopPro from JASC, Inc. Both programs will allow you to convert your images, as well as touch up images, reduce the number of colors, and set transparent values.

[Previous](#)

Getting Started

After you've thought about the big picture a little bit, it's time to get started creating Web Pages. WebExpress is extremely easy to use; if you've used a Windows word processor you're well on your way. Here are a few tips to help move things along.

[Next](#)

Setup Your Local Web Site

The first thing to do is to designate a folder on your computer which will be the base for your local web site. This will be where you should store your web pages and images, and should mirror your web site on the Internet. If you are using WebExpress to maintain an existing site, if you haven't already setup up a local web you may want to consider to doing so now. See the [Before You Begin](#) section for more on web site organization.

[Next](#) [Previous](#)

Setup Your Preferences

It is a good idea to find out what is available as preferences in WebExpress from the start, so that as you begin working with it, you know what you can customize to your tastes. Some preferences dictate how WebExpress works and what tools are available, while others dictate the default behavior for web pages or elements on them. For more about the specific options available, see [Preference Dialog Options](#).

[Next](#) [Previous](#)

Setup Your Image Path

One preference of special note is the one which tells WebExpress where to look for images. This is important, because in an HTML document, you don't specify where the image is located on your computer, it specifies where to look on the Internet. WebExpress will use the same filename used on the Internet, and search the Image Path when it needs to display the image.

This path can be relative to your local web site, or an explicit location on your hard disk. For example, if you always store images on your web sites in a folder named IMAGES, and that folder is located just below the base folder for your web, you can simply enter IMAGES. This will then work for all web sites with the same configuration.

Alternatively, you may like to store all your images in one place on your hard disk for easy reference by all programs. In this case, you will want to include the full path to that location. For more about the specific options available, see [Preference Dialog Options](#).

[Next](#) [Previous](#)

Setup Permanent URL List

You will find that some URL addresses are used in a lot of different places. For convenience, WebExpress makes it easy to reference these common URLs without having to re-enter them each time.

We can give several examples of these common addresses. For example, you will probably always want to include a link back to your home page on all your supporting web pages. Another example is if you have a navigational toolbar of significant locations within your web, and the toolbar is used on all your pages. Finally, you can add all your e-mail addresses to the list, so that you can receive feedback from those visiting your web site.

Use the [Link](#) command from the Insert menu to bring up the URL dialog. You can then add all your most common addresses to the permanent list. This guarantees that these important addresses will be available each time you create new hypertext links.

[Next](#) [Previous](#)

Setup the Web Page Properties

Each web page contains the default characteristics for how that page will behave and look. You can setup background colors or images, the default color for text and hypertext links. You can even setup sounds to use each time someone visits your page.

You can also enter META commands and information. If you submit your page to search engines, you will want to find out what META command are used by the search engine, and specify them here. It is a powerful way for potential visitors to find your site.

Each time you create a new web page, you will be given the opportunity to setup the properties for the page. You can, of course, edit them at any time using the [Web Page Properties](#) command from the Edit menu.

[Previous](#)

Copyrights and Patents

WebExpress™ for Windows

Version 1.0

Copyright 1996 © MicroVision Development, Inc. All rights reserved.

The Sentry Spell Checker Engine Copyright © 1993 WinterTree Software Inc.

GIF/LZW technology licensed under U.S. Patent No. 4,558,302 and foreign counterparts.

Note: WebExpress is protected by copyright law and international treaties. Unauthorized reproduction of or distribution of this program, or any portion of it, is strictly prohibited.

Working with Tables

Tables are the most powerful tool defined in HTML for precisely laying out the presentation of your web page. They allow you to give the illusion that text and images can be positioned independently anywhere on the page. This is achieved by understanding and taking advantage of this powerful tool. WebExpress is particularly powerful in manipulating tables.

Due to the demand that browsers must adapt web pages to different window sizes and screen resolutions, tables must be able to size dynamically. This contrast starkly from tables in a word processor or desktop publisher where the size of the final page is defined and controlled. HTML uses a complex set of rules to determine this behavior, which is understood by few (explaining all the different behavior in browsers). We will try to shed some light on this so that you can keep this in mind while designing your pages.

These rules also make editing tables something of a challenge. In order to match how a page will look in a browser, it is necessary to continuously resize and position cells and tables. If you find the behavior a bit squirrely at first, stick with it. Soon you will know what to expect and understand what is happening.

In any event, if you don't already use tables in your web pages, we seriously recommend that you spend some time experimenting with them, and learning to use them. The time spent now will greatly pay for itself with the enhanced look and feel of your web pages later.

[Next](#)

The Basics

Tables, in their simplest form, are a matrix of cells laid out in rows and columns. Each cell can contain text, images, or even another table. In fact, you can think of a table cell as a sort of miniature web page of its own.

In order to allow tables to more precisely control the layout of the various elements on a page, groups of cells can be combined. This gives tables the ability to avoid a simple matrix appearance. The combining of cells is called *spanning*.

Tables can also be nested within the cell of another table. This further provides the ability to give a non-uniform look to the table. By using a combination of nested tables and spanned cells, it is possible to very cleverly layout the elements of a page in almost any way imaginable.

Any table can have borders around it. You can specify the thickness of the border, as well as the thickness of the grid within the table. You can also specify that extra padding be placed in each cell to produce the effect of cell margins. Individual cells, or a collection of cells, can have background shades.

At this time, the current versions of the most popular browsers all support tables, and most of the attributes for the tables described above. In the future, all browsers will have to support them. You may want to keep in mind, however, that there are still browsers currently in use that do not support tables. When those browsers encounter pages with tables, they are displayed with varying degrees of success (or failure).

[Next](#) [Previous](#)

Editing Cells

Table cells can be edited just like any other text in your document. You can format the text, insert images, horizontal rules, and even tables. Just click into the cell you wish to edit and begin typing.

To move from one cell to the next using the keyboard, press the Tab key. To move to the previous cell, press Shift-Tab. You can also use the arrow keys to move up and down, and left and right. The left and right arrow keys will take you to the next or previous cell, respectively, when they are at the beginning or end of the text in the cell.

If you are in the first cell of the table, you can use the left or up arrow keys to cursor out of the table. If the table is at the beginning of the document, the cursor will be blinking just to the left of the edge of the first cell. You cannot type in this location, but you can press Enter to insert a new paragraph above the table in which you can type.

If you are in the last cell of the table, you can use the right or down arrow keys to cursor out of the table. If the table is at the end of the document, the cursor will be blinking just to the right of the edge of the last cell. You cannot type in this location, but you can press Enter to insert a new paragraph below the table in which you can type.

You can select multiple contiguous cells to apply formatting to all of them in one operation. Begin by selecting text in the first cell you wish to select, and continue moving the mouse out of the cell into the next cell you wish to select. Continue until all cells have been selected. You can then apply character formatting, paragraph formatting, and cell properties to them as a group. Once you are in cell select mode, you can not return to text select mode until you deselect the cells.

You can select rows, columns, or the entire table by using the corresponding commands on the Table menu.

[Next](#) [Previous](#)

Table Width Options

The width of a table can be controlled in three basic ways. It can be specified as a percentage of the width of the window in which the page is displayed (or the cell in which it is contained if it is a nested table). It can also be specified as having a fixed width in pixels, which allows you to precisely control the table's width. The final option is to not specify either, and let the table grow and shrink as a function of the data within it.

While giving a table a precise width in pixels may seem like a good idea while designing your page, keep in mind that people will view your page in much different configurations than the one you are using, very possibly ones you haven't even considered. Therefore, using a precise width will abort the browsers ability to dynamically size the table according to the viewers window size. It is a very useful command in the right circumstances, but it should be used with care.

If you have not specified a method for the browser to use in determining the tables width, it will use a complex set of rules for determining the width based on the widths of the individual cells. This gives a very dynamic sizing table, but offers the least amount of control. Keep in mind that if this option is set, the table will size as you type, adjusting its size to the data, just as it will look in a browser.

The default options for a table size in WebExpress is 100% of the width of the viewer's screen. If you usually create tables with a different width setting, you can change this in the [Preferences Dialog](#).

[Next](#) [Previous](#)

Cell Width Options

Just as entire tables have settings for the width, so do individual cells. The settings for the cell widths affect the width of an individual cell, the width of the column containing the cell, and potentially the entire table.

Cell widths can be specified as a percentage of the width of the entire table, as a minimum width in pixels, or neither. If neither is specified, the width of the cell is determined by the data within the cell. The widest cell in a column determines the width of the entire column.

Many browsers will also never let a cell become smaller than the width of its widest data. This means that it will never become smaller than the width of an image inserted in the cell, or the longest string of text which does not contain a space (spaces allow the text to wrap to the next line). WebExpress currently honors minimum width settings, and will clip images and wrap text with no spaces. This can lead to some differences in the way tables are displayed in WebExpress and a browser.

Each cell width can be specified independently, which can therefore lead to confusing results. For instance, in a four column table, all cells can be specified to use 50% width of the entire table. This, of course, is impossible. What will really happen in this case is that it will be split evenly, or each cell will occupy 25% of the table's width. We bring this up to encourage you to be consistent in the way you specify width options, so that the behavior is more predictable.

In tables which have neither a table width option set nor cell width options set, the table will grow dynamically as you type. It will begin very small, and will grow and resize as you type. It may seem peculiar as you are typing, but it is an accurate representation of how the table will appear at any given point in time. Once you have all your data entered, the resizing will begin to settle down and become more stable.

The default options for cell widths in WebExpress is to give each column an even percentage of the table's width when it is created. For example, if you create a new table with four columns, each cell will have its width set to 25%. If you usually create tables with a different setting for cell width, you can change this in the [Preferences Dialog](#).

[Next](#) [Previous](#)

Borders and Shades

Tables can have borders specified. Individual cells can have a background shade specified. To set the border and background shade for the entire table, first use Select Table from the Table menu.

Borders are set in the [Table Properties](#) dialog. Borders are specified as a relative thickness. The thickness is specified as a number starting from zero. Zero means no border. The larger the number the thicker the border. Keep in mind that this is not an absolute thickness in pixels, but an index used by the browser to determine thickness. Each browser may look slightly different.

The grid between cells is specified in the same way. A table has to have a border, however, in order to have a grid thickness. A zero setting for the grid in a table with a border specifies the thinnest grid. In tables without a border, an entry for the grid will be used as extra cell padding.

Cells can have background shades, set in the [Cell Properties](#) dialog. Background shades can be used to highlight cells of particular interest, or an entire row, column or table. If a cell has a background shade set, it takes precedence over the background color or image for the page. If no background shade is set, it uses the properties for the page.

Note: You should be aware that not all browsers will display background shades in cells. Netscape, before v3.0, is one such prominent browser. When deciding to whether or not to use cell shades, you should decide if such compatibility is needed.

[Next](#) [Previous](#)

Nested Tables

You can insert tables into cells, essentially nesting a table within another. This allows great flexibility when aligning various elements within a table cell. In principle, there is no limit to the number of levels of nesting, but in practice, you will run up against the physical restraints of window size and screen resolution.

Keep in mind when nesting tables that each table is independent from the others. You cannot select some cells in one table, and some in another and apply cell properties to them. You must edit and format each table independently.

[Next](#) [Previous](#)

Spanning Cells

Spanning cells is a method of combining cells into one supercell that occupies the space of all the spanned cells. This is often used to create a table heading along the top of a table, or along any of its other edges. It also allows you a way to allow text to appear to flow around both sides of an image, or create captions and textual descriptions of the image.

Spanned cells are also a great way to align elements on a page in a non-uniform way. By spanning cells, you can completely remove the matrix appearance of a table, and create a variety of rectangles of different sizes and shapes positioned independently on the page.

[Next](#) [Previous](#)

Splitting Tables

You can split tables across row boundaries. To do so, position the mouse cursor to the right of the table at the position you wish to split the table. Click with the mouse using the left button. The cursor will blink at the edge of the table, but it is positioned just outside the cell. You will not be able to type in this location, but you can press Enter to split at the table.

You can combine two tables with the same number of columns, which are separated only by blank paragraphs. To do so, click to the right of the last row in the first of the two table which you wish to combine. Then, simply press the delete key, and the two tables will be joined.

It's a little tricky to get a feel for clicking outside a table like this, but once you've done it once or twice, you will become accustomed to the behavior.

[Next](#) [Previous](#)

Aligning Tables

Tables which do not extend the entire width of the window can be aligned to the left, center, or right of the window (or enclosing table cell), just as normal text can be aligned. To do this, you must actually set the alignment in the paragraph into which the table is inserted.

Position the mouse cursor to the right of the table you wish to align, and click with the mouse using the left button. The cursor will blink at the edge of the table, but it is positioned just outside the cell in the paragraph itself. You will not be able to type in this location, but you can click the Alignment buttons on the Control Strip, or choose Format/Paragraph to set the alignment.

Although it's a little tricky to click outside a table like this, it is necessary to distinguish between the table itself, and the contents of one of its cells. Once you've done it once or twice, you will become accustomed to the behavior.

[Previous](#)

Using the WebExpress Logo

If you've found that using WebExpress has helped design and create your web pages, and you'd like to help us spread the word, we've created two special logos which you can attach to your web page for this purpose.



As depicted here, they are small, attractive icons, which simply state your page was designed using WebExpress. Pick the one which looks best on your page. Generally, they are placed at the bottom where it will not interfere with your message. Even better, link it to our home page at www.mvd.com so that others interested in WebExpress can get more info.

The logos are installed into your DOCS folder under the folder you specified when you ran the setup program. They are named WXLOGO1.GIF and WXLOGO2.GIF. If you do use them, thank you very much!

Whether you use the logo or not, drop us a note letting us know the address to your web site, so we can see all the great pages created with WebExpress!

