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## File menu commands

The File menu offers the following commands:

<u>New</u>	Creates a new document.
<u>Open</u>	Opens an existing document.
<u>Close</u>	Closes an opened document.
<u>Save</u>	Saves an opened document using the same file name.
<u>Save As</u>	Saves an opened document to a specified file name.
<u>Insert File...</u>	Insert a file at the current location in the document.
<u>Print</u>	Prints a document.
<u>Print Preview</u>	Displays the document on the screen as it would appear printed.
<u>Print Setup</u>	Selects a printer and printer connection.
<u>Exit</u>	Exits Web Spinner.

## Edit menu commands

The Edit menu offers the following commands:

<u>Undo</u>	Reverse previous editing operation.
<u>Cut</u>	Deletes data from the document and moves it to the clipboard.
<u>Copy</u>	Copies data from the document to the clipboard.
<u>Paste</u>	Pastes data from the clipboard into the document.
<u>Word Wrap</u>	Turn word wrapping on or off.



## Search menu commands

The Search menu offers the following commands:

<u>Find</u>	Find text within your document.
<u>Find next</u>	Find the next occurrence of text within your document.
<u>Replace</u>	Replace text within your document.

## View menu commands

The View menu offers the following commands:

<u>Options...</u>	View program options
<u>Status Bar</u>	Shows or hides the status bar.
<u>Test HTML</u>	Run your WWW viewer to test your document.

## Insert menu commands

The Insert menu offers the following commands:

<u>Paragraph</u>	Insert a Paragraph tag.
<u>Link</u>	Insert a link to another HTML document.
<u>Graphic</u>	Insert a graphic in the current document.
<u>Horizontal Line</u>	Insert a horizontal line in the current document.
<u>Line Break</u>	Insert a line break tag.
<u>Special Symbol</u>	Insert a special symbol in the current document.
<u>Block Quote</u>	Insert a Block Quote tag.
<u>List Item</u>	Insert a List Item tag.
<u>Unordered List</u>	Insert an Unordered List.
<u>Ordered List</u>	Insert an Ordered List.
<u>Directory List</u>	Insert a Directory List.
<u>Menu List</u>	Insert a Menu List.
<u>HTML</u>	Insert a HTML tag.
<u>Title</u>	Insert a TITLE tag.
<u>Body</u>	Insert a BODY tag.
<u>Address</u>	Insert an ADDRESS tag.

## Formatting menu commands

The Formatting menu offers the following commands:

<u>Bold</u>	Format the currently selected text as Bold.
<u>Italics</u>	Format the currently selected text as Italics.
<u>Underline</u>	Format the currently selected text as Underlined.
<u>Typewriter</u>	Format the currently selected text as Typewriter font.
<u>Definition</u>	Format the currently selected text as a Definition.
<u>Emphasis</u>	Format the currently selected text as Emphasized.
<u>Citation</u>	Format the currently selected text as a Citation.
<u>Code</u>	Format the currently selected text as computer code.
<u>Keyboard</u>	Format the currently selected text as Keyboard input.
<u>Status</u>	Format the currently selected text as a Status Message
<u>Message</u>	
<u>Strong</u>	Format the currently selected text as Strong text.

## Heading menu commands

The Heading menu offers the following commands:

<u>Heading 1</u>	Format the currently selected text as a 1st level heading.
<u>Heading 2</u>	Format the currently selected text as a 2nd level heading.
<u>Heading 3</u>	Format the currently selected text as a 3rd level heading.
<u>Heading 4</u>	Format the currently selected text as a 4th level heading.
<u>Heading 5</u>	Format the currently selected text as a 5th level heading.
<u>Heading 6</u>	Format the currently selected text as a 6th level heading.

## Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

<u>New Window</u>	Creates a new window that views the same document.
<u>Cascade</u>	Arranges windows in an overlapped fashion.
<u>Tile</u>	Arranges windows in non-overlapped tiles.
<u>Arrange Icons</u>	Arranges icons of closed windows.
<u>Window 1, 2, ...</u>	Goes to specified window.

## Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:


<u>Index</u>	Offers you an index to topics on which you can get help.
<u>Using</u>	Provides general instructions on using help.
<u>Help</u>	
<u>About...</u>	Displays the version number of this application.

## New command (File menu)

Use this command to create a new document in Web Spinner

You can open an existing document with the Open command.

### Shortcuts

Toolbar:   
Keys: CTRL+N




## Open command (File menu)

Use this command to open an existing document in a new window. You can open multiple documents at once. Use the Window menu to switch among the multiple open documents. See [Window 1, 2, ... command](#).

You can create new documents with the [New command](#).

### Shortcuts

Toolbar:   
Keys: CTRL+O

## File Open dialog box

The following options allow you to specify which file to open:

### File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

### List Files of Type

Select the type of file you want to open:

*.htm	HTML documents
*.*	All documents

### Drives

Select the drive in which Web Spinner stores the file that you want to open.

### Directories

Select the directory in which Web Spinner stores the file that you want to open.

### Network...

Choose this button to connect to a network location, assigning it a new drive letter.

## Close command (File menu)

Use this command to close all windows containing the active document. Web Spinner suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, Web Spinner displays the Save As dialog box and suggests that you name and save the document.


You can also close a document by using the Close icon on the document's window, as shown below:



## Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, Web Spinner displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

### Shortcuts

Toolbar:   
Keys: CTRL+S

## Save As command (File menu)

Use this command to save and name the active document. Web Spinner displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

## **File Save As dialog box**

The following options allow you to specify the name and location of the file you're about to save:

### **File Name**

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. Web Spinner adds the extension you specify in the Save File As Type box.

### **Drives**

Select the drive in which you want to store the document.

### **Directories**

Select the directory in which you want to store the document.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

## **1, 2, 3, 4 command (File menu)**

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

## Exit command (File menu)

Use this command to end your Web Spinner session. You can also use the Close command on the application Control menu. Web Spinner prompts you to save documents with unsaved changes.

### Shortcuts

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4



## Undo command (Edit menu)

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was. The Undo command changes to Can't Undo on the menu if you cannot reverse your last action.

### Shortcuts


Toolbar:   
Keys: CTRL+Z or  
ALT-BACKSPACE

## Cut command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

### Shortcuts


Toolbar:   
Keys: CTRL+X

## Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.


### Shortcuts

Toolbar:   
Keys: CTRL+C

## Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

### Shortcuts

Toolbar:   
Keys: CTRL+V

## Toolbar



The toolbar is displayed across the top of the application window, below the menu bar and on the right hand side of the window. The toolbar provides quick mouse access to many tools used in Web Spinner,

Web Spinner has five tool bars:

Standard

Special Character










Styles

Heading

Links

## Standard Toolbar

Click	To
-------	----

- |   |  |
|---|--|
|  | Open a new document.   |
|  | Open an existing document. Web Spinner displays the Open dialog box, in which you can locate and open the desired file.                      |
|  | Save the active document or template with its current name. If you have not named the document, Web Spinner displays the Save As dialog box. |
|  | Remove selected data from the document and stores it on the clipboard.   |
|  | Copy the selection to the clipboard.   |
|  | Insert the contents of the clipboard at the insertion point.   |
|  | Print the active document.   |
|  | Find text in the active document.  |
|  | Repeat the last find command in the active document.   |

## Special Character Toolbar

Click      To

---



Insert a less than (<) symbol.



Insert a greater than (>) symbol.



Insert an ampersand (&) symbol.



Insert a quote (") symbol.

## Styles Toolbar

Click To

---



Format the currently selected text as bold.



Format the currently selected text as italic.



Format the currently selected text as typewriter.



Formt the currently selected text as underlined.



## Heading Toolbar

Click      To

---

- 1      Format the currently selected text as a first level heading.
- 2      Format the currently selected text as a second level heading.
- 3      Format the currently selected text as a third level heading.
- 4      Format the currently selected text as a fourth level heading.
- 5      Format the currently selected text as a fifth level heading.
- 6      Format the currently selected text as a sixth level heading.

## Link Toolbar

Click To

---



Insert a link to another document or source.



Insert a graphic.



Insert a horizontal line.



Insert a paragraph tag.



Insert a line break tag.



Insert a block quote tag.



Insert an unordered list tag.



Insert an ordered list tag.



Insert a list item tag.



Test the currently active Web Spinner Document.

## Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See [Status Bar](#) for help on using the status bar.

## Status Bar



The status bar is displayed at the bottom of the Web Spinner window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

<b>Indicator</b>	<b>Description</b>
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

## **New command (Window menu)**

Use this command to open a new window with the same contents as the active window. You can open multiple document windows to display different parts or views of a document at the same time. If you change the contents in one window, all other windows containing the same document reflect those changes. When you open a new window, it becomes the active window and is displayed on top of all other open windows.

## **Cascade command (Window menu)**

Use this command to arrange multiple opened windows in an overlapped fashion.

## **Tile command (Window menu)**

Use this command to arrange multiple opened windows in a non-overlapped fashion.

## **Window Arrange Icons Command**

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.



## **1, 2, ... command (Window menu)**

Web Spinner displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

## **Index command (Help menu)**

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using Web Spinner and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

## **Using Help command (Help menu)**

Use this command for instructions about using Help.

## **About command (Help menu)**

Use this command to display the copyright notice and version number of your copy of Web Spinner.

## Context Help command



Use the Context Help command to obtain help on some portion of Web Spinner. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the Web Spinner window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

### Shortcut

Keys:      SHIFT+F1

## Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

## Scroll bars

Displayed at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. You can use the mouse to scroll to other parts of the document.

## Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

### Shortcut

Mouse: Drag the size bars at the corners or edges of the window.



## Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Note: This command is unavailable if you maximize the window.


### Shortcut

Keys: CTRL+F7

## Minimize command (application Control menu)

Use this command to reduce the Web Spinner window to an icon.

### Shortcut

Mouse: Click the minimize icon  on the title bar.

Keys: ALT+F9

## Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

### Shortcut

Mouse: Click the maximize icon  on the title bar; or double-click the title bar.  
Keys: CTRL+F10 enlarges a document window.

## Next Window command (document Control menu)

Use this command to switch to the next open document window. Web Spinner determines which window is next according to the order in which you opened the windows.

### Shortcut

Keys: CTRL+F6

## Previous Window command (document Control menu)

Use this command to switch to the previous open document window. Web Spinner determines which window is previous according to the order in which you opened the windows.

### Shortcut

Keys: SHIFT+CTRL+F6

## Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



**Note:** If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

### Shortcuts

Keys:      CTRL+F4 closes a document window  
              ALT+F4 closes the Web Spinner window or dialog box

## **Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

## Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

### Shortcut

Keys: CTRL+ESC

### Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

#### Task List

Select the application you want to switch to or close.

#### Switch To

Makes the selected application active.

#### End Task

Closes the selected application.

#### Cancel

Closes the Task List box.

#### Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

#### Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

#### Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.



## Find command (Edit menu)

Use this command to find text within a Web Spinner document.

### Shortcut

Keys: F3

## Find dialog box

Searches for specified text in the active Web Spinner document.

### Shortcut

Keys: ALT+F3

### Find What:

Type, or insert the information you that to find.

### Match Case

Finds only text with the exact combination of uppercase and lowercase letters specified in the Find What box.

### Direction

If Up is selected, find searches from the current point towards the beginning of the document. If Down is selected, find searches from the current point towards the end of the document.

### Find Next

Finds and selects the next occurrence of the text in the Find What box.

### Cancel

Cancels the current find command and causes the Find dialog to be removed.

### Help

Presents this help.

## **Replace command (Edit menu)**

Use this command to replace text within a Web Spinner document.

## Replace dialog box

Searches for and replaces specified text in the active Web Spinner document.

### **Find What:**

Type, or insert the information you that to find.

### **Replace With:**

Type the text you want to use as replacement text, or paste it from the Clipboard. To delete the text in the Find What box from the document, leave the Replace With box empty.

### **Match Case**

Finds only text with the exact combination of uppercase and lowercase letters specified in the Find What box.

### **Find Next**

Finds and selects the next occurrence of the text in the Find What box.

### **Replace**

Changes the selected text to the text in the Replace With box, and then finds the next occurrence.

### **Replace All**

Finds and replaces all occurrences of the text in the Find What box with the text in the Replace With box.

You can also undo the replacements See [Undo Command](#).

### **Cancel**

Cancels the current find command and causes the Find dialog to be removed.

### **Help**

Presents this help.

## **Modifying the Document**

Welcome to Web Spinner. You can get help within Web Spinner several different ways:

Press F1 when you have the cursor in front of any HTML tag.

Press F1 on any dialog (or press the Help button if there is on).

Select Help from the Web Spinner menu.

Use the Help tool bar button and then click on any part of the Web Spinner screen.

## **No Help Available**

No help is available for this area of the window.

## **No Help Available**

No help is available for this message box.

## Registration Benefits

Why Should I Register Web Spinner?

Here are 14 good reasons:

1. To get rid of the "Reminder" screen when you start the program.
2. To get a printed manual (optional).
3. To get a discount on the JCSM Shareware Collection CD. (only \$9.95 U.S.)
- 4 . To receive a discounted CompuServe membership.
5. To receive a professionally printed HTML quick reference card.
6. To receive additional templates.
7. To get free minor version updates.
8. To get discounted major version updates.
9. To get bug fixes and upgrade notices.
10. To get our newsletter containing Web tips, tricks, company information etc.  
(Feel free to submit articles for the newsletter!)
11. To be eligible for full technical support.
12. To be eligible for Best Spun Web™ annual contest.
13. To receive a copy of "How to Compose Good HTML" (printed and on disk)
14. It's the right thing to do.



## **Insert File (File Menu)**

This command inserts a file at the current location in the Web Spinner document.

## **Word Wrap (Edit Menu)**


This command turns word wrapping on or off for the current document. The menu item is checked if word wrapping is turned on.



## Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

### Shortcuts

Toolbar:   
Keys: CTRL+P

## Print dialog box

The following options allow you to specify how the document should be printed:

### Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

### Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

### Print Range

Specify the pages you want to print:

**All** Prints the entire document.

**Selectio** Prints the currently selected text.

**n**

**Pages** Prints the range of pages you specify in the From and To boxes.

### Copies

Specify the number of copies you want to print for the above page range.

### Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

### Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

## **Print Progress Dialog**

The Printing dialog box is shown during the time that Web Spinner is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

## **Print Preview command (File menu)**

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

## Print Preview toolbar

The print preview toolbar offers you the following options:

**Print**

Bring up the print dialog box, to start a print job.

**Next Page**

Preview the next printed page.

**Prev Page**

Preview the previous printed page.

**One Page / Two Page**

Preview one or two printed pages at a time.

**Zoom In**

Take a closer look at the printed page.

**Zoom Out**

Take a larger look at the printed page.

**Close**

Return from print preview to the editing window.



## **Print Setup command (File menu)**

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

## Print Setup dialog box

The following options allow you to select the destination printer and its connection.

### **Printer**

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

### **Orientation**

Choose Portrait or Landscape.

### **Paper Size**

Select the size of paper that the document is to be printed on.

### **Paper Source**

Some printers offer multiple trays for different paper sources. Specify the tray here.

### **Options**

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

### **Network...**

Choose this button to connect to a network location, assigning it a new drive letter.

## **Page Setup command (File menu)**

<< Write application-specific help here. >>

## Document Structure Elements

<u>&lt;HTML&gt;</u>	HTML identifier
<u>&lt;HEAD&gt;</u>	Head element
<u>&lt;BODY&gt;</u>	Body element

## Anchor Elements

<A>

Anchor Element

## Block Formatting Elements

<u>&lt;ADDRESS&gt;</u>	Address element
<u>&lt;BODY&gt;</u>	Body element
<u>&lt;BLOCKQUOTE&gt;</u>	Blockquote element
<u>&lt;HEAD&gt;</u>	Head element
<u>&lt;Hn&gt;</u>	Heading element (n = 1 - 6)
<u>&lt;HR&gt;</u>	Horizontal rule element
<u>&lt;HTML&gt;</u>	HTML identifier
<u>&lt;BR&gt;</u>	Line break element
<u>&lt;P&gt;</u>	Paragraph element
<u>&lt;PRE&gt;</u>	Preformatted text element
<u>&lt;TITLE&gt;</u>	Title element

## List Elements

<u>&lt;DL&gt;</u>	Definition list element
<u>&lt;DIR&gt;</u>	Directory list element
<u>&lt;LI&gt;</u>	List item element
<u>&lt;MENU&gt;</u>	Menu list element
<u>&lt;OL&gt;</u>	Ordered list element
<u>&lt;UL&gt;</u>	Unordered list element

## Information and Character Formatting Elements

<u>&lt;B&gt;</u>	Bold element
<u>&lt;CITE&gt;</u>	Citation element
<u>&lt;CODE&gt;</u>	Code element
<u>&lt;EM&gt;</u>	Emphasis element
<u>&lt;I&gt;</u>	Italics element
<u>&lt;KBD&gt;</u>	Keyboard element
<u>&lt;SAMP&gt;</u>	Sample element
<u>&lt;STRONG&gt;</u>	Strong element
<u>&lt;TT&gt;</u>	Typetype element
<u>&lt;VAR&gt;</u>	Variable element



## Image Elements

<IMG>

Image element

## Special Character Elements


## Teletype Font

HTML Level: 2

`<TT> ... </TT>`

The Teletype element specifies that the text should be displayed in fixed-width typewriter font.

### Shortcuts

Toolbar: 


## Bold

HTML Level: 2

`</B> ... </B>`

The Bold element specifies that the text should be displayed in boldface, where available.

### Shortcuts

Toolbar: 

Keys: CTRL+B


## Italic

HTML Level: 2

`<i> ... </i>`

The Italic element specifies that the text should be displayed in italics font, where available.

### Shortcuts

Toolbar: 

Keys: CTRL+I


## Underline

HTML Level: Proposed

`<U> ... </U>`

The Underline element is proposed to indicate that the text should be displayed as underlined.

### Shortcuts

Toolbar: 

Keys: CTRL+U

## Edit Link Dialog

The Edit Link dialog allows you to easily create link within the current document or to other sources. Select the server type of the Server Type dropdown list. The options that will need to be entered will change based on the server type that was selected.

### Also See:

[FTP](#)

[HTTP](#)

[GOPHER](#)

[MAILTONEWS](#)

[TELNET](#)

[WAIS](#)

### Shortcuts

Toolbar:

Keys: CTRL+L

## Edit Image Dialog

The Edit Image Dialog allows you to easily include graphic images in your document

### Alignment

Top	Aligns text with the top of the image
Middle	Aligns text with the middle of the image
Bottom	Aligns text with the bottom of the image

### Path & File Name

Editor the path name and file name of the image. If the image will be in the same path as the HTML document, only the file name is required.

### Shortcuts

Toolbar:

Keys: CTRL+G



## Toolbars tab

The Toolbars tab allows you to select which toolbars should be displayed when Web Spinner begins and if ToolTips should be displayed.

### ToolBars

Check the toolbars that you wish to display when Web Spinner begins.

### ToolTips

Show	Show the ToolTips
Hide	Hide the ToolTips

## Defaults tab

The Defaults tab allows you to change the default behavior of Web Spinner.

### **Start New Document With DEFAULT HTML Template**

If this option is checked new documents will be created with a default HTML template.

### **Custom Default HTML Template**

If you would like to create a custom default template, you can with Web Spinner. The template can contain any HTML commands that you desire. The file should be saved with a .tpl extension.

### **Web View for Testing**

Enter the drive and pathname to the program that you use for viewing World Wide Web pages. Web Spinner will use this program to test and display your Web pages. The test program should include the full path to the program if the program is not in your path. If the program is in your path, then only the program name is required.

### **Browse Button**

The Browse Button will bring up a dialog similar to the File Open dialog to select the World Wide Web viewing program.

### **Convert DOS paths to Unix paths**

If this option is checked all pathnames will be converted from DOS format paths to Unix style paths.

## **Host tab**

The Host information is used as a default whenever a host name or home directory is required.

### **Host Name**

This is the hostname of your Internet Provider

### **Home Directory**

This is the path name to your home directory. It may be a full pathname or a relative path name.

## Author tab

The information on the Author tab will be used to create the Author block in the Web Spinner document.  
The format of the Author Block is:

```
<AUTHOR>  
Author Name Author Information Author E-Mail Address  
</AUTHOR>
```

**Note:** The Author Block is only created automatically if the Start New Documents with Default HTML Template is checked on the Defaults tab

### **Author Name**

This is your name or your company name

### **Author Information**

Any information that you wish to provide

### **Author E-Mail Address**

This is your e-mail address or your company e-mail address.

## Definition

HTML Level: Proposed

`<DFN> ... </DFN>`

The Defining Instance element indicates the defining instance of a term. The typical rendering is bolded or bold italics. This element is not widely supported.

## Emphasis

HTML Level: 2

`<EM> ... </EM>`

The Emphasis element indicates typographic emphasis, typically displayed in italics.

## Citation

HTML Level: 2

`<CITE> ... </CITE>`

The Citation element indicates a citation; typically displayed as italics.

## Source Code

HTML Level: 2

`<CODE> ... </CODE>`

The Code elements indicates an example of code; typically displayed as monospaced.

### **Also See**

Preformatted



## Keyboard

HTML Level: 2

`<KBD> ... </KBD>`

The Keyboard element indicates text typed by a user. Typically displayed as monospaced.

**<??> Status Message**

## Strong

HTML Level: 2


`<STRONG> ... </STRONG>`

The Strong element indicates a strong typographic emphasis, typically displayed in bold.

## <H1> First level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.


### Shortcuts

Toolbar: 

## <H2> Second level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.


### Shortcuts

Toolbar: 

## <H3> Third level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.


### Shortcuts

Toolbar: 

## <H4> Fourth level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.


### Shortcuts

Toolbar: 

## <H5> Fifth level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.

### Shortcuts


Toolbar: 



## <H6> Sixth level heading

The HTML specification defines six levels of heading. Level 1 is the most prominent and level 6 is the least prominent.

### Shortcuts

Toolbar: 

## Options...


The options menu items allows you to customize the overall behavior of Web Spinner. Customizable options include:

- Defaults
- Author
- Hosts
- Toolbars

## Find Next

The find next command repeats the last find command. The find next searches in the same direction as the original find command.

### Shortcuts

Toolbar:   
Keys: F3


## Paragraph

HTML Level: 0

<P>

The Paragraph element indicates a paragraph.

### Shortcuts

Toolbar: 

## Link Anchor

HTML Level 0

<A> SCHEME:SCHEME-SPECIFIC-PART </A>

### Schemes

FTP

HTTP

GOPHER

MAILTO

NEWS

TELNET

WAIS

### Shortcuts

Toolbar:

Keys: CTRL+L

## FTP Scheme

FTP://[login[/path]] [;TYPE= A | I | D]]

- login      Optional login name. If login is not supplied, the login anonymous is assumed and login@hostname is passed as a password
- path      The path to the file to be retrieved or to the directory to be listed.
- TYPE=     A = ASCII transfer  
          I = Binary transfer  
          D = Directory listing

## HTTP Scheme

HTTP://host:[port]/path[?searchpart]

host	The fully qualified domain name of a network host or its IP address.
port	The port number to connect to. If this is left at 0 it will default to 80
path	The absolute or relative path to the item.
searchpart	An optional search criterion

## Gopher Scheme

GOPHER://host:[port]/gopher-path

Where gopher-path is one of

<gophertype><selector>  
<gophertype><selector>%09<search>  
<gophertype><selector>%09<search>%09<gopher+\_string>

host            The fully qualified domain name of a network host or its IP address

port            The port number to connect to. If this is left at 0 it will default to 70

gophertype     A single-character field to denote the Gopher resource.



## **MAILTO Scheme**

MAILTO://email-address

email-address    A valid Internet e-mail address

## News Scheme

NEWS://newsgroup-name

newsgroup-name    A period-delimited name for the newsgroup such as  
comp.infosystems.www.misc.

## NNTP Scheme

NNTP://host:[port]/newsgroup-name/[article-number]

host	The fully qualified domain name of a network host or its IP address
port	The port number to connect to. If this is left at 0 it will default to 119
newsgroup-name	A period-delimited name for the newsgroup such as comp.infosystems.www.misc.
article-number	The numeric id of the article within the newsgroup

## Telnet Scheme

TELNET://[user[:password]]@host[:port]

user	An optional user id use to log-on to the system
password	An optional password for User
host	The fully qualified domain name of a network host or its IP address
port	The port number to connect to. If this is left at 0 it will default to 23

## WAIS Scheme

WAIS://host[:port]/database

- or -

WAIS://host[:port]/database?search

- or -

WAIS://host[:port]/database/wtype/wpath

host	The fully qualified domain name of a network host or its IP address
port	The port number to connect to. If this is left at 0 it will default to 210
database	The name of the WAIS database being queried
search	The item being searched for
wtype	A particular document within a WAIS database
wtype	WAIS document id

## Image


HTML Level 0:

```
<IMG [ALIGN= TOP | MIDDLE | BOTTOM] [ALT=] SRC= [ISMAP] >
```

The Image element is used to incorporate in-line graphics into an HTML document. This element cannot be used for embedding other HTML text.

ALIGN = TOP   MIDDLE   BOTTOM	The ALIGN attribute accepts the values TOP, MIDDLE or BOTTOM, which specifies if the following lines of text are aligned with the top, middle, or bottom of the graphic.
ALT=	Optional text as an alternative to the graphic for rendering in non-graphical environments. Alternate text is mandatory for Level 0 documents. Web Spinner requires alternate text.
SRC=	The value of the SRC attribute is the URL of the document to be embedded. Only images can be embedded, not HTML text. The syntax of SRC is the same as that of the HERF attribute of the <A> tag. SRC is mandatory
ISMAP	The ISMAP (is map) attribute identifies an image as an image map. Image maps are graphics in which certain regions are mapped to URLs. By clicking on different regions, different resources can be accessed from the same graphic.

### Shortcuts

Toolbar: 

Keys: CTRL+G


## Line Break

HTML Level: 0

<BR>

The Line Break element specifies that a new line must be started at the given point. A new line indents the same as that of line-wrapped text.

### Shortcuts

Toolbar: 


## Horizontal Line

HTML Level: 0

<HR>

A Horizontal Rule element is a divider between sections of text such as a full width horizontal rule or equivalent graphic.

### Shortcuts

Toolbar: 



## List Item

HTML Level: 0

<LI>

The List Element is used to designate an item within a list.

### Also See

[Definition List](#)


[Directory List](#)

[Menu List](#)

[Ordered List](#)

[Unordered List](#)

### Shortcuts

Toolbar: 

## Unordered List

HTML Level: 0

<UL> ... </UL>

The Unordered List element is used to present a list of items which is typically separated by white space and/or marked by bullets.

An unordered list must begin with the <UL> tag which is immediately followed by a <LI> (list item) tag.

### Also See


[Definition List](#)

[Directory List](#)

[Menu List](#)

[Ordered List](#)

### Shortcuts

Toolbar: 

## Ordered List

HTML Level: 0

`<OL> ... </OL>`

The Ordered List element is used to present a numbered list of items, sorted by sequence or order of importance.

An ordered list must begin with the `<OL>` tag which is immediately followed by a `<LI>` (list item) tag.

### Also See


[Definition List](#)

[Directory List](#)

[Menu List](#)

[Unordered List](#)

### Shortcuts

Toolbar: 

## Definition List

HTML Level: 0

<DL> ... </DL>

A Definition List is a list of terms and corresponding definitions. Definition lists are typically formatted with the term flush-left and the definition, formatted paragraph style, indented after the term.

### Also See

[Directory List](#)

[Menu List](#)

[Ordered List](#)

[Unordered List](#)

## Directory List

HTML Level: 0

`<DIR> ... </DIR>`

A Directory List element is used to present a list of items containing up to 20 characters each. Items in a directory list may be arranged in columns, typically 24 characters wide.

A directory list must begin with the `<DIR>` tag which is immediately followed by a `<LI>` (list item) tag.

### **Also See**

[Definition List](#)

[Menu List](#)

[Ordered List](#)

[Unordered List](#)

## Menu List

HTML Level: 0

<MENU> ... <MENU>

A Menu List is a list of items with typically one line per item. The menu list style is more compact than the style of [an unordered list](#).

A menu list must begin with a <MENU> tag which is immediately followed by a [<LI>](#) (list item) tag.

### **Also See**

[Definition List](#)

[Directory List](#)

[Ordered List](#)

[Unordered List](#)

## Block Quote


HTML Level: 0

`<BLOCKQUOTE> ... </BLOCKQUOTE>`

The Blockquote element is used to contain text quoted from another source.

A typical rendering might be a slight extra left and right indent, and/or italic font. The Blockquote element causes a paragraph break, and typically provides space above and below the quote.

### Shortcuts

Toolbar: 

## Test HTML

### Shortcuts

Toolbar:



## Begin an HTML Document

HTML Level: 0

```
<HTML> ... </HTML>
```

The HTML identifier defines the document as containing HTML elements.

## HEAD

HTML Level: 0

<HEAD> ... <HEAD>

The HEAD identifier defines the heading part of the document.

## Title

HTML Level: 0

```
<TITLE> ... </TITLE>
```

Every HTML document must contain a Title element. The title should identify the contents of the document in a global context, and may be used in a history list and as a label for the window displaying the document. Unlike headings, titles are not typically displayed in the text of a document itself.

The title element must occur within the head of the document, and may not contain anchors, paragraph tags, or highlighting. Only one title is allowed in a document.

## Body

HTML Level: 0

```
<BODY> ... </BODY>
```

The Body element identifies the body component of an HTML document. Specifically, the body of the document may contain links, text and formatting information within the <BODY> and </BODY> tags.

## Address

HTML Level: 0

`<ADDRESS> ... </ADDRESS>`

The address element specifies such information as address, signature and authorship, often at the top or bottom of a document.

Typically, an Address is displayed in an italic typeface and may be indented. The Address element implies a paragraph break before and after.

## Special Characters

Glyph	Name	Syntax	Description
<	lt	&lt;	Less than sign
>	gt	&gt;	Greater than sign
&	amp	&amp;	Ampersand
"	quot	&quot;	Double quote sign
Á	Aacute	&Aacute;	Capital A, acute accent
À	Agrave	&Agrave;	Capital A, grave accent
Â	Acirc	&Acirc;	Capital A, circumflex accent
Ã	Atilde	&Atilde;	Capital A, tilde
Ä	Aring	&Aring;	Capital A, ring
Ä	Auml	&Auml;	Capital A, dieresis or umlaut mark
Æ	AElig	&AElig;	Capital AE diphthong (ligature)
Ç	Ccedil	&Ccedil;	Capital C, cedilla
É	Eacute	&Eacute;	Capital E, acute accent
È	Egrave	&Egrave;	Capital E, grave accent
Ê	Ecirc	&Ecirc;	Capital E, circumflex accent
Ë	Euml	&Euml;	Capital E, dieresis or umlaut mark
Í	Iacute	&Iacute;	Capital I, acute accent
Ì	Igrave	&Igrave;	Capital I, grave accent
Î	Icirc	&Icirc;	Capital I, circumflex accent
Ï	Iuml	&Iuml;	Capital I, dieresis or umlaut mark
Ð	ETH	&ETH;	Capital Eth, Icelandic
Ñ	Ntilde	&Ntilde	Capital N, tilde
Ó	Oacute	&Oacute;	Capital O, acute accent
Ò	Ograve	&Ograve;	Capital O, grave accent
Ô	Ocirc	&Ocirc;	Capital O, circumflex accent
Õ	Otilde	&Otilde;	Capital O, tilde
Ö	Ouml	&Ouml;	Capital O, dieresis or umlaut mark
Ø	Oslash	&Oslash;	Capital O, slash
Ú	Uacute	&Uacute;	Capital U, acute accent
Ù	Ugrave	&Ugrave;	Capital U, grave accent
Û	Ucirc	&Ucirc;	Capital U, circumflex accent
Ü	Uuml	&Uuml;	Capital U, dieresis or umlaut mark
Ý	Yacute	&Yacute;	Capital Y, acute accent
Þ	THORN	&THORN;	Capital THORN, Icelandic
ß	szlig	&szlig;	Small sharp s, German (sz ligature)

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