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Convertible word processing and graphics files

NET Transit converts word processor files from these major word processing software packages into Web pages. It also accepts graphics in many different formats and converts all graphics imported with the word processor file into GIF format.

<u>Word processor formats supported</u>	Extension
Microsoft® Word (MS DOS® and MS Windows™)	*.doc
Rich Text Format (RTF)	*.rtf
WordPerfect® (DOS and Windows)	*.wpd

Graphics formats supported	Extension
AutoCAD®	*.dxf
Bitmap	*.bmp
Computer Graphics Metafile	*.cgm
Corel® Draw	*.cdr
Graphics Interchange Format	*.gif
Hewlett Packard® Graphics Language	*.plt
Joint Photographics Experts Group (JPEG)	*.jpg
Micrografx® Designer™	*.drw
Microsoft Paint	*.msp
Paint	*.pcx, *.pcc
Tagged Image File Format (TIFF)	*.tif
Windows Metafile	*.wmf
WordPerfect Graphics	*.wpg

Getting the most out of NET Transit

To get the most out of NET Transit, you need a word processor file with named [styles](#) assigned to the different [heading](#) levels in your document. If your word processor files include formatting styles, then you already understand styles and heading levels, even if you aren't familiar with the terms. On the other hand, if all the text in your document is the same or if you created heading levels by manually changing font attributes such as bold or point (text) size, then the document was created without styles.

Using styles is easy. By using them, you can quickly create Web pages that are easier to read and have more pizzazz. Styles are important, not only because they help readers appreciate the structure of your document, but also because NET Transit creates Web pages by assigning HTML tags based on the [style name](#) associated with each [paragraph of text](#). If you haven't used styles in your word processor files, the Web pages that NET Transit creates from those documents aren't as effective. NET Transit has less to work with and, after the conversion, you'll need to do more work in the HTML editor.

The more you use styles, the more you can automate Web page production. To help you get the best conversion results with NET Transit, the sections that follow explain how to use [styles](#) and [heading levels](#) most effectively.

Styles

The first step in using styles is understanding document hierarchy. If your document has a title, it has a hierarchy. The title, main headings, and subheadings are part of the document's hierarchical structure. We refer to these document elements as heading levels.

Applying a consistent look, or formatting, to a heading level can help define its rank, or show how important that level is in the document hierarchy. This helps organize your document and gives readers visual clues as to your document's content. Formatting each heading individually and consistently is time-consuming. Styles provide a way to save formatting instructions and apply them with a click of the mouse.

You can either create and name your own styles or use existing styles in your word processor. How you assign styles to different heading levels in a document affects how NET Transit converts that document. Please read the topic on [heading levels](#) to learn more about how NET Transit uses style names to create Web pages.

For more information about creating and applying styles in documents, please refer to the Help system for your word processor.

Heading levels

All documents, except the most basic, have heading levels. The highest level is the title of the document and it appears only once. Next are your main headings which are equivalent to chapter headings in a book or section titles in an article. You may also have subheadings below your main headings.

You can assign any name to styles applied to different heading levels. For example, you might name the highest heading level "Title" or "Heading 1". However, NET Transit recognizes only certain style names as being associated with heading levels. For the best results, you need to know how NET Transit associates [HTML tags](#) with the different styles in a word processor file.

NET Transit analyzes your word processing file, using the style names as a guide, then associates an HTML tag with each style name. How the HTML tags are later interpreted by your browser determines the look of your Web page. For example, to the browser, the <h1> tag indicates the highest heading level in a Web page and <h2> is the second highest level.

There are two document conversion options and two ways of associating the <h1> and <h2> tags with style names. If you use the **Basic Conversion** option, NET Transit automatically associates the style name "Heading1" with the <h1> tag, "Heading 2" with the <h2>, on down to the <h6> tag. Most other text is assigned the paragraph (<p>) tag, for regular text.

If you name heading styles "Title", "Section Head" or "Section Title", NET Transit won't automatically assign heading tags to those headings. However, you can tell NET Transit which heading levels to associate with the <h1> and <h2> tags when you choose the **Custom Conversion** option. You can also add backgrounds and separators to Web pages, split a long document into multiple Web pages, and add buttons. Please see [Setting NET Transit options](#) for more information.

Setting NET Transit options

Once you have styles in your word processor file, you can set various conversion options in NET Transit. When you select which styles represent your first and second level headings you are assigning the <h1> and <h2> tags. You can assign the <h1> and <h2> tags to any heading level, this gives you some flexibility when you choose the levels for your Web pages. You can include separators to make the headings and subheadings stand out.

You can also [split a document](#) into a series of smaller Web pages. When you pick the heading level where you want NET Transit to split the document, be sure to choose the correct one. Splitting the document with a heading level that's used only once in your document wouldn't produce smaller Web pages. To get multiple smaller Web pages, you should probably split the document at the highest level that occurs more than once in your document.

Since you can assign the top two HTML tags, you may want to associate the <h1> tag with a document's main headings rather than its title. That way, you can split the document on the main heading level and each Web page will have a clear title. You can add separators to your first level subheadings to make them easily identifiable. NET Transit creates a separate page for the document title, which you can easily format in the HTML editor.

It's easy to create Web pages quickly with NET Transit when your word processor file includes named styles and you know which style represents which heading level. Once you've applied styles to your headings, you can experiment with all the options available in NET Transit to discover which options are best for that document. With a little preparation, you'll be proud of the Web pages you produce with NET Transit.

Technical support

If you have questions this help system doesn't answer, please consult the InfoAccess™ Web Site for more information about using our Transit programs.

InfoAccess Web Page <http://www.infoaccess.com/>

Alternatively, you can call InfoAccess technical support at 1-900-555-9955. A per-minute charge applies for this call. You can reach InfoAccess technical support Monday through Friday, from 7:00 AM to 4:00 PM (Pacific time).

Style name

The label for a specific set of formatting characteristics.

paragraph

Anything followed by a paragraph marker including a space or a heading.

Splitting a document

NET Transit can divide a file into a series of smaller Web pages. You choose the heading level for splitting the word processor file and NET Transit will split the file into as many Web pages as there are headings assigned that style name. The headings become titles for the Web pages.

HTML tags

A collection of special symbols embedded in an HTML document (a Web page before the browser opens it). The browsers use the tags to decide how the HTML document should look on the Web.

Style

A set of formatting characteristics which you create, name, and apply. It defines how text appears in a document.

Heading levels

The titles, headings, and subheadings of a document, used to organize documents hierarchically.

Setting a background color

You use the Color dialog to set a background color for your Web page.

To set the background color

1. In the **Color** dialog, select a color from the options available under the Basic Colors matrix, *or* Place your mouse in the large color box and click to identify a color not in the matrix.

Note: Any color selected will display in the Color | Solid box.

2. Click OK to accept the background color selected and return to **Conversion Wizard – Background**.

Selecting an input file

You use the **Open** dialog to select an input file.

To use the Open dialog

1. In the **Open** dialog, use the Drives drop-down list to locate the appropriate drive, and in the Folders list box, locate and double-click the directory you want to use.

The File Name list box displays the contents of the directory.

2. Select the file name you want to use and click OK.

When you return to **Conversion Wizard --- Setup File**, the path and file name you selected appear in the appropriate text box.

Note: You can use the List Files Of Type drop-down list to simplify your search for a particular type of file.

Setting an output directory

You use the **Directory Browse** dialog to review your options for designating an output directory.

To use the Directory Browse dialog

1. Use the Drives drop-down list to locate the drive you want to use, and in the Directory list box, select the directory. You have now identified a path name for your output file.
2. Click OK to return to **Conversion Wizard – Setup Files**, where the path for the directory you selected appears in the directory text box.

Note: You can create a new output directory by typing the path in the directory text box. When you click Next, Net Transit will ask you to confirm that you want to create the new directory. Click Yes.

