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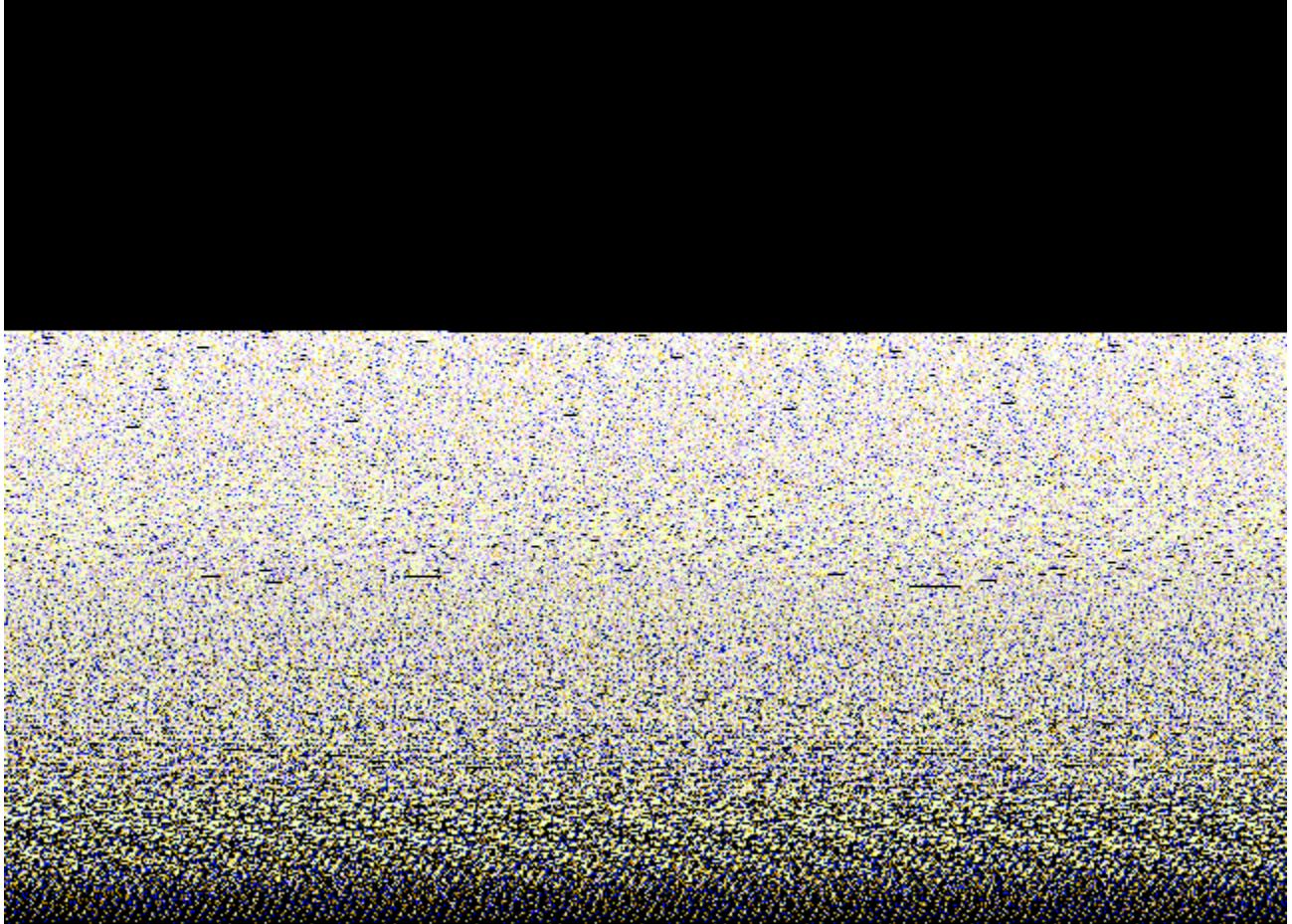
Html creation

Cosmi's Web Page creator provides you with a WYSWIG (what you see if what you get) word processor like interface.

This program creates Html version 3.2 output.

Main Menu

When started, you will see the following main menu:



Main menu

Creating html is simple- just type in your text and add pictures and other objects.

Once you have created your web page, simply save it as html from the FILE, Save menu, and you're ready to post your web page.

The remainder of this manual will provide detailed explanations of the available controls and menus in this program.

Remember that we provide 10,000 pieces of original, never before published web clip art in this program, and sound effects. The sound effects and clip art are optimized for web use.

Putting your information on the web

If you have an account with an ISP (Internet Service Provider) in most cases you are provided with a "personal page" as part of your service. Please consult with your Internet Service Provider for more information.

If you do not have an Internet Service Provider, the Netscape Communicator program, once installed, provides information and direct sign-ups for many different ISPs. Most ISP's provide a free trial period so you can try before making a final commitment.

If you decide to use a personal page provided by an ISP, you will be able to post pages created in this program immediately. Your internet address will be determined by your ISP.

However, if you want your own domain, that is you own address, you will need to register with your name with the proper registration authority. There are many available domains and registration services and authorities.

There are numerous providers of web page hosting with many different service plans ranging from simple hosting to database client server and commerce sites.

File menu

The file menu is one of the most important menus in the program. Remember that you have to **SAVE** the documents which you have created as html from the file menu.

File new

This suspends working on the web page (if one is being used) and gives you a blank page.

File open

Allows you to open existing text (*.txt), rich text (*.rtf) or hypertext markup (*.htm) files to edit them.

File close

Closes the present file. You will be given an opportunity to save changes or abandon changes.

Save as html

Saves the file as html, the general format of document used on the web. Select save as html if you wish to use a document on the web.

Save as rtf

Saves the file as rich text format. This is a standard format for Windows and other computer systems.

Properties

Choosing properties allows you to obtain a great deal of information about a document, and also allows you to select a background graphic ("wallpaper") for html documents.



Properties

The summary and statistics section are also accessed from this menu.

Page setup

Allows you to set the margins for printing of documents. Only relevant for printing.

Print preview

Allows you to see a file as it will be printed. Only relevant for printed objects. To preview an html file, view it in a web browser. NOTE! Web browsers handle files differently- this is an "occupational hazard" of the web!

Print

Allows you to print a file. Generally, this is only relevant for printed documents rather than html files.

Exit

Closes this program and returns to windows.

Functions related to the creation of documents and web pages

There are many different functions in this menu which will assist you in creating printed document and web pages.

Undo

This allows you to "reverse" the last action that you have taken.

Redo

This repeats the last action taken.

Cut

This removes a highlighted item and then places it on the clip board. The highlighted item or text can be "pasted" into other programs or in another place in your document.

Copy

This places a copy of the highlighted item in the Windows clipboard. You may then paste the highlighted item into other programs or in another place in your document.

Paste

This pastes into the position that you specify the contents of the clipboard.

Clear

This removes the highlighted item entirely and does NOT place it in the clipboard. To cut an item and place it on the clipboard, use "cut."

Select all

Selects the entire document. This is used to make a change to the entire document, such as changing the font in all text to another font.

Find

Finds the first match, if any, for the string that you specify.

Find next

After you have used find, selecting this menu item allows you to find the next match, if any.

Format menu

Provides you with tools related to fonts, paragraph spacing, tabs, borders, case, style and image captions.

Font

Provides you with the ability to change fonts. You will see a display of available fonts and a sample of text in each font as you scroll through the available fonts.

Paragraph

Used to set line spacing and other paragraph related options.

Tabs

Allows you to set default tabs.

Borders and shading

Used to draw borders of varying style and thickness, and the extent of shading.

Change case

Allows you to change text to UPPERCASE, lowercase, Sentence case.

Style

Used to set style definitions for titles, headers, etc.

Picture

Allows you to align and to caption a picture.

File properties

Properties are sorted into three categories:



Properties

If you wish, you can embed information about the document in the Summary section. This information is NOT carried forwarded when a document is saved as html.

Statistics



Statistics

Statistics are provided for each document that indicate word counts, etc. This information is not preserved when a document is saved as html.

Background graphics

If you wish to have a background in your html, you may insert the background image.

Background color

If you wish to set a background color, you may do so here.

Link Color

If you wish to have a special color for links, you may set it here. Normally, blue is used.

Visited link

If you wish to have visited links in a special color, you may set it here.

Active link color

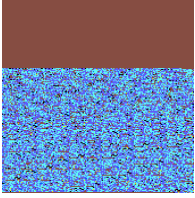
If you wish to have the active link listed in a special color, you may set it here.

View menu

The view menu changes tools that you see when editing documents.

Toolbars

Selecting toolbars gives you the option to hide or show toolbars.



Toolbars

Ruler

If you select this option, you will see a ruler.

View header and footer

This selection toggles whether or not you see the headers and footers.

The Edit menu

This menu contains features that allow you to format your text and to insert objects like pictures into documents.

Insert Break

Inserts a page or column break.

Page Numbering

Provides options for page numbering. Normally not used for html.

Date and time

Inserts the date and time into the document at the point where the cursor is.

Symbol

Inserts a symbol into the location specified by the cursor.

File

Inserts a file at the location specified by the cursor.

Picture

Inserts bmp, wmf or gif pictures into the document.

Tools menu

The tools menu provides various information about the document.

Word count

Calculates the word count.

Customize

This allows you to set various configuration items.

Options

Allows you to see the appearance of the menus.

Phone, fax, Internet

Please consult the main program's manual for information on support, licensing, warranty and installation. We encourage you to visit us our web site, www.cosmi.com, for support, freebies and more.

Team

The Swift Web Page team includes:

Executive producer, programming: Herb Kraft

Director of Research and Development: Chris Marinacci

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