

# HTML Easy! Help

## What is HTML Easy!?

HTML Easy! is a Hypertext document editor by using HTML standard. HTML is a Hypertext format used on World Wide Web. By using HTML Easy, you can create you own W3 page!

## Mark and Tag it!

When you want to use HTML Easy! Pros HTML commands, you have to write few words or paragraphs. Then you mark some of them or all of them. Press the command you want. For example, you want to make some words be BOLD type.....:

Type I want it be BOLD , then mark them all...

Press BOLD button or Ctrl-B....., the result will be:

**<B>I want it be BOLD</B>**

When using some functions, like Paragraph, Line Break, Horizontal Rule, you dont have to mark words. Just press command at the position that you want.

For example:

This will be a paragraph. **<P>**

## How to use HTML Easy!?

- 1.Create a simple and basic HTML document.
- 2.More HTML tags .
3. Adding more feature on your document.
- 4.Custom Your Own Template.

## More Advance features in HTML Easy! Pro

### Short-Cut Keys List

### Copyright Information

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### Feed Back

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Hypertext  
is a text format with graphics,hyperlink,and other medias.

World Wide Web  
is a newest Hypertext style service on Internet.

## Create a simple and basic HTML document

### What is TITLE?

To create a HTML document, you need add `<HTML><TITLE> Your Title </TITLE>` in the very beginning. You have to add your title in side the blanket. It will show in the Window Title as your page title.

### What is BODY?

After you type your title, you have to type `<BODY> Your Context </BODY>` as the beginning of your context. You can say the BODY is your text body.

### An example of basic HTML document.

```
<HTML>
<HEAD> </HEAD>
<TITLE> My HTML Page </TITLE>
<BODY>

<CENTER><H1>My Heading</H1></CENTER>
This is My context<P>

</BODY>
</HTML>
```

# More HTML tags

## HTML Tags

### Heading

`<H1></H1>.....<H6></H6>`

### Centering

`<CENTER></CENTER>`

### Paragraph

`<P>`

### Line Break

`<BR>`

### Horirontal Rule

`<HR>`

### Font BOLD

`<B>`

### Font ITALIC

`</i>`

### Font Underline

`<U>`

Heading Level 1

Heading Level 2



Heading Level 3

Heading Level 4

Heading Level 5

Heading Level 6

Cut the selected text to clipboard

Copy the selected text to clipboard

Paste clipboard text to cursor

Open New Document



Open Exist File

Save current file

Select display font

Set font type face to BOLD

Set font type face to ITALIC

Set font type face to Underline

Document Title

Use preformatted text



Centering text or graphics

Numbered List format

Bulleted List format

List Item

Definition list

Definition list item

Paragraph

Insert a line break



Insert a horizontal rule

Mark the text as a target

Insert an image

The definition of tool bar

Link the selected text or graphics to target or other document

# Adding More Feature on Your Document

## 1. Adding List on Document

### a. Numbered List

- \* On tool bar select Numbered List Button.
- \* Fill the list text after <LI>.
- \* Increase More List Item by press List Item Button.
- \* Example :

```
<OL>  
<LI> 1st List item  
<LI> 2nd List item  
:  
<LI> Last Item  
</OL>
```

### b. Bulleted List

- \* On tool bar select Bulleted List Button.
- \* Fill the list text after <LI>.
- \* Increase More List Item by press List Item Button.
- \* Example :

```
<UL>  
<LI> 1st List item  
<LI> 2nd List item  
:  
<LI> Last Item  
</UL>
```

## 2. Adding Definition List

The Definition list is like Numbered list and Bulleted list.

- \* Example :

```
<DL>  
<DT> 1st Definition Title  
<DD> Definition  
<DT> 2nd Definition Title  
<DD> Definition  
:  
<DT> Last Definition Title  
<DD> Definition  
</DL>
```

## Custom Your Own Template

The template is used for the new document. By default, when you choose File - Load Template, it will load following text into your document.

```
<HTML>  
<HEAD> </HEAD>  
<TITLE> </TITLE>  
<BODY>  
  
</BODY>  
</HTML>
```

You can save a lot of time by creating your own HTML document. Also, you can add your own text into the Template. The Template file name is TEMPLATE.HTM. You can open it in HTML Easy, then custom your template file.

## **More features in HTML Easy! Pro**

**1.How to use Color and Texture functions?**

**2.How to use Remote Hyperlink?**

**3.How to use Local Hyperlink?**

**4.How to use short-cut keys to accelerate editing?**



## How to use Color and Texture functions?

In HTML Easy! Pro, to make back ground color, text color change is so simple. You just select HTML-Document-Color And Texture, then you can see several options. For example, you choose Color inside Back Ground frame, then you will change the color by pressing BROWSE. If you choose Text Color check box, you can make your Text Color change.

## How to use Remote Hyperlink?

What is Hyperlink? Hyperlink is a method to link your documents with other documents or files. What is Remote Hyperlink? Remote Hyperlink is the link that outside the current HTML document. The link can be HTTP, FTP, E-MAIL, and so on. Other documents also can be reached by Remote Hyperlink. For using Remote Hyperlink, you can press Hyperlink button. When the Hyperlink menu shows up, choose remote. Then fill the URL or file that you want to link. The result will like following:

```
<A HREF="http://www.ibm.com/">IBM Corporation.</A>
```

## How to use Local Hyperlink?

What is Hyperlink? Hyperlink is a method to link your documents with other documents or files. What is Local Hyperlink? Local Hyperlink is the link that inside the current HTML document. First, you have to make a Target by pressing Target.

For using Local Hyperlink, you can press Hyperlink button. When the Hyperlink menu shows up, choose Local. Then select the Target name that you want to link. The result will like following:

```
<A NAME="loveU">Click "I Love U", you will be here</A>
```

```
<A HREF="#loveU"> I love U</A>
```

## How to use short-cut keys to accelerate editing?

Short-Cut Keys is a very convenient feature. When you are familiar with HTML commands, you can just type a few words. Then mark it, and press Short-Cut Keys. For example:

Type "Heading Level 1", then mark it.

Press Shift-F1...

`<H1>Heading Level 1</H1>`

### **Short-Cut Keys List**

## Short-Cut Keys List

Function	Short-Cut Key
Find	Ctrl-F
Find Next	Ctrl-N
Replace	Ctrl-R
Bold	Ctrl-B
Italic	Ctrl-I
Underline	Ctrl-U
Center	Ctrl-C
Comment	Ctrl-O
Paragraph	Ctrl-P
Line Break	Ctrl-K
H. Rule	Ctrl-H
Image	Ctrl-M
Target	Ctrl-T
Hyperlink	Ctrl-L



