

## WinHTML Functions

**Introduction** WinHTML is a complete solution for developing your own World Wide Web HomePage. It provides a simple interface that automatically generates your HTML codes, and even remembers your E-mail ID, previously used images and URLs to simplify the addition of frequently used references to new documents.

WinHTML includes support for extended and ASCII characters, descriptive character highlighting, and menu and directory lists.

Thank you for trying WinHTML. Your comments and suggestions are welcome; our goal is to make WinHTML a intuitive, easy to use program, with all of the functionality needed for creating and maintaining your Web documents. Please feel free to contact us at:

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**Format** This document is divided into three parts:

- 1) Menus
- 2) Menu quick access keys
- 3) Toolbars

All of this information will be included in the on-line help feature of a later version of the program

For a quick description of all of the HTML codes supported, please review the document WINHTML.WRI, included in the WINHTML distribution. You can access this file from within the program by selecting "HTML Codes" from the Help menu.

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## Section 1 Menus

WinHTML uses menus in much the same way as Windows programs. The menu titles that appear across the top of the program window are:

File - opening, closing and saving files, and printing

Edit - cut, copy, paste, delete, and find

Customize - change WinHTML settings to your liking

Styles - change the way document text will appear when viewed with an HTML viewer, e.g., Netscape or a Mosaic derivative.

Insert - Add lists and other HTML constructs and tags to the document

Window - cascade and tile windows, and activate an open document

Help - brief description of program, registration information, and about box

### File Menu

New - creates a new HTML document. You will be prompted for the document title, which will appear in an HTML browser when someone views your page (This is not the filename). Your new document will include a complete header with the title and a space for comments. The text "Your Document Here" appears where your body text will go.

Open - opens an existing HTML document. The default file suffix filter is \*.htm and \*.html (in case your operating environment supports it). You can also filter for \*.txt files or all \*.\* files.

Close - closes the active document. You will be prompted to save if this document has been changed but not saved.

Save - save the document to disk.

Save As - save this document to disk with a different file name.

Get File - insert an existing file into the current document (at the cursor position). Use this to import a file into an HTML document. The default file suffix filter is \*.htm and \*.html; you can also filter for \*.txt files or all \*.\* files.

Delete File - delete a file from the disk without resorting to File Manager. The default file suffix filter is \*.htm and \*.html; you can also filter for \*.txt files or all \*.\* files.

Print - prints the active document, or a selection of the document. You will be prompted for the number of copies, and selection versus the whole document.

To print just a selection of a document, highlight the text to print, then select Print from the File menu.

Print Setup - select printer, paper orientation, and other printer specific options.

Exit - terminates WinHTML. You will be prompted to save any documents that have been changed but not saved

Recent Files List - a list of your last four open files. An alternative to using File/Open again and again on some of your most often accessed documents.

**Edit Menu** Cut - remove the selected text from the document and place it on the clipboard.

Copy - leave the selected text intact, and place a copy on the clipboard.

Paste - copy the clipboard text to the cursor position. If text is highlighted, it will be replaced.

Delete - remove the selected text from the document

Select All - select and highlight all text in the active document

Find - you will be prompted for the text sequence to find in the active document

Repeat Find - search again for the previous "Find" string

### **Customize Menu**

Preferences - pops up a window from which you define your E-mail address, enter key behavior, HTML viewer, and WinHTML screen colors and fonts.

Refer to Preferences in Section 3, Main Toolbar Configuration Buttons.

Extended Toolbar - toggle the extended toolbar off and on; some people prefer menus to icons.

**Styles Menu** Except for those listed, picks from this menu have the effect of changing the appearance of the selected text when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; text can be added between the tags later.

Plaintext - Any text to the end of the document will be treated as plain text. Most Web Browsers will ignore all remaining HTML codes in the document.

**Insert Menu** All picks on this menu create an HTML object at the cursor position in the active document.

**Lists** - Note that list items can also be lists, creating sublists. Depending on your browser, sublists may have bullets, squares, diamonds, or triangles in front of each list item. Try it!

Ordered List - creates a list, with two list items. When displayed in an HTML browser, each list item will be numbered.

Bulleted List - creates an unordered list, with two list items. When displayed in an HTML browser, each list item will be bulleted.

Directory List - creates an unordered list, with two list items. Depending on the HTML browser, each list item may be bulleted or have some other effect.

Menu List - creates an unordered list, with two list items. Depending on the HTML browser, each list item may be bulleted or have some other effect.

Add List Item - adds a new item for any of the lists above.

Descriptive List - creates a descriptive list at the cursor. Descriptive lists contain pairs of terms <DT> and a descriptions <DD>. The descriptions are indented without bullets or other effects, which makes descriptive lists great for describing items or glossary definitions.

Descriptive Item - inserts a single descriptive list term

Definition - inserts a single descriptive list description

Separators - Most Web browsers will ignore carriage returns in the body of an HTML document. The following separators increase the readability of your Web documents.

Newline - CRLF: Splits the text following onto the next line

Paragraph - skip a line: inserts a blank line before the text following

Horizontal Rule - line across the page to separate two sections

Inline Image - opens a dialog to insert a pointer to a GIF file in the document. In the list box, select the GIF to use, or type in the path to the GIF (the path should be from the point of view of the Web server). Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of GIF files used, for easy recall later; to delete GIFs from this list, select the path from the list box and click the Remove From List button.

Name/Anchor - create a location in the document to which browsers can be sent. A dialog box will open, requesting a unique name for this anchor.

Jump to an Anchor - create a "Hot Spot" that will cause a user to branch to a specific location in the document, as described above. A dialog box will open, requesting the name of the anchor to go to.

Link to a URL - opens a dialog to insert a reference that instructs Web Browser to jump to another local Web page, another Web sites, or to get binary

and text files.

In the list box, select the URL to use, or type in the URL. Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of URLs used, for easy recall later; to delete URLs from this list, select the URL from the list box and click the Remove From List button.

Mailto - If your E-mail address has been defined, it will be automatically added into the document so that Web Browsers can send you mail easily. If no E-mail ID is configured, you will be prompted to type it in.

Isindex - Creates an IsIndex object in the document.

Ampersand - insert the HTML equivalent "&"; the "&" is a special character to Web Browsers.

< Less Than - insert the HTML equivalent "<"; the "<" is a special character to Web Browsers

> Greater Than - insert the HTML equivalent ">"; the ">" is a special character to Web Browsers

" Double Quotes - insert the HTML equivalent "&quot;"; the "&quot;" is a special character to Web Browsers

Non-breaking Space - A space between words that must remain together on the same line, e.g., June&nbsp;13,&nbsp;1995.

ASCII Characters - Allows use of any of the 255 ASCII characters. You will be prompted to enter the ASCII value for this character, and the proper sequence will be added so that this character appears when Web Browsers view the document.

Extended Characters - Opens a toolbox for any of the characters that don't appear on some keyboards. These characters are used in certain languages, or in describing the pronunciation of words.

Select the character to insert, then click "Insert Character into Document" to put the extended character itself into your document, or select "Insert HTML into Document" to put the HTML code for the character into your document. Continue with any other characters, then click "Quit" to get rid of the toolbox.

Comment - Inserts hidden comment into the document. Comments can be placed anywhere, and are not displayed by any Web Browsers. Use comments to keep track of page layout, dates, revisions, and anything else you need.

## Window Menu

Cascade all open documents within the application window, arranged from upper left.

Horizontal Tile - horizontal tile arrange all open documents within the application window.

Vertical Tile - vertical tile arrange all open documents within the application window.

Arrange icons - line up any icons for minimized documents within the application window.

Open Files List - a list of your all currently active files in WinHTML. Return to any open document by clicking the menu for that filename.

**Help Menu** Using HTML Editor - a brief description of how to use the program.

HTML codes - a list and description of popular HTML sequences, supported by WinHTML.

How To Register - Instructions for registering your copy of WinHTML.

Register Now - Opens a signup form for inputting your registration information. If your registration information is not correct, you will not be able to save this information

About - Some information about the program.

## Section 2    Menu Quick Access Keys

Several menu items can be accessed by keyboard sequences. These are:

<b>File Menu</b>	New	Ctrl+N
	Open	Ctrl+O
	Save	Ctrl+S
	Save As	Ctrl+A
	Get File	Ctrl+G
	Delete File	Ctrl+D
	Print	Ctrl+P
	Print Setup	Ctrl+R
<b>Edit Menu</b>	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	Delete	Del
	Repeat Find	F3
<b>Styles Menu</b>	Bold	Ctrl+B
	Italic	Ctrl+I
	Typewriter	Ctrl+T
	Underline	Ctrl+U
	Preformatted	Ctrl+F

## Section 3      **Toolbars**

This section describes the functions available from the toolbars; the functions are the same as certain menu functions, but the complete description is listed here to save you the trouble of flipping this page back and forth. Buttons are listed from left to right, with a short description of the icon in parentheses.

### **Main Toolbar File Buttons**

New File (Blank sheet of paper) - creates a new HTML document. You will be prompted for the document title, which will appear in an HTML browser when someone views your page (This is not the filename). Your new document will include a complete header with the title and a space for comments. The text "Your Document Here" appears where your body text will go.

Open File (Opening file folder) - opens an existing HTML document. The default file suffix filter is \*.htm and \*.html (in case your operating environment supports it). You can also filter for \*.txt files or all \*.\* files.

Save File (Floppy disk) - save the document to disk.

Delete File (Pencil eraser) - delete a file from the disk without resorting to File Manager. The default file suffix filter is \*.htm and \*.html; you can also filter for \*.txt files or all \*.\* files.

Print (Printer with paper) - prints the active document, or a selection of the document. You will be prompted for the number of copies, and selection versus the whole document. To print just a selection of a document, highlight the text to print, then click the print button.

### **Main Toolbar Edit Buttons**

Cut (Scissors) - remove the selected text from the document and place it on the clipboard.

Copy (Two pieces of paper) - leave the selected text intact, and place a copy on the clipboard.

Paste (Glue and paper) - copy the clipboard text to the cursor position. If text is highlighted, it will be replaced.

Delete (Big X) - remove the selected text from the document

### **Main Toolbar Style Buttons**

These buttons have the effect of changing the appearance of the selected text when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; text can be added between the tags later.

Bold (Big, Bold B)  
Italic (Italic I)



Typewriter Text (Two lowercase t's)  
Underline (Underlined lowercase u)  
Preformatted (Lowercase pre)

### **Main Toolbar Separator Buttons**

Increase the readability of your Web documents.

Newline (Folded arrow) - CRLF: Splits the text following onto the next line

Paragraph (Paragraph symbol) - skip a line: inserts a blank line before the text following

Horizontal Rule (Horizontal line labeled "HR") - line across the page to separate two sections

### **Main Toolbar Configuration Buttons**

HTML Viewer (Paper with magnifying glass) - save the active document, and load the configured Web Browser to look at this page. If no Web Browser is configured, you will be given the opportunity to browse through all available disks to find one to use.

Preferences (Crescent wrench) - pops up a window from which you define your E-mail address, enter key behavior, HTML viewer, and WinHTML screen colors and fonts.

E-mail Address - enter your E-mail address in the dialog box. Once configured, any time you insert a MAILTO reference, your E-mail Address will be automatically added.

Enter Key Behavior - Configure the Enter key to send just a CRLF, or to actually insert an HTML new line. Since most Web Browsers ignore CRLF, it is often useful to use the suggested HTML new line.

HTML Viewer - Select a Web Browser to use to view your documents as they are created. You can browse through all available disks to find one to use.

Colors - select the background and foreground colors for WinHTML document windows. The default is black on white.

Fonts - select the font style for WinHTML document windows. The default is Regular MS Sans Serif, 10 points.

### **Extended Toolbar Insert Buttons**

Name/Anchor (Page with a red #) - create a location in the document to which browsers can be sent. A dialog box will open, requesting a unique name for this anchor.

Jump to an Anchor (Page with a red arrow pointing at a #) - create a "Hot

Spot" that will cause a user to branch to a specific location in the document, as described above. A dialog box will open, requesting the name of the anchor to go to.

Link to a URL (A few links of chain) - opens a dialog to insert a reference that instructs Web Browser to jump to another local Web page, another Web sites, or to get binary and text files.

In the list box, select the URL to use, or type in the URL. Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of URLs used, for easy recall later; to delete URLs from this list, select the URL from the list box and click the Remove From List button.

Mailto (Envelope) - If your E-mail address has been defined, it will be automatically added into the document so that Web Browsers can send you mail easily. If no E-mail ID is configured, you will be promoted to type it in.

Inline Image (Picture of an ocean sunset) - opens a dialog to insert a pointer to a GIF file in the document. In the list box, select the GIF to use, or type in the path to the GIF (the path should be from the point of view of the Web server). Click OK, and the correct HTML sequence will be loaded into the document.

This function keeps an ongoing list of GIF files used, for easy recall later; to delete GIFs from this list, select the path from the list box and click the Remove From List button.

Less Than (<) - insert the HTML equivalent "<"; the "<" is a special character to Web Browsers

Greater Than (>) - insert the HTML equivalent ">"; the ">" is a special character to Web Browsers

Ampersand (&) - insert the HTML equivalent "&"; the "&" is a special character to Web Browsers.

Double Quotes (") - insert the HTML equivalent "&quot;"; the "&quot;" is a special character to Web Browsers

Non-breaking Space (Lowercase nbsp) - A space between words that must remain together on the same line, e.g., June&nbsp;13,&nbsp;1995.

### **Extended Toolbar Style Buttons**

Headings (H1 through H6) - Configure the selected text to appear as headings when viewed with a Web Browser. If no text is selected, the opening and closing tags are inserted into the document at the current cursor position; heading text can be added between the tags later.

## **Extended Toolbar List Buttons**

Descriptive List (Two short descriptive lists) - creates a descriptive list at the cursor. Descriptive lists contain pairs of terms <DT> and a descriptions <DD>. The descriptions are indented without bullets or other effects, which makes descriptive lists great for describing items or glossary definitions.

Descriptive Item (Two short descriptive lists, second one highlighted) - inserts a descriptive list term/description pair.

Ordered List (Three item list with numbers 1 - 3) - creates a list, with two list items. When displayed in an HTML browser, each list item will be numbered.

Bulleted List (Three item list with three bullets) - creates an unordered list, with two list items. When displayed in an HTML browser, each list item will be bulleted.

Add List Item (Three list items, one highlighted) - adds a new item for an Ordered, Bulleted, Directory, or Menu.