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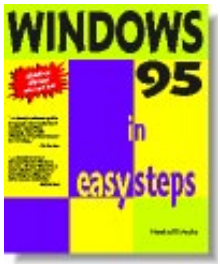

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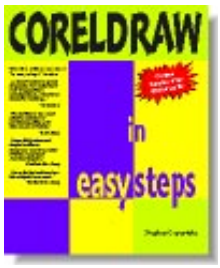

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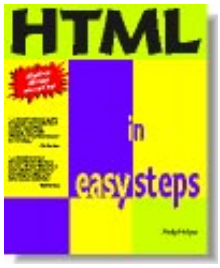

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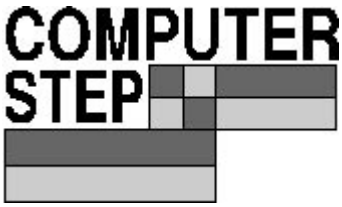

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Contents of
Windows 95 in Easy Steps

CHAPTER TWO

Basic Controls

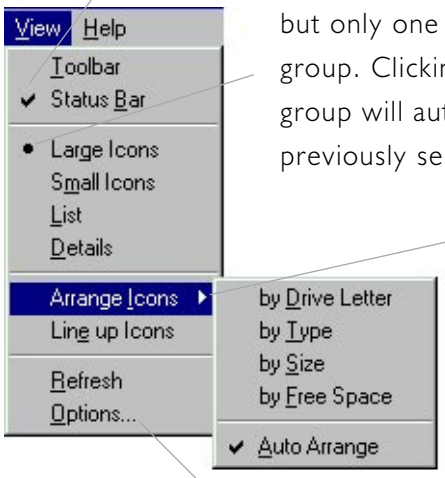
Everything you do in Windows 95 will be done using a menu, dialog box or a window. This chapter shows you how you can use these structures.

Covers

Menus

Many of the windows will have a Menu bar near the top, displaying the menu options relevant to a particular window. Simply click on a menu option to reveal a drop-down list of further options within it. As an example, we will look at the View menu from the My Computer window:

A tick shows that an option is active.



A bullet also shows an option to be active but only one option can be selected from a group. Clicking another option from the group will automatically turn off the previously selected one.

A forward arrow indicates that there is another linked menu for selection. Move the mouse arrow on the option to see it.

The ellipse (i.e. ...) indicates that if this option is selected, an associated window with further selections will be displayed,

To deactivate an option with a tick next to it, click on it. Click on it again to activate it.

If an option is dimmed out, it cannot be used at that particular time or is not appropriate.

Some options may have shortcut keys next to them so you can use these instead of clicking on them with your mouse.

Dialog boxes

Although simple settings can be made quickly from menu options, other settings need to be made from windows displayed specifically for this purpose. These are called dialog boxes.

Tabs - click on the appropriate one to display its settings.

Check boxes - click on as many as required. A tick indicates that an option is active - if you click on it again it will be turned off. If an option is dimmed out, it cannot be selected.

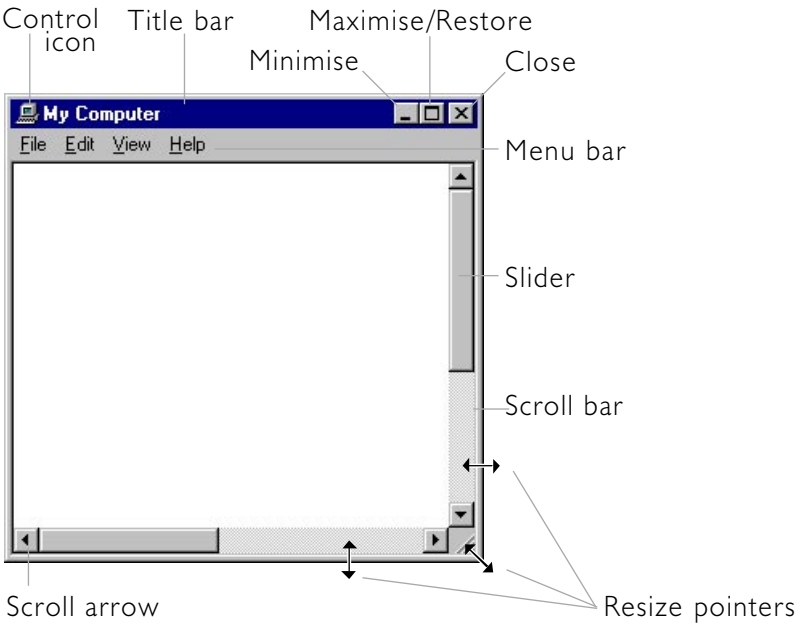
Radio buttons - only one out of a group of radio buttons can be selected - if you click on another radio button, the previously selected one is automatically turned off.

Action buttons - **OK** will save the settings selected and close the dialog box or window. **Cancel** will close the window without saving the amended settings - click on it if you've made a mistake. **Apply** will save the settings selected so far but will not close the window, in case you want to make further changes.

Structure of a window

All windows are similar in their structure. You can have a window containing icons for further selection, or a window that displays a screen from a program.

Dialog boxes are usually fixed size windows and therefore don't have scroll bars, minimise, maximise, restore buttons or the control icon. They also don't display resize pointers at the edges.



Double-click on an icon to open a window relating to it.

From the View menu, click on Toolbar to display further buttons under the menu bar, or click on the Status Bar option to display a bar under the bottom scroll bar - this displays information about items selected from the window.

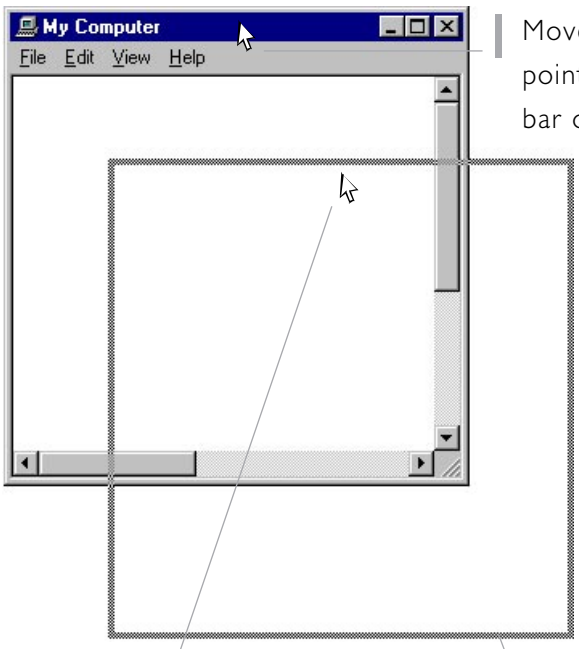
The scroll bars will only appear when there are items that cannot fit into the current size of the window.

If you move the mouse pointer over any edge of a window, the pointer changes shape and becomes a double-headed resize pointer - drag it to change the size of a window (see page 26 - Resizing a window).

Moving a window

As long as a window is not maximised occupying the whole screen, you can move it. This is especially useful if you have several windows open and need to organise your desktop.

You can also move a window by clicking on the control icon (top left) and then using the four directional cursor arrow keys on the keyboard move in any direction.



1 Move the mouse pointer over the title bar of a window.

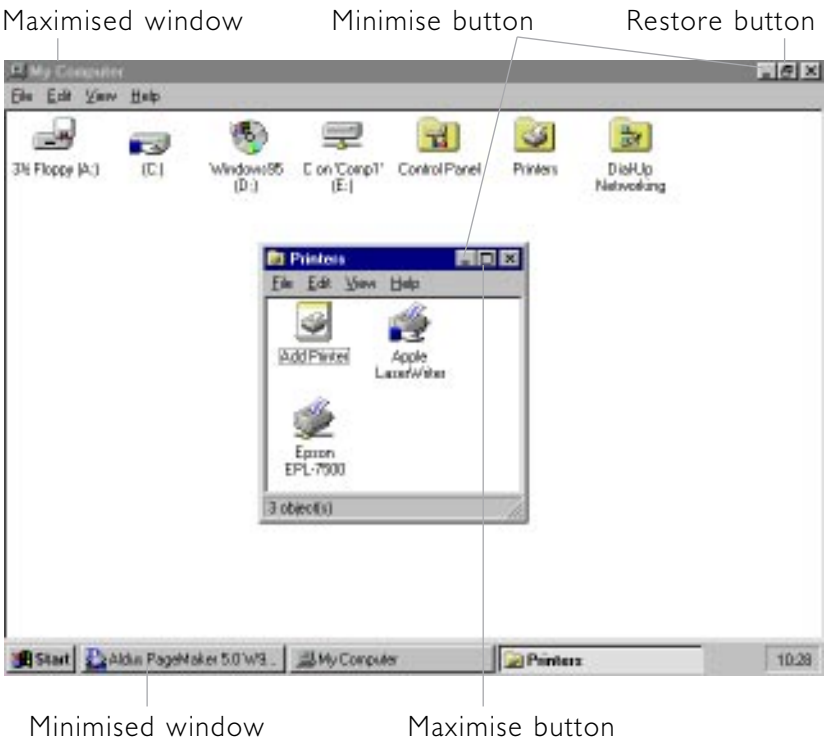
2 Drag the mouse pointer to a new location.

3 When the window frame is in the desired location, release the mouse button.

If you have installed Microsoft Plus, you can have the Full window drag feature so that the whole window moves as you drag the mouse, instead of just the frame.

Maximising, Minimising and Restoring a window

A window can be maximised to fill the whole screen, minimised to a button on the Taskbar, or restored to the original size.



You can also double-click on the Title bar to maximise the window.

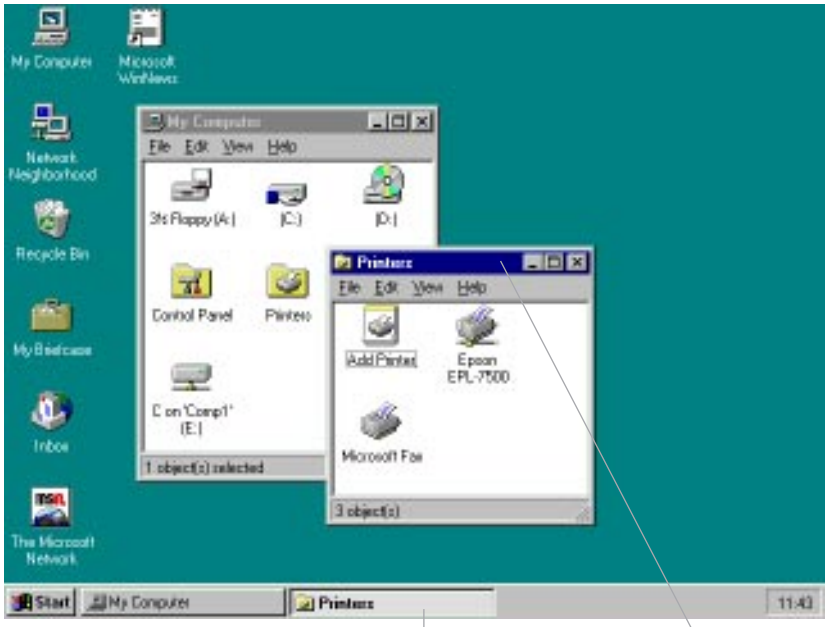
Click the Control icon (top left) or right-click the Task button to display a shortcut menu that also allows you to minimise, maximise and restore the window.

Whether a window is maximised or original size, click on the minimise button (left of the top-right three buttons) to reduce the window to only a Task button on the Task bar. This will create space on the desktop for you to work on other windows. When you want to restore the reduced window, simply click on it from the Task bar.

The middle button (out of the three) can either be a maximise button, or if the window is already maximised the same button changes to a restore button.

Switching between windows

Switching between windows cannot be easier. The task (window) that is active always has its Title bar highlighted. If you have more than one window displayed on the desktop, click anywhere inside a window that is not active to activate it or switch to it.



HANDY TIP

If you have too many windows open, Task buttons will resize themselves automatically.

HANDY TIP

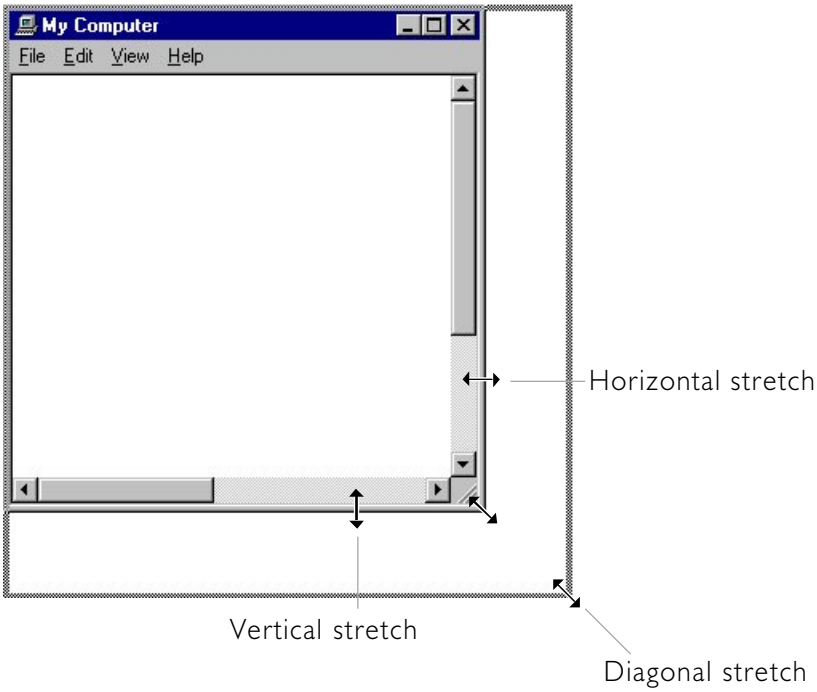
Press the Alt+Tab keys to toggle and switch between tasks.

Another method of 'task switching' is to use the Task bar at the bottom. Every window that is open has a button created automatically on the Task bar. Therefore, it does not matter if the window you want to switch to is overlayed with others and you cannot see it. Just click on the button for it in the Task bar and the window will appear on top and it will be active.

Resizing a window

As long as a window is not maximised or minimised, it can be resized.

Resize and move windows on your desktop to the way you prefer to work.



1 Place the mouse arrow anywhere on the edge of a window (including corners) - it will change to a double-headed resize pointer.

2 Drag the pointer outwards to increase the size of the window, or inwards to reduce the size.

3 When the outline is in the correct position, release the mouse button - the window will now occupy the area previously shown by the outline.

Arranging windows

If you have several windows open on your desktop and want to automatically rearrange them neatly, rather than resize and move each one individually, use the cascade or tile options from the Toolbar.

To avoid cluttering your desktop, try not to use the Cascade and Tile options - it is better to use the Minimize All Windows option so if need to work on any one, it is only a mouse-click away from the Task bar.

Click on Undo Tile to restore your own arrangement of windows before you tiled them.

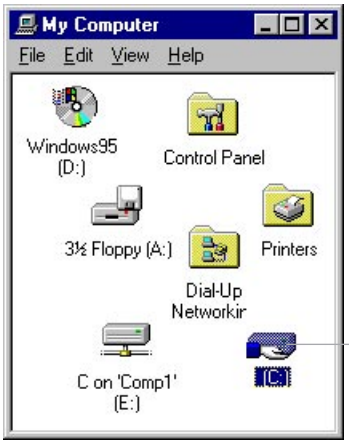
1 Right-click on the Task bar to display a shortcut menu.

2 Click on Cascade (overlaps all the windows so that just the Title bars are visible, except for the front one), Tile Horizontally (resizes each window equally and displays them across the screen in rows), or Tile Vertically (resizes each window equally and displays them across the screen in columns).

Arranging icons

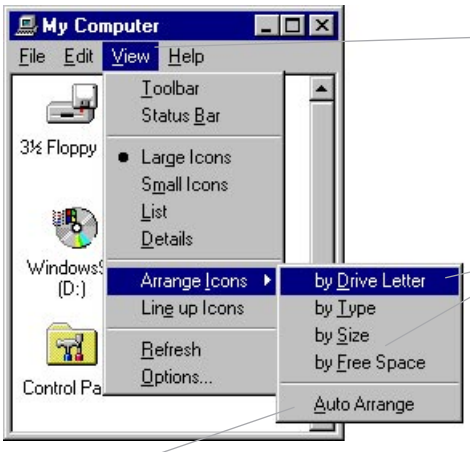
If you have icons displayed (large or small) in a window, you can rearrange the order, either manually or automatically.

Manually



Drag an icon to any space within a window.

Automatically



Click on the View menu, and move pointer over Arrange Icons.

2 Click on an option to neatly arrange all the icons in a preferred sequence.

3 Click on Auto Arrange to activate it with a tick, so that if you resize the window, the icons are rearranged automatically.

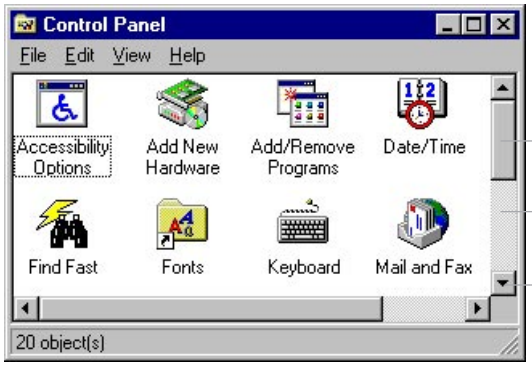
HANDY TIP

You can drag an icon out of the window and onto the desktop or another window.

Scrolling

If a window is not big enough to display all the information within it, then Scroll bars will appear automatically - either vertical, horizontal, or both. Use these to see the contents of a window not immediately in view.

The size of the Slider in relation to the Scroll bar indicates how much of the total contents are in view. The position tells you which portion is in view.



1 Drag the Slider along the Scroll bar towards one of the two Scroll arrows to scroll in that direction.

or

2 Click on the Scroll bar to scroll just a little towards the Scroll arrow nearest to it.

or

3 Click on one of the Scroll arrows to scroll just a little in that direction. Hold down your mouse button to scroll continuously.

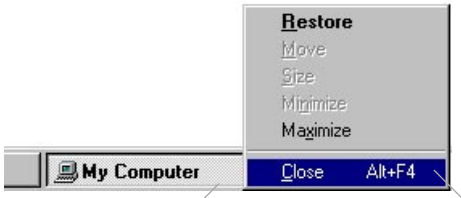
Closing a window

When you have finished with a window you will need to close it. There are many ways of doing this - use the method you find the easiest.

Save your work before closing a program window that contains work you've been doing.

Click on the Close button (top right corner).

If Minimised

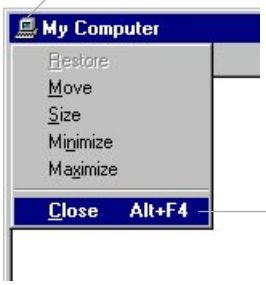


Right click on the Minimised Task button.

2 Click on Close from the shortcut menu.

From the Control icon

Click on the Control icon (top left corner).



2 Click on Close from the shortcut menu.

From the keyboard

Press Alt-F4 keys to close the active window.

Contents of
CorelDRAW in Easy Steps

CHAPTER TWO

Basic Drawing

This chapter gets you started with CorelDRAW quickly. We'll look at some specialist CorelDRAW selection techniques. Then you'll learn how to create simple shapes. Finally, you'll also learn about shortcuts which allow you to align the objects you create, easily and conveniently.

Covers

Selection techniques

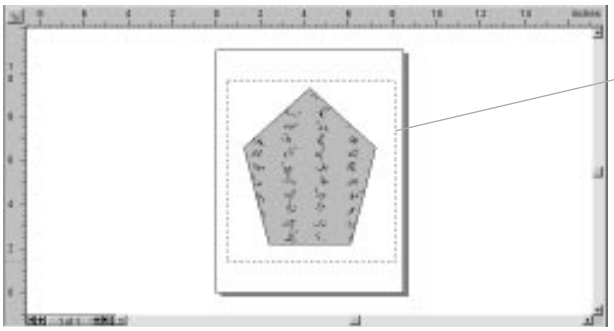
CorelDRAW makes use of standard Windows selection procedures. For instance, with the Pick tool in the Toolbox activated, clicking on a drawing object's outline 'selects' it (this means that any editing actions you undertake apply solely to this object). However, there are other selection routes which are more or less specific to DRAW...

Using marquees

If you hold down one Alt key as you define a marquee, objects which merely intersect it are also selected.

This is a very useful technique for selecting one or more objects at a time. Make sure the Pick tool is activated. Then simply move the mouse pointer to one corner of the (imaginary) rectangle which contains the object(s) you want to select. Click and hold down the left mouse button as you drag out a dashed rectangle that completely surrounds the objects. When you release the button, all the enclosed objects are selected.

Selected objects are surrounded by eight black rectangles – see page 23.



Marquee just before the mouse button is released

Using Shift

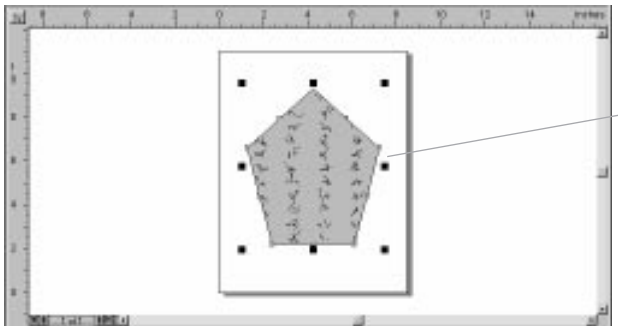
Another way to select several objects is to activate the Pick tool and hold down one Shift key as you click sequentially on the object outlines.

Selecting all objects automatically

You can have CorelDRAW select all objects on the current page within the active document. To do this, pull down the Edit menu and click Select All. Alternatively, double-click the Pick tool.

Working with selected objects

When you select an object in CorelDRAW, it's surrounded with black handles:



After the mouse button has been released; the object is selected

If you hold down one Ctrl key as you resize or stretch an object, changes are made in 100% increments.

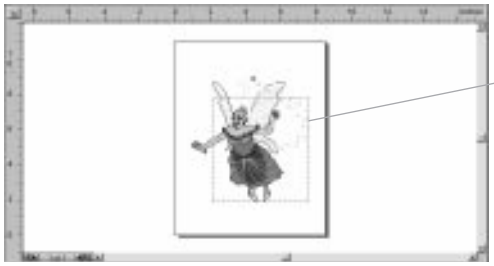
If you hold down one Shift key as you resize or stretch an object, changes are made from the centre outwards.

You can combine the above keystroke enhancements.

You can perform a variety of operations on selected objects. These include:

- moving/resizing
- reshaping/rotation
- filling
- customising outlines

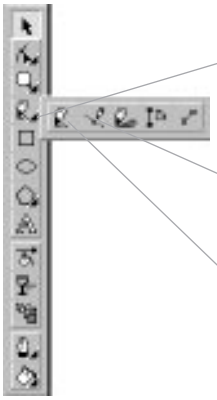
Moving and resizing are undertaken with more or less standard Windows techniques (i.e. dragging a centre handle stretches objects, thus disrupting their height/width ratio, while dragging on a corner handle resizes them proportionally). We'll be looking at the use of outlines, reshaping/rotation and fills in later chapters.



A graphical object in the course of being resized

Working with lines

Many drawing operations are undertaken with the help of the Freehand or Bezier tools. These are accessible from within the Toolbox. Follow the procedure below.



1 Click here (the wedge) to launch the Curve flyout

2 Then click here to activate the Bezier tool...

3 ...or here to activate the Freehand tool

The Toolbox looks slightly different in earlier versions of CorelDRAW.

If you define additional segments, click as close to the line-end as possible.

If you hold down the Ctrl key as you define lines with the Freehand tool, they're constrained to 15 degree increments.

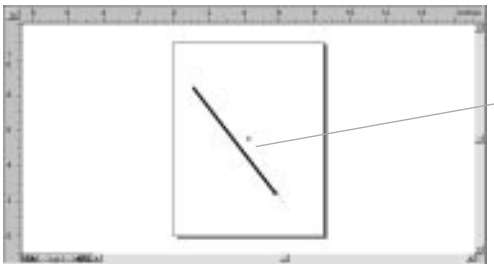
See page 25 for how to draw curves with the Freehand tool.

Using the Freehand tool

The Freehand cursor is a cross with a wavy line. Click in your drawing where you want the line to start. Then click where you want it to end. If you want the line to continue, click one line-end and draw another segment. Repeat this as often as necessary.

Using the Bezier tool

The Bezier cursor is a cross with a *circled* wavy line. Click where you want the line to start. Then click where you want it to finish. If you want the line to continue, click where you want the next line to end. Repeat this as often as necessary. Press the Spacebar twice when you've finished (or activate another tool by clicking on it in the Toolbox).



A Bezier line which has just been created

Working with freehand curves

Drawing freehand curves

Drawing freehand curves is one of CorelDRAW's least user-friendly operations, in the sense that using it effectively requires some artistic ability. In fact, it's probably the feature you'll use least of all. However, freehand drawing in CorelDRAW can create highly original effects. Think of it like using a pencil, or an Etch-a-Sketch.

To draw curves with the Freehand tool, launch the Curve flyout (see page 24 for how to do this). Then select the Freehand tool. Perform the following operations:

1. Place the mouse pointer where you want your curve to start.
2. Hold down the left mouse button.
3. Drag out the curves you need.
4. Release the mouse button when you've finished.

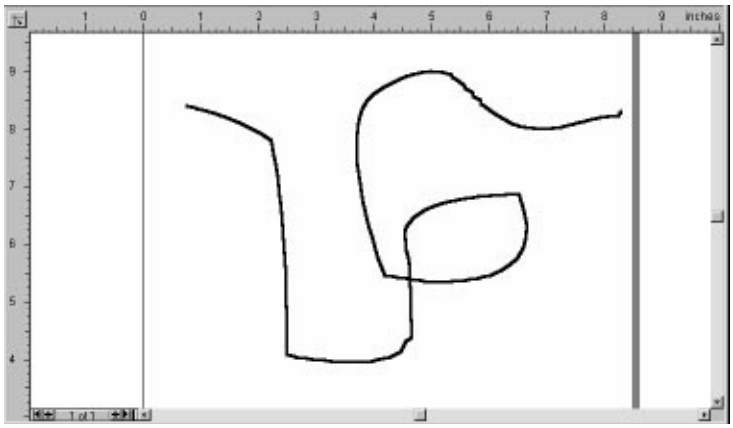
You can easily erase part of a freehand curve *before* you carry out step 4. Simply hold down one Shift key while you drag backwards over your curve. Release Shift to resume drawing.

Joining curves

If you want to create a new curve and join it to an existing curve, place the mouse pointer over the endpoint of the original. Then follow steps 2 to 4 above.

If you define additional curves, click as close to the endpoint as possible.

The illustration shows a typical CorelDRAW freehand curve:



Working with ellipses

CorelDRAW makes creating ellipses easy.

The Toolbox looks slightly different in earlier versions of CorelDRAW.

Drawing an ellipse

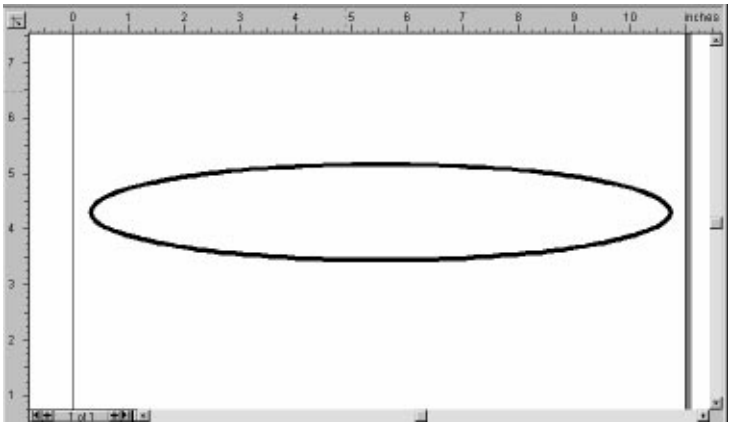
In the Toolbox, click on the Ellipse tool.

Or press F7. Now carry out these steps:

1. Place the mouse pointer at the location where you want one corner of the ellipse to begin.
2. Click and hold down the left mouse button.
3. Drag to create the ellipse.
4. Release the mouse button.

You can create an ellipse from the centre outwards. Simply hold down one Shift key as you carry out steps 2-4.

The following is an example of a CorelDRAW ellipse.



Working with circles

CorelDRAW lets you create perfect circles very easily, with the minimum of expertise. You can also create circles outwards, from the centre.

Drawing circles

In the Toolbox, click the Ellipse tool. (For how to do this, see page 26.)

Alternatively, press F7, a useful keyboard shortcut which activates the Ellipse tool automatically.

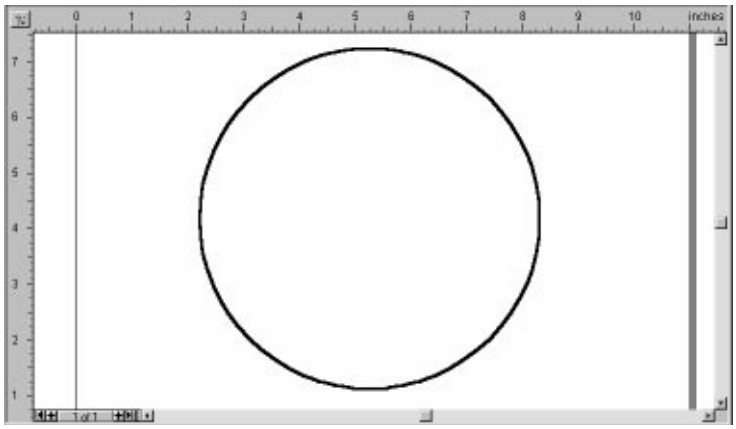
Make sure you release the Ctrl key *after* you've released the left mouse button.

Now carry out these steps:

1. Place the mouse pointer at the location where you want one corner of the circle to begin.
2. Hold down one Ctrl key.
3. Click and hold down the left mouse button.
4. Drag to create the circle.
5. Release the mouse button.

To create a circle from the centre outwards, simply hold down one Shift key (as well as Ctrl) as you carry out steps 2-4.

The following is an example of a CorelDRAW circle:



Working with rectangles

You can easily create rectangles in CorelDRAW.

Drawing a rectangle

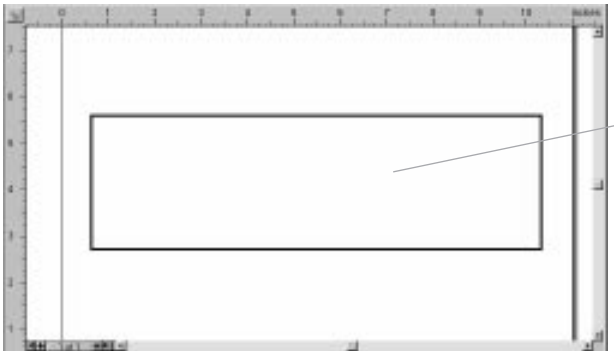
In the Toolbox, click on the Rectangle tool.

The Toolbox looks slightly different in earlier versions of CorelDRAW.

You can create a rectangle from the centre outwards. Simply hold down one Shift key as you carry out steps 2-4.

Or press F6. Now carry out these steps:

1. Place the mouse pointer where you want one corner of the rectangle to begin.
2. Click and hold down the left mouse button.
3. Drag to create the rectangle.
4. Release the mouse button.



A sample CorelDRAW rectangle

Working with squares

In the same way that the use of the Ellipse tool can be extended to produce perfect circles, the Rectangle tool can produce squares.

Drawing a square

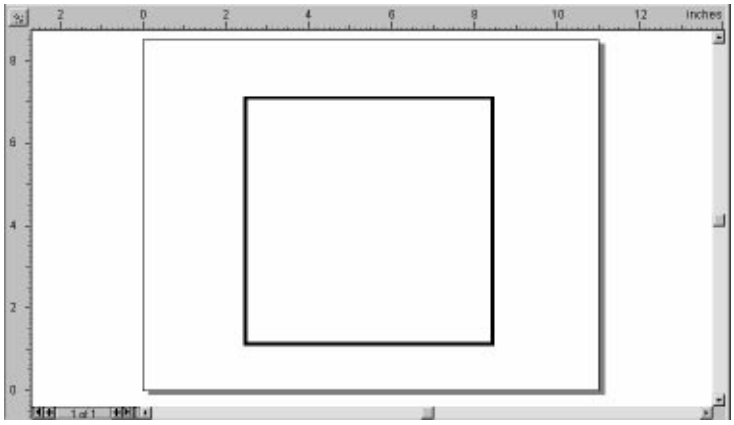
In the Toolbox, click on the Rectangle tool. For how to do this, see page 28.

Alternatively, press F6.

Now carry out these steps:

1. Place the mouse pointer at the location where you want one corner of the square to begin.
2. Hold down one Ctrl key.
3. Click and hold down the left mouse button.
4. Drag to create the square.
5. Release the mouse button.

The following is an example of a CorelDRAW square.



Make sure you release the Ctrl key *after* you've released the left mouse button.

You can create a square from the centre outwards. Simply hold down one Shift key (as well as Ctrl) as you carry out steps 2-5.

Using grids

CorelDRAW provides several aids which allow you to align objects you create automatically and precisely (this is also useful when you resize objects). One of the foremost of these is grids.

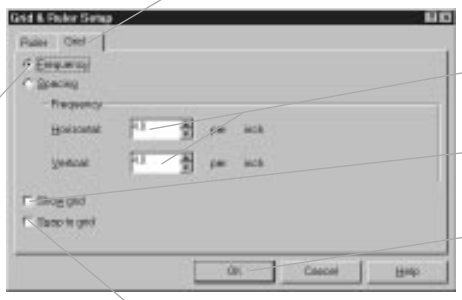
Grids consist of a uniform arrangement of points to which objects can be 'snapped' i.e. aligned automatically.

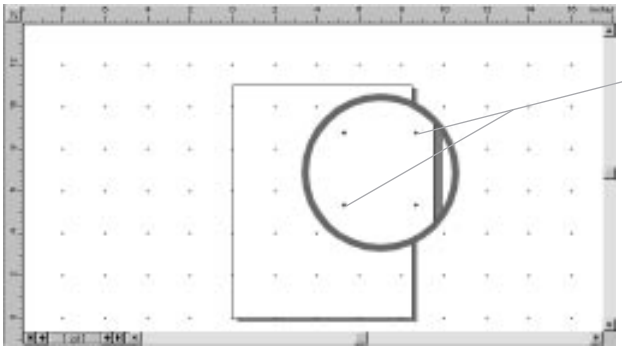
The Spacing field is missing from this dialog in earlier versions of CorelDRAW.

Setting up a grid

Pull down the Layout menu and click Grid and Ruler Setup. Then carry out the following:

Click Frequency *before* you carry out steps 2-5.

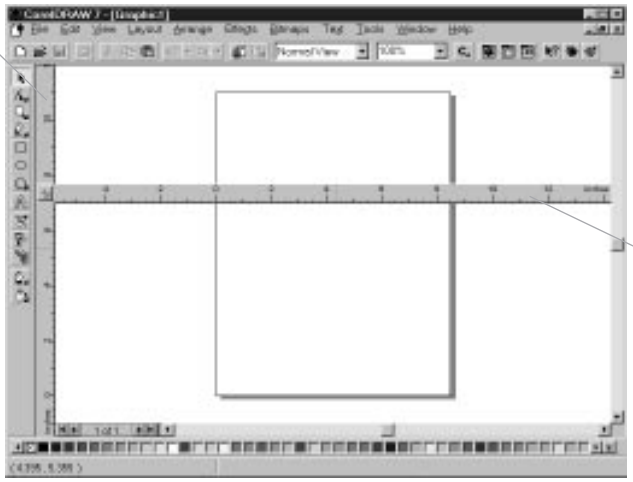




Using the ruler

Rulers are another aid to aligning objects. Both horizontal and vertical rulers are flexible, on-screen calibrations which you can use to size and position drawing components.

This is a ruler in its standard position:



Repositioned ruler (see tip)

You can move rulers onto the page itself. To do this, move the mouse pointer over a ruler. Hold down one Shift key; left-click and drag it to the required location.

Displaying the rulers

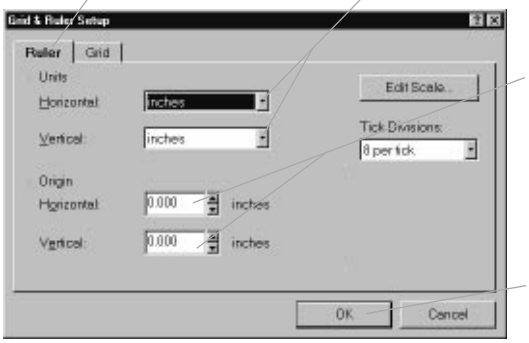
If the rulers aren't currently displaying, pull down the View menu and choose Rulers.

Specifying ruler settings

Double-click on an existing ruler. Now perform the appropriate action, as follows.

1 Click the Ruler tab

2 (Optional) Click the arrows and choose new ruler units



3 (Optional) Enter new values here to reset the ruler origin point

4 Click here

Using guidelines

Whereas grids can be used to position all the objects within a particular drawing, you use guidelines to position *individual* objects. Guidelines are movable, non-printing lines on screen. You can create as many guidelines as you need.

Guidelines are saved with the document which contains them.

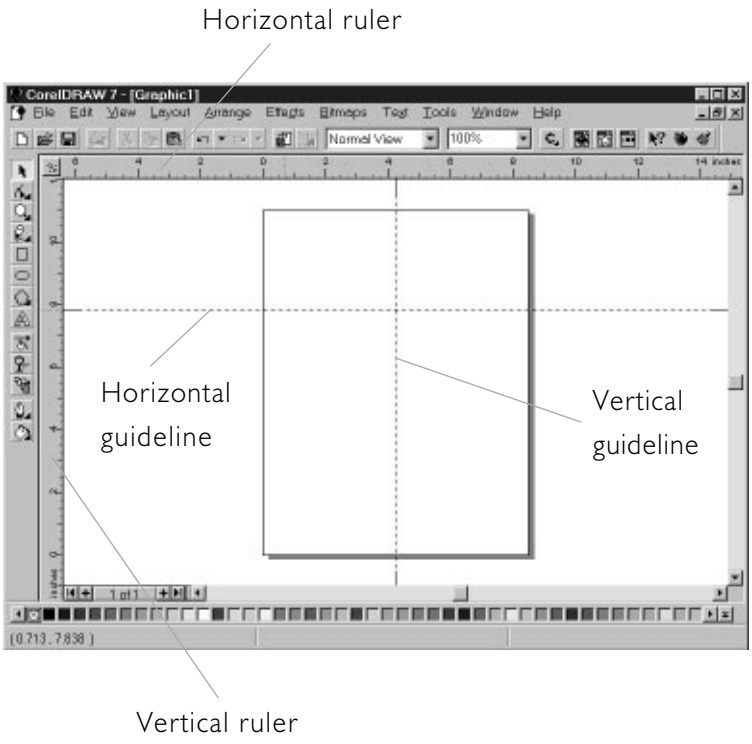
Creating a horizontal guideline

Move the mouse pointer over the horizontal ruler. Click and hold down the left mouse button. Drag onto the page. Release the button when the guideline is correctly positioned.

Creating a vertical guideline

Move the mouse pointer over the vertical ruler. Click and hold down the left mouse button. Drag onto the page. Release the button when the guideline is correctly positioned.

To make objects align to guidelines (when you create or reposition them), pull down the Layout menu and click Snap To Guidelines.



Slanting guidelines were a new feature in version 6 of CorelDRAW.

Remember that once you've slanted a guideline, you can only convert it back again if you're using version 7.

Guideline handles are shown slightly differently in earlier versions of DRAW.

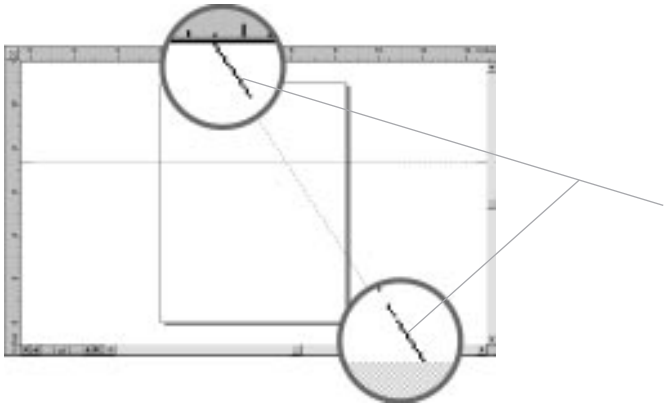
To delete a *slanting* guideline, double-click it. In the Guidelines Setup dialog, click the Slanted tab. Select the guideline in the box and click Delete. Click OK.

Note: version 7 users can use this method:

Creating a slanting guideline

A feature which is currently lacking in just about any other program is the ability to define *sloping* guidelines. These are useful for positioning objects whose shape is nonstandard.

To create a slanted guideline, first create a vertical or horizontal guideline (see 'Creating a horizontal guideline' and 'Creating a vertical guideline', on page 32). Then move the mouse pointer (it changes to a curving, two-headed arrow) over one of the guideline handles. Click and drag it until the angle is correct. Then release the mouse button.



Moving guidelines

You can easily reposition guidelines you've already created. To do this, move the mouse pointer over the guideline. Click and hold down the left mouse button; drag the guideline to its new location. Release the mouse button to confirm the move.

Deleting horizontal/vertical guidelines

Place the mouse pointer over the guideline you want to remove. Click and hold down the left mouse button; drag the guideline back to the horizontal or vertical ruler (it doesn't matter which). Release the mouse button to confirm the deletion.

Snapping to objects

There is one final technique you can use to align your drawings. When you create or reposition an object, you can have it snap automatically to (i.e. align with) another. This is possible because the various types of objects you work with in CorelDRAW (e.g. lines, curves, ellipses/circles, rectangles/squares, text, bitmaps) are allocated several convenient 'snap points' when created. These are usually located at the centre and perimeter.

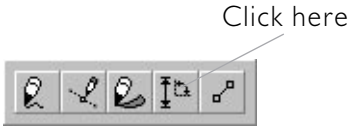
DRAW operates a snap hierarchy. Snap To Objects takes precedence over Snap To Grid or Snap To Guidelines.

Turning on Snap to Objects

To have objects you create or change snap to existing objects, pull down the Layout menu and click Snap To Objects.

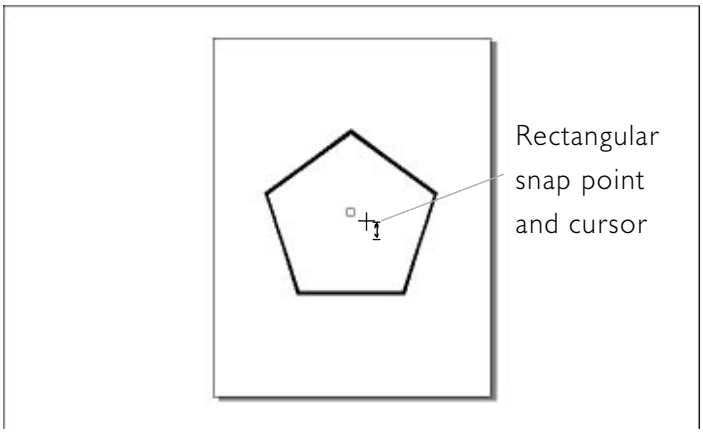
Viewing snap points

To see an object's snap points, first make sure Snap to Objects is enabled. Then launch the Curve flyout (see page 24 for how to do this) and do the following:



Activating DRAW's Snap To Objects feature has no effect on the alignment of *existing* objects.

Now move the mouse pointer over the object. CorelDRAW reveals snap points when the pointer encounters them.



Contents of
Office 97 in Easy Steps

SECTION ONE

A Common Approach

This chapter shows you how Office provides a common look, so you can get started quickly in any module. You'll learn how to create new documents and open/save existing ones (on your hard disk, and on the Internet). You'll learn how to use the Shortcut bar to save time and energy, and also how to get information you need from Office's on-line HELP system (including the Office Assistant).

Covers

Introduction

The Standard edition of Microsoft Office consists of four modules:

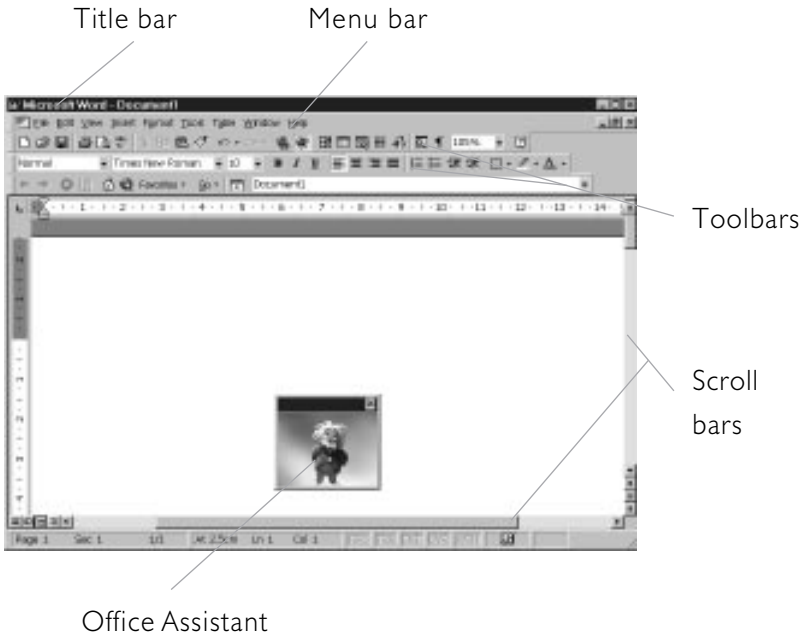
- Word – word-processor
- Excel – spreadsheet
- PowerPoint – presentation/slide show creator
- Outlook – personal/business information manager

Three at least of these programs are leaders in their respective fields. The point about Office, however, is that it integrates the four modules exceptionally well. With the exception of Outlook, which necessarily adopts a relatively individualistic approach, the modules share a common look and feel.

There are, of course, differences between the module screens; we'll explore these in later sections.

The illustration below shows the Word opening screen. Flagged are components which are common to PowerPoint, Outlook and Excel, too.

Outlook – because of its very nature - is slightly different. For instance, it has only two toolbars.



For more information on the use of the Office Assistant, see pages 22-25.

Toolbars

To add a new button to a toolbar (but not in Outlook), right-click over the toolbar. Click Customize. In the dialog which launches, click the Commands tab. In the Categories field, click a category (a group of associated icons). In the Commands box, drag a button onto the toolbar *in the open document*. Finally, click Close.

Toolbars are important components in all four Office modules. A toolbar is an on-screen bar which contains shortcut buttons. These symbolise and allow easy access to often-used commands which would normally have to be invoked via one or more menus.

For example, Word's Standard toolbar lets you:

- create, open, save and print documents
- perform copy & paste and cut & paste operations
- undo editing actions
- access Word's HELP system

by simply clicking on the relevant button.

Toolbars vary to some extent from module to module. We'll be looking at these in more detail as we encounter them. For the moment, some general advice.

Specifying which toolbars are displayed

In any Office module, pull down the View menu and click Toolbars. Now do the following:

Outlook has only two available toolbars.

This is Excel's toolbar list. Available toolbars in Word, PowerPoint and Excel vary slightly.

Click the toolbar you want to be visible – a ✔ appears against it

Repeat this procedure for as many toolbars as necessary

Creating new documents

With the exception of Outlook (see Section 5), all Office modules let you:

- create new blank documents
- create new documents based on a 'template'
- create new documents with the help of a 'Wizard'

Because Word, PowerPoint and Excel are uniform in the way they create new documents, we'll look at this topic here rather than in the later sections, which are specific to each program. (However, see Section 4 for specialised advice on creating new slide shows.)

Creating blank documents is the simplest route to new document creation; use this if you want to define the document components yourself from scratch. This is often not the most efficient or effective way to create new documents.

Templates – also known as boilerplates – are sample documents complete with the relevant formatting and/or text. By basing a new document on a template, you automatically have access to these.

Wizards are advanced templates which incorporate a question-and-answer system. You work through a series of dialogs, answering the appropriate questions and making the relevant choices.

Documents created with the use of templates or Wizards can easily be amended subsequently.

Both templates and Wizards are high-powered yet easy to use shortcuts to document creation. Office provides a large number of templates and Wizards. For example, Word offers Wizards which automate the production of newsletters, faxes, letters and memos, as well as numerous templates.

The topics that relate to the New dialog, templates and Wizards do not apply to Outlook.

All three document creation methods involve launching the New dialog. This can be accessed:

- by using the Office Shortcut bar
- from within the modified Windows 95 Start menu
- from within the relevant Office program

Launching the New dialog

Utilise any of the following methods:

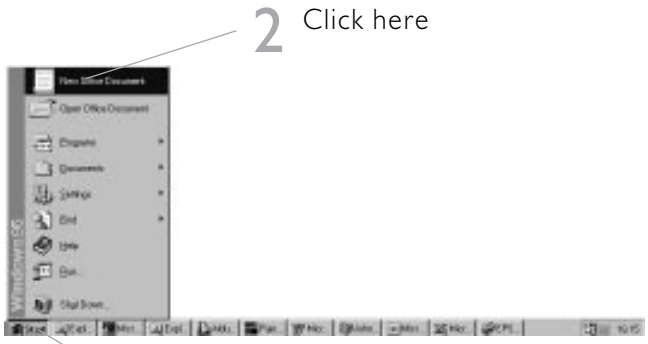
Using the Shortcut bar

Within the Office Shortcut bar, do the following:

If the Office toolbar isn't uppermost in the Shortcut bar, right-click on the bar. Click Office in the menu that appears. (For more help with the Shortcut bar, see later topics.)

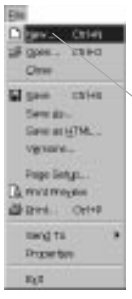
Using the Start menu

When Office is installed, it amends the Windows 95 Start menu. Carry out the following procedure:



From within the program

In Word, Excel or PowerPoint, pull down the File menu and do the following.



The following keyboard shortcut is available in Word, PowerPoint and Excel. Simply press Ctrl+N.

Using the New dialog

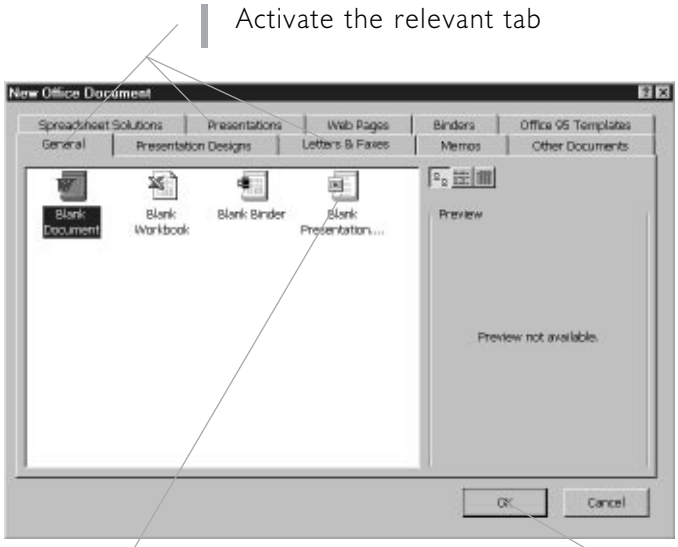
The form the New dialog takes depends, to some extent, on which method you use to launch it. If you invoke it by using the Shortcut bar or the Start menu, you get the full version which incorporates elements from Word, Excel and PowerPoint. You can then choose which type of new document you want to create.

If, on the other hand, you launch it from within the relevant program, you get a specific, abbreviated form.

Using the full New dialog

First launch the New dialog (see page 11 for how to do this). Then do the following:

To create a blank document, activate the General tab and click the Blank Document (Word), Blank Workbook (Excel) or Blank Presentation (PowerPoint) icon.

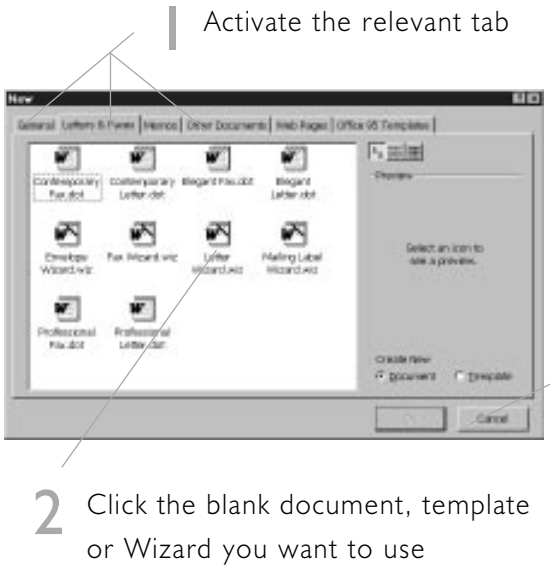


The Preview section on the right provides an illustration of what your new document will look like (providing it's based on a template or Wizard).

In the above illustration, a new blank PowerPoint presentation is being created.

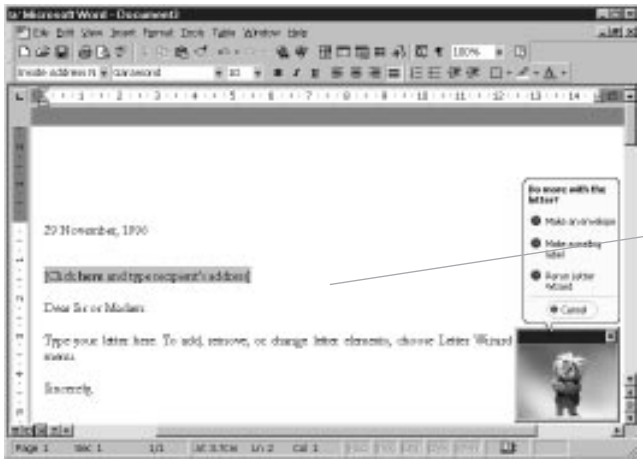
Using the program-specific New dialog

First launch the New dialog (see page 11). Then do the following:



In the above illustration, a new Word document is being created, based on the Wizard LETTER WIZARD.WIZ.

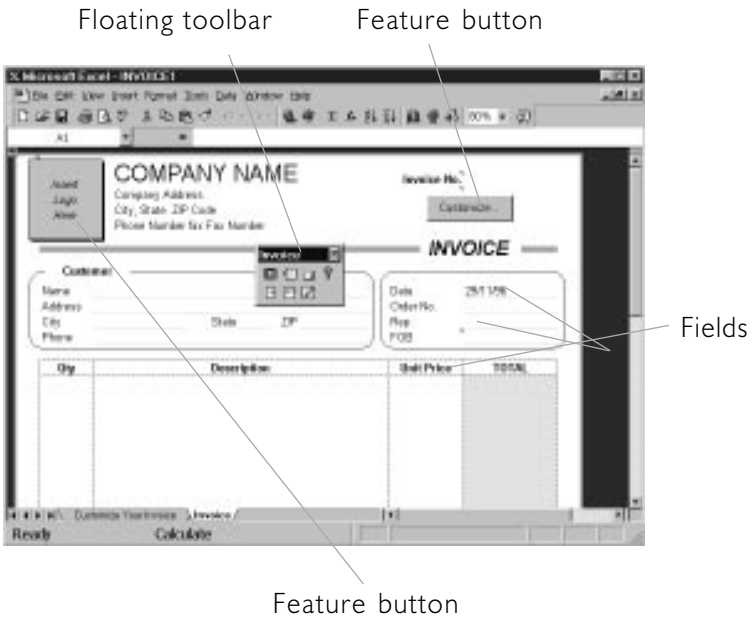
Notice that the only new document options you can access in this form of the New dialog are Word-specific.



Working with templates

If you elected to base your new document on a template, Office creates a detailed document complete with preset text and formatting.

The illustration below shows a new Excel worksheet based on the template INVOICE.XLT.



This provides a good idea of how useful and sophisticated Office's templates are. In this case, Office has:

- created numerous pre-defined fields
- created several additional worksheets
- formatted the worksheet
- inserted special buttons which you can click to launch features directly
- launched a dedicated ('floating') toolbar

Amend these as you see fit, then save the template as a document in its own right.

Working with Wizards

When you elect to create a new document with the help of a Wizard, Office launches a succession of dialogs. The illustration below is the first dialog when you run the Word Fax Wizard.

Complete the dialog (if appropriate)

Then click here

You can't use Wizards within Outlook.

Office tells you when you've reached the final dialog by dimming the Next button.

Whichever Wizard you use, in whichever Office module (apart from Outlook), complete the necessary fields and/or click the necessary options. Then click Next to move on to the next dialog. Continue doing this until you reach the final dialog. Then do the following:

Click here

See the 'Publishing to the Internet' topic later for how to use the Web Page Wizard in Word.

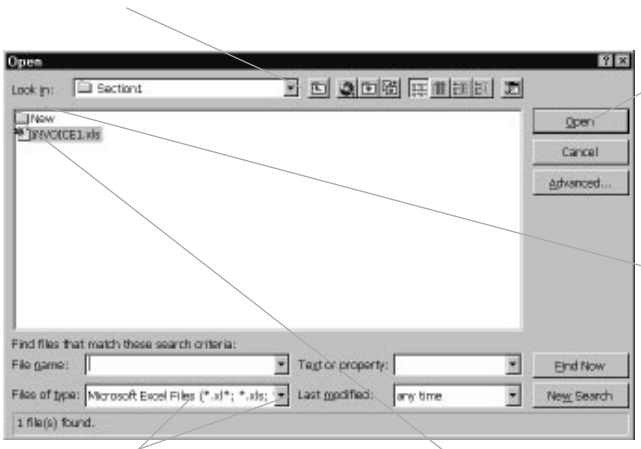
The end result of using a Wizard is the same as using a template: a feature-rich document which you can amend as necessary.

Opening Office documents

We saw earlier that Office lets you create new documents in various ways. You can also open Word, Excel and PowerPoint documents you've already created.

For how to open an existing schedule or contact/task list in Outlook, see Section 5.

In any module apart from Outlook, pull down the File menu and click Open.



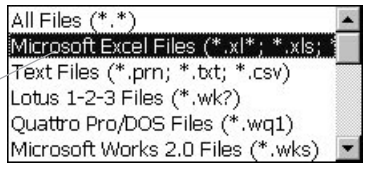
3 Click here. In the drop-down list, click the drive that hosts the document

6 Click here

4 If the file is in a folder, double-click it

1 Make sure the correct file type (e.g. 'Microsoft Excel Files') is shown. If it isn't, click the arrow.

5 Click the file



2 Click a file type

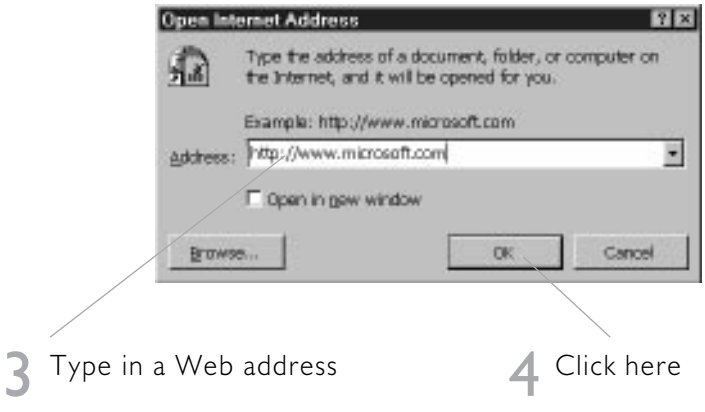
Opening Internet documents

To open Internet documents, you must have access to the Internet (e.g. via a service provider), and you must have installed a modem. Additionally, your connection must be open when you carry out the procedures listed here. (For more information on the Internet in general, read a companion volume: 'Internet UK in easy steps' by Andy Holyer.)

In any of the Office modules (apart from Outlook), you can open documents stored at any HTTP site on the World Wide Web.

If the Web toolbar isn't currently on-screen, move the mouse pointer over any existing toolbar and right-click. In the menu which appears, click Web. Now do the following:

If you don't know the site address, don't follow step 3. Instead, click Browse. Use the Browse dialog (a variant of the Open dialog discussed on page 16) to locate it. Click Open. Then follow step 4.



Saving Office documents

It's important to save your work at frequent intervals, in order to avoid data loss in the event of a hardware fault or power interruption. With the exception of Outlook, Office uses a consistent approach to saving.

Saving a document for the first time

In Word, Excel or PowerPoint, pull down the File menu and click Save. Or press Ctrl+S. Now do the following:

A shortcut you can use for either save method: in Word/ Excel/PowerPoint, click here:

Saving previously saved documents

In Word, Excel or PowerPoint, pull down the File menu and click Save. Or press Ctrl+S. No dialog launches; instead, Office saves the latest version of your document to disk, overwriting the previous version.

This is Word's Standard toolbar

Saving to the Internet

Re. step 2 – to publish your Office documents on the Web, you must have access to the Internet (e.g. via a service provider), and you must have installed a modem. For help with step 2, consult your service provider. For more information on the Internet in general, read a companion volume: 'Internet UK in easy steps' by Andy Holyer.

In any of the Office modules (apart from Outlook), you can save documents to any HTTP site on the World Wide Web. This is a two-stage process:

1. saving your completed Office document in HTML (HyperText Markup Language) format
2. copying the HTML files to your service provider

Step 2 is outside the scope of this book.

Pull down the File menu and click Save as HTML. What happens now differs from module to module.

Word

Word launches the Save As HTML dialog. Complete this as per steps 2-5 on page 18. After step 5, Word reopens the document in HTML format. Note that some of the formatting may have disappeared or have been changed – the Web supports fewer formatting variables.

PowerPoint and Excel

These modules launch a special Wizard (different in each). Do the following:

Complete the dialog (if appropriate)

Then click here

Now complete the additional Wizard dialogs which appear. Finally, do the following:

Click here

You can use the Web toolbar (in any module) to browse through or open any Web documents. For example: click ← to move backwards, → to move forwards. Click Favorites, Add to Favorites to add the current Web page to your list of often used sites . . .

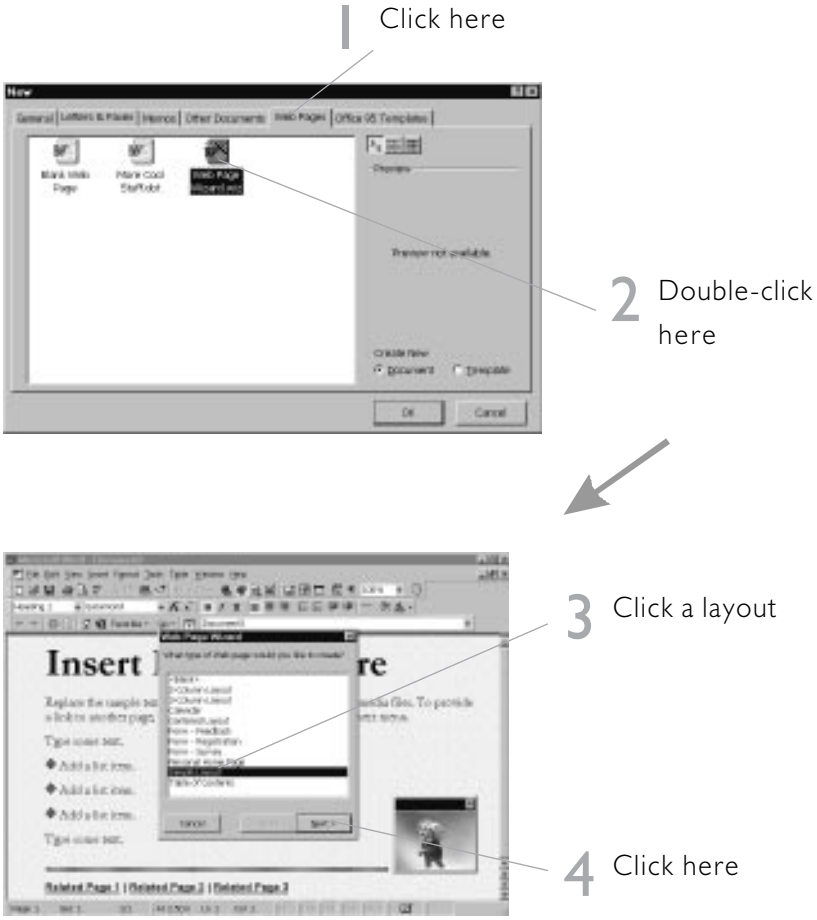
Publishing to the Internet

To publish your completed Word document on the Web, you must have access to the Internet (e.g. via a service provider), and you must have installed a modem.

You can also create slide shows directly for the Web from within PowerPoint, though with the use of templates rather than a Wizard. Pull down the File menu and click New. In the New Presentation dialog, click the Presentations or Web Pages tabs. Double-click an appropriate template. Now amend the template (as appropriate) and save it, then send the completed files to your service provider.

On page 19, we discussed how to save an existing Office document in HTML format (for future transmission to the Web). However, in Word you can also use another method to produce documents on the Web. You can run the Web Page Wizard to create a *new* Web document from scratch. (After it's complete, you must still copy the relevant HTML files to your service provider – see the tip on the left).

Pull down the File menu and click New. Now do the following:



Now complete the next dialog, then click the Finish button.

Using Office's HELP system

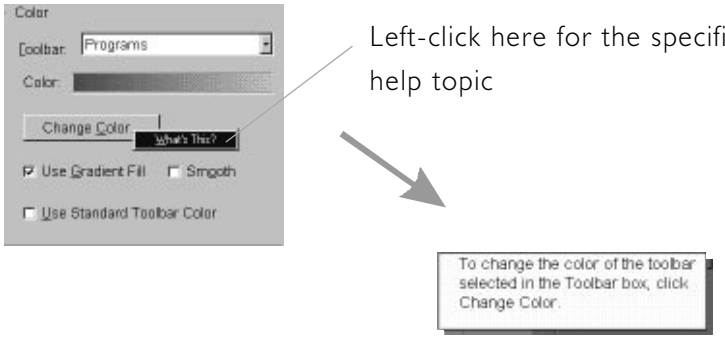
Office supports the standard Windows 95 HELP system. For instance:

Office calls these highly specific HELP bubbles 'ToolTips'. ToolTips are a specialised form of ScreenTips (see below).

- moving the mouse pointer over toolbar buttons produces an explanatory HELP bubble:

- moving the mouse pointer over fields in dialogs, commands or screen areas and right-clicking produces a specific help box. Carry out the following procedure to activate this.

Office calls these highly specific HELP topics 'ScreenTips'.



Other standard Windows 95 HELP features are also present; see your Windows documentation for how to use these. Additionally, all the Office applications have inbuilt HELP in the normal way . . .

Office also has one unique HELP feature: the Office Assistant. See the next topic.

The Office Assistant (1)

Office has a unique HELP feature, designed to make it much easier to become productive: the Office Assistant. The Office Assistant:

- answers questions directly. This is an especially useful feature for the reason that, normally when you invoke a program's HELP system, you know more or less the question you want to ask, or the topic on which you need information. If neither of these is true, however, Office Assistant responds to Plain English questions and provides a choice of answers. For example, responses produced by entering 'What are ToolTips?' include:
  - Show or hide shortcut keys in ToolTips
  - Show or hide toolbar ScreenTips
  - Turn ScreenTips off
- provides context-sensitive tips
- offers HELP which relates to the Office module being used

The Office Assistant is animated. It can also can change shape! To do this, click the Options button: In the dialog which appears, activate the Gallery tab. Click the Next button until the Assistant you want is displayed. Then click OK.

The Word Office Assistant, after it has just launched

If the Assistant HELP bubble isn't displayed, simply click anywhere in the Assistant.

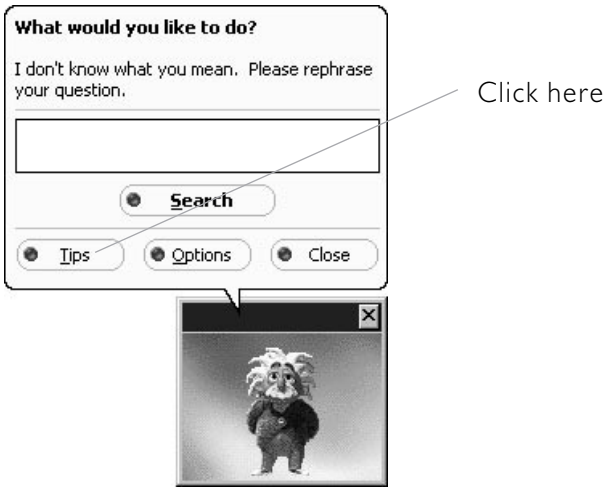
The Office Assistant (2)

Launching the Office Assistant

By default, the Office Assistant displays automatically. If it isn't currently on-screen, however, refer to the on-screen toolbar and do the following:

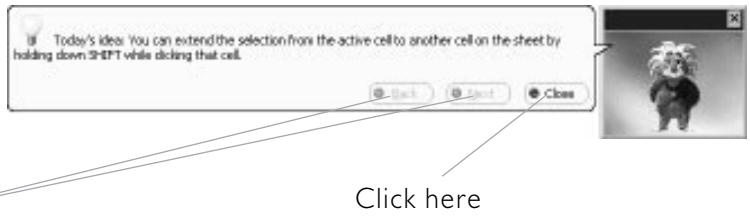
Displaying tips

Ensure the Office Assistant is on-screen. Then do the following:



A context-sensitive tip appears. Do the following when you've finished with it:

Click Next or Back (if available) to view another tip:



The Office Assistant (3)

If the Office Assistant isn't on-screen when a tip is launched, the toolbar button which launches it changes to:

The bulb indicates a latent tip

Spontaneous tips

Sometimes, the Office Assistant itself will indicate that it has a tip which may be useful:

Click here to view a suggested tip

Hiding the Office Assistant

If you don't want the Office Assistant to display, right-click over it and do the following:

Click here

The Office Assistant (4)

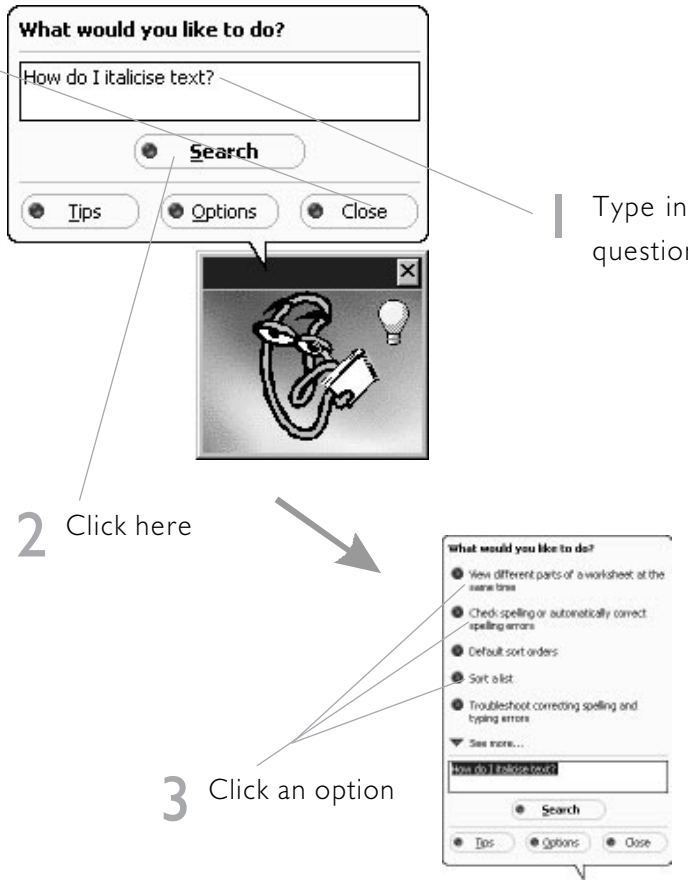
Previously, Office had a feature called the Answer Wizard. This allowed you to enter questions in Plain English. The advantage of using the Answer Wizard was that you could use it to find information on topics which you weren't sure how to classify.

The Office Assistant incorporates an improved version of the Answer Wizard.

To close an Office Assistant window at any time, press Esc. Or click the Close button:

Asking questions

First, ensure the Office Assistant is visible. Then do the following:



Re. step 3 – if none of the topics are suitable, click See More. Then click the correct option in the new list.

The Shortcut bar - an overview

As its name implies, the main function of the Windows 95 Taskbar is to switch between already open applications. Beyond this, it has some deficits. For instance, it doesn't let you start programs directly with a single click on a button (instead, you have to use the normal Start menu route, which requires several clicks and/or mouse movements). The Office Shortcut bar rectifies this omission. You can add buttons for any programs you want, and start them very quickly and easily.

The Shortcut bar also mimics the Taskbar. If a program is already open, clicking on its button on the Shortcut bar switches to it.

This only works with Office programs; if you try it with other programs, a second copy of the application launches.

You can determine the Shortcut bar's on-screen location. Additionally, you can have it display permanently, or 'auto-hide' it (where it only appears on screen when you move the mouse pointer to a specific screen area, or hot spot).

Toolbars

Buttons on the Shortcut bar are organised into specialist *toolbars*. The main toolbars are:

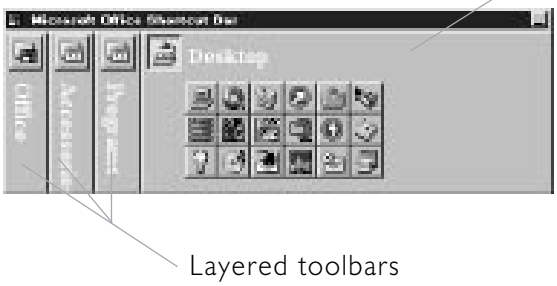
Office	has buttons relating specifically to Office modules
Programs	by default, has buttons representing program folders
Desktop	has buttons representing folders on your desktop (e.g. My Computer, Inbox, My Briefcase)
Accessories	has buttons representing programs normally accessed from the Start/ Accessories menu (e.g. Notepad, WordPad, CardFile and Paint)

You can display as many, or as few, toolbars as you want.

Displaying Shortcut bar toolbars

Office uses a unique effect when you have more than one toolbar displayed at once on the Shortcut bar: it *layers* them.

Look at the illustration below:



Here, the Shortcut bar is 'floating'; for how to display it on the top, bottom, left or right of your screen, see the 'Specifying the Shortcut bar location' topic next.

To make another toolbar active, simply left-click on it.

Hiding/revealing toolbars

Move the mouse pointer over any toolbar and right-click once. Now do the following:

Click any toolbar to select or deselect it – a ✔ appears against its entry

Repeat this procedure for however many toolbars you want to hide or reveal.

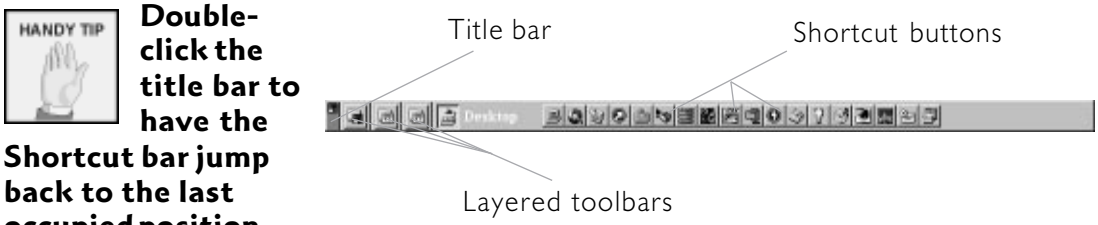
Specifying the Shortcut bar location

You can have the Shortcut bar display on the left or right, or on the top or bottom of your screen. Alternatively, you can have it 'float' on screen, as a separate window.

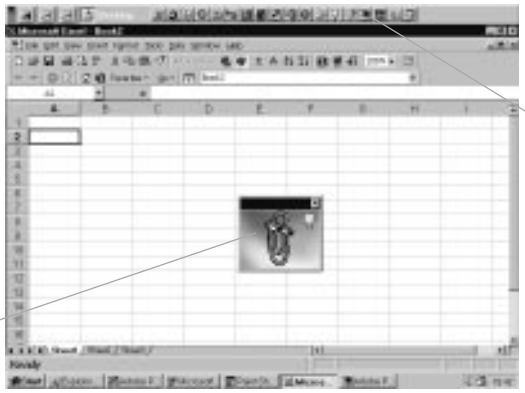
Use whichever method is most convenient for the task in hand.

To move the Shortcut bar to the top, bottom, left or right of your screen (Office calls this 'docking'), move the mouse pointer anywhere over the Shortcut bar (but not over one of the buttons). Hold down the left mouse button and drag the bar to the appropriate screen area. When you release the mouse button, the bar 'docks' automatically.

This illustration shows the Shortcut bar when positioned at the top of the screen:



Double-click the title bar to have the Shortcut bar jump back to the last occupied position.



The Shortcut bar positioned horizontally, over Excel

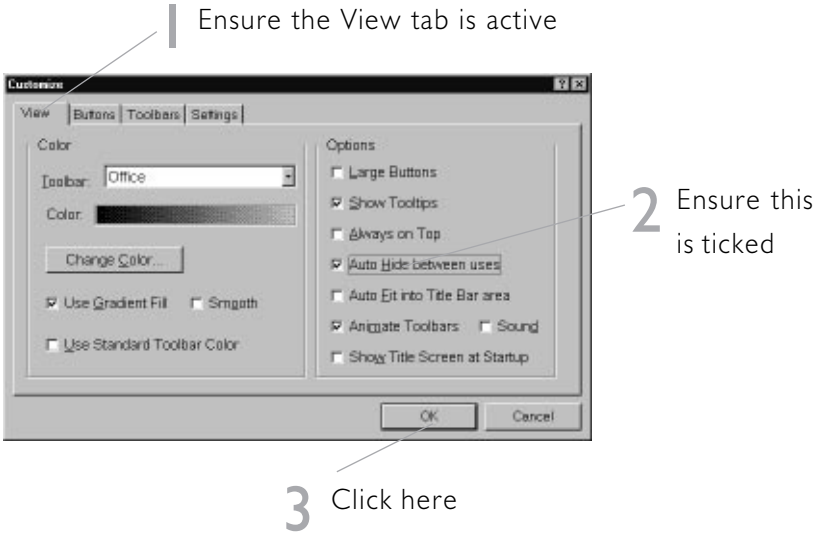
This is another Office Assistant – see page 22 for how to use additional Assistants.

Auto-hiding the Shortcut bar

When it's floating, the Shortcut bar behaves much like any other window. For example, if it's minimised, clicking on the Shortcut bar button on the Taskbar maximises it. (For more information on how to interact with the Shortcut bar when it's floating, see your Windows documentation).

You can only auto-hide the Shortcut bar if it's docked, not if it's floating.

If it's docked, on the other hand, the Shortcut bar can be made to conceal itself bashfully when not required. To do this, double-click in the Shortcut bar (but *not* on a button, or in the Title bar). Now do the following:



You can use a shortcut to auto-hide the Shortcut bar. Right-click over the bar; in the menu which appears, click Auto Hide. This procedure also revokes auto-hide, if required.

Making the Shortcut bar reappear temporarily

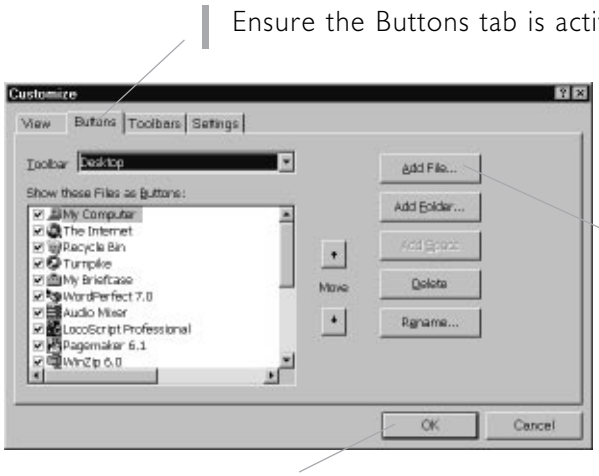
To make the Shortcut bar visible again when you need it, simply move the mouse pointer to the edge of the screen where the Office Shortcut Bar is docked. For instance, if the bar was docked on the bottom of the screen, move the pointer as far down as it will go.

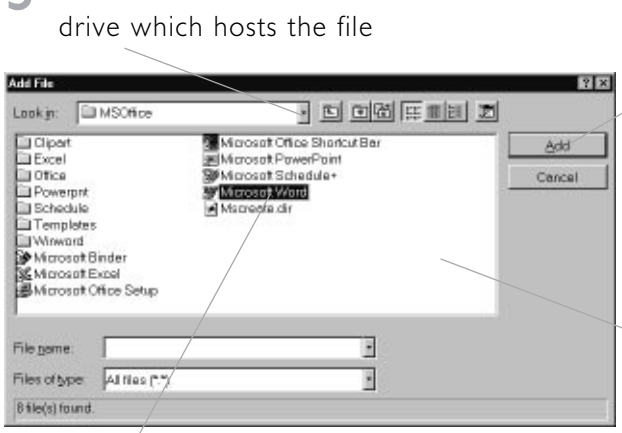
When you've finished, move the mouse pointer away from the docking area; the Shortcut bar disappears again.

Adding buttons to the Shortcut bar

You can add buttons that represent files to the Shortcut bar. These files can be program files, or just about any other kind of file.

Double-click in the Shortcut bar (but *not* on a button, or in the Title bar). Now do the following:





Contents of
HTML in Easy Steps

CHAPTER THREE

Basic HTML

This chapter goes through the basic syntax of HTML. When you have finished this chapter you will know enough to produce simple web pages.

Covers

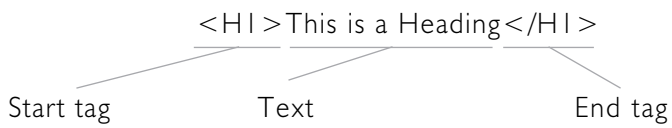
Overview

Let's get the boring technical bit out of the way first: HTML is a Data Type Descriptor (DTD) of Standard Generalised Mark-Up Language (SGML). SGML is an international standard which describes how to take text stored on computer, and mark it up to add extra information, in the same way as a proof reader used to mark up a printed page. SGML is the basic scheme for all kinds of mark-up that anyone could possibly want. A DTD specifies the exact types of mark-up that should be used for a particular purpose. In case you're interested, other SGML DTDs allow text to be marked up to allow computerised translation (so that words can be tagged as a noun or a verb, for example), or to annotate a text (like the editions of Shakespeare which have a glossary, for instance). Now you know what a DTD is. Now you can forget it again.

Because of the success of the World-Wide Web, the commonest SGML DTD is HyperText Markup Language, which is the reason we're here.

The core of any HTML document is just text. The text is marked up using HTML tags. Tags look like this:

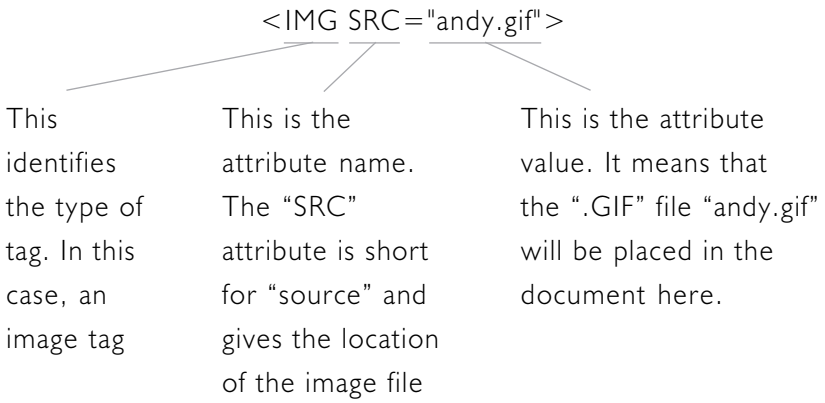
Tags can be in either upper or lower case (or even in mixed case). I tend to write tags in capitals, since it makes them easier to spot.



All HTML tags come between a "<" and a ">". Most tags affect an area of text, and come in pairs. If a start tag is "<TAG>", the end tag will be "</TAG>". All the mark-up information you provide to the browser comes from some type of tag.

Some types of tag need extra information. For example, an IMG tag (which produces an inline image) needs the filename of the image, and possibly information about the size of the image and how the browser should align the image with respect to the surrounding text. This

information is called the tag's "attributes". Only start tags have attributes – they're meaningless in an end tag. Attributes look like this:



Some types of tags need a number of attributes. That's easy: just put one or more spaces (or tabs, or new lines) between each attribute-value pair. Attribute names, like tags, can be written in either capitals or lower case (or in a mixture of both, if you really want to). Most attribute values *are* case-sensitive (that is, if your file is called "andy.gif" and you write "Andy.gif" in your HTML file, it won't work). You don't always *have* to put attribute values in quotes, but it can be a good idea. If the value has spaces in it then you do have to use quotes.

"Semantics" means what the page actually means, rather than what it physically looks like.

An important thing to remember when you're producing HTML is that it only specifies the *semantics* of the page: the actual layout is up to the browser – for example, what font is used for display, or what font size to use. You can get round this to a degree by using style sheets (on some browsers, at least), but generally you should not rely on your page looking exactly like it does on your computer. We'll come back to this concept later on.

Versions of HTML

HTML was originally designed as a small, simple set of tags which could be learned in an afternoon and was satisfactory for most purposes. As is the way of such things, however, soon people were coming up with extensions. The result of this is that there is a bewildering range of versions of HTML around.

The worst offenders are the manufacturers of browsers. They are keen to show off the clever things that their own browser can do and which the others can't, so they produce their own set of extensions to HTML. Some of these extensions do useful things, and some of them have now been adopted by "official" HTML. The problem with all this is that if you use their set of extensions, you've got no guarantee that someone looking at your page will be using that particular browser. If they don't have the right software, they won't see your page as you intended them to see it, and some of the effect is lost.

You can always find the latest definition of the HTML standard (and other useful information) on the W3 web site at http://www.w3.org.

"Standard" HTML is defined by the "W3 Organisation", which is based at the MIT in Boston, USA. If you keep to their standards, then you've got a pretty good chance that most browsers on the Internet will be able to view your page. The most recent version is 3.2, which is the standard which will be used for most of this book.

The two main sets of proprietary extensions are produced by the two leading producers of commercial browsers. Netscape corporation were the worst offenders in adding extensions in the early days of the web. They still do it, but fortunately most of their extensions have now become part of the official standard. For the time being, Netscape

Navigator is still the market leader in browsers, so if you use Netscape extensions you've got a fair chance of your pages being viewed by a large audience.

Internet Explorer often turns up on magazine cover CDs. If you can't find it, you can download it from http://www.microsoft.com/ie.

The main competitor for Netscape is Microsoft's Internet Explorer. Until recently, Explorer was by far an inferior browser to Netscape Navigator: the only real reason to use it (besides the fact that it came free with every copy of Windows) was that it was smaller than Netscape, so it would run faster on a low-spec machine. Microsoft's new version of Explorer (version 4) is very impressive. When you consider the number of Windows computers being sold, there will soon be an awful lot of Internet Explorer users out there on the Internet.

Inevitably, Microsoft have their own set of extensions to vanilla HTML. Some of them can be simply annoying (the way you can play a tune when you open a page is a case in point), but some of them, such as style sheets, can be very useful for sophisticated web design.

When you are designing a web page, you should bear in mind that not everyone will be using your favourite browser, and the page should still be at least partly meaningful for them. Remember also, that not everyone will be using the latest version of the relevant software, and that not all features are available on all versions of a browser. The Windows 3.1 version of a browser will generally not have all the features of the Windows 95/ Windows NT version, and the Mac version will be different again.

HTML, HEAD and BODY tags

Officially, all the text of an HTML document should be contained between an <HTML> tag and a </HTML> tag. These are to identify the document as being in HTML, rather than in some other type of SGML. In reality, most browsers don't particularly care about these tags and a lot of people leave them out; but we want to do things *correctly,* right?

The <HEAD> section

Within the <HTML> tags, the next element is the document head. Every HTML document should have a head, but in practice again you can get away without one in some circumstances. The Head section comes between a <HEAD> and a </HEAD> tag.

```
<HTML>
<HEAD>
<TITLE>Title of the document</TITLE>
</HEAD>
<BODY>
...
Body of the document
</BODY>
</HTML>
```

The Head section contains information about the document as a whole. There are some special tags which should be used in the Head section:

<TITLE>

Text between a <TITLE> and a </TITLE> tag is supplied to the browser as the title of the document. Most browsers display this at the top of the window, and also use the title of the document in Bookmark and history lists. For full conformance, every HTML document should have a title definition.

Because the title of a page may turn up in a bookmark list weeks after someone has visited it, choose something which will identify your document globally – that is, in

terms of the whole Internet. A title like "Introduction" will mean nothing if someone finds it in their bookmark list; "Such-and-such web page: Introduction" will be clearer.

The meanings of the terms relative and fully qualified addresses are explained on page 47.

<BASE>

When you are writing your web page, it is a good idea to specify the location of images and links using relative addresses, rather than fully qualified addresses. This is fine normally, but it means that if someone takes a copy of your HTML document for local use, then the links won't work. You can solve this by putting a BASE tag in the head section of the document.

A BASE tag should have one attribute, called "HREF" (that's short for "HyperText Reference": we'll see it a lot when we come to anchor tags). The value of the HREF attribute *must* be an absolute URL. The browser will put this URL on the beginning of every relative URL in the document.

There are a couple of other tags allowed in the HEAD section, but they have pretty esoteric uses, so these will be described as and when we need them.

You should never put text in the Head section – it won't be displayed.

The <BODY> section

The bulk of an HTML document is found in the Body section. A few sorts of HTML document do not have a Body section – if you're using frames, for example – but most do. The Body section begins with a "<BODY>" tag, and ends with a "</BODY>" tag.

The BODY tag can have a number of attributes which allow you to specify a background image or background and foreground colours. These attributes were originally Netscape extensions to HTML, though they have now been included in HTML 3.2. Most browsers can now handle them, but you will find the odd one which can't. Be very careful about your choices of colours – it's very easy to

make your page totally unreadable this way (especially, remember that not everyone has the same number of colours on their machine as you do). The attributes are as follows:

BACKGROUND

The BACKGROUND attribute specifies an image file (usually a .GIF file), which will be used as the background. Its value should be the URL of the file. The file will be repeated as necessary to fill the background (rather like a windows wallpaper file). It's important to make an image file as small as possible, because if you use a large file as a background your page will appear to be *very* slow to download.

BGCOLOR

HTML was written by Americans – so don't try to spell "color" with a "u".

This attribute specifies the colour to use for the background. This can be specified in one of two ways, one easy, one more complicated. The simpler way is to use one of the permitted colour names: aqua, black, blue, fuchsia, gray, green, lime, maroon, navy, olive, purple, red, silver, teal, white or yellow. If you want more control, you should specify the colour in what's called "RGB" notation. This is covered on the following two pages.

TEXT

This attribute defines the colour you want your text.

LINK

This defines the colour in which to display HyperText links which have not yet been visited.

VLINK

This defines the colour for links which have previously been visited.

ALINK

This defines the colour of the link as you actually click it with the mouse.

Describing colours in RGB notation

"RGB" stands for "Red-Green-Blue", and refers to the way that your computer handles colours.

Computers produce a colour display by combining the three additive primary colours – red, green and blue – in proportions. So a bright red would be 100% red and 0% blue and green. White is 100% of red, blue and green. Pale green would be 100% green, 90% red and blue – oh, and black is 0% of all three. Computers store colours as a series of three numbers – one for red, one for blue and one for green. To make things even more complicated, the numbers are written in hexadecimal notation – that's "base 16" if you remember your GCSE Maths.

In normal ("base 10") counting, 10 means "one ten, and 0 units" (it's all coming back, isn't it?). In hexadecimal, "10" means "one 16 and 0 units" – that's sixteen in real money. I see what you're asking: "so what do we do when we've got an eleven?" I hear you ask (I do hear you ask, don't I?). Well, hexadecimal works like this:

Decimal		Hexadecimal	
1	=	1	
2	=	2	
3	=	3	
4	=	4	
5	=	5	
6	=	6	
7	=	7	
8	=	8	
9	=	9	(pretty dull so far, huh?)
10	=	A	(Uh-oh...)
11	=	B	
12	=	C	
13	=	D	
14	=	E	
15	=	F	

Just to make it more confusing, you can recognise a hexadecimal number because it has a "#" in front of it. So, "#FF" in English is "255" (work it out...), and "#00" is... zero. Getting back to our subject, #FFFFFF is hexadecimal RGB for white and #000000 is hex RGB for black. #FF0000 is a really strong red, #00FF00 is a really strong green and... well, you can work it out. If you search really hard there are RGB colour charts available on the Net.

RGB notation gives each colour a range between 0 and 255. In binary notation, this takes up 8 bits (binary digits). With eight bits for each of the three binary colours, that makes 24 bits of colour information. A "24 bit" display card is able to display this many colours all at once – but let's face it, not everyone has a 24 bit display card. Most lesser cards can choose from a palette of this many colours, but can only display a limited number of them – an 8 bit card can only display 256 at a time. Old VGA adapters can only display 16 colours at once, and have a much more limited palette. This is important to remember when choosing colours, because if the display can't produce the colour you ask for, it will do the best it can to choose one near to it. This, unfortunately, often totally destroys your carefully-chosen colour scheme.

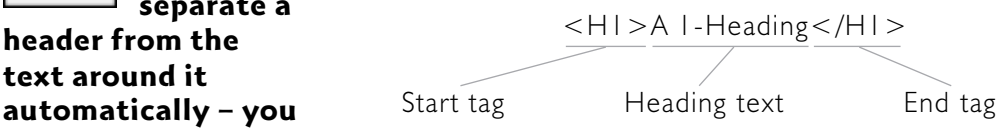
In general, when choosing colours for a web page, you're fairly safe if you assume that most people on the Internet have a machine which can display 256 colours. Images will take up some of these values, though. The safest route is to choose from only five hexadecimal values for your colours: 00, 40, 80, c0 and ff. This gives you a choice of 125 possible colours and most machines will be able to handle them.

Headings

Headings divide your body text into sections. There are six types of headings in the HTML specification. H1 is the most important, then come H2, H3 and so on down to H6, which is the least important.

One thing you should remember is that the HTML standard does *not* specify the actual appearance of any particular heading style – that's up to the browser, and in some browsers the user can apply their specifications for how a particular style is rendered. In particular, it's poor style to use a header style to produce bolder or more prominent text – it will usually work, but you can never guarantee it, and that's not what headers are for.

In practice it's difficult to keep to it, but in theory you should try and go up and down heading styles one at a time: so a 1-Heading would contain a few 2-Headings, each of which would contain a couple of 3-Headings, which in turn contains 4-Headings, and so on. Headings look like this:



Your start and end tags must agree: so if the start tag is <H1> and the end tag is </H2> your code will go wrong. This is a surprisingly easy mistake to make, so be careful.

The browser will separate a header from the text around it automatically – you don't have to put in extra space yourself.

Marquee text

One very effective way of creating eye-catching text is to use the MARQUEE tag. This scrolls text across the page, just like the "Scrolling Marquee" screensaver that is shipped with Windows. To do this, simply place some text between a <MARQUEE> and a </MARQUEE> tag. There are many attributes that can be used with this tag, but you should be able to achieve good effects using many of the attributes you would apply to images, like ALIGN, WIDTH, HEIGHT, etc., to control the properties of the box through which the text scrolls.

This only currently works with Internet Explorer.

Paragraphs

The <P> tag designates a paragraph. There is some confusion as to exactly how the paragraph tag should be used. One method is like this:

```
<P>This is a paragraph...
```

Notice that the <P> tag goes at the start of the paragraph. Another method treats the tag as a container:

```
<P>This is another paragraph. Note how it's contained within start and end tags.</P>
```

The third method considers the <P> tag to make the *break* between paragraphs:

```
This is yet another paragraph.<P>
```

All three methods will work, though they produce subtly different effects. Use whichever style you're happy with.

The browser will lay out a paragraph as a continuous block of text. Any carriage returns or tabs that you place in the text will be ignored.

If you use the <P>-first method, some browsers will allow you to include an ALIGN attribute. <P ALIGN=LEFT> is the normal setup, where the paragraph is aligned to the left; ALIGN=RIGHT makes your paragraph right-aligned (*not* justified, right-aligned), and ALIGN=CENTER will centre the paragraph.

Line breaks

The
 tag forces a line break. In normal text, this just inserts a carriage return. If you use a BR with the CLEAR attribute, it forces a move down to clear floating images. <BR CLEAR=LEFT> moves past floating images to the left, CLEAR=RIGHT does the same with images to the right, and CLEAR=ALL moves clear of all floating images.

Font styles

These tags affect the way that text is displayed. All of them need both a start and an end tag, and affect the text within the two tags, like this: <B>Bold Text</B>. The tags must be nested – that is: <B>Bold <I>or</B> Italic</I> is wrong, though <B>Bold <I>or Italic</I></B> works.

The tags are as follows:

<B>	**Bold** text
<I>	*Italic* text
<U>	Underlined text
<TT>	Puts the text in a monospaced font (it stands for "Teletype")
<STRIKE>	Strikethrough text
<BIG>	Puts text in a bigger font
<SMALL>	Puts text in a smaller font
<SUB>	Subscripts the text (moves it down)
<SUP>	Superscripts the text (moves it up)

There is also a group of these tags which describe the effect required, and leave the exact rendering to the browser:

<EM>	Emphasised text, usually rendered italic
<STRONG>	Strong text, usually rendered bold
<DFN>	Used for the definitions
<CODE>	Used for extracts of program code
<SAMP>	Used for sample output from a program
<KBD>	Used for text typed by a user (on the keyboard)
<VAR>	Used for variables in program functions
<CITE>	Used for citations and references

Font sizes

The FONT tag allows you to change the size or colour of the current font. HTML defines seven font sizes: font size 1 is the smallest, 7 is the largest.

The FONT tag is a container – that is, you must have a </FONT> tag at the end of the section it effects. The tag has these attributes:

SIZE

This sets the new font size (obviously). There are two ways you can use this attribute. You can specify an absolute size for the font, <FONT SIZE=6> for example. Otherwise you can specify the font size relative to the current BASEFONT setting. See the section below for details of BASEFONT. A relative font size is expressed like this:

```
<FONT SIZE="+3"> or
<FONT SIZE="-2">
```

The actual font size can never be smaller than 1 or bigger than 7.

COLOR

This specifies the colour of the font. It has the same possible values as the BACKGROUND attribute of the BODY tag.

The BASEFONT tag

The BASEFONT tag defines the font size that relative font sizes are worked out from. There is no end tag – you just need a single tag. The tag has one attribute, SIZE which you have to include (because otherwise the tag wouldn't do anything at all).

If you don't have a BASEFONT tag, the basefont size for the document is considered to be 3.

Other layout tags

There are a number of other HTML tags which affect the way that text is laid out. All of these tags are containers – that is, they affect the text between the start and end tags.

<PRE> – preformatted text

Normally, a web browser will lay out the text in an HTML document so that it fits neatly in the browser's window. Any ends of lines, extra spaces, tabs etc. which you include will be replaced by a single space. Most of the time this is a good idea – as with a word processor, you don't need to worry where lines end. In some cases, for example if you are laying out a poem, you actually want the carriage returns left as you made them. In this case you should enclose the text in <PRE> tags.

Text in a PRE tag is displayed in a fixed font – that is, a font in which all letters are the same width, as against a proportionally-spaced font, where an "i" is much narrower than an "m". A fixed font makes it much easier to line up columns made up of spaces and such like.

This HTML code...

```
<PRE>
'The time has come' the Walrus said,
 'To talk of many things:
Of shoes-and ships – and sealing-wax -
 Of cabbages – and kings -
And why the sea is boiling hot -
 And whether pigs have wings.'
</PRE>
```

```
'The time has come' the Walrus said,
 'To talk of many things:
Of shoes-and ships - and sealing-wax -
 Of cabbages - and kings -
And why the sea is boiling hot -
 And whether pigs have wings.'
```

...will look like this in Netscape Navigator

Within a PRE tag you should be careful about which HTML tags you use. Those which change the size or appearance of the text (like FONT tags) will not work.

DIV and CENTER

The DIV Tag is part of HTML 3.0, so not all browsers will handle it. A DIV tag is used to designate a "division" of the text. The DIV tag has one attribute: ALIGN. Text within <DIV ALIGN=LEFT> will be left-aligned, like normal text. ALIGN=RIGHT will be aligned to the right margin, and ALIGN=CENTER will produce centred text.

HTML uses American spellings, so it's "CENTER", not "CENTRE".

The CENTER tag does exactly the same as <DIV ALIGN=CENTER>, and is an earlier bit of HTML which has been retained because it is so common on the web.

BLOCKQUOTE

Text contained within a BLOCKQUOTE tag is formatted as a separate paragraph, and most browsers display it indented.

ADDRESS

Text contained in an ADDRESS tag should contain information identifying the author of the page in question. Use an ADDRESS tag to put in your name, eMail address, home page location, even your (street) address if you're brave enough.

The ADDRESS tag is usually displayed in italic text. You can put other tags in an ADDRESS tag, like <EM> tags, or anchors to other pages etc.

Lists

HTML has a number of tags to describe different types of lists of things. All lists have the same basic syntax: the difference is the way they are displayed. You can have lists within lists: this is useful for tables of contents, and such like.

Unordered lists

The simplest type of list is an unordered list. The elements of an unordered list are usually displayed as a series of bullet points.

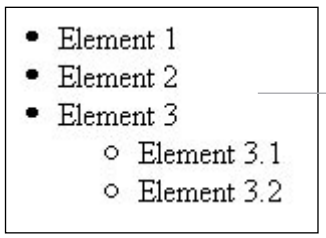
An unordered list is contained between <UL> and </UL> tags. Each element in the list should be started by an <LI> tag.

This fragment of HTML shows an unordered list

Each element of the list is marked by a <LI> tag

This section shows a list within a list – it will be displayed differently

```
<UL>
    <LI>Element 1
    <LI>Element 2
    <LI>Element 3
    <UL>
        <LI> Element 3.1
        <LI> Element 3.2
    </UL>
</UL>
```



This is what the section above will look like in Netscape Navigator

Ordered lists

An ordered list is just like an unordered list, but the elements are displayed numbered. The browser will work out the numbering scheme for you.

```
<OL>
    <LI>Element 1
    <LI>Element 2
    <LI>Element 3
    <OL>
        <LI> Element 3.1
        <LI> Element 3.2
    </OL>
</OL>
```

This HTML will look like this in Netscape Navigator. Note that ordered lists don't cope with sublists as well as unordered lists

1. Element 1
2. Element 2
3. Element 3
    1. Element 3.1
    2. Element 3.2

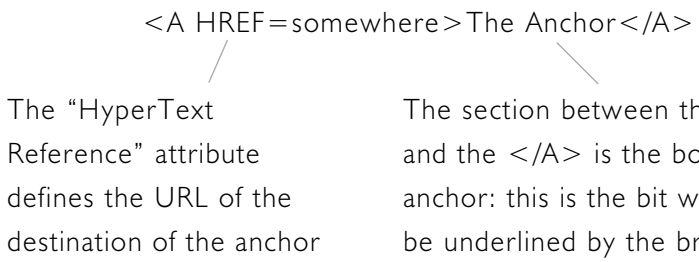
DIR and MENU

These two list styles are intended for directory listings and for menus of options respectively. They are supposed to be more compact than normal lists, but Netscape Navigator at least displays them just like a UL.

Hyperlinks

The important bit about HTML is of course the ability to put in HyperText links. This is done using the A (for "Anchor") tag.

An Anchor tag looks like this:



In general, you can put anything you like in the body of the anchor. One trick is to put an <IMG> anchor there: that will make the image into a button.

The Anchor tag has the following attributes:

HREF

The value of this attribute gives the location which the link points to. Normally, this is the URL of the page which you wish to go to when the anchor is clicked on. If the page is on the same server, then you don't have to write in the complete URL of the page. This is called a "relative" URL, and in this case the base address of the current page (the site name and directory) is added on to the filename you provide. It's often a good idea to use relative URLs, because it means that it doesn't matter where exactly the pages are finally placed, they will still work. However, if you always use full URLs, then someone can save your page to their local disk, and it will still work OK.

You'll sometimes see someone talking about a "fully qualified" URL. This just means the complete URL.

You can point an anchor to a place other than the top of a file. If you specify "HREF=somefile.htm#somewhere", the browser will fetch the file "somefile.htm", and display it so that the anchor named "somewhere" is at the top of the window. If you use "HREF=#somwhereelse" the browser will go to the anchor named "somewhereelse" in the current document.

HTML files should end with ".html"; however, DOS only allows 3-character file extensions, so you can use ".htm" too.

The HREF of an anchor doesn't have to be another HTML file (though it often is). You can point an anchor at any sort of file, as long as it's on the server. If the file is not HTML, the browser will download it. What it does with the file when it's got it depends on the type of the file – and more particularly, on its type designation (the bit of the file name after the "."). A file which ends with ".html" or ".htm" will be assumed to be HTML, and the browser will try to display it, even if it isn't really HTML (it's hard to see why you would have another type of file ending in .htm, but you never know). A text file (ending in ".txt") will be displayed as plain text by the browser. A GIF or JPEG image will usually be displayed on its own by the browser. This can be useful if you've got a big image file that you want people to be able to get at, but you want the page to download quickly: make a small "thumbnail" of the image, and make it an anchor to the full-screen version.

What happens to other types of files depends on whether the browser has a "helper application" defined for the particular type. If there is a helper defined, then that application is run; if not, the file is saved to hard disk. This makes it easy to make archives of software etc. available on the web.

TITLE

If you specify a TITLE attribute, this text is displayed on the bottom line of the browser if you point to the anchor with the mouse, but don't click on it.

NAME

If you specify a NAME attribute, then that anchor can be specified as the destination of another anchor. For example, if you put <A NAME=index> into a document, then you can point to that part of your document like this: <A HREF=#index>. A named anchor can itself point to somewhere else (that is, it also has an HREF attribute), or you can stop it from showing up on a page by immediately following it by a </A> tag, like this:

```
<A NAME=end></A>
```

Horizontal rules

The <HR> tag ends a paragraph, and inserts a horizontal line across the screen. It has the following attributes:

ALIGN

The ALIGN attribute can have the value of LEFT, RIGHT or CENTER. It gives the vertical alignment of the rule. Note that unless the WIDTH attribute is changed, this has no effect.

It's very easy to get carried away with using <HR>s. Use them sparingly for best results.

NOSHADE

Normally, the line of an HR is shaded, so that it looks like this: . If you do <HR NOSHADE>, it comes out looking like this:

SIZE

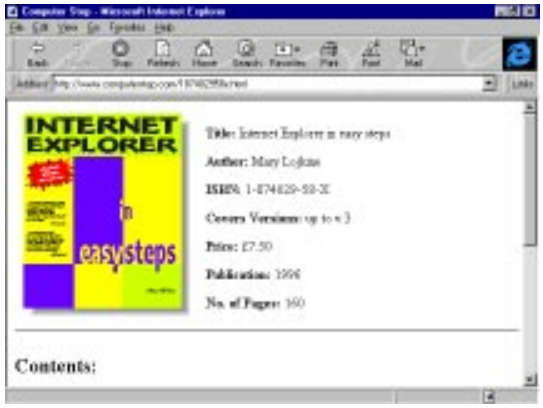
This attribute describes the thickness of the line, in pixels.

WIDTH

The WIDTH attribute tells the browser how long the line of an HR should be. You can express it in two ways. If you use <HR WIDTH=75>, it tells the browser that the line should be 75 pixels long (regardless of how wide the screen is). On the other hand, <HR WIDTH="75%"> will make the line 75% of the current width of the screen.

Basic HTML – an example

Many of the concepts covered in this chapter are applied in the example below, which uses a simplified version of a page from Computer Step's web site. Compare the screenshot with the HTML code that follows.



...contd

```
<html>                                                  Opens the HTML
<head><title>Computer Step</title></head>               document
<body bgcolor="#ffffff">                                Sets background
                                                        colour to white
<img src="187402958x.gif" align="left"                  Places image,
hspace="10">                                            aligned left
<br>                                                    Line break
<b>Title:</b>    Internet Explorer in easy
steps<p>
<b>Author:</b>    Mary Lojkine<p>                       Displays text, with
<b>ISBN:</b>    1-874029-58-X<p>                        headings in bold,
<b>Covers Versions:</b>    up to v.3<p>                 and with a
<b>Price:</b>    £7.50<p>                               paragraph break at
<b>Publication:</b>    1996<p>                          the end of each line
<b>No. of Pages:</b>    160
                                                        "Clear" line break
<br clear=left>                                         makes what follows
                                                        appear below image
<hr size=2 align=center width=100% noshade>             Horizontal line
<br><h2 align="left">Contents:</h2>                     "Contents" heading

1.  Getting Started<br>                                 Lists contents (most
13. Newsgroups<br>                                      entries have been
Index                                                   omitted, to save
                                                        space)
<hr size=2 align=center width=100% noshade>             Horizontal line

</body>                                                 Closes body and
</html>                                                 HTML
```

Certain aspects of this web page would be presented better if we were to organise the information here using methods that have not yet been covered. In particular, the graphics and text could be aligned more effectively by using a table. Chapter Six covers the use of tables to hold text and other objects.