

WebMania! 1.5

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See below for registration and tech support info.

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WebMania Tutorials

Registration Benefits:

There are two levels of registration for WebMania; **WebMania Standard Edition**, and **WebMania Professional Edition**.

WebMania Standard includes the ability to create HTML forms which may include text, as well as many different types of controls, such as radio buttons, check boxes, list boxes, etc. Incidentally, WebMania does not require any knowledge of HTML. Also included with **WebMania Standard Edition** is the ability to import individual responses to your forms. WebMania creates a table for each form you create and stores responses to each form for easy viewing.

WebMania Professional Edition includes all of the features of **WebMania Standard**. The **Professional Edition** includes additional capabilities as outlined in the [Features List](#).

The shareware (unregistered) edition of WebMania offers all of the features of **WebMania Standard**, as well as some of the **Professional Edition** features, but for a limited amount of time (approximately 30 days). After the initial evaluation period, certain features of the program may cease to function.

Users of either of the registered versions will not be subjected to 'nag' screens or any other reminder messages which occur in the unregistered version of WebMania.

In addition to receiving added features, registered users are entitled to **FREE UPGRADES** to this program as they occur. (Shipping and handling charges may be incurred in some cases.)

Registered users of software products by **Q&D Software Development** have come to expect high quality customer service, whether by telephone or electronically. We encourage suggestions from our registered users. If you have any questions or suggestions about any of our products, please do not hesitate to let us know.

Ordering Information:

WebMania Standard is available for \$34.95, while **WebMania Professional** can be registered for \$49.95. A shipping and handling charge of \$3.95 will also be applied in either case. (Shipping and handling charges of \$4.95 apply for orders outside the U.S.)

To order WebMania by **CREDIT CARD**, choose one of the following options:

- Visit the On-Line Order Desk section of our WWW home page at <http://www.q-d.com>

OR

- E-mail us your name, address, phone number (optional), credit card type, number, and expiration date. Also, be sure to tell us which program you are ordering; either **WebMania Standard** or **WebMania Professional**. Compuserve users may e-mail credit card orders to **76336,3271**. Internet users can send e-mail orders to 76336.3271@compuserve.com.

OR

- Call the Public (Software) Library at 1-800-242-4775 (1-800-2424-PSL), or 1-713-524-6394. **These phone numbers are for CREDIT CARD ORDERS ONLY.** We accept VISA, MasterCard, American Express, and Discover. Specify Product Number 14218. When ordering by credit card,

please be prepared to give your name and billing address as it appears on the card.

OR

- ♦ Mail us your name, address, phone number (optional), credit card type, credit card number, and expiration date. Also, be sure to tell us which program you are ordering; either **WebMania Standard** or **WebMania Professional**. Our mailing address is:

Q&D Software Development
10-B Sentinel Court
Chatham, NJ 07928

To order WebMania via Compuserve:

To order **WebMania Standard**, GO SWREG and register ID# 7609. To order **WebMania Professional**, GO SWREG and register ID# 7608.

To order WebMania by mail:

Send a check or money order, mail to:

Q&D Software Development
10-B Sentinel Court
Chatham, NJ 07928

Be sure to specify your name and shipping address, as well as the program name and version you are registering.

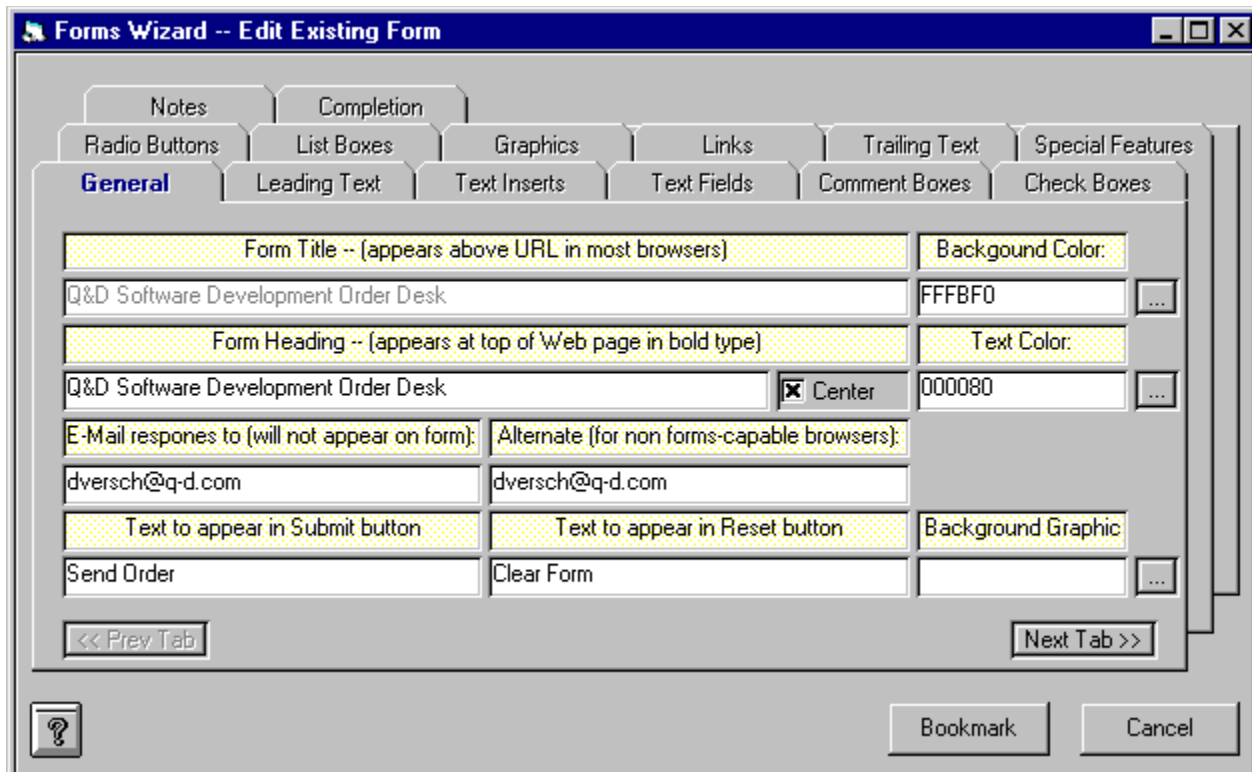
Tech Support:

As of April, 1995 **Q&D Software Development** now has a support forum on Compuserve! Feel free to stop in and visit us at GO WINAPD, Library 1. For free technical support, registered users of WebMania have several options. You may call us at (201)635-1824, leave e-mail at **Compuserve ID# 76336,3271**, leave a message in our **Compuserve forum (GO WINAPD, Library 1)**, leave e-mail at Internet address help@q-d.com, leave e-mail at AOL address DaveV36, or visit our home page on the Internet's World Wide Web at <http://www.q-d.com>.

Users of the unregistered version of WebMania must rely on this help file for support.

Forms Wizard

The Forms Wizard is accessed by choosing File|Forms|New... or File|Forms|Open... from the main menu.



The Forms Wizard is the place to enter all of the information about each form you create with **WebMania**. The first tab in the Forms Wizard is the General Info tab pictured above. The General Info tab should contain your form's Title and Heading. The Title of a form does not actually appear in the form itself, but rather in the URL area of most browsers. The Heading of your form will appear in bold type at the top of your form. The figure below illustrates this concept. Also included in the General Info tab should be the e-mail address to which responses to this form should be sent, as well as an alternate e-mail address to be used by your users should they not have a forms-capable browser. This e-mail address for form responses will not actually appear in your form. It is used by **WebMania** to route responses back to you.

Additionally, the General Info tab includes facilities which enable you to further customize your form by way of background color, text color, and background graphic. (Please note that should you provide both a background color and a background graphic, most browsers will ignore the background color and display the background graphic.)

Selection of background and text colors is done by clicking the ellipses (...) button next to the respective text box. This will cause a Color Dialog Box to be displayed, from which you may choose any of the pre-defined colors included therein, or create one of your own. Once you've chosen a color and clicked the OK button in the Color Dialog Box, the appropriate text box will be filled with the hexadecimal representation (RGB) of the selected color. You may modify this text manually if you wish, but it is not recommended.

Selection of a background graphic is done by clicking the ellipses (...) button next to the Background Graphic textbox. This will cause a File Dialog Box to be displayed, allowing you to choose a graphic file.

The rest of the tabs in the Forms Wizard are listed below in the order in which they appear. To read about another tab, just click on its name below.

Tabs:

Leading Text

Text Inserts

Text Fields

Comment Boxes

Radio Buttons

Check Boxes

List Boxes

Graphics

Links

Trailing Text

Special Features

Notes

Completion

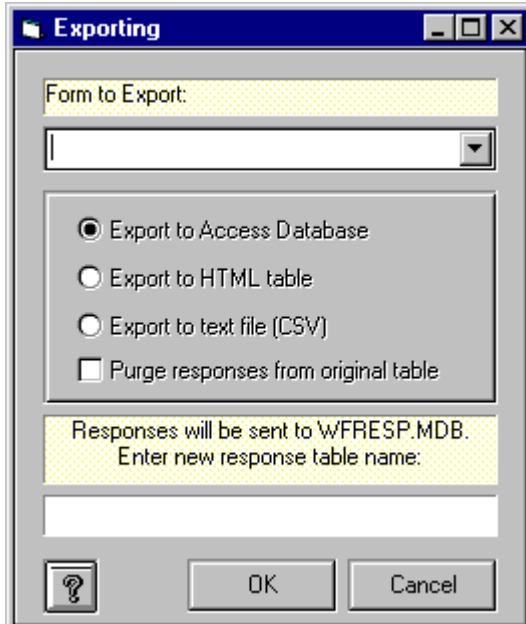
WebMania automatically places a 'Submit' button and a 'Reset' button at the bottom of each **WebMania** form. Your user clicks the 'Submit' button to send you the information he or she has entered into the form. The user can clear the form and start over by clicking the 'Reset' button. You may include substitute names for these buttons by entering them in the General tab. Should you leave these fields blank, the buttons will appear with their default names, 'Submit' and 'Reset' respectively.

The Bookmark button located in the Forms Wizard allows you to save your work without actually generating a form. Using the Bookmark feature when modifying an existing form will cause all responses to that form to be erased.

| |
|---|
| <p>Note: It is extremely important that you do not directly modify any form created with WebMania's Forms Wizard even if you are knowledgeable in HTML. Direct modification of a WebMania HTML form may render that form's responses unreadable by WebMania.</p> |
|---|

Exporting Responses

The Export functionality can be accessed by clicking File|Responses|Export... from the Main Menu.



WebMania allows you to export your response data to other programs. Your reasons for wishing to export **WebMania** response data may vary considerably, however there is one instance when it becomes absolutely necessary to purge response data; **WebMania** requires that you export a form's response data prior to making any modifications to that form. Response data that is not exported will be permanently lost after the form to which the data belongs has been modified.

There are three possible formats into which you can export **WebMania** response data; MS-Access 2.0, CSV (CSV stands for comma separated values, and HTML. CSV files are plain ASCII text files which can be imported by many popular commercial software programs.)

If you would like to export to a CSV file, **WebMania** will ask you for the name of the file you wish to create. Once the export routine has been completed, you will find a file by the name you specified in the **WebMania** directory. Upon examination, you will see that the file contains each of your responses to the table you specified.

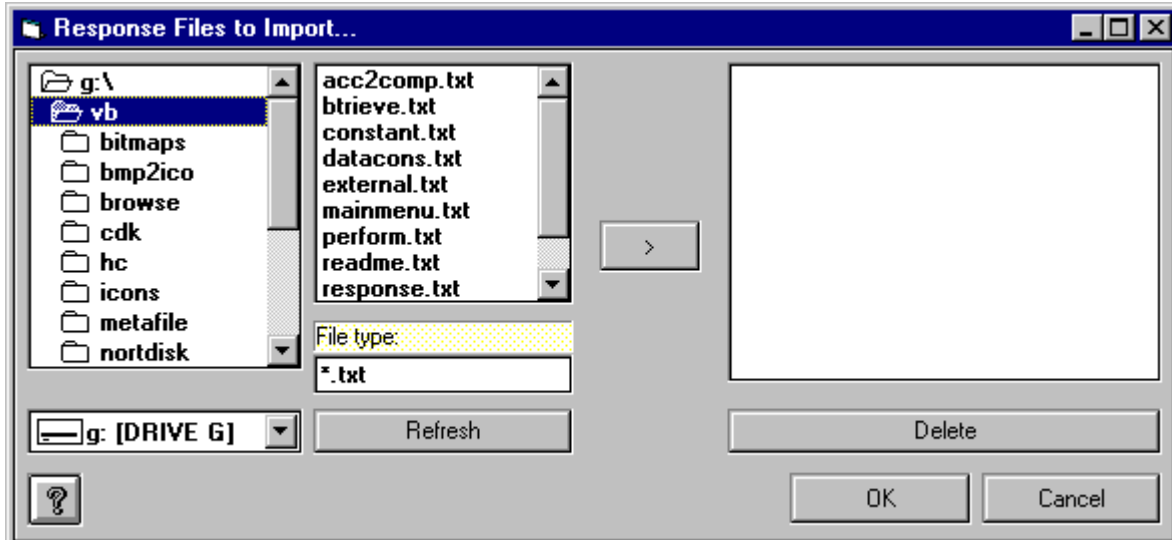
If you prefer to export to an MS-Access 2.0 database, **WebMania** will create a database named WFRESP.MDB, and a table within that database named for the form to which these responses belong.

If you choose to export your responses to HTML format, **WebMania** will prompt you for the name of the file you wish to create. Then, you will be presented with the [Field Selection Window](#), from which you may select the fields you wish to appear in your HTML document. **WebMania** then creates an HTML document containing a table with all of your chosen response data.

You may, after a period of time, wish to purge all responses to a particular form permanently. You may do this by clicking the checkbox labeled 'Purge responses from original table'.

Importing (Indirect)

The Import functionality is accessed by clicking File|Responses|Import... from the main menu.



'Importing' in **WebMania** refers to the taking of the responses to **WebMania** forms into the **WebMania** database. Responses to a form are automatically sent to you via e-mail to the address you specified when creating that particular form. Before Indirect Importing of a response can occur, the response must be saved as an ASCII text file on your PC's hard disk. Methods for saving e-mail messages as text vary from mail reader to mail reader. If you don't know how to save an e-mail message as text, consult your mail reader's documentation.

Once your messages have been saved as text you can import them by clicking File | Responses | Import... from the **WebMania** main menu. If you are using **WebMania Standard Edition**, you will be shown a standard Windows dialog box asking you to indicate the file you wish to import. Choosing one of the e-mail messages you saved as text will cause **WebMania** to import that message into the database. Importing messages one at a time can prove to be time consuming. However, if you don't get a large volume of responses it should not pose a problem at all.

If you are using **WebMania Professional Edition**, the screen shown above will be displayed after clicking File | Responses | Import... from the main menu unless you have set up Direct Importing. The Indirect Importing Window in the **Professional Edition** allows you to import as many saved response files as you like, all at one time. Just click on each file you wish to import and add it to the list by clicking on the arrow (>) button. Clicking OK will initiate the import.

The default pattern that **WebMania** expects to see response files take is "*.txt". You may change this pattern by entering a new pattern in the appropriate field and clicking the Refresh button. Once a response file has been successfully imported, it is renamed with the extension ".old" and left in its original location.

Both **WebMania Standard Edition** and **WebMania Professional Edition** are intelligent enough to deduce which form each message is responding to, thus you will not have to concern yourself over whether the responses are applied correctly.

Printing Responses

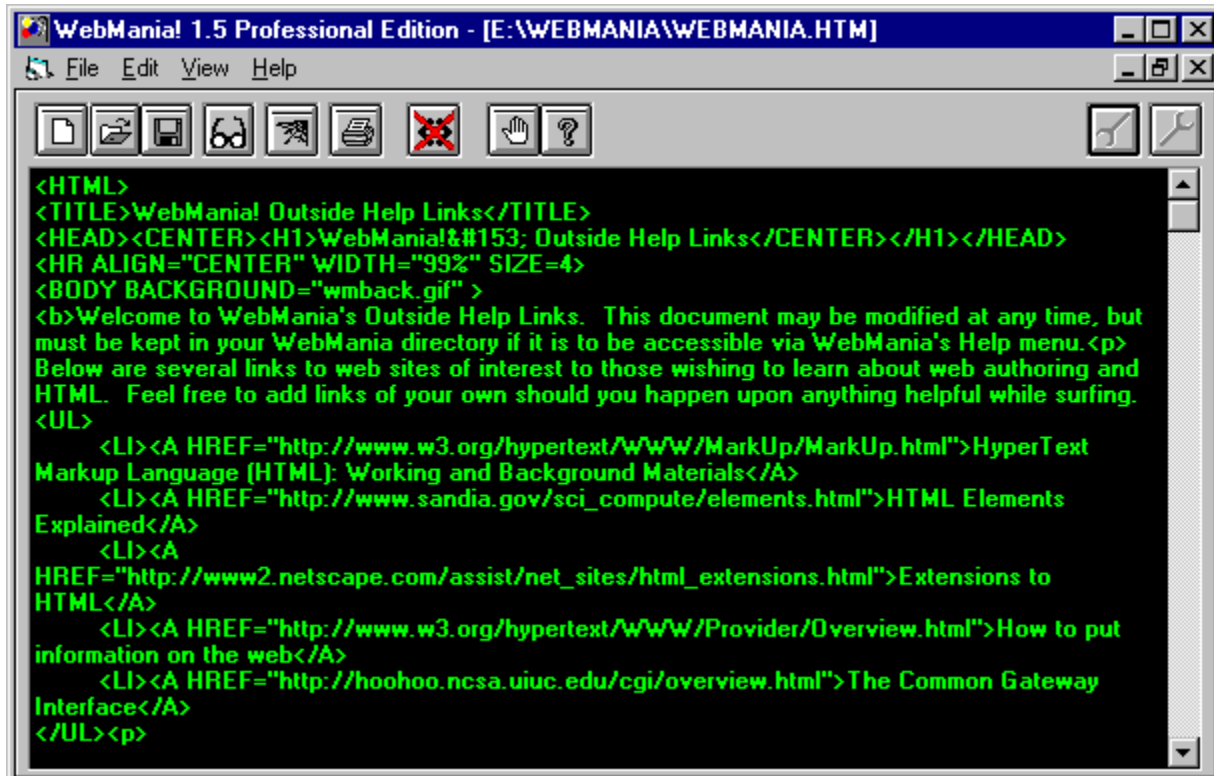
Responses can be printed via the Response Window by clicking the Print button. This causes the Field Selection Window to be displayed, allowing you to choose which fields you wish to appear on your printout.

Upon clicking the OK button in the Field Selection Window, your report will be printed and the fields you chose will be stored so that you won't need to choose them again when next you print a response report for this form.

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Pages








The Pages Window is accessed by clicking File|Pages from the main menu.



The Pages window is where you create and edit your HTML documents. You can customize the font and colors of your Pages window through the [Preferences](#) window.

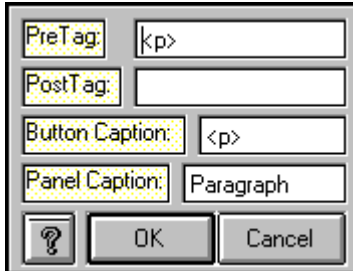
All of the [main toolbar](#) and [lower toolbar](#) functions are available from the Pages window for use in assisting you in creating your HTML document. There are several additional toolbar buttons that appear within the Pages window. Illustrations and definitions follow:

-  Clicking the New Page button allows you to begin creation of a new web document. It is the same as clicking File|New from the Pages Window menu.
-  Clicking the Open Page button allows you to edit an existing document. It is the same as clicking File|Open from the Pages Window menu.
-  Clicking the Save button saves your current document to disk. It is the same as clicking File|Save from the Pages Window menu.
-  Clicking the Find/Replace button causes the Find & Replace window to be displayed. It is the same as clicking Edit|Find/Replace from the Pages window menu.

-  Clicking the Web Browser button causes your browser to be loaded displaying the output of your current document. It is the same as clicking File|Browser... from the Pages window menu.
-  Clicking the Print button causes the contents of Pages window to be sent to your printer. It is the same as clicking File|Print... from the Pages window menu.
-  Clicking the Hide Tags button causes the Hide Tags Window to be displayed.
-  Clicking the Exit button closes the Pages window. It is the same as clicking File|Close from the Pages window menu.
-  Clicking the Help button causes the WebMania Help System to be loaded, displaying the Pages topic. It is the same as clicking Help|Pages Help... from the Pages window menu.
-  Clicking the Main Toolbar button toggles the main toolbar on and off, allowing for more viewable screen space in the Pages window.
-  Clicking the Lower Toolbar button toggles the lower toolbar on and off, allowing for more viewable screen space in the Pages window.

Button Setup

The Button Setup Window is accessed by clicking on any programmable button with your right (alternate) mouse button.



The Button Setup Window allows you to program the WebMania main toolbar with whatever HTML tags you like. This feature ensures that whatever changes in Web authoring technology take place in the future, WebMania will remain a useful tool.

The Button Setup Window contains four fields, Pre-tag, Post-tag, Button Caption, and Panel Caption, which are to be filled in according to the syntax of the tag you wish to create.

Example:

Suppose you wish to blinking text in your document. Were you to do this manually, you would type:

```
<BLINK>blinking text</BLINK>
```

To program a button that will automatically do this for you, the following steps would be necessary:

- Click on a blank button (or one you wish to change) with your right mouse button.
- Enter <BLINK> into the Pre-tag field.
- Enter </BLINK> into the Post-tag field.
- Enter the word 'Blink' into the Button Caption field.
- Enter the phrase 'Create Blinking Text' in the Panel Caption field.
- Click the OK button.

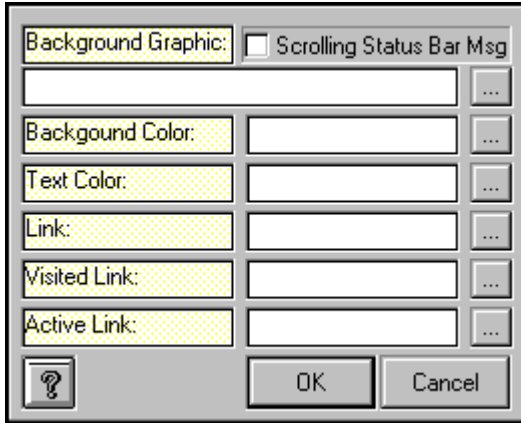
Following this procedure will have resulted in the creation of a toolbar button containing the word 'Blink'. Whenever your cursor moves over this button, the phrase 'Create Blinking Text' appears in the panel at the bottom of the screen.

Whenever you wish to create blinking text in the future, just highlight the text and click on your new Blink button.

Note: For help with HTML syntax, users of **WebMania Professional Edition** can click on [Help|Outside Help Links...](#) from the main menu, allowing you to connect to various web sites containing HTML authoring tips.

Body Specification

The Body Specification Window is accessed by clicking the Body button on the main menu toolbar while the Pages Window is open.



The Body Specification Window allows you to specify a background image, as well as background color and text color for your HTML document. In addition, you may also specify colors for Links, Visited Links, and Active Links.

To use this function, you must first position your cursor in your document. Then click the Body button to display this window.

To specify a background image you can either type the path and file name of the image you wish to include, or click on the ellipsis (...) button beside the background graphic field to open a file selection dialog box.

To specify background color, text color, and all links colors, click on the appropriate ellipsis button to open a color dialog box. Once you've chosen a color, its hexadecimal representation is stored in the respective text field.

If your document includes a Scrolling Status Bar Message, or if you intend to include one, you must indicate this by checking the Scrolling Status Bar Msg checkbox.

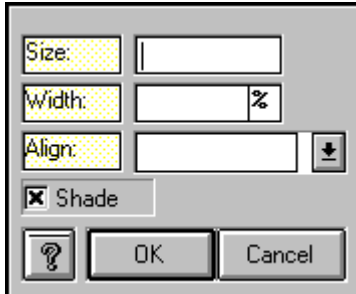
After you've made your selections, clicking the OK button transfers the information you've provided to your document along with the appropriate HTML tags.

Note: Specifying both a background image and a background color will most likely result in your browser ignoring the background image. This is not a **WebMania** limitation, rather a result of the current state of WWW technology.

Note: The scrolling status bar message feature requires that your form's visitor be using a *JavaScript*-capable browser, for example Netscape Navigator 2.0.

Horizontal Rule

The Horizontal Rule Window is displayed by clicking the <hr> button on the main toolbar.



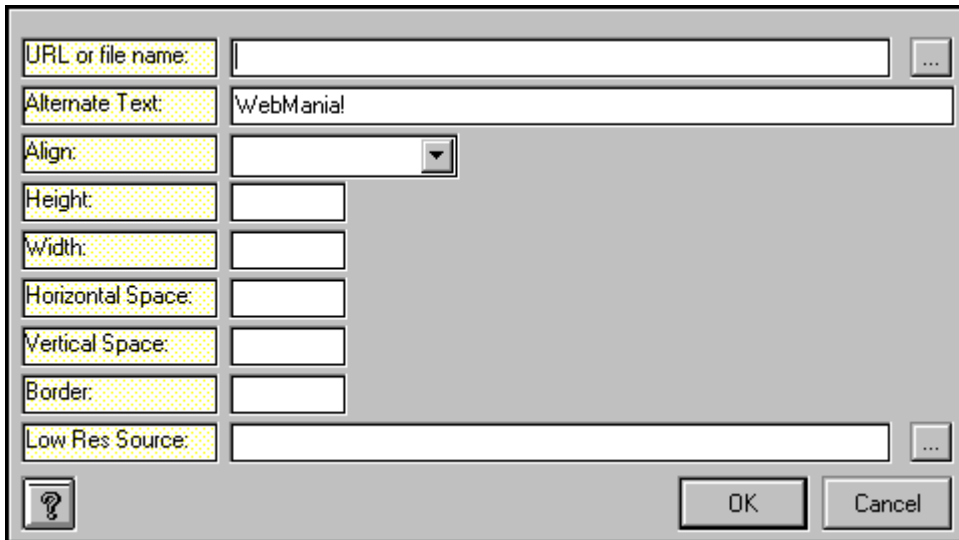
The Horizontal Rule Window allows you to easily input parameters for a horizontal rule. The allowable parameters to the <hr> tag include shading, alignment, width, and size.

- Position the cursor in your document
- Click the <hr> button on the main toolbar.
- Fill out the desired fields in the Horizontal Rule Window.
- Click the OK button.

Following these steps will cause the <hr> tag to be transferred to your document with the appropriate parameters.

Image Setup

The Image Setup Window is displayed by clicking the Image button from the main toolbar.



Images can be created via **WebMania** which contain the following parameters:

Source
Alternate Text
Image Alignment
Image Height
Image Width
Horizontal Space
Vertical Space
Border
Low Resolution Source

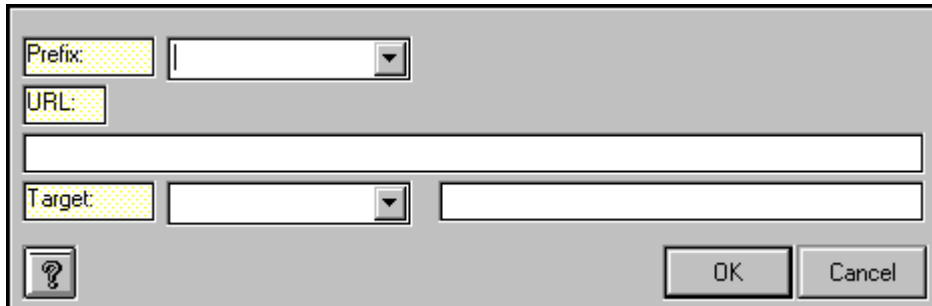
- Position the cursor in your document
- Click the Image button on the main toolbar to display this window.
- Fill out the desired fields in the Image Setup Window.
- Click the OK button.

Following the above steps will cause the HTML code required to present the image and parameters you've specified to be transferred to your document.

Note: While it is not necessary to specify Image Height and Image Width, doing so will cause your pages to load faster when browsed.

Link Setup

The Link Setup window can be accessed by clicking the Link button from the main toolbar.



The screenshot shows a dialog box titled "Link Setup". It contains the following elements from top to bottom: a "Prefix:" label next to a dropdown menu; a "URL:" label next to a text input field; a "Target:" label next to a dropdown menu and a text input field; a help icon (a question mark inside a square); and two buttons labeled "OK" and "Cancel" on the right side.

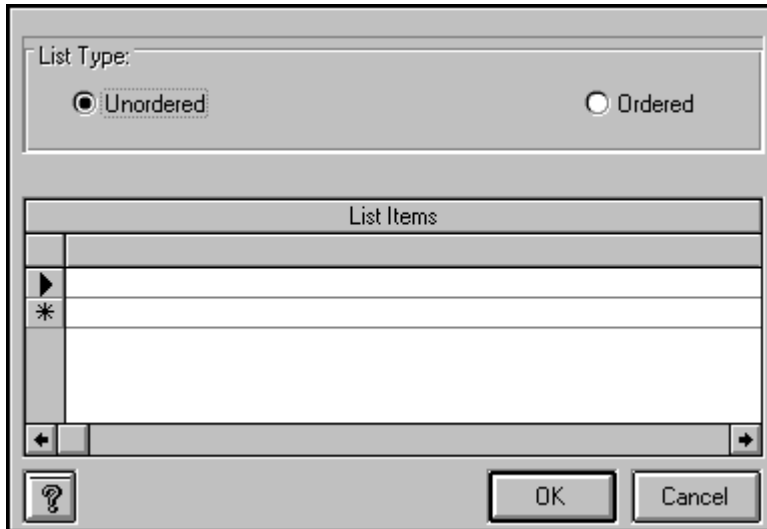
The Link Setup window allows you to create a hypertext link in your document. The following steps are required:

- Type the text you wish to use as your clickable link into your document.
- Highlight that text in your document.
- Click the Link button on the main toolbar.
- Type the full URL into the URL text field, or choose a service from the Prefix list box to get your URL started.
- [Optional] Type the name of the frame window into which you wish this document to be loaded, into the Target field. Use the Target combo box to select one of the standard targets if you so desire.
- Click the OK button.

Following these procedures will cause the information entered in the Link Setup Window to be transferred to your document along with the appropriate HTML tags.

List Setup

The List Setup window can be accessed by clicking the List button on the main toolbar.



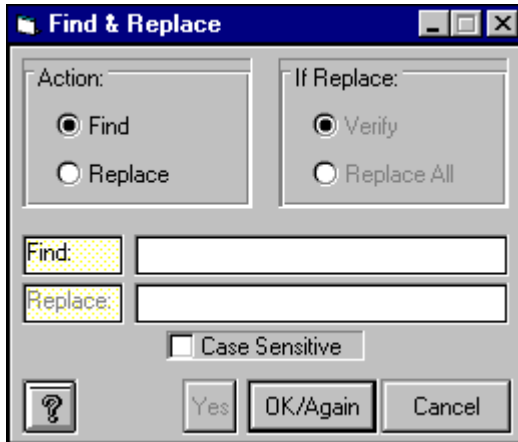
The List Setup window allows you to create ordered and unordered lists in your documents.

- Position your cursor in your document
- Click the List button on the main toolbar.
- Choose either Ordered or Unordered
- Enter each list item into the grid on the List Setup window.
- Click the OK button.

Following the procedures outlined above will result in the appropriate HTML code to be transferred to your document.

Find & Replace

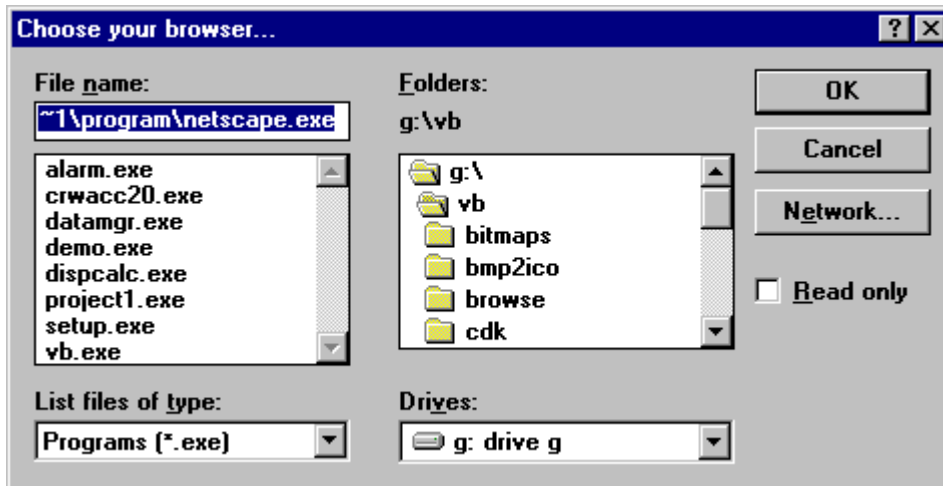
This function is accessible from the Pages Window by clicking Edit|Find/Replace... from the Pages menu.



The Find & Replace function allows you to quickly find each occurrence of a particular text string within the current document. In addition to finding the text string, you can replace one or more occurrences of a text string with another text string. Choose the appropriate option buttons according to the functions you wish to perform.

Browser Setup

The Browser Setup feature is accessed by clicking Setup|Browser... from the main menu.

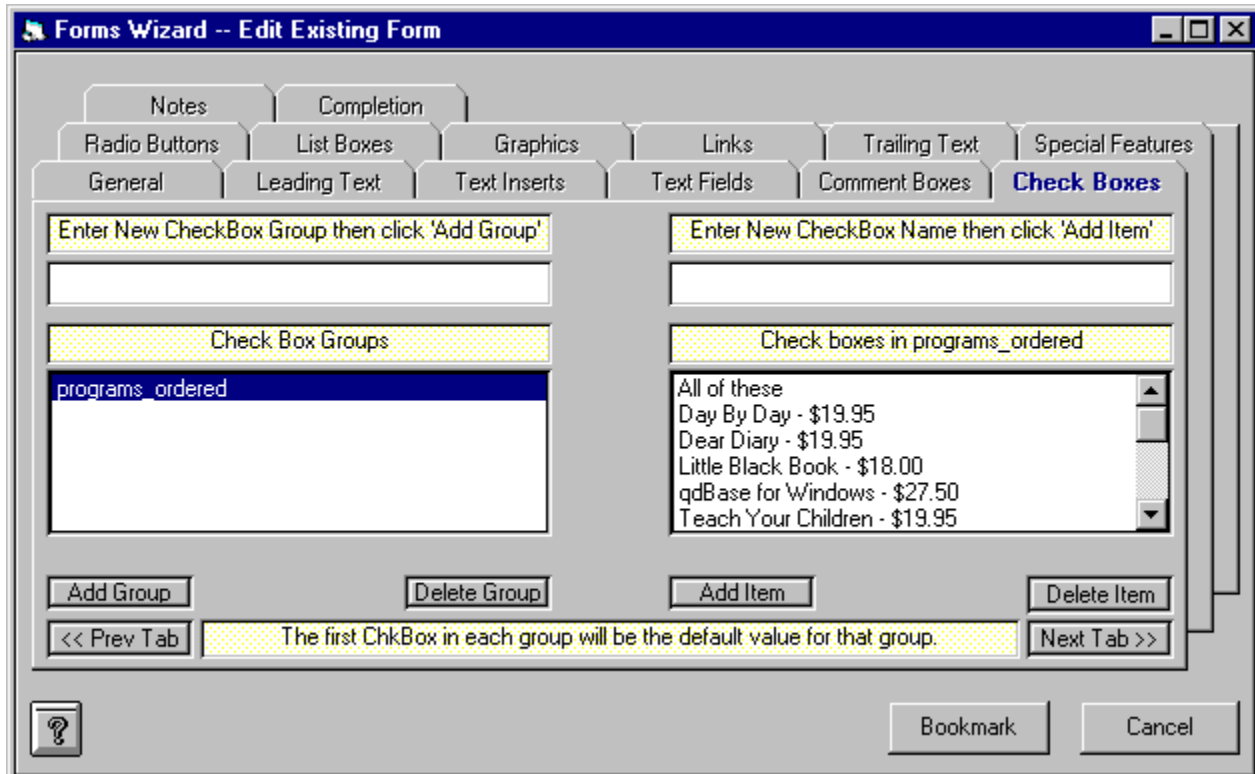


The Browser Setup feature allows you to tell **WebMania** the location of your Web browser program. **WebMania** uses this information to enable you to call your browser from within **WebMania** in order to view the forms you have created, or to view [Outside Help Links](#).

Note: Browser Setup is a **WebMania Professional Edition** feature.

Check Boxes

Check Boxes are created from the Check Boxes tab, which is located in the Forms Wizard.



Check boxes are created in groups, much like radio buttons. The main difference (aside from their appearance), is that users can select more than one item from a check box group. The picture above shows an example of a check box group being created.

To create a check box group containing check boxes, perform the following steps:

1) Enter the name of the group in the Check Box Group text box, located in the upper left corner of the Check Box tab.

2) Click the Add Group button. This will cause the group name to be added to the Check Box Group list.

3) Click the group name in the Check Box Group list. This highlights the group name and causes your cursor to move to the Check Box text box.

4) Enter the name of your new Check Box, then click the Add Item button. This causes the new Check Box to be added to the Check Box Group which should still be highlighted on the left half of the Check Box tab.

5) Repeat Step 4 for each Check Box you wish to have included in the highlighted group. (To create an additional Check Box Group, perform these same steps beginning with Step 1.)

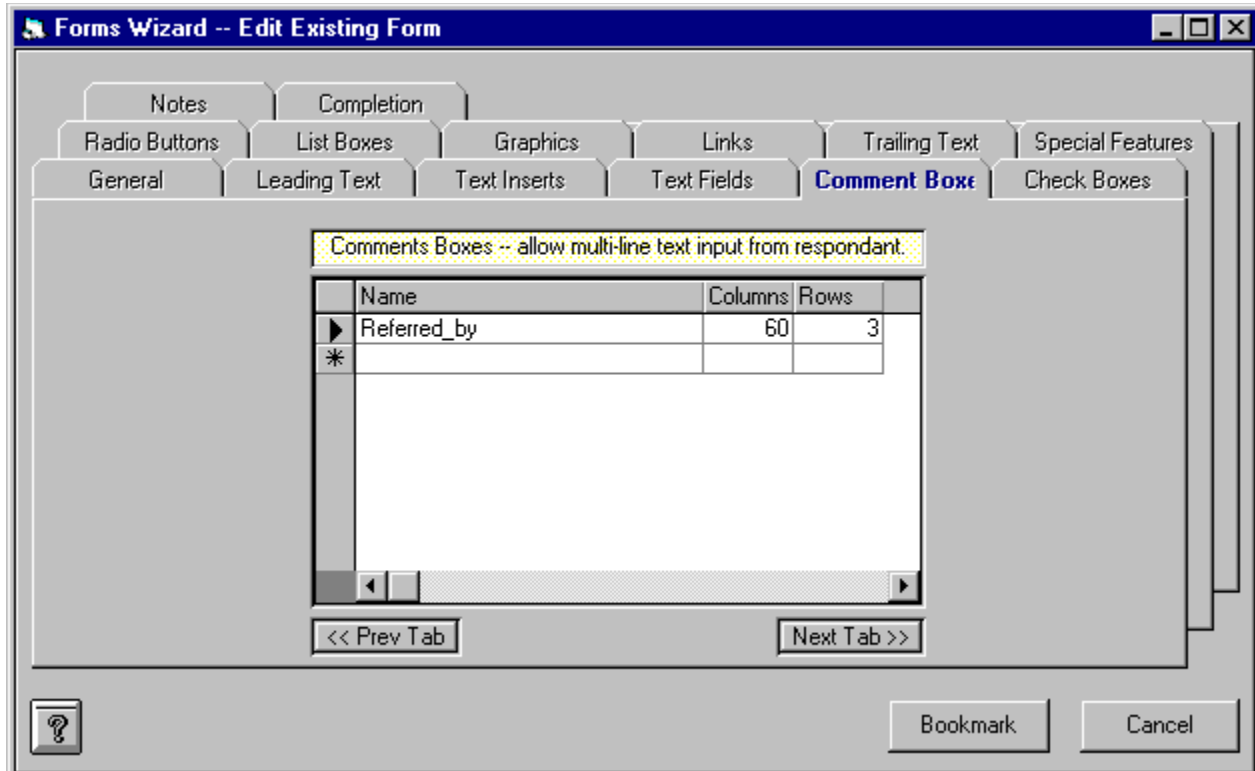
Note: The order in which you position the Check Boxes within a particular group dictates the order in

which those Check Boxes will appear within that group on your finished form. However, the order in which the Check Box Groups themselves appear in the Check Box Groups list is irrelevant. The order in which the Check Box Groups actually appear on the form is decided at Form Completion. The text string "Multiple items may be selected." is included automatically at the bottom of each Check Box Group.

Note: A Check Box Group name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since Check Box Group names do not actually appear on the form.

Comment Boxes

Comment Boxes are created from within the Comment Boxes tab, located in the Forms Wizard.



A Comment Box is used to allow users to respond to your form at some length. When creating a Comment Box, you must specify its name, along with its dimensions. For example, to create a Comment Box called "Suggestions", you would enter the word "Suggestions" in the first column of the grid, and enter the number of columns and rows in the other two columns respectively. Columns refers to character length, Rows refers to lines of text.

You may enter all of your Comment Boxes in the Comment Boxes tab in any order you like. The order in which they will actually appear on your finished form is decided at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Comment Box and allows you to add another.

If you wish to delete a Comment Box from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: A Comment Box name may not contain any of the following characters: *space*, apostrophe ('), double quote ("), plus sign (+), or ampersand (&). If you wish to include a space in a Comment Box name, for example to create a name consisting of more than one word, you may use the underscore (_) character. **WebMania** will interpret this character as a space and create your form accordingly.

Copy Form

The Copy Form function is accessed by clicking **File|Forms|Copy...** from the main menu.

The Copy Form feature allows you to copy all of the data from an existing form to a new form of a different name. This feature is extremely useful for creating multiples of identical forms for which you would like to receive separate responses. For example, suppose you wish to collect information from your Web site visitors, but you wish the responses to be separated into different response tables based upon which of several surrounding states your user resides in. You might create your original form, calling it "Responses - New Jersey". You could then create identical forms, using the Copy Form feature, called "Responses - New York", "Responses - Pennsylvania", and "Responses - Connecticut". When importing responses from these forms, **WebMania** would then create a different response table for each form.

Utilization of this feature is simple. Just click **File|Forms|Copy Form...** from the main menu. This will cause the Forms List to be displayed. After you choose the form you wish to copy, you will then be asked to enter the name for the new form. Enter the new name, and that's it!

The basic concept of the Copy Form feature is similar to that of the standard Windows 'Save As...' function.

| |
|---|
| Note: The Copy Form feature is a WebMania Professional Edition feature. |
|---|

Error Log

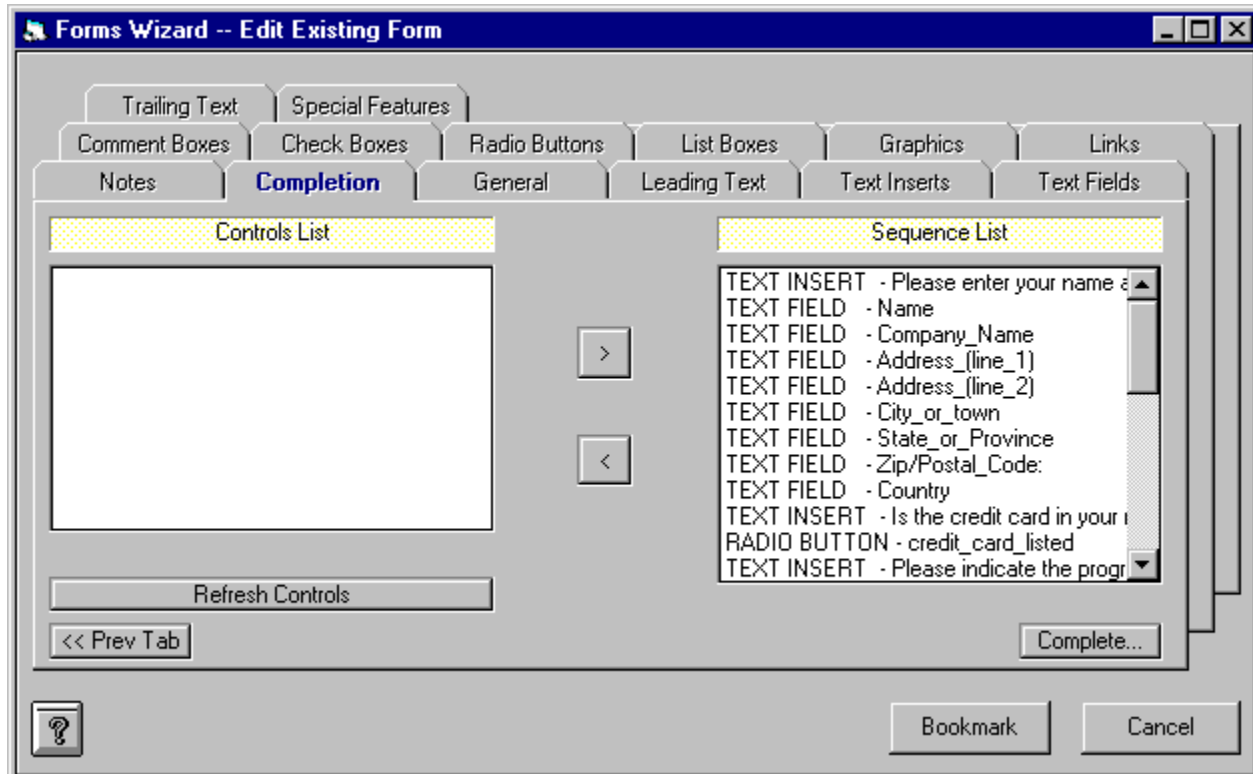
The Error Log can be toggled on and off by clicking **Setup|Error Log** from the main menu. This menu item will contain a checkmark if the Error Log is active.

The Error Log is stored in a file called ERROR.LOG. When the Error Log is active, all system errors are recorded in this file. Should you experience a problem with **WebMania**, it is a good idea to activate the Error Log and try to re-create the problem prior to calling for support.

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Form Completion

Completion of a Form is performed in the Completion tab, located in the Forms Wizard.



The Completion tab is your last stop on your way to completing the creation (or modification) of a form.

If you are creating a new form, the first thing you must do upon entering the Completion tab is to refresh your controls by clicking the Refresh Controls button. This will cause a list of all the controls you've created to appear in the Controls List on the left hand side of the Completion tab in alphabetical order. You must then select each control from the Controls List (on the left), one at a time, and move it over to the Sequence List on the right side of the Completion tab. Do this by clicking the arrow (>) button after highlighting a control. The controls (including Text Inserts) will appear on your form in the exact order that you place them into the Sequence List.

You are not limited to adding controls to the end of the Sequence List. You may move a control from the Controls List to the middle of the Sequence List by highlighting the control on the Sequence List above which you would like to insert your new control. To clear all highlighted items in the Sequence List in order to resume adding controls to the end of the Sequence List, simply click the Refresh Controls button. Any controls that do not appear in the Sequence List will not be included in your form.

Once you have completed your Sequence List, click the Complete button to tell **WebMania** to begin creating your form. **WebMania** then does several tasks:

- 1) **WebMania** creates several tables in the **WebMania** database which will hold all of the information about your form, including controls names, sequences, etc.

- 2) **WebMania** will then ask you to choose a name for the actual HTML file to be created according to the instructions you entered into the Forms Wizard. (The default extension is *.HTML.) Once you've indicated the file name, **WebMania** creates the actual HTML file.

3) **WebMania** then creates a Response Table within the **WebMania** database which will be used to hold responses to this particular form only.

When **WebMania** has completed these tasks it notifies you with an appropriate message. You can then upload your form to your WWW server and link it to your home page.

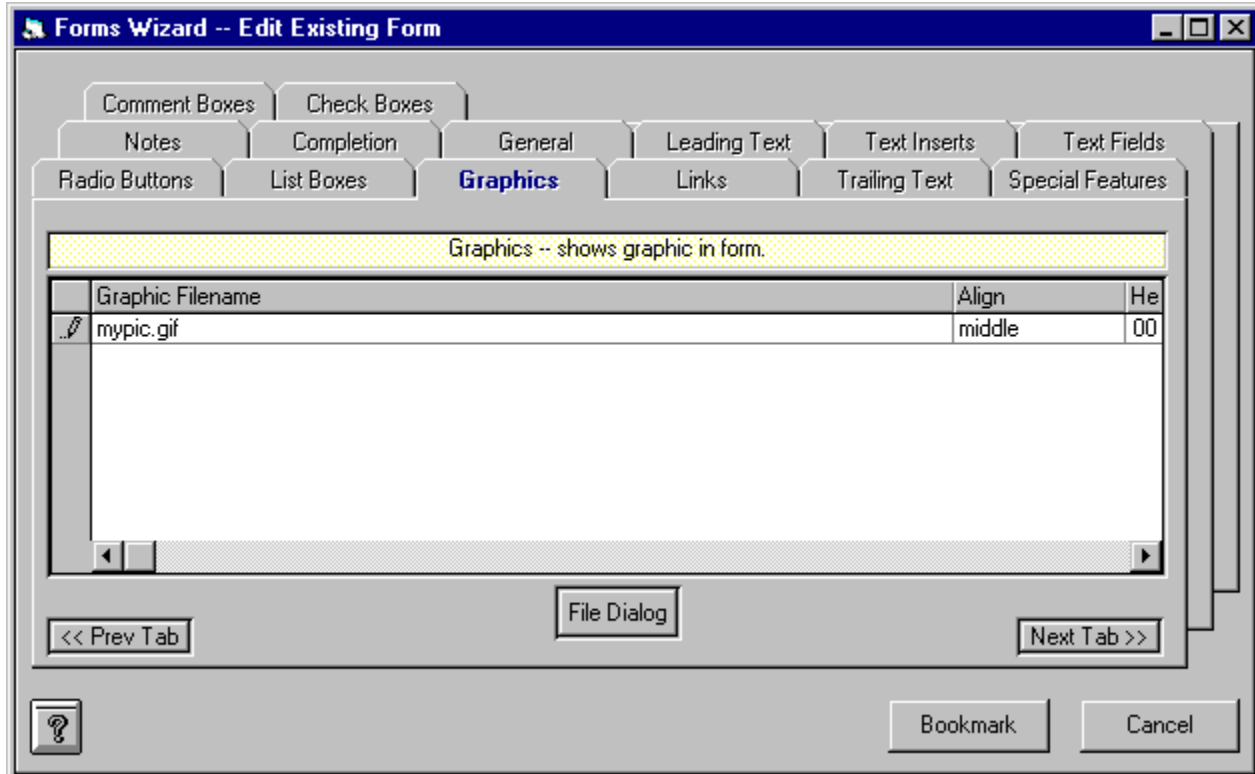
If you are modifying an existing form, take the same steps as above.

Note: It is extremely important to note that the modification of an existing form causes all stored responses to that form to be permanently deleted from the **WebMania** database. You may export your response data to an Access 2.0 database or a CSV file prior to modifying the form, but it is not possible to re-integrate that old data back into the **WebMania** database. For this reason, you should test out your form prior to uploading it to your server to make sure that it is exactly as you wish, thus minimizing the likelihood of future modification.

Note: It is extremely important that you do not directly modify any form created with **WebMania's** Forms module, even if you are knowledgeable in HTML. Direct modification of a **WebMania** HTML form will render that form's responses unreadable by **WebMania**.

Form Graphics

Graphics can be included in a form via the Graphics tab, located in the Forms Wizard.



Graphics are included in a form simply by entering the path and filename of the graphics file. You may enter this information manually, or by clicking the File Dialog button, which will cause a File Dialog Box to be displayed. You may also indicate how you would like your graphic aligned, relative to the line of text in which it appears. Valid values for the Alignment field include "Bottom", "Top", and "Middle". In addition, you must specify a height and width for each image, measured in pixels. Specifying the size of images allows them to load faster. (It also avoids some 'bugs' which occur in *JavaScript* if you include images without size specification.) If you are unfamiliar with this method of measurement, both trial and error and viewing the source code of other documents on the web will help you to judge what your image size should be. As an example, the 'Netscape Now' buttons you see at many sites (including ours) measures 31 pixels in height and 88 pixels in width. Use this as a gauge.

You may enter all of your Graphics in the Graphics tab in any order you like. The order in which they will actually appear on your finished form is decided at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Graphic and allows you to add another.

If you wish to delete a Graphic from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: Due to HTML and WWW limitations, only the .gif and .jpg graphics formats are currently supported. **WebMania** will automatically be able to handle new formats as they are implemented.

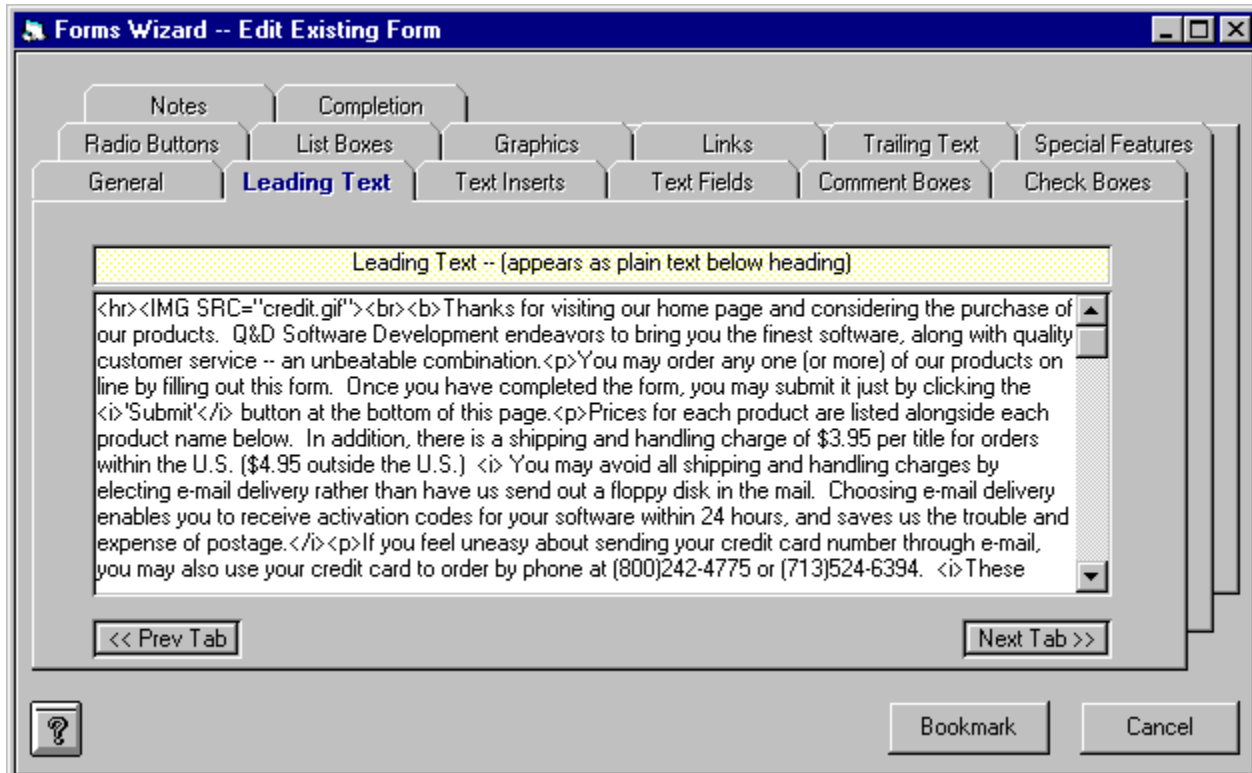
Note: **WebMania** identifies a Graphic's name by its first 30 characters. You may not include two Graphic files having the identical first 30 characters in the same form. You may be able to use certain

'gimmicks' in order to circumvent this limitation, such as using an absolute path name for one instance of a graphic file and a relative path name for another, or simply making several copies of the same graphics file using different names for each.

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Leading Text

Leading Text is entered through the Leading Text tab in the Forms Wizard.

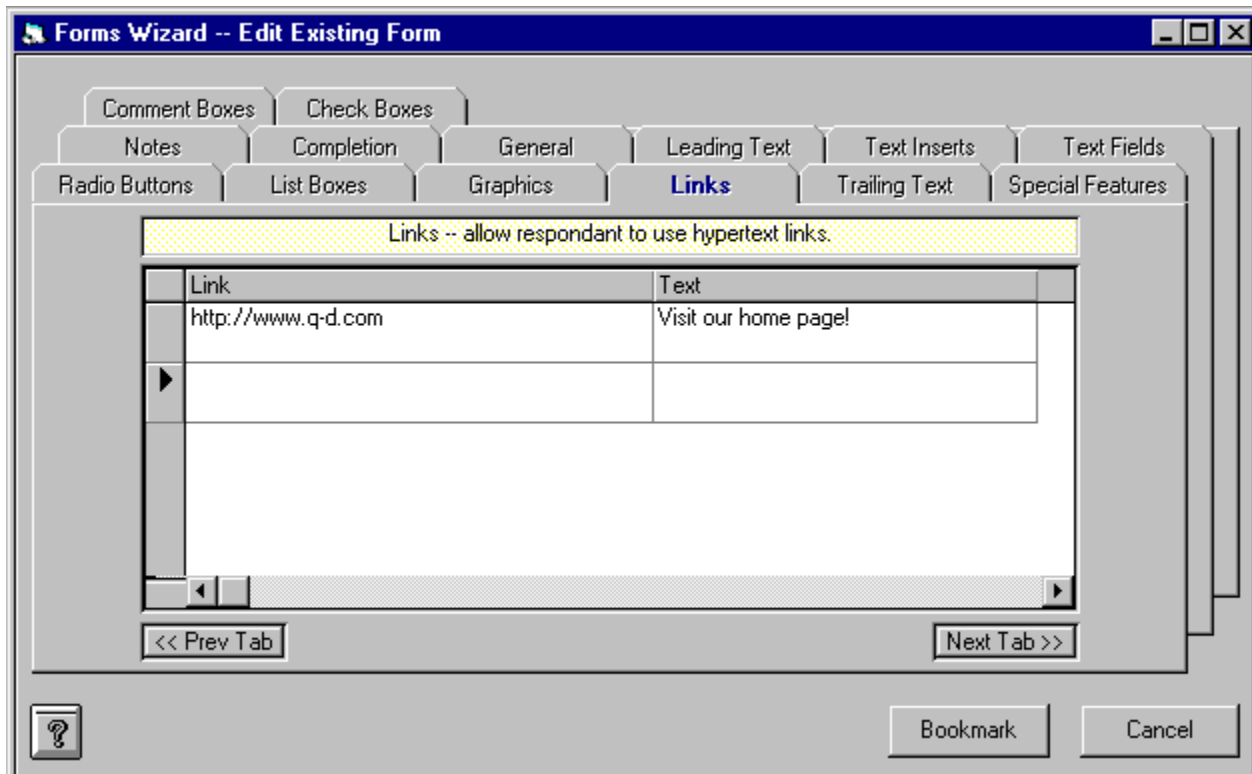


The Leading Text tab allows you to enter a string of text which will appear beneath your Form's heading. It will appear above any Text Inserts or controls you place in your Form. You may also manually enter HTML tags into the Leading Text tab if you so desire.

The figure above shows a good example of the type of information you might wish to include in your Leading Text.

Form Links

Hypertext Links within Forms can be created from the Links tab, located within the Forms Wizard.



Hypertext Links, also known as 'jumps' and 'hot spots', are the lifeblood of the World Wide Web. With a hypertext link you can click on a text string and literally be sent to another server around the world in seconds.

WebMania makes it easy to create links in your forms. All you do is insert the URL you wish to link to in the Link Name field of the links grid, and in the Link Text field insert the text you wish your users to have to click in order to follow this particular link.

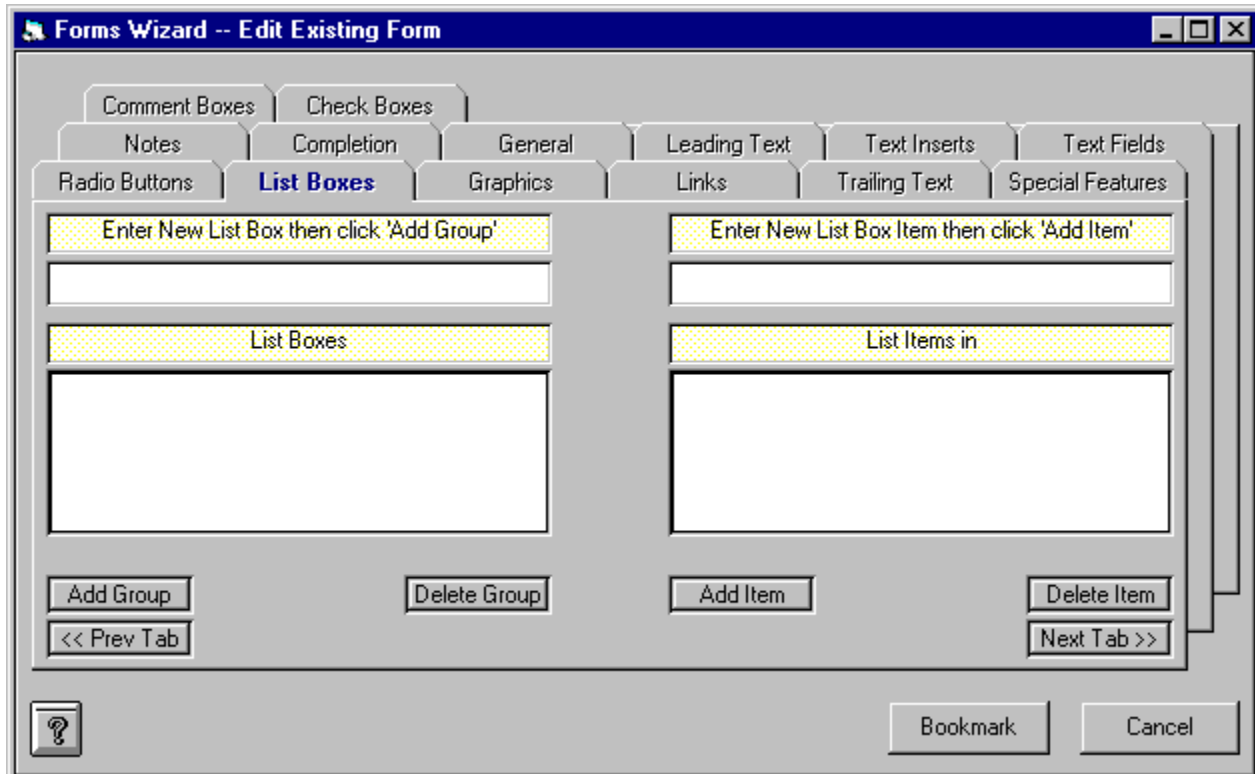
You may enter all of your Links in the Links tab in any order you like. The order in which they will actually appear on your finished form is decided at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Link and allows you to add another.

If you wish to delete a Link from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: WebMania identifies a Link Name by its first 30 characters. You may not include two links having the identical first 30 characters in the same form. Depending on the URL you are using, you may be able to use relative path names, port numbers, or several other 'gimmicks' which will effectively circumvent this limitation, landing your user in the same place as a previously designated URL without having to use the exact same characters.

List Boxes

List Boxes are created from the List Boxes tab, which is located in the Forms Wizard.



List boxes in **WebMania** are controls which present a list of items from which your users may choose only one. The picture above shows an example of a List Box being created.

To create a List Box, perform the following steps:

- 1) Enter the name of the List Box in the List Box text box, located in the upper left corner of the List Box tab.
- 2) Click the Add List button. This will cause the new List Box name to be added to the List Box list.
- 3) Click on the new List Box name in the List Box list. This highlights the List Box name and causes your cursor to move to the List Box Item text box.
- 4) Enter the name of your new List Box Item, then click the Add Item button. This causes the new List Box Item to be added to the List Box which should still be highlighted on the left half of the List Box tab.
- 5) Repeat Step 4 for each List Box Item you wish to have included in the highlighted List Box. (To create an additional List Box, perform these same steps beginning with Step 1.)

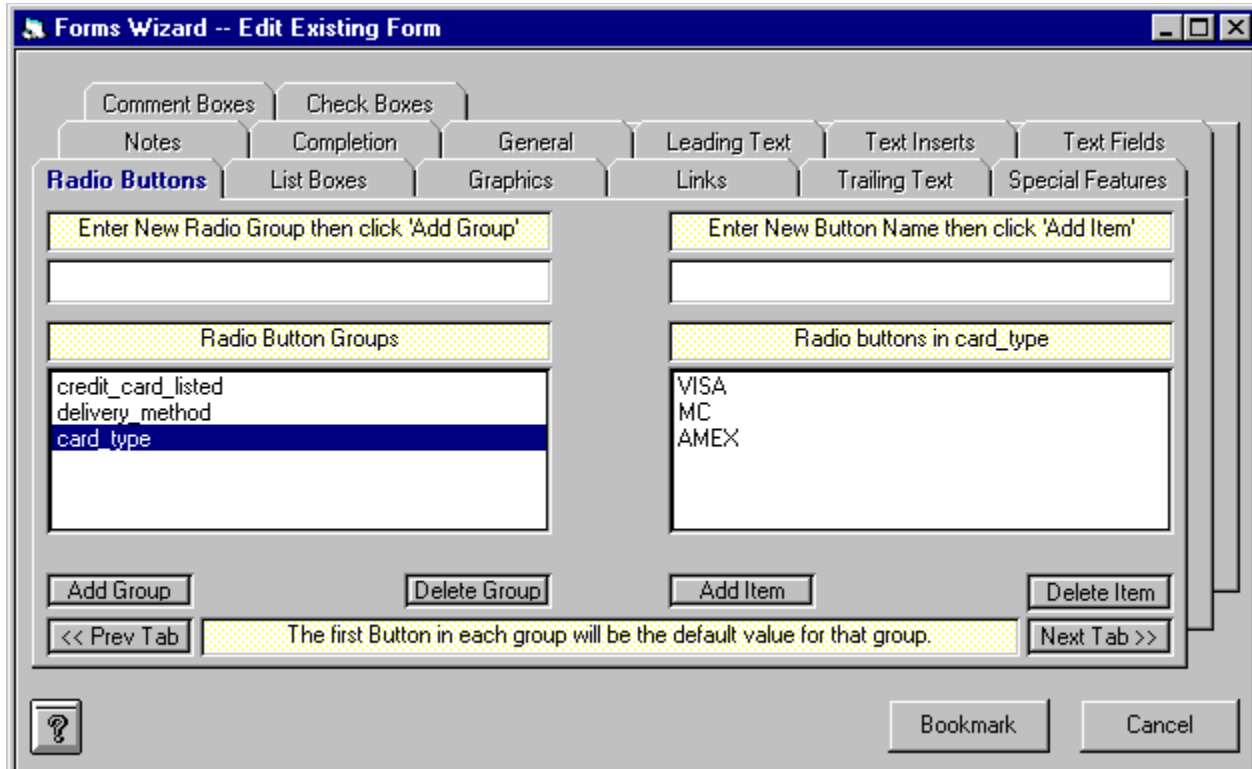
Note: The order in which you position the List Box Items within a particular List Box dictates the order in which those List Box Items will appear within that List Box on your finished form. However, the order in

which the List Boxes themselves appear in the List Box list is irrelevant. The order in which the List Boxes actually appear on the form is decided at Form Completion.

Note: A List Box name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since List Box names do not actually appear on the form.

Radio Buttons

Radio Buttons are created from the Radio Buttons tab, which is located in the Forms Wizard.



Radio Buttons are created in groups, much like Check Boxes. The main difference (aside from their appearance), is that users can select only one item from a Radio Button Group. The picture above shows an example of a Radio Button Group being created. The picture below shows what these Radio Buttons will look like in the form.

To create a Radio Button Group containing Radio Buttons, perform the following steps:

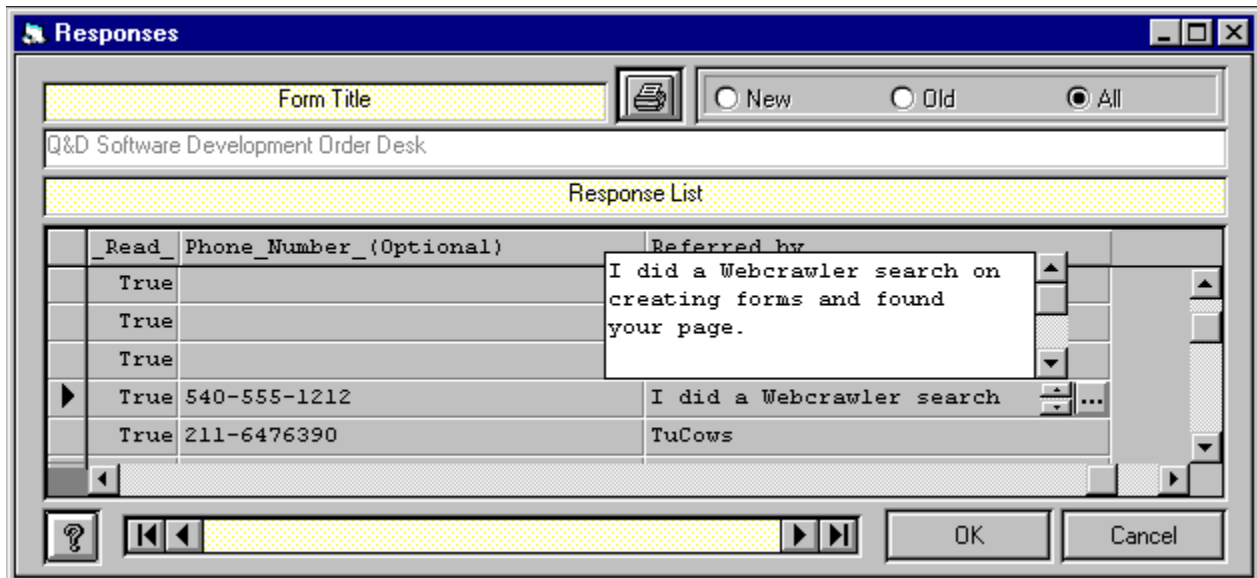
- 1) Enter the name of the group in the Radio Buttons Group text box, located in the upper left corner of the Radio Buttons tab.
- 2) Click the Add Group button. This will cause the group name to be added to the Radio Buttons Group list.
- 3) Click the group name in the Radio Buttons Group list. This highlights the group name and causes your cursor to move to the Radio Button text box.
- 4) Enter the name of your new Radio Button, then click the Add Item button. This causes the new Radio Button to be added to the Radio Button Group which should still be highlighted on the left half of the Radio Buttons tab.
- 5) Repeat Step 4 for each Radio Button you wish to have included in the highlighted group. (To create an additional Radio Button Group, perform these same steps beginning with Step 1.)

Note: The order in which you position the Radio Buttons within a particular group dictates the order in which those Radio Buttons will appear within that group on your finished form. However, the order in which the Radio Button Groups themselves appear in the Radio Button Groups list is irrelevant. The order in which the Radio Button Groups actually appear on the form is decided at Form Completion. The first Radio Button in each Radio Button Group will be displayed in your finished **WebMania** form as the default value of that Radio Button Group. The figure below illustrates this.

Note: A Radio Button Group name may not contain any of the following characters: *space*, apostrophe or single quote('), double quote ("), plus sign (+), or ampersand (&). This will not affect the appearance of your form since Radio Button Group names do not actually appear on the form.

Reading Responses

The Responses Window is accessed by clicking File|Responses|View... from the main menu.



The Responses Window allows you to view responses that have been imported into **WebMania**. Although responses to different forms will all have different structures (since each form is different), the Responses Window will adapt automatically to whatever structure your responses take. (A response's structure is based upon the structure of the form to which it is responding.)

The default behavior of the Responses Window when it is first displayed is to show all responses to the form you selected. You can control what appears in the list by clicking any one of the 'Old', 'New', or 'All' buttons. Although each Form's responses have different structures, there will always be a field called '_Read_' and a field called '_Date_'. The '_Read_' field contains the status of each response; whether or not it has been read or not. The '_Date_' field will always contain the date that that particular response was actually imported into the **WebMania** database.

The Data Control at the bottom of the Responses Window allows you to move through different forms in order to view each form's responses. Clicking the OK button or moving off of a form using the Data Control will automatically change the '_Read_' indicator of each response to that form to 'True'.

Responses to Comment Boxes, Text Fields, and Check Boxes may include more than one line of text. As illustrated above, clicking on any field of one of these types causes an ellipsis (...) button to be displayed within that field. Clicking the ellipsis button causes a scrollable text box to open, containing the entire text of this response. To close the text box, either click on the ellipsis button again, or click on any other field.

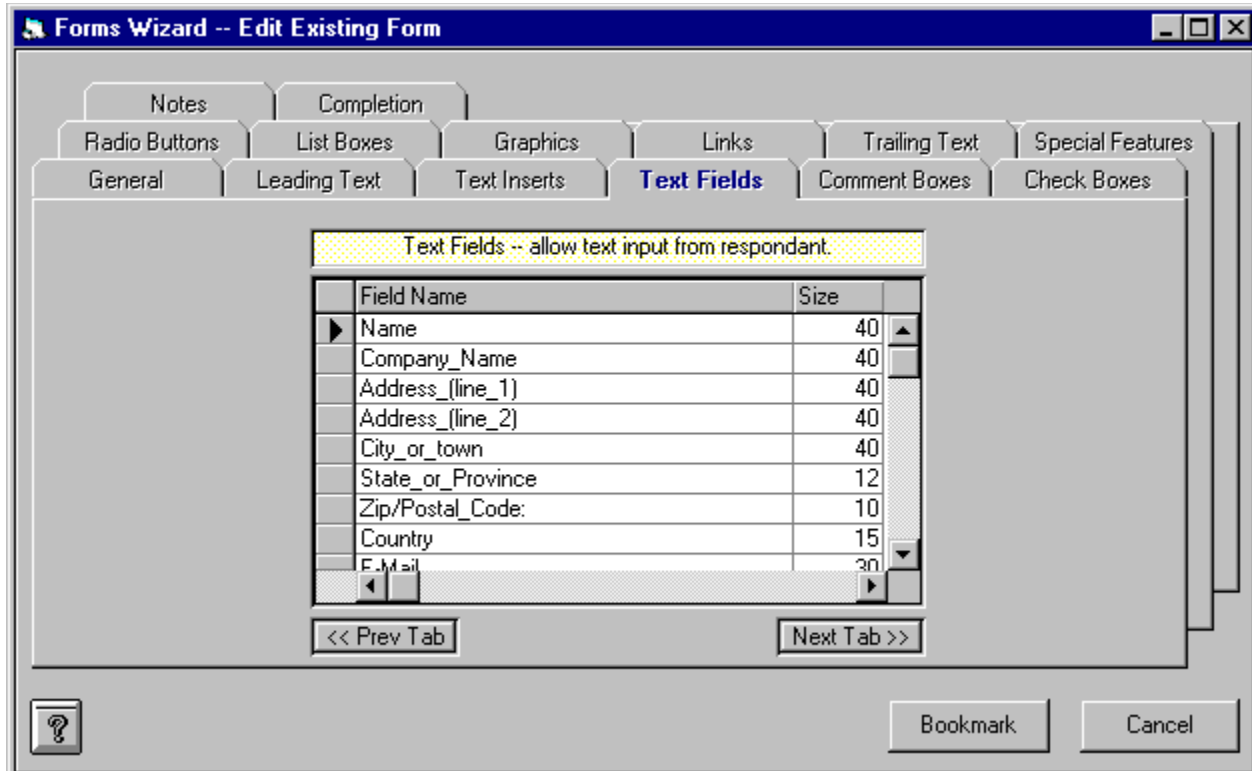
If you wish to delete a response from a response table, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple responses.

You may also print your responses to a form. Clicking the Printer Icon in the Responses Window causes the Field Selection Window to be displayed (see below). You may then select the field(s) you wish to have included in your printout by highlighting a field name and clicking the add button (>>), thus moving it over to the Selected list. The topmost field in the Selected list will appear as the leftmost field on your printout. Your printout will include only those responses corresponding to the status selected in the Responses Window; 'Old', 'New', or 'All'.

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Text Fields

Text Fields are created from within the Text Fields tab which is located in the Forms Wizard.



Text Fields are simply fields in which your users may enter text from their keyboard. Typical examples of uses for text fields are Name, Address, Phone Number, or any other information you wish to receive from your users that would require the typing of text.

To create a Text Field in **WebMania**, simply enter the name of the Text Field along with the maximum number of characters, up to 255. Unlike many other **WebMania** controls, a Text Field is not entered as part of a group. You may enter all of your Text Fields in the Text Fields tab in any order you like. The order in which they will actually appear on your finished form is decided at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Text Field and allows you to add another.

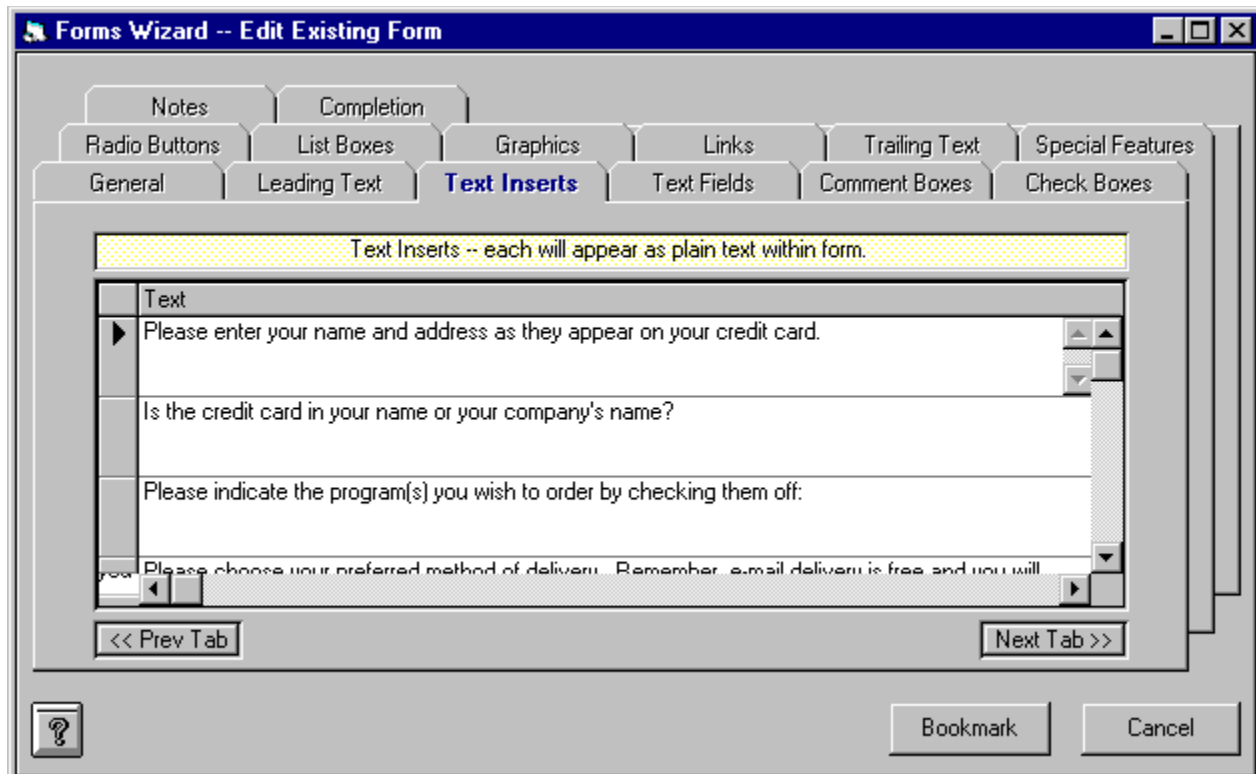
If you wish to delete a Text Field from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.

Note: A text field name may not contain any of the following characters: *space*, apostrophe or single quote ('), double quote ("), plus sign (+), or ampersand (&). Text Field names are printed to the left of each Text Field on your finished form, followed by a colon (":"), so choose these names especially carefully. You may cause a *space* character to appear within the Text Field name on your form by substituting an underscore (_) character. For example, if you would like the text "Last Name" to appear to the left of your Text Field, you should name your Text Field "Last_Name". Since Text Field names act as labels on your form, there is no need to create a Text Insert as a label for a Text Field unless the label is more than 30 characters.

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Text Inserts

Text Inserts are created from within the Text Inserts tab which is located in the Forms Wizard.

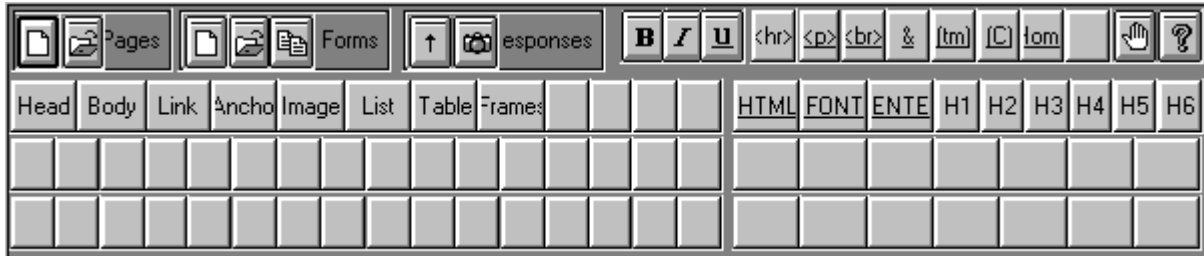


Text Inserts allow you to place text strings (in addition to the Leading Text and Trailing Text) within your form. You may also manually enter HTML tags into a Text Insert if you so desire. You may place as many Text Inserts into a form as you like. The order in which Text Inserts are created in the Text Inserts tab is irrelevant. The order in which Text Inserts appear on your finished form is determined at Form Completion. Pressing the 'down arrow' button on your keyboard saves your Text Insert and allows you to add another.













If you wish to delete a Text Insert from the grid, simply click in the narrow margin to the left of that row and press the Delete button on your keyboard. You may click and drag up or down across several rows to delete multiple records.







Main Toolbar

The Main Toolbar appears on the WebMania main menu. It can be toggled on and off by clicking 'View|Main Toolbar' from the main menu, or by clicking the Main Toolbar toggle button from the Pages Window.



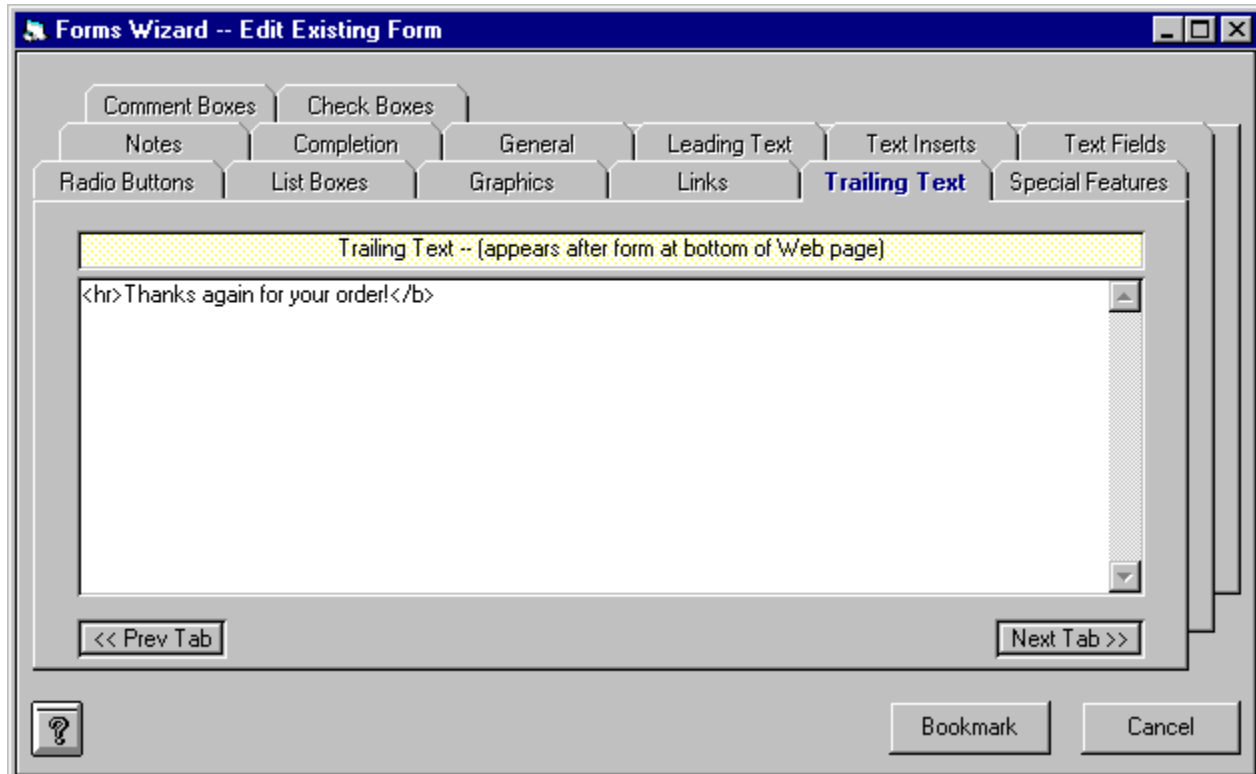
The main toolbar contains the following buttons. Clicking on a button below will display either a definition of that button or will jump you to the topic that explains that button's functionality.

-  New Page
-  Open Existing Page
-  New Form
-  Open Existing Form
-  Copy Form
-  Import Responses
-  Read Responses
-  Create Heading
-  Create Body Specification
-  Link Setup (includes targetting)
-  Create Anchor
-  Image Setup

-  List Setup
-  Create Table
-  Access Frame Wizard (Create Frames)
 -  Horizontal Rule
-  ..
 Header fonts

Trailing Text

Trailing Text is entered via the Trailing Text tab in the Forms Wizard.



The Trailing Text tab allows you to enter a string of text which will appear at the bottom of your form, just above the 'Submit' and 'Reset' buttons. It will appear below any Text Inserts or controls you place in your Form. You may also manually enter HTML tags into the Trailing Text tab if you so desire.

The figure above shows a good example of the type of information you might wish to include in your Trailing Text.

Tutorial - Creating A Form With The Forms Wizard

Welcome to the **WebMania** Tutorial - Creating A Form With The Forms Wizard section. In this section we will take you through the creation of a **WebMania** form, step by step, via hypertext links to all relevant topics.

[General Information](#)

[Leading Text](#)

[Text Inserts](#)

[Text Fields](#)

[Comments Boxes](#)

[Check Boxes](#)

[Radio Buttons](#)

[List Boxes](#)

[Graphics](#)

[Links](#)

[Trailing Text](#)

[Special Features](#)

[Notes](#)

[Form Completion](#)

After a form has been created, you will want to upload it to your web server. If you need assistance, see the next tutorial topic, [Putting Your Pages On The Web](#).

Tutorial - Putting Your Pages On The Web

Once you have created and tested your **WebMania** page (or form), it is time to put it up on your server.

It would be impossible for us to cover each WWW browser and each server platform in depth, so we have included general procedures for you to follow. For help with each procedure, contact your ISP (Internet Service Provider), network administrator, or browser software vendor.

Procedures:

- Using your communications software, upload your page or form to your WWW server. If your server is a UNIX server, be sure to change the file's extension to "html", and remember that UNIX is case-sensitive. You should also make sure that you assign the correct rights or permissions to the HTML form file so as to enable users to read the file. For help with this information, contact your ISP or network administrator.

Tutorial - Reading Forms Responses

This section of the tutorial deals with receiving, importing, and reading the response you receive to a **WebMania** form. Responses to a **WebMania** form are sent directly to the e-mail address specified in the General Info tab when that form was created.

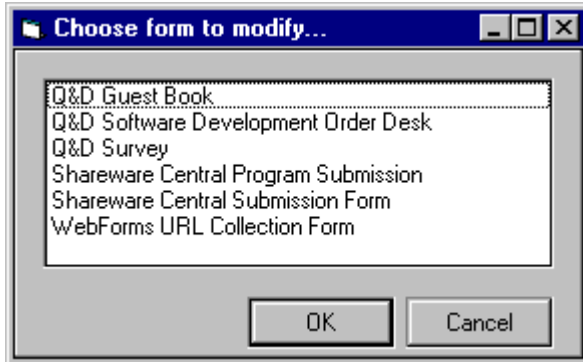
Performance of the following steps in the order presented below is necessary to read responses. (Hypertext links are supplied to relevant topics.)

- Import your responses using either of **WebMania**'s importing routines, [Direct Importing](#) or [Indirect Importing](#).
- View your responses via the [Responses Window](#).

You may also [print your responses](#), as well as [export](#) them to an MS-Access database or a text file.

Forms List

The Forms List is displayed by clicking File|Forms|Open... or File|Responses|View... or File|Responses|Export... from the main menu.



The Forms List allows you to choose a form in order to perform a particular function. Functions which involve the Forms List include Forms modification, reading Responses, Copy Form, and Exporting.

To choose a form from the Forms List you can either highlight the form you wish to use and then click the OK button, or you can simply double-click on the appropriate form.

Release Notes

- If you are using the Forms module, the following steps must be performed **IN THIS ORDER** after installing the **WebMania** 1.5a upgrade. **If you are upgrading and do not perform these steps, you WILL experience problems with your forms.** (If you are not upgrading from a previous release these steps do not apply.)

Step 1: Perform either a Direct Import or an Indirect Import and read all current new messages. If you wish to retain them after reading, export them; they will be deleted automatically in Step 2.

Step 2: Regenerate ALL of your existing forms. When you are ready to complete each form, click on the Refresh Controls button.

Step 3: Upload all newly modified forms to your Web server, making sure than there are no new responses in your mailbox which were received via the old form.

- Beginning with version 1.1, we are including IPPORT.VBX which allows us to communicate with your mail server for Direct Importing. The IPPORT.VBX file and the IPPORT.LIC file must be stored together in the same directory, or **WebMania** will not perform correctly.

1.5b - (5/27/96):

Fixes:

- Fixed bug which caused all the buttons on the bottom row of the main toolbar to blank and become disabled after importing or viewing responses.
- Fixed 'Type Mismatch' error which occurred under certain circumstances during Direct Import of forms responses.
- Fixed 'Couldn't paste' error which occurred under certain circumstances on or about the 170th message during Direct Import of forms responses

1.5a - (5/10/96):

Fixes:

- Fixed bug which caused error message and would not allow printing of forms responses.
- Fixed bug which caused error message and would not allow exporting of forms responses to HTML files.
- Fixed bug which occasionally caused error message and would not allow importing of WebForms data into **WebMania** database.

Version 1.5 - (4/22/96):

Enhancements:

- Added Image Map Wizard for creation of client-side image maps. (Professional Edition only.)
- Added targetting capability to Link Setup (for use with Frames).
- Added ability to export forms responses to an HTML document.

- Added Font Window for Color and Size customization of specific text.
- Added Macro Recorder to allow clickable access to frequently used text strings.
- Added automatic placement of cursor within document after use of New Page Window or Frame Wizard.

Fixes:

- Fixed bug which occasionally caused Page Open button to become inoperative.
- Slowed down Scrolling Status Bar Messages.
- Fixed bug which would cause File Open dialog box to revert to WebMania directory after opening of a file.

Version 1.2 - (3/12/96):

Enhancements:

- Added Frame Wizard to assist in creation of frames. (Professional Edition only.)
- Added 'Hide Tags' feature to allow viewing of document text without the HTML tags.
- Added New Page template with fields for Title and Scrolling Status Bar Message option to be displayed whenever a new page is begun.
- Added automatic storage of response report formats.
- Added Scrolling Status Bar Message generation capability to forms and pages utilizing *JavaScript*.
- Added Confirmation Message capability to Forms Wizard utilizing *JavaScript*.
- Added dynamic menuing, allowing easy retrieval of last 5 documents loaded from the File menu in the Pages window.
- Added Notes feature to Forms Wizard.
- Added HEIGHT and WIDTH to options for images in Graphics Tab in Forms Wizard.
- Added greater control layout flexibility when creating forms. (See Appearance section in Preferences window.) (Professional Edition only.)
- Added options for Link, Visited Link, and Active Link colors in Body Specification template.
- Improved speed of Direct Imports.
- Added ability to switch between TOP n 0 and TOP n 1 commands to accommodate "quirky" mail servers. (Refers to POP3 protocol. If you don't know what this means, don't worry about it.)
- Added copy ability in help system.

Fixes:

- Fixed bug which caused response printouts of more than one page to degenerate.
- Fixed bug which allowed checkbox items and radio buttons with apostrophes to be added, but not deleted.
- Fixed bug which caused imports from WebForms to abort if WebForms form included a table.

Version 1.1 - (11/18/95):

Enhancements:

- Implemented Direct Import feature, allowing importing directly from your mail server. *This feature requires a WINSOCK.DLL and a POP3 mail server, and is available with the Professional Edition only.*
- Provided the ability to customize fonts and colors for viewing of HTML code in Pages window. (Professional Edition only.)
- Added 'Cut', 'Copy', 'Paste', and 'Undo' menu items within Pages window and Forms module.
- Added printing capability for unlimited number of fields.
- Added '_From_' field to response records to indicate name and/or e-mail address of the person responding to your form. (Only works with Direct Import, which is available only with the Professional Edition.)
- Increased maximum length of Pre-tag and Post-tag fields to 60 characters in Button Setup.
- Allowed enable/disable of Q&D watermark at bottom of pages.

Fixes:

- Fixed bug in Link tab of Forms module which prevented certain characters from being used within the Link Text column.
- Fixed bug which caused table values to be lost when scrolled off of grid.

Version 1.0 - (9/20/95):

Known problems:

- Editing capabilities on files approaching 32K may be limited. Files larger than approximately 60K will not load.

A work around for this problem would be to keep your HTML documents from getting too large. Modular design of your web site (creating many small documents linked together rather than a few large ones) will make it easier to maintain. It will also afford your visitors faster downloads, resulting in fewer complaints.

- Certain browsers do not support the "ACTION=mailto:... METHOD=POST" parameters in the <FORM> tag, rendering them unable to respond to forms created via WebMania. *This is NOT a limitation of WebMania, but rather a limitation of these particular browsers. The vast majority of browsers in use today will not experience this problem.*

As a work-around for this problem, each form created by **WebMania** includes a short paragraph at the beginning which states: "Please note: Although it is most unlikely that you will experience any problems responding to this form, certain non-standard browsers will not respond properly. If you

experience any difficulties, (or if you are not using a forms-capable browser) you may email your response to this form to: *<your e-mail address>* ."

Note: This problem concerns forms only. Other documents are not affected.

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Outside Help Links

Outside Help Links can be accessed by clicking Help|Outside Help Links... from the main menu.

Outside Help Links consists of a web page that is callable directly from the **WebMania** main menu. This page consists of links to various locations on the Web which contain information about web pages and HTML authoring. Prior to using the Outside Help Links feature you must let **WebMania** know the location of your browser via the Browser Setup feature.

| |
|---|
| Note: This is a WebMania Professional Edition feature and is not available to users of WebMania Standard Edition . |
|---|

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WebMania Tutorial

The **WebMania** Tutorial provides a brief yet informative overview of the **WebMania** program and how to use it. Throughout the **WebMania** Help System it is assumed that you have at least a basic understanding of how the World Wide Web works, and that you are familiar with the terms used. In fact, it is quite likely that you obtained **WebMania** by downloading it from our web site. We realize that this assumption may not hold true for everyone, so we have included in this tutorial a section on integrating your **WebMania** forms with the World Wide Web.

[Section 1: Creating A Web Page](#)

[Section 2: Creating A Form With The Forms Wizard](#)

[Section 3: Forms Responses](#)

| |
|---|
| Note: Be sure to read the <u>Release Notes</u> topic for important information about this release of WebMania . |
|---|

WebMania Pages Tutorial

The **WebMania** Pages window topic, combined with the Main Toolbar and Lower Toolbar topics, provides a complete rundown on all aspects of creating an HTML document using **WebMania**.

If you are interested in creating frames, check out the Frame Wizard topic.

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Features List

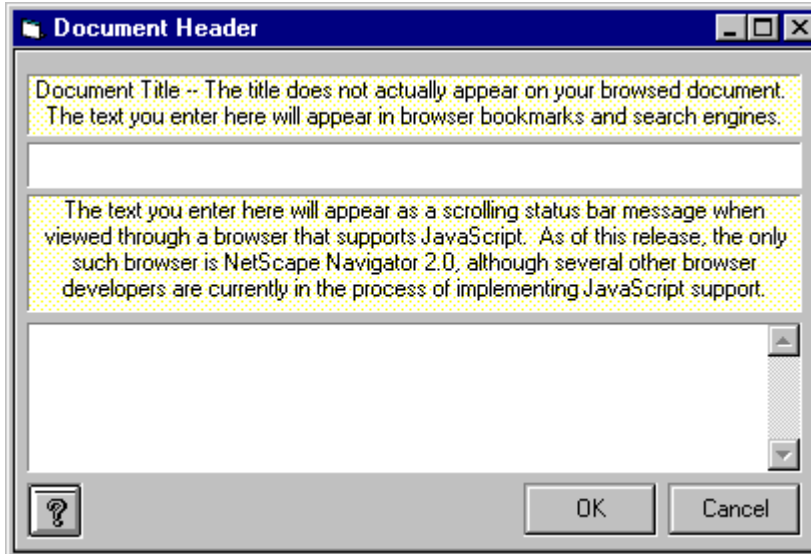
The following is a partial list of **WebMania** features intended to illustrate the differences between the **Standard** and **Professional** editions of **WebMania**.

| Feature | | Professional |
|---|----|--------------|
| Standard | | |
| General: | | |
| • <u>browser integration</u> | X | |
| • <u>programmable buttons</u> | 60 | 37 |
| • <u>Macro Recorder</u> | X | X |
| • <u>outside help links</u> | X | |
| • <u>table creation</u> | X | |
| • <u>font customization</u> | X | X |
| Forms/Responses: | | |
| • <u>bookmarking</u> | X | X |
| • <u>forms generation</u> | X | X |
| • <u>response reading</u> | X | X |
| • <u>form copy</u> | X | |
| • <u>batch response importing</u> | X | |
| • <u>direct importing</u> | X | |
| • <u>indirect importing</u> | X | X |
| • <u>response export to MS-Access, HTML and CSV</u> | X | X |
| • <u>response printing</u> | X | X |
| Pages: | | |
| • <u>auto-tagging</u> | X | X |
| • <u>advanced auto-tagging</u> | X | X |
| • <u>editor customization</u> | X | |
| • <u>Frame Wizard</u> | X | |
| • <u>targetting</u> | X | X |
| • <u>Image Map Wizard</u> | X | |

Note: Be sure to read the [Release Notes](#) topic for important information about this release of **WebMania**.

Heading Window

The Heading Window is displayed by clicking the Head button from the main toolbar.



The heading of your document can be created automatically by entering the appropriate information into the Heading Window. First, position your cursor appropriately within your document (usually immediately after the opening <HTML> tag). Then, click the Head button on the main toolbar to display this window.

The Heading Window includes a Title field and a Scrolling Status Bar Message field. The information you enter into the Title field will not actually appear within your document when browsing your page. Most browsers show this information in their URL field, above the actual page. The text in the Title field is also used by web search engines as keys for indexing.

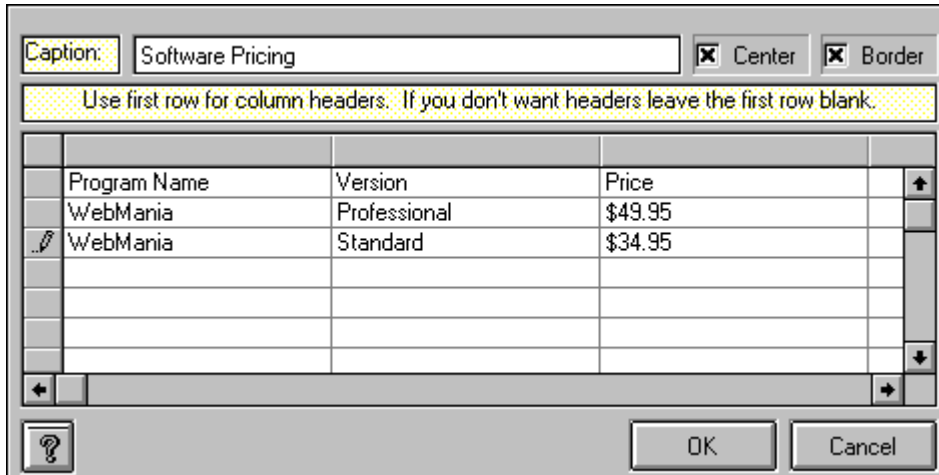
The text you enter into the Scrolling Status Bar Message field will automatically be incorporated into a *JavaScript* that becomes part of your page's heading. Visitors to your page who are using *JavaScript*-enabled browsers will see this text scroll through the status bar at the bottom of their browser.

Clicking the OK button will cause your heading to be transferred to your document along with the appropriate HTML tags.

Note: The scrolling status bar message feature requires that your page's visitor be using a *JavaScript*-capable browser, for example Netscape Navigator 2.0 or later.

Tables

The Table Creation window is accessed by clicking the Table button on the main toolbar.



WebMania turns table creation in HTML into a simple task. To create a table, just position your cursor within your document and click on the Table button in the main toolbar. This will cause the Table Creation window to be displayed.

The Table Creation window contains a Caption field, a Center checkbox, a Border checkbox, and a Data Grid. Any text entered into the Caption field will appear above the table as a title. Checking the Center checkbox will cause your table and its caption to appear centered on your page when viewed through a web browser. Checking the Border checkbox will cause a border to appear around your table, as well as between individual rows and columns. If you do not check the Border checkbox, your data will appear as columns of information.

The Data Grid is where you enter the data you wish to have appear in your table. The first row of the grid is for your column headings. Any data you enter in the first row will appear in bold text at the top of its respective column. *If you do not wish to have column headers in your table, leave the top row of the Data Grid blank.*

After filling in all of your data, clicking the OK button will cause all of this information to be transferred to your document, including the appropriate HTML tags.

Note: The Table Creation feature is a **WebMania Professional Edition** feature.

Registration Benefits

Registration of this WebMania program entitles you to certain benefits:

- Activation of additional features as described in [Features List](#)
- Free tech support by phone or e-mail
- Free upgrades to all subsequent shareware versions of this program
- Free inclusion of a link to your web site from ours (optional)

For information on how to register, see the [Contents](#) page.

| |
|---|
| Note: Due to the in depth coverage provided by the WebMania Help System, printed manuals are not available for this program. |
|---|

Contact Information

[For ordering information, see the Contents page.](#)

[For tech support and customer service:](#)

- via telephone: [\(201\)635-1824](tel:(201)635-1824) (registered users only)
- via e-mail: Internet:help@q-d.com, CIS ID# 76336,3271

[For shipping inquiries and order status:](#)

- via telephone: [\(201\)635-1824](tel:(201)635-1824)
- via e-mail: Internet:dversch@q-d.com, CIS ID# 76336,3271

Anchor

The Anchor window is accessed by clicking the Anchor button on the main toolbar.



To create an Anchor in your document, highlight the text you wish to tag and click on the Anchor button. Filling in the field in the Anchor window will cause this text, along with the appropriate HTML tags to be transferred to your document.

Importing From WebForms

This function can be accessed by clicking Setup|Import From WebForms... from the main menu.

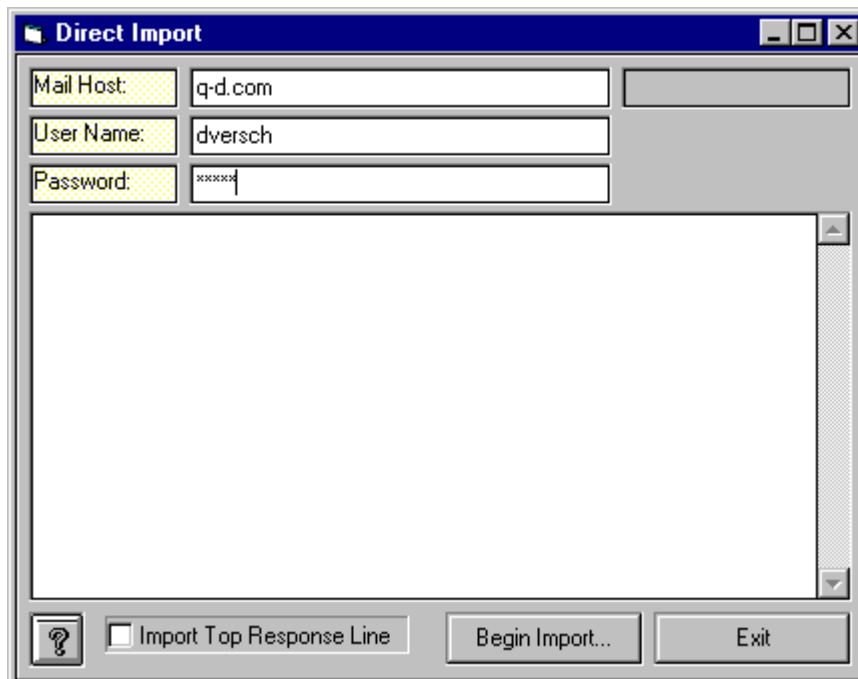
Users of **WebMania**'s sister program, **WebForms**, may import existing **WebForms** forms into the **WebMania** program.

| |
|--|
| Note: Response data is not carried over as part of the importing process. |
|--|

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Importing (Direct)

Direct importing is accessed by clicking File | Responses | Import... from the main menu.



'Direct Importing' in **WebMania** refers to **WebMania**'s capability to download responses directly from your POP3 mail server. To set **WebMania** up for Direct Importing, all you need to do is enter the necessary information into the **WebMania** database via the Preferences window.

After doing so, any time you attempt to import forms responses, the Direct Importing Window will be displayed. To initiate your import, click the Begin Import button. The Direct Import Window will keep you informed as to the progress of the import. Once the import has been completed, the Direct Import Window informs you of how many responses were imported, which form each response was in response to, and how many other e-mail messages you still have (if any) in your mailbox.

You may then view and/or print your responses from the Response Window.

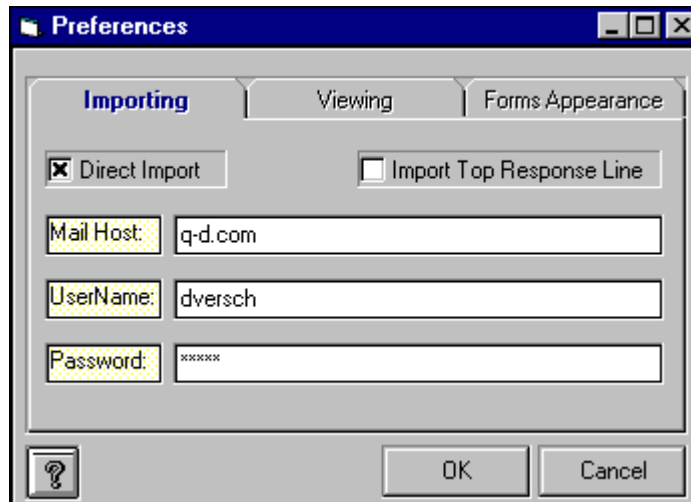
Note: The 'Import Top Response Line' checkbox should be left unchecked unless told to do otherwise by a Q&D Software Development technical representative.

Note: Direct Importing is only available with **WebMania Professional Edition**. Direct Importing requires that a WINSOCK be present on your system.

Note: Direct Importing requires a POP3 mail server. Direct Importing will not work if you receive forms responses via a mailbox that is part of a commercial on-line service.

Preferences

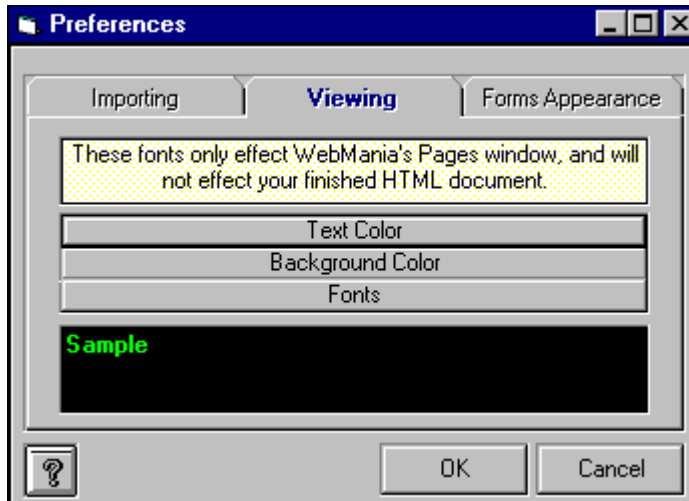
The Preferences Window is accessed by clicking Setup|Preferences... from the main menu.



There are three sections in the Preferences Window. The first section, pictured above, is used to set up Direct Importing. The second section (see below) is used for setting fonts and colors in your Pages window.

To set WebMania up for Direct Importing, you must fill out the fields in the Importing section as follows:

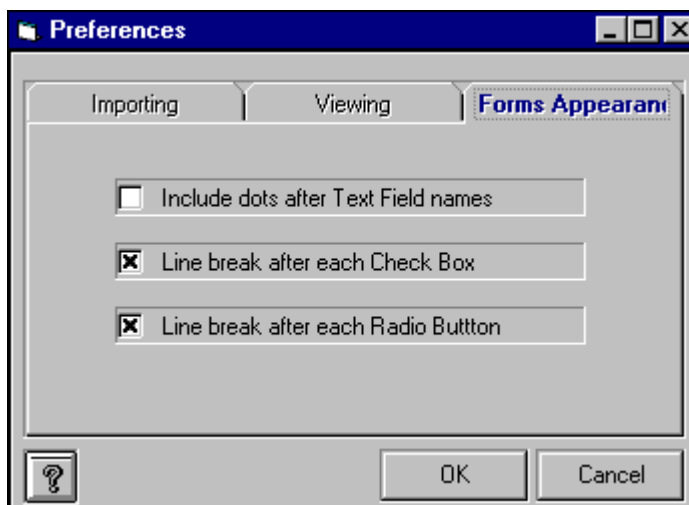
- **Mail Host:** Enter the name of your POP3 mail server. *If you are using a virtual domain name, you must use the name of your actual mail server, not your domain name.* For example, if your e-mail address was "myname@host.com", you would simply enter "host.com" as your mail host, provided you are not using a virtual domain. If you need assistance with this, contact your Internet Service Provider.
- **User Name:** Enter your user name, as you would if you were going to log in to your server manually. *Do not include a domain name.* For example, if your e-mail address was "myname@host.com", you would simply enter "myname" as your user name.
- **Password (optional):** Enter your password here. While entering, your password will be shown as a row of asterisks. You may choose not to enter your password at this time. If you do not, you will be prompted for it each time you attempt a Direct Import.
- You must also check the Direct Import checkbox. If this checkbox is not checked, Indirect Importing will result when you attempt an import.



The second section, called the Viewing section, is pictured above. In this section you can set the look of your Pages window. Clicking the Text Color button will display a color dialog box from which you may choose (or define) the color in which you would like your text to appear in the Pages window. Clicking the Background Color button displays a similar color dialog box for choosing (or defining) your Pages window background color.

Clicking the Fonts button displays a Fonts dialog box. The Fonts dialog box will contain a list of all fonts available on your system, along with any sizes and styles available for each font. You may choose any font displayed in any fontsize and style available.

Note: The Viewing section sets the font and colors for your Pages window only. It will not have any effect on how your completed HTML document is viewed through a browser.



The third section, called the Appearance section (above) is used to alter the general appearance of your forms. There are three checkbox options in the Appearance Setup tab:

Include Dots After Text Field Names: Checking this box will cause dots to appear after all of your text field names leading to the text fields themselves, creating a Table of Contents effect.

Line Break After Each CheckBox: Checking this box will cause members of a CheckBox Group to be listed vertically. Leaving this checkbox blank causes checkboxes within a CheckBox Group to be

listed horizontally.

Line Break After Each Radio Button: Checking this box will cause members of a Radio Button Group to be listed vertically. Leaving this checkbox blank causes radio buttons within a Radio Button Group to be listed horizontally.

Note: The settings in the Appearance Setup tab are global settings. They will apply to all forms that you create.

Frame Wizard

The Frame Wizard is accessed by clicking the Frames button in the main toolbar while the Pages window is open.

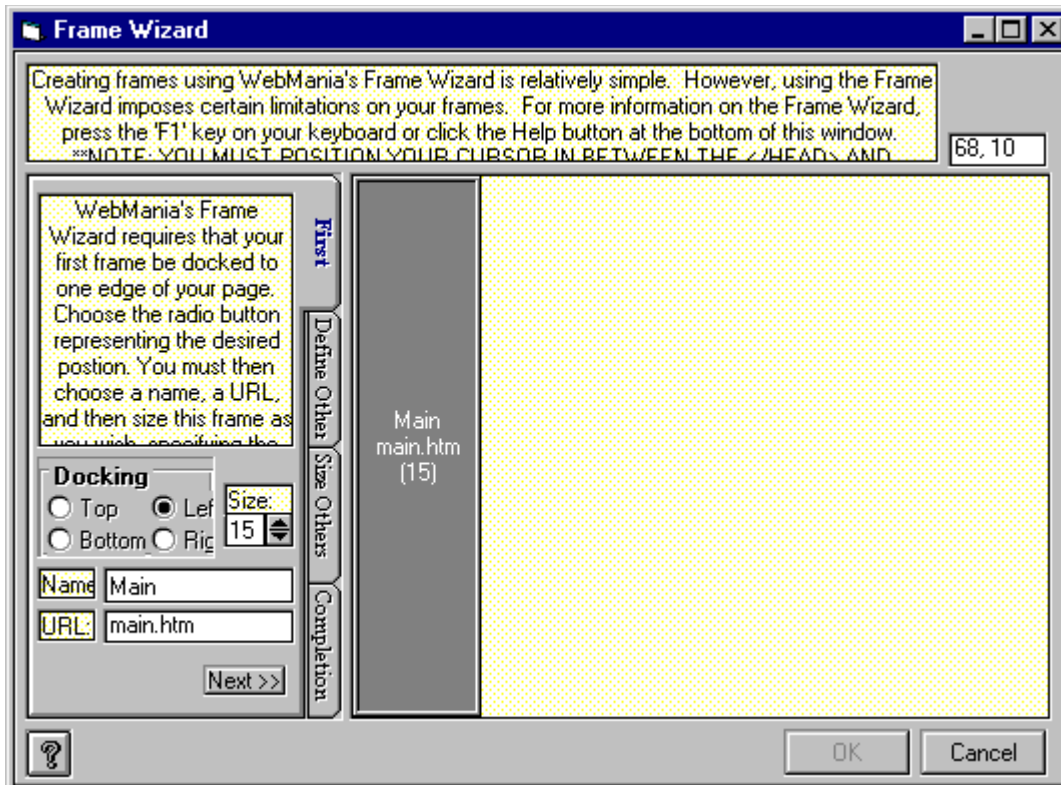
Before getting involved with the particulars of WebMania's Frame Wizard, it's a good idea to have a basic understanding of how frames work. It is very important to understand that not all browsers support frames. It is good practice to design your documents with that in mind. Visitors to your site using browsers without frames support will be lost, and will quickly leave your site and never return unless you design your site with them in mind as well. This should all be transparent to your visitors, and should not require any action on their part. It's relatively simple to do, but it is often overlooked. Also, please read the notes at the end of this topic for important information which will help you in testing your frames and in making your site pleasing to all who surf through.

A web page which utilizes frames is actually made up of multiple HTML documents, one per frame. If your main document is called "mypage.htm" (or .html) for example, then all the HTML code for your frames must be inserted into "mypage.htm". In addition, all HTML code which will be viewed by browsers which do not support frames must be included in "mypage.htm" as well. The URL that you publicize must point to "mypage.htm" also.

Using WebMania, the best way to accomplish this objective is to first create your document ("mypage.htm" in our example) as you would like it to appear to those who can not (or would prefer not to) view frames. We'll call that your "standard" document. Once you've finished your standard document, you can begin designing your frames, as explained below.

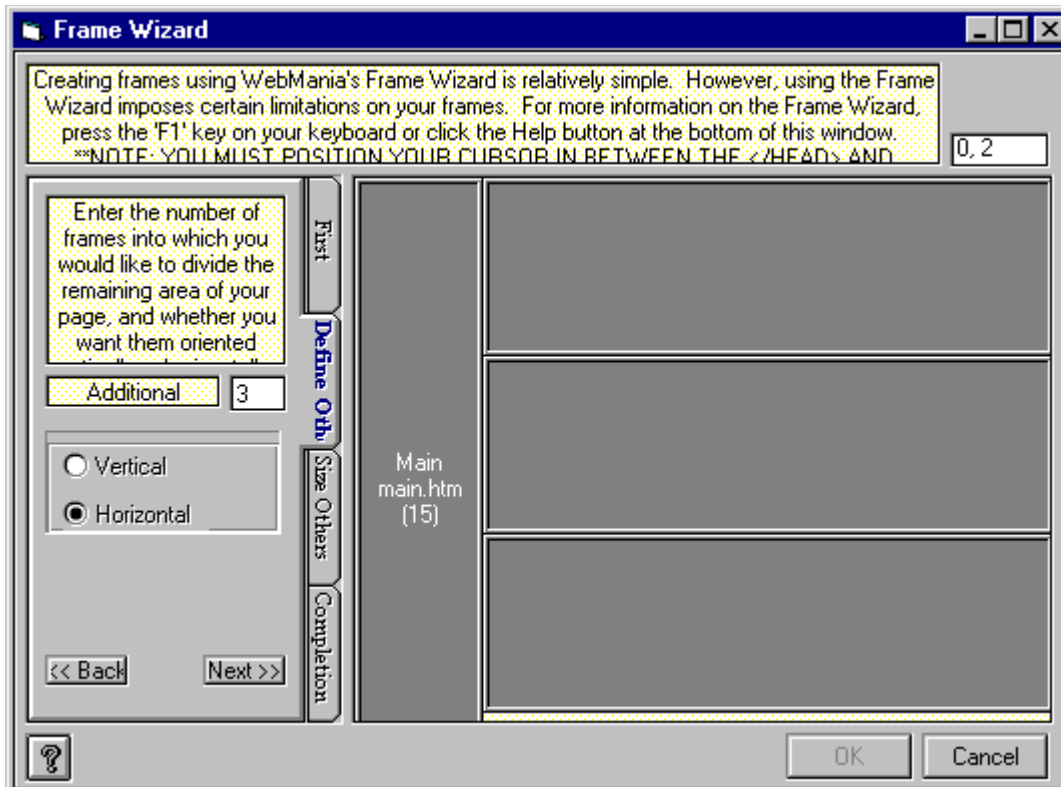
| |
|---|
| <p>Note: The Frame Wizard will ask you to specify a file name or URL to appear in each frame. Don't forget to create these documents as well, otherwise all you will see is a bunch of blank frames!</p> |
|---|

Prior to clicking the Frame button in the main toolbar to load the Frame Wizard, make sure that your cursor is positioned between the ending of your header section and the beginning of your body section. (Right between </HEAD> and <BODY>, assuming you've already created your standard document.) Although the Frame Wizard will take care of generating all of the necessary HTML code for your frames, it is very important that this code ends up in the correct place within your document. Once you've positioned your cursor properly, click the Frame button in the main toolbar.



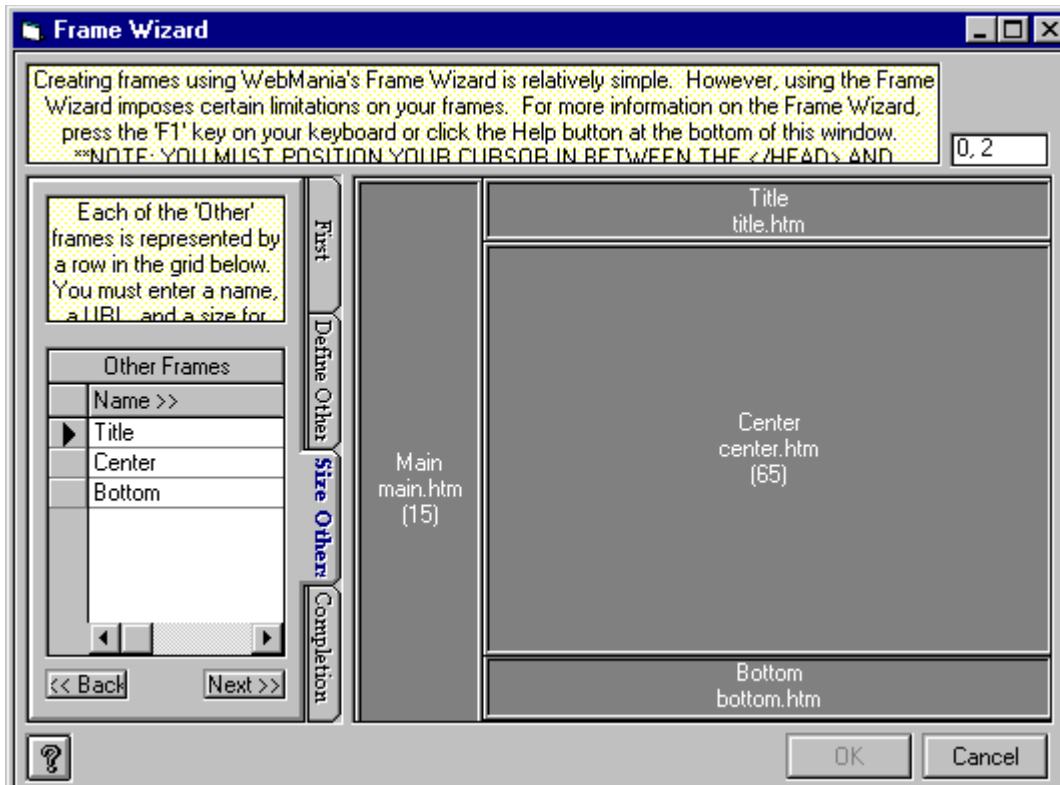
WebMania's Frame Wizard requires that you choose a "First Frame" around which the rest of the frames will eventually be designed. This is done via the "First Frame" tab in the Frame Wizard, pictured above. Your First Frame will be docked to one edge of your page. You can choose which edge; Top, Left, Bottom, or Right, by clicking the appropriate button. You must also choose the size of your First Frame (a number between 1 and 99, representing the percentage of the page which will be taken up by the First Frame), and a name for it. *In addition, you must choose the URL or file name of the document which will appear in this frame.*

Clicking the 'Next' button will cause a picture of your design thus far to appear in the diagram to the right of the tabs, and will bring you to the next tab, called "Define Others", pictured below. If you need guidance when trying to judge your percentages, just move the cursor around within the diagram and watch the cursor position displayed above the diagram. The number to the left of the comma represents the horizontal distance from the left edge of the diagram, while the second number represents the vertical distance from the top of the diagram.



The "Define Others" tab allows you to dictate the number of other frames to be included in the page, as well as their orientation; horizontal or vertical. Sizing of each frame comes later. The illustration above shows an example of how your diagram will look after having entered the choices as they appear in the illustration. *(This actually won't appear to you until after you've clicked the Next button in the "Define Others" tab, and is being shown here in this fashion for illustrative purposes.)* You can click the Back button from any tab to go back and make changes to your design at any time prior to actually saving it by clicking the OK button. We'll get to the OK button in a little while.

After completing the "Define Others" tab, click the 'Next' button to bring you to the "Size Others" tab.



The last step prior to saving your design is to size all of the frames other than the First Frame. (Remember, the First Frame was sized at the beginning in the "First Frame" tab.) The "Size Others" tab contains a grid with three columns, called "Name", "URL", and "Size". Clicking the scroll bar at the bottom of the grid allows you to navigate among the columns. Just as you did for the First Frame, you must specify this information for each of the other frames. Each line in the grid represents one of the "Other" frames. Enter a Name, a URL or file name, and a Size for each "Other" frame in the appropriate columns in the grid. The number of rows in the grid will correspond to the number of "Other" frames you specified in the "Define Others" tab, described in the last section.

When you've finished with the grid, click the 'Next' button, bringing you to the Frame Wizard's Completion tab. You're almost done!

The Completion tab allows you to view a scale model of your masterpiece. You can click the 'Back' button to return to any of the other tabs and make modifications. When you are satisfied with your work, clicking the OK button will cause the Frame Wizard to generate the appropriate HTML code in your document. *If you click the Cancel button at any time, you will close the Frame Wizard and lose all of your work!*

Note: WebMania now supports targeting, which can be done from the Link Setup Window.

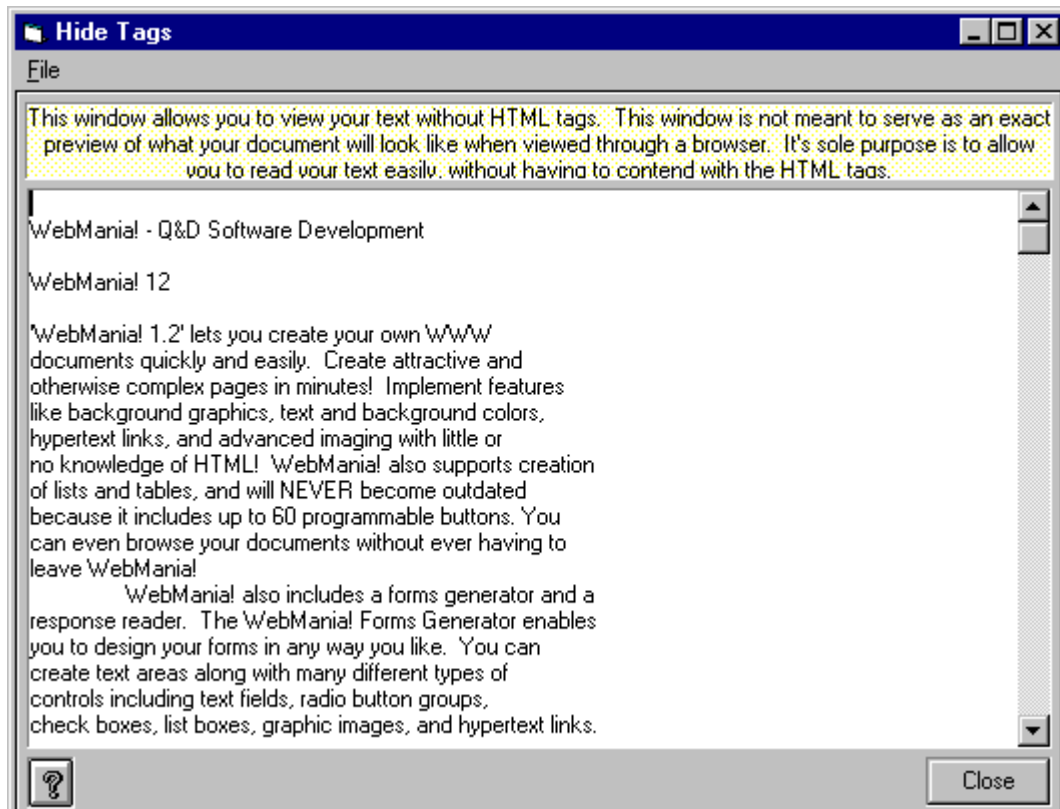
Note: There are now millions of web surfers out there whose preferences concerning such things as video resolution and color depth will no doubt vary widely from your own. Prior to putting your creation up for public view, it is strongly recommended that you view it yourself under a variety of different resolutions and color depths, making sure that you are satisfied with the way it will appear to everyone. A web page, especially one with frames, can look radically different to two surfers, one using 640x480 resolution and one using 1024x768 or higher.

Note: The Frame Wizard is a **WebMania Professional Edition** feature.

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Hide Tags Window

The Hide Tags Window is activated by clicking the Hide Tags button in the Pages Window toolbar.



The Hide Tags Window provides a way for you to view the text that will appear in your document. All tags and graphics are removed. What you see in this window is not a preview of what your page will look like through a browser. It is simply a means to check your text without having to sift through the HTML code.

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New Page Template

The New Page Template is displayed whenever you begin a new page.

New Page Template

Document Title -- The title does not actually appear on your browsed document. The text you enter here will appear in browser bookmarks and search engines.

The text you enter here will appear as a scrolling status bar message when viewed through a browser that supports JavaScript. As of this release, the only such browser is NetScape Navigator 2.0, although several other browser developers are currently in the process of implementing JavaScript support.

Background Graphic: [] ...

Link: [] ...

Background Color: [] ...

Visited Link: [] ...

Text Color: [] ...

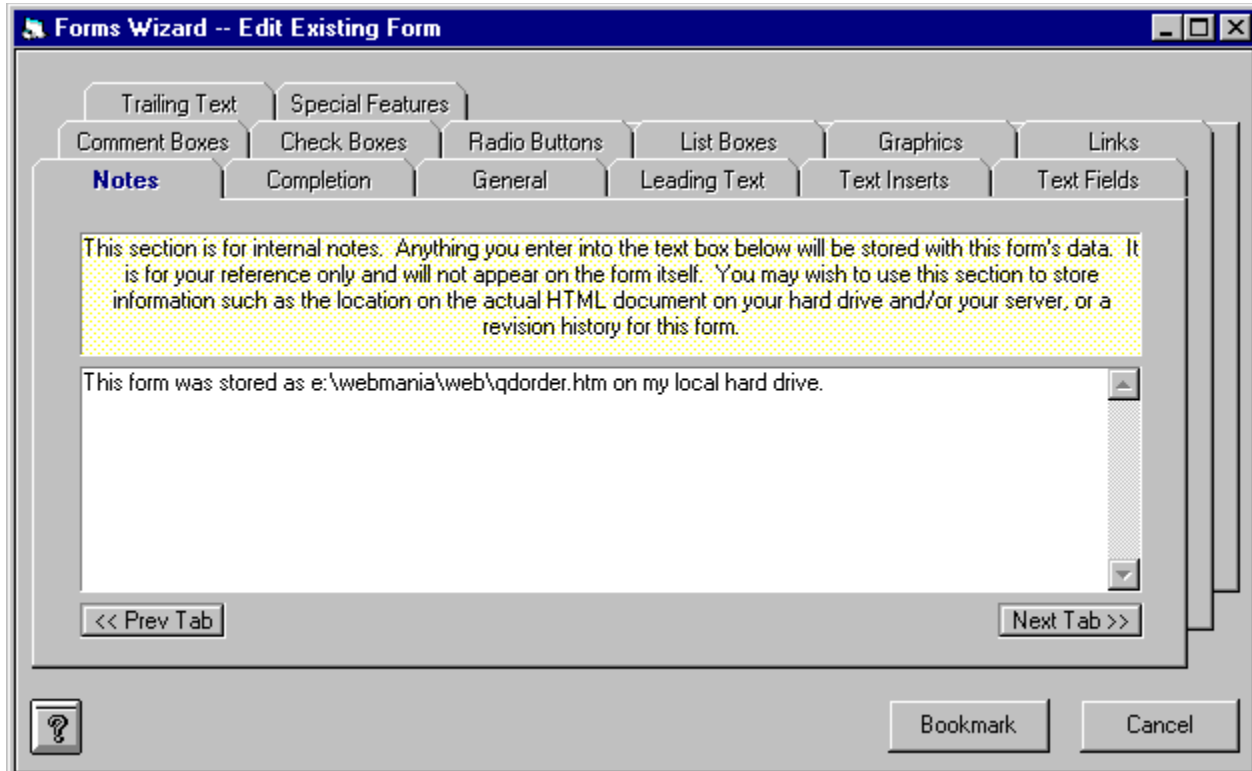
Active Link: [] ...

[?] [OK] [Cancel]

The New Page Template consists of a combination of the Heading Window and the Body Specification Window, and the instructions for its use are identical to those. It is displayed automatically each time you begin a brand new document.

Notes

The Notes tab is part of the Forms Wizard, and is used to store information pertinent to a particular form.

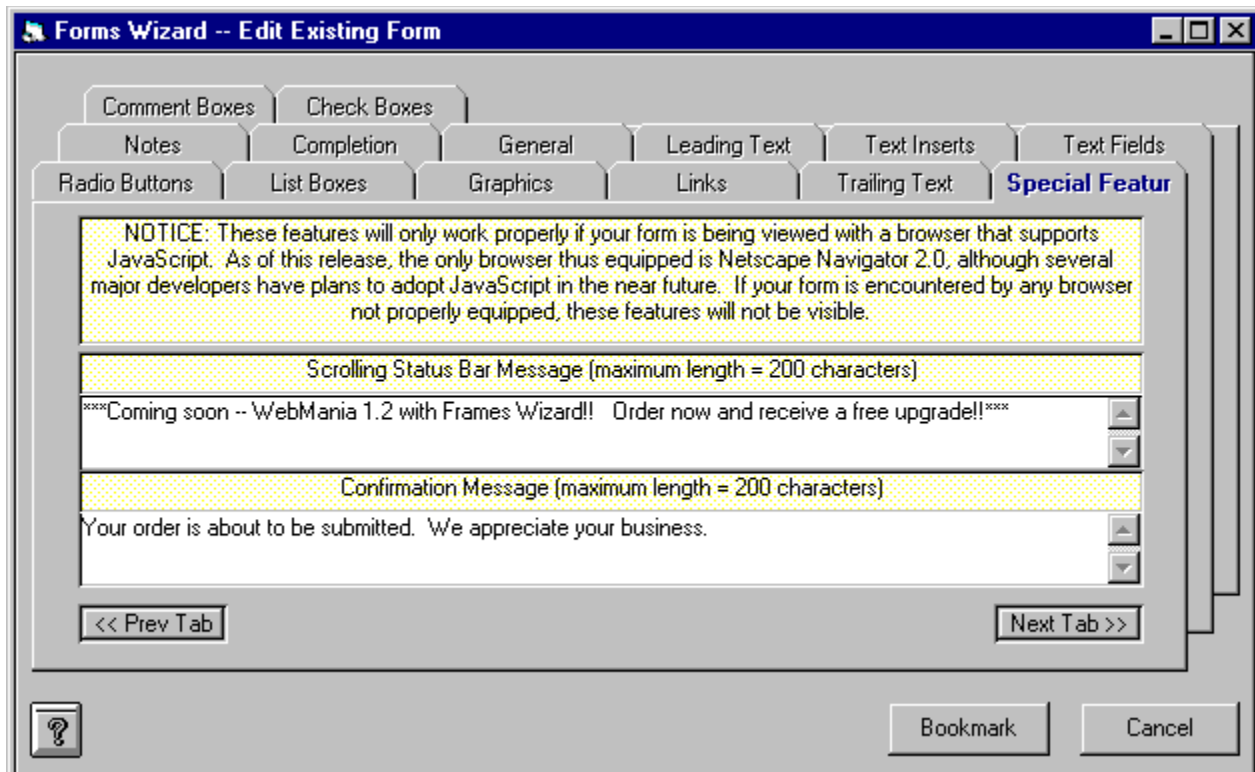


The Notes tab is a useful tool which can be used to store any data pertaining to a particular form. The data you enter into the Notes tab will not appear anywhere on your form.

Typical uses for the Notes tab might be to store data regarding the location of the form's actual HTML document on your hard drive as well as on your server. You might also wish to keep track of revisions you've made to your form via the Notes tab.

Special Features

Scrolling status bar messages and confirmation messages can be incorporated into your form via the Special Features tab, located within the Forms Wizard.



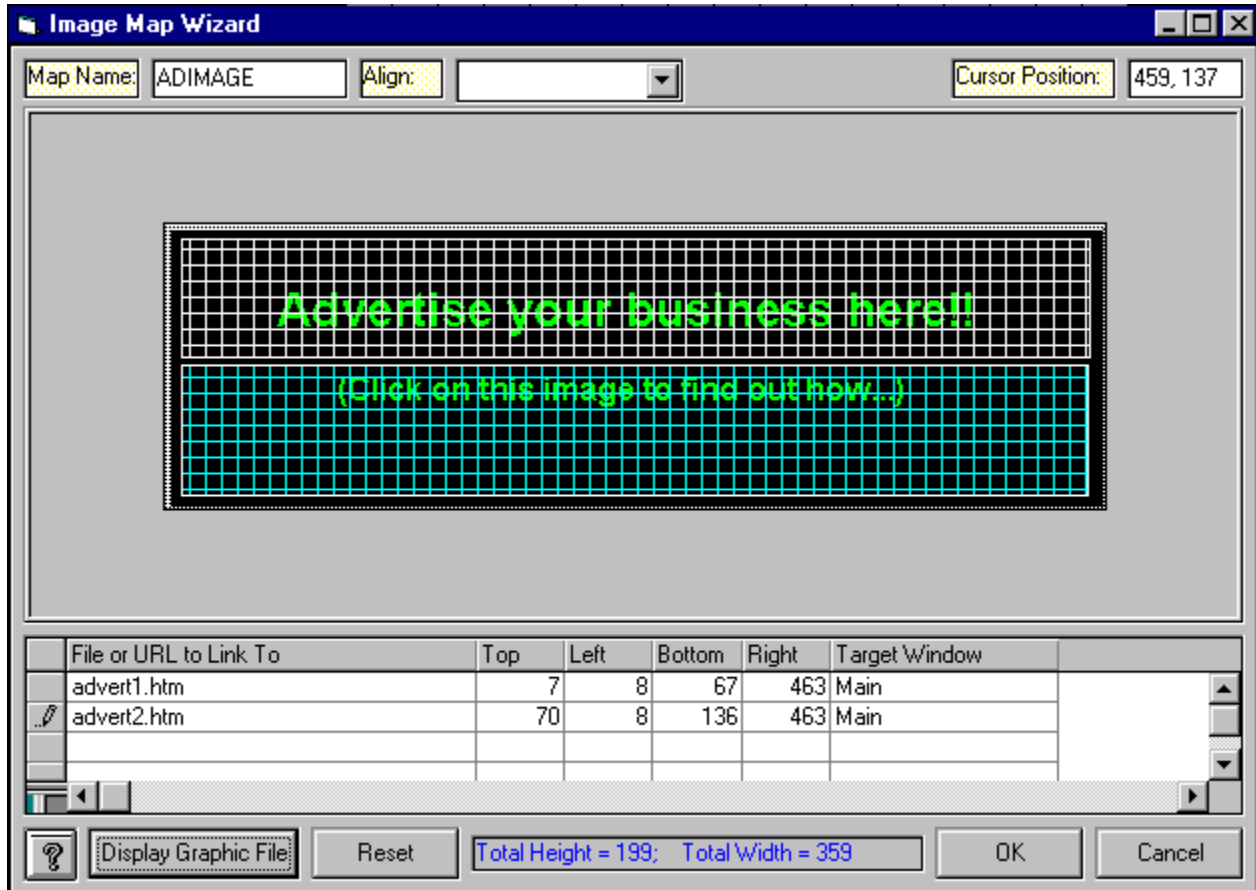
The Special Features tab in the Forms Wizard allows you to take advantage of some of the newest web technology available. Via the magic of *JavaScript*, **WebMania** now allows you to create scrolling status bar messages and submission confirmation messages. All you have to do is enter the desired text in the appropriate field in the Special Features tab and **WebMania** does the rest.

The scrolling status bar message is useful for attracting your visitor's attention and for allowing a particular string of text to be visible at all times, no matter where your visitor goes within the document. The submission confirmation message provides a measure of feedback after your visitor submits his form response, previously absent from mailto forms.

Note: Both the scrolling status bar message feature and the submission confirmation message feature require that your form's visitor be using a JavaScript-capable browser, for example Netscape Navigator 2.0.

Image Map Wizard

The Image Map Wizard is opened by clicking the Map button on the Lower Toolbar.



The Image Map Wizard allows you to create client-side image maps, based on an existing .gif or .jpg file, without writing any HTML code at all.

The Image Map Wizard consists of two sections; the Image Section contains the image you import into the Image Map Wizard, while the Data Section contains a grid in which you provide information about your image map. Each row in the Data Section's grid corresponds to one region of the image map and will contain all of the information necessary to create each region. You may create up to ten regions per image.

The first step in operating the Image Map Wizard is to display your image in the Image Section. You can do this by clicking the Display Graphic File button at the lower left and choosing the file which contains the desired image. Once your image is displayed, you can begin defining your image map regions.

To defining a map region, perform the following steps:

- Highlight the topmost row in the grid which contains no data.
- In the first column, labeled "File or URL", insert the URL or file name of the HTML document you wish to link to your first map region.
- [Optional] In the last column, labeled "Target", insert the target window in which you wish the above document to appear. (This is only necessary when utilizing frames.)

- In the Image Section, click on your image at the location at which you want the upper left corner of your first map region
- Drag your cursor to the location at which you want the lower right corner of your first map region
- Let go of your cursor at the lower right corner of the region. This will cause the Top, Left, Bottom, and Right columns to be populated according to the coordinates you chose graphically.

Repeat the above steps for each region you wish to create. As you create your regions, the Image Map Wizard places a grid over your image so that you can visually keep track of your progress.

When you have finished defining your map regions, click the OK button to cause the Image Map Wizard to generate the appropriate HTML code in your document.

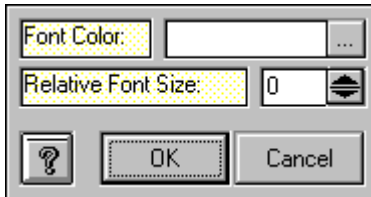
Note: In order to assure correct HTML syntax, you must place your cursor within the body section of your document (anywhere between the <BODY> and </BODY> tags) prior to loading the Image Map Wizard.

Note: The Image Map Wizard allows you to display and work with many different image formats. Please be aware however that most browsers currently support only .gif and .jpg images.

Note: The Image Map Wizard is a **WebMania Professional Edition** feature.

Font Window

The Font Window is implemented by clicking the Font button on the Lower Toolbar.



The Font Window enables you to change the size and/or color of any text, from a single letter to the entire document. You can create many interesting effects in this manner.

To set your font for a given string of text, highlight the text in your document and click the Font button, located on the Lower Toolbar. This brings up the Font Window.

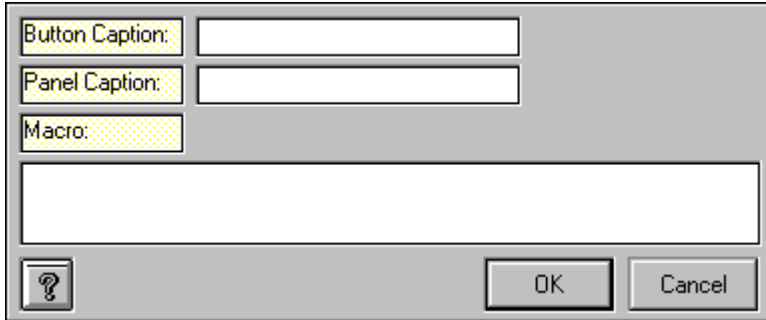
The Font Window contains two settings; Size and Color. To set the color for your selected text, click the ellipsis (...) button next to the Font Color field. This will cause a color palette to be displayed, from which you may select any color, or design your own. If you don't select any color, your selected text color will be rendered the same as the rest of your document text.

The Size setting is used to set your font size relative to the rest of your document. Setting your Size to "+1" will make your selected text slightly larger than the rest of your text, "+2" larger still, etc. Choosing a setting of "-1" will make your selected text render slightly smaller than the rest of your text, "-2" smaller still, etc. Leaving your Size set to "0" will leave your text size unchanged.

Clicking OK causes the appropriate HTML code to be written into your document.

Macro Recorder

The Macro Recorder is displayed by "right-clicking" any of the Macro buttons, located on the Lower Toolbar.



A Macro is a recorded string of text, which can be called at any time with the click of a button. To use Macros, you must first record them. This is done via the Macro Recorder.

Clicking on a Macro button with your right (or alternate) mouse button loads the Macro Recorder. The Macro Recorder contains three fields; Button Caption, Panel Caption, and Macro.

Suppose you wanted to include your name and a copyright at the bottom of some of your pages. You might proceed as follows:

- Enter the text you wish to appear on the button itself in the Button Caption field, for example "Signature"
- Enter the text you wish to appear in the panel at the bottom of the screen, for example "Company name and copyright" . Whenever your cursor moves over this button, the phrase 'Company name and copyright' appears in the panel at the bottom of the screen.
- Enter the actual text you wish to appear in your document each time this button is clicked in the Macro field, for example "WebMania! -- (C)1996 Q&D Software Development".

Clicking the OK button stores the information about this button. You may change this information at any time by repeating this process.

To use your Macro, simply position your cursor appropriately within your document, and click the Macro button you've just created with your left (primary) mouse button.

Field Selection Window

The Field Selection Window is displayed when selecting fields for printing responses or for exporting responses to an HTML document.



The Field Selection Window is used to select fields to appear in either a printed report of forms responses, or when exporting forms responses to an HTML table. The 'Available' list on the left shows all of the fields in the response table for the form that you are utilizing. To select a field for inclusion in your report or your export, click on it in the 'Available' list, then click the Add button (>>). To exclude a field, click on it in the 'Selected' list, then click the Remove button (<<).



Clicking the OK button in the Field Selection Window completes the process. The fields you chose will be stored so that you won't need to choose them again when next you print a response report for this form, or export your responses to HTML.

Lower Toolbar

The Lower Toolbar appears at the bottom of the WebMania main window. It can be toggled on and off by clicking 'View|Lower Toolbar' from the main menu, or by clicking the Lower Toolbar toggle button from the Pages Window.



The Lower Toolbar contains the following buttons. Clicking on a button below will display either a definition of that button or will jump you to the topic that explains that button's functionality.

-  Customize Font
-  Access Image Map Wizard

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W
width

advanced auto-tagging

Refers to the ability to create simple HTML tagged text automatically for tags containing one or more parameters.

alignment

Horizontal alignment values can be 'left', 'center', or 'right'. Corresponds to the ALIGN parameter of the <hr> tag.

Alternate Text

Contains the text that users will see when choosing not to view graphics, or when using text based browsers. Corresponds to the ALT parameter of the tag.

auto-tagging

Refers to the ability to create simple HTML tagged text automatically for tags containing no parameters.

batch response importing

Allows you to import all responses into the WebMania database at one time.

bookmarking

When creating a form, bookmarking allows you to mark your place and return later to finish the form.

Border

Represents the thickness of the image border, represented in pixels. Corresponds to the BORDER parameter of the tag.

browser calling

Allows you to load your browser from within WebMania to test your HTML documents.

client-side image maps

A client-side image map is an image which is broken down into regions, each of which is linked to a different URL. It differs from a server-side image map in several ways. Most importantly it is faster executing, and it does not require cgi.

form copy

Similar in concept to typical 'Save As' functionality, allowing you to create multiple similar forms.

forms generation

The ability to create HTML forms containing controls such as text fields, check boxes, list boxes and radio buttons. Forms can be used to collect user responses for such things as customer orders, guest book applications, surveys, etc.

Horizontal Space

Refers to the amount of space (in pixels) that will separate a floating graphic from all text horizontally. Corresponds to the HSPACE parameter of the tag.

Image Alignment

Corresponds to the ALIGN parameter of the tag. This field contains information which will position this image in document.

Image Height

Corresponds to the HEIGHT parameter of the tag. Combined with the WIDTH parameter, this parameter is useful for speeding up graphics downloads. Units are expressed in pixels.

Image Width

Corresponds to the WIDTH parameter of the tag. Combined with the HEIGHT parameter, this parameter is useful for speeding up graphics downloads. Units are expressed in pixels.

Low Resolution Source

Specifies a low resolution graphics file to be loaded prior to the Source graphic, giving the illusion of faster loading. Corresponds to the LOWSRC parameter of the tag.

outside help links

Links via WebMania help system to external web sites containing helpful info regarding HTML authoring.

programmable buttons

Allows you to program buttons with new HTML tags.

response export

Allows you to export forms responses to an Access database or a CSV (comma delimited) text file.

response printing

Allows you to print your responses to a particular form.

response reading

Refers to the ability to read responses generated by visitors to your forms.

shading

When checked, the horizontal rule appears shaded (default). When not checked the horizontal rule will not be shaded. Corresponds to the NOSHADE parameter of the <hr> tag.

size

The size of a horizontal rule refers to its thickness. The default is 1. Corresponds to the SIZE parameter of the <hr> tag.

Source

Corresponds to the SRC parameter of the tag. This field should contain the file name of the image file.

Vertical Space

Refers to the amount of space (in pixels) that will separate a floating graphic from all text vertically. Corresponds to the VSPACE parameter of the tag.

width

The width parameter for a horizontal rule reflects the percentage of the browser's window width over which it will span. Corresponds to the WIDTH parameter of the `<hr>` tag.

