Hypertext Markup Language Editor

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File Menu

New Blank

New HTML Template

> **Inline Image**
> **Bullet List**
> **Numbered List**
> **Table**
> **Form**
> **Table of Content**
> **Local Links**
> **Remote Links**

Open

> Displays a Windows File Open   dialog box where you can select an **HTM** file to open.

Close

> Closes the currently open html file.   If the file has been modified since the last save then the **File Save** dialog is displayed.

Save

> Saves the currently open **HTM** file.   If the HTM file hasnt been named yet then the Windows File Save dialog box is displayed.

Save As

> Saves the currently open **HTM** file under a new name.   You select the new name when the Windows File Save dialog box is displayed.

Print

> Prints the currently open **HTM** file to the default printer port. (LPT1, LPT2, LPT3, ...)

Print Setup

> Displays the Windows Print Setup dialog box.

Exit
> Exits the HTML Editor program.   For **HTM** files which need to be saved, a dialog box will display enabling you to save the active HTM file.

Edit Menu

The commands of the Edit menu are also available as a popup menu by clicking the right mouse button. Instead of clicking you can also hold down the right mouse button and drag the cursor to the desired selection.   At least one HTML file must be open for the popup menu to display.

Undo

Undo your last keyboard editing sequence.

Cut

Cut selected text to the **Windows Clipboard**

Copy

Copy selected text to the **Windows Clipboard**

Paste

Paste selected text from the **Windows Clipboard**

Delete

Delete selected text.   Deleted text immediately can be retrieved by executing the undo command.

Select All

Selects the entire **HTM** file.   The other Edit menu commands can then be executed.

Search Menu

Find

Displays the Windows Find dialog box, where you can specify a word to search.   The search begins at the cursor location.

Find Next

Finds the next occurrence of the last word entered in the Windows Find dialog box.

Replace

Displays the Windows Replace dialog box, where you can specify a word to search and a word to replace with.   The search and replace begins at the current cursor position.

Formatting Menu

Address
Author
Blockquote
Body
Breakline
Citation
Comment
Definition
Emphasis
Header
Horizontal Rule
HTML
Keyboard
Preformatted Width
Strong
Title
Variable

Lists Menu

Bullet
Definition
Directory
List Item
Menu
Numbered

Links Menu

Define an Anchor
Local Document
Remote Document
To Anchor
To Anchor in a Local Document
FTP Server
Gopher Server
Mail To
Telnet

Windows Menu

Tile

Tiles the active document windows onto the program workspace.

Cascade

Cascades the active document windows onto the program workspace.

Arrange Icons

Arranges the minimized document icons onto the program workspace.

Switch to Active Document

With more than one document open you can switch between them.

Help Menu

About

Display author and copyright information about the HTML Editor.

Inline Image

Creates a valid **HTM** file with an image tag inserted into the **body** section of the document.

Bullet List

Creates a valid **HTM** file with a bullet list inserted into the **body** section of the document.

Numbered List

Creates a valid **HTM** file with a numbered list inserted into the **body** section of the document.

Table

Creates a valid **HTM** file with a table inserted into the **body** section of the document.

Table of Content

Creates a valid **HTM** file with a table of content inserted into the **body** section of the document.

Form

Creates a valid **HTM** file with a form inserted into the **body** section of the document.

Local Link

Creates a valid **HTM** file with a link to a local document inserted into the **body** section of the document.

Remote Link

Creates a valid **HTM** file with a link to a remote document inserted into the **body** section of the document.

Address

Syntax <ADDRESS>...</ADDRESS>

The last part of the document body,<BODY></BODY> should be an ADDRESS tag.pair, which contains information about the author and the documents copyright and revision history if applicable.

Author

Syntax <META NAME="AUTHOR" CONTENT="Your Name">

Text within the author tag is not visible on the Web page and is used to document information about the author(s) of a Web page.

Blockquote

Syntax <BLOCKQUOTE>...</BLOCKQUOTE>

Used to block indented text passages.

Body

Syntax <BODY>...</BODY>

Contains the actual contents of a Web page.

Breakline

Syntax

Inserts a line break.   Subsequent text appears one line down, on the left margin.

Citation

Syntax: <CITE></CITE>

Comment

Syntax <! >

Used to document a Web page.   Everything between <! > is ignored by the Web browser.

Definition

Syntax: <DFN>..</DFN>

Emphasis

Syntax <EM>...</EM>

Usually used to emphasize a word or phrase,   usually italics.

Header

Syntax <HEAD>...</HEAD>

Contains title and other information about the document, usually comments.

Horizontal Rule

Syntax <HR>

Draws an engraved horizontal line accross the Web page.

HTML

Syntax <HTML>...</HTML>

All HTML text and tags should appear between the HTML tag set.

Keyboard

Syntax: <KBD>..</KBD>

Preformatted Block

Syntax <PRE WIDTH=132>
     </PRE>

Text in a preformatted block appears in a monospaced font and can be used to display tables for Web browsers which dont support the HTML 3.0 table tags.   HTML tags can be used within a preformatted block, meaning that tags such as **bold** and **_italic_** will have the desired effect. Use this tag set within the body section of the Web page.

Strong

Syntax <STRONG>...</STRONG>

Used to strong emphasize a word or phrase.

Title

Syntax <TITLE>...</TITLE>

Every Web page should have a title.   The manner in which the title is displayed varies from browser to browser. The title could be displayed as a window title, or it may appear in a pane within a window.   The title should be short (64 characters or less) and should only contain text.

Variable

Syntax: <VAR>..</VAR>

Toolbar Commands

File New
File Open
File Save
Print
Bold
Italic
Underline
Centre
New Paragraph
Mono Spaced Text
Bullet List
Numbered List

Indent
H1..H6

File New

Creates a skeleton HTML Web page with the following format.

<HTML>

<TITLE>...</TITLE>

<BODY>..</BODY>

</HTML>

File Open

Displays a Windows File Open dialog box where you can select an **HTM** file to open.

File Save

Saves the currently open HTM file.   If the HTM file hasnt been named yet then the Windows File Save dialog box is displayed.

Print

Prints the currently open HTM file to the default printer port. (LPT1, LPT2, LPT3, ...)

Bold

Syntax <B>...</B>

Bolds a word or phrase.   Use the bold tag set within the **<u>body</u>** section of the Web page.

Italic

Syntax <I>...</I>

Applies Italic to a word or phrase.   Use the italic tag set within the **body** section of the Web page.

Underline

Syntax <U>...</U>

Underlines a word or phrase.　Use the underline tag set within the **body** section of the Web page.

Centre

Syntax <CENTRE>...</CENTRE>

Centres a word or phrase.   The phrase to centre should be short (64 characters or less).   Note that not all Web browsers support the centre tag.

New Paragraph

Syntax <P>

Used to separate one paragraph from another.

Indent

** **

Used to indent a paragraph.   Each indent character indents one space to the right.

H1..H6

Syntax <H1>...</H1>
        <H2>...</H2>
        <H3>...</H3>
        <H4>...</H4>
        <H5>...</H5>
        <H6>...</H6>

HTML provides six levels of section header, H1 through H6.   H1 provides the largest heading while H6 provides the smallest heading.

The DOS file default extension for Hypertext Markup Language documents.   HTML   commands are enclosed in angle brackets, like <this>.   Most commands come in pairs that mark the beginning and end of a block of text.

A buffer area reserved by the Windows operating system available for the transfer of data from one application to another.

Bullet List

Syntax <UL>
    <LI>
    </UL>

Bullet lists are also called unordered lists.   List items in a bullet list tag pair display a bullet shape object
    to the left of the list item.   The exact shape and size of the bullet is determined by the Web browser.

To create a bullet list execute one the following procedures.

Hightlight the lines of text you want to include as bullet items and click the **Lists | Bullet** command.

-or-

1.   Place the cursor on an empty line.

2.   Click the bullet command.   A dialog box pops up on the screen.

3.   In the dialog box enter the number of bullet items you want to create.

4.   Click **Ok**

Numbered List

Syntax <OL>
    <LI>
    </OL>

List items in a numbered list tag pair display a number to the left of the list item indicating their position in the list.

To create a numbered list execute one the following procedures.

Hightlight the lines of text you want to include as numbered items and click the **Lists | Numbered List** command.

-or-

1. Place the cursor on an empty line.

2. Click the Numbered List command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   items you want to create.

4. Click **Ok**

Definition List

Syntax <DL>
          <DT> Definition Term
          <DD> Definition Data
          </DL>

Definition Lists are often used to create a glossary.   A typical example is

<DL>
<DT> HTML
<DD> Hypertext markup language
</DL>

Which, depending on the Web browser, could display as follows.

HTML
     Hypertext markup language

To create a definition list execute one the following procedures.

Hightlight the lines of text you want to include as definition terms and data and click the **Lists | Definition** command.

-or-

1. Place the cursor on an empty line.

2. Click the definition command in the lists menu.   A dialog box pops up on the screen.

3. In the dialog box enter the number of definitions you want to create.

4. Click **Ok**

Directory List

Syntax <DIR>
    <LI>
    </DIR>

Often used to present information in compact form.

To create a directory list execute one the following procedures.

Hightlight the lines of text you want to include as directory items and click the **Lists | Directory** command.

-or-

1. Place the cursor on an empty line.

2. Click the bullet command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of bullet items you want to create.

4. Click **Ok**

Menu List

Syntax <MENU>
    <LI>
    </MENU>

In some advanced Web browsers the menu list format produces multicolumn displays.

To create a directory list execute one the following procedures.

Hightlight the lines of text you want to include as menu list items and click the **Lists | Menu** command.

-or-

1. Place the cursor on an empty line.

2. Click the bullet command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of bullet items you want to create.

4. Click Ok

List Item

Syntax \<LI>

Used to identify a list item in **<u>Bullet</u>**, **<u>Numbered</u>**, **<u>Directory</u>**, and **<u>Menu</u>** lists.

Link To an Anchor

Syntax: <A HREF="#anchor_name">Click Here</A>

Link to a specified area in the current html document.

To create a link to an anchor use one of the following procedures.

Hightlight the line(s)s of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the Link to an Anchor command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Link to a Local Document

Syntax: <A HREF="localdoc.htm">Click Here</A>

Also see **conventions for addressing local files.**

To create a link to a local document use one of the following procedures.

Hightlight the lines of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the desired Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Link to an Anchor in a Local Document

Syntax: <A HREF="localdoc.htm#anchor_name>Click Here</A>

Also see **conventions for addressing local files.**

To create this link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Link to a Remote Document

Syntax: <A HREF=URL>Click Here</A>

WWW URLs usually have the following form: **http://www.host_name/directory-path/doc.html**

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the desired Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Define an Anchor

Syntax: <A NAME="anchor_name">Jumped Here</A>

Define an area as the destination for a Link in the current document.   Used with **Link to an Anchor.**

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Link to Gopher Server

Syntax: <A HREF=URL>Click Here</A>

A gopher URL takes the following form: **gopher:// host/directory-path.**

Link to a remote gopher server.

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the appropriate Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Link to an FTP Server

Syntax: <A HREF=ftp://...>Click Here</A>

An FTP URL takes the following form: **ftp://host/directory-path.**

Link to a remote FTP (File Transfer Protocol) server.

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the desired Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Mail To

Syntax: <A HREF=URL>Drop me a note!</A>

The electronic mail URL has the following form: **mailto:email_address**

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the desired Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Telnet

Syntax: <A HREF=URL>Click Here</A>

The telnet URL has the following form: **telnet://host_server.**

To create a link use one of the following procedures.

Hightlight the lines of text you want to use as links and click the desired Link command.

-or-

1. Place the cursor on an empty line.

2. Click the appropriate Link command.   A dialog box pops up on the screen.

3. In the dialog box enter the number of   Links you want to create.

4. Click **Ok**

Addressing local HTML files.

Full path to document.
file:///drive|/directory-path/doc.html.   **Example:** file:///c|/htmldocs/homepage.htm

To a directory below the home page directory.
subdirectory/doc.html

To a subdirectory relative to the parent directory.
../subdirectory/doc.html

The same convention can be used to address graphic files **(gif, jpeg).**

Forms Menu

Form Tag
Check Box
List Box
Drop Down List Box
Radio Buttons
Text Line
Text Line Password
Text Area
Submit Button
Reset Button

Form Tag

Syntax: <FORM METHOD="POST" ACTION=URL>
                        </FORM>

HTML forms must always be surrounded by the above tags.   The URL points to the file or application
which processes the information in the form.   By convention POST   is the prefererred method for
sending form data to a Web server.

Check Box

Syntax: <INPUT TYPE="checkbox" NAME="" VALUE="" CHECKED>

Displays a checkbox on the form which the user can check or uncheck.   CHECKED enables you to specify whether or not the box should be checked by default.

Drop Down List Box

Syntax: `<SELECT NAME="" SIZE=>`
                                      `<OPTION>`
                                      ..
                                      `<OPTION>`
                                      `</SELECT>`

Displays a drop down list box enabling the user to select one option from a list of many options.   If a value for SIZE= is entered, usually equal to the number of options, then all options remain visible on the screen.

List Box

Syntax: `<SELECT NAME="" MULTIPLE>`
                `<OPTION>`
                `..`
                `<OPTION>`
                `</SELECT>`

Displays a list box enabling the user to select many options from a displayed list.

Radio Buttons

Syntax: `<DL>`
                     `<DD><INPUT TYPE="radio" NAME="" VALUE="" CHECKED>`
                     `..`
                     `<DD><INPUT TYPE="radio" NAME="" VALUE="" CHECKED>`
                     `</DL>`

Displays a list of radio buttons with the same NAME= value, and allows one radio button to be selected out of the group.   Note that the <DL><DD> and </DL> tags are used to format the radio buttons and are optional.

Text Line

Syntax: <INPUT TYPE="text" NAME="" VALUE="" SIZE="" MAXLENGTH=>

Displays a text-entry field where the user can enter a line of text.   The **SIZE=** parameter determines the size of the text area which is created.   **MAXLENGTH** if used determines the maximum number of characters accepted.

Text Line Password

Syntax: <INPUT TYPE="password" NAME="" VALUE="" SIZE="" MAXLENGTH=>

Displays a text-entry field where the user can enter a line of text.   The text echoed back to the user is an asterix * for each character typed.   This input type is usually used as a password validation text box. The **SIZE=** parameter determines the size of the text area which is created. **MAXLENGTH** if used determines the maximum number of characters accepted.

Text Area

Syntax: <TEXTAREA NAME="" ROWS="" COLS=""></TEXTAREA>

Displays a multiline text-entry field.   The width and height are determined by the **ROWS=** and **COLS=** parameters.

Submit Button

Syntax: <INPUT TYPE="submit" VALUE="Submit Form">

Displays a command button which the user can click to submit the contents of the form to a <u>URL</u>.

Reset Button

Displays a command button which the user can click to reset the contents of the form fields to their default values.

Insert Menu

Image
Special Characters
Make Acute
Make Cedil
Make Circumflex
Make Grave
Make Umlaut
Make Tilde

Image

Syntax: <IMG SRC="file.gif" ALIGN="BOTTOM" ALT=>

Enables you to enter images into your Web pages.   The two image formats supported by HTML are **GIF**, and **JPEG**.   The **ALT** option specifies the text to display in the case where the Web browser is configured to not automatically download images.   For information on specifying the location of the image see **conventions for addressing local files.**

Special Characters

Enables you to enter special characters into your Web pages.   The way you the HTML document designer and the Web user sees the characters is quite different.   Loading an HTML file into a Web browser is the best way to see the display appearance of special characters.

To insert a special character place the cursor at the insertion point and click the appropriate command.

Make Acute,Cedil, Circumflex, Grave, Umlaut, Tilde

Enables you to place an accent on characters which require it.   To accent a character do the following.

1.   Highlight the character you wish to accent.
2.   Execute the appropriate accent command.

Table Menu

Table Tag
Table Header
Table Data
Construct a Table

Table Tag

Syntax: <TABLE>
        </TABLE>

The start and ending tags for table data. **Note that not all browsers support the table tags**.

Table Header

Syntax: <TH> Header-1 <TH> Header-2 ...<TR>

Used to denote the column headers for the table.   The end of the table header row must end with **<TR>**.

Note that not all browsers support the table tags.

Table Data

Syntax: <TD> Data-1 <TD> Data-2 <TR>

Used to denote table data.   The end of the table data row must end with **<TR>**.

Note that not all browsers support the table tags.

Construct a Table

This command inserts the required table tags for the number of rows and columns you specify.   What remains is for you to enter the data for column headers and table data.

Note that not all browsers support the table tags.

Monospaced Text

Syntax: <TT></TT>

Also called typewritter style text.   Each letter in a monospace typeface occupies exactly the same width, even if the letter itself is quite narrow.

Uniform resource locator, and is a unique descriptor that can identify any document (plain or hypertext), graphic, Gopher menu or item, Usenet article, computer, or an archive of files anywhere on the Internet or your machine.