Web Weaver User's Manual

Covering all 32-bit versions of Web Weaver
for Windows

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CHAPTER 1

Web Weaver

This chapter will discuss the capabilities of Web Weaver as well as Web Weaver's interface.

- What is Web Weaver and what does it do?
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What does Web Weaver do?

Web Weaver is a comprehensive, feature-rich HTML text editor for Windows which makes it easy to create Web pages. Web Weaver is a powerful editor which is ideal for beginners as well as advanced users of HTML.

Web Weaver features:

- Frames, Tables and Forms are all supported by Web Weaver. It includes easy to use wizards for creating these advanced HTML elements.

- All HTML 2, 3.2 and 4.0 tags are supported.

- Easy-to-use toolbars which automate repetitive keyboard input (such as <P>, <BR>)

- Intuitive dialog boxes for the insertion of hypertext, inline images, anchors, lists, etc.

- Context-sensitive help with a great HTML reference covering HTML 2 and 3 specifications.

- Netscape and Internet Explorer HTML Extensions are included.

- Links to a specified browser at the push of a button. This allows the user to view their document.

- Strip HTML tags from a document by pushing the strip button. This results in the creation of a text document with HTML tags removed.

- Easily convert existing lists and delimited text(from Excel spreadsheets, etc.) to HTML files.

The Web Weaver window

Web Weaver has an easy-to-use interface which consists of a Title Bar, Menu Bar, Button Bar, File List (windows 95/98/NT version only), a Document Window, and a Status Bar. These elements are shown in the picture below.
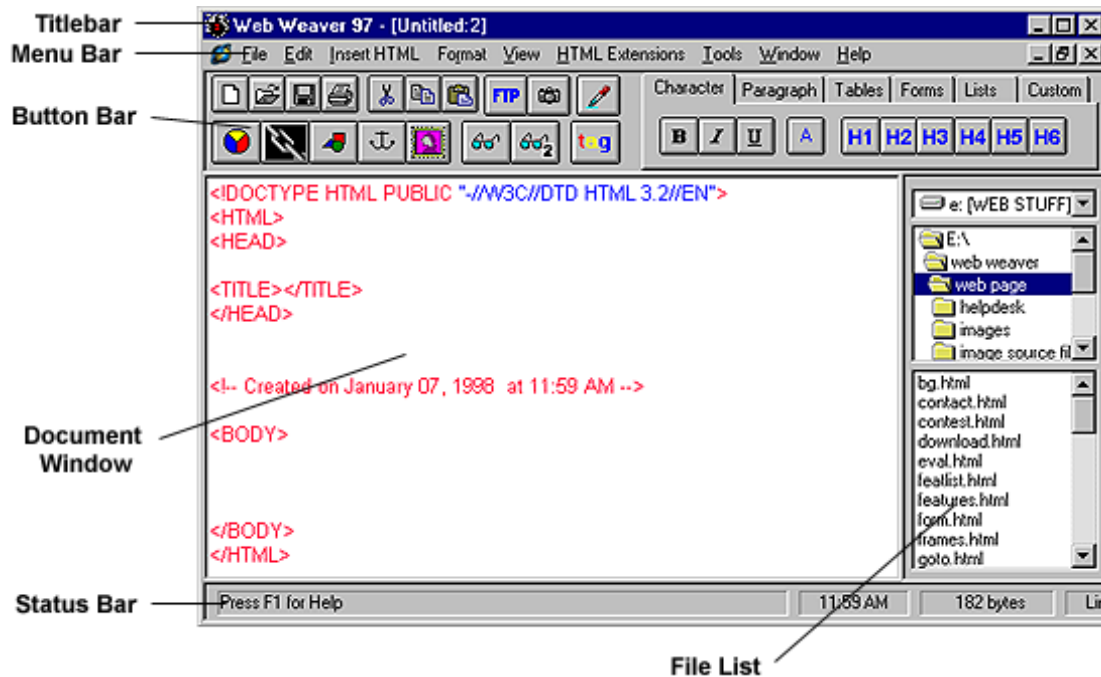
The Menu Bar

The Menu Bar contains all of Web Weaver's commands that help you create HTML documents. These commands are broken down into the following categories:

Option	Description
File	The File menu includes commands for opening, closing, saving, printing, importing and exporting files. It also contains commands that allow you to insert a file into the current file and lists the most recently opened files so that you can quickly open them.
Edit	The Edit menu includes commands that allow you to modify your document. These commands allow you to cut, copy and paste text within your document. If you make a mistake you can Undo the last edit that you made to the document. You can also modify existing HTML tags in the document, find and replace text within the document.
Insert	The Insert menu is the central menu you use for creating your HTML

document. It allows you to insert all supported HTML tags into your document such as: Structure tags, Paragraph tags, Physical Style tags, Logical Style tags, Special HTML characters, Hyperlinks, Images and many others. It also gives you access to commands for starting wizards to help you create HTML Forms, Tables and Frames.

Format   The Format menu includes commands for changing the look and style of the text in the HTML document (when it is displayed in a browser). The font style, size, color and physical style can be set using this command.

View   The View menu includes commands for setting Web Weaver's preferences, viewing the file properties of the currently opened HTML document, and for previewing your Web page with 2 different browsers.

HTML Extensions The HTML Extensions menu includes commands for inserting Netscape and Internet Explorer-specific HTML tags that are not included in the HTML specification. These are proprietary HTML tags recommended by Netscape and Microsoft which are supported by most browsers (but not all).

Tools   The Tools menu includes commands for accessing Web Weaver's advanced functions and common applications. You can access Web Weaver's HTML Stripper, Spell checker, Site management tool and Web page statistics tool(Gold version only), Refreshing the HTML syntax colors in Web Weaver's Document window, and open other applications such as an FTP client and any Graphics application.

Window   The Window menu includes commands that allow you to rearrange icons and windows. It also lists the document windows that are open and includes a command that allows you to close all document windows at once.

Help   The Help menu includes commands that open Web Weaver's main help file. Also, there are tutorials, how-to's and a beginner's wizard that can be accessed from this menu.

The Button Bar

Web Weaver has a Button Bar which includes buttons for commonly used commands. Using the Button Bar will improve the speed at which you create and edit HTML documents. The following list describes the various buttons.

Button	Description	Button	Description
	Create a new HTML document		Open an Existing HTML document.
	Save the current document.		Print the current document.
	Cut the selected text and put it on the clipboard.		Copy the selected text to the clipboard.

	Paste the clipboard text to the current document.	**FTP**	Open the FTP Client.
	Open the graphics application.		Select a color from the color picker.
	Set the document's page properties.		Insert a hyperlink
	Insert an image		Insert an anchor
	Start the Frame wizard.		Preview the current HTML document in browser #1
	Preview the current HTML document in browser #2	**tag**	Refresh the document's colored syntax (text)
	Search for text.		Spell checker.
B	Changes the selected text to boldface.	**I**	Changes the selected text to an italic font.
U	Changes the selected text to an underlined font.	**A**	Sets the font style of the selected text.
H1	Sets the selected text to heading 1 size (large font).	**H2**	Sets the selected text to heading 2 size.
H3	Sets the selected text to heading 3 size	**H4**	Sets the selected text to heading 4 size.
H5	Sets the selected text to heading 5 size	**H6**	Sets the selected text to heading 6 size (small font)
<P>	Inserts a paragraph tag into the document	 	Inserts a line break tag into the document
HR	Inserts a horizontal rule into the document		Aligns the selected text flush left.
	Centers the selected text		Aligns the selected text flush right
	Indents the selected text	<!- ->	Inserts a comment into the document
	Starts the Table wizard	TABLE	Inserts a Table tag into the document
TR	Inserts a Table Row tag into the document	TH	Inserts a Table Header tag into the document
TD	Inserts a Table Data tag into the document		Starts the Form wizard
abl	Inserts a Form Textbox		Inserts a Form TextArea
	Inserts a Form Checkbox		Inserts a Form Radio button
	Inserts a Form Pulldown menu		Inserts a Form image
	Inserts a Form Submit button	**|**|**	Inserts a Form Password textbox
	Starts the Bulleted List wizard		Starts the Numbered List wizard
	Starts the Descriptive List wizard	UL	Inserts Bulleted List tags

`OL`   Inserts Numbered List tags

`DL`   Inserts Descriptive List tags

`LI`   Inserts List item tag

The File List

Web Weaver for Windows 95/98/NT includes a File List on the right side of the main window. The File List is used for:

- Opening HTML documents in Web Weaver by doubleclicking on the filename
- Inserting a hyperlink in the current document by dragging and dropping the selected file in the File List
- Performing file operations such as renaming, copying, moving and deleting files (right mouse-click event)
- Checking links within the selected file (right mouse-click event)
- Viewing File properties of the selected file (right mouse-click event)

The Status Bar

Web Weaver's status bar at the bottom of the Web Weaver window notifies you of any activity going on in Web Weaver. It also lists the current time, the size of the current document (in bytes), the line number of the current cursor location, and if the CAPSLOCK and Insert functions are enabled.

Double-clicking on the time display in the Status Bar will insert the current date and time into the current document.

Right mouse-button capabilities

Using your right mouse-button in Web Weaver is very useful. You can click the right-mouse button in the following areas of the Web Weaver window and perform the following functions with the pop-up menus:

Web Weaver window area	Function
Document window	Click the right mouse-button and the Edit pop-up menu will appear allowing you to perform the same commands that are found in the Edit menu.
File List	Click the right-mouse button and the pop-up menu will allow you to choose commands for modifying the files in the File List. Rename, copy, move, delete, file properties, check links, and open files are available commands in this menu.

CHAPTER 2

Web Weaver Menus

This chapter will discuss Web Weaver's Menu Bar and commands.

- File menu
- Edit menu
- Insert menu
- Format menu
- View menu
- HTML Extensions menu
- Tools menu
- Window menu
- Help menu

Menu Bar Commands

Listed below are the main menu items in Web Weaver's Menu Bar.

File Menu

The File Menu contains commands for file operations such as opening files, saving files and printing files.

New

This opens a new document window for editing your HTML document. The new document window can be a blank sheet with no text on it OR you can start it with the Web Weaver Starter template. This starter template inserts the HTML tags which begin every HTML document so you don't have to type them in every time you create a new Web page. The new document button gives you the starter template.

Open

This displays the "Open File" dialog box and allows you to open an existing text, HTML document, or a user-defined template.

Open file from the Web

This displays the "Open File from the Web" dialog box and allows you to open an existing Web page directly from the World Wide Web.

Simply type the URL of the Web page into the inputbox labeled 'Enter Web page URL:' and click OK. The Web page will be downloaded from the Web and will appear in Web Weaver. You can also use the 'Browse Internet Explorer Favorites' button to search for your favorite Web pages.

Close

This closes the current document, and it will prompt you to save the document if any changes have been made to it.

Insert File

This inserts a specified text/HTML file into the current document starting at the location of the cursor.

Import/Export - Open and Save As UNIX format
>This allows you to open a document which has been saved in the UNIX format and save the current document as an HTML file in UNIX format (without carriage returns).

Import/Export - Open and Save As Mac format
>This allows you to open a document which has been saved in the Mac file format and save the current document as an HTML file in Mac format (without line feeds).

Save
>This saves the current document with its current name.

Save As
>This allows you to save the current document as a file with the same or a different name.

Print
>This prints the current document.

Recent File List
>The recent file list shows the files that were most recently opened in Web Weaver. This makes it easy to open a document that you frequently work on. Up to 10 files can be displayed.

Exit
>This exits the program, and it will prompt you to save any document if any changes have been made.

Edit Menu

The Edit Menu contains commands for editing the HTML document such as cutting, copying and pasting text as well as finding and replacing text in the HTML document.

Undo
>This un-does the last action you performed on the active document.

Edit Tag
>Placing your cursor inside an HTML tag in your document and selecting this menu item results in Web Weaver displaying the dialog box associated with the selected HTML tag so that you can edit the existing attributes of that tag. Not all tags are supported by this command.

Cut - Shortcut Key: CTRL-X
>This cuts the selected text from the document and puts it in the Windows clipboard.

Copy - Shortcut Key: CTRL-C
>This copies the selected text from the document and puts it in the Windows clipboard.

Paste - Shortcut Key: CTRL-V

This inserts the contents of the Windows clipboard into the Web Weaver text area at the position of the cursor.

Select All - Shortcut Key: CTRL-A

This selects all text in the currently opened HTML document.

Find

This opens the Find dialog box which aids in locating specified text.

Find Next - Shortcut Key: F3

Selecting this from the menu or pressing F3 will result in locating the next instance of the text string that was previously specified in the Find dialog box.

Replace

This opens the Replace dialog box which allows the user to find a specified text string in the document and replace it with another specified text string.

Global Find and Replace (click here for more)

This opens the Global Find and Replace dialog box which allows the user to find a specified text string in multiple documents and replace it with another specified text string.

Word Wrap

This enables and disables word wrap in the current document.

Insert Menu

The Insert menu contains commands for inserting HTML tags into the HTML document. Most of the HTML tags are found under this main menu item.

- Page Properties
- Structure Tags
- Paragraph/Text Elements
- Logical Style Tags
- Physical Style Tags
- Special Characters

- Anchor /Bookmark
- Email Link
- HyperLink
- Horizontal Line
- Image
- Sound/Multimedia Object
- Lists
- Table

- Form Wizard
- Frame Wizard
- ImageMap Wizard

- Table Wizard

- Date and Time

Format Menu

The Format menu allows you change font settings of selected text.

View Menu

The View menu allows you to view and change Web Weaver's preferences and to view the current HTML document's file properties. The Preferences dialog box controls certain environment variables such as:

GENERAL SETTINGS

Web page folder: Web Weaver will automatically open this folder when you are trying to open or save a file.

Image folder: Web Weaver will automatically open this folder when you are trying to insert an image.

Screen font and size: Web Weaver will use this font and font size for the main editing window's screen font.

Show the Tip of the Day at startup: You can turn the Tip of the Day on and off..

Word Wrap: You can set your documents to automatically word wrap with this setting.

Cascade documents when opening them : This causes documents to cascade when opening them. The default setting is for documents to maximize when Web Weaver opens them.

Show Page Properties dialog box for each new document: When you start a new document, the Page Properties box appears to allow you to set page colors, title, etc. Uncheck this checkbox to stop the Page Properties dialog box from appearing for each new document.

Open new document on startup: Web Weaver automatically opens a blank/new document when you start. Uncheck this checkbox and Web Weaver will start with no open documents.

Open most recently used document on startup: Web Weaver automatically opens the document you were working on when you last used Web Weaver.

Start new documents with a blank page: Web Weaver automatically uses a standard HTML template when starting a new document. Check this checkbox to force new documents to be blank.

Use Beginner Table Wizard: You have the option of using the Beginner table wizard in Web Weaver or using the advanced wizard. The Beginner wizard takes you step by step through the creation of a table. The advanced Wizard allows you to quickly input table properties without all the explanations and step-by-step procedures.

Show properties box when inserting <HR> Horizontal Line: By default, Web Weaver opens the Horizontal Line properties box when inserting a horizontal line. This setting allows you to turn this option off.

Number of files on the Most Recently Used File list: Specify the number of most recently used files that you want to appear on the File menu. The default is 4.

Show File List: By default, Web Weaver displays the File List on the left or right side of the main Web Weaver window. Uncheck this checkbox to hide the File List.

Align File List on left side: By default, Web Weaver aligns the File List on the right side of the screen. Check this checkbox to align the File List on the left side of the screen.

PREVIEWERS/APPLICATIONS

Browser #1: The path and filename of your browser should be declared so Web Weaver will know where to look when opening it to view your HTML document. The default browser on your computer is used for Browser #1 unless you choose to override this setting and specify your own browser.

Browser #2: Similar to Browser #1 setting. This allows you to preview your Web pages with a second browser of your choice.

Graphics Application settings: Insert the path/filename of your Image Editing program so Web Weaver can open it for you from the Tools menu.

FTP Client settings: Insert the path/filename of your FTP Client so Web Weaver can open it for you from the Tools menu.

CUSTOM BUTTONS

Toolbox(Win 3.1 version) and custom buttons(Win 95 version): This opens or closes the toolbox window which has buttons available for user defined HTML macros to make HTML tag insertion a little more user friendly. The Toolbox settings dialog box controls these user-defined buttons.

FAVORITE URLS

The Favorite URLs settings box allows the user to input frequently used Web addresses (URLs) to allow easier insertion of these addresses instead of typing them in each time. The hypertext and image dialog boxes use the Favorite URLs pull-down boxes for easy input.

MENU SYSTEM

The Menu System settings box allows the user to choose an appropriate Web Weaver menu system for their degree of HTML knowledge. There are many HTML tags that you will never use. This gives the user an opportunity to select Minimum, Typical, Maximum or Custom menus depending on their HTML knowledge. The Custom menu system allows the user to pick and choose which menu items he/she would like to be available.

Hide rarely used HTML tags: This removes all rarely used HTML tags from the pull down menu to provide an easier (uncluttered) interface. Many of these rarely used HTML tags are not yet supported by W3C but are in debate.

HTML TAGS

HTML color syntax highlighting: The user can specify the colors of the HTML tags in Web Weaver's document editing windows (Web Weaver for Windows 95/NT) only. Different colors can be set for HTML Table tags, regular tags and quoted items.

Use Uppercase HTML tags: By default, Web Weaver inserts uppercase HTML tags into the document. Uncheck this checkbox to make Web Weaver insert lowercase HTML tags into the document.

Use ending </P> tag when inserting <P>: By default, Web Weaver inserts an ending </P> tag when you insert a paragraph tag <P>. Uncheck this checkbox to make Web Weaver only insert the <P> start tag.

Use <DIV align=> tag instead of <P align=> tag: By default, Web Weaver uses the paragraph tag <P> when inserting paragraph alignment tags. HTML 4 convention is to use the DIV tag rather than the P tag for paragraph alignment. Checking this checkbox forces Web Weaver to insert the DIV tag rather than the P tag for paragraph alignment. Careful: DIV is not understood by older browsers.

Automatically insert carriage return when inserting <BR> tag: By default, Web Weaver inserts the <BR> tag when you insert a line break. Check this checkbox if you want Web Weaver to insert a carriage return after the <BR> tag each time you insert the <BR> tag.

Other View Menu items

VIEW PAGE WITH BROWSER 1 - Shortcut Key: F4
Pressing the Link to Browser button (or choosing its menu item) will result in the specified Web browser displaying the active HTML document for previewing purposes. The browser path and filename MUST be specified in the INI file located in the same directory as the Web Weaver executable file(for Windows 3.1x) or in the Windows 95 Registry(for Windows 95). The following format should be followed in the INI file:

Browser=C:\netscape\netscape.exe

The Windows 95 Registry contains this information in a similar format.

This information can easily be entered/edited by changing program preferences. Choose the View menu item and then the Preferences menu item. A dialog box will display allowing you to change program preferences and settings. You will see that you can specify 2 different browsers for viewing your Web pages. The Browser#1 and Browser#2 text input boxes require the full path and filename of the Web browsers you wish to use. For example, the Browser #1 entry may look like this:

c:\Program Files\Microsoft Internet\iexplore.exe

The easiest way to fill in this input box with the correct path and filename is to click the 'Browse' button and search for the executable files on your hard drive. For Internet Explorer it is iexplore.exe and for Netscape Navigator it is netscape.exe.
When you have found the appropriate file, select it and click OK. The correct path and filename will be entered into the Browser text input box in the preferences section.

VIEW PAGE WITH BROWSER 2 - Shortcut Key: F5
Same as View Page with Browser 1.

FILE PROPERTIES
This displays information about the current HTML document.

FILE LIST
This toggles the display of the File List on the main Web Weaver window.

HTML Extensions

Listed below are the HTML tags found in the HTML Extensions pull-down menu.

BASEFONT - (Sometimes used)
The standard font size for the entire Web page can be set by using this tag at the beginning of your HTML document. The range of sizes is from 1 to 7, where 2 is the default size.

CENTER - Shortcut Key: CTRL-E - (Sometimes used)
The text (or image) surrounded by this tag is centered in the browser window. Note that <P Align=Center></P> and <DIV Align=Center></DIV> are more accepted versions of this tag.
    Tag: `<CENTER> text </CENTER>`

LINE BREAK - Shortcut Key: CTRL-K - (Frequently used)

The CLEAR attribute has been added to the Line Break tag to provide a way to jump to the next point in the document where the following text or image can be flush next to the margin.

> **Tag: `<BR CLEAR=right|left|all>`**

For example, CLEAR=left will break the line and move vertically down until you have a clear left margin. CLEAR=right is similar, and CLEAR=all moves down until both margins are clear of images.

NO BREAK - (Sometimes used)

All text between the start and end of the NOBR elements cannot have line breaks inserted between them.

> **Tag: `<NOBR> unbroken text </NOBR>`**

WORD BREAK - (Sometimes used)

This is used when you know exactly where you want a NO BREAK section to break. It also lets the browser know where a line break is allowed to be inserted if necessary. There is only an opening Word Break tag (no closing tag needed).

> **Tag: `<WBR>`**

Tools Menu

The Tools menu contains commands for previewing your HTML document with browsers, stripping your document of its HTML tags, opening programs associated with Web Weaver, and for accessing the Spellchecker and the Site management tool.

REFRESH TAG COLORS - Shortcut Key: F2

This results in the refreshing of the HTML tag colors in the current document.

HTML STRIPPER - Shortcut Key: F6

This item will parse the current HTML document, remove all HTML tags, and save the remaining text in a file of your choice. A dialog box will pop-up asking you to specify a filename for the stripped file. References to images will be replaced with "[IMAGE]", <P> will be replaced with a carriage return, <HR> will be replaced with a dashed line, and some special characters (quotation marks, for example) tags will be replaced with the actual character.

OPEN GRAPHICS APPLICATION - Shortcut Key: F7

This item will open a graphics application of your choice for manipulating images. You can choose to assign an image editing program or an image mapping program to this function.

OPEN FTP CLIENT - Shortcut Key: F8

This item will open the FTP Client program of your choice (assuming you've specified the correct path and filename in your INI file using the Options/Preferences dialog box).

REPEAT LAST COMMAND - Shortcut Key: F9

This item will repeat the last HTML code that you entered into the current document. For example, if you just entered the <FONT> tag with numerous settings and want to quickly insert that font tag for other text

instead of selecting the text and selecting the same font values again and again, then you would use the Repeat Last Command function.

CHECK LINKS (Web Weaver for Win 95/98/NT only)
This item allows the user to verify the local (on the user's hard drive) hyperlinks in the current document. It will generate a report telling the user if images or linked Web pages are missing. Remote pages and images (on the Web) cannot be checked at this time.

SPELL CHECK (available only in Web Weaver Gold)
You can spell check you HTML documents using this function. All HTML tags are part of the dictionary included with Web Weaver so they will be skipped when the spell check is running. You can also add your own words to the custom dictionary.

SITE MONGREL SITE MANAGEMENT (Web Weaver for Win 95/98/NT only)
This is a plug-in for Web Weaver that is a full Web site management tool. It allows the user to check all the local links and images in a Web site with the click of a button. The Web site is checked on the user's hard drive not on the remote Web server.

WEB PAGE STATISTICS (available only in Web Weaver Gold)
The Web page statistics tools allows you to view specific statistics about your Web page. Web Weaver analyzes traffic to your Web page and generates a report containing graphs that display the statistics.

CONVERT TO HTML LIST/TABLE
This item will convert selected text into HTML List items or Table data. To convert existing text into List items, the text must be separated by carriage returns. Click here for more information.

Window Menu

The Window menu contains commands for arranging and accessing the HTML document windows that are currently open in Web Weaver.

Cascade
This lines the opened text windows in a cascading fashion.

Tile Horizontally
This tiles the opened text windows one on top of the other in a horizontal fashion for easier editing.

Tile Vertically
This tiles the opened text windows vertically next to each other (standing up) for easier editing.

Arrange Icons
This arranges any minimized text window icons on the bottom of the screen.

Move to Previous document - Ctrl-Tab
If you have more than one document open in Web Weaver, this will move between documents.

Move to Next document - Shift-Ctrl-Tab
If you have more than one document open in Web Weaver, this will move between documents.

Close All
This will close all of the open documents in Web Weaver. If you have modified any document in any way, Web Weaver will prompt you if you wish to save the changes.

Window List
This is a list of the currently opened documents. The currently highlighted document window is shown checked on the window list.

Help Menu

The Help menu includes commands for accessing Web Weaver's online help file and tutorials.

Contents
Choosing the Contents menu item displays the Web Weaver help file which you are reading right now..

How to use Web Weaver
This tutorial gives you a quick guide to learning the basics of Web Weaver.

How to Upload your page to the Web
This tutorial informs users how to upload their Web pages to the Web.

Submit your Web page to Search engines
This menu item links to a Web page on McWeb Software's Web site. The page has links to Search engines so that you can easily submit your Web page to them.

Beginner Wizard
Beginner Wizard provides an easy way to learn the basics of HTML document authoring with an easy to use, step by step process.

Tutorial
The Web Weaver tutorial provides a more in-depth look at how to write HTML documents. Discussion of HTML tag formats and the basic elements of a Web page make it easy to learn HTML.

HTML Glossary
This glossary provides a list, definitions, and examples of HTML tags.

About
This is the well-known 'About' screen of every application. It displays some info on how to reach McWeb Software.

CHAPTER 3

Web Weaver Tools

This chapter discusses some of the different tools that Web Weaver has built into it. The following tools are discussed below:

- Favorite URLs
- File Properties
- Check Links tool
- Global Find and Replace

Favorite URLs

The following figure shows how your favorite URLs can be inserted into Web Weaver and retrieved easily without having to type them in each time you insert hypertext or a linked inline image.
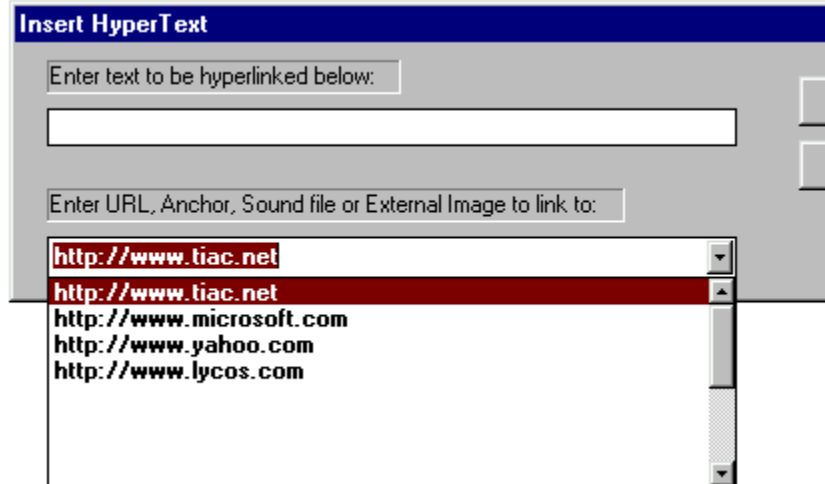
The Favorite URLs settings box allows you to input your favorite Web addresses (URLs) to allow easier insertion instead of typing them in each time. You can specify 5 user-defined URLs and the other 15 URLs in the list are the most recently used URLs. The hypertext and inline image dialog boxes use the Favorite URLs pull-down boxes for easy input.

File Properties

The File Properties dialog box (shown below) displays information about the current HTML document in Web Weaver.
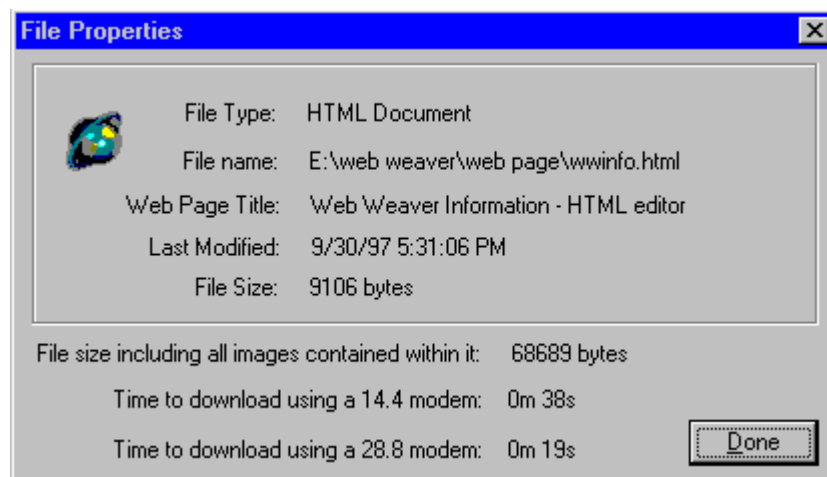
It displays the following information about a file:

File Type: Describes whether the file is an HTML document or an image file.
File Name: Lists the path and filename of the file.
Web Page Title: If the file is an HTML document, then the Title is listed.
Last Modified: The date and time the files was last modified.
File Size: The size of the file in bytes.

File Size including all images contained within it: The size of the file (in bytes) including files that are referenced in the HTML document.

Time to download page using 14.4 modem - This indicates the amount of time (in minutes and seconds) it takes to download the Web page using a 14.4 Kbps connection. This estimate includes the images that are included in the Web page.

Time to download page using 28.8 modem - This indicates the amount of time (in minutes and seconds) it takes to download the Web page using a 28.8 Kbps connection.

Check Links Tool

The Check Links tool is for verifying local hyperlinks and image links. This tool will not check remote links on the Web such as http://www... links. It will only check the links on your local hard drive. This is beneficial when you create your Web site on your hard drive and then upload it to a Web server. First checking it on your hard drive and verifying all your links means that the links will be correct when you upload it to a Web server. A screen shot of the Check Links dialog box is shown below:
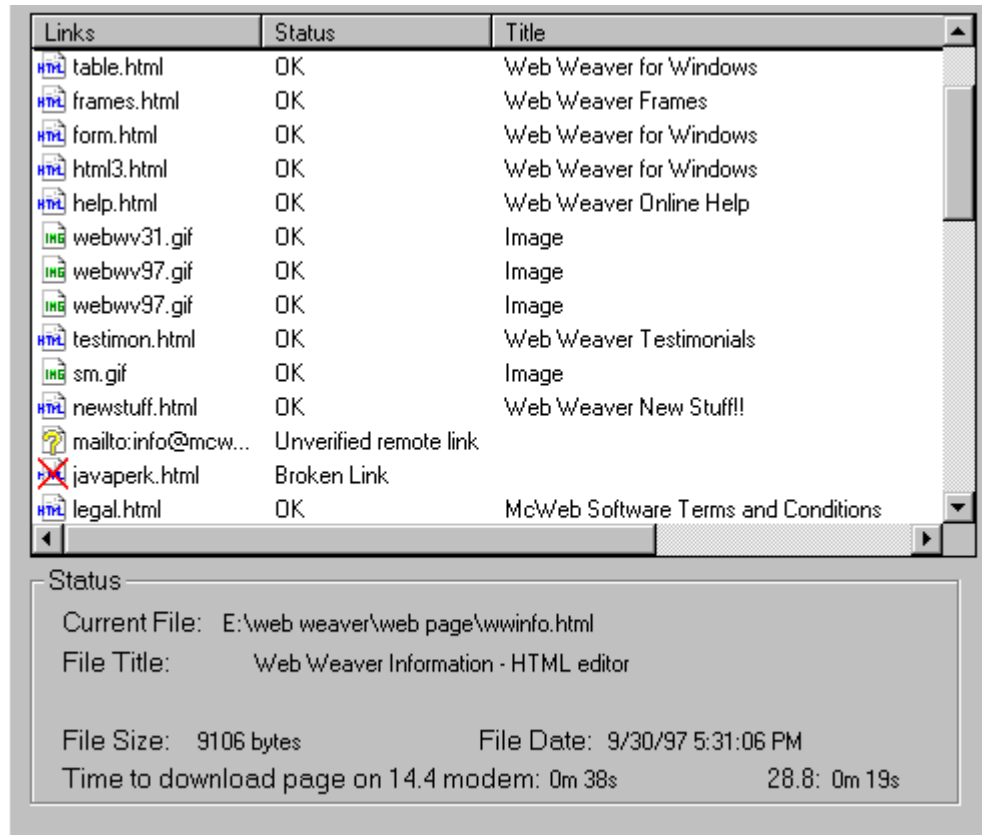
The different images next to the listed links have specific meanings. They are defined below:

- Valid hyperlink.

- Invalid hyperlink.

- Unverified remote link. This occurs when the link is remote such as http://www.yahoo.com.

- Valid image.

- Invalid Image

- Valid CGI script (note: this does not check the actual CGI script, only it's existence)

- Invalid CGI script

Other information about the document is listed at the bottom of the Check Links dialog box. This includes:

File Name
File Title
File Size (in bytes)
File Date - Date and time when file was last modified.
Time to download page using 14.4 modem - This indicates the amount of time (in minutes and seconds) it takes to download the Web page using a 14.4 Kbps connection. This estimate includes the images that are included in the Web page.

Time to download page using 28.8 modem - This indicates the amount of time (in minutes and seconds) it takes to download the Web page using a 28.8 Kbps connection.

Global Find and Replace

Global Find and Replace is the perfect tool for finding and/or replacing text in multiple HTML documents. If you have a large number of Web pages in your Web site that need to have the same string of text replaced in all of them, then this is the tool to use.

The Global Find and Replace dialog box is shown below:
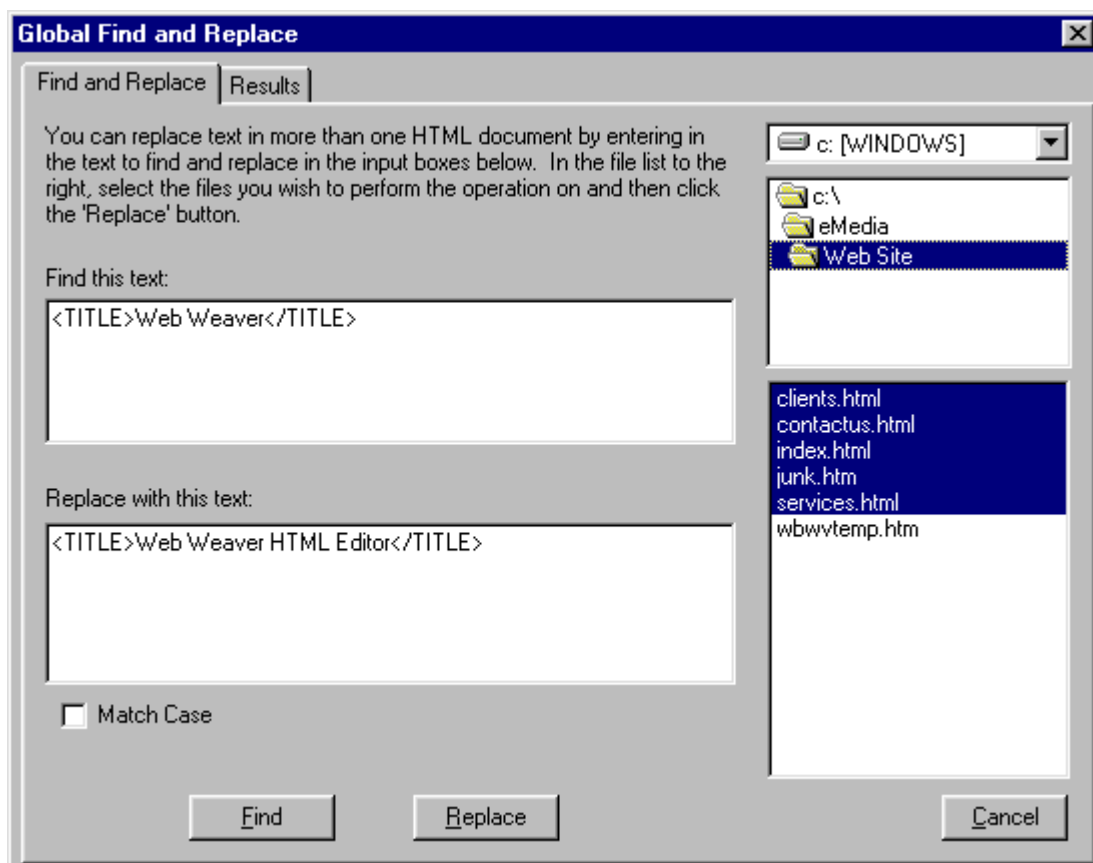
To Find text in multiple documents (windows 95 version only):
- Type the text you wish to find into the first input box labeled 'Find this text' and select the files to search from the file list box on the right-hand side of the Global Find and Replace dialog box (to select more than one file, use the Shift or CTRL key while picking the files with your mouse).

- Click the Find button and Web Weaver will search the selected files for the text.

- To view the number of found instances in each file, click on the 'Results' tab. The following screen will be displayed, showing you the number of instances found in each document.
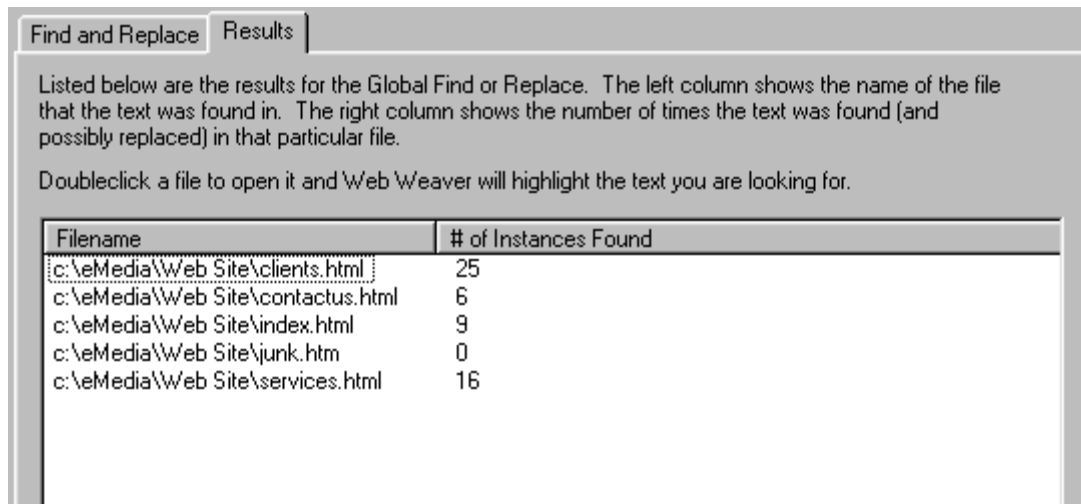
Double-click a file listed in the Results section to open it and Web Weaver will highlight all instances of the 'Find' text.

To Find and Replace Text in multiple documents:
- Type the text you wish to find into the first input box labeled 'Find this text'.

- Type the replacement text into the second input box labeled 'Replace with this text'.

- Select the files to search/replace from the file list box on the right-hand side of the dialog box (to select more than one file, use the Shift or CTRL key while picking the files with your mouse).

- Click the Replace button and Web Weaver will replace the text in the selected files. A report of the number of replacements is generated in the form of a text file named 'Global Replace Results.txt' and it can be found in the folder(directory) where the replacements were made. You can also view the results of replaced instances by clicking on the 'Results' tab.

Double-click a file listed in the Results section to open it.

Suggestion:
You can narrow your searches by selecting the 'Match Case' checkbox. This will cause Web Weaver to find only the exact match of the 'Find' text (case-sensitive).

CHAPTER 4

What is HTML?

This chapter will teach you about HTML, the language that Web pages are written in. The following steps will be taken to help you understand HTML.

- What is HTML?
- The basic elements of a Web page (HTML document)

What is HTML?

The World Wide Web and Web Pages

The World Wide Web (WWW or "the Web") has taken off at a frantic pace. People are using it to convey information about anything to anyone who may be interested in it. Products, services, interests, and every other kind of information can be found on the Web. The great thing about the Web is that people can access this information from all over the world.

The Web is made up of millions of "Web sites" and billions of "Web pages". Web sites are the collections of Web pages, and the pages are what we see and read when we "surf" the Web. For example, the Microsoft Web site contains thousands of Web pages which give information regarding Microsoft's products and services. Web pages are fun to make, and *Web Weaver* makes it a lot easier to create them!

Web Software

The software application that we use to view/read/interact with Web pages is called a browser. Two examples of browsers are Netscape's *Navigator* and Microsoft's *Internet Explorer*.

The software application that we use to create/write Web pages is called an HTML editor or a Web authoring tool. *Web Weaver* is an example of an HTML editor. It has many built-in functions which automate the creation of Web pages.

HTML: The Web Programming Language

Web browsers read Web pages and convert the code inside the page so that we humans only see a nicely formatted page in the browser's window. What we don't see is the HTML code and document text that makes up the Web page. What is HTML, you ask? Well, it's a text formatting language which defines different text styles and page layouts for Web pages. Because it is text-based it doesn't take long to download these files (Web pages) over a slow Internet.

What is an HTML tag?

An HTML tag is the "code" which controls the formatting of the Web page (text styles and page layout). It is invisible when viewed in a Web browser. It only modifies the text and tells the browser what the text and page should look like.

HTML tags consist of less-than and greater-than signs (< and >) surrounding the main HTML tag text, for example, <HTML TAG>. The tag can be uppercase, lowercase or both. It is not case sensitive, however Web Weaver puts all code in capital letters to make it easier to see when editing HTML documents.

Many tags have opening tags and closing tags so that the Web browser understands where to begin and where to end a certain property, such as font, text type, font size, color. For example, the HTML tag which makes text appear bold to the user is simply the letter B enclosed in the HTML brackets, < >. If the author of the HTML document puts the opening bold tag and doesn't put a closing bold tag, how would the browser know when to stop making the text bold? For example, if you wanted to make the word 'bird' appear bold on the browser's screen you would type the code:

```
<B> bird </B>
```

Note that the closing tag has a slash inside the brackets, and before the HTML code, B. This slash denotes an closing tag, and tells the browser that any text after the bold closing tag </B> will NOT be bolded. So if we were to include the word 'bird' in a sentence and only wanted 'bird' to be bolded, then we would type this:

```
One of my favorite animals is the <B>bird</B> because it can fly.
```

This is how it will appear:

One of my favorite animals is the **bird** because it can fly.

If you wanted the entire sentence to be bolded, then the HTML bold tags would surround the entire sentence as shown below:

<B>One of my favorite animals is the bird because it can fly.</B>

Your Web browser would display the sentence like this:
One of my favorite animals is the bird because it can fly.

Note that not all HTML tags have closing tags.

The Basic Elements of a Web Page (HTML Document)

Beginning an HTML document is not a difficult thing. Once you get the hang of it, you'll be writing Web pages in no time. It is important to have good form when you are writing Web pages for several reasons. One is so you can understand what you wrote in your document when you try to edit it at a later time. Another reason to have good form is to ensure that the Web browser will understand what you wrote and display the Web page as you intended.

Let's begin at the beginning. Some HTML tags are not required for your Web page to work properly, but it is good practice to include them in your document. Web Weaver starts new documents with these tags so you don't have to worry about putting them in.

1. The first and foremost tags are the <HTML></HTML> tags. This opening and closing tag pair surround the entire HTML document, and they tell the Web browser that "this document is an HTML document". This tells the browser that it is to be displayed as a Web page. All other text and tags in your Web page are enclosed by the <HTML></HTML> tags. Anything outside of the <HTML></HTML> tags is usually ignored by the browser.

2. Next are the <HEAD></HEAD> tags. These enclose the head of the HTML document. The head of the document contains information about the HTML document, but that information is never displayed in the Web browser. This information is used by the browser to index or keep track of the document. One of the main HTML tags that goes inside the <HEAD></HEAD> tag is the <TITLE></TITLE> tag pair. This tells the browser the title of the Web page so it can refer to the page as 'something'. The title is displayed on the browser's titlebar. The title is important because it is used by search engines to refer to your Web page.

3. The next important tag which follows the <HEAD></HEAD> tags is the <BODY></BODY> tag pair. These tags enclose the body of the document (all the text and other HTML tags). The bulk of your HTML code and text is located between the <BODY></BODY> tags. Whatever is contained within the <BODY></BODY> tags will be displayed by the browse. Any text or tags outside of the body tags are not meant to be displayed by the browser, and may be ignored by the browser (unless the browser gets information from this text).

Here is the order in which these main HTML tags should be placed:

```
<HTML>

<HEAD>
<TITLE> This is the Title of the Web Page </TITLE>
</HEAD>

<BODY>

All the text of the document should be typed here.

</BODY>
</HTML>
```

See Web Weaver's Beginner Wizard for additional explanation of these tags.

CHAPTER 5

Creating your first Web page

This chapter will teach you the basics of using Web Weaver to create your first Web page. The following steps will be taken to guide you and get you accustomed to using Web Weaver.

- setting Web page properties
- typing text into Web Weaver
- formatting text with different font styles and sizes
- creating a hyperlink to another Web page
- inserting an image into the Web page

Setting Page Properties

The first step in creating your Web page is to set its page properties. This includes:

- setting the title of the Web page
- setting the background and text colors
- inserting the background image (if any)

To set these properties, choose the 'Page Properties' menu item from the 'Insert' menu (or click the Page

Properties button on the Button Bar ![button icon]). The following dialog box will appear:

Web Page Properties

Page Title | Colors | Background Image | Margins | Meta Tags

Enter the Title of your Web page

My Web page

OK   Cancel   ?

---
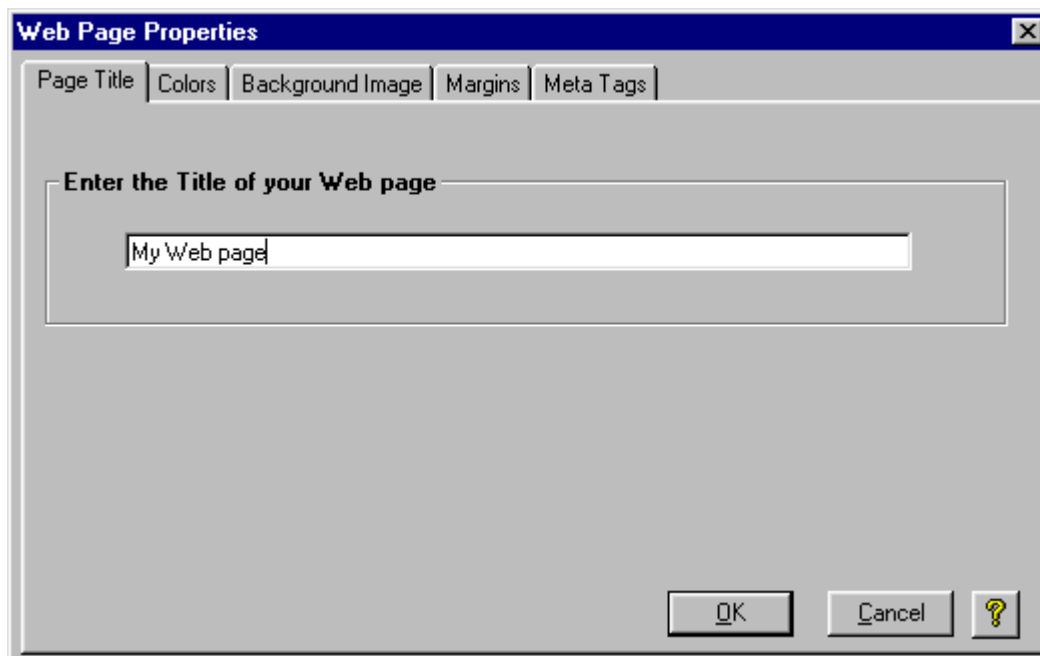
1. First, we should set the title of your page. This is an important part of your Web page because it acts as the Web page's main title. In the box labeled 'Enter the Title of your Web page:', type the title you wish your Web page to have.

2. Now we want to set the background color of your Web page to make it exciting. Click on the 'Colors' tab in the Page Properties dialog box.
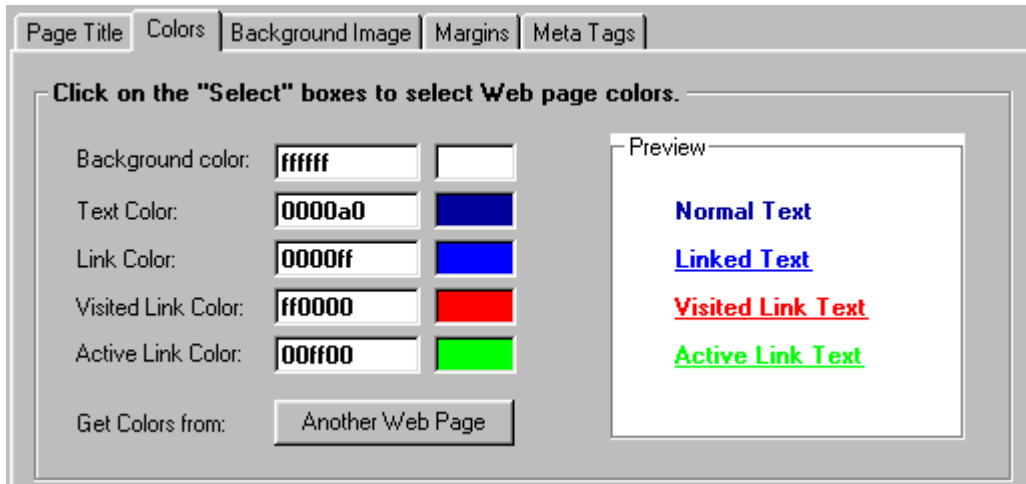
3. Next to the text label "Background Color:" there are two boxes. Click the gray box on the right and a 'Select Color' dialog box will appear. With your mouse select one of the preset colors or create your own custom user-defined colors. After you have selected a color in the 'Select Color' dialog box click the OK button and the hexadecimal code for that color will be input into the Background color text box. Also, the background of the Preview window will change to the color that you have selected to give you an idea of what the color will look like.

4. When selecting other colors for your page (such as text color, link color, etc.) in the Page Properties dialog box, the colors will be displayed in the Preview window so that you can see if the colors work well together. Some colors such as dark red text and a dark blue background won't work well together because a user can't easily read the page. There isn't enough contrast between these two colors.

The HTML code which is inserted will look like this:

<p style="text-align:center"><BODY BGCOLOR="#FFFFFF"></p>

Background Images

If you would rather have a background image instead of a background color then follow these instructions.

> Here's a tip: Background images are usually small images that repeat (or tile) all over the background of your Web page, so it might not look right if you use just any image for your background. Background images are usually seamless, meaning that you can't see where the image repeats itself. This creates a background that looks like one large image or pattern. Choose your background images wisely!

1. Click the 'Background Image' tab and the following screen will appear:
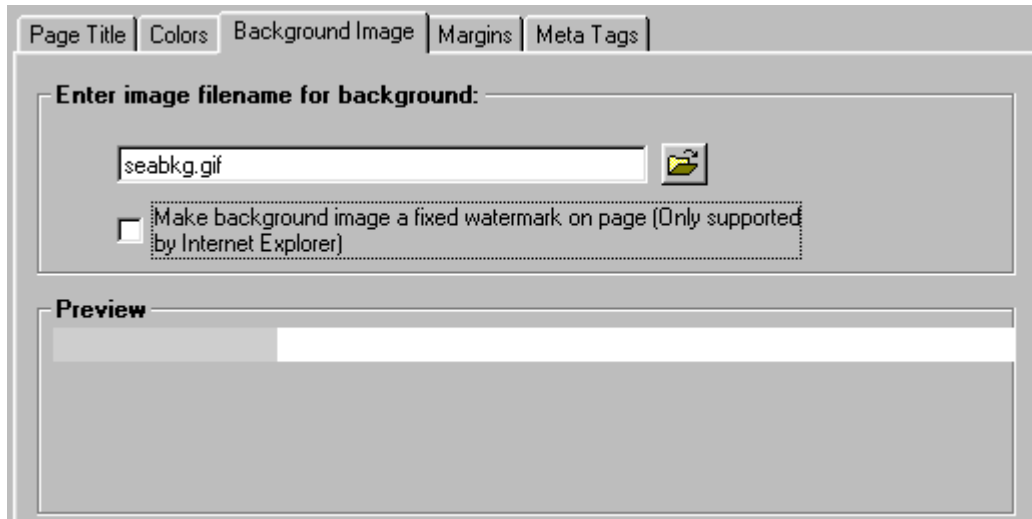
In the box labeled "Enter graphic filename for background:", type the filename of the image you wish to be your Web page background image (or browse for the image using the browse button). For our example, this is the filename "seabkg.gif."

(Instead of typing the name of your image into this box you can also 'browse' for it by clicking on the button next to the textbox. This will open another dialog box which allows you to search for your image. When you find the image, click OK and the image filename will appear in the textbox.)

Caution: It's easier to put your images in the same directory (folder) as your HTML files. If your images reside in a directory (folder) that is different from the HTML document directory, then you need to specify the directory name when inserting an image into your HTML document. Otherwise the browser may not be able to find the image when it opens the HTML document.

For example, if your HTML document and images both reside in the directory c:/work then you do not need to specify a directory name. You would specify "pumpkin.gif" as your image name.

If your HTML document resides in the directory c:\work and your images reside in c:\work\images then you would need to specify "images/pumpkin.gif" as your image name.

The HTML code that is inserted in your document is:

```
<BODY BACKGROUND="pattern.gif">
```

Typing Text Into Web Weaver

Typing text in Web Weaver is easy! In Web Weaver's Document window, place the mouse cursor in the location where you want to begin typing. You can either click in the Document window using your mouse or move the cursor using the arrow keys on your keyboard. Now start typing! Remember, most text should be typed between the opening and closing <BODY> tags in an HTML document. As shown below:

```
<BODY>

Type your text in between the <BODY> tags.  This is an important
rule in HTML.

</BODY>
```

While you type your text into the HTML document you can add some HTML formatting tags to define your text styles and sizes. The most common styles are bold, italic, and underline. These styles enhance the physical appearance of the text. To make a word appear in boldface you can perform this procedure in two manners:

1.	Type the word into the text window first, then apply the style to it, or
2.	Insert the style and then type the word.

Let's try the first one. Type the word "bird" into the text window. Now select the word with the cursor by holding the SHIFT key down and using the arrow keys to highlight the word. Now apply the bold tag to the highlighted text by either

- clicking the bold (B) button in the toolbar,
- selecting the bold menu item (under the Insert | Physical Styles menu), or
- using the shortcut keys Ctrl-B (hold down the Ctrl key and push the letter B).

Be sure to learn all the shortcut keys (found in the Help file) because they will save you a lot of time!

Now let's try the second method. Insert the bold tag into the text window by either

- clicking the bold (B) button in the toolbar,
- selecting the bold menu item (under the Insert | Physical Styles menu), or
- using the shortcut keys Ctrl-B (hold down the Ctrl key and push the letter B).

You will notice that the HTML tags are inserted and the text cursor is automatically positioned between the tags so you can conveniently start typing text that you want to be formatted with the bold tag. Now type the word "bird".

Use the heading tags to change the size of the text in your Web page (HTML document). These HTML tags range from sizes 1 through 6 (1 being the largest). The tag appears like this:

```
<H1> bird </H1>
```

Using the instructions above, format different text to have different heading sizes.

Creating a Link (How to Insert Hypertext)

What is hypertext? Hypertext is text that links to another Web page or file. When a user clicks on the hypertext with their mouse pointer, the browser loads the Web page that the hypertext is linked to. Hypertext is often a different color than normal text and it is also underlined.

Inserting hypertext in Web Weaver is easy. This process can be started one of two ways:

  - Select existing text that you wish to make into hypertext, or

  - Place the cursor in the location where you want to insert new hypertext.

Let's try starting from scratch! Our example is going to have the word "dog" be hypertext which is linked to another Web page named "canine.html." When a user viewing your Web page clicks on the hypertext "dog", the new Web page canine.html will be displayed in the browser. Let's get started!

1. Place your cursor in the location where you want to insert the hypertext.

2. Now select the 'Insert' pull-down menu and choose the 'HyperLink' menu item (or click on the hypertext toolbar button ![button]). This will open the 'Insert HyperLink' dialog box shown below.
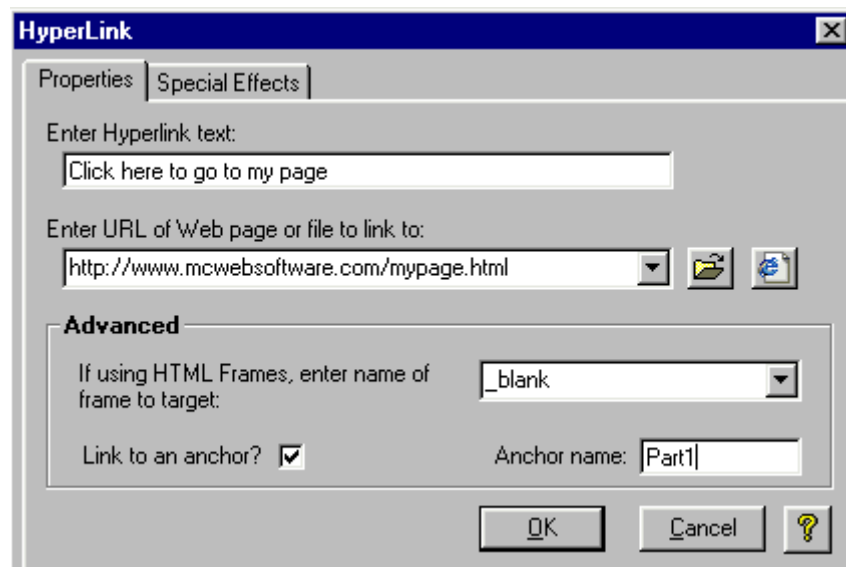
3. In the box labeled "Enter Hyperlink text:", type the text you wish to be hypertext in your Web page (HTML document). For our example, this would be the phrase "Click here to go to my page"

4. In the box labeled "Enter URL of Web page or file to link to:" type the name (URL) of the Web page to link to (http://www.mcwebsoftware.com/mypage.html, in our example). The Advanced attributes can be left blank.

5. Click the OK button and the HTML code for a hyperlink is inserted into your Web page.

(You could also start this process by selecting existing text in you HTML document and then follow steps 2 through 5 to insert the hypertext.)

The HTML code should look something like this:

<A HREF="http://www.mcwebsoftware.com/mypage.html**">**Click here to go to my page**</A>**

Inserting an Image into your Web page

Inserting an image in Web Weaver is VERY simple. Our example is going to involve inserting an image file named pumpkin.gif into your Web document. Let's try it!

1. First save your Web page. Give it a filename and save it onto your computer's hard drive. Place your cursor in the location where you want to insert the image.

2. Now select the 'Insert' pull-down menu and choose the 'Image' menu item (or click on the Insert Image toolbar button). This will open the 'Insert Image' dialog box shown below.
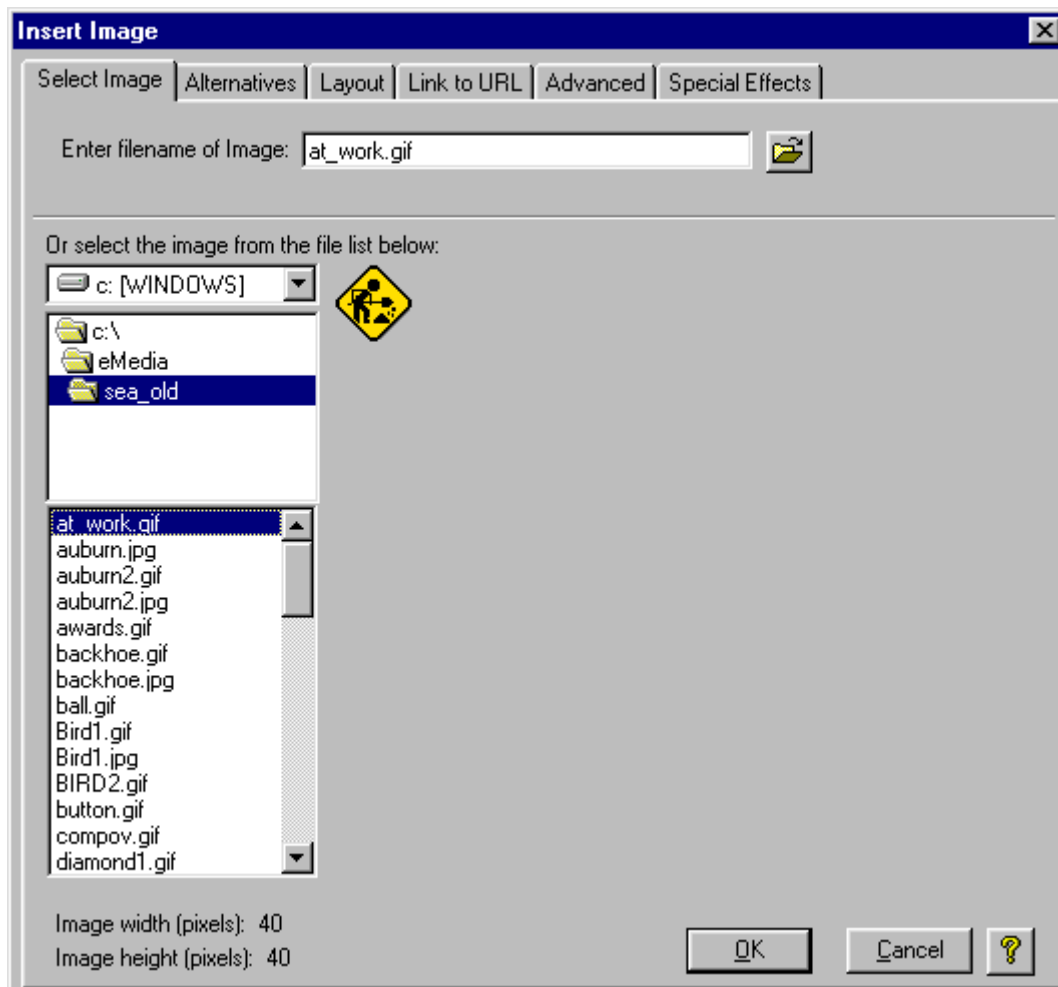
3. In the box labeled "Enter filename of image:", type the filename of the image you wish to insert into your Web page. For our example, this would be the filename "at_work.gif." This is the only required input field in this dialog box. The others fields are all optional attributes, so we won't discuss these at this moment.

Instead of typing the name of your image into this box you can also 'browse' for it by clicking on the button next to the input box. This will open another dialog box which allows you to search for your image. When

you find the image, click OK and the image filename will be inserted into the input box. You can also browse the image file list on the lower half of the Image dialog box to select an image.

Caution: The browser might not be able to find the image when it opens the Web page if you inserted an image before saving the Web page for the first time. If you didn't save your Web page before inserting an image your image may have to reside in the same directory/folder as the Web page. If your image does not reside in the same directory/folder as your HTML document, then you can specify the image directory by typing it into the second input textbox on the 'Insert Image' dialog box or by clicking the 'Fixed directory' checkbox next to the filename input textbox.

4. If you wish to link the image to another Web page (i.e., make a hyperlink), click the "Link to URL" tab at the top of the Insert Image dialog box. In the box type the name (URL) of the Web page to link to (construction.html, in this example).

5. Finally, click the OK button and the HTML code for an inline image is inserted into your Web document. When viewing your Web page in a Web browser, the image will be displayed. If a user clicks on the linked image, their browser will load construction.html.

The HTML code should look something like this in your document:

<IMG SRC="at_work.gif">

or if it's hyperlinked:

<A HREF="construction.html"> <IMG SRC="at_work.gif"></A>

CHAPTER 6

Intermediate Web page design

This chapter will teach you intermediate lessons of Web Weaver. The following topics will be discussed to teach you how to format your text, paragraphs and images to obtain pleasing Web page layouts.

- formatting text
- formatting paragraphs
- horizontal lines
- using special characters
- creating lists
- more about setting Page Properties and advanced properties
- setting advanced image properties
- inserting anchors
- more about creating hyperlinks
- creating an email link

Formatting Web Page Text

Usually, the main element of a Web page is the text. The text allows users to gain information about whatever the Web page discusses. We all know that typing text is easy, but formatting it and laying it out is the difficult task. Well, you could just have all of your text be the same size, same font, same look, same feel, same boring words typed over and over OR you could use some of the HTML physical style and paragraph tags to really spice things up. A Web page with a boring layout will attract no one, but a nicely formatted page will keep them coming back for more.

First, we will talk about text size. The HTML 2.0 specification calls out different heading sizes which are used to change on-screen text size. These headings have basic opening and closing tags in the form <H1></H1> to <H6></H6> (H1 being the largest font size). For example, if you wanted the on-screen title of your page to be 'Dogs and Cats: Can They Be Friends?', you may want to have this text be larger than the normal text so it stands out as the title of the page. To do this type:

```
<H1>Dogs and Cats: Can They Be Friends?</H1>
```

This will appear like:

Dogs and Cats: Can They Be Friends?

These headings are useful, but unfortunately they can only be used on one line at a time. In other words, if I wanted 'Dogs' to be one size and 'Cats' to be another, I couldn't use HTML 2.0 heading tags. As soon as I specified a heading for a word/phrase, the next word following the heading closing tag </H1> would be placed on the next line. Any text size change would result in one text size per line.

The HTML tag <FONT SIZE=#></FONT>, where # is a number from 1 to 7 (1 being small size, 7 being large), can be used to change the text size of each letter in a word, if desired. It is much more versatile because it allows you to have more than one font style on the same line of text. For example, if you wanted the word 'bird' to have a large 'b' and a somewhat smaller 'd', you could type:

```
<FONT SIZE=7>b</FONT>ir<FONT SIZE=5>d</FONT>
```

would appear like:

bird

You may wish the appearance of the text to be different, also. There are bold and italic tags so you can highlight or appropriately format your text as you need to. These tags are simple tags and follow the same format as the tags discussed above. They have opening and closing tags that surround text that they enhance. For example, to make a word bold, simply follow this syntax:

```
<B>word</B>
```

and it will appear like: **word**

To include it in a sentence, follow this example:

```
This <B>word</B> will appear bold in this sentence.
```

and you will see:

This **word** will appear bold in this sentence.

Some common styles are: **bold**, *italic*, and <u>underline</u>. Let's look at an example of how to format some text in Web Weaver.

To make a word appear in boldface you can perform this procedure in two ways:

- Type the word into the Document window first, then apply the bold style to it, or
- Insert the bold style HTML tags and then type the word.

Let's try the first one. Type the word "bird" into the Document window. Now highlight the word with the cursor by holding the SHIFT key down and using the arrow keys to highlight the word (or use the mouse to highlight the word). Now apply the bold style to the highlighted text by either

- clicking the bold (B) button in the Button Bar,
- selecting the bold menu item (under the Insert | Physical Styles menu), or
- using the shortcut keys Ctrl-B (hold down the Ctrl key and push the letter B).

You may want to learn all the shortcut keys (found in the Help file) because they will save you a lot of time!

Now let's try the second method. Insert the bold tag (<B></B>) into the text window by either

- clicking the bold (B) button in the Button Bar,
- selecting the bold menu item (under the Insert | Physical Styles menu), or
- using the shortcut keys Ctrl-B (hold down the Ctrl key and push the letter B).

You will notice that the HTML tags are inserted and the cursor is automatically positioned between the tags so you can conveniently start typing text that you want to be formatted with the bold tag. Now type the word "bird".

Other styles can also be used to change the appearance of your Web page text. These are found under the Insert menu item in the Physical Styles or Logical Styles sub-items.

Using the Format Character dialog box

We can also change the formatting of text by using the Format Text dialog box (shown below). This dialog box gives you the ability to change many font properties of the text you have selected. The font, color, physical styles, logical styles, position and font size can be specified.
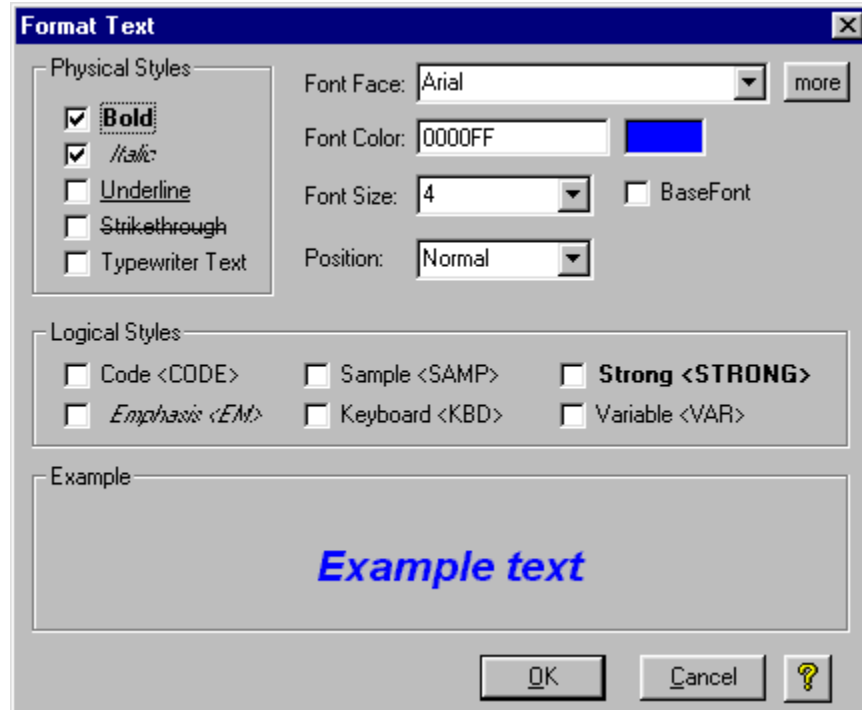
Tag:
```
<FONT FACE="Arial" SIZE=2 COLOR=Red>text</FONT>
```

Using the Font Face 'more' button, the author can insert multiple font names into the input box. The Font tag will accept multiple font names in case the browser being used does not support the first font name found, it will use the second, and so on. The author can also insert a Font name manually by typing in the Font name input box.

The Font color can be specified by typing in the color name (red, blue, etc.) or by using the color selection box to specify a color other than a primary color. This latter option will insert the RGB code for the color.

Try this example:

1. Select some text in the Web Weaver Document window.
2. From the Menu Bar select the Text item from the Format menu (or click the (A) button on the Button Bar). The Format Text dialog box will appear (as shown above). This dialog box allows you to choose different font styles, sizes, colors and other properties that will affect the appearance of the text you have selected.
3. Select a Font Face from the pulldown menu on the Format Text dialog box (for example, MS Sans Serif).
4. Select a Font Size (try size 5).
5. Select a Font Color by clicking on the gray box next to the Font Color text box. The Color picker dialog box will appear and you can select a color of your choice.
6. Now click the Bold item in the Format Text dialog box.
7. Now click the OK button to finish.

Now save the document in Web Weaver and preview it using your Web browser (or by clicking on the (EYEGLASSES) button. Do you see how your text has changed to your settings?

Formatting Paragraphs

There are several paragraph elements that can add to your Web page for a cleaner format. One of the main elements is the horizontal rule. This is simply a line which spans from the left side of the screen to the right. It serves the purpose of separating one thing from another on the page. It looks great under the title of your Web page by separating the main text from the big lettered heading, as shown below:

Dogs and Cats

Dogs and cats don't always get along, but there are examples of them being very friendly to each other, and often being best friends.

The tag for a horizontal rule is simply <HR> (with no closing tag). It isn't associated with any text. In other words, it stands alone.

Another important paragraph tag is in fact the Paragraph tag <P></P>. The current HTML 2.0 specification requires only the opening tag <P>, but HTML 3.0 will include both opening and closing tags because alignment attributes will be included with this tag. These will allow you to align/justify specified paragraphs to the right, center or left. The paragraph tags <P></P> define the beginning and end of a paragraph. When the browser sees the <P> tag it starts the following text on a new line. The following code shows this:

```
     This is the last sentence in paragraph 1.<P>This is the first
sentence in paragraph 2.</P>
```

will look like this:

This is the last sentence in paragraph 1.

This is the first sentence in paragraph 2.

Another important paragraph element is the Line Break <BR>. The line break has only the opening tag and it isn't associated with any text much like the horizontal rule tag <HR>. The line break will break a line of text wherever the <BR> tag was positioned. The text following the <BR> tag will be forced onto the next line. For example:

```
I want this sentence to be broken in the<BR>middle so it won't go all
the way to the right margin.
```

Displayed as:

I want this sentence to be broken in the
middle so it won't go all the way to the right margin.

Horizontal Lines

As mentioned above, horizontal lines are used to separate sections of a Web page. The user can specify the thickness, width, alignment, and shading of the line.
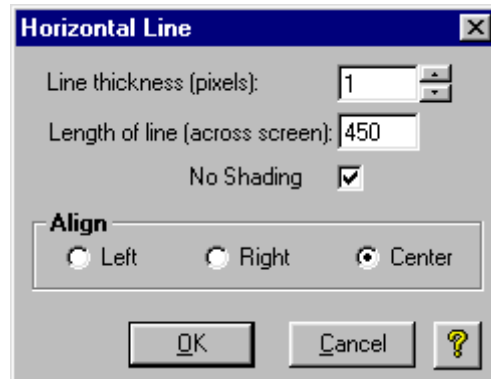
Line Thickness:
Allows the user to set the thickness of the horizontal rule in pixels.

  Tag: **SIZE=number**

Length of Line (across screen):
The default horizontal rule is always as wide as the page. The user can specify the desired width in pixels or percent of document width.

  Tag: **WIDTH= number of pixels|percent**

Align:
Horizontal rules that are not the width of the page can be aligned next to the left margin, right margin, or centered on the page.

  Tag: **ALIGN=left|right|center**

NoShade:
Noshade allows the user to specify a solid bar rather than the shaded default.

  Tag: **NOSHADE**

Special Characters

These characters are characters that must be represented by specific tags because they are interpreted as HTML tags themselves or they are not represented by a key on the standard keyboard. Below are the different categories of special characters that you can easily select from their respective dialog boxes.

- **Vowels**
- **Various**
- **Math Variables**

Vowels (Special Characters)

The Vowels special characters dialog box helps you to insert vowels from different languages into your Web document very easily without knowing the special character codes.

When you choose the Vowels special characters menu item, this dialog box appears:
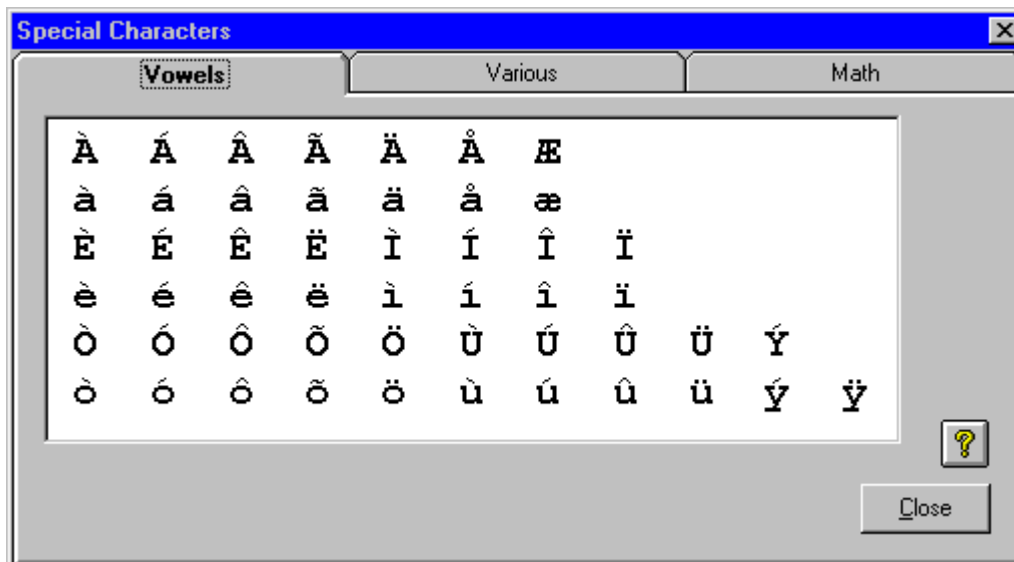
You can do one of two things:
1. To insert ONE vowel click on the appropriate vowel. The HTML code will be inserted into the document and the Vowels dialog box will close, or

2. If you have more than one vowel to insert, click on the check box in the lower left hand corner of the dialog box and then click on all the vowels you wish to insert. Then click close to close the dialog box.

Various (Special Characters)

1	2	3	°	¼	½	¾	±	©	®	™
¿	¡	<	>	«	»		¦	¶	§	
£	¢	¥	¤	¨	"	´	¸	µ	&	
Ç	Ñ	Ø	Þ	Ð	ß					
ç	ñ	ø	þ	ð						

Math Variables (Special Characters)

A	B	Χ	Δ	Ε	Φ	Γ	Η	Ι	ϑ	Κ	Λ	Μ
Ν	Ο	Π	Θ	Ρ	Σ	Τ	Υ	ς	Ω	Ξ	Ψ	Ζ
α	β	χ	δ	ε	φ	γ	η	ι	φ	κ	λ	μ
ν	ο	π	θ	ρ	σ	τ	υ	ϖ	ω	ξ	ψ	ζ
∩	∪	⊃	⊇	⊂	⊆	⊄	∈	∉				
<	>	≤	≥	∅	∞							

Creating a Bulleted List (Unordered List)

Uses: To create a bulleted list as shown below.

- Cookies
- Cake
- Pie

_____

When this button or menu item is selected, the following dialog box appears:
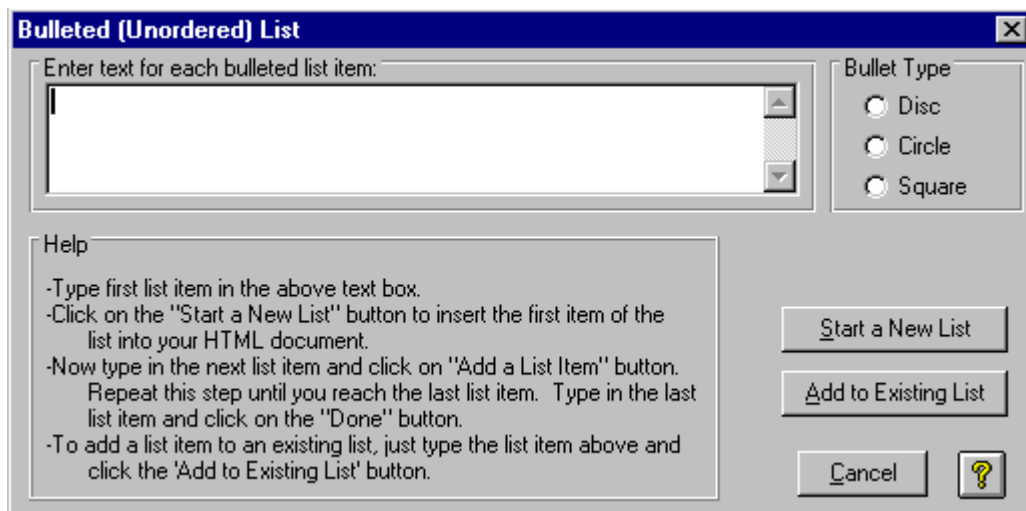
This box allows you to insert bulleted list items into your HTML document. Using this dialog box makes it easier to code since you don't need to know the actual HTML tags. You can just type each bulleted item and this program inserts the correct HTML tags into the document.

In the box marked: "Enter text for each bulleted list item" type an item you wish to be bulleted in your list. If you are entering the first bulleted item of your list, type it in the box, and then click on the "Insert 1st List Item" button. Otherwise just type in each bulleted list item and click on the "Add a List Item" button. When you are entering the last list item type it in the text box and click on the "Add Last List Item" button. These operations will insert the correct tags in the HTML document.

If you have previously made a bulleted list in your HTML document and wish to add a bulleted list item into that list, then place your cursor in the position where you wish this list item to go, select the Bulleted List Menu Item, type the list item into the text box, hit the "Add a List Item" button and then click the "Done/Cancel" button.

You can also choose an alternative to round bullets in your bulleted lists. Circle, disc, or square bullets can be chosen. Clicking on the desired bullet type **before** clicking "Add First List Item" will change the bullet type in the entire list.

When using a browser to view your HTML document a coded bulleted list like the following:

Tags:

```
<UL>
<LI>Cookies
<LI>Cake
<LI>Pie
</UL>
```

will appear like:

Cookies
Cake
Pie

Note: If text has been selected in the main text area of Web Weaver and the Bulleted List dialog box is opened, then that selected text will appear in the Bulleted List text box.

Creating a Numbered List (Ordered List)

Uses: To create a numbered list as shown below.

1. Cookies
2. Cake
3. Pie
_____

When this button or menu item is selected, the following dialog box appears:
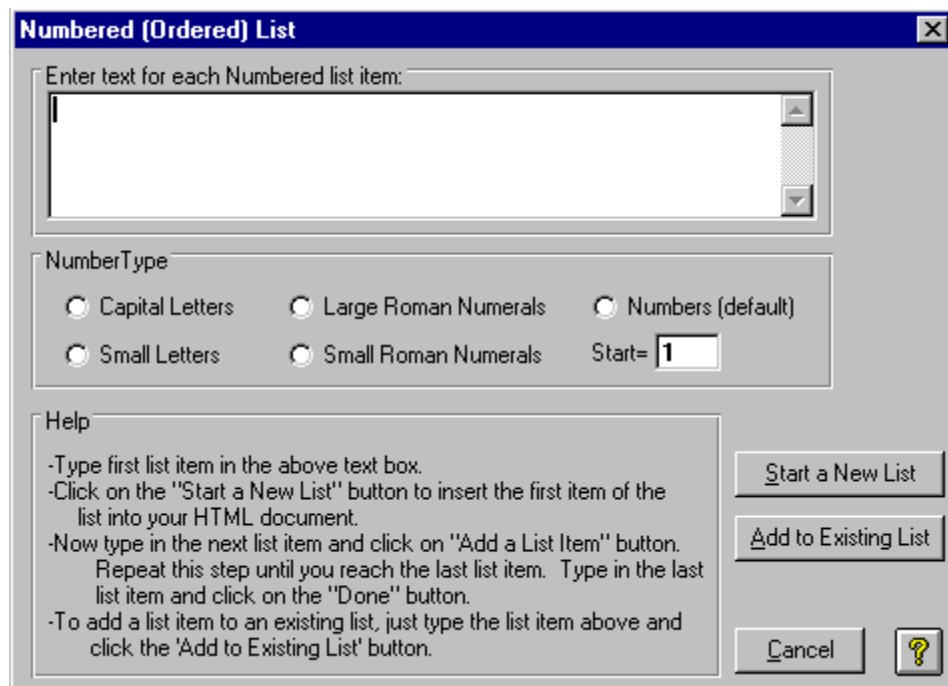
This box allows you to insert numbered list items into your HTML document. Using this dialog box makes it easier to code since you don't need to know the actual HTML tags. You can just type each numbered item and this program inserts the correct HTML tags into the document.

In the box marked: "Enter text for each numbered list item" type an item you wish to be numbered in your list. If you are entering the first numbered item of your list, type it in the box, and then click on the "Insert 1st List Item" button. Otherwise just type in each numbered list item and click on the "Add a List Item" button. When you are entering the last list item type it in the text box and click on the "Add Last List Item" button. These operations will insert the correct tags in the HTML document.

If you have previously made a numbered list in your HTML document and wish to add a numbered list item into that list, then place your cursor in the position where you wish this list item to go, select the Numbered List Menu Item, type the list item into the text box, hit the "Add a List Item" button and then click the "Done/Cancel" button.

You can also choose an alternative to numbers in your numbered lists. Uppercase and lowercase letters and Roman numerals can be chosen. Clicking on the desired number type **before** clicking "Add First List Item" will change the number appearance in the entire list.

When using a browser to view your HTML document a coded numbered list like the following:

Tags:
```
<OL>
<LI>Cookies
<LI>Cake
<LI>Pie
</OL>
```

will appear like:

1. Cookies
2. Cake
3. Pie

Numbered lists can also look like:

I.   Cookies
II.   Cake
III.   Pie

i.   Cookies
ii.   Cake
iii.   Pie

A.   Cookies
B.   Cake
C.   Pie

a.   Cookies
b.   Cake
c.   Pie

Note: If text has been selected in the main text area of Web Weaver and the Numbered List dialog box is opened, then that selected text will appear in the Numbered List text box.

Creating a Descriptive List

Uses: To create descriptive lists which contain a list topic and then list text below it.

Cookies-my favorite dessert
> These are my favorite snack in the whole world wide web.

Cake-my second favorite dessert
> Cake is my second favorite. It tastes good with ice cream.

Pie-my third favorite dessert
> I like pie, too, but it doesn't compare to the first two desserts!
_____

When this button or menu item is selected, the following dialog box appears:
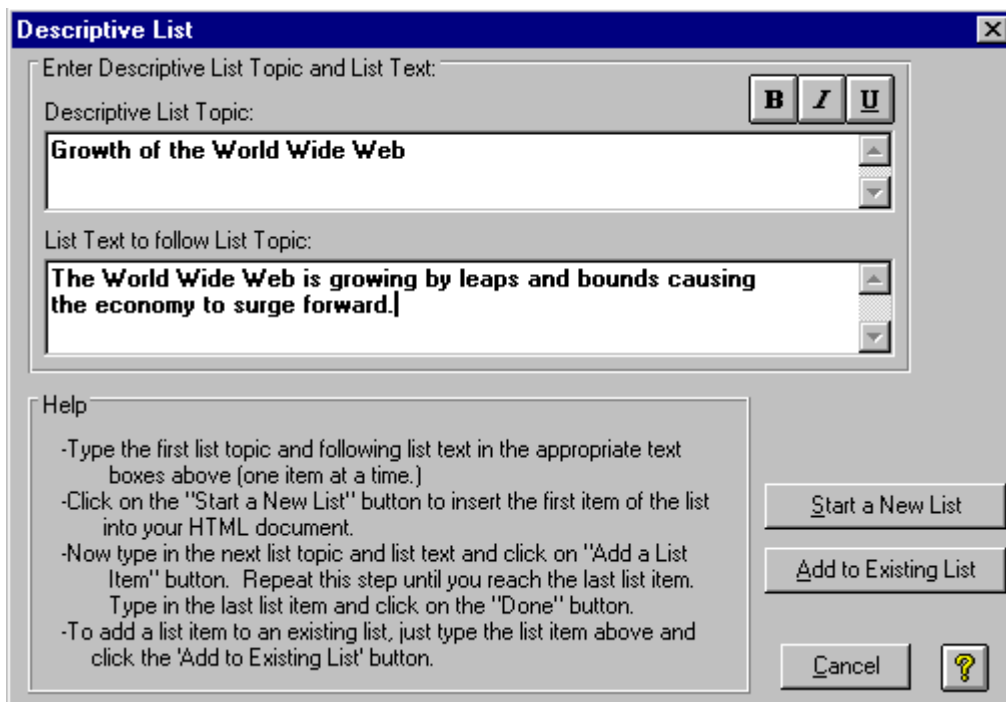
This box allows you to insert descriptive list items into your HTML document. Using this dialog box makes it easier to code since you don't need to know the actual HTML tags. You can just type the of each descriptive item and this program inserts the correct HTML tags into the document.

In the box marked: "Descriptive List Topic:" type a list topic you wish to be in your descriptive list and in the box marked: "List Text to follow List Topic:" type in the text that will follow below the list topic. If you are entering the first descriptive topic and text items of your list, type them in their respective boxes, and then click on the "Insert 1st Topic and Text" button. Otherwise just type in each descriptive list topic and text item and click on the "Add Topic and Text" button. When you are entering the last list topic and

text items type them in their respective text boxes and click on the "Add Last Topic and Text" button. These operations will insert the correct tags in the HTML document.

If you have previously made a descriptive list in your HTML document and wish to add a descriptive list topic and text item into that list, then place your cursor in the position where you wish this list item to go, select the Descriptive List Menu Item, type the list topic and text items into their text boxes, hit the "Add Topic and Text" button and then click the "Done/Cancel" button.

When using a browser to view your HTML document a coded descriptive list like the following:

Tags:
```
<DL>
<DT>Cookies-my favorite dessert
<DD>These are my favorite snack in the whole world wide web.
<DT>Cake-my second favorite dessert
<DD>Cake is my second favorite.  It tastes good with ice cream.
<DT>Pie-my third favorite dessert
<DD>I like pie, too, but it doesn't compare to the first two desserts!
</DL>
```

will appear like:

Cookies-my favorite dessert
      These are my favorite snack in the whole world wide web.

Cake-my second favorite dessert
      Cake is my second favorite. It tastes good with ice cream.

Pie-my third favorite dessert
      I like pie, too, but it doesn't compare to the first two desserts!

More about setting Page Properties

Uses:
The colors and background image(wallpaper) of a Web page can be changed by specifying a color or an image file to tile on the background. Also, colors of text, linked text, visited text, and active text can be set by using this dialog box.

Tag:
```
     <BODY BACKGROUND="filename" BGCOLOR=###### TEXT=######
LINK=###### ALINK=###### VLINK=######>
```

Attributes:

BACKGROUND	specifies the background image
BGCOLOR	specifies the background color in hexadecimal code
TEXT	specifies the text color in hexadecimal code
LINK	specifies the color of hyperlinked text in hexadecimal code
ALINK	specifies the color of active hyperlinked text in hexadecimal code
VLINK	specifies the color of visited hyperlinked text in hexadecimal code

When this button or menu item is selected, the following dialog box appears:
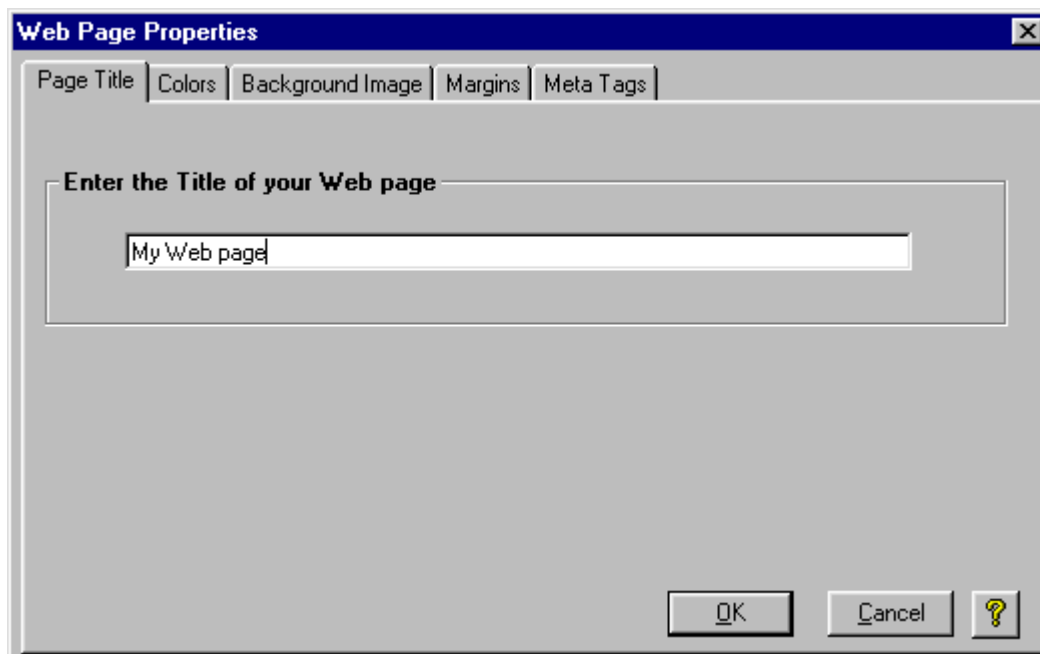
To Set Document Title:
The document title is used by the browser to identify the main title of the HTML document. Usually, the HTML page title is displayed in the titlebar of the browser window.

To Set Web page colors:
Select the 'Colors' tab and the following input boxes will appear:
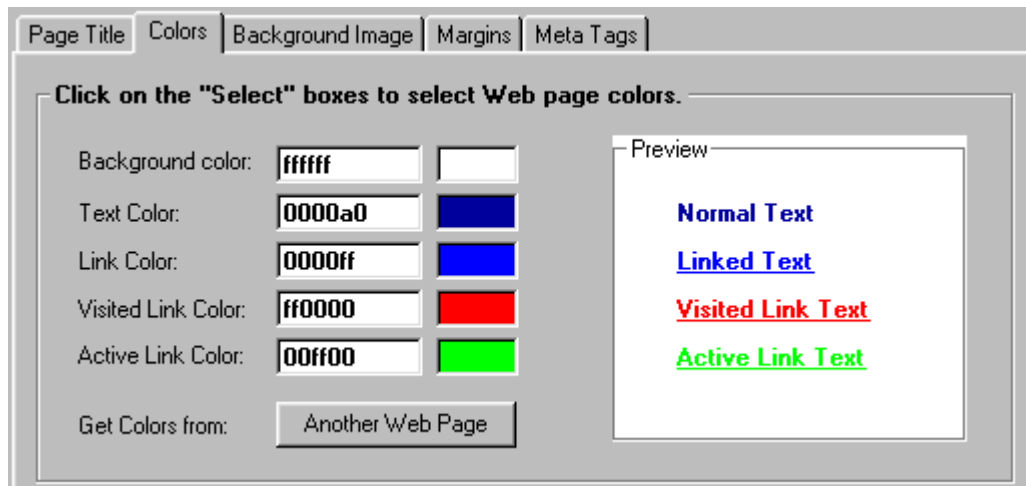
If the you know the RGB color codes, then they can be entered into the text boxes using the keyboard. Otherwise, you can click the Select color boxes and the color palette will appear. You can then choose from a wide range of colors.

- BGCOLOR=###### is the screen background color.
- TEXT=###### is the color of the normal on-screen text.
- LINK=###### is the color of the hypertext (linked text) which hasn't been visited(clicked on) yet.

- ALINK=###### is the color of the hypertext when it is being clicked on(Active LINK).
- VLINK=###### is the color of the hypertext after it has been visited(clicked on).

or select the color scheme from another Web page by clicking the 'Another Web Page' button.
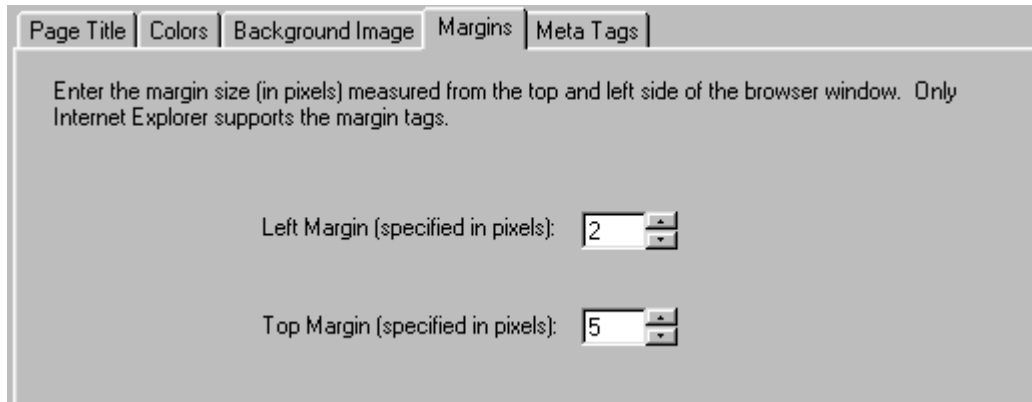
Setting the Background Image (wallpaper):
Select the 'Background Image' tab and the following input boxes will appear:
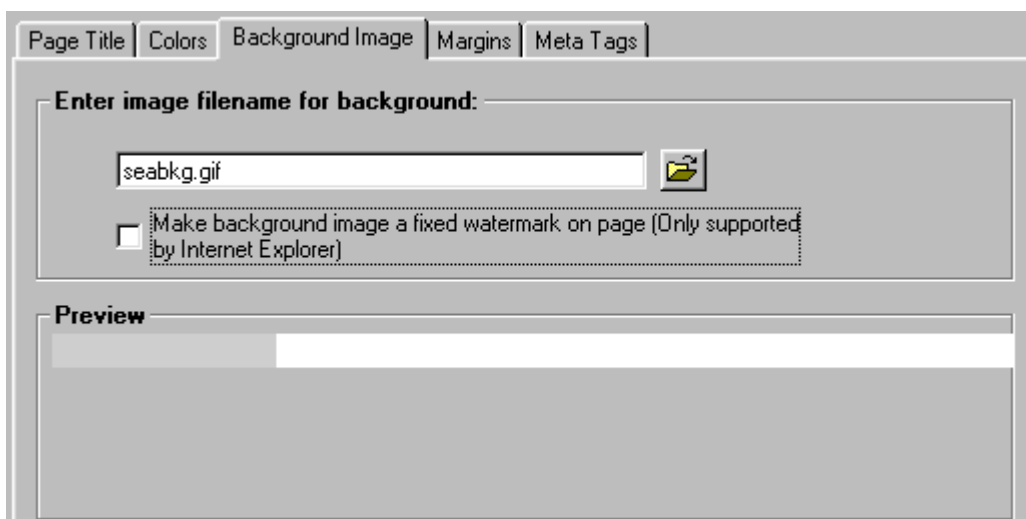
You can browse for a background bitmap file or type the filename into the text input box. You can make the background wallpaper image into a static watermark by clicking on the watermark check box. The background image will then remain stationary in your Web page while text and images will scroll over the image. The code BGPROPERTIES=FIXED will fix the background image as a watermark. This is an Internet Explorer extension only.

Setting Margins:
Select the 'Margins' tab and the following input boxes will appear:

Left Margin (Internet Explorer only):
The user can set the Web page left margin to any width (default is zero). This attribute is specified in pixels.

Top Margin (Internet Explorer only):
The user can set the Web page top margin to any height (default is zero). This attribute is specified in pixels.

_____

Clicking on the OK button will insert the HTML code for your Page Properties. The location of your cursor in the document is not important. Web Weaver will find the <BODY> tag and insert the Page Properties in the appropriate locations.

Setting Advanced Properties of your Web page

There are particular advanced properties of your Web page that you can set using the Page Properties dialog box. They are the following:

- Web page description
- Web page keywords
- Web page splash screen capabilities

When the META tag button is clicked, the following dialog box appears:

META Tags

Description of your Web page:

Type a description (250 characters) of your Web page for search engines to use.

This Web page contains information about farm animals.

Key Words of your Web page:

Type key words or phrases (separated by commas) that are related to your Web page. Search engines will use these keywords to index your Web page.

pigs, cows, goats, sheep, chickens

Make this Web page into a Splash Screen:

Splash screens are Web pages that display for a certain period of time. When the time limit has expired, a different Web page loads in the browser.

☑ Make this page a splash screen. Number of seconds to wait before loading second page: 10

URL of second Web page:

http://www.farm.com

OK   Cancel   ?

META tags are defined within the <HEAD></HEAD> tags in your HTML document. They are as follows:

Description allows you to provide a one paragraph description of the content of your Web page. Many search engines use the first 250 words of your Web page as a description when they display a link to your page. Well, the full description of your Web page may not be in the first 250 words of your document. By specifying the META tag description in your document, search engines will use this description instead of the first 250 words.

Keywords allow you to specify which words are important in your document or relevant words/phrases which search engines will use to index your page. By entering keywords using this META tag search engines will read the META tag and use those specified keywords. For example, if you have a Web page about birds and you put META tag keywords such as "animals, birds, flying, eagle, hawk" then when you are searching (using a search engine) for Web documents containing any of these words, your Web page will be displayed (given that you have registered with the search engines).

Splash Screen allows you to specify that a Web page will refresh itself or load a different Web page after a specified number of seconds. If you want your Web page to update itself every 30 seconds because you have changing information (dynamic Web page) you can specify it using this advanced setting. If you want a Web page on your site to be displayed for 10 seconds and then automatically display another Web page without the user clicking anything, then you can specify it using this advanced setting.

More about inserting images into your Web page

Uses:
To insert an image in your Web page. The image can also be made into a hyperlink to link to another Web page or image.

Tag: **<IMG SRC="inline image">**

Attributes:

WIDTH	Sets the width of the image in pixels
HEIGHT	Sets the height of the image in pixels
HSPACE	Sets the space to the left and right of the image in pixels
VSPACE	Sets the space above and below the image in pixels
BORDER	Sets the border thickness around the image
ALT	Sets the alternative text which is displayed in text-based browsers or before the image is loaded
ALIGN	Sets the alignment of the image to neighboring text

When this button or Image menu item is selected, the following dialog box appears:
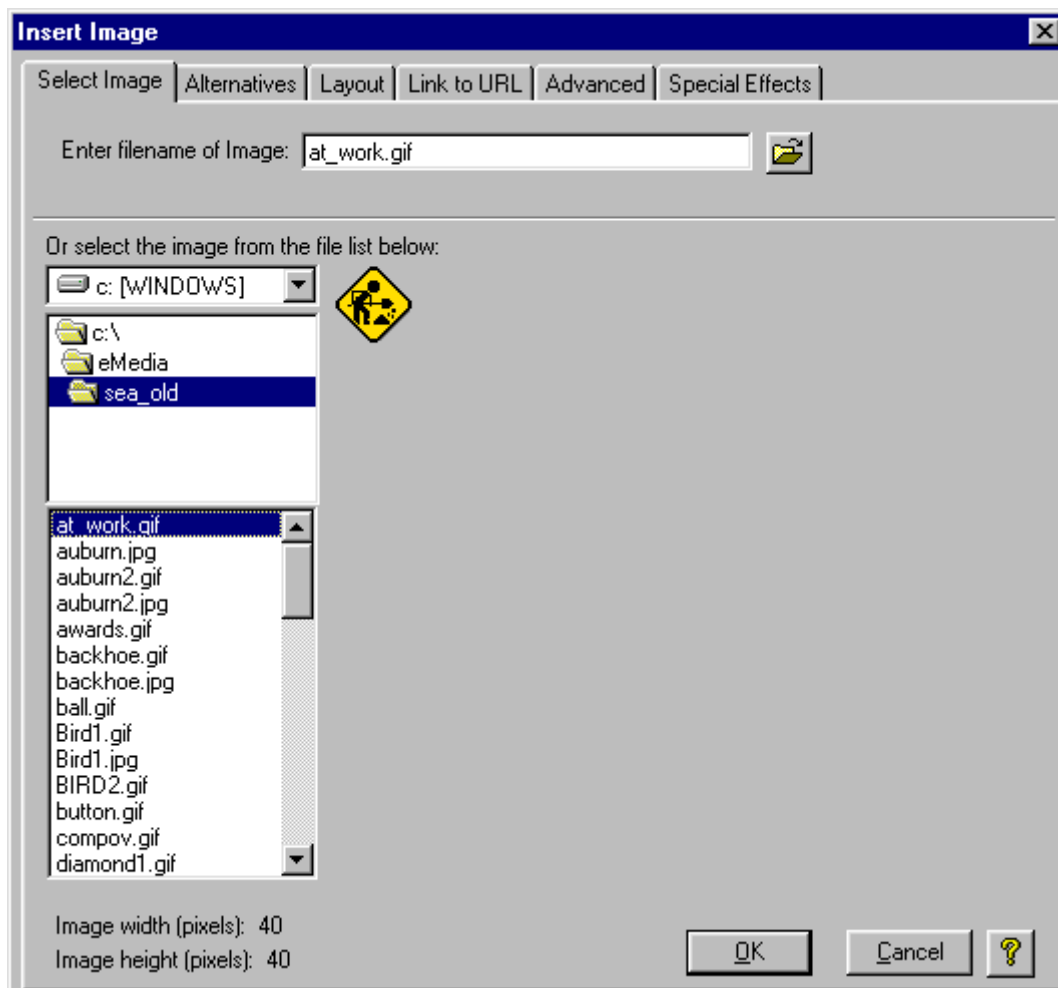
In the box marked: "Enter filename of Inline Image" enter the filename of the image You can use the browse button to find the image on your hard disk. Also, you can use the image browser located on the lower half of the dialog box. Browse through folders on your hard drive to view images to select the desired image.

The following attributes are all optional:

ALTERNATIVES:
Select the 'Alternatives' tab and the following input boxes will appear:
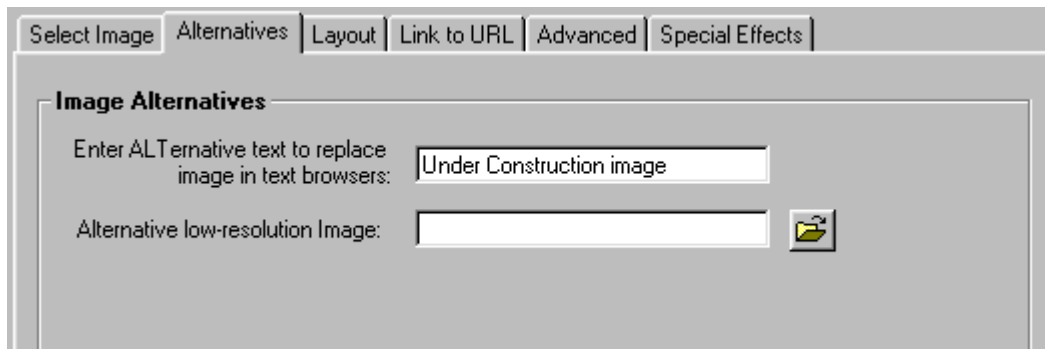
Specifying alternative text for browsers that can't display images
In the box marked: "Enter ALTernative text to replace image in text browsers" type the text that you wish to appear if people are not able to see the image in non-graphical Web browsers. For example, if you type '[BIRD PHOTO]' in this text box, then the text '[BIRD PHOTO]' will appear in text-based Web browsers. In current Web browsers, this ALT text is displayed when you move your mouse pointer over the image in the browser window.
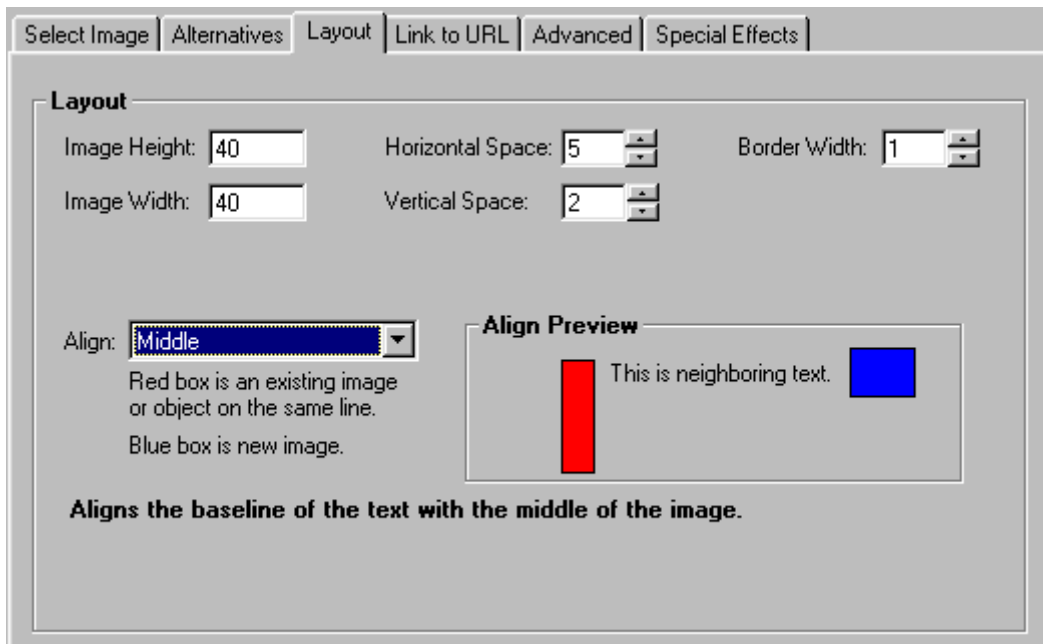
Specifying an alternative low resolution image for slow connections
In the box marked: "Alternative Low-res image" type the filename of (or browse for) the low resolution image you wish to be loaded initially by the browser. Because the specified low-res image should be smaller in size, it will download faster and provide an image until the browser has a chance to download the actual image that will replace low-res image.

LAYOUT:
Select the 'Layout' tab and the following input boxes will appear:

Specifying the image width and height
The images WIDTH and HEIGHT can be specified in pixels in the input boxes provided.

HTML Tag: **<IMG SRC="dog.gif" WIDTH=value HEIGHT=value>**

Specifying these values speeds up the display of your Web page while it is loading.
Web Weaver will automatically insert the height and width properties if you browse for your image using the browse button or image browser.

Specifying spacing between text and images
To allow the user greater flexibility in laying out images and text use the Horizontal Space (HSPACE) and Vertical Space (VSPACE) attributes. Specified in pixels (default value is zero).

HTML Tag: **<IMG SRC="dog.gif" VSPACE=value HSPACE=value>**

These attributes control the vertical space above/below and the horizontal space to the left and right of the image. Specifying HSPACE=5 and VSPACE=5 will prevent neighboring text and images from coming within 5 pixels of the image.

Specifying an image border
The width of the border around the image can be specified in pixels (default is zero for normal images and 1 for linked images).

HTML Tag: **<IMG BORDER=value>**

This controls the thickness of the border around the displayed image. Setting BORDER=0 will show no border. This may be confusing if the image is linked because the colored border that signifies a link will not be displayed.

Aligning text and images

To align neighboring text and images with the current image in your Web page or to align the image on the left/right side of the screen with neighboring text wrapping around it specify this in the align selection boxes. The Align Preview box will show you how the text will appear next to the image depending on which alignment you have chosen and what other images you have in the same line.

HTML Tag:

ALIGN=left|right|top|texttop|middle|absmiddle|baseline|bottom|absbottom

Alignment attributes are Left, Right, Baseline, AbsMiddle, AbsBottom, and TextTop.

Left/Right:

These alignments provide a floating image type. Aligning left will float down and over into the left margin, and subsequent text will wrap around the right hand side of that image. Align=right aligns the image with the right margin and text wraps around the left hand side of the image.

Top/Middle/Bottom:

Top aligns the image with the top of the tallest item in that line.

Middle aligns the image with the middle of the tallest item in that line.

Bottom aligns the image with the bottom of the tallest item in that line.

Absmiddle:

This aligns the middle of the current line with the middle of the largest item in the line.

Baseline:

This aligns the bottom of the image with the baseline of the text in the current line.

Absbottom:

This aligns the bottom of the image with the bottom of the lowest item in the current line.

LINKING:
To link the image to another Web page select the 'Link to URL' tab and the following input boxes will appear:

If you wish to link the image to a Web page (URL), another image or file, type the URL (address) or filename in the appropriate input box. The pull-down box makes it easy to keep all of your favorite URLs at your fingertips so you don't have to keep typing them. See the Favorite URLs page for information on how to setup your favorite URLs. You can also use the browse button to look for the filenames to enter into this input box or browse Internet Explorer Favorites using the button.

When using a Web browser to view your Web page the image will be displayed and will be outlined in blue if it is linked, rendering it clickable (clicking on the image will link you to the specified page/file.)

ADVANCED
Select the 'Advanced' tab of the Image dialog box and the following input boxes will appear:
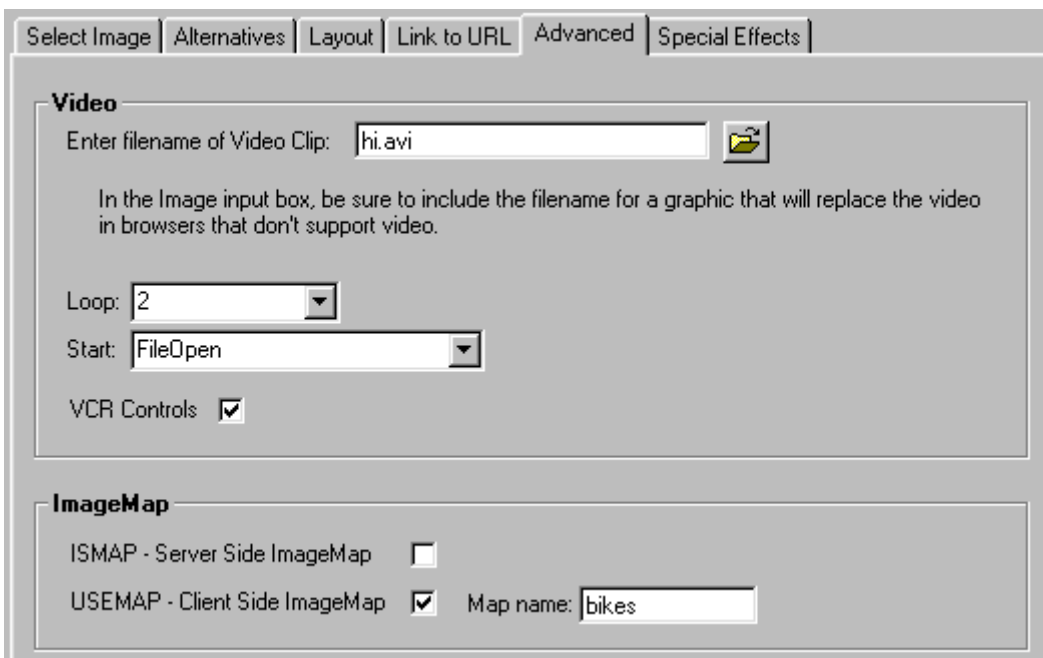
It allows you to insert videos into your Web page and to specify imagemap settings.

Video

The attributes of a video clip are as follows:

The input box labeled 'Enter filename of Video Clip' requires the filename of the video clip. The author can either type the video filename or search for the file using the browse button.

- The Loop attribute specifies how many times a video clip will loop when activated. If the number specified is 1 or 'Infinite' then the video will loop indefinitely.

- The Start attribute specifies when the video clip should start playing.

- FILEOPEN means start playing as soon as the file is done opening.
- MOUSEOVER means start playing when the user moves the mouse cursor over the animation/video.
- Both FILEOPEN and MOUSEOVER can be specified as well.

- The VCR Controls checkbox determines if video playback controls will be displayed on the Web page. The controls will be displayed on the Web page under the video clip if this checkbox is checked. (Default is Hide Controls).

Imagemaps

If your image is going to be an imagemap, then you can specify whether it is a server side or client side imagemap. If it is a client-side imagemap you must enter the name of the map. If it is a server side imagemap see the server-side imagemap information. It can be both a server-side and client-side imagemap.

When you are finished entering all the information into the dialog box, click OK to insert the HTML code into your Web page.

Inserting an Anchor (Bookmark)

Uses:
Used for establishing a destination anchor at a specific point in a Web page so that it may be linked to from the same or a different document (Web page). This is useful for creating a long Web page with hyperlinks at the top of the page which link to different anchors in the same Web page.

Tag:

<A NAME="anchortext">some text</A>

When this button or menu item is selected, the following dialog box appears:

Anchor	☒
Anchor/Bookmark name:	CH1
Enter the text that will be the Anchor/Bookmark:	Chapter 1: Getting Started
To create a hyperlink to this anchor, use the 'Insert HyperLink' function.	
	OK Cancel ?
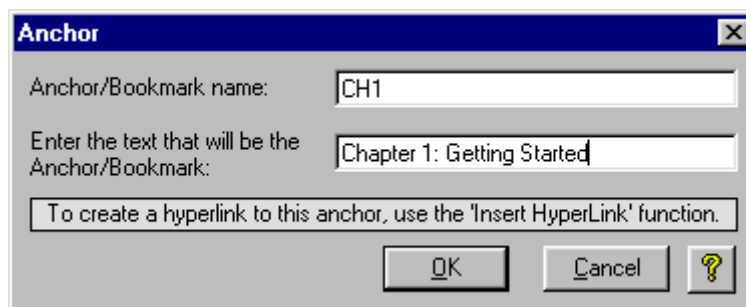
This dialog box helps you to insert an anchor in your Web page. Think of it as placing a bookmark at a specific point in the Web page. Different Web pages or hypertext can link to that specific bookmark (anchor) and the Web page will be displayed at that particular bookmark (anchor) when it is loaded in a browser. You will not see the anchor when viewing the Web page. It is like an invisible bookmark.

To create an anchor:
In the box labeled 'Anchor/Bookmark name', type the name of the anchor. When creating the hypertext that will link to this anchor you will specify this anchor name to link to it. See the section on Creating a Hyperlink to learn how to create a hyperlink to an anchor.

In the box labeled 'Enter the text that will be the Anchor/Bookmark', type the text that will appear on the page at the location of the bookmark This is optional. You can simply leave this blank and the anchor will be placed in the location of your cursor in Web Weaver's document window.

Example
Suppose you want to create an anchor that is located halfway down a Web page. When the user views the page in a Web browser, they can click a link at the top of the page that will automatically bring them to that anchor/bookmark halfway down the page.
The text that you want to anchor is "Chapter 2: The Human Skeleton" and you want the anchor name to be "skeleton".

- In the box labeled 'Anchor/Bookmark name', type "skeleton".

- In the box labeled Enter the text that will be the Anchor/Bookmark, type "Chapter 2: The Human Skeleton".

Then click the OK button.

You've created the anchor/bookmark, but you still need to create a link to that anchor. This can be done by creating a Hyperlink (see the Creating a Hyperlink section).

Creating a hyperlink to an anchor
The HTML hyperlink tag that will link to an anchor is equivalent to a regular hyperlink tag except it has the anchor name included (separated by a '#' pound sign). For example, linking to an anchor named 'ch1' from within the same Web page would look like:

<p align="center">**<A HREF="#ch1">Click here for Chapter 1</A>**</p>

Linking to an anchor named 'ch1' from a different Web page named "toc.html" would look like:

<p align="center">**<A HREF="toc.html#ch1">Click here for Chapter 1</A>**</p>

More about creating hyperlinks

Uses:
To create text which is linked to another Web page(URL), image, sound file, etc.

Tag: `<A HREF="link">linked text</A>`

When the HyperLink button or menu item is selected, the following dialog box appears:
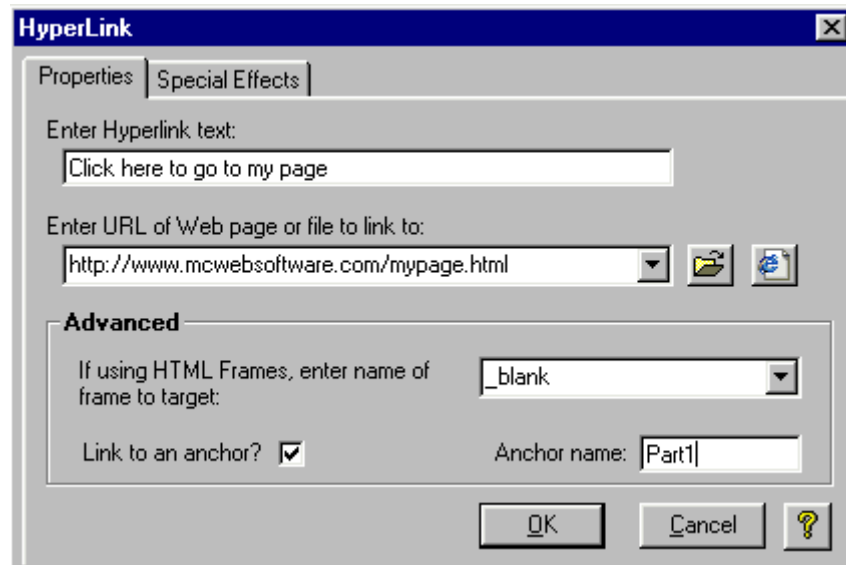
This box allows you to insert hypertext into your Web page that links to other Web pages (URLs), images, anchors(bookmarks), sounds or other files.

In the box labeled 'Enter Hyperlink text' type the text that you want to link to another Web page, etc. Web browsers usually display hypertext in a different color (usually blue and underlined) than the rest of the text and the mousepointer will change to the shape of a hand when it is passed over the hypertext.

In the box labeled 'Enter URL of Web page or file to link to' type the URL that you want your hypertext to link to. For example, it can be a Web page on your own site (dogs.html) or it can be a link to another Web site (http://www.yahoo.com). You can assign your 15 favorite URLs or filenames so that they will appear in the pull-down box for easier selection.

Example
If you want to link the words "Click here to go to the bird page" to a Web page named "bird.html", then type:

> "Click here to go to the bird page" into the 'Enter Hyperlink text' input box

and type:

> "bird.html" into the 'Enter URL of Web page or file to link to' input box.

After clicking the OK button Web Weaver will insert the following HTML code into your document:

<A HREF="bird.html">bird image</A>

The hyperlink will be displayed in your Web browser as shown below:

If you take a look at this bird image, then you'll see exactly what this bird looks like.

Clicking on the words 'bird image' will load the Web page named bird.html.

Targeting
If you are using frames in your Web page, you should specify which frame the linked URL should be displayed in (otherwise, the URL will be displayed in the same frame that contained the clicked hypertext). For example, suppose you have a two-framed Web page :frame #1 name being 'MENU' and frame #2 being 'MAINWINDOW'. Your hypertext is in the MENU frame and you want the URL linked to that hypertext to open in the MAINWINDOW frame when you click on it. If you don't specify a target frame name, the linked URL will open in the MENU frame when the hypertext is clicked. So, you must specify the name 'MAINWINDOW' in the Target name input box (for this example).
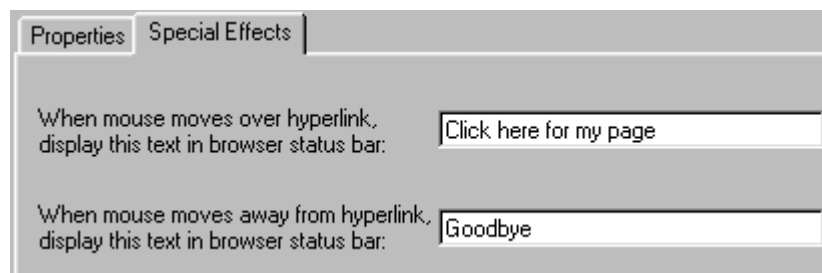
Anchors and Bookmarks
If you wish to link your hypertext to an anchor (bookmark) in the same Web page or a different Web page, then you can select the 'Link to a Bookmark?' checkbox and an input box will appear for you to type the name of the anchor (bookmark). If the destination anchor that you are trying to link to is in the same document as the hypertext that links to it, you don't need to specify a URL name in the 'Enter URL of Web page or file to link to' input box. If the destination anchor is in a different Web page then you should specify the URL of that page in the ' Enter URL of Web page or file to link to' input box.

For information on creating a destination anchor (bookmark) in a document, click here.

Special Effects
Clicking on the 'Special Effects' tab results in the following being displayed:

Setting these properties allows you to specify text to be displayed in the browser's status bar when the mousepointer is moved over the hypertext. You can also specify text (if any) to be displayed when the user moves the mousepointer away from the hypertext.

Creating an email link

Uses:

To provide a link which allows the user to submit email to the specified address.

Tag:

```
<A HREF="mailto:email address">text</A>
```

When you select the MailTo menu command found in the HTML extensions menu, the following dialog box appears:
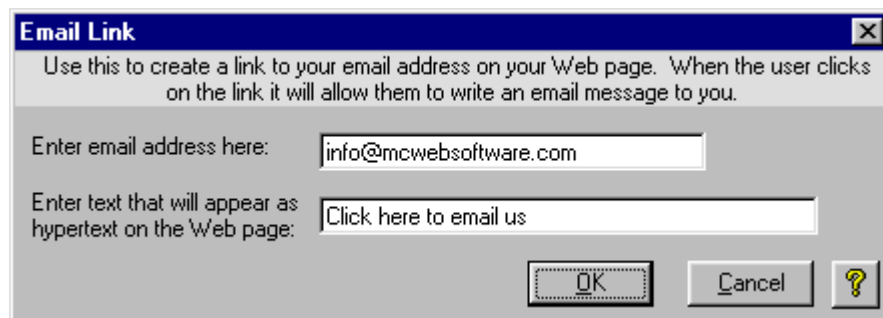
In the box labeled 'Enter email address here:' type your email address. In the box labeled 'Enter text that will appear as hypertext on the Web page' type the text you wish to be displayed as a hyperlink on the Web page. When the user clicks on the hyperlinked email address in their Web browser they will be able to write an email to you.

Example

-Type "info@mcwebsoftware.com" in the first input box labeled 'Enter email address here'.

-Type "Email Us" in the input box labeled 'Enter text that will appear as hypertext on the Web page'

- Click OK and the following HTML code will be inserted into your Web page:

<div align="center"><A HREF="mailto:info@mcwebsoftware.com">Email Us</A></div>

This is how the link will appear on the Web page:

<div align="center">Email Us</div>

Clicking on the link would result in the user emailing the address info@mcwebsoftware.com.

CHAPTER 7

Advanced Web Page Design

This chapter will teach you about advanced HTML. The following topics will be discussed:

- creating Tables
- creating Forms
- creating Frames
- creating Image Maps
- inserting Sound/Multimedia objects
- inserting a Background Sound
- creating a Marquee
- creating Inline Floating Frames
- inserting a Java applet

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Creating Tables with the Table Wizard

Tables are important for presenting tabulated data or laying out advanced Web pages. They allow the designer more control over where objects, images, and text are placed on the Web page.

The following dialog box appears when you open the Table Wizard:

Table Properties dialog box, Step 1. Instructs to enter the number of Rows and Columns in your Table. You can change the number of rows and columns while you are inputting the cell contents later on. Example table showing Columns A, B, C and Rows 1 through 8. # of Rows: 3, # of Columns: 2, with a Next >> button.

The first step in creating a table is to specify the number of rows and columns in the table. You can change the size of the table either using this dialog box or later on when you are specifying the cell contents in the last step. Be sure not to have extra blank rows and columns in your table unless you want blank rows/columns represented on your Web page. The maximum number of columns and rows is 100.

Click the NEXT button and move on to Step 2.

STEP 2: TABLE CAPTION AND BORDER

The table caption and border properties can be set in this step of the Table wizard. They are optional properties, so you don't have to change them. The default settings are 'no table caption' and 'no table border'.

Table Caption: If you wish to add a title or caption to your table, type it into the Table Caption box. Your table caption can be placed at the top or bottom of (underneath) the table. Choose the appropriate alignment to position the caption in one of these two positions.

Border: You can specify the width of the border which surrounds each table cell. No border will be shown if BORDER=0. (Default is BORDER=1).

Click the NEXT button and move on to Step 3.

STEP 3: TABLE DIMENSIONS
Table dimensions, cell spacing and cell padding can be set using this step. These properties are optional and do not need to be set. The defaults are cell spacing=0 and cell padding=0.

Table Width: This indicates the width of the table. The units of table width can be specified in ens, pixels, or percentage of screen width. Web Weaver assumes you'll be using percentage of screen width. If you need to specify the width in ens or pixels you can manually manipulate the code.

Table Height: This indicates the height of the table. The units of table height can be specified in ens, pixels, or percentage of screen height. Web Weaver assumes you'll be using percentage of screen height. If you need to specify the height in ens or pixels you can manually manipulate the code.

Cell Spacing: This feature allows you to set the spacing between each cell. If Cell Spacing is equal to 0 then there will be no space (or gap) between the column or row lines. If the Cell Spacing is set to something other than 0, then each cell will be spaced that distance away from the cells surrounding it in pixels.

Cell Padding: This feature allows you to set the padding between the cell borders and their contents. If Cell Padding is equal to 0 then there will be no space (or gap) between the cell borders and the cell contents(text/object). If the Cell Padding is set to something other than 0, then each cell wall will be spaced that distance away from the cell's contents in pixels.

Click the NEXT button and move on to Step 4.

STEP 4: TABLE COLORS
This step allows you to set the table colors including the border colors and background colors. Individual cell colors can be set using the next step.
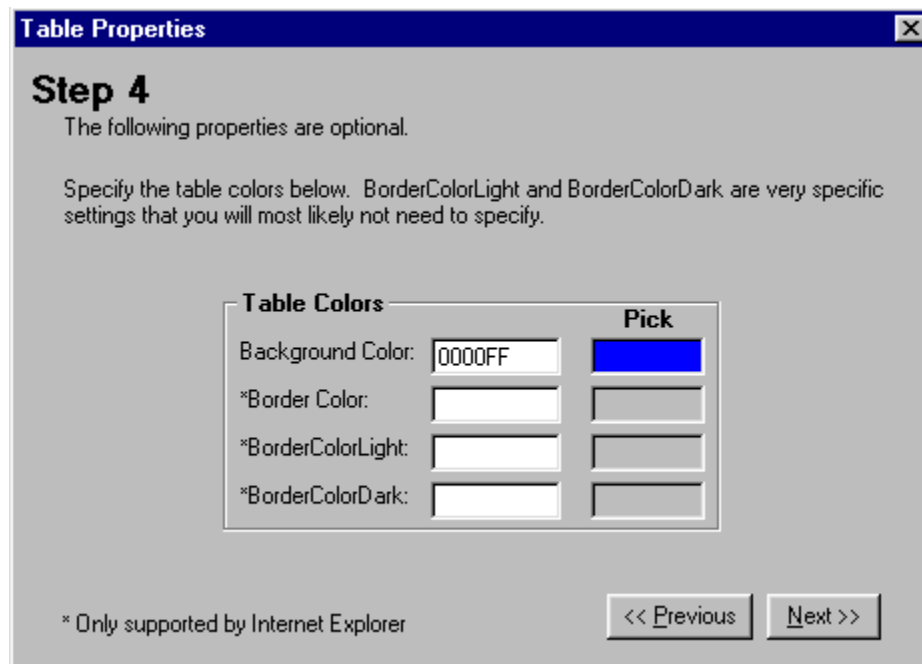
Background Color: By selecting a color from the color picker box, the user can set the background color for the entire table.

Border Color: By selecting a color from the color picker box, the user can set the border color for the entire table. This must be used with the Border attribute.

BorderColorLight: By selecting a color from the color picker box, the user can set the independent border color control over one of the two colors used to create a 3D border. Opposite of BorederColorDark. This must be used with the Border attribute.

BorderColorDark: By selecting a color from the color picker box, the user can set the independent border color control over one of the two colors used to create a 3D border. Opposite of BorederColorLight. This must be used with the Border attribute.

When you have finished setting the Table Color Properties, click the NEXT button and the Cell Properties dialog box will pop up. This box allows the user to enter in table contents and properties for each cell in the table.

The Cell Properties dialog box is shown below.
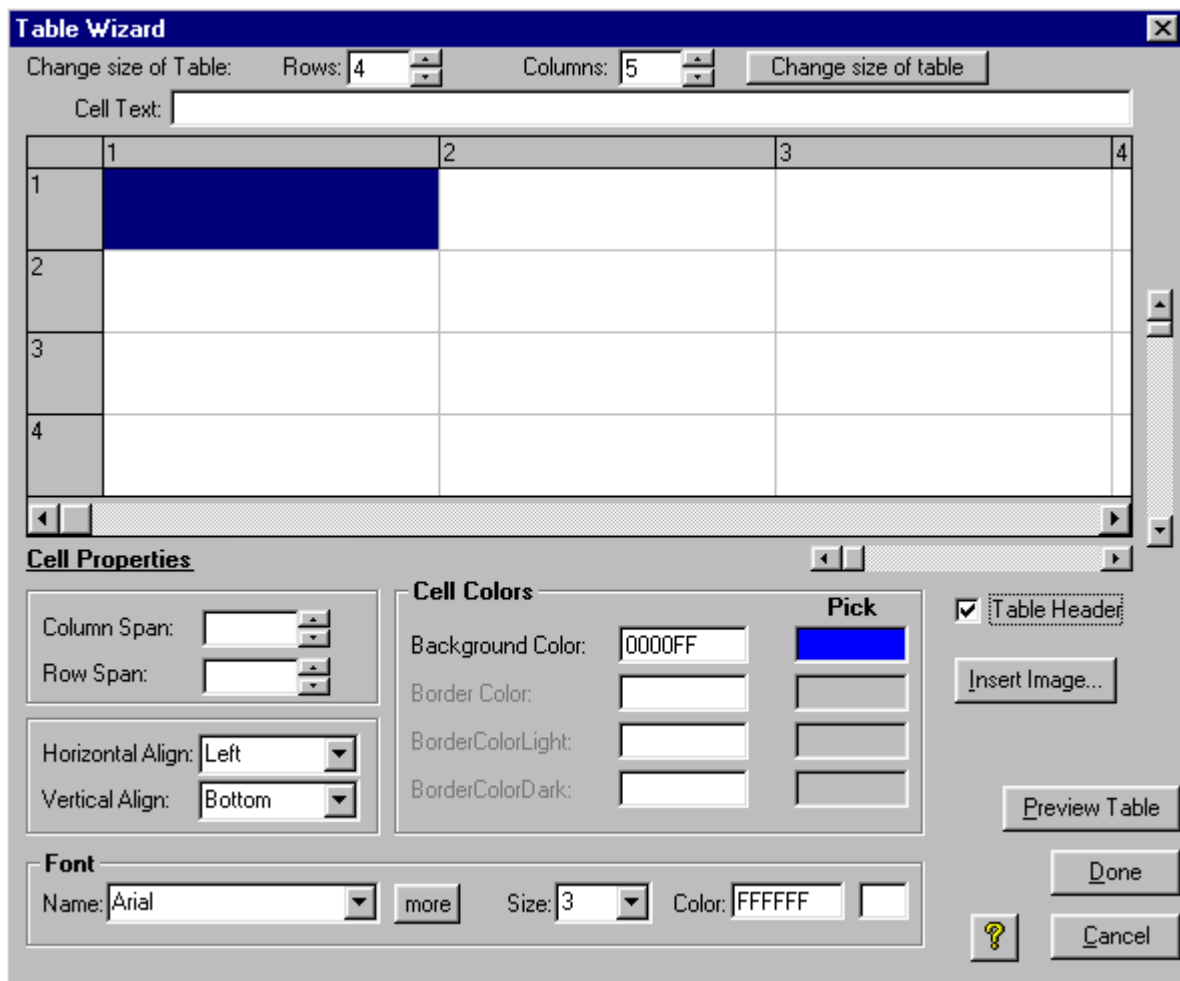
Step 1.

The initial highlighted cell in the table is row 1, column 1 (you can use the mouse, TAB, ENTER or arrow keys to move around the table). Select the cell you wish to enter information into. Start typing the content you wish to appear in this cell.

You will notice the input box labeled 'Cell contents'. It contains the contents of the current cell. You can always return to another cell and edit it's contents in the 'Cell contents' input box. You can also browse for an image and Web Weaver will insert the HTML code for the image into the selected cell. Once you have entered contents into the cell go on to step 2.

Step 2.

Cell Properties enhance each and every cell of the table, and affect how the text/object inside each cell is aligned. You can enter Cell Properties for individual cell items or you can select multiple cells and apply properties the selected cells. Let's discuss the different properties so you know what each one does.

Column Span: This is another phrase for cell width. If you wish the text/object in a cell to be two cells wide as opposed to the other cells in the table which are one cell wide, then choose Column Span to be 2

columns wide. Unlike most spreadsheets, the corresponding cell below the cell with Column Span =2 will only be 1 cell wide unless you specify that it, too, should have a Column Span of 2.

Row Span: This is another phrase for cell height. If you wish the text/object in a cell to be two cells high as opposed to the other cells in the table which are one cell high, then choose Row Span to be 2 rows wide. Unlike most spreadsheets, the corresponding cell adjacent to the cell with Row Span =2 will only be 1 cell high unless you specify that it, too, should have a Row Span of 2.

Horizontal Alignment: You can specify whether you wish your text/object to be aligned to the left, to the right or in the center of each cell.

Vertical Alignment: You can specify whether you wish your text/object to be aligned to the top, to the bottom or in the middle of each cell.

Table Header: Making a cell's contents into a table header will make the contents bold and align the contents in the center of the cell.

SPECIFYING CELL COLORS:

Background Color: By selecting a color from the color picker box, the user can set the background color for a specific cell.

Border Color: By selecting a color from the color picker box, the user can set the border color for a specific cell. This must be used with the Border attribute.

BorderColorLight: By selecting a color from the color picker box, the user can set the independent border color control over one of the two colors used to create a 3D border. Opposite of BorderColorDark. This must be used with the Border attribute.

BorderColorDark: By selecting a color from the color picker box, the user can set the independent border color control over one of the two colors used to create a 3D border. Opposite of BorderColorLight. This must be used with the Border attribute.

Font face: This sets the Font of the selected cell(s).

Font Size: This sets the Font size of the selected cell(s).

Font color: This sets the Font color of the selected cell(s).

After you enter in the appropriate Cell Properties for the selected cell(s) you can move to other cells to enter their properties. The cell properties of each cell are retained.

Step 3.
Once you have finished entering in all data into each cell in the table, you can click on the 'Done' button. This will insert the contents of the Table Maker's table along with the Table Properties into your HTML document. It's that easy!!

So, what do all of these HTML tags mean?? Well, let's dissect some of it. The Cell and Table Properties are pretty self explanatory because I just explained what they mean, but the other table tags need to be defined. After you input your table into your HTML document, the code should resemble something like this(I've included all the possible tags to show you where they go):

```
<TABLE BORDER=4 CELLSPACING=2 CELLPADDING=5 WIDTH="70%"
HEIGHT="30%">
<CAPTION ALIGN=top>Example Flow Chart</CAPTION>
   <TR>
      <TH ROWSPAN=2 VALIGN=Top> Item 1</TH>
      <TH VALIGN=Top> Item 2</TH>
   </TR>
   <TR>
      <TD ALIGN=Left > Item 3</TD>
   </TR>
</TABLE>
```

The above example is a table containing three cells. The HTML code for beginning a table is the table start tag <TABLE>.
  The border size is equal to 4. The distance between each cell(cell spacing) is equal to 2. The distance between the cell walls and the cell contents(cell padding) is equal to 5. The width of the table is equal to 70% of the screen width, and the table height is 30% of the screen height. The table caption is 'Example Flow Chart' and it is positioned at the top of the table.
The first row begins with the <TR> tag and ends with the </TR> tag. All the HTML code for the cells in each row must be enclosed with the beginning and ending Row tags <TR></TR>. The first row item (row 1, column 1) is a table header because of the <TH></TH> tags. Its rowspan (cell height) is equal to 2 rows and them contents 'Item 1' are aligned to the top of the cell. The second row item (row 1,column 2) is also a table header, has a single rowspan, and the contents 'Item 2' are also aligned to the top of the cell. The ending table row tag </TR> signifies the end of the first row, so we will move on to the second row. We already know that the first cell in row 1 had a rowspan of 2 rows, so the first cell(row 2, column 1) in the second row is used by the first cell in row 1. Therefore, there is only one cell item in row 2, and it is located in row 2, column 2. The second row starts with the beginning row tag <TR> and contains a table data tag <TD></TD> to signify normal table data in this cell (not a table header, that is). The contents of this cell 'Item 3' are aligned to the left of the cell. The ending table data tag </TD> signifies the end of that cell's contents, and the ending table row tag </TR> signifies the end of that row. The HTML code for a table ends with the ending table tag </TABLE>.

Creating Forms

Uses:
To create a submission form so that online users can input information and submit it to the author of the web page which contains the form.

HTML Tag:

> **<FORM ACTION="GET" ACTION="form.cgi">**
> **<INPUT TYPE="TEXT" SIZE="30>**
> **<INPUT TYPE="CHECKBOX">**
> **</FORM>**

When the Form Wizard is opened, the following dialog box appears:

STEP 1:
The user can choose to use the CGI script that comes with Web Weaver to process the form or they can specify their own script.

If you are a beginner at making forms, then it is a good idea to select the checkbox that allows you to use the CGI script included with Web Weaver for processing your form. A CGI script is a program which processes forms among other things. A form cannot work without a CGI script. The FORM METHOD and FORM ACTION input boxes will be filled in appropriately. You will have to insert your email address into the input box that requests it. This tells the form script where to send the form output. When

someone fills out your form and submits it, it will be sent to this email address. When you have finished entering your email address, click the 'Insert Form Method/Action' button. ***See 'Implementing Web Weaver's CGI script' at the end of this chapter for an explanation on how to make your Form work.***

If you have your own CGI script for processing forms, then select the appropriate FORM METHOD. GET and POST are the two available FORM METHODS that you can choose. They are just different ways for the Form contents to be processed and sent. It is more common to use the POST method because it can support more information.

> **FORM METHOD** specifies a method of accessing the action URI. There are two methods: Get and POST.

> **FORM ACTION** specifies the action URI (Uniform Resource Indicator) for the form.

Type the path and filename of the CGI script into the FORM ACTION input box. When you have finished entering the FORM ACTION, click the 'Next' button. Step 2 of the Form creation process will appear:

STEP 2:
This screen allows you to specify the Form input fields that you wish to include in your Web page. The different types of Form input fields are as follows:

- Text
- TextArea
- Image
- Hidden

- Checkbox
- Radio
- Password
- Select
- Submit
- Reset

INSERTING FORM FIELDS
Input Field types (not including Pulldown Menu (SELECT) field type)
1. To insert a Form field select an INPUT FIELD TYPE from the list on the left-hand side of Form Wizard. The different Form fields are explained below:

> **TEXT:** This indicates a single line text entry field. (The default value of the TYPE attribute is TEXT).

> **TEXTAREA:** This is a multiline text entry field for obtaining information such as comments, addresses, etc.

> **PASSWORD:** This is a text field as above, except that the value is masked(hidden) as the user types into the field.

> **CHECKBOX:** This is just what it sounds like. It represents an on/off (yes/no) switch.

> **RADIO:** This also represents an on/off switch, except that only one can be highlighted in a group. When one is highlighted, the others are blank.

> **IMAGE:** This specifies that an image is displayed and two form fields of input are allowed: the x and y coordinates of where the image was clicked. When a pixel is chosen, the form is submitted.

> **HIDDEN:** This represents a hidden field where the user doesn't interact with this field. The value of the field is specified by the author instead.

> **SELECT (Pulldown Menu):** This represents a pulldown menu which offers the user a list of choices to choose from.

> **SUBMIT:** This represents an input option (a button) which, when selected, submits the contents of the form.

> **RESET:** This represents an input option (a button) which resets the values of the form to their original state.

2. In the box labeled 'Form text' type text that you wish to appear next to the Form field on the Web page.

3. Each type of Form field has attributes that must be specified. Some attributes are required while others are optional. The different Form field attributes are explained below:

Name: This is the name for the form field corresponding to the input type. For example, if you had a Form field that users were to enter their telephone number into, then an appropriate NAME for that form field would be 'Phone'.

Value: This is the initial value of the field. It indicates the value to be returned if this particular option was chosen.

Size: This is the amount of display space allocated to the input field.

Maxlength: This constrains the number of characters that can be entered into an input box.

Checked: This indicates that the initial state is on.

Src: This is the filename of the image file.

Multiple: Indicates that more than one option may be included in the value.

Option: A list item provided in the Selection List Box(SELECT Input type).

Selected: This indicates that this SELECT Input type option is initially selected..

Rows: The number of rows (lines of text) that can be input into the TextArea text box.

Columns: The number of columns (characters) that can be input into the TextArea text box.

In the 'Attributes' box (lower right-hand section of Form Wizard) input the required or optional attributes for the particular Form field. These attributes are different depending on which Form field you are inserting. When you have completed entering the Form field attributes click the 'Insert Form Field' button. ***Repeat this process for each input field you want in the Form.***

4. When you have inserted the last Form field, click the 'Done with Form' button. This is valid procedure for all input types except for the Pulldown Menu (SELECT) input type.

Inserting the Pulldown Menu (SELECT) Form Field

1. To insert a Pulldown menu (SELECT) Form field into your form, select the 'Pulldown Menu' INPUT FIELD TYPE from the list on the left-hand side of Form Wizard.

2. In the box labeled 'Form text' type text that you wish to appear next to the Pulldown menu on the Web page.

3. Input the 'Name' attribute and the 'Multiple' and 'Size' attributes if necessary. Click on the 'Insert Form Field' button.

4. Now you are ready to enter in the OPTIONS that will be the menu items in the Pulldown menu. Type the menu item text into the required 'Option' attribute and enter the 'Selected' and 'Value' attributes if necessary. Click on the 'Insert Menu Item(s)' button to insert your first menu item. The menu item attribute boxes will clear so you can input more menu items. Repeat this step to insert more menu items.

5. When you have entered the last menu item, click on the 'Done with Pulldown menu' button. You can now continue inserting more Form fields or finish the Form by clicking the 'Done with Form' button.

IMPLEMENTING WEB WEAVER'S CGI SCRIPT FOR PROCESSING YOUR FORM

Unless you are running your own Web server (most of you are not), then you **CANNOT** test your form from your local computer. You must upload it and the CGI script to your Internet Service Provider's (ISP) Web server and then test it on the Web.

There are a few things you must do to make your Form and CGI script work correctly.

First we'll try using the default settings in the CGI script to see if the work on your ISP's server. Follow these steps:

1) Make sure your ISP allows custom CGI scripts (made by customers) to reside on their server. Sometimes ISPs don't want CGI scripts other than their own on their server. They may be afraid of security risks.

2) After you have completed the HTML form Web page, upload it (in ASCII format) to your Web disk space provided by your ISP.

3) Upload the file formmail.cgi found in the Web Weaver FORMS directory (in ASCII format) to your Web disk space provided by your ISP. *Make sure this file is in the same folder/directory as your HTML form Web page on the Web server.*

4) Set formmail.cgi file permissions to 755.

Here is an explanation of file permissions.

> Web servers have permissions for each file on their hard disks so different users can have access to files and others cannot. These servers have the capability to restrict users from reading files, writing to files, or executing files. So there are 3 restrictions for files (each with a corresponding number):

> read(4)
> write(2)
> execute(1)

> There are also 3 user levels that can be restricted: User(you), Group, and World.

> What we need to set for our CGI script are permissions that allow everyone to read and execute the CGI script, but not write to it. Using your FTP client software you can specify the permissions by selecting the file and select permissions from the pull-down menus or use the right-click pop-up menu. It may give you a box that lets you set permissions easily. Do this by selecting the following:

> **User:** Read, Write, and Execute
> **Group:** Read and Execute
> **World:** Read and Execute

> If you must type in the UNIX command to change permissions then the syntax would be:

> chmod formmail.cgi 755

> where the numbers 755 represent the permissions. Here's how we got the numbers. Adding the numbers together for Read and Execute permissions results in 4+1=5. You want to give yourself all permissions, so that would be 4+2+1=7. So, to represent these permissions for user, group, world we would have the following permission numbers: 7 5 5.

5) Now test the Form online and see if it works.

If you get a server error or the form didn't work, then you may have to change a few things in the CGI script.

Follow these steps carefully:

A) Check with your ISP and ask them the correct path of the program called PERL on their system. The first line in the formmail.cgi file calls the PERL program to compile and interpret the formmail.cgi file. The default path is:

> /usr/bin/perl

and the first line in the formmail.cgi file reads:

> #!/usr/bin/perl

If the path is different on your ISP's server you must update the first line of formmail.cgi to reflect the correct path. Open formmail.cgi in Web Weaver and edit the first line. **Do not save the file. You must export it.** Select 'Export | Save as UNIX file' from the File menu in Web Weaver. Then export/save it as the same filename: formmail.cgi. Exporting as a UNIX file is **crucial** for the script to work.

B) Now upload the formmail.cgi file and reset the permissions as described in step 4 above. Test the online form. If it still does not work, go on to step C.

C) Check with your ISP and ask them the correct path of the mail program called 'sendmail' on their system. The 31st line in the formmail.cgi file calls the sendmail program. The default path of the sendmail program on most systems is:

> /usr/lib/sendmail

You should edit the formmail.cgi script to reflect the correct path of the send mail program. The 31st line in formmail.cgi reads:

> $mailprog = '/usr/lib/sendmail';

Remember to Export it from Web Weaver, upload it, and set permissions correctly as described above. Test the online form again to see if it works.

If it doesn't contact your ISP for further troubleshooting. We cannot determine the problem since we don't have access to your ISP's settings or server.

Creating Frames

For a GREAT tutorial on Frames, check out the [Helpful Web Sites](#) web page!!!

Web Weaver has two Wizards that help you to create Frames. One wizard allows you to create the Frame layout yourself. The other wizard has custom templates of different Frame layouts so you can easily choose one that fits your needs. We will discuss the Custom Frame wizard first.

CUSTOM-MADE FRAME WIZARD
Another wizard that Web Weaver offers is the custom-made Frame wizard. If you want a quick way to make frames, this is it! When you choose the custom-made frames wizard, the following dialog box will appear:
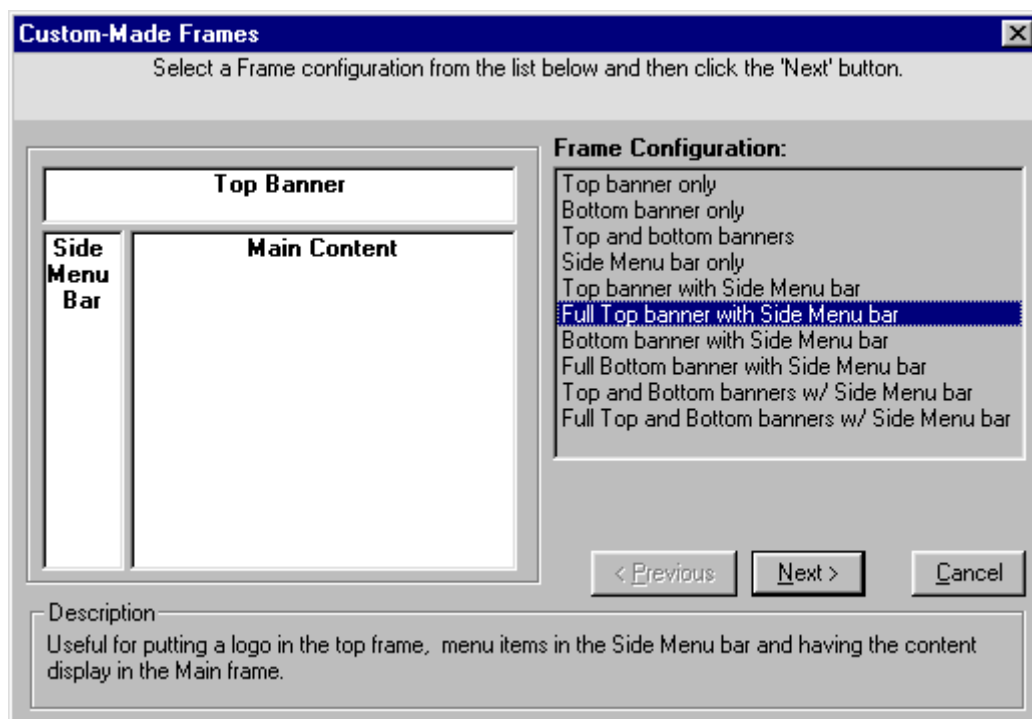
Simply choose from the list of frame layouts provided by Web Weaver and see it previewed in the wizard dialog box.

Click the 'Next' button and the following dialog box appears:

Custom-Made Frames

Enter the appropriate URLs (Web page addresses) for each specific frame in the layout. Then press the 'Next' button.

Top Banner

Side Menu Bar | Main Content

Specify Frame URLs

Top Banner URL:
http://www.mcwebsoftware.com/j

Main Banner URL:
moreinfo.html

Side Menu bar URL:
http://www.real.com

< Previous | Next > | Cancel

Description
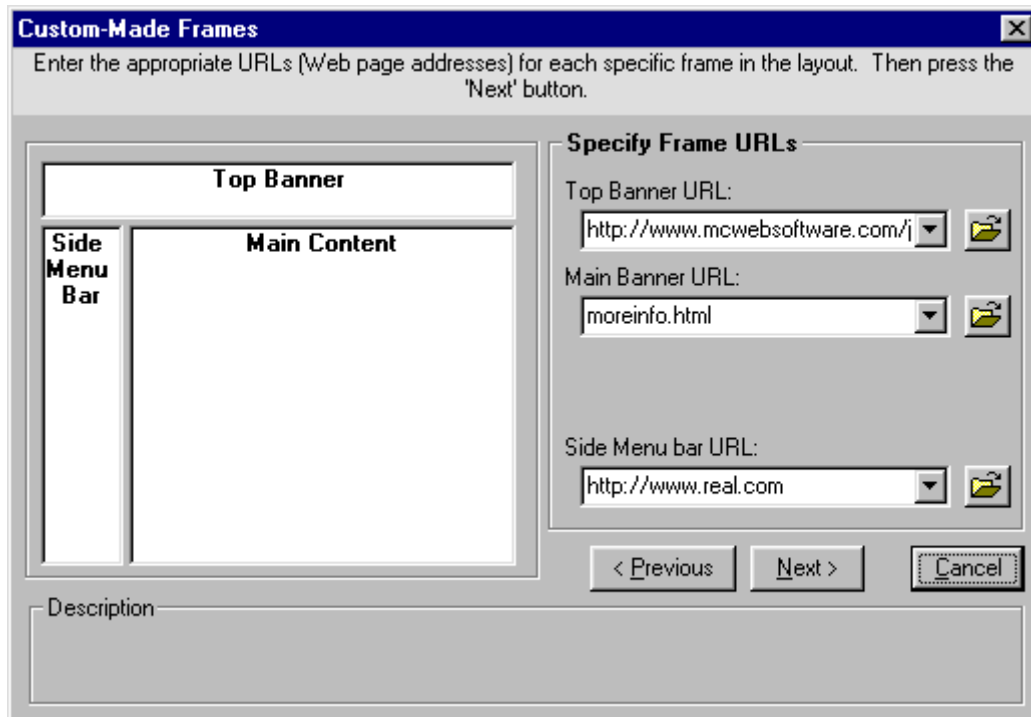
Fill in the appropriate Web page URLs that you wish to appear in the designated frames. Then click the 'Next' button again and Web Weaver provides you with some suggestions if you wish to edit the frame layout.

DO IT YOURSELF FRAME WIZARD
This wizard helps you create HTML Frames in your Web page. You can create a maximum of a 3 x 3 grid of frames. The following dialog box appears when you start the Frame Wizard:
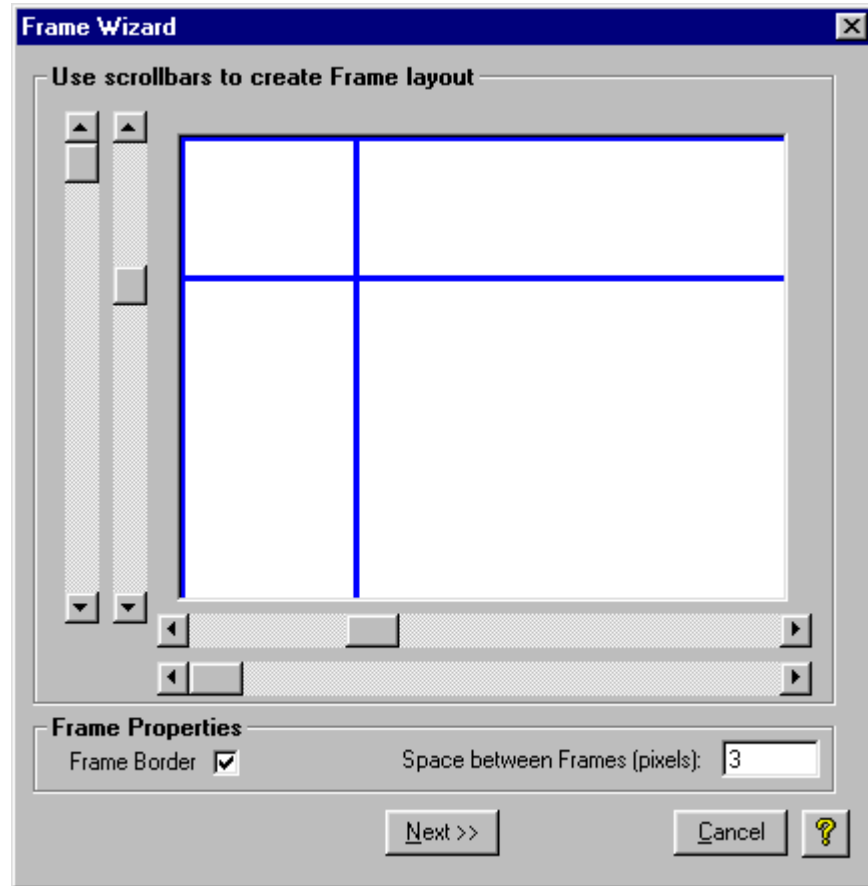
Adjusts the scrollbars to create the desired frame layout. When the desired frame layout has been created, set additional general frame properties such as Frame borders and the space between frames.

Checking the frame border (FRAMEBORDER) checkbox will cause frame borders to be turned on (this is the default).

Spacing between frames (or the frame border width) is specified in pixels (FRAMESPACING or BORDER).

After setting the frame layout and general properties, click the OK button.

The following Frame Properties dialog box appears:
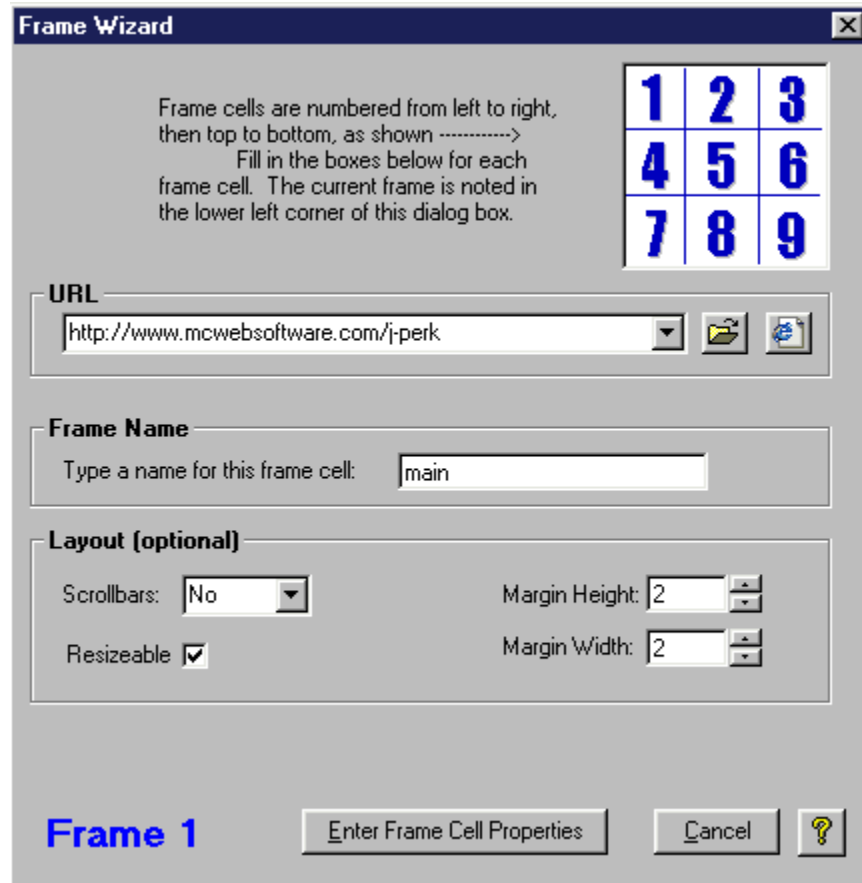
This dialog box is used to set the properties of each frame. Each frame contains information such as:

*   the URL of the Web page that will be displayed in the particular frame,

*   the frame name so that each frame can be targeted when another URL points to it. For example, if you wish to be able to click on hypertext in your Web page and have the new Web page load into a certain frame, then you must specify which frame the new Web page will load into. This is done by specifying names for each frame as you create them.

*   whether the frame will have scrollbars or not,

*   whether the frames can be resized by the user viewing the Web page,

*   the margin height and width (in pixels) of each frame.

The Frame's URL is the only value that is required. The other attributes are optional. You should also be sure to include HTML code for users that have browsers that don't support Netscape Frames. If you don't specify this 'NOFRAMES' code, then the browsers will display nothing when viewing your page.

The HTML code for this is:

<NOFRAMES>

Enter HTML code here for browsers that don't support Frames

</NOFRAMES>

The NOFRAMES code should be placed in the Frame source Web page.

In the Frame Properties dialog box you will see how Web Weaver numbers its frames. Beginning at the top left with frame number one (1), Frame Wizard numbers from left to right and then from top to bottom. You can use this as a guide to filling out the correct frame properties for each frame.
Starting with the upper left frame (Frame 1) you should enter the URL of the Web page to appear in this frame. The other optional attributes can also be entered. When you have finished entering the properties for this frame click the 'Enter Frame Properties' button to move on to the next Frame. Be aware that if you make a mistake when entering properties and then click the 'Enter Frame Properties' button you **cannot** go back.

After entering in each frame's properties, Frame Wizard will automatically insert the HTML code for the Frame layout into the Frame source Web page.
Now create the HTML documents that are referenced in each frame and test it out with your HTML browser!

Targeting Frames
Names are automatically given to each frame window so that you can **target** particular frames when creating hyperlinks. Each frame is given an appropriate name. For example, the top frame window is given the name 'top' and the main content frame window is given the name 'main'. *Note that these names are case-sensitive, so when you are referring to them you must spell them exactly as they are spelled in the frame source document.*

 Also note that when targeting frames, the names '_top' and 'top' are very different. 'top' is to be used when targeting the frames created with Web Weaver's Frame Wizard. '_top' is a special target name which clears the entire browser screen of frames and displays the URL in the entire browser screen. Other special target names are _blank, _self, and _parent.

More about targets and Frame names: The main reason for naming frame windows is so you can easily refer to a specific window. For example, suppose you have two frame windows, one named 'SideMenu' and the other named 'Main'. The SideMenu frame window contains hyperlinks and the Main frame window is where you want the Web pages to be displayed when the user clicks on those hyperlinks.

If you don't specify names and targets, the Web pages will display in the same window that the hyperlinks reside in when the user clicks on them.

<A HREF="content.html">Click here for content</A>

By specifying a target name in the hyperlink tag, we can force the Web page to be opened in the Main frame window while the SideMenu frame window doesn't change.

<A HREF="content.html" TARGET="Main">Click here for content</A>

Now that you understand targets and frame names you can continue by clicking 'Done' and the new document with the frame layout will be created for you!

Sound/Multimedia Object

Use:

The Sound/Multimedia object tag is used to insert sounds, animations, videos, and other multimedia files into your Web page. Internet Explorer 3.0 and above support this tag. Netscape 3.0 and above support this tag. Also reference IE's proprietary BGSound tag for inserting sounds into Web pages.

HTML Tag:

> **<EMBED SRC="ding.wav" WIDTH="100" HEIGHT="200" ALIGN="Middle" CONTROLS="SMALLCONSOLE" AUTOSTART="TRUE" LOOP="TRUE" ALT="This is a ding sound">**

When the Sound/Multimedia Object menu item is selected, the following dialog box appears:
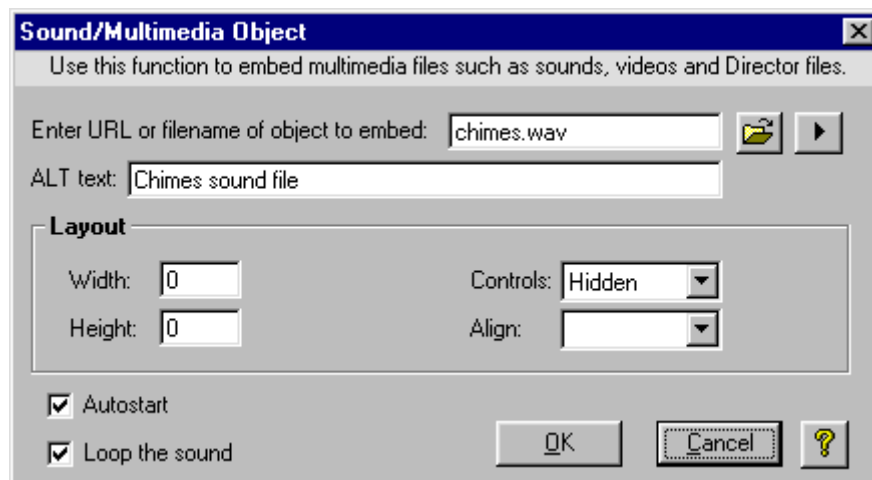
Inserting a Sound/Multimedia Object

In the box labeled 'Enter URL or filename of object to embed' type the filename of the sound/multimedia file you wish to play. You can also use the Browse button to search your hard drive for the file.

In the input box labeled '**ALT text**' type a description of the object. This description will be displayed in place of the object in any Web browsers that don't support the <EMBED> HTML tag.

Set the object's **width and height** by inputting the number of pixels in the Width and Height input boxes.

You can provide a set of buttons on your Web page to control playback of the sound/multimedia object. Specify small controls, large control console or hidden controls.

Alignment determines how surrounding text and images will be aligned with the object. Specify top, middle or bottom in the box labeled 'Align'. (Bottom is the default).

Autostart tells the browser to automatically begin playing the sound/multimedia object when the Web page is loaded.

Loop the sound tells the browser to infinitely repeat the sound/multimedia object.

Background Sound

Use:

The BGSound tag is used to play a sound when your Web page loads in a browser. The sound can play once or can repeat a specified number of times. Sounds can be either samples (.wav or .au format) or MIDI files (.mid format). Only Internet Explorer supports this tag. Refer to <u>Sound/Multimedia Object</u> for a more universal tag for inserting sounds or download our product J-Perk from http://www.mcwebsoftware.com to insert sounds on your Web page.

Tag:

```
<BGSOUND SRC="music.wav" LOOP=Infinite>
```

The following figure shows the Background Sound dialog box:
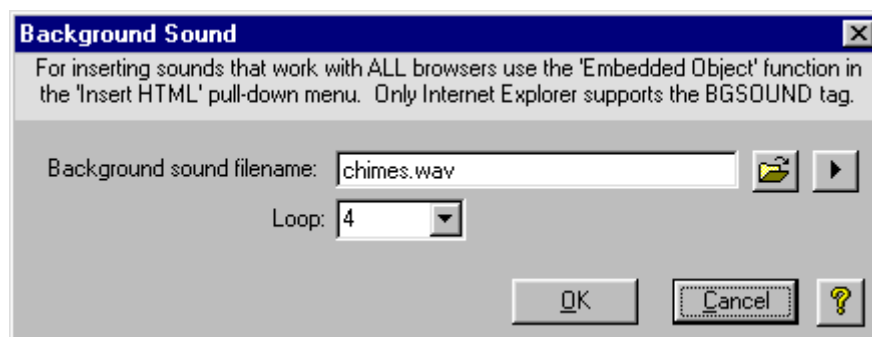
Inserting a Sound

To specify a background sound type the name of the sound file (or browse for it) into the input box labeled 'Background sound filename'.

Specify how many times the sound file will repeat (play again) in the box labeled 'Loop'. The range is from 'None' (play once) to an 'Infinite' loop which will repeat the sound file continuously.

This tag is only supported by Microsoft's Internet Explorer. Netscape does not support it. Refer to Sound/Multimedia Object for a more universal tag for inserting sounds.

Marquee

Use:

The Marquee tag is used to create a scrolling text ticker on your Web page. Text can scroll from right to left or from left to right. Only Internet Explorer supports this tag. For scrolling marquees that work on all browsers, download our product J-Perk from http://www.mcwebsoftware.com.

Tag:

```
<MARQUEE DIRECTION=LEFT WIDTH=350 HEIGHT=20 SCROLLAMOUNT=1
SCROLLDELAY=5 BGCOLOR=0000FF>text</MARQUEE>
```

The following figure shows the Marquee dialog box:

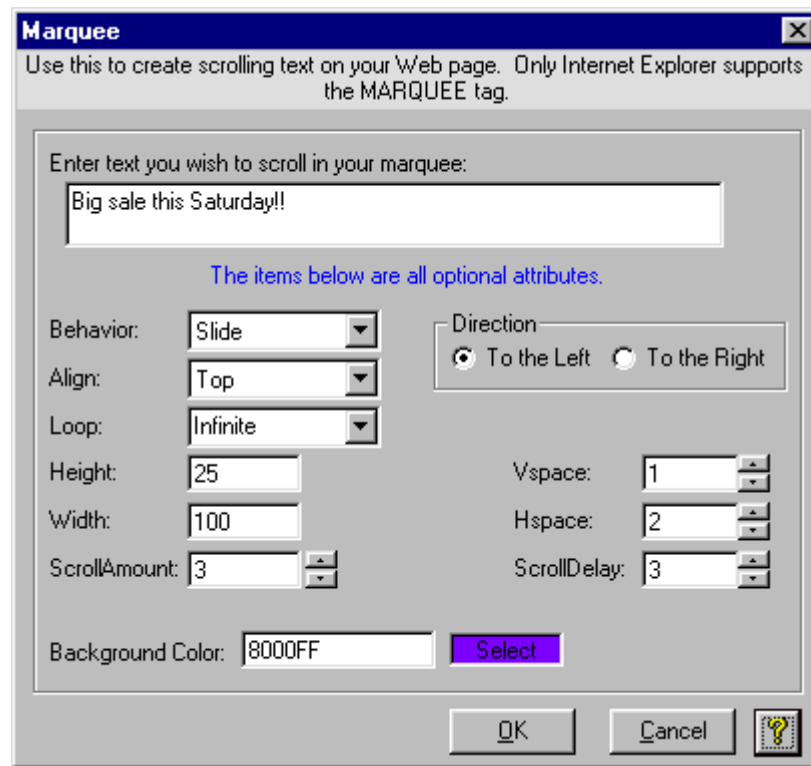In the first input box marked 'Enter text you wish to scroll in your marquee', type the text you wish to scroll across the screen.

The remaining attributes in the dialog box are ALL optional, but they provide a great deal of control over your scrolling text.

- The Behavior attribute specifies how the text should behave. There are three possible values for behavior: SCROLL, SLIDE, and ALTERNATE. Scroll (the default) causes the text to start at one side of the screen, scroll all the way across and completely off the screen, and then start again. Slide causes the text to start completely off one side, scroll across the screen and stop as soon as the text touches the other side of the screen. Alternate causes the text to bounce back and forth within the marquee.

- The Align attribute specifies that the text around the marquee should align with the TOP, MIDDLE or BOTTOM of the marquee.

- The Loop attribute specifies the number of times a marquee will loop when activated. If the attribute Loop=1 or if Loop=Infinite is used it will loop indefinitely. Loop can be set to any number.

- The Height and Width attributes specifies the height of the marquee, either in pixels or as a percentage of the screen height/width.

- The Vspace attribute specifies the top and bottom margins for outside of the marquee in pixels.

- The Hspace attribute specifies the left and right margins for outside of the marquee in pixels.

- ScrollAmount specifies the number of pixels between each successive draw of the marquee text.

- ScrollDelay specifies the number of milliseconds between each successive draw of the marquee text.

- Background color specifies the background color for the marquee either as an RGB code or as a primary color name (red, blue, etc.)

This tag is only supported by Microsoft's Internet Explorer. Netscape doesn't support it.

Floating Frames

Use:
Using the Internet Explorer IFRAME tag, the author can create Web pages with embedded or inline frames. A floating frame can be thought of as a 'picture within a picture'. They are very much like images in your Web page. The frame can be placed anywhere on your Web page (like an image) and any HTML document(Web page) can be loaded into the frame. Only supported by Microsoft's Internet Explorer.

Tag:
<IFRAME SRC="http://www.mcwebsoftware.com" WIDTH=100 HEIGHT=200>

The following figure shows the Floating Frames dialog box:
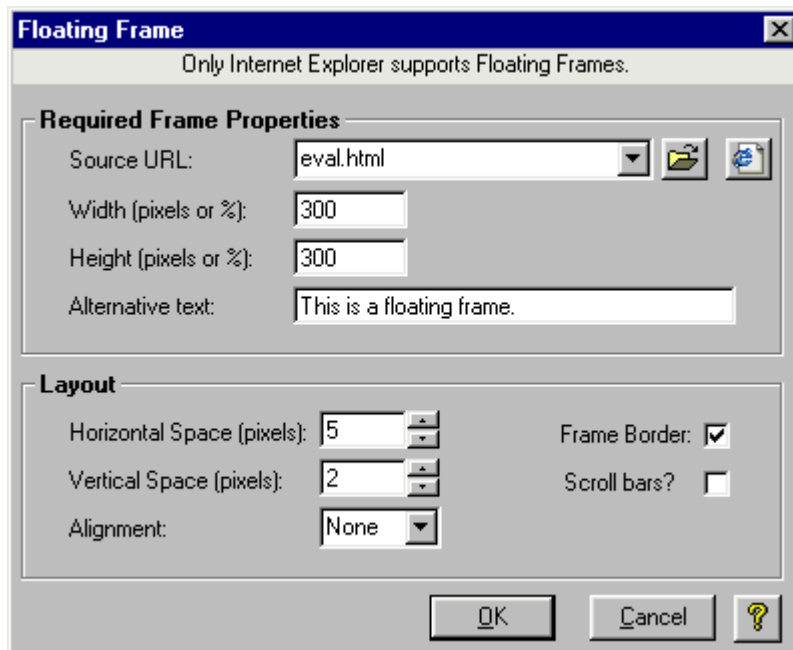
The following properties are supported by the floating frame:

REQUIRED

Source URL: This is the filename or Web address (URL) of the Web page you wish to display in the floating frame.

Width: Specify the width (in pixels or percentage of browser screen width) of the floating frame window.

Height: Specify the height (in pixels or percentage of browser screen height) of the floating frame window.

ALTernative text: Used to replace the floating frame in Web browsers that don't support floating frames. This is the text that you wish to appear if people are not able to see the floating frame.

OPTIONAL

Horizontal Space: This controls the horizontal space to the left and right of the floating frame. This prevents neighboring text from pressing up against the left and right sides of the frame. Specified in pixels.

Vertical Space: This controls the vertical space above and below the floating frame. This prevents neighboring text from pressing up against the top and bottom of the frame. Specified in pixels.

Frame Border Size: This controls the thickness of the border around the floating frame. Setting BORDER=0 will show no border.

Scroll bars: This specifies whether or not the floating frame has scroll bars to allow the user to scroll horizontally or vertically if the frame dimensions are smaller than the Web page that it displays.

Align: To align neighboring text and images with the floating frame.

Left/Right: These alignments provide a floating image type. Aligning left will float the frame down and over into the left margin, and neighboring text will wrap around frame. Align=right aligns the floating frame with the right margin and text wraps around the left hand side of the frame.

This tag is only supported by Microsoft's Internet Explorer. Netscape does not support it.

Java Tags

Use:
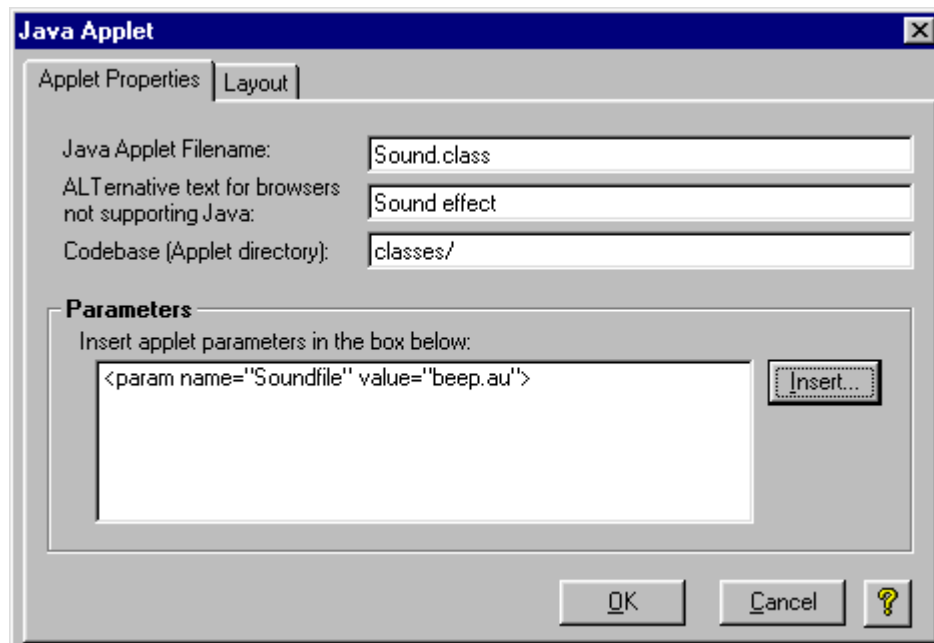Allows you to incorporate Java applets in your Web page.

Tag:
```
<APPLET CODE="Animate.class" CODEBASE="/apps" ALT="A Java applet
goes here" ALIGN=Middle WIDTH=450 HEIGHT=250 VSPACE=44
HSPACE=44>
</APPLET>
```

The Java Applet dialog box is shown below:

APPLET PROPERTIES
In the box labeled 'Java applet filename' type the filename of your Java applet class file. For example, if the name of the Java applet you wish to insert into your HTML document is Animate (or Animate.class), type 'Animate.class' into the input box.

In the box labeled 'Alternative text for browsers not supporting Java' type text to appear in your Web Page (HTML document) in place of the Java applet if the browser being used does not support Java. You could type "A Java applet goes here. Your browser doesn't support Java." into this input box, and a non-Java browser will display this text instead of the Java applet.

In the box labeled 'Codebase (Applet directory)' type the name (if any) of the folder(directory) that contains the Java applet class file(s). If the applet class file(s) is not in the same directory as your Web page (HTML document), then you must specify the directory. For example, if your Web page document which contains the applet HTML tags is in the directory /HTMLdocs and your Java applet class file(s) is in the directory /HTMLdocs/apps, then you should specify 'apps/' as the Codebase.

LAYOUT

Clicking on the 'Layout' tab displays the following screen:
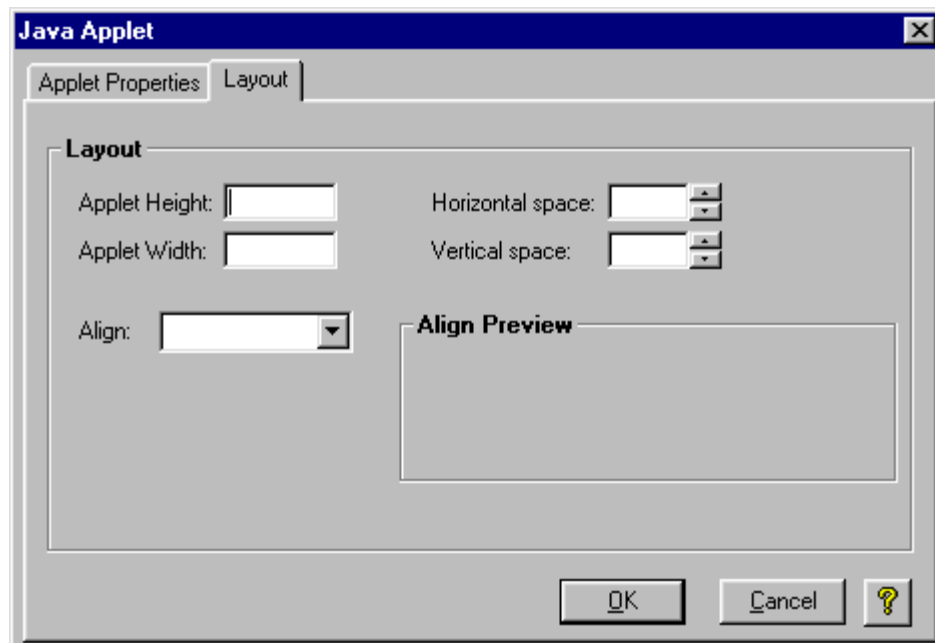
The height, width, Vspace and Hspace control the size and layout of your Java applet. Hspace (Horizontal Space) and Vspace (Vertical Space) determine the amount of screen space is between the applet and neighboring text and images.

The alignment acts just as the alignment for an image. The alignment preview box will demonstrate how each alignment attribute works.

Creating Imagemaps

Uses:
To create a client-side image map which allows the user to associate different links with different areas on an image.

HTML Tag:

<MAP NAME="Map1">
<AREA SHAPE="Circle" COORDS="25,124 60" HREF="http://www.tiac.net">
<AREA SHAPE="Rect" COORDS="57,89 168,226" HREF="http://www.yahoo.com">
<AREA SHAPE="Poly" COORDS="57,89 168,226 485,654" HREF="http://www.lycos.com">
</MAP>

When the ImageMap Wizard is opened, the following dialog box appears:
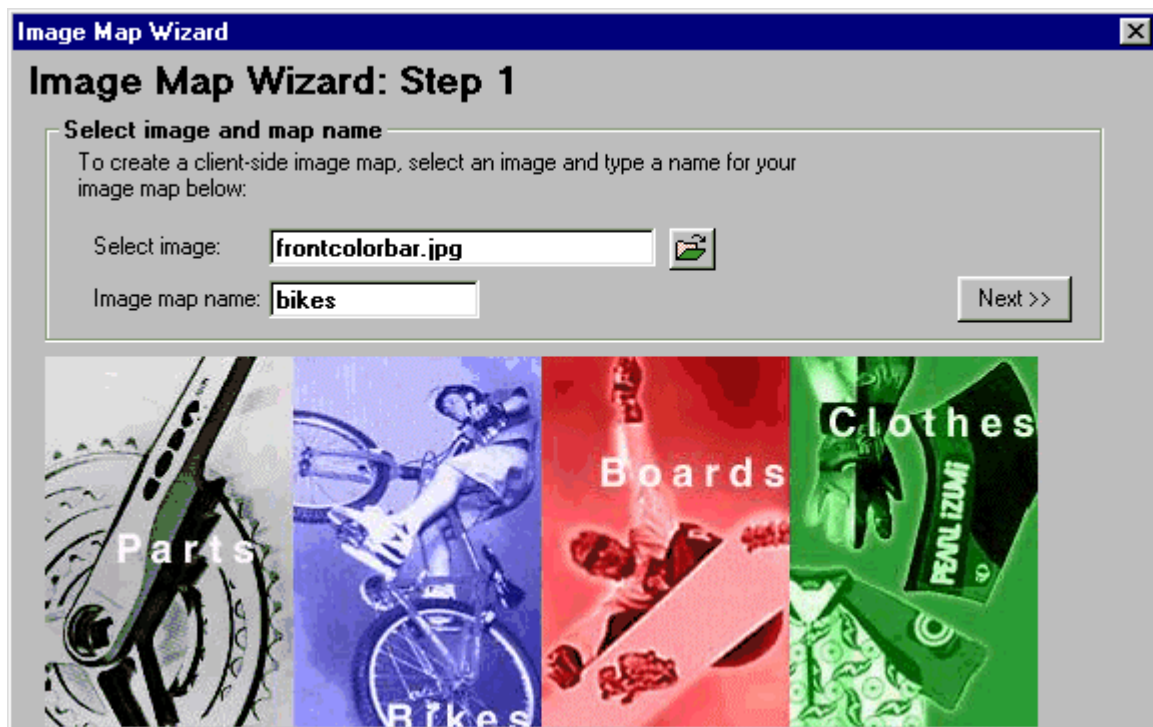
IMAGE FILENAME AND MAP NAME:
Search for the image using the browse button. When you have found the image in the browse dialog box, select it and click the OK button. The image filename will be displayed in the box labeled 'Select image:' and the image will be displayed on the lower half of the Imagemap dialog box.

In the box labeled 'Image Map name' type the name of the map. It can be any name of your choice.

Click the 'Next' button to proceed to the next step. The following screen will be displayed:
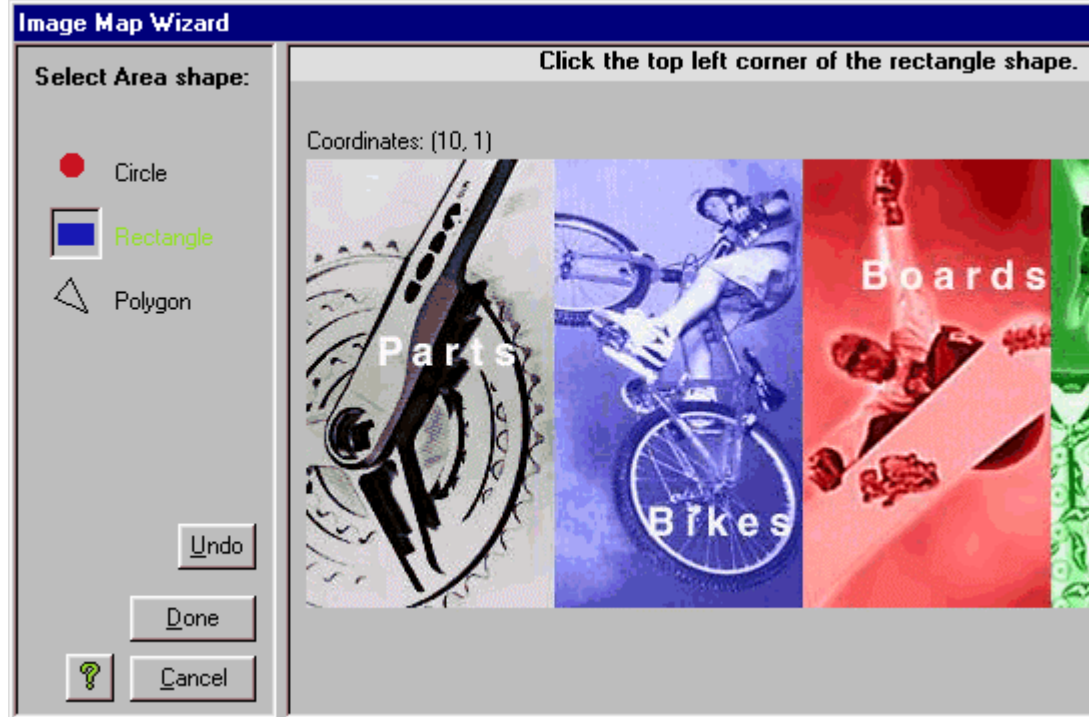
CREATING HOTSPOTS:

To begin drawing hotspots on your image, select one of the shapes (rectangle, circle or polygon/triangle) in the shape box (located on the left side of the Imagemap dialog box. After selecting a shape, text will be displayed at the top of the dialog box instructing you where to click on the image to create your hotspots.

> - A circle shape requires you to click on the circle's center and then on any point on its radius.
> - A rectangle shape requires you to click on the top left corner of the rectangle and then the lower right corner.
> - A polygon/triangle shape requires you to click on the vertices of the polygon. Web Weaver has a maximum of seven (7) vertices for the polygon shape.

When you have completed drawing the shape on your image the 'Specify URL to link to' dialog box will appear:

LINKING HOTSPOTS TO WEB PAGES:
This dialog box allows you to specify the Web page URL you wish to link to the hotspot. In the box labeled 'Link the hotspot to this URL' insert the URL or filename to link to the hotspot shape you have just created.

For example, if you draw a rectangular shaped hotspot, you can specify the URL "http://www.yahoo.com". When the user clicks on this particular area on your imagemap in a Web browser, he/she will be linked to the Yahoo web site.

Targeting Frames
If you need to specify a target frame (when using HTML frames) you can do so by specifying it in the 'Target Frame' box. When the hotspot is clicked the browser will open the specified URL in the specified frame.

Undo
If you make an error while creating a hotspot you can click the Undo button and Web Weaver will remove the error.

Once you have created all of your hotspots click the Done button to finish.

About Imagemaps

What is an image map, you ask? Well, I'm sure you've encountered them while browsing the Web. Image maps are images that contain different areas (hotspots) that can be clicked on and a different action or Web page is assigned to each hotspot. Clicking on these different hotspots will load a different Web page. Many sites are using image maps on their introduction pages instead of using text tables of contents. They may have one image that contains smaller images(icons) which represent the different menu items to choose. For example, one Web page contains a bookshelf with books having different titles, each book being a hotspot. Each book (hotspot) is assigned to another Web page, so when you click on the cook book it takes you to a page with recipes. Clicking on *A Tale of Two Cities* will link you to a Web page on the Classics, and so on.

Differences between Client-side and Server-side Image maps

In a server side image map, the user clicks on the image map in their browser and the coordinates are sent to the server on which the image map resides. A program on the server gathers the information, processes it and then sends the URL associated with that image map area to your Web browser.
Client side image maps are much better because you can save a step. The browser on your hard drive processes the clicked area and its coordinates and automatically sends you (the user) to the associated URL. The server and its programs needed to process the image map are no longer necessary. This makes your life easier. Client side image maps are different from server side image maps in that they do not need special programs on the server to make them work.

There are a few things that make up an image map and allow it to work.

1. Any graphic image.

2. **For Client Side Image maps** - Image map HTML code in your Web page (HTML document) tells your Web browser which hotspot is linked to which location, image, sound, etc. The map HTML code just consists of Web addresses (URLs) and the corresponding pixel coordinates that define the respective hotspot. Here's an example:

```
<MAP NAME="Map1">
<AREA SHAPE=Circle COORDS="25,124 60" HREF="http://www.tiac.net">
<AREA SHAPE=Rect COORDS="57,89 168,226" HREF="http://www.yahoo.com">
<AREA SHAPE=Poly COORDS="57,89 168,226 485,654" HREF="http://www.lycos.com">
</MAP>
```

For Server Side image maps - A MAP file that tells your Web server which hotspot is linked to which location, image, sound, etc. The map file just consists of Web addresses (URLs) and the corresponding pixel coordinates that define the respective hotspot. For example,

rect http://www.website1.net/index.html   0,0 250,123
rect http://www.website2.net/users/jack/mypage.html   250,123 400,123

The rect stands for a rectangular shaped hotspot. Other shapes like circles, polygons, and ellipses are supported as well. Map files usually end in the extension .map or .imp.

Server side image maps also need: HTML code in the Web document to tell the server to process the image as an imagemap. This code looks roughly like the following:

<A HREF="/cgi-bin/imagemap/~mmcconne/yourimage.map"><IMG SRC="yourimage.gif" ISMAP></A>

The **/cgi-bin/imagemap** part of that HREF reference tells the browser where the script is which will process the imagemap. The **/~mmcconne/yourimage.map** part tells the server where the map file is located(the directory and filename). In this case, it is located in my personal directory.

Your server must have a cgi-bin (Common Gateway Interface) script file which can interpret the image map file and be able to display the image as a mapped image on the Web page. Most Internet service providers have these cgi-bin scripts built-in so you don't have to program them yourself. All you need to know is the name and directory of the cgi-bin file for the image map, and you can either ask your Internet service provider or look at other people's Web pages who use the same Internet service provider and find one that has an imagemap. When you find a page that has one, view the source code and copy the HTML code and cgi-bin file/path that is used to interpret the image map file. Remember that the Web page you are copying this information from should be hosted by the same Internet service provider as you.

CHAPTER 8

HTML Reference

This chapter includes definitions and explanations of all HTML tags. An alphabetical listing of the tags is useful as an index to the following categories:

- Alphabetical Listing of HTML tags
- Structure tags
- Paragraph/Text element tags
- Logical style tags
- Physical tags
- Math tags

Alphabetical Listing of HTML Tags

Below is the list of HTML tags which are included in Web Weaver. HTML 2.0, HTML 3.0, Internet Explorer and Netscape extensions are included in this list.

^ ^	Superscript [HTML 3.0 Math]	Page 51
_ _	Subscript [HTML 3.0 Math}	Page 51
{ }	Box [HTML 3.0 Math]	Page 51
<!-- -->	Comment	Page 42

A

<ABBREV></ABBREV>	Abbreviation [HTML 3.0]	Page 45
<ABOVE>	Above [HTML 3.0 Math]	Page 51
<ACRONYM></ACRONYM>	Acronym [HTML 3.0]	Page 45
<ADDRESS></ADDRESS>	Address	Page 42
ALIGN=	Alignment	Page 69
ALINK=	Active Link Color [Netscape Extension]	Page 38
ALT=	Alternate Image Text	Page 69
<ARG></ARG>	Argument [HTML 3.0]	Page 45
<ARRAY></ARRAY>	Array [HTML 3.0 Math]	Page 51
<ATOP>	Atop {HTML 3.0 Math]	Page 51
<AU></AU>	Author [HTML 3.0]	Page 45

B

<B></B>	Bold	Page 49
BACKGROUND=	Background Image [Netscape Extension]	Page 94
<BANNER></BANNER>	Banner [HTML 3.0]	Page 40
<BASE>	Base	Page 40
<BASEFONT SIZE=>	Basefont Size [Netscape Extension]	Page 94
<BELOW>	Below [HTML 3.0 Math]	Page 51
BGCOLOR=	Background Color [Netscape Extension]	Page 94
<BLINK></BLINK>	Blink [Netscape Extension]	Page 94
<BLOCKQUOTE></BLOC	Blockquote	Page 42
<BODY></BODY>	Body	Page 40
BORDER=	Image Border [Netscape Extension]	Page 69
BORDER=	Table Border [HTML 3.0 Table]	Page 108
<BOX></BOX>	Box [HTML 3.0 Math]	Page 51
<BQ></BQ>	Blockquote [HTML 3.0]	Page 42
 	Line Break [Netscape Extension]	Page 94
<BT></BT>	Bold Upright Font [HTML 3.0 Math]	Page 51
<BYLINE></BYLINE>	Byline [HTML 3.0]	Page 42

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Structure Tags

Structure element tags describe the functions of the Web page to the browser software. They are usually not seen by the person browsing the page, but are used to tell the browser software important information about the Web document. See below for descriptions of each Structure element tag:

- Banner - <BANNER></BANNER>   [HTML 3.0]
- Base - <BASE>
- Body - <BODY></BODY>
- Head - <HEAD></HEAD>
- HTML - <HTML></HTML>
- IsIndex - <ISINDEX>
- Link - <LINK>   [HTML 3.0]
- NextID - <NEXTID>
- Title - <TITLE></TITLE>

BANNER - (Rarely used)
This inserts the HTML tag for a banner. Banners are static displays which remain stationary on the browser screen. They do not scroll up or down with the Web page as it is being viewed. Banners are good for advertising, displaying logos, making stationary image toolbars, etc.
>   **Tag:**   **`<BANNER>`** `text,images,etc` **`</BANNER>`**

BASE - (Rarely used)
This inserts the HTML tag to specify the name of the file in which the current document is stored. This is useful when link references within the document do not include full pathnames.
>   **Tag:**   **`<BASE>`** `filename`

BODY - (Frequently used)
This inserts the HTML tag to signify the body element of the HTML document. The body contains all the tags for the final appearance of the document when viewing it through a browser.
>   **Tag:**   **`<BODY>`** `body elements(main part of document)` **`</BODY>`**

HEAD - (Frequently used)
This inserts the HTML tag for the head elements such as TITLE, ISINDEX, NEXTID, LINK, and BASE.
>   **Tag:**   **`<HEAD>`** `head elements` **`</HEAD>`**

HTML - (Frequently used)
This inserts the HTML tag to signify the beginning and end of the HTML document. This tag informs browsers that they are reading an HTML document and that it should be interpreted as one.
>   **Tag:**   **`<HTML>`** `entire document` **`</HTML>`**

ISINDEX - (Rarely used)
This inserts the HTML tag to specify a searchable index file. In other words, it tells the browser that this document is 'searchable'. A search prompt and input box will be placed on-screen wherever you specify <ISINDEX> in your HTML document. Typing text-to-be-searched-for in the input box and clicking on the Search button will result in the server being queried for the specified information, and hopefully a response from the server. Yahoo is an example of a searchable index which responds to the user with many examples of Web pages that contain the text that the user searched for..
      Tag: `<ISINDEX>`

LINK - (Rarely used)
This inserts the HTML tag to specify relationships to other documents. Link has the attributes REL, REV, and HREF.

REL defines the relationship between the active document and another document
REV defines a reverse relationship between another document and the active document.
HREF links to the URL of another document.
      Tag: `<LINK REV= HREF=>`

NEXTID - (Rarely used)
This inserts the HTML tag to set a variable value.
      Tag: `<NEXTID> variable name`

TITLE - (Frequently used)
This inserts the HTML tag for the document title. This tag is restricted to the head element discussed above, and it represents the title of the URL. If text has been selected, choosing this menu item causes the selected text to be surrounded by the beginning and ending title tags as shown below:
      Tag: `<TITLE>Selected Text</TITLE>`

If no text has been selected, choosing this menu item causes the title tag to be inserted into the main text with the cursor placed in between the beginning and ending title tags so the title text will be ready to be typed area as shown below:

        `<TITLE>|</TITLE>`

Paragraph/Text Element Tags

See below for descriptions of each Paragraph/Text element tag:

_____

- Headings - <H1></H1>
- Address - <ADDRESS></ADDRESS>
- Aligned Paragraph - <P ALIGN=></P>   [HTML 3.0]
- Blockquote - <BLOCKQUOTE></BLOCKQUOTE> or <BQ></BQ>
- Byline - <BYLINE></BYLINE>   [HTML 3.0]
- Comment - <!-- -->
- Horizontal Rule - <HR>
- Line Break -
- Listing - <LISTING></LISTING>
- Literal - <LIT></LIT>   [HTML 3.0]
- Paragraph - <P>
- Plaintext - <PLAINTEXT></PLAINTEXT>
- Preformatted Text - <PRE></PRE>
- Tab - <TAB>   [HTML 3.0]

_____

HEADINGS - (Frequently used)
The Insert Headings menu items are equivalent to the Headings buttons located on the top toolbar. When any of them is selected the following tag is inserted in the active text document (depending on which heading number is selected).

Selecting text in the active document and then choosing the Insert Heading menu item will result in the selected text being surrounded by the HTML heading tag in the document. Otherwise the heading tag will be inserted where the cursor is, and the cursor will move to the middle of the tag so the user can type the text that is to have that heading value.

    Tag: `<H1> | </H1>`

ADDRESS - (Sometimes used)
Used to insert information regarding your email address or where you can be reached.

    Tag: `<ADDRESS>text</ADDRESS>`

The text which is enhanced by the ADDRESS tags will appear italic in most browsers.
When this button or menu item is selected, the above tag is inserted into the active document.

ALIGNED PARAGRAPH - (Frequently used)
Indicates the beginning of a new paragraph. This differs from HTML 2.0 paragraph tag in that it has a closing </P> tag to indicate the end of a paragraph. Also the this version of the paragraph tag can include attributes within the opening tag such as: ALIGN, CLASS, CLEAR, ID, LANG, and NOWRAP. Below is an example of the paragraph tag using the Align attribute. The paragraph enclosed within the <P></P> tags would be aligned to the right margin, left margin, center of the page or justified to both margins depending on which attribute value was used.

    Tag: `<P ALIGN=></P>`

BLOCKQUOTE - (Sometimes used)

Used to insert text quoted from another source. Different from an inline quote in that it creates it's own paragraph. Usually a larger quote.

Tag: **`<BLOCKQUOTE> text </BLOCKQUOTE>`**

or   **`<BQ>text</BQ>`**

BYLINE - (Rarely used)

Unsure if this tag is included in the HTML 3.0 specification.

COMMENT - (Frequently used)

Used to insert a comment into the HTML document that won't be seen in a viewer. Used for tag commentary.

Tag: **`<!-- text -->`**

HORIZONTAL RULE - (Frequently used)

Inserts a horizontal line across the page as shown below:

_____

Tag: **`<HR>`**

See also the Netscape Horizontal Rule

LINE BREAK - Shortcut Key: CTRL-K - (Frequently used)

Inserts a line break when placed in a text string. The text following the <BR> tag is shifted one line down and begins at the left margin of the page.

Tag: **`<BR>`**

LISTING - (Rarely used)

Used to insert an example computer listing. Embedded tags are ignored, but embedded tabs are allowed.

Tag: **`<LISTING> text </LISTING>`**

LITERAL - (Rarely used)

Unsure if this tag is included in the HTML 3.0 specification.

PARAGRAPH - (Frequently used)

Indicates the beginning of a new paragraph.

Tag: **`<P>`**

PLAINTEXT - (Obsolete)
Used to insert text with a plain format. Obsolete tag.
      Tag: `<PLAINTEXT>text</PLAINTEXT>`

PREFORMATTED TEXT - (Sometimes used)
Used to insert preformatted text that the user wants to be displayed 'as is'. The preformatted text may include embedded tags, but not all tags are permitted.
      Tag: `<PRE> text </PRE>`

TAB - (Rarely used)
Used to set tab stops in a document so a user can indent text to specified tab stops. The user can specify how many spaces he/she wishes to indent by using the INDENT attribute. Typing a number after the equal sign will result in an indentation of that number of ens. An en is one- half the font size. Using the ID and TO attributes a user can create a named tab stop. The ID attribute is used to name the tab stop and the TO attribute is used to jump to any named tab stop. For example, if the user typed:

```
My dog is my favorite pet<TAB ID="dogtab"> because he is my best
friend.
```

this would set the name of the tab stop to 'dogtab'. Then typing:

```
            <TAB TO="dogtab">He eats a lot of food.
```

would result in tabbing to the tab stop named 'dogtab'.

The align attribute is also allowed within the <TAB> tag in order to create left, center and right tab stops.
      Tag: `<TAB>`
                `<TAB INDENT=>`
                `<TAB ID=>`
                `<TAB TO=>`
                `<TAB ALIGN=>`

Logical Style Tags

Logical style tags indicate how text is to be used by the browsing software. These tags do not indicate how the text will appear even though the appearance of the text may be different for each logical style tag. The difference between physical and logical style tags is that all browser software will display text enhanced by physical tags in the same way. Browsers may display text that is enhanced by logical tags in different ways even though the same tag is being used. One browser may display text enhanced with the Emphasis tag as bold, whereas another browser may show the text with the same HTML code as a larger font. Logical tags are used to let the browser software know what the tagged text is going to be used for. See below for descriptions of each Logical style tag:

_____

- Abbreviation - <ABBREV></ABBREV>   [HTML 3.0]
- Acronym - <ACRONYM></ACRONYM>   [HTML 3.0]
- Argument - <ARG></ARG>   [HTML 3.0]
- Author - <AU></AU>   [HTML 3.0]
- Citation - <CITE></CITE>
- Code - <CODE></CODE>
- Credit - <CREDIT></CREDIT>   [HTML 3.0]
- Defining Instance - <DFN></DFN>
- Deleted Text - <DEL></DEL>   [HTML 3.0]
- Emphasis - <EM></EM>
- Footnote - <FN></FN>   [HTML 3.0]
- Inline Quote - <Q></Q>   [HTML 3.0]
- Inserted Text - <INS></INS>   [HTML 3.0]
- Keyboard - <KBD></KBD>
- Note - <NOTE></NOTE>   [HTML 3.0]
- Person - <PERSON></PERSON>   [HTML 3.0]
- Sample - <SAMP></SAMP>
- Strong - <STRONG></STRONG>
- Variable - <VAR></VAR>

_____

ABBREVIATION - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be an abbreviation. Selecting the Abbreviation menu item after selecting text in the current document will result in the highlighted text being surrounded by the ABBREV tag.

      Tag: `<ABBREV> text </ABBREV>`

ACRONYM - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be an acronym. Selecting the Acronym menu item after selecting text in the current document will result in the highlighted text being surrounded by the ACRONYM tag.

      Tag: `<ACRONYM> text </ACRONYM>`

ARGUMENT - (Rarely used)

Unsure if this tag has made it into the HTML 3.0 specification.

AUTHOR - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be the name of an author. Selecting the Author menu item after selecting text in the current document will result in the highlighted text being surrounded by the AU tag.

> **Tag:** `<AU> text </AU>`

CITATION - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be a citation or a brief quote. Selecting the Citation menu item after selecting text in the current document will result in the highlighted text being surrounded by the CITE tag.

> **Tag:** `<CITE> text </CITE>`

CODE - (Sometimes used)
This logical tag modifies surrounded text so it is recognized by the browser to be a sample of code (usually used to display lines of computer programming code in a fixed-width font such as Courier). Selecting the Code menu item after selecting text in the current document will result in the highlighted text being surrounded by the CODE tag.

> **Tag:** `<CODE> text </CODE>`

CREDIT - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be a credit or reference to an author/artist, and is usually included WITHIN the blockquote tags. Selecting the Credit menu item after selecting text in the current document will result in the highlighted text being surrounded by the CREDIT tag.

> **Tag:** `<CREDIT> Person's name </CREDIT>`

Enclosed within blockquote tags:

```
<BQ>
Quote
<CREDIT> Person's name</CREDIT>
</BQ>
```

DEFINING INSTANCE (Definition) - (Rarely used)
This logical tag modifies surrounded text so it is recognized by the browser to be a word/phrase that is to be defined or has been defined. Selecting the Defining Instance menu item after selecting text in the current document will result in the highlighted text being surrounded by the DFN tag.

> **Tag:** `<DFN> text </DFN>`

DELETED TEXT - (Rarely used)

This logical tag modifies surrounded text so it is recognized by the browser to be deleted text. This will show the user that the on-screen text is understood to be deleted from the document (also for contract documents). Selecting the Deleted Text menu item after selecting text in the current document will result in the highlighted text being surrounded by the DEL tag.

> **Tag:**   **<DEL> text </DEL>**

EMPHASIS - (Sometimes used)

This inserts the HTML tag to emphasize text. The standard emphasized text is equivalent to bolded text. Selecting the Emphasis menu item after selecting text will surround that text with the EM tag.

> **Tag:**   **<EM> text </EM>**

FOOTNOTE - (Sometimes used)

This logical tag modifies surrounded text so it is recognized by the browser to be a footnote. Selecting the Footnote menu item after selecting text in the current document will result in the highlighted text being surrounded by the FN tag.

> **Tag:**   **<FN> text </FN>**

INLINE QUOTE - (Rarely used)

This logical tag modifies surrounded text so it is recognized by the browser to be a short quotation used within a paragraph. This differs from blockquotes in that blockquotes are set apart from the rest of the text as complete paragraphs themselves. Selecting the Inline Quote menu item after selecting text in the current document will result in the highlighted text being surrounded by the Q tag.

> **Tag:**   **<Q> text </Q>**

INSERTED TEXT - (Rarely used)

This logical tag modifies surrounded text so it is recognized by the browser to be inserted text. This is useful for showing text that has been inserted into an original document, such as a contract. Selecting the Inserted Text menu item after selecting text in the current document will result in the highlighted text being surrounded by the INS tag.

> **Tag:**   **<INS> text </INS>**

KEYBOARD - (Sometimes used)

This inserts the HTML tag to display a keyboard key. Selecting the Keyboard menu item after selecting text will surround that text with the KBD tag.

> **Tag:**   **<KBD> text </KBD>**

NOTE - (Rarely used)

This logical tag modifies surrounded text so it is recognized by the browser to be an important note, warning, etc. This is useful for showing warning messages or cautions to get a reader's attention. Selecting the Note menu item after selecting text in the current document will result in the highlighted text being surrounded by the NOTE tag.

> **Tag:**   **<NOTE> text </NOTE>**

PERSON - (Rarely used)

This logical tag modifies surrounded text so it is recognized by the browser to be the name of a person. This is used to specify the name of a person, possibly for indexing programs, search programs, or linking to another person's site. Selecting the Person menu item after selecting text in the current document will result in the highlighted text being surrounded by the PERSON tag.

> **Tag:**   **`<PERSON> text </PERSON>`**

SAMP - (Sometimes used)

This logical tag modifies surrounded text so it is recognized by the browser to be sample output (example text). Selecting the Sample menu item after selecting text in the current document will result in the highlighted text being surrounded by the Samp tag.

> **Tag:**   **`<SAMP> text </SAMP>`**

STRONG - (Sometimes used)

This inserts the HTML tag to give text the stronger emphasis characteristic. Selecting the Strong menu item after selecting text will surround that text with the STRONG tag.

> **Tag:**   **`<STRONG> text </STRONG>`**

VAR - (Sometimes used)

This logical tag modifies surrounded text so it is recognized by the browser to be the name of a variable. Selecting the Variable menu item after selecting text in the current document will result in the highlighted text being surrounded by the VAR tag.

> **Tag:**   **`<VAR> text </VAR>`**

Physical Style Tags

Physical style tags are used to alter/enhance the appearance of the text in a Web document. They provide a simple way to format text characters for effective documents. See below for descriptions of each physical style tag.

- Bold - <B></B>
- Italic - <I></I>
- Strikethrough - <S></S>   [HTML 3.0]
- Subscript -   [HTML 3.0]
- Superscript -   [HTML 3.0]
- Typewriter Text - <TT></TT>

BOLD - (Frequently used)
This inserts the HTML tag to make text appear bold. Selecting the Bold menu item after selecting text will surround that text with the BOLD tag.

    Tag: **`<B> text </B>`**

ITALIC - (Frequently used)
This inserts the HTML tag to make text appear in italics. Selecting the Italic menu item after selecting text will surround that text with the I tag.

    Tag: **`<I> text </I>`**

STRIKETHROUGH - (Sometimes used)
This inserts the HTML tag to strike a line through the selected text. Selecting the Strikethrough menu item after selecting text will surround that text with the S tag.

    Tag: **`<S> text </S>`**

SUBSCRIPT - (Sometimes used)
This inserts the HTML tag to display the selected text as subscript. Selecting the Subscript menu item after selecting text will surround that text with the SUB tag.

    Tag: **`<SUB> text </SUB>`**

SUPERSCRIPT - (Sometimes used)
This inserts the HTML tag to display the selected text as superscript. Selecting the Superscript menu item after selecting text will surround that text with the SUP tag.

    Tag: **`<SUP> text </SUP>`**

TT - (Sometimes used)
This inserts the HTML tag to represent text in the typewriter font. Selecting the Typewriter Text menu item after selecting text will surround that text with the TT tag.

Tag: **<TT> text </TT>**

UNDERLINE - (Frequently used)

This inserts the HTML tag to make text appear underlined. Selecting the Underline menu item after selecting text will surround that text with the U tag.

Tag: **<U> text </U>**

Math Tags

Math tags are essential in creating technical Web documents. They provide a way to represent different mathematical expressions and variables which broaden the scope of the World Wide Web. **Currently, Math tags are not supported by most browsers.** See below for descriptions of each element tag:

_____

- Above - <ABOVE></ABOVE>   [HTML 3.0]
- Array - <ARRAY></ARRAY>   [HTML 3.0]
- Atop - <ATOP>   [HTML 3.0]
- Below - <BELOW></BELOW>   [HTML 3.0]
- Box - <BOX></BOX> or { }   [HTML 3.0]
- Choose - <CHOOSE></CHOOSE>   [HTML 3.0]
- Item - <ITEM>   [HTML 3.0]
- Math - $$ [HTML 3.0]
- Over - <OVER>   [HTML 3.0]
- Root - <ROOT>#<OF></ROOT>   [HTML 3.0]
- Row - <ROW>   [HTML 3.0]
- Square Root - <SQRT></SQRT>   [HTML 3.0]
- Subscript - _ _ or   [HTML 3.0]
- Superscript - ^ ^ or   [HTML 3.0]
- Text - <TEXT></TEXT>   [HTML 3.0]
- Upright Font - <T></T>   [HTML 3.0]
- Upright Bold Font - <BT></BT>   [HTML 3.0]

_____

ABOVE - (Rarely used)
This HTML tag identifies the text it surrounds as the numerator of an expression (as in a fraction).

    Tag: **`<ABOVE>math expression</ABOVE>`**

ARRAY - (Rarely used)
This HTML tag is used to form an array or matrix of items, variables, or expressions. All elements/items of the array must be surrounded by these beginning and ending ARRAY tags.

    Tag: **`<ARRAY>array rows and items</ARRAY>`**

Normally the code for an array with rows and items will appear like the following:

    Tag: **`<ARRAY>`**
        `<ROW><ITEM>item<ITEM>item<ITEM>item`
        `<ROW><ITEM>item<ITEM>item<ITEM>item`
        `<ROW><ITEM>item<ITEM>item<ITEM>item`
        `</ARRAY>`

ATOP - (Rarely used)
Used between math expressions. This is useful for specifying that an expression is to be placed above another expression, but no line is to be drawn between them (unlike a fraction). See the <OVER> tag.

Tag: `math expression`**`<ATOP>`**`math expression`

BELOW - (Rarely used)

This HTML tag identifies the text it surrounds as the denominator of an expression (as in a fraction).

Tag: **`<BELOW>`**`math expression`**`</BELOW>`**

BOX - (Rarely used)

This is used to group math expressions together in order to include them in operations and exclude others. Notice that there are two different HTML tags that are used to 'box' or group math expressions together. Brackets can also be used. These brackets are invisible on-screen when browsing. They are particularly useful when trying to specify which math variables/symbols are included in a numerator and which are included in the are included in the denominator.

Tag: **`<BOX>`**`math expression`**`</BOX>`**

Also, **`{}`**

For example, `5 * `**`<BOX>`**` x `**`<OVER>`**` y `**`</BOX>`**` +2`
will result in 5* x/y +2   but there will be no brackets/parentheses visible on-screen.

CHOOSE - (Rarely used)

This attribute encloses math expressions within parentheses (on-screen).

Tag: **`<CHOOSE>`**`math expression`**`</CHOOSE>`**

ITEM - (Rarely used)

This HTML tag denotes an item within a row within an array.

Tag: **`<ITEM>`**`array item/math expression`

MATH - (Rarely used)

The <MATH> tags surround **all** math formulas, expressions, etc. Browsers need math expressions to be surrounded by this tag in order to interpret the code as math expressions.

Tag: **`<MATH>`**`all math expressions`**`</MATH>`**

OVER - (Rarely used)

Used between math expressions. This is useful for specifying that an expression is to be placed above another expression with a line drawn between them, like in a fraction. See the <ATOP> code.

Tag: `math expression`**`<OVER>`**`math expression`

ROOT - (Rarely used)

This tag specifies the root of the expression following it taken to the nth degree. The nth degree is specified where the number sign lies between the <ROOT> and the <OF> in the following tag:

Tag: **`<ROOT>`**`#`**`<OF>`**`math expression`**`</ROOT>`**

For example, the cube root of 1-x will be tagged like the following:

`<ROOT>3<OF>1-x</ROOT>`

ROW - (Rarely used)

This HTML code denotes a row within an array(matrix).

Tag: **`<ROW>array items`**

SQUARE ROOT - (Rarely used)

The text surrounded by this tag is displayed as the square root of the enclosed expression.

Tag: **`<SQRT>math expression</SQRT>`**

For example, the square root of 1+x will be tagged like the following:

`<SQRT>1+x</SQRT>`

SUBSCRIPT - (Rarely used)

Used to represent subscripted characters. Also use the underscore _ _ as an equivalent HTML tag. For example, x₀ and x_0_ both represent x sub zero.

Tag: **`<SUB>math expression</SUB>`**

Also: **`_math expression_`**

SUPERSCRIPT - (Rarely used)

Used to represent superscripted characters. Also use the caret ^ ^ as an equivalent HTML tag. For example, x² and x^2^ both represent x squared.

Tag: **`<SUP>math expression</SUP>`**

Also: **`^math expression^`**

TEXT - (Rarely used)

Used to include text within a math element.

Tag: **`<TEXT>text</TEXT>`**

UPRIGHT FONT - (Rarely used)

Used to change the appearance/formatting of text, symbols, and variables within math elements. Upright font is a 'non-italic' font. Variables are usually rendered in an italic font.

Tag: **`<T>math expression</T>`**

UPRIGHT BOLD FONT - (Rarely used)

Used to change the appearance/formatting of text, symbols, and variables within math elements. Upright font is a 'non-italic' font. This tag changes the formatting of text/symbols within math elements to an upright bold font(non-italic).

Tag: **`<BT>math expression</BT>`**

CHAPTER 9

Web Weaver Tips

This chapter includes helpful tips to make your Web page experience easier. The following tips are included:

- How to upload your Web page to the Web
- Helpful Web sites
- Web Weaver Shortcut Keys
- Troubleshooting

How to Upload your Web page to the Web

OK, so you've created your Web page and it looks great, but now you want to put it on the Web for everyone to see! Well, there are a few things you need in order to do this:

1) You need an Internet Service provider (ISP) or online service (like AOL) that provides you with some Web disk space on their Web server.

2) You may need an FTP client program (WS_FTP is a program that we recommend) for uploading (transferring files from your computer to the Web disk space on your ISP's Web server) the Web page and images to your Web disk space. You probably don't need this if you are using AOL. AOL has a built in program for transferring files.

3) If you have an ISP other than AOL, then you will have to know the name of the ISP's FTP server(e.g., ftp.yourisp.com), possibly the name of the directory that contains your Web disk space (e.g.,/yourusername), your username and your password.

AOL USERS

Go to keyword MYPLACE and there are instructions there for uploading your Web page and images to your AOL Web disk space.

OTHER ISP USERS

Find out all the information from your ISP listed in step 3 above. You will need to input it into the FTP client program in order for it to be able to log into your ISP's FTP server.

When you are ready to upload your files, you must establish your connection to your ISP by dialing in as you would normally do when checking email or surfing the Web.

Once you are logged in, run the FTP client program and connect to your ISP's FTP server (you should already have input all the information that the FTP client needed to login, see item #3 above). If you successfully connect, you should see two window panes in the FTP client program. One pane lists all the files on your computer's local hard disk, the other shows all the files in your Web disk space on your ISP's FTP server.

Now transfer files from your computer to the FTP server by selecting files in the local window pane (showing your files) that you wish to upload. Then click on the transfer button (sometimes has an arrow on it to show you which direction the files are being transferred).

NOTE: For Web pages (text documents) you should make sure you have selected the ASCII format for transferring(not BINARY format).
For Images you must choose the BINARY format for transferring them.

Select the correct formats for each file BEFORE transferring them to and from your FTP server.

If everything goes smoothly, then you should be able to view your Web page on the Web. If not, consult with your ISP and ask them if you are doing anything incorrectly.

Your ISP should also know what the Web address (URL) is for your Web page. The URL is the address you type into your browser to load a Web page, like http://www.mcwebsoftware.com

Helpful Web Sites

Below is a list of helpful Web sites which provide manuals on HTML authoring, advanced authoring, and sites which provide extras such as backgrounds, horizontal rules, etc.

WebReference
http://www.webreference.com

WebMonkey
http://www.webmonkey.com

HTML Goodies
http://www.htmlgoodies.com

Introduction to HTML Documentation:
http://www.utirc.utoronto.ca/HTMLdocs/NewHTML/intro.html

Information on creating Web Sites:
http://home.mcom.com/assist/net_sites/index.html

Information on creating High Impact Documents:
http://home.mcom.com/assist/net_sites/impact_docs/index.html

HTML Quick Reference Guide:
http://www.ucc.ie/~pflynn/books/htmlcard.html

The WWW Consortium (straight from the horse's mouth):
http://www.w3.org/

Netscape Tables:
http://home.mcom.com/assist/net_sites/tables.html

Fill-In Forms in HTML:
http://utirc.utoronto.ca/HTMLdocs/NewHTML/forms.html

Common Gateway Interface: Forms:
http://hoohoo.ncsa.uiuc.edu/docs/cgi/forms.html

THE Netscape Frames Tutorial:
http://www.newbie.net/frames/index.html

Shortcut Keys

Below is a list of shortcut keystrokes you can use to make programming HTML much easier in Web Weaver:

F1	Context Sensitive Help
Shift-F1	Heading 1
Shift-F2	Heading 2
Shift-F3	Heading 3
Shift-F4	Heading 4
Shift-F5	Heading 5
Shift-F6	Heading 6
F2	Colorize HTML tags (Web Weaver 97 only)
F3	Find Again
F4	Opens Browser #1 to view document
F5	Opens Browser #2 to view document
F6	HTML Stripper
F7	Image Mapping Software
F8	FTP Client
F9	Repeat Last Command
Cntrl-B	Bold
Cntrl-I	Italic
Cntrl-U	Underline
Cntrl-F1	Subscript
Shift-Cntrl-F1	Superscript
Cntrl-E	Center tag
Cntrl-K	Line Break tag
Cntrl-L	List item tag
Cntrl-H	Horizontal Rule
Cntrl-O	File Open
Cntrl-P	Paragraph
Cntrl-N	Inserts a non-breaking space character ( )
Cntrl-T	Inserts <TABLE></TABLE> tags
Cntrl-R	Inserts <TR></TR> tags
Cntrl-D	Inserts <TD></TD> tags
Cntrl-C	Copy
Cntrl-X	Cut
Cntrl-V	Paste
Cntrl-A	Select All

Troubleshooting

Below are some problems that you might run into. Also check out our Web site for more troubleshooting and frequently asked questions at **http://www.mcwebsoftware.com/support.html**

Why doesn't Link to Browser work?

Make sure the <u>Browser path and filename</u> is specified correctly in the Preferences section (under View/Preferences in the pull-down menus). You can select the appropriate Web browser by clicking on the Browse button next to the Browser #1 or Browser #2 input text box. A file/directory dialog box will appear and you will need to search for your Web browser's executable file (iexplore.exe for Internet Explorer and netscape.exe for Netscape Navigator). When you find the correct executable file in the Netscape or Internet Explorer directory then you can select it and click 'OK'. The path and filename should be entered into the text input box automatically. In Windows 95, Web Weaver may not recognize the path/filename of your browser if the path consists of a large number of characters. Try to keep the paths short in length.

Why does Web Weaver open a new browser window each time I press Link to Browser?

This only occurs if you are using a browser other than Microsoft's Internet Explorer or Netscape's Navigator.

Why can't Web Weaver find my WEBWEV.INI file?? (Web Weaver for Windows 3.1x only)

The WEBWEV.INI file could be in a different directory than the Web Weaver program file. In order for the program to find the INI file, they must be in the same directory AND they cannot be in the root directory together.