

Web Page Builder v2.01 Professional

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Registering WPB v2.01

The registration fee for Web Page Builder v2.01 is only \$25 (US).

- Payment of the registration fee will entitle the user to a registration key which will be sent out via post or e-mail immediately upon receipt of payment.
- If you are connected to the Internet go to the **Web Page Builder Help** menu and choose **About**, then click on the **Register On-Line** button. This will take you directly to the Web Page Builder Home site:

<http://light.iinet.net.au/~tksk>

- to register go directly to **Altus Software Marketing:**

<http://www.axxis.com/cgi-bin/order-ktg>
[Altus ordering instructions](#)

- or **ShareIt!** registration service:

<http://www.shareit.com/programs/100375.htm>

Benefits of Registration

- When registered the nag screens at the beginning and end of the program will be gone.
- Registration entitles the user to technical support
- Registration will allow the user to input their personal details into Web Page Builder.
- Registration entitles the user to 3 free updates of future versions of Web Page Builder.

Introduction

1. Web Page Builder Professional v2.01

Web Page Builder is a multi-document HTML editor used for creating Web Pages. The Web Page Builder Professional v2.01 distribution comes with two versions of the Web Page Builder editor: the Extended and the Standard versions.

- **The Extended version** of Web Page Builder has an embedded HTML viewer built in to every active document allowing the user to quickly preview each document. The Extended version of Web Page Builder requires an installation of **MS Internet Explorer 3.01** or later in order to function. The Extended version will also allow previewing with external browsers.
- **The Standard version** uses popular external Web Browsers such as Netscape and Internet Explorer for previewing. The Standard version does not need any additional software to be installed in order to function.
- **Both** versions of Web Page Builder are included with the Web Page Builder v2.01 Professional Distribution.

Web Page Builder facilitates the creation of Web pages with HTML features such as Pictures, Links, Formatted Text, Background colors and Images, Form Objects and Tables.

2. The Web Page Builder Screen

Altus Ordering Instructions

For your convenience, you may order by credit card in any of the following ways:

1. Online: http://www.axxis.com/cgi-bin/order-_____

You can order over the World Wide Web using a secured form. All information sent this way is encrypted for your protection. This is the fastest way to order.

2. Telephone, Toll-free (in the U.S.): 1-888-AT-ALTUS (1-888-282-5887)

When ordering by phone, please provide the information requested below. Orders placed by phone may take up to three business days to be verified and fulfilled.

3. Telephone (international): 1-801-523-8221

When ordering by phone, please provide the information requested below. Orders placed by phone may take up to three business days to be verified and fulfilled.

4. FAX: 1-801-576-5663

When ordering by FAX, please provide the information requested below. Orders placed by FAX may take up to three business days to be verified and fulfilled.

5. E-mail: altus@axxis.com

When ordering by E-mail, please provide the information requested below. Orders placed by E-mail may take up to three business days to be verified and fulfilled.

6. Postal Mail:

Altus Software Marketing
12257 South Business Park Drive
Suite 108
Draper, UT 84020

When ordering by mail, please provide the information requested below. Orders placed by mail may take up to three business days from the day we receive the order to be verified and fulfilled.

You may also order by check or money order. Please fill out the following form and send it with your check or money order (in U.S. dollars only) to:

Altus Software Marketing
12257 South Business Park Drive

Suite 108
Draper, UT 84020

ORDER INFORMATION

When ordering by phone, FAX, e-mail, or regular postal mail, you must provide the following information. If you are paying by check or money order, you do not need to provide credit card information:

Your Name:
Billing Address (the address your credit card bill is sent to)
Street:
City:
State:
Zipcode:
Country:
Mailing Address (if different than billing address)
Street:
City:
State:
Zipcode:
Country:
Home Phone Number:
Work Phone Number:
E-mail Address:
Credit Card Information
Type (Visa, Mastercard, American Express)
Account Number:
Expiration Date:
Software to Order
Title:
Quantity:
Total Dollar Amount:

If FAXed or e-mailed, please include the following language (and sign if FAXed):

I authorize AXXIS(TM) Internet to bill my credit card and agree to pay the total amount according to card issuer agreement.

Signature

Date

-- ALTUS SOFTWARE MARKETING www.altus-software.com -----
David L. Tyler

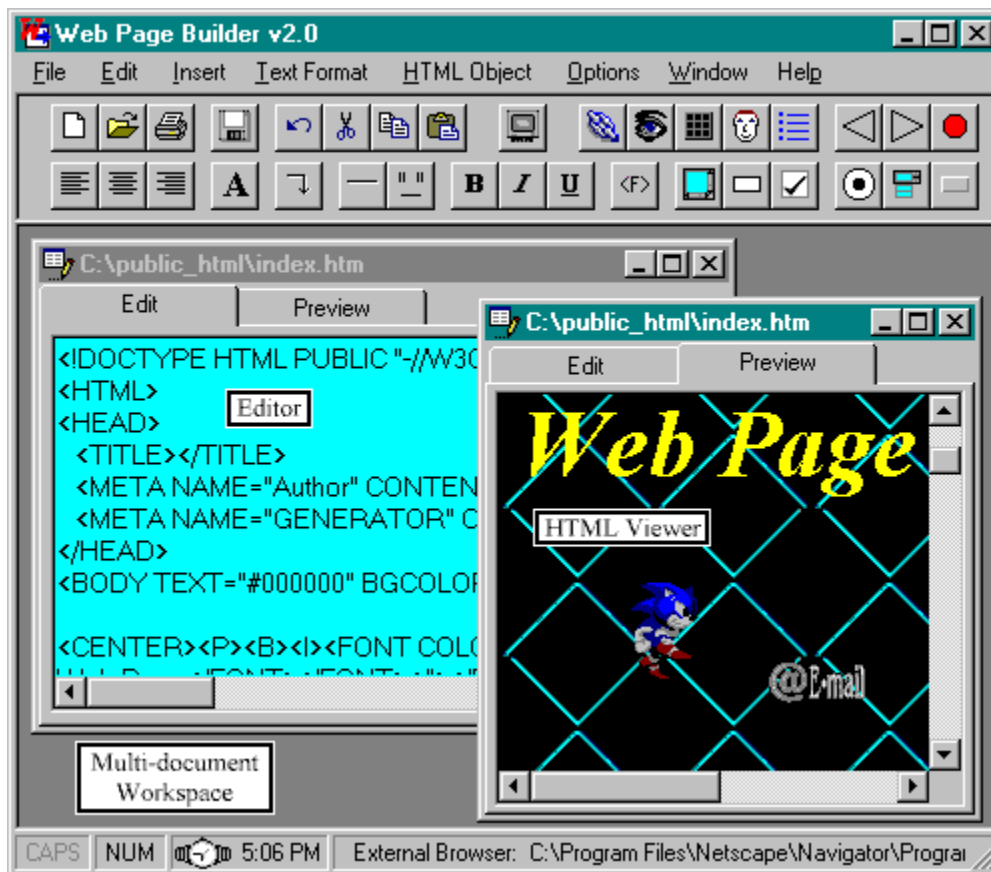
Director of Business Development
AXXIS(TM) Corporation

Introduction

2. The Web Page Builder Screen

The Web Page Builder main screen is comprised of a Menu Bar, Tool Bar, Multiple Document Workspace and Active Document/s. Active documents in the Extended version have an Editor window on the left and a Preview window on the right. The Preview window is facilitated by an embedded MS Internet Explorer HTML viewer. You can switch between edit and preview modes by clicking on the desired Tab. Each Editor corresponds to the viewer on its right hand side.

The ability to edit and view multiple HTML documents in one workspace is particularly useful for the design of Web sites that use frames.



Quick HTML Lesson

1. What is HTML?

HTML stands for **H**yper **T**ext **M**arkup **L**anguage. HTML is a language for writing Hypertext documents. HTML uses special Markup text to performs special functions and formatting not normally available to simple text files. HTML documents as seen on World Wide Web pages consist of formatted text as well as Links, images and sounds.

Detailed knowledge of HTML is not necessary in order to use Web Page Builder, because Web Page Builder writes the HTML for you. A basic understanding of the structure of a HTML document will enable the user to quickly and easily create impressive documents with Web Page Builder.

The special functions in HTML documents are enabled by inserting special **Tags** - `<?>` `</?>`, note the examples below. On the left is the code that is written into the HTML source document (a simple text file), and on the right is the outcome when viewed with a HTML browser such as Netscape or MS Internet Explorer:

Code:

```
Hello  
<B>Hello</B>  
<I>Hello</I>
```

Outcome:

```
Hello  
Hello  
Hello
```

Note that the **Tags** above eg, begin bold: ``, end bold: ``, are in pairs. The text in the center of the **Tags** is effected depending on which Tag is used. The above examples demonstrate the use of Bold **Tags** and Italic **Tags**. Multiple Tags can also be used to achieve multiple effects for example:

Code:

```
<B><I>Hello</I></B>
```

Outcome:

```
Hello
```

Not all tags need to be in pairs, note the following example that inserts an image into the HTML document:

Code:

```
<IMG SRC="file:///c:\back.jpg">
```



- 2. Structure of a HTML Source Document

Quick HTML Lesson

2. Structure of a HTML Source Document

- The basic structure of a HTML document is as follows:

```
<HTML>
<HEAD>
  <TITLE>Title of the document shown in the browser title bar</TITLE>
  <META NAME="description" CONTENT="This is a document">
  <SCRIPT>Put scripts such as Java or VBScript here...</SCRIPT>
</HEAD>
<BODY>
  Main document body here...
</BODY>
</HTML>
```

- The above example shows the construction of a HTML document, although all parts are optional.
- The entire document should be enclosed in the <HTML> and </HTML> tags. The body of the document including all text, pictures, links and so on should go between the <BODY> and </BODY> tags.
- The HEAD section contains the title that is displayed in the title bar of the browser. The META NAME tag is useful for giving keyword descriptions of your document, these can be used by search engines.

Inserting and Editing

Using the Web Page Builder editor is as follows:

- Select the object from the Toolbars or Menus that you would like to insert into your document. Fill in the options for that object, and then press OK. Having done this Web Page Builder will write the HTML code necessary for that object to appear in you document.
- To re-edit an object simply select the text of the particular Tag or Tags that you inserted and click on that option again, for example if my code looks like this:

```
<CENTER>  
<HR WIDTH="50%">  
    <FONT SIZE="7" COLOR="#FFFFFF">Testing</FONT>  
</CENTER>
```

- In order to change the FONT SIZE to something else, I would select (with the mouse) the following text shown in Red:

```
<CENTER>  
<HR WIDTH="50%">  
    <FONT SIZE="7" COLOR="#FFFFFF">Testing</FONT>  
</CENTER>
```

- Then I would click on the Font Function and my previous options would be read back in to that function.
- Only select the Tags that belong to that function, for example to re-edit a Picture you would select the picture Tag:

```
<IMG SRC=.....>
```

- To re-edit a Link you would select the Link Tag:

```
<A HREF=....>Some Description</A>
```

and so on.

File Menu

- **New Document** Start a new empty document
- **Open** Open an existing HTML document or text file.
- **Close** Close the active document.
- **Save** Save the active document.
- **Save As** Save the active document with another name.
- **Preview** Preview the active document in an external Web browser.
- **Print Source** Sends the source code in the editor to the active system printer.
- **Exit** Exit Web Page Builder.

Edit Menu

- **Undo** Undo the last editing action/s.
- **Cut** Cut the selected text to the clipboard.
- **Copy** Copy the selected text to the clipboard.
- **Paste** Paste the contents of the clipboard into the active document.
- **Select All** Select all the documents text.
- **Word Wrap** Switch word wrap on and off in the active document.
- **Text Search** Opens the Text Search Dialog box that allows users to search the document text for keywords or phrases.

Text Search

- **Find What:** Type the keyword or phrase you are searching for in this text box.
- **Match Case** Text Search will only find matches with exactly the same case.
- **Find Whole Word** Text Search will only find the whole or word or phrase that is sought.

Insert Menu

- **
 Line Break** Insert the Line Break tag into the active document at the current cursor position. The **<BR...>** tag causes a line break in the HTML document when viewed with a browser.
- Horizontal Rule
- Space
- **Text File** Insert a text file into the active document at the current cursor position.

Text Format Menu

- **Left Align** Insert left alignment tags: `<DIV ALIGN="LEFT">`around the selected object `</DIV>`. Causes the affected text or HTML object to be left aligned, when viewed with a browser.
- **Center** Insert center alignment tags: `<CENTER>`around the selected object `</CENTER>`. Causes the affected HTML object to be centered when viewed with a browser.
- **Right Align** Insert right alignment tags `<DIV ALIGN="RIGHT">`around the selected object `</DIV>`. Causes the affected text or HTML object to be right aligned, when viewed with a browser.
- **Styles**
- **Text to HTML** Inserts the `<PRE>` tag that converts plain text to have similar layout when viewed in a HTML browser, but to still retain the look of plain text.

Styles

- Heading
- **Bold** Insert bold tags `` around the selected text ``. Causes the affected text to appear bold when viewed with a browser.
- **Italic** Insert italic tags `<I>` around the selected text `</I>`. Causes the affected text to appear italic when viewed with a browser.
- **Underline** Insert underline tags `<U>` around the selected text `</U>`. Causes the affected text to appear underlined when viewed with a browser.
- **Superscript** Inserts superscript tags `^{` around the selected text `}`. These cause the affected text to appear slightly raised when viewed with a browser.
- **Subscript** Inserts subscript tags `_{` around the selected text `}`. This causes the affected text to appear slightly lowered when viewed with a browser.
- **Strikethrough** Inserts strikethrough tags `<STRIKE>` around the selected text `</STRIKE>`. This causes the affected text to appear with a line through it when viewed with a browser.
- **Blockquote** Inserts blockquote tags `<BLOCKQUOTE>` around the selected text `</BLOCKQUOTE>`. Blockquote tags when inserted around text causes the text to be indented slightly when view in a browser.

HTML Object Menu

- **HTML Template** Insert a HTML Template into the active document based on the Default HTML Template. The basic HTML tags are `<HTML>...</HTML>`. These tags should be the outermost tags in the document.
- Link
- Select Background, Link and Text Styles
- Picture
- Table
- List
- Font text
- **Form Menu**

Form Menu

*NOTE: All Form objects must occur within the <FORM...> </FORM> tags.

- Form Block
- Textarea
- Textbox
- Checkbox
- Radio Button Group
- Selection List
- Button

Remarks:

With some browsers such as Netscape 3.0, Form Objects will not be displayed in the browser unless they are inside a Form Block. This is not the case with all browsers, eg MS Internet Explorer. However, the Form Block is necessary in order for the Form Objects to function properly.

Window Menu

- **Horizontal Tile** Tiles all active documents horizontally.
- **Vertical Tile** Tiles all active documents vertically.
- **Cascade** Arranges all active documents in a cascading style.
- **Arrange Icons** Lines up all minimized documents icons.

Options Menu

***Note: options are saved on exit**

- Registered User Info
- **Edit HTML Template** Allows the user to create a default HTML document template called HTML.tpl. This template is stored in the Web Page Builder directory. When the Autoload Template option is checked this template loads with New Documents. If the HTML.tpl file is missing Web Page Builder inserts a basic HTML template into the document.
- **Configure Web Browser** Opens a Windows File Dialog box that allows the user to specify the location of an external Web browser to preview documents.
- **Save Before Preview** Automatically saves the active document, if changes have been made, prior to previewing it.
- **Autoload Template** Automatically loads the HTML.tpl file when a new document is started. If the HTML.tpl does not exist then a default template will be inserted into the active document.

Horizontal Rule

This function inserts or edits the code for a Horizontal Rule. The `<HR...>` Tag causes a horizontal line to be drawn across the document when viewed with a browser.

- **Thickness** A whole number value that determines the vertical thickness in pixels of the Horizontal Rule.
- **Width** A whole number value that determines the width of the Horizontal Rule. This value may be expressed as a number of pixels, or a percentage. If a percentage is specified a % character must be appended to the number.
- **NOSHADE** If checked the Horizontal Rule will have a flat appearance instead of the default 3-D look.
- **Line Alignment** By default the Horizontal Rule spans the entire width of the browser and it is centered. However, if the **width** is reduced then the line may be aligned left, center or right.

Space

This function inserts Non-breaking spaces (** **) into the HTML document code. These spaces show up as normal spaces when viewed in a browser. Normal spaces in HTML code will not show up as spaces when the document is viewed in a browser.

- **Number of Spaces** A whole number specifying the number of non-breaking spaces to be inserted into code.

Font Text

This function inserts or edits code for Font formatting into the HTML document: `<FONT...>`
``. The preview box shows how the text will look when viewed with a browser.

- **B** Sets the text to Bold.
- **I** Sets the text to Italic.
- **U** Sets the text to Underlined.
- **Color** Opens the color selection dialog box, sets the text to be formatted in the chosen color.
- **Size** Sets the size of the text, values are in the range of 7 (large) to 1 (small) or +4 (large) to -4 (small). The + and - values indicate that the size of the text will be + or - that number as compared to the default font.
- **Font** allows the user to select a Font Face. If uploading the document to a server or different machine to the one the document was created on, be sure that the host machine supports the chosen font otherwise this setting will have no effect.

Remarks:

- If a Background and Text color has been chosen the **Font** function will emulate these colors.
- Only one **Color** may be chosen for the selected text every time the Font Function is opened. Also the **Bold**, **Italic** and **Underlined** options affect the whole text.

Heading

The Heading Function inserts or edits the Heading Tags `<Hn> ... </Hn>`. These Tags make the enclosed text Bold and of varying sizes according to the value of `n`

- **Text** The text to be formatted by the Heading Tags.
- **Alignment** The Heading text may be aligned left, center or right.
- **Heading Size** Values are in the range 6 (large) to 1 (small).
- **No Alignment** No alignment code will be written, default alignment is left.

Link

The Link Function inserts or edits the Link Tag: ` Description `. The Link may be to a remote resource or a resource on the local machine.

- **Resource to Link to** Specifies the location of the resource that the Link will lead to.
- **Local File** Opens a File Dialog box so that the user can point and click to a local resource.
- **Copy to Document Location** If checked this option copies the file that the link points to, to the location of the document. For this function to work the document must first be saved in a local directory.
- **Filename Only in Link** Strips the path from the filename, this feature is useful when the document and its components are uploaded to a Web server and the directory structure alters from the local machine.
- **From Address' or Bookmarks** Opens the Address' or Bookmarks Function that allows the user to insert a link directly from the Address or Bookmark file.
- **Description of Resource** The description of the Link may be entered here as text.
- **As Above** The description will be the same as the location of the Link.
- **As Picture** Opens the Picture Function and allows the user to specify the description of the Link as a Picture.
- **As Font** Opens the Font Function and allows the user to format the description text with the Font features.

Remarks

If **Copy to Document Location** is used in conjunction with the **Filename Only in Link** option, document portability is improved because the Linked Object is referenced only by name, and if uploaded to a Web server and kept in the same directory as the document the Link will remain valid.

Beware: even if the above options are used, Links may be invalidated on case sensitive systems such as Unix, by the filename in the Link being different to the filename of the Object.

Bookmark / Address

The Bookmark/Address Function enables the user to specify their Bookmark and/or Address files in order for Web Page Builder to insert Links directly from the user's Bookmarks or Address'. These files are usually found in the browser directory named bookmark.htm and address.htm.

- **Description** This is the textual description of the bookmark or the name of the person in an e-mail address. If the **checkbox** to the right of this field is checked then the contents of the **checkbox** will be copied into the corresponding textbox in the Link Function.
- **Link** This is the location of the bookmarked object or the address part of an e-mail address. If the **checkbox** to the right of this field is checked then the contents of the **checkbox** will be copied into the corresponding textbox in the Link Function.
- **Select File** Select which file you want to view the contents of.
- **Locate File** This button opens a File Dialog box that enables the user to point and click to the location of their **bookmark.htm** or **address.htm** files.

Remarks:

Hint: to easily find your **bookmark.htm** or **address.htm** file, click on the **Windows Start Menu** and select **Find**, then search for the files.

Select Background, Link & Text Style

This function inserts or edits the Body Tags <BODY...> </BODY>. Options in the head of the Body Tag control the default color of the document text, background and Links. You may also specify a background Image that will be tiled behind the document.

- **Background Image** Specifies the location of the image file to be tiled in the document background.
- **Browse** Opens the Picture Function that enables the user to select and preview a suitable background image.
- **Colors** The named buttons open a Color Dialog box that allows the user to preview and select the color they desire. The pane on the right hand side of the button shows the previously selected or default color of the particular document object.
 - **Background** Select the background color, this color is overridden by a background image
 - **Text** Select the default color of the document text, this setting is overridden for text changed with the Font Function.
 - **Links** Select the color of the documents Links (un-visited).
 - **Visited Links** Select the color of Links that have been visited.
 - **Active Links** Select the color of Active Links.

Remarks:

- **Important:** To re-edit the **Background, Link & Text Style** settings select only the head Tag of the Body Tags, do not select any text that may be inside the Body Tags. The new Tags will be written around the old ones, simply delete the old Tags inside the newer ones.
- Refer to the Structure of a HTML Document section for the correct placement of the Body Tags.

Picture

This function inserts or edits the **<IMG...>** Tag. This Tag enables pictures to be inserted in a HTML document.

- **Alignment to Text** This value determines how the Image will be aligned in comparison to the documents text. Valid values are **CENTER, TOP, BOTTOM, RIGHT and LEFT**.



Alignment to Text becomes CENTER



Alignment to Text becomes TOP



Alignment to Text becomes BOTTOM.

- **Filename** Specifies the path and filename of the Image file.
- **Description** Text description of the Image, used by Web browsers when the image cannot be displayed or as a description when the Image is selected.
- **Copy to Document Location** If checked this option copies the file that the **Filename** field points to, to the location of the Document. For this function to work the Document must first be saved in a local directory.
- **Filename Only in Document** Strips the path from the filename, this feature is useful when the document and its components are uploaded to a Web server and the directory structure alters from the local machine.
- **Border** This value specifies the Border Size (in Pixels) that the Image will have when it is used as a Link. Set to 0 if no Border is wanted.

Table

This function inserts or edits the Table Tags `<TABLE...> </TABLE>`. This function creates a Table in the active Document.

- **Note:** Inserting text into a Table Cell is achieved by clicking on the desired Cell and then typing text into the **Cell Contents** Text Box.
- **Size Column** Increasing or decreasing the slider will evenly expand or shrink the Columns in the Table. This feature is a preview feature only, it enables the user to see the contents of Cells better.
- **Size Row** Increasing or decreasing the slider will evenly expand or shrink the Rows in the Table. This feature is a preview feature only, it enables the user to see the contents of Cells better.
- **Table Properties** These settings affect the entire Table.
 - **Rows** Click up or down to increase or decrease the number of Rows in the Table, or specify a number in the text field.
 - **Columns** Click up or down to increase or decrease the number of Columns in the Table, or specify a number in the text field.
 - **Border Width** This value specifies the width (in Pixels) of the Border that will surround the entire Table.
 - **Table Width** This value may be expressed as a whole number in Pixels or as a percentage of the Documents width eg **600** (Pixels) or **50%**. A **percentage** character **must** be appended to the number for a percent value to take effect.
 - **Cell Spacing** A number (in Pixels) indicating the space that will occur between Cells in the Table.
 - **Cell Padding** A number (in Pixels) indicating the space that will surround the contents of a Cell in the Table.
 - **Caption** A textual description that will appear at the center of the top of the Table.
 - **Rows Insert** Inserts a Row above the selected Row in the Table.
 - **Rows Delete** Deletes the selected row or rows from the Table.
 - **Table to Text Alignment** This value determines how the Table will be aligned in comparison to the documents text. Valid values are **CENTER, TOP, BOTTOM,**

RIGHT and LEFT.

- **Cell Contents** Specifies the Contents and Attributes of the currently selected Cell or Cells.
 - **Header** Formats the selected Cell/s as Heading Cells, the Cells text is shown in bold and aligned at center.
 - **C Span** (Column Span) a number indicating that the currently selected Cell will span over so many columns. See **IMPORTANT** below.
 - **R Span** (Row Span) number indicating that the currently selected Cell will span over so many Rows. See **IMPORTANT** below.

Remarks:

- **IMPORTANT:** At present Web Page Builder v2.01 supports multiple Column Spans in the same row and multiple Row Spans in the same column but **DOES NOT** support multiple Row spans within the same range of cells. For example in two adjacent Columns only one may have a Column that spans Rows.

List

This function inserts or edits a HTML List. Lists styles include bulleted, numbered or indented.

- **List Entries** Type the text that will make up the List Items in the List Entries text box. List Items may be multiple lines.
- **New** Insert the current List Entry into the List as a New List Item.
- **Update** Update a selected List Item with the new List Entry.
- **Insert** Insert the List Entry above the currently selected List Item
- **Delete** Delete the currently selected List Item.
- **Clear List** Delete the entire contents of the List.
- **List Styles** Choose a Style for the List.

Form Block

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Inserts the <**FORM...**> </**FORM**> Tags into the Document. Form Tags will be placed around the selected text or if no text is selected, they will be inserted into the active document at the current cursor position.

The Head Form Tag contains the information necessary to send the contents of a HTML Form. All Form Objects must be placed within the Form Tags.

- **E-Mail / URL** Specifies the E-Mail address or URL to send the contents of a HTML Form to.
- **Encoding** Specifies the format of the results of the Form.
- **Method** Specifies whether the Form will be sent via E-Mail or HTTP.

Textarea

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Textareas are used on Web Pages to enable users to input information that will be sent back to the Pages owner.

This function inserts or edits a Textarea into the Document. This function inserts or edits the Textarea Tags `<TEXTAREA...> </TEXTAREA>`.

- **Code Name** A unique name for the Textarea, this will be used to identify the results when the Form contents are sent to the Forms owner.
- **Text Inside** Text that will appear by default inside the Textarea.
- **Rows** Specifies the size of the Textarea in Rows.
- **Columns** Specifies the size of the Textarea in Columns.

Textbox

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Textboxes are used on Web Pages to enable a user to input information that will be sent back to the pages owner. Textboxes may be used for the input of text entries such as Names or Address'.

This function Inserts or edits a Textbox. The Textbox is defined by the **<INPUT TYPE="TEXTBOX"...>** Tag.

- **Code Name** A unique name for the Textbox, this will be used to identify the results when the Form contents are sent to the Forms owner.
- **Default Text** Text that will appear by default inside the Textbox.
- **Size in Characters** The size in characters that the Textbox will span.
- **Maximum Size** The Maximum size in characters that the Textbox will be able to contain.
- **Type** Specifies the Type of Textbox, Textbox is the default setting. If Password Box is selected then all characters typed into the Textbox will appear as ampersands.

Checkbox

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Checkboxes are used on Web Pages to enable a user to input information that will be sent back to the pages owner. A Checkbox may be checked or unchecked.

This function inserts or edits a Checkbox. Checkboxes are defined by the **<INPUT TYPE="CHECKBOX" ...>** Tag.

- **Code Name** A unique name for the Checkbox, this will be used to identify the results when the Form contents are sent to the Forms owner.
- **Checked** Specifies whether or not the Checkbox will initially appear checked or not.

Radio Button Group

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Radio Buttons are used on Web Pages to enable a user to input information that will be sent back to the pages owner. Radio Buttons are on / off switches that are grouped together. Selecting one Radio Button to on sets all others in the group to off. Radio Buttons are useful for selecting a type of object in a group of like types such as credit cards.

This function insert or edits a Radio Button Group. Radio Buttons are created with the **<INPUT TYPE="RADIO" ...>** Tag. All Buttons in a Radio Button Group must share the same Name (Code Name) field.

- **Button Entries** Type the text that will make up Radio Button items in the text box.
- **New** Add the current Button Entry into the Radio Button Group as a New item.
- **Update** Update a selected Button with the new Button Entry.
- **Insert** Insert the Button Entry above the currently selected Button.
- **Delete** Delete the currently selected Radio Button.
- **Clear List** Delete the entire contents of the Radio Button Group.
- **Code Name** A unique name for the Radio Button Group, this will be used to identify the results when the Form contents are sent to the Forms owner.
- **Default** If set this option specifies the Radio Button in the Group that will be selected by default.
- **Layout** Specifies the layout of the Radio Button Group, if Vertical is selected the Buttons will be laid out on top of each other, if Horizontal is selected the Buttons will be laid out side to side.

Selection List

***NOTE: All Form objects must occur within the `<FORM...>` `</FORM>` Tags.**

A Selection List is a scrollable list box with list items in it.

This function inserts or edits the `<SELECT...>` `</SELECT>` Tags. Items in the selection list are defined by the `<OPTION...>` `</OPTION>` Tags.

- **Selection List Entries** Type the text that will make up Selection List Items in the List Entries text box.
- **Code Name** A unique name for the Selection List, this will be used to identify the results when the Form contents are sent to the Forms owner.
- **New** Insert the current Selection List Entry into the Selection List as a New Selection List Item.
- **Update** Update a selected List Item with the new Selection List Entry.
- **Insert** Insert the Selection List Entry above the currently selected List Item
- **Delete** Delete the currently selected List Item.
- **Clear List** Delete the entire contents of the Selection List.
- **Allow Multiple Selections** If checked this option will allow the user to select more than one Selection List Item. Note: for this option to take effect List Size must be greater than 1.
- **List Size** Specifies the size of the Selection List (in Items) that will be shown on the screen. If set to 1 the Selection List will be a drop-down list, however with a drop-down list no multiple selections are allowed.

Button

***NOTE: All Form objects must occur within the <FORM...> </FORM> Tags.**

Inserts a Submit or Reset Button. This function inserts the `<INPUT TYPE="[SUBMIT] [RESET]"...>` tag into the Document.

- The Submit Button is used to send the information in all Form Objects to the location specified in the Form Tags.
- The Reset Button enables a user to Reset the Form Objects on a Web Page back to their default condition.

Registered User Info

- Registered users can enter their **Name** and **E-mail** address. Your E-mail address will be used as the default address for all form objects to be sent to.
- **Reg Code** This is the code that will unlock the shareware version of the Web Page Builder Professional distribution. See [registering](#) for details.

