

GNN, Inc.
AN AMERICA ONLINE COMPANY

User's Guide to GNNpress 1.1

Client-Server Publishing
for the World-Wide Web

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Preface

Welcome!

The World Wide Web has fueled the explosive growth of the Internet and the emerging software and services industries that surround it. The Web lets individuals, companies, and institutions—anyone with an Internet connection—publish electronically.

The fundamental unit of the Web is the “page” you see when you browse for information. Pages are *hypertext* documents. When you click on a link, your computer gets the page referenced by the link and displays it on your screen. Web pages can also have images, sound, video, forms, and other features.

What is GNNpress?

GNNpress is an interactive authoring tool that helps you create and publish Web pages. You can use GNNpress with or without access to the GNN Hosting Service. With the GNN Hosting Service, you will be able to save your pages directly to the GNNservers used by the service.

What is the GNN Hosting Service?

GNNpress and the GNN Hosting Service give you an integrated publishing system for the World Wide Web. The computer system on your desk connects to GNN’s Web servers where you can publish your pages. The GNNpress software and the GNN Hosting Service enable you to join the thousands who have made their presence known on the Internet.

You can use GNNpress with several levels of service. As your Internet needs grow, you can move up to higher service levels. Each service level gives you more disk space and supports more frequent page accesses than the previous level.

- **No service:** You can use GNNpress to create Web pages without having a GNN Hosting Service account. If you have your own GNNserver, you can use GNNpress to save pages directly to that server. Otherwise, you have to use some other file transfer mechanism to manually move the pages you create with GNNpress to the Web server you are using.
- **Personal Service:** You can access the Internet and publish your pages on the World Wide Web. **GNNworks** is the browser you use to surf the Web. GNNpress is the tool you use to create and publish your pages on the Web. Together, they create a comprehensive and powerful Internet software suite for the home consumer. The Personal Service level is included in a GNN membership.

- **Domain Service:** This service level also gives you a unique “domain” name — such as `mycompany.com` . This makes your company easy to find on the Web (`http://www.mycompany.com`) and lets you project a professional corporate image.
- **Commercial Service:** In addition to a domain name, this service level gives you control over most administrative, database, and programming capabilities of the GNNserver where your Web site is hosted.
- **Dedicated Service:** In addition to the features of the Commercial service, this service level gives you full access to the system, your choice of hardware and software configuration, and secure financial transactions.

What is a GNNserver?

A GNNserver is a powerful Web server you can use to create, publish, and manage information on the World Wide Web. The GNN Hosting Service uses GNNservers to host your pages. If you want to set up your own Web server, you can download the GNNserver software for free from `http://www.tools.gnn.com/index.html` . The GNNserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided.

About This Book

This book is both a tutorial and a reference manual for the GNNpress software. If you are a new user, you should start with Part I, use the software for a while, and then read through the rest of the book. Experienced users can search through the chapters, table of contents, and index to find special topics explained.

This book also covers some of the interaction between GNNpress and GNNserver. The GNNserver documentation describes administration and programming of the server.

Versions of GNNpress



This manual describes GNNpress v1.1. If you are using an earlier version of GNNpress (such as v1.01), some of the v1.1 features will appear differently or will not be available. Icons like the one to the left identify features added in v1.1. You can upgrade to GNNpress v1.1 by downloading the software from the GNN Web Site (at `http://gnn.com/`).

By default, GNNpress v1.1 originally used “Short Menus” mode, which hides access to advanced features. These features include MiniWebs, Style Sheets, and some dialogs for setting preferences. If these features are not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**. When you use the longer menus, you will see menu items for administering your Web site that are supported only if you have the Commercial or Dedicated level of GNN Hosting Service.



Why Give Away Our Software for Free?

In our ongoing effort to support and promote publishing on the World Wide Web, GNN makes two major Web tools — GNNpress and GNNserver — available at no charge. GNNpress is the top-ranked Web page authoring software, and GNNserver is the remarkable server software at the core of the GNN Hosting Service. This free distribution is GNN's gift to the Web community.

To Contact Us or Get More Information

To sign up for GNN Hosting Service:

- Call 800/819-6112
- Send email to info@gnnhost.com
- Read <http://gnn.com/gnn/join/index.html> or <http://www.gnnhost.com/>
- Go to the “GNN” keyword on AOL.

For GNN Hosting Service Technical Support:

- Call 800/879-6882
- Send email to support@gnnhost.com or support@gnn.com
- Read <http://www.gnnhost.com/>

To download GNNpress or GNNserver for free:

- Read <http://www.tools.gnn.com/index.html>



Preface

Part 1: Essentials

Part I provides the bare minimum you need to know to create and publish Web pages, plus some information that will help you later.

Chapter 1 orients you to this book and its style.

Read **Chapter 2** if you need to install GNNpress. It covers installation and system requirements. It also covers a few essentials about preferences you may need to set before you can run GNNpress.

Work through the examples in **Chapter 3**. These give you a taste of using the tools.

- Take a quick tour of the World Wide Web to see how it works and what it can do.
- Create a Web page with hyperlinked text and images and publish it to your GNN Hosting Service directory (or to a public directory where you can test your pages if you are not yet a GNN Hosting Service subscriber).
- Use the MiniWeb to see how Web pages are organized.

Read **Chapter 4** to get an overview of the GNNpress workspace. This overview will help you understand the tasks and functions in Part 2.

Chapter 5 covers some basics (no more is needed!) about HyperText Markup Language (HTML) and other secrets of the World Wide Web.

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Our Assumptions About You

We realize there is probably no “typical” reader of this book or user of GNNpress. Some of you are novices; some have considerable experience. How you will use this book depends on what you already know. How we explain things depends on what we assume about you and your system.

You can use GNNpress if you can use a word processor.

- We assume your computer connects to the Internet either directly or through a modem connected to a service such as GNN. Otherwise:
 - If your computer connects to a local-area network (LAN), you should contact your system administrator to find out how to connect to the Internet.
 - If your computer is not connected to a network or modem, you must connect it.
- We assume you know how to use your computer and its operating software.
 - You know about files and directories (sometimes called documents and folders), how to create them, rename them, move them, and delete them.
 - You know how to use your computer's operating system to run programs.
 - You have experience with a window-based, graphical user interface, like Microsoft Windows or the Macintosh.
 - You know how to use your computer's mouse.
- We assume you have used one of the popular word-processing software packages, such as Microsoft Word.
 - The editing conventions in GNNpress are similar.
 - The file-saving operations in GNNpress look similar, but they also allow you to save files over the Internet.

- We *do not* assume that you are familiar with the World Wide Web and with the concept of navigating through information with hypertext, but we recognize that many of you are familiar with these services and concepts.
- If you are familiar with Web navigation, scan Chapter 3 to see how GNNpress lets you browse the Web. Then work through its examples to create a Web page.

GNNserver Administrator

Administering a GNNserver requires expertise typical of a system administrator. Extending or customizing the server requires programming expertise.

The GNNserver manages permissions for access to information, user accounts, and modification of files. Hence, the GNNserver administrator has the responsibilities of a system administrator. Separate documentation for the GNNserver software is available for those who use the GNN Hosting Service at the Commercial or Dedicated level and those who download the free GNNserver software and manage their own server.

A Tutorial and a Reference

We intend this book for the novice and the experienced user. Part 1 is a tutorial and a description of the workspace. Part 2 introduces many more details and advanced features of GNNpress and serves as a reference manual too. It also covers the way GNNpress and the GNN Hosting Service interact.

How to Use This Book

We urge you to *use* this book, not just *read* it. To learn about the software, use the book as a tutorial. We show how to accomplish a variety of tasks. *Work through the instructions* to learn. The book usually introduces a set of steps to accomplish a particular task with a distinctive heading:

→ **Do a task:**

Following the heading that introduces a task are either sequential steps or optional steps, each with its distinctive style:

- 1 Numbered paragraphs, like this one, designate step-by-step instructions. Follow them to learn how the tools work. Menu commands are shown with arrows, for example, **File→Save** means you should pull down the **File** menu and choose the **Save** option.
- Paragraphs with a square bullet, like this one, are optional steps. Usually there is a sequence. Do one or more of the steps to cause the designated action or actions.

After you have gained experience, you will find that the book serves as a working companion and a source of more detail. You can find information either through the table of contents or the index.

Considering our experience with many software packages, we recommend that you go through the book thoroughly after you have used the software for a while. You will discover useful features that you breezed over the first time.

Online Help

There are many online help pages available throughout the application. Most dialogs have a help button that you can click to get assistance with a specific task. You can search for specific topics using **Help**→**Search For Help On**. This will bring up a dialog box where you enter a term to search for in the online documentation.

Typographical Conventions

We use a variety of fonts to identify items or processing steps:

bold, sans serif	Menus, menu items, and field names. Menu names with options use arrows, for example, File → Save .
<i>italic</i> :	To emphasize selected words, for example, in the paragraph above, “We urge you to <i>use</i> this book...”
<u><i>italic, underlined</i></u>	A <i>hyperlink</i> . When browsing a Web page, click on a hyperlink to display the Web page it references.
courier	Text that you type. For example: <code>http://gnn.com/</code> .

Variations Among Different Platforms

GNNpress is available for Microsoft Windows and Macintosh. We have compromised between making the application similar across different platforms, versus making it look similar to other applications on the same platform. Paragraphs in this book that apply to specific platforms are identified in the text.

What's New in V1.1?

By default, GNNpress v1.1 originally used “Short Menu” mode, which hides access to advanced features. These features include MiniWebs, Style Sheets, and some dialogs for setting preferences. If these features are not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menu” item. Then, click **OK**.

When you use the longer menus, you will see menu items for administering your Web site that are supported only if you have the Commercial or Dedicated level of GNN Hosting Service.



If you've used GNNpress v1.0 before, see page 193 for a list of the new features you will find in GNNpress v1.1. The icon to the left identifies features that are new in GNNpress v1.1. If you are using an earlier version, these features will not be available. To find out how and when you can upgrade to GNNpress v1.1, please visit the GNN Web Site (<http://gnn.com/>) for update information.

Installing GNNpress

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This chapter explains how to install GNNpress on the following operating systems:

- Microsoft Windows 3.1, 3.5 NT, Workgroups, and Windows95
- Mac OS: System 7 and later

You can download the GNNpress software from <http://gnn.com> ,
<http://www.gnnhost.com> , or <http://www.tools.gnn.com> .

System Requirements

If you want to use GNNpress over the Internet, you need to have a “SLIP” or “PPP” connection from an Internet service provider, modem, and the appropriate connection software (for example, Trumpet winsock or Chameleon).

You can still use GNNpress to author and access local files when your computer is not connected to the Internet. For example, while you create pages you may want to leave your modem off and then connect your modem to the Internet when you are ready to publish your pages. When your modem is off, you have access to all the features of GNNpress, but cannot open, save, delete, or browse on network locations.

If you have additional questions about using GNNpress with various types of Internet connections, see the GNN Hosting Service Frequently Asked Questions (FAQ) list at <http://www.gnnhost.com/publish/faq/faq.htm> .

MS Windows

- Microsoft Windows 3.1, NT 3.5, Workgroups, or Windows 95
- Intel x86 microprocessor:
 - 386 minimum
 - 486 or above recommended
- 4 Mbytes RAM minimum; 8 Mbytes recommended
- 5 Mbytes free disk space required for installation
- Internet TCP/IP software:
 - Windows NT and Windows95 have support for TCP/IP built in. Windows NT and Windows95 users do *not* need to install third-party software.
 - The Windows 3.1 and Windows for Workgroups 3.11 operating systems do *not* have built-in support for TCP/IP, and you have to install a “TCP/IP stack” on your system if you plan to search the World Wide Web. Sources of TCP/IP software include FTP Inc., Microsoft, NetManage, Novell, Digital Equipment Corp., and Spry Inc.
- A modem or direct network connection. (A modem is required to use GNNworks.)

Macintosh

- System 7 or above.
- CPU: 68020 or higher, or Power PC
- 8 Mbytes RAM; 12 Mbytes recommended
- 5 Mbytes disk space required for installation
- MacTCP software (check your system disks if it is not already installed)
- A modem or direct network connection. (If you use a modem, you also need PPP or SLIP software.)

Install GNNpress

MS Windows

→ Install GNNpress on Windows 3.1, NT 3.5, Workgroups, or Windows95:

- 1 Click on the Web link to download GNNpress. Specify the location on your hard drive where you want to store the compressed GNNpress software. This can be a directory where you store temporary files.
- 2 Use the **File Manager** to find the file you downloaded.
- 3 Double-click on the file you downloaded to expand and run the setup procedure.
- 4 Follow the prompts in the setup procedure to install GNNpress.
- 5 When the installation is complete, you can double-click on the GNNpress icon in your Program Manager to run GNNpress.

Installing as a GNN Hosting Service Member

If you are a GNN Hosting Service member and you used GNNworks to download GNNpress, the software will be installed in the GNN directory and will automatically use the same dialup connection as GNNworks.

Installing with No Internet Connection

If you are not a GNN Hosting Service member and you do not have a `WINSOCK.DLL` file (TCP/IP connection software), you will see a message that says “Couldn't find TCP/IP network (`WINSOCK.DLL`). Would you like a stand-alone installation?”

If you proceed with a stand-alone installation, a null `WINSOCK.DLL` is placed in the GNNpress directory. GNNpress tells you that you are not connected to a network when you first try to access an Internet location.

If you install GNNpress stand-alone and later decide you want to use it over the Internet, you must change the installation as follows:

- 1 Install Internet access connection software (this should place a file called `WINSOCK.DLL` in your windows directory).
- 2 Arrange for Internet access from a provider such as the GNN Hosting Service.
- 3 Start the Windows **File Manager** and search for `GNNPRESS.EXE`. Delete the `WINSOCK.DLL` file in the same directory as `GNNPRESS.EXE`. If there is no `WINSOCK.DLL` file in its directory, GNNpress will use the `WINSOCK.DLL` file in the windows directory.

If you delete the null `WINSOCK.DLL` without installing Internet access software, and then try to use GNNpress, it will not start. Either install a valid `WINSOCK.DLL` or reinstall GNNpress.

Using GNNpress with an AOL Account

You can download a special version of the `WINSOCK.DLL` file from America Online. Go to keyword: `winsock` to download this file, which allows you to use GNNpress on your PC through your America Online account.

Macintosh

→ Install GNNpress on a Macintosh:

- 1 Click on the Web link to download GNNpress. Specify the location on your drive where you want to store the compressed GNNpress software. This can be a directory where you store temporary files.
- 2 Double-click on the file you downloaded to expand and run the installation.
- 3 Follow the prompts in the installation procedure to install GNNpress.
- 4 When the installation is complete, you can double-click on the GNNpress icon to run GNNpress.

Updating to New Versions of GNNpress

When new versions of GNNpress are introduced, you can update over the network instead of re-installing. Select **File**→**Upgrade GNNpress**. You can download a new version of the software and install it.

Preferences You Should Set Now

If you want to use GNNpress to send email, you should set your **Mail Address** in the Network Preferences dialog. To see this dialog, choose the **Tools**→**Preferences**→**Network** menu item.

Chapter 10 covers Preferences in detail, but you might need to set the Proxy server now if your site is behind a firewall or if you connect to the Internet through a service provider who runs your connections. First ask your System Administrator if you are behind a firewall. Some hints that you might be are:

- You cannot ftp to a remote site.
- You cannot log in to a remote site.
- You can reach internal Web servers but no external Web sites.

→ Setting preferences for use behind a firewall:

- 1 Start GNNpress.
- 2 Choose the **Tools**→**Preferences**→**Network** menu item.

- 3** Click the **Always Proxy** check box.
- 4** Ask your system administrator for the name of the Proxy server. Typically it is in the form `hostname:port` (for example, `www.mycom.com:81`). *Do not* type the leading `http://`.
- 5** You may also need to set a **SOCKS hostname** in this dialog if you are behind a fire-wall. Ask your system administrator.



Installing GNNpress

Preferences You Should Set Now

Getting Started: Tour the Web and Create a Page

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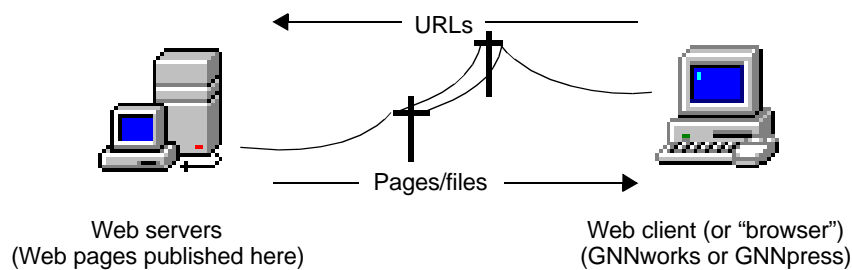
This chapter gives you a quick introduction to browsing and authoring with GNNpress. It takes you through step-by-step instructions on how to browse and create a simple page from a template. It also shows you how to use GNNpress to author a Web page and publish it to the GNN Hosting Service.

A Little Background

Before we start our tour of the World Wide Web and GNNpress, we'd like to explain a few of the terms you'll see. They are a lot less mysterious than they sound.

- **Web Pages:** The documents you see on the Web are called “pages.” They contain text, images, and “links” that let you jump to other pages.
- **Browse:** When you look at a Web page, you are “browsing” that page, and the software you are using is called a “browser”. Another term for browsing Web pages is “surfing.” GNNpress is *both* a browser and an “authoring tool” — because it lets you look at pages *and* create or change them.

- **Web server:** The computer that stores the pages you see is called a “Web server.” It runs software that knows how to send pages and images to browsers.
- **Web client:** On the Web, the “client” is your own computer. You don’t need to understand “client-server computing” to use GNNpress. In case you’re curious, a “client” computer is one that sends requests to a “server” computer. The “server” processes the request, and the “client” takes care of showing you the results.



- **URL:** The strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are locations on the Web called Uniform Resource Locators or “URLs”. You can pronounce this as “you-are-els” or “earls”.
 - **Web site:** All your pages, images, and other files make up your “Web site.”
 - **Home page:** The first page you want people to see in your set of pages is called the “home page.” Other pages are just “pages.”
 - **MiniWeb:** With GNNpress, you can treat all the pages, images, and other files in a directory as a small version of the Web — called a “MiniWeb.” A MiniWeb acts as a “File Manager” for your Web pages. You use MiniWebs to manage your pages and see connections between files.
- The diagram shows a box labeled 'Web site' containing a box labeled 'Home page' at the top. Below it are five boxes labeled 'Other pages'. Lines connect the 'Home page' box to each of the 'Other pages' boxes, with the word 'links' written next to the lines.
- **HTML:** The language used behind-the-scenes to format Web pages is called HyperText Markup Language (HTML). In the past, people had to learn this language to create Web pages. Now, you can use GNNpress to create pages as easily as you would write a letter using a word processor.
 - **Publish:** When you make your pages public to other people browsing the Web, you are “publishing” those pages. With GNNpress, publishing is about as easy as saving a file with a word processor.

What You See When You Start

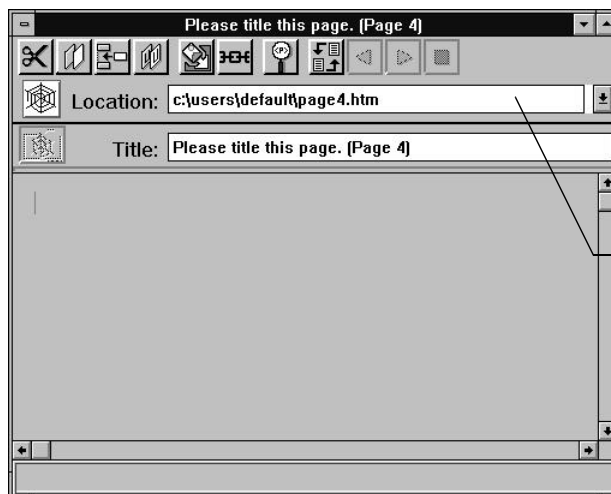
→ To start GNNpress, either:

- Double-click the GNNpress icon in the Global Network Navigator program group or folder.



GNNpress

By default, GNNpress starts with a *Page Window* with helpful pointers to documentation, support, and authoring assistance. You may set your Preferences (see page 170) to bring up an empty Web page, a specific page or a MiniWeb.



Location field:
enter URL to
access a new
Web page

Browse the World Wide Web

GNNpress is both a browsing and an authoring tool. In this section we cover briefly its use as a browser. As a browser, GNNpress offers many of the same capabilities you enjoy with the GNNworks browser. When you want to learn more browsing the Web, see Chapter 6.

The steps in this section assume that your modem is connected to the GNN service. (You can use GNNpress to create and access pages on your own disks even when your computer is not connected to the Internet. For example, while you create pages you may want to leave your modem off and then connect your modem to the Internet when you are ready to publish your pages. To find out how, skip to page 22.)

Go Surfing!

This section shows you how to browse the Web with GNNpress.

→ To start your tour of the Web:

- 1 Using your mouse, move the cursor to the **Location** field in the Page Window.
- 2 If there is any text in the field, hold your mouse button down and sweep over it. If your mouse has more than one button, use the left one.
- 3 Hit your Backspace key to erase the highlighted text.
- 4 Type `http://gnn.com` . (Don't include the period.) Then press your Return key. This is the address or "URL" of the Global Network Navigator "home page," which GNNpress will start loading.
 - Wait for a little while—the small animation in the upper right corner of the window tells you that the computer is transferring information. In addition, messages at the bottom of the page tell you when the connection is made and the size of the files that are being transferred.
 - This page changes every week, so don't worry if it doesn't look like the picture below. The instructions that follow lead you to a gallery of paintings that includes the Mona Lisa. If you find links to something else that interests you, go ahead and try those links. The exact path to the gallery of paintings may change, too. If the path changes, go ahead and explore on your own.

"Download in progress" animation

Linked image:
Click on an area to see the page linked to that part of the image

Messages about file transfer are shown here



- 5 Look for the text that says, “Whole Internet Catalog” or “WIC.” Click on this text to open the home page for the catalog.
- 6 Click on the “[Select](#)” link to move into the catalog.
- 7 You will see headings and words colored and underlined. These are *hyperlinks*. Move the cursor to the [All Subjects](#) hyperlink and click on it.
- 8 Scroll down and click on the [Arts Exhibits](#) link.
- 9 Scroll down the page until you find the [Leonardo da Vinci Museum](#) link (in the “Artists” section). Click on this link.
- 10 A page entitled *Leonardo da Vinci Museum*, appears. Click the **GO** button.
- 11 Scroll down to the [Enter the Main Gallery](#) hyperlink and click the mouse.
- 12 Click the [East Wing](#) link. “Postage stamps” of famous paintings appear.
- 13 Scroll down the page until you see the *Mona Lisa* postage stamp. Click on it. After a time delay, she fills a big part of your screen.
- 14 Now traverse backward by clicking the **Back** icon at the top of the Page Window. Then click it again. You can choose another wing of the museum to visit if you like.

As you browse the Web, you may see messages like “could not contact server.” This means the Web site you are trying to reach is either busy or not running. You can try the link again later. See page 54 for details about such messages.

Your Hot List

Browse the Web by visiting links that look interesting. If you find a page you would like to remember, you can add it to your GNNpress *Hot List*, a personal list of interesting pages.

→ To add a page to your Hot List:

- 1 When you are connected to a page that you want to add to your *Hot List*, choose the **Browse**→**Add to Hot List** menu item. (That is, choose the **Add to Hot List** item from the **Browse** menu. We will use the → arrow for menu choices in the rest of this document.)
- 2 Now you can use that Hot List item in this session and any time you use GNNpress in the future. Choose the **Browse**→**Hot List** menu item. The title of the Web page you added is shown in your list.
- 3 Select the item you want and click **Fetch** to open that page.

Browse	
Backward	Ctrl+B
Forward	Ctrl+F
Stop	Shift+Ctrl+S
Reload Page	Shift+Ctrl+R
Global History...	
Hot List...	
Add To Hot List	

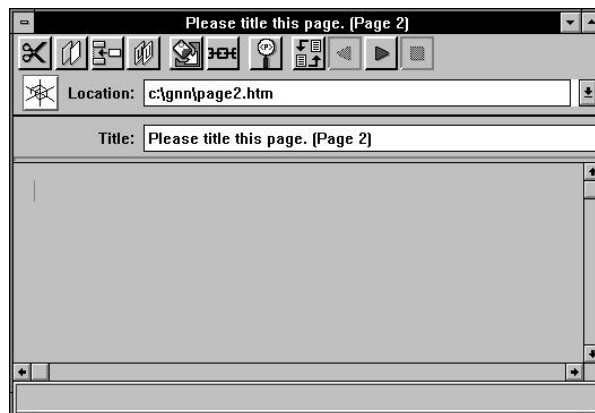
Create and Edit a Web Page

The steps in this section show you how to create a Web page for yourself. Your page will have text, links, and a way for people to send you email. And, you'll be surprised how quickly you can create all of this.

→ To create and edit your personal Web page:

1 Create a Blank Page:

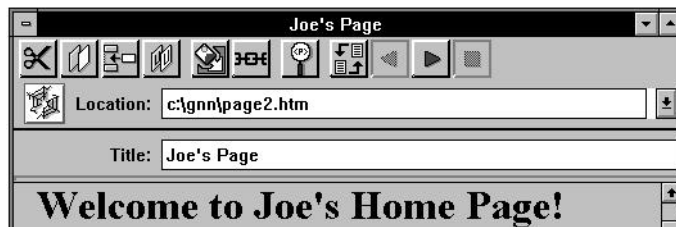
- Choose the **File**→**New Page** menu item. You'll see a blank window that says "Please title this page." This is just like a blank document in a word processor.



- Let's start by giving the page a title. In the **Title** field above the blank area, type "_____'s Page" and fill in your name. For example, type "Joe's Page". Press the Return key and you will see this title at the top of the window.

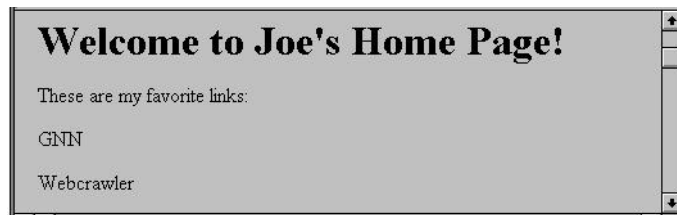
2 Type and Format Text in Your Page:

- At the top of the page, type "Welcome to _____'s Home Page!" Fill in your name again. For example, type "Welcome to Joe's Home Page!" Then, click on the welcome message you typed to make sure the cursor is in this line.
- Choose the **Format**→**Heading**→**Hdg 1** menu item. This makes your welcome message big and bold. Your welcome message will look like this:



3 Create a List:

- After your welcome message, type this text:

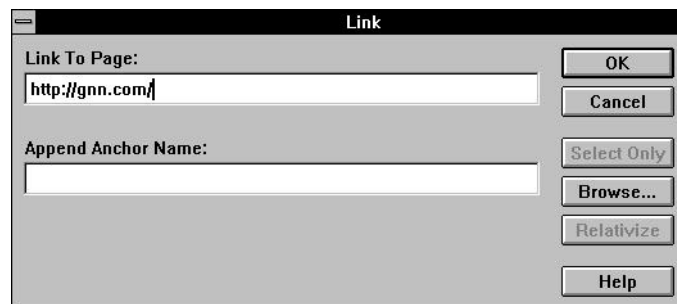


- Use your mouse to highlight the lines that say "GNN" and "Webcrawler". (Highlight all of both lines.)
- Choose the **Format**→**List**→**Bulleted List** menu item to make these two lines a list.



4 Create Links to Other Pages:

- Use your mouse to highlight the word "GNN". Then choose the **Element**→**Link** menu item.
- Type the URL for GNN's home page (<http://gnn.com/>) in the **Link to Page** field, like this. Then, click the **OK** button. The text that says "GNN" is now a link to GNN's home page.

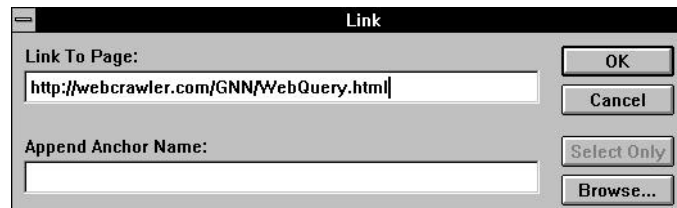


- Double-click on the link you just created to the GNN home page. Double-clicking opens a second window. (Don't worry if you accidentally single-click on the link. You can use the **Back** button later to move back to the page you are editing. Your changes to the page will still be there unless you click the "Reload Page" icon.)
- Follow the link on GNN's page to the "Whole Internet Catalog" or "WIC."

- From the Whole Internet Catalog, follow the link to WebCrawler.

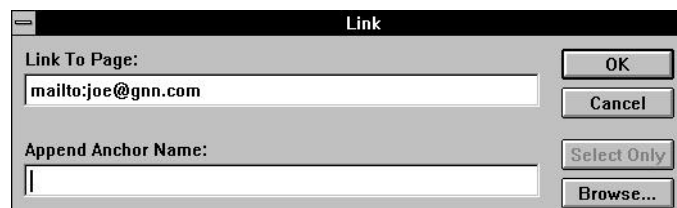


- Click the Copy URL button in the toolbar of the WebCrawler Page window.
- Now move back to the window you were editing and use your mouse to highlight the word “WebCrawler”. Then choose the **Element**→**Link** menu item.
- With the cursor in the **Link to Page** field, press Ctrl+V to paste the URL you copied from the WebCrawler page into this field. Then, click the **OK** button. The text that says “WebCrawler” is now a link, too.

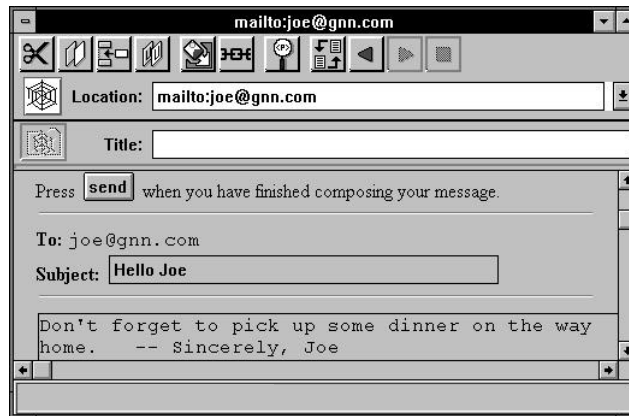


5 Create an Email Link:

- After your list of links, type “Send me mail.”
- Highlight the word “mail” and choose the **Element**→**Link** menu item.
- In the **Link to Page** field, type “mailto: ” and then your email address. Then click the **OK** button. For example:

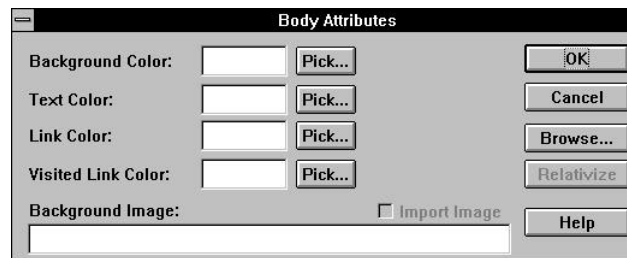


- Click on the link you just created to try sending mail to yourself. You will see a page that looks like this. Go ahead and send yourself some mail.

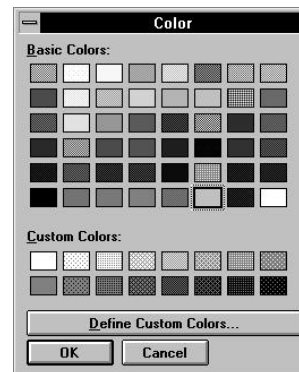


6 Add a Background Color and Graphics:

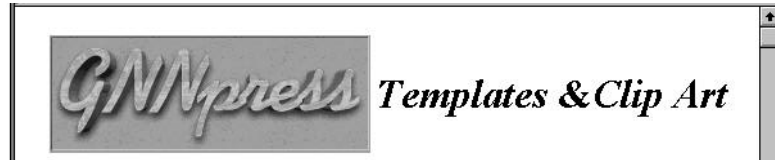
- Click the “Back” icon until you are back at the page you have been creating.
- Choose the **Format**→**Body Attributes** menu item. You will see this dialog, which lets you select colors for the background and text in your page.



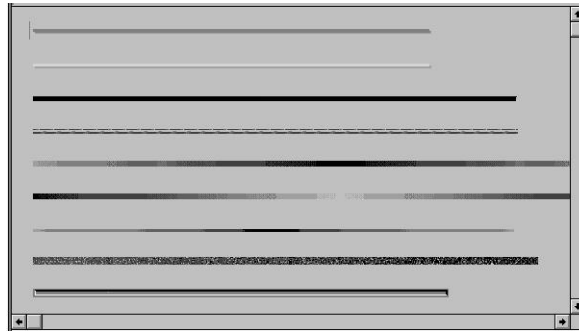
- Click the **Pick** button to the right of the **Background Color** field. You’ll see a color dialog. Click on a light background color like white or yellow. Then click the **OK** button in the color picker. The code for the color you selected will be shown in the Background Color field.
- Click the **OK** button in the Body Attributes window. The background of your window will change to the color you selected.



- Now your page has a background color, but you probably want to add graphics to it, too. GNNpress comes with a library of clip art you can use in your pages. (Or you can use graphics you create with any other software.) To see the clip art library, choose the **Help**→**Templates** menu item.



- Scroll down and click on the link to the “Clip Art Library”.
- Scroll down until you see the part of the table that lists the types of rules in the clip art collect. Click on the link to see the “Full Collection” of horizontal rules.
- Find your favorite rule and drag your mouse across it to highlight it. Then press Ctrl+C to copy the rule.
- Move back to the window for your page. (It should be under the clip art window.)
- Place the cursor in your page and press Ctrl+V to paste the rule you selected. You can copy and paste graphics from any Web page to your page.

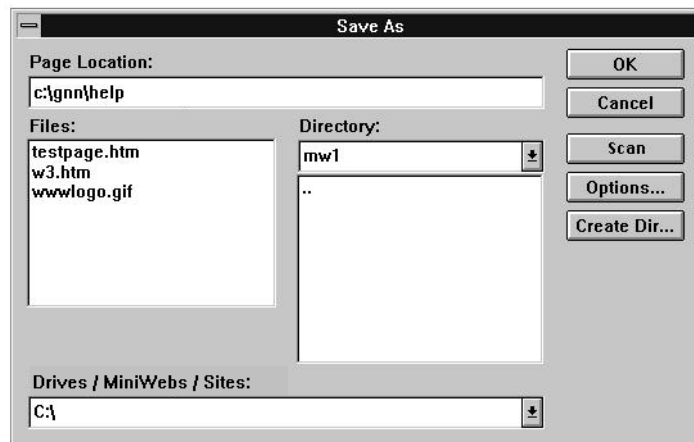


Save to Your Local Drive

As you create Web pages, you should save copies of them to your local disk drive as described in this section. In fact, you can use GNNpress to create and save Web pages even when your modem is not connected. Then, when you connect to the Web, you can publish your pages as described in the next section.

→ To save your home page to your local disk:

- 1 Choose the **File**→**Save As** menu item. A file selection dialog appears. (For details on using this dialog under Microsoft Windows or on a Macintosh, see page 40.)



- 2 Select your local drive in the field labeled **Drives / MiniWebs / Sites**
- 3 In the **Directory** list (Windows) or the list of folders and files (Macintosh), double-click on the directory or folder where you want to save your page.
- 4 Move the cursor to the **Page Location** field and add a file name of `index.html` to the end of the page location. (Use a file name of `index.htm` for your “home page”—the first page you want people to see when they visit your pages. If people don’t specify a file name when they visit your pages, the GNN hosting servers give them the `index.htm` file automatically.) For example, the **Location** on your local drive could be `c:\mydir\index.htm` on Windows and `BigDrive:Web Pages:index.htm` on a Macintosh. (The colons separate successive layers of drive, folder, and file names on a Macintosh.)
- 5 Click **OK** when you have finished setting the location.

See page 153 for ways to customize how GNNpress saves images and modifies links when you save a page.

Publish to the GNN Hosting Service

Publishing on the Internet with GNNpress is as easy as saving a file on your computer as you did in the previous section — the steps are the same, except you save to the GNN Hosting Service instead of to your local disk drive and you are asked to enter your username and password.

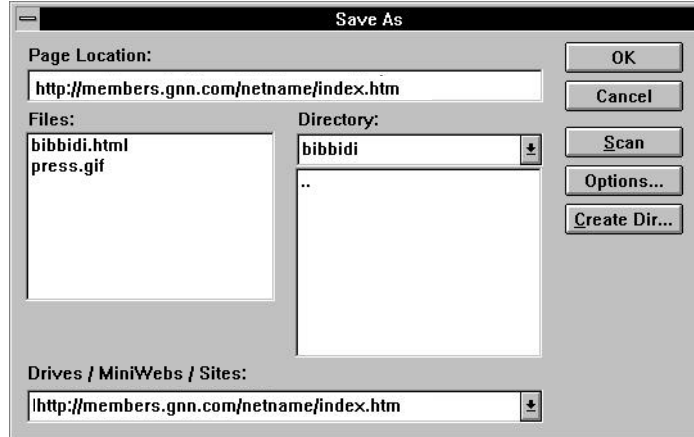
If you don't have a GNN Hosting Service account, follow the instructions at <http://gnn.com/gnn/join/index.html> (or on America Online at keyword: GNN) to sign up for a free, unlimited-access, 1-month trial membership. Once you have your GNN “netname” (username) and password, you can publish pages as follows.

(See page 161 for more details on publishing pages.)

→ To publish your personal home page to the GNN Hosting Service:

Make sure you are connected to the GNN Hosting Service before you try to publish a page. If you do not yet have an Internet connection or a GNN Hosting Service account, you should skip the rest of this section.

- 1 Choose the **File→Save As** menu item. The file selection dialog you saw when you saved the file locally appears. (For details on using such dialogs, see page 40.)



- 2 Click on the arrow to the right of the field labeled **Drives / MiniWebs / Sites**
- 3 If you have Personal-level service, type `http://members.gnn.com/ netname /` in the **Page Location** field. For example, if your netname is “snoopy”, type `http://members.gnn.com/snoopy/`
If you have Domain, Commercial, or Dedicated service, type the Web address for your domain. For example, type `http://www.mycompany.com/ .`

- 4 Move the cursor to the **Page Location** field and add a file name of `index.html` to the end of the page location. (The `index.htm` file should be your “home page” — the first page you want people to see when they visit your pages. If people don’t specify a file name when they visit your pages, the GNN server gives them the `index.htm` file automatically.)
- 5 Click **OK** to save your page. The first time you save to your GNN Hosting Service location in each session, you will see this authentication dialog:



Type your netname and password if GNNpress prompts you for them. GNNpress will save the page and all the image files (lines, bullets, photos) associated with it. Saving the file across the network may take a few seconds.

- If a page with the file name you typed already exists, a dialog will ask you whether to save the file, don’t save, or rename the page.
- If any of your images already exist in this directory, GNNpress asks you if you want to save it, don’t save it, rename it, or cancel. There is no need to re-save image files now, though you can if you wish. GNNpress will ask what you want to do for each pre-existing file.

Now your page is on the GNN Hosting Service! Your friends with Web browsers can see it if they look at the address where you saved the page (for example, `http://members.gnn.com/netname/`). Don’t forget to add your page to your own Hot List, so you can get to it easily.

If you want to change your page in the future, just display your page with GNNpress. Make your changes with GNNpress, then choose **File→Save** to publish your changes.

See page 153 for ways to customize how GNNpress saves images and modifies links when you save a page.



Getting Started: Tour the Web and Create a Page

Publish to the GNN Hosting Service

The GNNpress Workspace

4

In This Chapter . . .

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The GNNpress Environment	33
Operations	38

The GNNpress user interface lets you work with Page windows and MiniWeb windows, choose commands, drag-and-drop, work with local or remote pages, and more. This chapter will give you an overview of the software, which will help you use it efficiently. This chapter also presents an overview of how to find your way around the online help system.

About GNNpress

Browse and Author

There is an important difference between GNNpress and other Web browsers. GNNpress is an editor *and* a browser. The editing and formatting features are not available in other Web browsers.

Because we integrate authoring and browsing, you can integrate reading and editing. If you are browsing (reading) a page on your GNN Hosting Service directory or a GNNserverwhere you have permission to change pages, you can correct an error that you see and republish the page.

You can copy material from pages you are browsing—text, images, hyperlinks, full URLs—and paste them into a page that you are authoring.

GNNpress and the GNN Hosting Service give you an integrated publishing solution for the World Wide Web. As a subscriber to the GNN Hosting Service, you can publish your pages on the Web server GNN provides.

Pages and MiniWebs

GNNpress uses two kinds of windows: *Page* windows and *MiniWeb* windows. You use Page windows to browse and author individual Web pages, and you use MiniWeb windows to work on a collections of related pages. When GNNpress starts, by default, you see a Page window. Page windows and MiniWeb windows are visually distinct from each other and have different menus and commands. However, basic principles about the interface, such as *drag-and-drop* and *copy and paste*, work the same in both windows.

You can open many Page windows and MiniWeb windows. The number is limited by the amount of memory on your machine. Each page window has its own history.

This next section describes the window and menu you see when GNNpress starts up. It explains major elements on the screen and explains how to distinguish between the two kinds of windows used in GNNpress—the Page window and MiniWeb window.

Your Files and the GNN Hosting Service

GNNpress lets you create Web pages whether or not you are not connected to the GNN Hosting Service. You can save and test a set of pages as files on your own hard drive. When you are ready for the rest of the world to see your pages, just connect to the GNN service and save the files in your publishing space as shown in the previous chapter.

Publishing Pages to Other Servers

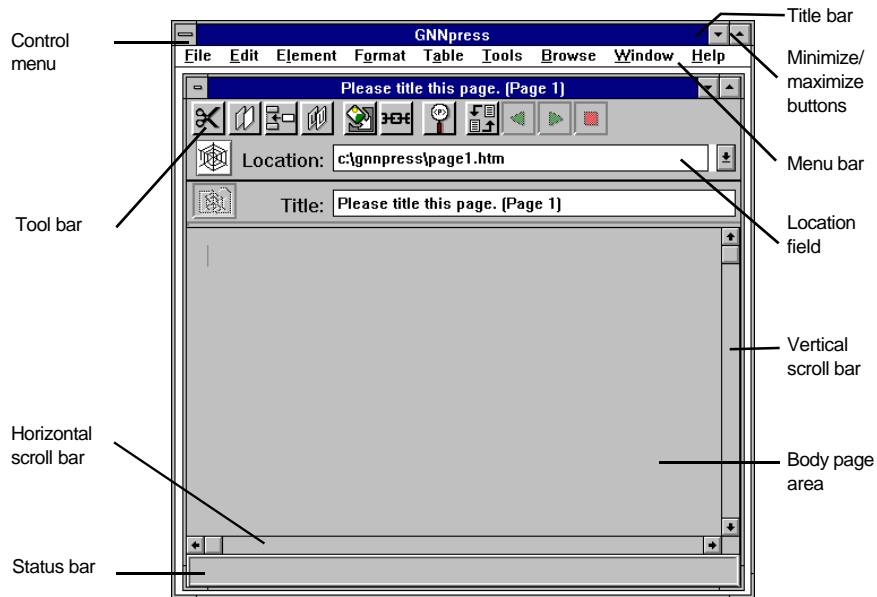
GNNpress can be used without the GNN Hosting Service or a GNNserver to browse the Web and to develop Web pages. However, you see the full power of GNNpress and the GNN Hosting Service when you use them both together.

If you want to publish to a Web server other than the GNN Hosting Service or a GNNserver, you can only save them directly if the Web server supports the HTTP (HyperText Transfer Protocol) PUT protocol. (Several other servers also support the PUT protocol, but disable it by default.) Otherwise, you will need to use ftp or some other file transfer method to move your files to the server.

The GNNpress Environment

The Windows

This figure shows the major parts of the GNNpress screen. The following sections discuss these parts, the Page window, and the MiniWeb window.



You can resize Page and MiniWeb windows by dragging with the cursor. Click the mouse on the window border or corner and drag to the desired size and shape.

Title Bar

The **Title Bar** is at the top of the window. It contains the title of the Page or MiniWeb. The Title Bar lets you find the window you want when you have more than one window open.

Menu Bar

Beneath the Title Bar on some systems, above it on others, is a row of words. This is the **Menu Bar**. The menus in it give you access to the tools that the application provides. Each word is the entry into a pull-down menu. If you click on any entry (menu item) in the Menu Bar, you see a pull-down menu with several choices.

The available choices are shown in bold. Some choices are in faint type; they are unavailable for this particular page or MiniWeb. To activate a choice, move the cursor to it and click the mouse button.

In the Page window, the menus are **File**, **Edit**, **Element**, **Format**, **Table**, **Tools**, **Browse**, and **Help**. In MS Windows, there is also a **Window** menu.

In the MiniWeb window, the menus are **File**, **Edit**, **View**, **Tools**, **Browse**, and **Help**. In MS Windows, there is also a **Window** menu.

Edit	
Undo	Ctrl+Z
<u>R</u> edo	Ctrl+Y
Cu t	Ctrl+X
C opy	Ctrl+C
P aste	Ctrl+V
C lear	
S elect All	Ctrl+A
C opy URL	Shift+Ctrl+C
Paste URL	Shift+Ctrl+V
F ind / R eplace...	Shift+Ctrl+F
Find N ext	Ctrl+G

Toolbar

Below the Menu Bar is the **Toolbar**. It has icons (pictures) that correspond to common commands that you use frequently. The same commands are also available through the Menu Bar, but you can get to them more quickly through the toolbar.

To activate a command, move the cursor to the icon and click the mouse button.

See page 177 for information on customizing the toolbar.

Location Field

Below the toolbar is the **Location** field. It contains the URL (Uniform Resource Locator) of the page you are viewing. You can view another page by typing its URL in this field.

Title Field

Below the Location field is the **Title** field. It contains the title of the page you are viewing. It shows the same text as the window's Title Bar. You can use the Title Field to change the text in the Title Bar. Just type a new title in the field and press Return.

Home Page Field

The MiniWeb has a **Home Page** field instead of a Title field. It contains the title of the home page in the MiniWeb you are viewing. You can select a different home page in this field with the arrow to the right.

Scroll Bars

On the bottom and right side of the windows are **Scroll Bars**. Use them to move to parts of the page or MiniWeb not currently visible. You can click on the upward-pointing or downward-pointing arrows in the Scroll Bar on the right, to control upward or downward scrolling. Similarly, use the Scroll Bar on the bottom to control scrolling right or left. You can also move the “thumb” within the Scroll Bar to the approximate relative place in the page or MiniWeb.

Status Bar

At the bottom of the window is a **Status Bar**. As you work, messages appear there so the application can let you know what it is doing. If the mouse cursor is over a toolbar icon, the Status Bar shows the icon’s function.

Page Window

When you start GNNpress, you see a Page window.

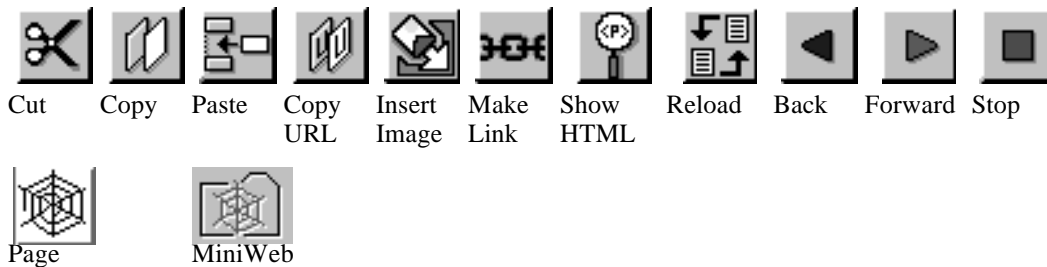


GNNpress works on Windows and Macintosh systems. The interface takes on visual characteristics that are native to the platform the application is running on. Depending on your system, the startup screen may look a little different than the example, but the elements are the same and they work in the same way.

It is possible to make GNNpress start up by opening any page you like, a blank page, or both a new MiniWeb window and a new Page window. See page 170 to set the startup window.

Page Window Toolbar

The Toolbar gives you quick access to frequently used commands such as **Cut**, **Copy**, **Paste**, and **Copy URL**. There is also a **MiniWeb** icon and a **Page** icon. See page 177 for information about customizing the toolbar.



Status Bar

At the bottom of the window, the Status Bar lets you know what the application is doing. For example, if you click on a hyperlink to cause a page to be transferred over the network, the Status Bar will continually update information about the transfer.

Page Window Menus

Here is the menu bar for the Page window.

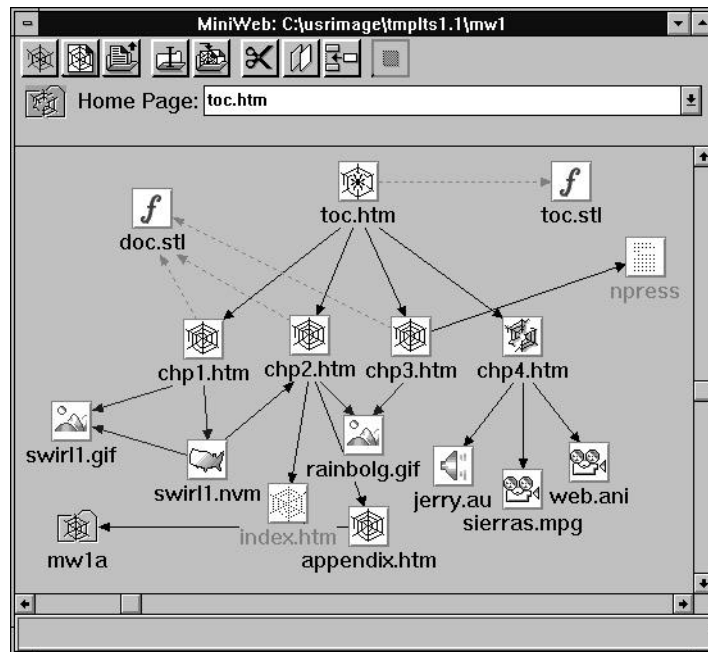
Click on any menu to see the choices it offers. The **File** menu operates on Pages either locally or remotely over the Web. **Edit**, **Element**, **Format**, and **Table** are all used to author pages. The **Tools** menu has special utilities and functions, including some to access a GNNserver. **Browse** has viewing capabilities. **Window** (Windows only) lets you rearrange multiple GNNpress pages on your screen. **Help** provides access to documentation, search tools, and examples.

(See page 180 in Appendix A for a brief list and description of all the menu items you see when you are using a Page window.)

MiniWeb Window

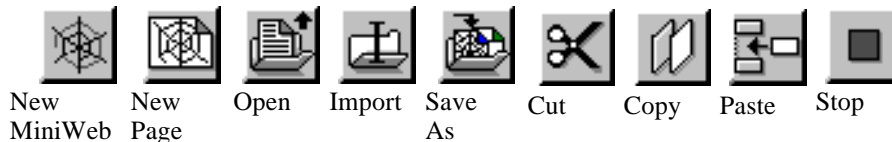
The *MiniWeb* is like a “File Manager” for your Web pages. It helps you organize and manage the files that make up your Web site. It gives you with a graphical view of the collection of files showing all the pages and any other files (such as images and sounds) and the connections between them. One page is designated as the home page (it is displayed with a special icon—a spider at home in its web). If a page links to another page outside your directory, those pages are also shown.

A MiniWeb uses icons to represent files (pages) and arrows to represent the links between them. Icons can be dragged and dropped into other MiniWeb windows and into Page windows. Arrows between icons represent links between the files. MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:



MiniWeb Window Toolbar

The toolbar gives you quick access to frequently used commands such as **Open**, **Import**, and **Save As**.



Status Bar

At the bottom of the window, the Status Bar lets you know what the application is doing.

MiniWeb Window Menus

The **File** menu operates on either Pages or MiniWebs—opening, saving, closing—either locally or remotely over the net. Click on any entry to access tools associated with the application. The **Edit** menu is used to copy URLs from or to the MiniWeb. The **View** menu controls the viewing scale and redraws the MiniWeb. The **Tools** menu has utilities or functions to access special services on the GNNserver. **Browse** examines the history and the Hot List. **Help** provides access to documentation, search tools, and examples.

See the following sections for descriptions of the menus in MiniWeb windows.

(See page 187 in Appendix A for a brief list and description of all the menu items you see when you are using a MiniWeb window.)

Dialog Boxes

Selecting a pull-down menu item that has three dots at the end (for example, **File**→**Open...**) will open a dialog box where you type text or click buttons. Some dialogs require you to close the dialog (perhaps with the **Cancel** button) before you can continue other operations in GNNpress. Your machine will beep if you need to close a dialog before moving to a different window.

Operations

Online Help

GNNpress provides several ways you can find answers to your questions—you can click the **Help** button in various dialogs, or you can use the **Help** menu.

→ Get online help in a dialog:

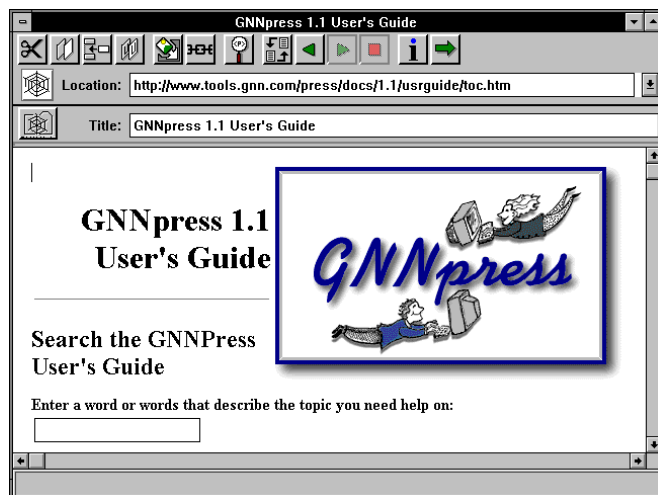
- While in a dialog box, click the **Help** button, or press Help or F1 on your keyboard, to get specific help on that dialog.

→ Search the Help table of contents:

- Choose the **Help→Contents** menu item. You will see a page that contains and describes links to various help files. For example, you can click on the link to the online User Guide to search the online version of this book.

→ Search for Help by looking up a word:

- 1 Choose the **Help→Search For Help** menu item. You will see a page with links to the GNNpress online documentation.
- 2 Click the GNNpress documentation link. If you are not connected to the GNN Hosting Service, the dialer appears. Once you are connected, you see this page.



- 3 Type a word or words in the field, and click the **Search** button. You will see a list of sections that contain those words. You can click on a link to move to that section.

→ Open an example Web page you can start editing:

- 1 Choose the menu **Help→Templates**.
- 2 Select a template from the list. Each template is a group of pages and images.

→ Look at the list of Frequently Asked Questions:

- Choose the menu **Help**→**FAQ**.

This is a common Internet term, usually abbreviated FAQ and pronounced “fack”.

→ Get contact information for help with technical questions:

- Choose the menu **Help**→**Technical Support**

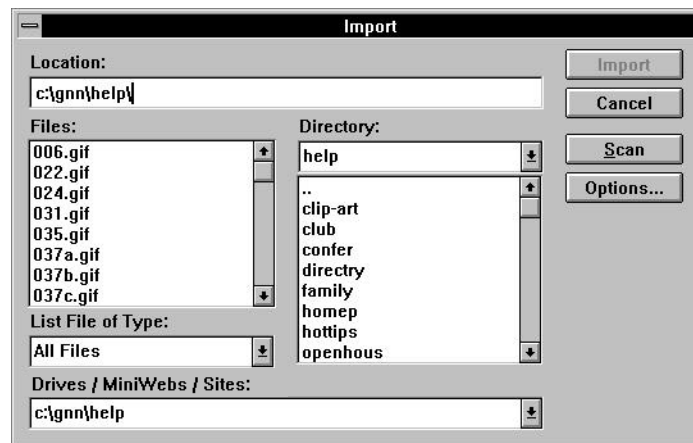
File Selection and Network Operations

The following commands in the **File** menu open file selection dialogs: **Open**, **Save**, **Save As**, **Import**, **Copy File**, and **Delete**. In addition, the **Browse** buttons in various dialogs open similar dialogs. These dialogs allow you to manipulate files on both your local disks and on your GNN Hosting Service directory. When you save or open a file on your directory, you may be prompted for a user name and password if the file or location is protected.

See page 27 for steps that show you how to save pages to your local disks and to the Web.

MS Windows

The file selection dialogs under Microsoft Windows are much like file selection dialogs in other Windows software.

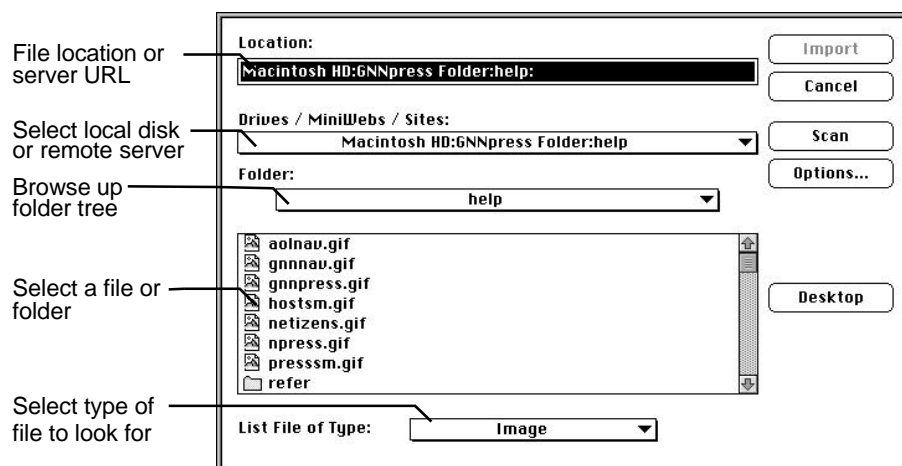


- In addition to selecting local disk drives (such as C:\), the **Drives / MiniWebs / Sites** field lets you select your GNN Hosting Service directory (<http://members.gnn.com/netname>). See page 176 to learn how to add more directories to this list.

- The **Location** field uses Windows file paths, such as `c:\mydir\index.htm` for local files. For files on a server, the **Location** field uses URLs, such as `http://members.gnn.com/netname/myfile.htm`. For pages, use a file extension of `.htm` (for example, `mypage.htm`). For MiniWebs, use no file extension.
- MiniWebs are stored both as directories and files, so they show up in both lists. Double-click on a MiniWeb in the **Directory** list to see a list of the files in the MiniWeb. Double-click on a MiniWeb in the **Files** list to perform the dialog's action on the MiniWeb.

Macintosh

File selection dialogs on a Macintosh contain several fields in addition to the ones you normally see in Macintosh file dialogs.



- You can type the full location of the file or a URL directly into the **Location** field. Local disks, folders, and files are separated by colons (`:`) in this field. For example, `BigDrive:Web Pages:Club:index.htm` references a file in the Club folder of the Web Pages folder on a drive called “BigDrive”.
- In addition to selecting local disk drives, the **Drives / MiniWebs / Sites** field lets you select GNNservers you have used before. See page 176 to learn how to add more GNNservers, MiniWebs, and other directories to this list.
- After you use the **Drives / MiniWebs / Sites** field and the scrolling list of files and folders to find a directory, you can type a file name at the end of the text in the **Location** field. To make your pages portable to all other platforms, it is best to use file names with 8 characters and no spaces. For pages, use a file extension of `.htm` (for example, `my_page.htm`). For MiniWebs, use no file extension.

- The “..” folder in the list of files and folders moves you up one folder level.
- The **Desktop** button moves you to the files and folders on the Macintosh desktop.

Choose Commands

GNNpress gives you several options for choosing commands to execute. You can use the toolbar icons, the pull-down menus, or command keystrokes. These options give you speed when you know the command you want and a complete view of the commands when you need it.

Short Menus

One of the choices in **Tools**→**Preferences**→**General** is **Short Menus**. If the Short Menus option is selected, the Page and MiniWeb menus are abbreviated to exclude options for using MiniWebs and administering pages and servers. See page 179 for a list of the menu commands and specific differences between Short Menus and Full Menus.

Undo Commands

The first items in the **Edit** pull-down menu are **Undo** and **Redo**. Each **Undo** command backtracks another step through the changes you have made. **Redo** reverses the last **Undo**.

Names for Pages and Directories

URLs

You can name page URLs, MiniWeb URLs, and directory URLs anything you want, but you will find your Web pages easier to manage if you give them distinctive names. Page URLs should end with *.htm*, MiniWeb URLs with *.mw*. Directories should not have a suffix.

Conventions Between Platforms

When you save files with GNNpress on Windows systems, you can use filenames with up to 8 characters plus a 3-character suffix after a period. When you save files on a Macintosh or the GNN Hosting servers, you can use longer file names. In general, to make files portable to any type of computer, it's best to use the “8.3” filenames required on Windows.

You should use *.htm* as a suffix for HTML files on Windows, not *.html*.

A Few Basics About the World Wide Web

5

In This Chapter . . .

Hypertext Markup Language (HTML)	43
Structure and Layout of HTML Documents	44
Uniform Resource Locators (URLs)	45

This book covers many details about the Web: how to author pages, manage and arrange them, publish them to a server, and use forms. In this chapter we cover a few basic concepts that appear in several places in the rest of the text.

Hypertext Markup Language (HTML)

The Hypertext Markup Language (HTML) is the standard language that Web pages use to specify the links and structure of a document. The Web itself is independent of the data transferred, but all current browsers can render HTML into a readable page on your screen.

Detailed information about the HTML standard is available on the Web at <http://www.w3.org/hypertext/WWW/MarkUp/MarkUp.html> (or simply follow the hyperlink to **HTML** at <http://www.w3.org/>).

In this book we cover only a few of the details, because GNNpress makes most of them transparent to you. You edit with GNNpress much as you would with a traditional word processor.

There are some limitations because of HTML's inability to support some common attributes of publications (like nicely formatted equations), but there are compensating benefits, mainly the ability to create a link to anywhere in the world. After you have created a page, GNNpress helps you package and save it onto a friendly server near you, and anyone with access to any Web browser can access it.

Structure and Layout of HTML Documents

There is an important difference between Web pages and the documents you create with a typical word processor. With a word processor you assign appearances to elements that make up your document. For example, a document contains various levels of headings, paragraphs, bulleted lists, numbered lists, page headings, and page numbers. When we wrote this document, for example, we specified that Level 1 headings like the one above are shown in numbered, in 20-point bold Helvetica.

When you create a Web page, you cannot do this. You specify only the structure of the page—six levels of headings, three types of paragraphs, three kinds of lists, a few fonts. GNNpress lets you create a *Style sheet* that defines the appearance of each structure, but people browsing with another tool can define these relations differently. In short, the *reader* controls the appearance of the page, not the author or publisher.

Markup Tags

HTML contains several categories of “tags” you use to structure pages. The minimum set of tags you need to create a page are *Titles*, *Headings*, and *Paragraphs*. This section just gives you an overview of the types of formatting HTML allows; GNNpress handles the syntax of the tags for you.

Titles

Every HTML page should have a title. A title is generally displayed above the page and is used to identify it in other contexts (for example, the title appears in the Hot List). Choose about half a dozen words that describe the document’s purpose.

Headings

HTML has six levels of headings, numbered 1 through 6, with 1 being the most prominent. Headings are displayed in larger and/or bolder fonts than normal body text.

Paragraphs

Most of the text in Web pages is in paragraphs. Browsers handle the lengths of the lines. If you change the size of a window, the lines on the pages rewrap correctly.

Additional Markup Tags

Your document can also have various kinds of lists (unnumbered, numbered, term-definition pairs) that you can nest. You can also include quotes, addresses, and text that is “preformatted” so that the spacing and line breaks will not change.

Character Formatting

HTML allows formatting of specific words or characters. You can designate words to be emphasized, underlined, italicized, and more.

Links to Other Documents

HTML’s distinctive feature is the [hyperlink](#), which is a link to other documents. These appear in a distinctive font, and clicking on one will fetch the page it references.

Links can be relative to the current page or absolute. You can have links to other locations in the same page and links to specific places in other documents.

Images, Graphics, and Other Special Features

HTML includes mechanisms for transmitting “in-line” images, that is, images included on the page, and “external” images, which you click on a link to display.

Documents can also include graphics, animation, sound, and other special files by associating an external program that can display or play them. The GNNworks browser comes with a number of these external viewers.

Uniform Resource Locators (URLs)

The cryptic strings of characters (like `http://www.mycompany.com/`) you keep seeing in advertisements are addresses on the Web. These addresses are called Uniform Resource Locators or “URLs.” You can pronounce this as “you-are-els” or “earls.” Browsers use these addresses to find Web pages and other files on the Internet.

You can think of a URL as being a little like a file location on your disk drive. However, the URL also tells the location of the file on the Web and how to read the file.

Anatomy of a URL

URLs contain three types of information. (Well, if you start writing programs for the Web, they can contain more than that. But, we won't get into that now.)

`http://members.gnn.com/netname/index.htm`

- Access method:** Most URLs you see have an *access method* of `http`, which stands for HyperText Transfer Protocol. This is the standard protocol used to send Web pages across the Internet. (That's really all you need to know about it unless you want to write programs for the Web.) If you see a Web address starting with something like "`www.mycompany.com`", you need to put "`http://`" before that address to read that page with GNNpress.

Other common access methods are: `file`, `ftp`, and `mailto`. Other access methods—such as `gopher`, `news`, and `wais`—need a proxy server, which you can set in the **Tools**→**Preferences**→**Network** dialog. See page 172 for details. Read the <http://www.ncsa.uiuc.edu/demoweb/url-primer.html> page if you want to learn more about URLs for other access methods.

- Computer location:** The next part of the URL tells which computer holds the file. The location is usually "`www.`" plus the "domain" name you see in email addresses from this location (such as `aol.com` or `gnn.com`). Some URLs contains a different prefix or no prefix before the domain name. You may occasionally see a number after the domain name. This is called a "port number."
- File location:** The last part of the URL tells where to find the file on the computer. The file location can contain a directory path and/or a file name. If you omit the directory, the top-level directory on the Web server is used. If you omit the file name, the default "home page" file name on the Web server is used. On most Web servers, the default home page is `index.htm` or `index.html`. For example:

Location in URL	Directory	File
<code>.../subdir/file.htm</code>	Use the "subdir" directory below top-level directory.	Use the "file.htm" file.
<code>.../file.htm</code>	Use the top-level directory.	Use the "file.htm" file.
<code>.../subdir/</code>	Use the "subdir" directory below top-level directory.	Use the default home page name for this Web server.
<code>.../</code>	Use the top-level directory.	Use the default home page name for this Web server.

With GNN, you save your pages in a subdirectory that matches your "netname", the name you use to connect to the service. You default home page is `index.htm`.

Part 2: Create and Publish Web Pages

GNNpress and the GNN Hosting Service form an integrated client-server network publishing system for creating content, managing information, and developing applications on the World Wide Web.

The integration of browsing and authoring lets you create, read, and edit both local and remote Web pages. With the MiniWeb you can visualize and organize a collection of pages into a document, and a forms interface lets you design forms for the user to input information.

Chapter 6 covers browsing in detail. **Chapter 3** in Part 1 gave you a brief introduction.

Read **Chapter 7** to see how easily you can use GNNpress to create interesting Web pages.

Chapter 8 describes the *MiniWeb*, which helps you organize and manage collections of pages.

Chapter 9 covers publishing Web pages to servers.

Read **Chapter 10** to learn how to customize GNNpress by changing your Preferences.

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This chapter explains how to use GNNpress to navigate and read information on the World Wide Web. While GNNpress is primarily an a tool for creating HTML and publishing to the GNN Hosting Service or to a GNNserver, it is also a browser. Familiarity with GNNpress and its differences from other Web browsers is also important when you create pages.

Things to Know About Browsing

You use a Page window for browsing with GNNpress. This is also the window you use to create Web pages.

Different Ways to Navigate

As the following figures show, there are several ways to find and display the page of a URL in GNNpress.

Open URLs:



Follow hyperlinks:

NaviSoft creates powerful, yet easy to use, *network publishing tools*. These tools form an integrated client-server network publishing system for creating content, managing information, and developing applications on the *World-Wide Web*. Our software is intended for companies and enterprising individuals



Use the Tool Bar:



Use the Menu Bar:

Browse	
Backward	Ctrl+B
Forward	Ctrl+F
Stop	Shift+Ctrl+S
Reload Page	Shift+Ctrl+R
Global History...	
Hot List...	
Add To Hot List	

→ Open a URL with GNNpress:

- If you know the URL, you can type it directly in response to the **File**→**Open** menu.
- You can follow a *link* in an open page to a new page (a new URL).
- Each GNNpress Page Window keeps a history of the current session. Using the **Back** and **Forward** buttons at the top of the window, you can traverse to any page in the list of pages that GNNpress has displayed in this Page Window in this session. You can also scroll through the list of available pages.
- The GNNpress Hot List keeps track of addresses that you have placed there. You can use the Hot List to “remember” names of interesting Web pages, and consult your Hot List when you want to return to a URL you previously found.
- GNNpress keeps a Global History of the current session. You can jump back to any page in the list of pages that GNNpress has displayed in any Page Window.
- There are many Web pages that provide information services for the World Wide Web. You can use these to search for information.

Directory Services—Finding Things on the Web

Normally you find information on the Web by following links. While this mechanism often leads you to unexpected treasures, it is not efficient. The Web has a great navigation architecture, but it lacks an information architecture. The normal method of browsing is somewhat like using a library whose main search mechanism is to pick up a book and then follow references from book to book. Moreover, the books' titles relate only vaguely to their content. Without indexing services and ways to search for information, Web pages are strewn throughout file systems all over the world with no relationship to each other except through URLs.

Fortunately several institutions or companies have filled this void by creating Web pages whose main purpose is to catalog and provide search mechanisms to find other pages on the Web. Because they were created independently, their search mechanisms are different, so we do not describe them here. Some of the more popular sites are:

- Global Network Navigator and the Whole Internet Catalog. This site gives you news, articles, and an online community called “Netizens”—<http://gnn.com/>
- WebCrawler, a keyword searcher of Web pages—<http://webcrawler.com/>
- Yahoo, a catalog and search engine—<http://www.yahoo.com/>
- Infoseek, a full-text commercial search service—<http://www.infoseek.com/>
- Lycos, an Internet catalog served by Carnegie-Mellon University—<http://lycos.cs.cmu.edu/>

Surf the Web

Quick Start

Here is a quick summary of commands you can use while browsing the Web:

Get Pages

When you know the URL	Location field at top of page, or File→Open menu, Location field
Hyperlinks	Single-click on the hyperlink (double-click to get the page in a new window)
Window history	Click drop-down arrow of Location field in page window.
Global history	Browse→Global History Click Fetch button

Hot List

Browse→Hot List**Viewing**

Back

Back button at top of page

Forward

Forward button at top of page

No images

Tools→**Preferences**→**General**

Stop loading

Stop button

Reload

Browse→**Reload Page** or press **Browse** button in Tool Bar**Hot List**

Add URL to Hot List

Browse→**Add To Hot List**

Edit Hot List

Browse→**Hot List**

Open Pages

The File Menu and the Location Field

To use the Page Window as a browser when you know the URL, type the URL in the **Location** field in your Page window.


Position your cursor in the field and edit the current URL. You can Backspace to get rid of the current URL and type in a new one, or you can move the cursor and edit specific parts of the current URL.


For example, to look at the Global Network Navigator home page, type `http://gnn.com/` and then press the Return key.


What You See When the Page Opens


A small web animation appears in the top right corner of the GNNpress Page window. This animation indicates that GNNpress is searching for and loading the page. The status bar at the bottom of the window shows what GNNpress is doing. The page you requested is shown when it has been loaded.

Notice several changes while the page is loading.


- The stop button in the toolbar becomes “active” and is no longer fuzzy. If you want to stop the current function—for example, loading a new Web page—click this button. To resume loading after you have stopped it, use **Browse**→**Reload Page**. This transfers the page and images again. 
- The status bar at the bottom of the window shows a message about the current state of the current action, or, if your cursor is pointing to a toolbar icon, the status bar displays the button’s function.

If you have set your preferences so that pictures are loaded by default, you may see hour glasses appear in the page, soon to be replaced by images. The hour glass appears while an image is being loaded, and is replaced by the image when it is ready to be displayed. If your system and network connection are fast enough, images may load before you see the hour glass. 

If you have set your preferences so that pictures are not loaded (see page 168), a question mark appears and the image does not appear automatically. This is a useful option if your modem is not very fast. In this case, you click the mouse on the question mark to cause the image to appear. 

A lightning bolt appears if the image cannot be loaded. This usually occurs because a hyperlink has broken. 

Scroll

Most Web pages are longer than a screen. On the right and bottom sides of the Page window, and many other windows, are Scroll Bars. They consist of two arrows with a bar, called a “thumb,” between. For the scroll bar on the right side of the window, click and hold on the upward-pointing arrow to move the viewing window up the page. Click and hold on the downward-pointing arrow to move down the page. The position of the thumb corresponds to the current position within the page. Moving the thumb downward causes the view to jump downward; moving upward causes the view to jump upward. Moving the thumb to the bottom of its slot causes the view to move to the bottom of the page. 

The scroll bar at the bottom of the window behaves similarly, but it controls right and left motion, not up and down.

Similar scrolling features are by the **Location** field on the Page, but there is instead just one downward-pointing arrow, and no upward-pointing arrow nor vertical bar.

Follow Hyperlinks

Once you open a Web page, you see words that are italicized and underlined, [like this](#). These are *hyperlinks* that refer to other URLs. Clicking on a hyperlink causes that new URL to be displayed, in the same Page window if you single-click, or in a new Page window if you double-click.

Multiple Windows, Multiple Pages

One of the more useful features of GNNpress is the ability to open multiple Page Windows and browse in all of them. The number of windows you can open is limited by the amount of memory (RAM) your computer lets GNNpress use. You will see a message if you do not have enough memory to open another window.

Clone a Page

Double-click on Page icon to the left of the Location field to open another window showing the same page.



Unsuccessful Openings

Sometimes the URLs or pages you request do not open successfully. When GNNpress cannot open a page, the server usually gives a helpful message. Some of the reasons for the lack of success are beyond your control.

A common cause of problems is that the link you tried to follow was incorrect. Sometimes a URL connected to link has moved, yet the link is still there. You can sometimes figure out bad links. Look for the following possibilities if you typed the URL correctly:

- Some URLs require the trailing slash be at the end of a directory.
- Sometimes the file name requires the .html file ending and the author forgot to use it. Try *.htm* as well.

Other messages you might see are:

Retrieve Failed	Usually the result of a server error, which may be out of your control. Browse → Reload Page may produce the correct result.
Couldn't Find Server	GNNpress couldn't find the URL that contains the page. Either the URL is wrong or the server that contains the page is down.
Not Found	The filename is wrong, even though the server may be correct. Sometimes this occurs because a link points to a file that no longer exists.
Couldn't find File / Page/MiniWeb	The file is not available. Sometimes this is because there are too many people trying to access the server that contains the page you want to see.
"Forbidden"	You do not have permission to access a particular page.

Moving Around the Web

Sequential Browsing—Follow Links

→ To jump to a hyperlinked page:

To jump to a page that is “hyperlinked” to text in the current page (blue color, italics, underlined) click the mouse on the appropriate text.

- Single-clicking replaces the page in the current Page Window with the new Web page.
- Double-clicking creates a new Page Window showing the new Web page.

Backward and Forward

After you follow a hyperlink you notice that the **Back** button is no longer fuzzy.

→ Backward:

- Click this button to take you back a page. The backward function is also available in the **Browse** menu: **Browse**→**Backward**.



Once back in the home page, you should notice that the **Forward** button is no longer fuzzy.

→ Forward:

- This button takes you to a Web page you have just come back from.

With these two buttons you can traverse all the Web pages you have visited in this Page Window. The forward function is also available in the **Browse** menu: **Browse**→**Forward**.



Notice also that the underline for the hyperlink you followed is purple instead of blue, and the underline is now dashed. Purple text means that the page that this link points to is cached (stored in local memory). Hence it is much faster to use that link again, because GNNpress no longer has to download the page across the Internet. The network link to the URL is not kept open after the page is transferred.

Reload Page



When you load a page it is *cached* (that is, it is stored in your computer's memory). If you open the same page again, it does not have to be transferred over the network again. However, if for some reason you need to reload the current page you are viewing in the Page Window (either because you think the original page has changed) you may use the **Reload** button or the menu item **Browse→Reload Page**. This causes the page to be transferred over the network again, even if the page is locally cached.



When you reload the page, GNNpress shows any changes to the document since you last visited it. Some Web pages change often, sometimes by the minute. Weather or time Web sites reload the current page with the current data.

If you are also editing pages with GNNpress (in addition to browsing), you should save any changes to your pages before you reload. Attempting to reload a page that has been edited produces a dialog box asking you to save your changes or reload and lose changes.

Stop

If you want to stop the current function, for example, loading a new Web page or image, press this button. The status bar at the bottom of the Page Window says "aborted http://..." To resume loading after you have stopped it, use **Browse→Reload Page**. This causes the URL to be transferred again.



View Locations Within a Page

Some pages have links to *internal* anchors, which look like hyperlinks that have been already been used. They simply point to a location within the same page. You can read a page by just scrolling upward and downward, but these anchors let you move to specific sections. Click on the link to jump to the anchor it points to.

History—Remember Where You’ve Been

You can open URLs that you have viewed before during this session using GNNpress’ history.

Window History

Click the down arrow to the right of the **Location** field to see a list of all Web pages you have visited during this session in that Page Window. You can re-open any page in this list by selecting it. This menu only lists pages opened from *this* window; it does not list pages visited from other windows you may have opened.

Global History

A similar list of all Web pages viewed by *any* Page Window during this session is available if you choose the **Browse→Global History** menu item. A list of Web pages appears. If the list is too long to fit in the small window, use the scrolling arrows on the right side of the window.



To view a page from this history, double-click on it to select it from the list, then click the **Fetch** button.

You can open a Global History or Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

Closing the GNNpress application automatically clears your global history. Each launch of GNNpress begins a new global history.

Hot List—Keep Track of Interesting Web Pages

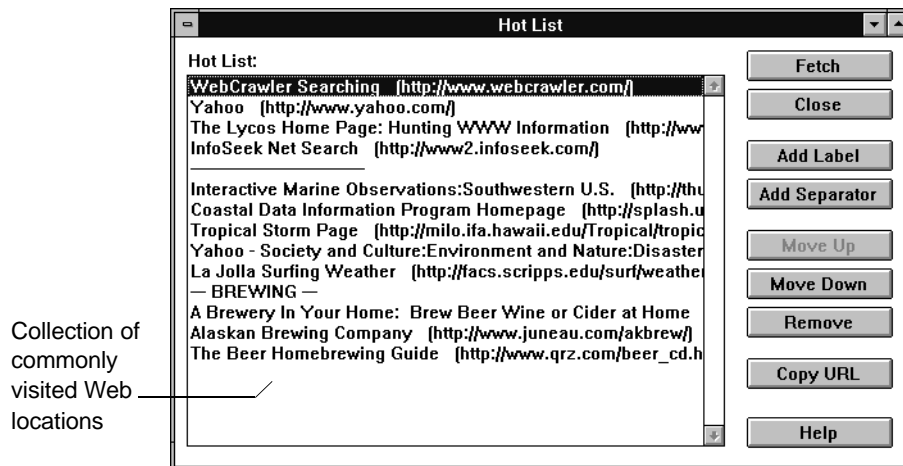
GNNpress also allows you to keep a *Hot List* from session to session. This is a list of Web sites (URLs) that you think you might visit frequently, or that you want to remember and access easily. Unlike the history list, the Hot List is maintained after you finish your session and exit GNNpress.

This list is stored in your GNNpress preference file, which GNNpress creates internally when you use the **Preferences** option under the **Tools** menu. Deleting this file erases your list.

Adding or Opening a Page

→ To add or open a page:

- 1 Go to that page in the Page Window (enter the URL in the **Location** field, or if you have visited it already choose it either from the **Browse**→**Global History** menu or by scrolling the arrow to the right of the **Location** field).
- 2 Choose the menu item **Browse**→**Add To Hot List** to add the page to the list. To see the list, choose the menu item **Browse**→**Hot List**.



- 3 Double-clicking on any entry in the Hot List brings up that page in the Page Window, or you can single-click on any entry to select it, then click the **Fetch** button. If no entry is selected, the **Fetch** button is inactive.

You can open a Hot List item without opening a new page by using the **Copy URL** button to copy the URL of an item to the clipboard. Then, in a Page Window, paste the URL into the **Location** field.

Editing and Formatting the Hot List

When you add a page to your Hot List, it is added to the end of the list. You can edit and rearrange your Hot List. The buttons in the Hot List have these functions:

Fetch	Causes the selected page to be displayed in the <i>Page Window</i> . Click on Fetch after you have selected an entry from the list.
Close	Closes the <i>Hot List Window</i> .
Add Label	Allows you to add a label above a selection in the list. When you click on Add Label , a dialog box appears and asks you for the name of the label. Type the name in the box indicated.
Add Separator	Adds a line across the list above the selected item.
Move Up	Select an entry, a separator, or a label. Click Move Up to raise the selection one notch up the list.
Move Down	Select an entry, a separator, or a label. Click Move Down to lower the selection one notch down the list.
Remove	Removes the selection from the list.
Copy URL	Copies the URL of the selection. You may then Paste the URL.
Help	Invokes the help window about the <i>Hot List</i> .

View the Pages

Print a Page

Choose the menu **File**→**Print** to print the current page. The menu **File**→**Print Setup** lets you specify various printing options—size of page, orientation, scale, and color.

External Viewers

Some links in Web pages point to files that GNNpress cannot display. Included in this category are such objects as images, video clips, audio clips, and PostScript files. When you click on the link to one of these types of files, GNNpress can launch an *external viewer*, and the contents of the file appears on your screen or plays through your audio device.

GNNworks comes with a number of external viewers. You may want to use GNNworks instead of GNNpress to view these types of files.

If you have not specified an external viewer for a particular type of file, GNNpress copies the file to your local hard drive, and asks you for a file name. To set external viewers for GNNpress, see page 174.

Browsing Preferences

Load Images

If this option is not selected, then when opening a page, images in that page are not loaded. Instead a question mark is placed where the image would appear. Clicking on the question mark causes the image to be loaded. This can save time if your modem is not very fast. See page 168 for details.

Pre-Fetch Pages

If selected, then whenever a web page is opened, all pages to which that page links to are loaded into local memory. While this option causes the initial loading to go more slowly, browsing is much faster after the pages are loaded. See page 169 for details.

Creating Web Pages

7

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GNNpress is an easy-to-use word processor for creating and editing Web pages. As you create a page, it looks exactly as it does when you view it with GNNpress as a browser. GNNpress creates pages in the *Hypertext Markup Language* (HTML), so any Web browser can view them. You never have to look at the HTML itself, although you may.

GNNpress also lets you publish your pages directly to the Web. You can browse the Web while creating a page, and you can import information over the Web and incorporate it into your page. You can also follow links in your page as soon as you create them. Your page is a fully functional Web page right from the start.

Things to Know About HTML

HTML Basics

The Hypertext Markup Language (HTML) is the common language used by browsers and servers on the World Wide Web. It specifies the structure of Web pages—levels of headings, links, images, forms, and more. When the Web was created in 1992, people edited HTML documents by hand, as one would with non-WYSIWYG, tag-oriented word processors.

Although GNNpress hides HTML details from the reader and author, there are still some basic functions about HTML that you should know.

There is an important difference between Web pages and the documents you create with a typical word processor. With a word processor you assign appearances to elements that make up your document. For example, a document contains various levels of headings, paragraphs, bulleted lists, numbered lists, page headings, and page numbers. When we wrote this document, for example, we specified that Level 2 headings like the one above are shown in 16-point bold Helvetica.

When you create a Web page, you do not do this. You specify only the structure of the page—headings, three types of paragraphs, three kinds of lists, a few fonts. GNNpress lets you create a *Style sheet* that defines the appearance of each structure, but people browsing with another tool can define these relations differently. In short, the *reader* controls the appearance of the page, not the author or publisher.

Design Guidelines

Creating HTML is easy—witness the proliferation of Web pages—and GNNpress makes it easier. The following hints will help you plan and create better pages.

More information on using HTML is available via the Web at <http://www.w3.org/hypertext/WWW/Provider/Style/Overview.html> (or just follow the [HTML](#) link, then the [Information Provider Materials](#) link from <http://www.w3.org/> .

Headings

- Do not use a header level smaller than **Hdg 3** for text that you want to be read easily or in the main part of the document.
- Use the various **Hdg** styles as headers. To make text dark or bold, use the menu **Format→Type Style→Bold** or **Format→Type Style→Strong**.

Images and Graphics

- In the **Alignment** box under the **Element→Image** menu item, check the **Bottom, Left,** or **Right** button for images, so text wraps nicely for those readers who make their window narrow. If you use **Middle** or **Top** there will be a large gap between lines.
- Some readers still use browsers that don't display images. You should add some text in the **Text for non-graphic browsers** field for these readers.
 - For non-linked images this field should describe the image.
 - For linked images this field should tell where the link goes.
 - Use brackets to surround the text in the **Text for non-graphic browsers** field, for example `[Lightning bolt image]` . This has a nice look on browsers that don't show graphics (like Lynx).
- Keep image files smaller than about 30 Kbytes.

Structure of Set of Web Pages

- When including textual or pictorial navigation aids, place cues on the left side to go back or to the previous page. Use the right side to go forward or to the next page.
- When doing slide presentations use **Prev/Next** links not **Next/Prev** to match the organization of browser navigation buttons.
- To keep the reader from getting lost, organize the information in a hierarchical format with a shallow depth (about five layers maximum), and a wide base.
 - Let readers move down the hierarchy quickly by providing bulleted/graphical indexes or main menus with textual and/or visual clues about the pages to which you link.
 - Typically, the title of the page should also be in the text of the page as a **Hdg 1**.
 - Bulleted graphics or image maps can exist on your page and are often next to the **Hdg 1** title.
 - Provide header and footer navigation bars (text or graphics) for moving up and down throughout the hierarchy.

HTML vs. Word Processors

When the Web was created, people first wrote pages by typing HTML tags by hand—just as they would write computer programs. Now, GNNpress lets you create pages without worrying about the HTML tags. You edit Web pages as you would edit documents with a word processor.

You'll need to remember that HTML does not give you as much control over page layout as a word processor. The reader also has some control over how your pages look. The reader decides how big to make the browser window, and often the reader can even change the font your pages use.

Here are some things you should remember as you design pages:

Multiple spaces

Normally in HTML, any number of space is shown as one space. This means that if you type two spaces, you will only see one. If you type a tab it will also show up as a space.

GNNpress provides a way for you to type multiple spaces by using special “non-breaking space characters.” You can turn on this capability by choosing the **Tools→Preferences** menu item and selecting the “Non-breaking” option in the **Text Edit Spacing** field. However, some browsers will show “ ” instead of spaces if you do this.

Paragraph Formatting

In some word processors, if you want to grab paragraph formatting when copying a selection so that you can paste it, you grab the entire line at the end of the paragraph. In GNNpress, you need to grab the blank line before the paragraph, instead. (In HTML the information about the paragraph is stored in a tag before the paragraph.)

Bullets in Lists

Bullets are not characters that can be selected. Think of them as part of the line break between paragraphs. The only way to select or delete bullets is to select or delete the line break.

Styles

The style sheets in GNNpress provide a description for how each HTML element is to be displayed. Only one style sheet may be used in a page. Style sheets affect only how the page is seen by other GNNpress users.

There are ways style sheets can lead to confusion. If your Level 1 heading is displayed in a bold font, that is different from using the Bold emphasis.

Titles

Every page has a title. This is different from the file name. The title is what will be placed at the top of a window displaying the page. Changing the title will not change the URL, nor will changing the URL change the title.

Images

GNNpress can display gif, jpeg and xbm files as in-line images at the moment. All others require an external viewer (see page 174).

Sources of More Information

See the Web page <http://www.w3.org/pub/www/MarkUp/> . Follow any of the links in the “Specs, Drafts, and Reports” section.

Starting Points

An Empty Page

If you do not have documents in another format that you can import or transfer into your Web pages, you can always create them from scratch. There are several ways to open an Empty Page.

Setting the Start-Up Page Default

You can control the page you see when you start GNNpress.

→ Set the start-up page:

- 1 Choose Menu item **Tools**→**Preferences**→**General**.
- 2 Select one of three choices for the Startup View:
 - Home Page—opens with the page you specify.
 - Blank Page—opens with a new empty page.
 - MiniWeb—opens with a new MiniWeb and a new empty page in the MiniWeb.



Creating a New Empty Page

→ Open a new empty page:

- With focus on a Page window, choose **File**→**New Page**.
- With focus on a MiniWeb window, choose **File**→**New Page**.

Opening an Existing Page

One of the most useful attributes of GNNpress is its ability to browse and author at the same time. You can edit a page as you browse and then save the file to your GNN Hosting Service directory (<http://members.gnn.com/~netname/>), or to your local files for further editing. Pages at web sites you visit can be used the same way. Saving the file to your local directory provides a quick way to format the page as you wish and then publish it on your GNN Hosting Service directory.



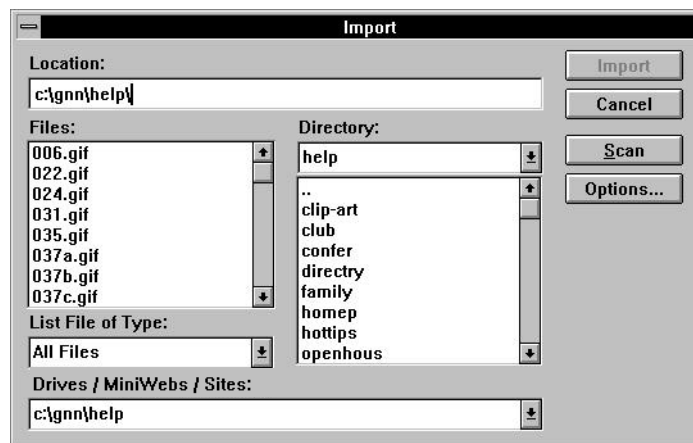
You can also copy an existing page to a new file with the **File**→**Copy File** menu item. You can then edit that new file without making changes to the existing page. See page 151 for details about copying files with GNNpress. (See page 10 if you do not yet have v1.1.)

If the **File**→**Copy File** command is not visible in your version of GNNpress, choose the **Tools**→**Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

Importing HTML Text and Graphics

→ Import text from another Web page:

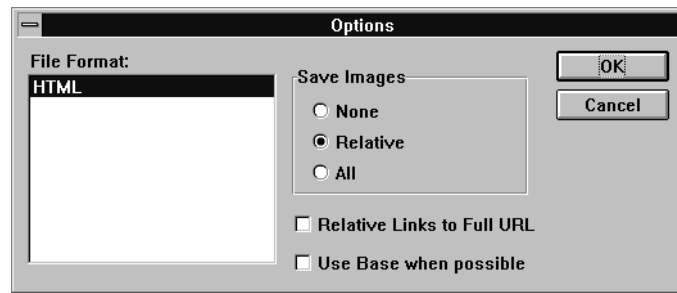
- 1 Place your cursor where you wish the imported file to be inserted.
- 2 Choose the menu **File**→**Import**. You will see this dialog. (For details on using such file selection dialogs, see page 40.)



- 3 When you click **Import**, the file and any included images are inserted at your cursor. The dialog box that appears has the following choices:

Import	Imports whatever page is selected in the dialog into the document where your cursor is placed.
Cancel	Closes the Import dialog box.
Scan	Browse your local files or your GNN Hosting Service directory. If you enter a site that you don't have permission to browse, the message "Cannot Browse Location" appears in the box where the file names would otherwise appear.

- 4 Within the **File**→**Import** dialog box is the **Options** dialog box. Click on **Options** to see the following choices:



- None** If there are any images in the page you are importing, they are not imported to the same directory that contains the page. If you want the imported page to reference the images in their original location, check the **Relative Links to Full URL** field.
- Relative** All relative images are saved locally into your directory, and they are linked within the text of the document as local images. See the "Links" section on page 115 for an explanation of relative and absolute references.
- All** All image files in the document are copied to your directory.
- Relative Links to Full URL** All relative links in the imported page are converted to absolute URLs.
- Use Base when possible** You can ignore this field. Checking it has no effect when you import from most pages.

Text

Entering and Revising Text

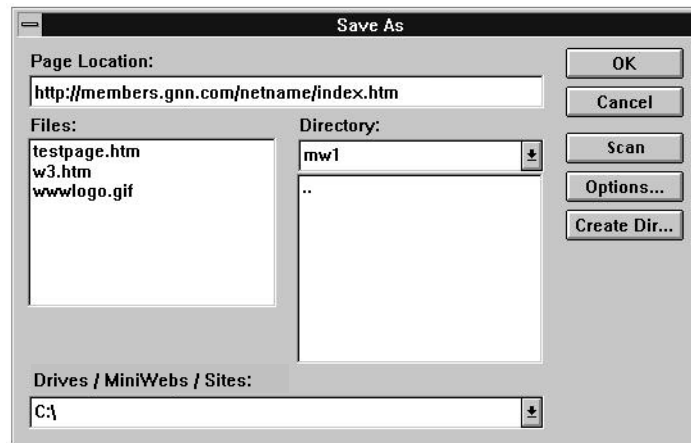
When you start GNNpress, you see a *Page window* that says “GNNpress: The Fastest Way to Publish on the Net”. You can change your startup appearance by editing the **Startup View** in the **Tools**→**Preferences**→**General** menu (see page 170).

To create your own Web page, you can start by editing any existing page, or you can start by editing a blank page.

Creating and Saving a Web Page

→ Create the page and give it a title:

- 1 Select the menu **File→New Page**.
- 2 Save the page with a new name. Choose the menu item **File→Save**, and save the page to a directory on your local disk. (For details on using such file selection dialogs, see page 40. For details on saving files to your GNN Hosting Service directory see page 161.)
 - Because this is a new page, this action invokes the **Save As** dialog. If you've already saved this page, choosing **File→Save** will save your page without displaying this dialog.



- 3 In the Page window, move your cursor to the *Title* field and type a new title for the page. The web icon next to the field breaks, to show that you have unsaved changes. Saving the page changes this icon back.

Icon for new, unsaved pages



Icon for pages with unsaved changes



Icon for saved pages



Entering Text

As you move the mouse over the Page window, the cursor is I-shaped. When you click the mouse in the text, a flashing I-shaped cursor marks the point where text will be placed when you type.

Once you have positioned the cursor, there are several ways to get text into your page.

→ Type text into your page:

- Type on the keyboard. The text appears at the cursor position.

You do not see any HTML tags around text you type. (HTML is the language used to format Web pages. For example, a paragraph begins with a “<P>” tag.) If you want to see and edit the HTML code, choose the **Tools**→**Show HTML** menu item.

→ Paste text into your page:

- Enter text into a document by pasting from almost any source.
 - You can copy and paste text between GNNpress and other applications. For example, in Microsoft Word or PowerPoint, select text and then choose the **Edit**→**Copy** menu item (or press Ctrl-C). You can then paste it into your Page window at the cursor location, by choosing **Edit**→**Paste** (or press Ctrl-V).

→ Drag-and-drop from other page windows:

- 1 In any GNNpress page window, highlight the text you want to move. (You cannot drag-and-drop from other applications to GNNpress.)
- 2 Holding the cursor down on the highlighted text, drag the text to the page and location where you want to put it.
- 3 Release the cursor. The text is removed from where you selected it, and placed into the new location.

Selecting and Editing Text

The sentences you type can be edited with the mouse and edit keys, similar to most word processors. As you work with GNNpress, you must first select the text that you want to change.

Editing Text

→ To edit text:

- To delete text, select it, then press Backspace/Delete on the keyboard, or use the **Edit**→**Clear** or **Edit**→**Cut** menu.

Text

- “Drag-and-drop”: To move text, highlight it, hold the mouse button down and move the cursor to the desired new location, then release the mouse button.
- Alternatively, you can **Cut** and **Paste** text, either with the **Edit** menu (**Edit**→**Cut** then **Edit**→**Paste**) or the **Cut** and **Paste** buttons on the toolbar.
- To replace text, select it then type over it.
- To move a line of text up or down, place the cursor above the line or at the left margin, then press **Delete** or **Return** to raise or lower the line.

Keyboard Commands

→ Use the keyboard to control the cursor:

- The arrow keys move the insertion point one character or line in each direction.
- Holding down the control key makes the left and right arrows move left and right by a word rather than a character. (If your keyboard has word left/right keys they should work as well.)
- The Home and End keys move to the start and end of the current paragraph respectively. With the control key down they move to the start and end of the current line.
- The Next (+Page, PgDown) key and the Prev (-Page, PgUp) keys move the insertion point to the next or previous page, respectively.
- Holding down the Shift key while you move the cursor with the keyboard selects text instead of just moving the cursor.

→ Navigate with the keyboard:

- The Help or F1 keys bring up the online GNNpress reference manual. Some dialogs also contain a **Help** button that brings up help on that dialog.

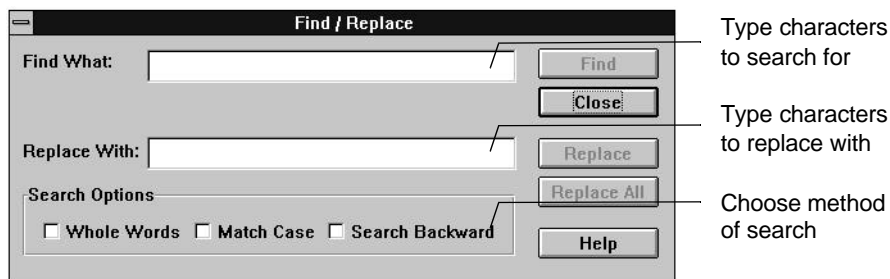
→ Edit text with the keyboard:

- If your keyboard has keys labeled Cut, Copy and Paste, then these perform as labeled.
- Holding down the CTRL key when depressing the Copy key copies the URL.
- Pressing Return starts a new paragraph in whatever way seems appropriate. In a list it creates a new list item. In a header it exits the header and starts a new paragraph.
- Pressing Linefeed or CTRL+J (at the end of a list, header, or form) exits the current format (list, header, or form) and starts a new paragraph in whatever way seems appropriate.
- Pressing Backspace (or CTRL+H) deletes the last character.
- Pressing CTRL+D deletes the next character.

- Pressing Delete normally deletes the character to the right of the cursor, but you may change it to delete the character to the left by choosing the **Tools**→**Preferences**→**General** menu item and checking the **UNIX Style Delete** field.
- On the Macintosh, the Backspace key is labeled Delete, so pressing Delete does a backspace.
- Pressing CTRL+U deletes to the beginning of the line.

Finding and Replacing

Edit→**Find/Replace** opens a dialog that lets you find or replace text in the current page.



Type characters to search for

Type characters to replace with

Choose method of search

→ Find and replace text:

- 1 Type the characters to search for in the **Find What** box at the top.
- 2 Type the characters to replace these in the **Replace With** box underneath.
- 3 Optionally select one or more of the following **Search Options**

- | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Whole Word | Checking this box makes the match find only whole words that match the text you type. When this box is not checked, GNNpress matches your text even if it is a part of a word. For example, if you check this box, searching for “cat” will match “cat” only, and not words like “catalog”. |
| Match Case | Checking this box makes the match case-sensitive. When this box is not checked, GNNpress finds matches that use either upper or lower case letters. For example, if you check this box, searching for “ZIP” matches “ZIP”, but not “zip” or “Zip”. |
| Search Backward | Checking this box makes GNNpress search backward through the page beginning at the cursor position. The default is to search forward. |

- 4 Use the buttons on the right to control the search.

Find	Finds and selects the next match.
Close	Closes the dialog box.
Replace	Replaces the current selection with the characters in the Replace With box.
Replace All	Finds and replaces all the characters that match in the entire page.
Find Next	Finds the next match. The Search Backward field controls whether this is the next match in the forward or backward direction.
Wrap & Find	Same as Find Next , but starts over at the beginning of the page if it gets to the end of the page.

Copying from Other Pages

Copying Text

→ Copy text from another page:

- 1 With the mouse, highlight the text you want to copy.
- 2 Click the **Copy** icon.
- 3 Return to your Web page, position the cursor at the end of the page, and click on the **Paste** icon.



Copying and Pasting URLs

You can create links to pages by copying the address of a page and pasting it into your page. The address of a page is called a URL (Uniform Resource Locator).

→ Copying a URL:

- If you've already opened the page whose address you want to copy, choose the **Edit→Copy URL of Page** menu item (or click the **Copy URL** button in the toolbar). This copies the URL of the current page so that you can paste it.
- If the page you want to link to is listed as a link on another page, highlight that link and choose the **Edit→Copy URL in Selection** menu item (or click the **Copy URL** button in the toolbar). You can hold down the Ctrl key on your keyboard while you highlight a link to prevent GNNpress from opening that page. This copies the URL of the link so that you can paste it.



→ Pasting a URL to create a link:

- If you want GNNpress to fill in the text for the link, position the cursor where you want to create the link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This creates a link to the URL you copied. If you copied the URL of a page, GNNpress adds the title of that page as the text for the link. If you copied the URL of a highlighted link, GNNpress adds the URL of the page as the text, instead.
- If you want to turn existing text into a link, highlight the text you want to link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This makes the highlighted text a link to the URL you copied.



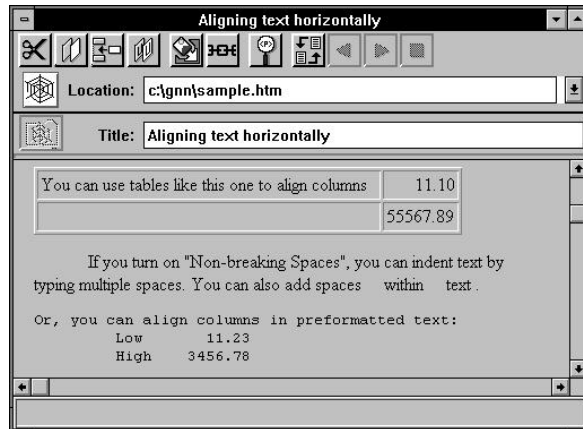
Spaces, Line-Breaks, and Horizontal Rules

Spaces

Generally, you can't use multiple spaces to move text horizontally in HTML. However, there are some ways to get around this restriction.

→ Move text horizontally:

- The best way to align text into columns is to use tables. See page 98 for details.
- Another way to add horizontal spaces is to choose **Tools→Preferences→General** and check "Non-Breaking" in the **Text Edit Spacing** field. Then, you can type multiple spaces. However, some browsers show these non-breaking spaces as " " instead of as a space. If you select "One" in this field, you can only type one blank space at a time.
- Another way to add spaces is to highlight the paragraph and choose **Format→Paragraph→Preformatted** to change the paragraph to a fixed width font and allow you to align text by adding spaces.



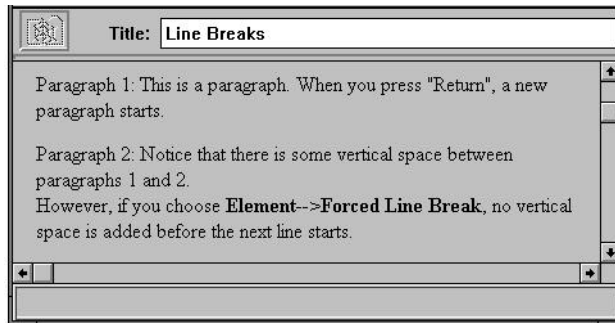
Line Breaks and Forced Line Breaks

→ **Create a *Normal Line Break***—a *new paragraph*, placed *two lines* below the point of insertion:

- Press the Return key.



- In the middle of any list, you can add a line break without creating a new list item by choosing **Format**→**Paragraph**→**New**.



→ **Create a *Forced Line Break***—same paragraph, one line below the point of insertion:

- Press Shift-Return or choose **Element**→**Forced Line Break**

A line separated by a *forced line break* is still part of the *same* paragraph as the line above and is subject to that paragraph's formatting.

Horizontal Rules

You can use the horizontal rule, which by default spans the full width of the page, to divide areas of the page.

→ **Insert a Horizontal Rule:**

- 1 Position the cursor where you want the rule to start.
- 2 Choose **Element**→**Horizontal Rule**.

→ **Reposition or duplicate a Horizontal Rule. Either:**

- Use the basic editing conventions—select, cut, copy, paste, and drag-and-drop.
- Use the **Cut**, **Copy**, and **Paste** buttons in the toolbar.

Character Styles

Characters can be given distinctive styles, like **bold**, *italic*, `fixed width`, and more. To format the style of text you have selected, use the **Format→Type Style** menu. *Character* styles are applied to individual characters (and strings of characters like words and sentences), as opposed to whole paragraphs or other page elements.

Some paragraph structures also affect how the characters within them look, like Headings and Quotations. You can use these character styles to further modify the type style of a Heading or other paragraph structure.



GNNpress provides two categories of character styles: formatted (physical) styles and logical styles.

If some of the type styles in the **Format→Type Style** menu are not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

Formatted Character Styles

Formatted character styles are styles that have a specific meaning, for example, **bold** or *italic*. Regardless of the browser used to view your page, characters with formatted styles always appear in that style. (A GNNpress Style Sheet can modify the look of formatted styles, but normally you modify logical styles only.)

GNNpress has these formatted styles:

	Plain	Plain text
	Bold	Bold text
	<i>Italic</i>	Italicized text
	<u>Underline</u>	Underlined text
	Fixed Pitch	a monospaced font such as Courier
	_ Superscript _	a smaller point size of the current font, elevated above the baseline
	- Subscript -	a smaller point size of the current font, moved slightly below the baseline
	Bigger	A larger font size than the surrounding text. Font size changes are cumulative. You can apply this style multiple times to text to increase the font size further. The actual font size varies on different browsers.
	Smaller	A smaller font size than the surrounding text. You can apply this style multiple times to text to decrease the font size further.

Logical Character Styles

Logical character styles describe how a particular word or phrase is used. In contrast, “character styles” describe how a word or phrase should be displayed. Logical character styles have no “standard” appearance. Different browsers may display these styles in different ways. For example the “emphasis” style may be italicized on some browsers and shown in bold on others.

The deleted text and new text styles are HTML 3.0 styles that are not yet supported by all browsers.

The *logical* styles are:



Deleted Text

Text has been deleted, for example in a legal document or a software specification. By default, a line strikes through the text.



New Text

Text that has been added to a document. By default, the text is dark gray and change bars are added to the page.

Citation

A reference to a book, article, or other work, for example, “For more information, see *Taylor, The Life of Birds*”.

Code

Words or phrases that are part of code examples or commands, for example, “`ls *doc`”.

Definition

A defined word or phrase, for example “The second to last item is the **penultimate** item”.

Emphasis

An emphasized word or phrase. Some other browsers show this style in italics.

Keyboard

Text intended to be typed in by the reader on a command line or other text-entry environment.

Sample

Example text, similar to code.

Strong

Strongly emphasized text (stronger than the emphasis style). By default, GNNpress shows this style in red. Some other browsers show this style in bold.

Variable

A place holder for some other value in a command line or sample text, for example, “To print a file, use the print file name command, where `file name` is the file you want to print”

Applying and Removing Character Styles

Both formatted and logical styles are cumulative, that is, you can apply several styles to a selection. When a style has been applied to a selection, that style name has a check next to it in the **Format**→**Type Style** menu.

→ Apply a character style:

- 1 Select the characters you want to apply a style to.
- 2 Choose a character style from the **Format**→**Type Style** menu.
 - You can apply more than one style at a time to characters. To do this, repeat step 2 while the selected characters are still highlighted.

→ Remove a single character style from a selection:

- 1 Select the characters that have the style you want to remove.
- 2 Choose the character style (checked) you want to remove using the **Format**→**Type Style** menu.

→ Remove all character styles from a selection:

- 1 Select the characters you want to revert to plain text.
- 2 Choose **Format**→**Type Style**→**Plain**.
 - Use **Edit**→**Undo** if you want to correct a recent formatting choice.

The characters you selected revert to the default style of the surrounding text.

Paragraphs and Lists

Paragraph Structures

Paragraphs (all text between forced line breaks) can be assigned a specific structure—like *Heading*, *Numbered List*, or *Quote*—to set off text and organize your page.

You use the **Format** menu to give paragraphs structure.

Normal Paragraphs

Normal paragraphs, the default, are almost unstructured. They start at the left margin with no indenting or character styles.

→ **Change a structure back to a normal paragraph:**

- 1 Select the text you want to change back
- 2 Choose the menu **Format**→**Remove Format**

Changing Paragraph Alignment



You can make any paragraph, heading, or list centered, right aligned, or fully justified on both the left and right. In fact, you can even align text that wraps next to an image that is left or right aligned with text. Note that some browsers do not support text alignment. For example, GNNworks currently supports **Align Left** and **Align Center**.

→ **Align a paragraph:**

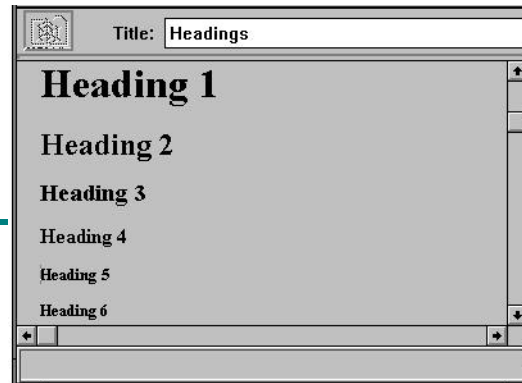
- 1 Place the cursor in the paragraph, heading, or list you want to align or justify.
- 2 With the **Format**→**Paragraph** menu item, choose **Align Left**, **Align Right**, **Align Center**, **Flush**, or **Align Default** (“Align Flush” aligns both the left and right edges of the text. “Align Default” removes any previous paragraph alignment.)

Headings

GNNpress provides six levels of headings, from Hdg 1, the largest, to Hdg 6, the smallest. Usually you use headings to title a section. They are set off from the text through a larger font or other form of emphasis.

→ **Apply a heading to text:**

- 1 Place the cursor where you want the heading to start.
- 2 Choose a heading type from the **Format**→**Heading** menu.
- 3 Type your heading text.



→ **Apply a heading to existing text:**

- 1 Position the cursor in the line of text you want to affect.
- 2 Choose a Heading type from the **Format**→**Heading** menu.

→ **Change a heading format:**

- 1 Select all of the text in the heading.
- 2 Choose the new heading level you want to use from the **Format**→**Heading** list.

→ **Remove a heading format:**

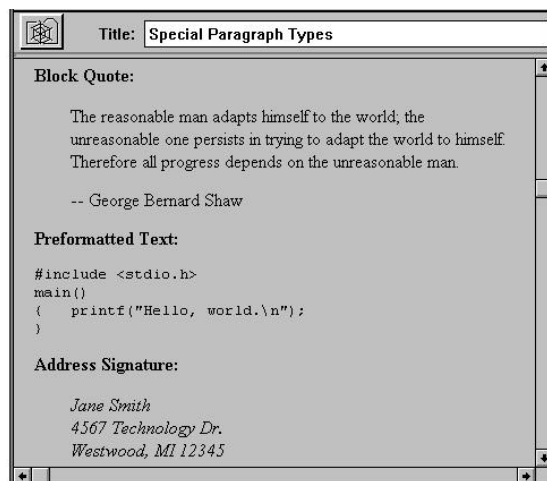
- 1 Position the cursor anywhere in the heading text.
- 2 Choose the **Format**→**Remove Heading Format** menu item.
 - Or, you can use **Edit**→**Undo** to undo a recent formatting choice.

Block Quotes, Preformatted Text, and Address Signatures

Block Quotations are used for long passages of quoted material and as such are, by default, offset from regular paragraphs.

Preformatted text is used when you want tabs, spaces, and carriage returns in the text preserved, for example, code samples or examples that must appear as they are typed. GNNpress displays Preformatted text in a monospaced font like Courier.

Address Signatures are typically used at the top or the bottom of the page to indicate the owner of the document, when it was last changed, any copyright information, or any other administrative information for the page. Address signatures are usually in italics and offset, by default.



→ **Apply Block Quotes, Preformatted text, and Address signatures:**

- 1 Place the insertion point where you want the structure to begin, or position the cursor in the paragraph you want to affect.
- 2 Choose one of these three structures from the **Format**→**Paragraph** menu.

→ Change Block Quotes, Preformatted text, and Address signatures:

- 1 Position the cursor in the paragraph you want to affect.
- 2 Choose **BlockQuote**, **Preformatted**, or **Address** from the **Format**→**Paragraph** menu.

→ Remove Block Quotes, Preformatted text, and Address signatures:

- 1 Position the cursor in the paragraph you want to affect.
- 2 Choose the menu **Format**→**Remove Paragraph Format**

Lists

Lists are useful for organizing related text. They combine a group of lines, all separated by line breaks, into a single structure.

There are three types of lists:

- *Bulleted* lists are indented with bullets marking each item.
- *Numbered* lists have sequential numbers.
- *Definition* lists have a *term* line followed by a further-indented *definition* paragraph. The term and definition structure is repeated throughout the list.

Sample List Formats		
● Bulleted list: Item 1	1. Numbered list: Item 1	Term 1
● Bulleted list: Item 2	2. Numbered list: Item 2	Definition 1
● Bulleted list: Item 3	3. Numbered list: Item 3	Term 2
		Definition 2

You can add, delete, and rearrange list items. You can also nest lists. *Nested* lists have multiple levels of sub-lists and can be mixed. For example, a Numbered list can be nested within a Definition or Bulleted list, or another Numbered list.

Bulleted and Numbered Lists

Bulleted lists are useful for listing items that can appear in any order. This structure indents and indicates items by bullets or squares. *Numbered* lists are best for items that are ordered in a specific sequence, as with procedures.

→ Apply a bulleted or numbered list structure:

- 1 Place the insertion point where you want the Bulleted or Numbered list to begin when you type Or, select the text you want to turn into a list.
- 2 Choose **Bulleted List** or **Numbered List** from the **Format**→**List** menu.

You cannot select the numbers or bullets associated with a list. They are part of the structure, but not part of the context.

→ **End the current list structure:**

- 1 Place the cursor anywhere in the list.
- 2 Choose **Format**→**Exit List Format**

The cursor moves to the line below the list, and leaves it unstructured. Exiting from a nested list takes you out one level. Repeat the Exit command to continue to move out. To move completely out of the list, place the cursor below the list and click.

→ **Remove a list structure (that is, make it unstructured):**

- 1 Place the cursor in the list, and choose **Format**→**Remove List Format**
 - Individual items in a list cannot be unstructured. You must unstructure the whole list at once.
 - Use **Edit**→**Undo** if you want to correct a recent formatting choice.

Adding, Deleting, and Rearranging List Items

→ **Paste or type new items:**

- 1 Place the cursor at the end of the line before the new item you want to add.
- 2 Press **Return** to provide a line for the new item.
- 3 Type text or **Paste** previously typed list items.

Several list items can be pasted in at once. The items below the new items shift downward to accommodate the new list members.

→ **Delete or move items within the list:**

- Use basic editing conventions—cut, copy, paste, and backspace.

If you add or delete an item in the middle of a Numbered list, all the items below it are automatically renumbered to reflect the change. (If the numbers look odd, scroll up and down to refresh the screen.)

→ **Add a normal paragraph within a list:**

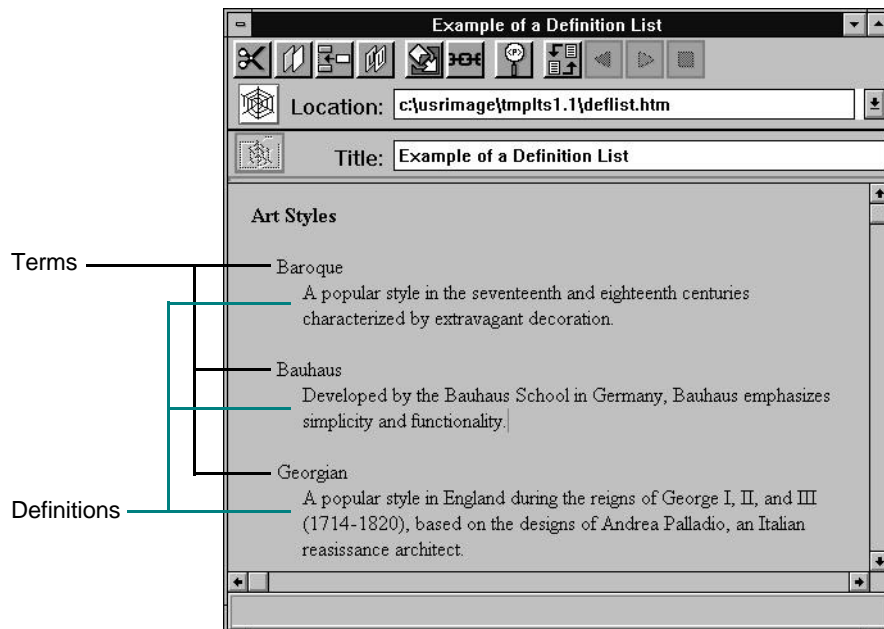


- Normally, when you press the Return key within a list, the bullet or number for the next item is added automatically. However, sometimes you want to add a second paragraph to a single list item.

To add a second paragraph within a list, choose **Format**→**Paragraph**→**New**.

Definition Lists

Definition lists contain indented *Terms* followed by their *Definitions*, indented further.



Definition Lists follow the same basic List rules as Bulleted and Numbered lists. The differences are presented below.

→ Apply a definition list structure:

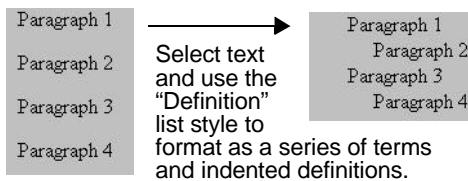
- 1 Place the insertion cursor where you want the Definition list to begin.

- Or, you can select text you want to turn into an Definition list.

Terms and Definitions must be on separate lines. The Term item must be *first*, then the Definition line.

- 2 Choose **Definition List** from the **Format**→**List** menu.
- 3 Type your text. Create new a Term line by pressing Return at the end of a definition, then press Return again to create a new Definition line.

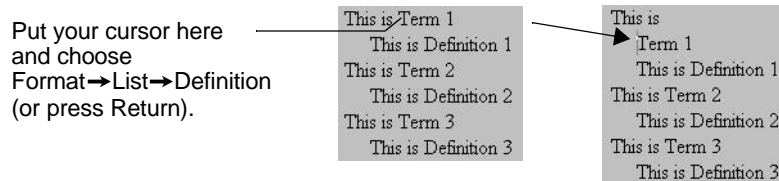
If you convert selected text to a list, the first paragraph becomes a Term, the second a Definition, and so on until the last paragraph in the selection.



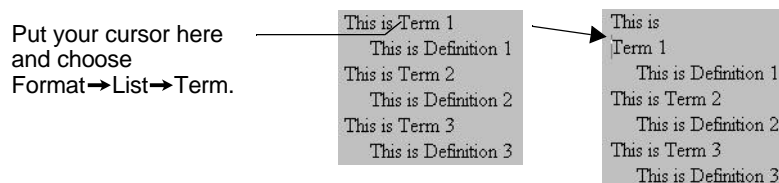
→ **Change the relative positions of term and definition lines:**

- 1 Place the cursor within or highlight the Term or Definition you want to change.
- 2 Choose **Term** or **Definition** from the **Format**→**List** menu.
 - If you place the insertion cursor in a line or at the beginning of a line, all the text to the right of the cursor moves down one line and changes to a Term or Definition (depending on which you choose). There is still a line for the term or definition where your cursor started, even if your cursor was at the beginning of the line.

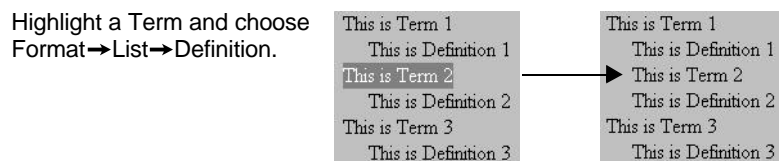
Placing the cursor in a line and pressing the Return key has the same effect as placing the cursor in a line and selecting the opposite line type from the **Format**→**List** menu.



You can choose Term when the cursor is already in a Term line to create two Terms in a row. Likewise, you can choose Definition when the cursor is already in a Definition line to create two Definitions in a row.

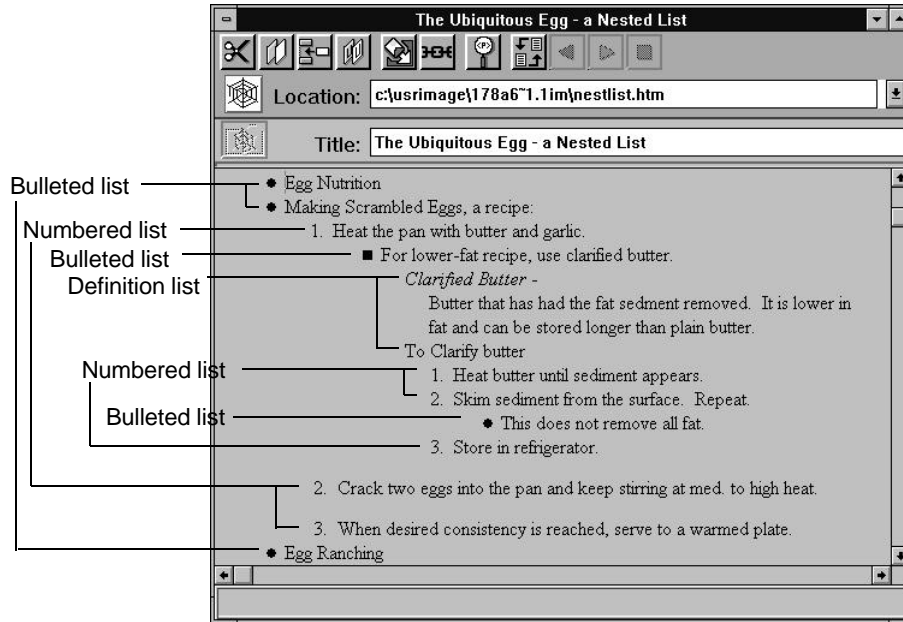


- If you highlight the entire term or definition line, that line slides left or right to become a Term or Definition (depending on which you choose) without moving down a line or affecting any other lines.



Nested Lists

At any point in a list you can create a *sub-list*, which is indented further than the current list item.



There is no limit to the number of nested list layers and the kinds of primary and nested lists that can be mixed. Nested lists can carry markers that are different from the primary lists that contain them. These markers may not look the same to all browsers. As with all Lists, the nested sub-list is itself a distinct list that adheres to basic list rules. See the list rules above to understand how nested lists work.

→ To nest an existing list item(s):

- 1 Select the item(s) you want to nest.
- 2 Choose the list structure you want to use from the **Format**→**List** menu.
- 3 Continue the nested list by pressing Return at the end of the nested list.

There are two results, depending on how you select the item in step 1.

Placing the cursor in the item line:

Placing the cursor in the item line shifts everything to its right to a new indented line. Everything to the left of the cursor remains in the original item position in the primary list. This is true even if the cursor rests to the left of all text in the line.

Selecting the entire line:

Selecting the entire line moves the entire item line to a nested position and erases the original item position.

→ **Nest a new list with typed or pasted items:**

- 1 Place the cursor at the end of the item line you would like to nest below.
- 2 Choose the desired list structure from the **Format→List** menu
- 3 Type or **Paste** new items, as many as you want.

Removing Formats

You can remove character styles and paragraph structures, leaving the text in a plain format. Use **Edit→Undo** if you want to correct a recent formatting choice.

→ **Remove all character styles from a selection:**

- 1 Select the characters you want to change back to plain text.
- 2 Choose **Format→Type Style→Plain**.

→ **Change a heading into a normal paragraph:**

- 1 Place the cursor in the heading you want to change to plain text.
- 2 Choose **Format→Remove Heading Format**

→ **Remove Block Quotes, Preformatted text, or Address signatures:**

- 1 Place the cursor in the paragraph you want to affect.
- 2 Choose **Format→Remove Paragraph Format**

→ **Remove a list structure:**

- 1 Place the cursor anywhere in the list
- 2 Choose **Format→Remove List Format**

You cannot remove the format of more than one list level at a time.

Useful Tools

Borders

To help show the structure of a page, you can add border lines above and below lists.

→ Show borders:

- Choose **Format**→**Show Border**. The lines you see are not part of the page. They exist only to help you edit the page and are only shown in GNNpress.

If the **Format**→**Show Border** menu item is not visible in your version of GNNpress, choose the **Tools**→**Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

→ Remove the borders:

- Choose **Format**→**Hide Border**.

Images and Colors

Images give the Web its lively look and exploit the capabilities of electronic media. Though many pages use hypertext effectively without them, pictures can make information clearer and the page more appealing. This section covers inserting, positioning, and sizing images and changing the colors used by a page.

Quick Start

Here is a quick summary of commands you can use with images:

Insert Images In-line

Insert an image as an *Element*
 Insert image as *Imported File*
 Insert an image out of line
 Copy image page to page
 View GNNpress clip art library

Element→**Image**
File→**Import**
Element→**Link**
Copy and **Paste** or drag-and-drop
Help→**Templates** and follow link to Clip Art

Replace and Modify Images

Replace in-line image
 Change alignment with text
 Re-position image
 Copy image
 Delete image

Element→**Get Attribute**, then **Image** dialog
Element→**Get Attribute**, then **Image** dialog
Cut and **Paste** or drag-and-drop
Copy and **Paste** or drag-and-drop
 Delete/Backspace, or **Tools**→**Cut**



Modify Page Colors

Change for most other browsers
 Change for GNNpress browsers

Format→**Body Attributes**
Format→**Style Sheet**

Images on the World Wide Web

In-line images are graphic elements that load automatically with a Web page. GNNpress and the common Web browsers support several image formats:

- | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GIF | Graphical Interchange Format. File names normally have <code>.gif</code> suffix. Can use up to 256 colors. Best for images with large areas of a single color. Compresses files without loss of information. |
| JPEG | Joint Photographic Experts Group. File names normally have <code>.jpg</code> or <code>.jpeg</code> suffix. Can use many colors. Best for photographic or painted images. You can specify amount of file compression. Some of the information is lost during compression. |
| XBM | X bitmap format. Files normally have <code>.xbm</code> suffix. Uses only 2 colors. |

Images in these formats are shown “in-line” — the image is shown as a part of the page itself. There may be a transmission delay after the page appears and before the image fills in, perhaps slowly if the image is large.

A common technique for displaying large images is to create a small version of the image called a “thumbnail”. Make the thumbnail an in-line image and link the thumbnail to either a page containing the full-size image or to the full-size image itself.

If a browser cannot display a particular image type, the images are represented by an “undisplayed image” icon (or text) on the page. Double-clicking on the icon or text spawns an external viewer, which displays the image.

On Windows and Macintosh, for example, you can use Microsoft Imager or Paintbrush. If no external viewer is set, and the image is in GIF, JPEG, or XBM format, GNNpress displays the image on a separate page.

There are several types of GIF files:

- “Interlaced” GIF images use a window-shade effect — you see a low-resolution image quickly and the details are filled in as the rest of the image is loaded.
- In “transparent” GIF files, one color is designated as the background color. In many browsers, the background color or background pattern of the page shows through in areas of the image with this color. Transparent images are used when you want an image that looks as if it is some shape other than a rectangle.

Although GNNpress does not show the background color as transparent, other browsers still have a transparent background if the GIF image you insert has a transparent color. To make transparent GIFs look the same with GNNpress as with other browsers, you can make the transparent background color of the GIF match the background color of the Web page.

Inserting Images In-line

There are several ways to insert an image into a page:

- as an *Element*;
- as an *Imported File*;
- **Copy** and **Paste** or drag-and-drop from another page in the same MiniWeb.
- Use the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image instead, your page is replaced by a blank page containing the image. You must save this page before you can edit it.)

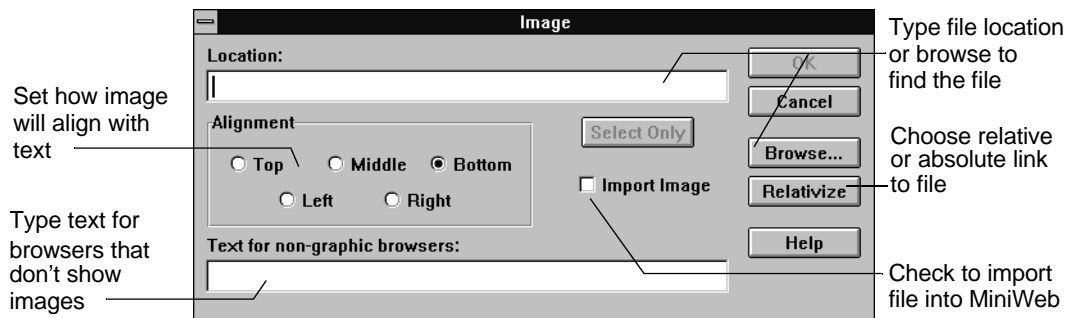


As an Element

This is the recommended way to insert most images (because the dialog provides more options that apply to images than the **File**→**Import** dialog).

→ Insert an image as an Element:

- 1 Position the cursor where you want the image to be.
- 2 Choose **Element**→**Image** to bring up this dialog:



- 3 Enter the Location of the image. Either:
 - Type a URL or the local file name in the **Location** field; or
 - Click the **Browse** button to browse for the file on your local disks or your GNN Hosting Service directory. (For details on using such file selection dialogs, see page 40.) Click the **OK** button when you have selected the file you want.



- 4 Choose, by clicking, an **Alignment** option—**Top**, **Middle**, **Bottom**, **Left**, or **Right**—to choose how the image is aligned with the adjoining text. Text aligns with the image as shown below.



Top



Middle



Bottom



Left



Right

You can also align the text next to a **Left** or **Right** aligned image by using the **Format**→**Paragraph** menu item.

- 5 Optionally, you can check the **Import Image** box.
- Check **Import Image** to copy the image file to the page's MiniWeb.
 - If you do not check this box, the image stays where it is and the reference to the image in your page uses a full URL.
 - This box is dimmed if the image is already stored in the page's MiniWeb or if the image is stored on your local disk and the page is on a server. You can use **File**→**Import**, instead, to import images if you want them automatically copied from your local disk to a MiniWeb on a server.



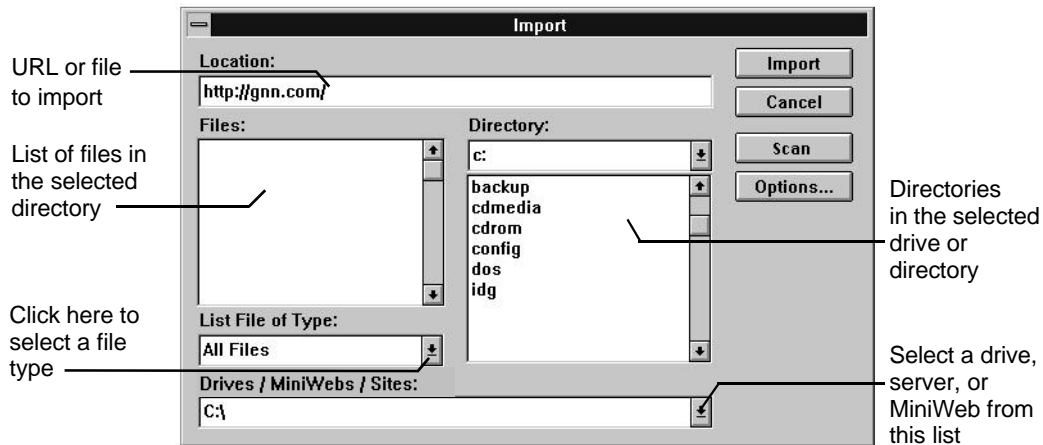
- 6 You can click the **Relativize** button to change the reference to the image to a relative URL. If the reference is already a relative reference, you can click the **Absolutize** button to change the reference to an absolute reference. See the "Links" section on page 115 for an explanation of relative and absolute references.
- 7 In the **Text for non-graphic browsers** box, type the text you want to appear instead of the image for readers using browsers that do not display graphics.
- 8 Click **OK**, and the image appears where the cursor was positioned.

As an Imported File

Normally, using **Element**→**Image** is the recommended way to insert images because the dialog provides more options that apply to images. However, **File**→**Import** has the advantage of making it easier to copy images from your local disks to a MiniWeb on a server, so you may want to use this second method in that situation.

→ Insert an image as an Imported File:

- 1 Position the cursor where you want the image to be.
- 2 Choose **File**→**Import** to see this dialog: (For details on using such file selection dialogs, see page 40.)



- 3 Enter the Location of the image. Either:
 - Type a URL or the local file name in the **Location** field; or
 - Use the directory list and file list to find and select the file.
- 4 Click **Import**, and the image appears where the cursor was positioned. You can ignore the **Options** button; it provides options that apply to importing HTML and text files.

Copying Images from Another Page

If you are working with more than one page in the same MiniWeb, you can copy images from one Page Window to another. The image files are already saved in a common directory.

→ Copy an image from one page to another, either:

- **Copy and Paste.**
- **Drag-and-drop.**

For example, you can copy and paste images from the clip art library provided with GNNpress. Just choose the **Help→Templates** menu item and follow link to the “Clip Art Library”. These files are stored on your hard disk when you install GNNpress.

Replacing and Modifying Images

Once images are in a page, you can replace images, realign text to them, reposition them, or delete them.

Replacing Images or Changing Alignment

You can replace any image on the page with another image. The procedure here is for in-line images.

→ Replace or change text alignment of an image:

- 1 Select an image by double-clicking on it or dragging across it. It is OK to select both an image and some of the associated text.
- 2 Choose **Element**→**Get Attribute** to open the Image dialog.
- 3 If you selected both the image and some text, you can click **Select Only** to deselect the text and keep the image selected.
- 4 Enter a URL in the **Location** field or **Browse** to find the new image.
- 5 Change the **Alignment** option if you want to change the way the image aligns with the adjoining text.
- 6 Click, optionally, on **Import Image**.
- 7 Click **OK**.

Repositioning Images

→ Reposition an image, either:

- **Cut** and **Paste**. You can use the commands in the **Edit** menu, the buttons in the toolbar, or the keyboard equivalents.
- Drag-and-drop.
- Change the *vertical* position by placing the cursor above the image and adding or deleting lines to move the image.

→ Move an image down a *single line*:

- Press Shift-Return, a *forced* line break

→ Indent the image:

- 1 Use **Format→Paragraph→Preformatted** to preformat the image's paragraph. This changes the font of the text in the paragraph as well.
- 2 Press the spacebar to indent the image.

Copying or Deleting Images

You can use this procedure to place a graphic element, like a bullet or a line, several times on a page.

→ Copy an image:

- **Copy and Paste.** Choose from the **Edit** menu or use edit buttons in the toolbar or their keyboard equivalents.

→ Delete an image, either:

- Position the cursor just after it and hit Delete/Backspace key.
- Select the image and
 - Click **Cut** in the toolbar;
 - Press the Delete key; or
 - Choose **File→Delete**. (For details on such file selection dialogs, see page 40.)

Deleting an image from a page does not delete the actual image file. In addition, deleting a page file does not delete image files associated with it. If you want to delete files that are associated with another file, you can delete them separately using **File→Delete** or by selecting and deleting the file icon in the MiniWeb view.

Using the Built-in Hit Counters



If you are a GNN Hosting Service member, you can use the built-in counter image program to show how many times one of your pages has been visited. For example:

This page has been visited **00000031** times.

→ To add a counter to your page:

- 1 Open the page on your GNN Hosting Service Web site to which you want to add a "hit" counter. (You can only see the counter image if your page is already published on the GNN Hosting Service Web site.)

- 2 Position the cursor where you want the counter image to appear.
- 3 Choose **Element**→**Image** to bring up the Image dialog
- 4 Type the following in the **Location** field:

```
/NS/Counter/ mydirectory /page .htm
```

“mydirectory” should be the directory path for the page.

“page.htm” should be the filename of the page for which you want to count the number of times visited. (This is usually the page where you place the counter.)

If you have Personal-level service, include your home directory in the directory. Your link should look similar to one of these examples:

```
/NS/Counter/username/filename.htm  
/NS/Counter/username/subdirectory/filename.htm
```

If you have Domain-level or higher service, your link should look similar to one of these examples:

```
/NS/Counter/filename.htm  
/NS/Counter/subdirectory/filename.htm
```

Counter images act like regular images. You can align them as you would other images. The only difference is that a new image appears each time your page is visited.

The number of times your page has been visited since you added the counter is stored as a number in the `/mydirectory/.odo.page.htm` file. When you first add a counter, the number of hits is set to 1. You can change the number in this file. For example, you might want to add the number of visits before you added the counter.

External Viewers for Images

Images are one of the categories of objects linked to the page that may require an external viewer. When you click on a link to an image with a format other than GIF or JPEG, typically a thumbnail-size icon is shown. If GNNpress cannot view it, it launches the right external viewer and the image appears on your screen. To set the right viewer, see page 174.

Image Maps

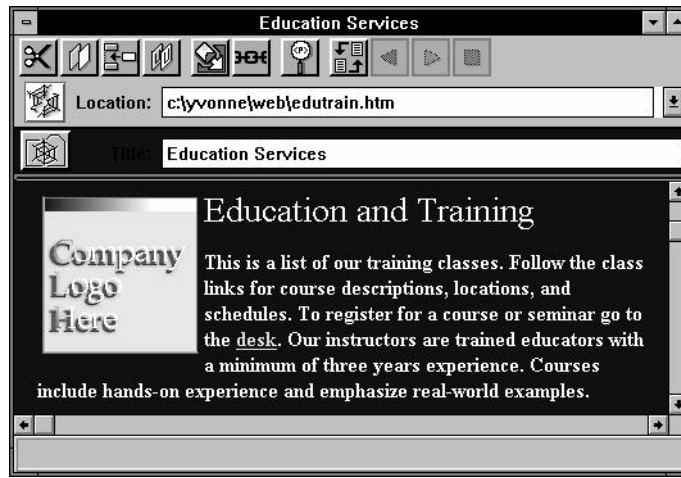
Image Maps are a special kind of link, based on an image. An image is divided, or *mapped*, into regions. Each region functions as a separate link. A single image, like a diagram of a truck, can be clicked in different places to link to information about that part of the image. Clicking on the truck’s hood could link to an engine specification page, or clicking on a wheel could link to a tire wear comparison.

Image maps work well for geographic maps, diagrams, or large images that function as indexes to more information. For details about creating Image Maps, see page 119.

Setting Colors and Background Images



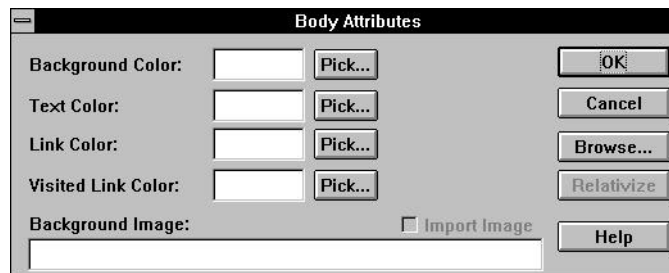
You can change the colors used for the background and text of a Web page. In addition, you can use an image file for the background of a page. You use the **Format→Body Attributes** menu item to set colors and select a background image.



Any browser that allows background color changes will display the colors you set.

→ To set background and text colors for a page:

- 1 Choose the **Format→Body Attributes** menu item. You will see the following dialog. This dialog allows you to select colors for the page background, the normal text, text with an unused link, and text with a link that you have already used.



- 2 Click **Pick** next to the item whose color you want to set. You will see the standard Color dialog.
- 3 Select a color from this dialog. You may want to choose one of the standard colors so that the background will not be dithered on screens that can only display 256 colors.

- Another way to set a color is to type the RGB value for the color you want (in hexadecimal numbers) into the field directly. The first two characters are the red value, the next two green, and the final two blue. Therefore #ff0000 is red, #00ff00 is green, #0000ff is blue, #ffff00 is yellow, #000000 is black, #ffffff is white, and #808080 is medium gray.

- 4 Click **OK** in the Color dialog.
- 5 In the Body Attributes dialog, you can set another color or click **OK** to see the effects of your changes.

If you set any color, we recommend that you set all four colors to prevent conflicts with settings your readers may have. For example, if you set a light background color and use the default text colors, a reader with a default background of black and light text may not be able to read your page because the text may appear light on a light background. The default colors are:

Background	Gray: #c0c0c0
Text	Black: #000000
Link	Blue: #0000ff
Visited Link	Deep Purple: #400080

→ **To select a background image:**

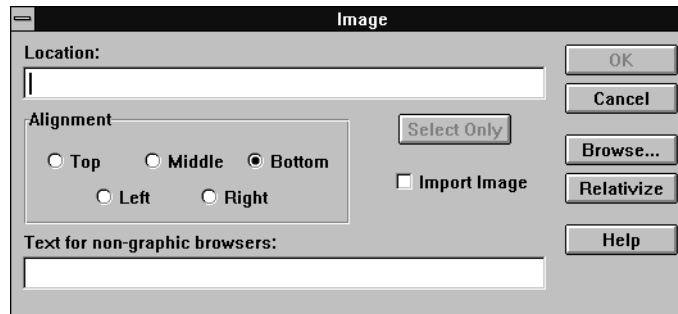
- 1 Choose the **Format**→**Body Attributes** menu item.
- 2 Type a URL in the **Location** field or **Browse** to find the new image. If the image you select is smaller than the browser window, the image will be “tiled” to fill the whole space. You should use an image with edges that match up when the image is tiled. Tiling allows you to specify a small image that will load quickly.
- 3 You can click the **Relativize** button to change the reference to the background image to a relative URL. If the reference is already a relative reference, you can click the **Absolutize** button to change the reference to an absolute reference. See the “Links” section on page 115 for an explanation of relative and absolute references.
- 4 Click **OK** to see the effects of your changes.

If you use a background image, we recommend that you also set the colors to avoid conflicts with your readers’ settings. In most cases, the colors in your background image should contrast strongly with the text colors you choose and the background image should be simple enough that it doesn’t distract from the text.

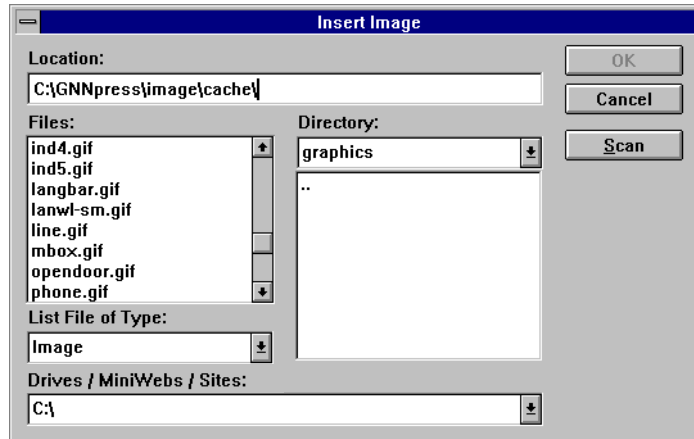
Example: Inserting an Image into Your Page

This section lets you step through the process of inserting an image.

- 1 Choose the menu item **Element**→**Image** to see this dialog:



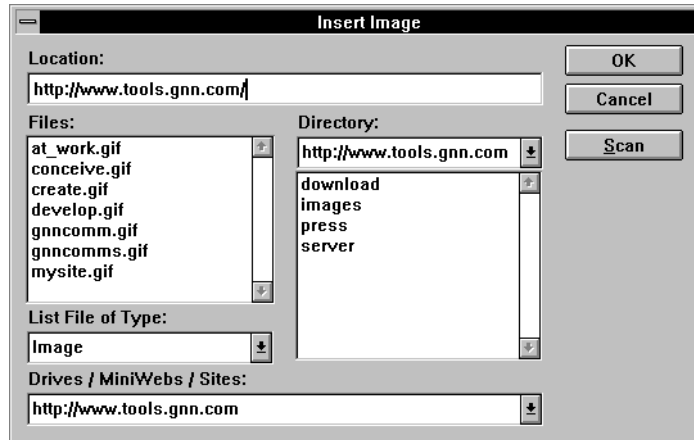
- 2 If you know the URL for the graphic you wish to import, you can type in into the **Location** field in this dialog. Otherwise, if the graphic is on your GNN Hosting Service directory or your local file system, you can use the **Browse** menu to find it.
- 3 Click **Browse** to see the following dialog:



- 4 First choose a GNNserver directory or local drive to search on. Either
 - Choose a location from the **Drivers / MiniWebs / Sites** list. This is a list of your drives and the GNNservers you have visited. If you have already published to the GNN Hosting Service, that Web address is in the list.
 - Type the location or URL in the **Location** field at the top of the dialog.

- 5 Either type or choose `http://www.tools.gnn.com/` . The **Location** field at the top of the dialog now changes to `http://www.tools.gnn.com/` .

The directory and file listings will look similar to this:

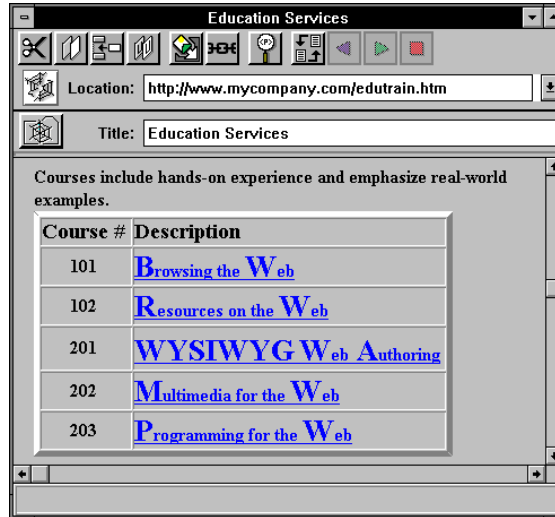


- 6 In the new **Directory** list, double-click on the **press** directory to open it.
- 7 Now double-click on the **1.1** directory, then the **help** directory.
- 8 Finally, double-click on the **clip-art** directory.
- 9 Set the **List Files of Type** field to “Image”. The **Files** list now shows file names ending with `.gif` and `.jpg`.
- 10 Scroll down in the list of files and select **globe.gif**. Then, click **OK** to return to the image dialog. The file you selected will be shown in the **Location** field.
- 11 The five radio buttons—**Top**, **Middle**, **Bottom**, **Left**, and **Right**—allow you select how the graphic aligns with the text. Select **Middle**, then click **OK**.

Tables



Tables allow you to align text and images into columns and rows like the one below.



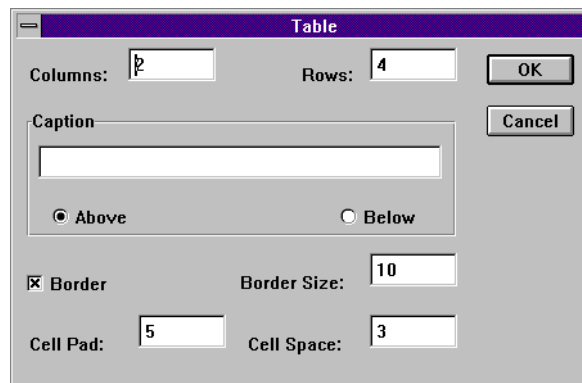
GNNpress gives you control over the *look* of your tables.

- You can set and modify the number of rows and columns in your table.
- You can add headings and table captions to your table.
- You can set the width of your table's border and the amount of space in the margins of individual table *cells*.
- You can merge cells to create areas that span any number of rows and columns.
- You can align the contents of cells both horizontally and vertically.
- You can put almost anything inside a table cell: text, images, headings, links, forms, horizontal rules — even other tables.

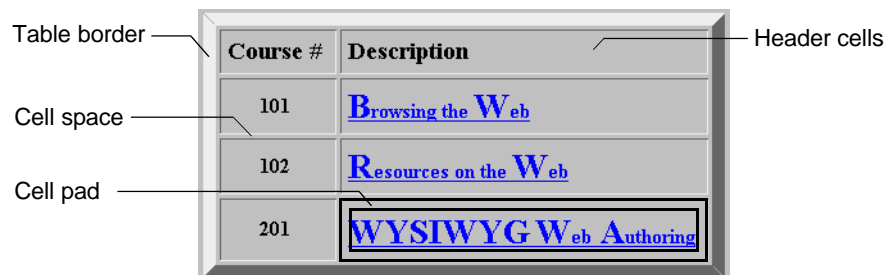
Creating and Formatting Tables

→ To create a table:

- 1 Move your cursor to the place where you want to create the table, and choose the **Table**→**Create Table** menu item. You will see the Table dialog.



- 2 Set the number of vertical columns and horizontal rows you want in your table. (It's easy to change these numbers later.)
- 3 If you want the table to have a caption, type the text for in the **Caption** field. The caption will be centered from left to right either **Above** or **Below** the table.
- 4 The fields at the bottom of the dialog control the borders and spacing of the table.



Course #	Description
101	Browsing the Web
102	Resources on the Web
201	WYSIWYG Web Authoring

- If you want to hide the borders of the table, uncheck the **Border** box. (It's actually easier to edit a table with borders, so you'll probably want to leave this box checked while you are creating the table. When you are finished editing the table, you can hide the borders if you like.)
- The **Border Size** field lets you set the width (in pixels) of the outside border of the table. If you make the **Border Size** a larger number (for example, 10), the table will look like it has a picture frame.

- The **Cell Space** field lets you set the width (in pixels) of the borders between the individual cells in the table.
 - The **Cell Pad** field lets you set the amount of blank space (in pixels) between the text or other contents of a cell and the borders of that cell. You can think of this field as setting the margin widths of the cell.
- 5 Click **OK** when you are ready to create the table.
 - 6 If you want to change any of these settings later, just put your cursor inside the table and choosing the **Table→Alter Table** menu item.

Putting Elements into Tables

You can put text, graphics, and other elements into table cells the same way you would add them anywhere else on a page. Just position your cursor and type text. You can also use the menus to add text formatting, images, headings, links, forms, horizontal rules — even other tables.

You can use the arrow keys to move the cursor from one cell to another.

You can start new paragraphs by pressing Return. You can force text to wrap to the next line by choosing the **Element→Forced Line Break** menu item.

Cells automatically expand as you add text and other elements. Once the table is as wide as your page window, text automatically wraps to the next line in the cell. When your readers view this page, wide tables are automatically adjusted to fit in the width of their browser windows. We recommend that you test the formatting of your tables with various page window widths.

Formatting Table Cells

A special way of formatting table cells is to make them “header cells”. By default, the text in header cells is shown in bold. You might want to change the cells in the top row or the left column of a table into header cells.

Another way you may want to format cells is to align the contents vertically or horizontally.

→ To create a header cell:

- 1 Place the cursor in the cell that you want to be a header cell.
- 2 Choose the **Table→Header Cell** menu item. The cell becomes a header cell, the text changes to bold, and the text is centered vertically and horizontally in the cell.
- 3 If you want to change a header cell back to a normal cell, choose the **Table→Normal Cell** menu item.

→ To align the contents of cells:

- To change the vertical (top-to-bottom) alignment of the contents of a cell, place your cursor in the cell and choose the **Table→V Align Cell** menu item. You can choose to align the contents to the **Top**, **Middle**, **Bottom**, or **Baseline** of the cell.
- You can choose the **Table→V Align Row** menu item to vertically align the contents of all the cells in a table row. (If you align the contents of a cell, that setting overrides the alignment of the row.)
- To change the horizontal (left-to-right) alignment of a cell, highlight the text you want to align and choose the **Format→Paragraph** menu item. You can choose **Align Left**, **Align Right**, **Align Center**, **Align Flush**, or **Align Default** to align the paragraphs. (“Align Flush” aligns both the left and right edges of the text. “Align Default” removes any previous paragraph alignment.) If you highlight the entire table, you can change the alignment of all the cells in the table.
- To align an image with text, highlight the image and choose the **Element→Get Attribute** menu item. In the Image dialog, choose an **Alignment** option—**Top**, **Middle**, **Bottom**, **Left**, or **Right**—to align the image with the adjoining text.

→ To align the table itself:

- If you want to align the entire table to the left, center, or right of the page, choose the **Tools→Show HTML** menu item. Find the `<TABLE>` tag. (It may already contain attributes like `BORDER`, `CELLPADDING`, and `CELLSPACING`.) Add the bold text shown below inside the existing `<TABLE>` tag.

- `<TABLE ALIGN=left>`
- `<TABLE ALIGN=center>`
- `<TABLE ALIGN=right>`

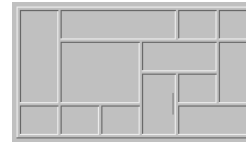
Then, choose the **File→Parse** menu item to apply your changes to the page window.

- To align the table for readers using Netscape, choose the **Tools→Show HTML** menu item. Find the `<TABLE>` tag at the beginning of the table. Add `<CENTER>` before the `<TABLE>` tag. Then, find the `</TABLE>` tag at the end of the table. Add `</CENTER>` after the `</TABLE>` tag.

Then, choose the **File→Parse** menu item to apply your changes to the page window. Click the **Ignore** button in any windows that warn about missing termination tags.

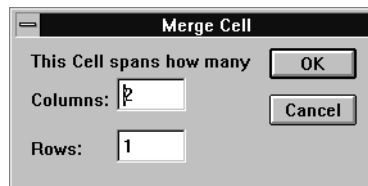
Merging and Splitting Table Cells

You can merge table cells to create areas that span rows and columns. For example, you could create a table like this one:



→ To merge table cells:

- 1 Move your cursor to upper-left cell in the set of cells you want to merge.
 - Merging cells deletes the contents of all the cells you merge, except the contents of the upper-left cell. To keep the contents of the other cells, cut and paste them into the upper-left cell of the area before you merge cells.
- 2 Choose the **Table→Merge Cell** menu item. You will see the Merge Cell dialog.

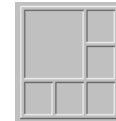


- 3 Type the number of **Columns** and **Rows** the cell should span, and click **OK** to merge the cells. For example,

If you place the cursor in the upper-left cell of this table and merge that cell to span 2 columns and 2 rows ...



... the result will be a table that looks like this:



- 4 If you want to unmerge cells, choose the **Table→Split Cell** menu item. The merged area will be split into the number of columns and rows that were merged. (You cannot split cells unless they have already been merged.)

HTML 3.0 Tables vs. Netscape Tables

There are minor differences in the ways tables are defined by HTML 3.0 and Netscape. GNNpress creates and displays HTML code using the current selection in the **Conform To** field in the General Preferences dialog. To check or change this setting, choose the **Tools→Preferences→General** menu item.

Changing this setting affects the following defaults for tables:

- With Netscape, text in table cells is aligned vertically to the middle of the cell by default. With HTML 3.0, text is aligned to the top of the cell by default.

- With Netscape, tables are aligned to the left of the page by default. With HTML 3.0, tables are centered on the page by default.
- With Netscape, table widths are specified in pixels by default. With HTML 3.0, table widths are specified in “ens” (the width of the letter “n”) by default. You can add table width specifications in by editing the HTML directly.

Note that changing the **Conform To** field doesn’t control how other browsers display your table. You may want to set the vertical alignment of table cells even if you want to use the default to make other browsers align the text correctly.





Both HTML 3.0 and Netscape provide additional attributes for formatting tables. You can use the **Tools→Show HTML** menu item to add such attributes. For example, you can add the `WIDTH`, `UNITS`, `COLSPEC`, and `NOWRAP` attributes to the `<TABLE>` tag.

Forms

Forms provide a way for readers of your Web page to send you information. For example, one of the forms in an electronic mail order company would allow the customer to specify their name, address, credit card number, and telephone number. This section explains how you create forms.

Quick Start

Here is a quick summary of commands you can use to create forms:

Create a form within a page	Format→Form
Insert a form element into a form	Click appropriate button on form palette:
Radio button	Radio 
Check box	Check 
Text field	Text 
Text area field	TArea 

Selection List

Slist



Image field

Picture



Reset

Reset



Submit

Submit



Starting Points

GNNpress helps anyone to create and edit forms in a Web page. You select the types of field you want to create and click in the page to create it.

When you submit a form on the Web, a program on the server runs to send email, get information from a database, or whatever the particular form does. Normally, you would have to write programs to do these things.

However, some built-in programs are provided with the GNN Hosting Service. These programs let you use forms without being a programmer. See page 106 for details.

Layout and Design

A Form has *Field Elements* that are inserted into a form by clicking the button on the form palette to produce the desired dialog box. Setting the attributes in the field element dialog and clicking **OK** inserts a form element at the cursor position within the form. GNNpress allows you to create eight types of field elements: Text Fields, Radio Buttons, Check boxes, Text Areas, Selection Lists, Picture Fields, Reset buttons, and Submit buttons. Each field element needs to have a *Form Tag* (you can think of it as analogous to a variable name in a computer program) to identify the field when the results are sent to the form handler. See the “Use the Form Palette” section below.

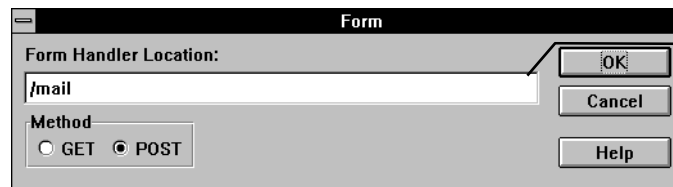
More than one form may be created within an HTML document, but forms cannot be nested. The Form palette is visible when the cursor is inside the form and disappears when the cursor is outside of the form.

Text, images, links, etc. can be inserted and modified in the form just as in the rest of the page. Form elements can be dragged-and-dropped or cut and pasted, but must always be placed within a form.

Creating Input Forms

→ Create a form that will run the program:

- 1 Choose the **Format**→**Form** menu item to see this dialog:



Enter location of program or script

If the **Format**→**Form** menu item is not visible in your version of GNNpress, choose the **Tools**→**Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

- 2 Type the URL of your CGI program or script in the **Form Handler Location** field. The next section talks about the built-in form handlers you can use.
- 3 In the **Method** field, select the HTTP method that will be used to submit the form to the server. The choices are **GET** and **POST**. Most servers (all GNNservers) support both **GET** and **POST**; older servers may only support **GET**. You should use **POST** if you can, because it allows larger transmissions. The returned format of the form data is slightly different depending on whether the data came in a **GET** or a **POST**.
 - **GET** causes the filled-out form contents to be appended to the URL as if they were a normal query.
 - **POST** causes the filled-out form contents to be sent to the server in the hidden header information rather than as part of the URL.

In addition, the *Form Palette* appears containing 8 buttons for field elements. You can move the Form Palette anywhere on your screen.

- 4 Two dotted lines appear surrounding the form. Click the cursor between those lines on the page to make the Form Palette visible. Click the cursor outside the form, to hide the Form Palette.
- 5 Display or hide the dotted boundary of the form with **Format**→**Hide Borders/Show Borders**. This also displays/hides dashed borders around lists. It is common to use Horizontal Rules to help reader distinguish the borders of a form within a page.
- 6 Click **Format**→**Exit Form Format** when the form is at the bottom of the page and there is nothing beneath the form to click into, and you want to exit the form.



- 7 Use the option **Format→Remove Form Format** to remove the form. You must remove all form elements first, but the software reminds you to do this.

A page can contain more than one form, but forms cannot be nested within each other.

Choosing a Form Handler

- If you want to email the contents of the form to yourself or someone else, you can type `mailto:you@youraddress.com` as the **Form Handler Location**. Most browsers will understand this and will send the field values as email. However, the email format is a bit difficult to read. For example, if you have fields called “field1” and “field2” and the reader submits values of “apple” and “banana”, the email you receive will say:

```
field1=apple&field2=banana
```



- If you are a GNN Hosting Service member, you can use the built-in mail program to get better formatted email messages from your forms. Type `/mail` as the **Form Handler Location**. In the **Method** field, select **POST**. To use this program, your form also needs to contain fields called “mailfrom” and “mailto”. These can be any type of field. Normally, the “mailfrom” field will be a text field in which readers type their email address. The “mailto” field is usually a hidden field where you store your own email address. See page 136 to learn how you can create a hidden field by editing the HTML. The tag for a hidden “mailto” field should look like this:

```
<input type=hidden name=mailto value="you@youraddr.com">
```

- If you have the Commercial or Dedicated level of GNN Hosting Service (or your own GNNserver), there are a number of built-in programs for searching and adding information to database tables. See the GNNserver documentation for more information.
- If you have the Commercial or Dedicated level of GNN Hosting Service (or your own server), you can write your own form handling programs. These programs can use the GNNserver API or the CGI (Common Gateway Interface). For more information, see the GNNserver documentation. For resources and examples, see the GNN Hosting Service Developers' Corner at <http://www.gnnhost.com/develop/index.htm>.

Using the Form Palette

Now that the form is created in the document it needs *Field Elements*: Text Fields, Radio Buttons, Check Boxes, Text Areas, Selection Lists, Picture Fields, Reset buttons, and Submit buttons.

Each field element needs to have a *Form Tag* to identify the field when the results are sent to the form handler.



Radio Buttons

A *Radio Button* is a diamond-shaped or circular button that you can click either on or off. One or more Radio Buttons can be grouped by giving all the buttons in the group the same “Form Tag”. The group then acts like a single field in which only one of the buttons can be switched “on” at a time. The value of the button that is switched on becomes the Value Tag of the Radio Button field when you submit the form.



For example, you might have a group of Radio Buttons that all have a Form Tag of “fruit”. The individual Buttons in the group could have Button Labels and Value Tags of Banana, Apple, Orange, and Kiwi. When you submit the form, the value of the “fruit” field is the selected fruit.

→ Add a Radio Button::

- 1 Position the cursor where you want the Radio Button to be.
- 2 Click the **Radio** button on the form palette to see this dialog:

Buttons with same form tag are bound together

If selected, radio button is turned on when form is selected

Radio

Button Label:

Form Tag:

Value Tag:

Default

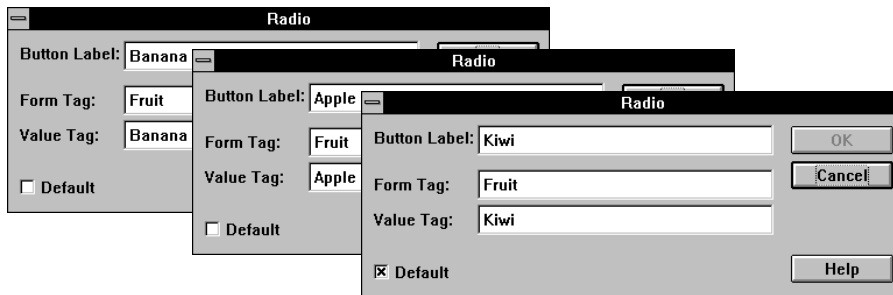
Text that follows button, identifying it on your page

Internal variable name, must be unique within a group

- 3 Specify values for **Button Label**, **Form Tag**, and **Value Tag**.
 - The **Button Label** is the text that follows the button, and therefore identifies it, in your page. It is not submitted with the form.

- All Radio Buttons with the same **Form Tag** are bound together. Only one of them may be selected at a time.
- The **Value Tag** is the internal variable name. Each Value Tag must be unique within a group of Radio Buttons with the same Form Tag.

For example, creating three Radio Buttons with value like these:



Results in a Radio Field that looks like this:

Banana Apple Kiwi

- If **Default** is selected, this Radio Button is on when the Form is reset. There can be no more than one default radio button with the same **Form Tag**.
- 4 Click **OK** to insert the Radio Button at the cursor position within the form.

Check Boxes

Check Boxes are similar to Radio Buttons, except that they allow multiple Value Tags to be submitted with the same Form Tag. The dialog and mechanism for placing Check Boxes in your form are similar to those for the Radio Button.



→ Add a Check Box:

- 1 Position the cursor where you want the Check Box to be.
- 2 Click the **Check** button on the form palette to see this dialog:



If selected, box is turned on when form is initialized

Resulting field: Send me more info

- 3 Specify values for **Button Label**, **Form Tag**, and **Value Tag** and You may also click **Checked**.
 - The **Button Label** is the text that follows the check box, and therefore identifies it, in your page. It is not submitted with the form to the server.
 - All Check Boxes with the same **Form Tag** are in a group.
 - The **Value Tag** is the internal variable name. Each Value Tag must be unique within a group of Value Tags with the same Form Tag. If the Check Box is selected, a string like “Form_Tag=Value_Tag” is submitted when the Form is submitted. The Check Box allows multiple Value Tags in the same Form Tag.
 - If **Checked** is selected, the Check Box is turned on by default when the Form is initialized. More than one check box with the same **Form Tag** may be **Checked**.
- 4 Click **OK** to insert the Check Box at the cursor position within the form.

TextFields

The Text Field is a one-line box on the Form where the user may type in text. It can have an initial setting, or it can be blank.



→ **Add a Text Field:**

- 1 Position the cursor where you want the Text Field to be.
- 2 Click the **Text** button on the form palette to see this dialog:

The dialog box titled "Text Field" contains the following elements:

- Form Tag:** A text input field containing "name".
- Initial Text:** An empty text input field.
- Field Type:** Two radio buttons: "Text" (selected) and "Password".
- Field Attributes:**
 - Display Size:** A text input field containing "30".
 - Max Input:** An empty text input field.
- Buttons:** "OK", "Cancel", and "Help".

Annotations on the right side of the dialog:

- An arrow points from the "Initial Text" field to the text "Optional, displayed by default".
- An arrow points from the "Display Size" field to the text "Length of text field".
- An arrow points from the "Max Input" field to the text "Maximum number of characters allowed".

Below the dialog, the text "Resulting field: Name:" is followed by a small rectangular box representing the rendered text field.

- 3 Specify values for **Form Tag** and, optionally, **Initial Text**
 - Initial Text, if specified, is displayed within the text field by default and is submitted with the form data if the user has not typed over it.
- 4 Select the **Field Type**, either **Text** or **Password**.
 - If **Text** is selected, the text that the user types appears in the field.
 - If **Password** is selected, an asterisk (*) appears instead for each letter.
- 5 Enter, optionally, **Display Size**.

- **Display Size** controls the length of the text field, as displayed in the form.
- 6 Enter, optionally, **Max Input**
 - **Max Input** controls the maximum number of characters that the user is allowed to type in. If you do not specify this, you will be limited by whatever the limit is for the system, often infinite.
 - 7 Click **OK**, and the text field appears where the cursor was positioned.

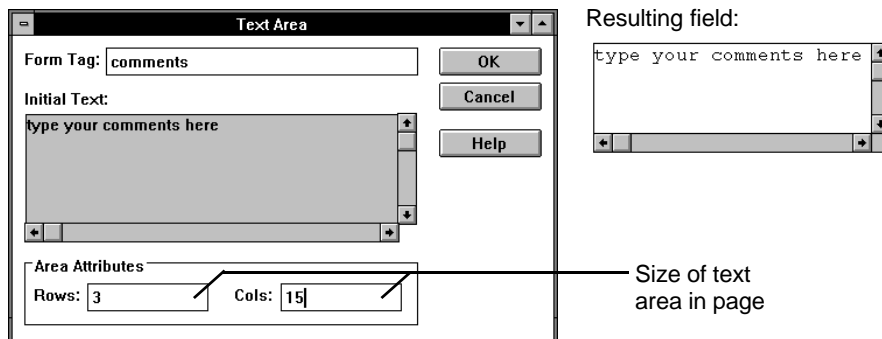
Text Areas

If you want to input more than one line of text you should use a **Text Area** rather than a **Text Field**.



→ Add a Text Area:

- 1 Position the cursor where you want the Text Area to be.
- 2 Click the **TArea** button on the form palette to see this dialog, which allows you to insert a text area (a scrollable area in which the user can type more than one line of text) into a form.



- 3 Specify values for **Form Tag** and, optionally, **Initial Text**
 - **Initial Text**, if specified, is displayed within the text area by default and is submitted with the form data if the user has not typed over it.
- 4 Optionally specify the **Area Attributes Rows** (number of rows) and **Cols** (number of columns).
 - This sets the size of the Text Area in the page. The number of characters a user may enter into a text area may be greater than fits into it, but the horizontal and vertical scrolling allow the user to read everything in the text area.
 - When adding text, scrolling occurs automatically when Return is hit.
- 5 Click **OK**, and the text area appears where the cursor was positioned.

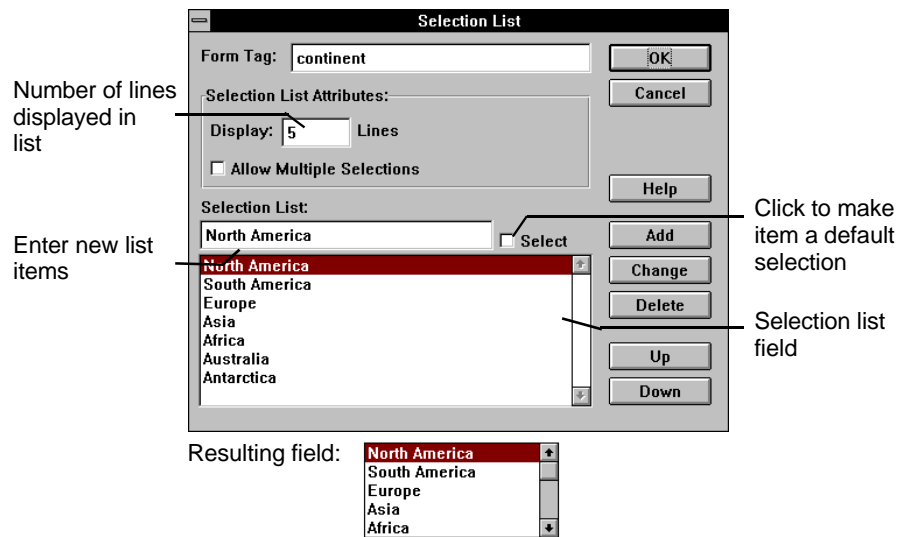
Selection Lists

You can insert a *Selection List*—either a scrollable list from which the user may select one or many items, or a pull-down list from which the user may select one item—into a form.



→ Add a Selection List:

- 1 Position the cursor where you want the Selection List to be.
- 2 Click the **SList** button on the form palette to see this dialog:
- 3 Specify a value for the **Form Tag**.



- 4 In the **Selection List Attributes** box enter the number of lines to be displayed in the **Display: # Lines** field.
 - The default is to display one line. When only one selection is allowed (see the next step) it is common to display one line, since clicking on the Selection List provides a pull-down list from which the one selection can easily be chosen.
 - When multiple selections are allowed, the selection list is displayed as a scrollable list and it is probably best to set number of lines to display to at least two for clarity and ease of use.
 - If when using a Selection List that allows multiple selection you wish to make multiple, non-consecutive selections, depress the CTRL key (Command key on Macintosh) when making these selections. Otherwise the subsequent mouse clicks deselect the previous selection(s).

- 5 In the **Selection List Attributes** box choose, by clicking, whether to **Allow Multiple Selections**.
 - The default is to not allow multiple selections.
- 6 Insert the items into the **Selection List**
 - Enter a list item in the **Selection List** field.
 - Optionally click the **Select** box to make the item a default selection. Unless the **Allow Multiple Selections** box is checked, there can be only one item selected as the default.
 - Click **Add** to add the item to the list.
- 7 To change the text or default status of an item in the list, highlight the item in the text area (so that it is displayed in the **Selection List** field) make the changes, and press **Change**.
- 8 To delete an item from the selection list, highlight the item in the text area (so that it is displayed in the **Selection List** field) and click the **Delete** button.
- 9 To change the order of items in the selection list, highlight the item (so it is displayed in the **Selection List** field) and press **Up** or **Down** buttons to move the highlighted item through the list.
- 10 Click **OK**, and the selection list appears where the cursor was positioned.

Image Fields

You can insert a “clickable” image into a form. Clicking on the image immediately submits the form, sending the x and y position of the click.



→ Add an image field:

- 1 Position the cursor where you want the image to be.
- 2 Click the **Picture** button on the form palette to see this dialog:

Choose how image is aligned with text

Image Field

Location: OK

Form Tag: Cancel

Alignment

Top Middle Bottom

Import Image Browse...

Absolutize Help

Enter URL of desired image

Save image to page's MiniWeb and create relative link

Resulting field: home help search places search people feedback

- 3 Specify a value for the **Form Tag**.

- 4 Enter the **Location** of the image. Either:
 - Enter a URL or the local file name in the **Location** field.
 - Click the **Browse** button to search the directories and locate and select the file.
- 5 Choose, by clicking, an **Alignment** option—**Top**, **Middle**, or **Bottom**—to choose how the image is aligned with the adjoining text.
- 6 Click, optionally, on **Import Image**.
 - If imported, the image file is saved to the page's MiniWeb and has a relative link.
 - Otherwise, the image remains outside the directory with an absolute URL.
- 7 Click **OK**, and the image appears where the cursor was positioned.

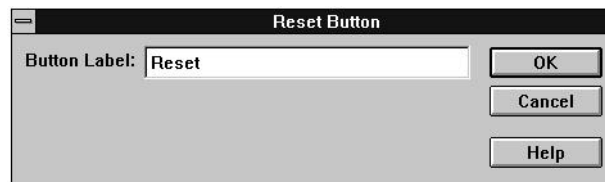
Reset

A form can have a Reset button. When pressed by the user, it sets the other field elements to their initial state.



→ Add a Reset Button:

- 1 Position the cursor where you want the Reset button to be.
- 2 Click the **Reset** button on the form palette to see this dialog, which allows you to insert a Reset button, a box labeled, by default, **Reset**, into a form.



- 3 Type, optionally, a **Button Label**. The default is Reset.
- 4 Click **OK**, and the Reset button appears in the form at the cursor position.

Submit

A form can have a Submit button. When clicked, it submits the current form to the form handler that was specified when the form was created.



→ Add a Submit Button:

- 1 Position the cursor where you want the Submit button to be.

- 2 Click the **Submit** button on the form palette to see this dialog, which allows you to insert a Submit button, a box labeled, by default, **Submit**, into a form.



- 3 Type, optionally, a **Button Label**. The default is Submit.
- 4 Click **OK**, and the Submit button appears in the form at the cursor position.
Image fields act as submit buttons, and if a form contains only a single text field (no other form elements), hitting Return within the text field submits the form to the form handler.

Changing Forms

Text, images, links, etc. can be inserted and modified in the form just as in the rest of the page. Form elements can be dragged-and-dropped and cut and pasted, but must always be placed within a form.

Form elements can be modified by selecting the element in the form and clicking the form palette button which corresponds to the type of form element selected. This produces the dialog for the selected form element with the current attributes displayed. Making changes in the dialog and clicking **OK** effects the changes in the form element.

→ Change the form handler location or method:

- 1 Place the cursor within the form to be changed.
- 2 Choose **Format**→**Form**.
 - This produces the **Form Handler** dialog with the current **Form Handler Location** and **Method** displayed. Making changes in the dialog and pressing **OK** implements the changes in the form.

Links

Quick Start

Here is a quick summary of commands you can use with images:

Create Links	Select text ... Element → Link
Create Anchors	Select text ... Element → Anchor
Change Links and Anchors	Control/Option-select link ... Element → Link or Element → Get Attribute
Create AutoLinks	Open page with text... Tools → AutoLinks . Type in choice of GNNserver.

Parts of a Link

Links

A link is a cross-reference to another file or target location in a file. Other files and anchors are the targets of links. A link can be either an *absolute* link or a *relative* link.

- **Absolute links** specify the full location of a file. You can only use absolute links to link to a file on a different server or disk.
- **Relative links** omit part of the file specification and use the current location as the default. (For example, `http://gnn.com/gnn/netizens/index.html` is an absolute reference. A relative reference to this file from the directory above would be `news/news.htm`. See the "References Between SubWebs" section on page 159 for more about the syntax of relative references.)

It's usually best to use relative links within your own Web site. Relative links allow you to move the entire directory tree to a new location without breaking your links. You should try to use absolute links only to references files outside your own Web.

GNNpress can automatically change references from absolute to relative references and back for you. If you see a **Relativize** button in a dialog for creating links or setting image attributes, the link is currently an absolute link and you can click this button to make it a relative link. If you see an **Absolutize** button, you can change the relative link to an absolute link. Also, when you choose the **File**→**Save As** menu item, the **Options** button provides a dialog that allows you to convert all relative references to absolute references by checking the **Relative Links to Full URL** box.

Anchors

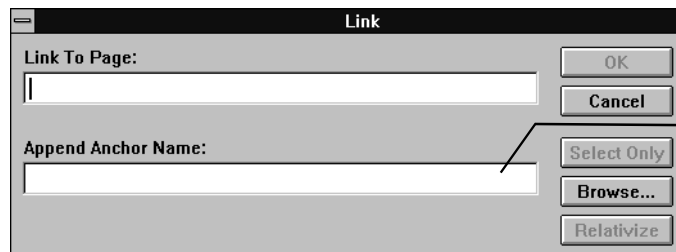
An anchor is a target location within a page. Links can point to anchors in the same page as the link or in another page. Anchors are often used in longer pages so that readers can quickly find different parts of the page. The “anchor” is the place on the page you want to move to. The links you create can point to these anchors. Anchors don’t do anything when you click on them, they are only *place holders* to be linked to.

Creating Links

Using the Link Dialog

→ Make a link:

- 1 Select the text you would like to make a link, either to another web site or another page within your MiniWeb.
- 2 Choose the **Element**→**Link** menu item to bring up the **Link** dialog.



- 3 Type the URL in the **Link To Page** field, for example, `http://gnn.com/`
- 4 If you want to link to some place in the middle of a page, type an anchor name in the **Append Anchor Name** field. You will also need to create an anchor with the same name in the page you referenced in the **Link To Page** field. See page 117 for details.

If the anchor you want to link to is in the same page as the link (that is, if you just want the link to scroll the page), you don’t need to type the name of the page in the **Link To Page** field.

- 5 Click **OK**.

The text you selected in your document is now colored, italic, and underlined. This is a link to the URL you specified. Clicking on your newly created link takes you to the page you chose, at the part of the document where it is anchored.

Other Buttons in the Link Dialog

The Link dialog also contains these buttons:

- | | |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cancel | Close the Link dialog box: |
| Select Only | If the text you selected already contains a link, then that link URL is displayed in the Link to Page field and the Select Only button is enabled. Because selecting text by dragging and highlighting is inaccurate, selecting this button ensures that you select only the text that was the previous link. |
| Browse | Allows you to browse your local files or your GNN Hosting Service directory for files to choose as links. If you enter a site that you cannot browse, you get a message “Cannot Browse Location.” (For details on using such file selection dialogs, see page 40.) |
| Relativize or Absolutize | Click the Relativize button to change the link reference to a relative URL. If the reference is already a relative reference, click the Absolutize button to change the reference to an absolute reference. See page 115 for an explanation of relative and absolute references. |
| Help | Provides an online Link Help Page. |



Making Anchors Within a Page

Anchors allow you to use plain text in a document and link to that exact part of the document. The anchor is not a link and cannot be clicked on. It is used as a target text, for example in a long page with an index or a table of contents.

→ Make an anchor within a page:

- 1 Type or select some text in your page.
- 2 Choose the **Element**→**Anchor** menu item.
- 3 Type an anchor name in the text field. For convenience, use an anchor name that is related to the text you selected. For example, you could type **Top** if you are placing an anchor at the top of the page so that links within a long page can jump back to the top of the page.

If you already created a link to this anchor, use the same anchor name you used in the link dialog.

- 4 Click **OK**. The text you selected in your document turns magenta (unless you are using a customized Style Sheet). This reminds you where the anchors are in your page. Other browsers will show anchors as normal text.


→ To check anchor names or remove anchors:

- If you forget an anchor name and want to create a link to that anchor, select the anchor text and choose **Element→Anchor**. You will see the anchor name in a dialog.
- If you erase the anchor name from this dialog and click **OK**, the anchor will be removed from the page.


Copying and Pasting URLs

In addition to selecting text to link to, you can copy-and-paste URLs from almost any source, including Hot Lists and web pages. To copy a URL from the Hot List:

→ Copying a URL:

- If the page you want to link to is stored in your Hot List, open your Hot List with the **Browse→Hot List** menu item, select the page you want to link to, and click the **Copy URL** button. This copies the URL of the page so that you can paste it.
- If you've already opened the page whose address you want to copy, choose the **Edit→Copy URL of Page** menu item (or click the **Copy URL** button in the toolbar). This copies the URL of the current page so that you can paste it. 
- If the page you want to link to is listed as a link on another page, highlight that link and choose the **Edit→Copy URL in Selection** menu item (or click the **Copy URL** button in the toolbar). You can hold down the Ctrl key on your keyboard while you highlight a link to prevent GNNpress from opening that page. This copies the URL of the link so that you can paste it.

→ Pasting a URL to create a link:

- If you want GNNpress to fill in the text for the link, position the cursor where you want to create the link, and choose the **Edit→Paste URL** menu item (or click the **Paste URL** button in the toolbar). This creates a link to the URL you copied. If you copied the URL of a page, GNNpress adds the title of that page as the text for the link. If you copied the URL of a highlighted link, GNNpress adds the URL of the page as the text, instead. 
- If you want to turn existing text into a link, highlight the text you want to link, and choose the **Edit→Paste URL** menu item (or click the **Paste** button in the toolbar). This makes the highlighted text a link to the URL you copied.

Email Links

If you want people who visit your pages to be able to send you email by clicking on a link, you can create an email link.

→ Creating an email link:

- 1 Select the text you want to link. For example, you might select your email address or text that says “Send me email.”
- 2 Choose the **Element**→**Link** menu item to bring up the **Link** dialog.
- 3 In the **Link To Page** field, type `mailto:me@myaddress.com`
- 4 Click **OK**. When people click on this link, most browsers will let them send email to the address you typed.

Image Maps—Links to Images

Image maps are images that, when clicked on, act like linked text. The difference is that you can map URLs to different parts of the image. For example, you could create an image map with symbols for parts of your business (support, sales, products). When the reader clicks on a part of the image, the reader is taken to a page on that subject.

Because image maps require readers to download an extra image, you should use them only when they present a distinct advantage in navigating your web pages. By using the GNN Hosting Service along with GNNpress, you can create quick and easy image maps.

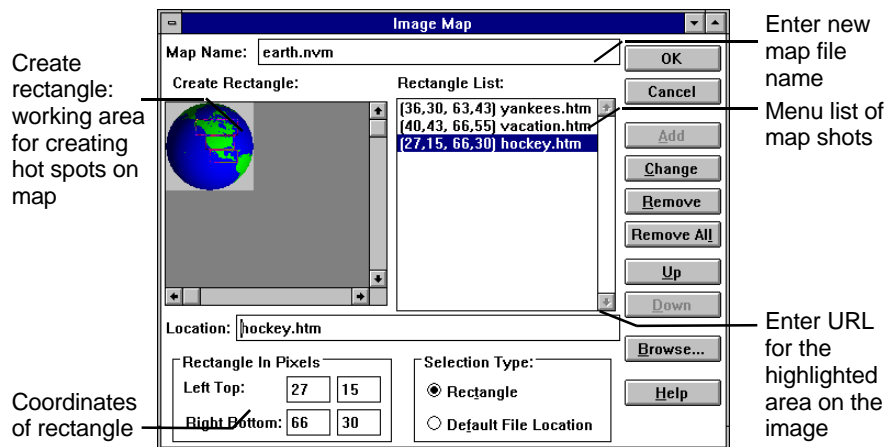
The browser, in this case GNNpress, requests a page that contains an image map. It also requests the image and displays it along with the text. The reader clicks on the map image. GNNpress sends the coordinates of the click to the server, which processes the coordinates and decides which “hot spot” the mouse was in when it was clicked. It then returns the URL for that spot. If the spot is not mapped, the default URL is returned instead. GNNpress retrieves the page designated by the URL and opens a new window.

When you delete an image map from a page (by highlighting it and pressing the Delete key), the actual image and image map files are not deleted. To delete the files, you can use **File**→**Delete** or by selecting and deleting the file’s icon in the MiniWeb view.

If you are unfamiliar with how to import and use images in documents, see page 86.

→ Make an image map:

- 1 Select an image in your document that you would like to place hot spots on. Choose the menu **Element**→**Image Map** to see the GNNpress – Image Map dialog.
 - You will probably want to re-size the Image Map dialog to be able to see the entire image. You can do this as you would for any window.



The following items are in the Image Map dialog:

Map Name	This is the name of your map file, which is different from the name of the image. Map names end with <code>.nvm</code> , which replaces the ending of your image file (for example, <code>.gif</code>). You can rename it if you wish.
Create Rectangle	The image you have just selected is located in this box. This is the work area where you draw rectangles that will be hot spots.
Rectangle List	This is a menu list of your map hot spots. The coordinates of the rectangle are listed along with the URL of the item.
Location	Type the URL you want the rectangle to link to.
Rectangle in Pixels	When the Image Map dialog opens, the four pixel boxes have zeros. After you select a rectangle in the Create Rectangle box, the pixel boxes show the coordinates of the rectangle. You can also make rectangle selections by entering the exact pixel coordinates.
Selection Type: Rectangle or Default	Choose Rectangle to select rectangle hot spots. Choose Default to select the default link (the URL that appears if no selection is clicked on the image map).
OK	Closes the Image Map dialog box.
Cancel	Closes the Image Map dialog box without making the changes.
Add	Adds a new selection or hot spot to the image map.

Change	Allows you to edit any URL selection you have made.
Remove	Removes the rectangle or hot spot selected.
Up	Moves the rectangle or hot spot selected up one line.
Down	Moves the rectangle or hot spot selected down one line.
Browse	Allows you to browse your local files or your GNN Hosting Service directory for choosing map links.
Help	Provides an online Image Map Help Page.

→ **Example: insert a specific image map:**

- 1 Set the default location by clicking the **Default** button under **Selection Type**.
If nothing is chosen for default, clicking outside all hot spots has no effect.
- 2 Enter a URL in the **Location** field (for example, `http://gnn.com/`) for the default selection.
- 3 Click the **Add** button. The default location has now been set. If a reader clicks on a spot that has not been mapped, this default URL page appears.
- 4 Click the **Rectangle** button under **Selection Type**.
- 5 Depress your cursor on the parts of the image you wish to select. Hold down the cursor and draw a rectangle to select a hot spot.
- 6 Enter the URL in the **Location** field (for example, `http://www.aol.com/`) for the first map selection.
- 7 Click the **Add** button. Don't be afraid if you make mapping mistakes at first. Mappings that have been added can be removed by choosing the **Remove** button. Try the map again.
- 8 Repeat the above steps for each URL you wish to be mapped. When done, choose the **OK** button.

The image map you have just created has a fine blue line surrounding it, which indicates that the image is a link—possibly an image map, but it could also link to a normal page. Click on the hot spots you have just created and the hot spot's page appears. Click on the MiniWeb for this page and you can see the icons that designate images maps.

Links to Other Media

This guide assumes you already have audio or video files if you plan on incorporating them into your web document. It does not explain how to create these other media files.

Links to audio or video files are just like links to other pages. However, audio and video are not viewed or heard when first displayed. An external viewer (for video) or player (for audio) is required to use these types of links. See page 174.

→ Insert an audio or video link:

- 1 Select the text or image you would like to be linked to your audio or video file.
- 2 Choose the menu **Element**→**Link**.
- 3 Either type in the URL if you know it or browse your files to locate the file you wish you link. Click **OK**.

The selected text is now blue, italic, and underlined and is linked to the file you chose. You can click on this link, and if you have the external player or viewer you will see or hear the file.

Changing Links

→ Modify an existing link:

- 1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link.
- 2 Choose the menu **Element**→**Get Attribute** or **Element**→**Link**.

You can now make any changes to your link just as you would if you were creating a new link from plain text.

→ Remove a link:

- 1 CTRL+select an existing link, or, if the link is one word, CTRL+double-click on the link.
- 2 Choose the menu **Element**→**Unlink**.

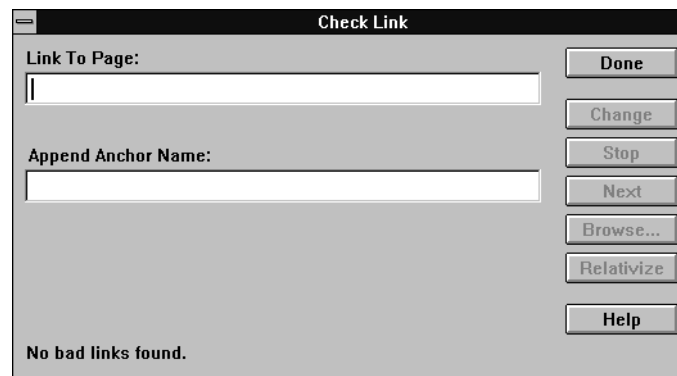
The selected text now appears in the state it was before it was a link.

Checking Links

You use this GNNpress function to make your web information as accurate as possible. *Check Links* gives you the ability to select a GNNpress page and check most of the links it contains. GNNpress finds links that are not working, for whatever reason. You can then edit your document and links as needed. Without Check Links, you would have to click on each link in the document to verify it.

→ To check the links in any Web page:

- 3 Open any Web page, either in your local directory or on a web server.
- 4 Choose menu **Tools**→**Check Links** to see the Check Links dialog.
- 5 Watch the dialog box.



GNNpress scans all links to the page and verifies that they exist. A status message at the bottom of the dialog box keeps you apprised on GNNpress' activity. If it finds a bad link, the status message changes to indicate the problem. If no bad links are found you get "no bad links found" message.

If you get a "Could not find 'http://....' message, you can edit the URL.

Link to Page

→ Edit the URL:

- 1 Edit the URL as necessary in the **Link to Page** field.
- 2 Select the **Change** button.

This corrects the link in the page and moves on to check the next link.

Appending an Anchor Name

→ Add an anchor to the URL:

- 1 Type in an anchor name in the **Append Anchor Name** field.
- 2 Select the **Change** button.

This changes the link, adds the anchor, and moves on to check the next link.

Closing the Check Links Dialog

While the Check Links dialog is open, your page is locked. You cannot browse any links until you close the Check Links dialog. If you try you get a “This page is temporarily locked...” message at the bottom of your Page window. You can use the **File**→**Open** dialog to load pages though.

→ Close the Check Links dialog:

- Click the **Done** button.
 - You can also cancel the link checking while it is in progress by clicking this button.

Stopping Link Checking

→ Abort the link checking:

- Click the **Stop** button.

This gives you an “aborted ‘http://...[name of link currently being checked]’” message and allows you to change the link.

Checking the Next Link

→ Continue link checking:

- Click **Next**.

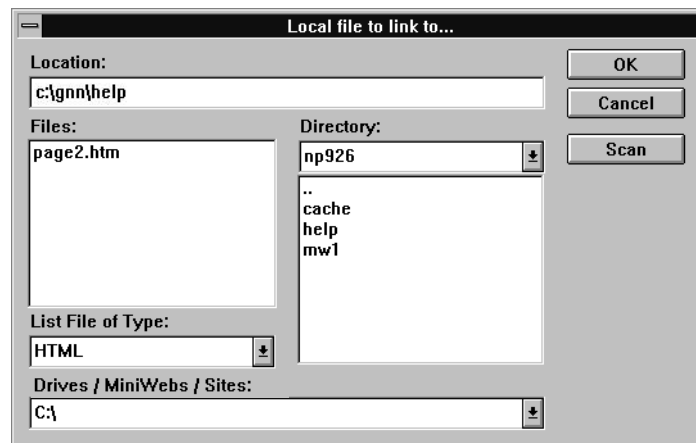
Use after interruption, or if you wish to leave in a link that is currently unavailable.

Browsing to Choose Links

If you want to change the URL of a link, you may want to browse your local files or your GNN Hosting Service directory.

→ Browse files or a server:

- 1 Click **Browse**.
- 2 Click on the down-arrow to the right of the **Drives / MiniWebs / Sites** field to choose a drive, server, or MiniWeb to browse.
- 3 Click on the down-arrow to the right of the **Files/Directories** field to browse files and directories once you have chosen a drive, server, or MiniWeb.



If you enter a site you cannot browse, you see a “Cannot Browse Location” message.

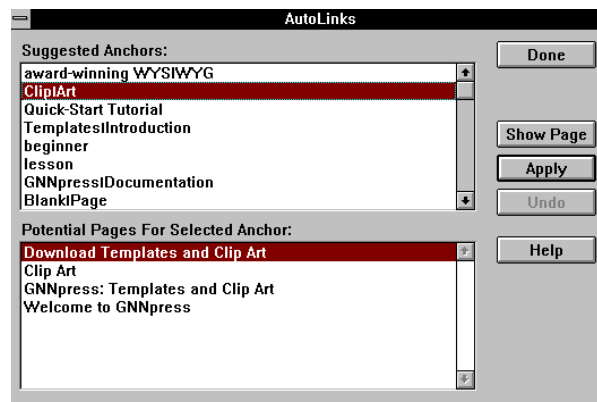
AutoLinks

GNNpress can search the GNNserver that hosts your pages for other pages you might want your pages to link to. Then, you can choose whether you want GNNpress to create each link. All the pages on the GNN Hosting Service server or a GNNserver you choose are searched for possible links.

If the **Tools→AutoLinks** command is not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

→ **To AutoLink a page:**

- 1 Open the page in which you want to create links with GNNpress.
- 2 Select **Tools**→**AutoLinks**.
- 3 In the “AutoLinks” window, select the GNNserver you want to search. For example, you can type `http://members.gnn.com/` (or select it from the pull-down list).
- 4 Click **OK**. GNNpress sends your page to the server, and the server uses natural language processing technology to identify potential links from your page to pages on the server.
- 5 You may be prompted for your username and password. Type these and click **OK** to access the server.
- 6 When the server has finished examining your page, GNNpress opens a window that lets you select which of the suggested links you want to add to your page.



- 7 In the list of **Suggested Anchors** highlight one of the lines of text. GNNpress scrolls your page to show you this text in context. It also lists the titles of the suggested link pages in the **Potential Pages For Selected Anchor** list.
- 8 To see a suggested page, highlight a title in the **Potential Pages For Selected Anchor** list. Then, click **Show Page**. GNNpress opens that page in a new page window.
- 9 To create a link to a suggested page, highlight the title of the page in the **Potential Pages For Selected Anchor** list. Then, click **Apply**. GNNpress links the text in your page to the page you selected.

Style Sheets

Style sheets are a way of customizing the way Web pages are displayed. A style sheet allows you to specify how each HTML element is formatted. For example, your style sheet can display **Strong** characters in cyan and italic and level 1 headings (**Hdg 1**) in right-justified 36 point text.

If the **Format→Style Sheet** command is not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

You can use GNNpress style sheets for two purposes:

- To customize the way other people using GNNpress see your pages. If you apply a style sheet to a page in your MiniWeb, other GNNpress users will see the styles you created. (Your style sheet will not affect the way the page is displayed by other browsers, such as GNNworks.)
- To customize the way pages anywhere in the Web look when you view them. You can apply a style sheet to any page. Your style sheet will affect how the page looks in *your current session*. You can choose a default style sheet so that all pages you view use that style.

The **Format→Style Sheet** dialog provides a list of style maps and allows you to apply one to the current page. You can also create new style sheets (by selecting a base style and pressing the **New** button), or browse around the net to find existing maps.



You can use **Format→Body Attributes** to change the background and text colors so that people using other browsers will also see your changes. See page 94 for details.

Quick Start

Here is a quick summary of commands you can use with Style Sheets:

Edit a Style Sheet	Format→Style Sheet , click Edit to get the Edit Style dialog
Edit the way various paragraph formats are displayed	Paragraphs from the Style Types list in the Edit Style dialog
Edit the way type styles and anchored/linked text are displayed	Type Styles from the Style Types list in the Edit Style dialog
Edit the way various lists are displayed	Lists from the Style Types list in the Edit Style dialog
Edit the way Horizontal Rules are spaced	Horizontal Rule from the Style Types list in the Edit Style dialog

Purpose of Style Sheets

HTML allows both logical and physical styles. In GNNpress these styles are listed in the **Format→Type Style** menu.

The *physical* styles (Plain, Bold, Italic, Underlined, Fixed Pitch, Superscript, Subscript) describe how the text looks on the page.

The *logical* styles (Citation, Code, Definition, Emphasis, Keyboard, Sample, Strong, and Variable) describe the content of the tagged text and allow the reader (browser) to determine how it looks on the page. Content can be divorced from presentation.

Logical tags allow the author to specify that a particular line is a level-one heading but does not specify that a level one heading should be, for instance, 24-point Times Roman and centered.

This also allows readers to change the presentation of every occurrence of a particular style type by simply changing its definition within a style sheet.

Within the Style Sheet dialog the user can decide how the different **Paragraph** and **Heading** formats, **Type Styles**, **Lists**, and the **Horizontal Rule** appears on the screen.

Editing and Creating Styles

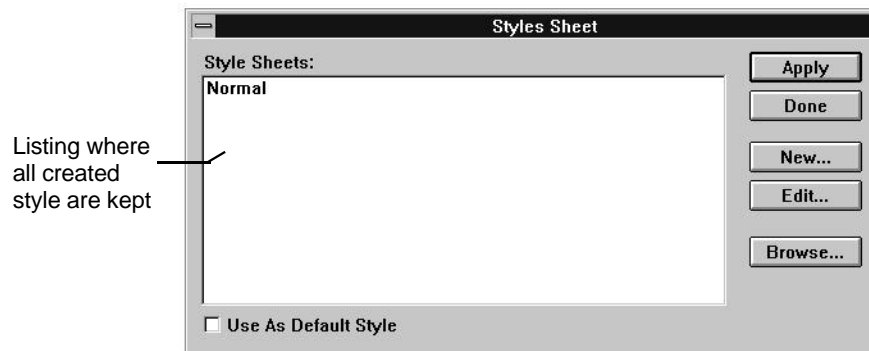
The dialogs for editing a style or creating a new style are similar.

Selecting an Existing Style to Edit

You edit style sheets through the Edit Style dialog. Usage of this dialog is covered in the “Edit a Style” section that follows. To get to it, go through the following steps.

→ Bring up the Edit Style dialog for an existing style:

- 1 Choose **Format→Style Sheet** to start the Styles Sheet dialog:



This dialog lists the style sheet (if any) associated with your current page and any style sheets you created or edited during this GNNpress session. Style sheets can be stored on your local drive or on a server.

- 2 To select a style sheet to edit, either:
 - Highlight a style sheet in the Style Sheets list.
 - To find a style sheet that was created in a previous session, click the **Browse** button to search your local directories or remote servers for `.stl` files. (`.stl` is the default file extension for style sheets.)
- 3 Click the **Edit** menu item.
- 4 Continue with the steps in the “Edit a Style” section below.

Creating a New Style Sheet

→ Bring up the Edit Style dialog for a new style:

- 1 Choose **Format**→**Style Sheet** to start the Styles Sheet dialog. Select a base style.
- 2 Click **New** and the **New Style** dialog appears.

This dialog provides a default location that is the path (local directory or URL) and file name of the current page with an extension of `.stl`

- You can start with an existing style sheet.

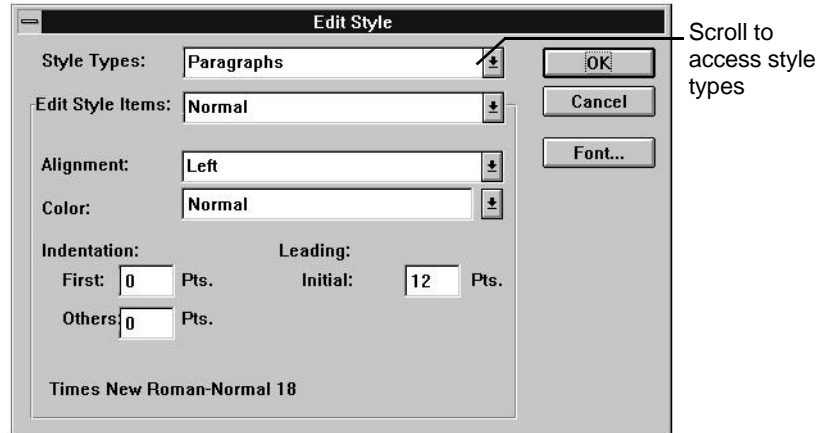


Enter URL for style location

- 3 Optionally, enter or modify the location and file name of the new style sheet in the **Name New Style Location** field.
- 4 Click **OK**, and the Edit Style dialog appears. From here on, the commands are the same as if you were editing an existing style, and are covered in the “Edit a Style” section next.

Editing a Style

Whether you are editing an existing style or creating a new style, you work through the Edit Style dialog.

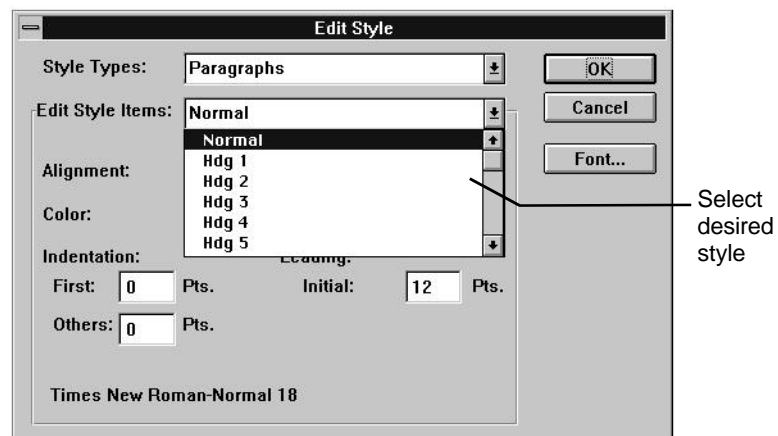


You can select a **Style Type** by using the scroll arrow to the right of the **Style Types** box. Choices are **Paragraphs**, **Type Styles**, **Lists**, and **Horizontal Rule**.

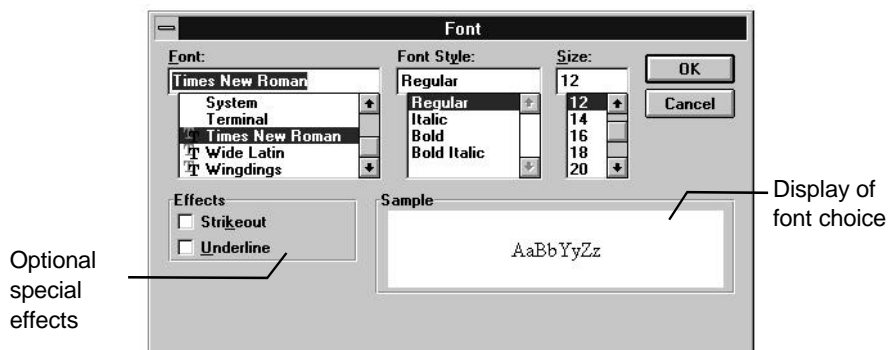
→ Edit styles for Paragraphs:

“Paragraphs” include the various kinds of text that appear between carriage returns. These include normal paragraphs and headings.

- 1 Choose **Paragraphs** from the **Style Types** field in the Edit Style dialog. You will see several fields that let you control the appearance of the various paragraph formats.



- Select a paragraph type from the **Edit Style Items** field. Choices are **Normal**, **Hdg 1** through **Hdg 6**, **BlockQuote**, **Preformatted**, **Lineprinter Listing** and **Address**.
- 2 Choose an **Alignment** style for the paragraph.
- 3 Choose the **Color** of the text in the paragraph or type in an “rgb” (red-green-blue) color, like “128 128 128” for gray.
- 4 Set the **Indentation** (in points) of the **First** line and subsequent lines (**Others**) of the paragraph. 1 inch = 72 points.
- 5 Enter a value for **Leading** in the **Initial** field. **Leading** (pronounced “ledding”) is the amount of blank space above the first line in the paragraph. Values are in points.
- 6 Click the **Font** button to select a Font, Style, and Size. For any choice, the selected font appears in the **Sample Text** box. The Fonts and the dialog boxes vary on different platforms.



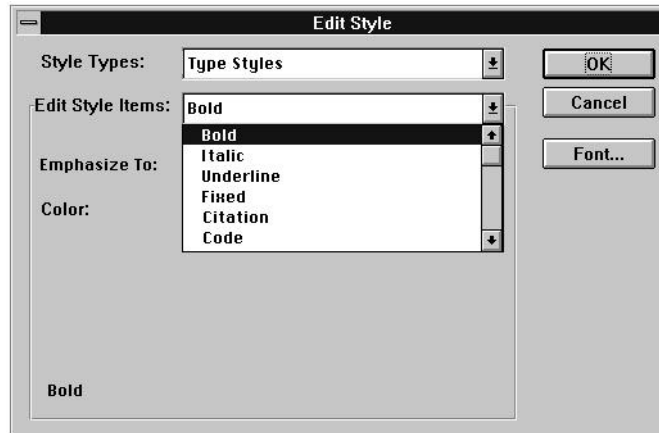
- 7 If desired, choose another paragraph format to be edited from **Edit Style Items** or choose another **Style Type**.
- 8 Click **OK** to save the changes in the style sheet and return to the Styles Sheet dialog.

→ **Edit Type Style:**

“Type Styles” include character and logical formats. They also include special kinds of text, like anchors and links.

- 1 Choose **Type Styles** from the **Style Types** field in the Edit Style dialog. You will see several fields that let you control the appearance of the various type styles.

- 2 Select a type style from the **Edit Style Items** field. Choices are **Bold, Italic, Underlined, Fixed Pitch, Superscript, Subscript, Citation, Code, Definition, Emphasis, Keyboard, Sample, Strong, Variable, Link Anchors, Link Cached Anchors, and Anchors.**



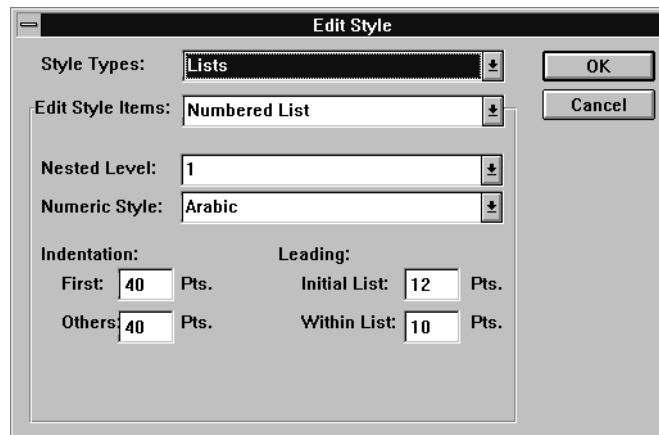
- 3 Choose the appearance you want for the type style you selected from the **Emphasize To** list. Choices are **Normal, Bold, Italic, Underline, Underdash, Bold Italic, Bold Under, Bold Dash, Italic Under, Italic Dash, Bold Italic Under, Bold Italic Dash, Subscript, or Superscript**
- 4 Choose the color of the text from the **Color** list.
- 5 If desired, click the **Font...** button to open the Font Selection dialog.
- 6 If desired, choose another paragraph format to be edited from **Edit Style Items** or choose another **Style Type**.
- 7 Click **OK** to save the changes in the style sheet and return to the Styles Sheet dialog.

→ Edit styles for Lists:

“Lists” include bulleted and numbered lists. Each nested level (1-4) of numbered and bulleted lists can be edited separately.

- 1 Choose **Lists** from the **Style Types** field in the Edit Style dialog. You will see several fields that let you control the appearance of the various types of lists.

- 2 Select a list type from the Edit Style dialog. Choices are **Numbered List** and **Unnumbered List** (bulleted).

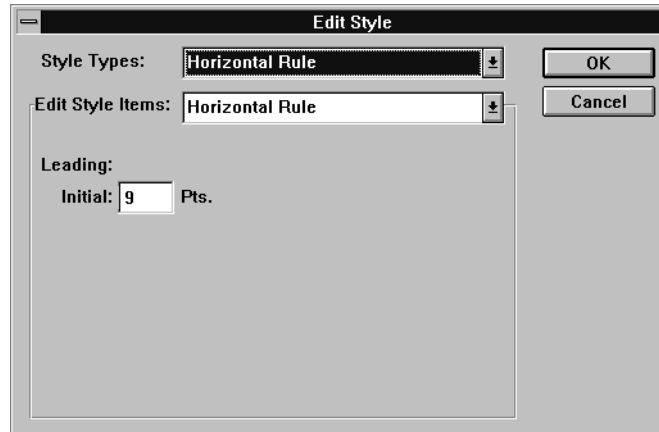


- 3 Choose the **Nested Level** you wish to edit. Choices are 1, 2, 3, or 4.
- 4 If you are editing the appearance of a **Numbered List**, select the **Numeric Style** for the **Nested Level** you chose. Choices are **Arabic** (regular numbers), **Lower case Roman**, **Upper case Roman**, **Lower case Letters**, and **Upper case Letters**.
- 5 If you are editing the appearance of an **Unnumbered List**, choose the **Bullet Style** for the **Nested Level** you chose.
- 6 Set the **Indentation** (in points) of the **First** list item and the subsequent list items (**Others**). 1 inch = 72 points.
- 7 Set the **Leading** values for the **Initial List**—the vertical space between the first list item and the line above it—and for **Within List**, the vertical space between items in the list.
- 8 If desired, choose another **Nested Level**, another list type from **Edit Style Items**, or another **Style Type**.
- 9 Click **OK** to save the changes in the style sheet and return to the **Styles Sheet** dialog.

→ Edit style for Horizontal Rule:

You insert a horizontal rule with the **Element**→**Horizontal Rule** menu (see page 73). Here we describe how the Style Sheet determines the spacing of horizontal rules.

- 1 Choose **Horizontal Rule** from the **Style Types** field in the Edit Style dialog. You will see a fields that lets you set the spacing of horizontal rules.



- 2 Set the **Leading** value (in points) for **Initial**. This determines the height of the blank vertical space between a horizontal rule and the line above it.
- 3 If desired, choose another **Style Type** to be edited.
- 4 Click **OK** to save the changes in the style sheet and return to the Styles Sheet dialog.

Applying Styles

You apply Style Sheets to a page by clicking **Apply** in the Styles Sheet dialog after closing the Edit Style dialog.

- If you apply a style sheet to a page in your MiniWeb, other GNNpress users will see the styles you created. (Your style sheet will not affect the way the page is displayed by other browsers, such as GNNworks.)
- You can apply a style sheet to pages anywhere in the Web. Your style sheet will affect how the page looks in *your current session*. You can choose a default style sheet so that all pages you view use that style.

→ Apply Styles:

- 1 Select a style sheet from the **Styles Sheet** dialog, which lists the style sheet (if any) associated with your current page and any style sheets you created or edited during this GNNpress session. To find a style sheet created in a previous session, click **Browse** to search your local directories or remote servers for `.stl` files.
- 2 Click the **Use As Default Style** box so that it is filled.
- 3 Click the **Apply** button.

The Style Sheets dialog closes and the selected style sheet is applied to the page and all other pages you view.

Viewing and Editing HTML

If you know the source language for Web pages, HTML, *or* if you want to learn about it by example, use the **Tools**→**Show HTML** menu item. You will see the actual document with its HTML tags.



GNNpress lets you edit the HTML source directly and then test your changes quickly. You might want to edit the HTML source to add tags for which GNNpress does not provide direct authoring support. For example, you can add the `<P CLEAR=ALL>` tag after a paragraph that wraps around an image to make sure the next paragraph or image starts below the first image.

You might also want to view the HTML source to find out how a particular page was created so that you can create similar pages.

Viewing the HTML

→ **Open a window showing the HTML tags:**

- 1 Open a Web page. The page need not be part of a MiniWeb.
- 2 Choose the **Tools**→**Show HTML** menu item to open a window containing the HTML for your page. If any text in the Page window was highlighted, the HTML window automatically scrolls to show that highlighted text.

```
press.htm
<HTML><HEAD>
<TITLE>Welcome to GNNpress</TITLE>
</HEAD>
<BODY BGCOLOR="ffffff" LINK="#0000b4" VLINK="#18698c">
<TABLE CELLPADDING="2" ALIGN=CENTER>
<TR><TD><H1><P ALIGN=Center>Welcome to</H1></TD></TR>
<TR><TD><P ALIGN=Center><A NAME=top><IMG ALIGN=Middle
SRC="gnnpress.gif" ALT="GNNpress" WIDTH="343"
HEIGHT="211"></A></TD></TR>
<TR VALIGN="Bottom"><TD><H1 ALIGN=Center>The Fastest,
Easiest Way to Make Web Pages and Publish Them on the
Web</H1>
<P ALIGN=Center><HR size=2 noshade width=75%>
</TD></TR></TABLE>
<H2 ALIGN=Center>Make your Web pages with
<I>GNNpress</I></H2>
<P ALIGN=Center><FONT SIZE=+1>Simple enough for the
<I>beginner</I>, with the advanced features that
<I>professionals</I> demand</FONT>
```

- 3 You can open multiple HTML windows for different Page windows at the same time, if you like.

→ To close the HTML window, either:

- With focus in the HTML window, choose the **File→Close** menu item.
- Edit the page in the Page window. The HTML window closes automatically when you edit the Page window so that the contents of the Page window and the HTML window will not conflict.

Editing the HTML



You can edit the HTML source and load the changes you make into the Page window. For example, you might want to add HTML extensions for which GNNpress does not provide WYSIWYG authoring support.

→ Editing the Source:

- 1 Open a GNNpress page.
- 2 Choose the **Tools→Show HTML** menu item.
- 3 You can edit the HTML by typing text directly or by using any of the commands in the **Edit** menu.
 - If you cut and paste from an HTML window to a Page window, you will be able to see the HTML tags in the Page window. You can use this technique if you want to create a Web page that explains how to use HTML tags.
 - If you cut and paste from a Page window into an HTML window, the tags will not be pasted.
- 4 To save changes you make in an HTML window, choose the **File→Parse** menu item. GNNpress checks your HTML code for errors. If any errors are found, you will see a message explaining the error. If no errors occur (or if you choose to ignore the errors), your changes will be shown in the Page window.
 - You can also choose **File→Save As** to save your HTML changes to a separate file.
 - Use **File→Reload** if you want to discard changes you made to the HTML and start modifying the HTML again using the current code for the Page window.

Additional HTML 3.0 Tags Supported



In addition to the HTML tags you can add through WYSIWYG editing in GNNpress, the following HTML 3.0 tags are supported by the GNNpress browser. See the HTML 3.0 draft specification for details. Other browsers may not yet support these additional tags

See page 170 for information about how tags differ in HTML 3.0 and Netscape.

Tag	Description
<LINK REL=>	Adds buttons to the toolbar for links such as “Home”, “Next”, and “Index”. For example: <LINK REL=Previous HREF=“mydoc2.htm”> <LINK REL=Bookmark TITLE=“Buy” HREF=“b.htm”>
<TAB>	Sets tab stops and indents text. Attributes supported are ID, TO, and INDENT. For example, Item 1: <TAB ID=T1>description <P><TAB TO=T1>2nd description paragraph
<AU> , <PERSON> , <ACRONYM> , and <ABBREV>	Identify the following types of content: authors, people, acronyms, and abbreviations.
<INPUT TYPE=RANGE>	Creates a sliding range field inside a form.
<INPUT DISABLED>	Prevents the reader from setting a value in a field.
<P CLEAR=> <BR CLEAR=>	Moves text down to clear space after an image. If you use LEFT or RIGHT alignment for images near each other, you will probably want to use this tag. The CLEAR attribute can be set to LEFT, RIGHT, or ALL.
<P NOWRAP>	Prevents the text in a paragraph from wrapping.
<TABLE> attributes: WIDTH, UNITS, COLSPEC , and NOWRAP	Provide additional control over width and formatting of tables.



Creating Web Pages

Viewing and Editing HTML

In This Chapter . . .

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Managing MiniWebs	155

MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder. MiniWebs provide a visual structure for organizing and manipulating your Web pages. In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures. (A number of MiniWeb features are new in GNNpress v1.1. See page 10 if you do not yet have v1.1.)



These are just some of the benefits provided by MiniWebs:

- MiniWebs help you *visualize* the organization of your pages and other files.
 - You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more.
 - You can show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.
- MiniWebs help you *edit* groups of files.
 - You can “Webize” an existing set of directories — making MiniWebs and SubWebs (nested MiniWebs) automatically.
 - You can perform a find and replace on all the pages in a MiniWeb at once.
 - You can create a “stationery” page to be used as a template for all new pages.
 - You can verify that links in a MiniWeb work and easily fix any broken links.
 - If you rename a file in a MiniWeb, links to that file in the current MiniWeb are automatically corrected.
 - You can drag-and-drop files from your MiniWeb to your pages to create links.

- MiniWebs help *manage* your pages and other files.
 - You can print all the pages in a MiniWeb, or print any view of a MiniWeb.
 - You can use a hierarchical directory structure with relative links between files in different directories. This makes it easy to move files to a different location.

Things to Know About MiniWebs

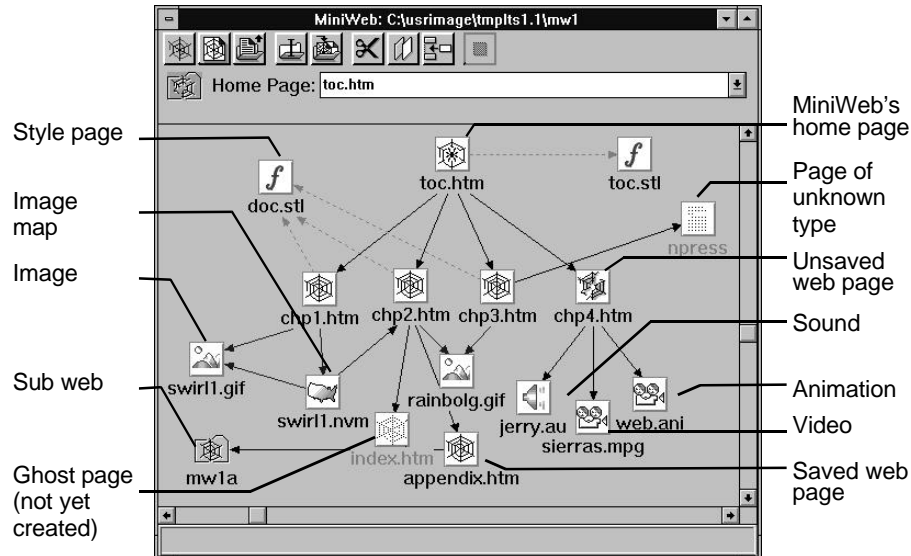
Each MiniWeb shows the contents of a directory on your local machine or on your GNN Hosting Service directory. When you create files in a MiniWeb, you are also creating files in that directory.



You can put one MiniWeb inside another MiniWeb to reflect the directory structure of your entire site. (Such nested webs are called “*SubWebs*”. See page 158 for details.) (See page 10 if you do not yet have v1.1.)

MiniWebs are excellent tools for creating Web sites with multiple pages — even if you expect your readers will be using browsers other than GNNpress.

Because MiniWebs are unique to GNNpress, you cannot view MiniWebs with other browsers. In addition, you cannot use MiniWebs to view the directory structures of other servers.



Quick Start

Here is a quick summary of commands you can use with MiniWebs:

Open a MiniWeb	File → Open or select the open icon in the MiniWeb view.
Open a new MiniWeb	File → New MiniWeb or select the MiniWeb icon in the MiniWeb view.
Open a file	File → Open or select the Open icon in the MiniWeb view.
Open a new page	File → New page or select the Page icon in the toolbar.
<i>Templates</i>	
Open a template	Help → Templates . Click on the Templates link and select one of the templates. Then, click on the MiniWeb icon.
Save your own copy of the template	File → Save As
<i>Directories</i>	
Convert a directory into a MiniWeb	Tools → Webize
<i>Modify MiniWebs</i>	
Add Pages	File → New Page or choose the Page icon in the toolbar.
Set the Home Page	Click on the down arrow to the right of the Home Page Title field.
Copy URLs	Edit → Copy URL or choose the Copy URL icon in the toolbar.
Delete Pages	Highlight an icon, and press the delete or backspace key; or highlight an icon and choose the Edit → Cut or File → Delete menu item.
Save	File → Save or File → Save As .

Viewing MiniWebs

MiniWebs provide a visual structure for organizing and manipulating your Web pages. You can view MiniWebs in many ways — as a web, as a tree, and as a list of files sorted by name, title, or type. These views make it easy to find broken links, pages not linked to other pages, pages you have links to but have not yet created, and more. You can also show or hide both links *to* files and links *from* files, and you can hide groups of files so that you can focus on other files.

Creating MiniWebs

If MiniWebs and MiniWeb commands are not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

→ **To create a new MiniWeb, either:**

- Choose the **File→New MiniWeb** menu item.
- Click on the “New MiniWeb” icon in the MiniWeb toolbar.



If your current window is a MiniWeb view, the new MiniWeb you create using either of these methods will be a SubWeb of that MiniWeb. See page 158 for details about SubWebs.

Webizing Existing Directories

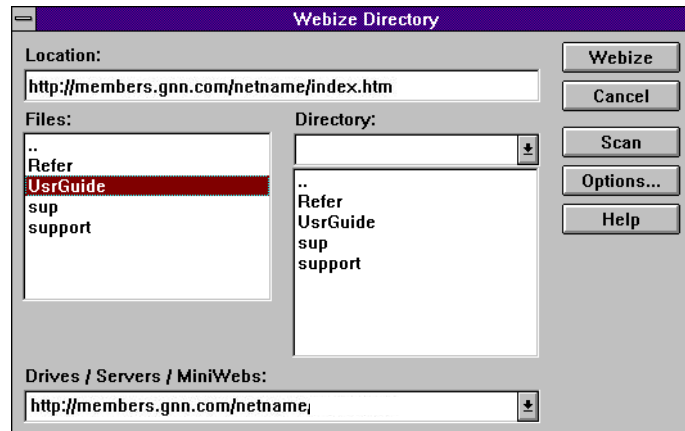
You may already have a set of files you want to publish on the Web. GNNpress makes it quick and easy to convert directories or folders containing pages and other files into a MiniWeb. We call this “*Webizing*” the directory.

You can Webize a directory on your hard drive or one of your GNN directories (for example, `http://members.gnn.com/netname`). You cannot Webize someone else’s Web site.

You should re-Webize your directories if you add pages or other files to the directory with a product other than GNNpress. GNNpress can’t add icons to your MiniWeb automatically if you create them outside GNNpress. Also, if your MiniWeb doesn’t match the files your directory contains, you can re-Webize the directory anytime.

→ To convert existing directories to MiniWebs:

- 1 From any Page or MiniWeb window, choose the **Tools**→**Webize** menu item.



- 2 If the directory you want to Webize has subdirectories (or folders) that you want to turn into SubWebs, click **Options**. The Webize Options dialog lets you choose whether you want to Webize subdirectories that *are not* already MiniWebs, and whether you want to Webize subdirectories that *are* already MiniWebs. If you check both boxes, all subdirectories are Webized. If you uncheck both boxes, no subdirectories are Webized. (See page 10 if you do not yet have v1.1.)
- 3 Browse to find the directory you want to convert to a MiniWeb.
 - If you want to Webize a directory and its subdirectories, find the highest-level directory you want to Webize.
- 4 Double-click on the directory name in the list of **Files**. Or, select the directory in the **Directory** list and click **Webize**.
- 5 If a MiniWeb already exists for a directory, you will be asked whether you want to regenerate the MiniWeb. Click **Regenerate** to update the MiniWeb.

Opening Existing MiniWebs

You can store MiniWebs on your local disk drives, on any disks you can connect to through your local network, or on your GNN Hosting Service directory (<http://members.gnn.com/netname/>). There are several ways to open existing MiniWebs.

→ To open an existing MiniWeb, do one of the following:

- Choose the **File→Open** menu item. Select **MiniWeb** in the **List Files of Type** field. Select the MiniWeb you want to open. Then, click **Open**.
(If the MiniWeb is not listed as a separate file, select its directory and erase the file name of “new.htm” at the end of the **Location** field.)
- Select the **Open** icon in the MiniWeb view.
- Type the MiniWeb URL you want to open in the **Location** field of a Page window. For a MiniWeb stored on your hard drive (on a PC), you might type `C:\users\me\myweb` . For a MiniWeb stored on your GNN Hosting Service directory, you might type `http://members.gnn.com/ netname /myweb` .
- Click on the MiniWeb icon to the left of the **Title** field in a Page window.
You can click this button any time you are viewing a page that is part of a MiniWeb. The button is grayed out if the page is not part of a MiniWeb. See page 142 for information on converting directories into MiniWebs.

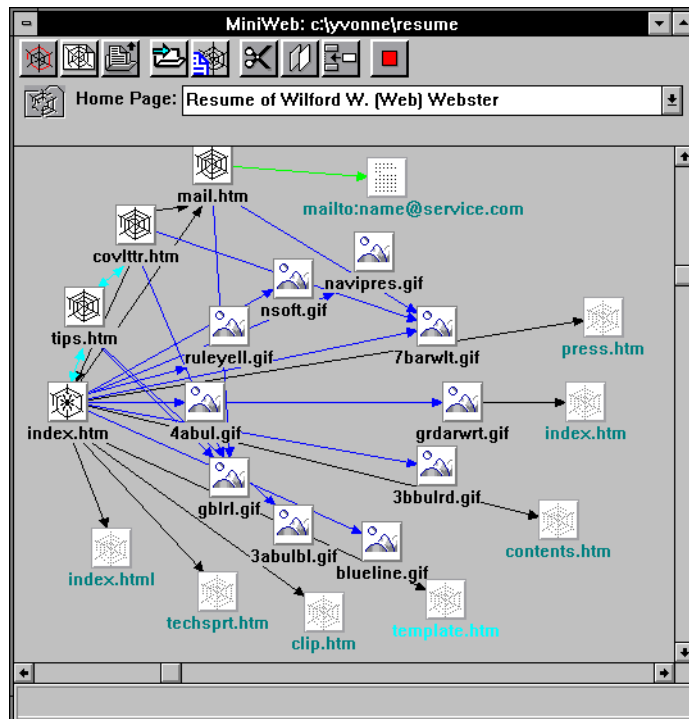
Templates

Templates are existing example MiniWebs we have created for your use. You can simply view them to get ideas or a better understanding of how MiniWebs work, or you can create your own copy of them and adapt them to suit your own purposes.

→ To adapt a template for your use:

- 1 Select the **Help→Templates** menu item to open a page that lists MiniWeb templates you can use.
- 2 Click on the **Templates** link to move down the page to the list of templates.
- 3 Click on the **Resume** link to see the resume template.

- Click on the MiniWeb icon to the left of the **Title** field. You will see the MiniWeb for the resume template.



- Choose the **File**→**Save As** menu item.
- It's a good idea to save the template MiniWeb to your local hard drive while you're working on it. Select the drive from the **Drives / MiniWebs / Sites** field and find the directory you want to contain the MiniWeb. A new subdirectory will be added to that directory to contain the MiniWeb when you click **OK**.

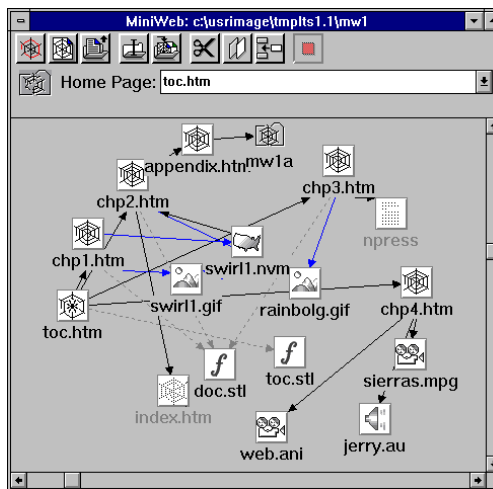
The status bar of the MiniWeb displays the names of all the MiniWeb files. It then briefly says "Publishing..." and then "Saved," indicating a successful copy and save of the Template to your local files.

If you are using GNNpress on a Macintosh, it is best to save your copied MiniWeb in its own folder on your computer. Saving it directly to your desktop might not copy the files successfully.

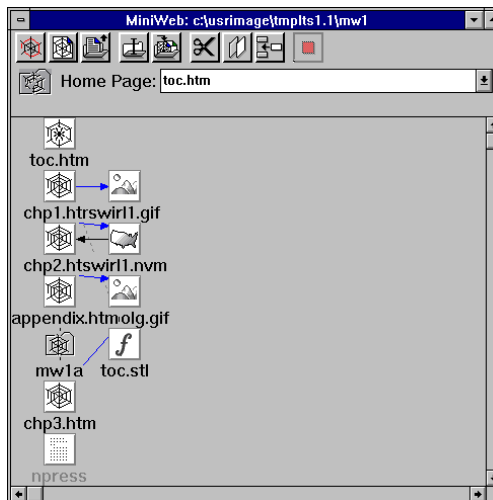
Selecting a MiniWeb View

The default way to view a MiniWeb is with the “Web” view. The MiniWeb is shown with icons for all the files in as a series of concentric circles. The icons are connected by arrows that show the connections between files. You can view MiniWebs in several other formats. The “Tree” and “Name” views are shown in the figures that follow.

- **Web View of a MiniWeb**

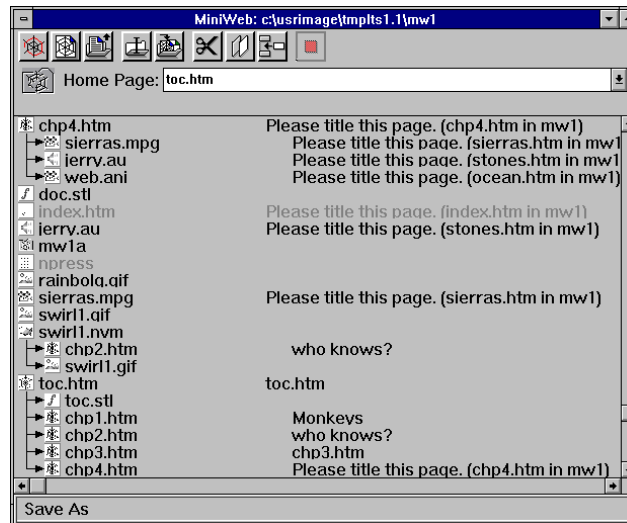


- **Tree view of MiniWeb:** (See page 10 if you do not yet have v1.1.)





- **Name view of a MiniWeb:** (See page 10 if you do not yet have v1.1.)



→ To select a MiniWeb view:









- 1 Choose the **View→Name** menu item. (See page 10 if you do not yet have v1.1.) The window will list files by file name. Links to files are indented below each file.
- 2 As you work, you can switch the MiniWeb view between **Web**, **Tree**, **Name**, **Title**, and **MIME Type** (which is similar to the file type).
- 3 Notice that each type of file has a different icon, and that there are several colors for arrows and text. The next sections explain these icons, arrows, and colors.

Icons in MiniWebs

One page is designated the home page (it is displayed with a special icon—a spider in its web), any file in the directory that can be reached through a series of links from the home page is shown in the web. Some pages may not be “reachable”; they are displayed either to the right or below the main graph.

Pages that are referenced but have not yet been created are grayed out. References to the external Web have another type of grayed icon, and their names are green. Files other than pages (images, sounds, etc.) are shown with different icons. Pages icons are webs, image icons are a landscape, sound icons a speaker, video files a projector, style files an italic *f*, and image maps a map of the U.S.

HTML pages come in three states: new, modified and normal. The normal icon is a full web, the modified icon is a broken web (until the file is saved), the new icon is a very small web. Pages and images come in several states with similar icons.

Home page		External image		New page	
Ghost image (file not yet created)		Image		Unsaved page	

Arrows in MiniWebs

When you use the “Web” or “Tree” view, arrows between the icons indicate the relationships between them.

- Black arrow: A normal, one directional link.
- Double-ended cyan arrow: Each page refers to the other.
- Blue arrow: Link to an in-line image.
- Green arrow: Link from a page containing a form to the form handler program.
- Gray dotted arrow: A link that does not appear in the page when it is displayed (for example, a link to an image map file)

Color Codes in MiniWebs

MiniWebs are color coded to show the status and relationships of the files in the MiniWeb:

Icon color/style

Solid	The file is physically located in the MiniWeb.
Dithered	The file is a relative link, but is not physically located in the MiniWeb. See the "Links" section on page 115 for an explanation of relative and absolute references
Green text	The file is an absolute link and is not physically located in the MiniWeb.
Broken	The file is physically located in the MiniWeb but has unsaved changes.

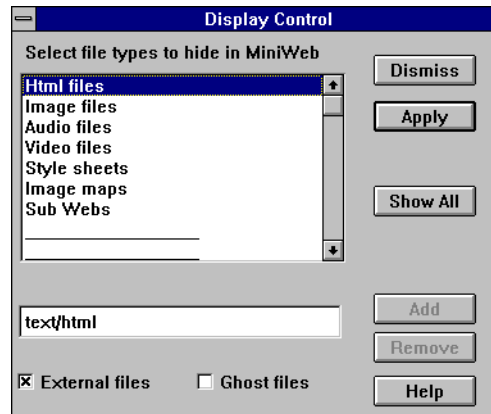
Focusing the View

GNNpress provides several ways to focus on the files you are working on, even if your MiniWeb contains *lots* of files. (See page 10 if you do not yet have v1.1.)

→ **To hide various file types:**



- 1 Choose the **View→Display Control** menu item.
- 2 In the Display Control window, select the types of files you want to hide. You can hold down the Shift key to select several types in a row, or the Ctrl key (the Command key on a Macintosh) to select any set of file types.
- 3 Click **Apply** to hide the file types you selected.
- 4 You can check the **External files** box to hide files outside your MiniWeb or the **Ghost files** box to hide files that are linked to but do not exist.
- 5 If you want to add kinds of files to the list, type a MIME type in the field and click **Add**. The new type will be added above the “Anything else” type. (To see a list of MIME types, choose the **Tools→Preferences→Extensions/MIME** menu item.)



→ **To hide or display links in the Name, Title, or MIME type view:**



- If the **Name**, **Title**, or **MIME Type** view does not show links to other files, you can display them by choosing the **View→List Links To** menu item.
- If the same view does not show links from other files, you can display them by choosing the **View→List Links From** menu item.
- If a type of link is shown, you can hide those links by reselecting the menu item.

→ **To find a file:**



- 1 If you want to find a particular file in a large MiniWeb, choose the **Edit→Find Page** menu item.
- 2 In the Find Page dialog, type the full name of the file you want to find. The file can be a page or any other file in the MiniWeb.
- 3 Click **OK**. The file you named will be highlighted in the MiniWeb.

→ **To zoom in or out in the Web or Tree view:**

- You can view part of the MiniWeb at a larger size by choosing **View→Zoom In**.
- You can view more of a MiniWeb by choosing the **View→Zoom Out** menu item.

Using the MiniWeb View

Pointing the mouse at an icon displays the page's title (or URL if it has no title) in the status bar. Clicking on an icon selects it. In the Web or Tree view, you can drag the selected icon around to reposition it.

Opening Pages and Files

Dragging-and-dropping an icon from a MiniWeb view into a Page Window opens the file in that Page Window.

Double-clicking on an icon generally opens the file in a new Page Window. GNNpress performs the action that makes sense for each type of file:

Page	If the page exists in the MiniWeb or there is an absolute link to the page, it is opened in a new Page Window. If the page has not been created (light dithered icon), GNNpress asks you if you want to create it. If there is a relative link to the page, you should first find the SubWeb that contains the page and open the page from that SubWeb.
Graphic	GNNpress attempts to launch an external viewer. If no viewer is available, and the image is either a GIF, JPEG, or XBM, then it opens a Page window containing just the image. Otherwise you are asked if you want to save the file.
Video or Sound	GNNpress attempts to launch an external viewer. If no viewer is available, you are asked if you want to save the file.
Image Map	The Image Map window is opened for the image.
Style Sheet	The Style Sheet dialog is opened.
Form	No useful result if double-clicked—produces a “Not Found” message, or something similar.

Editing MiniWebs

You can use MiniWebs to help you create, save, and delete pages and other files. MiniWebs also help you create a variety of links between files.

Creating New Pages in MiniWebs

→ To create a new page or file in a MiniWeb, either:

- Choose the **File**→**New Page** menu item.
- Click the **New Page** icon in the MiniWeb toolbar.
- Double-click on any “ghosted” icon in your MiniWeb. (These icons show you which files are linked to but do not exist.) You will see a prompt that asks if you want to create the file.

→ To define a page template (or “stationery”):

- 1 Highlight the page you want to use as a template in the MiniWeb window.
- 2 Choose the **Edit**→**Set Stationery** menu item. When you create a new page, the page you selected will be used as the starting point for your new page.

Copying Pages and Files to MiniWebs

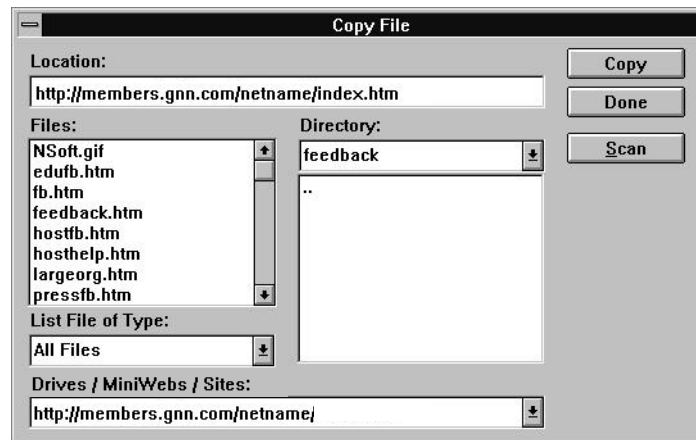
MiniWebs help you manage the files that make up your Web site. You can think of a MiniWeb as being similar to the Windows File Manager or the Macintosh Finder.

GNNpress gives you several ways to copy files to your MiniWebs.

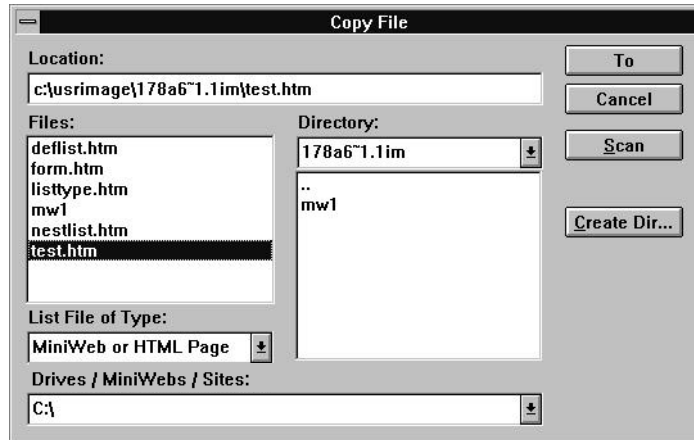


→ To copy a file from one location to another:

- 1 Choose the **File**→**Copy File** menu item. You will see this dialog: (See page 10 if you do not yet have v1.1.)



- 2 Choose the file you want to copy. The file can be any file on your local or networked disks. Or, it can be a file on your GNN Hosting Service directory.
- 3 Click **Copy** when you have selected the file. You will see this dialog:



- 4 Select the directory where you want to save the file and add a file name. You can copy the file to a local disk, or to your GNN Hosting Service directory.

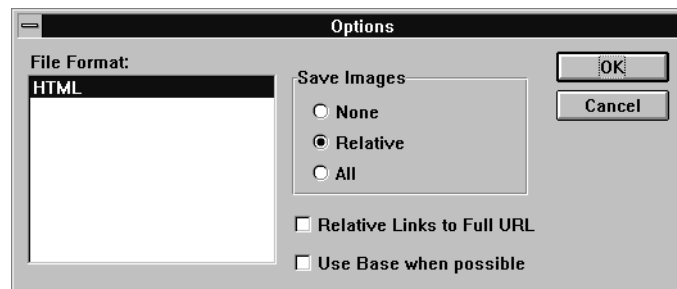
This method copies a single file. It doesn't copy images within pages or other linked files to the new location. If you want to copy the images too, use the **File→Save As** menu item and click the **Options** button to choose how to deal with images.

→ Other ways to copy files to your MiniWeb:

- Edit a page and choose the **File→Save As** menu item to save the page to your MiniWeb with a new file name or location.
- Drag-and-drop a file icon from one MiniWeb to another. This copies the file to the second MiniWeb.
- Import an existing file into the MiniWeb by choosing the **File→Import** menu item. Importing a page into a MiniWeb puts a separate copy of the file in your MiniWeb.
- Paste a page into a MiniWeb by pasting its URL: (You can use this method to copy a file anywhere on the World Wide Web to your MiniWeb.)
 - 1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.
 - 2 Click the **Copy URL** button in the toolbar or choose the **Edit→Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)
 - 3 Move to a MiniWeb window and choose the **Edit→Paste URL** menu item.

Options for Copying Links and Images

If you use any of the previous methods (except **File→Copy File**) to copy a page to a MiniWeb, you will either automatically see the following Options dialog or you can open the Options dialog by clicking the Options button in the file selection dialog.



This dialog allows you to set the following options:

- **File Format:** Normally, pages are imported or copied as HTML pages. If you chose the **File→Save As** menu item, you can change the format of the file that is saved to “Text without line breaks” or “Text”.
- **Save Images:** When you copy a page, you can choose what you want to do with any images inside the page:
 - None** Choose **None** if you do not want to copy any of the images. If the images are not already part of your MiniWeb, also check the **Relative Links to Full URL** box so that the links to the images will still work.
 - Relative** Choose **Relative** if you want to copy images with relative links to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.
 - All** Choose **All** if you want to copy all the images in the page to your MiniWeb. You should also uncheck the **Relative Links to Full URL** box.
- **Control Links:** If you want to convert relative links in the page to absolute links, check the **Relative Links to Full URL** box. For example, check this box if you copy a page from some other server and want the links in that page to continue working.
- The **Use Base when possible** box is ignored when you are copying a file into a MiniWeb.

Saving MiniWebs

When you save a MiniWeb, GNNpress also saves all files in the MiniWeb that are open and have unsaved changes.

→ **To save a MiniWeb, either:**

- From the MiniWeb window choose the **File→Save** menu item. This saves the MiniWeb in its current location along with any unsaved pages.
- From the MiniWeb window choose the **File→Save As** menu item. You can use this dialog to move the MiniWeb to a different location on your local disk or on the Web. The files in your MiniWeb are copied to the new location you choose.



The **Options** button opens a dialog that lets you choose whether or not to save all the SubWebs under this MiniWeb, and whether or not to convert any relative references to other files to absolute references. By default, relative links to files in the same MiniWeb are still relative in the new location and SubWebs under the MiniWeb are also copied to the new location. (See page 10 if you do not yet have v1.1.)

Deleting Files in MiniWebs

When you delete a file from a MiniWeb, you are also deleting the file from your disk or from the server's disk. If other files in your MiniWeb link to the file you delete, you will still see a "ghost" image of the file icon.

Deleting an image or image map from a page does not delete the actual file. Likewise, deleting a page file does not delete files associated with it—such as images and image maps. If you want to delete files associated with another file, you must delete them separately using one of the following techniques.

→ **To delete a file, either:**

- In a MiniWeb view, highlight an icon and press the Delete or Backspace key. You will not be prompted, and there is no way to undo this action.
- In a MiniWeb view, highlight an icon and choose the **Edit→Cut** menu item. You can choose the **Edit→Paste** menu item to restore the file.
- In a MiniWeb view, choose the **File→Delete** menu item to open the Delete dialog. Select the file you want to delete and click **Delete**. A prompt window will ask if you are sure you want to delete the file.

Creating Links Using MiniWebs

MiniWebs give you many ways to control links between pages and files.



If you rename a file within a MiniWeb, the links to that file within the current MiniWeb (but not the SubWebs) are automatically fixed. From a MiniWeb window you can also use the “Check Links” feature (see page 123) to check the links in all the pages in your MiniWeb and in all of its SubWebs at once. (See page 10 if you do not yet have v1.1.)

→ To create links:



- Use the right mouse button to drag a page icon from a MiniWeb to a page.
- Use the right mouse button to drag an icon for an image from a MiniWeb to a page. The image is added to the page. (If you use the left mouse button to drag the image, instead, your page is replaced by a blank page containing the image.) (See page 10 if you do not yet have v1.1.)
- Paste a link into a page by pasting the URL:
 - 1 Move to a Page Window, highlight a link inside a Page Window, or highlight an icon in a MiniWeb.
 - 2 Click the **Copy URL** button in the toolbar or choose the **Edit→Copy URL** menu item. (Double-clicking on a MiniWeb icon while holding down the Control key also copies the URL so you can paste it.)
 - 3 Move to a Page window and position the cursor wherever you want to place the link. If the text or image you want to act as a link is already in the page, highlight it. If you don't highlight any text, the title of the page you are linking to is automatically added to your page as a link.
 - 4 Choose the **Edit→Paste URL** menu item.

Managing MiniWebs

In addition to letting you visualize and edit your Web structures, one of the real strengths of MiniWebs is that they help you manage and maintain your Web structures.

Setting the Home Page

The “home page” is the page where readers start in your directory. If a reader uses a URL with no file name (such as, `http://www.mycompany.com/mydir/`), the GNNserver automatically sends the home page in that MiniWeb to be displayed.

If you use a URL without a file name in GNNpress, you normally see the MiniWeb view for that directory if there is one. However, if you are using the short menu (see page 169), you will automatically see the home page.

→ **To set a home page for a MiniWeb:**

- 1 Click the arrow to the right of the **Home Page** field below the MiniWeb toolbar. You will see a list of the titles of pages in your MiniWeb.
- 2 From this list, select the title of the page you want to be the home page of your MiniWeb. The icon for that page in your MiniWeb will change to have a spider in the web.

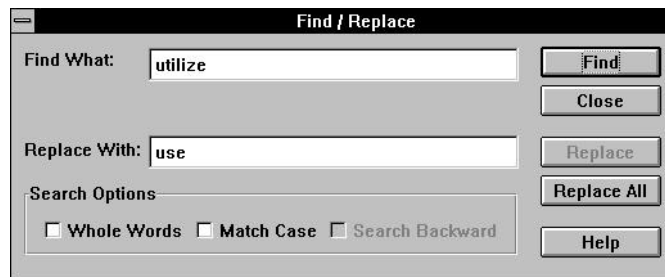
Finding and Replacing MiniWeb-Wide

When you are in a MiniWeb window, you can find text anywhere in your MiniWeb and make global changes to the MiniWeb. (See page 10 if you do not yet have v1.1.)



→ **To find and replace text:**

- 1 Choose the **Edit**→**Find/Replace** menu item.



- 2 Type the text you want to search for in the **Find What** field.
- 3 If you want to change that text, type the new text in the **Replace With** field.
 - You can also check one or more of the following **Search Options**

- | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Whole Words | Finds only whole words that match the characters you type. The default is to match any characters, even parts of words. |
| Match Case | Makes the match case-sensitive. The default is to ignore case. |
| Search Backward | You can search backward through a single page. When you are searching through a MiniWeb, this field is dimmed, and all searches go forward. |

- 4 Use the buttons on the right to control the search.

Find	Finds and selects the next match.
Close	Closes the dialog.
Replace	Replaces the selection with the text in the Replace With field.
Replace All	Finds and replaces all the occurrences in the entire MiniWeb.
Wrap & Find	Repeats the current Find operation, but starts at the beginning of the first page in the MiniWeb.

You can search for text in a paragraph even if there are hidden HTML tags within the text. For example, you can find text even if a link starts within the text or if some words in the text are bold. However, you cannot search for HTML tags themselves in all the pages of the MiniWeb. When you view the HTML (see page 136), you can perform a Find/Replace on a single page of HTML, including the tags.

Printing Pages and MiniWebs



To manage a MiniWeb, you may need to create printed documentation about the MiniWeb. (See page 10 if you do not yet have v1.1.)

→ To print all the MiniWeb pages:

- Move to the MiniWeb window and choose the **File→Print** menu item. This will send all the pages in your MiniWeb to your current printer.

→ To print the current MiniWeb view:

- 1 Move to the MiniWeb window and display the MiniWeb in the format you want to print.
- 2 Choose the **File→Print Graphs** menu item. This sends the view of your MiniWeb to your current printer.

Using SubWebs



Larger Web sites use several related directories instead of a single directory. This makes maintaining the Web site easier in some ways, because you can make the directory structure match the structure of your site. For example, you might store customer support pages in a “custsupp” directory, sales pages in a “sales” directory, and images in an “images” directory.

You manage multi-directory Webs in GNNpress with “*SubWebs*”. Each subdirectory is its own SubWeb. A folder icon for each SubWeb is shown in the MiniWeb for the directory containing the SubWeb. (See page 10 if you do not yet have v1.1.)

In general, you use SubWebs the same as any other MiniWeb. For example, you can drag-and-drop files from one SubWeb to another SubWeb. The differences are the additional ways files in a SubWeb can interact with files in other SubWebs.

→ To create a SubWeb, either:

- Use the **Tools→Webize** menu item to create a main MiniWeb and SubWebs for all of your existing directories. See page 142 for details.
- Display the MiniWeb that will contain the SubWeb, and choose the **File→New MiniWeb** menu item or click the “New MiniWeb” icon in the MiniWeb toolbar. The new MiniWeb will be a SubWeb of the MiniWeb you were viewing.
- Drag-and-drop a SubWeb icon into another MiniWeb window.
- Create an empty MiniWeb. Then, choose the **File→Save As** menu item to save the MiniWeb inside another MiniWeb.
- Import one MiniWeb into another MiniWeb.

→ To open a SubWeb, either:

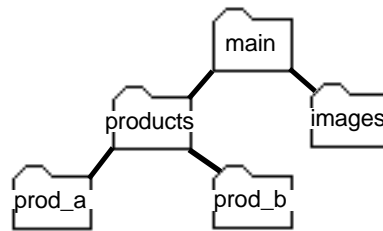
- Double-click on the SubWeb’s folder icon in the MiniWeb above the SubWeb in the directory tree.
- Choose the **File→Open** menu item.
- Select the **Open** icon in the MiniWeb view.
- Type the SubWeb’s URL in the **Location** field of a Page window.

References Between SubWebs

It's usually best to use *relative links* (see page 115) within your own Web site. Relative links allow you to move the entire directory tree to a new location (for example from your hard disk to the Web) without breaking your links. You should try to use absolute links only to references files outside your own Web.

A relative reference to a file in the same directory is simple—just use the filename and omit any information about the Web location and the directory. For example, use `other.htm` instead of `http://members.gnn.com/netname/other.htm`

You can also use relative links to reference files in different SubWebs within your site, but they are a little more complicated. Suppose you have a directory tree like this:



Relative references between files in these directories would have the following syntax:

Reference Between...	Relative Link Format
“main” to “products”	<code>products/file.htm</code>
“main” to “prod_a”	<code>products/prod_a/file.htm</code>
“products” to “prod_a”	<code>prod_a/file.htm</code>
“products” to “main”	<code>../file.htm</code>
“products” to “images”	<code>../images/fig.gif</code>
“prod_a” to “main”	<code>../../file.html</code>
“prod_a” to “images”	<code>../../images/fig.gif</code>



Working with MiniWebs

Managing MiniWebs

Publishing Pages on a Server

9

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One of the most popular features of the GNN Hosting Service is the *integrated* ability to browse, edit, and publish pages. You can update pages and publish them at any time.

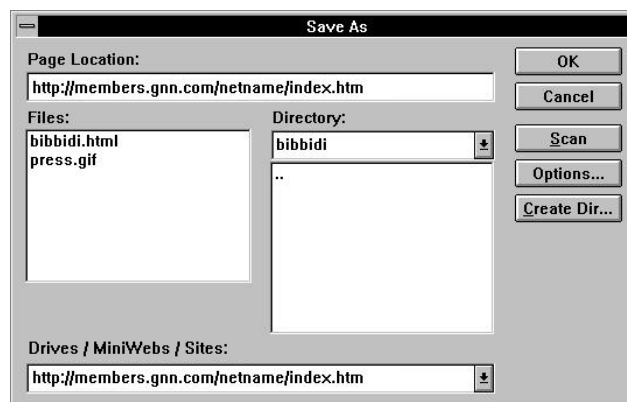
If you have questions about publishing with GNNpress, see the Frequently Asked Questions (FAQ) list at <http://www.gnnhost.com/publish/faq/faq.htm>.

Publishing to the GNN Hosting Service

Once you create a Web page, you can publish it to the GNN Hosting Service. Until you publish it, your page exists only on your disk. You can see your page; no one else can.

→ Publish your Web page to GNN Hosting Service:

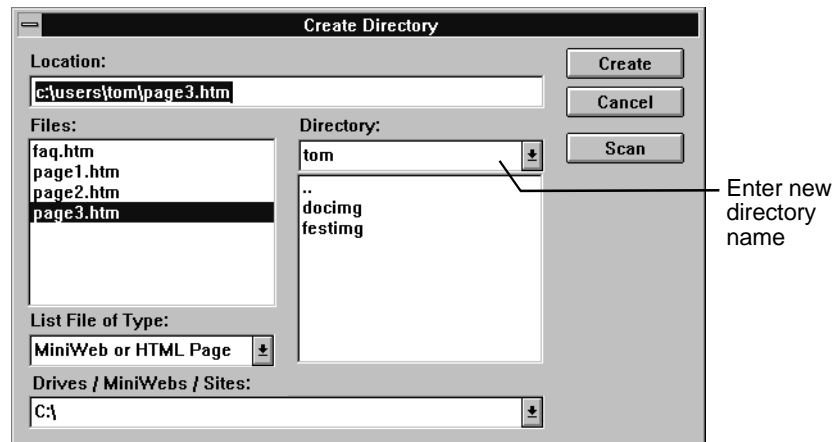
- 1 Choose the **File**→**Save As** menu item. This dialog appears. (For specific details on using such dialogs on PCs and Macintoshes, see page 40.)



Publishing Pages on a Server

Publishing to the GNN Hosting Service

- 2 In the **Page Location** field, type the location of your GNN Hosting Service directory.
 - If you have Personal service, type `http://members.gnn.com/ netname`, where *netname* is your own username for the GNN Hosting Service.
 - If you have Domain, Commercial, or Dedicated service, type the URL for the domain you use through the GNN Hosting Service.
- 3 If you want to add a directory, click the **Create Dir** button and use the dialog that opens to create a subdirectory under the directory for your username.



- 4 Move the cursor to the **Page Location** field and add a file name for the Web page to the end of the page location. A common convention is a name followed by `.htm` (for example, you might type `joespage.htm`).
- 5 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.
 - You may be asked for your username and password. If so, type your GNN Hosting Service “netname” and password.
 - If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Now your page is on the Web!

If you have questions about publishing with GNNpress, see the Frequently Asked Questions (FAQ) list at <http://www.gnnhost.com/publish/faq/faq.htm>.

Publishing to Another GNNserver

If you do not have a GNN Hosting Service membership, you can sign up by following the instructions on <http://gnn.com/gnn/join/index.html> or <http://www.gnnhost.com/>.

If you want to set up your own Web server, you can download the GNNserver software for free from <http://www.tools.gnn.com/index.html>. The GNNserver is extendable with C and Tcl APIs that can access various types of databases. Full CGI support is also provided. Then, you can use GNNpress to publish to that server.

→ Publish your Web page to another GNNserver:

- 1 Choose the **File**→**Save As** menu item.
- 2 In the **Page Location** field, choose the GNNserver where you want to publish your page (you must have write permission for the location where you want to publish).
 - If you have ever visited the GNNserver you are interested in, it shows up in the list you can see by clicking on arrow next to the **Drives / MiniWebs / Sites** field.
 - If this is a GNNserver you have not visited yet, then you can type its URL in the **Page Location** field at the top of the dialog. This GNNserver may be any server on the Internet where you have write permission.
- 3 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.
 - You may be asked for your username and password. If so, type your username and password for this GNNserver.
 - If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.

Publishing to non-GNNservers

If you want to publish to a Web server other than the GNN Hosting Service or a GNNserver, you can save them directly if the Web server supports the HTTP (HyperText Transfer Protocol) PUT protocol. (For example, Cern's httpd server supports the PUT protocol but disables it by default.)

Another way to save files to other types of servers is through FTP (File Transfer Protocol). If you can use FTP to move files directly to the page directories on your Web server, you can use FTP from within GNNpress to save your pages.

If you do not have access through an FTP server to your Web page directories, you will need to transfer the files with software other than GNNpress. For example, you can use terminal emulation software to log into the Web server and transfer the files.

→ To save pages with FTP:

- 1 Choose the **File**→**Save As** menu item.
- 2 In the **Page Location** field, type:

```
ftp://username@your.ftp.site/path/filename.htm
```

- “username” should be the name you use to log into the FTP server.
- “your.ftp.site” should be the name of your ftp server (such as ftp.mydomain.com).
- “path” should be the directory path to your file. Use the full directory path from the perspective of the FTP server. If you do not know the full directory path, use FTP software to move to the directory where you want to save pages. Then, use the “pwd” command to see your current working directory.
- “filename.htm” should be the name of your Web page.

For example, suppose you want to save a page called `mypage.htm` to the `/users/myname/public_html` directory on `ftp.domain.com` . You would type the following in the **Page Location** field:

```
ftp://myname@ftp.domain.com/users/myname/public_html/mypage.htm
```

- 3 Click the **OK** button to save the page. Saving the file across the network may take a few seconds.
 - You may be asked for your username and password. If so, type your GNN Hosting Service “netname” and password.
 - If an older version of the page is already stored on the server, you will be asked to confirm that you want to replace the file. You will also be asked whether you want to replace any image files that are already stored on your Web site.
- 4 To make this process easier, you can add your FTP location to the list of sites you commonly save to, by following these steps:

- Choose the **Tools**→**Preferences**→**Sites** menu item.
- In the Site Location field, type the ftp location you used above (without the filename for your page). For the example in step 2 above, you would type:

```
ftp://myname@ftp.domain.com/users/myname/public_html/
```

- Click the Add button, then click the Done button. Your FTP site will now be listed in the Drives/MiniWebs/Sites list in the Save As dialog.

File Names and URLs

File names have different restrictions depending on the type of computer you are using. It is important to understand these distinctions before creating and publishing your Web information, because you want your documents to be as portable between platforms as possible. If you are working with more than one platform, naming your files is very important. The customs and restrictions are as follows:

MS Windows

File names in DOS and Microsoft Windows can be no longer than eight characters, and must be at least one character. They may end with an extension of up to three characters (for example, .htm instead of .html). File names are not case-sensitive. URLs are case-sensitive; only letters, numbers, and underscores are allowed.

Note that GNNpress requires you to use these “8.3” filenames even if you are using Windows 95, which allows longer filenames.

Macintosh

File names can have up to 31 characters, although you should not make your file names this long since that makes your document difficult to use between platforms. File names are not case-sensitive, but case is retained. Extensions are not required, but you should use .htm or .html to make it easy to move the files to the server.



Publishing Pages on a Server

File Names and URLs

Setting Preferences

10

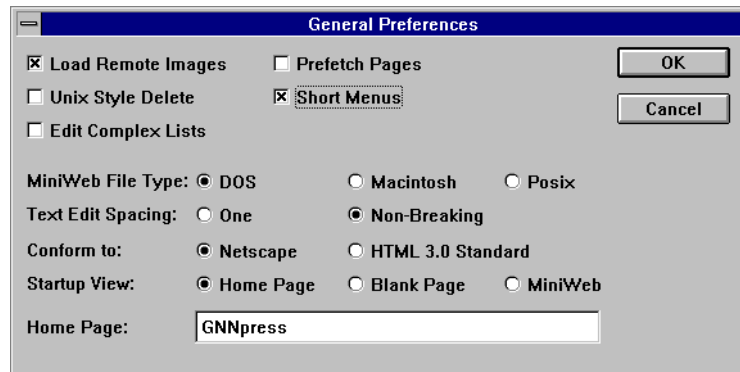
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The Preferences windows let you control various aspects of the behavior of GNNpress. To see a list of the Preferences windows, choose the **Tools→Preferences** menu item.

General Preferences

Choose the **Tools**→**Preferences**→**General** menu item to bring up the General Preferences dialog. You use this dialog to control general browsing and editing behaviors of GNNpress.



Load Remote Images

If you turn off **Load Remote Images** images that are not stored on your local file system are not loaded unless you click on them. This speeds up page loading, especially if you are browsing pages with lots of large images or if you are using a fairly slow modem.

Unix Style Delete

Under Microsoft Windows, the Delete key normally deletes the next character and the Backspace key deletes the previous character. On most Unix and Macintosh systems, both keys delete the previous character.

Setting **Unix Style Delete** causes both the Delete and Backspace keys to delete the previous character. Not setting this field causes the Delete key to delete the next character. Pressing CTRL+D always deletes the next character.

Edit Complex Lists



The **Edit Complex Lists** check box controls whether pasting text with multiple paragraphs into a list will add multiple paragraphs to a single list item (check this box) or will add multiple list items (uncheck this box). (See page 10 if you do not have v1.1.)

This check box also controls what happens if you format a set of list items as a nested list. If this box is checked, a new list item is added to the outer list for the nested list. If this box is unchecked, the nested list is added within the current list item.

Prefetch Pages

If you turn on **Prefetch Pages**, GNNpress preloads pages to which the current page has links (so that when you click on one of these links it will already be loaded into your computer's memory cache).

Short Menu

Checking **Short Menu** makes the menu simpler and shorter. The short menu omit menu items for creating and administering MiniWebs, creating forms, creating style sheets, and setting preferences other than those in the General Preferences dialog.

By default, previous versions of GNNpress used "Short Menu" mode, which hides access to a number of advanced features. These features include MiniWebs, Style Sheets, and various dialogs for setting preferences. If these features are not visible in your version of GNNpress, uncheck the "Short Menu" item and click **OK**. When you use the longer menu, you will see some menu items for administering your Web site that are supported only if you have the Commercial or Dedicated level of GNN Hosting Service.

MiniWeb File Type

Use this option to restrict the file names you can use when you create pages and MiniWebs on a GNNserver. It is best to choose "DOS" if you need your files to be portable to a PC (even if you are using Windows 95 or Windows NT).

- If you choose **DOS**, you are restricted to the eight-dot-three file name format.
- If you choose **Macintosh**, you can use file names with up to 31 characters.
- If you choose **Posix**, most Unix systems allow you to use 256-character file names.



Text Edit Spacing

By default, HTML displays multiple white-space characters (spaces, tabs, etc.) as a single space (except in "Preformatted" paragraphs). If **One** is selected in the **Text Edit Spacing** field, you can only type one space in a row.

GNNpress provides a way for you to type multiple spaces by using special "non-breaking space characters." When you type multiple spaces, spaces other than the first one are actually non-breaking spaces. Non-breaking spaces keep browsers from condensing spaces into one space. You can turn on this capability by selecting the "**Non-breaking**" option in the **Text Edit Spacing** field. However, some browsers will show " " instead of spaces if you do this.

Conform To



This field lets you choose whether you want GNNpress to create and display HTML code using the **Netscape** conventions or **HTML 3.0**. If most of your readers will be using Netscape to browse your pages, you should conform to Netscape conventions. Otherwise, HTML 3.0 may be a better choice. (See page 10 if you do not yet have v1.1.) The GNNworks browser supports both Netscape and HTML 3.0.

Changing the **Conform To** field doesn't affect how other browsers display your page. You may want to explicitly set features where the default varies to make all browsers use the same setting. Changing this setting affects the following areas:

Feature	Netscape	HTML 3.0
Tag to create link anchors	<A NAME>	<A ID>
Tags for font size changes		<BIG>, <SMALL>
Table width default unit	Pixels	“En”s
Default alignment of tables	Left	Center
Default vertical alignment of table cells	Middle	Top
Does “>” terminate attributes in tags?	Yes	No
Can pages have multiple <TITLE> s and <BODY> s?	Yes	No

Startup View



This field controls which page is displayed first when you start GNNpress (with no command-line arguments). (See page 10 if you do not yet have v1.1.) You can choose any of the following:

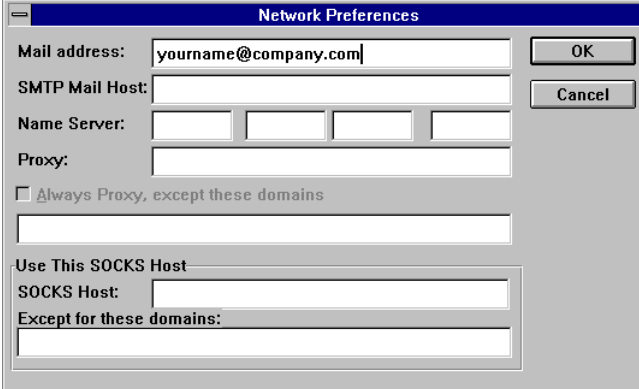
- **Home Page:** Start with the page specified in the **Home Page** field. Use an absolute (complete) reference to the page you want. If you specify only a file name, GNNpress looks for the file in its help directory on your local disk first and then it looks in the `http://www.gnnhost.com/GNNpress11/press.htm` directory.
- **Blank Page:** Start with no page open.
- **MiniWeb:** Start with a new MiniWeb and a blank page.

Network

Click the menu **Tools**→**Preferences**→**Network** to bring up the Network Preferences dialog. You use this dialog to control how GNNpress interacts with your network.

If you use the same modem connection for both GNNpress and GNNworks, you do not need to set any of the fields in the Network Preferences dialog. You may want to set your mail address so that people can reply to email you send from within GNNpress.

If GNNpress does not allow you to browse the Web, you may need to ask your system administrator how to set some of these fields.



Mail Address

Type your email address in the **Mail Address** field. The email address you provide is used as a return address for mail you send from GNNpress, as a password when you download files with anonymous ftp, and as an identification line on all HTTP requests.

SMTP Mail Host



Type the name of the SMTP (Simple Mail Transfer Protocol) mail host machine. This is a machine that takes care of putting email from your internal mail system into an accepted Internet format.

Most systems do not require you to specify the **SMTP Mail Host**. If you do not know whether your system uses SMTP or the name of the SMTP mail host, ask your system administrator.

Name Server

A name server interprets Web page addresses, and finds the addresses that correspond to the addresses.

Most systems do not require you to specify the **Name Server**. If you do not know

whether you need to specify a name server, ask your system administrator. If you do need to specify a name server, type the IP address of the name server in these fields.

Proxy

GNNpress does not handle news, gopher, or WAIS requests directly. If you are browsing these kinds of links you have to specify a **Proxy** server. When GNNpress finds an access method it does not understand it sends it to the specified proxy server, which handles the request. For example, you may use a CERN httpd server, with a name in the form `hostname:port` (for example, `www.mycompany.com:81`). *Do not* type the leading `http://`.

If your site is behind a firewall, then you even need to proxy http (Web page) requests through that machine, so click the **Always Proxy** check box. However, you will not want to proxy domains inside your firewall, so list them in the “except these domains” field. If you use another server to proxy all http requests, you may not be able to browse directories on a GNNserver or publish your pages to a GNNserver, depending on the configuration of the proxy server you use.

If you are not behind a firewall, do not check the **Always Proxy** box. You only want to proxy non-http requests.

SOCKS Host



If your system uses the SOCKS protocol for firewall security, you should type the name of the SOCKS host in this field. You can allow pages stored on trusted domains (such as the domains on your side of the firewall) to skip the SOCKS checking by typing those domain names in the field provided.

File Extensions and MIME



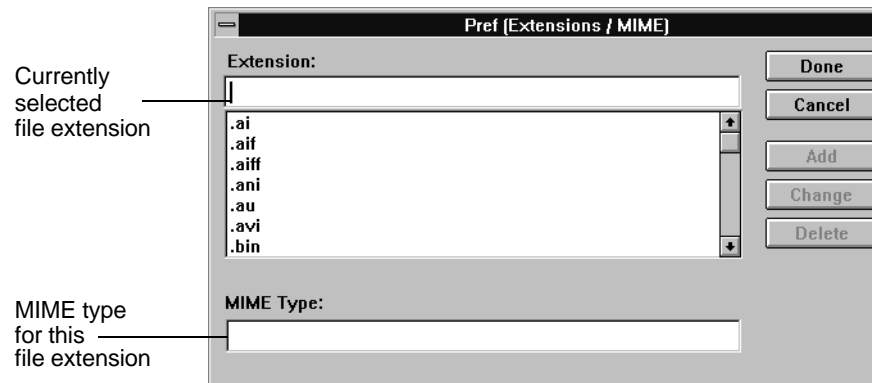
When GNNpress loads a *local file* it attempts to handle it by looking at the extension on the file name, from which it can generate a MIME type. Then, it uses the MIME type and the external viewer you specify in the MIME Viewers preferences dialog to find out how to display the file. (See page 10 if you do not yet have v1.1.)

(MIME stands for “Multipurpose Internet Mail Extensions.” This standard identifies files sent across the Internet so the program that receives it can deal with it correctly.)

GNNworks comes with a number of MIME extensions and external viewers. You can use GNNworks to view files that need external viewers.

→ To modify the list of file extensions:

- 1 Choose the **Tools**→**Preferences**→**Extensions/MIME** menu item. You will see the Extensions/MIME Preferences dialog.



- 2 Select a file extension from the scrolling list.
 - **To add an extension:** Type a new file extension and a new MIME type. Then click **Add**. The new entry will be added before the selected entry. For example, you can add a file extension of `.doc` with a MIME type of `application/msword` to indicate that the files are Microsoft Word files. (You will also need to select `winword.exe` as the external viewer for this MIME type in order to have GNNpress open Microsoft Word automatically. See page 174 for details.)
Or, you may want to add an entry with an additional file extension for a MIME type that is already listed.
 - **To change an extension:** Change the file extension or the MIME type and click **Change**.
 - **To delete an extension:** Select an entry and click **Delete**.

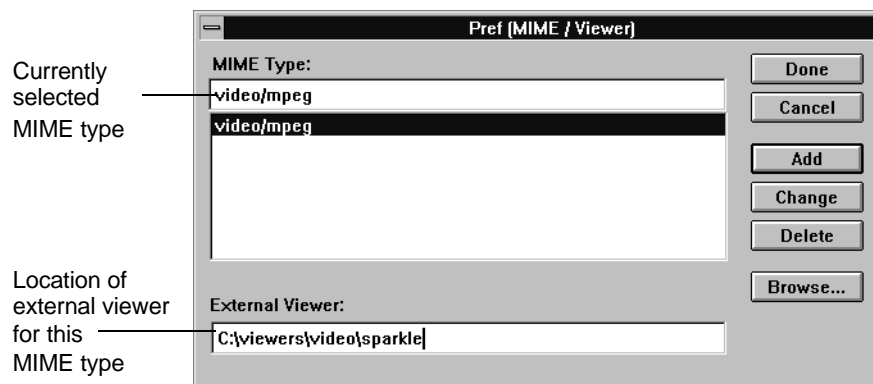
MIME Viewers

When you follow a link to a file that GNNpress does not know how to display (for example, a video), GNNpress looks through the list of MIME viewers for a program to run to display the file. If there is no entry for the MIME type, GNNpress asks if you want to save the file on your local system.

GNNworks comes with a number of MIME extensions and external viewers. You can use GNNworks to view files that need external viewers.

→ To add a MIME viewer:

- 1 Choose the **Tools**→**Preferences**→**MIME/Viewer** menu item. You will see the MIME/Viewer Preferences dialog.



- 2 Type a MIME type. For example, you might type `application/msword`, which is the MIME type for Microsoft Word documents.
- 3 Type the file location of the viewer for these files in the **External Viewer** field. Or, you can click **Browse** to search for the file. For example, the location of the viewer for Microsoft Word files might be `C:\MSOFFICE\WINWORD\WINWORD.EXE`.
- 4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **External Viewer** field.)
- 5 To change a viewer, select the MIME Type, modify the viewer name, and click **Change**.

For a list of common MIME types, choose the **Tools**→**Preferences**→**Extensions/MIME** menu item. (The file extensions are used only when you load local files. For remote files, the MIME type of the file is used directly.)

These are some additional MIME types you might want to view:

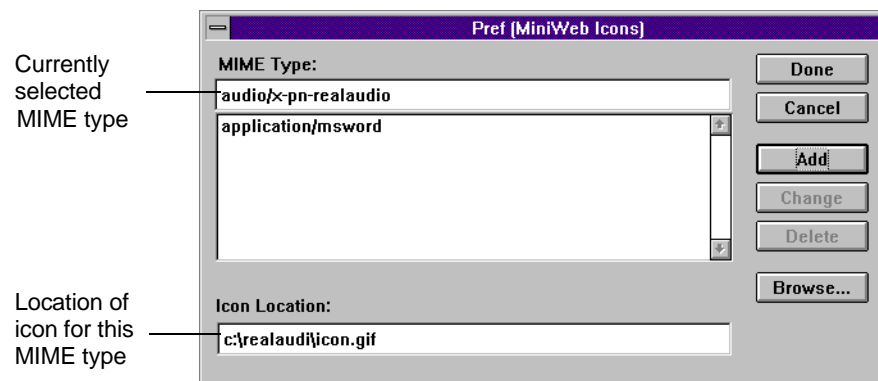
```
application/commonground
application/macwriteii
application/msword
application/zip
application/x-framesmaker
application/x-tcl
application/x-wais-source
text/tab-separated-values
```

MiniWeb Icons

If you have files with additional MIME types in your MiniWebs, you may add special icons for these file types. These icons will be shown when you display the MiniWeb in the Web or Tree view.

→ To select an icon for a MIME type:

- 1 Choose the **Tools**→**Preferences**→**MiniWeb Icons** menu item. You will see the MiniWeb Icon Preferences dialog.



- 2 Type a MIME type. For example, you might type `application/msword`, which is the MIME type for Microsoft Word documents.
- 3 Type icon file' location in the **Icon Location** field. Or, click **Browse** to search for the file. You can use gif, jpeg, or xbm file containing a 32x32 pixel image.
- 4 Click **Add** to save your new entry. (If the **Add** button is gray, type an extra space in the **Icon Location** field.)
- 5 To change an icon, select a MIME Type, change its icon location, and click **Change**.

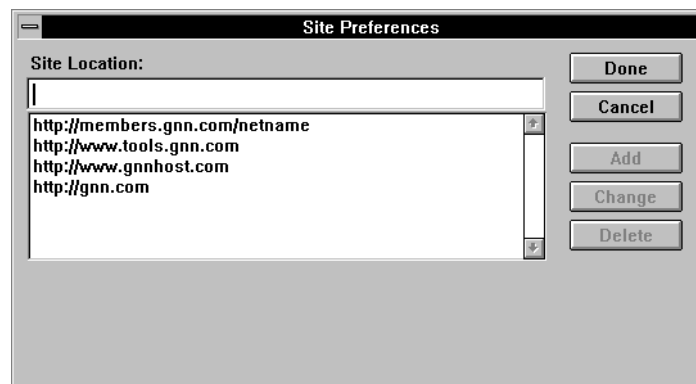
Sites

This dialog lets you store a list of directories on your local drives and server sites on which you can save pages. GNNpress uses this list in various places. For example, the list in this dialog appears in the **Drives/MiniWebs/Sites** field in the **File→Open** dialog.

The list can contain more than GNNserver locations. You can add any directory on you local drives, any directory on a server on which you publish pages, or any MiniWeb to this list.

→ To add a new server or directory location:

- 1 Choose the **Tools→Preferences→Sites** menu item. You will see the following preferences dialog.



- 2 Type the URL or location you want to add in the **Site Location** field. You can add your GNN Hosting Service directory, other GNNserver directories, local drives and directories, MiniWeb locations, and FTP paths to this list. You can also add directory URLs on any server that supports and enables the HTTP (Hypertext Transfer Protocol) PUT protocol, as GNNserver does.
- 3 Click **Add**. The location you added will now be listed when you are prompted for a drive, MiniWeb, or site location.

Animation



You can change the animation in the upper-right corner of a window when a page is being loaded. In the future, the GNNpress Web site — <http://www.tools.gnn.com/> — may contain additional animation files for you to download. GNNpress will prompt you to save the file and then ask if you want to use the file as the default animation.

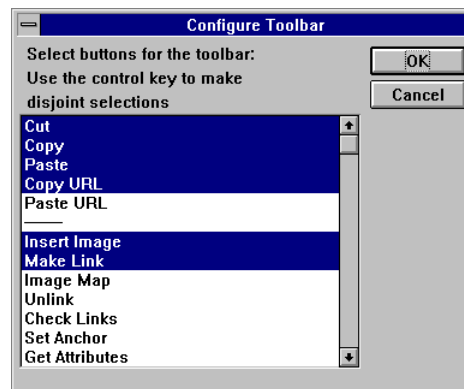
Configure Toolbar



You can add or remove icons from the GNNpress toolbar so that the commands you use most often are easy to select. (See page 10 if you do not yet have v1.1.)

→ To change the set of toolbar icons:

- 1 Choose **Tools**→**Preferences**→**Configure Toolbar**. You will see this dialog.



- 2 Hold down the *Ctrl* key, which lets you select multiple items that are not sequential.
- 3 While you hold down the *Ctrl* key, click on unselected items you want to add to the toolbar. Also, click on selected items you want to remove from the toolbar. Select the "----" items in places where you want a wider space between buttons.
- 4 Click **OK** when you have selected the toolbar buttons you want.

Another way to configure the toolbar is to add `<LINK REL=>` tags to your pages. This tag adds buttons to your toolbar when the page is viewed and is part of the HTML 3.0 specification. However, this tag is still not supported by many browsers. GNNpress supports toolbar modification by the `<LINK REL=>` tag. See page 137 for details.

10

Setting Preferences

Configure Toolbar

GNNpress Quick Reference

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By default, previous versions of GNNpress used “Short Menus” mode, which hides access to a number of advanced features. These features include MiniWebs, Style Sheets, and various dialogs for setting preferences.

If these features are not visible in your version of GNNpress, choose the **Tools→Preferences** menu item. In the General Preferences dialog, uncheck the “Short Menus” item. Then, click **OK**.

When you use the longer menus, you will see a few menus items for administering your Web site that are supported only if you have the Commercial or Dedicated level of GNN Hosting Service.



Page Window Menus

The sections that follow give you a quick list and description of all the menu items you see when you are using a Page window.

File Menu

You use the **File** menu to operate on pages either locally or remotely over the network.

File	
N ew MiniWeb	Shift+Ctrl+N
N ew Page	Ctrl+N
O pen...	Ctrl+O
C lose	
S ave	Ctrl+S
S ave As...	
I mport...	
C opy File...	
D elete...	
P rint Setup...	
P rint...	Ctrl+P
U ppgrade GNNpress...	
E xit	

File	
N ew Page	Ctrl+N
O pen...	Ctrl+O
C lose	
S ave	Ctrl+S
S ave As...	
I mport...	
D elete...	
P rint Setup...	
P rint...	Ctrl+P
U ppgrade GNNpress...	
E xit	

(Short menus)

- New MiniWeb** Creates a new MiniWeb.
- New Page** Creates a new, empty page window.
- Open** Lets you browse (locally or remotely) for files or specify the URL directly. You may also choose how to use the file (for example, you can open an HTML page as a Text page and see the tags).
- Close** Closes the current page. Prompts if you have unsaved changes.
- Save** Saves the current page.
- Save As** Lets you save the page locally or on the network. You can choose formats and other options.
- Import** Lets you import a text file or image into the current page.
- Copy File** Lets you copy a file from anywhere locally or on the network to anywhere else.





Delete	Lets you browse for files and delete them.
Print Setup	Lets you choose a printer and its settings.
Print	Lets you send the current page to a printer.
Upgrade GNNpress	Opens a page of information about downloading the latest version of GNNpress.
Exit	Exits GNNpress. Prompts if you have unsaved changes.

Edit Menu

You use the **Edit** menu to modify your pages.

Edit	
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Select All	Ctrl+A
Copy URL	Shift+Ctrl+C
Paste URL	Shift+Ctrl+V
Find / Replace...	Shift+Ctrl+F
Find Next	Ctrl+G

Undo	Undoes the last edit (some operations, like Insert File may not be undone). There is no limit to the number of Undos.
Redo	Reverses the last Undo .
Cut	Saves selection to the clipboard and deletes it from the page.
Copy	Saves the selection to the clipboard.
Paste	Transfers the contents of the clipboard to the current page, either at the current insertion point or in place of the selection. If the clipboard contains a URL from a Copy URL command, acts like the Paste URL command.
Clear	Deletes the selection without saving it.
Select All	Selects the entire page.
Copy URL of Page	Saves the URL of the current page (or if the selection contains a link then the URL in the link) into the clipboard in such a way that pasting it yields a link.

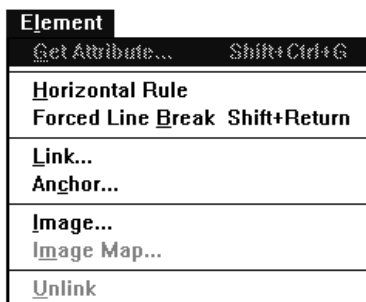


Page Window Menus

Paste URL	Equivalent to Paste , except the URL is pasted and the selection (if there is one) becomes the anchor to a hyperlink. If there is no selection, then the URL is added as text for the new anchor.
Find/Replace	Invokes the Find/Replace dialog. This provides several options for finding and replacing text.
Find Next	Repeats the last Find without presenting a dialog.

Element Menu

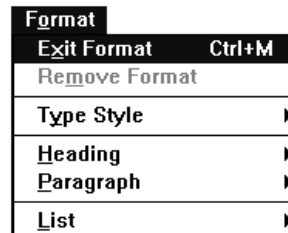
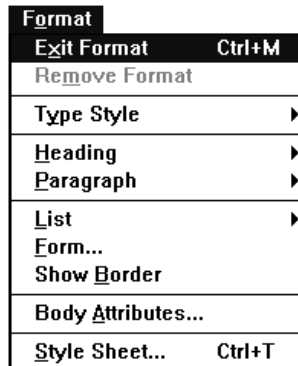
You use the **Element** menu to add special features to your page.



Get Attribute	Allows you to set various attributes for the selection (for example, if you select a link, you see the Link dialog).
Horizontal Rule	Adds a horizontal line at the insertion point.
Forced Line Break	Forces a line break at the insertion point.
Link	Lets you attach a link to the current selection. If the selection already contains a link, lets you alter or remove the link.
Anchor	Lets you attach a name to a point in the page. You can use this name in links that move to this point in a page.
Image	Lets you insert an image into the page and align text with it.
Image Map	Lets you make the selected image into a clickable image with multiple links.
Unlink	Removes the currently selected link.

Format Menu

The **Format** menu adds structure and modifies the appearance of your page.



(Short menus)


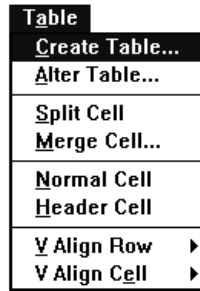
Exit Format	Creates a new paragraph outside the current format item (for example, list, form, heading, preformatted paragraph, etc.) and puts the cursor there.
Remove Format	Removes the current formatting. If the cursor is in a list, heading, ... it undoes the formatting of the entire list, heading, etc.
Type Style >	A submenu lets you emphasize text in various ways.
Heading >	A submenu lets you use one of six levels of headings.
Paragraph >	A submenu lets you create one of several types of paragraphs. It also lets you align text horizontally.
List >	A submenu lets you create one of three types of lists—Numbered, Unnumbered, Definition. It also lets you reverse terms and definitions in a Definition list.
Form	Inserts a form and prompts you for the URL of a script on your server that runs when the form is submitted.
Show Borders	Draws a border around forms and lists so you can see where they end. When the borders are shown, this command changes to Hide Borders .
 Body Attributes	Lets you change the background and text colors of your page.
Style Sheet	Lets you change the way HTML elements are displayed.



Table Menu



The **Table** menu lets you create and format tables in your pages.



Create Table	Lets you create a table and specify the number of rows and columns and set the spacing and border width.
Alter Table	Lets you modify the number of rows and columns and the spacing and border width.
Split Cell	Lets you split a cell that has been merged.
Merge Cell	Lets you merge several cells into a single cell.
Normal Cell	Turns a header cell into a normal cell.
Header Cell	Turns a normal cell into a header cell.
V Align Row	Aligns contents of an entire row to the top, middle, or bottom.
V Align Cell	Aligns the contents of one cell to the top, middle, or bottom.

Tools Menu

The **Tools** menu lets you show information about your page and customize the behavior of GNNpress



(Short menus)



Show HTML	Lets you view and edit the HTML tags for the current page.
Check Links	Checks to make sure all URLs referenced by the page exist.
Preferences >	Lets you set preferences for a variety of GNNpress behaviors.
AutoLinks	Searches the server you choose and finds other pages that are related to the current page and suggests links to them.
Search Server	Opens a page listing all the tables on the server with links for searching each table. (Not supported unless you have the Commercial or Dedicated level of GNN Hosting Service or your own GNNserver. See the GNNserver documentation.)
Administer Server	Opens a page with links to the server administration functions. (Not supported unless you have the Commercial or Dedicated level of GNN Hosting Service or your own GNNserver. See the GNNserver documentation.)
Administer Page >	Lets you set various options for a page on the server. (Not supported unless you have the Commercial or Dedicated level of GNN Hosting Service or your own GNNserver. See the GNNserver documentation.)

Browse Menu

The **Browse** menu lets you find and display new or old pages.

Browse	
<u>B</u> ackward	Ctrl+B
<u>F</u> orward	Ctrl+F
<u>S</u> top	Shift+Ctrl+S
<u>R</u> eload Page	Shift+Ctrl+R
<u>G</u> lobal History...	
<u>H</u> ot List...	
<u>A</u> dd To Hot List	

Backward	As you follow hyperlinks in the Web, a history of pages is stored. This item lets you backtrack through the history.
Forward	Moves forward through the page history after you backtrack.
Stop	Aborts any outstanding requests from this window to read files.
Reload Page	Reloads the current page (and all images in it) from the Web.
Global History	Lists all pages you have viewed in this session in any window. You can view one by double-clicking on it.

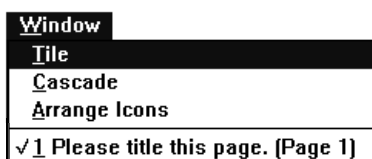


Page Window Menus

- Hot List** Shows the list of pages you have added to this list. You can view one by double-clicking on it or pressing **Fetch**.
- Add to Hot List** Adds the current page's URL to the Hot List.

Window Menu

The Window menu appears under Microsoft Windows only. It lets you arrange the Page and MiniWeb windows in your workspace.



- Tile** Arranges your windows side-by-side or bottom-to-top.
- Cascade** Arranges your windows so they overlap and titles are visible.
- Arrange Icons** Arranges icons of minimized Page and MiniWeb windows.

Help Menu

The **Help** menu provides a variety of ways to get more information on GNNpress.



- Contents** Shows the table of contents for the GNNpress documentation with links to each section.
- Search for Help** Lets you search for keywords in the documentation.
- Templates** Provides templates for pages and MiniWebs.
- FAQ** Answers Frequently Asked Questions
- Tech Support** Shows email addresses and telephone numbers for technical support. The [mail](#) link lets you send us an email message.
- About GNNpress** Shows the version number of your copy of GNNpress.



MiniWeb Window Menus

The sections that follow give you a quick list and description of all the menu items you see when you are using a MiniWeb window.

File Menu

The **File** pull-down menu lets you operate on MiniWebs and pages locally or remotely over the network. It is identical to the File menu in the Page window, except it also contains a **Print Graph** item.

File	
New MiniWeb	Shift+Ctrl+N
New Page	Ctrl+N
Open...	Ctrl+O
Close	
Save	Ctrl+S
Save As...	
Import...	
Copy File...	
Delete...	
Print Setup...	
Print...	
Print Graph...	
Upgrade GNNpress...	
Exit	

Close	Closes the MiniWeb window. Prompts you to save any unsaved pages.
Save	Saves the MiniWeb.
Save As	Lets you save the MiniWeb either locally or on the network. Lets you choose formats and various options.
Import	Lets you import a file into the current MiniWeb. You can also import the images in the page along with the page.
Print	Prints all the pages in the current MiniWeb.
Print Graph	Prints the current MiniWeb view to the selected printer.





Edit Menu

The **Edit** menu lets you modify your MiniWeb. It is similar to the Edit menu in the Page window, except it does not have the **Undo**, **Redo**, and **Select All** items. It contains additional items to **Find Page** and **Set Stationery**.

E dit	
Cut	Ctrl+X
Cop <u>y</u>	Ctrl+C
P <u>aste</u>	Ctrl+V
C <u>lear</u>	
Cop <u>y</u> URL of MiniWeb	Shift+Ctrl+C
P <u>aste</u> URL	Shift+Ctrl+V
<u>F</u> ind / R <u>e</u> place...	Shift+Ctrl+F
F <u>ind</u> N <u>e</u> xt	Ctrl+G
<u>F</u> ind P <u>a</u> ge...	
<u>S</u> et S <u>t</u> ationery	

Cut Saves the selected page or other file to the clipboard and deletes it from the MiniWeb.

Copy Saves the selected page or file to the clipboard.

Paste Transfers the contents of the clipboard to the current MiniWeb. You can paste from a MiniWeb to a Page window, but you can't paste from a Page window to a MiniWeb.

Clear Removes the selected page from the MiniWeb. If there are still links to that page it is shown in faint gray. The icon cannot be removed until all links have been broken.

Copy URL of MiniWeb/Page If nothing is selected, copies the URL of the MiniWeb into the clipboard. Otherwise it copies the URL of the selected page.

Paste URL Equivalent to **Paste**.



Find/Replace Lets you find text in any page in the MiniWeb.

Find Next Finds the next occurrence of the text in any MiniWeb page.



Find Page Lets you select a page in the MiniWeb by typing its file name.

Set Stationery Sets the currently selected Page as a "stationery" file for this MiniWeb. When a new page is created, the stationery page is used to initialize it.

View Menu



The **View** menu helps you manage the appearance of the MiniWeb.

View	
Clean Up	Ctrl+W
Display Control...	
√ Web	
Tree	
Name	
Title	
MIME Type	
Zoom In	
Zoom Out	
Normal Size	

Clean Up	Realigns all items in the MiniWeb view.
Display Control	Lets you hide various types of files in the MiniWeb view.
Web	Displays the MiniWeb as a graphical web.
Tree	Displays the MiniWeb as a graphical tree.
Name	Displays the MiniWeb as list sorted by file name.
Title	Displays the MiniWeb as list sorted by page title.
MIME Type	Displays the MiniWeb as list sorted by type of file.
Zoom In	Makes the MiniWeb icons larger and shows a smaller area.
Zoom Out	Makes the icons smaller and shows a larger area.
Normal	Goes back to the default icon size.
List Links To	Shows links to each file if checked.
List Links From	Shows links from each file to other files if checked.



Tools Menu

The **Tools** menu in the MiniWeb window does not contain the **Show HTML**, **AutoLinks**, and **Administer Page** items from the Page window. Additional items in the MiniWeb version of this menu are: **Webize** and **Administer MiniWeb**



Webize

Lets you turn existing directories into MiniWebs.

Check Links

Runs through the links in all the pages in the MiniWeb and checks to make sure the URLs they reference exist.

Administer MiniWeb

Lets you set the **Pricing**, **Permissions**, and **Describe** options for a MiniWeb stored on a server.(Not supported unless you have the Commercial or Dedicated level of GNN Hosting Service or your own GNNserver. See the GNNserver documentation.)

Browse Menu

The **Browse** menu in the MiniWeb window is a subset of the Browse menu in the Page window. It has only the **Global History**, and **Hot List** menu items.

Window Menu

The **Window** menu in the MiniWeb window is identical to the Window menu in the Page window.

Help Menu

The **Help** menu in the MiniWeb window is identical to the Help menu in the Page window.

Using the Mouse

→ Select text with the mouse:

- To set the insertion point, click the mouse.
To set the insertion point in a link, use CTRL+click to avoid following the link (hold the CTRL button down and click the mouse).
- To select a block of text, hold the mouse button down and sweep over the letters or words that you want to select.
- To extend any selection to the current mouse position, SHIFT+click (hold the SHIFT button down and click the mouse). Or, click with the right mouse button.
- To select a single word, double-click anywhere on the word.
- To select a word that is a hyperlink, hold down the CTRL key. CTRL+double-click selects a single word. CTRL+triple-click selects the whole hyperlink. Clicking on the hyperlink without pressing CTRL accesses the URL that the link refers to.
- To select a whole paragraph, triple-click anywhere in the paragraph.
- To select the whole page, quadruple-click anywhere in the page.
- Click in the margin to select parts of a page:
 - single-click selects a line
 - double-click selects a paragraph
 - triple-click selects a page

→ Use the mouse for other miscellaneous tasks:

- As you move the mouse, the status bar shows the link destinations you move over.
- If you click on a link, the link is loaded into the current window. If you double-click on a link, it is loaded into a new window.
- If you hold down the mouse button on a link and drag the pointer into another GNNpress page window and then release, then that window follows the link.
- If you depress the mouse on a link and drag the pointer into a MiniWeb window, that page being linked to is inserted into the MiniWeb.
- If you depress the mouse on a link and drag the pointer out of any GNNpress window, then a new window is created to follow the link.
- If you hold down the right mouse button (on the Macintosh, hold the command key down and press the button) on a link and drag the cursor to another window, a link is made to the URL of the original link. The link is inserted where you release the mouse. If you release the mouse on top of a selection, the selection is bound to the link, otherwise the title of the page is inserted and used as the link.
- If you click on the icon of an image that has not been loaded (either because you clicked the **Stop** icon, or because image loading is turned off) then it is loaded.



Using the Mouse

What's New in V1.1?

B

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Use Tables and Other New Formats

You can create and display pages that use the latest extensions to the tag language for creating Web pages (HyperText Markup Language — HTML) in a What-You-See-Is-What-You-Get (WYSIWYG) authoring environment. These are some of the extensions and HTML 3.0 features supported in GNNpress v1.1:

- **Table Support:** GNNpress v1.1 lets you create tables interactively. The new “Table” menu lets you create and modify tables and table cells. Though you edit tables as you would in a word processor, GNNpress automatically creates the complex HTML 3.0 tags for the tables. In addition, several enhancements to tables are supported. GNNpress v1.1 supports table, row, cell, and caption alignment; border sizing, cell spacing, cell padding, and more. (See “Tables” on page 98 for details.)
- **Image and Text Alignment:** You can wrap text around images to the left or right. (See “As an Element” on page 88 for details.) Also, you can justify text to the left, right, center, or both left and right. (See “Changing Paragraph Alignment” on page 78 for details.)
- **New Text Formats:** You can mark text as inserted text (shown with change bars by GNNpress) or deleted text (shown as strike-out text). You can also change the font size of any text on a page. (See “Character Styles” on page 75 for details.)
- **Page Body Attributes:** You can set the colors of the page background, text, links, and visited links in a dialog that allows you to pick color using a standard color picker. And, you can select an image file to be the background image for a page. (See “Setting Colors and Background Images” on page 94 for details.)

Edit HTML Directly

Despite the WYSIWYG authoring capabilities of GNNpress, some people like to edit HTML code directly. GNNpress v1.1 provides support for direct editing of HTML. For example, you can use the HTML editing window to add any tags or extensions for which GNNpress does not provide authoring support directly. (See "Editing the HTML" on page 136 for details.)

When you save the HTML code, GNNpress automatically parses code and displays your changes in the browser window. Any errors, such as missing tags, are reported to you. In addition, the standard editing capabilities (Cut, Copy, Paste, Find/Replace, and Save As) are provided for HTML editing.

MiniWeb Enhancements

A number of enhancements in GNNpress v1.1 make MiniWebs even more useful:

- In addition to viewing a MiniWeb as a graphical “web” with color-coded links, you can customize the MiniWeb view in the following ways (See "Selecting a MiniWeb View" on page 146 for details.):
 - View as a graphical tree structure with the home page for the MiniWeb on the left and layers of linked files cascading to the right.
 - Sort by file name, title, or file type. Links to and from each file are listed after each file. You can choose to see links to files, links from files, both types of links, or neither type.
 - You can choose which types of files you want to display in any type of MiniWeb view. For example, you can limit the view to HTML files, sub-web files, and audio files -- hiding image files and other file types. (See "Focusing the View" on page 148 for details.)
- You can create hierarchical MiniWeb structures. That is, a MiniWeb can contain nested SubWebs with relative links to other MiniWebs. You can double-click on a SubWeb to open it. You can copy and paste or drag and drop SubWebs from one location to another. When you save a MiniWeb, you can automatically save the contents of all its SubWebs. (See "Using SubWebs" on page 158 for details.)

- You can control whether links between files are saved as relative links (for example, ``) or as absolute references (for example, ``). When you add links or images to Web pages, the dialog contains a button that automatically toggles between a relative link and an absolute link to the file you select. (See "Links" on page 115 for details.)
- The "Webize" command examines the files in subdirectories and automatically creates SubWebs. (See "Webizing Existing Directories" on page 142 for details.)
- You can use the "Check Links" command on an entire MiniWeb. Also, if you rename a file in a MiniWeb, all the links to that file in that MiniWeb are automatically changed. (See "Creating Links Using MiniWebs" on page 155 for details.)
- You can perform a global find/replace on the files in a MiniWeb. (See "Finding and Replacing MiniWeb-Wide" on page 156 for details.)
- You can print the graphical MiniWeb view or print all the pages in a MiniWeb. (See "Printing Pages and MiniWebs" on page 157 for details.)

Customize the Toolbar

You can choose which menu commands you want to include in the GNNpress toolbar. For example, if you create lots of numbered lists, add the numbered list button to the toolbar so that you can quickly format your pages. (See "Configure Toolbar" on page 177 for details.)

GNNpress v1.1 also allows pages to add toolbar buttons on the fly using the HTML 3.0 `<LINK REL....>` tag. For example, your page can add toolbar buttons that link to a home page, table of contents, index, glossary, copyright page, next page, previous page, help page, higher level page, or a bookmark in the document. (See "Additional HTML 3.0 Tags Supported" on page 137 for details.)

Use GNNpress from Inside a Firewall

GNNpress v1.1 supports the SOCKS protocol. This protocol allows you to use GNNpress from behind a firewall without compromising the security provided by the firewall. (See "SOCKS Host" on page 172 for details.)



Use GNNpress from Inside a Firewall

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