



Namo Web Editor Control 6 User's Guide

Web Editor Control

Introduction

Introduction

Getting Started

Introduction

Web Editor Control 6 is an ActiveX component program that enables the editing of Web documents in a Web browser. Web Editor Control's advanced, user-friendly visual editing environment automatically generates HTML code as you insert and edit content in the editing window. No knowledge of HTML is required to create Web documents with Web Editor Control 6.



What is Web Editor Control 6?

Web Editor Control 6 is a WYSIWYG (What You See Is What You Get) Web authoring component application with which you can easily produce HTML documents inside a Web browser while connected to the Web. What you see as you compose and edit a document in the [Edit](#) window is very close to what others will ultimately see in a Web browser.

Web Editor Control 6 is a small (approx. 1 MB) ActiveX component that is automatically downloaded and installed on your system when you access a Web page that embeds it. As future updates to Web Editor Control become available, the new version of the program is automatically installed on your computer. Aside from Internet Explorer 4 or newer (or an IE-based browser, such as MSN Explorer), there are no additional system requirements to use Web Editor Control.

Creating HTML documents using Web Editor Control 6 is as easy as using a word processor. You can insert tables, images, and multimedia files intuitively, using a familiar Windows interface.

About this Guide

This User's Guide provides step-by-step guidelines for installing and using Web Editor Control 6 and includes detailed illustrations of program functions, including many examples.

Web Editor Control 6 User's Guide consists of :

- **'Introduction'** - provides a brief introduction of the product, an overview of the User's Guide and editing conventions used in the User's Guide.
- **'Tutorial'** - contains detailed information for using Web Editor Control 6; executing operations, customizing settings, and using utilities.
- **'Menu Commands'** - explains the function of every menu command and its application use.
- **'Index'** - provides an index of keywords in alphabetic order. Click on a keyword to view detailed information about the keyword.

Hyperlinks are used throughout this user's guide allowing you to easily navigate to information within the user's guide. Use the list on the left frame of the window to move to a specific item. Click the 'Back' button of the Web browser to return to the previous page.

Guide Settings

Web Editor Control 6 is subject to customization by the producer. Some functions may be added to or removed from the standard product. Therefore, the contents of the Online User's Guide may vary.

- This User's Guide is based on standard Web Editor Control 6, Internet Explorer 5 and Windows 2000 Professional.
- Tool icons are shown along with the menu commands.
- Hyphens are used to indicate steps of menu commands; For example, '[Insert-hyperlink](#)'.
- Details of the Tutorial are written in a step-by-step procedure ('1 2 3').
- Images and examples are provided for better understanding.
- References or related information are written within a Gray Area.

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Please contact your system manager or Web site manager if there is a problem when using Web Editor Control 6.

Getting Started

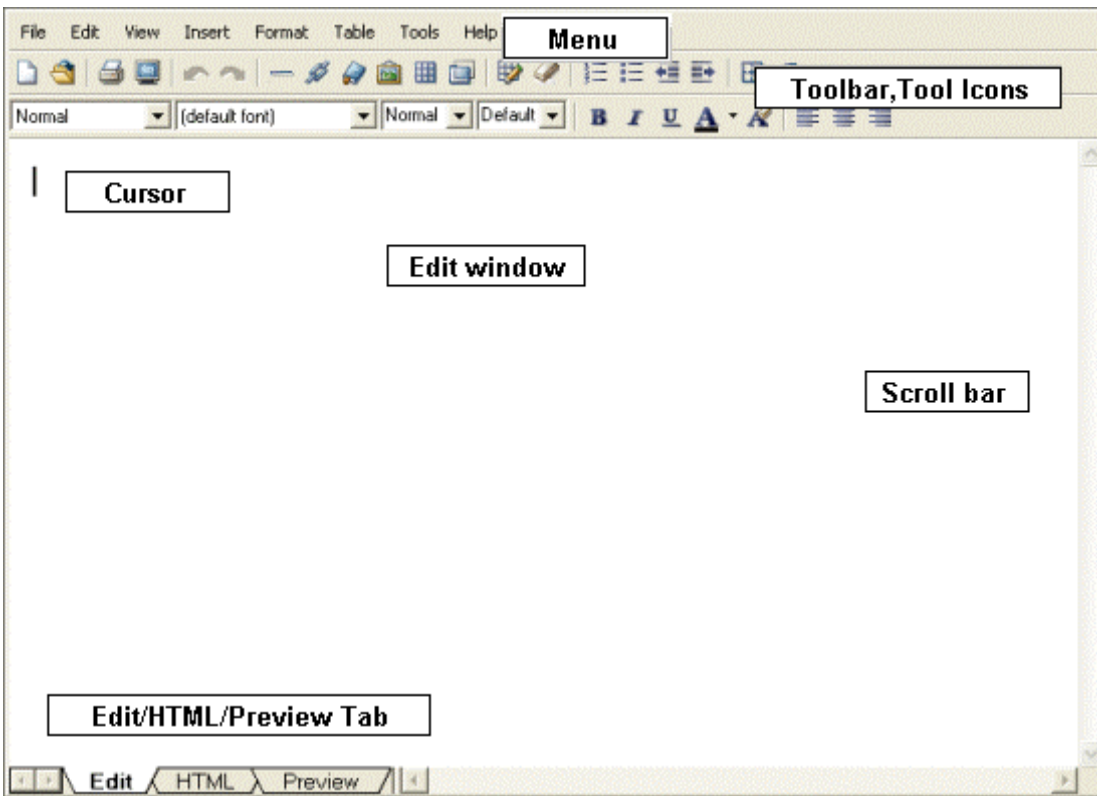
This section presents information on the basic working environment of Web Editor Control 6. Items covered include the main features of the [Edit](#) window, the functions of the Toolbar and a description of the Status bar.

Familiarity with the user interface helps you to work efficiently with Web Editor Control 6. Web Editor Control uses the same interface as Windows.



Basic working environment

The [Edit](#) window is used to create Web documents by inserting, deleting, and modifying objects, including text and graphics.



Menu bar

Contains various menu commands.



Toolbar

Toolbar icons provide quick access to frequently used functions.

Rulers (Horizontal, Vertical)

Choose to show or hide the rulers using [View-Rulers](#) menu command, or choose to display the horizontal ruler and the vertical ruler separately.

Cursor, Paragraph Mark

"¶" mark is shown at the end of a paragraph. This paragraph mark is displayed when in the [Edit](#) mode, and is not shown when the document is viewed with a Web browser. Click the [Show/Hide Paragraph Marks](#) icon () to toggle the display of the paragraph marks. 'Push-in' () the icon to show the paragraph marks.

Paragraph marks can be very useful when editing documents. Hide the paragraph marks if you wish to view the document as it will appear in the Web browser.

HTML Tab

Click the [HTML](#) tab to view or edit the HTML source. When the [HTML](#) tab is not available, use the [View-HTML Source](#) menu command instead.





Preview Tab

Click the [Preview](#) tab to see a preview of the Web document as it will appear in a Web browser.

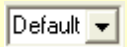






Using the Toolbar

The Toolbar contains a number of toolbar icons that are used to perform frequently used functions. Click on the icons to execute the function. As you place the mouse over an icon, the name and a short description of the related function are shown in the tooltip and the status bar. (Display of the toolbar or composition of toolbar icons may vary according to settings defined by the user.)


Default Settings for Toolbar Icons.

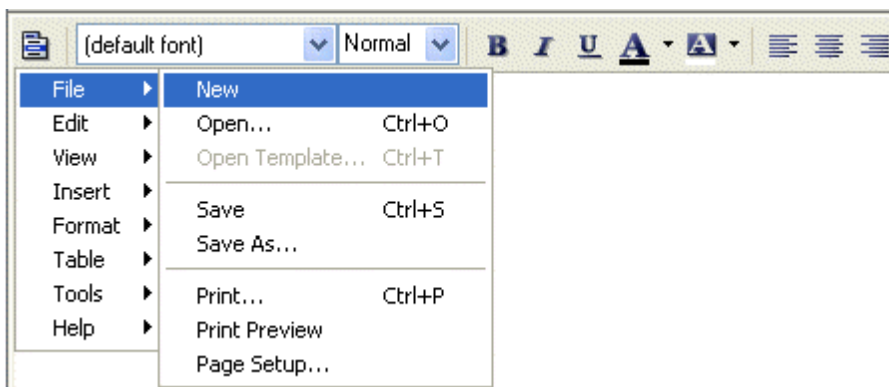
	New	Creates a new document.
	Open	Opens an existing document from your hard drive or an Internet location.
	Print	Print all or part of the current document.
	Print Preview	Shows how the current document will appear when printed.

	Undo	Undoes the last action.
	Redo	Undoes the undo.
	Insert Horizontal Line	Inserts a horizontal line.
	Create/Modify Hyperlink	Creates or modifies a hyperlink.
	Insert Bookmark	Creates a bookmark on the selection.
	Insert Image From File	Inserts an image from an image file.
	Create Table	Creates a new table.
	Insert Layer	Inserts a layer.
	Draw Table	Enables drawing a table with the mouse.
	Erase Table	Enables merging table cells by removing borders with the mouse.
	Numbered List	Converts paragraphs to or starts a numbered list.
	Bulleted List	Converts paragraphs to or starts a bulleted list.
	Decrease Indent	Decreases the indentation of the paragraph.
	Increase Indent	Increases the indentation of the paragraph.
	Show/Hide Table Gridlines	Shows or hides dotted gridlines in tables with zero-width borders.
	Show/Hide Paragraph Marks	Shows or hides paragraph marks.
	Show/Hide Special Tag Marks	Shows or hides hidden special tag marks such as bookmarks, layer symbols, etc.
<input type="text" value="Normal"/>	HTML Style	Changes paragraph formats.
<input type="text" value="(default font)"/>	Font	Changes the font of the selected text.

	Font Size	Changes the font size of the selected text.
	Line Spacing	Changes the line spacing of the selected text.
	Bold	Makes the selected text bold.
	Italic	Makes the selected text italic.
	Underline	Makes the selected text underlined.
	Font Color	Specifies the color of the selected text.
	Clear Character Format	Clears all the character attributes of the selected text.
	Align Left	Aligns the text to the left.
	Align Center	Aligns the text to the center.
	Align Right	Aligns the text to the right.

Menu Icon

Depending on the settings defined by the producer, the menus may display on the menu bar or may display when you click on the [Menu Icon](#) ().



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