

Web Weaver EZ Manual

Copyright 1995-04, McWeb Software
All Rights Reserved.
<http://www.mcwebsoftware.com>

What is Web Weaver EZ?	3
Basic Tasks	4
Setting Page Properties	4
Inserting a HyperLink	6
Inserting Images into your Web page	8
Creating an Email Link - MailTo.....	10
Background Sound	11
Horizontal Line	12
Text Box	13
Inserting Anchors (Bookmarks).....	14
Form Elements.....	16
Special Effects	17
Dropdown Menu.....	17
Digital Clock	18
Inline/Floating Frames	20
Scrolling Marquee	22
How to Upload your Web page to the Web	24
Helpful Web Sites	25

What is Web Weaver EZ?

Web Weaver EZ is a free WYSIWYG (what you see is what you get) Web page editor for Windows. Web Weaver EZ is a powerful editor that is ideal for beginners as well as advanced users of HTML.

What is Web Weaver EZ PLUS?

Web Weaver EZ PLUS is the shareware version of Web Weaver EZ. It has more features than Web Weaver EZ, including 3 months of email technical support. It costs \$14.95 (US Dollars).

Visit <http://www.mcwebsoftware.com/wwez> for more information including prices and order form.

Basic Tasks

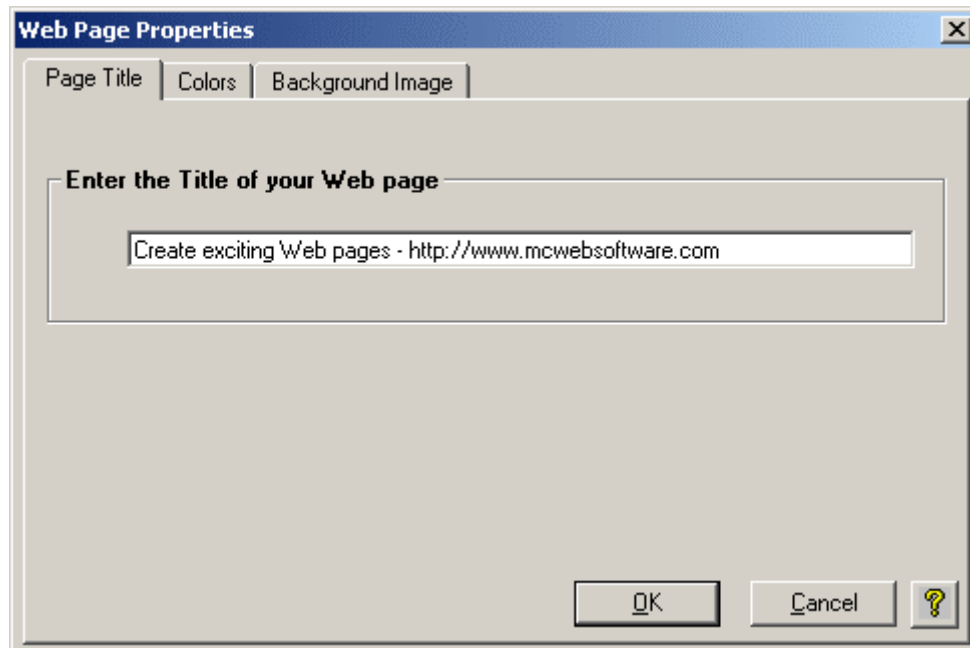
Setting Page Properties

Uses:

The Page Properties dialog box allows you to change the following properties of your Web page:

- Web page title,
- Text and background colors,
- Background image(wallpaper),

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

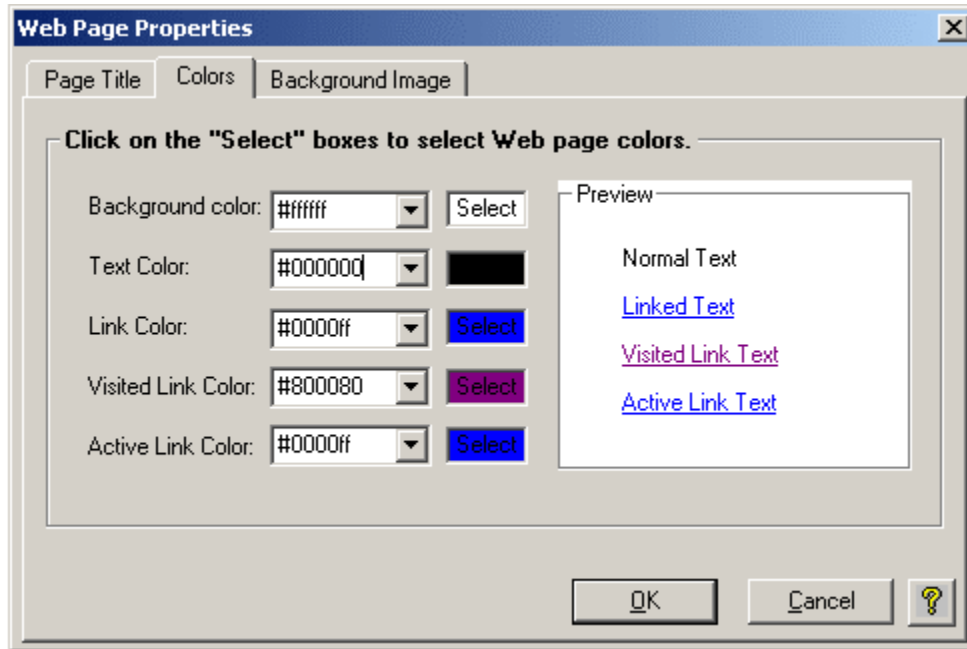


WEB PAGE TITLE

The document Title is used by the browser to identify the main title of the HTML document (Web page). Normally, the Web page title is displayed in the titlebar of the Web browser.

WEB PAGE COLORS

Select the 'Colors' tab and the following input boxes will appear:



If you know the RGB color codes, they can be entered into the text boxes using the keyboard. Otherwise, click the **Select** color boxes and the color palette will appear. You can then choose from a wide range of colors.

BGCOLOR=##### is the Web page background color.

TEXT=##### is the color of the normal Web page text.

LINK=##### is the color of the hypertext (linked text) which hasn't been visited(clicked on) yet.

ALINK=##### is the color of the hypertext when it is being clicked on(Active LINK).

VLINK=##### is the color of the hypertext after it has been visited (clicked on).

or select the color scheme from another Web page by clicking the 'Another Web Page' button.

BACKGROUND IMAGE(WALLPAPER)

Select the 'Background Image' tab and specify an image to be displayed as the background wallpaper of your Web page.

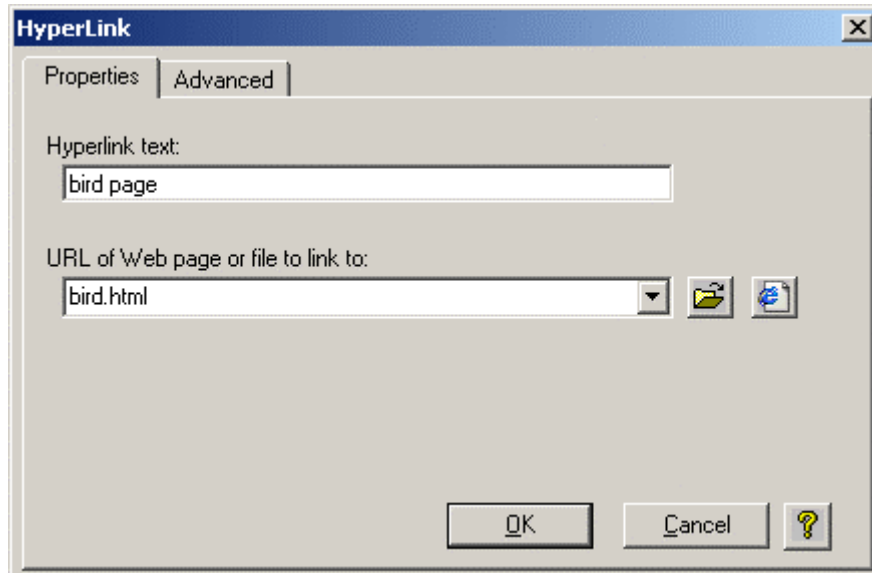
You can browse for a background image file or type the filename into the text input box. You can make the background wallpaper image into a static watermark by clicking on the watermark check box. The background image will then remain stationary in your Web page while text and images will scroll over the image. The code BGPROPERTIES=FIXED will fix the background image as a watermark. This is an Internet Explorer extension only.

Inserting a HyperLink

Uses:

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

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



This box allows you to insert hypertext into your Web page that links to other Web pages (URLs), images, anchors (bookmarks), sounds or other files.

In the box labeled **Enter Hyperlink text** type the text that you want to link to another Web page, etc. When using a browser to view your Web page this text will be a different color (usually blue and underlined) than the rest of the text and the mousepointer will change to the shape of a hand when it is passed over the hypertext.

In the box labeled **Enter URL of Web page or file to link to** type the URL that you want your hypertext to link to. For example, it can be a Web page on your own site (dogs.html) or it can be a link to another Web site (<http://www.yahoo.com>).

Example

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

"bird page" into the 'Enter Hyperlink text' input box

and type:

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

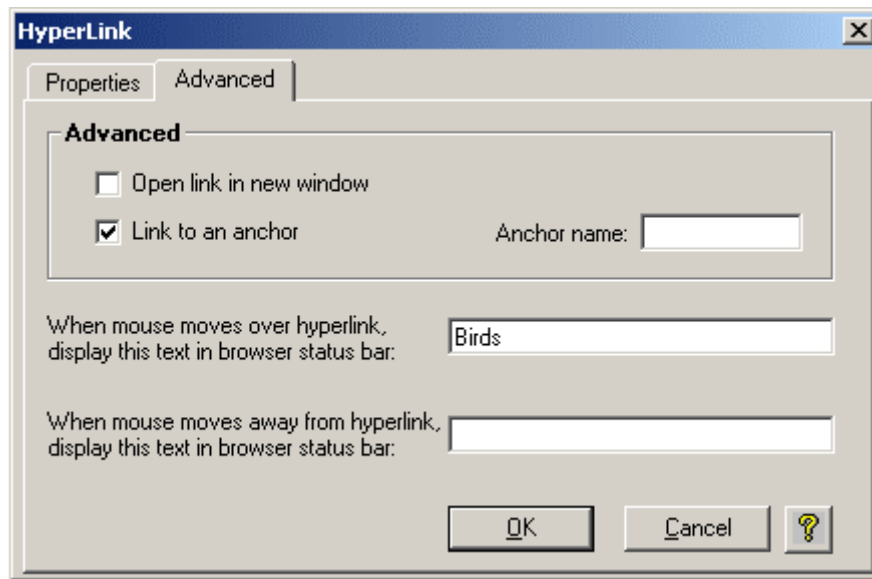
After clicking the OK button the hyperlink will be displayed in your Web browser as shown below:

If you take a look at this [bird page](#), then you'll see exactly what this bird looks like.

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

ADVANCED:

When you click on the **Advanced** tab on the Hyperlink dialog box the following screen appears:



Check the **Open link in new window** checkbox if you wish the linked Web page to be displayed in a newly created Web browser window. This allows the Web page you are linking **from** to stay open.

If you wish to link your hypertext to an anchor (bookmark) in the same Web page or a different Web page, then you can select the **Link to a Bookmark?** checkbox and an input box will appear for you to type the name of the anchor (bookmark). If the destination anchor that you are trying to link to is in the same document as the hypertext that links to it, you don't need to specify a URL name in the **Enter URL of Web page or file to link to** input box. If the destination anchor is in a different Web page then you should specify the URL of that page in the **Enter URL of Web page or file to link to** input box.

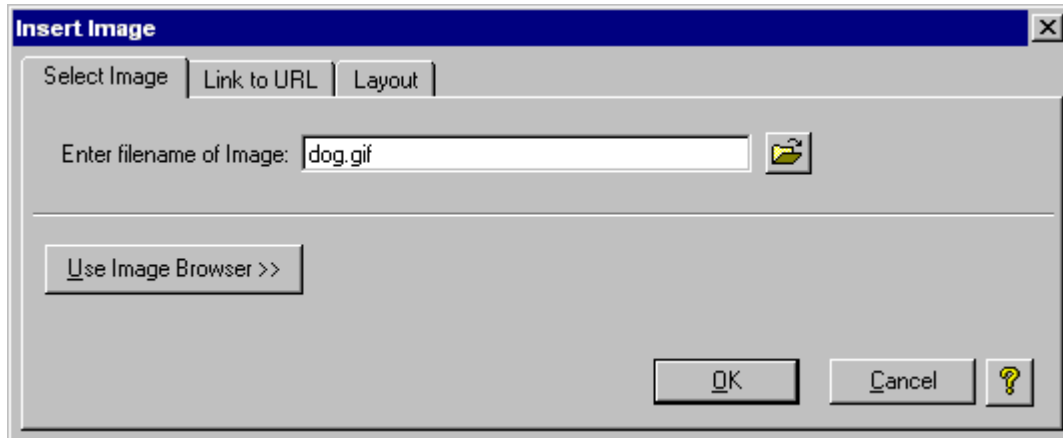
You can display text in the browser's status bar when the mousepointer is moved over the hypertext. You can also specify text (if any) to be displayed when the user moves the mousepointer away from the hypertext. Specify this text in the two input boxes provided on this screen.

Inserting Images into your Web page

Uses:

To display an image in a Web page.

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

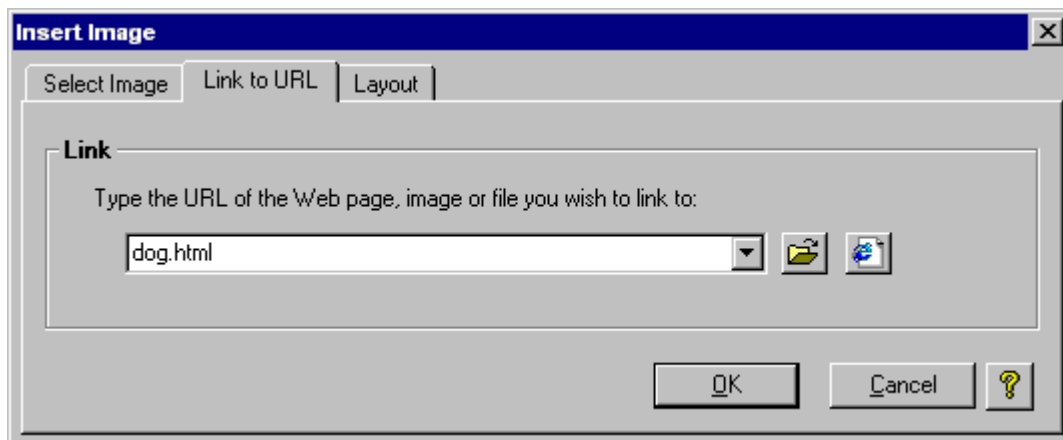


In the box labeled **Enter filename of Inline Image** enter the filename of the image. You can use the browse button to find the image on your hard disk. Also, you can use the image browser located on the lower half of the dialog box. Browse through folders on your hard drive to view images to select the desired image.

The following attributes are all optional:

LINKING THE IMAGE TO A URL:

Select the 'Link to URL' tab and the following input boxes will appear:

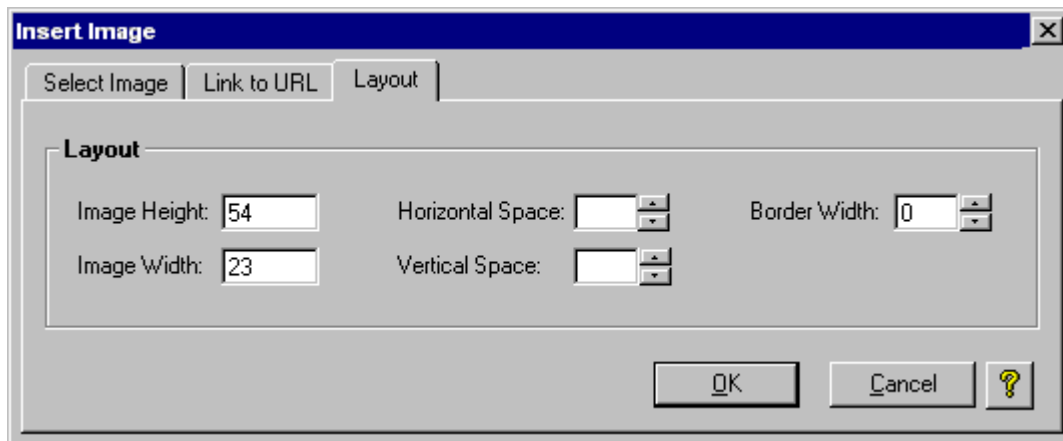


If you wish to link the image to a Web page (URL), another image or other file, type the URL (address) or filename in the appropriate input box. You can also use the browse button to look for the filenames to enter into this input box or browse Internet Explorer Favorites using the button.

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

LAYOUT:

Select the **Layout** tab and the following screen will appear:



Specifying the image width and height

The images WIDTH and HEIGHT can be specified in pixels in the input boxes provided.

Specifying these values speeds up the display of your Web page when it is being loaded since the Web browser won't have to wait for the image to fully load to calculate its size. Web Weaver will automatically insert the height and width properties if you browse for your image using the browse button or image browser.

Specifying an image border

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

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

Specifying spacing between text and images

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

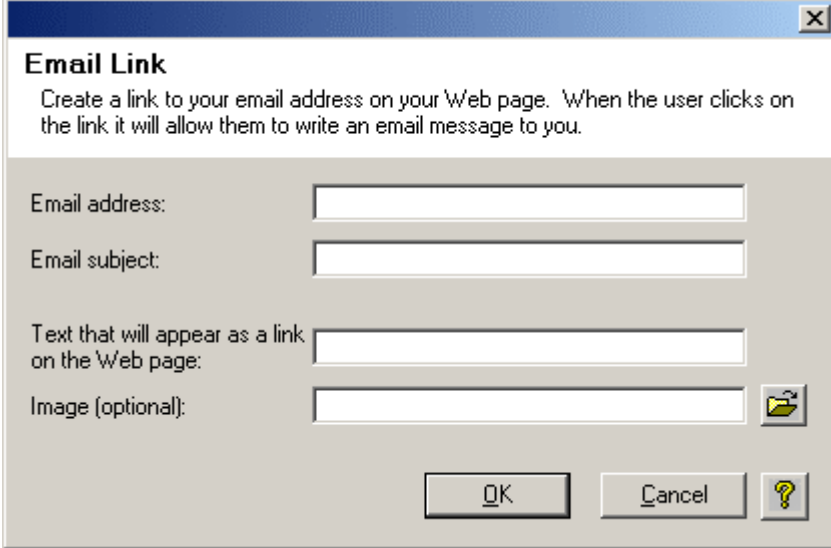
These attributes control the vertical space above/below and the horizontal space to the left and right of the image. Specifying HSPACE=5 and VSPACE=5 will prevent neighboring text and images from coming within 5 pixels of the image.

Creating an Email Link - MailTo

Uses:

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

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



1. In the box labeled **Email address:** type your email address. For example, type "info@mcwebsoftware.com" into the input box.
2. In the box labeled **Text that will appear as a link on the Web page** type the text you wish to be displayed as a hyperlink on the Web page. For example, type "Email Us" in the input box. When the user clicks on the hyperlinked email address in their Web browser they will be able to write an email to you.
3. Click OK and the HTML code will be inserted into your Web page.

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

[Email Us](#)

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

Background Sound

Use:

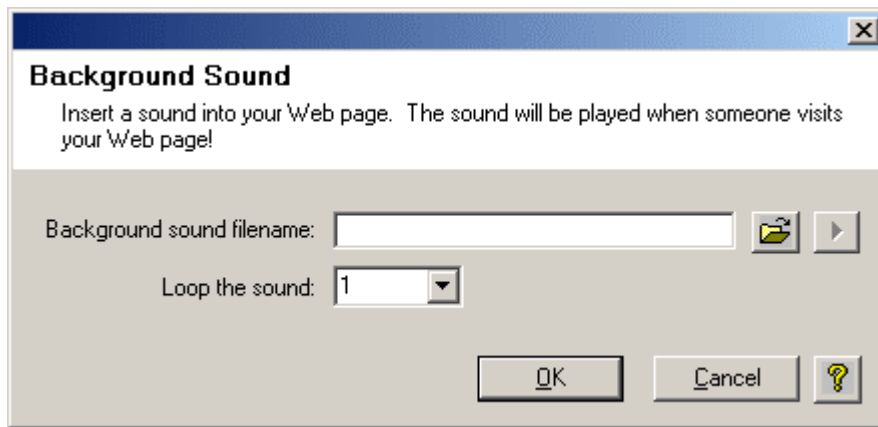
To play a sound when your Web page loads in a Web browser. The sound can play once or can repeat a specified number of times. Sounds can be either samples (.wav or .au format) or MIDI files (.mid format). Only Internet Explorer supports this tag.

HTML Tag:

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

Inserting a Sound

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

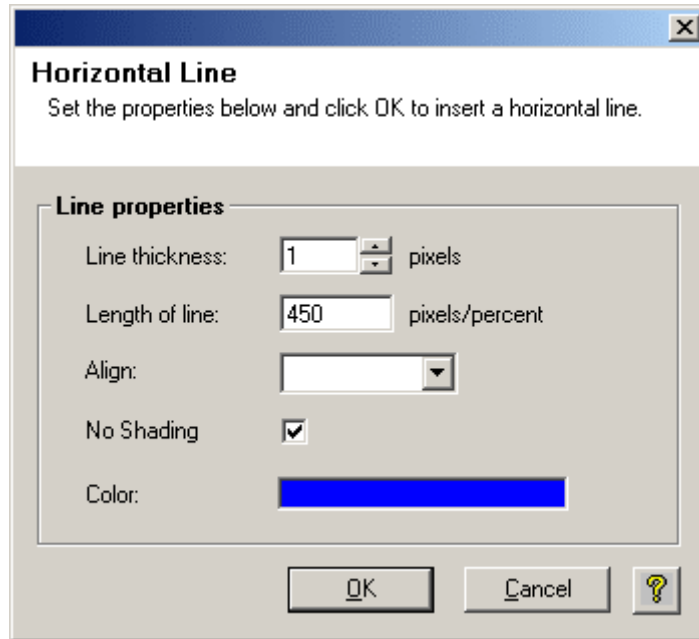


1. To specify a background sound type the name of the sound file (or browse for it) into the input box labeled **Background sound filename**.
2. Specify how many times the sound file will repeat (play again) in the box labeled **Loop the sound**. The range is from 'None' (play once) to an 'Infinite' loop which will repeat the sound file continuously.

Horizontal Line

Uses:

Inserts a horizontal line across the page. The attributes allow the user to specify the thickness, width, alignment, and shading of the line.



Attributes

Line Thickness: Allows you to set the thickness of the horizontal rule.

Length of Line: The default horizontal rule is always as wide as the page. You can specify the desired length in pixels or percent of document width.

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

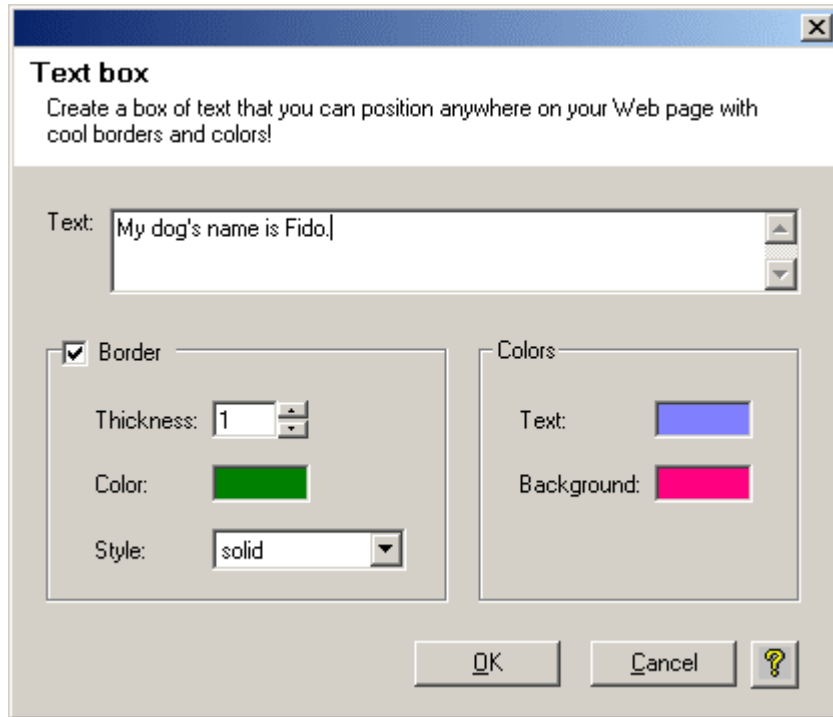
No Shading: No shading allows you to specify a solid bar rather than the shaded default.

Color: The color of the line.

Text Box

Uses:

Creates a bordered or borderless box that contains text. The text box can be dragged and dropped into any position on the Web page.



Attributes

Text: The text that will appear inside the box on the Web page.

Border Thickness: The thickness (in pixels) of the border that surrounds the text box.

Border Color: The color of the border that surrounds the text box.

Border Style: The style of the border that surrounds the text box. Different line styles such as solid, dashed, dotted, double can be specified.

Text Color: The color of the text inside the text box.

Background Color: The color of the background of the text box.

Inserting Anchors (Bookmarks)

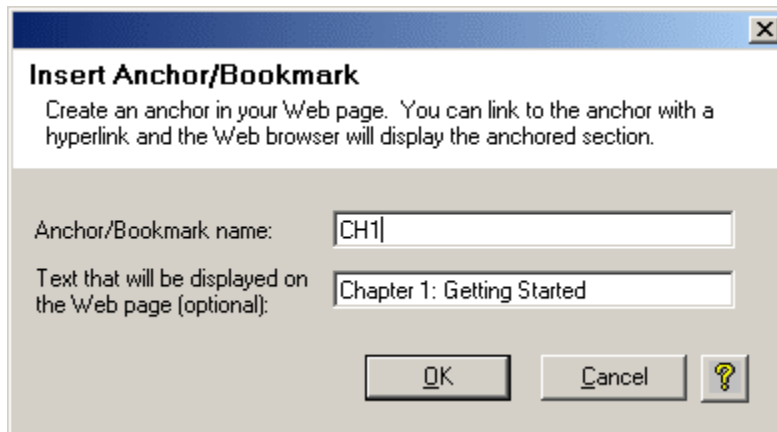
Uses:

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

HTML Tag:

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

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



This dialog box helps you to insert an anchor in your Web page. Think of it as placing a bookmark at a specific point in the Web page. Different Web pages or hypertext can link to that specific bookmark (anchor) and the Web page will be displayed at that particular bookmark (anchor) when it is loaded in a browser. You will not see the anchor when viewing the Web page. It is like an invisible bookmark.

To create an anchor:

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

(Optional) In the box labeled 'Enter the text that will be the Anchor/Bookmark', type the text that will appear on the page at the location of the bookmark. If you don't specify text to be displayed on the Web page, the anchor will still exist in the location where you inserted it, and it can be linked to using hypertext.

Example

Suppose you want to create an anchor that is located halfway down a Web page. When the user views the page in a Web browser, they can click a link at the top of the page that will automatically bring them to that anchor/bookmark halfway down the page.

The text that you want to anchor is "Chapter 2: The Human Skeleton" and you want the anchor name to be "skeleton".

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

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

Then click the OK button.

You've created the anchor/bookmark, but you still need to create the link to that anchor. This can be done by creating a hyperlink.

Discussion of a hyperlink to an anchor

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

```
<A HREF="#ch1">Click here for Chapter 1</A>
```

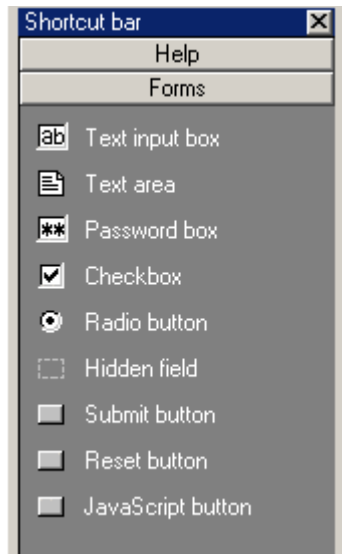
Linking to an anchor named 'ch1' from a different Web page named "toc.html" would look like:

```
<A HREF="toc.html#ch1">Click here for Chapter 1</A>
```

Form Elements

Uses:

Create Web page forms using different Form elements such as text boxes, radio buttons, checkboxes, and more.



Selecting these elements from the Side menu or the Insert menu will insert them into the Web page. You can reposition them by dragging them with your mouse.

Special Effects

Dropdown Menu

Description: This JavaScript special effect creates a dropdown menu which links to different Web pages when the user selects a menu item and clicks on the button.

Required files: None

Browser Compatibility: IE3, IE4, IE5, Netscape 3 and 4

Use the following buttons to create your Dropdown menu:

Add Menu item: Use this button to add new Menu items to the list.

Add Separator: Use this button to add a separator line in the menu. This line will not be linked to any Web page URL.

Edit Menu item: Use this button to edit existing Menu items. Simply select the menu item you wish to edit. Then click the 'Edit Menu item...' button and you will be allowed to edit the Menu item's settings. Separators cannot be edited (only removed).

Move up: Use this button to move a selected Menu item upward in the list.

Move down: Use this button to move a selected Menu item downward in the list.

Remove Menu item: Use this button to remove Menu items. Simply select the menu item you wish to remove. Then click the 'Remove Menu item' button.

To begin creating your Dropdown menu, click the **Add Menu item...** button.

Provide the following properties for each menu item:

Menu item text: Enter the text for each Dropdown menu item. Enter one menu item at a time.

Link Menu item to this URL: This is the URL of the Web page that will be displayed when the user selects the corresponding menu item and clicks on the menu's 'Go to' button.

These are additional settings for the Dropdown menu:

Target Frame(Optional, only if using Frames: If you want the Menu item linked Web page URLs to be displayed in a specific frame, specify the name of the frame here. You cannot specify a different frame name for different menu items. Only one frame name can be specified for all menu items.

Display as a dropdown menu: This will display the menu as a dropdown menu which shows only one menu item. The user can click on the menu and it will expand to show all the menu items.

or

Display all menu items: This will display the menu as an expanded menu showing all the menu items.

When you have finished with all settings for all Pulldown Menu items, click the 'OK' button. This particular special effect does not require any extra files and you can cut and paste it the HTML code into your HTML document using an HTML (Web page) editor of your choice.

Digital Clock

Description: This special effect displays a working clock (in numeric format) on your Web page. It also has the capability to display the date.

Required files: None

Browser Compatibility: IE3, IE4, IE5, Netscape 2 through 4

Begin by selecting from the following choices:

- Show the Date only
- Show the Time only
- Show both the Date and Time

Once you've made your selection, click the "Next >>" button to move on to the next screen.

DATE FORMAT

Select the date format you wish to display by clicking on one of the available formats from the list. If you wish to also include the name of the day of the week (i.e., Monday, Tuesday, etc.) check the checkbox labeled **Show the day of the week**.

Click the "Next >>" button to move to the next screen.

TIME FORMAT

The following Time Format properties can be set on this screen of the Digital Clock wizard:

Show seconds: Checking this box will display the number of seconds of the current time. It is a dynamic clock so the clock will show the number of seconds incrementing.

Show AM/PM: Checking this box will display an "AM" or "PM" after the clock depending on the time of day.

24 hour clock (military time): Checking this box will display a military clock format. For example 6 o'clock PM will not be displayed as "6:00". It will be displayed as "18:00".

Show Time before Date: The default setting is for the Date to be displayed before the Time (e.g., "November 8, 2001 12:31PM"). Checking this box will display the time before the date (e.g., "12:31 PM November 8, 2001")

Click the "Next >>" button to move to the next screen.

CLOCK PROPERTIES

The following Clock properties can be set on this screen of the Digital Clock wizard:

Background Color: Click the color picker to specify the background color of the clock.

Font: Select a font name from the dropdown list or by clicking on the button labeled "more..."

Font Size: Specify a font size by selecting from the dropdown list. The font sizes are specified in points.

Font Color: Click the color picker to specify the color of the Clock text.

Font style: Select a font style from the dropdown list. Available styles are Normal, Bold, Italic or Bold Italic.

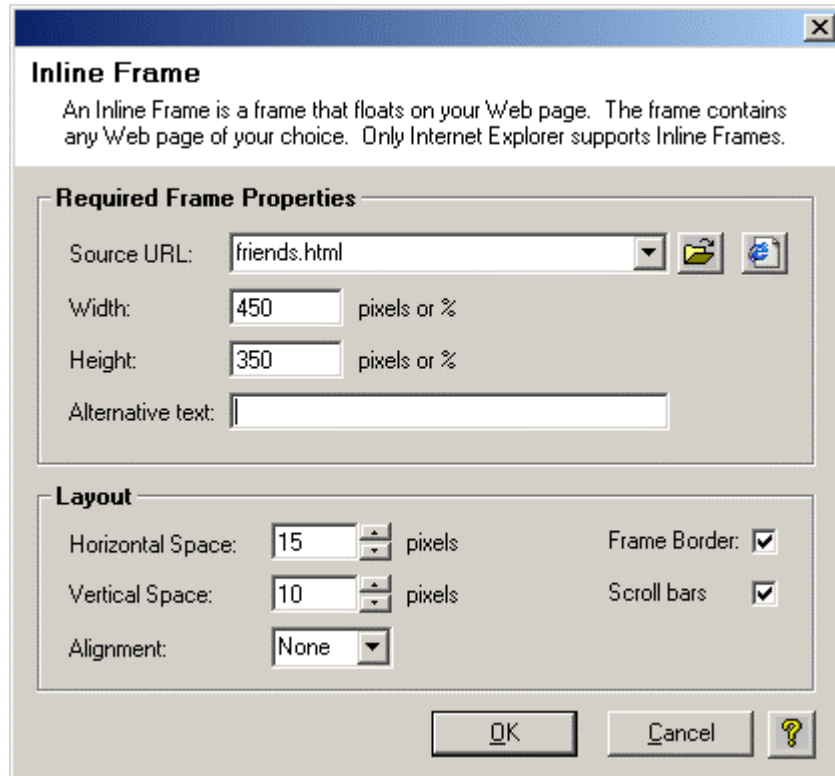
Padding: Specify the padding (space or margins) to be placed around the clock text. This number is specified in pixels.

When you have completed setting the special effect's properties, click the 'Done' button.

Inline/Floating Frames

Use:

Using the Internet Explorer IFRAME tag, the author can create Web pages containing floating (inline/embedded) frames. A floating frame can be thought of as a 'picture within a picture'. They behave like an image in your Web page. The floating frame can be placed anywhere on your Web page (like an image) and any HTML document (Web page) can be displayed inside the floating frame.



The following properties are supported by the floating frame:

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

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

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

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

OPTIONAL PROPERTIES

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

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

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

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

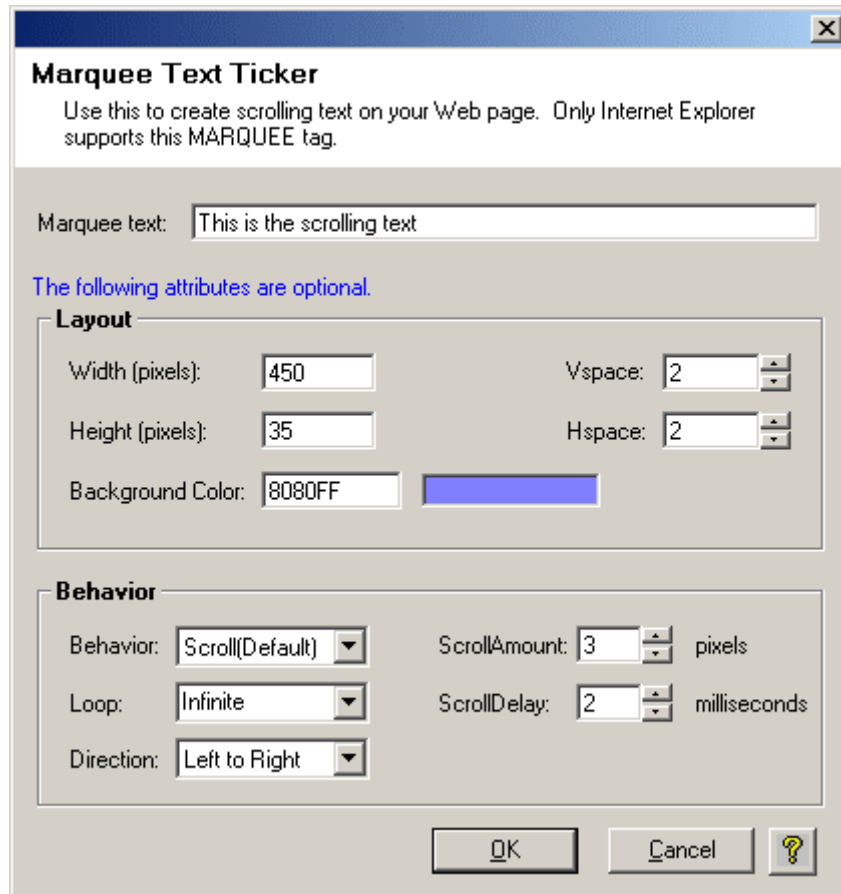
Align - To align neighboring text and images with the floating frame.

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

Scrolling Marquee

Use:

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



To create a Scrolling Marquee:

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

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

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

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

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

5. The **Height** and **Width** attributes specify the height of the marquee, either in pixels or as a percentage of the screen height/width.
6. The **Vspace** attribute specifies the top and bottom margins for outside of the marquee in pixels.
7. The **Hspace** attribute specifies the left and right margins for outside of the marquee in pixels.
8. **ScrollAmount** specifies the number of pixels between each successive draw of the marquee text.
9. **ScrollDelay** specifies the number of milliseconds between each successive draw of the marquee text.
10. **Background color** specifies the background color for the marquee either as an RGB code or as a primary color name (red, blue, etc.)

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

How to Upload your Web page to the Web

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

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

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

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

AOL USERS

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

OTHER ISP USERS

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

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

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

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

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

For Images you must choose the BINARY format for transferring them.

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

If everything goes smoothly, then you should be able to view your Web page on the Web. If not, consult with your ISP and ask them if you are doing anything incorrectly. Your ISP should also know what the Web address (URL) is for your Web page. The URL is the address you type into your browser to load a Web page, like <http://www.mcwebsoftware.com>

Helpful Web Sites

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

WebReference

<http://www.webreference.com>

WebMonkey

<http://www.webmonkey.com>

HTML Goodies

<http://www.htmlgoodies.com>

HTML Quick Reference Guide:

<http://www.ucc.ie/~pflynn/books/htmlcard.html>

The WWW Consortium (straight from the horse's mouth):

<http://www.w3.org/>

HTML Cheat Sheet:

http://hotwired.lycos.com/webmonkey/reference/html_cheatsheet/

HTML Color Codes:

http://hotwired.lycos.com/webmonkey/reference/color_codes/

HTML Special Characters Reference:

http://hotwired.lycos.com/webmonkey/reference/special_characters/

Creating HTML Frames:

<http://hotwired.lycos.com/webmonkey/authoring/frames/index.html>

Creating HTML Tables:

<http://hotwired.lycos.com/webmonkey/authoring/tables/index.html>

Cascading Stylesheets (CSS):

<http://hotwired.lycos.com/webmonkey/authoring/stylesheets/index.html>

DHTML Reference:

<http://msdn.microsoft.com/library/default.asp?url=/workshop/author/dhtml/reference/dhtmlrefs.asp>

XML:

<http://hotwired.lycos.com/webmonkey/authoring/xml/index.html>