Dynamic Converter Template Editor Guide

10*g* Release 3 (10.1.3.3.1)

May 2007

ORACLE

Dynamic Converter Template Editor Guide, 10*g* Release 3 (10.1.3.3.1)
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Index

Chapter

1

TEMPLATES

The following topics are covered in this section:

- About Templates (page 1-1)
- About Template Editor (page 1-1)
- Template Editing Options (page 1-2)

ABOUT TEMPLATES

A template is a set of formatting instructions you can associate with a source document.

When you check a document into Content Server, you associate a template with that document. Dynamic Converter then applies a default set of ranks and elements to that document. You use the elements to control the look and feel of the web pages you create.

To turn a source document into a web page, you select the template associated with the document and edit the template, using the four template editing options (see next page).

ABOUT TEMPLATE EDITOR

The Template Editor provides a graphical user interface (GUI) to control the various GUI template settings available in Dynamic Converter. It is downloaded onto the client machine the first time the **Edit Template** button is clicked on the Edit Templates page or Template Selection Rules page. It is an ActiveX control that must be run on Microsoft Windows with Internet Explorer 4.0 or higher present.

Note: The Template Editor software is installed in the following location: C:\Program Files\Oracle\Content Server\Template Editor\10*g*R3.

TEMPLATE EDITING OPTIONS

When you check a source document into Content Server, you work with the template associated with the document to create a set of instructions that will determine how the source document will look when turned into a web page.

Some instructions are applied to the template itself. Most are applied to the individual elements that reside in each template.

There are four options for editing templates:

- **Element Setup—**Where you manage elements. You can change the relationships between elements and the ranks in your template (and any styles or patterns you may create). You can create new elements, ranks, styles, or patterns; and create metadata to include information about your source documents in the Web pages you create and in the Head of your output HTML. See Chapter 2 (*Element Setup)* for more information.
- **Formatting—**Contains numerous options for formatting the text in your source document. When you create Web pages, you'll spend much of your time in the Character and Paragraph tab dialogs, in particular, formatting each element in the template. Additional formatting options are available in these two tab dialogs when Cascading Style Sheets (CSS) is turned on. See Chapter 3 (*Formatting)* for more information.
- **Navigation—**Where you set links for the pages of your Web page, either for Web pages (Page Button Bar and Page Text Bar tab dialogs) or individual elements (Element Button Bar and Element Text Bar tab dialogs). Optional navigation buttons include the ability to open the source document used to create a Web page in its native format. See Chapter 4 (*Navigation)* for more information.
- **Globals—**These settings are generally for the Web page as a whole, and include inserting an address to appear at the end of your Web page. Some settings in the Options tab dialog are template-based, for example, whether to allow CSS in your template. See Chapter 5 (*Globals)* for more information.

Chapter

2

ELEMENT SETUP

The following topics are covered in this section:

- About Element Setup (page 2-1)
- About Elements (page 2-2)
- Elements (page 2-2)
- Ranks (page 2-14)
- Styles (page 2-26)
- Patterns (page 2-30)
- Metadata (page 2-44)
- Elements and HTML tags (page 2-55)

ABOUT ELEMENT SETUP

Element Setup is one of four property sheets in Template Editor used to edit templates. In **Element Setup** you can review the elements generated for the ranks applied to your source document, create new ranks and elements, and control the treatment of content in the web pages you create.

You can open **Element Setup** at any time in Template Editor by clicking .

About Elements

Template Editor uses elements as “handles” to format the content of source documents and associate the ranks in those documents (as well as any styles or patterns you may have create) with the HTML tags that control the appearance of web pages. The Template Editor does this automatically, so you don’t need to worry about the HTML tags themselves.

When you check a source document into Content Server, you choose a template for the document and Template Editor automatically applies ranks to the content of the document, and generates a corresponding element for each rank and places those elements in the template. You can create additional ranks or styles or patterns, and create elements to assign to them.

You create the look of a particular Web page by editing the template that is associated with the source document. Some of the instructions apply to the template itself, but most apply to the individual elements in the template.

Elements lists throughout Template Editor can help you select the elements to edit. For example, an Elements list is always available in **Formatting**, no matter which tab dialog you're working in, and the currently selected element is always highlighted on the list.

Elements

The following topics are covered in this section:

- Changing Element Assignments (page 2-3)
- Changing Element Properties (page 2-4)
- The Elements List (page 2-4)
- Changing the Name of an Element (page 2-5)
- Creating a New Element (page 2-6)
- Element Properties (page 2-7)
- Elements Tab Dialog (page 2-7)
- Handling an Event for an Element (page 2-8)
- Placing an Element in a Meta Tag (page 2-8)
- Placing an Element in your Web Pages (page 2-9)

- Removing an Element from a Template (page 2-10)
- Changing the Association Between a Rank, Style, or Pattern and an Element (page 2-11)
- Special Elements (page 2-11)
- Splitting a Source Document Into Several Web Pages (page 2-13)
- Using Hard Page Breaks to Create Multiple Output Pages (page 2-13)

Changing Element Assignments

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You can create additional ranks, as well as styles and pattern to provide greater control over content.

To change an element assignment:

1. Click **Element Setup** ( ) then click **Elements** to open that tab dialog.

   The green check marks and the red crosses in the In Body column indicate whether content associated with an element has been assigned to the body (Web) page.

2. Under Name, select the element you want to re-assign.
3. Right-click the green check mark or red cross that you want to change.
4. From the popup menu that appears, choose the cross or check mark you want to use instead. The popup menu closes and the association is now changed.

Note: With the element selected, you can also click Properties to open that dialog box and change the association there. The Properties dialog box provides an additional option to include content associated with an element in Meta tags in the Head of HTML files. See Placing an Element in a Meta Tag (page 2-8).

Changing Element Properties

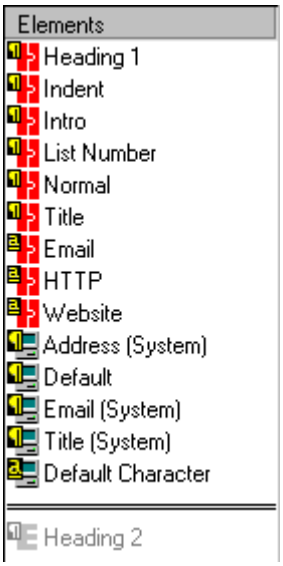
Elements contain a number of properties you can change in Element Properties in Element Setup.

To change the property of an element:

1. Click **Element Setup** ( ) then click **Elements** to open that tab dialog.
2. From the Elements list, right-click the name of the element you want to change and choose **Properties** from the popup menu (or select the element and click the Properties button).
3. In the Element Properties property sheet, click the appropriate tab to open that tab dialog and make the changes you want.
4. Click **OK**.

The Elements List

When you view the Elements list in **Formatting** or elsewhere, typically you will see the following:



It is important to understand the different kinds of elements and how they are listed throughout Template Editor. The elements in the above list are presented alphabetically as follows:

Icon	Description
	Paragraph elements. These are derived from styles or patterns in the source document, or have been associated with ranks.
	Character elements. These are derived from character styles or pattern matching on special formatting in the source document.
	System paragraph elements. These are common to all templates and cannot be removed.
	System character element. Default Character is the only such element.
	Paragraph elements not currently assigned to any rank, style, or pattern are grayed out and placed below the bar.

For more on the system paragraph elements, see Special Elements (page 2-11).

Changing the Name of an Element

Elements contain a number of properties you can change in Element Properties in Element Setup.

To change the name of an element

1. Click **Element Setup** ( ) then click **Elements** to open that tab dialog.
2. Right-click the element you want to change and choose **Properties** from the popup menu.
3. Click **General** to open that tab dialog.
4. In the Name text box, type the new name for the element.
5. Click **OK**.

Creating a New Element

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You should:

- Check that Dynamic Converter has successfully assigned the Title and Heading 1 ranks to the content. The best way is to open pass your cursor over the Preview window. A screentip displays the element associated with each portion of content.
- Review content associated with Default Paragraph and decide how many new ranks you should create in order to identify the different kinds of content in your source documents and maximize your formatting options.

You can create new elements, if you want. For example, you might want to create unique elements for the patterns in your source documents. This will increase your formatting options.

To create a new element:

1. Click **Element Setup** ( ) and then click **New** to open the New Template dialog box.
2. Under Name, enter the name of the new element you want to create.
3. Change the default HTML tag <P>, if necessary.
4. Under Element Type, select **Paragraph** or **Character**.
5. Click **OK** to return to the Elements tab dialog.

Note: The new element appears grayed out at the bottom of the Elements list. Once you assign the element to a rank, style, or pattern, it becomes active and appears in regular type in the top portion of the list.

Note: In most cases you will create a paragraph element. But you may need to create a character element for a character style or pattern, for example, if you want to search for a specific word or phrase in the document.

Element Properties

Elements contain a number of properties you can change in Element Properties in Element Setup.

- The Split tab dialog is used to split a source document into a series of smaller body pages to facilitate viewing and downloading. You can split a source document on any element.
- In the HTML Tags tab dialog you can place custom HTML tags before and after elements.
- In the Meta Tag tab dialog you can give a name to the element when it is included in a Meta tag in the Head of the HTML file. You can also specify custom tags. (This tab dialog is available only when you edit a body page template.)
- In the Events tab dialog you can specify an event for the element, that is, HTML or scripting code to be included in the tag for the element.

You can change element properties at any time (see Changing Element Properties on page 2-4).

Elements Tab Dialog

When you check a document into Content Server, Dynamic Converter creates a set of default ranks to apply to the content and generates an element for each rank. The elements are saved in the template.

Element Setup contains four tab dialogs that let you view ranks as well as any styles or patterns you create, along with the elements assigned to them. (A fifth tab dialog summarizes any metadata in the template.)

In the Elements tab dialog, you can:

- Control the placement of content in the web page you create
- Select an element to split a source document into a series of smaller web pages for ease of browsing and downloading, or split the document on hard page breaks in the source

Handling an Event for an Element

You can assign an event handler to an element that is triggered by an event in your browser. Such an event handler might be onClick or onMouseOver. You could also include HTML code or JavaScript.

To assign an event handler or include HTML or scripting code:

1. Click **Element Setup** ( ).
2. Select the element you want to assign an event handler to, and click **Properties**.
3. Click **Include HTML or scripting code in the element's tag**, and then click either **Use the following** or **Use the contents of this file**.
   - ❖ If you click **Use the following**, enter the code you want to use in the box provided.
   - ❖ If you click **Use the contents of this file**, enter the path and file name in the text box, or click **Gallery** to pick a file from the HTML Code folder in the Gallery.
4. Click **OK**.

Note: To temporarily remove an event handler from an element but keep it available for future use, clear the **Include HTML or scripting code in the element's tag** check box. When you are ready to assign the event handler once more, select the check box.

Placing an Element in a Meta Tag

Any element can be placed in a Meta tag in the Head of your HTML files, to facilitate searches on your Web server. It can also be placed in your web pages (see Placing an Element in your Web Pages on page 2-9) to be visible to users.

Dynamic Converter automatically creates elements for ranks in each template, but it does not do so for metadata (or styles and patterns). The standard metadata Keywords was created specially for the templates that ship with Dynamic Converter. You must make a metadata element-based (see Making a Metadata Element-Based on page 2-49) in order to include it in your web pages.

Note: Certain elements are automatically included in the Meta tag of your HTML files. So the following procedure may not be necessary.

To place an element in a Meta tag:

1. Click **Element Setup** ( ).
2. In the **Elements** tab dialog, select the element you want to include in the Head of your output HTML.

3. Click **Properties** to open the Element Properties dialog box.
4. In the General tab dialog, select **Include in Head with Meta tag**.
5. Click **Meta Tag** to open that tab dialog.
6. Select **Use standard Meta tag** and enter the name you want to appear within the Meta tag to describe this element. You may want to use the element name itself.
7. To use custom tags instead, click **Use custom tags**, select the appropriate check boxes, and enter the opening and closing tags in the text boxes. See Using Custom Tags for New Metadata (page 2-50).
8. Click **OK**, and **OK** again.

Note: For a metadata to appear in a Meta tag, it must exist in the source document. As with the elements for styles, patterns, and ranks, the metadata you create will apply to all source documents associated with the template you edit.

Note: The order in which metadata are listed in the Metadata tab dialog of Element Setup determines the order in which the metadata will appear in the Meta tags of your HTML output. You can use drag-and-drop to move an element up or down the list of metadata. See Ordering metadata (page 2-53).

Placing an Element in your Web Pages

Any element can be placed in your web pages, to be visible to users. It can also be placed in a Meta tag (see Placing an Element in a Meta Tag on page 2-8) in the Head of your HTML files, to facilitate searches on your web server.

Dynamic Converter automatically creates elements for ranks in each template, but it does not do so for metadata (or for styles and patterns). The standard metadata Keywords was created specially for the templates that ship with Dynamic Converter. You must make a metadata element-based (see Making a Metadata Element-Based on page 2-49) in order to include it in your web pages.

Note: Certain elements are automatically included in your Web pages. So the following procedure may not be necessary.

To place a metadata in your web pages:

1. Click **Element Setup** ( ), and in the Elements tab dialog, select the element associated with the metadata you want to include in your publication.

2. Click **Properties** to open the Element Properties dialog box. In the General tab dialog, by default, the element is already checked to appear in the Head of your HTML output files. You can also include the metadata in the body of your Web pages.
3. Select or clear the **Include in Body** check box, so that the appropriate metadata will display automatically in your Web page once you translate your publication.
4. Click **OK**, and **OK** again.

Note: For a metadata to appear in your Web pages, it must exist in the source document (as standard or custom metadata). As with the elements for styles, patterns, and ranks, the metadata you create will apply to all source documents associated with the template you edit.

Note: The order in which metadata are listed in the Metadata tab dialog of Element Setup determines the order in which the metadata will appear in the Meta tags of your HTML output. You can use drag-and-drop to move an element up or down the list of metadata. See Ordering metadata (page 2-53).

Removing an Element from a Template

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You can remove an element, if you want. You may want to do this if you create duplicate styles under different names. You can associate both styles with a single element and remove the element you don't need.

To remove an element from a template:

1. Click **Element Setup** ( ) then click **Elements** to open that tab dialog.
2. Select the element you want to remove and click **Delete**.
3. The rank, style, or pattern associated with the element is now associated with the Default Paragraph element. You can associate the rank, style, or pattern with another element, instead.
4. When you've finished removing elements, click **OK**.

Changing the Association Between a Rank, Style, or Pattern and an Element

You can change the association between a rank, style, or pattern and its element. You may want to do this if, say, you import two similar styles that you want to format the same way in a body page.

To change the association between a rank, style, or pattern and an element

1. Click **Element Setup** ( ) then click **Ranks**, **Styles, or Patterns** to open the appropriate tab dialog.
2. Depending on which tab dialog you are in, select the rank, style, or pattern you want to associate with a different element, and click **Association**.
3. In the Change Associations dialog box, select the new element from the drop-down elements list.
4. Click **OK**.

The new element associated with the rank, style, or pattern can be seen in the element column opposite the rank, style, or pattern name.

Special Elements

Dynamic Converter automatically creates a set of four default ranks when you check a document into Content Server, and also an element for each rank, which are saved to the template. The template will also contain a number of predefined elements that are part of any template and cannot be removed. These special elements represent special source content.

In addition, the sample templates that ship with Dynamic Converter (Academy.ttp, etc.) contain some pre-set elements that can be useful in many instances and can be deleted, if you want. These—a metadata and three character patterns—are listed first in the following table.

Note: The Blank template, which is the default template used to create new templates, does not contain these four elements.

Icon	Element	Description
	Keywords	Used for keyword metadata in source documents, which by default is included in the Meta tags of output pages.
	Email	Used for links in source documents that contain an email address. Formatting includes necessary HTML code to make such links active in output pages.
	HTTP	Used for links in source documents that use the HTTP protocol. Formatting includes necessary HTML code to make such links active in output pages.
	Weblink	Used specifically for links in source documents to the World Wide Web. Formatting includes necessary HTML code to make such links active in output pages.
	Address (System)	Used to format the address information entered on the Address tab of the Globals property sheet.
	Default Paragraph	Associated with any paragraph not matched by a style or pattern.
	Email (System)	Used to format the email information entered on the Address tab of the Globals property sheet.
	Title (System)	Used to format the title information entered on the Titles tab of the Globals property sheet.
	Default Character	Associated with any character style or pattern that is not associated with a character element.

Splitting a Source Document Into Several Web Pages

Elements contain a number of properties you can change in Element Properties in Element Setup.

The Split property lets you split a long source document into a series of smaller Web pages to simplify navigation and facilitate downloading. Each Web page becomes a separate HTML file in the process.

To split a source document into several web pages:

1. Click **Element Setup** ( ) then click **Elements** to open that tab dialog.
2. From the Elements list, select the element you want to use to split the source document.
3. Right-click the red cross in the Split column opposite the element and choose the green tick mark from the popup menu that appears. (You can also click **Properties** and in the Split tab dialog click the **Split the source document into multiple output pages** check box.)

Note: When Dynamic Converter splits a source document, it starts the second Web page with the second instance of the element. It creates a new Web page for each instance of the element after that. To split a document beginning with the first instance of the element, clear the appropriate check box in the Options tab dialog of **Globals.**

Note: In addition to or instead of splitting on an element, you can use hard page breaks to create multiple output pages (see Using Hard Page Breaks to Create Multiple Output Pages on page 2-13).

Using Hard Page Breaks to Create Multiple Output Pages

As an alternative to splitting a source document on an element (see Splitting a Source Document Into Several Web Pages on page 2-13), you can use the hard page breaks of your source document to create multiple output pages.

To create multiple output pages with hard page breaks:

1. Click **Element Setup** ( ).
2. On the Elements tab dialog, click **Split the source document into multiple output pages at each hard page break.**

3. Click **OK.**

When you translate your source document, Dynamic Converter will create a new Web page for each hard page break in each source document associated with the template.

RANKS

The following topics are covered in this section:

- About Ranks (page 2-14)
- Removing a Rank From a Template (page 2-15)
- Ranks Tab Dialog (page 2-16)
- Rank Rules (page 2-17)
- Rank Properties (page 2-18)
- Rank Order (page 2-18)
- Changing the Alignment Property of a Rank (page 2-19)
- Changing the Association Between a Rank and an Element (page 2-20)
- Changing the Font Property of a Rank (page 2-20)
- Changing the Color Property of a Rank (page 2-21)
- Changing the Properties of a Rank (page 2-22)
- Changing the Rank Rules (page 2-22)
- Creating a New Rank (page 2-23)
- Hierarchy and Frequency of Ranks (page 2-25)

About Ranks

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

The following table shows a simple example of what would happen for two documents with the manually formatted styles shown:

Content	Doc A	Doc B	Rank	Element
Title	Times 20 pt Bold	Arial 16pt Bold	Title	Title
First level Heading	Times 14 pt Italic	Arial 12 pt Bold	Heading 1	Heading 1
Other Heading	Times 12 pt Underscore		Lowest 2	Default Paragraph
Caption		Times 9 pt Bold	Lowest 2	Default Paragraph
Text	Times 10 pt	Times 9 pt	Lowest 1	Default Paragraph

With ranks, Dynamic Converter doesn't recognize the complete variety of content your source documents might contain. But Dynamic Converter can recognize content that helps define the top-level hierarchy of your source documents and thus successfully format the most important content in your source documents

Note how Dynamic Converter determines which portion of content should be designated. The order of Title, Heading 1, Lowest 1, or Lowest 2 is determined by Rank Rules. You can customize these. See Rank Rules on page 2-17.

Removing a Rank From a Template

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You can create additional patterns (and ranks and styles), if you want.

After initial setup, you may create a number of additional ranks for a particular template only to discover later that one or more of the ranks is no longer needed. You can easily remove any rank from a template.

To remove a rank from a template:

1. Click **Element Setup** ( ) then click **Ranks** to open that tab dialog.
2. Under Rank, select the rank you want to delete, and click **Delete**.
3. Click **Elements** to switch to the Elements tab dialog. The element is now grayed out, below the line.
4. Select the element and click **Delete**.

   The content associated with that rank is now associated with the Default Paragraph element.

Note: When you remove a rank, Dynamic Converter re-evaluates content in terms of the remaining ranks the next time you translate. If you deleted Title, Dynamic Converter would assign Heading 1 to content it formerly assigned Title to. So you should be careful how you delete ranks. Also, the element associated with the rank remains. You can associate the element with another rank or remove the element, too, from the template.

Ranks Tab Dialog

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

These are listed in the Ranks tab dialog of Element Setup, where you can:

- Control the relationship between ranks and the elements assigned to them
- Add new ranks
- Delete unwanted ranks
- Change the properties of ranks
- Change the rank rules

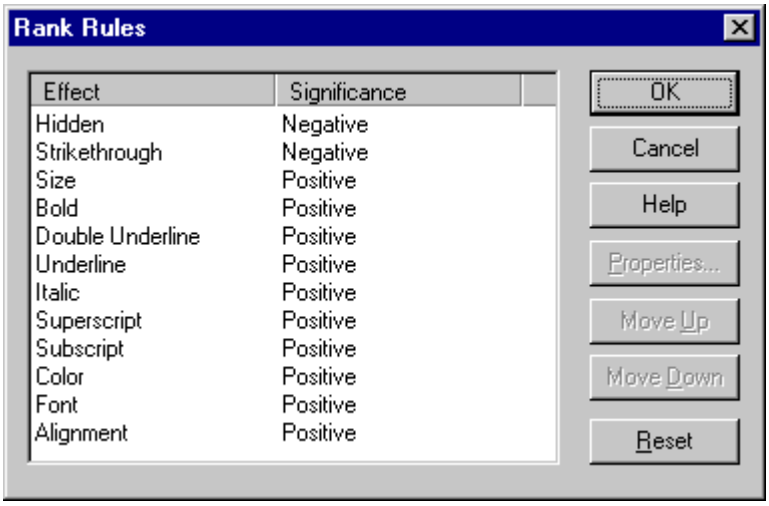
Note: The order of ranks in the Ranks tab dialog is important. Generally, you should not change it. See Rank Order (page 2-18).

Note: The hierarchy and frequency of each rank is summarized in the Properties box on the tab dialog.

Rank Rules

Rank rules dictate how content in your source documents will be treated when Dynamic Converter assigns ranks to identify content hierarchy. They consist of "effects," which represent all possible characteristics of text. For ranking purposes, each effect has the properties "significance" and "order." By changing these, you change the rank rules that govern how Dynamic Converter assigns ranks.

The default settings can be seen in the Rank Rules dialog box (click Advanced on the Advanced tab dialog of **Element Setup**):



By default, hidden and strikethrough text have "negative" significance so that Dynamic Converter can quickly identify any content associated with these effects in the source documents and place that content at the bottom of its list.

The effects that matter are the "positive" ones, in order. By default, then, when Dynamic Converter applies ranks to source documents at translation, it places text with the largest font size at the highest hierarchical level.

Note: Three effects can be especially important in Dynamic Converter: Color, Font, and Alignment. In addition to significance and order, you can change the properties of these effects in different ways. See Changing the Color Property of a Rank (page 2-21), Changing the Font Property of a Rank (page 2-20), and Changing the Alignment Property of a Rank (page 2-19).

Note: Rank rules work in conjunction with Rank Properties, in particular, Hierarchy and Frequency.

Rank Properties

Ranks contain properties that can be changed in the Ranks Properties dialog box in Element Setup. You can change the name of a rank and also the element assigned to it. You can also change the hierarchical level of the rank plus the frequency with which the rank appears in the source document. These properties are especially important when creating new ranks to help identify unique content in source documents. You may have to experiment with hierarchy and frequency to successfully identify unique content.

Rank Order

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. It places those elements in the template you associate with the document.

These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently Dynamic Converter use the following rules:

Rank	Element	Availability	Number of Occurrences
Lowest 1	Default Paragraph	Lowest	Greater than 0
Title	Title	Highest	Equals 1
Lowest 2	Default Paragraph	Lowest	Greater than 0
Heading 1	Heading 1	Highest	Greater than 0

Dynamic Converter always looks first for content defined as the “lowest” because, in most instances, this will be your body text. Also, if one of your source documents is a text file, all the text will be in the same font size, and you wouldn’t want the text designated Title. What Dynamic Converter identifies as body text will be determined by the rules used to create ranks. See Rank Rules (page 2-17) for more information.

This order is important because ranks are set by Dynamic Converter at conversion. So if you changed the order, with Lowest 1 second and Title first, say, you would find Title assigned to all the content in the case of a text file. Likewise, the order is important when you create new ranks and add them to the list in the Ranks tab dialog. See Creating a New Rank (page 2-23).

Note: To review the way Dynamic Converter has assigned the Title and Heading 1 ranks to a specific source document, pass your cursor slowly over the Preview window. A screentip will display the element for each portion of content.

Note: Strictly speaking, Dynamic Converter identifies only a single instance of the highest level content. Even if manual line breaks have been used to spread the title of a source document over two or more lines, Dynamic Converter will treat this "block" of text as a single instance and successfully assign the Title rank to it.

Changing the Alignment Property of a Rank

Rank rules dictate how content in your source documents is treated when the Template Editor assigns ranks to identify hierarchy. They consist of "effects," which represent all possible characteristics of text.

You may want to change the rank rules, depending on the nature of the content of your source documents. If, say, you use specific alignments in your source documents to differentiate content and define hierarchy, you may want to change the default settings for the Alignment effect.

To change the properties of the Alignment effect:

1. Click **Element Setup** and then click **Ranks**.
2. Click **Advanced** to open the Rank Rules dialog box.
3. Select the **Alignment** effect and click **Properties**.
4. Under Significance, be sure that **Has Positive Effect** is selected.
5. The Alignments box contains three possible alignments: Right, Center, and Left. To delete any alignment, select the alignment and click **Delete**. To change the order of the alignments, select any alignment and click **Move Up** or **Move Down**.
6. To add Justify to the selection of alignments, click **Add** to open the Add Alignment dialog box. Select **Justify** and click **OK**.
7. Click **OK** again, to return to the Ranks tab dialog.

Note: If alignment is used consistently in your source documents and can be helpful in creating ranks for special content, you may also want to change the order of the Alignment effect in the Ranks Rules dialog box.

Changing the Association Between a Rank and an Element

You can change the association between a rank and its element. You may want to do this if you have created ranks for two distinct types of content that you now want to format the same way in a body page.

To change the association between a rank and an element:

1. Click **Element Setup** ( ), and then click **Ranks** to open that tab dialog.
2. From the Ranks list, select the rank you want to associate with a different element, and click **Association**.
3. In the Change Associations dialog box, select the new element from the drop-down elements list.
4. Click **OK**.

The new element associated with the rank can be seen in the element column opposite the rank name.

Changing the Font Property of a Rank

Rank rules dictate how content in your source documents is treated when Template Editor assigns ranks to identify hierarchy. They consist of "effects," which represent all possible characteristics of text.

You may want to change the rank rules, depending on the nature of the content of your source documents. If, say, you use specific fonts in your source documents to differentiate content and define hierarchy, you may want to change the default settings of the Font effect.

To change the properties of the Font effect:

1. Click **Element Setup** ( ), and then click **Ranks** to open that tab dialog.
2. Click **Advanced** to open the Rank Rules dialog box.
3. Select the **Font** effect and click **Properties**.
4. Under Significance, be sure that **Has Positive Effect** is selected.
5. Click the **Add button** to open the Add Font dialog box. From the drop-down list, select the font that you want to become a property of the Font effect, and then click **OK**. The font name displays in the Font box. If the name of the font used in your source documents is not on the list, type it into the text box.

6. Click **Add** again if you want to add a second font property to the Font effect.
7. If you add two or more fonts to the Font effect, you can arrange the order of the fonts by selecting any font and clicking **Move Up** or **Move Down**.
8. Click **OK** to return to the Ranks Rules dialog box.

Note: If fonts are used consistently in your source documents and can be helpful in creating ranks for special content, you may also want to change the order of the Font effect in the Ranks Rules dialog box.

Changing the Color Property of a Rank

Rank rules dictate how content in your source documents will be treated when Template Editor assigns ranks to identify hierarchy. They consist of "effects," which represent all possible characteristics of text.

You may want to change the rank rules, depending on the nature of the content of your source documents. If, say, you use color in your source documents to differentiate content and define hierarchy, you may want to change the default settings of the Color effect.

To change the properties of the Color effect:

1. Click **Element Setup** ( ), and then click **Ranks** to open that tab dialog.
2. Click **Advanced** to open the Rank Rules dialog box.
3. Select the **Color** effect and click **Properties**.
4. Under Significance, be sure that **Has Positive Effect** is selected.
5. Click the **Add button** to open the Color dialog box. Select the color you want to become a property of the Color effect, and then click **OK**. A color bar representing that color appears in the Color box. Click **Add** again if you want to add a second color property.
6. If you add two or more colors to the Color effect, you can arrange the order of the colors by selecting any color and clicking **Move Up** or **Move Down**.
7. Click **OK** to return to the Ranks Rules dialog box.

Note: If color is used consistently in your source documents and can be helpful in creating ranks for special content, you may also want to change the order of the Color effect in the Ranks Rules dialog box.

Changing the Properties of a Rank

The properties of a rank consist of its name, the element it is associated with, and its hierarchical level and frequency.

When you create ranks to help identify unique content in source documents, hierarchical level and frequency are important properties. Typically, with the Title and Heading 1 ranks successfully assigned, you will want to create additional ranks for additional headings levels and special content.

To change the properties of a rank:

1. Click **Element Setup** ( ), and then click **Ranks** to open that tab dialog.
2. From the Ranks list, right-click the rank whose properties you want to change and choose **Properties** from the popup menu (or select the rank and click the **Properties** button).
3. If you want to change the rank name, type a new name in the Name text box.
4. If you want to change the element associated with the rank, choose another element from the Elements drop-down list.
5. Under Hierarchy, select the appropriate radio button. Under Frequency, select the appropriate choice from the drop-down list and enter a value in the text box. See Hierarchy and Frequency of Ranks (page 2-25) for more information.
6. Click **OK**.

Changing the Rank Rules

Rank rules dictate how content in your source documents will be treated when Template Editor assigns ranks to identify hierarchy. Rank rules consist of “effects,” which represent all possible characteristics of text. For ranking purposes, each effect has the properties “significance” and “order.” By changing these, you change the rank rules that govern how Dynamic Converter assigns ranks.

If you use ranks a great deal you may want to change the rank rules, depending on the nature of the content of your source documents. You can change the rules by changing the significance and/or order of each effect.

To change an effect:

1. On the Ranks tab dialog in **Element Setup**, click **Advanced** to open the Rank Rules dialog box.

2. To change the significance of an effect, select the effect and click **Properties**.
3. In the Rank Properties dialog box, change the significance by selecting the appropriate radio button.
   - ❖ **Has negative effect** means that Dynamic Converter will place ranks with this effect at the bottom of its list when it is determining content hierarchy.
   - ❖ **Has no effect** means that the effect is not taken into account by Dynamic Converter when Template Editor determines content hierarchy.
   - ❖ **Has positive effect** means that Dynamic Converter will use this effect to ascertain the ranks for top-level content in source documents.
4. Click **OK** to return to the Rank Rules dialog box.
5. To change the order of the effect, select the effect and click **Move Up** or **Move Down**, as necessary, to position the effect in the desired order in the list of effects.
6. Select another effect and repeat steps 3 to 5.
7. Click **OK** to return to the Ranks tab dialog.

Note: The effects Color, Font, and Alignment have additional properties that may be useful in ranking content if your source documents consistently use color, font, or alignment in special ways to define hierarchy. See Changing the Color Property of a Rank (page 2-21), Changing the Font Property of a Rank (page 2-20), and Changing the Alignment Property of a Rank (page 2-19).

Creating a New Rank

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, it generates an element for each rank. The elements are saved in the template.

You should:

- ❖ Check that Dynamic Converter has successfully assigned the Title and Heading 1 ranks to the content. The best way is to and pass your cursor over the Preview window. A screen tip displays the element associated with each portion of content.
- ❖ Review content associated with Default Paragraph and decide how many new ranks you should create in order to identify the different kinds of content in your source documents and maximize your formatting options.

To create a new rank:

1. Click **Element Setup** ( ), and then click **Ranks** to open that tab dialog.
2. Click the **New** button to open the New Rank dialog box.
3. In the Name text box, type the name you want to use for the new rank. You may care to use a descriptive name such as Intro (if your source document contained, say, introductory text in a specific style).
4. Under Associated Element, select an element from the drop-down list or click the **New button** to open the New Element dialog box.
5. In the text box, enter the name you want to use for the new element. Typically, you will want to create a new element for each new rank, and to use the same name for the elements as the rank.
6. Click **OK** to return to the New Rank dialog box, and **OK** again to return to the Ranks tab dialog.
7. Select the new rank from the Ranks list and click **Properties** to open that dialog box. Having given the new rank a name and associated it with a new element, you must now specify its properties.
8. Under Hierarchy, select one of the options. Highest Available means Dynamic Converter will create the new rank by identifying content, based on the current rank rules, immediately below the Title and Heading 1 ranks.
9. Under Frequency, select the appropriate option from the drop-down list, and in the second text box enter a value. For example, if you were seeking to create a rank for a second-level heading, you would probably select the frequency **Number of occurrences if greater than** and enter the value **0**.
10. Click **OK** to return to the Ranks tab dialog.

    You can see how new ranks take effect in the preview window.

Note: If you already know how many elements you will need, you can always create these first. If you do so, they will be available from the drop-down Associated Element list in the New Rank dialog. But they will be “below the line,” grayed out, until you select each one and formally associate it with a rank.

Note: Once you create a new rank and associate it with a new element, your next step is to review the rank's properties. (Select the rank in the Ranks tab dialog and click Properties.) Your choice of Hierarchy and Frequency options (see Hierarchy and Frequency of Ranks on page 2-25) along with Rank rules (see Rank Rules on page 2-17), will determine what content the new rank is associated with.

Hierarchy and Frequency of Ranks

Hierarchy and frequency are two important properties of a rank. When Dynamic Converter creates ranks, it uses these properties, in conjunction with rank rules, to identify unique content in source documents.

Once you create a new rank and associate it with a new element, your next step is to review the rank's properties. (Select the rank in the Ranks tab dialog and click Properties.) Your choice of Hierarchy and Frequency options, along with Rank Rules, will determine what content the new rank is associated with.

In the Rank Properties dialog box, you have three hierarchy options,

- **Number of occurrences equals** — Use when you know the exact number of occurrences of the content you're trying to associate the rank with, and enter that number in the companion text box. This option, with the value **1**, is used by Dynamic Converter to create the Title rank when you first add source documents to the content server.
- **Number of occurrences is fewer than** — Use when you want to limit the instances of specific content to the value entered in the companion text box.
- **Number of occurrences is greater than** — Typically used with a value of **0** in the text box. Three of the four default ranks created by Dynamic Converter have this property.

Remember: these options work in conjunction with the ranks rules.

Note: The value for **Number of occurrences equals** should always be set to **1** in order to identify the title. Even if manual line breaks have been used to spread the title of a source document over two or more lines, Dynamic Converter will treat this "block" of text as a single instance and successfully assign the Title rank to it. (This value can be set to **1** for other ranks, too.)

STYLES

The following topics are covered in this section:

- About Styles (page 2-26)
- Styles Tab Dialog (page 2-26)
- Style Properties (page 2-27)
- Removing a Style From a Template (page 2-27)
- Creating a New Style (page 2-28)
- Changing the Association Between a Style and an Element (page 2-29)
- Changing the Properties of a Style (page 2-29)

About Styles

"Styles" in Dynamic Converter refers to named styles typically found in word processing documents. A named style is a set of formatting characteristics that are saved and given a name so that they can be applied to any paragraph in a document.

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. Ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank, which are saved in the template.

You can achieve greater control over your HTML output if you're source documents contain styles. You can create a style in **Element Setup** and a complementary element for each style in your source document. Template Editor will recognize these styles, and you will be able to format the elements associated with them and thus gain greater control, over the content associated with the styles.

Styles Tab Dialog

In addition to ranks, which Dynamic Converter creates and applies to content when you check a document into Content Server, you can create styles for any styles that are in your source document. You can then create elements to associate with those styles, which will be placed in the template you associate with the document.

Element Setup contains tab dialogs that let you view styles along with the elements assigned to them. In the Styles tab dialog, you can

- Control the relationship between styles and the elements assigned to them
- Add new styles
- Delete unwanted styles
- Change the properties of styles

Style Properties

Styles contain properties that can be changed in Styles Properties in Element Setup. On the General tab dialog, you can change the name of a style and also the element assigned to it. See Changing the Properties of a Style (page 2-29) and Styles (page 2-26).

Removing a Style From a Template

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

Ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank; the elements are saved in the template. You can create additional patterns (and ranks and styles), if you want. For example, you may create a style that you know exists in a source document.

You can easily remove a style from a template at any time.

To remove a style from a template:

1. Click **Element Setup** ( ), and then click **Styles** to open that tab dialog.
2. Under Input Style, select the style you want to delete, and click **Delete**.
3. Click **OK**.

Note: The content associated with that style is now associated with the Default Paragraph element.

Creating a New Style

Dynamic Converter applies a default set of ranks in the template to your source documents: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify a content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, it generates an element for each rank. The elements are saved in the template.

You should

- Check that Dynamic Converter has successfully assigned the Title and Heading 1 ranks to the content. The best way is to open pass your cursor over the Preview window. A screen tip displays the element associated with each portion of content.
- Review content associated with Default Paragraph and decide how many new ranks you should create in order to identify the different kinds of content in your source documents and maximize your formatting options.

One option is to create a new style, if you know that a particular style exists in your source document. You can create a new style with the same name as the one in the source document, and then a new element for the style at the same time. Just be sure to accurately name the new style you create.

To create a new style:

1. Click **Element Setup** ( ), and then click **Styles** to open that tab dialog, and then click **New**.
2. In the New Style dialog box, type the name of the new style in the text box.
3. From the Associated Element drop-down list, select the element to you want to associate with the new style. If necessary, click **New** to create a new element.
4. Under Style Type, select **Paragraph** for a paragraph style or **Character** for a character style.
5. Click **OK**.

Note: Typically, you will want to create a paragraph style, since character styles are used for the specialized treatment of text or data within a paragraph.

Changing the Association Between a Style and an Element

You can change the association between a style and its element. You may want to do this if, say, you import two similar styles that you want to format the same way in a body page.

To change the association between a style and an element:

1. Click **Element Setup** ( ), and then click **Styles** to open the appropriate tab dialog.
2. Depending on which tab dialog you are in, select the style you want to associate with a different element, and click **Association**.
3. In the Change Style Associations dialog box, select the new element from the drop-down elements list.
4. Click **OK**.

   The new element associated with the style can be seen in the element column opposite the style name.

Changing the Properties of a Style

The properties of a style consist of its name and the element it is associated with. You can change them in Style Properties in Element Setup.

To change the properties of a style:

1. Click **Element Setup** ( ), and then click **Styles** to open that tab dialog.
2. From the Input Style list, right-click the style whose name you want to change and choose **Properties** from the popup menu (or select the style and click the Properties button).
3. In the Name text box, type the name for the new style.
4. If you want to change the element associated with the style, choose another element from the Elements drop-down list.
5. Click **OK**.

PATTERNS

The following topics are covered in this section:

- About Patterns (page 2-30)
- Changing Pattern Properties (page 2-31)
- Changing the Association Between a Pattern and an Element (page 2-31)
- Changing the Name of a Pattern (page 2-32)
- Character Patterns (page 2-32)
- Creating a New Pattern (page 2-33)
- Creating a Paragraph Pattern for Figure Numbers (page 2-34)
- Creating a Paragraph Pattern for Graphics in a Source Document (page 2-35)
- Creating a Paragraph Pattern for Numbered Lists (page 2-36)
- Creating a Paragraph Pattern for Bulleted Lists (page 2-36)
- Creating a Paragraph Pattern for Tables (page 2-37)
- Examples of Pattern Matching (page 2-38)
- Font Properties of a Pattern (page 2-39)
- Paragraph Properties of a Pattern (page 2-39)
- Pattern Properties (page 2-40)
- Patterns Tab Dialog (page 2-41)
- Previewing Patterns (page 2-41)
- Removing a Pattern From a Template (page 2-42)
- Text Expression Properties of a Pattern (page 2-42)

About Patterns

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

With the Template Editor you have the option of creating additional ranks, styles, and/or patterns to increase your formatting options. By identifying such characteristics as typeface, font size, font effects (bold, italic, etc.), and color, the Template Editor can separate content in the document into similarly formatted groups, known as patterns.

Changing Pattern Properties

Patterns contain a number of properties that can be changed in Pattern Properties in Element Setup.

To change a property of a pattern:

1. Click **Element Setup** ( ), and then click **Patterns** to open that tab dialog.
2. From the Pattern list, right-click the name of the pattern you want to change and choose **Properties** from the popup menu (or select the pattern and click the Properties button).
3. In the Pattern Properties property sheet, click the appropriate tab to open that tab dialog and make the changes you want.
4. Click **OK**.

Note: Options in the Font, Paragraph, and Text Expression tab dialogs are used for pattern matching when you create new patterns. Should the nature of content in the source document change after you've created a pattern, you can use these options to update the pattern.

Changing the Association Between a Pattern and an Element

You can change the association between a pattern and its element easily. You may want to do this if you import two similar patterns that you want to format the same way.

To change the association:

1. Click **Element Setup** ( ), and then click **Patterns**.
2. Select the pattern you want to associate with a different element, and click **Association**.
3. In the Change Pattern Associations dialog box, select the element you now want to associate with the pattern from the drop-down list.
4. Click **OK**.

Changing the Name of a Pattern

Patterns contain a number of properties that can be changed in Pattern Properties in Element Setup.

If you have created patterns to supplement the ranks that Dynamic Converter creates automatically, you may find the need to change the names of the patterns later, as well as the elements assigned to them, to make it easier to edit the template.

To change the name of a pattern:

1. Click **Element Setup** ( ), and then click **Patterns** to open that tab dialog.
2. Right-click the pattern you want to change, and choose **Properties** from the popup menu.
3. Click **General** to open that tab dialog.
4. In the Name text box, type in the new name for the pattern.
5. To change the element associated with the pattern, select a new element from the Elements drop-down list.
6. Click **OK**.

Note: The General tab dialog also tells you the type of pattern selected (paragraph or character) and the template that contains the pattern. The Description window summarizes the characteristics associated with the pattern, which can be changed in the Font, Paragraph, and Text Expression tab dialogs and viewed in the Preview tab dialog.

Character Patterns

Character patterns can be used to identify specific characters within a paragraph. This allows you to recognize a word, phrase, or any data within a paragraph, and to control the formatting of just the matched data.

To create a character pattern:

1. Click **Element Setup** ( ), and then click **Elements** to open that tab dialog.
2. Click **New** to open the New Element dialog box.
3. In the Name text box, type in the new name, and under Element Type, select **Character**. Then click **OK**.
4. Click **Patterns** to open that tab dialog, and then **New** to open the New Pattern dialog box.

5. In the Name text box, type in a name for your character pattern, and select the element you created in step 3. Then click **OK**.
6. Select the Pattern you have created, and then click **Properties**.
7. In Pattern Properties, set up the properties you would like to use to find content to associate with this pattern.

Note: In matching character patterns, some selections such as Paragraph Alignment and Paragraph Contains a Table (in the Paragraph tab dialog) are not relevant and therefore aren't available. Also, Character Patterns can use only sub expressions, so a Character Pattern such as "FISHING AND BOATING" would not be valid.

Creating a New Pattern

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You should:

- Check that Dynamic Converter has successfully assigned the Title and Heading 1 ranks to the content. The best way is to open pass your cursor over the Preview window. A screen tip displays the element associated with each portion of content.
- Review content associated with Default Paragraph and decide how many new ranks you should create in order to identify the different kinds of content in your source documents and maximize your formatting options.

You might want to use pattern matching to identify specialized content and assign a new pattern name to that content, and then create an element for the pattern. This will give you greater control over the formatting of content.

To create a new pattern in a template:

1. Click **Element Setup** ( ), and then click **Patterns** to open that tab dialog, and then click **New**.
2. In the New Pattern dialog box, type the new pattern name in the text box.
3. From the Associated Element drop-down list, select the element you want to associate with the new pattern.
4. Under Pattern Type, select **Paragraph**.

5. Click **OK**.

Note: You will probably want to create a new element each time you create a new pattern. And you will probably find it best to use the same name for both the pattern and the element.

Note: Typically, you will want to create a paragraph pattern, since character patterns are used for the specialized treatment of text or data within a paragraph.

Creating a Paragraph Pattern for Figure Numbers

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.

You can create additional patterns (and ranks and styles), if you want. For example, you can use pattern matching to identify and format specific content.

Let's say you have a series of figures in your source document and these are numbered Figure 1, Figure 2, etc.

To create a paragraph pattern for a figure number:

1. In the Patterns tab dialog, click **New** to open the New Pattern dialog box.
2. Type **Figure** in the Name text box (or whatever name you want to use), and click the **New** button to open the New Element dialog box.
3. Type **Figure** in the Name text box, and click **OK** to return to the New Pattern dialog box.
4. Click **OK** to return to the Patterns tab dialog.
5. With the new pattern Figure selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
6. Under Text Paragraph Position, click **Beginning**.
7. In the Text Expression text box, type the following string between the quotation marks

   Figure \d+
8. Click **OK** to return to the Patterns tab dialog. The Pattern Details box now lists the characteristic you have used to define the figures in your source document. You can

now use this element to format this text in **Formatting**. Moreover, you could use this new element to create a List of Figures.

Note: The pattern created in step 7 will also match successfully if the figures in the source document are numbered Figure 1-1, Figure 1-2, etc.

Creating a Paragraph Pattern for Graphics in a Source Document

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

Ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank, which are saved in the template. You can create additional patterns (and ranks and styles), if you want.

You can use pattern matching to identify and format specific content currently associated with the Default element. Let's say you want to create a pattern specifically for those paragraphs in the source document that contain graphics. You could then format the new element for this pattern to format the graphics (in the Graphics tab dialog in Formatting).

To create a paragraph pattern for graphics in a source document:

1. In the Patterns tab dialog, click **New** to open the New Pattern dialog box.
2. Type **Graphic** in the Name text box (or whatever name you want to use), and click the New button to open the New Element dialog box.
3. Type **Graphic** in the Name text box, and click **OK** to return to the New Pattern dialog box.
4. Click **OK** to return to the Patterns tab dialog.
5. With the new pattern Graphic selected, click **Properties** to open Pattern Properties, and then click **Paragraph** to open that tab dialog.
6. From the Paragraph Contains a Graphic drop-down box, select **Yes**.
7. Click **OK** to return to the Patterns tab dialog. The Pattern Details box now lists the paragraph characteristic you have used to define the new pattern.

Note: If the graphics are associated with the Default Paragraph element, Dynamic Converter will still convert them. If the graphics are not GIFs, they will be converted to GIFs by default. By assigning a special element to the graphics, however, you increase your formatting options.

Creating a Paragraph Pattern for Numbered Lists

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

You can use pattern matching to identify and format special content currently associated with the Default element. Let's say you have a numbered list in the source document and have used the same font and font size for the list as for the rest of the source document.

To create a paragraph pattern for a numbered list:

1. In the Patterns tab dialog, click **New** to open the New Pattern dialog box.
2. Type **ListNumber** in the Name text box (or whatever name you want to use), and click the **New** button to open the New Element dialog box.
3. Type **ListNumber** in the Name text box, and click **OK** to return to the New Pattern dialog box.
4. Click **OK** to return to the Patterns tab dialog.
5. With the new pattern ListNumber selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
6. In the Text Expression text box, type the following string:

   "\d+\.[\t|]"

   What you have instructed Dynamic Converter to do in its pattern search is look for one or more of any digit (\d+), followed by a period (\.), followed by a tab or a space (\t|). The last instruction would cover situations in which some lists have tabs after the numbers while others do not.
7. Click **OK** to return to the Patterns tab dialog. The Pattern Details box now lists the characteristic you have used to define the numbered list in your source document. You can now format the numbered list in the Lists tab dialog in **Formatting**.

Creating a Paragraph Pattern for Bulleted Lists

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

Ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank, which are saved in the template. You can create

additional patterns (and ranks and styles), if you want. For example, you can use pattern matching to identify and format specific content.

Let's say you have a bulleted list in the source document and have used the same font and font size for the list as the rest of the source document.

To create a paragraph pattern for a bulleted list:

1. In the Patterns tab dialog, click **New** to open the New Pattern dialog box.
2. Type **ListBullet** in the Name text box (or whatever name you want to use), and click the **New** button to open the New Element dialog box.
3. Type **ListBullet** in the Name text box, and click **OK** to return to the New Pattern dialog box.
4. Click **OK** to return to the Patterns tab dialog.
5. With the new pattern ListBullet selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
6. Under Text Paragraph Position, make sure that **Beginning** is selected.
7. Place your cursor between the quotation marks in the Text Expression text box and do the following: Click the **Bullet button** and type **[\t|]**.

   Note: You could, in fact, just click the Bullet button if in pattern matching it didn't matter what followed the bullet.
8. Click **OK** to return to the Patterns tab dialog. The Pattern Details box now lists the characteristic you have used to define the bulleted list in your source document. You can now format the bulleted list in the Lists tab dialog in **Formatting**.

Creating a Paragraph Pattern for Tables

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. It places those elements in the template you associate with the document.

You can use pattern matching to identify and format special content currently associated with the Default element. Let's say you have a numbered list in the source document and have used the same font and font size for the list as for the rest of the source document.

To create a paragraph pattern for a table in a source document:

1. In the Patterns tab dialog, click **New** to open the New Pattern dialog box.
2. Type **Table** in the Name text box (or whatever name you want to use), and click the New button to open the New Element dialog box.
3. Type **Table** in the Name text box, and click **OK** to return to the New Pattern dialog box.
4. Click **OK** to return to the Patterns tab dialog.
5. With the new pattern Table selected, click **Properties** to open Pattern Properties, and then click **Paragraph** to open that tab dialog.
6. From the Paragraph Contains a Table drop-down box, select **Yes**.
7. Click **OK** to return to the Patterns tab dialog. The Pattern Details box now lists the paragraph characteristic you have used to define the new pattern.

Note: What you have done, in fact, is selected the paragraph immediately preceding the table. This is important because, in order to format the appearance of a table (in the Tables tab dialog in **Formatting**), you must select the element that immediately precedes the table.

Examples of Pattern Matching

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. It places those elements in the template you associate with the document.

You may want to create new elements for the content not specifically identified in the source document. That way, you will have more formatting options when you edit the template. You do this by using pattern matching to identify the content. The patterns you create can be paragraph or character.

You may also need to create new elements for the other content not specifically identified in the source document. That way, you will have more formatting options when you edit the template. You do this by using pattern matching to identify the content. The patterns you create can be paragraph or character.

Following are some examples of pattern matching.

- Creating a Paragraph Pattern for Graphics in a Source Document (page 2-35)
- Creating a Paragraph Pattern for Tables (page 2-37)
- Creating a Paragraph Pattern for Numbered Lists (page 2-36)

- Creating a Paragraph Pattern for Bulleted Lists (page 2-36)
- Creating a Paragraph Pattern for Figure Numbers (page 2-34)

Note: Several of the templates that ship with Dynamic Converter contain three default character patterns: HTTP, WWW, and Email (the element names are HTTP, Weblink, and Email, respectively). Each contains HTML code to ensure that any character strings in the source documents that begin with the protocol **http**, the **www** designation that signifies a link to the Web, or the **Mailto:** link for electronic mail, will be automatically activated in the output pages that Dynamic Converter creates.

Font Properties of a Pattern

Patterns contain a number of properties that can be changed in the series of tab dialogs in Pattern Properties in Element Setup. In the Patterns tab dialog you select the pattern you want to change or define, and click Properties to open Pattern Properties.

The Font tab dialog lets you use characteristics of the text in the source document to match patterns.

- The drop-down boxes for Bold, Italic, etc., have three settings. **Yes** means a pattern match will occur only if content contains this characteristic. **No** means it will occur only if content does not contain this characteristic. And **N/A** means that matching will be successful whether or not this characteristic is present.
- You can also choose a type face, font size, and font color for matching purposes. Clearing any of these boxes means that pattern matching will be successful regardless of the value for that characteristic.

Note: If you choose any of these font characteristics in matching a paragraph pattern, it must apply to the entire paragraph. If you choose any in matching a character pattern, the entire character string must contain the characteristic.

Paragraph Properties of a Pattern

Patterns contain a number of properties that can be changed in the series of tab dialogs in Pattern Properties in Element Setup. In the Patterns tab dialog you select the pattern you want to change or define, and click Properties to open Pattern Properties.

The Paragraph tab dialog lets you identify paragraphs that contain graphics or tables, and also by their alignment. Each paragraph contains drop-down boxes (for a graphic, a table, and alignment), which have three settings.

- Graphic: **Yes** means that pattern matching will be successful only if a paragraph in the source document contains a graphic. **No** means that pattern matching will be successful only if the content does not contain a graphic. **N/A** means that pattern matching will be successful whether or not this characteristic is present. This option is useful when you want to create a new pattern for all paragraphs containing graphics so you can format the graphics consistently (in the Graphics tab dialog in **Formatting**).
- Tables: **Yes** means that pattern matching will be successful only if a paragraph in the source document contains a table. **No** means that pattern matching will be successful only if the content does not contain a table. **N/A** means that pattern matching will be successful whether or not this characteristic is present. Here, you are actually identifying the paragraph that precedes the table, because it is the element associated with that style that must be selected in the Tables tab dialog in **Formatting** if you want to format the appearance of a table.
- Alignment: Here, pattern matching will be successful only if the paragraph has the alignment selected: **Left**, **Center**, or **Right**. **N/A** means that pattern matching will be successful whether or not this characteristic is present. This option might be useful, for example, if you want to create a pattern for a particular heading that is centered on the page. You would combine the Center option with specific font settings in the Font tab dialog.

Pattern Properties

Patterns contain a number of properties that can be changed in Pattern Properties in Element Setup. See Changing Pattern Properties (page 2-31).

- In the General tab dialog you can change the name of a pattern and also the element assigned to the pattern.
- The Font tab dialog is used in pattern matching to help identify portions of text by the font used, the font size and color, and character attributes such as bold and italic.
- The Paragraph tab dialog is used in pattern matching to identify paragraphs containing graphics or tables, as well as by their alignment.
- In the Text Expression tab dialog you can modify the text expression property settings for the current pattern and check syntax for pattern matching.
- The Preview tab dialog allows you to preview the content of your source document that matches the pattern, as you change properties and test patterns.

Patterns Tab Dialog

Source documents contain patterns of text that you can specify and name in Template Editor, and thus assign elements to in order to expand your ability to format content.

Element Setup contains tab dialogs that let you view the patterns you create along with the elements assigned to them. In the Patterns tab dialog, you can:

- Control the relationship between patterns and the elements assigned to them
- Add new patterns
- Delete unwanted patterns
- Change the properties of patterns

Previewing Patterns

Patterns contain a number of properties that can be changed in Pattern Properties in Element Setup.

In the Preview tab dialog you can see which paragraphs the selected pattern matches to.

To preview patterns:

1. In the Patterns tab dialog, right-click the pattern you want to preview and choose **Properties** from the popup menu.
2. Click **Preview** to open that tab dialog.
3. Click **Change Preview** to open that dialog box.
4. Choose one of the documents associated with the current template, and click **OK**.

When you return to the Preview tab dialog, the first instance of the pattern in the selected document will appear in the Preview window. You can use the Previous and Next buttons to scroll back and forth to preview every instance of the pattern in the document. A tally of the number of “hits” is displayed in the upper right of the dialog box.

Note: If nothing displays in the Preview window, that's because the document currently being previewed contains no examples of the pattern being matched.

Removing a Pattern From a Template

When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1.

Ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank; the elements are saved in the template. You can create additional patterns (and ranks and styles), if you want. For example, you can use pattern matching to identify and format specific content.

You may decide to remove a pattern, either during project setup (if you decide to format two or more patterns the same way) or later (if a revised source document no longer contains paragraph or text formatting of a particular nature).

To remove a pattern from a template:

1. Click **Element Setup** ( ), and then click **Patterns** to open that tab dialog.
2. From the Pattern column, select the pattern you want to delete and click **Delete**.

   The selected pattern is removed from the template.
3. Click **OK**.

Note: When you remove a pattern, Dynamic Converter automatically re-associates the content with another element. In most cases, this will be Default Paragraph. But the content may be associated with the next pattern lower on the pattern list, instead. For example, if you delete an element associated with Pattern4, 11 pt Arial Bold Italic, and the template also contains Pattern5, 11 pt Arial Bold, the content associated with Pattern4 would then be associated with Pattern5.

Text Expression Properties of a Pattern

Patterns contain a number of properties that can be changed in the series of tab dialogs in Pattern Properties in Element Setup. In the Patterns tab dialog you select the pattern you want to change or define, and click Properties to open Pattern Properties.

In the Text Expression tab dialog you can modify text expression settings, which allow you to match paragraphs (or text strings for character elements) based on their content instead of their formatting. You can match content at the beginning or end of a paragraph, or anywhere in a paragraph, by using the appropriate radio button under Text Paragraph Position.

The Text Expression edit box allows you to edit the string you want to match. You can use the Check button to parse and validate the string to ensure that it has proper syntax for pattern matching.

Expression Operators

“ “	Quotation marks – every expression must be surrounded by quotation marks to denote the start and end of an expression
< >	Can be used to nest expressions
AND	Used to command that both sub expressions be found
OR	Used to command that either sub expression be found
NOT	Used to command that a sub expression not be found

Sub-Expression Operators

[ ]	Allows you to express a character range; for example, from the digits zero to nine, use [0-9]
( )	Allows you to nest sub expressions
|	Used to set an OR expression within a sub expression
?	Look for zero or one of the previous – used to express when only one more of the previous expression may exist
+	Look for one or more of the previous – used to express when more than one of the previous expression definitely exists
*	Look for zero or more of the previous – used to express when more of the previous expression may exist

Common Character Definitions

Use these to match certain characters:

.	Use to find any character
[0-9]	Use to find any digit
[A-Z]	Use to find any uppercase character in the English alphabet.
[a-z]	Use to find any lowercase character in the English alphabet

[A-Za-z]	Use to find any uppercase or lowercase character in the English alphabet
Bullet	Use to find any bullet character. Bullets are frequently ANSI characters 0149 or 0183. The characters inserted represent these ANSI values.
Tab	Use to find any tab character. The representation of a tab character is the result of an ANSI value insertion.

The following four text combinations can also be used:

\d	Use to find any digit
\u	Use to find any uppercase character
\l	Use to find any lowercase character
\t	Use to find a tab

Another character that can be used is the caret, which represents any character but the one that follows it. For example [^] would represent any character except a space.

The backslash is used as an escape character. If you need to match characters that are used in the search syntax, such as the quotation marks or parentheses, place a backslash before each.

METADATA

The following topics are covered in this section:

- ❖ About Metadata (page 2-45)
- ❖ Types of Metadata (page 2-45)
- ❖ Uses of Metadata (page 2-45)
- ❖ Creating New Metadata (page 2-46)
- ❖ List of Standard Metadata (page 2-47)
- ❖ Metadata Options (page 2-48)
- ❖ Making a Metadata Element-Based (page 2-49)
- ❖ Using Custom Tags for New Metadata (page 2-50)
- ❖ Changing the Association Between a Metadata and an Element (page 2-50)

- Standard and Custom Metadata (page 2-51)
- Changing the Properties of Metadata (page 2-52)
- Metadata Tab Dialog (page 2-53)
- Ordering metadata (page 2-53)
- Removing Metadata from a Template (page 2-54)

About Metadata

Metadata is simply “data about data.” In addition to content, the typical source document has a title, author, and other information that is associated with the document and can be used in different ways.

Types of Metadata

Template Editor recognizes:

- **Standard metadata** -- properties automatically generated by the application that was used to create the source document.
- **Custom metadata** -- special properties you create in the application for the source document.

Note: Not every source document has standard or custom metadata. (See Standard and Custom Metadata on page 2-51 for more information.)

Uses of Metadata

Metadata can be used to improve the usability of your Web site by being placed in Web pages and also the Meta tags of those Web pages, to facilitate information searches on your site.

You must make metadata element-based (see Making a Metadata Element-Based on page 2-49) in order to place the metadata in your Web pages and in Meta tags. Once element-based, standard and custom metadata can be published to a content server.

Note: Whatever metadata you plan to use must exist in, or be associated with, the source documents if Dynamic Converter is to successfully place that metadata in your Web output.

Note: The properties (standard metadata) of a source document may not accurately describe the document. For example, if you create a new document by making a copy of an existing one, the new document may inherit the properties of the existing one.

Creating New Metadata

When you check a document into Content Server, Dynamic Converter applies a default set of ranks to the content, but it does not import metadata.

To include metadata from source documents in your Web pages, you must first "create" the metadata you want to use and associate it with an element. You must then decide how you want to use the metadata. (See Placing an Element in your Web Pages on page 2-9.)

To create new metadata:

1. Click **Element Setup** ( ), and then click **Metadata** to open that tab dialog, and then click the **New** button to open the New Metadata dialog box.
2. Select **Standard** or **Custom**:
   - ❖ If you select Standard, choose from the drop-down list the specific type of metadata you want to create for your page. See Metadata Options (page 2-48).
   - ❖ If you select Custom, enter the name of the custom metadata you created for your source document.
3. Click the **New** button to open the New Element dialog box. It is always best to create a new element for each metadata you create.
4. In the Name text box, type the name you want to use for the metadata. Typically, using the name of the metadata itself will simplify identification of the metadata.
5. Click **OK** to return to the New Metadata dialog box, and **OK** again. The new metadata is now listed in the Metadata tab dialog.
6. Click **Elements** to switch to that tab dialog. The new element for the metadata has been added to the list of elements.

Note: What metadata is actually included will depend on what is available from your source documents. See Metadata Options (page 2-48).

Note: By default, the metadata you have created will be included in the Meta tag in the <HEAD> of the output HTML for your page. You can also include metadata in the body pages to display with content.

Note: It is usually best to create a new element for each metadata you create. Be careful if you use Title from the standard drop-down list. Your document may already have a Title element (based on a style). In that case, you may want to name the new element for that metadata Title (Meta).

List of Standard Metadata

The following list summarizes all standard metadata recognized by Dynamic Converter. Not all metadata are available for every source document. Some of the following will appear only in Word files, others in PowerPoint files, and so on. Some source documents contain no standard metadata at all.

Note: See Standard and Custom Metadata (page 2-51) for a list of applications that can create standard and custom metadata.

These metadata can be selected from the Standard drop-down list when you make a metadata element-based (see Making a Metadata Element-Based on page 2-49).

Standard Metadata

Title	Number of characters	From
Author	Number of words	Reply to
Subject	Edit time	Number of revisions
Keywords	Number of bytes	Version
Creation date	Number of lines	Last author
Modification date	Number of paragraphs	Account
Description	Number of slides	Category
Comments	Number of notes	Presentation target
Time	Number of hidden slides	Scale or crop
Manager	Number of sounds or video clips	Links up to date
Company name	To	Characters (with spaces)
Number of pages	CC	

Note: When you make a standard metadata element-based, the metadata isn't necessarily available from your source documents. You should experiment to see what is possible, especially if you have source documents of different types associated with the same template.

Metadata Options

Dynamic Converter lets you include metadata from source documents in your Web pages. In the New Metadata dialog box you can select the specific form of metadata you want to use from the Standard drop-down list or specify custom metadata.

When you are including metadata from source documents using the standard or custom option, keep in mind the new metadata you create isn't necessarily available from your source documents. See the notes below for an explanation.

Please note the following:

1. The standard and custom metadata available will vary with different types of source documents and, in some instances, with the version of the application used to create the source documents.
2. Standard metadata may vary. For Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, information in the Summary and Statistics tab dialogs of the Document Properties dialog box may be available: For the other applications, only metadata from the Summary tab dialog may be available.
3. Custom metadata is available only from those applications indicated in the table.

Application	Standard	Custom
Word 97 and higher	●	●
Excel 97 and higher	●	●
PowerPoint 97 and higher	●	●
Ami Pro	●	
Word Pro	●	
Word versions 2 and 6	●	
Excel	●	

Application	Standard	Custom
RTF	●	
Corel WordPerfect	●	

Making a Metadata Element-Based

Metadata in source documents isn't automatically included in your Web pages. (The standard metadata Keywords was created specially for the templates that ship with Dynamic Converter). To place a metadata in your Web pages and in the Meta tags of the HTML files, you must formally associate the metadata with an element.

Note: The metadata itself must exist in the source document. The metadata you create will apply to all source documents associated with the template you edit.

To make a metadata element-based:

1. Click **Element Setup** ( ), and then click **Metadata** to open that tab dialog.
2. Click the **New** button to open the New Metadata dialog box, and then select **Standard** or **Custom**:
   - ❖ If you select Standard, select the specific type of metadata from the drop-down list as used in the source document. See Standard and Custom Metadata (page 2-51) and also List of Standard Metadata (page 2-47).
   - ❖ If you select Custom, enter the name of the custom metadata you created for your source document.
3. Under **Associated element**, click the **New** button to open the New Element dialog box. It is always best to create a new element for each metadata you create.
4. In the **Name** text box, type the name you want to use for the metadata. Typically, using the name of the metadata itself will simplify identification of the metadata.
5. Click **OK** to return to the New Metadata dialog box, and **OK** again. The new metadata is now listed in the Metadata tab dialog.
6. Click **Elements** to switch to that tab dialog. The new element for the metadata has been added to the list of elements.
7. Click **OK** to return to the main window.

Note: By default, any new metadata is placed in the Meta tag (see Placing an Element in a Meta Tag on page 2-8) of the Head of the output HTML file.

Note: Which metadata are actually included in your Web page will depend on what is available in your source documents. See Standard and Custom Metadata (page 2-51).

Note: It is usually best to create a new element for each metadata you create. But be careful if you use Title from the Standard drop-down list. Your document may already have a Title element (based on a style). In that case, you may want to name the new element for metadata "Title (Meta)".

Using Custom Tags for New Metadata

When you create new metadata to be included in the Head of the HTML output of your publication, by default Dynamic Converter places the metadata in Meta tags. You can use custom tags, instead, if you want.

To use custom tags for new metadata:

1. In the Elements tab dialog, select the new element that your metadata is associated with, and then click **Properties** to open the Element Properties dialog box.
2. Click **Meta Tag** to open that tab dialog.
3. Select **Use custom tags**, and then click **Use custom tag before metadata**. Enter the opening custom tag you want to use in the text box. For example, you might enter <TITLE> here.
4. Click **Use custom tag after metadata** and enter the closing tag. You might enter </TITLE> here.
5. Click **OK**, and **OK** again.

Note: You cannot have two title tags in your HTML output. So if, in the above example, you used the Title tag as your custom tag, you would want to turn off titles in the Titles tab dialog of Globals.

Changing the Association Between a Metadata and an Element

You can change the association between a metadata and its element at any time.

To change the association between a metadata and an element:

1. Click **Element Setup** ( ), and then click **Metadata** to open that tab dialog.

2. Select the metadata you want to associate with a different element, and click **Association**.
3. In the Change Associations dialog box, select the new element from the drop-down list.
4. Click **OK**. The new element associated with the metadata can be seen in the Elements column, opposite the metadata name.
5. Click **OK** to return to the main window.

Note: You can also enter the Metadata Properties dialog box and change the element there. If you want to change just the name of the element, open the Elements tab dialog, select the element, and click Properties. Then change the name in the Element Properties dialog box.

Standard and Custom Metadata

Dynamic Converter recognizes standard and custom metadata, which originate in the source document, with the application used to create it.

Standard and custom metadata can be associated with elements and placed in your Web output, as well as in Meta tags.

See List of Standard Metadata (page 2-47) for a summary of the standard metadata recognized by Dynamic Converter. You can create element-based standard metadata using the metadata names listed there. The table below shows the type of metadata available from certain applications.

Application	Standard	Custom
Word 97 and higher	●	●
Excel 97 and higher	●	●
PowerPoint 97 and higher	●	●
Ami Pro	●	
Word Pro	●	
Word versions 2 and 6	●	
Excel	●	

Application	Standard	Custom
RTF	●	
Corel WordPerfect	●	

Please note the following:

1. The metadata names you use in Dynamic Converter should be the same as those used in your source documents.
2. The metadata available will vary with different types of source documents and, in some instances, with the version of the application used to create the source documents.
3. Standard metadata may vary between applications. For Microsoft Word, Excel, and PowerPoint, information in the Summary and Statistics tab dialogs of the Document Properties dialog box may be available. For the other applications, only metadata from the Summary tab dialog may be available.
4. Custom metadata is available only from those applications indicated in the table.

Changing the Properties of Metadata

The properties of a metadata in Template Editor are the name of the metadata and the element associated with the metadata.

Once you create the name of a standard metadata, you cannot change it. But you can change the name of a custom metadata. (Of course, you must be careful how you create a metadata name in the first place. See Making a Metadata Element-Based (page 2-49).) In all cases, you can always change the element associated with the metadata.

To change the properties of metadata:

1. Click **Element Setup** ( ), and then click **Metadata** to open that tab dialog.
2. Select the metadata you want to modify and click **Properties** to open the Metadata Properties dialog box.
3. Change the name of the metadata, if you want, assuming it is a custom or metadata.
4. If you want to associate another element with the metadata, select the element from the drop-down list.

If you want to create a new element for the metadata, you will have to do so before you enter the Metadata Properties dialog box. In that event, when you select the new element from the Element drop down list in the Metadata Properties dialog box, you will find it grayed out, below the line.

5. Click **OK**, and **OK** again.

Note: The element you associate with metadata has its own properties. To view these, open the Elements tab dialog, select the element, and then click **Properties**.

Metadata Tab Dialog

The Metadata tab dialog is one of five tab dialogs in the Element Setup property sheet, where you organize your templates initially in terms of ranks, styles, and patterns, and then elements.

With elements for ranks, styles, and patterns, you can format the content of your Web pages, create navigation links, and so forth.

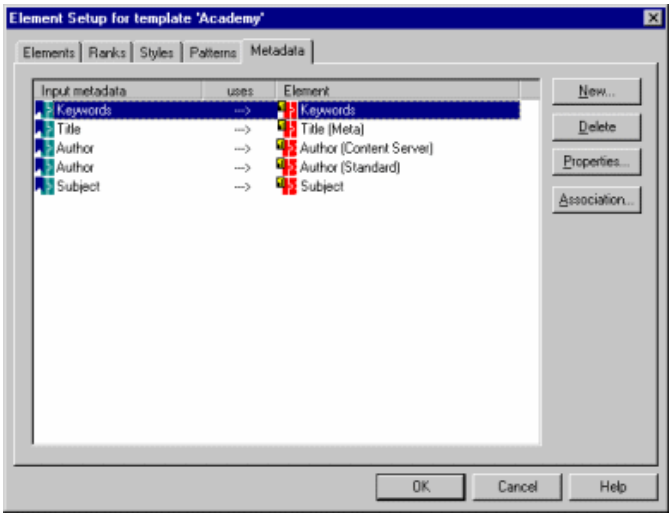
While Dynamic Converter automatically applies ranks to the content of source documents, it doesn't recognize metadata (or styles or patterns) in source documents. That's why (except for the Keywords metadata) the Metadata tab dialog is initially empty.

Once you make a metadata element-based (see Making a Metadata Element-Based on page 2-49), it is automatically included in the Meta tag of the head of your output HTML files. It can also be placed in your Web output in the body page (see Placing an Element in your Web Pages on page 2-9).

Ordering metadata

The order in which metadata appear in the Metadata tab dialog of Element Setup determines the order in which the metadata appear in your Web pages and in the Meta tags of your HTML files.

Note: You can use drag-and-drop to move any metadata up or down the list.



The Metadata tab dialog (above) shows all the element-based metadata for a given template. If all of the metadata shown have been placed in Meta tags and included in the Web page, the metadata for the source document associated with the template will appear in the corresponding output pages in the order shown.

Removing Metadata from a Template

When you check a source document into Content Server, its metadata isn't automatically associated with elements in the template. You have to make each metadata element-based in order to place the metadata in the Meta tag of your output HTML files and in the Web pages themselves.

Any metadata you create can easily be removed from a template.

To remove a metadata from a template:

1. Click **Element Setup** ( ), and then click **Metadata** to open that tab dialog.
2. Select the metadata you want to remove and click **Delete**. You have now removed the metadata from your template. However, the element you created specifically for the metadata is still in your template.
3. Click **Elements** to switch to that tab dialog. The element associated with the metadata you deleted is now grayed out, below the line, to denote it is no longer being used in the template. If you no longer want the element as part of the template, select the element and click **Delete**.
4. Click **OK** to return to the main window.

ELEMENTS AND HTML TAGS

The following topics are covered in this section:

- About HTML Tags (page 2-55)
- Changing the HTML Tag Assigned to an Element (page 2-56)
- Adding Custom Tags Before and After an Element (page 2-57)

About HTML Tags

Dynamic Converter automatically assigns HTML tags to elements, which represent the ranks, styles, and patterns in your source documents and are used to define the look of your content in HTML format. You can change the default assignments, if you want. Here are some of the standard HTML tags defined by the industry that Dynamic Converter uses.

HTML Tag	"Extension"	Explanation
address block	<ADDRESS>	To set off the address of the web site sponsor.
block quote	<BLOCKQUOTE>	To set off long quotations or citations.
line break	 	Forces a line break in text flow.
definition	<DD>	Definition for a term in a glossary list.
division	<DIV>	To set off different kinds of containers (say, chapter, section, abstract, or appendix).
term	<DT>	Descriptive part of a definition entry.
heading 1 through heading 6	<H1> through <H6>	First-level heading through sixth-level heading.
list header	<LH>	Marks a heading of a list.
list item	<LI>	Marks a member item within a list of any kind.
no tag		Used when content is not assigned to any tag.

HTML Tag	"Extension"	Explanation
note	<NOTE>	For admonishments (say, a Caution or Warning).
paragraph	<P>	Breaks up text into spaced regions.
preformatted	<PRE>	Renders text using a fixed font and treats white space characters literally.

Changing the HTML Tag Assigned to an Element

Elements contain a number of properties you can change in Element Properties in Element Setup.

One property is the HTML tag assigned to an element. Dynamic Converter assigns heading tags to elements that have heading styles associated with them, and the paragraph tag to all other elements. You can change these assignments, if you want.

To change the HTML tag assigned to an element:

1. Click **Element Setup** ( ), and then click **Elements** to open that tab dialog.
2. Right-click the element for the assignment you want to change, and choose **Properties** from the popup menu.
3. Click **HTML Tag** to open that tab dialog.
4. Under Standard Tags, the HTML tag assigned by default to the selected element displays in the Tag text box. Select another tag from the drop-down list or type the new tag in the text box.
5. Click **OK**.

Note: You can assign custom tags instead of using standard HTML tags. See Adding Custom Tags Before and After an Element (page 2-57).

Adding Custom Tags Before and After an Element

Elements contain a number of properties you can change in Element Properties in Element Setup.

One property is the HTML tag assigned to an element. Dynamic Converter assigns heading tags to elements that have heading styles associated with them, and the paragraph tag to all other elements. You can change these assignments, if you want. One option is to use custom tags.

To add custom tags before and after an element:

1. Click **Element Setup** ( ), and then click **Elements** to open that tab dialog.
2. Select the element you want to change and click **Properties**.
3. Click **HTML Tags** to open that tab dialog.
4. Under Use Custom Tags, click **Use custom tag before content**, and in the text box enter the HTML tag you want to place before the element.
5. Click **Use custom tag after content**, and in the text box enter the HTML tag you want to place after the element.
6. Click **OK**.

Note: If you want to remove the carriage return before each paragraph for the content associated with a particular element, click the **Remove aesthetic formatting before custom tags** check box. This option might be especially useful where you are including JavaScript in your code.

Chapter

3

FORMATTING

The following topics are covered in this section:

- About Formatting (page 3-1)
- Cascading Style Sheets (CSS) (page 3-2)
- Paragraphs (page 3-3)
- Characters (page 3-12)
- Tables (page 3-15)
- Lists (page 3-22)
- Converting Graphics in Source Documents (page 3-27)
- Associating HTML or Scripting Code With an Element (page 3-29)
- Text Effects (page 3-29)
- Visual Aids (page 3-31)

ABOUT FORMATTING

Formatting is one of four property sheets in Template Editor used to edit templates. The settings in **Formatting** determine the look and behavior of a Web page created from any source document associated with the template. Most of the work is done in the Character and Paragraph tab dialogs, where you decide how text will display in a Web browser.

Among the many options in **Formatting** are the ability to:

- Handle the special challenges posed by tables and lists
- Add graphical aids to set off content and reinforce document hierarchy
- Select conversion options for graphics in source documents
- Associate HTML code with elements

You can open **Formatting** by clicking **Formatting** ( ) in Template Editor.

Note: In Template Editor, you can move between the four property sheets and use them in any order. And you can check your changes in the Preview window as you make them. Also, as you pass your cursor over the content of the Preview window, a screen tip will display the name of each element.

Note: The Character and Paragraph tab dialogs have different options available, depending on whether CSS is turned on or off in **Globals**. See Cascading Style Sheets (CSS) (page 3-2).

CASCADING STYLE SHEETS (CSS)

Template Editor implements CSS (cascading style sheets) by means of embedded, inline styles, which you create mostly in the Character and Paragraph tab dialogs of Formatting.

- CSS is template-based.
- Some templates already have CSS turned on – those with "CSS" in their name.
- Settings affected by CSS are in the Character and Paragraph tab dialogs of Formatting. These include settings in the Table Overrides dialog boxes.
- Options in Navigation for creating text bars are also affected by CSS.
- For some CSS settings, especially those in the Advanced section of the Paragraph tab dialog, browser behavior is inconsistent. You may need to experiment to see how CSS can enhance the look of your Web pages.

To enable or disable cascading style sheets:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Select the **Allow CSS character and paragraph formatting** check box.
3. Click **OK**.

Note: You can use a style sheet in Dynamic Converter, either by referencing a file or by entering the complete style sheet as HTML code in your HTML file. You can do this in the HTML tab dialog of **Globals**. However, the results may not be what you expect.

Note: Dynamic Converter generates CSS1- and CSS2-compatible style sheets inline. (CSS1 and CSS2 are both W3C standards. The more recently recommended CSS2 builds on CSS1.)

Note: With CSS, you can enhance the onscreen presentation of your text. However, your browser may not handle CSS well when you print what is on the screen.

PARAGRAPHS

The following topics are covered in this section:

- Adding Padding to Paragraphs (page 3-3)
- Setting Advanced Options for Paragraphs (page 3-4)
- Setting Paragraph Borders (page 3-5)
- Formatting Paragraphs With CSS (page 3-6)
- Formatting Paragraphs Without CSS (page 3-7)
- Indents, Margins, Borders, and Padding (page 3-8)
- Setting First-Line Indentation (page 3-9)
- Setting Paragraph Margins (page 3-10)
- Setting Line Height (page 3-11)
- Setting Paragraph Width (page 3-12)

Adding Padding to Paragraphs

Among the options available for formatting paragraphs with CSS turned on is the addition of padding to paragraphs. Padding typically is added when you set borders, and is the amount of space between the border and actual content.

Note: See Indents, Margins, Borders, and Padding (page 3-8) for more information on how these options relate to each other.

To add padding to paragraphs:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set padding for. The padding you add will apply to all paragraphs associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Click **Borders** to switch to that tab dialog. Then click the **Padding** button under Padding to open the Padding dialog box. It doesn't matter which tab you have selected on the Borders tab dialog when you do this.
5. In the Padding dialog box, select the tab for the border you want to set padding for: **Left**, **Top**, **Right**, **Bottom**. You can set padding for any one, any two or three, or all four borders. You can also apply the settings of any one border to all borders by simply clicking the Set All button.
6. Under Left, click **Set left padding**. Enter a value in the first text box and select the unit of measure from the drop-down list: points, inches, centimeters, or pixels. Repeat these steps to set padding for Top, Right, or Bottom.
7. If you want any setting in the Padding dialog to apply to all other settings, click **Set All** in the appropriate panel.

Setting Advanced Options for Paragraphs

The Paragraph tab dialog in **Formatting** is used to set options for paragraphs such as alignment, first line indentation, and spacing. (You format text in the Character tab dialog.) The options available vary significantly, depending on whether CSS is turned on or off. See Cascading Style Sheets (CSS) (page 3-2).

With CSS turned on, there are a number of additional settings available. Under Advanced, you can set:

- **Line height** – See Setting Line Height (page 3-11).
- **Background color** – See Setting a Background Color (page 3-36).
- **Background image** – See Setting a Background Image (page 3-35).
- **First line indent** – See Setting First-Line Indentation (page 3-9).
- **Borders** – See Setting Paragraph Borders (page 3-5).
- **Paragraph width** – See Setting Paragraph Width (page 3-12).

Setting Paragraph Borders

Among the options available for formatting paragraphs with CSS turned on is the setting of borders for paragraphs. Borders are different from indentation, margins, and padding. With those three, you inject space between the edge of your screen and the content. With borders, you can inject a rule of varying form, thickness, and color.

Note: See Indents, Margins, Borders, and Padding (page 3-8) for more information on how these options relate to each other.

To set borders:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set borders for. The indentation you set will be used for all paragraphs associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Click **Borders** to switch to that tab dialog. Select the tab for the border you want to set: **Left**, **Top**, **Right**, **Bottom**. You can set a border for one, any two or three, or all four. You can also apply the settings of one tab to all the others by clicking the **Apply these settings to all sides** button.
5. For the selected tab, under **Size**, select **Take from source**, **Don't specify**, or **Set to**.

   Take From Source means that Dynamic Converter uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings. With the Set To option, you can specify the size of the border you want to use.
6. If under Size you select **Set to**, enter a value in the first text box and select a unit of measure from the second: points, inches, centimeters, or pixels.
7. Under **Style**, select **Take from source**, **Don't specify**, or **Use this style**. If you select **Use this style**, select the style of border you want to use from the drop-down list.
8. Under **Color**, select **Take from source**, **Don't specify**, or **Use this color**. If you select **Use this color**, click the color button to open the Color dialog box and choose a color for the border there.
9. To add Padding, click the **Padding button**. See Adding Padding to Paragraphs (page 3-3).

Formatting Paragraphs With CSS

Template Editor can be configured to generate formatting with standard HTML tags or CSS (cascading style sheet) markup. Enabling CSS for a template changes the options available in the Character and Paragraph tab dialogs of **Formatting**. See Cascading Style Sheets (CSS) (page 3-2).

The Paragraph tab dialog in **Formatting** is used to set options for paragraphs such as alignment, indentation, and spacing. (You format text in the Character tab dialog.) These options differ significantly with CSS turned off. See Formatting Paragraphs Without CSS (page 3-7).

To format paragraphs with CSS turned on:

1. Click **Globals**, and then click **Options** to open that tab dialog and select the **Allow CSS character and paragraph formatting** check box.
2. Click **OK** to return to the main window of Template Editor.
3. Click **Formatting**, and then click **Paragraph** to open that tab dialog.
4. From the Elements list, select the element or elements you want to format.
   - ❖ Under Alignment, select one of the three options. If you select **Use this alignment**, use the down arrow to select **Left**, **Center**, **Right**, or **Justify** from the drop-down box.
   - ❖ Under Indentation, select one of the three options for Left Side. Do likewise for Right Side. If you select Set To in either case, enter the desired value in the edit box or use the Up/Down control to set the value. Click the down arrow on the second box to select a unit of measure: points, inches, or centimeters (1 inch = 72 points).
   - ❖ Under Spacing, set the additional line space you want before or after each paragraph. (Note: Your browser may automatically add space between paragraphs.)
   - ❖ Under Special, click **Render paragraph as a graphic** to save the element information in a graphic format during translation. This could be useful, for example, where you are using an unusual font that users are unlikely to have available on their machines.
   - ❖ Under Advanced, to set advanced options such as borders and padding, click the **Advanced button** to open that dialog box. See Setting Advanced Options for Paragraphs (page 3-4).

- ❖ Under Table Overrides, click **Override when in a table** if you want to format the content of tables in the document differently. See Formatting Paragraphs in Tables (page 3-18).

5. Click **OK** to save the changes to the template.

Note: You can use the Preview box to see how your Web page changes with each modification. Also, as you pass your cursor over the content of the Preview window, a tool tip will display the name of each element.

Formatting Paragraphs Without CSS

Template Editor can be configured to generate formatting with standard HTML tags or CSS (cascading style sheet) markup. Enabling CSS for a template changes the options available in the Character and Paragraph tab dialogs of **Formatting**. See Cascading Style Sheets (CSS) (page 3-2).

The Paragraph tab dialog in **Formatting** is used to set options for paragraphs such as alignment, indentation, and spacing. These options differ significantly with CSS turned on. See Formatting Paragraphs With CSS (page 3-6).

To format paragraphs with CSS turned off:

1. Click **Globals**, and then click **Options** to open that tab dialog.
2. Clear the **Allow CSS character and paragraph formatting** check box, and click **OK** to return to the Template Editor dialog box.
3. Click **Formatting**, and then click **Paragraph** to open that tab dialog.
4. From the Elements list, select the element or elements you want to format.
   - ❖ Under Alignment, select one of the three options. If you select **Use this alignment**, use the down arrow to select **Left**, **Center**, or **Right** from the drop-down box.
   - ❖ Under Indentation, select one of the four options. If you select **Indent left side only by** or **Indent both sides by**, enter the desired value in the edit box or use the Up/Down control to select the number of tab stops you want to use.
   - ❖ Under Spacing, set the additional line space you want before or after each paragraph. (Note: Your browser may automatically add space between paragraphs.)
   - ❖ Under Special, click **Render paragraph as a graphic** to save the element information in a graphic format during translation. This could be useful, for

example, where you are using an unusual font that users are unlikely to have available on their machines.

- ❖ Under Table Overrides, click **Override when in a table** if you want to format the content of tables in the document differently. See Formatting Paragraphs in Tables (page 3-18) for more information.

5. Click **OK** to save the changes to the template.

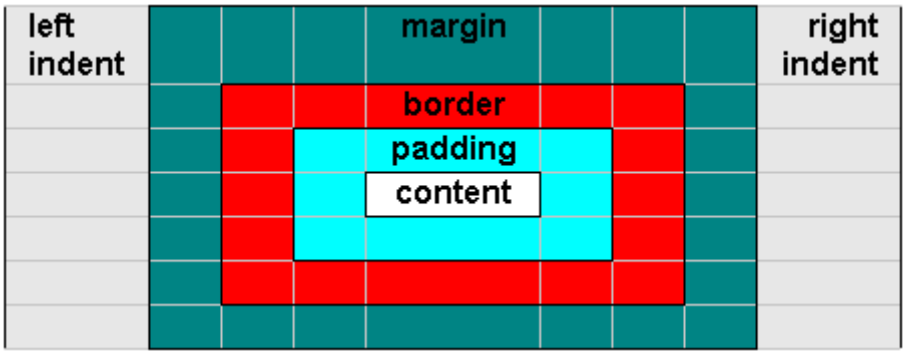
Note: You can use the Preview box to see how your Web page changes with each modification. Also, as you pass your cursor over the content of the Preview window, a screentip will display the name of each element.

Note: Indentation is the only option you have for affecting the layout of paragraphs with CSS turned off. With CSS turned on, however, you can also set margins, borders, padding, and paragraph width.

Indents, Margins, Borders, and Padding

When you format source documents with CSS (cascading style sheets) turned on, you enjoy a great deal of flexibility in setting indents, margins, borders, and padding for your template. See Cascading Style Sheets (CSS) (page 3-2).

The illustration below shows how these formatting options relate to each other.



- ❖ **indent** – Can be set left and right only. Creates space that represents the distance between the edge of the frame and content. (Set in the Paragraph tab dialog of **Formatting**.)
- ❖ **margin** – Can be set top, bottom, left and right. Creates space that represents the distance between the indent and the border. (Click the Margins button in the Paragraph tab dialog of **Formatting**.)

- **border** – Can be set top, bottom, left and right. A visual effect that represents the distance between the margin and padding. (Click the Advanced button in the Paragraph tab dialog of **Formatting**.)
- **padding** – Can be set top, bottom, left and right. Represents the distance between the border and content. If you assign a background color or image to an element, the color or image will apply both to the content associated with the element and any padding you have set. (Click the Padding button on the Borders tab dialog of the Advanced dialog box.)

Note: All these settings are zero by default.

Note: You can set a first-line indent for any element that is negative. If, at the same time, zero is the setting for indents, margins, borders, and padding, then you will lose the beginning of the line in your the web page (unless you set a sufficient margin in the Frame Properties dialog box.)

Setting First-Line Indentation

Among the options available for formatting paragraphs with CSS turned on is setting the indentation for the first line of text in each paragraph of text. It is often helpful to set off paragraphs from each other by using a different indentation for the first line. This can be positive or negative. If you set negative indentation, you in effect create a hanging paragraph after the first line.

To set first-line indentation:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set a first line of indentation for. The indentation set will be used for all paragraphs associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Under First Line Indent, on the General tab dialog, select **Take from source**, **No indent**, or **Set to**.

   Take From Source means that Template Editor uses what is in the source document. Don’t Specify means the Web browser used to view the Web page may substitute its

own default settings. With the Set To option, you can control the line indentation precisely.

5. If you select **Set to**, in the first text box select the units for the indent. In the second, select the unit of measure: points, inches, or centimeters. You can set a negative value if you want to create a hanging indent.
6. Click **OK**.

Note: If you set a negative value for the indent, be sure to create sufficient space with either indent, margins, borders, or padding. Otherwise, part of the first line of your paragraph may not be visible. See Indents, Margins, Borders, and Padding (page 3-8).

Setting Paragraph Margins

Among the options available for formatting paragraphs with CSS turned on is the setting of margins. The margin is simply the distance between the edge of the screen and where text begins.

Note: See Indents, Margins, Borders, and Padding (page 3-8) for more information on how these options relate to each other.

To set paragraph margins:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements associated with the content you want to set line height for.
3. Under Margins, click the **Margins button** to open that dialog box.
4. Set the margin for **Left**, **Top**, **Right** and **Bottom**, as appropriate. In each case, select **Take from source**, **Don't specify**, or **Set to**.

   Take From Source means that Template Editor uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings.
5. If you select **Set to**, enter a value in the first text box (or use the Up/Down controls to set the value) and from the second, drop-down list, choose a unit of measure: points, inches, centimeters, or pixels.

   Note: If you want to apply the same margin for Left, Top, Right, and Bottom, complete the settings for just one of the four panels and click Set All.
6. Click **OK** to return to the Paragraph tab dialog.

Note: You should verify your results carefully when setting margins. Top and bottom margins aren't dealt with uniformly by all browsers.

Note: If you apply a top and/or bottom margin, you will increase the space between all paragraphs associated with the element you have formatted.

Setting Line Height

Among the options available for formatting paragraphs with CSS turned on is the setting of line height. Line height is the height that a line of text occupies, from its base line to the base line of the line above or below.

To set line height:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements associated with the content you want to set line height for.
3. Under Advanced, click the **Advanced button**. A Caution dialog box opens to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Under Line Height, on the General tab dialog, select **Take from source, Don't specify**, or **Set to**.

   Take From Source means that Template Editor uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings. With the Set To option, you can control the line height precisely.
5. If you select **Set to**, enter a value for the number of units and select a unit of measure: points, inches, centimeters, or pixels. The line height you set will be used for all lines in paragraphs associated with the element you are editing.
6. Click **OK** to return to the Paragraph tab dialog.

Note: Line height should be set in conjunction with font size. You shouldn't set a line height of 12 points, say, if your font size is 20 points—unless, of course, you intentionally want lines of text to overlap.

Setting Paragraph Width

Among the options available for formatting paragraphs with CSS turned on is setting paragraph width.

To set paragraph width:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set paragraph width for. The width will be used for all paragraphs associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. In the Advanced Settings dialog box, click **Width** to open that tab dialog.
5. Under Content Width, select **Don't specify** or **Set to**.

   Don't Specify means the Web browser used to view the Web page may substitute its own default settings. With the Set To option, you can control the width of paragraphs precisely.
6. If you select **Set to**, in the first text box select a value for the width. In the second, select the unit of measure: points, inches, centimeters, pixels, or percent. Click **OK** to return to **Formatting**.
7. Click **OK**.

Note: How text displays in a Web page will also be affected by the use of other features. See Indents, Margins, Borders, and Padding (page 3-8).

Note: How browsers display paragraph width onscreen and print pages with this CSS setting may vary significantly.

CHARACTERS

The following topics are covered in this section:

- Formatting Characters With CSS (page 3-13)
- Formatting Characters Without CSS (page 3-14)

Formatting Characters With CSS

Template Editor can be configured to generate formatting with standard HTML tags or with CSS (cascading style sheet) markup. Enabling CSS for a template changes options in the Character and Paragraph tab dialogs in **Formatting**. See Cascading Style Sheets (CSS) (page 3-2).

The Character tab dialog in **Formatting** is used to format text for your Web page at the character level. Options under Font Size are different when you have the CSS functionality turned off. See Formatting Characters Without CSS (page 3-14).

To format characters with CSS turned on:

1. In **Globals**, click **Options** to open that tab dialog.
2. Select the **Allow CSS character and paragraph formatting** check box and click **OK**.
3. In **Formatting**, click **Character** to open that tab dialog.
4. From the Elements list, select the element or elements you want to format.
5. Under Font Name, Font Color, and Font Size, select radio buttons for the desired options.

   Note: Take From Source means that Dynamic Converter uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings.
6. If you select **Use this font**, click the down arrow on the appropriate drop-down box to select a specific font.
7. If you select **Use this size**, you have several options from the drop-down box. In addition to Larger and Smaller and a range of seven sizes from xx-Small to xx-Large (analogous to the sizes numbered 1 through 7 available when CSS is turned off), there is now a Custom option.

   By selecting Custom, you can fine-tune the size of text in your Web pages, using one of four units of measure: points, inches, centimeters, or percent. Enter a value for font size and select a unit of measure.

Note: 1 inch = 72 points. "Percent" means percentage of the parent element's font size. (For example, the default font size for the <P> tag is Medium.)

8. If you select **Use this color**, click the color button to open the Color dialog box to select a color.

9. Under Text Effects, click **Effects** if you want to change some of the effects used in your source document. See About Text Effects (page 3-30).
10. Under Table Overrides, click **Override when in a table** if you want to format the content of tables in the document differently. See Formatting Characters in Tables (page 3-16).
11. Click **OK** to save the changes to the template.

Note: You may want to use Table Overrides when the same styles have been used for the content of tables as well as for other content in the source document.

Note: The actual font, font size, and font color that display in a Web page are dependent on the web browser used as well as options on the user's machine.

Note: You use options in the Character and Paragraph tab dialogs of **Formatting** to format the content of tables. You use options in the Tables tab dialog to format the appearance of tables.

Formatting Characters Without CSS

Template Editor can be configured to generate formatting with standard HTML tags or with CSS (cascading style sheet) markup. Enabling CSS for a template changes options in the Character and Paragraph tab dialogs in **Formatting**. See Cascading Style Sheets (CSS) (page 3-2).

The Character tab dialog in **Formatting** is used to format text for your Web page at the character level. Options under Font Size are different when you have the CSS functionality turned on. See Formatting Characters With CSS (page 3-13).

To format characters with CSS turned off:

1. In **Globals**, click **Options** to open that tab dialog.
2. Clear the **Allow CSS character and paragraph formatting** check box.
3. In **Formatting**, click **Character** to open that tab dialog.
4. From the Elements list, select the element or elements you want to format.
5. Under Font Name, Font Color, and Font Size, select radio buttons for the desired options.

Note: Take From Source means that Template Editor uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings.

6. If you select **Use this font** or **Use this size**, click the down arrow on the appropriate drop-down box to select a specific font or size.
7. If you select **Use this color**, click the **Color** button to open the Color dialog box to select a color.
8. Under Text Effects, click **Effects** if you want to change some of the effects used in your source document. See About Text Effects (page 3-30).
9. Under Table Overrides, click **Override when in a table** if you want to format the content of tables in the document differently. See Formatting Characters in Tables (page 3-16).
10. Click **OK** to save the changes to the template.

Note: You may want to use Table Overrides when the same styles have been used for the content of tables as well as for other content in the source document.

Note: The actual font, font size, and font color that display in a Web page are dependent on the Web browser used as well as options on the user's machine.

Note: Options in the Character and Paragraph tab dialogs of **Formatting** are used to format the content of tables. Options in the Tables tab dialog are used to format the appearance of tables.

TABLES

The following topics are covered in this section:

- Formatting Characters in Tables (page 3-16)
- Formatting the Appearance of Tables (page 3-16)
- Setting Colors in Tables (page 3-18)
- Formatting Paragraphs in Tables (page 3-18)
- Setting Up Styles to Format the Appearance of Tables (page 3-19)
- Setting Table Borders and Size (page 3-20)

- Setting Table Alignment (page 3-20)
- Formatting Headings in Tables (page 3-21)
- Creating Alternative Text From a Caption (page 3-22)

Formatting Characters in Tables

When you format characters for an element in a template, the formatting instructions apply throughout your Web pages, including to text in tables.

Ideally, you will want to use unique styles for table content. But if you use the same styles as for the rest of your source document, you can still use Table Overrides to format text in tables differently.

To format characters in tables:

1. Click **Formatting** ( ), and then click **Character** to open that tab dialog.
2. Select the element or elements you want to format for tables.
3. Under Table Overrides, click **Override when in a table**, and then click **Character**.
4. In the Character dialog box for table overrides, select the font name, font color, and font size you want to use. See Formatting Characters Without CSS (page 3-14).
5. If you want to change text effects, click **Effects** and set the appropriate options in that dialog box. See Changing Text Effects (page 3-30))
6. Click **OK** to save the changes to the template and return to the Character tab dialog.

Note: You use options in the Character and Paragraph tab dialogs of **Formatting** to format the content of tables. You use options in the Tables tab dialog to format their appearance.

Formatting the Appearance of Tables

You can format both the content of tables and their appearance. You format table content in the Character and Paragraph tab dialogs in **Formatting**, using the Table Overrides feature, if necessary. See Formatting Characters in Tables (page 3-16) and Formatting Paragraphs in Tables (page 3-18). You format the appearance of tables in the Tables tab dialog.

Note: To format the appearance of a table, you must select the element that is associated with the style that immediately precedes the table in the source document. See Setting Up Styles to Format the Appearance of Tables (page 3-19) for more information on how to make the most of Template Editor's table formatting features.

To format the appearance of tables:

1. Click **Formatting** ( ), and then click **Tables** to open that tab dialog.
2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Under Appearance, do one of the following:
   - ❖ if you want to format the appearance of the table, click **Borders and sizing**, **Alignment**, or **Colors** (all three buttons open the same property sheet, but with a different tab dialog open initially).
   - ❖ if you want to ensure that no tables are contained in your output, select **Omit all table markup tags from output HTML**. When selected, the preview window for that element becomes blank, because no output for that element will appear within a table.
4. Under Special, select **Convert two column tables with no visible border to heading and paragraph and use this tag for the heading part**, then select a heading, if you want to convert tables containing two columns and no border into headings and paragraphs.
5. Under Empty Cells, accept the default of **Non breaking space** to place a non-breaking space in the output HTML for the table. In HTML, non-breaking spaces are required in blank cells of tables to retain proper formatting. If you would rather add text than leave an empty cell, select the blank text box and enter the text you want to appear, such as "intentionally left blank."
6. Under Headers, select **Use row headings** or **Use column headings** if you want the first row of the table or the first column to be treated as headings on your Web pages. (For more information, see Formatting Headings in Tables (page 3-21).)
7. Complete formatting for the table, as appropriate.

Setting Colors in Tables

Among the options for formatting the appearance of tables are setting colors for four separate table elements: table border, cell, border, table background, and cell background.

To set colors in tables:

1. Click **Formatting** ( ).
2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open that tab dialog, and then click **Colors**.
4. Under **Table Border**, click one of the radio buttons.
5. If you select **Use this color**, click the **Color button** to open the Color dialog box and select a color you want to use. Click **OK** to return to the Colors tab dialog in Tables.
6. Repeat steps 4 and 5 to set colors for table background and also cell borders and background.
7. Click **OK**.

Note: The Preview box displays your changes.

Formatting Paragraphs in Tables

The Paragraph tab dialog in **Formatting** is used to set options for paragraphs such as alignment, indentation, and spacing. For each element selected, the formatting instructions apply throughout the web page, including to paragraphs in tables.

Ideally, you will want to use unique styles for table content. But if you use the same styles for the content of tables as for the rest of your source document, you can still use Table Overrides to format paragraphs in tables differently.

To format paragraphs in tables:

1. In **Formatting**, click **Paragraph** to open that tab dialog. From the Elements list, select the element or elements you want to format for tables.
2. Under Table Overrides, click **Override when in a table**, and then click **Paragraph**.
3. In the Paragraph dialog box for Table Overrides, select the alignment, indentation, and spacing you want to use. See Formatting Paragraphs Without CSS (page 3-7).
4. Click **OK** to save the changes and return to the Paragraph tab dialog.

Note: You use options in the Character and Paragraph tab dialogs of **Formatting** to format the content of tables. You use options in the Tables tab dialog to format the appearance of tables.

Setting Up Styles to Format the Appearance of Tables

To use the Tables tab dialog in **Formatting** to format the appearance of a table, you must select the element that immediately precedes the table. This has the advantage of letting you use unique styles for the content of all your tables while retaining the option of formatting the appearance of the tables differently.

If you plan to format all the tables the same way, you need to identify the styles that precede the tables in your source documents. Then, when you are ready to use the Tables tab dialog in **Formatting**, simply select all the elements based on those styles. Template Editor lets you format multiple elements simultaneously, and this approach will save you time.

On the other hand, if you plan to format some tables differently, minimal editing of your source documents may be required. But you will have much greater control over how your tables display in your Web pages, as a result.

To set up styles for formatting tables:

1. In your source documents, create a special series of styles named, say, Table1, Table2, etc. They all can have the same attributes and be based on Normal (their attributes don't matter if you use them only for this purpose).
2. Assign these styles to the tables in your documents. For example, you might want Table1 to be used for certain tables that you want to appear flush left with a blue border and yellow cell background. Likewise, you might want Table2 to be used for tables that are to be centered, with extra "padding" to set the cells apart. That is, before each table in your source document, place the appropriate style. Remember, all you're entering is an empty paragraph. So you can minimize the space the paragraph occupies by setting the font size to 2 or 3 points.
3. Next, create new elements for those styles in your source documents. When you format the appearance of tables in the Tables tab dialog of **Formatting**, pick the appropriate element: Table1, Table2, etc.

Setting Table Borders and Size

Among the options for formatting the appearance of tables are setting table borders and size. Formatting borders is a three-part process of setting the border width and then adjusting both cell spacing and cell padding. Setting table size refers to setting the width of the table itself.

To set table borders and size:

1. Click **Formatting** ( ).
2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open that tab dialog, and then click **Borders and sizing**.
4. Under **Table Width**, click the appropriate radio button to set the width of the table in your Web page. If you check Pixels or Percent, you must also enter a value in the appropriate box opposite. You can use the up/down controls to reset the values.
5. Under **Cell width**, click **Take from source** or **Don't specify**.
6. Under **Border thickness**, select one of the radio buttons. If you select **Use this thickness**, use the Up/Down control to set a value in the box.
7. Check **Set Cell Spacing** and enter value in the box opposite.
8. Check **Set Cell Padding** and enter a value in the box opposite.

Note: The Preview box displays your changes.

Setting Table Alignment

Among the options for formatting the appearance of tables are setting table alignment. This involves setting the horizontal position of the table on the Web page and adjusting the vertical position of cell contents.

To set table alignment:

1. Click **Formatting** ( ).
2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open that tab dialog, and then click **Alignment**.
4. Under **Table Horizontal**, click one of the radio buttons.

5. If you check **Use this alignment**, select **Left**, **Right**, or **Center** from the drop-down list.
6. Under **Cell Contents**, select one of the four radio buttons according to how you want to align the contents of the table vertically within the table cells.
7. Click **OK**.

Note: The Preview box displays your changes.

Formatting Headings in Tables

When formatting the appearance of tables (see Formatting the Appearance of Tables (page 3-16)), one option is to treat the first row or column of the tables as headings in your Web output. You may want to do this if the tables of your source documents do not have a distinct style (and therefore element) associated with them.

By using this formatting option, the content associated with the heading will be associated with the <TH> tag in the output and not the <TD> tag. Your browser will treat this content differently to make it more distinctive.

The use of the <TH> tag will also make the table's content more accessible to those with disabilities who are using an HTML screen reader to gain access to your Web site and navigate its contents.

To format headings in tables:

1. Click **Formatting** ( ).
2. Select the element immediately before the table you want to format and click **Tables** to open that tab dialog.
3. Under **Headings**, select **Use row heading**s and/or **Use column headings**. You can use both, assuming that all the tables associated with the selected template are structured the same way and it makes sense to treat both the first column and first row of each table as a heading.
4. Click **OK** to save your changes and return to the main window.

When you view your document in the Template Editor dialog box, your table row heading and/or table column heading will now be formatted differently, according to how your browser interprets the <TH> tag. For example, in Internet Explorer 5.5 the headings will be bold, centered within each cell.

Creating Alternative Text From a Caption

Template Editor provides three options for associating alternative text with a graphic in a source document (see Associating Alternative Text With a Graphic From Source on page 3-37). One is to use "caption text."

"Caption text" is any text that appears immediately before or after a graphic in your source document. Either portion of text can be used as alternative text in your output Web pages. It will appear onscreen when the user passes the mouse over the graphic. It will also take the place of the graphic in the event that the graphic does not display on the web page.

To create alternative text from a caption:

1. Click **Formatting** ( ), and then click **Graphics** to open that tab dialog.
2. Under Captions, click **Use caption** and then click the **Caption** button to open the Captions dialog box.
3. Under Caption Source, click **Before the graphic** or **After the graphic**.
4. Click **OK**.

The text immediately before or after each graphic associated with the selected template will now be used as alternative text in your Web output pages.

Note: If you want to use the text of actual captions in this way, the captions must immediately follow the graphic (and not a figure number, for example).

Note: If you want to use caption text for alternative text, do not select the **Use alternative text from source document if available** check box on the Graphics tab dialog. Otherwise, that text will be used instead.

LISTS

The following topics are covered in this section:

- Applying the <LI> Tag as a Custom Tag (page 3-23)
- Choosing Bullets for Lists (page 3-24)
- Formatting Bulleted Lists (page 3-24)
- Formatting Lists (page 3-25)
- Formatting Numbered Lists (page 3-26)
- Stripping Non-List Items (page 3-27)

Applying the <LI> Tag as a Custom Tag

When you work with bulleted lists, you have the option of applying the <LI> tag as a custom tag to get the list to display flush left in your Web pages.

When you first translate a list, Template Editor applies the <P> tag to the element associated with list content so that the list displays in your Web pages just as it does in your source documents. To achieve greater control over formatting, you can select **Bulleted list** in the Lists tab dialog in **Formatting**, check **Strip input to first blank space or tab**, and choose a bullet for the list item. See Formatting Bulleted Lists (page 3-24).

With these changes, Dynamic Converter replaces the <P> tag with the <LI> tag. The bulleted list appears correctly in your Web page, with the old bullet stripped out and the new one in its place. However, the list is indented. That is because when Dynamic Converter applies an <LI> tag to each list item, it also applies the <UL> tag to the list itself, and the <UL> tag forces indentation.

If you want your list to display flush left in your Web pages, you can apply the <LI> tag as a custom tag and thus avoid use of the <UL> tag.

To apply the <LI> tag as a custom tag:

1. In **Formatting**, select the element associated with list items and open the Lists tab dialog.
2. Under Type, select **Not a list**. Check **Strip input to first blank space or tab**.
3. With the element still selected, right-click and choose **Properties** from the popup menu.
4. In the Properties dialog box, click **HTML Tag** to open that tab dialog.
5. Click **Use custom tag**. Enter **<LI>** for the tag to be used before content, and **</LI>** for the tag to be used after content.
6. Click **OK**, and **OK** again.

When you translate your source document, Template Editor will create a Web page with the bulleted list flush left. If you view the source, you will see that the <LI> tag has been applied to each list item but that no <UL> tag has been used.

Note: By treating the list as **Not a List** (step 2) you won't be able to use a custom bullet.

Choosing Bullets for Lists

When you format bulleted lists, you can select the type of bullet for the list.

To choose a bullet:

1. In the **Lists** tab dialog of **Formatting**, click **Bullets**.
2. Do one of the following,
   - ❖ Under Bullet Type, check **Use standard bullet** and select a bullet type from the drop-down list, or
   - ❖ Check **Use custom bullet**, and in the File Name text box, enter the name of the file for the bullet you want to use. Alternatively, click **Gallery** to select a bullet from the Gallery.
3. In the Alternative Text box, enter information that you would like to display onscreen in the event that the bullet doesn't display (see note 2).
4. Click **OK**.

Note: If you check Use Custom Bullet and are using a default graphics set for your template, the path and name of the graphic will appear immediately in the File Name text box. When you return to the Lists tab dialog, the bullet from that Set will display in the Bullet panel as well as in the Preview box.

Note: The alternative text will display when (a) a user's browser is text only, (b) a user chooses to disable the browser's graphics functionality, or (c) a visually impaired user is viewing Web pages with an HTML screen reader.

Note: If you do not add alternative text, no default text will be used.

Formatting Bulleted Lists

Lists are a special kind of content consisting of a series of related items that are either numbered or bulleted. Lists must be treated a special way in Dynamic Converter to ensure they display properly in Web pages.

Note: Best results are obtained when you use unique elements for list content. You also need to assign the <LI> list tag to these elements. The following instructions assume you have done both. If not, see the note in Formatting Lists (page 3-25).

To format bulleted lists:

1. Click **Formatting** ( ), and then click **Lists** to open that tab dialog, and select the element you want to format.
2. Under Type, select **Bulleted list**.
3. Under Bullet, select **Don't specify** or **Use this bullet**. If the latter, click **Bullets** to open that dialog box. (See Choosing Bullets for Lists on page 3-24 for more information.)
4. Check **Strip input to first blank space or tab** if you want to strip out the original bullets from the source data.
5. Web browsers don't always properly display the bullets used in the source document. Choose this option to strip out the original bullets and add new ones.
6. Click **OK**.

Note: By selecting Bulleted List, Dynamic Converter will apply not only the <LI> tag to each list item, but also the <UL> to the list itself. As a result, the list will appear indented in your Web page. If you prefer, you can avoid use of the <UL> tag and display your list flush left by applying the <LI> tag as a custom tag. See Applying the <LI> Tag as a Custom Tag (page 3-23).

Formatting Lists

Lists are a special kind of content consisting of a related series of items that are either numbered or bulleted. You may have to apply special formatting instructions to a template to ensure that lists display properly in a web browser.

Among the problems:

- Lists often use tabs to set off the numbers or bullets from the content, but Web browsers do not recognize tabs. So the space between the numbers or bullets and the content will be eliminated.
- Solid bullets in a source document may be barely visible when translated.
- The number of the first item of a numbered list may no longer be 1.
- Web browsers often "double up" the numbers or bullets of a list, so you often need to have Dynamic Converter strip out the numbers or bullets in the source document.
- The automatic numbering and bulleting features of word processors can create problems, too.

Note: Dynamic Converter does not apply the <LI> list tag to lists in source documents. As a result, any list in your source document can be "passed through" during translation. Tabs may be lost and bullets may appear smaller, but otherwise the list content will display satisfactorily in your web pages.

For best results in formatting lists, you should assign the list tag <LI> to list content. To do this, you must associate a unique style with lists in the source document, which is highly recommended. If you haven not done so, you can either create a new style in the source document, or create a character pattern to search for list content. You can use patterns even if your document is styled (as long as the pattern is mapped to a unique element).

For more information, see:

- Formatting Numbered Lists (page 3-26)
- Formatting Bulleted Lists (page 3-24)
- Changing the HTML Tag Assigned to an Element (page 2-56)

Formatting Numbered Lists

Lists are a special kind of content consisting of a series of related items that are either numbered or bulleted. You may have to apply special formatting instructions to a template to ensure that lists display properly in a Web browser.

Note: Best results are obtained when you use unique elements for list content. You also need to assign the <LI> list tag to these elements. The following instructions assume you have done both. If not, see the note in Formatting Lists (page 3-25).

To format a numbered list:

1. Click **Formatting** ( ), and then click **Lists** to open that tab dialog, and select the element associated with the list content.
2. Under Type, select **Numbered list**.
3. Under Numbering Type, select **Don't specify** or **Use this type**. If the latter, select the type of numbering you want to use from the Numbering Type drop-down list.

   Check **Strip input to first blank space or tab** to strip out numbers from the source data.

   Web browsers typically add numbers to numbered lists. Choose this option to avoid having the numbers "double up" on your web pages.
4. Click **OK**.

Stripping Non-List Items

Dynamic Converter allows you to strip to the first white space after the first character or word of each paragraph associated with a particular element.

This option typically is used to strip out the bullets a browser automatically adds to a bulleted list so that you can then add your own custom bullets. But you may also want to strip out, for example, other content such as a special paragraph numbering system in the original source document.

To strip non-list items:

1. Click **Formatting** ( ).
2. In the Elements list, select the element associated with the content you want to strip in this fashion.
3. Click **Lists** to open that tab dialog.
4. Under Type, select **Not a list**.
5. Click the **Strip input to first blank space or tab** check box.
6. Click **OK**.

When you translate, the content associated with this element will have been stripped of whatever precedes the first blank space or tab of each paragraph.

CONVERTING GRAPHICS IN SOURCE DOCUMENTS

If your source documents contain embedded graphics, you can control how they are converted and display in Web pages. They will be converted according to the settings in the Graphics tab dialog.

Note: Some source documents contain embedded OLE objects. Embedded OLE objects are usually accompanied by a graphic "snapshot" in the form of a Windows metafile. On both Windows and Unix, Dynamic Converter can use the metafile snapshot to convert the OLE object. When the metafile isn't available, Dynamic Converter reverts to OLE technologies for the conversion. In that event, the conversion will still succeed on Windows, but it will fail on UNIX.

To convert graphics in source documents:

1. Click **Formatting** ( ), and then click **Graphics** to open that tab dialog.
2. From the Elements box, select the element or elements associated with graphics in the source document.
3. Under Format, click **GIF**, **JPEG**, **PNG**, **BMP** or **WBMP**, depending on which format you want to convert your graphics into.
4. If you want to make one of the colors in the graphic transparent, click **Make this color transparent** and click the Color button to open the Color dialog box. Select the color and then click **OK** to return to the Graphics tab dialog.
5. Under Alignment, select the appropriate radio button to determine the alignment of graphics in Web pages.

   Note: Center means the graphic will be centered on a line by itself. Top means the top of the graphic will align with the base line of the text. Bottom means the bottom of the graphic will align with the base line of the text. And Middle means the middle of the graphic will align with the base line of the text.
6. Under Appearance, check **Base image sizes on original graphic size if available** if you want to use the original sizes of the graphics for your Web page. (For example, you may have resized a graphic when you placed it in a Word file. With this option, you can revert to the original size of the graphic for displaying in your body pages.)
7. Under Appearance, check **Embed graphic in output page**.
8. In the **Alternate Text** text box, type what you want to display in the Web page should the reader's Web browser fail to display a particular graphic. Alternatively, click **Use alternative text from source document if available**. See Associating Alternative Text With a Graphic From Source (page 3-37) for more information.

Note: Your decision to embed graphics in your files or use placeholders will depend on the number of graphics, their size, and so on. Also, when you embed graphics, Dynamic Converter still creates an output graphics file.

Associating HTML or Scripting Code With an Element

You may want to incorporate HTML or scripting code in your Web page. You can associate HTML or scripting code with a specific element of a web page or associate it globally with the page itself. To do so globally, see Including HTML or Scripting Code in a Web Page (page 5-5).

To associate HTML or scripting code with an element:

1. Click **Formatting** ( ), and then click **HTML** to open that tab dialog.
2. From the Elements list, select the element you want to associate the HTML or scripting code with.
3. Click **Include HTML or scripting code before content**.
4. You can enter HTML code in the text box provided or select a file containing the code. Do one of the following:
   - Select **Use the following** and in the text box type the HTML or scripting code you want to associate with the element, or
   - Select **Use the contents of this file** and in the text box type the fill path and name of the file from the gallery that contains the code. Alternatively, click **Gallery** to locate the file containing the HTML or scripting code.
5. To include HTML or scripting code after the element selected, click **Include HTML or scripting code after content**, and repeat step 5.

Text Effects

The following topics are covered in this section:

- About Text Effects (page 3-30)
- Changing Text Effects (page 3-30)
- Using the Color Dialog Box (page 3-31)

About Text Effects

Text effects are formatting attributes associated with individual characters within a paragraph. Paragraphs often contain words or phrases set in bold or italic, say, that are not part of the paragraph style. When you translate a source document, you can retain these input effects in your Web pages. You can also turn them off or map them to different output effects.

For each effect listed, the following options are available from the drop-down boxes,

- **From Source** — Select this option if you want to retain a particular effect during translation or want Dynamic Converter to re-map the effect.
- **Always On** — Select if you always want the effect to apply to all content controlled by the element.
- **Always Off** — Select if you want to turn off the effect entirely so that it won't display in the web page. The effect will apply to the whole element.

Note: If you select Always On or Always Off, the effect is removed from the current mappings box because it is no longer available for a change in mapping.

Changing Text Effects

Text effects are formatting attributes associated with individual characters within a paragraph. Paragraphs often contain words or phrases set in bold or italic, say, that are not part of the paragraph style. When you translate a source document, you can map individual input effects to other output effects.

To change a text effect:

1. In **Formatting**, click **Character** to open that tab dialog.
2. Select the element containing the text effect you want to edit, and click **Effects** to open that dialog box.
3. In the Output Effect column, select the effect you want to change, and do one of the following,
   - Right-click to display a popup menu and select the new effect you want to map to, or
   - Click **Change** to open the Change Text Effects dialog box, and from the drop-down box select the effect you want to use. Then click **OK**.
4. Click **OK** to return to **Formatting**.

Note: The effects Inserted Text and Deleted Text relate to revisions in your source document. They are mapped to Underline and Strikethrough, respectively. For revision text to display in your output pages, you must open the Options tab dialog of **Globals** and select the **Include revision information from source documents** check box. Any colors associated with revision text in your source documents will not be preserved in your output pages.

Using the Color Dialog Box

You use the Color dialog box to set colors for text and other elements of your Web page. When you open the dialog box, a sample of any default color used displays under Custom Colors.

To change a color:

1. Select a color under Basic Colors, or click **Define custom color** and use your cursor to select a color from the color matrix. You can use the color bar to fine-tune the color selected. You can also enter RGB values to specify the hue.

   The **Color | Solid** sample box displays each color you choose.

2. Click **Add to custom colors** if you want to make the color available in future. Then click **OK** to accept the color and close the dialog box.

   When you return to the previous dialog box, the selected color appears in place of the color sample originally displayed.

Note: The colors that appear in your Web pages are browser dependent. Thus, the settings shown in the **Color** dialog box may not be exactly those that appear in your web page.

VISUAL AIDS

The following topics are covered in this section:

- Setting the Order of Navigation and Visual Aids (page 3-32)
- Inserting Icons (page 3-32)
- Inserting Rules (page 3-33)
- Inserting Separators (page 3-34)
- Setting a Background Image (page 3-35)

- Setting a Background Color (page 3-36)
- Associating Alternative Text With a Graphic From Source (page 3-37)

Setting the Order of Navigation and Visual Aids

As you format a template, you may associate a number of navigation or visual aids with a specific element, for example, text bars, button bars, rules, separators, icons, and HTML or scripting code. You can control the order in which these aids appear on your web page.

To set the order of navigation and visual aids:

1. Click **Formatting** ( ), and then click **Layout** to open that tab dialog.
2. Select the element you want to set this order for.

   Sample text and icons appear in the three preview windows. You can see all the possible navigation and visual aids, as well as HTML or scripting code, that you might associate with an element.
3. Use your mouse to drag and drop individual navigation or visual aids, or "Custom HTML," to set the order in which these should appear before or after content, or on the same line as content. You can also change alignment in this way. Or select an item and use the Reorder buttons.
4. Click **OK**.

Note: Unlike other tab dialogs in **Formatting**, you can only format a single element at a time when you are using the Layout tab dialog.

Note: See the Layout tab dialog in **Globals** for setting the layout order of navigation and visual aids for the Web page as a whole.

Inserting Icons

Icons are graphics you can add to Web pages to set off content. Icons, separators, and rules all can be used the same way. So in creating Web pages, you should consider the effect you're trying to achieve before deciding which to use.

To insert an icon:

1. In **Formatting**, click **Icons** to open that tab dialog.
2. From the Elements list, select the element you want to modify.
3. To insert an icon before the selected element, check **Insert icon before content**.

4. Do one of the following:
   - ❖ In the File Name text box, enter the file name of the icon graphic, or
   - ❖ Click **Gallery** to open the Gallery and select an icon from the graphics available in Dynamic Converter. Select one and click **OK**.
5. Under **Alignment**, select **Flush left** or **With content**, depending on how the icon should appear in the Web page.
6. To insert an icon after the element, check **Insert icon after element** and repeat steps 4 and 5.
7. In the Alternative Text box, enter information that you would like to display as a screen tip on the Web page in the event that the separator doesn't display (see Notes).
8. If the element you are formatting is also used in tables and you do not want icons to display in those tables, check **Omit icons when element is within a table**.
9. Click **OK**.

Note: The alternative text (step 7) will display when (a) a user's browser is text only, (b) a user chooses to disable the browser's graphics functionality, or (c) a visually impaired user is viewing Web pages with an HTML screen reader.

Note: If you do not add alternative text, no default text will be used.

Inserting Rules

You can add rules to Web pages to set off content. Rules, separators, and icons all can be used the same way. So in creating Web pages, you should consider the effect you're trying to achieve before deciding which to use.

To insert a rule:

1. In **Formatting**, click **Rules** to open that tab dialog.
2. From the Elements list, select the element you want to modify.
3. To insert a rule before the selected element, check **Insert rule before content**.

   If you have picked a graphics set as the default, the path and name of the rule from that Set will appear automatically in the File Name text box, and the rule will appear in the Preview box below. (See Selecting a Graphics Set for a Web Page on page 5-10.) In which case, go to step 8. If you haven't, and the default settings are fine, go to step 7.

4. In the **Set Width** edit box, enter the percentage (of the Web browser window) for the width of the rule, or use the up/down control to set the percentage. If you selected Pixels under Width Is, the value you enter will be in pixels.
5. In the **Set Height** edit box, enter the height of the rule in pixels, or use the up/down controls to set the pixel height.
6. Check **3D Shading** if you want to apply a 3D effect to the rule rather than color it. To color the rule, under Color, click **Set color** and click the **Color button** to open the Color dialog box. Select a color and click **OK** (see Using the Color Dialog Box on page 3-31).
7. Under **Alignment**, select **Left**, **Center**, or **Right**, depending on how the rule should appear in the Web page.
8. To insert a rule after the element, check **Insert rule after content** and repeat steps 4 to 7.
9. If the element you are formatting is also used in tables and you do not want rules to display in those tables, check **Omit rules when element is within a table**. Then click **OK**.

Note: You can also set rules for an entire Web page. See Adding Rules to a Web Page (page 5-2).

Inserting Separators

Separators are graphics you add to Web pages to set off content. Separators, rules, and icons all can be used the same way. So in creating Web pages, you should consider the effect you are trying to achieve before deciding which to use.

To insert a separator:

1. In **Formatting**, click **Separators** to open that tab dialog.
2. From the Elements list, select the element you want to modify.
3. To insert a separator before the selected element, check **Insert separator before element**.
4. Do one of the following,
   - ❖ In the File Name text box, enter the file name of the separator graphic, or
   - ❖ Click **Gallery** to open the Gallery and select a separator from the Separators group of graphics.

If you have picked a graphics set as the default, the path and name of the separator from that Set will appear automatically in the File Name text box, and the separator will appear in the Preview box below. See Selecting a Graphics Set for a Web Page (page 5-10).

5. Under **Alignment**, select **Left**, **Center**, or **Right**, depending on how the separator should appear in the Web page.
6. To insert a separator after the element, check **Insert separator after element** and repeat steps 4 and 5.
7. In the Alternative Text box, enter information that you would like to display onscreen in the event that the separator doesn't display (see Note 2).
8. If the element you're formatting is also used in tables and you don't want separators to display in those tables, check **Omit separators when element is within a table**.
9. Click **OK**.

Note: You can also set separators for an entire Web page. See Adding Separators to a Web Page (page 5-2).

Note: The alternative text will display when (a) a user's browser is text only, (b) a user chooses to disable the browser's graphics functionality, or (c) a visually impaired user is viewing Web pages with an HTML screen reader.

Setting a Background Image

Among the options available for formatting paragraphs with CSS turned on is setting a background image.

To set a background image:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set a background image for. The image you select will be used as a background for all content associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Under Background Image, on the General tab dialog, select **Set background image**, and then click the **Gallery** button to locate the graphics file that you want to use.

Alternatively, if you know the path and file name of the image, you can enter it directly in the text box.

5. Click **OK** to leave the Advanced dialog box and return to the Paragraph dialog box.

Note: You can set a background color instead of an image. See Setting a Background Color (page 3-36).

Setting a Background Color

Among the options available for formatting paragraphs with CSS turned on is the setting of a background color.

To set a background color:

1. Click **Formatting** ( ), and then click **Paragraph** to open that tab dialog.
2. From the Elements list, select the element or elements that you want to set a background color for. The color you select will be used as a background for all content associated with these elements.
3. Under Advanced, click the **Advanced** button. A Caution dialog box may open to remind you that support for the different features in the Advanced section may vary between browsers. Click **OK**.
4. Under Background Color, on the General tab dialog, select **Take from source**, **Don't specify**, or **Use this color**.

   Take From Source means that Dynamic Converter uses what is in the source document. Don't Specify means the Web browser used to view the Web page may substitute its own default settings. Use This Color lets you specify the color you want to use.
5. If you select **Use this color**, double-click the **Color button** to open the Color dialog box. Select the color you want to use and click **OK**. See Using the Color Dialog Box (page 3-31) for more information.
6. Click **OK**, again, to leave the Advanced dialog box and return to the Paragraph dialog box.

Note: You can set a background image instead of a color. See Setting a Background Image (page 3-35).

Note: The color that actually displays in the user's browser may differ from the color you select.

Associating Alternative Text With a Graphic From Source

You have three options in Template Editor for associating alternative text with a graphic from a source document. Whatever text is used will display in your browser in the event that the graphic does not display. (The text will also be visible when the mouse is passed over the graphic on your Web page.)

To associate alternative text with a graphic from source:

1. In **Formatting**, click **Graphics** to open that tab dialog.
2. Do one of the following:
   - ❖ Under **Alternative Text**, click **Use Alternative text from source document if available**, or
   - ❖ Under **Captions**, click **Use caption**, and then click the **Caption** button, and in the **Captions** dialog box, click **Before the graphic** or **After the graphic**, and then click **OK**, or
   - ❖ Under **Alternative Text**, enter text in the **Alternative Text** field that you want to display in place of the graphic.
3. Click **OK**.

Note: You must select the element associated with a graphic in order to associate alternative text with it. However, you can select multiple elements, if you like, to be sure that you edit all the appropriate elements of the template that are associated with graphics.

Note: You can also select multiple methods of associating alternative text, that is, all three bulleted options in Step 3. In that event, Dynamic Converter will follow the order of the bulleted list items to determine what alternative text to display.
In other words, if you associate alternative text with a graphic that is embedded in a source document, that text will always be used, and the other two types of alternative text, if selected, will be ignored for that graphic. If you don't specify alternative text from the source document, then caption text will be used, if it has been specified, and any alternative text entered in the Alternative Text field will be ignored. Finally, alternative text entered in the Alternative Text field will be used only if no other alternative text is specified.

Note: One benefit of using alternative text specified in the source document is that you can have a unique piece of text associated with each graphic. This isn't generally possible when you enter text in the Alternative Text field, unless, of course, you have created a unique style (and therefore element) for each graphic.

Note: "Caption text" refers to any text immediately before or after the graphic. For more information, see Creating Alternative Text From a Caption (page 3-22).

Chapter

4

NAVIGATION

The following topics are covered in this section:

- About Navigation (page 4-1)
- Link Properties (page 4-2)
- Navigating to Another Website (page 4-3)
- Link to Source Link (page 4-3)
- Navigation Bars (page 4-6)
- Graphics Gallery (page 4-14)

ABOUT NAVIGATION

Navigation is one of four property sheets in Template Editor used to edit templates. In **Navigation**, you create links to help users navigate your Web pages. Among the options are the ability to:

- Create a page button bar or a page text bar
- Create an element button bar or an element text bar

Whichever type of navigation bar you create, a range of buttons is available for the links. The Gallery offers 28 graphics sets, each consisting of a uniquely designed set of buttons suitable for all navigation purposes. In addition to the usual links for previous page, next page, etc., Template Editor provides special-purpose links:

- **Specific Page** — Links to any URL anywhere. See Navigating to Another Website (page 4-3).
- **Link to Source** — Lets the user open the source document used to create the Web page on which the button resides. See Link to Source Link (page 4-3).

Each of these special-purpose links can be added to the navigation button bars you create.

Note: You open **Navigation** from the Template Editor dialog box, and can move between the four property sheets there. You can use the property sheets in any order.

Note: If you plan to use a default graphics set, you should pick one before you enter the **Navigation** property sheet. See Selecting a Graphics Set for a Web Page (page 5-10).

LINK PROPERTIES

Link properties are the properties of a navigation link you select when creating a page or element button bar. They comprise:

- **Link Type** — The type of link you are adding to the page or element button bar. In addition to the usual links for Previous Page, Next Page, etc., Dynamic Converter offers special links for Link to Source and Specific Page. You must choose a Link Type before entering the Link Properties dialog box.
- **Link icon** — The button, representing the link, that will display on your Web page. If you have already selected a button for a particular link, it will display in the Link Properties dialog box.
- **Include a link of this type** — Places the link in your Web page. The **Before content** option places the link at the top of the Web page for a page button bar and before the selected element for an element button bar. The **After content** option places it at the bottom of the Web page or after the element.
- **File name** — The path and file name for the graphic representing the link. If you have associated a graphics set with your template, the appropriate button will be selected automatically. (See note 2.) If a button isn't automatically selected, click the Gallery button to open the Gallery and choose a button.
- **Alternative text** — The text that displays as a screen tip when you pass your cursor over the navigation button on a Web page. Also the text that displays instead of the graphic if the user chooses to view only text in the browser.

- **Source page URL** — Applicable only when creating a Link to Source navigation button. You can use different URLs (the default is **%%TRANSIT-INPUTPATH%%**), depending on the location of the source document you are linking to. See Link to Source Link (page 4-3) for more information.
- **Specific page URL** — Applicable only when creating a link to a specific page on another Web site. The complete URL for the page you are targeting is entered here. Dynamic Converter provides three links for this purpose. See Navigating to Another Website (page 4-3) for more information.

Note: There are 28 graphics sets available from the Gallery in Dynamic Converter. Each one includes a unique set of buttons for creating navigation links.

Note: The button used for a Specific Page link varies from graphics set to graphics set. In some instances the Home button is used. Since this button is also used for a Link to Source link, you may want to consider the best selection of buttons if you happen to be using both types of links in the same navigation bar.

NAVIGATING TO ANOTHER WEBSITE

Among the navigation options in Template Editor are several special-purpose links that can be added to a page or element button bar. Included is the Specific Page link, which lets you link to any URL.

LINK TO SOURCE LINK

Among the navigation options in Dynamic Converter are several special-purpose links that can be added to a page or element button bar. Included is the Link to Source link, which lets the user open the source document used to create the web page on which the link resides.

The following topics are covered in this section:

- Adding a Link to Source Link to a Page Button Bar (page 4-4)
- Adding a Link to Source Link to an Element Button Bar (page 4-5)

Adding a Link to Source Link to a Page Button Bar

Among the navigation options in Template Editor are several special-purpose links that can be added to a page or element button bar. Included is the Link to Source link, which lets users open the source document used to create the Web page on which the link resides.

Note: For a user to be able to open a source document in its native format from a Web page, the application used to create the source document must be available on the user's machine.

To add a Link to Source link to a page button bar:

1. Click **Navigation** ( ), and then click **Page Button Bar** to open that tab dialog.
2. Under **Link Type**, select **Link to Source**, and then click **Properties** to open the Link Properties dialog box.
3. Select the **Include a link of this type** check box, and then select the **Before** and/or **After** check box.
4. In the **File Name** text box, enter the path and name of the graphic to be used for the button. Or click **Gallery** to locate the graphic, if necessary. (See note 2.)
5. In the **Alternative Text** text box, type the alternative text you want to appear in your Web page (the default text is "Source Document").
6. Under **Source page URL** enter the required URL to identify the location of your source document. The default is:

   %%TRANSIT-INPUTPATH%%

   This "token" will work for all intranet environments where the source file is in a shared location.
7. Click **OK** to return to the Page Button Bar tab dialog. The path and file name for the navigation button now displays in the Link Icon column.
8. Under **Align top** and/or **Align bottom**, select Left, Center, or Right to position the graphic on the page. If several graphics are displayed in the preview boxes, you can use drag and drop to change their order. Then click **OK** to return to the main window.

Note: To select or clear a button, you can also double-click in the Before or After column (in the Page Button Bar tab dialog) to change the red cross to a green check mark. Alternatively, you can right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column).

Note: If you have picked a default graphics set for the template, a button from that Set appears in the appropriate Preview window as soon as you specify a link and leave the Link Properties dialog box. Otherwise, open the Gallery in the groups mode and select a button from the Link to Source group of graphics available. Or click **Browse** to locate the file you want to use.

Note: The button used for a Specific Page link varies from graphics set to graphics set. In some instances the Home button is used. Since this button is also used for a Link to Source link, you may want to consider the best selection of buttons if you happen to be using both types of links in the same navigation bar.

Adding a Link to Source Link to an Element Button Bar

Among the navigation options in Template Editor are several special-purpose links that can be added to a page or element button bar. Included is the Link to Source link, which lets users open the source document used to create the Web page on which the link resides.

Note: For a user to be able to open a source document in its native format from a Web page, the application used to create the source document must be available on the user's machine.

To add a Link to Source link to an element button bar:

1. Click **Navigation** ( ), and then click **Element Button Bar** to open that tab dialog.
2. From the Elements list, select the element you want to associate the button bar with. Under **Link Type**, select **Link to Source**, and then click **Properties** to open the Link Properties dialog box.
3. Select the **Include a link of this type** check box, and then select the **Before** and/or **After** check box.
4. In **File Name** text box, enter the path and name of the graphic to be used for the button. Or click **Gallery** to locate the graphic, if necessary. (See note 2.)
5. In the **Alternative Text** text box, type the alternative text you want to appear in your Web page (the default text is "Source Document").
6. Under **Source page URL** enter the required URL to identify the location of your source document. The default is:

   %%TRANSIT-INPUTPATH%%

This URL will work for all intranet environments where the source file is in a shared location.

7. Click **OK** to return to the Element Button Bar tab dialog. The path and file name for the navigation button now displays in the Link Icon column.
8. Under **Alignment**, select the appropriate radio button, depending on how you want the new link to be positioned on the page. (See note 4.) Then click **OK** to return to the main window.

Note: To select or clear a button, you can also double-click in the Before or After column (in the Element Button Bar tab dialog) to change the red cross to a green check mark. Alternatively, you can right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column).

Note: If you have picked a default graphics set for the template, a button from that Set appears in the appropriate Preview window as soon as you specify a link and leave the Link Properties dialog box. Otherwise, open the Gallery in the groups mode and select a button from the Specific Page group of graphics available. Or click **Browse** to locate the file you want to use.

Note: The button used for a Specific Page link varies from graphics set to graphics set. In some instances the Home button is used. Since this button is also used for a Link to Source link, you may want to consider the best selection of buttons if you happen to be using both types of links in the same navigation bar.

Note: When a button is associated with an element and set to align away from content, Dynamic Converter uses an HTML table to achieve this effect. If your audience uses browsers that do not support tables, you should avoid using icons, bullets, or navigation buttons that are formatted to appear away from content.

NAVIGATION BARS

The following topics are covered in this section:

- Adding a Specific Page Link to a Page Button Bar (page 4-7)
- Adding a Specific Page Link to an Element Button Bar (page 4-8)
- Formatting a Text Bar With CSS (page 4-9)
- Navigating With a Page Button Bar (page 4-10)

- Navigating With a Page Text Bar (page 4-11)
- Navigating With an Element Button Bar (page 4-12)
- Navigating With an Element Text Bar (page 4-13)

Adding a Specific Page Link to a Page Button Bar

When you create a page button bar to help users navigate your Web page, you can include a special link to any URL. Template Editor lets you create three such links.

To add a specific page link to a page button bar:

1. Click **Navigation** ( ), and then click **Page Button Bar** to open that tab dialog.
2. Under **Link Type**, select one of the **Specific Page** entries, and then click **Properties** to open the Link Properties dialog box.
3. Select the **Include a link of this type** check box, and then select the **Before** and/or **After** check box. (See note 1.)
4. In the **File Name** text box, enter the path and name of the graphic to be used for the button. Or click **Gallery** to locate the graphic, if necessary. (See note 2.)
5. In the **Alternative Text** text box, type the alternative text you want to appear in your Web page.

   This text will display as a screentip when you pass your cursor over the navigation button on a Web page. It will also display instead of the graphic if the user chooses to view only text in the browser
6. In the **Specific Page URL** text box, enter the full URL for the specific page on the Web site you want to link to.
7. Click **OK** to return to the Page Button Bar tab dialog. The path and file name for the navigation button now display in the Link Icon column.
8. Under **Align top** and/or **Align bottom**, select Left, Center, or Right to position the graphic on the page. If several graphics are displayed in the preview boxes, you can use drag and drop to change their order.
9. Click **OK** to return to the main window.

Note: To select or clear a link, you can also double-click in the Before or After column (in the Page Button Bar tab dialog) to change the red cross to a green check mark. Alternatively, you can right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column).

Note: If you have picked a default graphics set for the template, a button from that Set appears in the appropriate Preview window as soon as you specify a link and leave the Link Properties dialog box. Otherwise, open the Gallery (in the Groups mode) and select a button from the Specific Page group. Or click **Browse** to locate the file you want to use.

Note: The button used for a Specific Page link varies from graphics set to graphics set. In some instances the Home button is used. Since this button is also used for a Link to Source link, you may want to consider the best selection of buttons if you happen to be using both types of links in the same navigation bar.

Adding a Specific Page Link to an Element Button Bar

When you create an element button bar to help users navigate your Web page, you can include a special link to any URL. Template Editor lets you create three such links.

To add a specific page link to an element bar:

1. Click **Navigation** ( ), and then click **Element Button Bar** to open that tab dialog.
2. From the Elements list, select the element you want to associate the button bar with. Under **Link Type**, select one of the **Specific Page** entries, and click **Properties** to open the Link Properties dialog box.
3. Select the **Include a link of this type** check box, and then select the **Before** and/or **After** check box. (See note 1.)
4. In **File Name** text box, enter the path and name of the graphic to be used for the button. Or click **Gallery** to locate the graphic, if necessary. (See note 2.)
5. In the **Alternative Text** text box, type the alternative text you want to appear in your Web page.

   This text will display as a screen tip when you pass your cursor over the navigation button on a Web page. It will also display instead of the graphic if the user chooses to view only text in the browser

6. In the **Specific Page URL** text box, enter the full URL for the specific page on the Web site you want to link to.
7. Click **OK** to return to the Element Button Bar tab dialog. The path and file name for the navigation button now display in the Link Icon column.
8. Under **Alignment**, select the appropriate radio button, depending on how you want the new link to be positioned on the page. (See note 4 below.)
9. Click **OK** to return to the main window.

Note: To select or clear a button, you can also double-click in the Before or After column (in the Element Button Bar tab dialog) to change the red cross to a green check mark. Alternatively, you can right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column).

Note: If you have picked a default graphics set for the template, a button from that Set appears in the appropriate Preview window as soon as you specify a link and leave the Link Properties dialog box. Otherwise, open the Gallery (in the groups mode) and select a button from the Specific Page group. Or click **Browse** to locate the file you want to use.

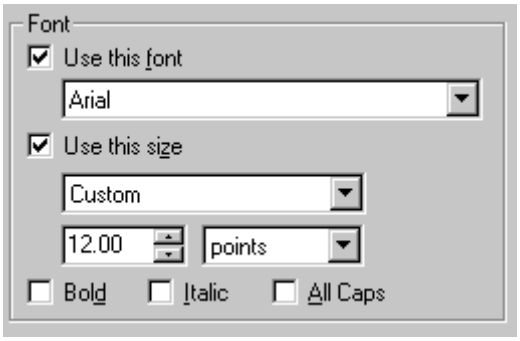
Note: The button used for a Specific Page link varies from graphics set to graphics set. In some instances the Home button is used. Since this button is also used for a Link to Source link, you may want to consider the best selection of buttons if you happen to be using both types of links in the same navigation bar.

Note: When a button is associated with an element and set to align away from content, Dynamic Converter uses an HTML table to achieve this effect. If your audience uses browsers that do not support tables, you should avoid using icons, bullets, or navigation buttons that are formatted to appear away from content.

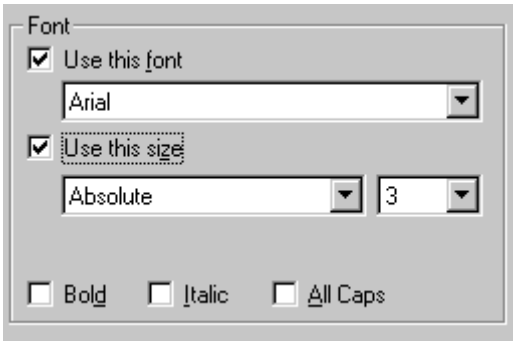
Formatting a Text Bar With CSS

The formatting options for creating text bars differ, depending on whether Cascading Style Sheets (CSS) is turned on or off.

With CSS turned off, the Font panel in the Page Text Bar and Element Text Bar tab dialogs of **Navigation** displays as follows:



With CSS turned on, it displays as follows:



Thus, with CSS, you have additional options from the drop-down list for **Use this size**. In particular, by selecting Custom, you can choose both the unit of measure (points, inches, centimeters, or percentage) and a precise font size.

See Cascading Style Sheets (CSS) (page 3-2).

Navigating With a Page Button Bar

Among your navigation options is the ability to create a button bar to be placed on each page of your web page.

Note: You can also create an element button bar that is associated with a specific element (see Navigating With an Element Button Bar on page 4-12).

To create a page button bar:

1. Click **Navigation** ( ), and then click **Page Button Bar** to open that tab dialog.
2. Under **Link Type**, select the link you want to create.

3. For each type of link you want, double-click the red cross in the **Before** and/or **After** column, depending on where you want to place the specific link (top or bottom of the page). The red cross turns into a green check mark.

   Note: If you have picked a default graphics set for the template, a button from that Set appears immediately in the appropriate Preview window below and the path and file name for the graphic appears in the Link Icon column. Otherwise, click Gallery and select a button from the appropriate group.

4. To change the order of the buttons on the bar, select the button you want to move and use the Reorder arrows above the Top of Page Preview window, or simply drag and drop the graphics image.

5. Under **Align top**, select Left, Center, or Right, depending on where you want the button bar positioned. Under **Align bottom**, do the same.

6. Click **OK**.

Note: In step 4, you could also right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column). Alternatively, once you select a Link Type (step 3), you can click Properties to open the Link Properties dialog box and make your selection there (see Link Properties on page 4-2).

Navigating With a Page Text Bar

Among your navigation options is the ability to add a page text bar to your Web page. The text is drawn from headings (or other content) of the source document.

Note: You can also create an element text bar that draws its content from headings on the Web page on which the text bar resides (see Navigating With an Element Text Bar on page 4-13).

To create a page text bar:

1. Click **Navigation** ( ), and then click **Page Text Bar** to open that tab dialog.

2. Click **Build a text bar from all**, and from the first drop-down list, select the element to be used for building the text bar. From the second drop-down list, select the number of words to be used for each entry.

   Example If you select Heading 1 and accept the default of 2 words, Template Editor creates a text bar comprising an entry for each heading at that level, using the first two words of each heading.

3. Click **Strip input to first blank space or tab**, if necessary (recommended if the element is numbered, so that only the text of the element will appear in the text bar).
4. Under **Placement**, select Top of Page or Bottom of Page.
5. Under **Alignment**, select Left, Center, or Right.
6. Under **Font**, click **Use this font** and select the font you want to use from the drop-down list. Then click **Use this size** and select Absolute, Larger or Smaller. If you choose Absolute, select a relative size from the second drop-down list. (See notes.)
7. Select **Bold**, **Italic**, and/or **All Caps** to complete the formatting of your text bar.
8. Click **OK**.

Note: If you turn on Cascading Style Sheets for the template, the drop-down list for font size provides more options. In particular, you can select Custom and then choose both a unit of measure (the default is points) and a precise font size. See Formatting a Text Bar With CSS on page 4-9.

Note: The font you select for the text bar must be available on the user's machine. Otherwise, the browser will substitute a font.

Navigating With an Element Button Bar

Among your navigation options is the ability to associate a button bar with a specific element on your Web pages. The button bar can contain special links such as allowing the user to open the source document used to create the Web page.

Note: You can also create a page button bar to appear at the top and/or bottom of your Web pages (see Navigating With a Page Button Bar on page 4-10).

To create an element button bar:

1. Click **Navigation** ( ), and then click **Element Button Bar** to open that tab dialog.
2. From the Elements list, select the element you want to associate the button bar with. Under **Link Type**, select the link you want to create.
3. For each type of link you want, double-click the red cross in the Before and/or After column, depending on where you want to place the specific link (before and/or after the element). The red cross turns into a green check mark.

   Note: If you have picked a default graphics set for the template, a button from that Set appears immediately in the appropriate Preview window below and the path and file

name for the graphic appears in the Link Icon column. Otherwise, click Gallery and select a button from the appropriate group.

4. To change the order of the buttons on the bar, select the button you want to move and use the Reorder arrows above the Preview window, or simply drag and drop the graphics image.
5. Under **Alignment**, select the appropriate radio button, depending on how you want the new link to be positioned in this page. (See note 3.)
6. Click **OK**.

Note: In step 4, you could also right-click and choose the green check mark from the popup menu, or press Ctrl+B (Before column) or Ctrl+A (After column). Alternatively, once you select a Link Type (step 3), you can click Properties to open the Link Properties dialog box and make your selection there (see Link Properties on page 4-2).

Note: The **Continue links between documents** check box is selected by default. As a result, users can scroll through the Web pages created from all of the source documents in a given publication. To create a formal break after the last Web page of each document, clear this check box.

Note: When a button is associated with an element and set to align away from content, Template Editor uses an HTML table to achieve this effect. If your audience uses browsers that do not support tables, you should avoid using icons, bullets, or navigation buttons that are formatted to appear away from content.

Navigating With an Element Text Bar

Among your navigation options is the ability to create an element text bar to link the elements of a Web page. The text is drawn from headings (or other content) on the Web page on which the text bar resides.

Note: You can also create a page text bar that draws its content from all the Web pages for a given publication (see Navigating With a Page Text Bar on page 4-11).

To create an element text bar:

1. Click **Navigation** ( ), and then click **Element Text Bar** to open that tab dialog.
2. Click **Build a text bar from all**, and from the first drop-down list, select the element to be used for building the text bar. From the second drop-down list, select the number of words to be used for each entry.

Example: If you select Heading 1 and accept the default of 2 words, Dynamic Converter creates a text bar comprising an entry for each heading at that level, using the first two words of each heading.

3. Click **Strip input to first blank space or tab**, if necessary (recommended if the element selected is numbered, so that only the text of the element will appear in the text bar).
4. Under **Placement**, click **Top of page** or **Bottom of page** to place the text bar at the top or bottom of Web pages. To place the text bar before or after a specific element, click **Before every** or **After every** and choose that element from the appropriate drop-down list.
5. Under **Alignment**, select Left, Center, or Right.
6. Under **Font**, click **Use this font** and select the font you want to use from the drop-down list. Then click **Use this size** and select Absolute, Larger or Smaller. If you choose Absolute, select a relative size from the second drop-down list. (See notes.)
7. Select **Bold**, **Italic**, and/or **All Caps** to complete the formatting of your text bar.
8. Click **OK**.

Note: If you turn on Cascading Style Sheets for the template, the drop-down list for font size provides more options. In particular, you can select Custom and then choose both a unit of measure (the default is points) and a precise font size. See Formatting a Text Bar With CSS on page 4-9.

Note: The font you select for the text bar must be available on the user's machine. Otherwise, the browser will substitute a font.

GRAPHICS GALLERY

The following topics are covered in this section:

- Graphics Gallery (page 4-15)
- Graphics Sets (page 4-15)
- Templates and Associated Graphics Sets (page 4-16)
- Changing the Properties of Graphics Sets (page 4-17)
- Changing the Properties of Groups of Graphics (page 4-20)

Graphics Gallery

Graphics can enhance your Web pages in many ways. Template Editor ships with over 900 GIFs that can be selected from 28 pre-arranged Sets that contain navigation and visual aids in the same graphics style. You can also select graphics grouped in categories such as backgrounds and separators (the same categories are reflected in the folders found in the Gallery directory). You can even create your own Sets.

The Graphics Gallery has two modes: Sets and Groups. In the Sets mode (the default), you can click the options in the Sets window (Apple Butter, etc.) to view the various navigation buttons and other visual aids available in a particular style. (To view the graphic individually, click the plus box next to the Set name to open a folder and then click the graphics you want to view.)

In the Groups mode, click any plus box in the Groups window to open the folder to reveal all the graphics of a particular type available. You can select the first graphic in the group and press the down arrow repeatedly to scroll through all the options available.

Graphics Sets

Template Editor ships with over 900 GIFs for use as navigation and visual aids. Many of them are available as part of the 28 graphics sets you can choose from to ensure a consistent look to your Web pages.

Each Set consists of all the navigation buttons you'll need to create the necessary jumps between the pages of your Web page, plus a separator, a horizontal rule, a bullet, and a background. And each Set has its own distinctive design.

You can make any of the Sets your default Set for a particular template. Once you do that, graphics from that Set are immediately available from the Set at appropriate points in the program.

For example, if in **Formatting** you want to place a separator before the element selected, simply click the Insert Separator Before Content check box in the Separators tab dialog. The separator from the default graphics set will display immediately in the Preview window and the path and file name for the graphic will display in the File Name text box.

Note: When you associate a graphics set with a template, the background graphic is automatically applied to all Web pages controlled by that template. You can change this, if you want, in the Colors tab dialog of **Globals**.

Templates and Associated Graphics Sets

The table below lists all 19 body templates in the default project file. The graphics set listed for each body template is also associated with templates. (There are 28 graphics sets in Dynamic Converter, so not all are used.)

Template	Graphics Set
Academy	Aqua Weave
Acclaim CSS	Investment
Account	Clearing House
Adagio CSS	Gray Tab
Administration	Planner
Analysis	Grouted Tiles
Archive CSS	Scalloped
Blank	None
Business	Blue Bevel
Ceremonial	Blue Mexico
Courtesy CSS	Cranberry Script
Executive	Gray Tab
Introduction CSS	Blue Peach
Lotus 1-2-3	Royal Cloth
Lotus Freelance	Olive
MS Excel	Skill Set
MS PowerPoint	Maroon Sand
Purple Frost	Lilac Spiral
Retrofied! CSS	Salmon Retro

Changing the Properties of Graphics Sets

You can create a new graphics set for the Gallery and edit existing Sets. You do this in Set Properties dialog box, which is available from the Gallery dialog box when it is in the Sets mode. (Click **Properties** to open the dialog box.)

The following topics are covered in this section:

- Creating a New Graphics Set (page 4-17)
- Editing a Graphics Set (page 4-18)
- Formatting a Rule for a Graphics Set (page 4-18)
- Renaming a Graphics Set (page 4-19)
- Deleting a Graphics Set (page 4-19)

Creating a New Graphics Set

You can create a new graphics set in the Gallery if you don't want to use any of the Sets provided.

You can open the Gallery in different ways. If you start in **Globals,** click the **Set** tab, and then click **Gallery**, the Gallery is already in the Sets mode.

To create a new graphics set:

1. Click **New** to open the Set Properties dialog box.
2. In the **Name** text box, enter the name you want to use for the new Set.
3. Double-click any of the buttons you want to use, for example, Previous Page (top left). This will return you to the Gallery, which is now in the Groups mode.
4. From the Groups box, click the plus box opposite Preview Page to list all the graphics available in that category.
5. Click several, in turn, to see which one you want to use. Select one and click **OK**. You'll return to Set Properties, with the graphic you just selected in the Previous Page box.
6. In the Set Properties dialog box, double-click the second button you want to use, and repeat steps 4 and 5.
7. Repeat this procedure until you have created a graphics set that includes all the navigation and visual aids you'll need for your Web pages.

8. When you're done, click **OK**. When you return to the Gallery this time, you will be in the Sets mode and the name of the new Set will display under Sets, to the left.

Note: If you select a rule as part of your graphics set, see Formatting a Rule for a Graphics Set (page 4-18) for how to edit its size and color.

Editing a Graphics Set

You can edit a graphics set in the Gallery at any time, whether it's a Set provided by Dynamic Converter or one you created yourself.

You can open the Gallery in different ways. If you start in **Globals,** click the **Set** tab, and then click **Gallery**, the Gallery is already in the Sets mode.

To edit a graphics set:

1. Under Sets, select the graphics set you want to edit.
2. Click **Properties** to open the Set Properties dialog box.
3. Double-click the graphic you want to change, for example, Index. You'll return to the Gallery, which is now in the Groups mode.
4. Under Groups, locate the Index group and click the plus box to display all the graphics available in that group.
5. Select another graphic and click **OK**. You'll return to the Set Properties dialog box, with the new graphic you selected now in the Index box.
6. Repeat these steps to edit any additional buttons you want to change.
7. Click **OK**.

Formatting a Rule for a Graphics Set

Each graphics set in the Gallery has a rule as part of the Set. And when you create a new graphics set (see Creating a New Graphics Set on page 4-17), you have the option of including a rule in the Set.

In the **Set Properties** dialog box, you select the bar containing the rule, which activates the **Properties** button in the **Horizontal Rule** panel. You can then click **Properties** to open the **Rule Properties** dialog box.

To format a rule for a graphics set:7

1. Opposite the **Set width** box, accept the default 80% or use the Up/Down control to adjust the value. If you prefer to set the value in pixels, click **Pixels** in the **Width is** panel, and then adjust the value in the **Set width** box.

2. Opposite **Set height (pixels)**, set a value for the height of the rule in pixels. Use the Up/Down control to adjust the value, if necessary.
3. Click **3D Shading** if you want a 3D effect for the rule. Alternatively, click **Set Color** in the Color panel and click the **Color button** to open the Color dialog box. Select a color and click **OK** to return to the Rule Properties dialog box.

   You can check your formatting in the Sample box as you make changes.
4. Under **Alignment**, check Left, Center, or Right for the horizontal placement of the rule.
5. Click **OK** to return to the Set Properties dialog box.

Note: If you make the graphics set your default for a template, this rule will be available throughout Dynamic Converter for the template. That is, wherever you select a rule, the settings will be automatically used. However, you can always format the rule differently for a specific use, if you want.

Renaming a Graphics Set

To rename a graphics set:

1. Open the **Globals** property sheet.
2. Click **Set** to open that tab dialog, and then click **Gallery** to open the Gallery.
3. Select the Set you want to rename, and click **Properties** to open the Set Properties dialog box.
4. In the **Name** text box, enter the name you want to use for the Set, and click **OK**.
5. Click **OK** to return to the Set tab dialog, and **OK** again to return to the main window.

Deleting a Graphics Set

You can delete a graphics set in the Gallery at any time.

To delete a graphics set:

1. Under **Mode**, select **Sets**.
2. From the list of Sets, select the Set you want to delete.
3. Click **Delete**.

Changing the Properties of Groups of Graphics

You can create a new group of graphics for the Gallery, and edit new or existing groups. You do this in Set Properties in the Groups mode.

The following topics are covered in this section:

- Creating a New Group of Graphics (page 4-20)
- Editing a Group of Graphics (page 4-20)

Creating a New Group of Graphics

Template Editor ships with over 900 GIFs in groups or categories, such as separators and bullets. You can create a new group, if you want. You can use some of the graphics already in the Gallery or your own graphics.

To create a new group for graphics:

1. In the Gallery dialog box, select **Groups** under **Mode**.
2. Click **New**.
3. In the Name text box enter the name of the group you want to create.
4. In the **File Name specification** text box, enter a specification for the type of graphics you'll place in the group (say, *.gif). You can enter multiple specifications by separating them with a comma.
5. In the **Directory**, enter a path for the directory that contains the graphics you want to place in the new group (use the **Browse** button to locate the directory, if necessary).
6. Under **Group Type**, select the type of group you want to create.
7. Click **OK**.

Editing a Group of Graphics

You can edit a group of graphics in the Gallery at any time, whether an existing group or one you created yourself.

To edit a group of graphics:

1. Under **Mode**, select **Groups**.
2. Under **Groups**, select the group you want to edit.
3. Click **Properties** to open the Set Properties dialog box.

4. Edit the **Name**, **File Name Specification**, **Directory**, and **Group Type** information, as appropriate.
5. Click **OK**.

Chapter

5

GLOBALS

The following topics are covered in this section:

- About Globals (page 5-1)
- Adding Rules to a Web Page (page 5-2)
- Adding Separators to a Web Page (page 5-2)
- HTML and Scripting (page 5-3)
- Suppressing Cross-References in a Web Page (page 5-9)
- Specifying a Target for External Hyperlinks (page 5-9)
- Graphical Elements (page 5-10)
- Other Web Page Settings (page 5-12)

ABOUT GLOBALS

Globals is one of four property sheets used to edit templates. In **Globals,** your settings apply to a Web page as a whole. The settings are still saved as part of the template but are not associated with specific elements.

Globals options include:

- Set colors for the whole Web page, including colors for links, depending on their status
- Insert separators and rules to be placed at the beginning and end of a Web page
- Insert an address, copyright line, and email address in your Web page

To open **Globals**, click **Globals** ( ) in the Template Editor main window.

Note: In Template Editor, you can move between the four property sheets and use them in any order. You can also preview your changes as you make them.

ADDING RULES TO A WEB PAGE

The global settings available to enhance the look of Web pages include the option to add rules to a web page.

To add rules to a web page:

1. Click **Globals** ( ), and then click **Rules** to open that tab dialog.
2. Click **Insert rule before content**. If you want to accept the defaults, go to step 7.
3. In the Width Is panel, select **%** or **Pixels**. In the Set Width edit box, enter a value for the percentage or number of pixels you want to use, or use the Up/Down control to select the value.
4. In the Set Height edit box, enter a value for the number of pixels you want to use, or use the Up/Down control to select a value.
5. Under Color, click **Set Color** and then click the **Color button** to open the Color dialog box. Select the color you want to use for the rule and click **OK**.
6. Under Alignment, click **Left**, **Center**, or **Right**, depending on how you want the rule to align on the page.
7. Check the Samples box to view the changes you make.
8. To add a rule after the content, click **Insert rule after content** and repeat steps 4 to 7. Then click **OK**.

ADDING SEPARATORS TO A WEB PAGE

The global settings available to enhance the look of Web pages include the option to add separators to a web page.

To add separators to a web page:

1. Click **Globals** ( ), and then click **Separators** to open that tab dialog.
2. Click **Insert separator before content**.

3. Enter the path and file name of the graphic you want to use in the text box, or click **Gallery** to locate the graphic. If you already have a default graphics set, the separator from that Set will appear when you click the check box.
4. Under Alignment, click **Left**, **Center**, or **Right**, depending on how you want the separator to align on the page.
5. To add a separator after the content, click **Insert separator after content** and repeat the steps above.
6. In the Alternative Text box, enter information that you would like to display onscreen in the event that the separator doesn't display (see Note 2).
7. Click **OK**.

Note: The alternative text will display when (a) a user's browser is text only, (b) a user chooses to disable the browser's graphics functionality, or (c) a visually impaired user is viewing Web pages with an HTML screen reader.

Note: If you do not add alternative text, no default text will be used.

HTML AND SCRIPTING

The following topics are covered in this section:

- Including HTML or Scripting Code at the Top of an HTML File (page 5-4)
- Handling an Event Within a Body Page (page 5-4)
- Including HTML or Scripting Code in a Web Page (page 5-5)
- Including HTML or Scripting Code in the Head of a Web Page (page 5-5)
- Including HTML or Scripting Code Inside the HTML Tag (page 5-6)
- Including Scripting Variables in Output (page 5-7)
- Compliance With HTML 4.0 (page 5-7)
- Generating XML-Compliant Output (page 5-8)

Including HTML or Scripting Code at the Top of an HTML File

The global settings available to enhance the look of Web pages include an option to place HTML or scripting code at the top of an HTML file, before the <HTML> tag. (See also Including HTML or Scripting Code in the Head of a Web Page on page 5-5.)

To place HTML or scripting code at the top of a file:

1. Click **Globals** ( ), and then click **Head** to open that tab dialog.
2. Click **Include HTML or scripting code at the top of file**, and do one of the following:
   - ❖ Click **Use the following**, and enter the code in the box, or
   - ❖ Click **Use the contents of this file** and enter the path and file name in the text box or click the **Gallery** button to locate the file.
3. Click **OK**.

Note: It is up to the author to supply and verify any linked file in HTML or scripting code that is inserted. If the HTML or scripting code calls another file, that file should be placed in the proper output directory.

Note: To state that your web pages comply with HTML version 4.0, use the <!DOCTYPE> declaration at the top of your HTML file. That is, check the appropriate boxes and place the following in the first text box:

```
<!DOCTYPE HTML PUBLIC "-//W3C/DTD HTML 4.0 Final//EN">
```

See Compliance With HTML 4.0 (page 5-7).

Handling an Event Within a Body Page

You can assign an event handler to a Web page that is triggered each time an event occurs in your browser. Such an event handler might be onLoad or onUnload. You could also include HTML code or JavaScript within the page.

To assign an event handler or include HTML or scripting code:

1. Click **Globals** ( ), and then click **Tags** to open that tab dialog.
2. Click **Include HTML or scripting code in the Body tag**, and then click either **Use the following** or **Use the contents of this file**.
3. If you click **Use the following**, enter the code you want to use in the box provided.

4. If you click **Use the contents of this file**, enter the path and file name in the text box, or click **Gallery** to pick a file from the HTML Code folder in the Gallery.
5. Click **OK**.

Note: To temporarily remove an event handler from a body page but keep it available for future use, clear the **Include HTML or scripting code in the Body tag** check box. When you're ready to assign the event handler once more within the body page, select the check box.

Note: See also Handling an Event for an Element (page 2-8) and Including HTML or Scripting Code Inside the HTML Tag (page 5-6).

Including HTML or Scripting Code in a Web Page

The global settings available to enhance the look or functionality of Web pages include the option to place HTML or scripting code in a Web page.

To include HTML or scripting code in a web page:

1. Click **Globals** ( ), and then click **HTML** to open that tab dialog.
2. Click **Include HTML or scripting code before the content**.
3. Do one of the following:
   - ❖ Click **Use the following** and enter the code you want to use in the box.
   - ❖ Click **Use the contents of this file** and enter the path and file name in the text box or click the **Gallery** button to locate the file.
4. If necessary, click **Include HTML or scripting code after the content** and repeat step 3.
5. Click **OK**.

Including HTML or Scripting Code in the Head of a Web Page

The global settings available to enhance the look of your Web page include an option to place HTML code in the head of the page. (See also Including HTML or Scripting Code at the Top of an HTML File on page 5-4.)

To include HTML or scripting code in the head of a web page:

1. Click **Globals** ( ), and then click **Head** to open that tab dialog.
2. Click **Include HTML or scripting code in the Head**, and do one of the following:
   - ❖ Click **Use the following**, and enter the code in the box, or
   - ❖ Click **Use the contents of this file** and enter the path and file name in the text box or click the **Gallery** button to locate the file.
3. Click **OK**.

Note: You can convert HTML source files (for example, ASP files) by adding the appropriate header information to the output files. In addition to following the above steps to add the code containing the header information, you should select the **Include for HTML documents** check box. The specified code will be added to the top of all HTML source files associated with the selected template.

Including HTML or Scripting Code Inside the HTML Tag

You can include HTML or scripting code inside the HTML tag, which will be applied globally to your Web output pages. Typically, the most likely use of this would be to drop in the LANG or Version attributes.

The LANG attribute allows you to identify the language being used for the Web pages associated with the template, while the Version attribute allows you to include a version number in the output. The LANG attribute can be used by a user agent in different ways, including assisting search engines and speech synthesizers.

To include HTML or scripting code in the HTML tag:

1. Click **Globals** ( ), and then click **Tags** to open that tab dialog.
2. Select **Include HTML or scripting code inside the HTML tag**, and then click either **Use the following** or **Use the Contents of this file.**
3. If you click **Use the following**, enter the code you want to use. For example, to denote Web pages in Italian, you would enter LANG="it" (note the quotations marks around the language abbreviation).
4. If you click **Use the contents of this file**, enter the path and file name in the text box to locate the file.
5. Click **OK**.

Note: To temporarily remove HTML or scripting code from a body page but keep it available for future use, clear the **Include HTML or scripting code in the HTML tag** check box. When you're ready to assign the code once more within the HTML tag, select the check box.

Note: See also Handling an Event Within a Body Page (page 5-4) (which you would also set up on the Tags tab dialog).

Including Scripting Variables in Output

The global settings available to enhance the look or functionality of Web pages include the option to include scripting variables in output pages. With JavaScript, these variables can be used to access different information stored in the output HTML files.

To include scripting variables in output:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click **Include scripting variables in output**.
3. Click **Variables contain source file details** if you want the TRANSIT_SOURCE variable to include the path of source documents.
4. Click **OK**.

Compliance With HTML 4.0

If you are using a CSS-enabled template, Template Editor is fully compliant with the HTML 4.0 standard. If you are using a non–CSS-enabled template, Template Editor does not comply with HTML 4.0 in one respect.

Template Editor seeks to duplicate the look of source documents in the Web pages you create. As a result, in order to duplicate indentation in the source documents, Template Editor uses the <BLOCKQUOTE> and <UL> tags. You can remove these if you want to create a Web page that is fully compliant with HTML 4.0.

To create a Web page compliant with HTML 4.0:

1. Click **Formatting** ( ).
2. Select all the elements in the Elements list.
3. Click the **Paragraph** tab to open that tab dialog.

4. Under **Alignment**, click **Don't Specify**.
5. Click **Save** to save your template changes.

Generating XML-Compliant Output

The global settings available in Template Editor include the option to generate XML output.

Any source documents that Dynamic Converter can turn into HTML output, it can just as easily turn into XML output. As a result, information is no longer trapped in Web pages, but can be made accessible to other applications.

Note: Template Editor generates XML output by removing telltale HTML elements such as the HTML, Head, and Body tags. It also balances tags, where necessary. Thus, instead of generating <IMG SRC="filename.gif"> for HTML output, Template Editor will generate <IMG SRC="filename.gif"/> (the forward slash at the end of the element content is used to denote the closing tag).

To generate XML-compliant output:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click **Generate XML-compliant output**.
3. Click the **XML Options** button to open that dialog box (see note).
4. Enter XML code, as appropriate, at the top of all output HTML files and also at the end by selecting the appropriate check boxes, clicking **Use this** (specify the code) or **Use the contents of this file** (specify the file that contains the code).
5. Click **OK** to return to the Options tab dialog, and click **OK** again to return to the main window.

Note: In the XML Options dialog box you might specify an XML declaration such as `<?xml version="1.0"?>`.

Suppressing Cross-References in a Web Page

The global settings available to enhance the look of Web pages include the option to include or suppress cross-references.

Template Editor automatically includes cross-references in Web pages and retains the links inserted in the source document. But you can suppress the cross-references, if you want.

To suppress cross-references in a web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Clear the **Include cross references in output** check box.
3. Click **OK**.

   The cross-references are no longer linked to the target text in the Web page (but they remain linked in the source document).

Specifying a Target for External Hyperlinks

You may want to include a link from your Web site to an external location, such as an altogether different Web site. When you include this type of external hyperlink, you may want the site that is referenced in the link to open in a separate browser window. When this occurs, those viewing your Web site retain their place on your site and can simply close the window of the external site without losing their connection to your site.

To specify a target for external links:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Under Include cross-references in output, select **Use this target for external hyperlinks**, and enter **_blank** in the text box (see note).
3. Click **OK**.

Note: You can enter any standard HTML target into the text box depending on what you want to do:
– **_blank** opens a new browser window that is separate from your web site.
– **_self** opens the document in the same window that contained the page with the link, so the current page is “overwritten.”
– **_top** opens the document in the full browser window.

GRAPHICAL ELEMENTS

The following topics are covered in this section:

- Setting Colors for a Web Page (page 5-10)
- Selecting a Graphics Set for a Web Page (page 5-10)
- Selecting a Background Graphic for a Web Page (page 5-11)

Setting Colors for a Web Page

The global settings available to enhance the look of your Web page include the option to set colors for the text, links, and background of Web pages.

To set colors for a web page:

1. Click **Globals** ( ), and then click **Colors** to open that tab dialog.

   There are four color options plus a fifth choice that enables you to use a graphic instead of a color as the background for the Web page.

2. To select a background color, click the Background check box and the click the **Color button** to open the Color dialog box. Select any color, and then click **OK** to return to the Color tab dialog.

   The color you selected appears in the color bar and can also be viewed in the Sample box.

3. Choose additional colors for other components of the Web page, if you want. The Sample box will show the result of each color choice.

Note: You can also select a background graphic, instead (see Selecting a Background Graphic for a Web Page on page 5-11). Or you can use a background color with a background graphic, if the graphic is transparent.

Selecting a Graphics Set for a Web Page

The global settings available to enhance the look of Web pages include the option to select one of the 28 graphics sets supplied with Template Editor.

Making one of the graphics sets the default Set for a particular template ensures the consistent use of navigation buttons and visual aids for all the Web pages created with that template. You can switch between Sets at any time to dramatically alter the look and feel of your Web pages.

To select or change a set:

1. Click **Globals** ( ), and then click **Set** to open that tab dialog.
2. The Set text box displays the name of any Set currently selected for the template. Click **Gallery** to open the Gallery dialog box.
3. Select the Set you want to use. The graphics from the Set will appear in the Preview window.
4. Click **Make Default**. The name of the selected Set is now in bold.
5. Click **OK** to return to the Set tab dialog.
6. Click **Apply Set Selection**. This will change all graphics currently specified in the template.

   A dialog box appears and asks you to confirm your selection of the Set. Click **Yes**.
7. Click **OK** to return to **Globals**.

Note: If you make a graphics set the default for a particular template, the background graphic from that Set will automatically be applied by Template Editor to all Web pages created with that template. You can change or turn off the background graphic in the Colors tab dialog of **Globals**.

Selecting a Background Graphic for a Web Page

The global settings available to enhance the look of your Web pages include the option to add a background graphic. You can choose a graphic from the selection of GIFs shipped with Dynamic Converter.

To select a background graphic:

1. Click **Globals** ( ), and then click **Colors** to open that tab dialog.
2. Click **Use a background graphic**.

   If you have picked a graphics set from the Gallery and made it the default, the background graphic from this Set will automatically display in the Sample box and the path to the GIF will display in the File Name text box.
3. If you have not picked a graphics set, or want to select another graphic, do one of the following:
   - ❖ Enter the path and file name of the graphic you want to use, or
   - ❖ Click **Gallery** and choose a graphic from the Backgrounds group of graphics.

4. Click **OK**.

Note: You can use a background color instead of a graphic, if you want. See Setting Colors for a Web Page (page 5-10). You can also use a background color with a background graphic, if the graphic is transparent.

OTHER WEB PAGE SETTINGS

The following topics are covered in this section:

- Adding an Address to your Web Page (page 5-12)
- Adding an E-Mail Address to Your Web Page (page 5-13)
- Adding Titles to a Web Page (page 5-13)
- Displaying Headers and Footers in a Web Page (page 5-14)
- Including Revision Information From Source Documents (page 5-15)
- Setting the Order of Navigation and Visual Aids in a Web Page (page 5-15)
- Skipping Single Hard Carriage Returns (page 5-16)
- Suppressing Footnotes and Endnotes in a Web Page (page 5-16)
- Adding Options to a Web Page (page 5-17)
- Suppressing Tables in a Web Page (page 5-17)

Adding an Address to your Web Page

The global settings available to enhance the look of your Web page include the option to add an address to Web pages.

To add an address to a Web page

1. Click **Globals** ( ), and then click **Address** to open that tab dialog.
2. Under Address Lines, click **Include Address**. In the four text boxes, enter the information you want to display in your Web page. It will appear at the end of the page.

   Note: The address can contain any kind of information. For example, you might enter a copyright line here.
3. Click **OK**.

Note: You can format the address by using Address (System), the special element that is automatically a part of every template in Template Editor. However, the address will always appear in italic because that is how browsers interpret the <ADDRESS> tag that Dynamic Converter applies to this information. If you don't want the address to appear in italic, you can apply the <P> tag, instead, to this content.

Adding an E-Mail Address to Your Web Page

The global settings available to enhance the look of Web pages include the option to add an email address.

To add an email address to your web page:

1. Click **Globals** ( ), and then click **Address** to open that tab dialog.
2. Under Email Lines, click **Include Email Address**.
3. In the Email Prompt text box, enter the text you want to appear on the Web page to signify an email link.
4. In the Email Address text box, enter the complete email address you want to use.
5. Click **OK**.

Note: You can format this email address by using Email (System), the special element that is automatically a part of every template in Template Editor.

Adding Titles to a Web Page

The global settings available to enhance the look of Web pages include the option to add titles. Template Editor lets you place the titles in both the title bar of the Web browser and the body of the Web page.

To add a title to a Web page

1. Click **Globals** ( ), and then click **Titles** to open that tab dialog.
2. Under Title Placement, click **Place a title in the body of the Web pages**.

   Note: If you also want to the title to appear in the title bar of your Web browser, click **Place a Title in the title bar of the Web browser**.
3. Under Title Contents, click the appropriate check boxes to decide which components you want to use to create the title. Select any number of check boxes.
4. Template Editor combines the components you select into one title.

5. Under Document Component of Title (if you checked the appropriate box in step 3), decide whether you want the title to come from an element (click the appropriate radio buttons for the Title element or select an alternative element from the drop-down list) or from the Title entry in the Document Properties dialog box (click the last radio button).
6. Under Page Component of Title (if you checked the appropriate box in step 3), decide whether you want to use content derived from an element (select from the drop-down list) or type a title in the text box.
7. Under Page Numbering, select None or one of the numbering options available if you want to add this component to the title.
8. Click **OK**.

Note: By default, the Title (System) element for a body page template consists of the document title.

Note: You can format the title by using Title (System), the special element that is automatically a part of every template you create in Template Editor.

Displaying Headers and Footers in a Web Page

The global settings available to enhance the look of your Web page include the option to place headers and footers in output pages. Template Editor does not automatically include headers and footers in Web pages, but you can display them, if you want.

To display headers and footers in a web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click **Include headers in output** if you want to include headers in the output pages.
3. Select **Place on all pages** or **Place on first page only**. You may want to choose the second option if you're splitting a source document into several Web pages.
4. Click **Include footers in output** if you want to include footers in output pages. Again, select **Place on all pages** or **Place on first page only**.
5. Click **OK**.

Including Revision Information From Source Documents

The global settings available to enhance the look of Web pages include the option to include revision information in output pages.

By default, if a source document contains text that has been inserted or deleted with revisions turned on, Dynamic Converter will implement the revisions in the output Web page. That is, the Web page will look the same as if the revisions had been accepted in the source document before translation. You can, instead, display the revisions just as they are in the source document.

To include revision information in a Web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click **Include revision information from source documents**.
3. Click **OK**.

Note: Template Editor maps inserted text to underscore and deleted text to strike through. You can change this mapping, if you want. See Changing Text Effects (page 3-30).

Note: Template Editor does not retain any colors associated with inserted or deleted text in the source documents.

Setting the Order of Navigation and Visual Aids in a Web Page

The global settings available to enhance the look of Web pages include the option to set the order of navigation and visual aids in Web pages.

When you create a Web page, you may add navigation buttons bars or text bars, separators or rules, HTML or scripting code, and a regular or email address. Your source document will probably have a title and may also have headers and footers.

You can set the order of all of these for your web page.

To set the order of navigation and visual aids:

1. Click **Globals** ( ), and then click **Layout** to open that tab dialog.

   All possible navigation and visual aids appear in the two Preview windows, including ones you may not be using. You can use a different order for the same aids at the top versus the bottom of the page. You can also change the alignment of the items.

2. In the Preview pane for Top of Page, select the navigation aid, separator, or rule that you want to move, and use the Reorder arrows to change its order in the sequence. Or select the navigation aid, separator, or rule, and with the mouse button held down, drag and drop the item to reposition it.
3. To change the alignment of the navigation or visual aid, select the item and with the mouse button held down, drag and drop the item so that it is flush left, centered, or flush right in the pane. The cursor changes as you drag the image, indicating the Left, Center, or Right alignment.
4. Do likewise in the Preview window for Bottom of Page, if you want to reorder items there, too.
5. Click **OK**.

Skipping Single Hard Carriage Returns

The global settings available to enhance the look of Web pages include the option to skip single hard carriage returns. This may be useful if your source document is in ASCII format.

To skip single hard carriage returns:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click the **Skip single hard carriage returns** check box.
3. Click **OK**.

Suppressing Footnotes and Endnotes in a Web Page

The global settings available to enhance the look of your Web page include your ability to control the display of footnotes and endnotes.

Dynamic Converter automatically includes footnotes and endnotes in your Web pages. But you can suppress them, if you want. Dynamic Converter also automatically places endnotes in their own page. You can change that, too.

To suppress footnotes and endnotes in a web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Clear the **Include footnotes and endnotes in output** check box.
3. Click **OK**.

Note: You should also ensure that any elements associated with footnotes and endnotes are not included in the body of your Web pages. Open **Element Setup** and check the status of any such elements in the Elements tab dialog.

Adding Options to a Web Page

The global settings available to enhance the look of Web pages include the option to place headers and footers in output pages. You can also suppress footnotes and endnotes, if you want, as well as cross-references and tables.

To set these options for a web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Click or clear each check box that applies.
3. Click **OK**.

Suppressing Tables in a Web Page

The global settings available to enhance the look of Web pages include the option to include or suppress tables. Dynamic Converter automatically includes tables in Web pages. But you can suppress them, if you want.

To suppress tables in a web page:

1. Click **Globals** ( ), and then click **Options** to open that tab dialog.
2. Clear the **Include tables** check box.
3. Click **OK**.

   Tables in the source document will no longer appear in the web page.

Note: If the intent is to provide files that will display properly in those browsers that do not support tables, you will also need to turn off certain formatting options. That's because Dynamic Converter uses tables to position certain graphical elements on a Web page. For example, the following will be affected if you suppress tables and are using such a browser:
– Any bulleted lists with graphical bullets
– Element button bars where the buttons are placed on the same line as the element
– Icons that are set “away from content”

Appendix

A

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  version 1.2.3, July 18th, 2005

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Glossary

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GLOSSARY

absolute URL

The full Internet address of a Web page. It consists of the transfer protocol, network location, and optional path and file name. For example: http://www.company.com/news/update.htm, where ‘http’ defines the transfer protocol, ‘www.company.com’ identifies the server where the document resides, ‘news’ is a subdirectory, and ‘update.htm’ is the file name.

active link

The currently selected link on a Web page. Web browsers often display links in a different color when clicked—and change the color again, once the reader has visited the site or page the link points to.

Active Server Pages

A Microsoft scripting language capable of performing server side functions with Microsoft Internet Information Server (IIS). ASP (and more recently ASP+) can be used to build dynamically assembled Web pages that draw information (using queries) from a relational database. ASP pages contain the .asp file extension.

ActiveX control

A component that can be embedded in a Web page to provide functionality not directly available in HTML, such as animation sequences and spreadsheet calculations. ActiveX controls can be activated in a number of programming languages.

Address (System)

A special element that is part of every template in Dynamic Converter. Used to format an address in a Web page, that is, the information entered under Address Lines in the Address tab dialog of the Globals property sheet.

administrator

A person or computer login that has maximum privileges over the computer or network. Administrative access includes the ability to use every feature of the system and assign unique privileges to other users.

anchor

A named location on a Web page that serves as the target of another hyperlink. Anchor tags allow you to link to a specific section of a Web page. In a URL, an anchor is preceded by the pound (#) sign. Anchors are also called bookmarks.

applet

Short for Java applet, a short program written in Java that is embedded in a Web page and executed by a Web browser. Java applets are frequently used to add interactivity or application functions to a Web page. Java applets can be read by Microsoft Internet Explorer, Netscape Navigator, or any Web browser capable of interpreting Java.

ASCII

American Standard Code for Information Interchange. A universally recognized text-only format that contains characters, spaces, punctuation, etc., but no formatting information. You can transfer ASCII files between programs that could not otherwise understand each other's documents. HTML files can be encoded in ASCII format.

background color

The color setting of a Web page or table cell.

background graphic

The graphic used instead of a color for the background of a Web page. Each graphics set in Dynamic Converter includes a background graphic that is automatically applied to all Web pages created from the template the graphics set has been applied to.

base URL

An optional URL that you can assign to a Web page to convert relative URLs on the page to absolute URLs. A base URL should end with a document name, such as

http://www.company.com/news.htm, or a trailing slash, such as http://www.company.com/news/. A base URL is also called a base location.

bitmap (.bmp)

A Windows-compatible graphics file format in which the image is represented by a series of bits. Dynamic Converter converts numerous image types, including bitmaps, in source documents into the GIF, JPEG, PNG, WBMP, or BMP format.

bookmark

1) A means to store a Web site or other Internet URL for future use. Instead of entering the URL each time a user wants to visit a site, the user can open the URL once, 'bookmark' the URL, then use the bookmark to make subsequent visits. Bookmarks are also called 'Favorites.'
2) A named location on a Web page that serves as the target of another hyperlink. Bookmarks allow you to link to a specific section of a Web page. In a URL, a bookmark is preceded by the pound (#) sign. Bookmarks are also called anchors.

broken hyperlink

A hyperlink that points to a URL or file that does not exist (or one that cannot be found by the computer).

bulleted list

A series of related items in paragraphs set off by bullets. Also known as an unordered list.

Cascading Style Sheets (CSS)

A means of separating structure from presentation so as to introduce layout control over Web pages. Style sheets can be included in an HTML document by (a) linking to an outside style sheet, (b) embedding a document-wide style in the <HEAD> tag of the document, or (c) embedding inline styles where needed. Dynamic Converter implements CSS both the second and third way. (Outside style sheets can be added by using the 'Include HTML or scripting code before content' option.)

cell

The smallest component of a table.

cell padding

The amount of space between the content and border of a table cell.

cell spacing
The amount of space between cells in a table.

character
A single alphabetic letter, numeric digit, or special symbol such as a decimal point or comma.

character element
A element used to format only characters, that is, a portion of text in a paragraph.

core HTML tags
The most commonly used HTML tags: six heading tags, the paragraph tag for all text, and two tags for handling lists.

Default Character
A special element that can be associated with any character in a source document that is not associated with a specific style.

Default Paragraph
A special element that Dynamic Converter assigns to content in a source document that is not associated with any other element.

Default.tcp
One of two default project files in Dynamic Converter. A copy of the project file opens automatically when you start a new HTML project. The project file is installed in the Dynamic Converter directory (a copy is also available in the Support folder of the Dynamic Converter product disc). A second default project file, DefaultWML.tcp, is used to create WML projects.

DefaultWML.tcp
One of two default project files that is installed in the Dynamic Converter directory (and is also available on the Dynamic Converter product disc). Dynamic Converter opens a copy of DefaultWML.tcp each time you start a new WML project. DefaultWML.tcp is used to create WML projects. You use Default.tcp to create HTML projects.

directory
The name of a storage area on a computer's disk drive that contains a collection of files, other directories, or both. The directory name should identify its contents. In the Windows

operating system, a directory is represented by a yellow icon that resembles a manila folder. Directories are also called folders.

domain name

A name that resolves or points to an IP address. Domain names give a 'friendly name' to a Web site, making it easy for users to find the Web site on the World Wide Web.

download

To transfer a file from a remote computer to a local machine.

effect

A characteristic of a portion of text in a document, such as bold, italic, or subscript. Dynamic Converter lets you retain or change such effects when you translate source documents.

element

Similar to a style name used in a word-processing template. Dynamic Converter assigns elements to the ranks it creates for content in source documents. An HTML tag is assigned to each element, and the elements are saved in the template.

element button bar

A navigation aid consisting of buttons with labels such as “Previous” and “Next” to denote their purpose. Used to move between elements within Web pages.

element link

A link at the element level that allows readers to jump between content associated with a specific element in a Web page.

Element Setup

A property sheet in Template Editor in which you manage elements.

element text bar

A navigation aid consisting of text drawn from elements. Used to move between elements within Web pages.

email

Electronic mail. The transmission of messages electronically over a network.

Email (System)

A special element that is part of every template in Dynamic Converter. Used to format an email address in a Web page, that is, the information entered in the Email Prompt text box in the Address tab dialog of the **Globals** property sheet.

embedded files

A graphic, sound, or object included in a document (such as a Microsoft Word document). Dynamic Converter converts embedded objects into graphics and also creates a link to the object in its native format (such as .xls for Microsoft Excel documents).

Favorites

To store a Web site or other Internet URL for future use. Instead of entering the URL each time a user wants to visit a site, the user can open the URL once, save the URL as a 'Favorite,' then use the Favorite to make subsequent visits. Favorites are also called 'Bookmarks.'

file

A named collection of information that is stored in a file system.

file extension

The part of a file name that identifies the purpose or use of the file. File extensions determine file type. As a result, software applications are able to read the file as necessary. For example, files with the .txt extension can be opened with a text editor; files with the .bmp extension can be opened with a graphics editor; and files with the .exe extension can be run by the operating system.

file server

A computer running on a network that stores files and provides local and remote access to them. File servers are also called Web servers.

file type

The format of a file, usually indicated by its file name extension. Most software applications work with a specific set of file types.

folder

The name of a storage area on a computer's disk drive that contains a collection of files, other folders, or both. The folder name should identify its contents. In the Windows operating system, a folder is represented by a yellow icon that resembles a manila folder. Folders are also called directories.

font

Set of characters of a particular design and size. A typeface is composed of fonts. Arial is a typeface; Arial 12 point roman bold is a font.

Formatting

A property sheet in Dynamic Converter in which you format the content of your Web pages.

Gallery

A dialog box in Template Editor that offers over 900 graphics that serve as navigation and visual aids to fine-tune the appearance of Web pages. Many of the graphics are organized in 28 Sets, which ensure that the buttons, bullets, separators, and background in your Web page are all of a consistent design.

GIF (.gif)

Graphics Interchange Format, a compressed graphics file that handles eight-bit color (256 colors) and achieves a compression ratio of roughly 2:1. GIF images are a popular graphic file format on the Internet because of the reduced download time. GIFs are one of the default formats that Dynamic Converter uses to convert graphics imported in source documents.

global setting

Any option in Dynamic Converter set in the Globals property sheet. Associated with a specific template rather than an individual element within the template.

Globals

A property sheet in Dynamic Converter where you format the template as a whole, as opposed to its individual elements. For example, you can create a background color for all documents associated with that template, and this color will be used for all Web pages created when those documents are translated.

graphic

A particular type of file that typically displays an image rather than text. Dynamic Converter accepts graphics in a variety of formats when it translates source documents into Web pages. It converts them into the GIF, JPEG, PNG, BMP, or WBMP format. Dynamic Converter also includes a Gallery of graphics for use as navigation and visual aids in Web pages.

graphics set

A collection of graphics provided in Dynamic Converter, available from the Gallery. Each graphics set is uniquely designed and consists of a series of navigation buttons, a bullet, a separator, and a background. There are 28 Sets in Dynamic Converter.

GUI

Graphical user interface, a graphics-based user interface that incorporates icons and pull-down menus and allows users to use a mouse to execute commands. GUIs create visually oriented interfaces that make it easy for users to interact with computerized information of all kinds.

header

The initial portion of an HTML file between the <HEAD> and </HEAD> tags where titles are commonly supplied.

heading

A text style that displays in a larger typeface than the default or normal text. Headings denote hierarchy in a document. A Heading 1 is generally the largest, a Heading 2 the next largest, and so forth. A Heading tag in HTML denotes the same hierarchy.

heading level

A level in the hierarchy of a document. Heading levels help structure content. Documents often contain several heading levels with style names such as Heading 1 and Heading 2. Each heading would be set in a different font size or weight to denote its level of importance.

hotspot

A portion of text or an image that contains a hyperlink. Clicking the hotspot takes the user to related information. In Web browsers, hotspots are invisible. Users can tell that a hotspot is present by the changing appearance of the pointer.

HTM

The default extension for output HTML files created in Dynamic Converter.

HTML

HyperText Markup Language. The markup language used to turn a document into a Web page that can be viewed in a Web browser. HTML tags are used to format the text and the background of the document. HTML pages contain the .html or .htm file extension.

HTML 4.0

The current standard administered by the W3C (more specifically, version 4.01). Most Web browsers will support version 4.0 and 4.01.

HTML file

What Dynamic Converter produces when it translates a source document. Each HTML file displays as a Web page in a Web browser. (If a source document is split into several HTML files, each file displays as a single Web page.)

HTML format

The format used to view documents in a Web browser. Files in HTML format are text files with HTML tags assigned to blocks of text. Dynamic Converter turns source documents into body pages that are in HTML format.

HTML tags

A collection of symbols that specify the appearance and properties of a document. Web browsers interpret HTML tags and display the contents in the browser window.

HTTP

The protocol used by Web browsers and Web servers to communicate over the Internet. More specifically, a Web browser requests a document from a Web server and displays its contents using HTTP. The HTTP protocol appears at the beginning of a URL (for example, http://). The HTTP specification is maintained by the World Wide Web Consortium.

HTTPS

HTTPS is standard HTTP exchanged over an SSL-encrypted session.

hyperlink

A jump from a piece of text or image in one document to another document located within the Web page, the file system, a network, or the Internet. Dynamic Converter creates hyperlinks automatically for navigation purposes. Dynamic Converter also preserves hyperlinks in source documents that can take the user, for example, to another Web site. Hyperlinks are the primary means of navigating on the World Wide Web. Hyperlinks are also called links.

hypertext

A nonlinear way to organize information, especially text. Hypertext provides a way to adapt text, graphics, and other kinds of data for computer use so that individual data

elements point to one another. Any document that contains hypertext links to other documents is a hypertext document. Most Web pages are hypertext documents.

hypertext link

A hotspot overlaid on a graphic or piece of text. Facilitates navigation within and between Web pages according to users' interests. When readers click the hypertext link, they're taken to another part of the Web page or Web page.

image

A graphic in GIF, JPEG, PNG, BMP, or WBMP format that can be inserted into a Web page. Dynamic Converter lets you import graphics in a variety of formats and convert them into one of these five formats.

Image tag

The HTML image tag <IMG> for placing graphics in-line in Web pages. Used with Web browsers that support HTML 2.0 and later versions.

inline image

An image embedded in a line of text rather than its own window. Can appear by itself or merged with displayed text.

Internet

A global computer network composed of thousands of Wide Area Networks (WANs) and Local Area Networks (LANs) that use TCP\IP to provide worldwide communication to governments, universities, businesses, organizations, and individuals. The Internet hosts the World Wide Web.

Internet address

A unique identifier for a Web site on the Internet. Users can access a Web site by entering its Internet address in a Web browser address bar or clicking a link that contains the Internet address. For example, http://www.company.com. Also known as host name or network location.

Internet Explorer

Microsoft's Web browser used to interpret HTML markup and Internet protocols (HTTP and FTP), thus allowing users to browse the World Wide Web. Dynamic Converter provides previewing capabilities of both templates and Web pages using Internet Explorer or Netscape Navigator.

Internet Information Services

Microsoft's Web server software used to deliver Web pages on the World Wide Web. IIS incorporates numerous server-side functions for its native ASP (Active Server Page) scripting language. IIS can also be used as an FTP server to transfer documents over the Internet.

intranet

One or more Web servers located inside an organization’s internal network that are used to store internal company information. Intranets generally exist as a separate Web site from an external or customer Web site. Anyone connected directly to the network, such as an employee, can access the intranet site.

IP address

A numerical address that identifies a computer on the Internet. An IP address comprises four sets of numbers (up to three digits each) separated by periods. An IP address can be used as an alternative to a domain name when the domain name is assigned a dedicated IP.

Java

A general-purpose programming language created by Sun Microsystems. Java can be used to create Java applets. A Java program is downloaded from the Web server and interpreted by a program running on the machine containing the Web browser.

Java Server Page

A technology for serving Web pages through the use of servlets, or small programs that run on the Web server. JSP is similar to Microsoft's Active Server Pages (ASP)—they both request programs from the Web server before displaying the results in a Web browser. JSP pages contain the .jsp file extension.

JavaScript

A cross-platform, Web scripting language developed by Netscape Communications and Sun Microsystems, Inc. Compared to Java, JavaScript is limited in performance because it is not compiled before execution. Basic online applications and functions can be added to Web pages with JavaScript, but the number and complexity of available application programming interface functions are fewer than those available with Java. JavaScript code can be added to existing HTML code in a Web page.

JPEG (.jpg)

Joint Photographics Experts Group. A compressed graphics file format used to display high-resolution color graphics. JPEG is a popular format for photographs and images rich

in color and detail. Dynamic Converter can convert graphics in source documents into the JPEG format.

link

A pointer in one part of a Web page that a reader can click to navigate to related information in another part of the same publication or in another publication entirely. Links permit rapid, easy movement between related information and are often coded to change color once they have been selected or used on the Internet.

list

A series of related items in paragraphs, usually set off by numbers (a numbered or ordered list) or bullets (a bulleted or unordered list).

list element

An item in a list tagged with the HTML List Item tag <LI>.

local link

A link that connects two pieces of related information in the same Web page.

logging in

The process of identifying oneself to an account through a username and password.

markup

The process of embedding special characters in a text file that tells a computer program how to handle the contents of the file itself. HTML tags are a form of markup.

markup language

A defined set of markup tags.

Meta tag

The HTML tag that must appear in the <HEAD> portion of an HTML file. A Meta tag supplies information about a Web page but does not affect its appearance.

metadata

“Data about data.” In addition to content, the typical source document has a title, author, and other properties associated with it that can be used in different ways. Dynamic Converter recognizes standard and custom metadata.
Standard metadata are automatically generated by the application that was used to create

the source document. Custom metadata are properties that you create in the application for the source document. (Not every document has standard or custom metadata.)

named style

A set of formatting characteristics that have been saved and assigned a name, and which can be applied to any paragraph in a source document. For example, Heading 1, which may be Arial 18-point bold.

navigation

The process of using links and other devices to move within and between Web pages.

Navigation

A property sheet in Dynamic Converter in which you add navigation aids to your Web page.

navigation aid

A pointer in one part of a Web page that guides readers to related information in another part of the same publication or another publication entirely. Links permit rapid, easy movement between related information. Navigation aids often come in the form of buttons with labels such as “Previous” and “Next” to denote their purpose.

navigation bar

A series of hypertext links arranged on a single line of a Web page to provide a set of navigation controls for a Web page. Dynamic Converter lets you create both button and text bars, for a Web page as a whole and for specific elements.

Netscape Navigator

Netscape's Web browser used to interpret HTML markup and Internet protocols (HTTP and FTP), thus allowing users to browse the World Wide Web. Dynamic Converter provides previewing capabilities of both templates and Web pages using Netscape Navigator or Internet Explorer.

numbered list

A series of related items in paragraphs, numbered sequentially. Also known as an ordered list.

OLE

Object Linking and Embedding. A technology or method for sharing information between applications. If a Word or Excel document in Dynamic Converter contains an embedded

object, that object can be converted to a linked graphic file that targets the object in its native application.

online

Information, activity, or communications located on or taking place in an electronic, networked computing environment like the Internet. The opposite of off-line, which is how you work when your computer is not connected to the Internet or any network.

output HTML file

The file that Dynamic Converter creates when it converts a source document into a body page.

page

A Web page, that is, a single file that users view in a Web browser. Web pages typically consist of many Web pages, the one that opens by default being the home page. Pages must be linked to enable users to navigate through a Web page.

page button bar

A navigation aid for moving between Web pages, consisting of buttons with labels such as “Previous” and “Next” to denote their purpose.

page text bar

A navigation aid for moving between Web pages consisting of text drawn from specific elements.

paragraph

The fundamental unit of a text or word processing file that defines content. A paragraph can be associated with only one style. In an HTML file, it is defined by the markup tag <P>.

parent directory

A directory that contains other directories. Directories are also called 'folders.'

password

A string of letters and numbers associated with a username that together make up a login. The password adds security to the login, preventing others from using it to gain access to the computer or network. A password character usually display as an asterisk (*) to prevent others from seeing or using the password.

path

The sequence of drive, directory, and subdirectory names that defines a file's location, such as C:\Program Files\Dynamic Converter\. Also refers to the portion of a URL that identifies the folder containing a file. In http://www.company.com/tech/more/support.htm, the path would be /tech/more/.

pattern

A set of text attributes in a source document that Dynamic Converter can identify and associate with an element. If a manually formatted source document has headings in Arial, 18-point, bold, you can base a pattern on these attributes and associate this pattern with an element. You can then use this element to format the content associated with the pattern. There are two kinds of patterns in Dynamic Converter: paragraph and character.

pattern attribute

An individual character or text attribute such as Bold used to create a pattern.

pattern string

The string of characters used by Dynamic Converter to identify a pattern in a source document. For example, the pattern string **[Bullet][A-Z][A-Za-z]+** tells Dynamic Converter to search for a pattern of text in the source document that begins with a bullet, followed by an upper-case letter, followed by one or more upper-case or lower-case letters.

pixel

Short for picture element. A pixel is the smallest 'dot' your computer screen is capable of rendering at the resolution determined by your hardware and software. The size of a pixel may vary from system to system, depending on your graphics adapter, the screen resolution specified in the operating system setup, etc. Common screen resolutions are 640 by 480 pixels, 800 by 600, 1024 by 768, and 1280 by 1024.

plug-in

One of a set of software modules that can be integrated into a Web browser to offer a range of interactive and multimedia capabilities.

PNG (.png)

Portable Network Graphics. New graphics format designed to replace the older and simpler GIF format. Offers superior compression and display capabilities. One of five formats available in Dynamic Converter when converting graphics in source documents.

Preview window

A window inside a dialog box that shows you what your source document will look like in a Web browser, once translated.

properties

The characteristics of a source document, element, rank, style, or pattern. For example, the name of a document is one of its properties. Properties can be viewed and edited in the various Properties dialog boxes.

property sheet

An interface in Dynamic Converter with a series of tabs that provide access to commands and options for carrying out specific tasks. Element Setup, Formatting, Navigation, and Globals are all property sheets.

protocol

A method for two devices to communicate over the Internet. A protocol is an algorithm, or step-by-step procedure, carried out by such devices. File Transfer Protocol (FTP) and HyperText Transfer Protocol (HTTP) are protocols used to transfer files over the Internet.

rank

Used by Dynamic Converter to identify the structure of a source document based on the hierarchy of content in that document. As a result, the top-level hierarchy of each source document is treated the same.

raster image

An image formed by light and dark pixels in a rectangular array, rather than by a collection of lines, as in a vector graphic.

relative URL

The Internet address of a Web page with respect to the Internet address of the current page. A relative URL gives the path from the current location of the page to the location of the destination page. For example, the relative path from fileA.htm to fileB.htm, where fileB.htm is stored in a subfolder called 'news,' would be 'news/fileB.htm.'

root web

The default or top-level of a Web site. The root web can be accessed by entering the Web site URL without specifying a subfolder or Web page. In Dynamic Converter, the root web location is specified in the Output directories of the root publication properties.

RTF (.rtf)

Rich Text Format. A method of encoding text formatting and document structure using the ASCII character set. Dynamic Converter can translate source documents in RTF format.

script

A type of computer code that can be executed by a program that understands the scripting language. Unlike most computer code, a script does not need to be compiled to run. Many scripts are placed on Web servers where they are read and executed by Web browsers.

separator

A graphical aid similar to a rule that Dynamic Converter can place in a document to set off different portions of the content.

server

A computer that offers services on a network. On the Web, servers run the Web server software that responds to HTTP protocol requests and delivers Web pages.

SGML

Standard Generalized Markup Language. An ISO (International Standards Organization) markup language for defining and using a set of tags to denote the nature of document content. HTML is based on SGML.

signature

An identifier you can add to a Web page to specify such things as the Webmaster or copyright information. You do this in the Address tab dialog of the Globals property sheet.

source document

The content you want to translate into HTML as part of your overall Web site. Dynamic Converter converts source documents from many formats into Web viewable formats. Once you translate a source document, it becomes a Web page for viewing in a Web browser.

split

The process of taking a source document and turning it into multiple Web pages to facilitate browsing and downloading. A default option in Dynamic Converter allows you to use Heading 1 to split a document into a series of Web pages, each beginning with Heading 1 content.(You can use another element if you prefer, or even multiple elements.) Another option allows you to create multiple Web pages by splitting on each hard return in the source document.

style
A set of formatting characteristics with an assigned name that defines how text appears in a document. In Dynamic Converter, there are two kinds of styles: paragraph and character. Styles can be assembled together to make up a style sheet or Cascading Style Sheet.

tab dialog
A particular type of dialog box in Dynamic Converter that you open by clicking a tab on one of the property sheets, for example, the Character tab on the Formatting property sheet.

table
A series of cells organized in rows and columns used to arrange data systematically. In HTML, a table can be used to organize the layout of items (text, graphics, etc.) on a Web page.

tag
The formal name for an HTML markup element. HTML tags are enclosed in angle brackets (< >). Dynamic Converter automatically generates an element for each rank it applies to source content, and then assigns an HTML tag to each element.

TCP (.tcp)
The extension for a project file created in Dynamic Converter.

TCP/IP
Transport Control Protocol/Internet Protocol, a standard format for transferring data in packets from one computer to another. This protocol is used on the Internet and other networks. The first part of this standard, TCP, constructs the data packets; the second part of this standard, IP, routes the packets from computer to computer.

template
A set of formatting and other instructions for text and images that determines how a source document will display in a Web browser once it is translated. Most of the instructions are associated with the individual elements that reside in the template, though some are associated with the template itself.

text mode
A mode of operation in which a computer or Web browser displays letters, numbers, and other characters but no graphical images. A text mode Web browser cannot display graphics without the assistance of a helper application.

thumbnail

A miniature rendering of an image used as a placeholder and linked to the full-sized image.

TIFF (.tif)

Tagged Image File Format. A tag-based image format used for the universal interchange of digital graphics. Dynamic Converter can convert TIFF images into the GIF, JPEG, PNG, WBMP, or BMP format.

title

1) Text supplied between the <TITLE> and </TITLE> tags in an HTML file to define the caption that displays in the title bar of the Web page when it's viewed in a Web browser. 2) The text that can be added at the beginning of a Web page in Dynamic Converter. (You set titles in the Titles tab dialog of the Globals property sheet.)

Title (System)

A special element that is part of every template in Dynamic Converter. Used to format titles in a Web page, that is, the information set in the Titles tab dialog of the Globals property sheet.

token

A snippet of code that can be placed in an template in place of a file name or path statement. The token acts as a variable (or placeholder) for other content. This content could be a graphic file, template settings, and more. When a document is translated, the token is replaced with the correct path and file name for the content it represents.

translation

The process of creating Web pages from source documents in Dynamic Converter. The formatting and other instructions contained in a template control the translation details. The source documents remain unchanged.

transparent GIF

A specially rendered GIF image in which one 'color' is transparent, allowing the background to show through. This type of graphic blends with the document's existing color scheme and provides a more professional-looking Web page. Not all Web browsers are capable of handling transparent GIFs.

UNIX
A multi-user and multitasking operating system that exists in various forms and implementations. Unix is typically used with proprietary computer and software systems and unlike Microsoft Windows, it is primarily a command line environment.

upload
To transfer a file from a local computer to a remote computer on a network or the Internet.

URL
Uniform Resource Locator. A unique address that specifies where a document can be found on the Internet along with the protocol needed to locate the document (such as HTTP or FTP). URLs tend to be quite long, and you must enter the exact address in order to view the Web site associated with the URL.

username
A string of letters (and possibly numbers) that together with a password make up a login. Your username uniquely identifies you to the computer or network you are logging on to.

VBScript
A subset of the Microsoft Visual Basic programming system. Major Web browsers can read VBScript that is embedded in a Web page. VBScript can be executed on the Web server and the Web browser machine. Microsoft ASP (Active Server Pages) supports VBScript functions.

vector graphics
An image created by a collection of lines rather than a pattern of dots (pixels), as in a raster image.

visited link
A hyperlink on a Web page that has been activated. Visited hyperlinks are usually displayed in a unique color by the Web browser.

watermark
An image that appears on the background of a Web page that is used to decorate and identify the page or Web site but does not scroll as the page scrolls.

Web
An abbreviation for World Wide Web. A subset of Internet servers that support HTTP protocol and can host hypertext documents.

web browser

Software that is used to request information from the Internet, interpret HTML markup, and display Web pages to the user. Microsoft Internet Explorer and Netscape Navigator are among the most common Web browsers.

web page

A file containing HTML intended for display in a Web browser. Web sites are comprised of individual Web pages that contain hyperlinks to one another. Dynamic Converter creates Web pages and ultimately Web sites from your source documents when you translate your publication.

web server

A computer connected to the Internet that stores files and makes them available to the public. Web server software runs on top of an operating system.

web site

A collection of HTML or scripting-based Web pages that are linked together and stored on a Web server. Every Web site has a unique URL so that it can be accessed publicly on the World Wide Web.

webmaster

A person who creates and maintains the content and organization of a Web site. In Oracle's content management system, this individual is responsible for reviewing a project on the staging server and for authorizing its final approval and release to the Web site (publishing server).

World Wide Web

A subset of Internet servers that support HTTP protocol and can host hypertext documents. Hypertext documents may contain text, pictures, sounds, and other media. Users view such documents using a Web browser. The World Wide Web is also called the 'Web.'

World Wide Web Consortium (W3C)

A consortium of institutions that performs research and promotes standards in areas related to the World Wide Web.

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