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Glossary

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Preface

Dynamic Converter is a Content Server component that provides on-demand document conversion using customizable templates. There are two options for editing conversion templates in Dynamic Converter: the HTML Conversion Editor and the Classic HTML Conversion Editor.

Audience

This document is intended for experienced Content Server users.

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Related Documents

For more information, see the *Oracle® Fusion Middleware Dynamic Converter Administration Guide*.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1 Introduction

The following topics are covered in this section:

- "About Templates" on page 1-1
- "About the Classic HTML Conversion Editor" on page 1-1
- "About the HTML Conversion Editor" on page 1-2

1.1 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 either associate it with a default conversion template, or you can create a new customized template.

The following template options are available:

- **HTML Conversion templates**: These are the newest template types, which can be configured in a cross-platform editor.
- **Classic HTML Conversion templates**: These were previously known as GUI templates. There is no direct migration path from the GUI templates to the HTML Conversion templates. If you select a Classic HTML Conversion template, you may also select a Classic HTML Conversion layout.
- **Script templates**: These run with default settings, and can be edited with a text editor.

After you have chosen a template type to associate with your document, and named the template, you can edit the template. There are two template editing utilities for customizing the appearance of native documents converted to an HTML format. These template editors are used to control the look and feel of the web pages you create.

- The HTML Conversion Editor is used to edit the HTML Conversion Templates.
- The Classic HTML Conversion Editor is used to edit the Classic HTML Conversion Templates and Classic HTML Conversion Layouts.

To turn a source document into a web page, you can use the default settings to perform a conversion. Alternatively, you can create a template, associate it with the document, and then edit the template, using one of the two template editor options.

1.2 About the Classic HTML Conversion Editor

The Classic HTML Conversion Editor provides a graphical user interface (GUI) to control the template settings available. It is downloaded onto the client machine the first time the **Edit Template** button is clicked on either 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 Classic HTML Conversion Editor software is installed in the following location: `C:\Program Files\Oracle\Content Server\Template Editor\11gR1`.

1.2.1 Template Editing Options

You work with the template associated with a 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:** This option allows you to manage elements. 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. You can change the relationships between elements and the ranks in your template (and any styles or patterns you may create). See Chapter 2, "Element Setup" for more information.
- **Formatting:** This 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) are turned on. See Chapter 3, "Formatting" for more information.
- **Navigation:** This option is 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 or not to allow CSS in your template. See Chapter 5, "Globals" for more information.

1.3 About the HTML Conversion Editor

The HTML Conversion Editor's primary goal is setting options that allow you to produce faithful representations of source files using the HTML, GIF, JPEG, and PNG formats. You can use the HTML Conversion Editor to set various options that affect the content and structure of the output.

The HTML Conversion Editor is Java-based and can run in any browser instance where a JRE is present. It is downloaded onto the client machine when the **Edit Template** button is clicked on either the Edit Templates page or Template Selection Rules page. With some browsers, such as Firefox, you may be prompted for how to handle the file **dc_hcmapedit.jnlp**. The correct way to open this file is with Java(TM) Web Start Launcher (default).

Here are some of the advantages of the HTML Conversion Editor:

- When launching within Content Server, the parent browser window can navigate away, yet the HTML Conversion Editor stays open, and can still save changes to the template.
- HTML Conversion Templates are generated as XML files; the **Tools** menu option provides a view of the Template XML being generated by the editor front end.
- HTML Conversion Templates can have multiple layouts. One template can provide different layout types for different document types.
- Native doc metadata and optional custom properties can be placed in a converted document's body or metatags.
- The HTML Conversion Editor's Navigation Elements are greatly improved over the default navigation elements in the Classic HTML Conversion Editor. They allow navigation to be linked directly to particular styles.
- The HTML Conversion Editor enables you to set an external CSS file.

1.3.1 Template Editing Options

The HTML Conversion Editor gives you broad control over how a template interprets a source document and converts it to HTML.

There are four main HTML Conversion Editor pages for editing templates:

- **Document Formatting:** This page contains several tabs that allow you to customize the formatting of your converted files according to file type. See Chapter 6, "Document Formatting," for more information.
- **Document Properties:** This section of the HTML Conversion Editor allows you to specify predefined and custom document properties to be placed in the head or body of the document. See Chapter 7, "Document Properties," for more information.
- **Generated Content:** Generated content is made up of two kinds of elements: Text Elements, which define special formatting in the output; and Navigation Elements, which help automatically generate navigation links. See Chapter 8, "Generated Content," for more information.
- **Output Pages:** The Output Pages section contains options for defining HTML Output, including markup items, and formatting of text, page layouts, and navigation layouts. See Chapter 9, "Output Pages," for more information.

1.4 Comparing the HTML Conversion Template Editor with the Classic

For those who were accustomed to working with the Classic HTML Conversion Template Editor, this section maps functions in the old editor to the new one.

Table 1–1 Comparing the Classic Editor to the New Editor

2

Element Setup

The following Classic HTML Conversion Editor topics are covered in this section:

- "About Element Setup" on page 2-1
- "About Elements" on page 2-1
- "Elements" on page 2-2
- "Ranks" on page 2-11
- "Styles" on page 2-20
- "Patterns" on page 2-23
- "Metadata" on page 2-35
- "Elements and HTML tags" on page 2-43

2.1 About Element Setup

Element Setup is one of four property sheets in the Classic HTML Conversion 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 Classic HTML Conversion Editor by clicking the Element Setup icon (Figure 2–1).

Figure 2–1 Element Setup Icon

2.2 About Elements

The Classic HTML Conversion 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 created) with the HTML tags that control the appearance of web pages. The Classic HTML Conversion 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 Classic HTML Conversion 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 Classic HTML Conversion Editor can help you select the elements to edit. For example, an Elements list is always available in **Formatting**, no matter which tabbed dialog you're working in, and the currently selected element is always highlighted on the list.

2.3 Elements

The following topics are covered in this section:

- "Changing Element Assignments" on page 2-2
- "Changing Element Properties" on page 2-3
- "The Elements List" on page 2-3
- "Changing the Name of an Element" on page 2-4
- "Creating a New Element" on page 2-5
- "Element Properties" on page 2-5
- "Elements Tab Dialog" on page 2-6
- "Handling an Event for an Element" on page 2-6
- "Placing an Element in a Meta Tag" on page 2-7
- "Placing an Element in your Web Pages" on page 2-7
- "Removing an Element from a Template" on page 2-8
- "Changing the Association Between a Rank, Style, or Pattern and an Element" on page 2-9
- "Special Elements" on page 2-9
- "Splitting a Source Document Into Several Web Pages" on page 2-10
- "Using Hard Page Breaks to Create Multiple Output Pages" on page 2-11

2.3.1 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 the **Element Setup** icon (Figure 2–2), then click **Elements** to open that tab.

Figure 2–2 Element Setup Icon

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" on page 2-7

2.3.2 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 the **Element Setup** icon (Figure 2–3), then click **Elements** to open that tab.

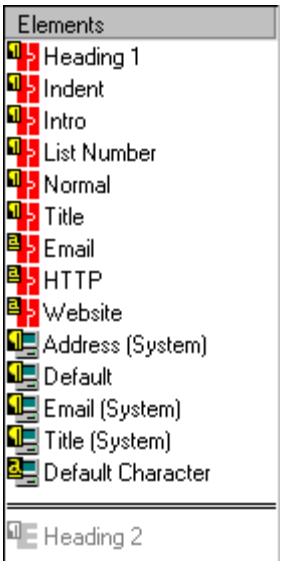
Figure 2–3 Element Setup Icon

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 and make the changes you want.
4. Click **OK**.

2.3.3 The Elements List

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

Figure 2–4 Elements list



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" on page 2-9.

2.3.4 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 the **Element Setup** icon (Figure 2–5), then click **Elements** to open that tab.

Figure 2–5 Element Setup Icon

2. Right-click the element you want to change and choose **Properties** from the popup menu.
3. Click **General** to open that tab.

4. In the Name text box, type the new name for the element.
5. Click **OK**.

2.3.5 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 the **Element Setup** icon (Figure 2–6), then click **Elements** to open that tab.

Figure 2–6 Element Setup Icon

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.

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.

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.

2.3.6 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 2-3).

2.3.7 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

2.3.8 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 the **Element Setup** icon (Figure 2–7), then click **Elements** to open that tab.

Figure 2–7 Element Setup Icon

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.

2.3.9 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 2-7) 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 2-38) 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 the **Element Setup** icon (Figure 2–8), then click **Elements** to open that tab.

Figure 2–8 Element Setup Icon

2. 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" on page 2-39.
8. Click **OK**, and **OK** again.

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.

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" on page 2-42.

2.3.10 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 2-7) 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 2-38) 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 the **Element Setup** icon (Figure 2–9), then click **Elements** to open that tab.

Figure 2–9 Element Setup Icon

2. Select the element associated with the metadata you want to include in your publication.
3. 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.
4. 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.
5. Click **OK**, and **OK** again.

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.

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" on page 2-42.

2.3.11 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 the **Element Setup** icon (Figure 2–10), then click **Elements** to open that tab.

Figure 2–10 Element Setup Icon

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**.

2.3.12 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 the **Element Setup** icon (Figure 2–11), then click **Ranks**, **Styles**, or **Patterns** to open the appropriate tab.

Figure 2–11 Element Setup Icon

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 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.

2.3.13 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.

Icon	Element	Description
	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.

2.3.14 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 the **Element Setup** icon (Figure 2–12), then click **Elements** to open that tab.

Figure 2–12 Element Setup Icon

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.)

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**.

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 2-11).

2.3.15 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 2-10), 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 the **Element Setup** icon (Figure 2–13), then click **Elements** to open that tab.

Figure 2–13 Element Setup Icon

2. 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.

2.4 Ranks

The following topics are covered in this section:

- "About Ranks" on page 2-11
- "Removing a Rank From a Template" on page 2-12
- "Ranks Tab Dialog" on page 2-13
- "Rank Rules" on page 2-13
- "Rank Properties" on page 2-14
- "Rank Order" on page 2-14
- "Changing the Alignment Property of a Rank" on page 2-15
- "Changing the Association Between a Rank and an Element" on page 2-15
- "Changing the Font Property of a Rank" on page 2-16
- "Changing the Color Property of a Rank" on page 2-16
- "Changing the Properties of a Rank" on page 2-17
- "Changing the Rank Rules" on page 2-18
- "Creating a New Rank" on page 2-18
- "Hierarchy and Frequency of Ranks" on page 2-20

2.4.1 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 2-13.

2.4.2 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 the **Element Setup** icon (Figure 2–14), then click **Ranks** to open that tab.

Figure 2–14 Element Setup Icon

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.

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.

2.4.3 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

The order of ranks in the Ranks tab dialog is important. Generally, you should not change it. See "Rank Order" on page 2-14.

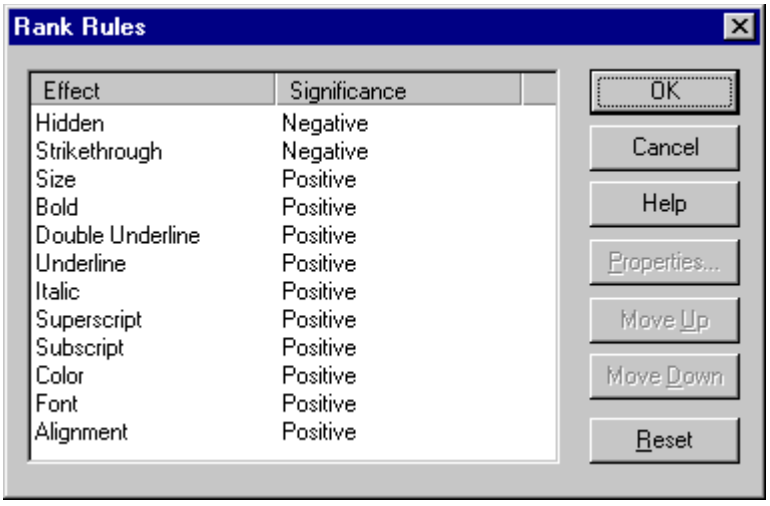
The hierarchy and frequency of each rank is summarized in the Properties box on the tab dialog.

2.4.4 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**).

Figure 2–15 Rank Rules Dialog



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.

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" on page 2-16, "Changing the Font Property of a Rank" on page 2-16, and "Changing the Alignment Property of a Rank" on page 2-15.

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

2.4.5 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.

2.4.6 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" on page 2-13 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" on page 2-18.

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.

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.

2.4.7 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 the **Element Setup** icon (Figure 2–16), then click **Ranks** to open that tab.

Figure 2–16 Element Setup Icon

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.

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.

2.4.8 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 the **Element Setup** icon (Figure 2–17), then click **Ranks** to open that tab.

Figure 2–17 Element Setup Icon

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 elements list.
4. Click **OK**.

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

2.4.9 Changing the Font Property of a Rank

Rank rules dictate how content in your source documents is treated when Classic HTML Conversion 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 the **Element Setup** icon (Figure 2–18), then click **Ranks** to open that tab.

Figure 2–18 Element Setup Icon

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 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.

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.

2.4.10 Changing the Color Property of a Rank

Rank rules dictate how content in your source documents will be treated when Classic HTML Conversion 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 the **Element Setup** icon (Figure 2–19), then click **Ranks** to open that tab.

Figure 2–19 Element Setup Icon

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.

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.

2.4.11 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 the **Element Setup** icon (Figure 2–19), then click **Ranks** to open that tab.

Figure 2–20 Element Setup Icon

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 list.
5. Under Hierarchy, select the appropriate radio button. Under Frequency, select the appropriate choice from the list and enter a value in the text box. See "Hierarchy and Frequency of Ranks" on page 2-20 for more information.
6. Click **OK**.

2.4.12 Changing the Rank Rules

Rank rules dictate how content in your source documents will be treated when Classic HTML Conversion 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. Click the **Element Setup** icon (Figure 2–21), then click **Ranks** to open that tab.

Figure 2–21 Element Setup Icon

2. Click **Advanced** to open the Rank Rules dialog box.
3. xTo change the significance of an effect, select the effect and click **Properties**.
4. 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 Classic HTML Conversion 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.
5. Click **OK** to return to the Rank Rules dialog box.
6. 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.
7. Select another effect and repeat steps 3 to 5.
8. Click **OK** to return to the Ranks tab dialog.

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" on page 2-16, "Changing the Font Property of a Rank" on page 2-16, and "Changing the Alignment Property of a Rank" on page 2-15.

2.4.13 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 the **Element Setup** icon (Figure 2–22), then click **Ranks** to open that tab.

Figure 2–22 Element Setup Icon

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 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 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.

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 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.

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 2-20), along with Rank rules (see "Rank Rules" on page 2-13), will determine what content the new rank is associated with.

2.4.14 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.

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.)

2.5 Styles

The following topics are covered in this section:

- "About Styles" on page 2-20
- "Styles Tab Dialog" on page 2-21
- "Style Properties" on page 2-21
- "Removing a Style From a Template" on page 2-21
- "Creating a New Style" on page 2-22
- "Changing the Association Between a Style and an Element" on page 2-22
- "Changing the Properties of a Style" on page 2-23

2.5.1 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. Classic HTML Conversion 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.

2.5.2 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

2.5.3 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" on page 2-23 and "Styles" on page 2-20.

2.5.4 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 the **Element Setup** icon (Figure 2–23), then click **Styles** to open that tab.

Figure 2–23 Element Setup Icon

2. Under Input Style, select the style you want to delete, and click **Delete**.
3. Click **OK**.

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

2.5.5 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 the **Element Setup** icon (Figure 2–24), then click **Styles** to open that tab.

Figure 2–24 Element Setup Icon

2. Click **New**.
3. In the New Style dialog box, type the name of the new style in the text box.
4. From the Associated Element list, select the element to you want to associate with the new style. If necessary, click **New** to create a new element.
5. Under Style Type, select **Paragraph** for a paragraph style or **Character** for a character style.
6. Click **OK**.

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.

2.5.6 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 the **Element Setup** icon (Figure 2–25), then click **Styles** to open the appropriate tab.

Figure 2–25 Element Setup Icon

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 elements list.
4. Click **OK**.

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

2.5.7 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 the **Element Setup** icon (Figure 2–26), then click **Styles** to open that tab.

Figure 2–26 Element Setup Icon

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 list.
5. Click **OK**.

2.6 Patterns

The following topics are covered in this section:

- "About Patterns" on page 2-24
- "Changing Pattern Properties" on page 2-24
- "Changing the Association Between a Pattern and an Element" on page 2-24
- "Changing the Name of a Pattern" on page 2-25
- "Character Patterns" on page 2-25
- "Creating a New Pattern" on page 2-26
- "Creating a Paragraph Pattern for Figure Numbers" on page 2-27
- "Creating a Paragraph Pattern for Graphics in a Source Document" on page 2-28
- "Creating a Paragraph Pattern for Numbered Lists" on page 2-28
- "Creating a Paragraph Pattern for Bulleted Lists" on page 2-29
- "Creating a Paragraph Pattern for Tables" on page 2-30
- "Examples of Pattern Matching" on page 2-31
- "Font Properties of a Pattern" on page 2-31

- "Paragraph Properties of a Pattern" on page 2-31
- "Pattern Properties" on page 2-32
- "Patterns Tab Dialog" on page 2-32
- "Previewing Patterns" on page 2-33
- "Removing a Pattern From a Template" on page 2-33
- "Text Expression Properties of a Pattern" on page 2-34

2.6.1 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 Classic HTML Conversion 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 Classic HTML Conversion Editor can separate content in the document into similarly formatted groups, known as patterns.

2.6.2 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 the **Element Setup** icon (Figure 2–27), then click **Patterns** to open that tab.

Figure 2–27 Element Setup Icon

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 and make the changes you want.
4. Click **OK**.

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.

2.6.3 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 the **Element Setup** icon (Figure 2–28), then click **Patterns** to open that tab.

Figure 2–28 Element Setup Icon

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 list.
4. Click **OK**.

2.6.4 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 the **Element Setup** icon (Figure 2–29), then click **Patterns** to open that tab.

Figure 2–29 Element Setup Icon

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 list.
6. Click **OK**.

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.

2.6.5 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 the **Element Setup** icon (Figure 2–30), then click **Elements** to open that tab.

Figure 2–30 Element Setup Icon

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 , 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.

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.

2.6.6 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 the **Element Setup** icon (Figure 2–31), then click **Patterns** to open that tab.

Figure 2–31 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. In the New Pattern dialog box, type the new pattern name in the text box.
4. From the Associated Element list, select the element you want to associate with the new pattern.

5. Under Pattern Type, select **Paragraph**.
6. Click **OK**.

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.

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.

2.6.7 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. Click the **Element Setup** icon (Figure 2–32), then click **Patterns** to open that tab.

Figure 2–32 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. 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.
4. Type **Figure** in the Name text box, and click **OK** to return to the New Pattern dialog box.
5. Click **OK** to return to the Patterns tab dialog.
6. With the new pattern Figure selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
7. Under Text Paragraph Position, click **Beginning**.
8. In the Text Expression text box, type the following string between the quotation marks:

   Figure \d+

9. 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.

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.

2.6.8 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. Click the **Element Setup** icon (Figure 2–33), then click **Patterns** to open that tab.

Figure 2–33 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. 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.
4. Type **Graphic** in the Name text box, and click **OK** to return to the New Pattern dialog box.
5. Click **OK** to return to the Patterns tab dialog.
6. With the new pattern Graphic selected, click **Properties** to open Pattern Properties, and then click **Paragraph** to open that tab dialog.
7. From the Paragraph Contains a Graphic box, select **Yes**.
8. 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.

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.

2.6.9 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. Click the **Element Setup** icon (Figure 2–34), then click **Patterns** to open that tab.

Figure 2–34 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. 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.
4. Type **ListNumber** in the Name text box, and click **OK** to return to the New Pattern dialog box.
5. Click **OK** to return to the Patterns tab dialog.
6. With the new pattern ListNumber selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
7. 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.
8. 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**.

2.6.10 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. Click the **Element Setup** icon (Figure 2–35), then click **Patterns** to open that tab.

Figure 2–35 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. 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.
4. Type **ListBullet** in the Name text box, and click **OK** to return to the New Pattern dialog box.
5. Click **OK** to return to the Patterns tab dialog.

6. With the new pattern ListBullet selected, click **Properties** to open Pattern Properties, and then click **Text Expression** to open that tab dialog.
7. Under Text Paragraph Position, make sure that **Beginning** is selected.
8. Place your cursor between the quotation marks in the Text Expression text box, 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.

9. 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**.

2.6.11 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. Click the **Element Setup** icon (Figure 2–36), then click **Patterns** to open that tab.

Figure 2–36 Element Setup Icon

2. Click **New** to open the New Pattern dialog box.
3. 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.
4. Type **Table** in the Name text box, and click **OK** to return to the New Pattern dialog box.
5. Click **OK** to return to the Patterns tab dialog.
6. With the new pattern Table selected, click **Properties** to open Pattern Properties, and then click **Paragraph** to open that tab dialog.
7. From the Paragraph Contains a Table box, select **Yes**.
8. 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.

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.

2.6.12 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 Figure Numbers
- Creating a Paragraph Pattern for Graphics in a Source Document
- Creating a Paragraph Pattern for Numbered Lists
- Creating a Paragraph Pattern for Bulleted Lists
- Creating a Paragraph Pattern for Tables

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.

2.6.13 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 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.

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.

2.6.14 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 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.

2.6.15 Pattern Properties

Patterns contain a number of properties that can be changed in Pattern Properties in Element Setup. See "Changing Pattern Properties" on page 2-24.

- 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.

2.6.16 Patterns Tab Dialog

Source documents contain patterns of text that you can specify and name in Classic HTML Conversion 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

2.6.17 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. Click the **Element Setup** icon (Figure 2–37), then click **Patterns** to open that tab.

Figure 2–37 Element Setup Icon

2. Right-click the pattern you want to preview and choose **Properties** from the popup menu.
3. Click **Preview** to open that tab dialog.
4. Click **Change Preview** to open that dialog box.
5. 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.

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

2.6.18 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 the **Element Setup** icon (Figure 2–38), then click **Patterns** to open that tab.

Figure 2–38 Element Setup Icon

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**.

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.

2.6.19 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.

2.7 Metadata

The following topics are covered in this section:

- "About Metadata" on page 2-36
- "Types of Metadata" on page 2-36
- "Uses of Metadata" on page 2-36
- "Creating New Metadata" on page 2-36
- "List of Standard Metadata" on page 2-37
- "Metadata Options" on page 2-38
- "Making a Metadata Element-Based" on page 2-38
- "Using Custom Tags for New Metadata" on page 2-39
- "Changing the Association Between a Metadata and an Element" on page 2-40
- "Standard and Custom Metadata" on page 2-40
- "Changing the Properties of Metadata" on page 2-41
- "Metadata Tab Dialog" on page 2-42
- "Ordering Metadata" on page 2-42
- "Removing Metadata from a Template" on page 2-43

2.7.1 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.

2.7.2 Types of Metadata

Classic HTML Conversion 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 2-40 for more information.)

2.7.3 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 2-38) 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.

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.

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.

2.7.4 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 2-7.)

To create new metadata:

1. Click the **Element Setup** icon (Figure 2–39), then click **Metadata** to open that tab.

Figure 2–39 Element Setup Icon

2. Click **New** to open the New Metadata dialog box.
3. Select **Standard** or **Custom**:

- If you select Standard, choose from the list the specific type of metadata you want to create for your page. See "Metadata Options" on page 2-38.
- If you select Custom, enter the name of the custom metadata you created for your source document.

4. 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.
5. 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.
6. Click **OK** to return to the New Metadata dialog box, and **OK** again. The new metadata is now listed in the Metadata tab dialog.
7. Click **Elements** to switch to . The new element for the metadata has been added to the list of elements.

What metadata is actually included will depend on what is available from your source documents. See "Metadata Options" on page 2-38.

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.

It is usually best to create a new element for each metadata you create. Be careful if you use Title from the standard 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).

2.7.5 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.

See "Standard and Custom Metadata" on page 2-40 for a list of applications that can create standard and custom metadata.

These metadata can be selected from the Standard list when you make a metadata element-based (see "Making a Metadata Element-Based" on page 2-38).

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	

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.

2.7.6 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 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:

- 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.
- 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.
- 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	●	
RTF	●	
Corel WordPerfect	●	

2.7.7 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 the **Element Setup** icon (Figure 2–40), then click **Metadata** to open that tab.

Figure 2–40 Element Setup Icon

2. Click **New** to open the New Metadata dialog box.
3. Select **Standard** or **Custom**:
   - If you select Standard, select the specific type of metadata from the list as used in the source document. See "Standard and Custom Metadata" on page 2-40 and also "List of Standard Metadata" on page 2-37.
   - If you select Custom, enter the name of the custom metadata you created for your source document.
4. 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.
5. 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.
6. Click **OK** to return to the New Metadata dialog box, and **OK** again. The new metadata is now listed in the Metadata tab dialog.
7. Click **Elements** to switch to . The new element for the metadata has been added to the list of elements.
8. Click **OK** to return to the main window.

By default, any new metadata is placed in the Meta tag (see "Placing an Element in a Meta Tag" on page 2-7) of the Head of the output HTML file.

Which metadata are actually included in your Web page will depend on what is available in your source documents. See "Standard and Custom Metadata" on page 2-40.

It is usually best to create a new element for each metadata you create. But be careful if you use Title from the Standard 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)".

2.7.8 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. Click the **Element Setup** icon (Figure 2–41), then click **Metadata** to open that tab.

Figure 2–41 Element Setup Icon

2. Select the new element that your metadata is associated with, and then click **Properties** to open the Element Properties dialog box.
3. Click **Meta Tag** to open that tab dialog.
4. 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.
5. Click **Use custom tag after metadata** and enter the closing tag. You might enter </TITLE> here.
6. Click **OK**, and **OK** again.

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.

2.7.9 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 the **Element Setup** icon (Figure 2–42), then click **Metadata** to open that tab.

Figure 2–42 Element Setup Icon

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 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.

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.

2.7.10 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" on page 2-37 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	●	
RTF	●	
Corel WordPerfect	●	

Please note the following:

- The metadata names you use in Dynamic Converter should be the same as those used in your source documents.
- 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.
- 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.
- Custom metadata is available only from those applications indicated in the table.

2.7.11 Changing the Properties of Metadata

The properties of a metadata in Classic HTML Conversion 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" on page 2-38.) In all cases, you can always change the element associated with the metadata.

To change the properties of metadata:

1. Click the **Element Setup** icon (Figure 2–43), then click **Metadata** to open that tab.

Figure 2–43 Element Setup Icon

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 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.

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.

2.7.12 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.

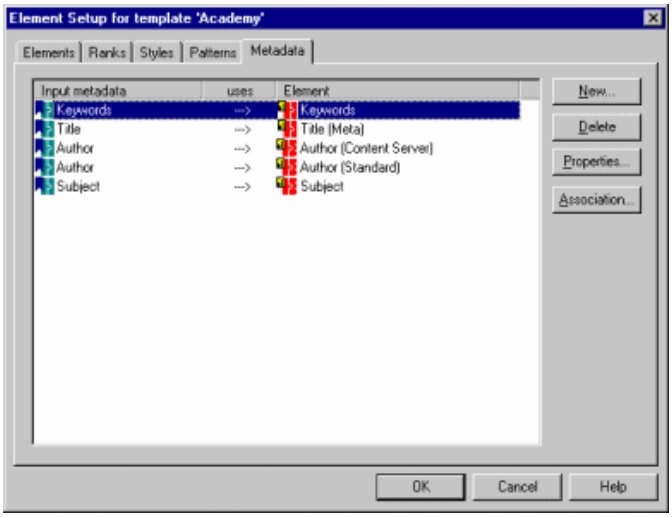
Once you make a metadata element-based (see "Making a Metadata Element-Based" on page 2-38), it is automatically included in the Meta tag of the head of your output HTML files. It can also be placed in your Web output in the body page (see "Placing an Element in your Web Pages" on page 2-7).

2.7.13 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.

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

Figure 2–44 Metadata Tab in Element Setup Dialog



The Metadata tab dialog 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.

2.7.14 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 the **Element Setup** icon (Figure 2–45), then click **Metadata** to open that tab.

Figure 2–45 Element Setup Icon

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 . 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.

2.8 Elements and HTML tags

The following topics are covered in this section:

- "About HTML Tags" on page 2-43
- "Changing the HTML Tag Assigned to an Element" on page 2-44
- "Adding Custom Tags Before and After an Element" on page 2-44

2.8.1 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.

HTML Tag	"Extension"	Explanation
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.
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.

2.8.2 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 the **Element Setup** icon (Figure 2–46), then click **Elements** to open that tab.

Figure 2–46 Element Setup Icon

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 list or type the new tag in the text box.
5. Click **OK**.

You can assign custom tags instead of using standard HTML tags. See "Adding Custom Tags Before and After an Element" on page 2-44.

2.8.3 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 the **Element Setup** icon (Figure 2–47), then click **Elements** to open that tab.

Figure 2–47 Element Setup Icon

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**.

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.

3 Formatting

The following topics are covered in this section:

- "About Formatting" on page 3-1
- "Cascading Style Sheets (CSS)" on page 3-2
- "Paragraphs" on page 3-2
- "Characters" on page 3-10
- "Tables" on page 3-12
- "Lists" on page 3-18
- "Converting Graphics in Source Documents" on page 3-22
- "Associating HTML or Scripting Code With an Element" on page 3-23
- "Text Effects" on page 3-24
- "Visual Aids" on page 3-25

3.1 About Formatting

Formatting is one of four property sheets in Classic HTML Conversion 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 the **Formatting** icon (Figure 3–1) in Classic HTML Conversion Editor.

Figure 3–1 Formatting Icon

In Classic HTML Conversion 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.

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)" on page 3-2.

3.2 Cascading Style Sheets (CSS)

Classic HTML Conversion 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 the **Globals** icon (Figure 3–2), and then click **Options** to open that tab dialog.

Figure 3–2 Globals icon

2. Select the **Allow CSS character and paragraph formatting** check box.
3. Click **OK**.

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.

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.)

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.

3.3 Paragraphs

The following topics are covered in this section:

- "Adding Padding to Paragraphs" on page 3-3
- "Setting Advanced Options for Paragraphs" on page 3-3
- "Setting Paragraph Borders" on page 3-4
- "Formatting Paragraphs With CSS" on page 3-5
- "Formatting Paragraphs Without CSS" on page 3-6

- "Indents, Margins, Borders, and Padding" on page 3-7
- "Setting First-Line Indentation" on page 3-7
- "Setting Paragraph Margins" on page 3-8
- "Setting Line Height" on page 3-9
- "Setting Paragraph Width" on page 3-10

3.3.1 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" on page 3-7 for more information on how these options relate to each other.

To add padding to paragraphs:

1. Click the **Formatting** icon (Figure 3–3), and then click **Paragraph** to open that tab dialog.

Figure 3–3 Formatting Icon

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 . 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 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.

3.3.2 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)" on 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" on page 3-9.
- **Background color**. See "Setting a Background Color" on page 3-29.
- **Background image.** See "Setting a Background Image" on page 3-28.
- **First line indent**. See "Setting First-Line Indentation" on page 3-7.
- **Borders**. See "Setting Paragraph Borders" on page 3-4.
- **Paragraph width**. See "Setting Paragraph Width" on page 3-10.

3.3.3 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" on page 3-7 for more information on how these options relate to each other.

To set borders:

1. Click the **Formatting** icon (Figure 3–4), and then click **Paragraph** to open that tab dialog.

Figure 3–4 Formatting Icon

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 . 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 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" on page 3-3.

3.3.4 Formatting Paragraphs With CSS

Classic HTML Conversion 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)" on 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" on page 3-6.

To format paragraphs with CSS turned on:

1. Click the **Globals** icon (Figure 3–5), and then click **Options** to open that tab dialog.

Figure 3–5 Globals icon

2. Select the **Allow CSS character and paragraph formatting** check box.
3. Click **OK** to return to the main window of Classic HTML Conversion Editor.
4. Click **Formatting**, and then click **Paragraph** to open that tab dialog.
5. 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 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" on page 3-3.
   - 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" on page 3-15.

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

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.

3.3.5 Formatting Paragraphs Without CSS

Classic HTML Conversion 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)" on 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" on page 3-5.

To format paragraphs with CSS turned off:

1. Click the **Globals** icon (Figure 3–6), and then click **Options** to open that tab dialog.

Figure 3–6 Globals icon

2. Clear the **Allow CSS character and paragraph formatting** check box, and click **OK** to return to the Classic HTML Conversion 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 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" on page 3-15 for more information.
5. Click **OK** to save the changes to the template.

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.

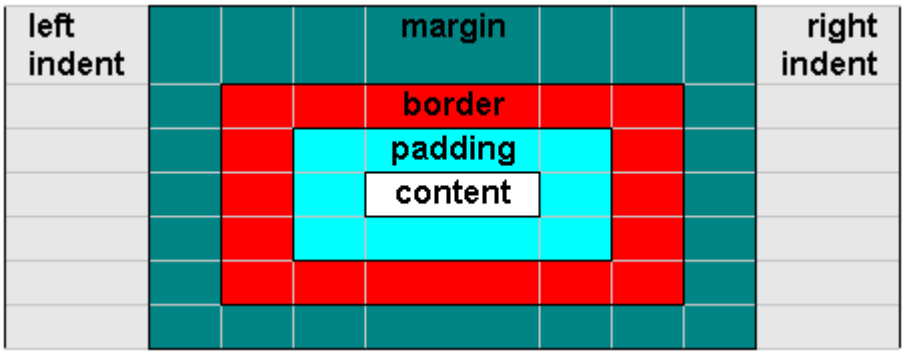
Indentation is the only option you have for affecting the layout of paragraphs with CSS turned off. With CSS turned on, however, you can also set margins, borders, padding, and paragraph width.

3.3.6 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)" on page 3-2.

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

Figure 3–7 Interrelation between formatting options



- **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.)

All these settings are zero by default.

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.)

3.3.7 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 the **Formatting** icon (Figure 3–8), and then click **Paragraph** to open that tab dialog.

Figure 3–8 Formatting Icon

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 Classic HTML Conversion 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**.

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" on page 3-7.

3.3.8 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" on page 3-7 for more information on how these options relate to each other.

To set paragraph margins:

1. Click the **Formatting** icon (Figure 3–9), and then click **Paragraph** to open that tab dialog.

Figure 3–9 Formatting Icon

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 Classic HTML Conversion 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, 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.

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

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

3.3.9 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 the **Formatting** icon (Figure 3–10), and then click **Paragraph** to open that tab dialog.

Figure 3–10 Formatting Icon

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 Classic HTML Conversion 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.

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.

3.3.10 Setting Paragraph Width

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

To set paragraph width:

1. Click the **Formatting** icon (Figure 3–11), and then click **Paragraph** to open that tab dialog.

Figure 3–11 Formatting Icon

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 that 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**.

How text displays in a Web page will also be affected by the use of other features. See "Indents, Margins, Borders, and Padding" on page 3-7.

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

3.4 Characters

The following topics are covered in this section:

- "Formatting Characters With CSS" on page 3-10
- "Formatting Characters Without CSS" on page 3-11

3.4.1 Formatting Characters With CSS

Classic HTML Conversion 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)" on 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" on page 3-11.

To format characters with CSS turned on:

1. Click the **Globals** icon (Figure 3–12), and then click **Options** to open that tab dialog.

Figure 3–12 Globals icon

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.

   "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 box to select a specific font.
7. If you select **Use this size**, you have several options from the 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.

   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" on page 3-24.
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" on page 3-13.
11. Click **OK** to save the changes to the template.

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.

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.

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.

3.4.2 Formatting Characters Without CSS

Classic HTML Conversion 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)" on 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" on page 3-10.

To format characters with CSS turned off:

1. Click the **Globals** icon (Figure 3–13), and then click **Options** to open that tab dialog.

Figure 3–13 Globals icon

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.

   "Take From Source" means that Classic HTML Conversion 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 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" on page 3-24.
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" on page 3-13.
10. Click **OK** to save the changes to the template.

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.

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.

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.

3.5 Tables

The following topics are covered in this section:

- "Formatting Characters in Tables" on page 3-13
- "Formatting the Appearance of Tables" on page 3-13
- "Setting Colors in Tables" on page 3-14

- "Formatting Paragraphs in Tables" on page 3-15
- "Setting Up Styles to Format the Appearance of Tables" on page 3-15
- "Setting Table Borders and Size" on page 3-16
- "Setting Table Alignment" on page 3-16
- "Formatting Headings in Tables" on page 3-17
- "Creating Alternative Text From a Caption" on page 3-18

3.5.1 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 the **Formatting** icon (Figure 3–14), and then click **Character** to open that tab dialog.

Figure 3–14 Formatting Icon

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" on page 3-11.
5. If you want to change text effects, click **Effects** and set the appropriate options in that dialog box. See "Changing Text Effects" on page 3-24)
6. Click **OK** to save the changes to the template and return to the Character tab dialog.

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.

3.5.2 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 Element, if necessary. See "Formatting Characters in Tables" on page 3-13 and "Formatting Paragraphs in Tables" on page 3-15. You format the appearance of tables in the Tables tab dialog.

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" on page 3-15 for more information on how to make the most of Classic HTML Conversion Editor's table formatting features.

To format the appearance of tables:

1. Click the **Formatting** icon (Figure 3–15), and then click **Tables** to open that tab dialog.

Figure 3–15 Formatting Icon

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" on page 3-17.)
7. Complete formatting for the table, as appropriate.

3.5.3 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 the **Formatting** icon (Figure 3–16).

Figure 3–16 Formatting Icon

2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open , 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**.

The Preview box displays your changes.

3.5.4 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. Click the **Formatting** icon (Figure 3–17), and then click **Paragraph** to open that tab dialog.

Figure 3–17 Formatting Icon

2. From the Elements list, select the element or elements you want to format for tables.
3. Under Table Overrides, click **Override when in a table**, and then click **Paragraph**.
4. In the Paragraph dialog box for Table Overrides, select the alignment, indentation, and spacing you want to use. See "Formatting Paragraphs Without CSS" on page 3-6.
5. Click **OK** to save the changes and return to the Paragraph tab dialog.

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.

3.5.5 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. Classic HTML Conversion 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.

3.5.6 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 the **Formatting** icon (Figure 3–18).

Figure 3–18 Formatting Icon

2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open , 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.

The Preview box displays your changes.

3.5.7 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 the **Formatting** icon (Figure 3–19).

Figure 3–19 Formatting Icon

2. From the Elements list, select the element that immediately precedes the table in the source document.
3. Click **Tables** to open , 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 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**.

The Preview box displays your changes.

3.5.8 Formatting Headings in Tables

When formatting the appearance of tables (see "Formatting the Appearance of Tables" on page 3-13), 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 the **Formatting** icon (Figure 3–20).

Figure 3–20 Formatting Icon

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 Classic HTML Conversion 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.

3.5.9 Creating Alternative Text From a Caption

Classic HTML Conversion 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 3-30). 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 the **Formatting** icon (Figure 3–21), and then click **Graphics** to open that tab dialog.

Figure 3–21 Formatting Icon

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.

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).

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.

3.6 Lists

The following topics are covered in this section:

- "Applying the <LI> Tag as a Custom Tag" on page 3-18
- "Choosing Bullets for Lists" on page 3-19
- "Formatting Bulleted Lists" on page 3-20
- "Formatting Lists" on page 3-20
- "Formatting Numbered Lists" on page 3-21
- "Stripping Non-List Items" on page 3-22

3.6.1 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, Classic HTML Conversion 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" on page 3-20.

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, Classic HTML Conversion 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.

Please note that by treating the list as Not a List (step 2) you won't be able to use a custom bullet.

3.6.2 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 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.
4. Click **OK**.

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.

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.

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

3.6.3 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.

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" on page 3-20.

To format bulleted lists:

1. Click the **Formatting** icon (Figure 3–22), and then click **Lists** to open that tab dialog.

Figure 3–22 Formatting Icon

2. Select the element you want to format.
3. Under Type, select **Bulleted list**.
4. 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 3-19 for more information.)
5. Check **Strip input to first blank space or tab** if you want to strip out the original bullets from the source data.
6. 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.
7. Click **OK**.

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" on page 3-18.

3.6.4 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.

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" on page 3-21
- "Formatting Bulleted Lists" on page 3-20
- "Changing the HTML Tag Assigned to an Element" on page 2-44

3.6.5 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.

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" on page 3-20.

To format a numbered list:

1. Click the **Formatting** icon (Figure 3–23), and then click **Lists** to open that tab dialog.

Figure 3–23 Formatting Icon

2. Select the element associated with the list content.
3. Under Type, select **Numbered list**.
4. 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 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.
5. Click **OK**.

3.6.6 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 the **Formatting** icon (Figure 3–24).

Figure 3–24 Formatting Icon

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.

3.7 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.

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 the **Formatting** icon (Figure 3–25), and then click **Graphics** to open that tab dialog.

Figure 3–25 Formatting Icon

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.

   "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" on page 3-30 for more information.

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.

3.8 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" on page 5-4.

To associate HTML or scripting code with an element:

1. Click the **Formatting** icon (Figure 3–26), and then click **HTML** to open that tab dialog.

Figure 3–26 Formatting Icon

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.

3.9 Text Effects

The following topics are covered in this section:

- "About Text Effects" on page 3-24
- "Changing Text Effects" on page 3-24
- "Using the Color Dialog Box" on page 3-25

3.9.1 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 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.

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.

3.9.2 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. Click the **Formatting** icon (Figure 3–27), and then click **Character** to open that tab dialog.

Figure 3–27 Formatting Icon

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 box select the effect you want to use. Then click **OK**.

4. Click **OK** to return to **Formatting**.

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.

3.9.3 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.

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.

3.10 Visual Aids

The following topics are covered in this section:

- "Setting the Order of Navigation and Visual Aids" on page 3-25
- "Inserting Icons" on page 3-26
- "Inserting Rules" on page 3-27
- "Inserting Separators" on page 3-28
- "Setting a Background Image" on page 3-28
- "Setting a Background Color" on page 3-29
- "Associating Alternative Text With a Graphic From Source" on page 3-30

3.10.1 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 the **Formatting** icon (Figure 3–28), and then click **Layout** to open that tab dialog.

Figure 3–28 Formatting Icon

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**.

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

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

3.10.2 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. Click the **Formatting** icon (Figure 3–29), and then click **Icons** to open that tab dialog.

Figure 3–29 Formatting Icon

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.

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**.

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.

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

3.10.3 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. Click the **Formatting** icon (Figure 3–30), and then click **Rules** to open that tab dialog.

Figure 3–30 Formatting Icon

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 5-9.) 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 3-25).
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**.

You can also set rules for an entire Web page. See "Adding Rules to a Web Page" on page 5-1.

3.10.4 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. Click the **Formatting** icon (Figure 3–31), and then click **Separators** to open that tab dialog.

Figure 3–31 Formatting Icon

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" on page 5-9.
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.
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**.

You can also set separators for an entire Web page. See "Adding Separators to a Web Page" on page 5-2.

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.

3.10.5 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 the **Formatting** icon (Figure 3–32), and then click **Paragraph** to open that tab dialog.

Figure 3–32 Formatting Icon

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.

You can set a background color instead of an image. See "Setting a Background Color" on page 3-29.

3.10.6 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 the **Formatting** icon (Figure 3–33), and then click **Paragraph** to open that tab dialog.

Figure 3–33 Formatting Icon

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" on page 3-25 for more information.
6. Click **OK**, again, to leave the Advanced dialog box and return to the Paragraph dialog box.

You can set a background image instead of a color. See "Setting a Background Image" on page 3-28.

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

3.10.7 Associating Alternative Text With a Graphic From Source

You have three options in Classic HTML Conversion 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. Click the **Formatting** icon (Figure 3–34), and then click **Graphics** to open that tab dialog.

Figure 3–34 Formatting Icon

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**.

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.

You can also select multiple methods of associating alternative text, that is, all three bulleted options in Step 2. 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.

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.

"Caption text" refers to any text immediately before or after the graphic. For more information, see "Creating Alternative Text From a Caption" on page 3-18.

4

Navigation

The following topics are covered in this section:

- "About Navigation" on page 4-1
- "Link Properties" on page 4-2
- "Navigating to Another Website" on page 4-2
- "Link to Source Link" on page 4-2
- "Navigation Bars" on page 4-5
- "Graphics Gallery" on page 4-11

4.1 About Navigation

Navigation is one of four property sheets in Classic HTML Conversion 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., Classic HTML Conversion Editor provides special-purpose links:

- **Specific Page:** Links to any URL anywhere. See "Navigating to Another Website" on page 4-2.
- **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" on page 4-2.

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

You open **Navigation** from the Classic HTML Conversion Editor dialog box, and can move between the four property sheets there. You can use the property sheets in any order.

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" on page 5-9.

4.2 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. 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" on page 4-2 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" on page 4-2 for more information.

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

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.

4.3 Navigating to Another Website

Among the navigation options in Classic HTML Conversion 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.

4.4 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" on page 4-3
- "Adding a Link to Source Link to an Element Button Bar" on page 4-4

4.4.1 Adding a Link to Source Link to a Page Button Bar

Among the navigation options in Classic HTML Conversion 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.

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 the **Navigation** icon (Figure 4–1), and then click **Page Button Bar** to open that tab dialog.

Figure 4–1 Navigation Icon

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.
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.

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).

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.

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.

4.4.2 Adding a Link to Source Link to an Element Button Bar

Among the navigation options in Classic HTML Conversion 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.

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 the **Navigation** icon (Figure 4–1), and then click **Element Button Bar** to open that tab dialog.

Figure 4–2 Navigation Icon

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.
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. Then click **OK** to return to the main window.

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).

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.

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.

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.

4.5 Navigation Bars

The following topics are covered in this section:

- "Adding a Specific Page Link to a Page Button Bar" on page 4-5
- "Adding a Specific Page Link to an Element Button Bar" on page 4-6
- "Formatting a Text Bar With CSS" on page 4-7
- "Navigating With a Page Button Bar" on page 4-8
- "Navigating With a Page Text Bar" on page 4-9
- "Navigating With an Element Button Bar" on page 4-9
- "Navigating With an Element Text Bar" on page 4-10

4.5.1 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. Classic HTML Conversion Editor lets you create three such links.

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

1. Click the **Navigation** icon (Figure 4–3), and then click **Page Button Bar** to open that tab dialog.

Figure 4–3 Navigation Icon

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.
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.
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.

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).

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.

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.

4.5.2 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. Classic HTML Conversion Editor lets you create three such links.

To add a specific page link to an element bar:

1. Click the **Navigation** icon (Figure 4–4), and then click **Element Button Bar** to open that tab dialog.

Figure 4–4 Navigation Icon

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.
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.
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.
9. Click **OK** to return to the main window.

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).

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.

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.

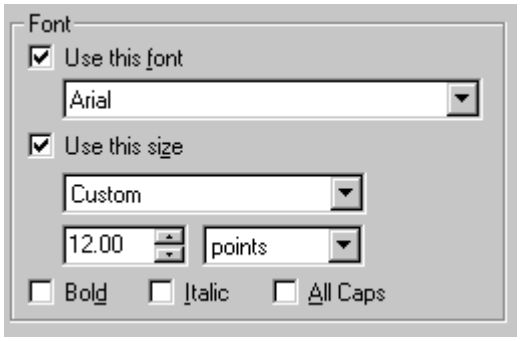
When a button is associated with an element and set to align away from content, Dynamic Converter uses an HTML table to achieve this effect. If your audience uses browsers that do not support tables, you should avoid using icons, bullets, or navigation buttons that are formatted to appear away from content.

4.5.3 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.

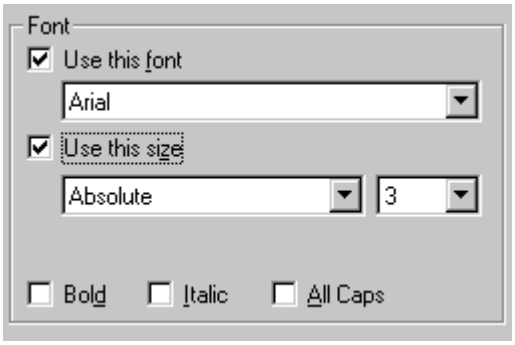
With CSS turned off, the Font panel in the Page Text Bar and Element Text Bar tab dialogs of **Navigation** displays as follows:

Figure 4–5 Font panel with CSS turned off



With CSS turned on, it displays as follows:

Figure 4–6 Font panel with CSS turned on



Thus, with CSS, you have additional options from the 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)" on page 3-2.

4.5.4 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.

You can also create an element button bar that is associated with a specific element (see "Navigating With an Element Button Bar" on page 4-9).

To create a page button bar:

1. Click the **Navigation** icon (Figure 4–7), and then click **Page Button Bar** to open that tab dialog.

Figure 4–7 Navigation Icon

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.

   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**.

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).

4.5.5 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.

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 4-10).

To create a page text bar:

1. Click the **Navigation** icon (Figure 4–8), and then click **Page Text Bar** to open that tab dialog.

Figure 4–8 Navigation Icon

2. Click **Build a text bar from all**, and from the first list, select the element to be used for building the text bar. From the second 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, Classic HTML Conversion 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 list. Then click **Use this size** and select Absolute, Larger or Smaller. If you choose Absolute, select a relative size from the second list.
7. Select **Bold**, **Italic**, and/or **All Caps** to complete the formatting of your text bar.
8. Click **OK**.

If you turn on Cascading Style Sheets for the template, the 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 4-7.

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

4.5.6 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.

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 4-8).

To create an element button bar:

1. Click the **Navigation** icon (Figure 4–9), and then click **Element Button Bar** to open that tab dialog.

Figure 4–9 Navigation Icon

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.

   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.
6. Click **OK**.

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).

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.

When a button is associated with an element and set to align away from content, Classic HTML Conversion 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.

4.5.7 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.

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 4-9).

To create an element text bar:

1. Click the **Navigation** icon (Figure 4–10), and then click **Element Text Bar** to open that tab dialog.

Figure 4–10 Navigation Icon

2. Click **Build a text bar from all**, and from the first list, select the element to be used for building the text bar. From the second 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 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 list. Then click **Use this size** and select Absolute, Larger or Smaller. If you choose Absolute, select a relative size from the second list.

7. Select **Bold**, **Italic**, and/or **All Caps** to complete the formatting of your text bar.

8. Click **OK**.

If you turn on Cascading Style Sheets for the template, the 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 4-7.

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

4.6 Graphics Gallery

The following topics are covered in this section:

- "Graphics Gallery" on page 4-11
- "Graphics Sets" on page 4-12
- "Templates and Associated Graphics Sets" on page 4-12
- "Changing the Properties of Graphics Sets" on page 4-13
- "Changing the Properties of Groups of Graphics" on page 4-15

4.6.1 Graphics Gallery

Graphics can enhance your Web pages in many ways. Classic HTML Conversion 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.

4.6.2 Graphics Sets

Classic HTML Conversion 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.

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**.

4.6.3 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

Template	Graphics Set
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

4.6.4 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" on page 4-13
- "Editing a Graphics Set" on page 4-14
- "Formatting a Rule for a Graphics Set" on page 4-14
- "Renaming a Graphics Set" on page 4-14
- "Deleting a Graphics Set" on page 4-15

4.6.4.1 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.

If you select a rule as part of your graphics set, see "Formatting a Rule for a Graphics Set" on page 4-14 for how to edit its size and color.

4.6.4.2 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**.

4.6.4.3 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 4-13), 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:

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.

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.

4.6.4.4 Renaming a Graphics Set

To rename a graphics set:

1. Open the **Globals** property sheet.
2. Click **Set** to open , 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.

4.6.4.5 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**.

4.6.5 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" on page 4-15
- "Editing a Group of Graphics" on page 4-15

4.6.5.1 Creating a New Group of Graphics

Classic HTML Conversion 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**.

4.6.5.2 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**.

5 Globals

The following topics are covered in this section:

- "About Globals" on page 5-1
- "Adding Rules to a Web Page" on page 5-1
- "Adding Separators to a Web Page" on page 5-2
- "HTML and Scripting" on page 5-3
- "Suppressing Cross-References in a Web Page" on page 5-7
- "Specifying a Target for External Hyperlinks" on page 5-7
- "Graphical Elements" on page 5-8
- "Other Web Page Settings" on page 5-10

5.1 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 the **Globals** icon (Figure 5–1) in the Classic HTML Conversion Editor main window.

Figure 5–1 Globals Icon

In Classic HTML Conversion 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.

5.2 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** (Figure 5–2), and then click **Rules** to open that tab dialog.

Figure 5–2 Globals Icon

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**.

5.3 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 the **Globals** icon (Figure 5–3), and then click **Separators** to open that tab dialog.

Figure 5–3 Globals Icon

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.
7. Click **OK**.

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.

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

5.4 HTML and Scripting

The following topics are covered in this section:

- "Including HTML or Scripting Code at the Top of an HTML File" on page 5-3
- "Handling an Event Within a Body Page" on page 5-3
- "Including HTML or Scripting Code in a Web Page" on page 5-4
- "Including HTML or Scripting Code in the Head of a Web Page" on page 5-4
- "Including HTML or Scripting Code Inside the HTML Tag" on page 5-5
- "Including Scripting Variables in Output" on page 5-6
- "Compliance With HTML 4.0" on page 5-6
- "Generating XML-Compliant Output" on page 5-6

5.4.1 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 5-4.)

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

1. Click the **Globals** icon (Figure 5–4), and then click **Head** to open that tab dialog.

Figure 5–4 Globals Icon

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**.

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.

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" on page 5-6.

5.4.2 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 the **Globals** icon (Figure 5–5), and then click **Tags** to open that tab dialog.

Figure 5–5 Globals Icon

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**.

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.

See also "Handling an Event for an Element" on page 2-6 and "Including HTML or Scripting Code Inside the HTML Tag" on page 5-5.

5.4.3 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 the **Globals** icon (Figure 5–6), and then click **HTML** to open that tab dialog.

Figure 5–6 Globals Icon

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**.

5.4.4 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 5-3.)

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

1. Click the **Globals** icon (Figure 5–7), and then click **Head** to open that tab dialog.

Figure 5–7 Globals Icon

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**.

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.

5.4.5 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 the **Globals** icon (Figure 5–8), and then click **Tags** to open that tab dialog.

Figure 5–8 Globals Icon

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**.

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.

See also "Handling an Event Within a Body Page" on page 5-3 (which you would also set up on the Tags tab dialog).

5.4.6 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 the **Globals** icon (Figure 5–9), and then click **Options** to open that tab dialog.

Figure 5–9 Globals Icon

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**.

5.4.7 Compliance With HTML 4.0

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

Classic HTML Conversion 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, Classic HTML Conversion 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 the **Formatting** icon (Figure 5–10).

Figure 5–10 Globals Icon

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.

5.4.8 Generating XML-Compliant Output

The global settings available in Classic HTML Conversion 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.

Classic HTML Conversion 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, Classic HTML Conversion 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 the **Globals** icon (Figure 5–11), and then click **Options** to open that tab dialog.

Figure 5–11 Globals Icon

2. Click **Generate XML-compliant output**.
3. Click the **XML Options** button to open that dialog box.
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.

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

5.5 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.

Classic HTML Conversion 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 the **Globals** icon (Figure 5–12), and then click **Options** to open that tab dialog.

Figure 5–12 Globals Icon

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).

5.6 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 link, 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 the **Globals** icon (Figure 5–13), and then click **Options** to open that tab dialog.

Figure 5–13 Globals Icon

2. Under Include cross-references in output, select **Use this target for external hyperlinks**, and enter **_blank** in the text box (see below).
3. Click **OK**.

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.

5.7 Graphical Elements

The following topics are covered in this section:

- "Setting Colors for a Web Page" on page 5-8
- "Selecting a Graphics Set for a Web Page" on page 5-9
- "Selecting a Background Graphic for a Web Page" on page 5-9

5.7.1 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 the **Globals** icon (Figure 5–14), and then click **Colors** to open that tab dialog.

Figure 5–14 Globals Icon

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.

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.

You can also select a background graphic, instead (see "Selecting a Background Graphic for a Web Page" on page 5-9). Or you can use a background color with a background graphic, if the graphic is transparent.

5.7.2 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 Classic HTML Conversion 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 the **Globals** icon (Figure 5–15), and then click **Set** to open that tab dialog.

Figure 5–15 Globals Icon

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**.

If you make a graphics set the default for a particular template, the background graphic from that Set will automatically be applied by Classic HTML Conversion 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**.

5.7.3 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 the **Globals** icon (Figure 5–16), and then click **Colors** to open that tab dialog.

Figure 5–16 Globals Icon

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**.

You can use a background color instead of a graphic, if you want. See "Setting Colors for a Web Page" on page 5-8. You can also use a background color with a background graphic, if the graphic is transparent.

5.8 Other Web Page Settings

The following topics are covered in this section:

- "Adding an Address to your Web Page" on page 5-10
- "Adding an E-Mail Address to Your Web Page" on page 5-11
- "Adding Titles to a Web Page" on page 5-11
- "Displaying Headers and Footers in a Web Page" on page 5-12
- "Including Revision Information From Source Documents" on page 5-12
- "Setting the Order of Navigation and Visual Aids in a Web Page" on page 5-13
- "Skipping Single Hard Carriage Returns" on page 5-13
- "Suppressing Footnotes and Endnotes in a Web Page" on page 5-14
- "Adding Options to a Web Page" on page 5-14
- "Suppressing Tables in a Web Page" on page 5-15

5.8.1 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 the **Globals** icon (Figure 5–17), and then click **Address** to open that tab dialog.

Figure 5–17 Globals Icon

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**.

You can format the address by using Address (System), the special element that is automatically a part of every template in Classic HTML Conversion 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.

5.8.2 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 the **Globals** icon (Figure 5–18), and then click **Address** to open that tab dialog.

Figure 5–18 Globals Icon

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**.

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

5.8.3 Adding Titles to a Web Page

The global settings available to enhance the look of Web pages include the option to add titles. Classic HTML Conversion 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 the **Globals** icon (Figure 5–19), and then click **Titles** to open that tab dialog.

Figure 5–19 Globals Icon

2. Under Title Placement, click **Place a title in the body of the Web pages**.

   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. Classic HTML Conversion 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 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 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**.

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

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

5.8.4 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. Classic HTML Conversion 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 the **Globals** icon (Figure 5–20), and then click **Options** to open that tab dialog.

Figure 5–20 Globals Icon

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**.

5.8.5 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 the **Globals** icon (Figure 5–21), and then click **Options** to open that tab dialog.

Figure 5–21 Globals Icon

2. Click **Include revision information from source documents**.
3. Click **OK**.

Classic HTML Conversion Editor maps inserted text to underscore and deleted text to strike through. You can change this mapping, if you want. See "Changing Text Effects" on page 3-24.

Classic HTML Conversion Editor does not retain any colors associated with inserted or deleted text in the source documents.

5.8.6 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 the **Globals** icon (Figure 5–22), and then click **Layout** to open that tab dialog.

Figure 5–22 Globals Icon

   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**.

5.8.7 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 the **Globals** icon (Figure 5–23), and then click **Options** to open that tab dialog.

Figure 5–23 Globals Icon

2. Click the **Skip single hard carriage returns** check box.
3. Click **OK**.

5.8.8 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 the **Globals** icon (Figure 5–24), and then click **Options** to open that tab dialog.

Figure 5–24 Globals Icon

2. Clear the **Include footnotes and endnotes in output** check box.
3. Click **OK**.

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.

5.8.9 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 the **Globals** icon (Figure 5–25), and then click **Options** to open that tab dialog.

Figure 5–25 Globals Icon

2. Click or clear each check box that applies.
3. Click **OK**.

5.8.10 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 the **Globals** icon (Figure 5–26), and then click **Options** to open that tab dialog.

Figure 5–26 Globals Icon

2. Clear the **Include tables** check box.
3. Click **OK**.

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

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"

6

Document Formatting

The following topics are covered in this section:

- "About Document Formatting" on page 6-1
- "Formatting a Text/Word Processing File" on page 6-1
- "Formatting a Spreadsheet File" on page 6-3
- "Formatting a Presentation File" on page 6-5
- "Formatting an Image File" on page 6-6
- "Formatting an Archive File" on page 6-7
- "Formatting a Database File" on page 6-8

6.1 About Document Formatting

Document Formatting is one of the four main menu options in the HTML Conversion Editor. This page contains tabs that allow you to set format options for the converted HTML output of different types of files.

6.2 Formatting a Text/Word Processing File

The Text/Word Processing Tab lets you set options that define the layout of HTML output from conversion of a text or word processing file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-1
- "Handling Embedded Graphics" on page 6-2
- "Setting Pagination Options" on page 6-3

6.2.1 Creating a Layout

The first section of the Text/Word Processing Tab allows you to control the overall look of a converted text/word processing file.

1. Navigate to Output Pages > Output Page Layouts, and click **Add**. The Output Page Layouts page appears.
2. In the **Name** field, enter a name to define this layout, for example, text/wp.
3. If you want to include a navigation layout with the page layout, click the box in front of **Include navigation layout**. This option allows the user to create a "table of contents" page.

4. Navigate back to the Text/Word Processing Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (text/wp).
5. If you place a check in front of **Generate list bullets without <li> tags** (default), bullets/numbers for each list entry will be generated instead of using HTML list tags. Generated bullets/numbers tend to have higher fidelity to the look of the original document, but do so at the expense of not placing the list in HTML list tags. The generated bullets/numbers as well as the paragraph text will be treated as being ordinary paragraph text. If this option is not checked, then HTML list tags are used, but the types of bullets and numbers seen in the browser are severely limited.
6. If you place a check in front of **Include footnotes and endnotes** (default), footnotes and endnotes from the input document are included in the output. Footnotes are always placed at the end of the HTML page on which the note is referenced. Endnote placement is determined by the **Separate endnotes** option, shown next.
7. If you place a check in front of **Separate endnotes** (default), endnotes are placed on a separate page at the end of the document. Otherwise, endnotes are handled as being a continuation of the last page of output. The **Break on pages** option must be enabled in the Page Layout for this option to take effect.
8. If you place a check in front of **Ignore unnamed character styles**, formatting from unnamed character styles in the source document is ignored and will not be present in the output. This is useful when the template author wishes to override the formatting of paragraphs in the output via format mapping. Without this option, formatting specified in the template could potentially be overridden if the source document was not well-formatted, for example by the document writer selecting a block of text and applying a character format to it rather than specifying a style.
9. In the **Note separator** field, enter any HTML markup that you want to put between the body and the footnotes/endnotes at the end of the page (such as a rule). The default is to do nothing unless HTML markup is specified here.

6.2.2 Handling Embedded Graphics

These options allow you to specify how to handle embedded graphics on HTML output from text/word processing files.

1. In the **Set maximum width (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.
2. In the **Set maximum height (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.
3. In the **Set maximum size (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.

6.2.3 Setting Pagination Options

The pagination options allow you to control how page breaks are handled in the converted HTML output.

1. Navigate to Output Pages > Output Page Layout > [your layout name, e.g., text/wp] > Page Layout. Place a check in front of the **Break on pages** option so that pagination may occur in the HTML output.
2. Navigate back to the Text/Word Processing Tab of the Document Formatting page. If you place a check in front of **Break page when hard page break is encountered**, the output will be split into additional output files every time a hard page break is encountered in the source document.
3. In the **x characters per page** field, you may set a suggested page size in characters for the output generated. This means that the output is broken up into pages of approximately the requested size in numbers of characters in the source document.

   This feature is particularly useful when converting documents that are poorly structured. Many documents lack the kind of style information that Dynamic Converter uses to break the document into "output markup items." By setting this option, the exported document can be presented as a set of pieces that are more manageable rather than a single large output file. It is also useful with documents that are structured but have large pieces in the structure.

   Only text inserted from the source document is counted in this size; markup and text inserted from the template are not counted. In addition, HTML markup tags generated by this product are not counted in the page size. Setting this option to zero effectively turns it off.

   When this option is turned on, the page breaking rules are as follows:

   - A page boundary will be created if the current paragraph causes the page size to be exceeded. Therefore, the normal operation of this feature may cause pages to exceed the specified page size by small amounts, i.e., less than a paragraph.
   - A page boundary will never be created in the middle of a table, list, footnote, or endnote.

6.3 Formatting a Spreadsheet File

The Spreadsheets Tab lets you set options that define the layout of HTML output from conversion of a spreadsheet file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-3
- "Formatting Tables" on page 6-4
- "Handling Embedded Graphics" on page 6-4

6.3.1 Creating a Layout

The first section of the Spreadsheets Tab allows you to control the overall look of a converted spreadsheet file.

1. Navigate to Output Pages > Output Page Layouts, and click **Add**. The Output Page Layouts page appears.
2. In the **Name** field, enter a name to define this layout (for example, ss).

3. Navigate back to the Spreadsheets Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (ss).
4. If you want to define a format to use for a Section Title (instead of using the default paragraph style), first navigate to Output Pages > Output Text Formats, and click **Add**. The Output Text Formats page appears.
5. In the **Name** field, enter a name to define this format (for example, Section Title). You can also specify a tag to use for this paragraph format, and custom markup to be inserted before or after the paragraph.
6. Navigate back to the Spreadsheets Tab of the Document Formatting page. Click the down arrow in the **Section title format** drop-down box, and select the name of the text format that you just created (Section Title).
7. In the **Default section label** text box, specify the default label to be used in section-based navigation.

6.3.2 Formatting Tables

There are two options on the Spreadsheets Tab that apply to how spreadsheet tables are formatted in HTML output.

1. Check the box in front of **Show grid lines** to force the table representing the spreadsheet to be output with a "border" value of "1."
2. Check the box in front of **Allow cell overflow** to cause non-wrapping text and frames to be positioned over the table representing the spreadsheet. In most cases, this allows the export filter to generate output that has very good fidelity with respect to the source document, in that text and/or graphics that overlap multiple cells will not alter the layout of the rest of the table. This option also allows text that is centered across a selection to be rendered properly (note that if the "selection" is only one cell, the text will be rendered left-aligned). However, the formatting of the source document may cause text not to be readable when this option is enabled.

   Dynamic Converter uses HTML tables to render spreadsheets, and by default places text and frame content in its assigned cell. In cases where the text/graphics overflow the cell in the source document, this will cause the table to become distorted as the cell expands to fit the content. Also, text that is centered across a selection (as opposed to being placed in merged cells) will not display properly, as it is not possible for table cell text to flow outside of the cell. However, this rendering guarantees that the text from the source document will always be readable.

   This option is ignored when exporting Lotus 123 spreadsheets. The **CSS generation** option under Output Pages must be set for this option to take effect. The HTML output when this option is set currently requires Internet Explorer version 6 or 7 to display properly.

6.3.3 Handling Embedded Graphics

These options allow you to specify how to handle embedded graphics on HTML output from spreadsheet files.

1. In the **Set maximum width (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.

2. In the **Set maximum height (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.
3. In the **Set maximum size (in pixels) to x** field, enter the number of pixels by which you want to shrink overly large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. Setting this to zero (0) means there is no limit.

6.4 Formatting a Presentation File

The Presentations Tab lets you set options that define the layout of HTML output from conversion of a presentation file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-5
- "Sizing Slides" on page 6-5

6.4.1 Creating a Layout

The first section of the Presentations Tab allows you to control the overall look of a converted presentation file.

1. Navigate to Output Pages > Output Page Layout, and click **Add**. The Output Page Layouts page appears.
2. In the **Name** field, enter a name to define this layout (for example, slides).
3. Navigate back to the Presentations Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (slides).
4. If you want to define a format to use for a Section Title (instead of using the default paragraph style), first navigate to Output Pages > Output Text Formats, and click **Add**. The Output Text Formats page appears.
5. In the **Name** field, enter a name to define this format (for example, Section Title). You can also specify a tag to use for this paragraph format, and custom markup to be inserted before or after the paragraph.
6. Navigate back to the Presentations Tab of the Document Formatting page. Click the down arrow in the **Section title format** drop-down box, and select the name of the text format that you just created (Section Title).
7. In the **Default section label** text box, specify the default label to be used in section-based navigation.

6.4.2 Sizing Slides

The following options enable you to control the sizing of the slides in the HTML output of presentation file conversions.

1. Place a check in front of **Set exact width (in pixels) to x** and specify a value by which the conversion will shrink or enlarge the image so that the width exactly matches the specified value. If Set exact height (in pixels) to x is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.

2. Place a check in front of Set exact height (in pixels) to x and specify a value by which the conversion will shrink or enlarge the image so that the height exactly matches the specified value. If Set exact width (in pixels) to x is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
3. Place a check in front of **Set maximum width (in pixels) to x** and specify a value by which the conversion will shrink very large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum width.
4. Place a check in front of **Set maximum height (in pixels) to x** and specify a value by which the conversion will shrink very large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum height.
5. Place a check in front of **Set maximum size (in pixels) to x** and specify a value by which the conversion will shrink very large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum size.

6.5 Formatting an Image File

The Images Tab lets you set options that define the layout of HTML output from conversion of an image file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-6
- "Sizing Images" on page 6-7

6.5.1 Creating a Layout

The first section of the Images Tab allows you to control the overall look of a converted image file.

1. Navigate to Output Pages > Output Page Layout, and click **Add**. The Output Page Layouts page appears.
2. In the **Name** field, enter a name to define this layout (for example, grafx).
3. Navigate back to the Images Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (grafx).
4. If you want to define a format to use for a Section Title (instead of using the default paragraph style), first navigate to Output Pages > Output Text Formats, and click **Add**. The Output Text Formats page appears.
5. In the **Name** field, enter a name to define this format, for example, Section Title. You can also specify a tag to use for this paragraph format, and custom markup to be inserted before or after the paragraph.
6. Navigate back to the Images Tab of the Document Formatting page. Click the down arrow in the **Section title format** drop-down box, and select the name of the text format that you just created (Section Title).
7. In the **Default section label** text box, specify the default label to be used in section-based navigation.

6.5.2 Sizing Images

The following options enable you to control the sizing of images in the HTML output of image conversions.

1. Place a check in front of Set exact width (in pixels) to x and specify a value by which the conversion will shrink or enlarge the image so that the width exactly matches the specified value. If **Set exact height (in pixels) to x** is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
2. Place a check in front of Set exact height (in pixels) to xand specify a value by which the conversion will shrink or enlarge the image so that the height exactly matches the specified value. If Set exact width (in pixels) to x is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
3. Place a check in front of Set maximum width (in pixels) to x and specify a value by which the conversion will shrink very large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum width.
4. Place a check in front of Set maximum height (in pixels) to x and specify a value by which the conversion will shrink very large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum height.
5. Place a check in front of Set maximum size (in pixels) to x and specify a value by which the conversion will shrink very large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum size.

6.6 Formatting an Archive File

The Archives Tab lets you set options that define the layout of HTML output from conversion of an archive file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-7
- "Setting Display Method" on page 6-7

6.6.1 Creating a Layout

The first section of the Archives Tab allows you to control the overall look of a converted spreadsheet file.

1. Navigate to Output Pages > Output Page Layout, and click **Add**. The Output Page Layouts appears.
2. In the **Name** field, enter a name to define this layout (for example, archive).
3. Navigate back to the Archives Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (archive).

6.6.2 Setting Display Method

There are two options in the Display method drop-down box:

- If you select **Filenames**, the names of files and folders in the archive will be output.
- If you select **Decompressed files**, the filenames will be output as links to the exported files.

6.7 Formatting a Database File

The Database Tab lets you set options that define the layout of HTML output from conversion of a database file. The following sections describe how you set up the layout:

- "Creating a Layout" on page 6-8
- "Setting Pagination Options" on page 6-8

6.7.1 Creating a Layout

The first section of the Database Tab allows you to control the overall look of a converted database file.

1. Navigate to Output Pages > Output Page Layout, and click **Add**. The Output Page Layouts page appears.
2. In the **Name** field, enter a name to define this layout (for example, db).
3. Navigate back to the Database Tab of the Document Formatting page. Click the down arrow in the **Layout** drop-down box, and select the name of the page layout that you just created (db).
4. If you want to define a format to use for a Section Title (instead of using the default paragraph style), first navigate to Output Pages > Output Text Formats, and click **Add**. The Output Text Formats page appears.
5. In the **Name** field, enter a name to define this format, for example, Section Title. You can also specify a tag to use for this paragraph format, and custom markup to be inserted before or after the paragraph.
6. Navigate back to the Database Tab of the Document Formatting page. Click the down arrow in the **Section title format** drop-down box, and select the name of the text format that you just created (Section Title).
7. In the **Default section label** text box, specify the default label to be used in section-based navigation.

6.7.2 Setting Pagination Options

This section allows you to set pagination options for the HTML output of a converted database file.

1. Navigate to Output Pages > Output Page Layout > [your layout name, e.g., db] > Page Layout. Place a check in front of **Break on pages** option so that pagination may occur in the HTML output.
2. Navigate back to the Database Tab of the Document Formatting page. Enter a value in the **x records per page** text box to specify the number of records to output on each page.

7

Document Properties

The following topics are covered in this section:

- "About Document Properties" on page 7-1
- "Defining Document Properties" on page 7-1

7.1 About Document Properties

The Add Document Property page allows you to add or remove document properties. There are two types of document properties: predefined and custom.

- Predefined properties are metadata fields stored in many file formats. An example of this is the **Primary author**, which is the author of the input document. Exactly which properties are available is highly dependent on the input file format, and in most cases it also depends on whether or not the author provided this information.
- Custom properties are defined by the author. These can be used to insert arbitrary text and HTML markup into the output files.

By default, no document properties are defined. In order to include them in the output from the conversion, each desired document property must first be defined here. They must then be added to the output from the conversion by inserting them into page layouts defined in the Output Page Layouts page.

7.2 Defining Document Properties

1. In the Add Document Property page, click **Add**. The Document Property page is displayed.
2. The first field offers the option between Predefined and Custom.
   - In the **Predefined** drop-down box, select from a list of metadata fields stored in many file formats.
   - In the Custom text box, you may include properties not listed in the **Predefined** drop-down. To do this, click on the **Custom** button and type in either the property name as it appears in the source document, or a new property name that you will create. Property names are case-sensitive.
3. In the **Default value** text box, enter the default value to use if the property is not found in the input document being converted. This is also used as the value for custom properties. Providing a default value is optional.
4. In the **Meta tag name** text box, if the property is to appear in an HTML meta tag, then this is the value of the "name" attribute to use in the meta tag. The value of

the "content" attribute will be taken from the source document or the **Default value** option set above, as appropriate.

If there is no author specified in the input document then the meta tag generated will be:

<meta name="author" content="Unknown">

While providing a meta tag name is optional, it must be specified if the property is to be included with the rest of the meta tags in the <head> of the output files. Properties that have a meta tag name defined are automatically added to the <head>; the user cannot add properties via the Head layout section.

5. In the **Output format** drop-down box, select the name of the previously defined output paragraph format. This will be used to format the property when including the property's value in the output as visible text. Output paragraph formats are defined in Output Pages > Output Text Formats.

8

Generated Content

The following topics are covered in this section:

- "About Generated Content" on page 8-1
- "Adding a Text Element" on page 8-1
- "Adding a Navigation Element" on page 8-2

8.1 About Generated Content

Generated content is made up of two kinds of elements:

- Text Elements, which allow the user to insert text strings into the output from the template or from the server at the time of conversion.
- Navigation Elements, which provide links to specific document elements.

8.2 Adding a Text Element

Text elements are a way to insert text specified in the HC template directly into the output. Text elements work exactly the same way as custom document properties except text elements cannot be placed in the <head> of the document in a <meta> tag.

By default, no text elements are defined. In order to include them in the output from the conversion, each desired text element must first be defined here. They must then be added to the output from the conversion by inserting them into page layouts defined in the Output Page Layouts.

1. Navigate to Generated Content > Text Element. Click the **Add** button. The Text Elements page is displayed.

   To remove a Text Element, select a defined text element from the list and click **Remove**. An element may not be removed if it is used by a page layout.

2. In the **Name** text box, enter the name to use to reference this text element when creating/editing page layouts. This field is required.
3. In the **Value** text box, enter the value to insert into the output when this text element is used in a page layout.
4. In the **Output format** drop-down box, select the name of the output format. This will be used to format the text element when including its value in the output as visible text. Output formats are defined under Output Text Formats.

8.3 Adding a Navigation Element

Navigation elements allow you to generate navigation links in the HTML output. The following sections define how to create the three kinds of navigation elements:

- "Adding Document Navigation" on page 8-2
- "Adding Page Navigation" on page 8-3
- "Adding Section Navigation" on page 8-4

8.3.1 Adding Document Navigation

Document Navigation is a way to link to various items in the source document based on the document's structure. A common example of how one would use this type of navigation is to create links to all the paragraphs marked with outline level 1 (such as "Heading 1" paragraphs) in the document. Before using this form of navigation, link mapping rules must first be added. This is done on the Link Mapping Rules page.

1. Navigate to Generated Content > Navigation Elements. In the drop-down box, select **Document Navigation**. Click **Add** to add an element of that type. The Document Navigation page appears.
2. In the Name field, enter a name by which the page layouts will refer to this navigation element. This is required.
3. In the **Link tag** drop-down box, specify whether to use an anchor or option tag (<a> or <option>) to enclose the links in this element.
4. Place a check in front of **Generate parent levels when "orphan" levels are encountered** to generate clean outline levels. When creating navigation based on outline levels, problems can arise when the document being converted is "sloppy" in its use of outline levels. An example of such sloppy outlining would be a paragraph tagged with outline level 1 followed later by one tagged with outline level 3 without an outline level 2 paragraph somewhere in between. That outline level 3 paragraph is considered to be an "orphan level."

   By setting this option, the **Markup to insert before this set of links** and the **Markup to insert after this set of links** entered in the Link Set Markup Tab from the link set (defined below) are inserted into the output for the orphan level.

   By default, this option is not set. An example of navigation that does not need to worry about orphan levels would be one where the link set did not need to define any **Markup to insert before this set of links** or **Markup to insert after this set of links**.
5. Place a check in front of **Only include links to targets on the same page** to generate a small set of links to targets that all appear in the same output HTML page. An example of this would be to break a document up so there is one outline level 1 paragraph in each output HTML page. The user could then set this option as part of creating a line of links across the top of the page that go to all the outline level 2's that appear on the page.

   If this option is not set (the default), then links to targets across the entire document are generated.
6. Enter a value for **Word limit for labels** to truncate the label after the specified number of words. The link's label is taken from the text of the document element the link goes to. Some target elements may contain large amounts of text. This can cause problems in the formatting of the list of links.

Setting this option to 0, the default, causes the entire target element's text to be used as the link label.

7. In the Link Sets section, you can add a definition (such as outline level 1) for which rules may be defined. Click **Add** to display the Link Set Markup Tab.
8. In the Link Set Markup tab, under **Custom link attributes**, click the **Add attribute** button to insert a new "name/value" pair. Highlight a row in this table and click the **Remove Attribute** button to delete custom attributes.
9. In the **Custom markup** section, enter specific HTML tags that you want to appear in the output before and after the link set.
10. In the Link Formatting Tab, you can choose one of two ways to specify the formatting for links.

    If you place a check in front of **Use external CSS class**, then you must enter the name of a class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set in Output Pages.

    If you choose to use **Character Formatting**, the types of character level formatting available are evident from the screen. Each type of formatting can be set to one of four values:

    - Always off - Forces the attribute to always be off when formatting the link.
    - Always on - Forces the attribute to always be on when formatting the link.
    - Inherit - In the case of navigation links this has the same effect as **Do not specify** below.
    - Do not specify - Leave the formatting unspecified. The state of the attribute will depend on the browser's rendering settings.
11. In the Link Markup Tab, you can specify custom markup that can be inserted before and after each link in the set, and/or between links.

8.3.2 Adding Page Navigation

This provides a way to link to certain key pages in the output (first page, next page, etc.). It also provides a way to link to external pages (such as to http://www.oracle.com/).

1. Navigate to Generated Content > Navigation Elements. In the drop-down box, select Page Navigation. Click **Add** to add an element of that type. The Page Navigation page appears.
2. In the Name field, enter the name by which the page layouts will refer to this navigation element. This is required.
3. In the **Link tag** drop-down box, specify whether to use an anchor or option tag (<a> or <option>) to enclose the links in this element.
4. In the Custom Markup Tab, enter any custom HTML tagging that should be inserted before and after this set of links.
5. In the Navigation Formatting Tab, you can choose one of two ways to specify the formatting for links.

    If you place a check in front of **Use external CSS class**, then you must enter the name of a class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set in Output Pages.

If you choose to use Character Formatting, the types of character level formatting available are evident from the screen. Each type of formatting can be set to one of four values:

- Always off - Forces the attribute to always be off when formatting the link.
- Always on - Forces the attribute to always be on when formatting the link.
- Inherit - In the case of navigation links this has the same effect as **Do not specify** below.
- Do not specify - Leave the formatting unspecified. The state of the attribute will depend on the browser's rendering settings.

6. In the Navigation Markup Tab, you can specify custom markup that can be inserted before and after each link in the set, and/or between links.

8.3.3 Adding Section Navigation

This provides navigation for multi-section documents, such as spreadsheets and presentations.

1. Navigate to Generated Content > Navigation Elements. In the drop-down box, select Section Navigation. Click **Add** to add an element of that type. The Section Navigation page appears.
2. In the **Name** field, enter the name by which the page layouts will refer to this navigation element. This is required.
3. In the **Link tag** drop-down box, specify whether to use an anchor or option tag (<a> or <option>) to enclose the links in this element.
4. In the Custom Markup Tab, enter any custom HTML tagging that should be inserted before and after this set of links.
5. In the Navigation Formatting Tab, you can choose one of two ways to specify the formatting for links.

   If you place a check in front of **Use external CSS class**, then you must enter the name of a class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set in Output Pages.

   If you choose to use Character Formatting, the types of character level formatting available are evident from the screen. Each type of formatting can be set to one of four values:

   - Always off - Forces the attribute to always be off when formatting the link.
   - Always on - Forces the attribute to always be on when formatting the link.
   - Inherit - In the case of navigation links this has the same effect as **Do not specify** below.
   - Do not specify - Leave the formatting unspecified. The state of the attribute will depend on the browser's rendering settings.

6. In the Navigation Markup Tab, you can specify custom markup that can be inserted before and after each link in the set, and/or between links.

9

Output Pages

The following topics are covered in this section:

- "About Output Pages" on page 9-1
- "Configuring HTML Settings" on page 9-1
- "Configuring Output Markup Items" on page 9-5
- "Configuring Output Text Formats" on page 9-5
- "Setting Format Mapping Rules" on page 9-7
- "Configuring Output Page Layouts" on page 9-8

9.1 About Output Pages

The Output Pages section allows you to set options for general HTML output, as well as for Markup Items, Text Formats, and Page Layouts.

9.2 Configuring HTML Settings

The top-level Output Pages page allows you to set general options for HTML output.

1. Place a check in front of **Use DOCTYPE** to insert a DOCTYPE statement at the top of each output file. If CSS is enabled, the HTML generated conforms to the XHTML 1.0 Transitional DTD. If CSS is disabled, HTML 4.0 Transitional-conformant HTML is output. This option is enabled by default.
2. In the **Language string** text box, enter the value of the "lang" attribute of the <html> tag. This indicates the primary natural language of the document.
3. In the **CSS generation** drop-down box,you can specify whether Cascading Style Sheet ("CSS") formatting will be used, and if so, the method of CSS presentation. CSS enables HTML Converter to create output with higher fidelity with respect to the source document. Please note that CSS support varies from browser to browser.

   This option can be set to the following values:

   - none - only HTML tags will be used for formatting.
   - embedded - CSS styles will be included in the head of each output file.
   - external - CSS styles will be output in a separate file, which is referenced by all output files generated during the conversion.

- inline - CSS style information will be included in every paragraph. This option can drastically increase the size of the output file, but is necessary when the template is used to generate fragments.

By default, the CSS is embedded in the HTML of each output file. This reduces the total number of files generated by the conversion, as there is no need to create a separate CSS file. Note that if a style is needed anywhere in the final output of the conversion, it will appear in the style definitions of every HTML file.

4. In the **External user stylesheet** text box, enter the URI of that CSS file and the appropriate reference to it will be placed in the output HTML file(s). An example of where this would be useful is if you need to maintain a site requiring multiple templates with a common look and feel to the site. Without using this feature, a change to the site's look would require that multiple templates be updated. With a common .css file, however, you only need to change the style definition in one place and all conversions are updated at once.

   If this option is left blank, the system will generate CSS styles based on how elements are defined under Text Elements.

   This option is ignored if the **CSS generation** option above is set to none.

5. In the **Output character set** drop-down box, select which character set should be used in the output file. The HTML Conversion editor will then translate or "map" characters from the input document's character set to the output character set as needed. This character mapping is limited by the need for the character to be in both the input and the output character sets. If a character cannot be mapped, the character will show up in the output as the "unmappable character" determined by the **Value for unmappable characters** option described below. If the resulting output contains an excessive number of these unmapped characters, selecting a more appropriate output character set should improve the situation.

   The HTML standards currently limit documents to a single output character set. That character set is specified in an output file using the CONTENT attribute of the <meta> tag. This limits what the technology can do with documents that have multiple character sets. In general, documents that are a mix of a single Asian language and English characters will translate correctly (although with some possible loss of non-alphanumeric characters) if the appropriate DBCS, UTF-8, or Unicode output character set is selected. This is because most DBCS character sets include the standard 7-bit Latin 1 characters. Documents that contain more than one DBCS character set or a DBCS character set and a non-English character set (such as Cyrillic) may not export with all the character glyphs intact unless Unicode or UTF-8 is used.

   Source documents that contain characters from many character sets will look best when this option is set to the default, Unicode (UTF-8). This is because the Unicode and UTF-8 character sets contain almost all characters for the most common languages.

   While the W3C recommends using Unicode, there is a downside to it at this time. Not all systems have the appropriate fonts needed for using Unicode or UTF-8. Many editors do not understand these character sets, as well. In addition, there are some differences in the way browsers interpret the byte order of 2-byte Unicode characters (which is why both big and little endian Unicode are available settings for this option).

6. In the **Value for unmapped characters** text box, enter the hex value for the character used when a character cannot be found in the output character set. The default value of 2A corresponds to the asterisk ("*") character.

Note that when the **CSS generation** option described above has been set, there will be no unmappable characters in the HTML. Instead, the unmapped character will be written out in &#....; notation using the decimal representation of the character's Unicode value. Newer browsers support this representation and will convert it to the appropriate character if it is available in the font being used. If the character is not available in that font, the browser's unmappable character symbol (typically a rectangular box) will be seen. Also, note that there may still be unmapped characters in text rendered to graphics. This is because the graphic file is generated at conversion time rather than being rendered by the browser.

7. In the **Graphics format** drop-down box, specify the format of the graphics produced by the system. The following values are allowed:

   - GIF
   - JPEG (default)
   - PNG
   - None

   When setting this option, remember that the JPEG file format does not support transparency. Though the GIF file format supports transparency, it is limited to using only one of its 256 available colors to represent a transparent pixel ("index transparency").

   PNG supports many types of transparency. The PNG files written are created so that various levels of transparency are possible for each pixel. This is achieved through the implementation of an 8-bit "alpha channel". However, at this time the technology will ignore transparency data when metafiles with multiple layers are converted.

8. If you selected GIF, the **Interlaced GIF** checkbox becomes available. This is checked by default. Interlaced images cause less monitor flicker than non-interlaced ones.

9. In the **Output DPI** text box, enter a value from 0 to 2400 to specify the output graphics device's resolution in DPI. This only applies to objects whose size is specified in physical units (in/cm). For example, consider a 1-inch square, 100 DPI graphic that is to be rendered on a 50 DPI device (**Output DPI** option set to 50). In this case, the size of the resulting JPEG, GIF, BMP or PNG will be 50 x 50 pixels.

   While this option is used to help compute table sizes, it is primarily a graphics option. Early browsers and versions of the HTML standard limit the specification of image sizes to dimensions in pixels. For images in particular, this is somewhat natural as GIF, JPEG, BMP, and PNG are bitmap formats whose sizes are defined in pixels. However, many of the source graphics and tables converted specify their size in physical units such as inches or centimeters, and there is no way to know how big a pixel is on the target device for the converted document. In fact, a single document may ultimately be viewed on many devices, each with a different number of pixels or dots per inch (DPI). If graphics are converted too small, image detail will be lost. Conversely, if the graphics are converted too large, conversion times will suffer and files will take longer to download.

   Setting this option to 0 may result in the creation of extremely large images. Be aware that there may be limitations in the system running this technology that could result in undesirably large bandwidth consumption or an error message. Additionally, an out-of-memory error message will be generated if system memory is insufficient to handle a particularly large image.

Also note that setting this option to 0 will force the technology to use the DPI settings already present in raster images. For any other type of input file, the current screen resolution will be used as the DPI setting .

10. If you have selected JPEG as your graphics format, the **JPEG quality** text box becomes available. The default (100) delivers the highest quality and largest file size.

11. In the **Image sizing method** drop-down box, you can select from the following options:

    - quick
    - smooth
    - grayscale

    Each of these options involves some degree of trade-off between the quality of the resulting image and the speed of conversion.

12. In the **Custom target attribute** drop-down box, select your preference for how the browser should select which frame or window in which to open source document links. The following values specify the target attribute of the links the system generates in these cases. This target value will be applied to all such links encountered in the source document.

    - No setting - This means that no target attribute will be included in links from the source document.
    - _self - This means that the document is loaded in the same frame as the element that refers to this target (essentially the same as not specifying a target at all).
    - _parent - This means that the document is loaded into the immediate FRAMESET parent of the current frame. This value is equivalent to _self if the current frame has no parent.
    - _top - This means that the document is loaded into the full, original window (thus canceling all other frames). This value is equivalent to _self if the current frame has no parent.
    - _blank - This means that links are opened in a new, unnamed window.

13. Place a check in front of **Format HTML source for readability** (default) to write newlines to the output strictly to make the generated HTML more readable and visually appealing. These newlines only appear in the places where you have set **Add a newline before this paragraph** under Output Text Formats.

    It is important to note the things that setting this option does not do:

    - While setting this option will make it easier for a human to read the generated markup in a text editor, it does not affect the browser's rendering of the document.
    - This option does not affect the contents of the .css files, since they do not contain any text from the source document.
    - The option does not affect spaces or newlines copied from the template, as the contents of the template are already under the control of the user.

14. Place a check in front of **Show style information** to include information about source document style names and how they are mapped by the template being used. The user can see what format has been mapped to a particular paragraph or text sequence by mousing over it.

9.3 Configuring Output Markup Items

Markup items are HTML fragments that may be inserted directly into the output HTML as part of a page layout. Each markup item is a name/value pair. The name is what will appear in the screens for editing page layouts. The value is a block of HTML that will be inserted into the output HTML wherever the markup item appears in a page layout. There is one default name in this section, **break**, whose value is defined as <br />.

1. Click **Add** to display the Output Markup Items page. A new item called **Output Markup Item** appears in the lefthand tree view under Output Markup Items, below the default item, **break**.
2. In the **Name** field, assign a name by which you will refer to this item, for example, **rule**. The display on the lefthand tree view changes to reflect this name.
3. In the **Markup** text box, enter the HTML fragment to be associated with this item, for example, **
**.
4. To remove a markup item from the template, highlight the name of the item in the tree and click **Remove**.

9.4 Configuring Output Text Formats

Output text formats define text and formatting attributes of output document text. These formats will define such attributes as the font family, size, and color, standard text attributes (bold, italic, underline, etc) and border attributes. This allows the template author to standardize the look of the output despite differing formatting styles used by the various authors of the source documents. There is one default format in this section, **Default Paragraph**, whose tag is **p**. Output Text Formats created here can then be be organized according to Format Mapping Rules, which pick the formatting based on checking the type of source document text.

Note: Users should be aware that text formats are only applied to text from word processing files. They cannot be used to change the formatting of text that is rendered as part of any graphics generated by the conversion. They are also not applied to text inside spreadsheets.

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1. Click **Add** to display the Output Text Format - Markup Tab. A new item called **Output Text Format** appears in the lefthand tree view under Output Formats, below the default item, **Default Paragraph**. To remove a paragraph item from the template, highlight the name of the item in the tree and click **Remove**.
2. In the **Name** field, assign a name by which you will refer to this format, for example, **Bold Italic**. This name then appears in the lefthand tree view.
3. In the **Tag name** text box, enter the HTML paragraph-level tag to put around paragraphs using this format. Note that any "tag" name may be entered here, whether it is legal or not. Only the tag name should be entered, not the surrounding angle brackets ("<" and ">"). The paragraph tag ("p") is the default.
4. Click **Add Attribute** to add a new name/value pair to the Custom Attributes table. These attributes apply to the tag whose name was specified above. To set the name and value of the new attribute, just click on them in the Custom Attributes table. By default, this table is empty. To remove an attribute, highlight the name in the table and click **Remove attribute**.

5. In the **Custom Markup** text boxes, enter any HTML (or regular text) to be placed before and/or after the paragraph.
6. Check the box in front of **Insert a newline in the HTML before this paragraph** to insert a blank line into the HTML before the paragraph to make it easier to view the HTML output of the conversion. This option does not affect how the output looks in the browser. This new line is only written if the **Format HTML source for readability** option is set under Output Pages. By default, this option is not set.
7. Check the box in front of **This paragraph should begin a new page** to create a new output page every time this text format is used. By default, this option is off. If you check that option, by default, there is a check in the box in front of **Don't begin a page for the first paragraph of this type**. The purpose of this option is to avoid empty or mostly empty pages at the beginning of the output.
8. Click on Output Text Format - Formatting Tab. If you place a check in front of **Use external CSS class**, then you must enter the name of a class from an external CSS file here.
9. If you leave the box empty in front of **Use external CSS class** (default), the first section of the page allows you to specify Character Formatting. The types of character-level formatting are Bold, Italic, Underline, Strikeout, Superscript, Subscript, Upper Case, and Small Caps. Each type of formatting can be set to one of four values:
   - Always off - Forces the attribute to always be off when formatting the text.
   - Always on - Forces the attribute to always be on when formatting the text.
   - Inherit (default) - Takes the state of the attribute from the source document. In other words, if the source document had the text rendered with bold, then the technology will create bold text.
   - Do not specify - Leave the formatting unspecified. In certain cases, this will produce different HTML than **Always off**.

   There are also three font settings: Font family, Size, and Color. These are only available when you set them to **Always on**. The defaults for these three settings are Arial, 12pt, and 000000 (hexadecimal for black).
10. The next section of the page deals with Paragraph Formatting. The types of paragraph-level formatting are Alignment, Line height, Background color, and Indent. They can each be set to the four values specified above for character formatting, and like the font settings, can only be changed if they are set to **Always on**. The defaults for these settings are left, single, FFFFFF (hexadecimal for white), and 0, respectively.
11. The bottom section of the page deals with Borders. These options become available when you set **Border Use** to **Always on**. For each paragraph border side (Top, Right, Bottom, Left), the following attributes can be specified:
    - Border style - The default is None, and you can select one of the allowable border style from the drop-down box: dotted, dashed, solid, double, groove, ridge, inset, outset.
    - Border color - The default is 000000 ((hexadecimal for black), and you can specify a color in a valid CSS format.
    - Border width - The default is 1pt, and you can specify a border width in a valid CSS format.

9.5 Setting Format Mapping Rules

Format mapping rules allow you to specify output document formatting and the sequence in which rules are checked.

1. On the Add Format Mapping Rules page, click **Add Format Mapping Rule**. The Format Mapping Rules page is displayed, and a new item shows up in the left-hand navigation pane called **outline level = x**. Once rules have been defined, this page will allow you to arrange the rules by using the **Move Up** and **Move Down** buttons. The mapping rules are ordered so that the first rule that matches is the one, and only one, that is applied.

   For example, a rule may be created for mapping paragraphs in the **My Style** style. Below that rule, another rule may exist for mapping paragraphs with **outline level 1** applied. An input document may have one or more paragraphs in the **My Style** style that also have **outline level 1** applied. In this example the technology will only apply the **My Style** formatting to such paragraphs and ignore the **outline level 1** rule for them.

2. On the Format Mapping Rules page, click the down arrow on the **Format** drop-down box. Choose one of the previously defined output text formats to apply when this mapping rule is in effect. The Default Paragraph format is always available and is always the default. See Configuring Output Text Formats for details on how to create new formats to use here.

3. Under **Match on**, click the down arrow on the drop-down box to define the paragraph formatting information to have the rule check.

   - Outline level - Match the outline level specified in the source document. Application-predefined "heading" styles typically have corresponding outline levels applied as part of the style definition.
   - Style name - Match the paragraph or character style name.
   - Is footnote - Match any footnote.
   - Is endnote - Match any endnote.
   - Is header - Match any document header text.
   - Is footer - Match any document footer text.

4. For **Paragraph outline level**, if **Match on** above is set to **Outline level**, then this defines which outline level to match. This option cannot be set/is ignored for all other matching rules.

5. For **Paragraph or character style**, if **Match on** above is set to **Style name**, then this defines which source document paragraph or character style name to match. When matching on style names, the template author must supply a style name here, and no default value is provided. The name must exactly match the style name from the source document. Style name matching is done in a case-sensitive manner. This option cannot be set/is ignored for all other matching rules.

Application Example: Map Source Document Styles to CSS Styles

This example shows how to map the heading styles found in the source document to CSS styles for the HTML display.

1. To map the heading style, first you must add an Output Text Format. Navigate to *Output Pages* > *Output Text Format*, click **Add** and give it a name, Heading 1.

2. In the **Tag name** text box, enter the HTML tag to use in the output, in this case, h1.

3. On the Formatting tab, allow all formatting to be inherited from the source.

4. Next, you must define a Format Mapping Rule that matches on the style name. Mapping rules can use different criteria to map document text to a format. Navigate to Format Mapping Rules in the left-hand pane, and click **Add Format Mapping Rule**.
5. In the **Format** drop-down menu, select the name of the Output Text Format you created, Heading 1.
6. In the **Match on** drop-down menu, select **Style name**.
7. In the **Paragraph or character style** text box, enter a name for the style exactly as it appears in the source document, such as Heading 1.
8. When you exit the editor, you will be prompted to save the template.

9.6 Configuring Output Page Layouts

Page layouts are used to organize how the various parts of the output are arranged. This includes such items as where to place a Table of Contents in the output document. A default layout has been provided for users who need output that is pleasing to the eye, but are not particular about the details of their output.

Users may create multiple page layouts, each optimized for a specific file type. The Document Formatting page allows you to specify which page layout to use.

1. In the Add Output Page Layouts page, click **Add**. The newly added layout will appear on the left side navigation screen and you will be auto-navigated to the new layout for editing. The Output Page Layouts page is displayed.
2. In the **Name** field, fill in the name to use to refer to this layout (required). Once this has been done, click on the icon on the left side of the editor to expand the levels underneath this one. There are three items: <title> Source, Navigation Layout, and Page Layout.
3. Check the **Include navigation layout** option if you want a table of contents page preceding the document content.
4. Click on the Title Source page to select where to get the value to use for the HTML <title> tag. By default, this is empty for new layouts, although the <title> tag will always be output in order to conform to the DTD. There are four options you can select for the source of the <title> tag:
   - Section Name - Use the title for the current document section. Section titles are not available in all document formats, such as word processing files. Two examples of where this is very useful are presentations, where this corresponds to the slide title; and spreadsheets/database files, where this corresponds to the sheet name. Using the section name works well with output layouts that place one slide/sheet in each output HTML page. In this situation, each page would have a title that matches the title of its contents. If the page layout does not break the document by sections, the name of the first section will be used as the title text.
   - Text Element - Use a text element already defined under Text Elements. Using a text element for the title makes a good fail-safe entry at the bottom of the list, just in case all other title sources are undefined/unavailable.
   - Property - Use any document property already defined under Document Property.

- Output Text Format - Use an output paragraph format already defined under Output Text Formats. The first non-empty instance of a paragraph in this format is used.

5. In the Navigation Layout page, you can select navigation elements previously defined for inclusion in the output page layout. The purpose of the navigation layout is to generate a separate Table of Contents HTML page based on mapping rules defined on Link Mapping Rules. This navigation page becomes the first output file of the conversion and is completely independent of other page breaking rules in the output.

   Only navigation items and markup can be inserted into the body of the navigation layout. Page navigation is not supported in the navigation layout; it is intended for use with document and section layout items.

   Use of a navigation layout is optional. If one is used, you can specify markup items to be placed in either the Head and/or the Body.

   - For the **Head** item, you can define the content that will be placed in the HTML <head> of all of the output files this layout applies to. The following items are placed by default in the head:

     A <meta> tag stating the character set in which the HTML file is encoded.

     A <title> tag, the contents of which are defined in the Title Source page.

     A <meta> tag stating that the HTML was generated.

     <meta> tags for all document properties defined under Document Property that specify a **Meta tag name**.

     If the **CSS generation** option was selected on Output Pages, then CSS style definitions generated by the technology are included, either in a <style> tag (for embedded CSS) or with a <link> tag to a CSS file generated by the conversion.

     If the **External CSS stylesheet** option was selected on Output Pages, then an HTML <link> tag to the user specified CSS file is included.

     Also, any markup items previously defined under Output Markup Items can be inserted here. The markup items specified on this screen will appear in the head after all of the auto-generated items listed above. By default, there is nothing listed here.

   - For the **Body** item, you can define the content that will be placed in the body of the navigation page created by this layout. The following items may be placed in the top:

     Markup Item - A text and HTML markup item defined under Output Markup Items.

     Navigation Element - A navigation element defined under Add Navigation Elements.

6. In the Page Layout, you can enable document pagination with the following options:

   - Break on sections - If checked, enables page breaking on document sections. Only applicable for multi-section documents.
   - Break on pages - If checked, enables page breaking based on the document-specific pagination options.

7. If you click on **Head**, you can define the content that will be placed in the HTML <head> of all the output files generated from this layout. The following items are placed by default in the head:
   - A <meta> tag stating the character set in which the HTML file is encoded.
   - A <title> tag, the contents of which are defined in the Title Source page.
   - A <meta> tag stating that the HTML was generated.
   - <meta> tags for all document properties defined under Document Property that specify a **Meta tag name**.
   - If the **CSS generation** option was selected on Output Pages, then CSS style definitions generated by the technology are included.
   - If the **External CSS stylesheet** option was selected on Output Pages, then an HTML <link> tag to the user specified CSS file is included.
   - Also, any markup items previously defined under Output Markup Items can be inserted here. The markup items specified on this screen will appear in the head after all of the auto-generated items listed above. By default, there is nothing listed here.
8. If you click on **Page Top**, you can define the content that will be placed at the top of every output file to which this layout is applied. This content will appear just after the HTML <body> tag. In order to place anything in the page top, those items first need to be defined elsewhere in the template. An example of typical Page Top content might be a navigation bar with links to the first page, previous page, and next page in the output. By default, the HTML Conversion editor leaves the **Page Top** empty. The following items may be placed:
   - Header - The header from the input document.
   - Navigation Item - A navigation item defined on Add Navigation Elements.
   - Document Property - A document property defined on Document Property.
   - Markup Item - A text and HTML markup item defined on Output Markup Items.
   - Text Element - A text element defined on Text Elements.
9. If you click on **Before Content**, you can define the content to be placed before the start of output for the converted document, but not on every page. An example of such content might be a standard cover page to be created for all converted documents. By default, the HTML Conversion editor leaves **Before Content** empty. The following items may be placed:
   - Document Property - A document property defined on Document Property.
   - Markup Item - A text and HTML markup item defined on Output Markup Items.
   - Text Element - A text element defined on Text Elements.
10. If you click on **Before Section**, you can define content to be placed before each section of a document. The following document formats support multiple sections: spreadsheets, presentations, images, and databases. Users should note that although a format may support multiple sections, the specific file being converted may still only have one section. An example of a typical use of this layout area is to insert a couple of blank lines and a horizontal rule to prevent sections from running together. By default, the HTML Conversion editor leaves **Before Section** empty. The following items may be placed:

- Section Name - The name of the current section. If the name of the current section is not specified in the source document or is undefined (such as in word processing documents), then nothing will be inserted. Adding this type of item brings up a simple screen where the author selects which Output Format to use for the element.
- Document Property - A document property defined on Document Property.
- Markup Item - A text and HTML markup item defined on Output Markup Items.
- Text Element - A text element defined on Text Elements.

11. If you click on **After Content**, you can define the content to be placed after the end of document content. This content will come after any footnotes or endnotes if the template specifies them. By default, the HTML Conversion editor leaves **After Content** empty. The following items may be placed:
    - Header - The header from the input document.
    - Footer - The footer from the input document.
    - Document Property - A document property defined on Document Property.
    - Markup Item - A text and HTML markup item defined on Output Markup Items.
    - Text Element - A text element defined on Text Elements.
12. If you click on **Page Bottom**, you can define the content that will be placed at the bottom of every output file to which this layout is applied. This content will appear just before the closing HTML <body> tag. An example of such content might be a copyright notice. By default, the HTML Conversion editor leaves **Page Bottom** empty. The following items may be placed:
    - Footer - The footer from the input document.
    - Navigation Item - A navigation item defined on Add Navigation Elements.
    - Document Property - A document property defined on Document Property.
    - Markup Item - A text and HTML markup item defined on Output Markup Items.
    - Text Element - A text element defined on Text Elements.

A

Classic HTML Conversion Editor User Interface

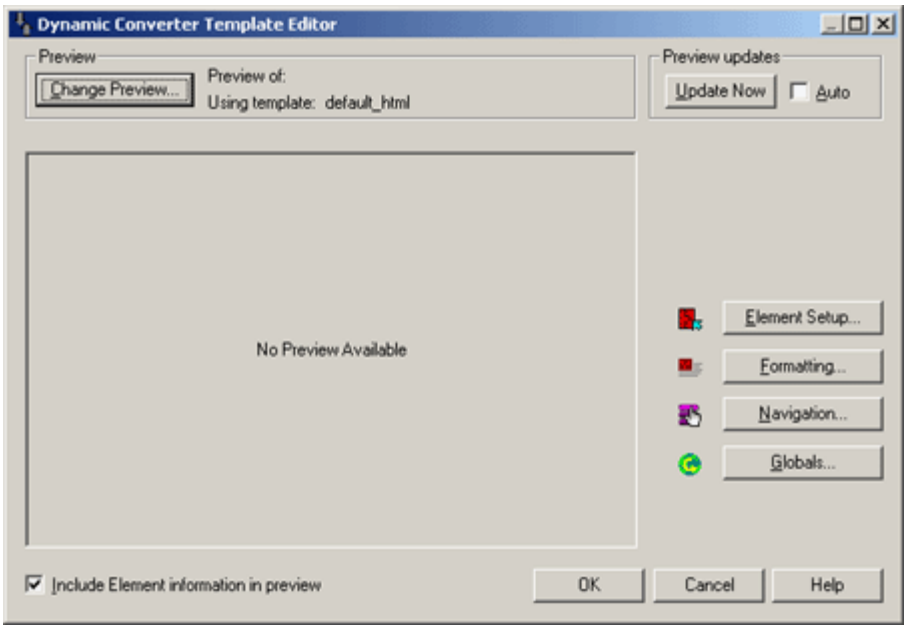
The Dynamic Converter Classic HTML Conversion Editor includes several dialog boxes and administrative pages that you use to customize your Classic conversion templates:

- "Classic HTML Conversion Editor Main Dialog" on page A-1
- "Select a Document Dialog" on page A-3
- "Select Preview Document Dialog" on page A-4
- "Element Setup Dialog" on page A-4
- "Formatting Dialog" on page A-35
- "Navigation Dialog" on page A-59
- "Globals Dialog" on page A-65
- "Gallery Dialog" on page A-83

A.1 Classic HTML Conversion Editor Main Dialog

The Classic HTML Conversion Editor main dialog allows you to preview and update your document, and edit document elements, formatting, navigation, and globals.

Figure A–1 Classic HTML Conversion Editor Main Dialog



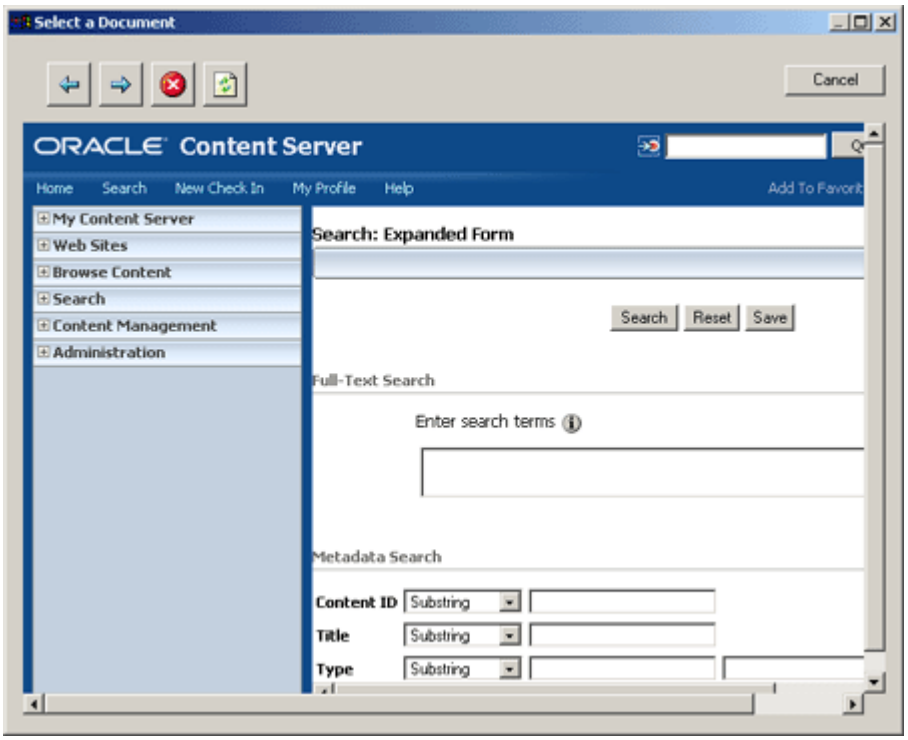
Element	Description
Change Preview	Click this button to view the selected document in the Preview window.
Preview of:	Lists the document you are current working on.
Using Template:	Lists the template you are currently using.
Update Now	Click this button to update your document.
Auto	Select this option to preview updates automatically.
Element Setup	Click this button to edit elements. 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.
Formatting	Click this button to edit formatting. 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.
Navigation	Click this button to edit navigation. 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 and to 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., the Classic HTML Conversion Editor provides special-purpose links.
Globals	Click this button to edit 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.

Element	Description
Include Element information in preview	Select this option to include the element information in the document preview.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.2 Select a Document Dialog

The Select a Document dialog allows you to view the selected document in the Preview window.

Figure A–2 Select a Document Dialog



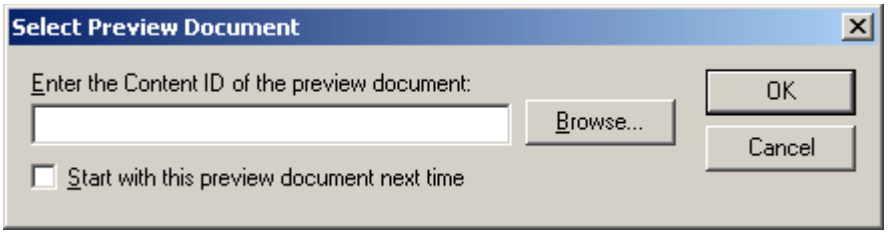
Element	Description
	Move back to a previous preview.
	Move forward to a different preview.
	Stop loading or cancel the operation.
	Refresh the preview.
Preview pane	View the selected document in the Preview window.

Element	Description
Cancel	Cancels changes to your settings and closes the dialog box.

A.3 Select Preview Document Dialog

The Select Preview Document dialog allows you to choose a document for preview.

Figure A–3 Select Preview Document Dialog



Element	Description
Content ID	Enter the Content ID of the document you want to preview or select **Browse** and navigate to the document.
Browse	Click this button to navigate to the document you want to preview.
Start with this preview document next time	Select this option to start with the selected document the next time you open preview.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4 Element Setup Dialog

Classic HTML Conversion 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 Classic HTML Conversion 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 the Classic HTML Conversion Editor automatically applies ranks to the content of the document. Then it 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 the Classic HTML Conversion 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.

The Element Setup Dialog consists of these tabs:

- "Elements Tab" on page A-5
- "Ranks Tab" on page A-11
- "Styles Tab" on page A-18
- "Patterns Tab" on page A-22
- "Metadata Tab" on page A-32

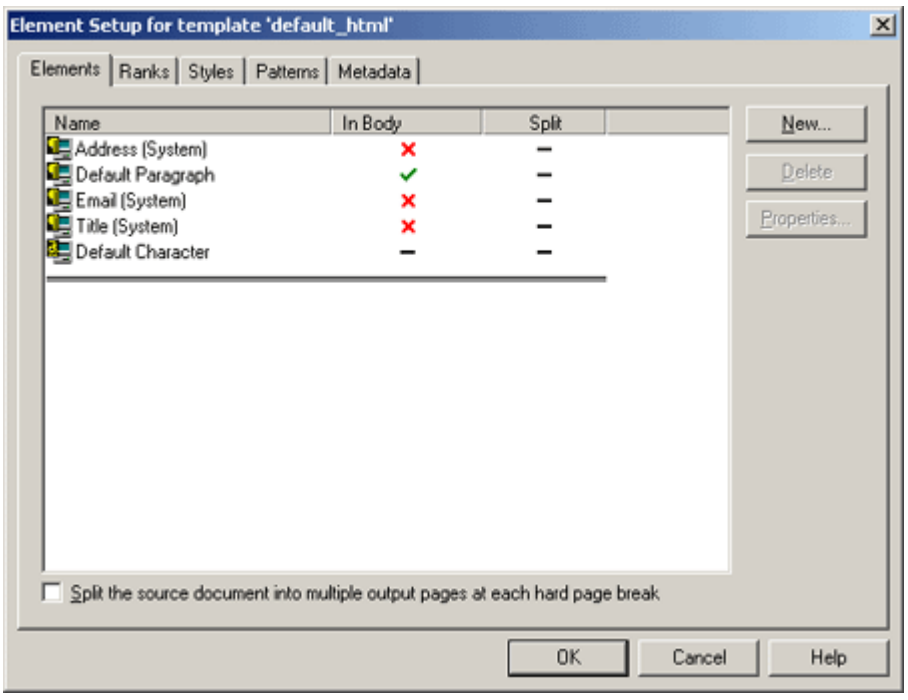
A.4.1 Elements Tab

The Elements tab allows you to view your elements, see whether the element is in the body of the document, and to split the selected document into multiple output pages.

The Elements tab can additionally generate these dialog boxes:

- "New Element Dialog" on page A-6
- "Element Properties: General Tab" on page A-6
- "Element Properties: Split Tab" on page A-7
- "Element Properties: HTML Tag Tab" on page A-8
- "Element Properties: Meta Tag Tab" on page A-9
- "Element Properties: Events Tab" on page A-10

Figure A–4 Element Setup - Elements Tab



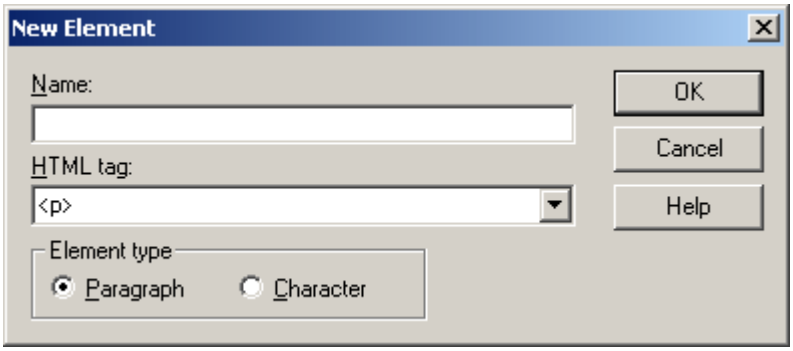
Element	Description
Name	Lists the element name.

Element	Description
In Body	Indicates whether the element is in the document body.
Split	Indicates whether the element is to be split into multiple output pages.
Split the source document into multiple output pages at each hard page break	Select this option to split the selected document into multiple output pages at each hard page break.
New	Click this button to add a new element. Also see "New Element Dialog" on page A-6.
Delete	Click this button to delete the selected element.
Properties	Click this button to view the properties of the selected element.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.2 New Element Dialog

The New Element dialog allows you to create a new element.

Figure A–5 New Element Dialog

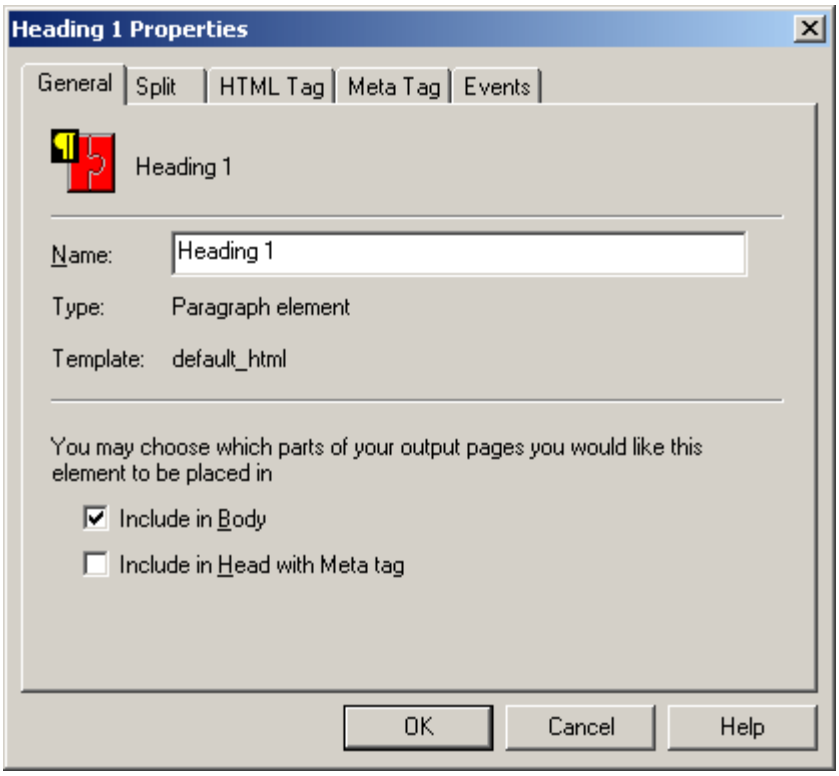


Element	Description
Name	Provide a descriptive name.
HTML tag	Select an HTML tag from the drop-down list.
Element type	Choose an element type of **paragraph** or **character**.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.3 Element Properties: General Tab

The General tab allows you to name your element and choose in which part of your output pages you would like this element to be placed.

Figure A–6 Element Properties: General Dialog

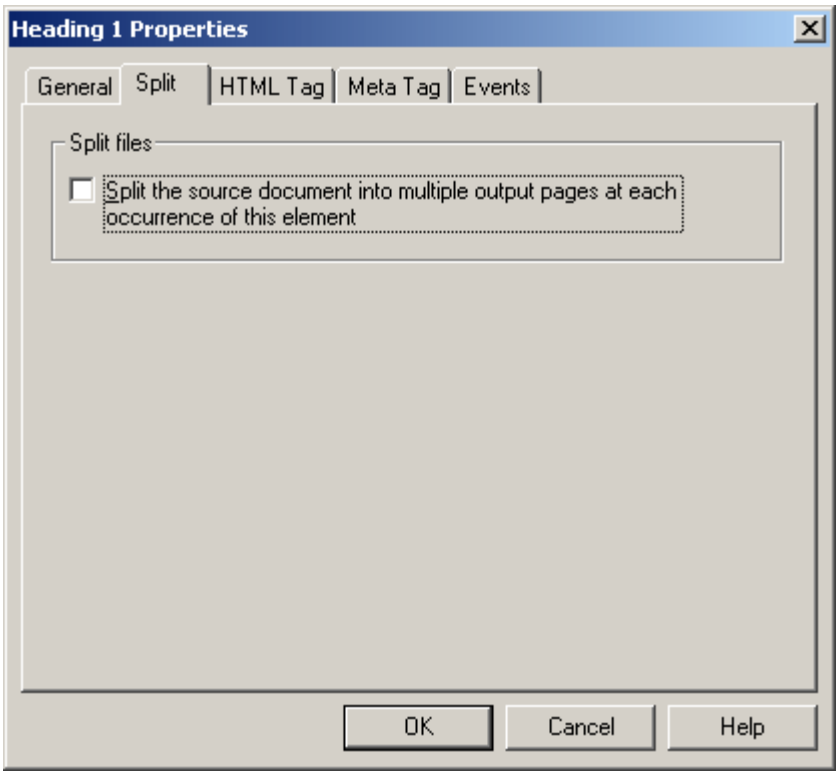


Element	Description
Name	Provide a descriptive name.
Type	The element type.
Template	The name of the template being edited.
Include in Body	Select this option to place this element in the body of the output pages.
Include in Head with Meta tag	Select this option to place this element in the head of the output pages using a meta tag.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.4 Element Properties: Split Tab

The Split tab allows you to split the source document into multiple output pages.

Figure A–7 Element Properties: Split Tab

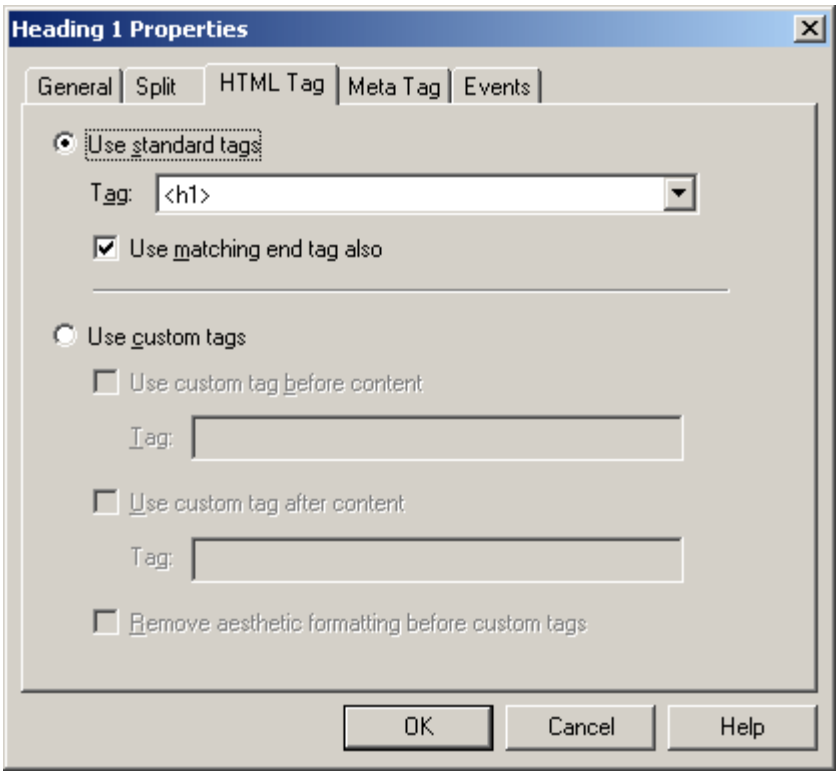


Element	Description
Split files	Select this option to split the source document into multiple output pages at each occurrence of this element.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.5 Element Properties: HTML Tag Tab

The HTML Tag tab allows you to choose whether to use standard HTML tags or custom tags.

Figure A–8 Element Properties: HTML Tag Tab

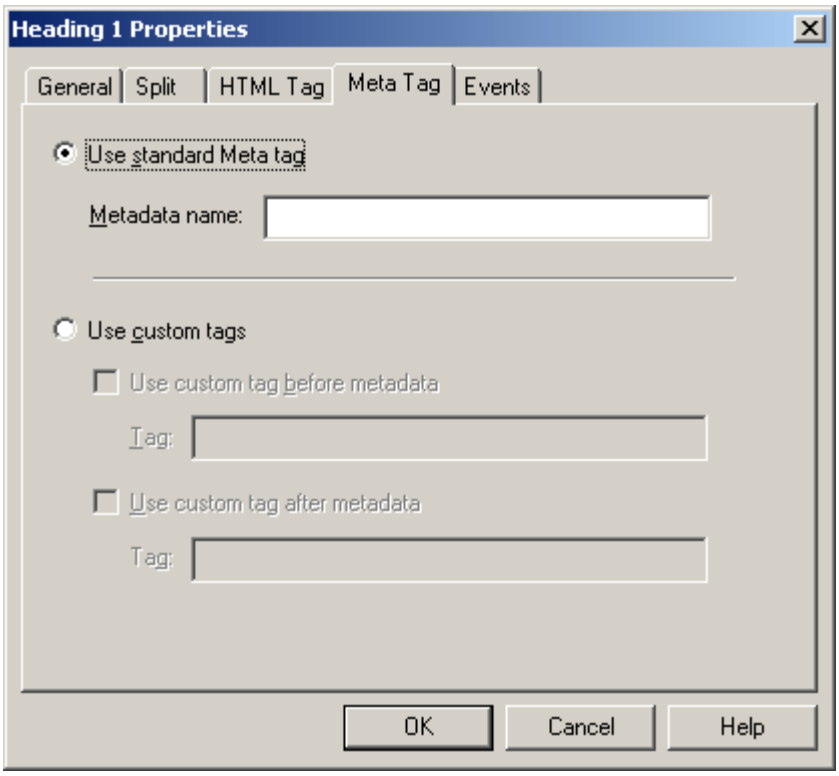


Element	Description
Use standard tags	Select this option to use standard HTML tags.
Tag	Select the HTML tag from the drop-down list.
Use matching end tag also	Select this option to have the closing tag automatically included.
Use custom tags	Select this option to use custom tags.
Tag	The tag, including brackets, that will be automatically applied before or after the content, as selected. There are two Tag fields and they can have different values.
Remove aesthetic formatting before custom tags	Select this option to remove any aesthetic formatting before the custom tags. Use this to remove the hard-break before each paragraph for the content associated with a particular element. This option might be especially useful where you are including JavaScript in your code.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.6 Element Properties: Meta Tag Tab

The Meta Tag tab allows you to choose whether to use the standard Meta tag or use custom tags.

Figure A–9 Element Properties: Meta Tag Tab

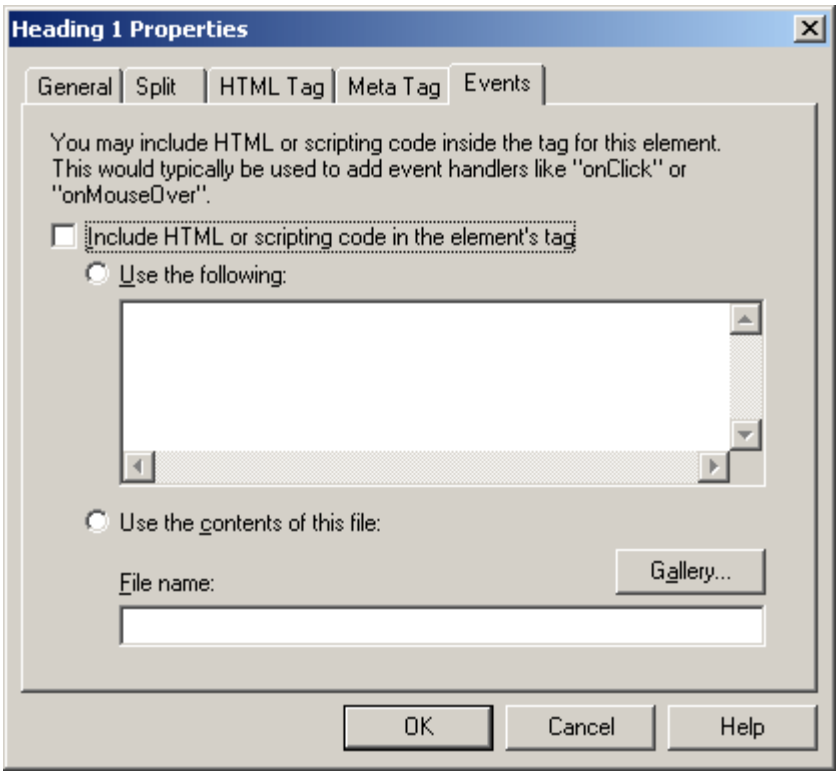


Element	Description
Use standard Meta tag	Select this option to use the standard Meta tag.
Metadata name	Provide a metadata name.
Use custom tags	Select this option to use custom tags to mark metadata.
Tag	The tag, including brackets, that will be automatically applied before or after the content, as selected. There are two Tag fields and they can have different values.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.7 Element Properties: Events Tab

The Events tab allows you to choose whether to include HTML or scripting code inside the tag for this element.

Figure A–10 Element Properties: Events Tab



Element	Description
Include HTML or scripting code in the element's tag	Select this option to include HTML or scripting code in the element's tag.
Use the following	Select this option to view the list of HTML and scripting code.
Use the contents of this file	Select this option to use the entire contents of the selected file in the element's tag.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
File name	Enter the path and file name or click **Gallery** to view the available graphics. Also see "Gallery Dialog" on page A-83.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.8 Ranks Tab

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

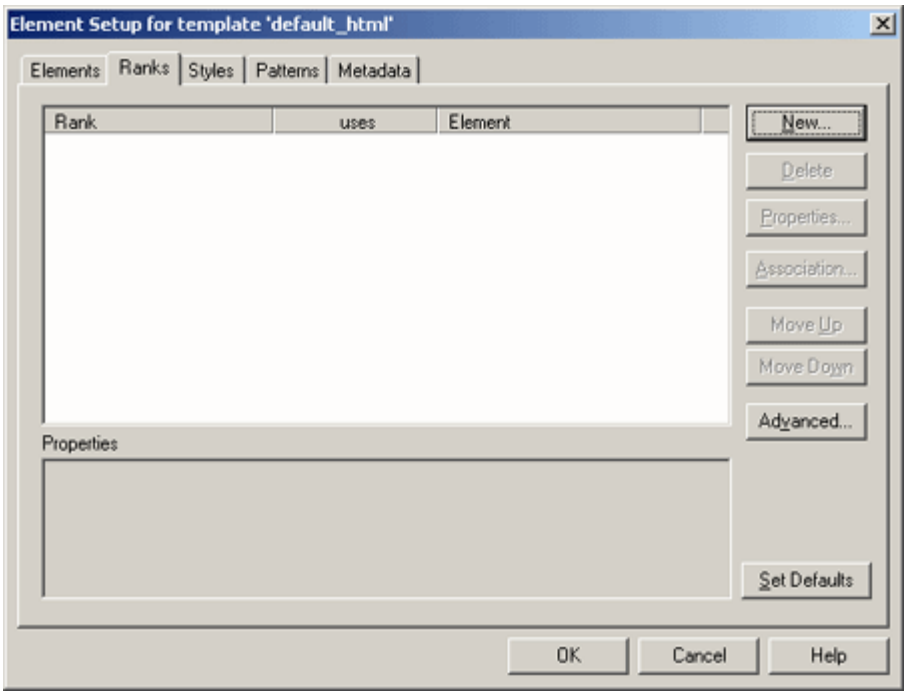
Note how Dynamic Converter determines which portion of content should be designated. The order of Title, Heading 1, Lowest 1, or Lowest 2 is determined by Rank Rules. You can customize these.

The Ranks tab can additionally generate these dialog boxes:

- "New Rank Dialog" on page A-14
- "Rank Defaults Dialog" on page A-14
- "Change Associations Dialog" on page A-82
- "Rank Properties Dialog" on page A-16
- "Rank Rules Dialog" on page A-17

The Ranks tab allows you to change, edit, and associate your element rank.

Figure A–11 Element Setup - Ranks Tab



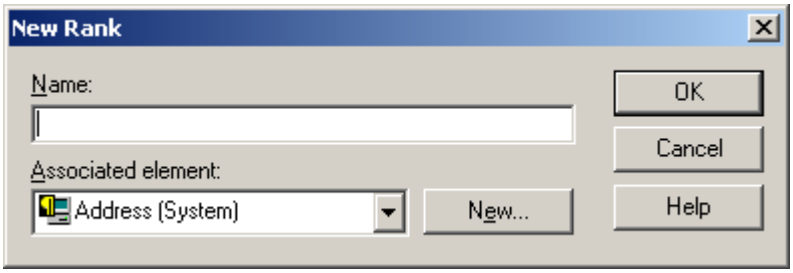
Element	Description
Rank	Lists the element rank. When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.
uses	Indicates whether it is used by an element.
Element	Lists the elements.
New	Click this button to create a new rank.
Delete	Click this button to delete the selected rank.
Properties	Click this button to change the rank properties. 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.
Association	Click this button to associate the selected rank with a different element.
Move Up	Click this button to move the selected rank up.
Move Down	Click this button to move the selected rank down.

Element	Description
Advanced	Click this button to open the Rank Rules dialog for the selected rank. Rank rules dictate how content in your source documents will be treated when Classic HTML Conversion 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. Also see "Rank Rules Dialog" on page A-17.
Set Defaults	Click this button to use the current ranks as the default.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.9 New Rank Dialog

The New Rank dialog allows you to create a new rank and associate an element.

Figure A–12 Element Setup - New Ranks Dialog

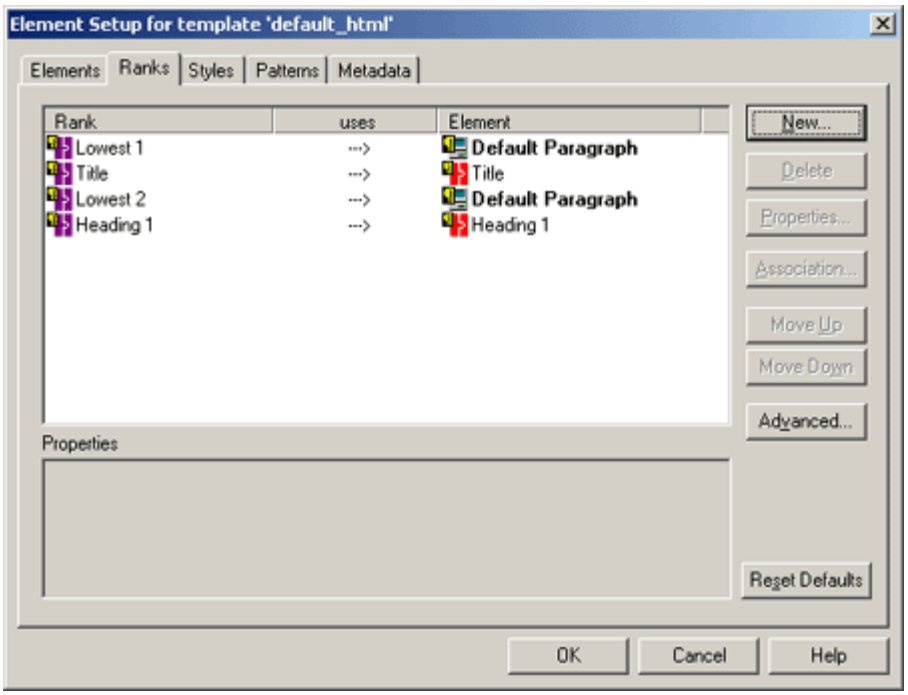


Element	Description
Name	Provide a descriptive name.
Associated element	Select the associated element from the drop-down list or click **New** to create a new element. Also see "New Element Dialog" on page A-6.
New	Click this button to create a new element. Also see "New Element Dialog" on page A-6.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.10 Rank Defaults Dialog

The Ranks Default dialog allows you to create new ranks, delete ranks, change rank properties, associate ranks, and move ranks up and down.

Figure A–13 Element Setup - Rank Defaults Dialog



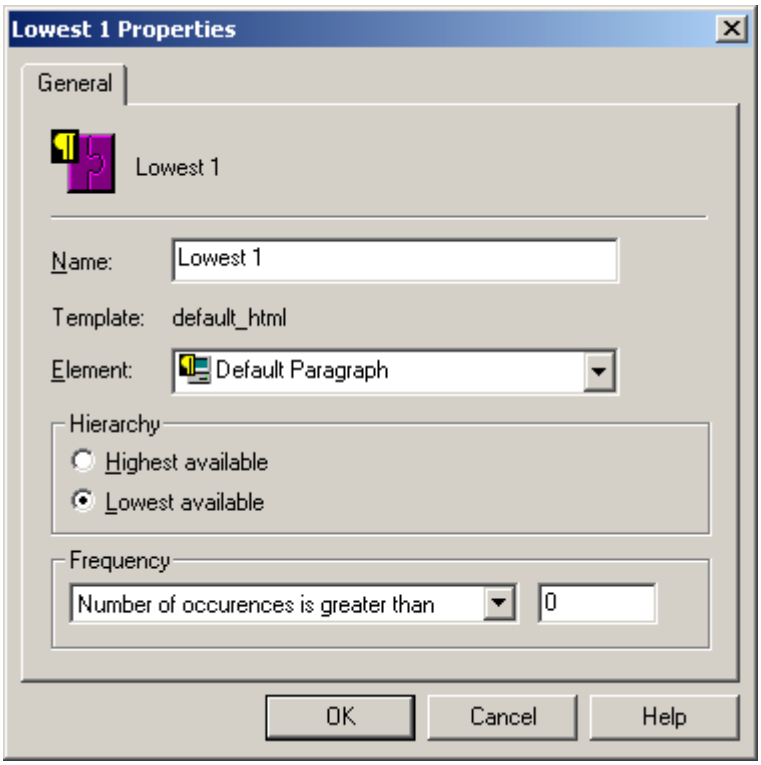
Element	Description
Rank	Lists the element rank. When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.
uses	Indicates whether it is used by an element.
Element	Lists the elements.
New	Click this button to create a new rank.
Delete	Click this button to delete the selected rank.
Properties	Click this button to change the rank properties. 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.
Association	Click this button to associate the selected rank with a different element.
Move Up	Click this button to move the selected rank up.
Move Down	Click this button to move the selected rank down.

Element	Description
Advanced	Click this button to open the Rank Rules dialog for the selected rank. Rank rules dictate how content in your source documents will be treated when Classic HTML Conversion 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. Also see "Rank Rules Dialog" on page A-17.
Reset Defaults	Click this button to reset the defaults to the original settings.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.11 Rank Properties Dialog

The Rank Properties dialog allows you to assign an element and define the hierarchy.

Figure A–14 Element Setup - Rank Properties Dialog



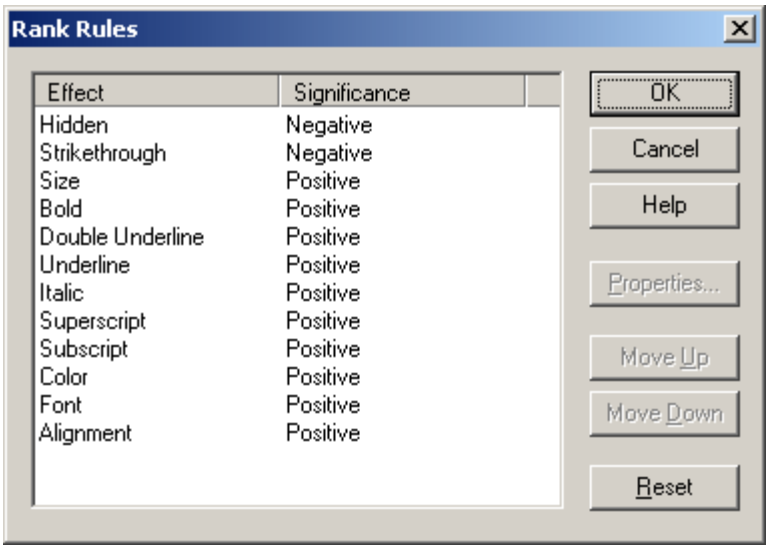
Element	Description
Name	Provide a descriptive name.
Template	Lists the current template used.

Element	Description
Element	Select the element to use from the drop-down list.
Hierarchy	Select whether to use the highest available hierarchy or lowest available hierarchy.
Frequency	Select the appropriate option from the 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. ■ 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.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.12 Rank Rules Dialog

Rank rules dictate how content in your source documents will be treated when Classic HTML Conversion 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

Figure A–15 Element Setup - Rank Rules Dialog



Element	Description
Effect	Lists the formatting effect.
Significance	Negative effect means that Dynamic Converter will place ranks with this effect at the bottom of its list when it is determining content hierarchy. Positive effect means that Dynamic Converter will use this effect to ascertain the ranks for top-level content in source documents.
OK	Click this button when your changes are complete.
Cancel	Click this button to cancel your changes.
Properties	Click this button to change the rank properties. 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.
Move Up	Click this button to change the order of the selected effect by moving it up.
Move Down	Click this button to change the order of the selected effect by moving it down.
Reset	Click this button to reset the effects to their original settings.

A.4.13 Styles Tab

"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.

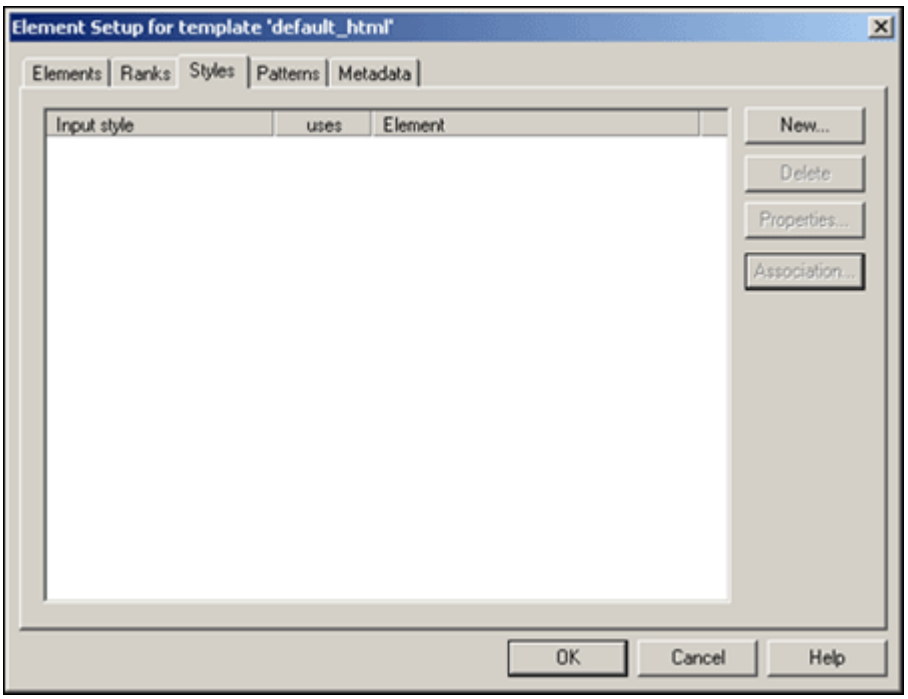
You can achieve greater control over your HTML output if you're source documents contain styles. You can create a style in **Element Setup** and a complementary element for each style in your source document. The Classic HTML Conversion Editor will recognize these styles, and you will be able to format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

The Styles tab can additionally have these dialogs:

- "New Style Dialog" on page A-20
- "Style Properties Dialog" on page A-20
- "Change Style Associations Dialog" on page A-21

The Styles tab allows you to add a new style, delete styles, change properties, and change associations.

Figure A–16 Element Setup - Styles Tab



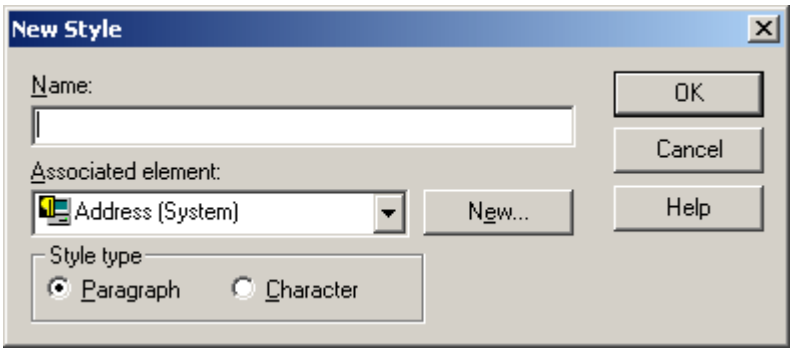
Element	Description
Rank	Lists the element rank. When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.
uses	Indicates whether it is used by an element.
Element	Lists the elements.
New	Click this button to create a new style.

Element	Description
Delete	Click this button to delete the selected style.
Properties	Click this button to change the properties of the selected style. The properties of a style consist of its name and the element it is associated with.
Association	Click this button to associate the selected style with a different element.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.14 New Style Dialog

The New Style dialog allows you to create a new style and associate an element.

Figure A–17 Element Setup - New Style Dialog

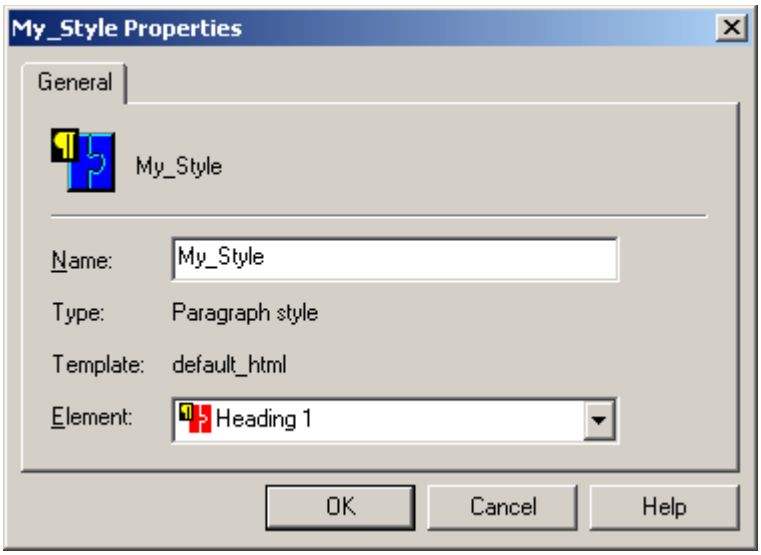


Element	Description
Name	Provide a descriptive name.
Associated element	Select the associated element from the drop-down list or click **New** to create a new element. Also see "New Element Dialog" on page A-6
New	Click this button to create a new element. Also see "New Element Dialog" on page A-6
Style type	Select your style type.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.15 Style Properties Dialog

The Style Properties dialog allows you to create a new style property and associate an element.

Figure A–18 Element Setup - Style Properties Dialog

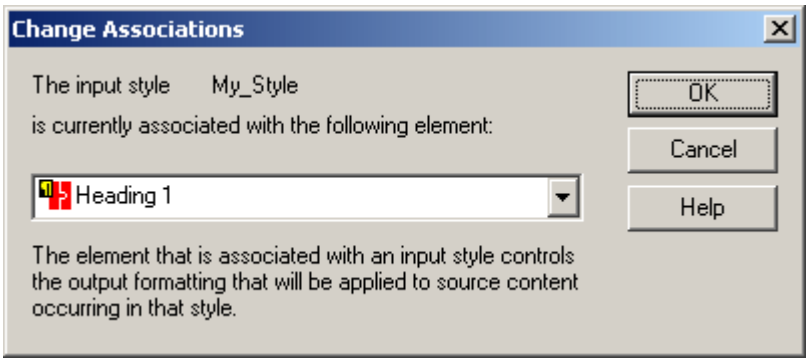


Element	Description
Name	Provide a descriptive name.
Type	Lists the style type.
Template	Lists the current template.
Element	Select an element from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.16 Change Style Associations Dialog

The Change Associations dialog allows you to change the associated element. The element that is associated with an input style controls the output formatting that will be applied to source content occurring in that style.

Figure A–19 Element Setup - Change Style Associations Dialog



Element	Description
Element	Select an element from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.17 Patterns Tab

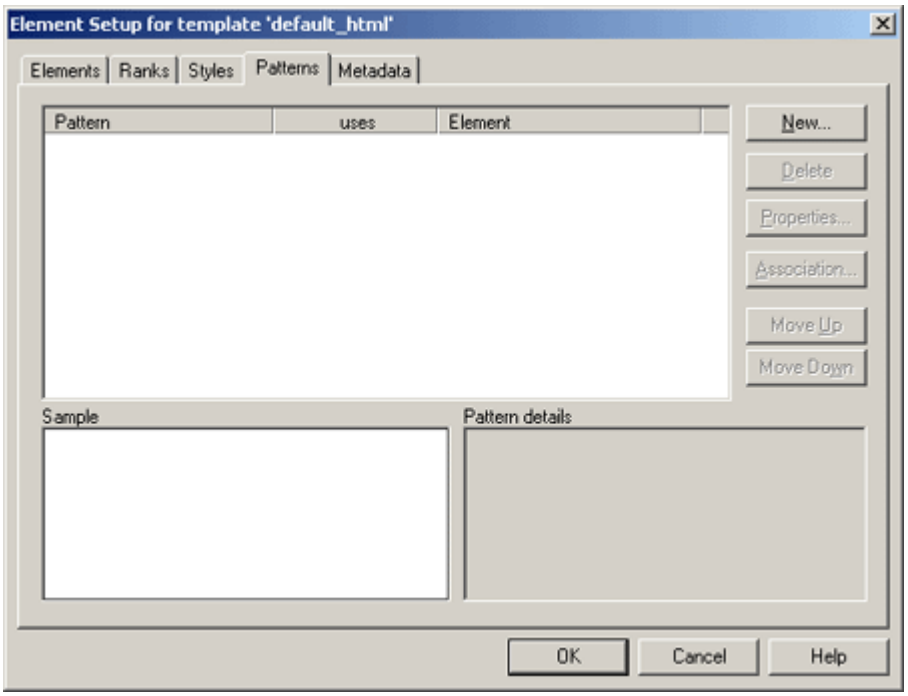
With the Classic HTML Conversion Editor you have the option of creating additional ranks, styles, and/or patterns to increase your formatting options. By identifying such characteristics as typeface, font size, font effects (bold, italic, etc.), and color, the Classic HTML Conversion Editor can separate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

The Patterns tab can additionally have these dialog boxes:

- "New Pattern Dialog" on page A-23
- "Change Pattern Association Dialog" on page A-24
- "Pattern Property: General Tab" on page A-24
- "Element Setup - Pattern Property: Font Tab" on page A-25
- "Pattern Property: Paragraph Tab" on page A-27
- "Pattern Property: Text Expression Tab" on page A-29

The Patterns tab allows you to add a new pattern, delete styles, change properties, move the pattern, and change associations.

Figure A–20 Element Setup - Patterns Tab

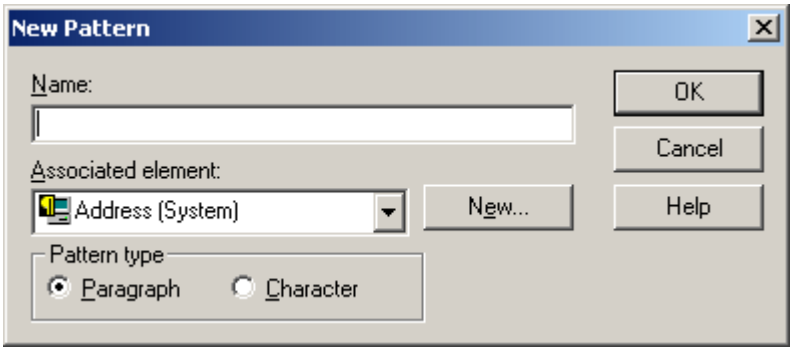


Element	Description
Rank	Lists the element rank. When you check a document into Content Server, Dynamic Converter applies a default set of ranks in the template to content: Lowest 1, Title, Lowest 2, Heading 1. These ranks are designed to identify content hierarchy in source documents so that top-level content, in particular, can be handled consistently. At the same time, Dynamic Converter generates an element for each rank. The elements are saved in the template.
uses	Indicates whether it is used by an element.
Element	Lists the element name.
Sample	View the pattern in the sample window.
Pattern details	View the pattern details in the window.
New	Click this button to create a new pattern.
Delete	Click this button to delete the selected pattern.
Properties	Click this button to change the properties of the selected pattern.
Association	Click this button to associate the pattern with a different element.
Move Up	Click this button to move the selected pattern up.
Move Down	Click this button to move the selected pattern down.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.18 New Pattern Dialog

The New Pattern dialog allows you to create a new pattern and associate an element.

Figure A–21 Element Setup - New Pattern Dialog



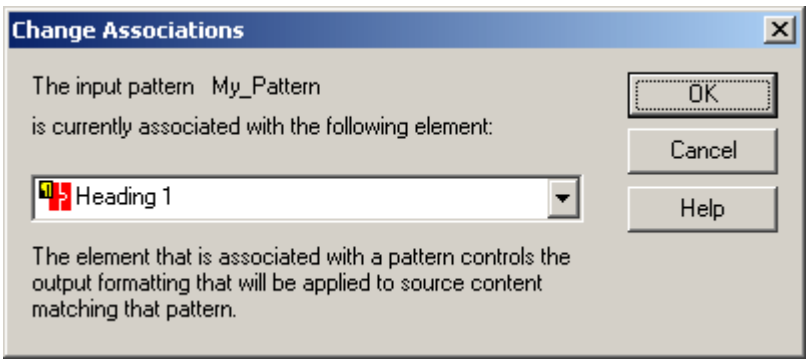
Element	Description
Name	Provide a descriptive name.
Associated Element	Select the associated element from the drop-down list or click **New** to create a new element. Also see "New Element Dialog" on page A-6.
New	Click this button to create a new element. Also see "New Element Dialog" on page A-6.

Element	Description
Pattern type	Select your pattern type.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.19 Change Pattern Association Dialog

The Change Associations dialog allows you to change the associated element. The element that is associated with a pattern controls the output formatting that will be applied to source content matching that pattern.

Figure A–22 Element Setup - Change Pattern Association Dialog

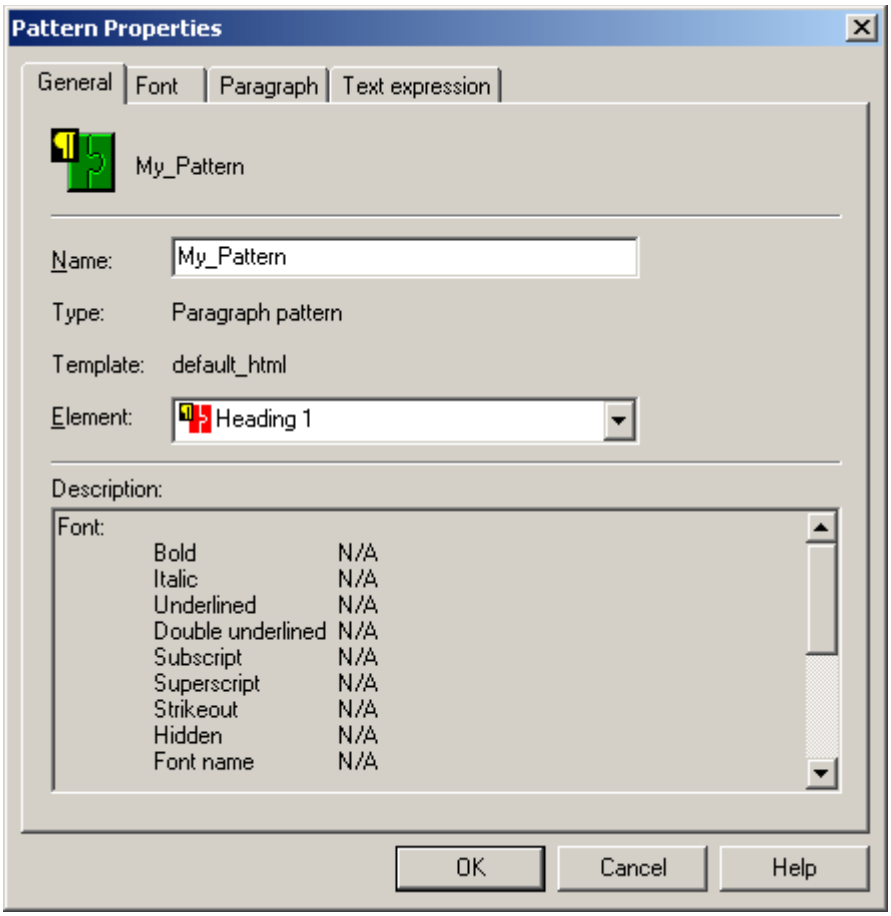


Element	Description
Element	Select the element from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.20 Pattern Property: General Tab

The General tab allows you to name your property and associate an element.

Figure A–23 Element Setup - Pattern Property: General Tab

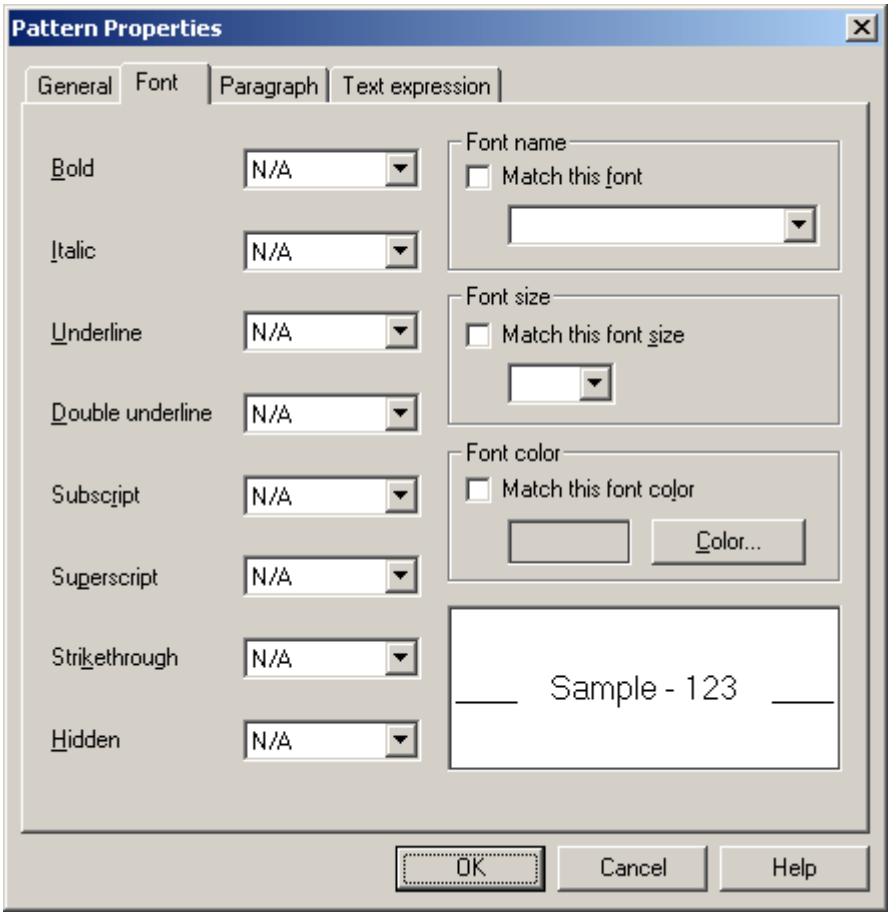


Element	Description
Name	Provide a descriptive name.
Type	Lists the pattern type.
Template	Lists the current template used.
Element	Select an element from the drop-down list.
Description	Provides the pattern description in the window.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.21 Element Setup - Pattern Property: Font Tab

The Font tab allows you to change the font properties This lets you use characteristics of the text in the source document to match patterns.

Figure A–24 Element Setup - Pattern Property: Font Tab



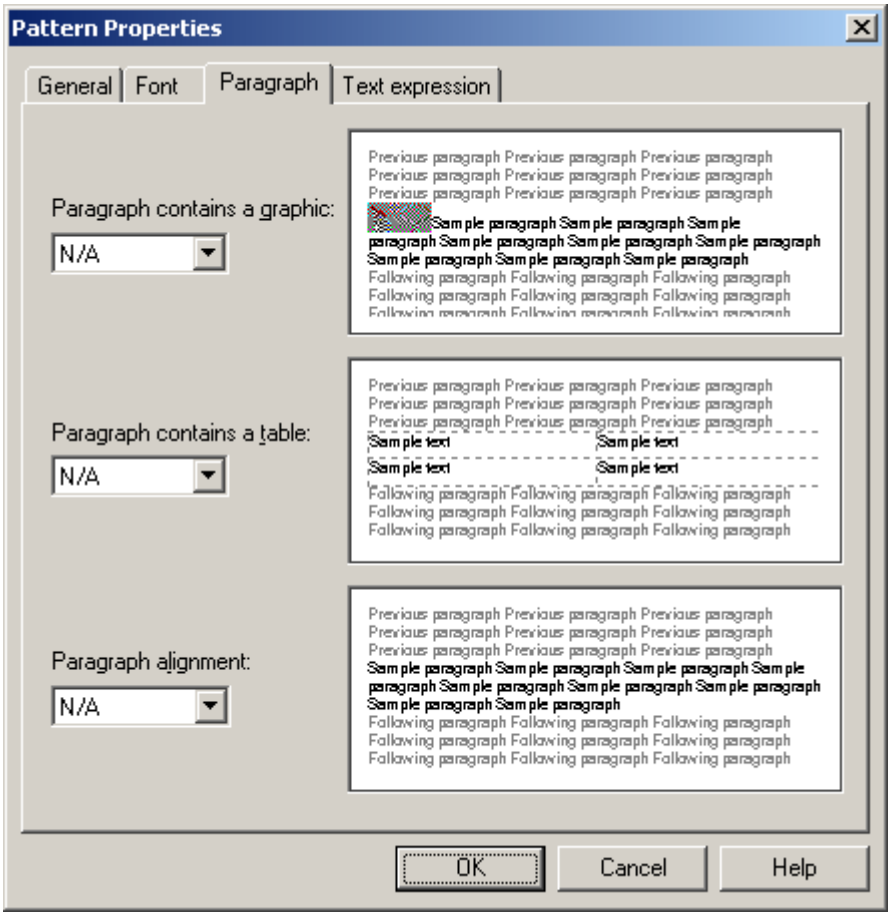
Element	Description
Bold	Select the desired setting. Three settings are available. Yes means a pattern match will occur only if content contains this characteristic. No means it will occur only if content does not contain this characteristic. And N/A means that matching will be successful whether or not this characteristic is present.
Italic	Select the desired setting. Three settings are available. 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.
Underline	Select the desired setting. Three settings are available. 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.
Double underline	Select the desired setting. Three settings are available. 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.

Element	Description
Subscript	Select the desired setting. Three settings are available. 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.
Superscript	Select the desired setting. Three settings are available. 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.
Strikethrough	Select the desired setting. Three settings are available. 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.
Hidden	Select the desired setting. Three settings are available. 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.
Font name	Select this option, and then pick the font name from the drop-down list.
Font size	Select this option, and then pick the font size from the drop-down list.
Font color	Select this option, and then click **Color** to choose a color. Also see "Colors Tab" on page A-54.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.22 Pattern Property: Paragraph Tab

The Paragraph tab allows you to change pattern properties. This lets you identify paragraphs that contain graphics or tables, and also by their alignment. Each paragraph contains boxes (for a graphic, a table, and alignment), which have three settings.

Figure A–25 Element Setup - Pattern Property: Paragraph Tab



Element	Description
Paragraph contains a graphic:	Select an option form the drop-down list. 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).
Paragraph contains a table:	Select an option form the drop-down list. 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. 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.

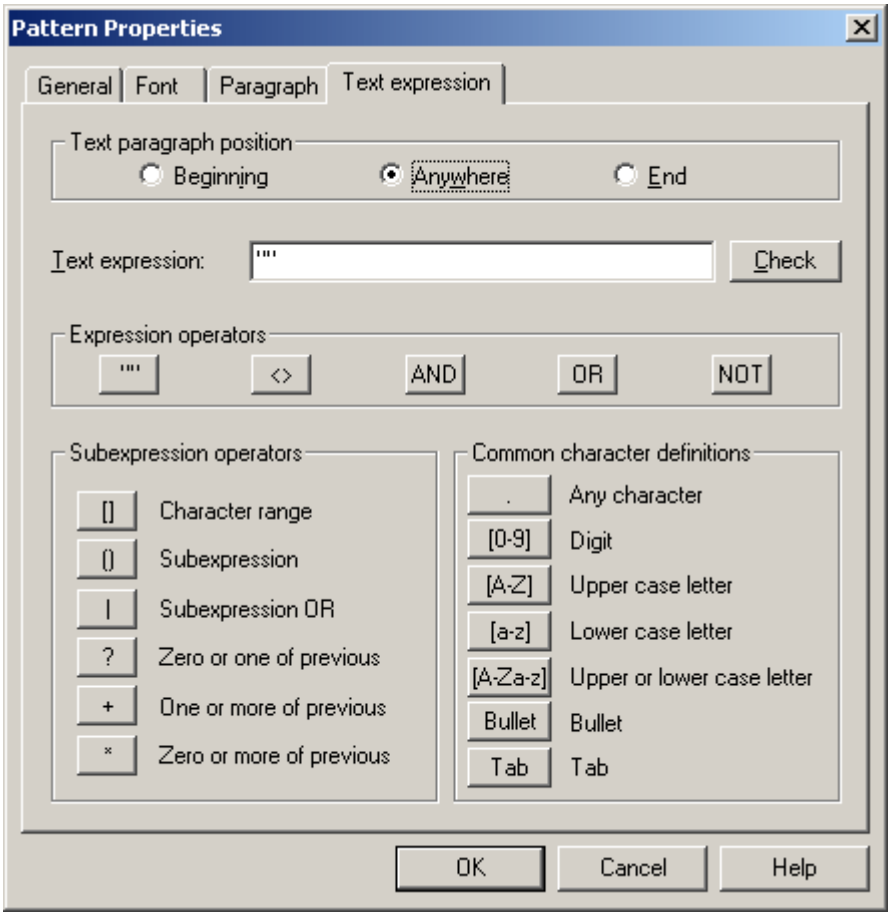
Element	Description
Paragraph alignment:	Select an option from the drop-down list. Pattern matching will be successful only if the paragraph has the alignment selected: Left, Center, or Right. N/A means that pattern matching will be successful whether or not this characteristic is present. This option 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.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.23 Pattern Property: Text Expression Tab

The Text Expression edit box allows you to edit the string you want to match. You can select the pattern you want to change or define, and click Properties to open Pattern Properties.

The Text Expression tab allows you to 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.

Figure A–26 Element Setup - Pattern Property: Text Expression Tab



Element	Description
Text paragraph position	Select your text paragraph position.
Text expression	Enter your text expression.
Check	Click this button to parse and validate the string to ensure that it has proper syntax for pattern matching.
Expression operators	See list below.
Subexpression operators	See list below.
Common character definitions	See list below.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

Expression Operators

Element	Description
" "	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

Element	Description
OR	Used to command that either sub expression be found
NOT	Used to command that a sub expression not be found

Sub-Expression Operators

Element	Description
[ ]	Allows you to express a character range, for example, for 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 expressions may exist.
+	Look for one or more of the previous. Used to express when more than one of the previous expressions 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:

Element	Description
.	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:

Element	
\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.

A.4.24 Metadata Tab

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 Classic HTML Conversion 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 Classic HTML Conversion Editor can separate content in the document into similarly formatted groups, known as patterns.

Classic HTML Conversion 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.

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 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.

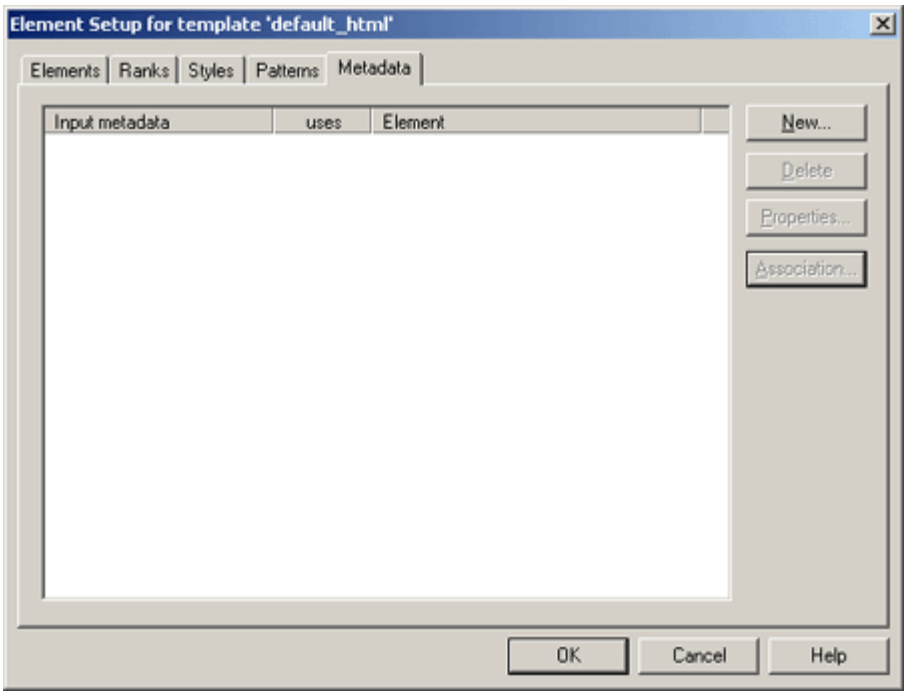
Whatever metadata you plan to use must exist in, or be associated with, the source documents if Dynamic Converter is to successfully place that metadata in your Web output.

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.

The Metadata tab includes these dialog boxes:

- "New Metadata Dialog" on page A-33
- "Change Metadata Associations Dialog" on page A-34
- "Metadata Properties Dialog" on page A-35

Figure A–27 Element Setup - Metadata Tab

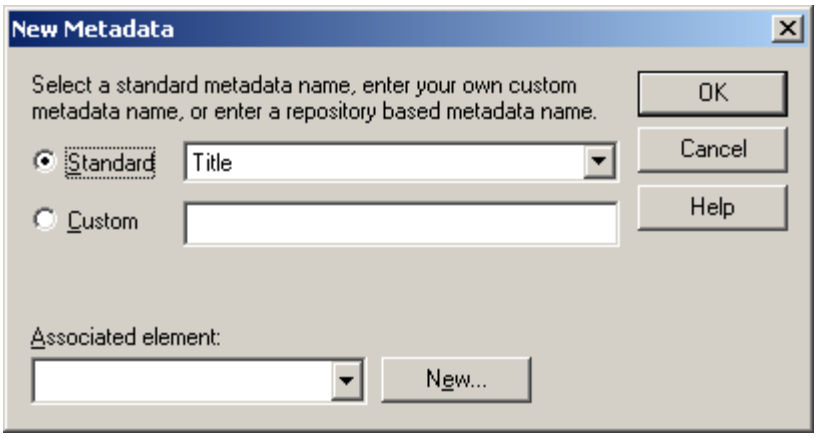


Element	Description
Input metadata	Lists the input metadata.
uses	Indicates whether it is used by an element.
Element	Lists the elements.
New	Click this button to add new metadata.
Delete	Click this button to delete the selected metadata.
Properties	Click this button to open the Element Properties dialog. Also see "Element Properties: General Tab" on page A-6.
Association	Click this button to associate the selected metadata with a different element.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.25 New Metadata Dialog

The New Metadata dialog allows you to select a standard metadata name, enter your own custom name, or enter a repository based metadata name.

Figure A–28 Element Setup - New Metadata Dialog

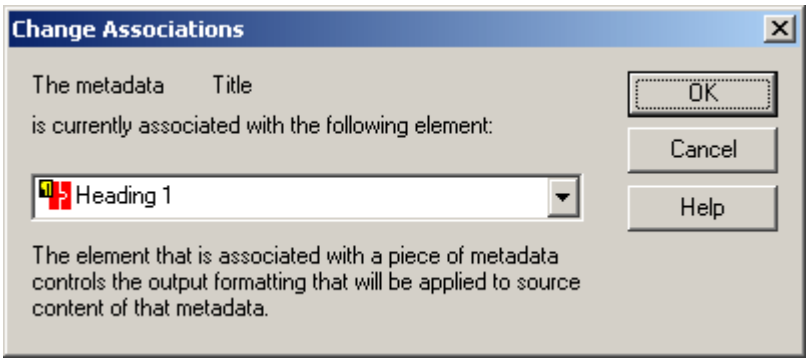


Element	Description
Standard	Select this option to use a standard metadata name from the drop-down list.
Custom	Select this option to enter your own custom metadata name.
Associated element	Select the associated element from the drop-down list or click **New** to create a new element. Also see "New Element Dialog" on page A-6
New	Click this button to create a new element. Also see "New Element Dialog" on page A-6
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.26 Change Metadata Associations Dialog

The Change Associations dialog allows you to change the associated element. The element that is associated with a piece of metadata controls the output formatting that will be applied to source content of that metadata.

Figure A–29 Element Setup - Change Metadata Associations Dialog



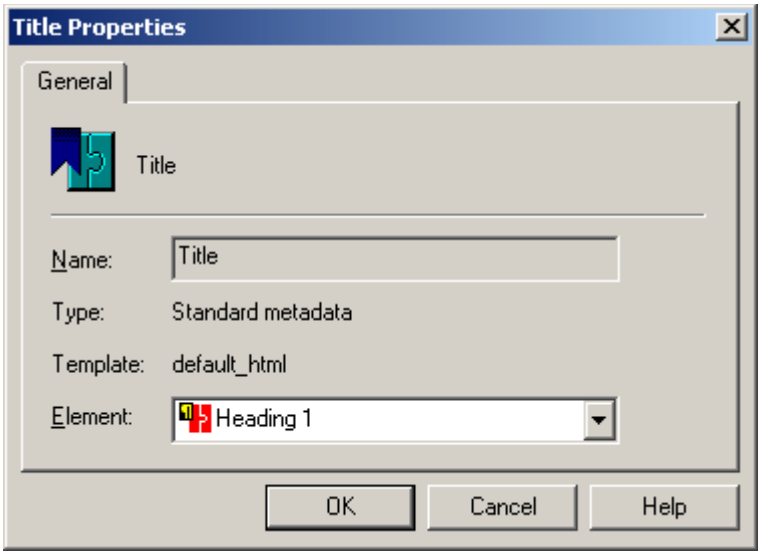
Element	Description
Element	Select an element from the drop-down list.

Element	Description
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.4.27 Metadata Properties Dialog

The Metadata Properties dialog allows you to associate an element.

Figure A–30 Element Setup - Metadata Properties Dialog



Element	Description
Name	Provide a descriptive name.
Type	Lists the metadata type.
Template	Lists the current template.
Element	Select an element from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5 Formatting Dialog

The Formatting Dialog includes these dialogs:

- "Formatting Character Dialog" on page A-36
- "Formatting Paragraph Dialog" on page A-41
- "Formatting Separators Dialog" on page A-46
- "Formatting Rules Dialog" on page A-47

- "Formatting Icons Dialog" on page A-48
- "Formatting Lists Dialog" on page A-49
- "Formatting Tables Dialog" on page A-51
- "Formatting Graphics Dialog" on page A-56
- "Formatting HTML Dialog" on page A-57
- "Formatting Layout Dialog" on page A-59

A.5.1 Formatting Character Dialog

Formatting is one of four property sheets in Classic HTML Conversion 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.

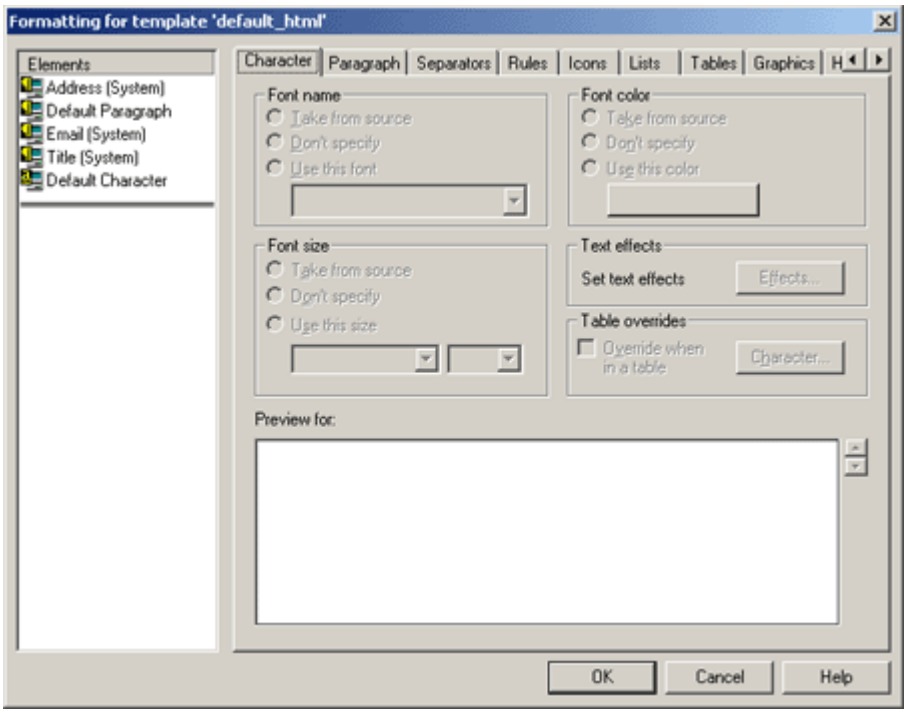
Among the many options in Formatting are the ability to:

- 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

The Formatting Character Dialog includes these dialog boxes:

- "Text Effects Dialog" on page A-38
- "Change Text Effects Dialog" on page A-39
- "Table Override Dialog" on page A-39

Figure A–31 Formatting Character Dialog

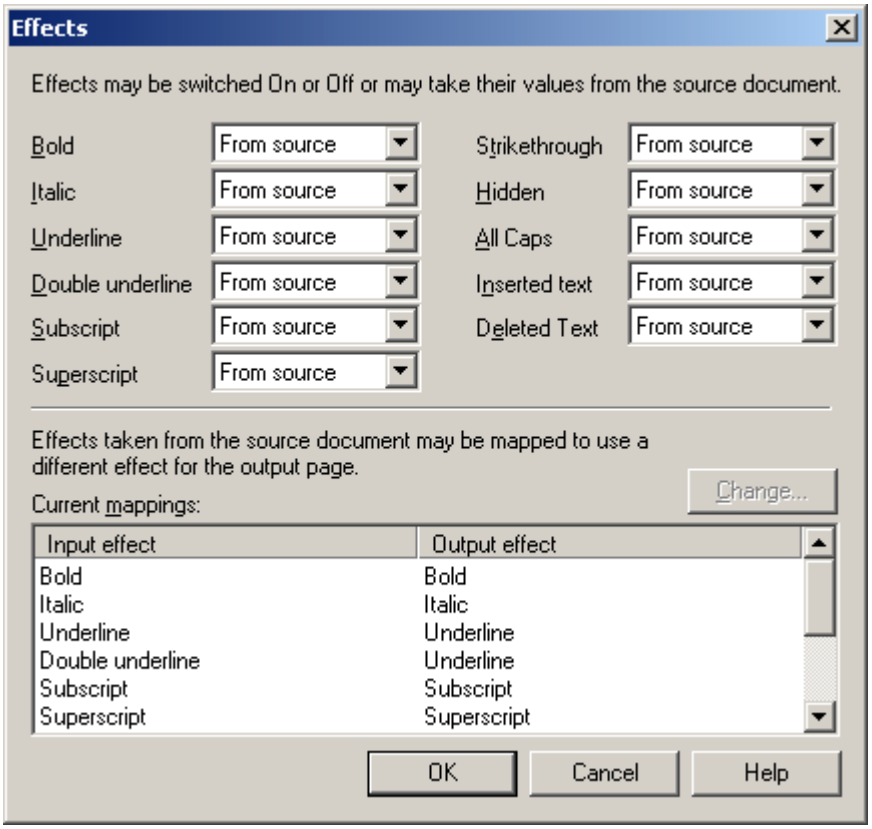


Element	Description
Elements	Lists the elements.
Font name	Select the desired option. "Take From Source" means that Dynamic Converter uses what is in the source document. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you select "Use this font," choose a specific font from the drop-down list.
Font size	Select the desired option. "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. If you select "Use this size," choose a specific font from the drop-down list.
Font color	Select the desired option. "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. If you select "Use this color," click **Color** to choose a color. Also see "Colors Tab" on page A-54.
Text effects	Click this button to open the Text Effects dialog. Also see "Text Effects Dialog" on page A-38.
Table overrides	Choose this option if you want to format the content of tables in the document differently.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.2 Text Effects Dialog

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.

Figure A–32 Formatting Character - Text Effects Dialog



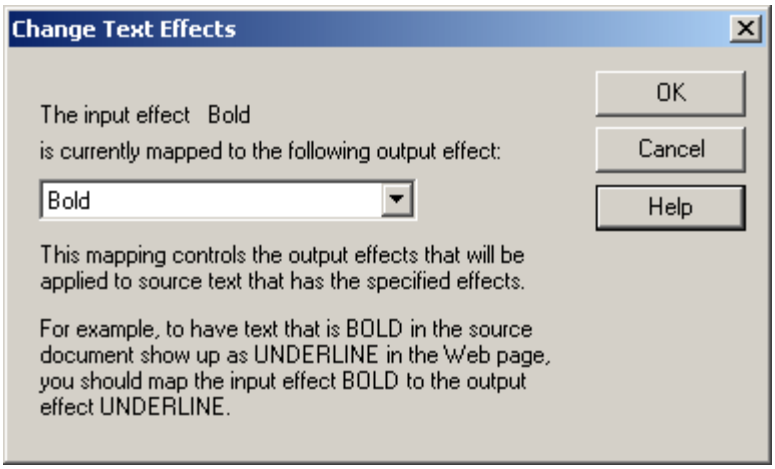
Element	Description
Font effect	Select the desired font effect. ■ From Source: Select this option if you want to retain a particular effect during translation or want Dynamic Converter to re-map the effect. ■ Always On: Select if you always want the effect to apply to all content controlled by the element. ■ 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. Select the desired font effect.
Current mappings	The current input and output effects are listed.
Change	Click this button to change the effect.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.3 Change Text Effects Dialog

The Change Text Effects dialog allows you to change the mapped output effect. This mapping controls the output effects that will be applied to source text has the specified effect.

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.

Figure A–33 Formatting Character - Change Text Effects Dialog



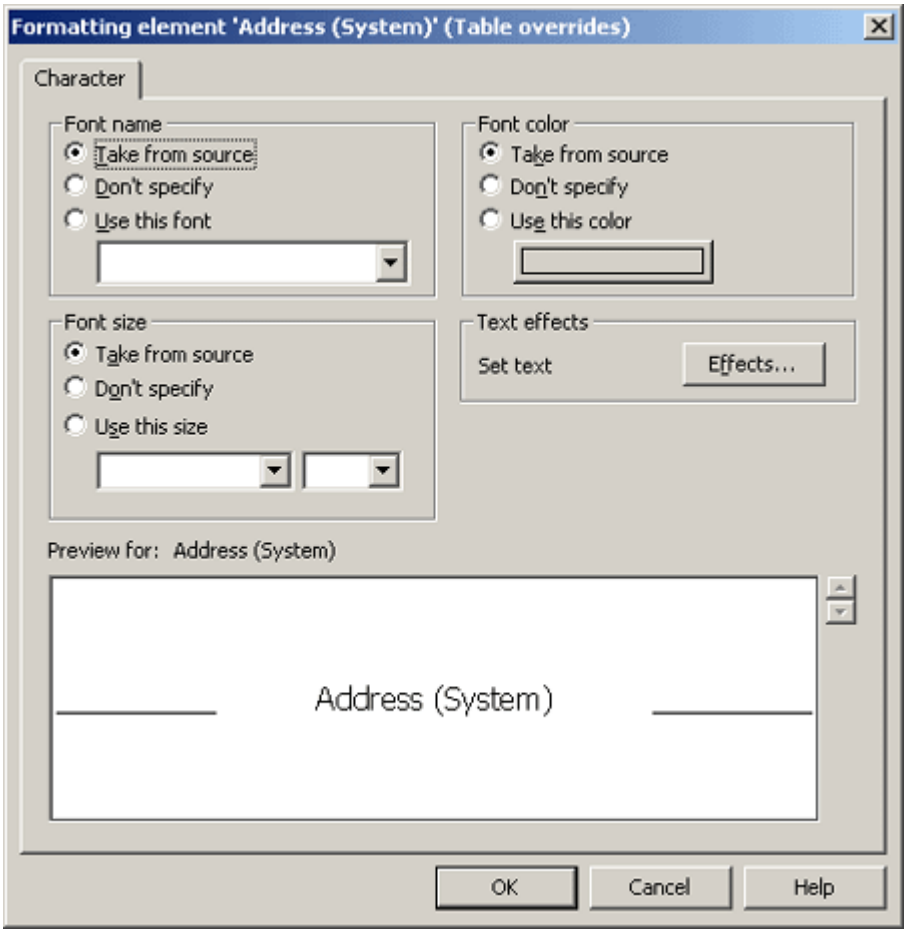
Element	Description
Mapped effect	Select the desired output effect from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.4 Table Override Dialog

The Table Override dialog allows you to change the appearance of 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.

Figure A–34 Formatting Character - Table Override Dialog



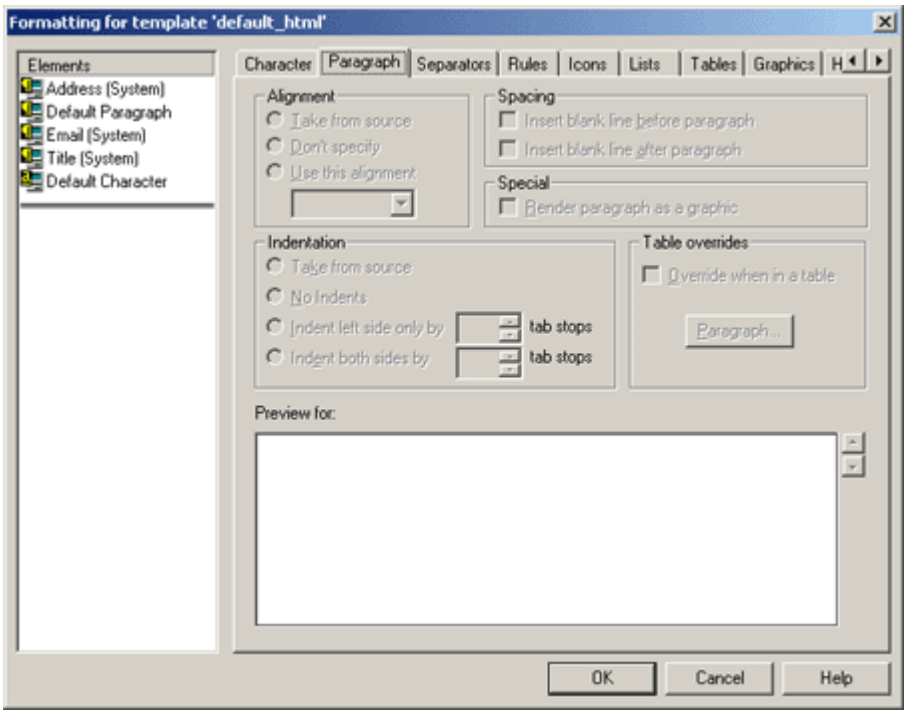
Element	Description
Font name	Select the desired option. "Take From Source" means that Dynamic Converter uses what is in the source document. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you select "Use this font," choose a specific font from the drop-down list.
Font size	Select the desired option. "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. If you select "Use this size," choose a specific size from the drop-down list.
Font color	Select the desired option. "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. If you select "Use this color," click **Color** to choose a color. Also see "Colors Tab" on page A-54.
Text effects	Click this button to open the Text Effects dialog. Also see "Text Effects Dialog" on page A-38.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.5 Formatting Paragraph Dialog

The Paragraph tab allows you 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.

Figure A–35 Formatting Paragraph Dialog



Element	Description
Elements	Lists the elements.
Alignment	Select this option to change paragraph alignment.
Indentation	Select this option to change paragraph indentation.
Spacing	Select this option to change paragraph spacing.
Special	Select this option to render the paragraph as a graphic.
Table overrides	Select this option to override when in a table.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.6 Margins Dialog

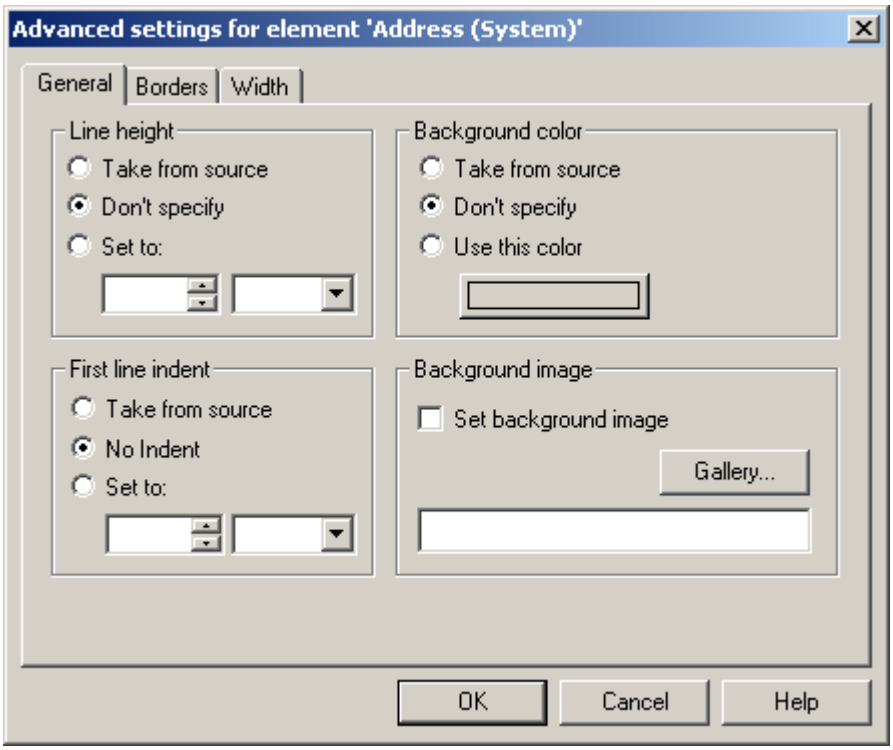
The Margins dialog allows you to change margin alignment, indentation, and spacing.

Element	Description
Elements	Lists the elements.
Alignment	Select this option to change margin alignment.
Indentation	Select this option to change margin indentation.
Spacing	Select this option to change margin spacing.
Special	Select this option to render the margin as a graphic.
Table overrides	Select this option to override when in a table.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.7 Advanced Settings Dialog: General Tab

The General tab allows you to define advanced settings such as line height, first line indent, background color, and background image.

Figure A–36 Advanced Settings Dialog: General Tab



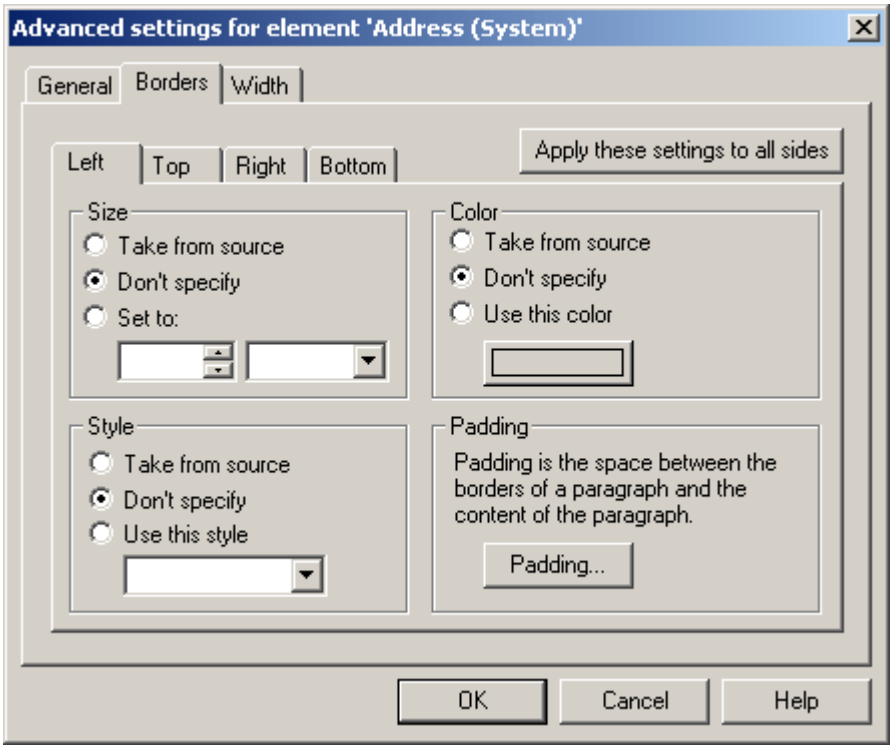
Element	Description
Line Height	Select the desired option. "Take From Source" means that Dynamic Converter uses what is in the source document. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you select "Set To," you must define the line height.

Element	Description
First Line Indent	Select the desired option. "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. If you select "Set To," you must define the line indent.
Background Color	Select the desired option. "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. If you select "Use this color," click **Color** to choose a color. Also see "Colors Tab" on page A-54.
Background Image	If you choose this option you must either enter the image (and path) to be used for the background or click **Gallery** and select an image. Also see "Gallery Dialog" on page A-83.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use as the background image. Also see "Gallery Dialog" on page A-83.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.8 Advanced Settings Dialog: Borders Tab

The Borders tab allows you to define the border size, style, color, and padding for the left, top, right, and bottom.

Figure A–37 Advanced Settings Dialog: Borders Tab

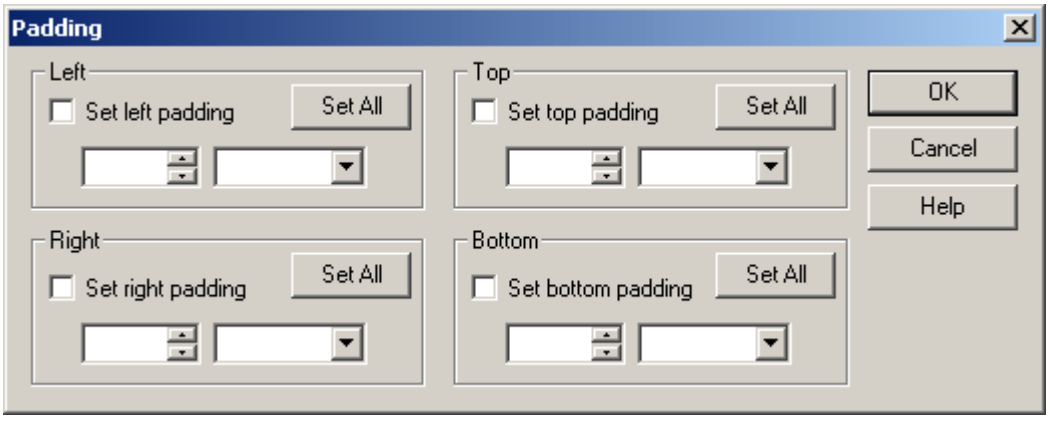


Element	Description
Size	Select the desired option. "Take From Source" means that Dynamic Converter uses what is in the source document. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you select "Set To," you must define the border size.
Style	Select the desired option. "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. If you select "Use this Style," select the desired style from the drop-down list.
Color	Select the desired option. "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. If you select "Use this Color," click **Color** to choose a color. Also see "Colors Tab" on page A-54.
Padding	Click this button to open the Padding dialog. Also see "Advanced Settings Dialog: Padding Dialog" on page A-44.
Apply these settings to all sides	After selecting your choices, click this button to apply the settings to all sides; left, top, right, and bottom.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.9 Advanced Settings Dialog: Padding Dialog

The Padding dialog allows you to set the padding for the borders to the left, right, top, and bottom.

Figure A–38 Advanced Settings Dialog: Padding Dialog



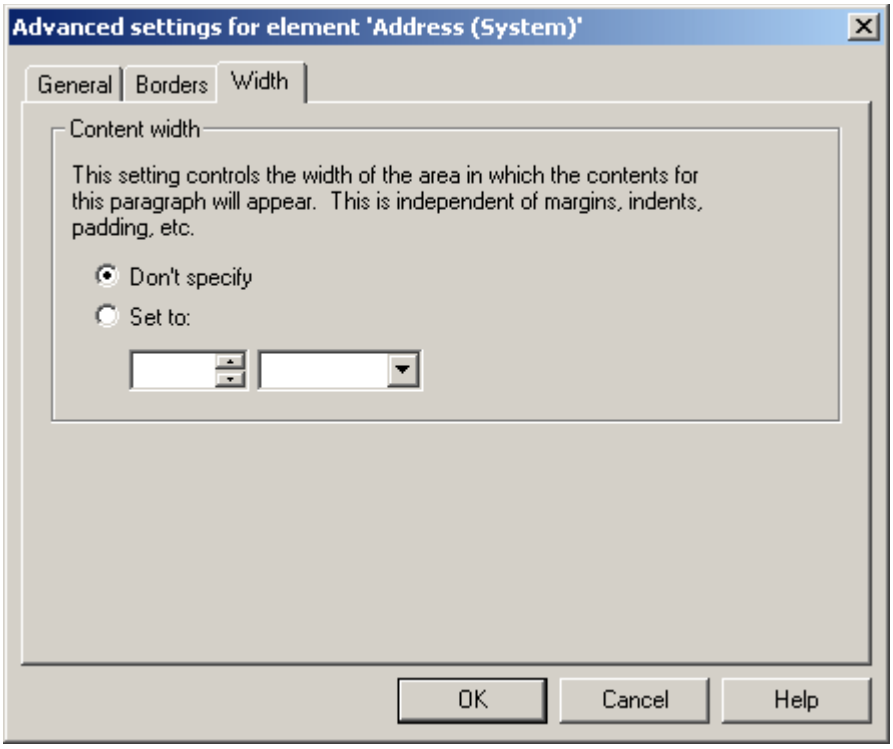
Element	Description
Left	Enable this option to add padding to the left border, and then define the padding size.
Right	Enable this option to add padding to the right border, and then define the padding size.

Element	Description
Top	Enable this option to add padding to the top border, and then define the padding size.
Bottom	Enable this option to add padding to the bottom border, and then define the padding size.
Set All	After setting our padding for one side, click this button to apply the settings to all sides; left, right, top, and bottom.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.10 Advanced Settings Dialog: Width Tab

The Width tab allows you to set the content width. This setting controls the width of the area in which the contents for this paragraph will appear. This is independent of margins, indents, padding, etc.

Figure A–39 Advanced Settings Dialog: Width Tab

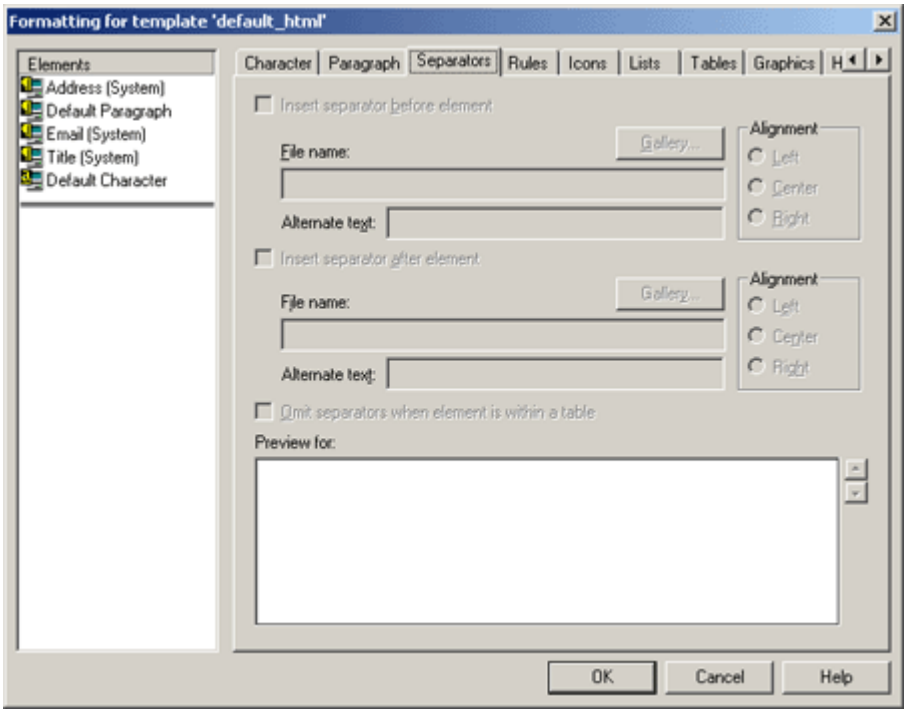


Element	Description
Content Width	You can choose to not specify the width or chose "Set To" and then define the width size.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.11 Formatting Separators Dialog

The Formatting Separators dialog allows you to insert 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.

Figure A–40 Formatting Separators Dialog

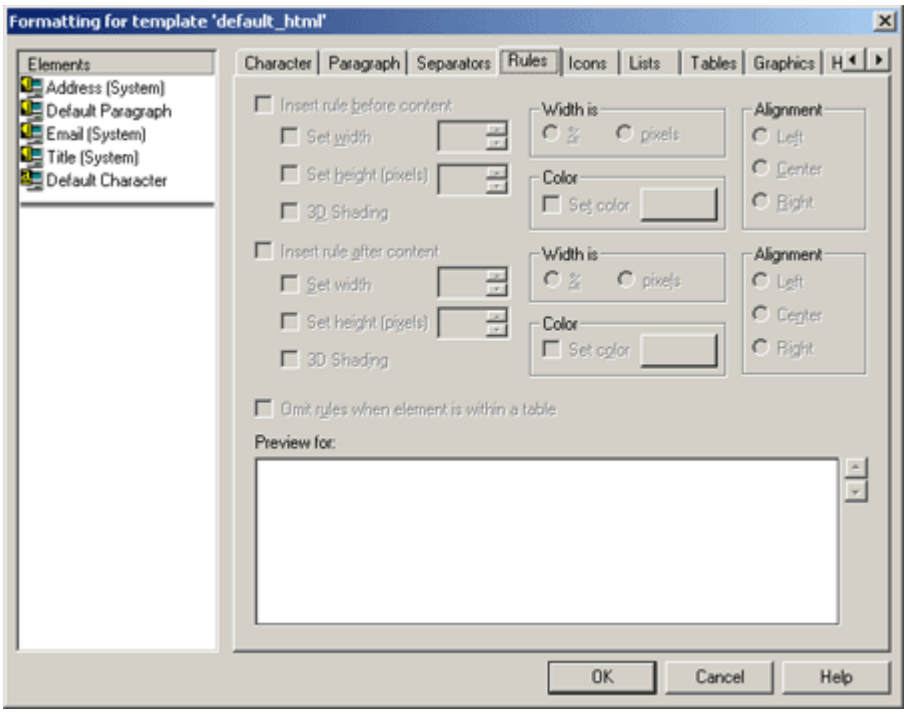


Element	Description
Elements	Lists the elements.
Insert separator before element	Select this option to insert the separator before the element.
Insert separator after element	Select this option to insert the separator after the element.
File name	Enter the path and file name of the separator graphic, or click **Gallery** to view the available graphics.
Gallery	Click this button to open the Gallery and select a separator from the Separators group of graphics. Also see "Gallery Dialog" on page A-83.
Alternate text	Optionally, you may add alternate text.
Alignment	Select the alignment; left, center, or right.
Omit separators when element is within a table	Select this option to omit separators when the element is within a table.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.12 Formatting Rules Dialog

The Formatting Separators dialog allows you to insert 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.

Figure A–41 Formatting Rules Dlalog

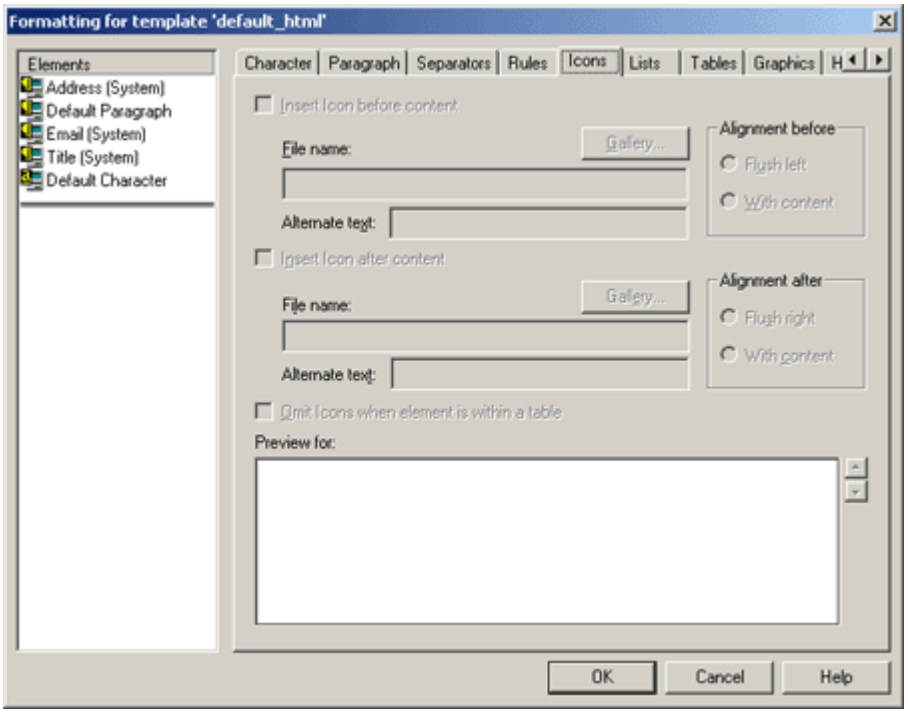


Element	Description
Elements	Lists the elements.
Insert rule before content	Select this option to insert the rule before the element and then choose to set the width, height, and 3D shading.
Insert rule after content	Select this option to insert the rule before the element and then choose to set the width, height, and 3D shading. Select 3D shading if you want to apply a 3D effect to the rule rather than color it.
Width is	Select this option to define the rule as a percent or in pixels.
Color	Select this option and then click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Alignment	Select the alignment; left, center, or right.
Omit rules when element is within a table	Select this option to omit rules when the element is within a table.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.13 Formatting Icons Dialog

The Formatting Icons dialog allows you to insert icons before or after content, select an icon from the graphics Gallery, and define alignment and alternate text.

Figure A–42 Formatting Icons Dialog



Element	Description
Elements	Lists the elements.
Insert Icon before content	Select this option to insert the icon before content.
Insert Icon after content	Select this option to insert the icon after content.
File name	Enter the path and file name of the icon, or click **Gallery** to view the available graphics.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
Alternate text	Optionally, you may add alternate text.
Alignment	Select the alignment; left, center, or right.
Omit Icons when element is within a table	Select this option to omit icons when the element is within a table.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

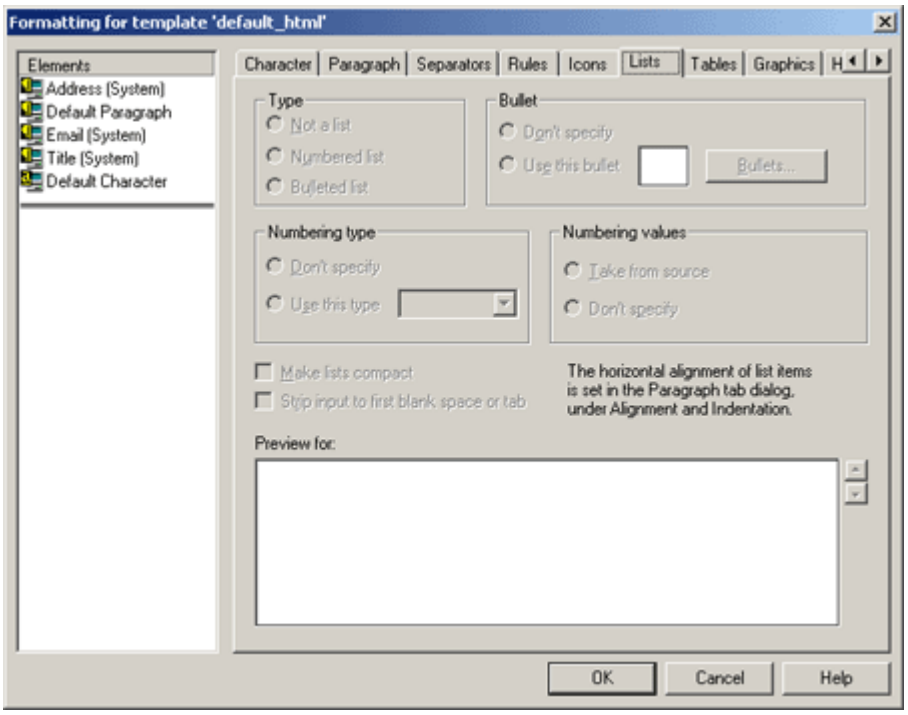
A.5.14 Formatting Lists Dialog

The Formatting Lists dialog allows you to format bulleted and numbered 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.

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).

Figure A–43 Formatting Lists Dialog



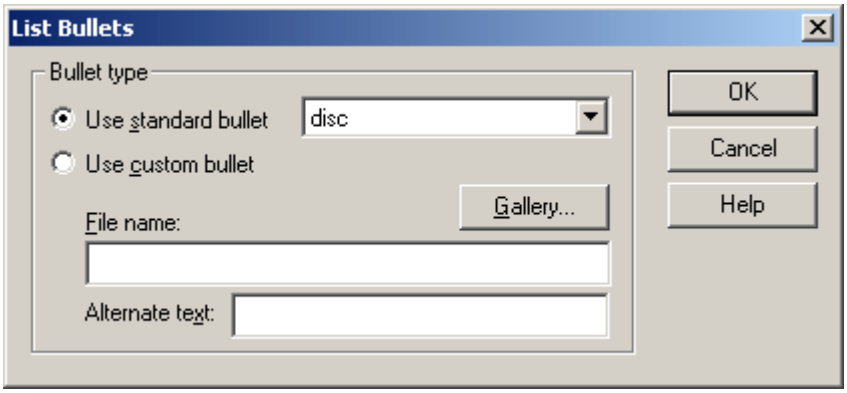
Element	Description
Elements	Lists the elements.
Type	Select the type of list you want to format (numbered or bulleted). If this is not a list select the "Not a list" option.
Numbering Type	Select the numbering type from the drop-down list. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings.
Bullet	Select the bullet style to use. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings.

Element	Description
Numbering Values	Select the desired option. "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.
Make lists compact	Select this option to minimize the space between list items.
Strip input to first blank space or tab	Select this option to strip out numbers from the source data.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.15 List Bullets Dialog

The List Bullets dialog allows you to use standard HTML bullets or select a custom bullet style.

Figure A–44 Formatting Lists - List Bullets Dialog



Element	Description
Use standard bullet	Select this option to use standard HTML bullets.
Use custom bullet	Select this option to use a graphic file from the Gallery as a custom bullet.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
File name	Enter the path and file name of the graphic to use as a custom bullet, or click **Gallery** to view the available graphics. Also see "Gallery Dialog" on page A-83.
Alternate text	Optionally, you may add alternate text.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

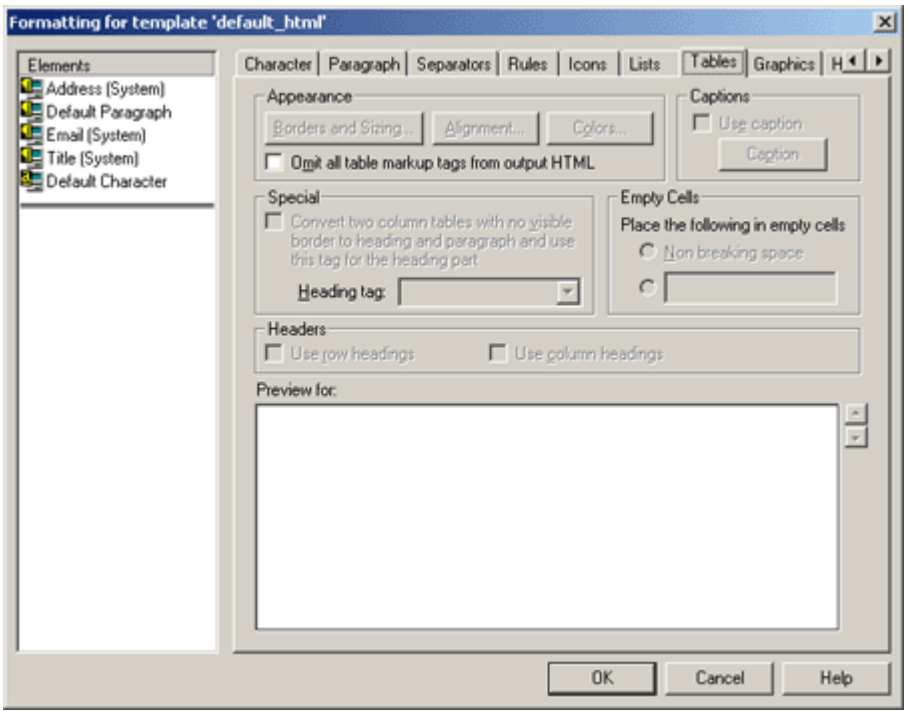
A.5.16 Formatting Tables Dialog

The Formatting Tables dialog allows you to format both the content of tables and their appearance. You format the appearance of tables in the Tables tab dialog. 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.

The Formatting Tables dialog includes these dialog boxes:

- "Borders and Sizing Tab" on page A-52
- "Alignment Tab" on page A-54
- "Colors Tab" on page A-54

Figure A–45 Formatting Tables Dialog



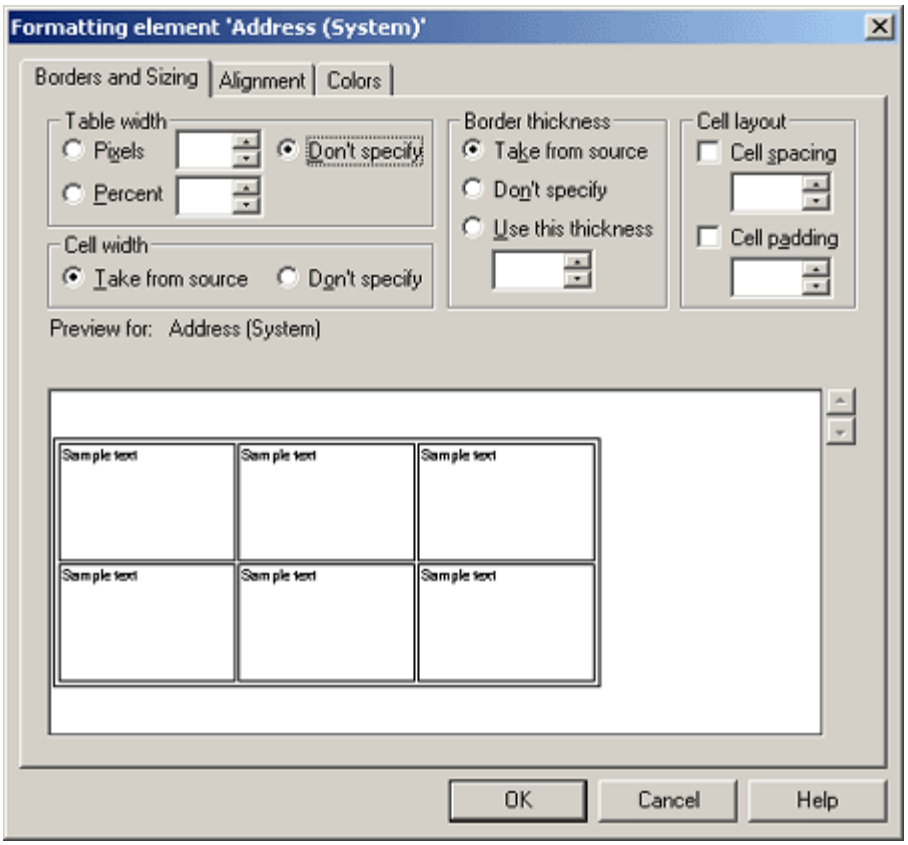
Element	Description
Elements	Lists the elements.
Appearance	Click the desired button to open the Borders and Sizing dialog, Alignment dialog, or Colors dialog. ■ "Borders and Sizing Tab" on page A-52. ■ "Alignment Tab" on page A-54. ■ "Colors Tab" on page A-54.
Omit table markup tags from output HTML	Select this option if you want to ensure that no tables are contained in your output. When selected, the preview window for that element becomes blank, because no output for that element will appear within a table.
Special	Select this option, then select a heading, if you want to convert tables containing two columns and no border into headings and paragraphs.

Element	Description
Caption	Select this option and then click the **Caption** button to open the Captions dialog. Also see "Captions Dialog" on page A-80. 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 on screen 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.
Empty Cells	Select the "Non breaking space" option 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."
Headers	Choose whether to "Use row headings' or select "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.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.17 Borders and Sizing Tab

The borders and sizing tab allows you to specify table width, cell width, border thickness, and cell layout.

Figure A–46 Formatting Tables - Borders and Sizing Tab

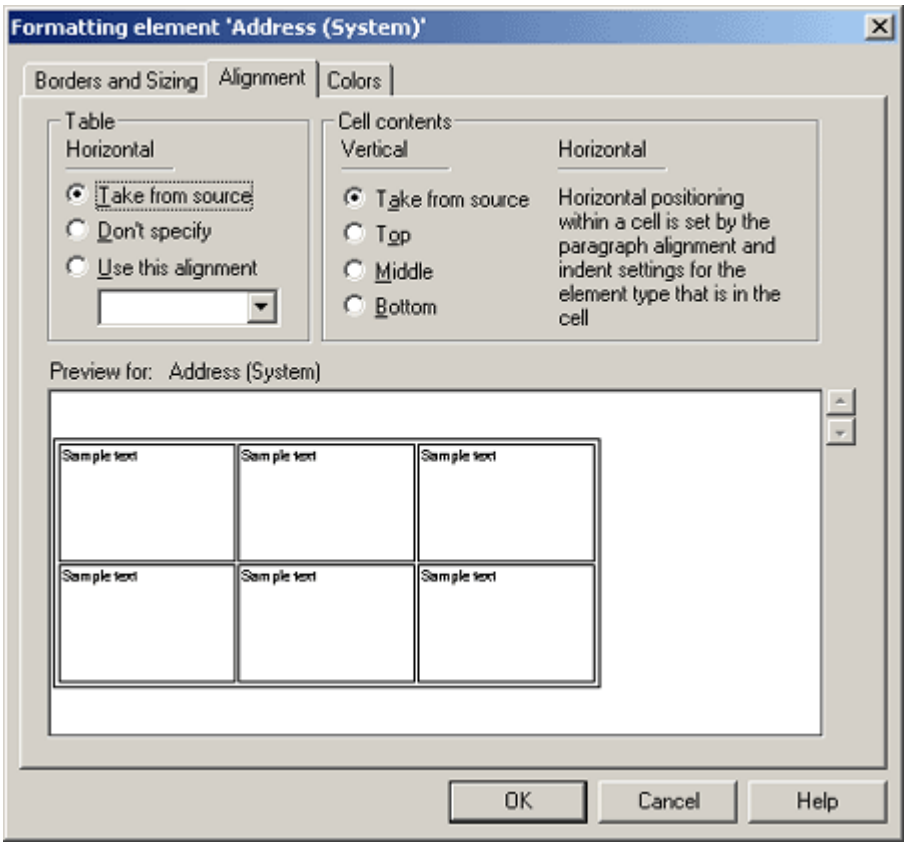


Element	Description
Table width	Choose to define the table width in pixels or percent and then enter a value or use the up/down controls. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings.
Cell width	Select the desired option. "Take From Source" means 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.
Border thickness	Define the border thickness by entering a value in pixels or using the up/down controls. "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.
Cell layout	Define the cell spacing and cell padding by entering a value in pixels or using the up/down controls.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.18 Alignment Tab

The Alignment tab allows you to define the horizontal alignment of a table and the vertical alignment of cells. Horizontal positioning within a cell is set by the paragraph alignment and indent settings for the element type that is in the cell.

Figure A–47 Formatting Tables - Alignment Tab

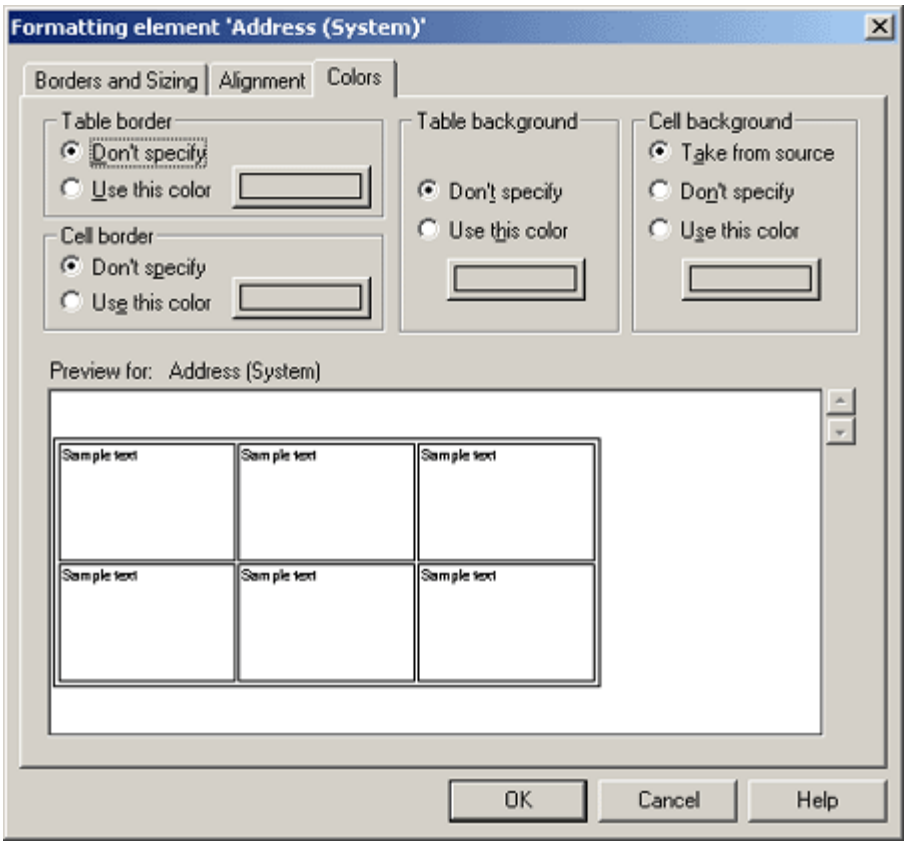


Element	Description
Table	Select the desired alignment from the drop-down list. "Take From Source" means that Dynamic Converter uses what is in the source document. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings.
Cell contents	Choose to align the cell contents; top, middle, or bottom. Select the desired alignment from the drop-down list. "Take From Source" means that Dynamic Converter uses what is in the source document.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.19 Colors Tab

The Colors tab allows you define colors for the table border, cell border, table background, and cell background.

Figure A–48 Formatting Tables - Colors Tab



Element	Description
Table border	Select the desired option. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you choose "Use this color," click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Cell border	Select the desired option. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you choose "Use this color," click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Table background	Select the desired option. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you choose "Use this color," click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Cell background	Select the desired option. "Don't Specify" means the Web browser used to view the Web page may substitute its own default settings. If you choose "Use this color," click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

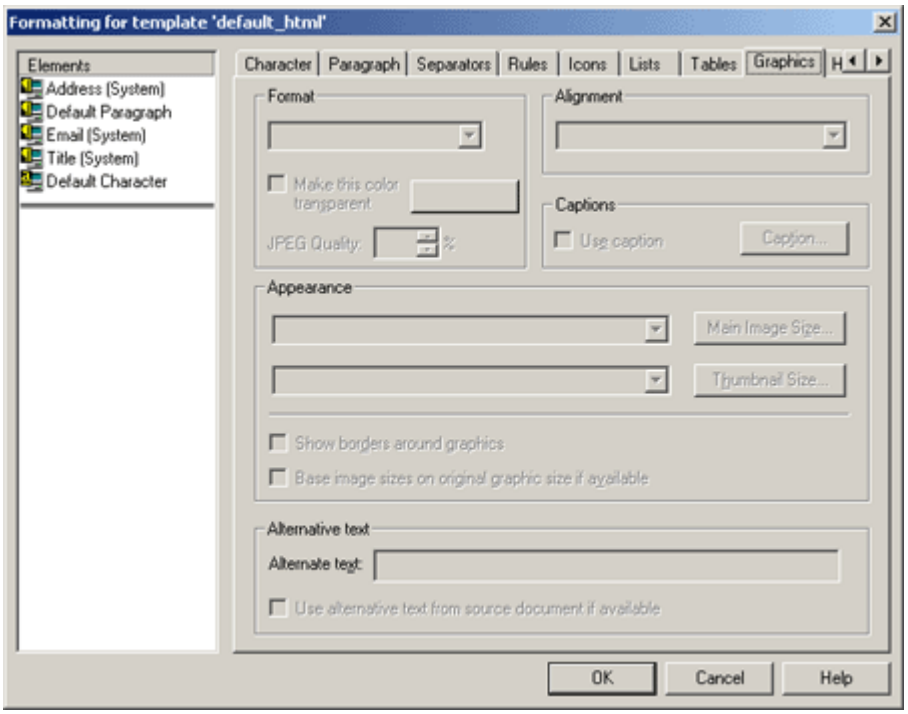
A.5.20 Formatting Graphics Dialog

The Formatting Graphics Dialog includes these dialog boxes:

- "Captions Dialog" on page A-80
- "Main Image Size Dialog" on page A-57

The Formatting Graphics dialog allows you to set the format, alignment, captions, appearance, and alternative text for graphics.

Figure A–49 Formatting Graphics Dialog



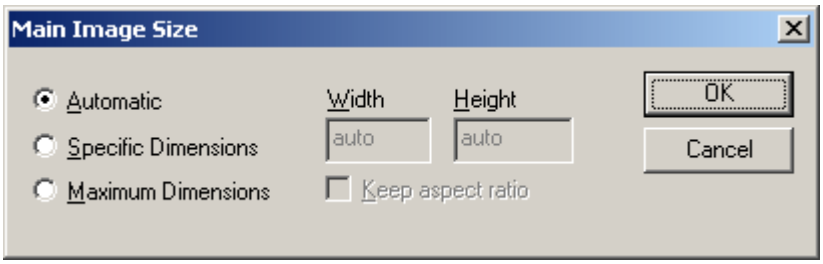
Element	Description
Elements	Lists the elements.
Format	Select the format to use from the drop-down list.
Alignment	Select the alignment from the drop-down list.
Use caption	Select this option and then click the **Caption** button to open the Captions dialog. Also see "Captions Dialog" on page A-80. 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 on screen 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.
Caption	Click this button to open the Captions dialog. Also see "Captions Dialog" on page A-80.
Main Image Size	Click this button to open the Main Image Size dialog. Also see "Main Image Size Dialog" on page A-57.
Thumbnail Size	Use this option to define the thumbnail size.

Element	Description
Show borders around graphics	Choose this option to show borders around graphics.
Base image sizes on original graphic if available	Select this option to base the image sizes on the original graphic, if available. Use this option 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.)
Alternate text	Optionally, you may add alternate text. This alternate text will display in the Web page should the reader's Web browser fail to display a particular graphic.
Use alternative text from source document if available	Select this option if you want the alternate text from the source document to be used, if available.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.21 Main Image Size Dialog

The Main Image Size dialog allows you to define the image size.

Figure A–50 Formatting Graphics - Main Image Size Dialog

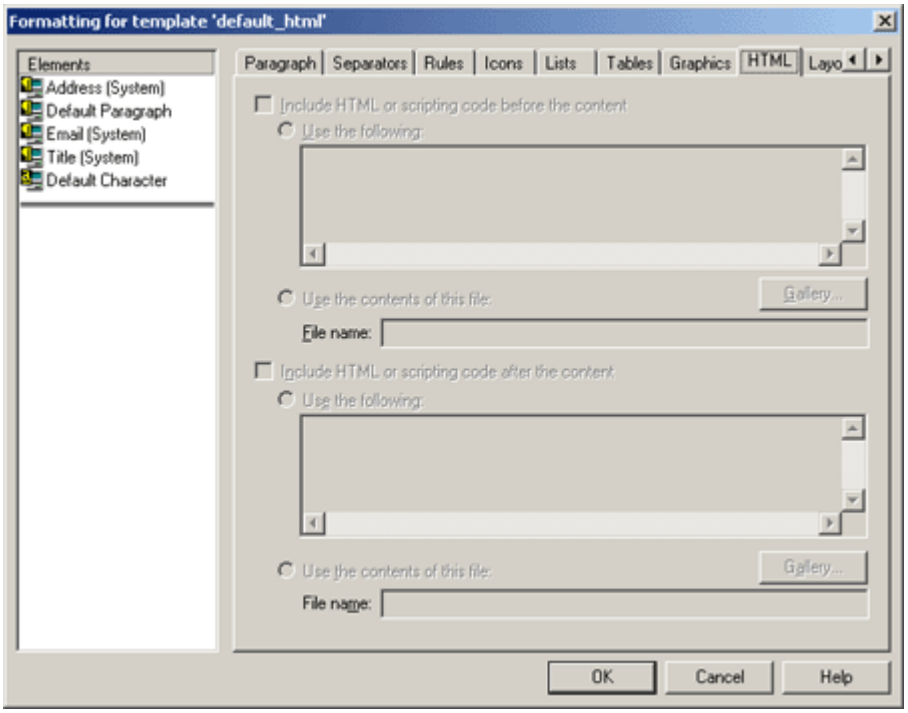


Element	Description
Automatic	Select this option to have the Web browser use the default settings to specify the image size.
Specific Dimensions	Enter the width and height, in pixels.
Maximum Dimensions	Choose this option to define a maximum width or height.
Keep aspect ratio	Select this option to maintain the original aspect ratio of the image.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.22 Formatting HTML Dialog

The Formatting HTML dialog allows you to Include HTML or scripting code before or after the content.

Figure A–51 Formatting HTML Dialog

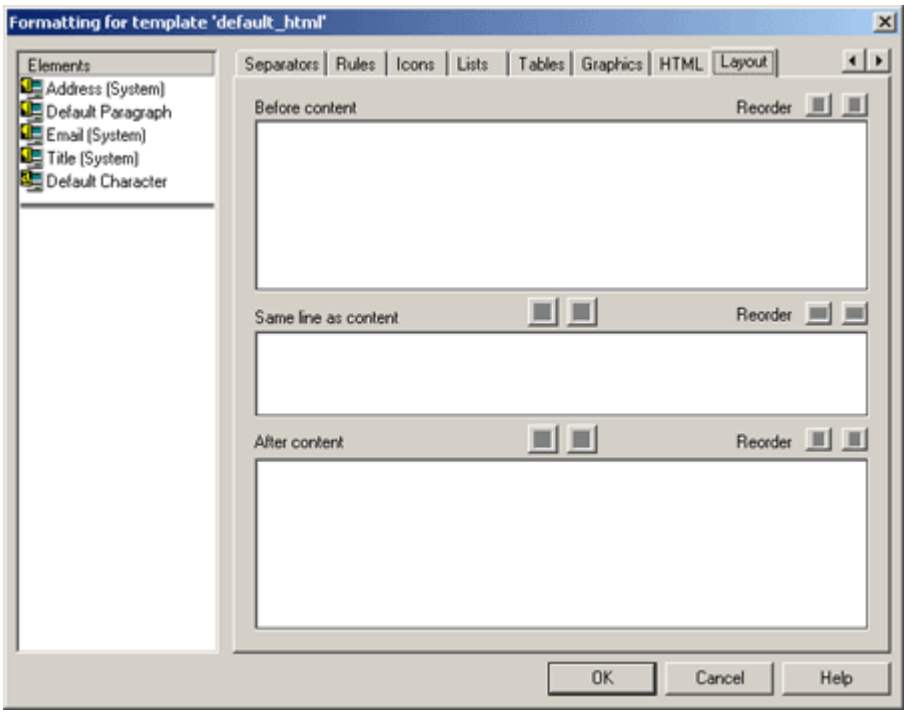


Element	Description
Elements	Lists the elements.
Include HTML or scripting code before the content	Select this option to include HTML or scripting code before the content. You can choose to "Use the following" and enter the code you want to use in the box or "Use the contents of this file" and enter the path and file name in the text box or click **Gallery** to locate the file. Also see "Gallery Dialog" on page A-83
Include HTML or scripting code after the content	Select this option to include HTML or scripting code after the content. You can choose to "Use the following" and enter the code you want to use in the box or "Use the contents of this file" and enter the path and file name in the text box or click **Gallery** to locate the file. Also see "Gallery Dialog" on page A-83
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
File name	Enter the path and file name, or click **Gallery** to view the available graphics. Also see "Gallery Dialog" on page A-83.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.5.23 Formatting Layout Dialog

The Formatting Layout dialog allows you to set the order in which elements should appear before or after content, or on the same line as content. You can only format a single element at a time when you are using the Layout dialog.

Figure A–52 Format Layout Dlalog



Element	Description
Elements	Lists the elements.
Before content	Choose this option to place the element before the content.
Same line as content	Choose this option to place the element on the same line as the content.
After content	Choose this option to place the element after the content.
Reorder	Select this option to reorder the elements.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.6 Navigation Dialog

The Navigation Dialog includes these tabs and dialog boxes:

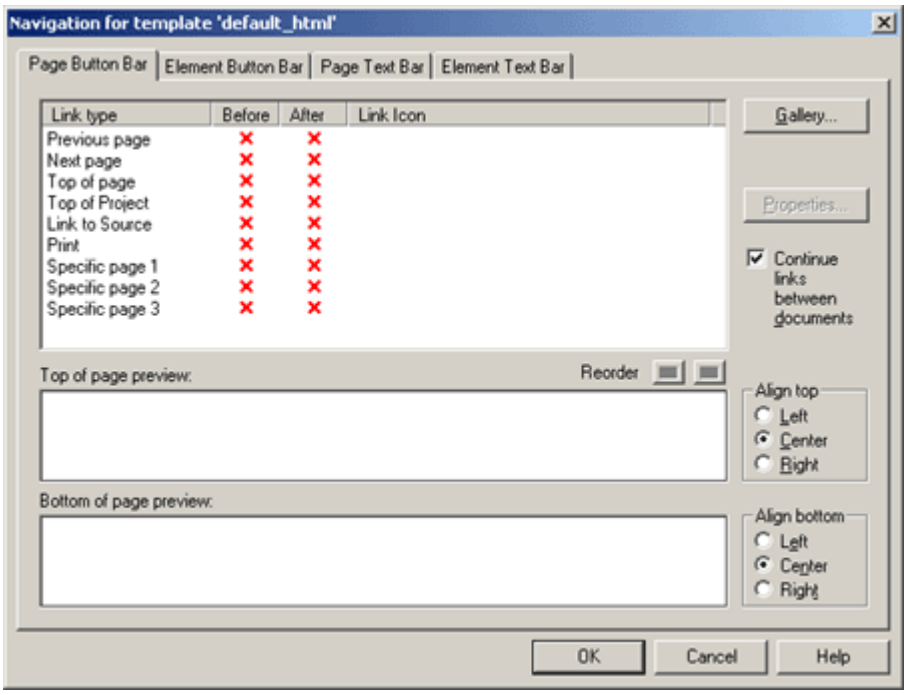
- "Page Button Bar Tab" on page A-60
- "Link Properties Dialog" on page A-81
- "Navigation Element Button Bar Tab" on page A-61

- "Navigation Element Button Bar Link Properties" on page A-62
- "Navigation Page Text Bar Tab" on page A-63
- "Navigation Element Text Bar Tab" on page A-64

A.6.1 Page Button Bar Tab

Among the navigation options in the Classic HTML Conversion 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. 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.

Figure A–53 Navigation Page Button Tab Dialog



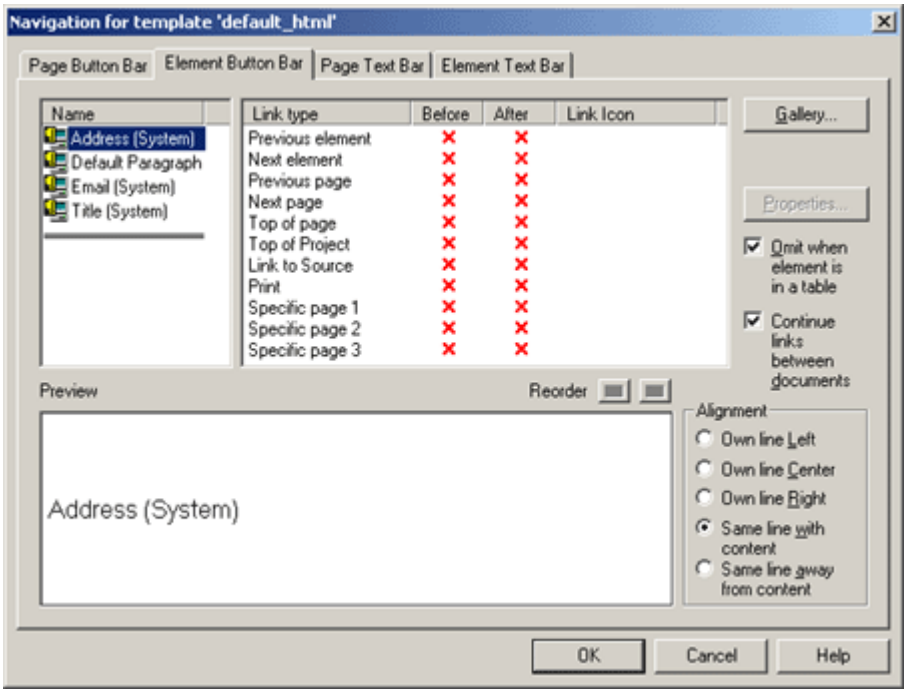
Element	Description
Reorder	Select this option to reorder the elements.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
Properties	Click this button to open the Link Properties dialog. Also see "Link Properties Dialog" on page A-81.
Continue links between documents	The option 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.
Align top	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.

Element	Description
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.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.6.2 Navigation Element Button Bar Tab

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.

Figure A–54 Navigation Element Button Bar Dialog



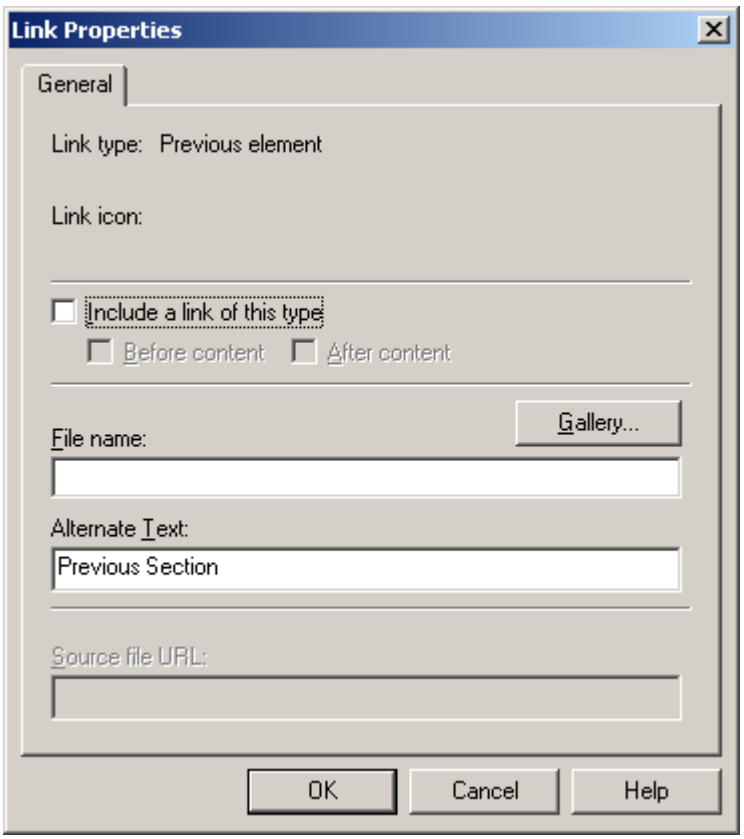
Element	Description
Name	Lists the elements.
Link type	Lists the link type and indicated whether it is used before or after the element.
Reorder	Select this option to reorder the elements.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
Properties	Click this button to open the Link Properties dialog. Also see "Link Properties Dialog" on page A-81.
Omit when element is in a table	Choose this option to omit the link when in a table.

Element	Description
Continue links between documents	The option 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.
Alignment	Select left, center, or right depending on how you want the new link to be positioned in this page
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.6.3 Navigation Element Button Bar Link Properties

This dialog allows you to specify link properties for a navigation element.

Figure A–55 Navigation Element Button Bar Link Properties



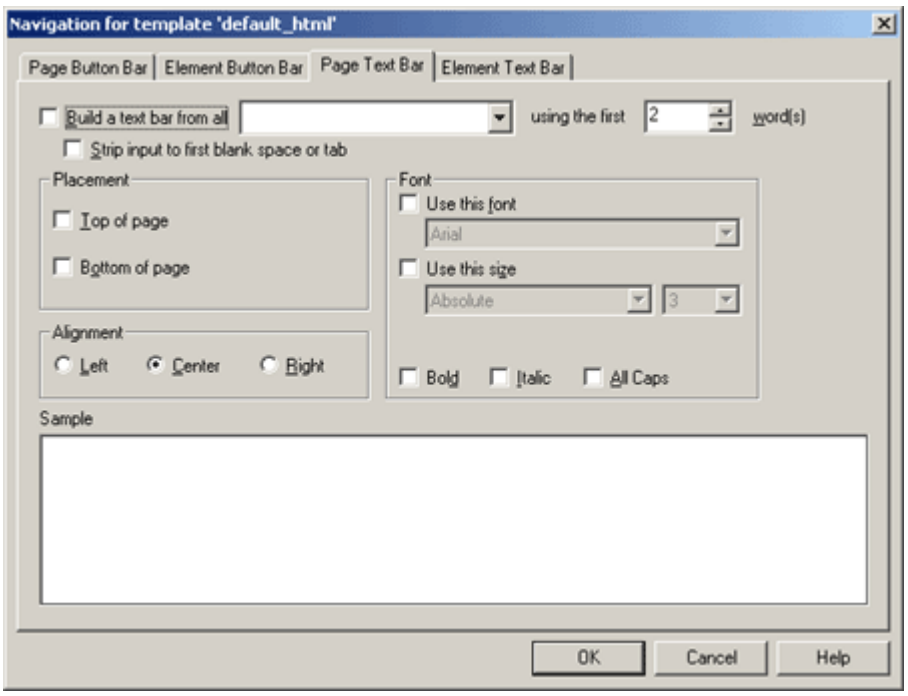
Element	Description
Link Type	Lists the link type.
Link icon	Lists the link icon, if applicable.
Include a link of this type	Chose to include a link of this type either before content or after content.

Element	Description
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
Alternate text	Optionally, you may add alternate text.
Source file 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" on page 4-2 for more information.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.6.4 Navigation Page Text Bar Tab

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.

Figure A–56 Navigation Page Text Bar Tab



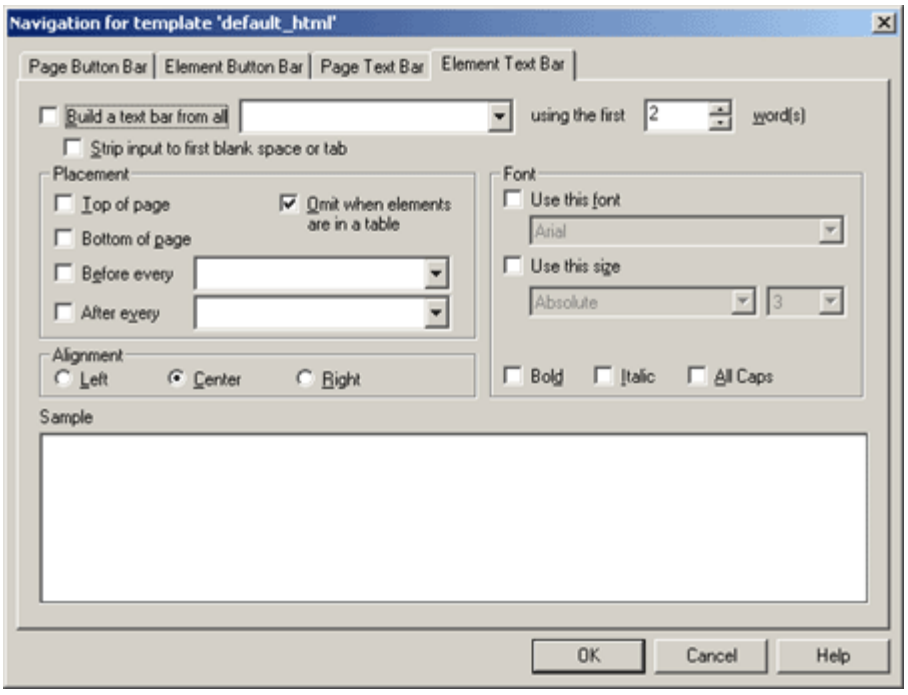
Element	Description
Build a text bar from all	Select this option to build a text bar from all. From the first list, select the element to be used for building the text bar. From the second list, select the number of words to be used for each entry. For example, if you select Heading 1 and accept the 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.

Element	Description
Strip input to first blank space or tab	Select this option to 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).
Placement	For placement, select "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 list.
Alignment	Select the alignment; left, center, or right.
Font	Choose "Use this Font," and select the desired font from the drop-down list. Choose "Use this Size," and select the desired font size and characteristics from the drop-down lists. Optionally, select an emphasis style; bold, italics, all capitols.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.6.5 Navigation Element Text Bar Tab

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.

Figure A–57 Navigation Element Text Bar Tab



Element	Description
Build a text bar from all	Select this option to build a text bar from all. From the first list, select the element to be used for building the text bar. From the second list, select the number of words to be used for each entry. For 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.
Strip input to first blank space or tab	Select this option to 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).
Placement	Select the alignment; left, center, or right.
Alignment	Select the alignment; left, center, or right.
Font	Choose "Use this Font," and select the desired font from the drop-down list. Choose "Use this Size," and select the desired font size and characteristics from the drop-down lists. Optionally, select an emphasis style; bold, italics, all capitols.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7 Globals Dialog

Globals is one of four property sheets used to edit templates. When you use 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.

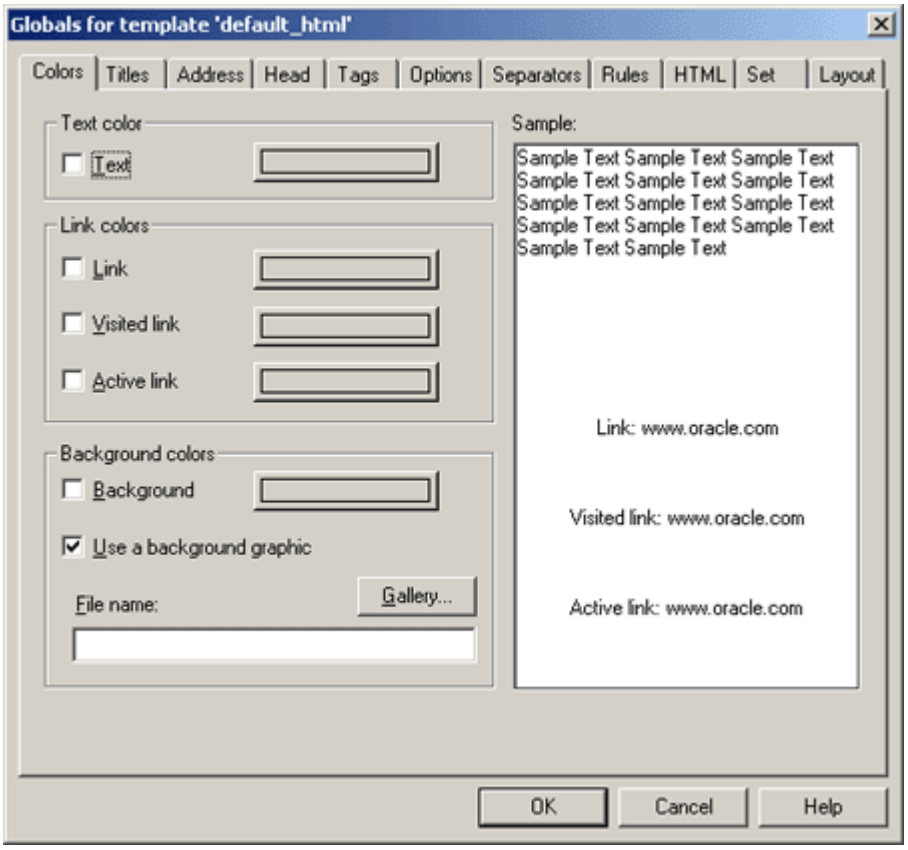
The Globals Dialog includes these tabs:

- "Global Colors Tab" on page A-65
- "Titles Tab" on page A-66
- "Address Tab" on page A-67
- "Head Tab" on page A-69
- "Tags Tab" on page A-70
- "Options Tab" on page A-71
- "Separators Tab" on page A-74
- "Rules Tab" on page A-75
- "HTML Tab" on page A-76
- "Set Tab" on page A-77
- "Layout Tab" on page A-79

A.7.1 Global Colors Tab

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. The Colors tab allows you to select text, link, and background colors and also enables you to use a graphic instead of a color as the background for the Web page.

Figure A–58 Color Element Tab

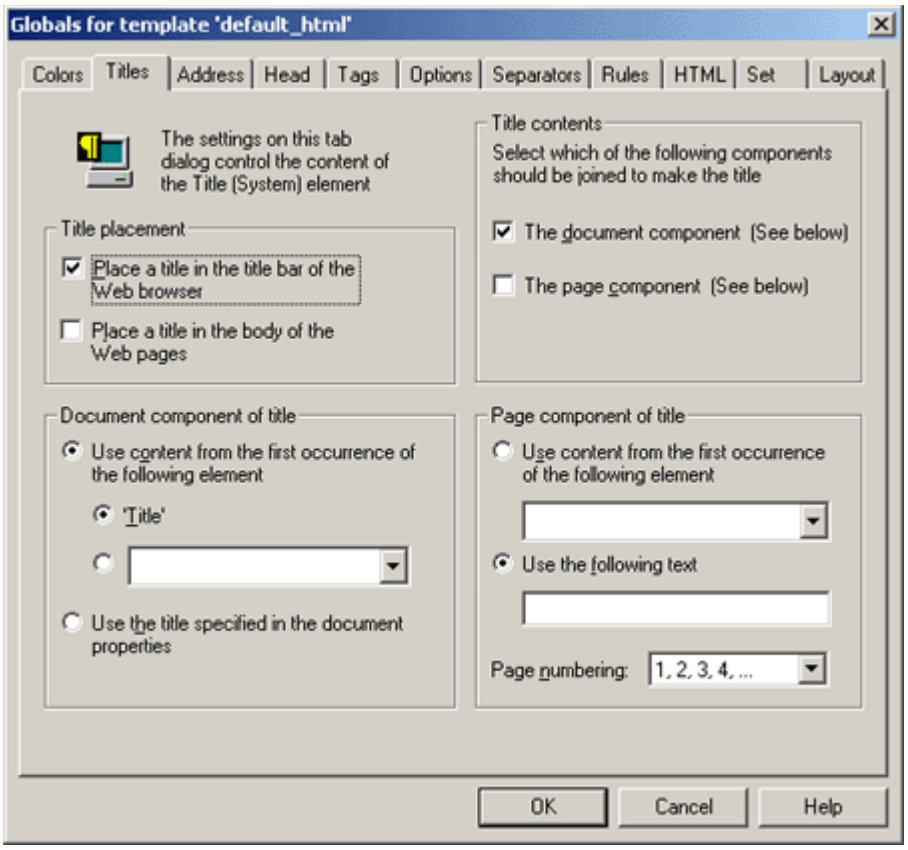


Element	Description
Text color	Select this option to define your text color and then click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Link colors	Select this option to define your link colors and then click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Background colors	Select this option to define your background colors and then click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.2 Titles Tab

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

Figure A–59 Titles Element Tab

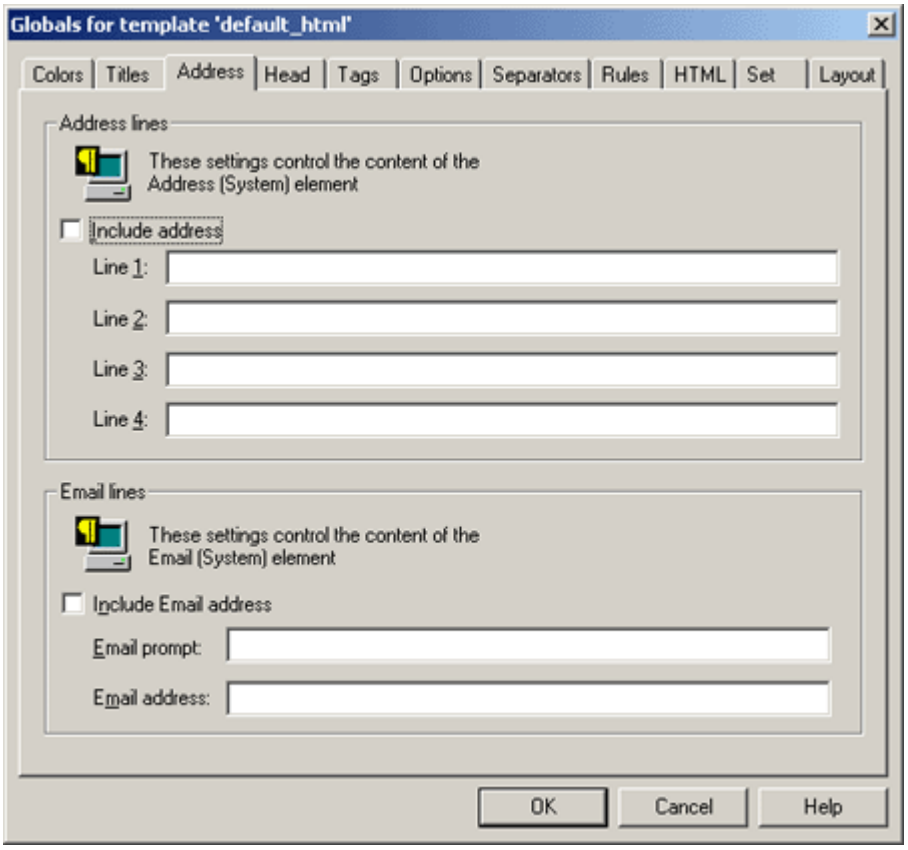


Element	Description
Title placement	Under Title Placement, click Place a title in the body of the Web pages. If you also want to the title to appear in the title bar of your Web browser, click Place a Title in the title bar of the Web browser.
Document component of title	Choose whether you want the title to come from an element (click the appropriate radio buttons for the Title element or select an alternative element from the list) or from the Title entry in the Document Properties dialog (click the last radio button).
Title contents	Select the appropriate options to decide which components you want to use to create the title.
Page component of title	Choose whether you want to use content derived from an element (select from the list) or type a title in the text box.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.3 Address Tab

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

Figure A–60 Address Element Tab

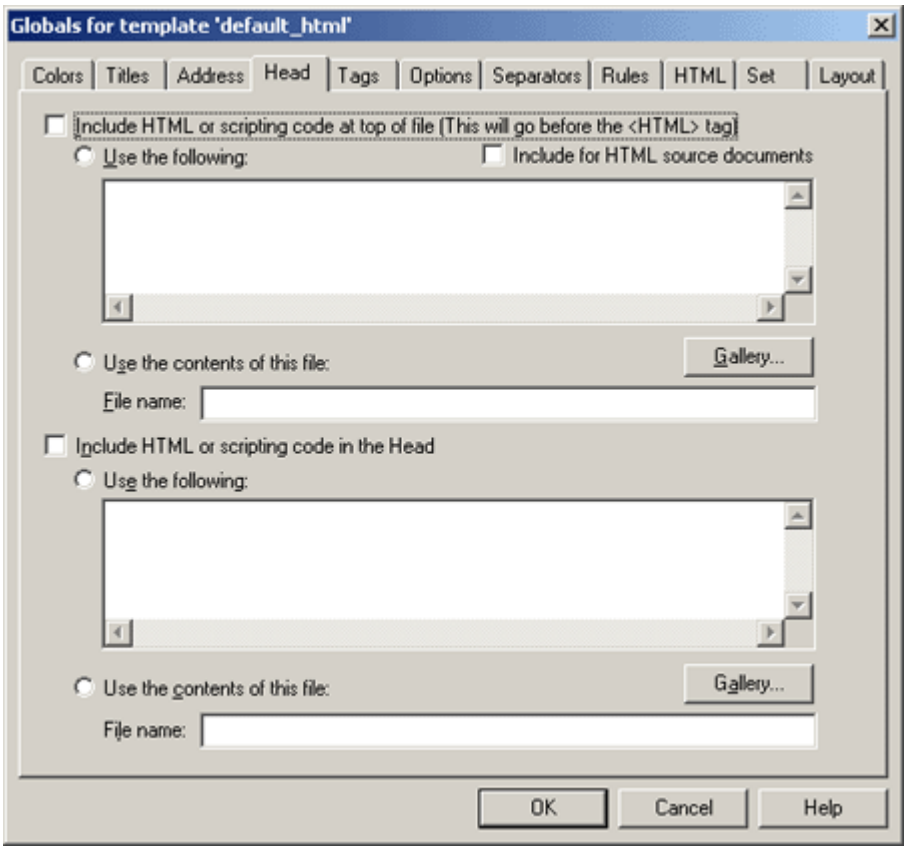


Element	Description
Include address	Select this option and inn the text boxes, enter the information you want to display in your Web page. It will appear at the end of the page. The address can contain any kind of information. For example, you might enter a copyright line here. Adding an Address to your Web Page You can format the address by using Address (System), the special element that is automatically a part of every template in Classic HTML Conversion 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.
Include Email address	Select this option to include and email address. In the Email Prompt text box, enter the text you want to appear on the Web page to signify an email link. In the Email Address text box, enter the complete email address you want to use. You can format this email address by using Email (System), the special element that is automatically a part of every template in Classic HTML Conversion Editor.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.4 Head Tab

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.

Figure A–61 Head Element Tab



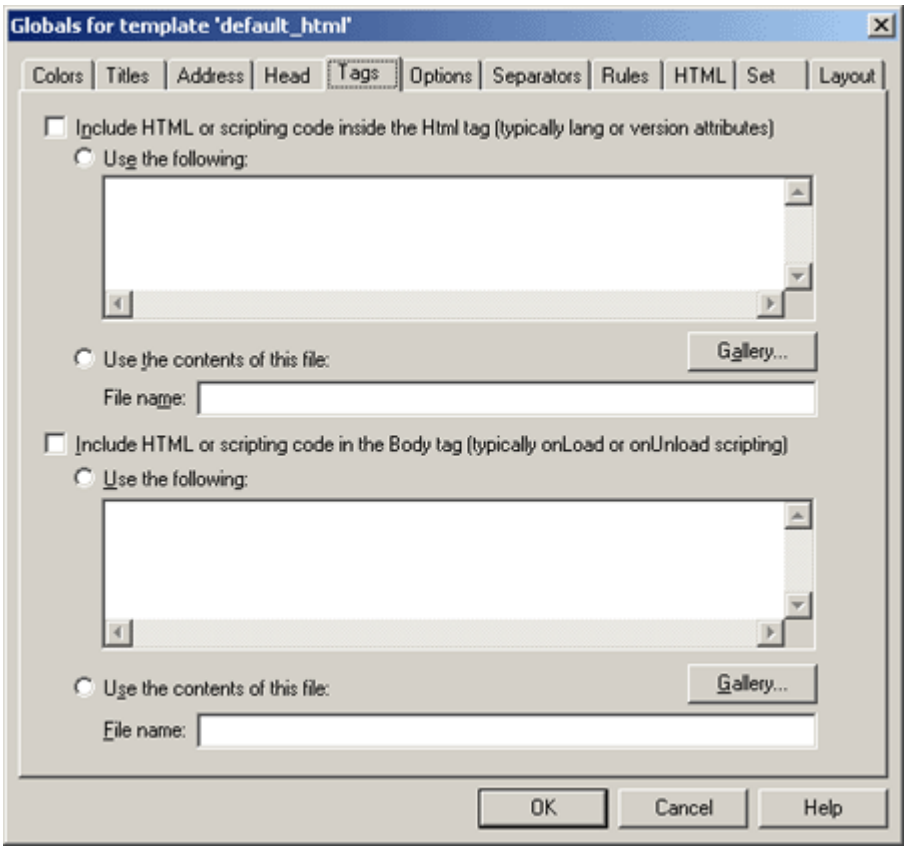
Element	Description
Include HTML or scripting code at top of file	You can include HTML or scripting code at the top of the file. Typically, the most likely use of this would be to convert source files (for example, ASP files) by adding the appropriate header information to the output files. In addition to adding the code containing the header information, you should select the "Include for HTML documents" option. The specified code will be added to the top of all HTML source files associated with the selected template.
Include HTML or scripting code in the Head	Select this option to include HTML or scripting code in the Head. Select "Use the following" and enter the code in the box or select "Use the contents of this file" and enter the path and file name in the text box or click **Gallery** to locate the file. Also see "Gallery Dialog" on page A-83
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.5 Tags Tab

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.

Figure A–62 Tags Element Tab



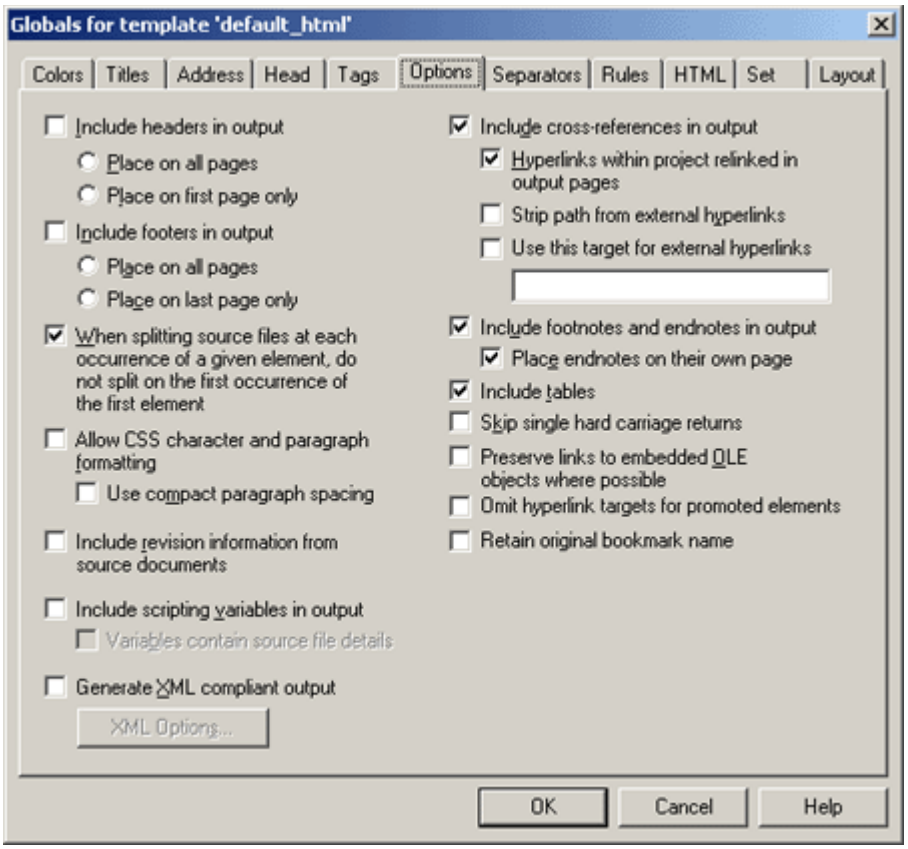
Element	Description
Include HTML or scripting code inside the HTML tag	Select this option, and then choose either "Use the following" or "Use the Contents of this file." If you choose "Use the following," enter the code you want to use. For example, to denote Web pages in Italian, you would enter LANG="it" (note the quotations marks around the language abbreviation). If you choose "Use the contents of this file," enter the path and file name in the text box to locate the file

Element	Description
Include HTML or scripting code in the Body tag	Select this option, and then choose either "Use the following" or "Use the contents of this file." If you choose "Use the following," enter the code you want to use in the box provided. If you choose "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. Also see "Gallery Dialog" on page A-83
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.6 Options Tab

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

Figure A–63 Element Options Tab



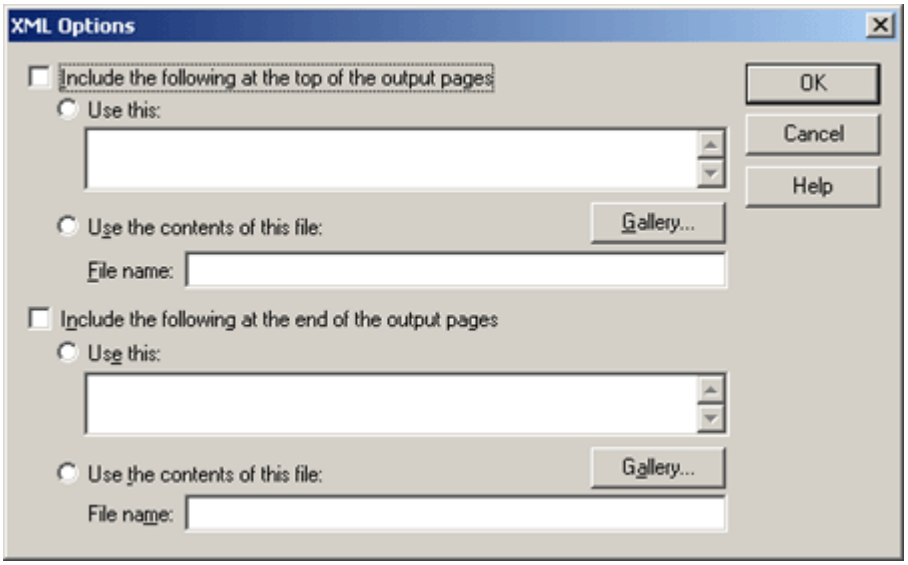
Element	Description
Include headers in output	Select this option if you want to include headers in the output pages. Choose "Place on all pages" or "Place on first page." You may want to choose the second option if you're splitting a source document into several Web pages.
Include footers in output	Select this option if you want to include footers in the output pages. Choose "Place on all pages" or "Place on first page." You may want to choose the second option if you're splitting a source document into several Web pages.
When splitting source files at each occurrence of a given element, do not split on the first occurrence of the first element	Select this option to when splitting source files at each occurrence of a given element, to not split on the first occurrence of the first element
Allow CSS character and paragraph formatting	Select this option to allow CSS character and paragraph formatting.
Use compact paragraph spacing	Select this option to use compact paragraph spacing.
Include revision information from source documents	Select this option to include 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.
Include scripting variables in output	Select this option to include 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 file
Variables contain source file details	Select this option to have variables contain source file details. Use this option f you want the TRANSIT_SOURCE variable to include the path of source documents.
Generate XML compliant output	Select this option to generate XML compliant output.
XML options	Click this button to open the XML Options dialog. Also see "XML Options Dialog" on page A-73.
Include cross-references in output	Select this option to include cross-references in output.
Hyperlinks within project relinked in output pages	Select this option to have hyperlinks within project relinked in output pages.
Strip path from external hyperlinks	Select this option to strip path from external hyperlinks.
Use this target for external hyperlinks	Select this option to use this target for external hyperlinks. To include cross-references in output, select this option and enter _ blank in the text box.

Element	Description
Include footnotes and endnotes in output	Select this option to include footnotes and endnotes in output. You should 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 dialog. Also see "Elements Tab" on page A-5.
Place endnotes on their own page	Select this option to place endnotes on their own page.
Include tables	Select this option to include tables. If you clear this option, tables in the source document will no longer appear in the web page.
Skip single hard carriage returns	Select this option to skip single hard carriage returns (hard breaks). This may be useful if your source document is in ASCII format.
Preserve links to embedded OLE objects where possible	Select this option to preserve links to embedded OLE objects where possible.
Omit hyperlink targets to promoted elements	Select this option to omit hyperlink targets to promoted elements.
Retain original bookmark name	Select this option to retain original bookmark name.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.7 XML Options Dialog

The XML Options dialog allows you to include XML code at the top or end of the output pages.

Figure A–64 Options Element - XML Options Dialog

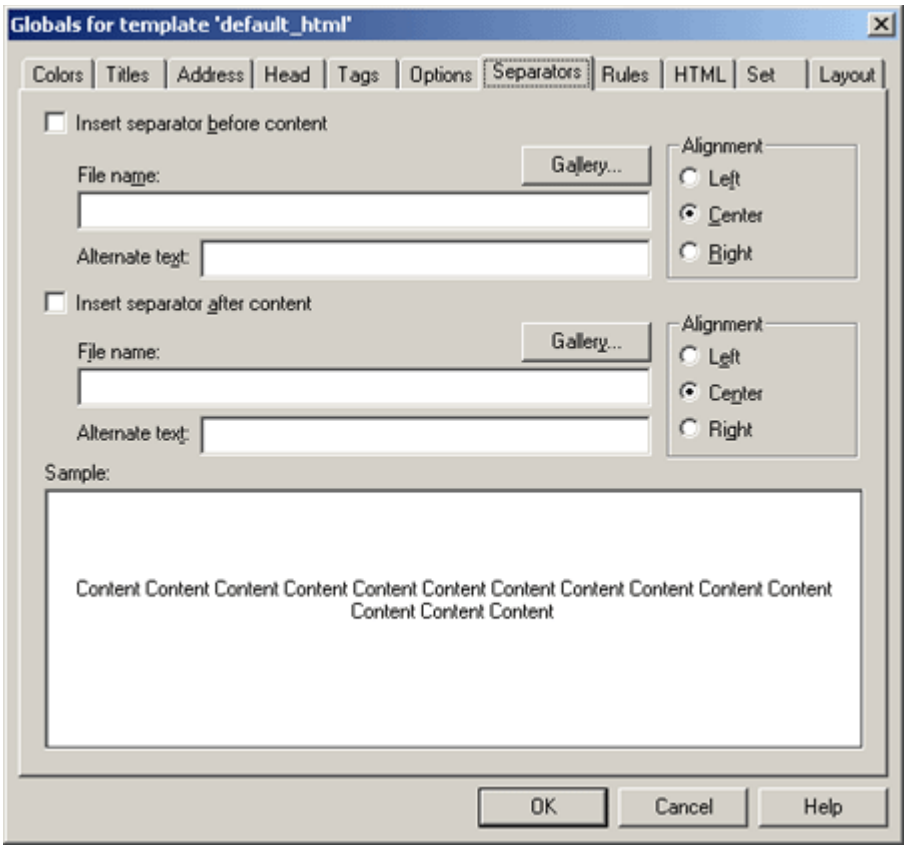


Element	Description
Include the following at the top of the output pages	Select this option, and then choose either "Use the following" or "Use the contents of this file." If you choose "Use the following," enter the code you want to use in the box provided. If you choose "Use the contents of this file", 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. Also see "Gallery Dialog" on page A-83
Include the following at the end of the output pages	Select this option, and then choose either "Use the following" or "Use the contents of this file." If you choose "Use the following," enter the code you want to use in the box provided. If you choose "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. Also see "Gallery Dialog" on page A-83
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.8 Separators Tab

The Separators tab allows you to insert a separator before or after content.

Figure A–65 Separator Insertion Tab

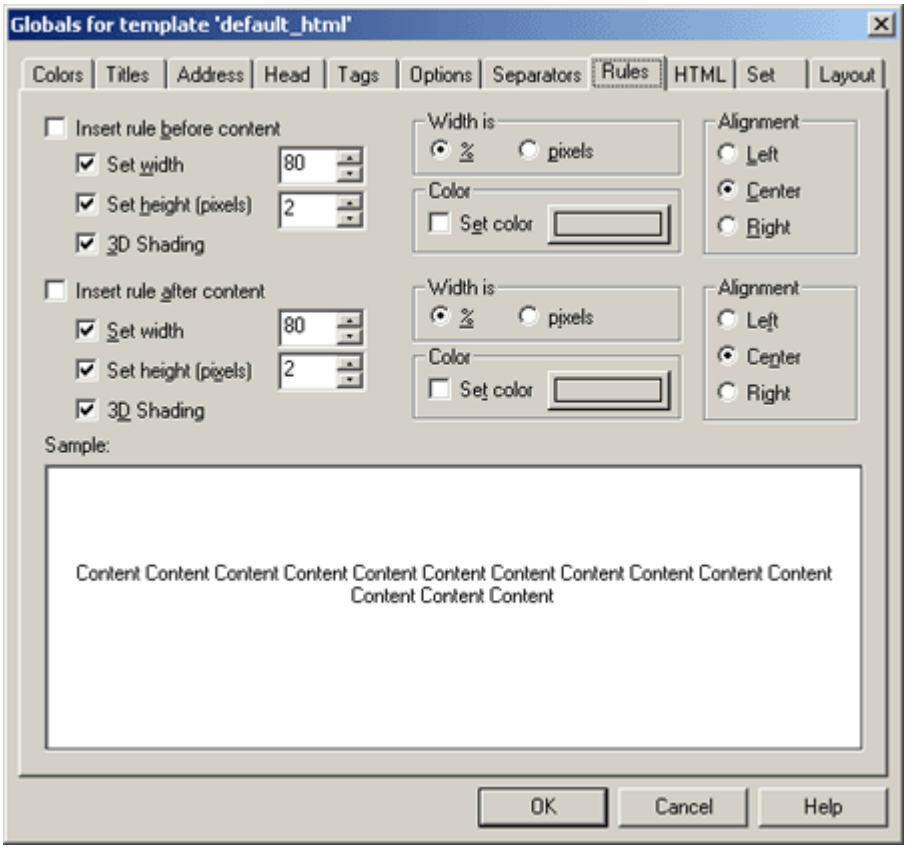


Element	Description
Insert separator before content	Select this option to insert separator before content. Enter the path and file name of the graphic you want to use in the text box, or click **Gallery** to locate the graphic. If you already have a default graphics set, the separator from that Set will appear when you click the check box. Also see "Gallery Dialog" on page A-83
Insert separator after content	Select this option to insert separator after content. 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. Also see "Gallery Dialog" on page A-83
Alternate text	Optionally, you may add alternate text.
Alignment	Select the alignment; left, center, or right.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.9 Rules Tab

The Rules tab allows you insert a rule before or after content, and define the width, color, and alignment.

Figure A–66 Rules Insertion Tab

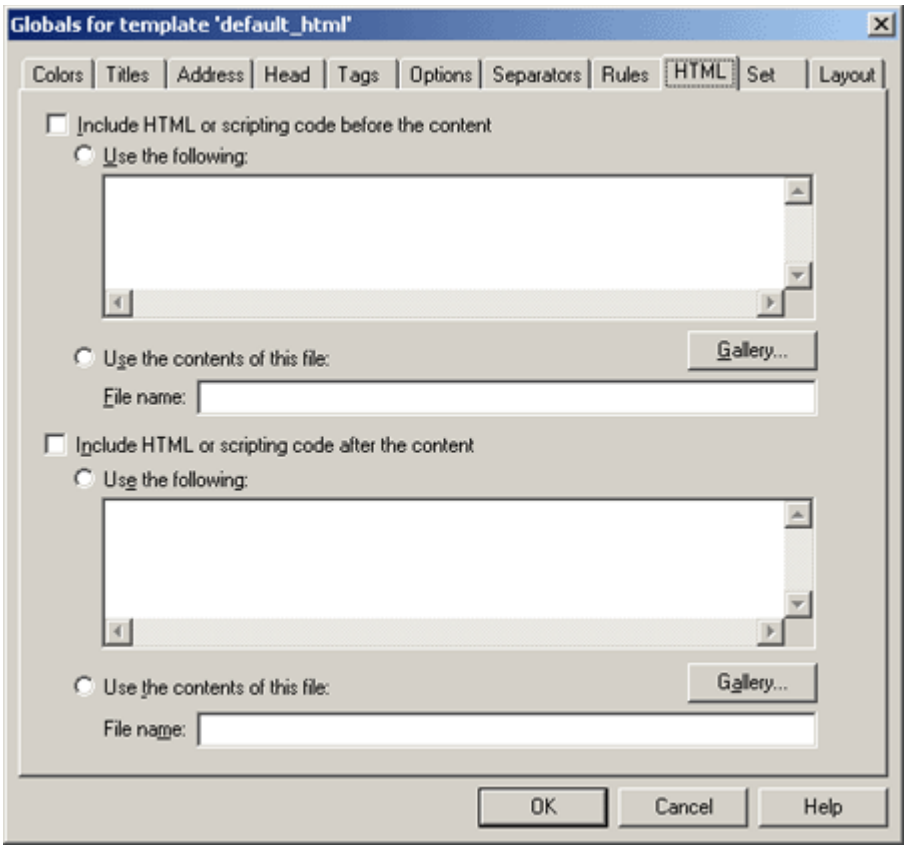


Element	Description
Insert rule before comment	Select this option to insert the rule before the element and then choose to set the width, height, and 3D shading.
Insert rule after comment	Select this option to insert the rule before the element and then choose to set the width, height, and 3D shading. Select 3D shading if you want to apply a 3D effect to the rule rather than color it.
Width is	Select this option to define the rule as a percent or in pixels.
Color	Select this option and then click the Color button to open the Color dialog. Also see "Colors Tab" on page A-54.
Alignment	Select the alignment; left, center, or right.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.10 HTML Tab

The HTML tab allows you to include HTML or scripting code before and after the content.

Figure A–67 HTML Inclusion Tab



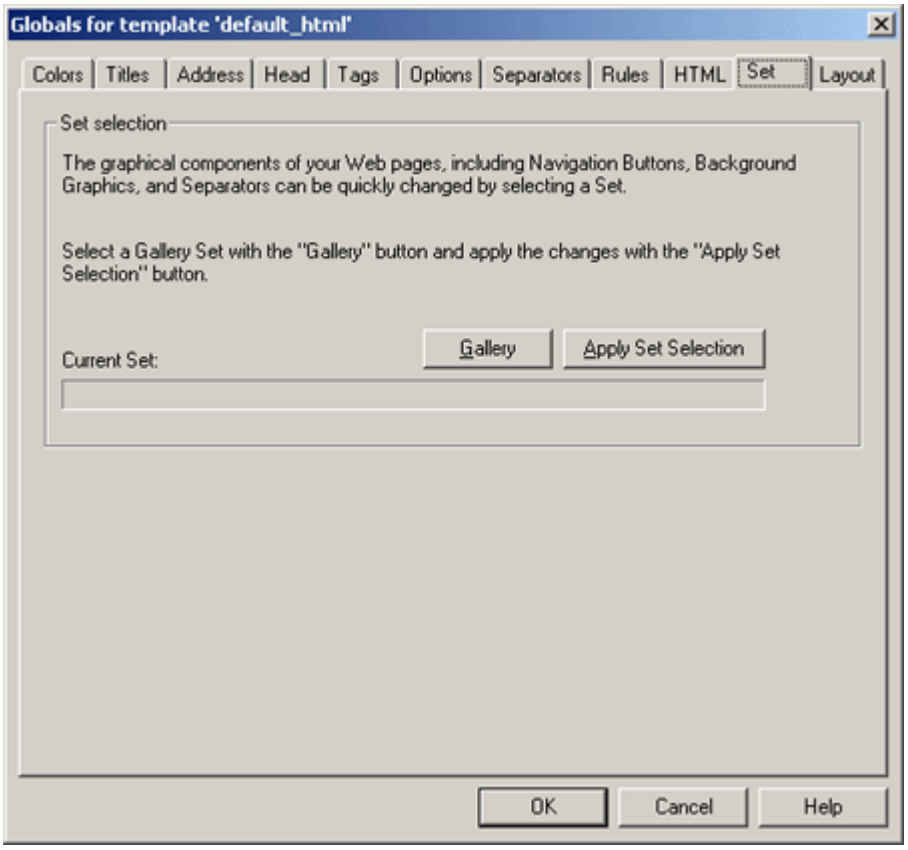
Element	Description
Include HTML or scripting code before the content	Select this option to include HTML or scripting code before the content. You can choose to "Use the following" and enter the code you want to use in the box or "Use the contents of this file" and enter the path and file name in the text box or click **Gallery** to locate the file. Also see "Gallery Dialog" on page A-83
Include HTML or scripting code after the content	Select this option to include HTML or scripting code after the content. You can choose to "Use the following" and enter the code you want to use in the box or "Use the contents of this file" and enter the path and file name in the text box or click **Gallery** to locate the file. Also see "Gallery Dialog" on page A-83
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.11 Set Tab

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

Figure A–68 Set Selection Tab

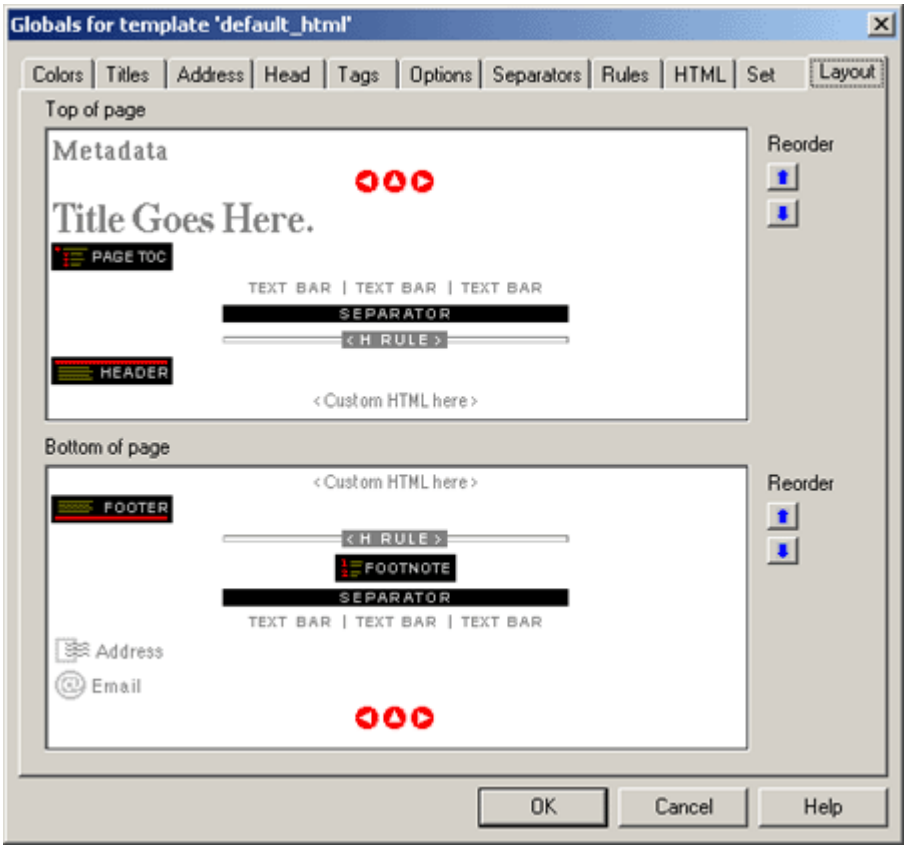


Element	Description
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
Apply Set Selection	Click this button to apply the set selection. This will change all graphics currently specified in the template. A dialog box appears and asks you to confirm your selection of the Set. If you make a graphics set the default for a particular template, the background graphic from that Set will automatically be applied by Classic HTML Conversion 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.
Current Set	Lists the current set.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.7.12 Layout Tab

The Layout tab in Globals is used for setting the layout order of navigation and visual aids for the Web page as a whole. 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.

Figure A–69 Layout Element Tab



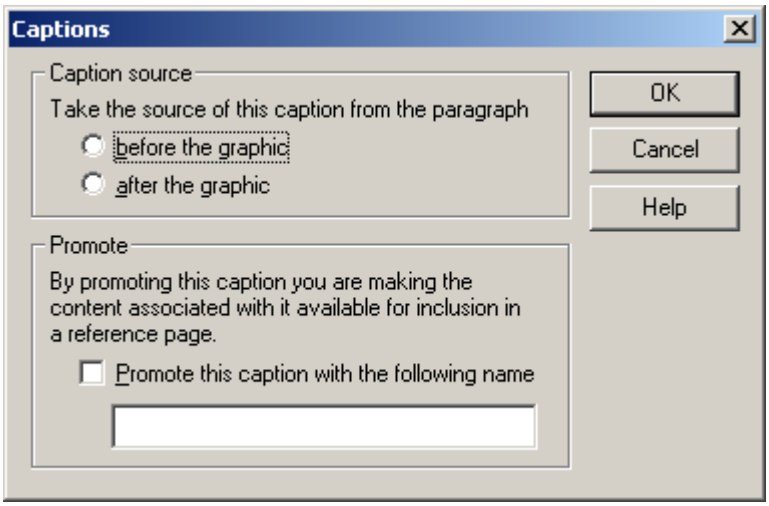
Element	Description
Top of page	In the Preview pane for Top of Page, select the navigation aid, separator, or rule that you want to move, and use the Reorder arrows to change its order in the sequence. Or select the navigation aid, separator, or rule, and with the mouse button held down, drag and drop the item to reposition it. 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.

Element	Description
Bottom of page	In the Preview pane for Bottom 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. 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.
Reorder	Use the up/down buttons to reorder the selection.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.8 Captions Dialog

The Captions dialog allows you choose the caption source and promote the caption.

Figure A–70 Formatting Graphics - Caption Dialog



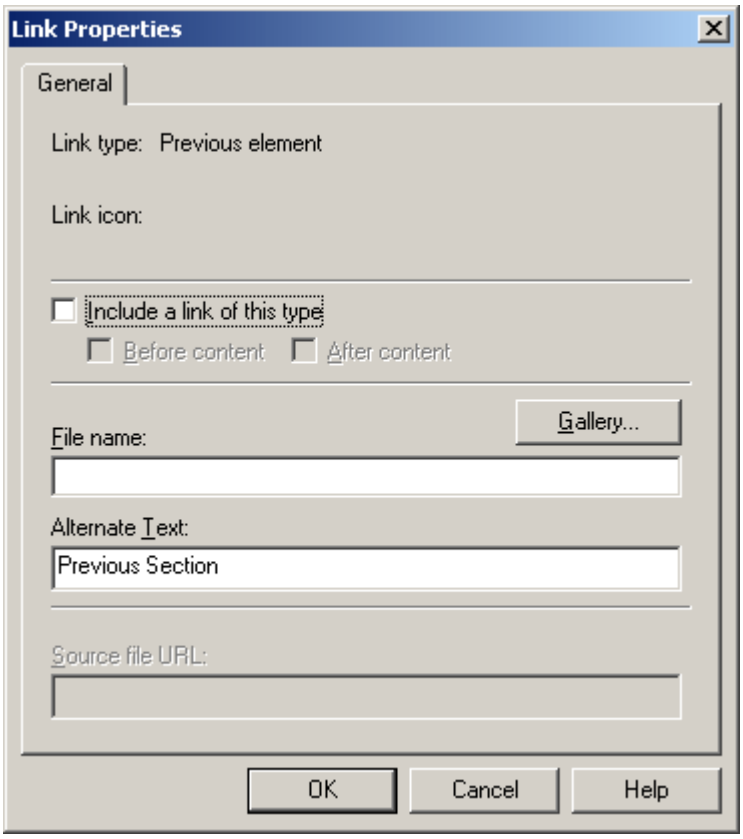
Element	Description
Caption source	For Caption Source, select "Before the graphic" or "After the graphic." The text immediately before or after each graphic associated with the selected template will now be used as alternative text in your Web output pages. If you want to use the text of actual captions in this way, the captions must immediately follow the graphic (and not a figure number, for example). 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.
Promote	By promoting this caption you are making the content associated with it available for inclusion in a reference page.

Element	Description
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.9 Link Properties Dialog

The Link Properties dialog allows you to include a link of this type before or after content, select a graphic, and provide alternate text.

Figure A–71 Navigation Page Button Tab Link Properties



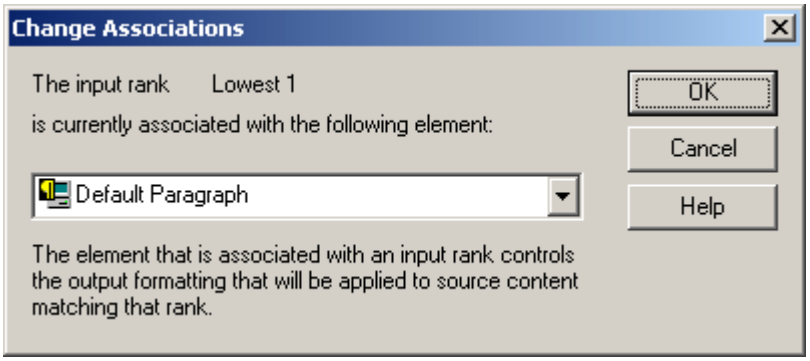
Element	Description
Link Type	The type of link you are adding to the page or element button bar. In addition to the usual links for Previous Page, Next Page, etc., Dynamic Converter offers special links for Link to Source and Specific Page. You must choose a Link Type before entering the Link Properties dialog.
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.

Element	Description
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.
Gallery	Click this button to open the Gallery and locate the graphics file that you want to use. Also see "Gallery Dialog" on page A-83.
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. If a button isn't automatically selected, click the Gallery button to open the Gallery and choose a button. Also see "Gallery Dialog" on page A-83.
Alternate 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 file 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" on page 4-2 for more information.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.10 Change Associations Dialog

The Change Associations dialog allows you to change the associated element. The element that is associated with an input rank controls the output formatting that will be applied to source content matching that rank.

Figure A–72 Change Associations Dialog



Element	Description
Element	Select an element from the drop-down list.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.11 Gallery Dialog

Graphics can enhance your Web pages in many ways. The Classic HTML Conversion 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 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.)

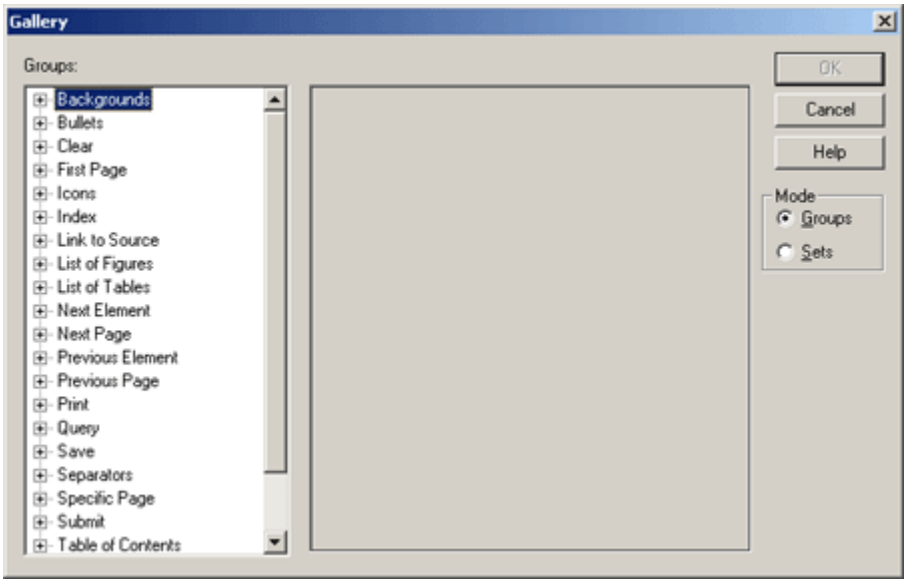
In the Groups mode, click any plus box in the Groups window to open the folder to reveal all the graphics of a particular type available. You can select the first graphic in the group and press the down arrow repeatedly to scroll through all the options available.

The Gallery Dialog includes these dialogs:

- "Gallery Example Dialog" on page A-84
- "Gallery Groups Dialog" on page A-84
- "Gallery Groups Example Dialog" on page A-85
- "Gallery HTML Code" on page A-86
- "Gallery Set Dialog" on page A-87

The Gallery dialog lists all groups and sets (by selecting the Groups or Sets mode) and provides a preview pane.

Figure A–73 Gallery Dialog

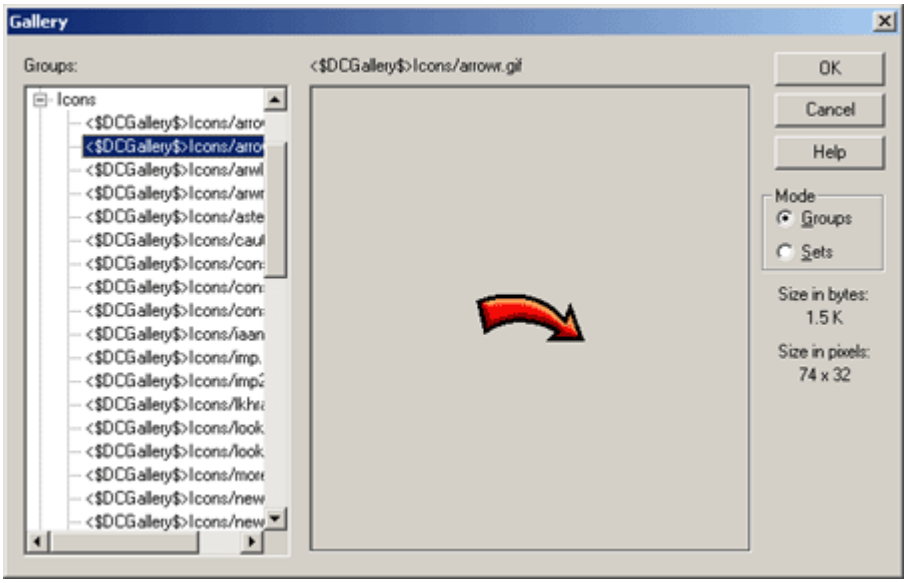


Element	Description
Groups	Lists all the groups when in Group mode.
Preview (untitled)	Select an item from the Gallery to view it in the preview pane.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.
Mode	Choose whether to view groups or sets.

A.11.1 Gallery Example Dialog

The Gallery Example dialog allows you to view Gallery images in the preview pane.

Figure A–74 Gallery Example

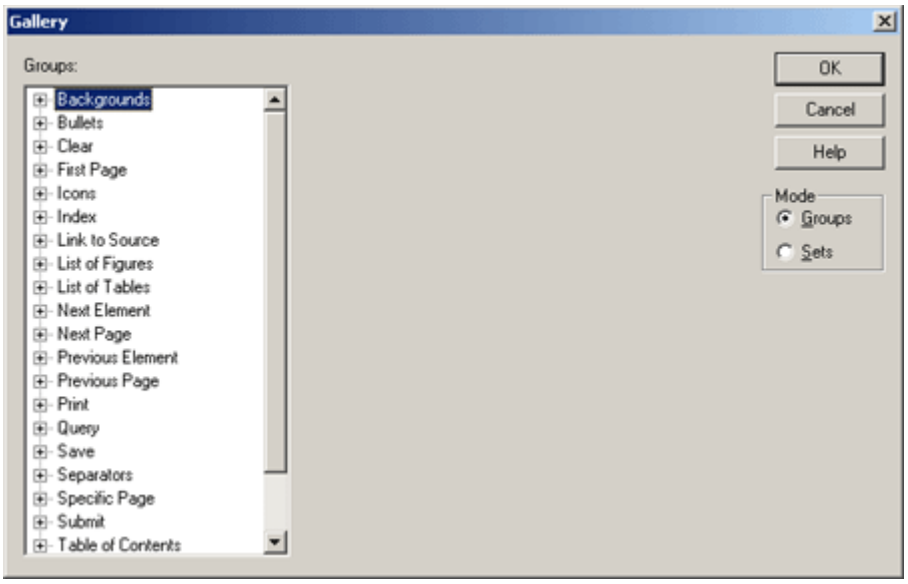


Element	Description
Groups	Lists all the groups when in Group mode.
Preview (untitled)	Select an item from the Gallery to view it in the preview pane.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.
Mode	Choose whether to view groups or sets.

A.11.2 Gallery Groups Dialog

The Gallery Groups dialog allows you to view all groups in your Gallery.

Figure A–75 Gallery Groups Dialog

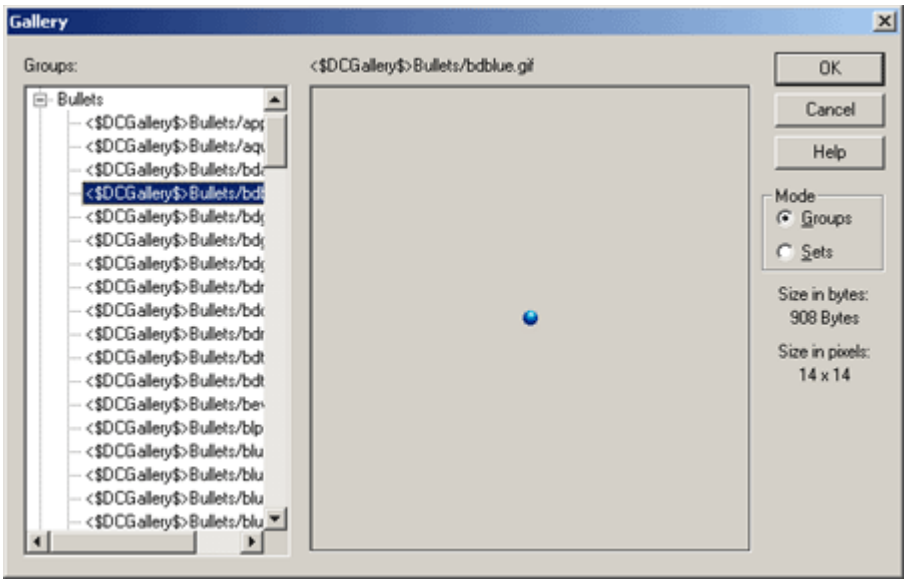


Element	Description
Groups	Lists all the groups when in Group mode.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.
Mode	Choose whether to view groups or sets.

A.11.3 Gallery Groups Example Dialog

The Gallery Groups Example dialog allows you to view all images in your Gallery groups in the preview pane.

Figure A–76 Gallery Groups Example Dialog

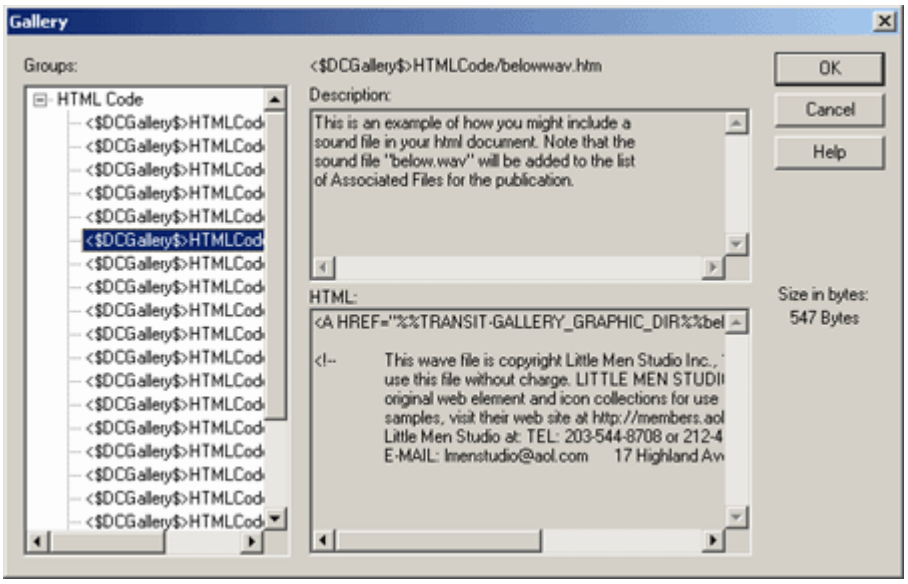


Element	Description
Groups	Lists all the groups when in Group mode.
Preview (untitled)	Select an item from the Gallery to view it in the preview pane.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.
Mode	Choose whether to view groups or sets.

A.11.4 Gallery HTML Code

The Gallery HTML Code dialog allows you to view the description and code in the preview panes.

Figure A–77 Gallery HTML Code



Element	Description
Groups	Select the HTML code group and then choose a specific code to view the description and code in the preview panes.
Description	This preview pane provides a description of the selected item.
HTML	This preview pane provides the HTML code for the selected item.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.

A.11.5 Gallery Set Dialog

The Classic HTML Conversion 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.

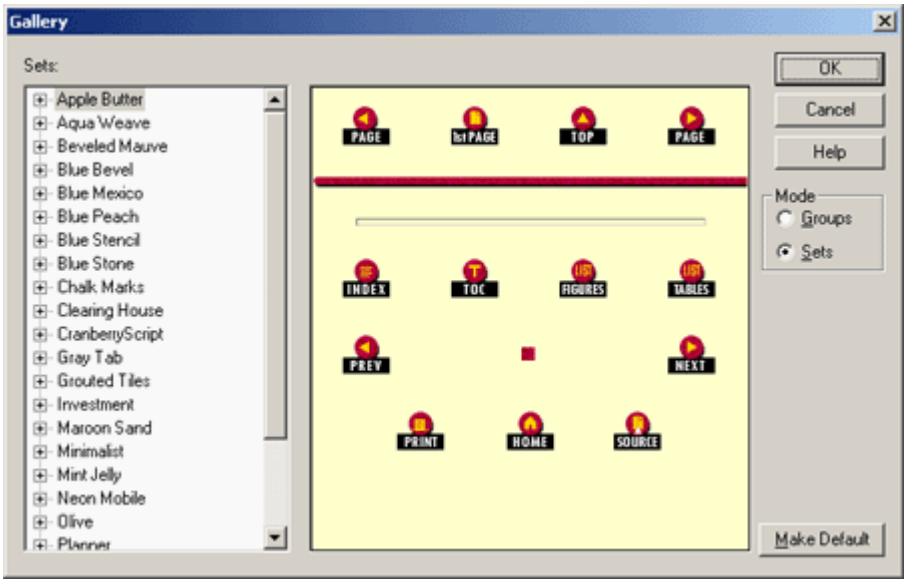
Each Set consists of all the navigation buttons you'll need to create the necessary jumps between the pages of your Web page, plus a separator, a horizontal rule, a bullet, and a background. And each Set has its own distinctive design.

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.

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**.

Figure A–78 Gallery Sets Dialog



Element	Description
Sets	Lists all the sets when in Set mode.
Preview (untitled)	Select an item from Sets to view it in the preview pane.
Mode	Choose whether to view groups or sets.
OK	Saves your settings and closes the dialog box.
Cancel	Cancels changes to your settings and closes the dialog box.
Make Default	Choose whether to view graphics by groups or sets.

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

Template	Graphics Set
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

B

HTML Conversion Editor User Interface

The Dynamic Converter HTML Conversion Editor consists of several administrative pages that you use to customize your HTML conversion templates. The HTML Conversion Editor gives you broad control over how a template interprets a source document and converts it to HTML. The interface is organized according to these four options:

- **Document Formatting:** This page contains several tabs that allow you to customize the formatting of your converted files according to file type.
- **Document Properties:** This section of the HTML Conversion Editor allows you to specify predefined and custom document properties to be placed in the head or body of the document.
- **Generated Content:** Generated content is made up of two kinds of elements: text elements, which define special strings in the output; and navigation elements, which automatically generate navigation links.
- **Output Pages:** The Output Pages section contains options for defining HTML Output, including markup items, and formatting of text, page layouts, and navigation layouts.

B.1 Document Formatting

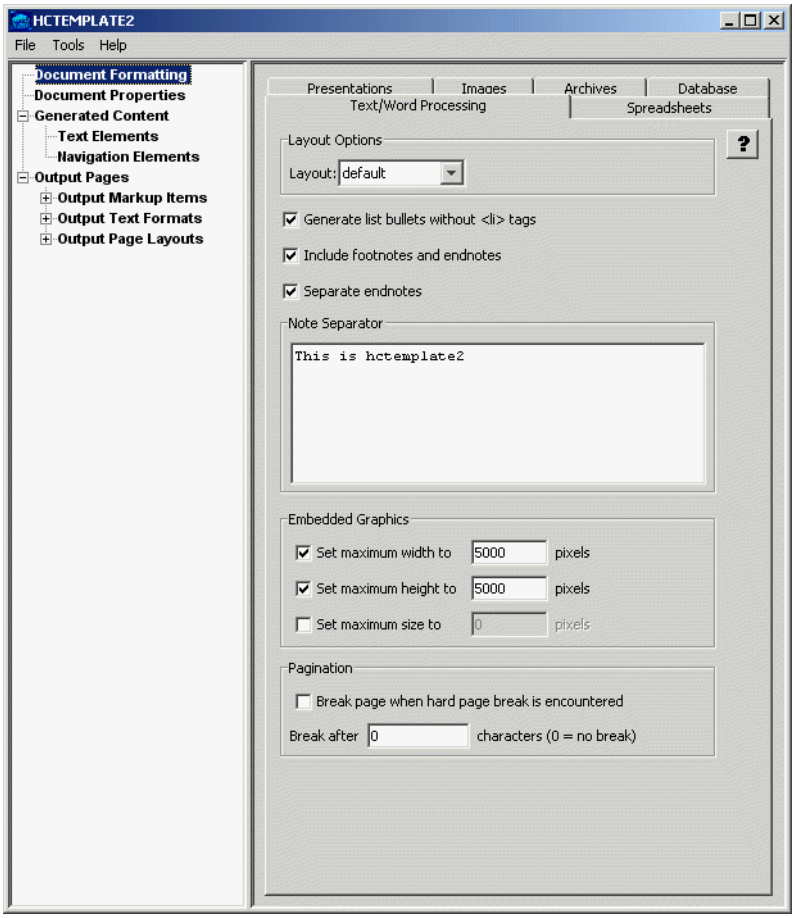
The Document Formatting page allows you to customize the formatting of your converted files according to file type:

- "Text/Word Processing Tab" on page B-1
- "Spreadsheets Tab" on page B-3
- "Presentations Tab" on page B-5
- "Images Tab" on page B-6
- "Archives Tab" on page B-8
- "Database Tab" on page B-9

B.1.1 Text/Word Processing Tab

The Text/Word Processing tab allows you to set formatting options for text and word processing files.

Figure B–1 Document Formatting - Text/Word Processing Tab



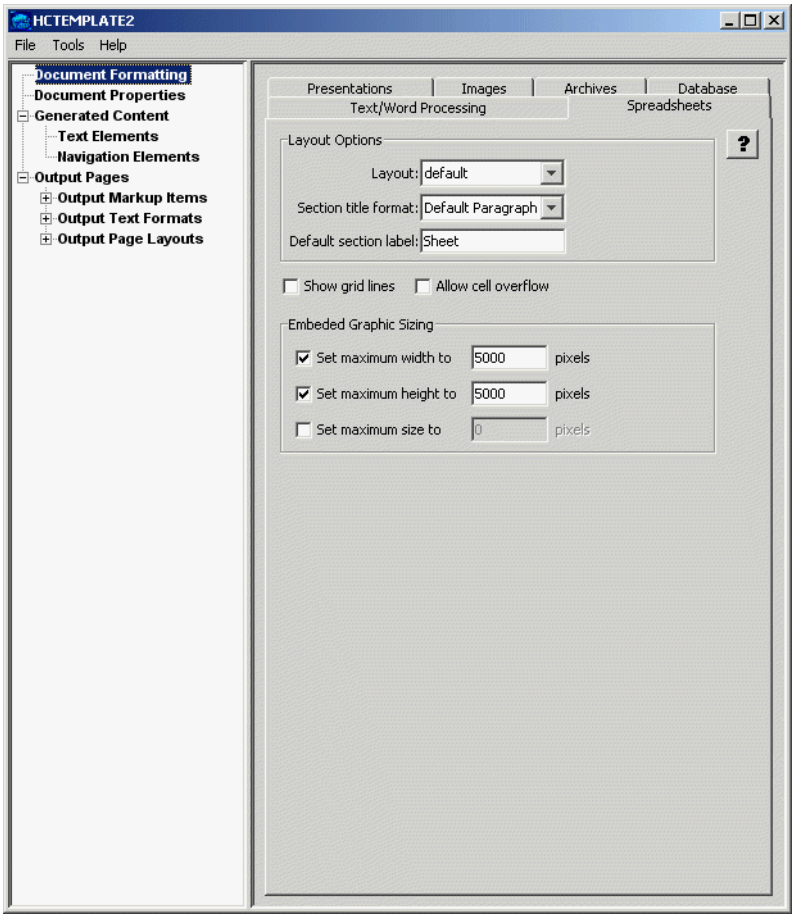
Element	Description
Layout	Select which layout to use for this type of document. The layout controls the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.
Generate list bullets without tags	When this option is checked, the bullets/numbers for each list entry will be generated instead of using HTML list tags. Generated bullets/numbers tend to have higher fidelity to the look of the original document, but do so at the expense of not placing the list in HTML list tags. The generated bullets/numbers as well as the paragraph text will be treated as being ordinary paragraph text. If this option is not checked, then HTML list tags are used, but the types of bullets and numbers seen in the browser are severely limited.
Include footnotes and endnotes	If checked, footnotes and endnotes from the input document are included in the output. Footnotes are always placed at the end of the HTML page the note is referenced from. Endnote placement is determined by the **Separate endnotes** option shown just below this option.
Separate endnotes	If checked, endnotes are placed on a separate page at the end of the document. Otherwise, endnotes are handled as being a continuation of the last page of output. The **Break on pages** option must be enabled under Page Layout for this option to take effect.

Element	Description
Ignore unnamed character styles	If checked, formatting from unnamed character styles in the source document is ignored and will not be present in the output. This is useful when the template author wishes to override the formatting of paragraphs in the output via format mapping. Without this option, formatting specified in the template could potentially be overridden if the source document was not well-formatted. This could happen, for example, if the document writer selected a block of text and applied a character format to it rather than specifying a style.
Note separator	This allows you to enter HTML markup that will be placed between the body and the footnotes/endnotes at the end of the page. The default is to do nothing unless HTML markup is specified here.
Set maximum width (in pixels) to x	Shrinks overly large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.
Set maximum height (in pixels) to x	Shrinks overly large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.
Set maximum size (in pixels) to x	Shrinks overly large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.
Break page when hard page break is encountered	When set, the output is split into additional output files every time a hard page break is encountered in the source document. The **Break on pages** option must be enabled under Page Layout in order for pagination to occur.
x characters per page	This option sets a suggested page size in characters for the generated output. This means that the text of the document is broken up into pages of approximately the requested size. The **Break on pages** option must be enabled under Page Layout in order for pagination to occur. A setting of 0 means there will be no page breaks.

B.1.2 Spreadsheets Tab

The Spreadsheets tab allows you to set formatting options relevant to spreadsheets.

Figure B–2 Document Formatting - Spreadsheets Tab



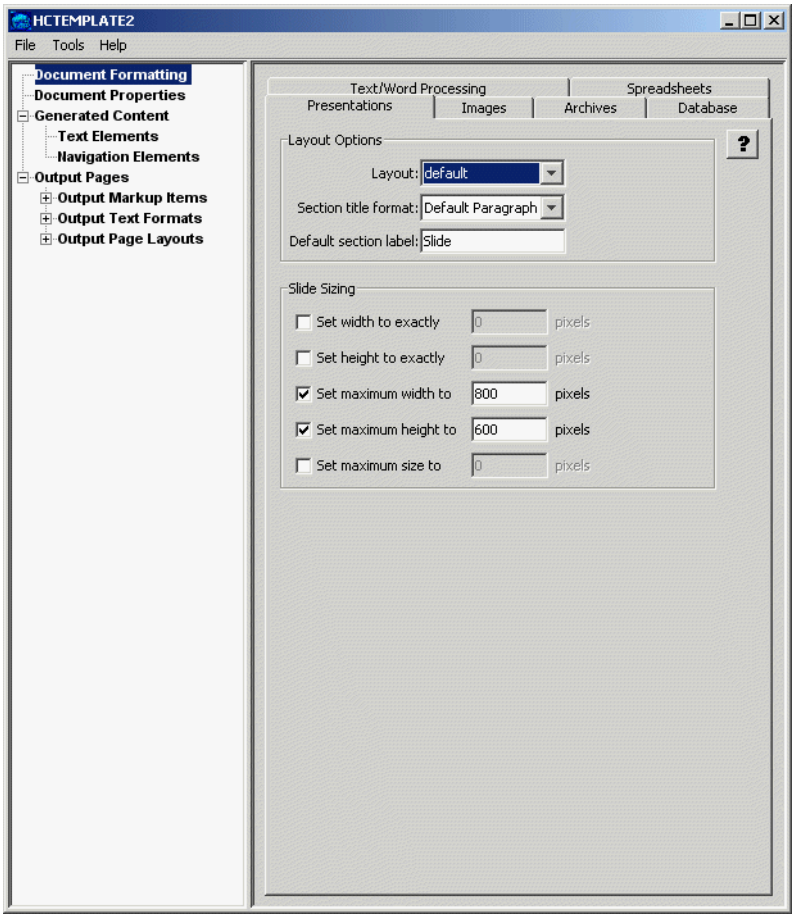
Element	Description
Layout	Selects which layout to use for this type of document. The layout controls the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.
Section title format	Specifies the format to be applied to the Section Title layout item.
Default section label	Specifies the default label to be used in section-based navigation.
Show grid lines	Check this box to force the table representing the spreadsheet to be output with a "border" value of "1".
Allow cell overflow	Setting this option will cause non-wrapping text and frames to be positioned over the table representing the spreadsheet. In most cases, this allows the export filter to generate output that has very good fidelity with respect to the source document, in that text and/or graphics that overlap multiple cells will not alter the layout of the rest of the table. This option also allows text that is centered across a selection to be rendered properly (note that if the "selection" is only one cell, the text will be rendered left-aligned). However, the formatting of the source document may cause text to be unreadable when this option is enabled.

Element	Description
Set maximum width (in pixels) to x	Shrinks overly large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.
Set maximum height (in pixels) to x	Shrinks overly large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.
Set maximum size (in pixels) to x	Shrinks overly large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no limit.

B.1.3 Presentations Tab

The Presentations tab allows you to customize the formatting options for presentations.

Figure B–3 Document Formatting - Presentations Tab



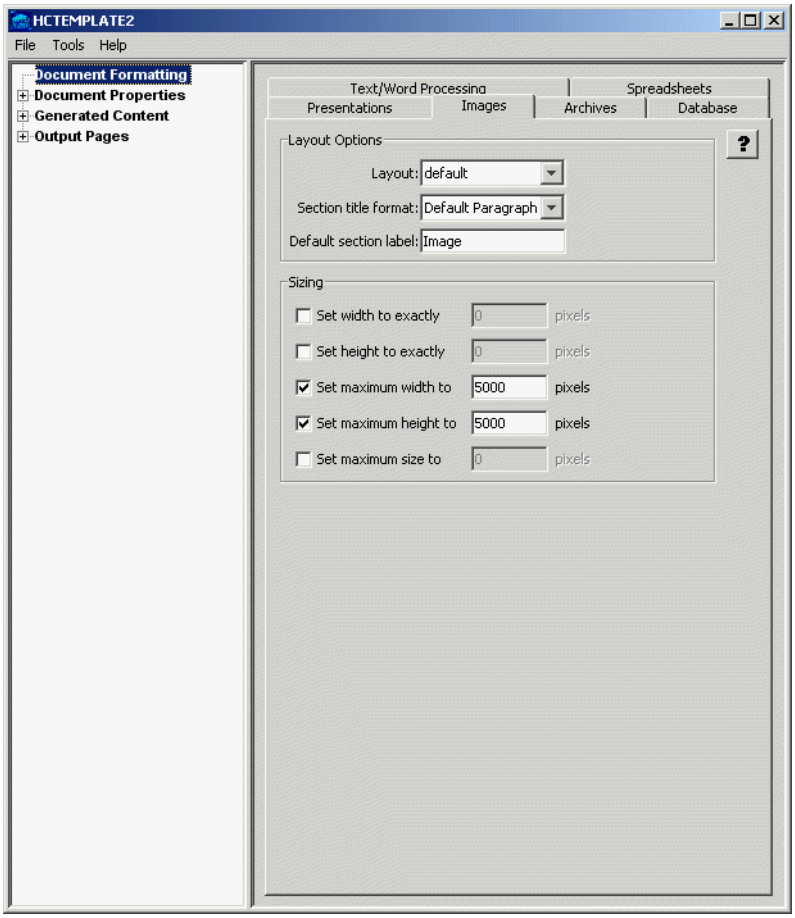
Element	Description
Layout	Selects which layout to use for presentation files. The layout controls the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.

Element	Description
Section title format	Specifies the format to be applied to the Section Title layout item.
Default section label	Specifies the default label to be used in section-based navigation.
Set exact width (in pixels) to x	Shrinks or enlarges the image so that the width exactly matches the specified value. If **Set height to exactly x** is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
Set exact height (in pixels) to x	Shrinks or enlarges the image so that the height exactly matches the specified value. If **Set width to exactly x** is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
Set maximum width (in pixels) to x	Shrinks very large images to no more than this many pixels wide. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum width.
Set maximum height (in pixels) to x	Shrinks very large images to no more than this many pixels high. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum height.
Set maximum size (in pixels) to x	Shrinks very large images to no more than this many pixels in area. If a change is needed, the aspect ratio of the source image is preserved. The default (0) means there is no maximum size.

B.1.4 Images Tab

The Images tab allows you to customize formatting options specific to image files.

Figure B–4 Document Formatting - Images Tab



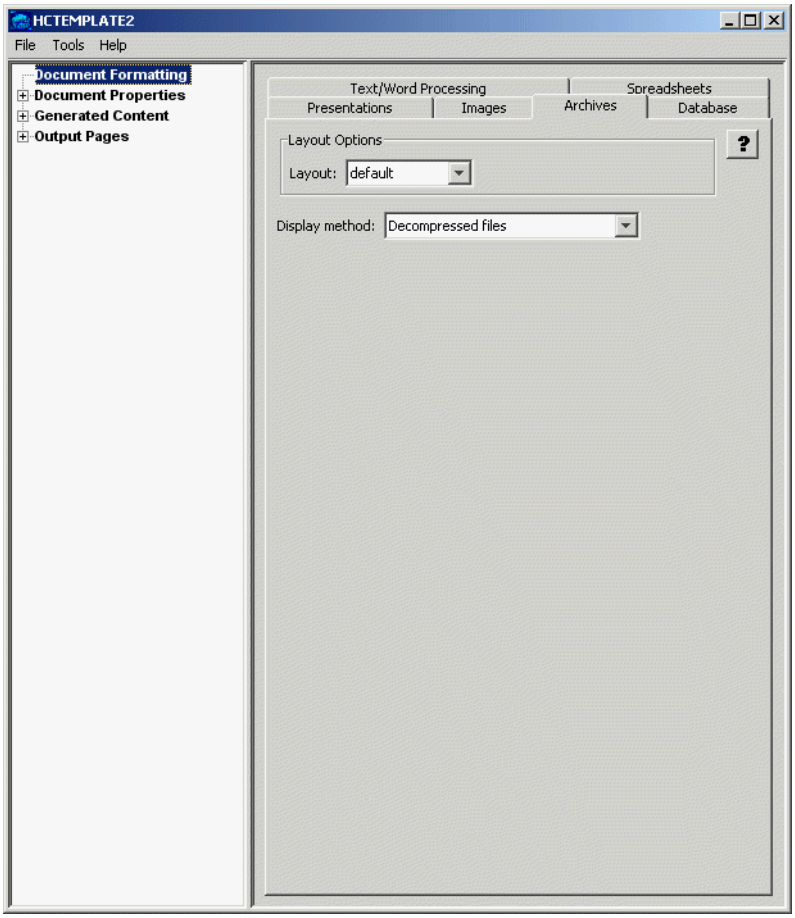
Element	Description
Layout	Selects which layout to use for image files. The layout controls the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.
Section title format	Specifies the format to be applied to the Section Title layout item.
Default section label	Specifies the default label to be used in section-based navigation.
Set exact width (in pixels) to x	Shrinks or enlarges the image so that the width exactly matches the specified value. If **Set height to exactly x** is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
Set exact height (in pixels) to x	Shrinks or enlarges the image so that the height exactly matches the specified value. If **Set width to exactly x** is not set, then the image will be scaled without altering its original aspect ratio. Setting this option to zero causes it to be ignored.
Set maximum width (in pixels) to x	Shrinks very large images to no more than this many pixels wide. If size reduction is required, the aspect ratio of the source image is preserved. The default (0) means there is no maximum width.

Element	Description
Set maximum height (in pixels) to x	Shrinks very large images to no more than this many pixels high. If size reduction is required, the aspect ratio of the source image is preserved. The default (0) means there is no maximum height.
Set maximum size (in pixels) to x	Shrinks very large images to no more than this many pixels in area. If size reduction is required, the aspect ratio of the source image is preserved. The default (0) means there is no maximum size.

B.1.5 Archives Tab

The Archives tab allows you to specify formatting options specific to archive files.

Figure B–5 Document Formatting - Archives Tab

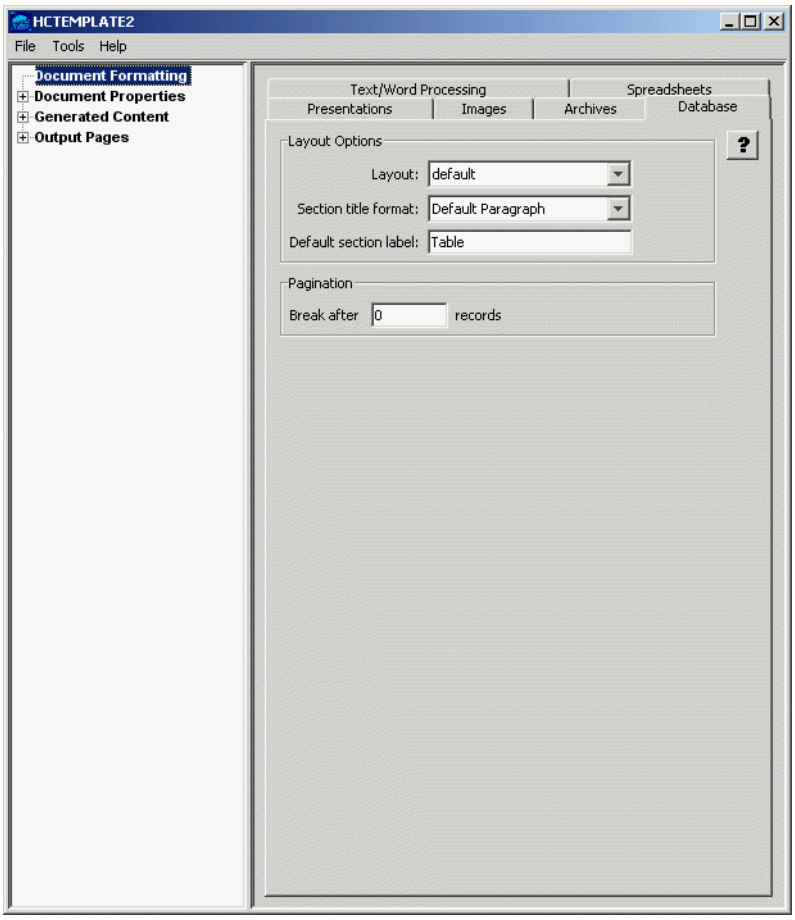


Element	Description
Layout	Selects which layout to use for this type of document. The layout controls the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.
Display method	If you select **Filenames**, the names of files and folders in the archive will be output. If you select **Decompressed files**, the filenames will be output as links to the exported files.

B.1.6 Database Tab

The Database tab allows you to specify formatting options specific to database files.

Figure B–6 Document Formatting - Database Tab



Element	Description
Layout	Selects which layout to use for this type of document. The layout controls what the overall look of the document. Page layouts are defined under Output Page Layouts, and can then be selected from the drop-down menu.
Section title format	Specifies the format to be applied to the Section Title layout item.
Default section label	Specifies the default label to be used in section-based navigation.
x records per page	If set to a nonzero value, this option works in conjunction with the **Break on pages** option under Page Layout to indicate the number of records to output on each page.

B.2 Document Properties

This section of the Editor allows you to specify predefined and custom document properties to be placed in the head or body of the document.

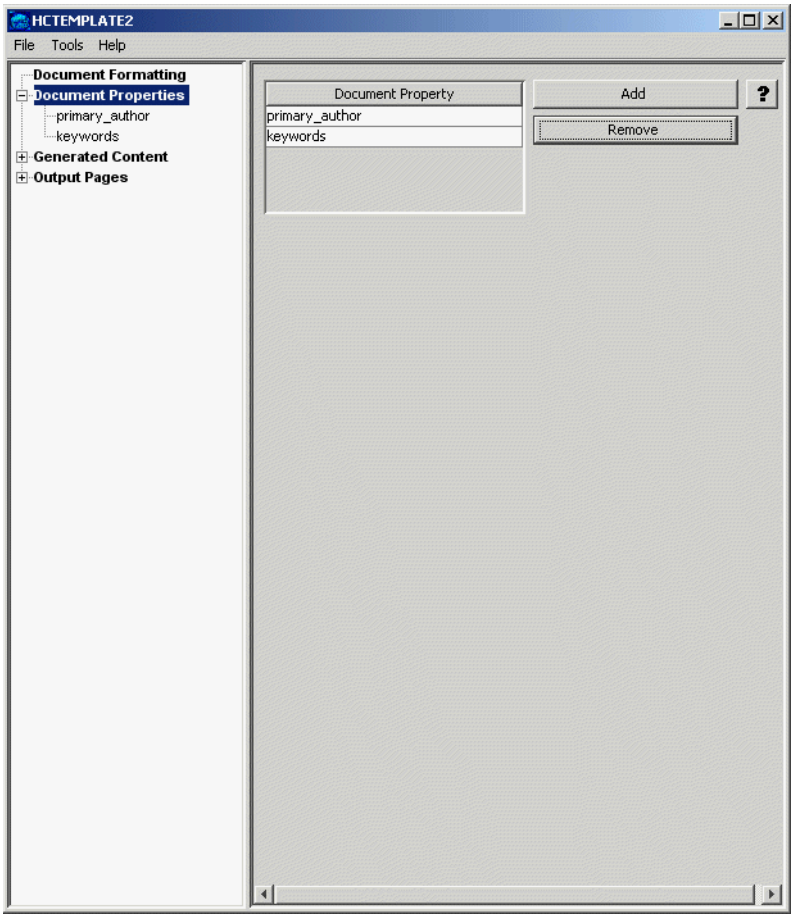
The following pages are available in this section:

- "Add Document Property" on page B-10
- "Document Property" on page B-10

B.2.1 Add Document Property

The Add Document Property page allows to you add and remove document properties.

Figure B–7 Add Document Property

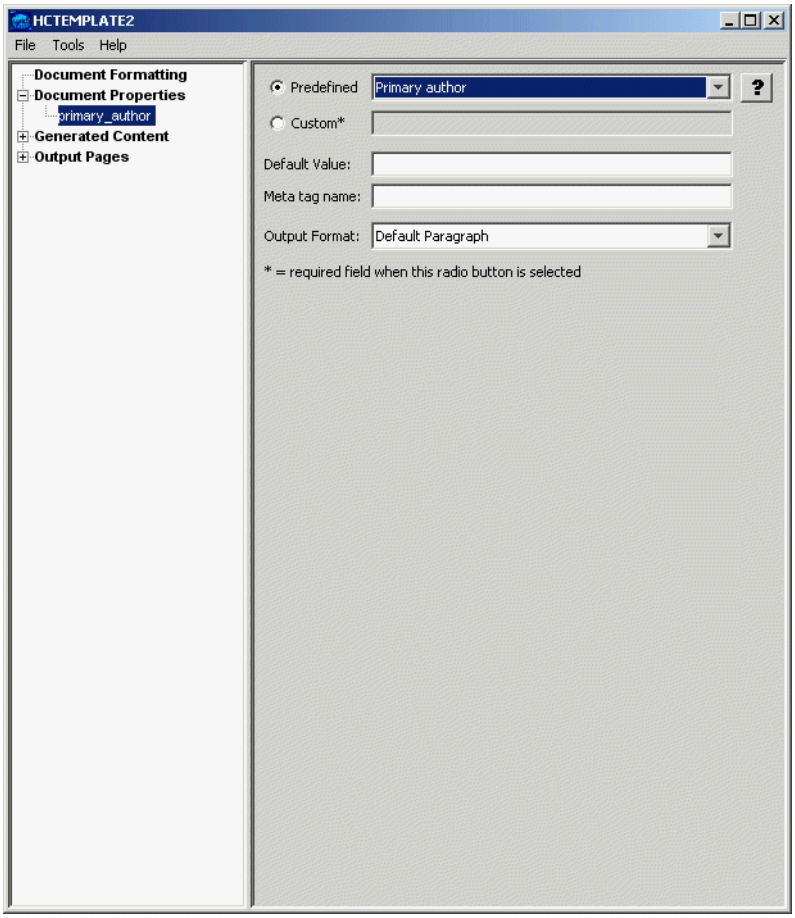


Element	Description
Add	Click this button to add a new document property.
Remove	Select a defined document property from the list and click this button to remove it. A property may not be removed if it is used by a page layout.

B.2.2 Document Property

The Document Property page allows you to define two types of document properties: predefined and custom.

Figure B–8 Document Properties



Element	Description
Predefined	Predefined properties are metadata fields stored in many file formats. An example of this is the **Primary author**, which is the author of the input document. Exactly which properties are available is highly dependent on the input file format and in most cases it is also dependent on whether or not the author provided this information.
Custom	Custom properties are defined by the author. These can be used to insert arbitrary text and HTML markup into the output files. By default, no document properties are defined. In order to include them in the output from the conversion, each desired document property must first be defined here. They must then be added to the output from the conversion by inserting them into page layouts defined under Output Page Layouts.
Default value	The default value to use if the property is not found in the input document being converted. This is also used as the value for custom properties. Providing a default value is optional.

Element	Description
Meta tag name	If the property is to appear in an HTML meta tag, then this is the value of the "name" attribute to use in the meta tag. The value of the "content" attribute will be taken from the source document or the **Default value** option set above, as appropriate. If there is no author specified in the input document, then the meta tag generated will be as follows: <meta name="author" content="Unknown"> While providing a meta tag name is optional, it must be specified if the property is to be included with the rest of the meta tags in the <head> of the output files.
Output format	Name of the output paragraph format to use to format the property when including the property's value in the output as visible text.

B.3 Generated Content

Generated content is made up of two kinds of elements:

- Text elements, which define custom strings that can be used as replacement strings in the template or at run-time via a server API call. These strings can be output as-is or with formatting defined in the template.
- Navigation elements, which automatically generate navigation links.

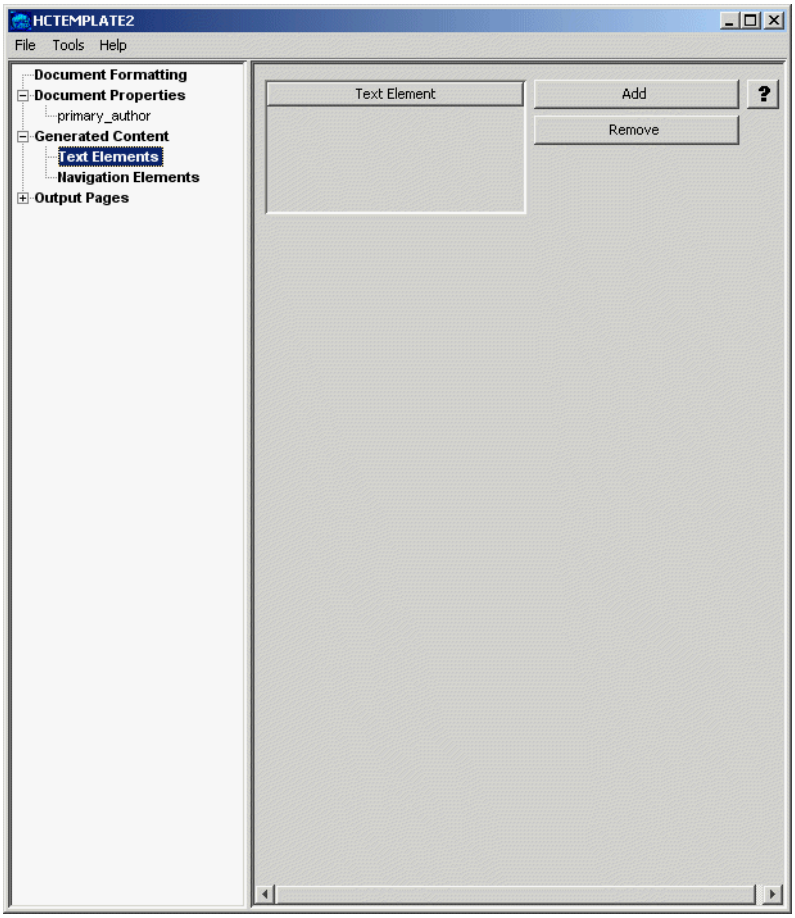
The following pages are available:

- "Add Text Elements" on page B-12
- "Text Elements" on page B-13
- "Add Navigation Elements" on page B-14
- "Document Navigation" on page B-15
- "Page Navigation" on page B-22
- "Section Navigation" on page B-28

B.3.1 Add Text Elements

The Add Text Elements page enables you to access the Text Elements page, which allows you to specify text to be inserted into the converted output.

Figure B–9 Add Text Elements

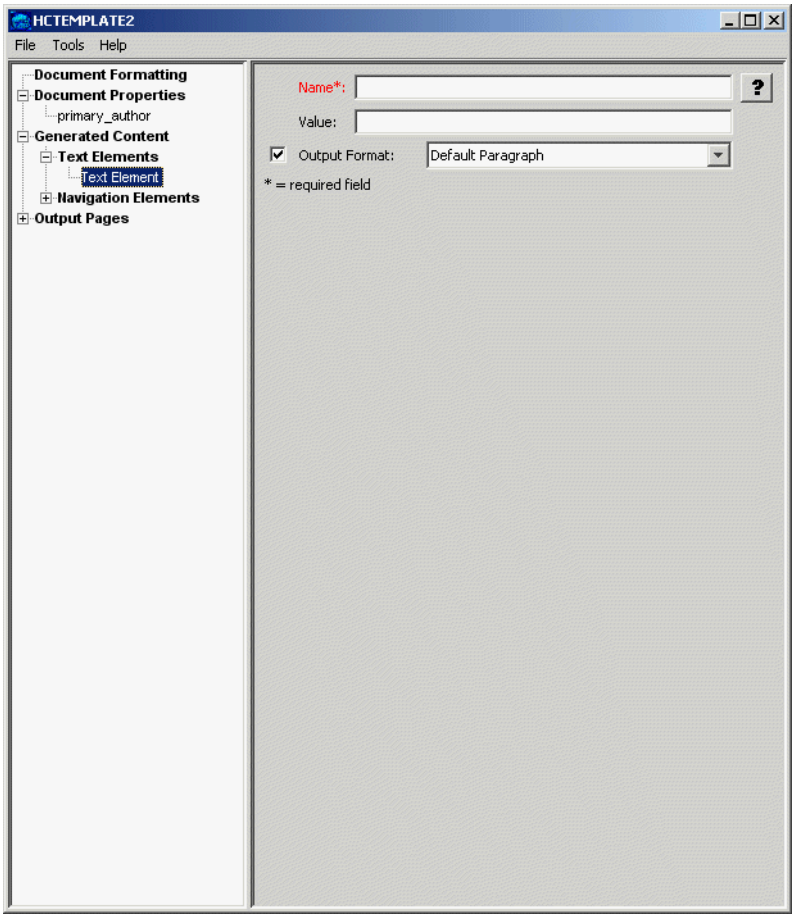


Element	Description
Add	Click this button to display the Define Text Elements page to add a new text element.
Remove	Select a defined text element from the list and click this button to remove it. An element may not be removed if it is used by a page layout.

B.3.2 Text Elements

The Text Elements page allows you to set a name/value for new text elements.

Figure B–10 Text Elements

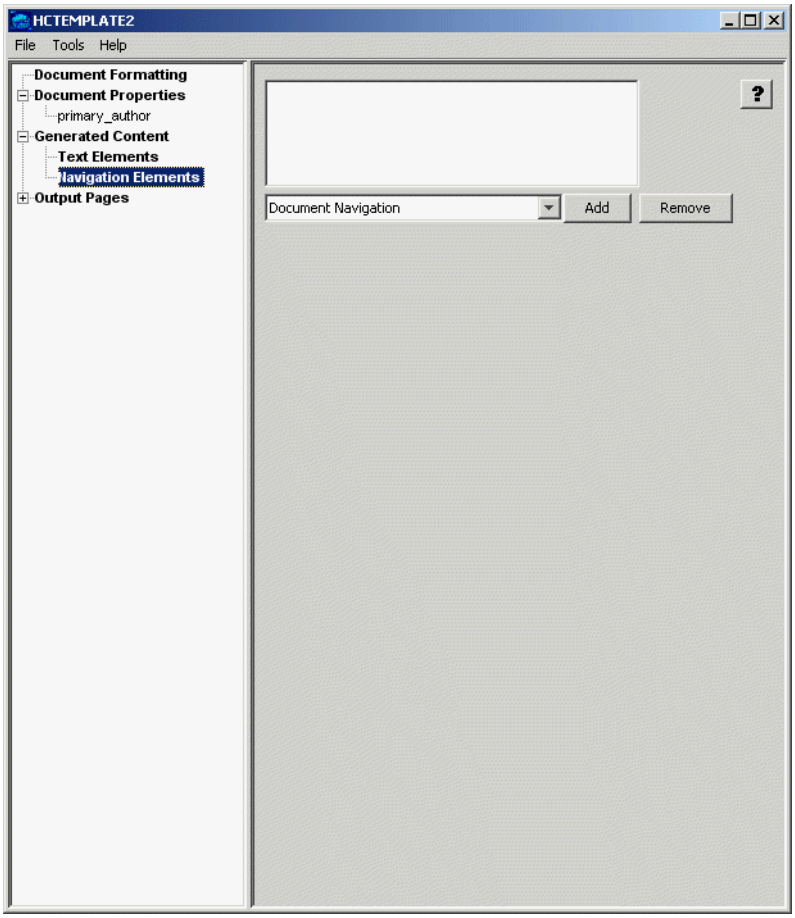


Element	Description
Name	The name by which this text element will be referred when creating/editing page layouts. This field is required.
Value	The value to insert into the output when this text element is used in a page layout. By default, this is left blank.
Output format	The name of the output format. This will be used to format the text element when including its value in the output as visible text.

B.3.3 Add Navigation Elements

The Add Navigation Elements page enables you to access pages that allow you to place navigation links in the converted output. There are three kinds of navigation elements: document navigation, page navigation, and section navigation.

Figure B–11 Add Navigation Elements



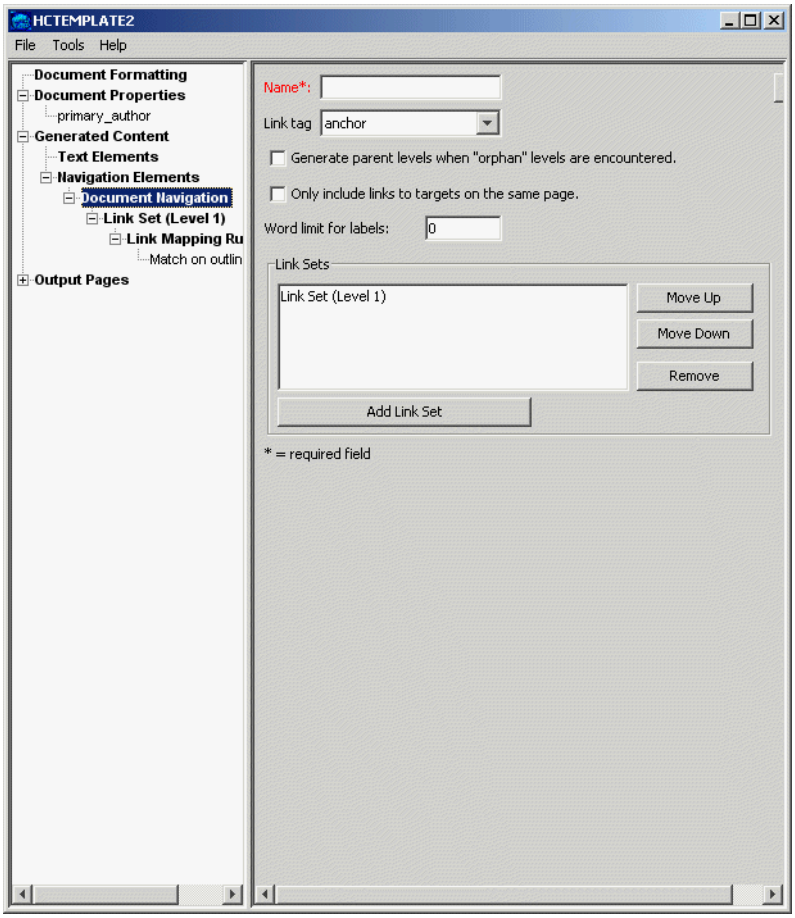
Element	Description
Add	Click the drop-down box next to this button to select whether a document navigation, page navigation, or section navigation element will be added.
Remove	Highlight a navigational item and click this button to remove navigational elements that are no longer needed. A navigational element may not be removed if it is used by a page layout.

B.3.4 Document Navigation

The Document Navigation page enables you to provide local/global navigation to document elements for word processing documents. It has the following subordinate Link Set pages:

- "Link Set Markup Tab" on page B-17
- "Link Formatting Tab" on page B-18
- "Link Markup Tab" on page B-19
- "Add Link Mapping Rules" on page B-20
- "Link Mapping Rules" on page B-21

Figure B–12 Document Navigation



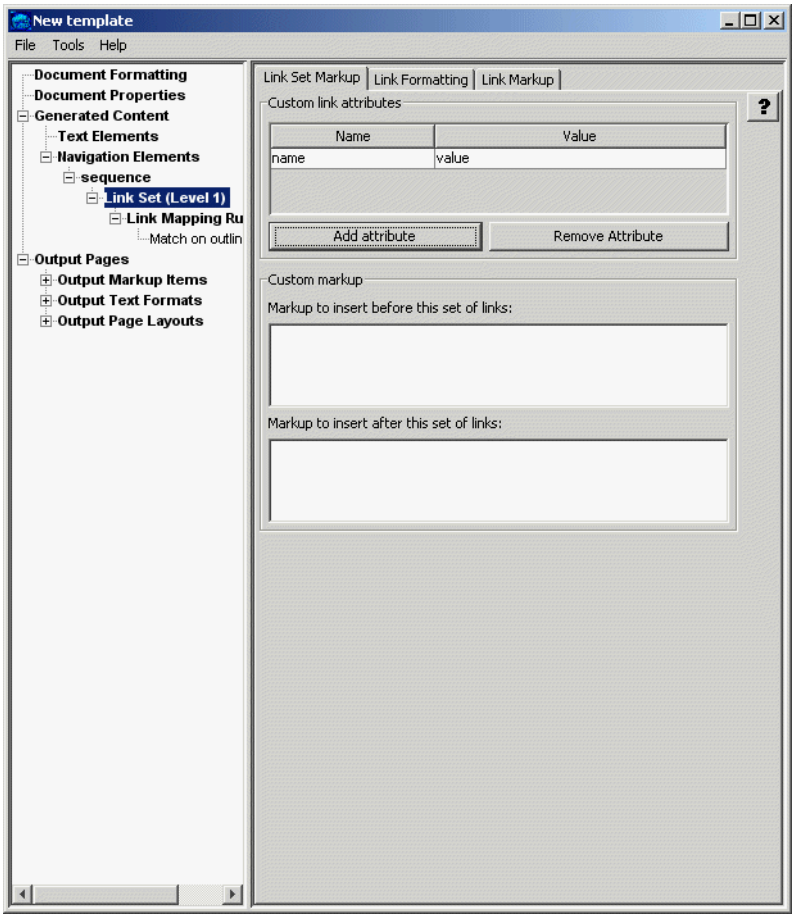
Element	Description
Name	Name by which the page layouts will refer to this navigation element. Required.
Link tag	Specifies whether to use <a> or <option> to enclose the links in this element.
Generate parent levels when "orphan" levels are encountered	When creating navigation based on outline levels, problems can arise when the document being converted is "sloppy" in its use of outline levels. By setting this option, the **Markup to insert before this set of links** and the **Markup to insert after this set of links** specified under **Link Set Markup** from the link set (defined below) are inserted into the output for the orphan level. By default, this option is not set.
Only include links to targets on the same page	This is used to generate a small set of links to targets that all appear in the same output HTML page. An example of this would be to break a document up so there is one outline level 1 paragraph in each output HTML page. You could then set this option as part of creating a line of links across the top of the page that go to all the outline level 2's that appear on the page. If this option is not set (the default), then links to targets across the entire document are generated.

Element	Description
Word limit for labels	The link's label is taken from the text of the document element. Some target elements may contain large amounts of text. This can cause problems in the formatting of the list of links. Setting this option truncates the label after the specified number of words, in which case an ellipsis will be output to indicate the truncation. Setting this option to 0, the default, causes the entire target element's text to be used as the link label.
Add Link Set	Adds a new link set, which permits you to add custom HTML to all links in the set. See Link Set Markup Tab.
Move Up and Move Down	Once link sets have been added, their order may be arranged by using these buttons. The order that link sets appear in the window establishes navigation hierarchy. When a link set is moved up or down, its name changes accordingly; for example, if two link sets are defined (Level 1 and Level 2) and the second one is selected and moved up, it becomes the Level 1 link set.
Remove	Highlight a link set and click this button to remove it.

B.3.4.1 Link Set Markup Tab

The Link Set Markup tab allows you to define custom attributes and custom markup to insert before or after the link set.

Figure B–13 Link Set Markup Tab

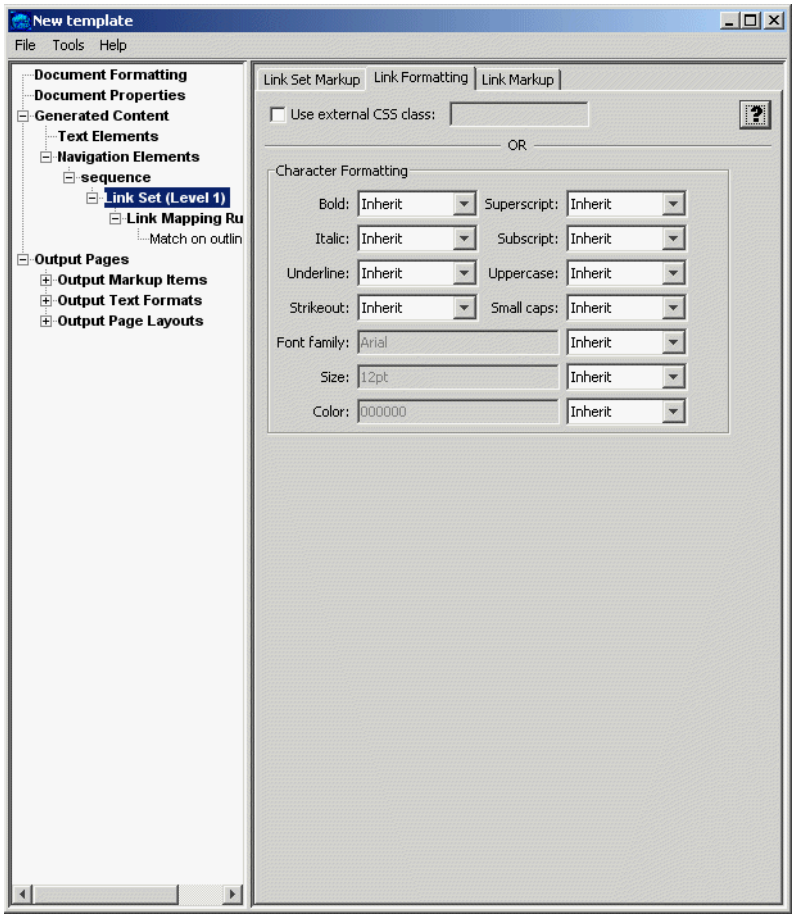


Element	Description
Custom link attributes	Displays custom attributes specified by the user. Use the **Add attribute** and **Remove Attribute** buttons to add and delete attributes, respectively.
Custom markup	Any desired text or HTML that should appear before or after the set of links. By default, this is empty.

B.3.4.2 Link Formatting Tab

The Link Formatting tab allows you to define an external CSS class, or directly define character formatting for the link set.

Figure B–14 Link Set - Link Formatting Tab



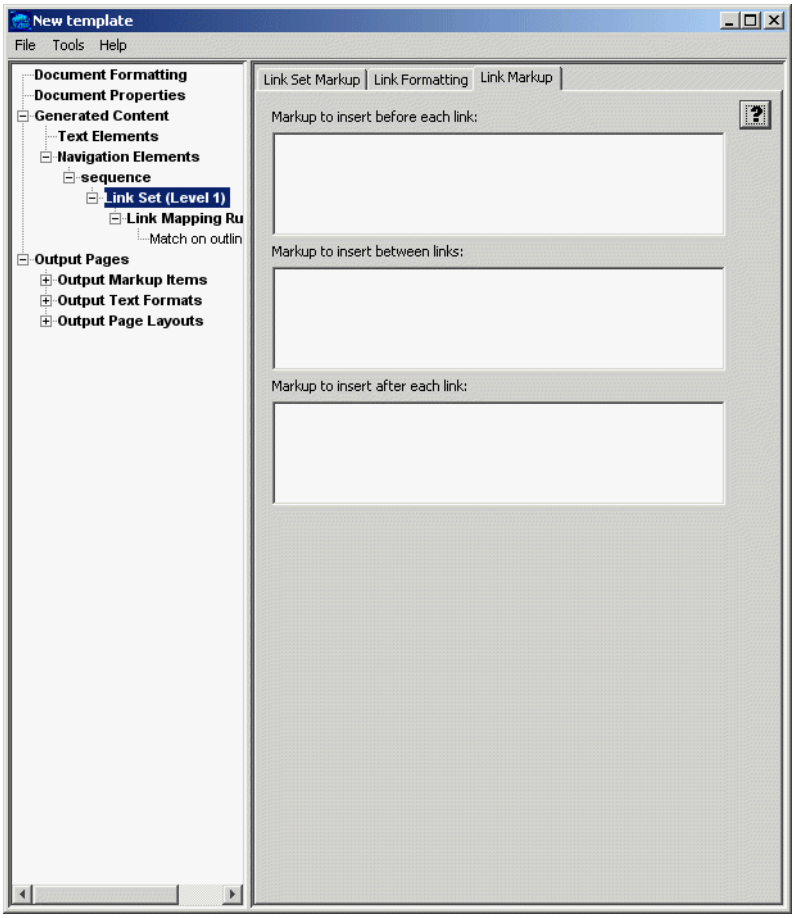
Element	Description
Use external CSS class	If this option is chosen, then the author must enter the name of a class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set under Output Pages.

Element	Description
Character Formatting	Each available type of character-level formatting can be set to one of four values: ■ Always off - Forces the attribute to always be off when formatting the link. ■ Always on - Forces the attribute to always be on when formatting the link. ■ Inherit - In the case of navigation links this has the same effect as **Do not specify** below. ■ Do not specify - Leave the formatting unspecified. The state of the attribute will depend on the browser's rendering settings.

B.3.4.3 Link Markup Tab

The Link Markup tab allows you to define HTML markup to be inserted before, between, and/or after links.

Figure B–15 Link Set - Link Markup Tab



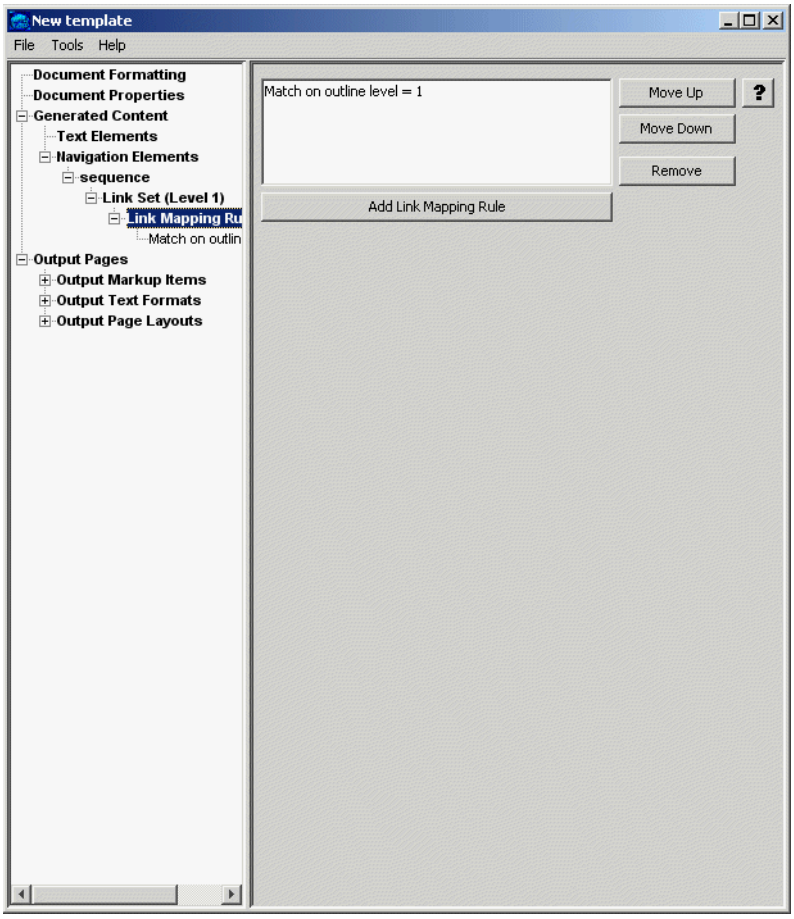
Element	Description
Markup to insert before link	Any desired text or HTML that should appear before the first link. By default, this is empty.

Element	Description
Markup to insert between links	Any desired text or HTML that should appear between links. By default, this is empty.
Markup to insert after link	Any desired text or HTML that should appear after the last link. By default, this is empty.

B.3.4.4 Add Link Mapping Rules

The Add Link Mapping Rules page allows you to access the Link Mapping rules page. Link mapping rules establish which parts of the input document will be used to create links.

Figure B–16 Add Link Mapping Rules

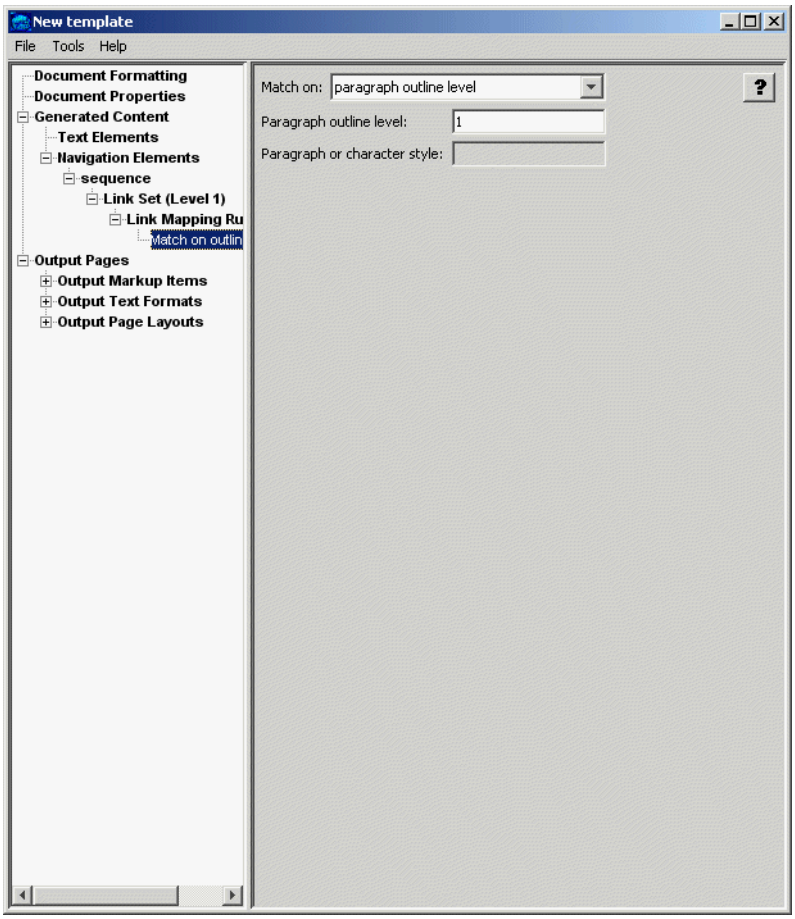


Element	Description
Add/Remove Link Mapping Rule	Click **Add Link Mapping Rule** to add a new link mapping rule to mark document content for navigation. Highlight a rule and click **Remove** to delete it.
Move Up and Move Down	Once mapping rules have been added, their order may be arranged by using these buttons. The mapping rules are ordered so that the first rule that matches is the one that is applied.

B.3.4.5 Link Mapping Rules

The Link Mapping Rules page is used to mark document content for navigation.

Figure B–17 Link Mapping Rules



Element	Description
Match on	This determines what kind of mapping rule is being created. There are two choices: ▪ Match on paragraph outline level - If the author of the input document included outline information, then you are able to generate navigation based on those outline levels. Typically, outline information is the result of the author including predefined styles such as Headings. ▪ Match on paragraph or character style - If you know the name of a paragraph or character style used in the source document, then you may base navigation may on that, as well.
Paragraph outline level	If **Match on paragraph outline level** is selected, then the outline level to match on should be entered here. The default outline level is 1. If **Match on paragraph or character style** was selected, then this option is not available.

Element	Description
Paragraph or character style	If **Match on paragraph or character style** is selected, then the name of the style to match on should be entered here. The style name is case-sensitive and must exactly match the style name stored in the document. No default style name is given. If **Match on paragraph outline level** was selected, then this option is not available.

B.3.5 Page Navigation

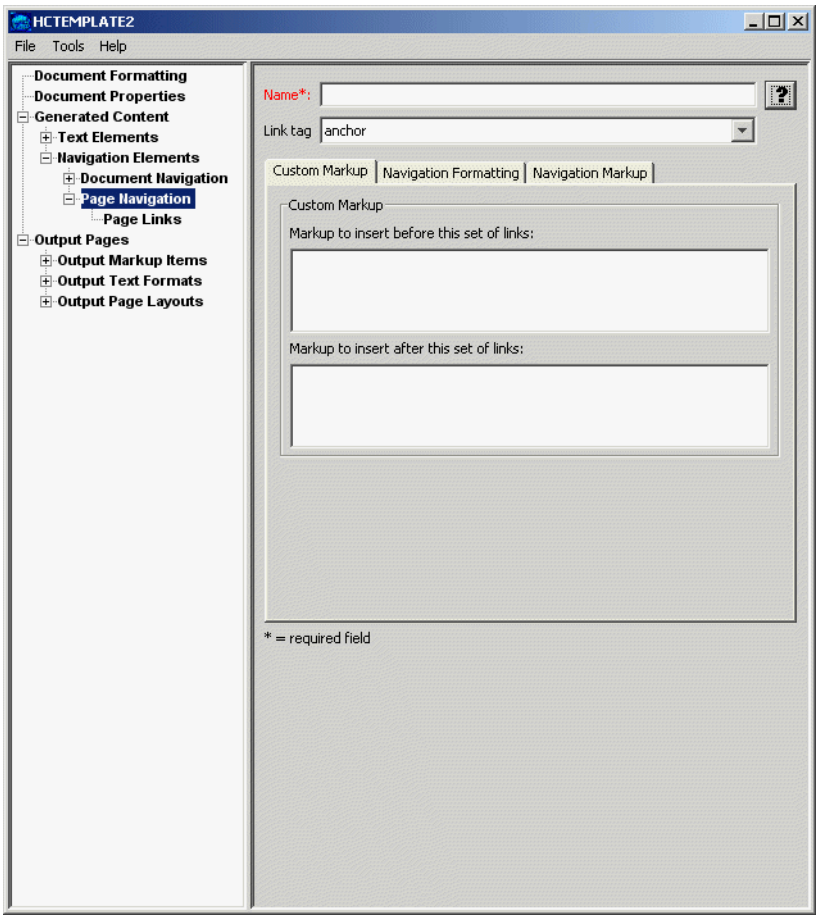
Page Navigation provides page-relative navigation. This page has the following three tabs and two subordinate pages:

- "Custom Markup Tab" on page B-22
- "Navigation Formatting Tab" on page B-23
- "Navigation Markup Tab" on page B-25
- "Add Page Links" on page B-25
- "Page Links" on page B-26

B.3.5.1 Custom Markup Tab

The Custom Markup tab allows you to insert markup before and/or after the set of links.

Figure B–18 Page Navigation - Custom Markup Tab

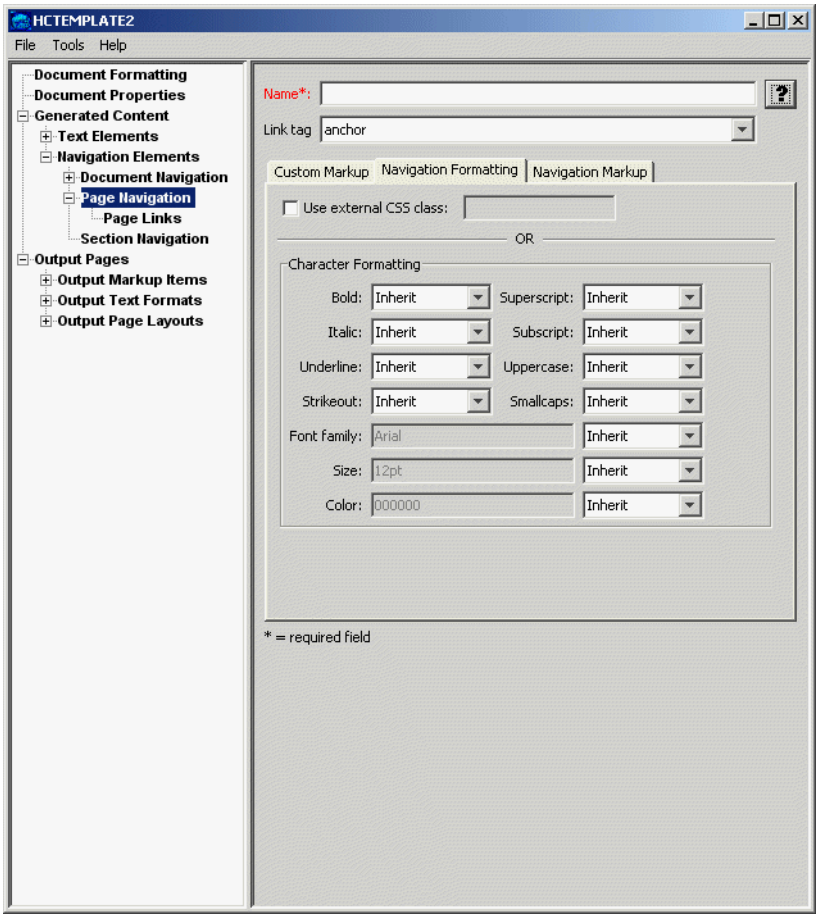


Element	Description
Name	Name by which the page layouts will refer to this navigation element. Required.
Link tag	Choose between **anchor** and **option** for the HTML tag to be used for the link.
Markup to insert before this set of links	Any desired text or HTML that should appear before the set of links. By default, this is empty.
Markup to insert after this set of links	Any desired text or HTML that should appear after the set of links. By default, this is empty.

B.3.5.2 Navigation Formatting Tab

The Navigation Formatting tab allows you to specify formatting for navigation links.

Figure B–19 Page Navigation - Navigation Formatting Tab

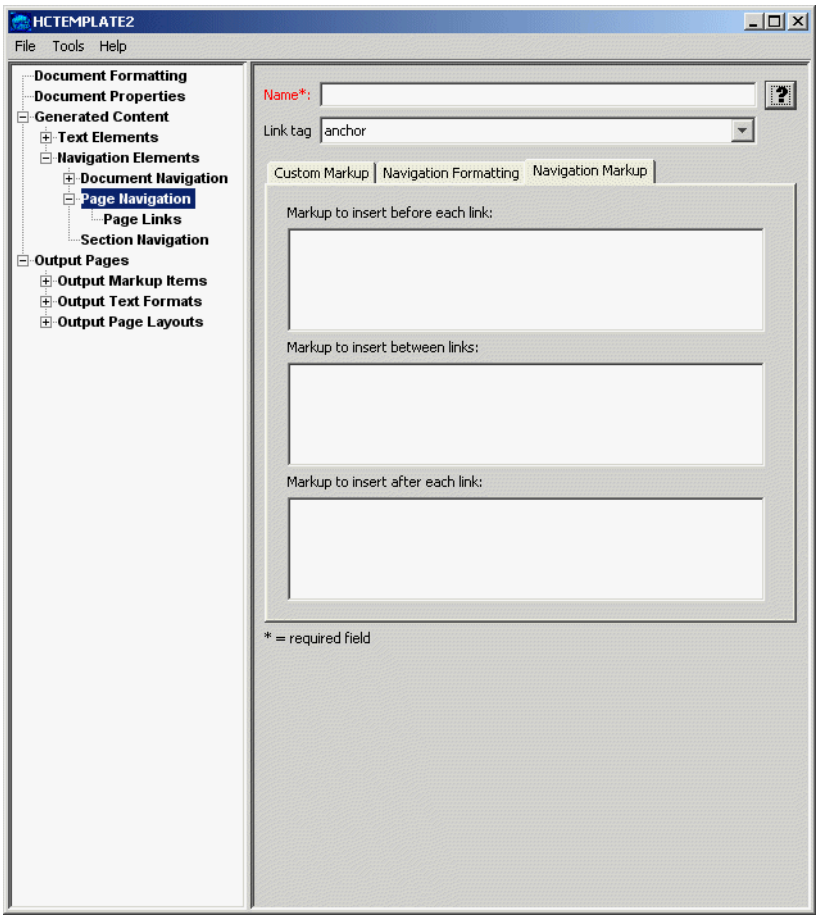


Element	Description
Name	Name by which the page layouts will refer to this navigation element. Required.
Link tag	Choose between **anchor** and **option** for the HTML tag for this link.
Use external CSS class	If you choose this option, you must enter the name of a previously defined class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set under Output Pages.
Character Formatting	The available types of character-level formatting are presented. Each type of formatting can be set to one of four values: ■ Always off - Forces the attribute to always be off when formatting the link. ■ Always on - Forces the attribute to always be on when formatting the link. ■ Inherit - In the case of navigation links this has the same effect as **Do not specify** below. ■ Do not specify - Leaves the formatting unspecified, and takes the state of the attribute from the browser's current default rendering. In other words, if the browser renders text for the link in blue, you will see a link with blue text

B.3.5.3 Navigation Markup Tab

The Navigation Markup tab allows you to set custom markup for navigation links.

Figure B–20 Page Navigation - Navigation Markup Tab

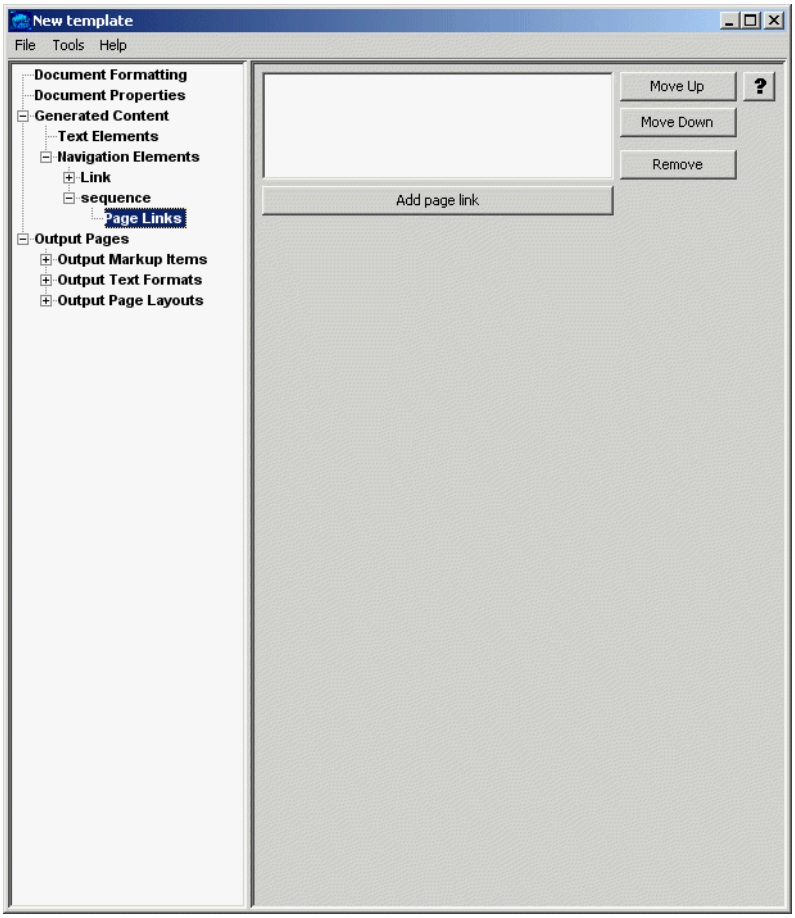


Element	Description
Name	Name by which the page layouts will refer to this navigation element. Required.
Link tag	Choose between **anchor** and **option** for the HTML tag to be used for this link.
Markup to insert before link	Any desired text or HTML that should appear before the first link. By default, this is empty.
Markup to insert between links	Any desired text or HTML that should appear between links. By default, this is empty.
Markup to insert after link	Any desired text or HTML that should appear after the last links. By default, this is empty.

B.3.5.4 Add Page Links

The Add Page Links page allows you to access the Page Links page, where you can add page navigation links, and then determine their order.

Figure B–21 Add Page Links

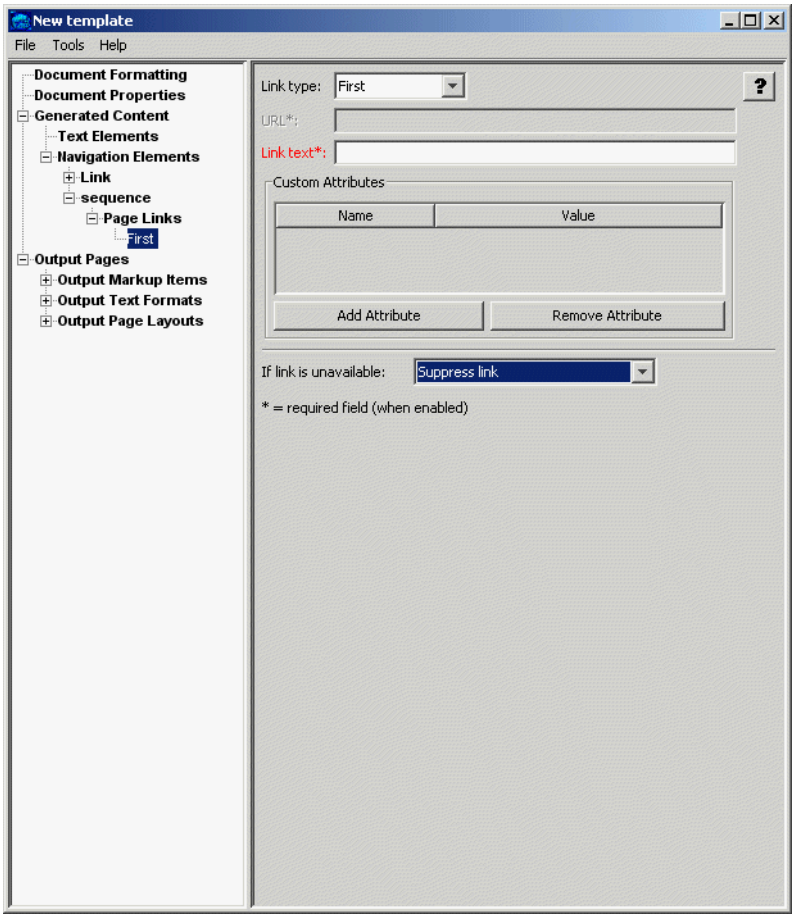


Element	Description
Add/Remove Page Link	Click **Add page link** to define a page navigation link. By default, no page links are present and so no links will be generated. Highlight a link and click **Remove** to delete it.
Move Up and Move Down	Once page links have been added, their order may be arranged by using these buttons.

B.3.5.5 Page Links

The Page Links page allows you to define page navigation links.

Figure B–22 Page Links



Element	Description
Link type	Defines the link as one of the following types: ▪ First page - A link to the first page in the generated output. This is the default. ▪ Previous page - A link to the previous page in the generated output. ▪ Next page - A link to the next page in the generated output. ▪ Navigation page - A link to the navigation page in the generated output. The navigation page is defined under Navigation Layout. ▪ Custom link - A link to the specified URL.
URL	Required if the **Link type** option above is set to **Custom link**.
Link text	The text to place between the HTML begin and end anchor tags. This may be any valid HTML, including an <img> tag for a graphic to use as a button for the link.

Element	Description
Add/Remove Custom Attributes	Click **Add Attribute** to add new attributes to include in the HTML anchor tag for the page link. After clicking the button, an entry will appear in the Name/Value table above. Replace the default **name** with the name of the attribute. Replace the default **value** with the value for the attribute. As an example, you might choose **alt** and **generated**, respectively. Highlight a name/value pair and click **Remove Attribute** to delete it.
If link is unavailable	This option specifies how to handle situations when the given link is unavailable; for example, the **Next** link is not available when generating the last page of the document. The following choices are available: ■ Suppress link - The **Link text** is still placed in the output, but without the underlying link. This is the default. ■ Suppress link and text - The **Link text** is not placed in the output. ■ Provide alternate link - If this option is selected, then the **Alternate link options** are used instead.
Alternate link options	If **Provide alternate link** was selected above, the following settings become available. **Link type** - The following choices are available: ■ First page - A link to the first page in the generated output. Navigation page - Replace the link with a link to the main navigation page in the output document layout. Selecting this option requires that a navigation layout be specified under Navigation Layout. ■ Custom link - Specifies that a URL (specified below) will be used as a replacement link. ■ Text only - No link is created. The value of the **Link text** option set below will be used instead of the normal **Link text** option value set above. This is the default for this option. **URL** - URL to use if the **Link type** is set to **Custom link**. This must be set to a valid URL. No default is provided. **Link text** - No matter what **Link type** is chosen, this is the text and/or HTML that will be used for the replacement link. No default is provided.

B.3.6 Section Navigation

Section Navigation provides section-relative navigation. This page has three tabs:

- Custom Markup Tab
- Navigation Formatting Tab
- Navigation Markup Tab

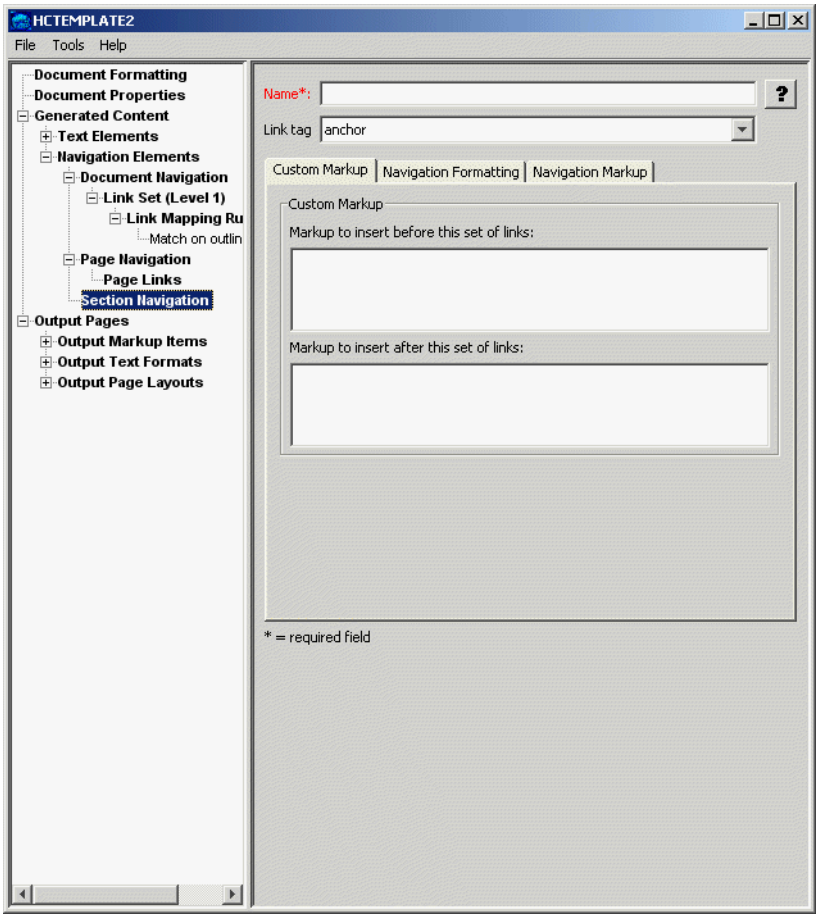
At the top of the page, two items are displayed for all three tabs.

Element	Description
Name	Name by which the page layouts will refer to this navigation element. Required.
Link tag	Specifies whether to use <a> or <option> to enclose the links in this element.

B.3.6.1 Custom Markup Tab

The Custom Markup tab allows you to insert custom markup before or after the set of links.

Figure B–23 Section Navigation - Custom Markup Tab

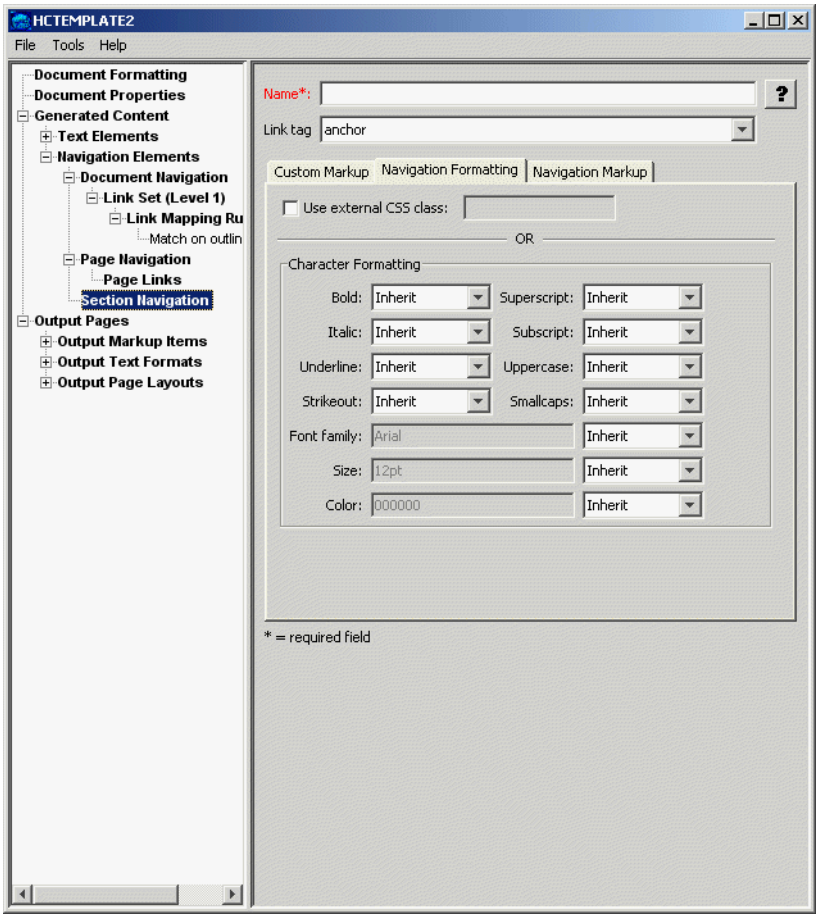


Element	Description
Markup to insert before this set of links	Any desired text or HTML that should appear before the set of links. By default, this is empty.
Markup to insert after this set of links	Any desired text or HTML that should appear after the set of links. By default, this is empty.

B.3.6.2 Navigation Formatting Tab

The Navigation Formatting tab provides you with two different methods to specify the formatting for links.

Figure B–24 Section Navigation - Navigation Formatting Tab

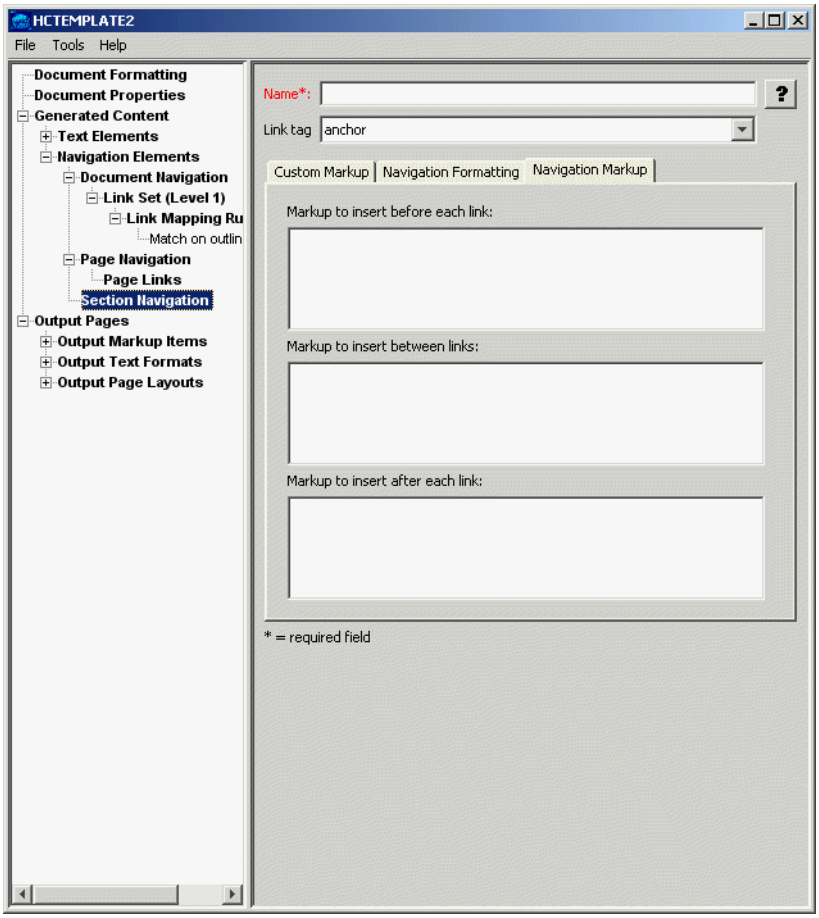


Element	Description
Use external CSS class	If this option is chosen, then you must enter the name of a class from an external CSS file here. The URL of the external CSS file is specified with the **External user stylesheet** option set under Output Pages.
Character Formatting	Each type of available character-level formatting can be set to one of four values: ■ Always off - Forces the attribute to always be off when formatting the link. ■ Always on - Forces the attribute to always be on when formatting the link. ■ Inherit - In the case of navigation links this has the same effect as **Do not specify** below. ■ Do not specify - Leave the formatting unspecified. The state of the attribute will depend on the browser's rendering settings.

B.3.6.3 Navigation Markup Tab

The Navigation Markup tab allows you to insert HTML markup before, between, and/or after links.

Figure B–25 Section Navigation - Navigation Markup Tab



Element	Description
Markup to insert before link	Any desired text or HTML that should appear before the first link. By default, this is empty.
Markup to insert between links	Any desired text or HTML that should appear between links. By default, this is empty.
Markup to insert after link	Any desired text or HTML that should appear after the last link. By default, this is empty.

B.4 Output Pages

The Output Pages section contains options for HTML output, including markup items, and formatting of text, page layouts, and navigation layouts. This section of the interface contains the following pages that allow you to customize output:

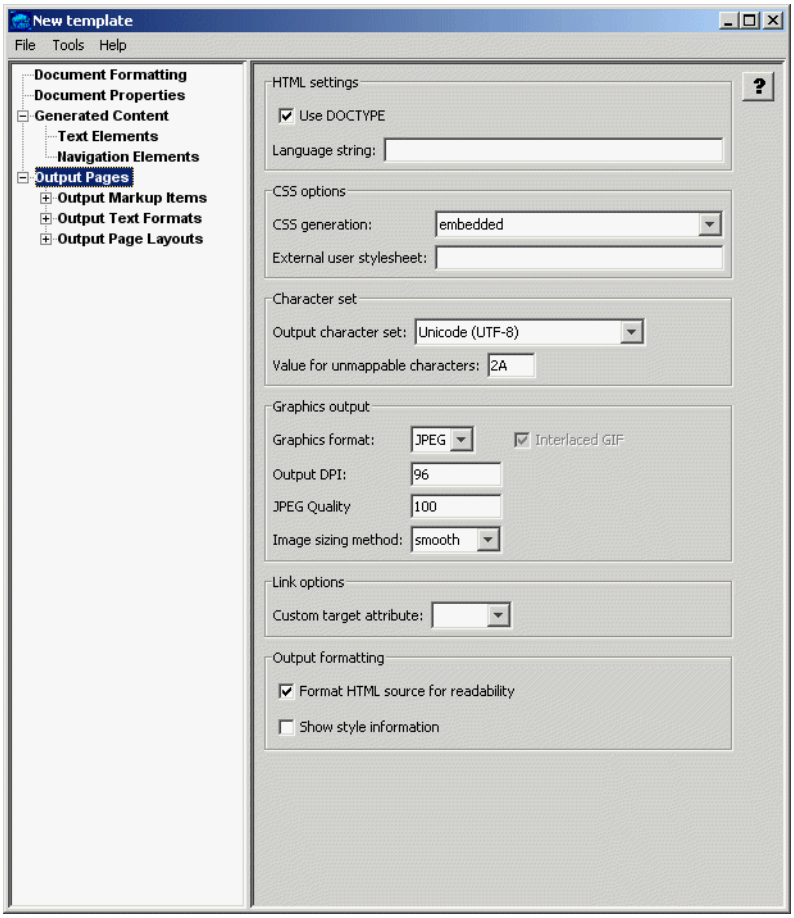
- "Output Pages" on page B-32
- "Add Output Markup Items" on page B-35
- "Output Markup Items" on page B-35
- "Add Output Text Formats" on page B-36
- "Output Text Formats" on page B-37
- "Add Format Mapping Rules" on page B-41

- "Format Mapping Rules" on page B-42
- "Add Output Page Layouts" on page B-44
- "Output Page Layouts" on page B-45
- "Title Source" on page B-46
- "Navigation Layout" on page B-47
- "Page Layout" on page B-49

B.4.1 Output Pages

The Output Pages page allows you to set a variety of options regarding HTML output.

Figure B–26 Output Pages



Element	Description
Use DOCTYPE	Check this option to have the technology insert a DOCTYPE statement at the top of each output file. If CSS is enabled, the HTML generated conforms to the XHTML 1.0 Transitional DTD. If CSS is disabled, HTML 4.0 Transitional-conformant HTML is output. This option is enabled by default.
Language string	Specifies the value of the "lang" attribute of the <html> tag. This indicates the primary natural language of the document.

Element	Description
CSS generation	This setting specifies whether Cascading Style Sheet (CSS) formatting will be used, and if so, the method of CSS presentation. CSS enables Dynamic Converter to create output with higher fidelity with respect to the source document. Please note that CSS support varies from browser to browser. This option can be set to the following values: ■ none - only HTML tags will be used for formatting. ■ embedded - CSS styles will be included in the head of each output file. ■ external - CSS styles will be output in a separate file, which is referenced by all output files generated during the conversion. By default, the CSS is embedded in the HTML of each output file. This reduces the total number of files generated by the conversion, as there is no need to create a separate CSS file. Note that if a style is needed anywhere in the final output of the conversion, it will appear in the style definitions of every HTML file.
External user stylesheet	Specifies the URI of a stylesheet to be referenced by the output. This is used in conjunction with the **Use external CSS class** option in the Character and Paragraph Formatting tabs to allow the template author to control the formatting of the document content. This option is ignored if **CSS generation** is set to "none".
Output character set	This option allows you to specify which character set should be used in the output file. The technology then translates or "maps" characters from the input document's character set to the output character set as needed.
Value for unmappable characters	This option specifies the character used when a character cannot be found in the output character set. This option takes the Unicode value for the replacement character specified in hexadecimal (the default value of 2A corresponds to the asterisk ("*") character). It is left up to you to make sure that the selected replacement character is available in the output character set.
Graphics format	This option allows the developer to specify the format of the graphics produced by the technology. The following values are allowed: ■ GIF ■ JPEG ■ PNG ■ BMP ■ None When setting this option, remember that the JPEG file format does not support transparency. In addition, if this option has been set to **JPEG** it will be overridden and set to **None** if the OIT option SCCOPT_FILTERJPG has been set to SCCVW_FILTER_JPG_DISABLED.
Interlaced GIF	This item is available if you have selected GIF as the Graphics format. Check this box if the output graphic is to be an interlaced GIF.

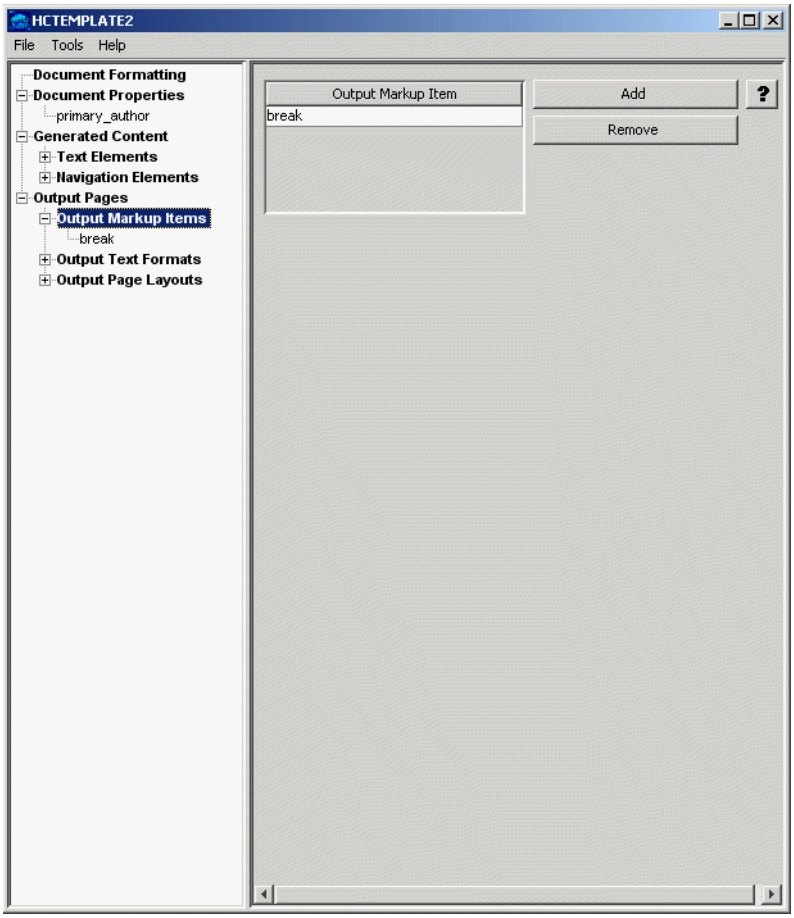
Element	Description
Output DPI	This option allows you to specify the output graphics device's resolution in DPI and only applies to objects whose size is specified in physical units (in/cm). For example, consider a 1" square, 100 DPI graphic that is to be rendered on a 50 DPI device ("Output DPI" option set to 50). In this case, the size of the resulting JPEG, GIF, BMP or PNG will be 50 x 50 pixels.
JPEG Quality	If the format selected is JPEG, this allows you to set the quality (1-100) of the JPEGs created by the technology.
Image sizing method	This option determines the method used to size graphics. You can choose among three methods, each of which involves some degree of trade off between the quality of the resulting image and speed of conversion: ■ quick ■ smooth ■ grayscale
Custom target attribute	Some input documents contain hyperlinks. Template authors may have a preference for the frame or window in which the browser opens the source document links. This option allows the template author to specify a value to use for the "target" attribute of the hyperlinks generated by the technology, and will override any target information from the source document. It does not affect hyperlinks in navigation layout items or markup. If this option is left blank, the "target" attribute will only be set if the source document provides a value for it. The following are valid values for the "target" attribute in HTML: ■ _blank - The user agent should load the designated document in a new, unnamed window. ■ _self - The user agent should load the document in the same frame as the element that refers to this target. ■ _parent - The user agent should load the document into the immediate FRAMESET parent of the current frame. This value is equivalent to _self if the current frame has no parent. ■ _top - The user agent should load the document into the full, original window (thus canceling all other frames). This value is equivalent to _self if the current frame has no parent.
Format HTML source for readability	Checking this option causes the technology to write newlines to the output strictly to make the generated HTML more readable and visually appealing. These newlines only appear in the places where you have set **Add a newline before this paragraph**. It is important to note the things that setting this option does not do: ■ While setting this option will make it easier for a human to read the generated markup in a text editor, it does not affect the browser's rendering of the document. ■ This option does not affect the contents of the .css files since they do not contain any text from the source document. ■ The option does not affect spaces or newlines copied from the template as the contents of the template are already under user control.

Element	Description
Show style information	Checking this box will cause Dynamic Converter to include information about source document style names and how they are mapped. You can see what format has been mapped to a particular paragraph or text sequence by mousing over it.

B.4.2 Add Output Markup Items

The Add Output Markup Items page allows you to access the Output Markup Items page, where you can add or remove customized markup to output pages.

Figure B–27 Add Output Markup Items

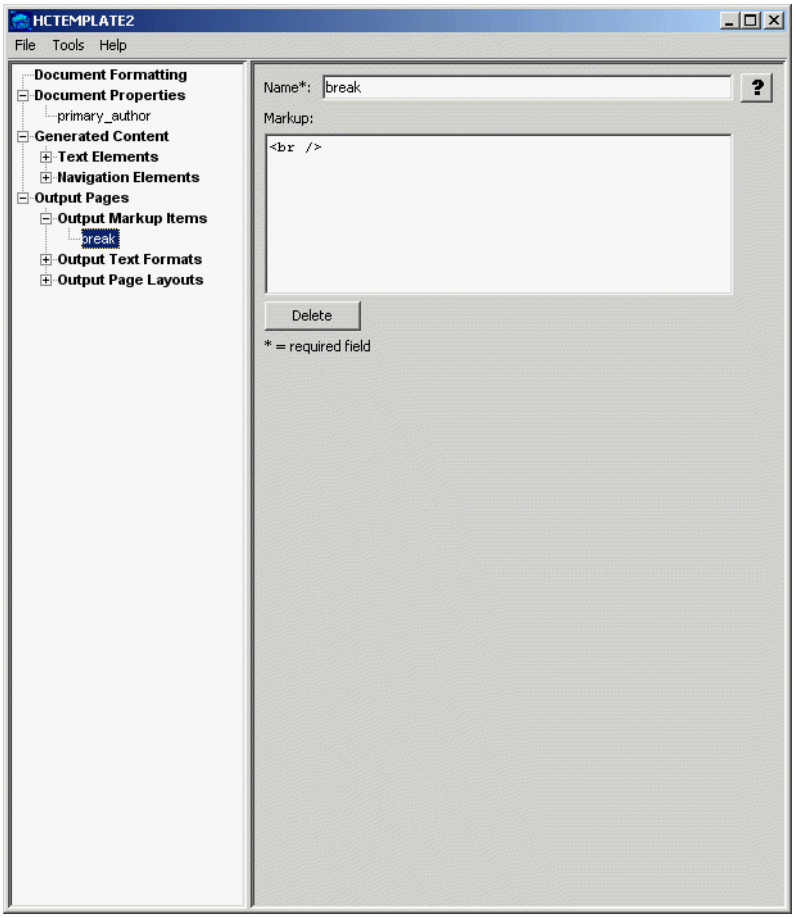


Element	Description
Add	This button allows you to add a break or another markup item to an output page. Click the button to add an element of this type.
Remove	Highlight an output markup item and click this button to remove markup items that are no longer needed.

B.4.3 Output Markup Items

The Output Markup Items page allows you to define markup to be associated with output items.

Figure B–28 Output Markup Items

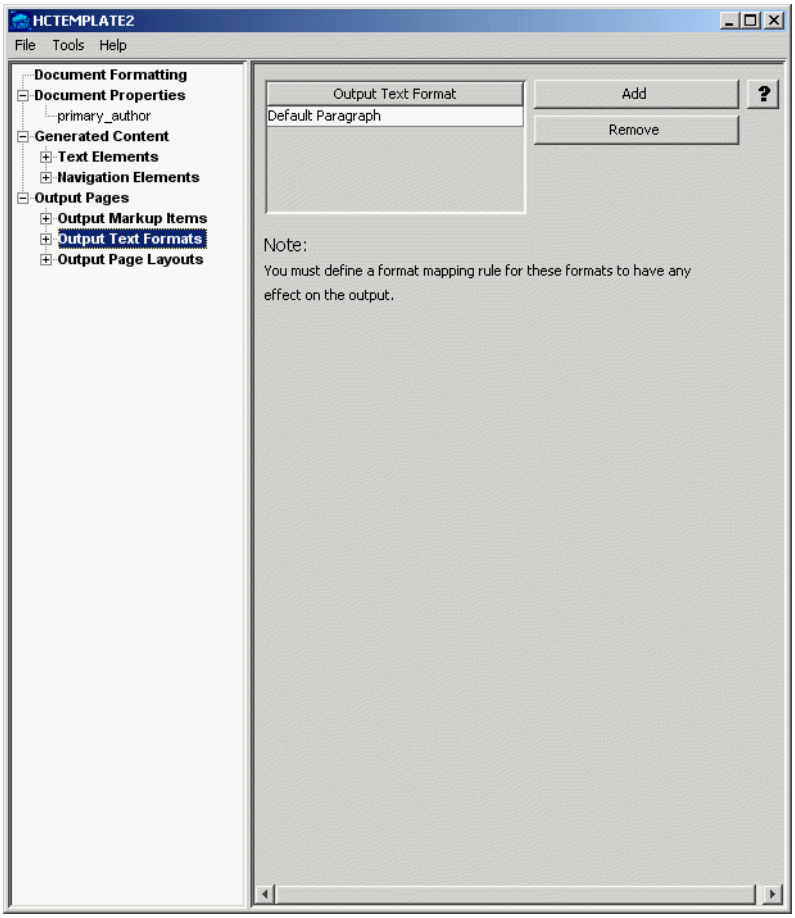


Element	Description
Name	The name to use for referencing this piece of markup. This field is required.
Markup	Enter the HTML to be inserted into the **Markup** text entry field.
Delete	This markup item can be removed by clicking this button. It can also be removed by using the **Remove** button under Output Markup Items.

B.4.4 Add Output Text Formats

The Add Output Text Formats page allows you to access the Output Text Formats page. Output text formats define text and formatting attributes of output document text. These formats will define such attributes as the font family, size, and color, standard text attributes (bold, italic, underline, etc.) and border attributes to use for tables. This allows the author to standardize the look of the output despite differing formatting styles used by the various authors of the source documents.

Figure B–29 Add Output Text Formats



Element	Description
Add	Click the **Add** button to add a new output text format. The newly added item will appear in the left side tree view and you will be taken to that item for editing. The Default Paragraph format is always available. It essentially instructs the technology to leave the formatting in the output the same way it was in the input documents. See Output Text Formats for details on editing output text formats.
Remove	Select an output text format in the table and click **Remove** to delete it.

B.4.5 Output Text Formats

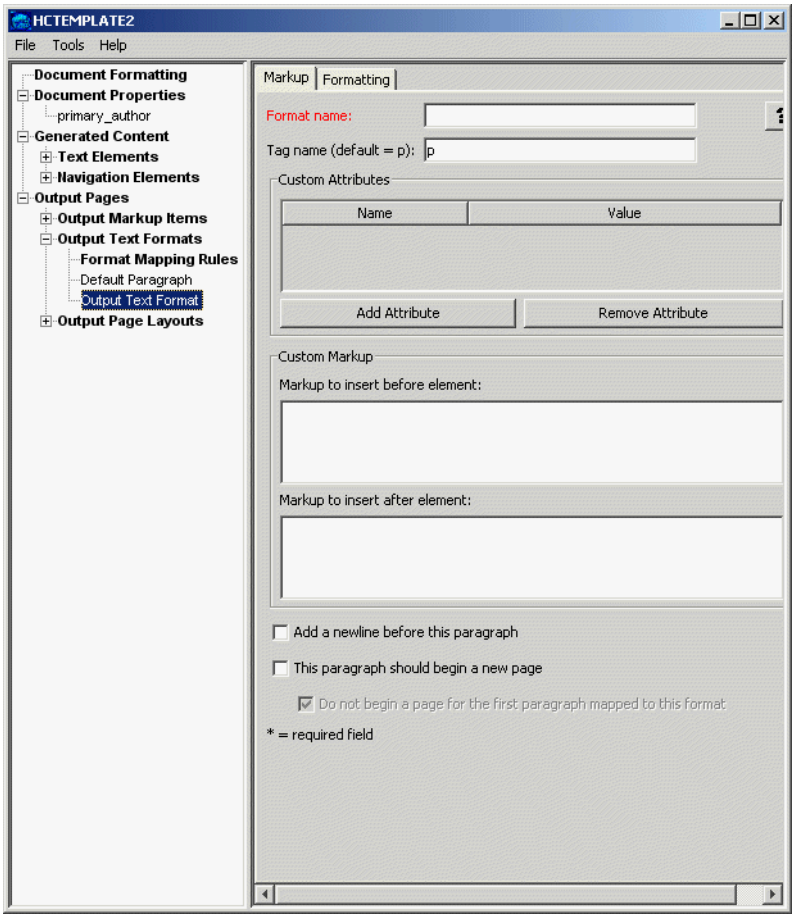
The Output Text Formats page has two tabs:

- Output Text Format - Markup Tab
- Output Text Format - Formatting Tab

B.4.5.1 Output Text Format - Markup Tab

This tab allows you to define custom text formatting markup to be associated with elements in the output pages.

Figure B–30 Output Text Format - Markup Tab



Element	Description
Name	Name to use to refer to this format. This field is required.
Tag name (default = p)	The HTML paragraph level tag to put around paragraphs using this format. Note that any tag name may be entered here, whether or not it is legal. Only the tag name should be entered, not the surrounding angle brackets ("<" and ">"). The paragraph tag ("p") is the default.
Add Attribute	Adds a new name/value pair to the **Custom Attributes** table. These attributes apply to the tag whose name was specified by the "Tag name" option above. To set the name and value of the new attribute, just click on them in the **Custom Attributes** table. By default, this table is empty.
Remove Attribute	Highlight an entry in the **Custom Attributes** table and click this button to remove the entry.
Markup to insert before element	HTML (and/or regular text) to write out before all paragraphs using this format.
Markup to insert after element	HTML (and/or regular text) to write out after all paragraphs using this format.

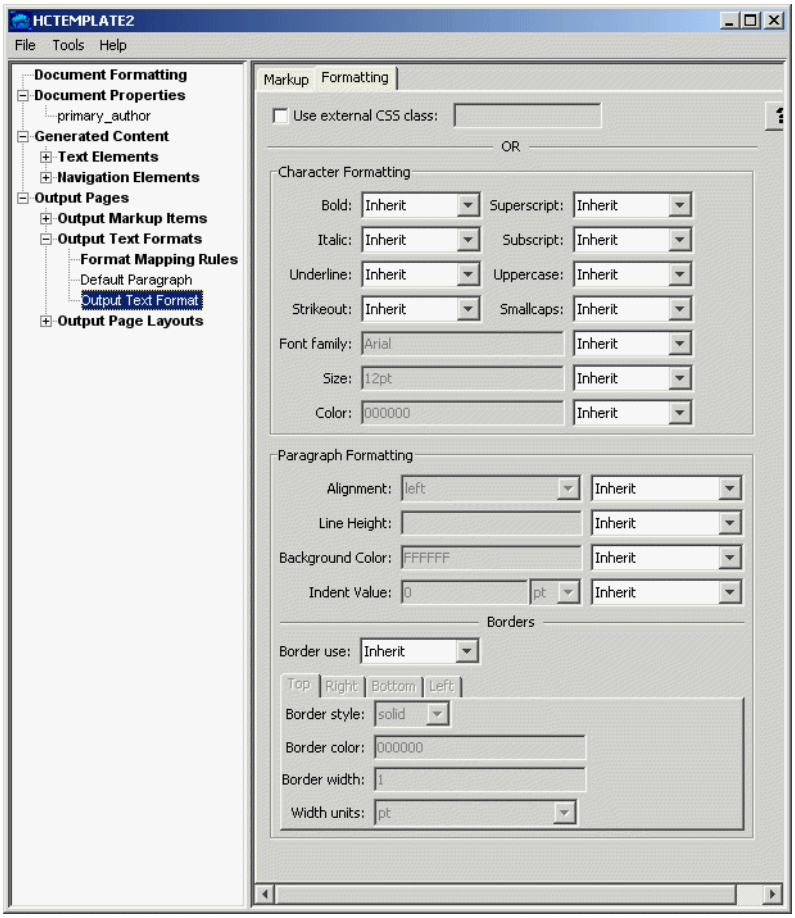
Element	Description
Insert a newline in the HTML before this paragraph	This option does not affect how the output looks in the browser. Instead, it specifies that a new line be inserted into the HTML before the paragraph to make it easier to view the HTML of the output of the conversion. This new line is only written if the **Format HTML source for readability** option is set under Output Pages. By default, this option is not set.
This paragraph should begin a new page	When set, a new output page is created every time this format is applied to a paragraph. By default, this option is off.
Don't begin a page for the first paragraph of this type	If **This element should begin a new page** is selected, then this option turns that behavior off for the first paragraph only. The purpose of this option is to avoid empty or mostly empty pages at the beginning of the output. By default this option is on when **This element should begin a new page** is selected, otherwise it is not available and is ignored.

B.4.5.2 Output Text Format - Formatting Tab

You can choose one of two ways to specify the formatting for paragraphs: use an external CSS or define formatting in this page.

Note: This formatting primarily applies to paragraph styles, though named character styles are also supported. Source documents must be styled correctly in order to enable style overrides from the template. This means that when altering the formatting of a paragraph, the user needs to edit the paragraph style rather than selecting text in the paragraph and manually applying formatting; doing the latter causes the word processor to enclose the text in an unnamed character style. Microsoft Word, for example, indicates this fact by displaying the style as "Heading1+ italic" -- the italic formatting is not part of the style. The correct way to style the paragraph is to create a new "Heading 1(italic)" style and set the formatting attributes accordingly, then apply it to the paragraph.

Figure B–31 Output Text Format - Formatting Tab



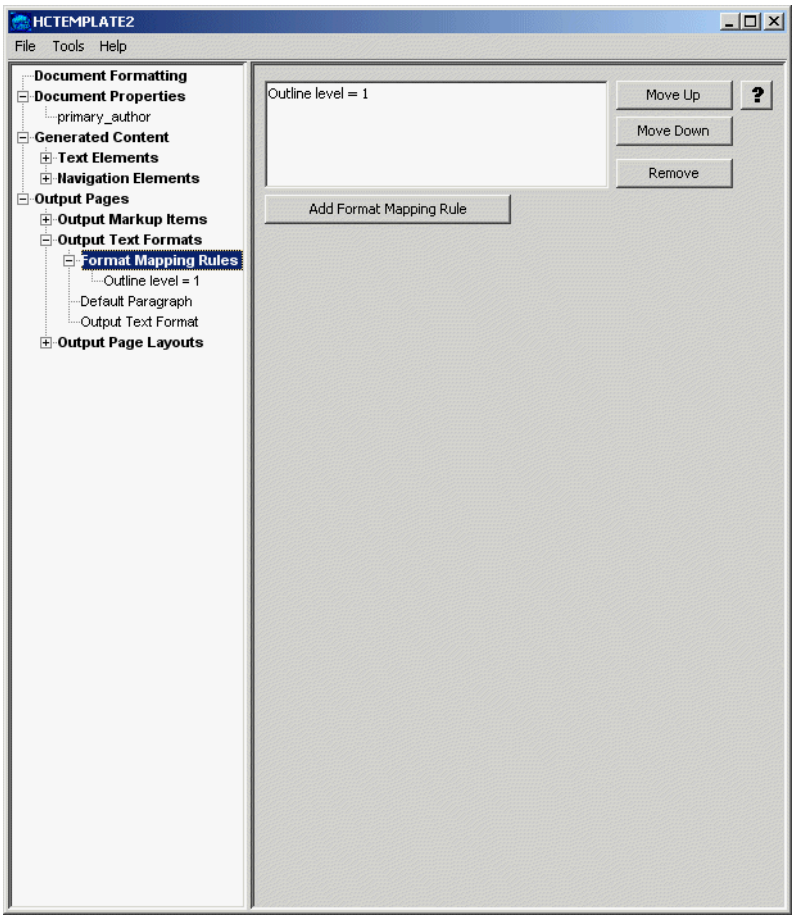
Element	Description
Use external CSS class	If this option is chosen then the author must enter here the name of an already defined class from in an external CSS file. The URL of the external CSS file is specified with the **External user stylesheet** option set under Output Pages.
Character Formatting	Each type of character level formatting available here can be set to one of these values: ■ Always off - Forces the attribute to always be off when formatting the text. ■ Always on - Forces the attribute to always be on when formatting the text. ■ Inherit - Takes the state of the attribute from the source document. In other words, if the source document had the text rendered with bold, then the technology will create bold text. ■ Do not specify - Leave the formatting unspecified. In certain cases, this will produce different HTML output than **Always off**. This is useful when the style will be provided by an external stylesheet.

Element	Description
Paragraph Formatting	Paragraph level formatting to apply to the text. The types of formatting available are shown in this section. If the format is mapped to a character style, the paragraph formatting will be ignored. Note: All colors are specified as an RGB value in the range 000000 to FFFFFF. Each type of paragraph level formatting available here can be set to one of the following options: ■ Always off - Forces the attribute to always be off when formatting the text. ■ Always on - Forces the attribute to always be on when formatting the text. ■ Inherit - Takes the state of the attribute from the source document. In other words, if the source document had a .5 in indent, then the technology will create a .5 indent. ■ Do not specify - This has the same effect as the **Always off** option above.
Border use	This element lets you specify how to handle paragraph borders. This can be set to one of the following options: ■ Always off - Paragraphs mapped to this format will not have a border. ■ Always on - Paragraphs mapped to this format will have a border, as specified in fields below. CSS must be enabled for this to have an effect. ■ Inherit - Paragraphs mapped to this format will use the borders defined in the source document, if any. ■ Do not specify - Has the same effect as **Always off**.
Border style/color/width	For each border side (Top, Right, Bottom, Left) the following attributes can be specified: ■ Border style - Select one of the allowable border styles. ■ Border color - A color, specified as a hex RGB value. ■ Border width - The border width, specified in one of the valid formats for CSS.

B.4.6 Add Format Mapping Rules

The Add Format Mapping Rules page allows you to access the Format Mapping Rules page. In order to know which text format to use, Format Mapping Rules must be created. Mapping rules pick the formatting based on checking the type of source document text.

Figure B–32 Add Format Mapping Rules

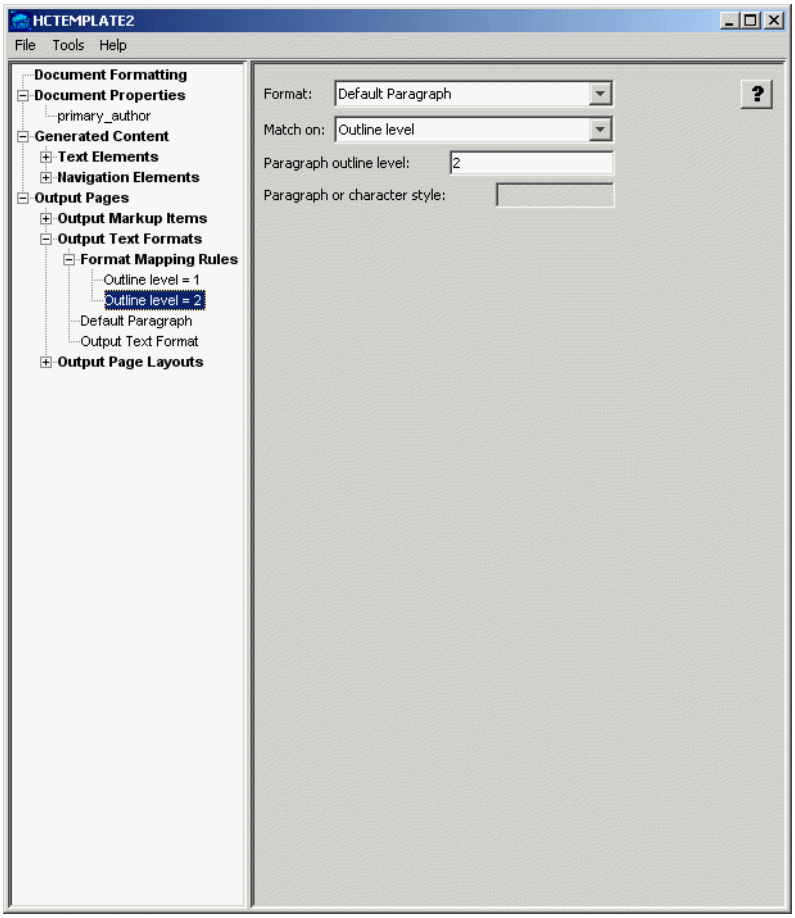


Element	Description
Add Format Mapping Rule	Click this button to add a new format mapping rule.
Move Up and Move Down	Once mapping rules have been added, their order may be arranged by using these buttons. The mapping rules are ordered so that the first rule that matches is the one, and only one, that is applied. For example, a rule may be created for mapping paragraphs in the **My Style** style. Below that rule, another rule may exist for mapping paragraphs with "outline level 1" applied. An input document may have one or more paragraphs in the **My Style** style that also have "outline level 1" applied. In this example the technology will only apply the **My Style** formatting to such paragraphs and ignore the "outline level 1" rule for them.
Remove	Highlight a mapping rule and click this button to remove it.

B.4.7 Format Mapping Rules

The Format Mapping Rules page is used to map output text formats to output text.

Figure B–33 Format Mapping Rules



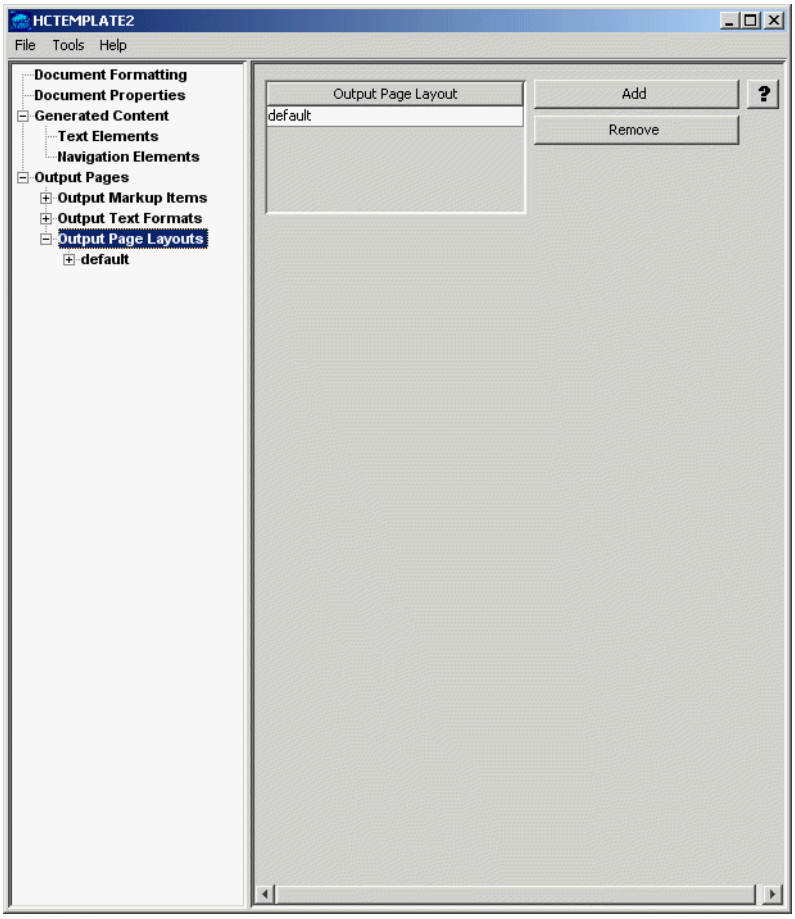
Element	Description
Format	Choose one of the defined formats to apply when this mapping rule is in effect. The Default Paragraph format is always available and is always the default.
Match on	Defines the paragraph formatting information to have the rule check. ■ Outline level - Match the outline level specified in the source document. Application-predefined heading styles typically have corresponding outline levels applied as part of the style definition. ■ Style name - Match the paragraph or character style name. ■ Is footnote - Match any footnote. ■ Is endnote - Match any endnote. ■ Is header - Match any document header text. ■ Is footer - Match any document footer text.
Paragraph outline level	If **Match on** above is set to **Outline level**, then this defines which outline level to match. This option cannot be set/is ignored for all other matching rules.

Element	Description
Paragraph or character style	If **Match on** above is set to **Style name**, then this defines which source document paragraph or character style name to match. When matching on style names, the author is required to supply a style name here and no default value is provided. The name must exactly match the style name from the source document. Style name matching is done in a case-sensitive manner. This option cannot be set/is ignored for all other matching rules.

B.4.8 Add Output Page Layouts

The Add Output Page Layouts page allows you to access the Output Page Layouts page. Page layouts are used to organize how the various pieces of the output are arranged.

Figure B–34 Add Output Page Layouts



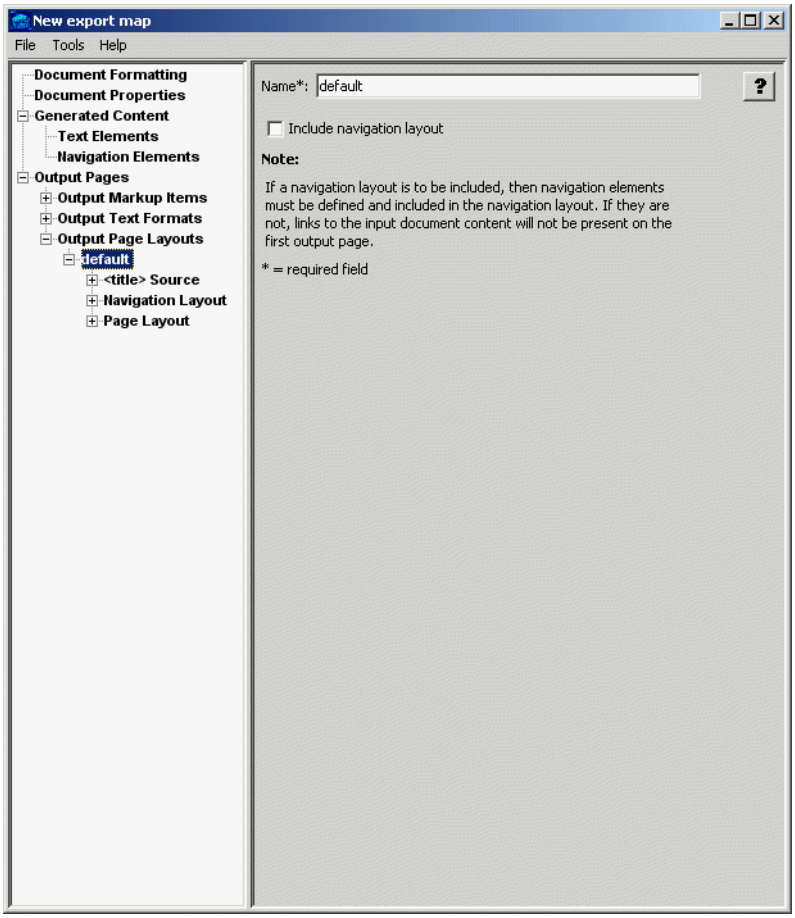
Element	Description
Add	Click this button to add a new layout. The newly added layout will appear on the left side navigation pane and you will be auto-navigated to the new layout for editing.

Element	Description
Remove	Select a layout from the list and click this button to remove it. At least one layout must be defined in the template. To ensure this, the default layout cannot be deleted. You may redefine and/or rename the default layout as desired.

B.4.9 Output Page Layouts

The Output Page Layouts page allows you to define an output page layout and link it to a navigation layout. This is where you define such aspects of the output page as where to place the table of contents. A default layout has been provided for users who need output that is pleasing to the eye, but are not particular about the details of their output. You may create multiple page layouts, which allows you to customize a document navigation system according to file type. Each Document Formatting tab allows you to specify a page layout created here to use for that file type.

Figure B–35 Output Page Layouts



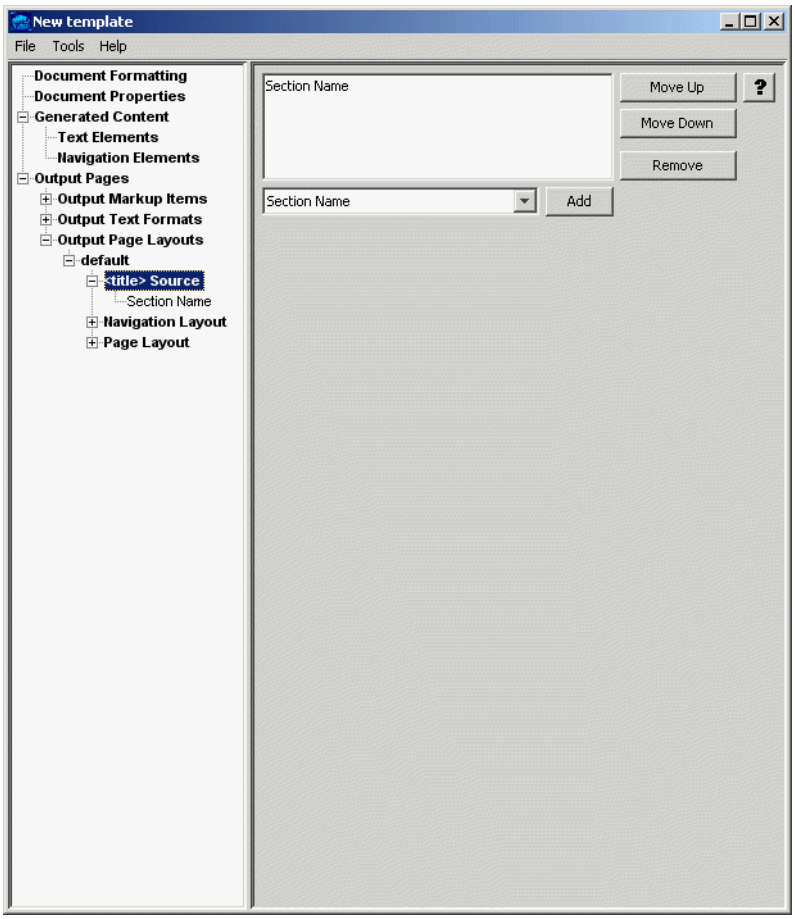
Element	Description
Name	Fill in the name to use to refer to this layout (required). Once this has been done, click on the Plus sign on the left side of the name ("default" in this example) to expand the levels underneath this one.

Element	Description
Include navigation layout	This allows you to create a Table of Contents page as a separate file containing markup and links to the document content specified in the page layout. Use of a navigation layout is optional.

B.4.10 Title Source

This page allows you to select where the template will get the value to use for the HTML <title> tag. By default, this is empty for new layouts, although the <title> tag will always be output in order to conform to the DTD. The source of the <title> text will be determined from the child elements present.

Figure B–36 <title> Source



Element	Description
Add	Click this to add places to search for the title. The following sources may be examined: ■ Section Name - Use the title for the current document section. Section titles are not available in all document formats; for example, they are not used in word processing files. Taking the title from the section name is very useful in presentations (the slide title), and spreadsheets and database files (the sheet name). Using the section name works well with output layouts that place one slide/sheet in each output HTML page. In this situation, each page would have a title that matches the title of its contents. If the page layout does not break the document by sections, the name of the first section will be used as the title text. ■ Text Element - Use a text element already defined under Text Elements. Using a text element for the title makes a good fail-safe entry at the bottom of the list just in case all other title sources are undefined/unavailable. ■ Property - Use a document property already defined under Document Property; for example, from the "Title" document property, although any property may be used. ■ Output Text Format - Use text mapped to an output paragraph format already defined under the Output Text Formats. Perhaps, for example, from a format created for text in the "Title" style, although any format may be used. The first non-empty instance of a paragraph in this format is used.
Move Up and Move Down	The order that the items are listed in the box matches the search order that Dynamic Converter will use to find the title. If no title is available from the first source on the list, then the next source is checked and so on down the list. Use these two buttons to adjust the order as needed.
Remove	Highlight an entry and click this button to remove entries that are not wanted. This removes the entry from the bottom of each page, but clicking this button does NOT remove the definition of the entry.

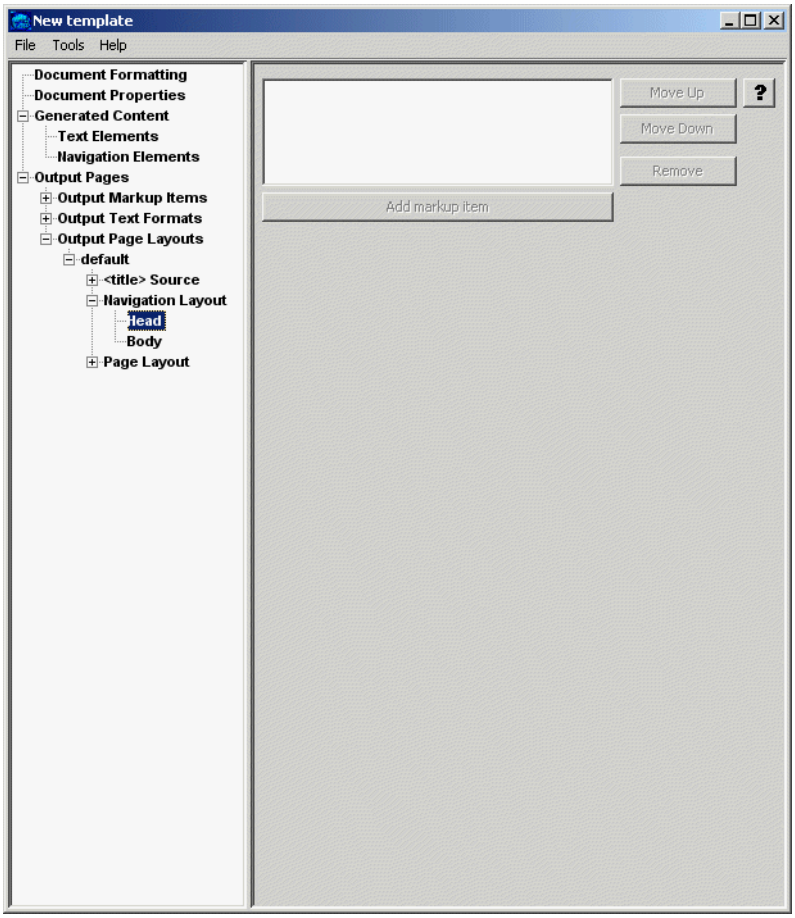
B.4.11 Navigation Layout

The purpose of the navigation layout is to generate a separate Table of Contents HTML page based on mapping rules defined under Link Mapping Rules. This navigation page becomes the first output file of the conversion and is completely independent of other document page-breaking rules in the output.

The navigation layout triggers the creation of a separate file with links to the actual document content. Only navigation items and markup can be inserted into the body of the navigation layout. Page navigation is not supported in the navigation layout; it is intended for use with document and section layout items.

Use of a navigation layout is optional. If one is used, the author can add a page navigation item, with a navigation page link, to the main layout in order to provide access to the navigation page from the other pages of the output document.

Figure B–37 Navigation Layout



There are two layout sections under Navigation Layout: Head and Body.

Layout Sections	Description
Head	This page defines the content that will be placed in the HTML <head> of all of the output files this layout applies to. The technology automatically places the following in the head: ■ A <meta> tag stating the character set in which the HTML file is encoded. ■ A <title> tag, the contents of which are defined under Title Source. ■ A <meta> tag stating that the HTML was generated. ■ <meta> tags for all document properties defined under Document Property that specify a **Meta tag name**. ■ If the **CSS generation** option was selected under Output Pages, then CSS style definitions generated by the technology are included. ■ If the **External CSS stylesheet** option was selected under Output Pages, then an HTML <link> tag to the user-specified CSS file is included. ■ All markup items listed on this page. Markup items must first be defined under Output Markup Items before they will be available to be inserted here. The markup items specified on this page will appear in the head after all of the auto-generated items listed above. By default, there is nothing listed here.
Body	This page defines the content that will be placed in the body of the navigation page created by this layout.

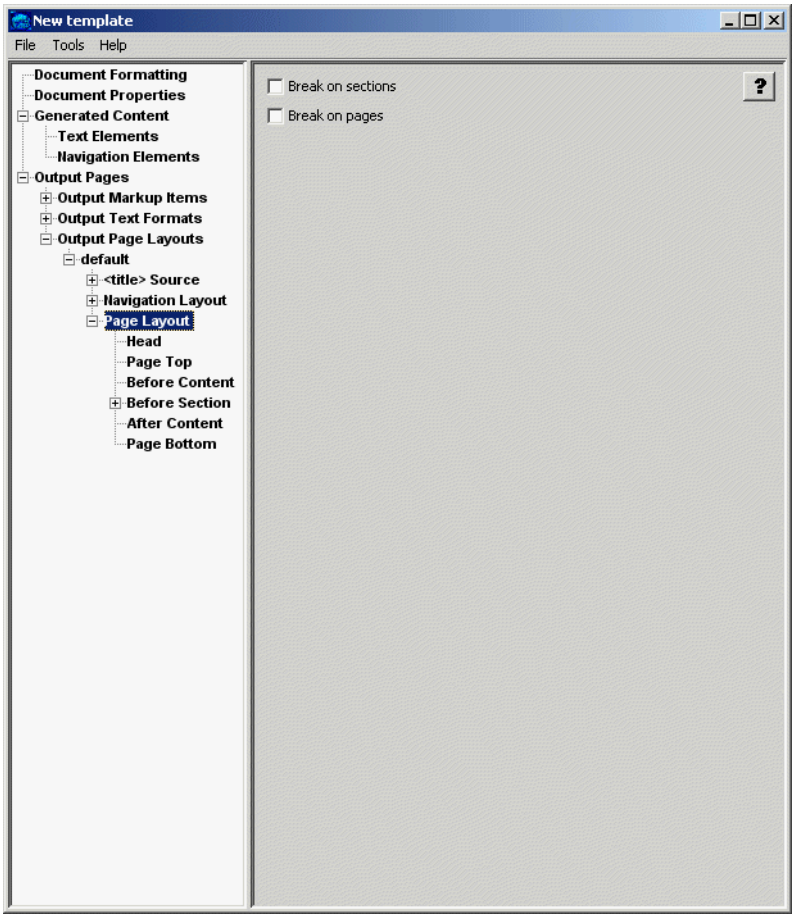
Each layout section contains the following elements to control adding, deleting, and setting the sequence of items.

Section	Description
Move Up and Move Down	The order that the items are listed in the box matches the order that they will appear at the top of each page. Use these two buttons to adjust the order as needed.
Remove	Highlight an entry and click this button to remove entries that are not wanted. This only removes the entry from inclusion at the top of each page, the definition of the entry is NOT removed by clicking this button.
Add	Click this to add entries to the top of each page in the layout. The following items may be placed in the top: ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Navigation Element - A navigation element defined under Add Navigation Elements.

B.4.12 Page Layout

The Page Layout page defines how the document contents are arranged in the output HTML pages.

Figure B–38 Page Layout



The following two elements control page breaking in the output.

Element	Description
Break on sections	If set, enables page breaking on document sections. Only applicable for multi-section documents.
Break on pages	Enables page breaking based on the document-specific pagination options.

Click on each of the following layout sections to define how document contents are arranged.

Layout Section	Description
Head	Allows you to add markup items to be placed in the HTML <head> of each output file.

Layout Section	Description
Page Top	Allows you to specify items to be placed at the top of each output page. The following items may be placed: ■ Header - The header from the input document. ■ Navigation Item - A navigation item defined under Add Navigation Elements. ■ Document Property - A document property defined under Document Property. ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Text Element - A text element defined under Text Elements.
Before Content	Allows you to specify markup items to be output before the document content. The following items may be placed: ■ Document Property - A document property defined under Document Property. ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Text Element - A text element defined under Text Elements.
Before Section	Allows you to specify items to be inserted before each section of a multi-section document. Note that this is not applicable to word-processing documents. The following items may be placed: ■ Section Name - The Section name from the input document. ■ Document Property - A document property defined under Document Property. ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Text Element - A text element defined under Text Elements.
After Content	Allows you to specify items to be output after the document content. The following items may be placed: ■ Header - The header from the input document. ■ Footer - The footer from the input document. ■ Document Property - A document property defined under Document Property. ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Text Element - A text element defined under Text Elements.
Page Bottom	Allows you to specify items to be placed at the bottom of each output page, for example, a copyright notice. The following items may be placed: ■ Footer - The footer from the input document. ■ Navigation Item - A navigation item defined under Add Navigation Elements. ■ Document Property - A document property defined under Document Property. ■ Markup Item - A text and HTML markup item defined under Output Markup Items. ■ Text Element - A text element defined under Text Elements.

B.5 Previewing and Saving your Template

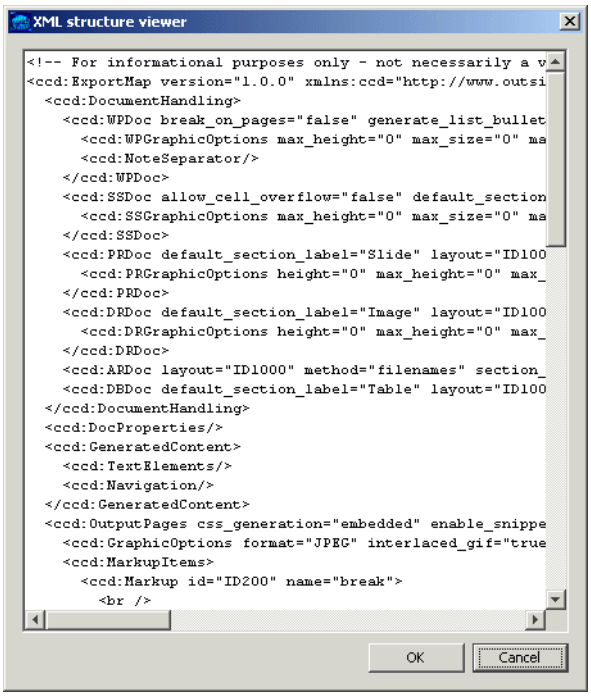
This section covers the following topics:

- "Previewing the Template XML Structure" on page B-52
- "Previewing a Converted Document" on page B-52
- "Saving your Template" on page B-53

B.5.1 Previewing the Template XML Structure

The HTML Conversion Editor allows you to preview the XML structure of the template as you create it. This preview lets you see the choices you have made in configuring the template. At the top left of the interface, select *Tools* > *View XML structure*. The **XML structure viewer** window is displayed.

Figure B–39 XML Structure Viewer

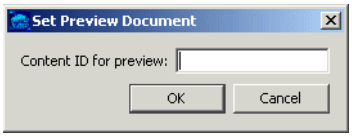


B.5.2 Previewing a Converted Document

As you configure your template, there is a useful tool that allows you to see how a specified source document would appear after the template is applied.

1. The first step is to set the document for preview. At the top left of the interface, select *Tools* > *Set Preview Document*. The **Set Preview Document** dialog is displayed.

Figure B–40 Set Preview Document



2. In the **Content ID for preview** text box, enter the Content ID for a document previously checked into Content Server that you want to preview, and click **OK**.
3. Select *Tools* > *Preview conversion*. Your default browser is launched and displays a preview of the converted document.

B.5.3 Saving your Template

If you start to exit the HTML Conversion Editor with unsaved changes, a dialog will prompt you to select among three choices:

- Save & Exit
- Exit
- Cancel

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 Element 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 link. 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 link. 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 link

A link 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 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 link. 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.

link

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 link 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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