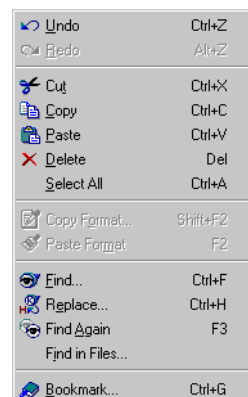


Edit

The edit menu includes functions that allow you to do some of the most important tasks. Here you can undo and redo previous actions, select and edit parts of a document, copy the format of a character or paragraph, find and replace specific characters, and creating bookmarks. This menu is vital to editing your documents.



UNDO

Edit-Undo <Ctrl+Z>


Use this command when you want to undo a previous action in the current document. Each time you use the *Undo* command on the *Edit* menu, it will reverse through recent actions one by one. When no more actions remain, nothing else will change.

Namo WebEditor can undo up to a maximum of 200 actions in each document.

Caution

The *Undo* command can only reverse actions related to the editing of text, not actions such as program preferences or document attributes. Also, *Split Frame* actions can not be reversed by the *Undo* command either. Finally, when you are editing on the HTML tab, you can undo only the last performed action.

REDO


Edit-Redo <Alt+Z> 

To retrieve an action undone by the *Undo* command, use the *Redo* command on the *Edit* menu. Each time you use the command, the recent actions cancelled by the *Undo* action will be restored one by one in reverse order. When no more actions to restore remain, nothing will change.

You can reverse the *Undo* command up to 200 times on each document.

The same rules apply here as for the *Undo* command.

CUT


Edit-Cut <Ctrl+X> 

By using the *Cut* command on the *Edit* menu, you can remove selected contents and save them to the clipboard. The selected contents will then disappear from the screen. They can then be inserted into other programs on your computer.

Caution

If you edit a numbered list using the *Cut* command, it will change the numbering.

COPY

Edit-Copy <Ctrl+C> 

Using the *Copy* command in the *Edit* menu, you can copy selected content to the clipboard while the content still remains on the screen. This content will be stored on the clipboard and can then be inserted into the current document or other programs.

Reference

The content being stored in the clipboard will be replaced if new contents are stored by cutting or copying. Remember this if you don't want to wipe away something important from the clipboard.

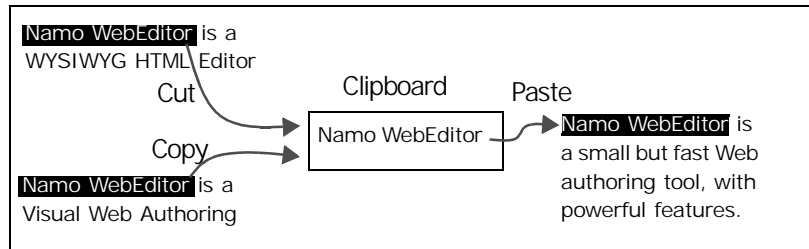
PASTE

Edit-Paste <Ctrl+V> 

By selecting the *Paste* command from the *Edit* menu, you can insert text or images currently stored on the clipboard to the current cursor position. To be able to use the *Paste* command, you have to have selected something to *Cut* or *Copy* command beforehand.

If the contents on the clipboard were originally copied from Namo WebEditor, you can then insert it into the current document regardless of its form. This means that it doesn't matter whether it is JavaScript, a Form Field or something else.

Reference Editing selected contents consists of three steps: cutting (*Cut*) or copying (*Copy*) the selected contents, moving it to the clipboard, and then inserting (*Paste*) it into the location you want. You can also delete selected contents by choosing *Delete* from the *Edit* menu. You can also hit on your keyboard.



DELETE

**Edit-Delete ** 

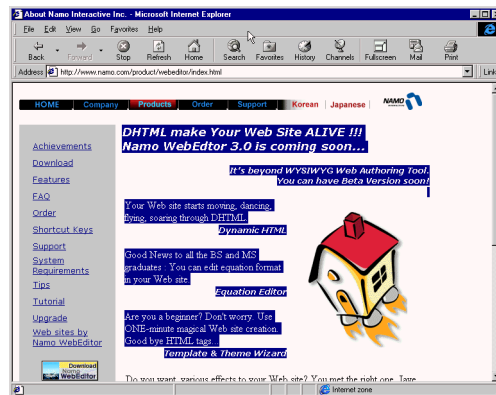
By selecting the *Delete* command from the *Edit* menu, you can delete selected text. This text cannot be restored by selecting the *Paste* command. Also, any existing text or image on the clipboard will not be affected by the *Delete* command.

The content deleted by the *Delete* action can be revived by choosing the *Undo* command from the *Edit* menu.

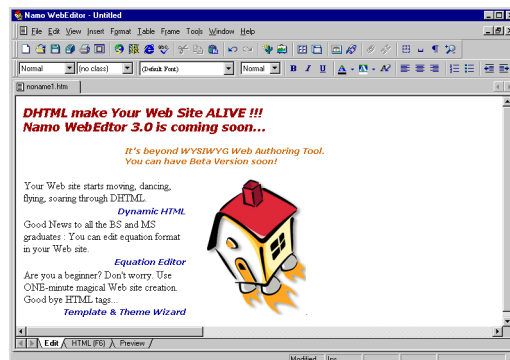
Reference HTML tags and the Copy command

When you are editing (*Cut*, *Copy* and *Paste*) selected text, Namo WebEditor processes its HTML tag information along with it. This means you can copy or paste the formatting styles on paragraphs, links, and even images. Not only does Namo WebEditor support this convenience between the documents opened, but with other software that supports HTML in the clipboard.

For example, after selecting the contents of a screen from a web browser, choose the *Copy* command on the *Edit* menu, or press <Ctrl+C> on your keyboard.

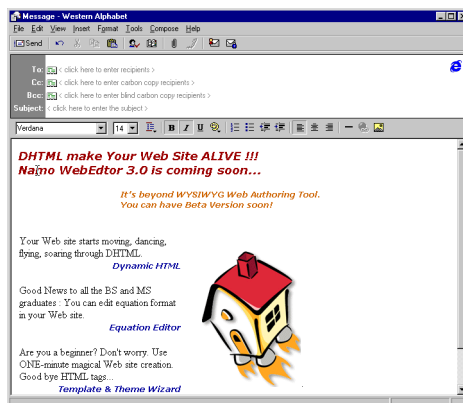


Then by selecting the *Paste* command from the *Edit* menu, or pressing <Ctrl+V> on your keyboard, you can insert it directly into a document in Namo WebEditor, just as you would see it on Internet Explorer.

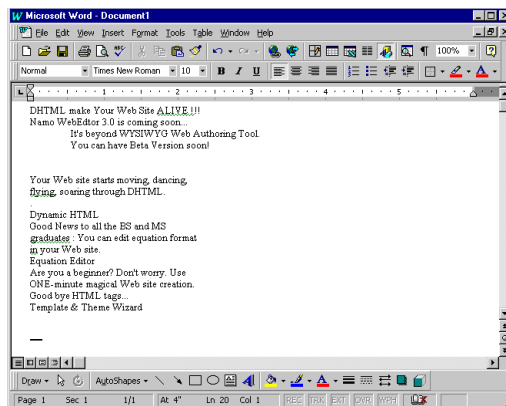


While you can import information from other software which supports the HTML clipboard, the opposite is possible. All programs must be able to read HTML from the clipboard or this will not work.

For example, when composing a new message in Microsoft Outlook Express, you can insert what you copied from Namo WebEditor by selecting the *Paste* command from the *Edit* menu of Outlook Express. (It may look slightly different, as the information on paragraph styles and attributes of the document cannot be fully transferred).



If you insert the information into a program that doesn't support the HTML from the clipboard, only the text will appear.



CUT SPECIAL

<Ctrl+Shift+X>

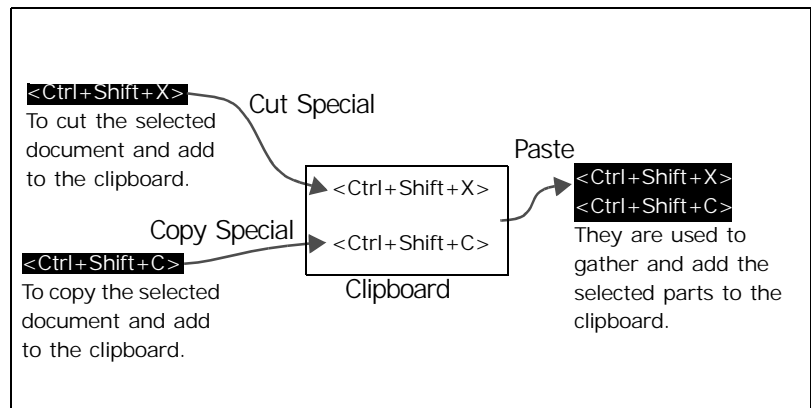
By pressing <Ctrl+Shift+X> on your keyboard, you can add the selected text to the clipboard and delete the content from the current document. The *Cut Special* command is different from the *Cut* command in that the existing text or image on the clipboard will not be deleted. The content that was just cut will add to the clipboard onto the end.

COPY SPECIAL

<Ctrl+Shift+C>

By pressing <Ctrl+Shift+C> on your keyboard, you can add the selected text to the clipboard while leaving the text on the document. The *Copy Special* command is different from the *Copy* command in that the existing text or image on the clipboard will not be deleted but will have the new material added to the clipboard onto the end.

Reference The *Cut Special* and *Copy Special* command can be useful when you want to take separate parts of documents and insert them together in one location.




SELECT ALL

Edit-Select All <Ctrl+A>

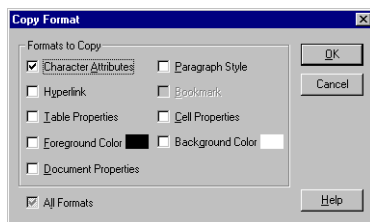
Wherever the cursor is at a location inside a document, you will be able to select all the contents by choosing the *Select All* command on the *Edit* menu. While all the contents are selected, you can select *Copy*, *Cut*, *Delete* and *Paste*.

COPY FORMAT

Edit-Copy Format <Shift+F2> 

To copy specific character, paragraph and document attributes from the current cursor position, select *Copy Format* from the *Edit* menu. You can then later apply these attributes to the selection of your choice. When you are simply copying the format, it is not necessary to select the content.

When you choose *Copy Format* from the *Edit* menu, the *Copy Format* dialog box appears as shown below. Choose the attributes you want to copy and click *OK*.



You can select all the attributes available by choosing *All Formats* in the dialog box. By clicking *All Formats* again, you can then cancel all selections on this screen.

The attributes you can copy will vary with the cursor position. For example, you can select *Table Properties* or *Cell Properties* from the *Copy Format* dialog box only when the cursor position is in a table. To select the *Hyperlink* or *Bookmark* option from the dialog box, you will need to place cursor on either a hyperlink or bookmark.

PASTE FORMAT

.....
Edit-Paste Format <F2> 

To apply what you copied from the *Copy Format* command to the selection on the current document, select the *Paste Format* command from the *Edit* menu. You must then specify the content to which the attributes will be applied beforehand by selecting the target content on the current document.

Depending on what attributes you have selected, the way you use the *paste format* command and its result may vary.

When pasting the character attributes, choose the *Paste Format* command on the *Edit* menu after selecting the target characters.

When pasting a paragraph style, you can select the *Paste Format* command from the *Edit* menu with the cursor position on the target paragraph. When several paragraphs are being targeted, you must select them all. It is not necessary to select an entire paragraph because the *Paste Format* command is applied to it automatically even though the block doesn't cover the entire paragraph.

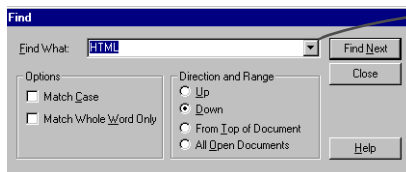
To paste both character attributes and paragraph style, you must select the target paragraph. In this case, the character attributes are applied to the selected character, and the paragraph style is applied to the entire paragraph to which the target character belongs.

FIND

.....
Edit-Find... <Ctrl+F> 

Use this when you want to find specific text in your document

- 1 When you select the *Find* command from the *Edit* menu, the *Find* dialog box will appear.
- 2 After typing the text you wish to find into the *Find What* field, select the *Options*, *Direction* and *Range* you want to search, from the dialog box and click the *Find Next* button.



If you click this drop down menu, a list of previously searched for text will appear. This is useful if you constantly search for the same text string.

- 3 If Namo WebEditor finds the text you are searching for, it will become highlighted.
- 4 Once you have found the text you were looking for, click the *Close* button.
- 5 When the text which was found is not what you were looking for, or you want to find another instance of this text, click the *Find Next* button.
- 6 If Namo WebEditor cannot find the text, a dialog box will appear as shown below. Click *OK*.



Find Options

Match Case Select this option to find the text that matches the capitalization of the text you want.

Match Whole Word Only

Select this to find text that matches the full word.

Direction and Range UP

This will search from the current cursor position to the beginning of the document.

DOWN

This will search from the current cursor position to the end of the document.


From Top of Document

This will search from the beginning of the document to the very end.

All Open Documents

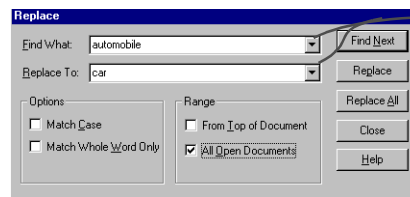
This will search all open documents from top to bottom.

REPLACE

Edit-Replace... <Ctrl+H> or <Ctrl+R> 

Select this to replace specific text in a document.

- 1 When you select the *Replace* command from the *Edit* menu, the *Replace* dialog box appear as shown below.
- 2 Enter the text to search into the *Find What* field in the *Replace* dialog box. Then you can enter the text you want to replace it with in the *Replace To* field. Then select the *Options* and *Range* as needed.



If you click this drop down menu button, the list of text you entered before will be shown. It is useful when you need to re-enter the same text again.

- 3 When you click the *Find Next* in the *Replace* dialog box, the text found will be highlighted within the document.
- 4 To replace the text, click *Replace* in the *Replace* dialog box. The text will then be replaced and Namo WebEditor will look for the next instance.
- 5 If you do not wish to replace the text found, click the *Find Next* in the *Replace* dialog box.
- 6 If there remains no more text to find, a dialog box appears as shown below. Click *OK*.



- 7 Click *Replace All* in the dialog box to replace text without being prompted first. Namo WebEditor will also tell you the number of replacing.

Replace Options

Match Case Select this option, to find the text that matches the capitalization of the text you want.

Match Whole Word Only

Select this to find text that matches the full word.

Range

From Top of Document This will find and replace the text starting from the beginning of the document.

All Open Documents This will allow you to search all open documents.

FIND AGAIN

Edit-Find Again <F3> 

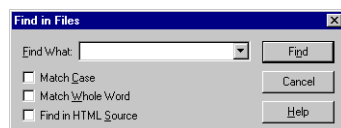
When you select the *Find Again* command from the Edit menu, Namo WebEditor will repeat the recent *Find* action.

FIND IN FILES

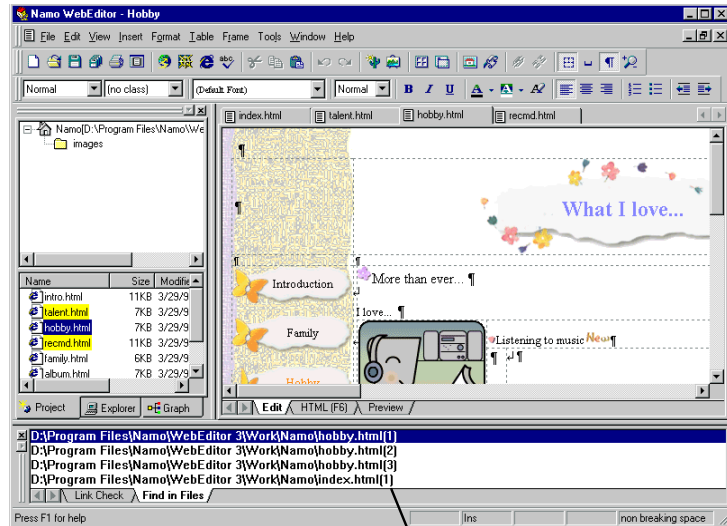
Edit-Find in Files

To search all the files in a project for specific text, select *Find in Files* command on the *Edit* menu. It is available only when the project is open.

- 1 If you select the *Find in Files* command in the *Edit* menu, the *Find in Files* dialog box appears.
- 2 Enter the text you want into the *Find What* field. Select the options you want. Click the *Find* button.



- 3 The *Result* window will then appear and list the files that contain the text you are looking for in the *Find in Files* tab. When you double click one of the files, Namo WebEditor opens it in the *Edit* window and will display the text highlighted.



The number at the end of the file name indicates how many of the texts you specified are included in the file.

BOOKMARK

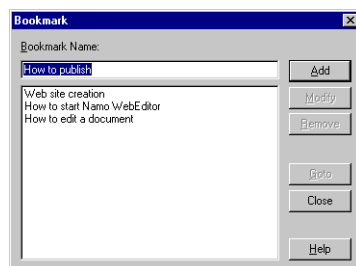
Edit-Bookmark... <Ctrl+G> 

A bookmark is a location on a document that you have given a specific name to. A bookmark can be the target of a hyperlink or an indicator for the spot that you wish to return to later on.

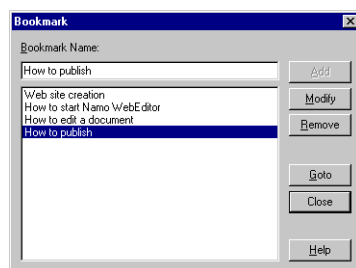
Create Bookmark

To use a bookmark, you must first create one. Follow the instructions below:

- 1 Select the text or an image at which a bookmark will point to.
- 2 When you select *Bookmark* from the *Edit* menu, the *Bookmark* dialog box will appear. If you select a word, it will be automatically entered into the *Bookmark Name* field as the name of the bookmark. You can either use the suggested name or enter a new one.

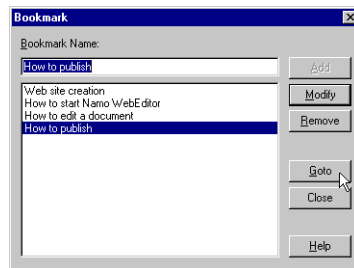


- 3 If you click the *Add* button, the name of the new bookmark will be added to the list of previously entered bookmarks. Click the *Close* button when you are done.



Move to Bookmark If you create a bookmark at the location where you plan on returning to, it can save you a great deal of time.

- 1 When you select *Bookmark* from the *Edit* menu, the *Bookmark* dialog box appears. By clicking the name of the bookmark that you want to move to, the text or image at which you created a bookmark will appear highlighted in *the Edit* window.
- 2 When you click the *Goto* button, the cursor point moves to the bookmark. If you click the *Close* button, the cursor will remain at its original position.



Modify Bookmark In the *Bookmark* dialog box, select the name of the bookmark you want to change. Enter the new name into the *Bookmark Name* field then, click the *Modify* button.

Remove Bookmark In the *Bookmark* dialog box, select the bookmark you want to delete and click the *Remove* button.

Caution If you delete the text or image at which you created a bookmark in the document, the bookmark will also be removed from the list of bookmarks.

Reference You can use a bookmark directly from within the current document without saving it. However to use the bookmark from another document, you must save the current document.