factline

User Manual
For the platforms of the factline Community Server

Version: Nov. 2002

Contents:

1. Introduction

In this manual we will explain to you all the functions and services that users on factline Community Server based platforms will need to know. You can also find a version of this manual online at http://fcs.kundenplattform.com, under the heading, "Usermanual english." Besides this, you can also find an interactive tutorial at the URL address http://fcs.kundenplattform.com, under the listing, "testline english."

To be able to run a FCS-platform, people with three different levels of privileges are needed. In order to better understand and operate these FCS functions, we would like to begin by giving you a short explanation:

There are 3 levels of privileges in the functional hierarchy:
  1. System Administrator
  2. Platform Administrator
  3. User

Users' privileges, in this case, your privileges, can be found at the lowest level of the hierarchy. For the purposes of this manual, the FCS hierarchy can be better clarified using an analogy of the construction and use of a house:

- The purchaser (designer) announces how the house (in our case, the platform) should appear.
- The system administrator (builder) transfers a ready-made, turnkey house (platform) to one or more platform administrators (new owners).
- The platform administrator sets the house rules, divides the users into groups, sets the password for each user, and can also structure the arrangement of the house, (the platform arrangement).
- A few users move throughout the house, inhabit the house, help with its arrangement, expand or change it, etc.

2. User Possibilities in the FCS-Platform

Users have different rights upon their being assigned to a user group with a given set of permissions. In principle, a user can only see those services and contents allowed by the authorization set for him/her (See chapter 13: Authorization System).

A user can:
- Register
- Change his/her settings (user data such as address, telephone number, photo…)
- Change his/her password
- Retrieve information ("notifications") concerning the modifications of texts
- Query contents (the authorization system controls who sees what)
- Input contents (if the services "images" and "downloads" are activated, they can also upload pictures and externally-created data files)
- Combine contents with each other ("link")
- Change contents (Permission settings control who is permitted to edit)
- Delete contents (Permission settings control who can delete what)
- Set permissions for new or altered contents
- Come into contact with other users (ping, chat…), if these services are toggled to available.

3. Registration/Login

Registration / Login

In order to be able to work on your platform, you will first have to register. First, click "Login" in the header and then on the link, "register" below the Login-fields. Now fill out the required fields of the application and click the "next" button. Your name, user name, and e-mail address are the only fields that must be filled out. Therefore, you can leave all other fields blank for which you would not like to specify the appropriate dates now. Once you have completed the registration process, you will receive your password immediately, as it is sent to the e-mail address you had previously entered. Should you not receive an e-mail with your password, please contact Factline: support@factline.com. Your password, along with all your other information, can be altered at any time by navigating to the "Settings" in the menu bar.

If you are already a registered user (and thus have a user name and password), you can login by clicking the "Login" command *[See illustration 1 below]*

	You have forgotten your password? Click the "Forgot your Password" link found on the login page and enter the user name and e-mail address you used to register.
	Your User Settings can be altered at any time: Under "Settings" you can review your personal settings and if necessary, change them. Click "submit" to save any changes.

Illustration 1: Login

4. Navigation of the Platform

Menu bar:
In the header you will find a menu bar with all the services on the left side and the Settings, Users Online, and the Login/Logout on the right side *[See illustration 2]*

Pathline:
Beneath the header of your platform, you will see a pathline that shows you in which area of your platform you are currently at ("Home : Facts : First Steps "). If you would like to jump to a higher part of the hierarchy, simply click the appropriate designation in the pathline (for example, "Facts"). *[See illustration 2]*

Search function:
The search function (Search) you will find on the right side in between the menu bar and the pathline. This will enable you to search through all the texts on the platform using certain keywords: Enter the keyword, click the "go" button, and you will be shown the appropriate hits. *[See illustration 2]*
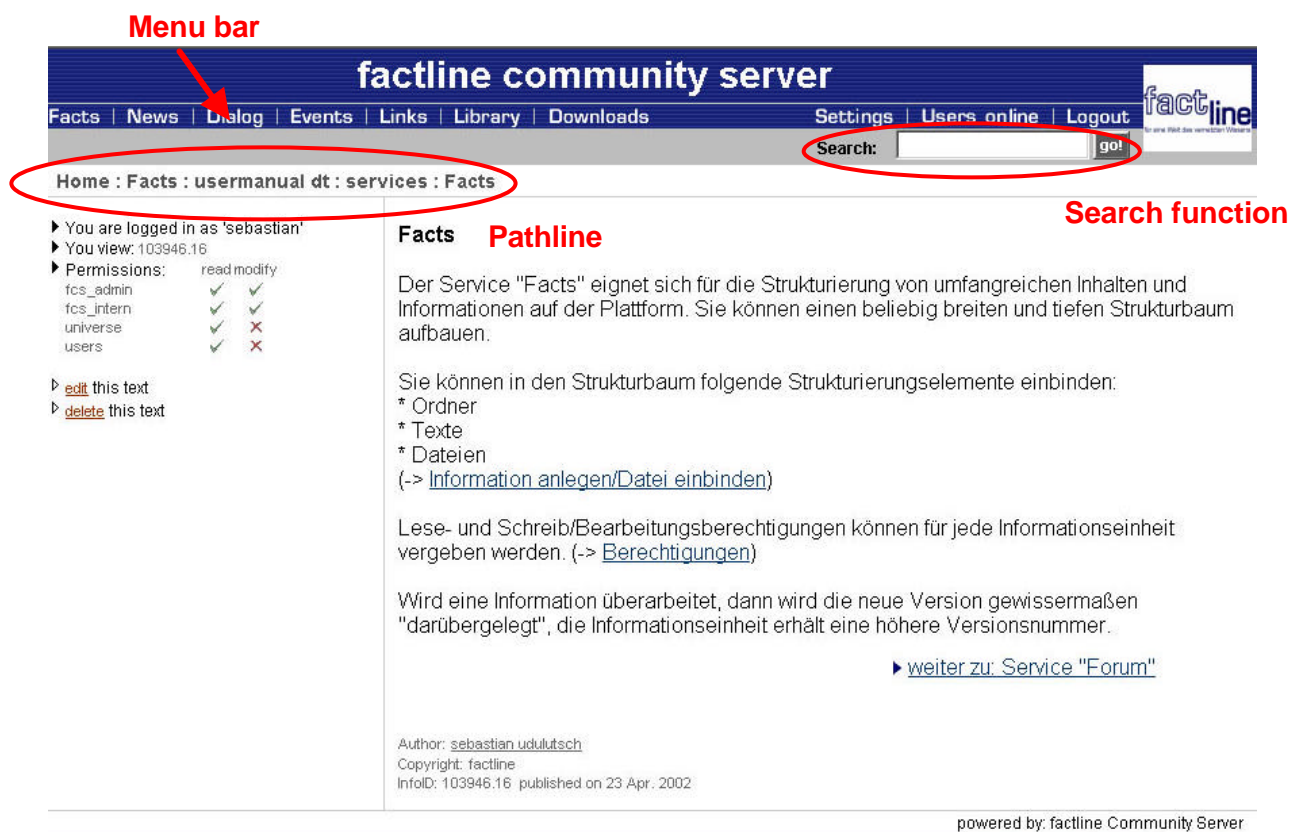

Illustration 2: Navigation

5. Overview of Services

You can directly access all the other available services on your platform by clicking the respective name in the menu bar.
[See Illustration 2]

> ℹ️ The chosen designations in this manual the standard names chosen by factline. Other designations for menu items are possible.

Facts
The service "Facts" is suitable for storing extensive amounts of content and information on the platform. You can build any wide and/or deep hierarchical tree. Folders, texts, and other pieces of data can be included as elements of the structure.

News
In the Service "News" users can read through the latest news. The entire news archive can be searched through by author, date, or news type.

Dialog
In the dialog area users can make direct contact with experts, other users, or the public. This is allowed via two different services, "Forum" and "factchat."

Forum:
Here you can post ("write") short statements regarding a particular theme. With the help of a structured question-and-answer construction, discussions among multiple people can be facilitated.

factchat:
A chat (real-time communication over the Internet) with expanded functions. The contributions of the chat participant will be spatially positioned. In this way, seeing the relationship between texts is better facilitated. In addition, all contributions are saved in an archive so that one can search through it.

Events
Users' appointments will be displayed using the "Events" service. There is the possibility to define different event-types, after which certain appointments can be selected.

Links
The "Links" service offers the possibility of archiving important and interesting references on the world wide web. The different entries are searchable by types.

Library
In this service you can manage a bibliography. The different literature-entries are searchable by types.

Downloads
The service "Downloads" is used for down- and uploading files to the platform. You can write a description for each file that is downloadable. The download itself starts automatically with just a mouse click.

Partner
In the partner field of the header associate logos change after a defined delay. These logos can be linked with the appropriate website.

Users online - Ping
Online users will display all users except you that are currently online and also offers you the possibility of contacting them (ping).
Ping – If you want to contact someone, simply click on the ping button next to the appropriate name, however you can only see this "ping" when you have the permission for it. Thereupon opens a small window, in which you can write your message. Once finished, click "Send" – the message appears immediately on the screen of the recipient. The recipient then has the possibility to reply directly to the message.

6. Creating Information/Uploading Files

It doesn't matter which type of information (text, folder, file, news, new forum, forum contribution, event, associate logo, etc.) you would like to create and publish – the necessary steps are always the same.

Navigate to the position of your platform, upon which you would like to create the information. Click the desired icon or the desired link and a form will appear.

ℹ	The different information types will be represented on the platform through icons (Folder: ADD, Text: ADD, File: ADD) or through links (add news, add event, etc.). Mostly you find them on the left side.
ℹ	If you can see neither Icons nor links, then you do not have an authorization to provide information and/or upload files (see chapter 14: Authorization system). Ask your platform administrator.

Please fill in all fields of the form and then click "next >>", in order to proceed (or "cancel", to end) the procedure.

There are two possibilities of text entry:
Text-Mode: The text entry can be formatted with simple HTML-tags. The use of the Enter-button for word-wrapping is possible.
HTML-Mode: The text must have begun with <html> and ended with </html>. Word wrapping can only be accomplished by entering the tag <br>. This variation is necessary for complex HTML syntax (particularly with tables!). (See Chapter 17: HTML Tips & Tricks)

If you click "next >>", the system will store the information and display it in the complete layout with the appropriate infoIDs. (See Chapter 7: Meaning of the infoID).

At this time the information is only visible for you personally. Only if it were published by you, would it be accessible for those you have entitled to see it. (See chapter 8: Information Publishing)

## 6.1. Explanations of Individual Fields (alphabetical lists)

Author	In this field you can enter the name of the author. If new information is provided, the system automatically registers the logged in user. If this, however, is not the actual author of this text, one can easily enter the correct name. By the additional statement, "Published by," below the text, one can recognize who published the text.
Authorization	You can decide which group should be permitted to read and/or edit information. You can choose between two options: **„standard":** The system copies the permissions from the next higher level. Here there are two different variations. If a piece of information is created for the first time, the authorization settings of the Padmin are taken over. If a piece of information is edited, the authorization settings of the previous version are assumed. In each case, the current standard settings are always indicated at the end of the input form. **"advanced":** As soon as you click "next >>," you come to a list of all the authorization groups added by the platform administrator. You assign permissions by clicking the respective checkbox (☐) for reading („read") and/or the writing permission („modify"). With the „set" button the changes take effect. (You can find exact information for these permissions in chapter 13: Authorization System.)
Copyright	Please enter who possess the copyright to this information.
Date	The system gives you today's date as the default setting. If you would like to enter another date, please take note of the following format: JJJJ-MM-DD, for example, 2002-05-27.
Description	In this field you can enter the description of the information (of a picture, an uploaded file, etc.)
Event type	Select the appropriate type from the pull-down menu in order to categorize your event message. Via types other users will be able to filter the events. Should only the option "all" be displayed, no types were defined by the platform administrator.
File data	This form field allows you to upload documents to the platform: Click the button "Browse" right next to the field "file data". It opens the standard Windows-Explorer window. Then navigate to the directory in Explorer where the uploaded information is located, click the data name and then click "open." The path is indicated to you in the field "file data" of your platform.
Internet type	Select the appropriate type from the pull-down menu in order to categorize your link. Via types other users will be able to filter the links. Should only the option "all" be displayed, no types were defined by the Padmin.
Language	Here you can, if it's available in the pull-down menu, assign a language to your text.
Literature type	Select the appropriate type from the pull-down menu in order to categorize your literature information. Other users are given the possibility of filtering the literature information. Should only the option „all" be displayed, no types were defined by the Padmin.
News kind	Please enter the kind of news: Abstract by XY, Press release, etc.
News type	Select the appropriate type from the pull-down menu in order to categorize your news. Via types other users will be able to filter the news. Should only the option "all" be displayed, no types were defined by the Padmin.
Password	Please bear in mind: 1. The password can consist also of numbers, and/or a combination of numbers and symbols. 2. The password is case-sensitive.
Place	Place of news/event, etc.
Publishing house	Please enter the publish house, where the book/magazine appears.

Screenprint	Here you can enter the infoID of a screen print picture. This screen print must be loaded on the platform before however in the service „Facts" under „add/browse images" -> „add new image." (See chapter 12: Integrating Pictures). A screen print should not be wider than 400 pixels. In order to find the infoID of an already loaded screen print, click „browse images"; a list of all the available pictures will be displayed for you.
Seconds	This field is only relevant to the service „partner." Several alternating partner logos can be represented in the header. In this field you specify how long the respective partner-logo will be displayed: So you could set, for example, all partner logos to change after a period of 10 seconds or a logo to fade out after 30 seconds, and set the others however to just one second.
Shortname	The selected short title appears in the pathline.
Source	Please indicate the source of the information here.
Text	There are two possibilities for text input: 1) Text-mode: The text input can be formatted with simple HTML tags. The use of the enter key for a word-wrap is possible. 2) HTML-mode: The text must begin with <html> and end with </html>. Word-wrapping can only be entered with the tag . This variation is necessary for a complex HTML syntax (particularly for tables!). (See chapter 17: HTML Tips and Tricks)
Title	Enter a title.
URL	Please indicate here the URL of the links of the reference work. Please note: Every URL should already begin with the string "http://".
Username	Please select a username. With this username you identify yourself on the platform.
Year	Please indicate the year of publication for the work.

7. Meaning of the infoID

The infoID is an important element in that it enables you to relocate and identify created information. Every composed piece of information on the platform will be automatically assigned an infoID by the system. The infoID is a unique combination of numbers that allows the published information to be easily identified. Of practical importance, the infoID is particularly useful for reference purposes (see chapter 11: References).

The infoID is a combination of two parts:

102070.12

Main Number		Version Number
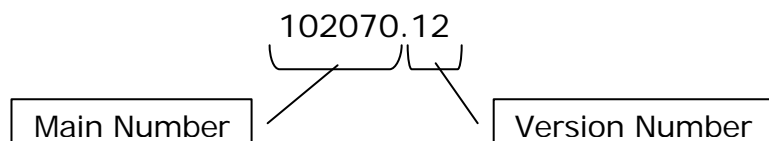
Main Number: One sequential, automatically created number combination.

Version Number: This results from editing new versions of a document. In order to be able to distinguish between these versions, a version number is always attached after the main number.

The main number of the infoID is constant. The version number is used on the platform in two further modified forms:

102070-edit   „-edit" Instead of the version number, this indicates that the document being worked on has not been published yet.
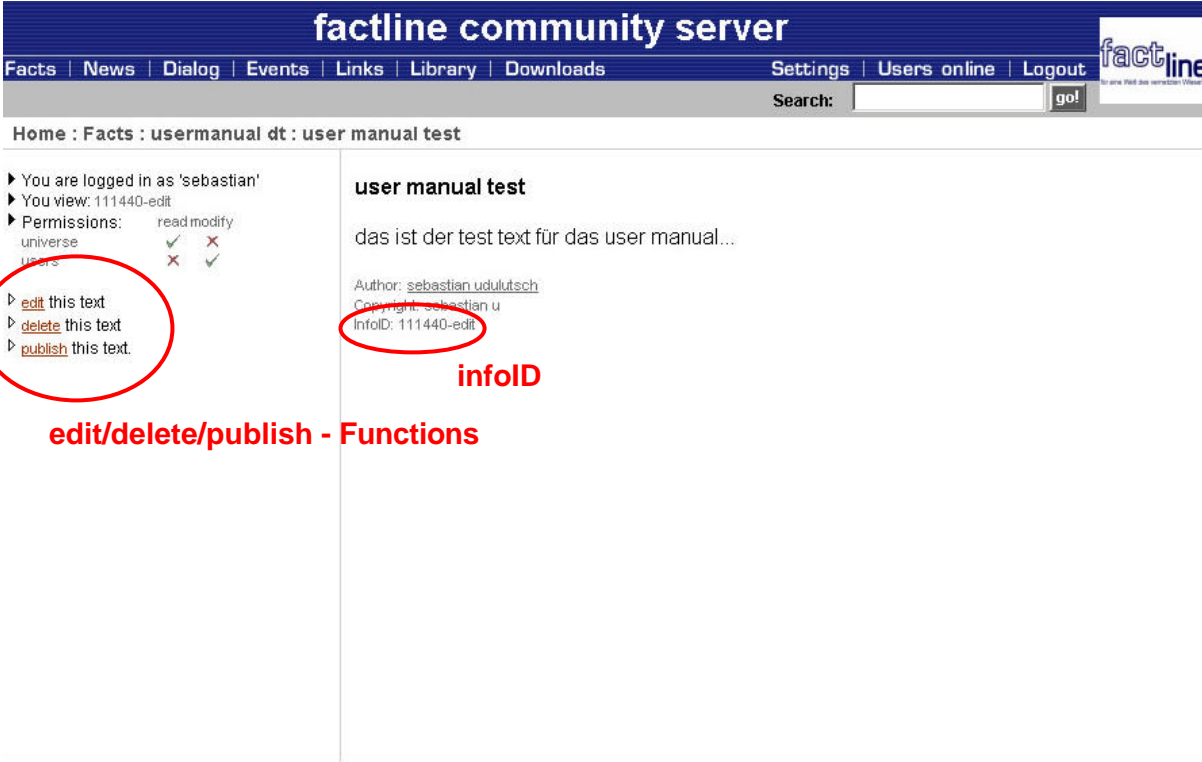
102070.0   If you always want to reference to the most recent document available, type „0" at the end of the infoID in place of the version number (see chapter 11: References).

8. Publishing Information

So long as you don't click „publish" *[See Illustration 3]*, the information is not published and is only viewable by you. The system has already assigned an infoID, which for the time being, replaces the version number with „edit".

> ℹ️ Unintentional, parallel editions are prevented: As long as the version being worked on of an existing text is not published, it is not possible to create a further version of this text.

In order to publish information, you can either click „publish" directly after creating/editing it, or first work on several documents and publish them altogether in one step. For this, you have to navigate to the list of documents in the appropriate folder. There, beside every still unpublished piece of information, you see a checkbox (☐). Check all the documents that you would like to publish and click on „publish all selected items" beneath.

Illustration 3: edit/delete/publish – Functions

Once the information is published, every permitted user can read it (see chapter 14: Authorization System). Below this text you can check which user published this text. The system automatically records the name of the logged on user. Every time that a text is changed and newly published, you can see the names of the logged-on users who made the changes under „Published by."

9. Updating Information

You are only able to see the option „edit" when you have been permitted for this purpose. This is the case in all services. However, make sure you are already logged on.

One click on the „edit"- button *[See Illustration 3]* brings you to an input mask. You can work on the information yourself there, changing read or write permissions, etc.

In case you want to edit a document which has already been edited directly by another user, (that is, if this new version still hasn't been published), you'll receive an error message. Editions in this case are not possible.

If you have published your changes, the updated version number, overwrites "the original" and thus receives a higher version number e.g.: infoID="02095.2" instead of before infoID="102095.1".

> ℹ️ If the information was updated, it is nevertheless still possible to refer to an older version. With the creation of the references you can decide if you would like to refer to a certain version or to the most current version (see also: Chapter 11: References).

On the platform it is also possible to upload documents that were created in a certain application. If you want to update such a document, you must first edit and then save the files on your computer (either your harddrive or your network). Subsequently open the input mask for the document to be updated on the platform (as decribed above by clicking the „edit" button). There you can now insert the updated file in the field „File Data (upload new file)" (see also chapter 6. Creating Information/Integrating Data) and existing document will be replaced.

10. Organizing/Moving Information

In the service „Facts" you have the possibility to upload large quantities of text and folders, as well as files. For this, it will of course be necessary to afterwards arrange these documents. Notice the arrows directly to the right of the „edit | delete" options. If you want to rearrange information, you have to check the information with one mouse-click. For this, use the radio button next to the „delete" option. After that you have the choice between three possibilities:

1) <u>Place the information you would like in the same level before the other information</u>: you click the arrow that is placed by the document, above which you want to move your selected document (for example, info fields). To help you, by every arrow appear „info fields", if you move the mouse over it *[see Illustration 4]*

Illustration 4: Rearranging information within and between levels

2) <u>Shifting information to a higher level:</u>
Click the highest arrow, so that the selected document (for example, info fields) is shifted to the next highest level. *[see Illustration 4]*
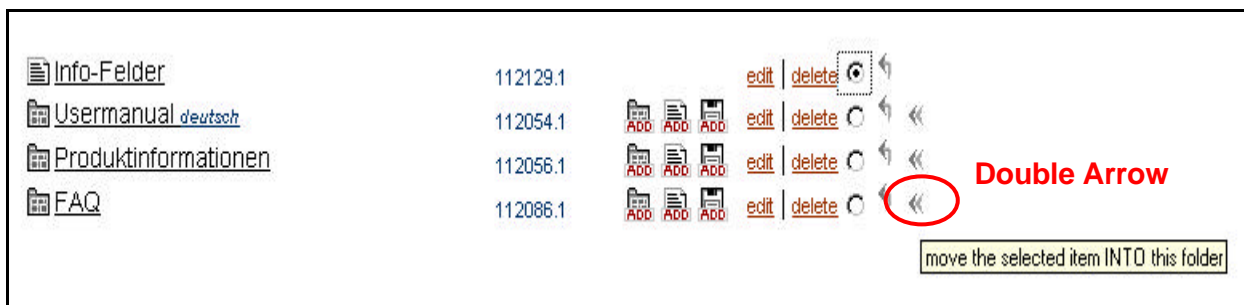
Illustration 3: Moving information to another folder

3) <u>Placing information in another folder:</u>
Click the double arrow (outside right) of the desired folder *[see Illustration 5]*.

11. Erasing Information

In all the services, irrespective of the type of information, the option „delete" is visible *[See Illustration 3]* if you have the permission to delete this information.

If you click „delete," the system inquires if you are sure that you want to delete this information. Clicking „delete" one more time deletes the information. If you would like to cancel this procedure, click „cancel" or close the Pop-up window with the ☒-button on the right top part of the window.

12. References

By indicating an infoID, you can reference every piece of information that is stored on an FCS platform. Of course, you can also link to another internet address (URL).

> **Online Help**
> If you open an entry input field, you can always find a summary of linking possibilities on the left side under „How to link."

Referencing to an infoID:
In contrast to the conventional link, in which only the address of a site on the Internet is indicated (a link to a URL), the information on a factline Community Server is referenced directly via an „infoID" (see chapter 7: Meaning of the infoID). The advantage of this consists of the fact that a link to the appropriate piece of information (even if a document is moved to another folder or even another platform) always remains intact and identifiable. There are no „dead links"!

> **What is the desired document's infoID?**
> In most cases you will not know the infoID of the desired document offhand. Therefore you will find on the left column next to every area for entry input, the link „search infoIDs". If you run this, a search field opens, in which you have to enter a keyword of the desired document. After clicking the „search" button, a list is displayed of all the documents available on the platform that contain your keyword (with their respective infoIDs).

In order to refer to a document using an infoID, you have two possibilities in the syntax entry.

Short form: `<factlink 102491.0/>`

> In this case the title of the document to be referenced will be automatically displayed as a link which is „linked" to the most recent version of the document.

Long form: `<factlink 102070.43>Old Introductory version</factlink>`

> In this case, the designation of the link is created independently of the title of the document. Moreover, this is linked specifically to the file version number 43.

If you would prefer that the reference be opened in a new window, use the following syntax:

Short form: `<factlink 102491.0 target="_blank"/>`

Long form: `<factlink 102070.43 target="_blank"> Old Introductory version </factlink>`

Reference to an Internet address (URL):
If you would like to link to information on the Internet, please type the conventional HTML syntax:

```
<a href="http://www.factline.com/">Designation</a>
```

Here you can also specify that the reference should be opened in a new window:

```
<a href="http://www.factline.com/ "target="_blank">factline
Homepage</a>
```

> *i* — You can insert more HTML commands within the text field. You can read more details in Chapter 16: HTML Tips and Tricks.

References from external documents using an infoID:
Suppose you want to paste a link to information on an FCS platform in an e-mail. You can make this possible with the following URL:

```
http://fcs.kundenplattform.com/infoID/104247.0
```

Should registration be necessary for reading this information, the link will point directly to the login-page of the platform. Once the user has successfully logged in, the desired information will be displayed by his browser.

13. Integrating Pictures

In order to be able to include a picture („image") in a piece of text, there are two necessary steps: First the picture will have to be uploaded to the server, in Service „Facts" (Upload and placement of an infoID). After that you can reference the uploaded picture to the desired location.

1. Upload:
If you would like to upload pictures, please navigate to Service „Facts" and click „add/browse images". After that click „add new image", in order to upload the desired picture to the platform from your local network. For this purpose, click the button „Browse" right next to the field „File Data." The standard window of Windows Explorer opens. Navigate in Explorer to the directory in which the uploaded picture is located, click the name of the file and finally click „open." The path is then now displayed in the field „file data".
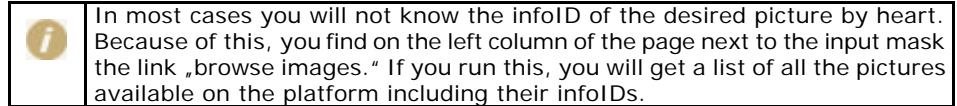
> *?* — If you cannot see the „add/browse images" button, then you do not have the permission to upload pictures to the platform. Consult your Padmin.

2. Integration of an Image:

Go to the desired position in the text and enter the following syntax (here is an example of an info-ID):

```
<factimage 104281.1/>
```

> In most cases you will not know the infoID of the desired picture by heart. Because of this, you find on the left column of the page next to the input mask the link „browse images." If you run this, you will get a list of all the pictures available on the platform including their infoIDs.

If you integrate a picture, it is advisable to specify the width and/or the height of the graphic. Since the browser can infer how big the graphic will be, the site will load faster, because the browser designates an accordingly large area in the place of the graphic not yet loaded. If you do not indicate the width and height, the browser delays displaying your site until it has read in all the necessary details from the included graphic files. Furthermore the specification of the height and width allows you to change the size of the picture.

Enter the following syntax:

```
<factimage 104281.1 width="30" height="30"/>
```

With this syntax contortions can occur if you do not enter the exact width and height proportions. If for this reason you want to avoid contortions, only enter one side:

```
<factimage 104281.1 width="30"/>
```

OR

```
<factimage 104281.1 height="30"/>
```

In order to be able to adjust a picture, take note of the following instructions:

Aligning the picture in the text

```
<factimage 104281.1 align="top"/>
```

Enter one of the following values for an adjustment:
`top` = the picture is pasted at its top margin into the text line.
`middle` = the picture is pasted at its middle into the text line.
`bottom` = the picture is pasted at its bottom margin into the text line.

Allowing text to flow around a picture	`<factimage 104281.1 align="Adjustment" hspace="Left right" vspace="TopBottom"/>`
	Type in one of the following values instead of an adjustment:
	`left` = Aligns the picture at the left side (text flows around the right side).
	`right` = Aligns the picture at the right side (text flows around the left side).
	Instead of „`LeftRight`", type in a number, for example 10, in order to determine the pixel distance from the picture to the left and right edges.
	Instead of „`TopBottom`", type in a number, for example 10, in order to determine the pixel distance from the picture to the top and bottom edges.

14. Authorization System

Why permissions?
A sophisticated authorization system makes it possible for the platform administrator and other information producers to control exactly who is permitted to read or work on which pieces of information.

The hierarchy:
For every factline Community Server (the server on which your platform runs), there is a system administrator („Sadmin"), one or several platform administrators („Padmin") and one or several write-permitted users.

> *i* If factline is used as the application service provider (ASP), the system runs on a server powered by factline. In this case, factline takes over the tasks of the Sadmin.

The Sadmin defines for each platform a group of platform administrators, who again specify which groups of users may enter the different services. Finally every user can assign write and read permissions for every piece of information (fact) they create.

Read Permission ("read"): Read-permitted groups can read, but not work on or hide text.

Write Permission („modify"): Write-permitted groups can write, work on, or delete text.

With the creation of a forum there is still a third option:

Post Permission („post"): In the case of the forum, users don't have the possibility of deleting or altering the title. Here it is possible to exclusively answer a posting.
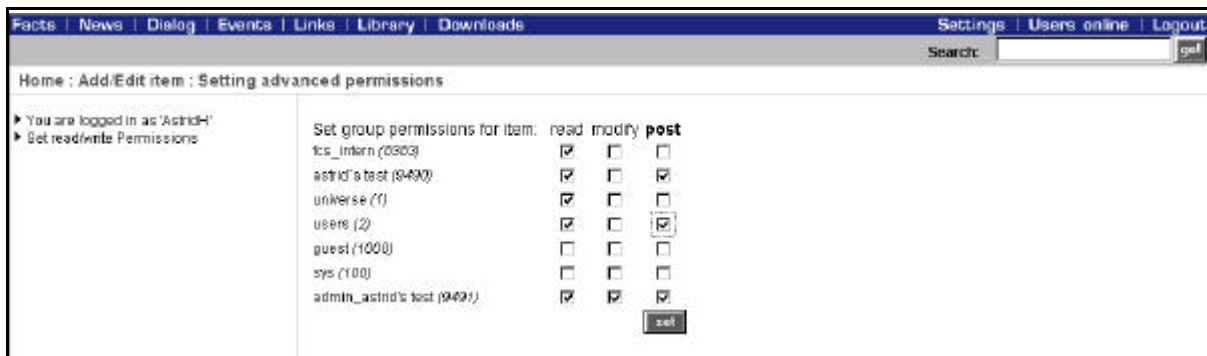
Illustration 4: Permission types

Assigning Permission:

Read and write permissions will be assigned when providing and/or editing information. Underneath the entry mask you can choose between two options:

„standard:"   The system copies the permissions from the next higher level. Here there are two different variations. If a piece of information is created for the first time, the authorization settings of the Padmin are taken over. If a piece of information is edited, the authorization settings of the previous version are assumed. In each case, the current standard settings are always indicated at the end of the input form.

„advanced:"   As soon as you click "next>>" *[see Illustration 5]*, you come to a list of all the permission-groups set up by the platform administrator. You assign permissions by clicking the respective checkbox (☐) for reading („read") and/or writing permission („modify"). With the „set"-button the changes take effect *[see Illustration 4]*.
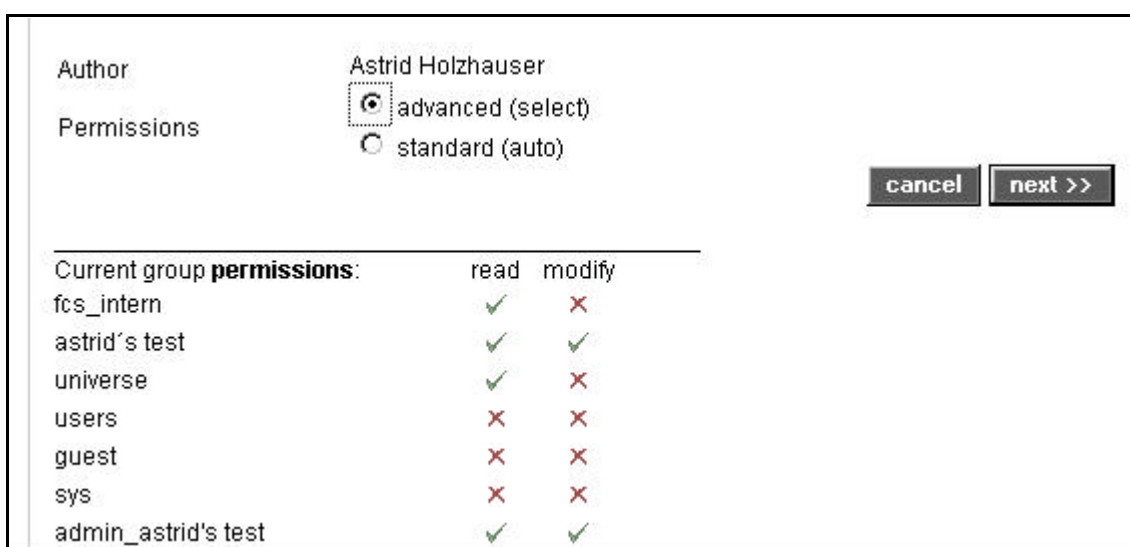
Illustration 5: Actual Standard Permission Settings

15. Group Functions

Permissions can be assigned for every piece of information on the factline Community Server. Permissions affect the respective groups and not single users. Basically you must decide between two types of groups.

1. System groups:

These are groups that are created as a standard by the system. No users have to be assigned to these groups by the Padmin, since the allocation takes place automatically.

| Platform Main Group	This group contains every user that has registered on your platform. In addition, the system will assign the name of your platform, for example, „my_platform main group", but this can also be changed by the Padmin.
universe	All registered „users" and unregistered „users" (= „guests")
guests	All users, who have not yet registered
users	All users, which are registered on any FCS-platform
(guests + users = universe)	

2. User groups:

These are groups set up and maintained by the Padmin. For each platform as many user-groups can be defined as desired. The definition of which groups are available takes place via the platform administrator (Padmin). Every group can be assigned to as many users as desired, and also the other way around; users can be assigned to several different groups.

The hierarchy while working with groups:

The platform administrator sets up groups and decides on platform levels which groups have which access rights. So, for example, the platform administrator can define certain groups to have no access to the service „factchat", etc. Furthermore, the platform administrator can pre-define a standard authorization variant for the publication of information (see chapter 14: Authorization system). The users assign permissions for individual pieces of information, as soon as they create or work on information (see chapter 14: Authorization system).

16. Notifications

The notification makes it possible for users to be informed about certain changes of content. The notification is made by e-mail. Users can in this way remain informed about the changes in a platform without having to search through the platform regularly themselves. Notification can be activated for the following three areas:

1.) Service: Be informed about the activities within a service.
2.) Folder: Be informed if a change is made within a file (relevant for the services, „Facts", „Downloads", and „Dialog."
3.) InfoID: Be informed if a concrete fact has changed.

In order to receive the notification e-mails, certain changes must be made in the „Settings". There are two ways of getting to the Notification Settings.

Navigation to Settings in the menu bar
As a logged on user you navigate with the button „Settings" in the menu bar to the user settings form. There is a link „change notification settings" on the left side of the page. If you click here, you come to the general notification settings of a platform. Here you must indicate under which conditions (during creation, change, and/or deletion of the pieces of information) and how often you would like to be informed about the activities on the platform. Select, with the help of the checkboxes (☐), the desired settings and click the „Save" button. After that you can also select the exact individidual services from a list on the left side of the page, for which areas or documents you would like a notification sent to you.

Navigation through the individual services
It doesn't matter in which service you are, there is always on the left side of the page the link „Notification settings for [Service]" *[see Illustration 6]* (If you have opened a form, you will not be able to see this link). Clicking this link takes you first to the notification settings of this special service. But you can also navigate from there to the general notification settings and the notification settings of the other services.

Illustration 6: Notification link by a service

17. Creating/Editing Partners

In your header there is a possibility to activate the service „Partner". This concerns a small window on the right side, in which logos appear at different time intervals. Here you can let your partner or other acting parties on the platform advertise their logos.

Work procedures:

|1| Upload the logos to the platform under „Facts/browse images/add image" as .gif with the size of 80x64 pixels. (see chapter 13: Integrating pictures).

|2| Click somewhere within the partner window to the right of your header.

|3| Under „add partner" you can paste the individual logos with their corresponding infoID. Don't forget to fill out the field „Seconds". This indicates how long a logo should be displayed. If necessary you can submit further information by filling out the „Description" field for this partner (e.g., address of the homepage).

18. HTML Tips and Tricks

In this chapter we have summarized basic HTML instructions for you, so that you can arrange your texts, which normally are entered unformatted directly into the form. If you want to learn even more about this topic, we recommend to you the web site www.teamone.de/selfhtml.

18.1. General HTML Information

HTML is the abbreviation for „Hyper Text Markup Language". HTML is the format in which the text and hypertext information is transmitted and saved in the World Wide Web (WWW). For the WWW you can't create the layout of your text, as you would in Word for each respective paper. Using HTML texts on the Internet, you arrange the layout with logical HTML instructions („tags"). These tags can be differentiated from normal text, such as they are written between small and larger-sized characters <xxx>.

Most HTML instructions come in pairs, with a „Start-Tag" in the form <xxx> and an "End-Tag" in the form </xxx>. These command pairs indicate in each case the meaning of the text lying between them. Thus, e.g., between and bold text is displayed.

Some HTML instructions come individually, thus without an end tag. They designate certain elements that stand between the text. So for example, <hr> means a line between two paragraphs. The HTML instructions in pairs must always be entered correctly. This is illustrated by the following example using indented input lines. What the individual tags mean can be found in chapter 18.2: formatting text.

```
<p>  The first paragraph.
</p>
<p>  Two
     <u>
         <b>  underlined, bold
         </b>
     </u>
     Words in the second paragraph.
</p>
After this paragraph comes a line:
</p>
<hr>
<p>  That is the last paragraph.
</p>
```

Start-tags and stand-alone tags sometimes include additional indications called attributes.

```
<div align="center">Everything centered</div>
```

Align="center" causes the text to be center justified (align = alignment, center = centered).

18.2. Formatting Text

Bold type:	`<b>bold words</b>`
Preview:	**bold words**

Underlined:	`<u>underlined words</u>`
Preview:	<u>underlined words</u>

Italics:	`<i>italic words</i>`
Preview:	*italic words*

Word wrap:	`Text old row Text new row`
Preview:	Text old row Text new row

Paragraph:	`<p>Here begins a paragraph, and here it is ended.</p>`
Preview:	Here is a very simple sample text which serves to fill two rows. Here begins a paragraph, and here it is ended. Here is yet another very simple sample text which serves to fill two rows.

Lines between two paragraphs:	`First paragraph <hr> second paragraph after the line.`
Preview:	First paragraph ――――――――――― Second paragraph after the line

Unordered lists (Bullets):	```html
	
	 - List entry
	 - List entry
	
	``

Preview:	• List entry • List entry

Ordered lists:	```html
	
	 - List entry
	 - List entry
	
	``

Preview:	1. List entry 2. List entry

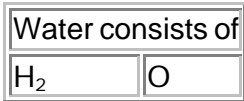| Text alignment:	```html
	 Everything centered
	 Everything left justified
	 Everything right justified
	 justified text justified text justified text justified text justified text justified text
	``

Preview:	Everything centered Everything left justified Everything right justified justified text justified text justified text justified text justified text justified text

Font size	```html
	Normal text
	
	Text that is about 20 units larger than normal text
	
	Text that is about 20 units smaller than normal text
	``

Preview:	Normal text Text that is about 20 units larger than normal text Text that is about 20 units smaller than normal text

18.3. Formatting Tables

Tables are not only used in their normal representation, but also in order to be able to position texts and graphics accurately next to each other. In this second case, so-called invisible tables are pasted.

Invisible Tables	`<html>`
	
	`<table border="0" cellpadding="2",`
	`cellspacing="5">`
	
	`  <tr>`
	
	`   <td>Text of the first column</td>`
	
	`   <td>Text of the second column</td>`
	
	`  </tr>`
	
	`</table>`
	
	`</html>`

Preview:	Text of the first column Text of the second column

The edges of the tables are set to the equivalent of zero and are therefore not visible. Cell padding and cell spacing denote the space from text to the edge of the cell and/or between the individual cells. More details on this can be found at: http://selfhtml.teamone.de/html/tabellen/gestaltung.htm#abstand.

Connected cells	`<html>`
	
	`<table border="1">`
	
	` <tr>`
	
	`  <td colspan="2">Water consists of</td>`
	
	` </tr><tr>`
	
	`  <td width="">H<sub>2</sub></td>`
	
	`  <td>O</td>`
	
	` </tr>`
	
	`</table>`
	
	`</html>`

Preview:	Water consists of H_2 O

| Cells with size specifications | ```html
<html>
<table width="400" cellpadding="2" cellspacing="5">
  <tr>
    <td width="100">Text of the first column, that now is reduced to 100 pixels.</td>
    <td width="300" valign="top"><font color="#000099">Text of the second, substantially wider column (300 pixels), in which now appears the essentially longer, colored text.</font></td>
  </tr>
</table>
</html>
``` |
|---|---|
| Preview: | Text of the first column, that now is reduced to 100 pixels   Text of the second, substantially wider column (300 Pixel), in which now appears the essentially longer, colored text. |

Blank-Code

With „invisible tables" you will use empty cells more frequently. But so that the width of the appropriate cell is not reduced to 0, it is helpful to enter a blank code into the cell. This is " " oder " "

18.4. Colors

Basically there are two possibilities in defining colors in HTML:

- By indicating the RGB value of the desired color in hexadecimal form (RGB = Red/Green/Blue value of the color)
- By indicating the name of a color

The advantage of the hexadecimal color value is that it works independently of the browser and there exists a selection of 16.7 million colors.

If you enter the color name, you circumvent the somewhat difficult definition of a color in hexadecimal mode. At present however only 16 colors are officially standardized. More colors exist, but this depends upon the browser used.

Hexadecimal-Color Values
If you define colors directly in hexadecimal mode, you must arrange the desired color using specifications regarding the three basic colors red, green, and blue (RGB values). Each hexadecimal color definition has 6 digits and takes the following form: #XXXXXX. First note the pound (#) symbol, after which follows six positions for the color definition. The first two places define the red value of the color, the second two places the green value, and the last two places the blue value.

Hexadecimal numbers are: 0,1,2,3,4,5,6,7,8,9,A,B,C,D,E,F. There are thus 16 possibilities for a hexadecimal number. For each color value (red, green, blue) 2 numbers are available. That makes 16 x 16 (= 256) possible combinations of a color value.

Example of colored text with hexadecimal values:

HTML-Code:	`<font color="#FF0000">red words</font>`
	`<font color="#0000FF">blue words</font>`
	`<font color="#00FF00">green words</font>`

Preview:	red words blue words green words

Color names of the 16 basic colors

In order to define a color with the help of a color name, simply enter the desired color names in place of the hexadecimal RGB value. The following color names have been a component of HTML since version 3.2 and are understood by many world wide web browsers.

Color Name	Hexadecimal Value	Color Name	Hexadecimal Value
Black	#000000	gray	#808080
Maroon	#800000	red	#FF0000
Green	#008000	lime	#00FF00
Olive	#808000	yellow	#FFFF00
Navy	#000080	blue	#0000FF
Purple	#800080	fuchsia	#FF00FF
Teal	#008080	aqua	#00FFFF
Silver	#C0C0C0	white	#FFFFFF

Example of colored text with color name:

HTML-Code:	`<font color="red">red words</font>`
	`<font color="blue">blue words</font>`
	`<font color="lime">green words</font>`

Preview:	red words blue words green words

18.5. Reference to an E-mail Address

You can create a reference to any e-mail address within a text. If the user clicks on the reference, it automatically opens his e-mail program with the given e-mail address in the „send to" field of a new message.

HTML-Code:	`Please send any questions to the following e-mail address: br>`
	`<a href="mailto:`
	`max.muster@test.org">max.muster@test.org</a>`

Preview:	Please send any questions to the following e-mail address: max.muster@rest.org