3 Menus

Introduction

This chapter lists the five menus and the various options on each. Some options are explained in more detail in other chapters.

File Menu

The **File** menu contains options you can use to view, select, and manipulate (mail, print, search, reload) files. Each underlined letter is a shortcut to the same action as the corresponding menu item after the menu is open on your screen. See "Hotkeys" on page 6–3 for more information.

File menu options are discussed below.

New Window Opens another Document View window. The content of the new window is your default home page. You can open any number of NCSA Mosaic windows.

Same as **New Window** on the Document View bottom control panel.

Clone Window Opens a duplicate of the window being viewed. This is a useful choice if you want to keep a window open for reference but also want to select another hyperlink or open another file.

Same as **Clone** on the Document View bottom control panel.

Open URL... Opens the Open Document window to enter the Uniform Resource Locator (URL) for a file to be viewed. Enter the URL for the document (e.g., `http://www.ncsa.uiuc.edu/General/NCSAHome.html`). See *Introducing the World Wide Web* for more information about URLs.

Same as **Open...** on the Document View bottom control panel.

Open Local... Opens the Open Local Document window to select a local file for viewing. By default the **Filter** field starts with your current path. If the file you want is already highlighted and displayed in the **Name of local document to open** field, click **OK**.

If the file you want is not highlighted, use the **Directories** and **Files** listings to locate it. When you have the file you want to open highlighted, click **OK**.

Reload Current Reloads the current file from the server, thus displaying any file changes made and saved since the last loading (because images are cached, they are not reloaded). This is particularly useful if you are refining the contents of a document.

Same as **Reload** on the Document View bottom control panel.

Reload Images Clears out cached image data for the current document and then reloads the document (thereby reloading the images).

Refresh Current Redisplays what is in memory (i.e., refreshes the screen when, for example, colors are not displayed true).

Find In Current... Opens the Find in Document window for searching the current file for a string. Enter the character(s) or word(s) to be matched and click the **Search** button or press the `RETURN` key on your keyboard. The search starts at the top of the document. NCSA Mosaic highlights the first match. Click **Search** again to continue the search.

Click **Reset** to clear the search field, **Dismiss** to end the search and remove the dialog box, or **Help** for additional information.

View Source... Opens the Document Source window with the HTML-coded source file for the current document.

Click **Dismiss** to cancel the window or **Help** for additional information.

Edit Source... Loads the current file into an editor so the file contents can be modified. Click the **Save As...** button to save your edits.

NOTE: This does *not* change the source document on the server. You save a copy of the HTML-coded file to your file system. See "Setting an Editor" on page 6–1 for more information.

Save As... Opens the Save Document window that lets you save the current file. If the file can be saved in the default directory, enter the filename and click **OK**.

If you want to save the file in another directory, move to the appropriate directory using the **Directories** and **Files** scroll windows. Enter the file name in the **Name for saved document** field. Choose from four formats: plain text, formatted text, PostScript, or HTML.

Click **OK** to save the file or **Cancel** to cancel the action and close the window.

Print... Opens the Print Document window for printing the current file to the printer of your choice. Enter the print command if different from the default. Choose from four print options: plain text, formatted text, PostScript, or HTML.

Click **Print** to print the document, **Dismiss** to cancel the window, or **Help** for additional information.

Mail To... Opens Mail Document window. Enter a complete electronic mail address for mailing the current file. Optionally, enter a subject. Select from four file formats: plain text, formatted text, PostScript, or HTML.

Click **Mail** to send the file, **Dismiss** to cancel the operation and close the window, or **Help** for additional information.

CCI... Opens the Common Client Interface window. See "CCI" on page 5–7 for more information.

Open DTM Outport... Opens the Broadcast Document window to enter the NCSA Collage port information for broadcast to current Collage sessions. You should be familiar with using NCSA Collage (collaborative work software) before using this option.

Broadcast Over DTM... Sends currently viewed document to an active NCSA Collage session.

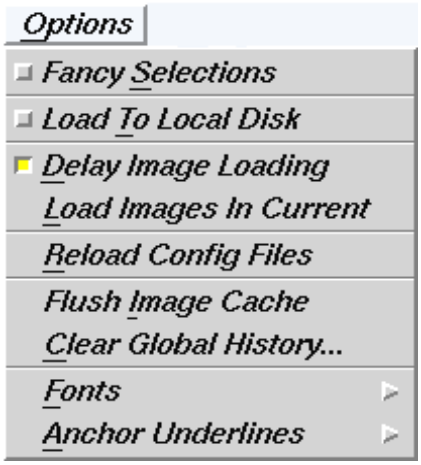
Close Window Closes the current Document View window. If you only have one window open, the entire application shuts down with no confirming dialog box.

Same as **Close Window** on the Document View bottom control panel.

Exit Program... Closes down all NCSA Mosaic windows and exits the program. Confirm or cancel your choice in the dialog box.

Options Menu

The **Options** menu lets you control some aspects of document display. You can configure these options permanently using X Window System resources (see "Ways to Change Defaults" on page 4–1 for additional information). If you do not use the default settings or change the settings in the `.Xdefaults` file, you must reset your preferences each time you open a session.



The first three items on this menu have toggle buttons. The grey button indicates the toggle is *off* (top two menu items above). The yellow button indicates it is *on* (third menu item above).

Fancy Selections With this toggle activated, selections made with the X Window System's cut and paste mechanism have their formatting preserved (e.g., headers, tabs) as much as possible.

Load To Local Disk With this toggle switch activated, the Save Binary File to Local Disk window opens each time a hyperlink is activated. Enter a filename and directory to save the recently-hyperlinked file.

NOTE: A file is *not* displayed in the Document View window; it is copied to your local disk.

Delay Image Loading With this toggle activated, inlined images are not loaded until requested, so a document's download and display takes place more quickly (because the images are not retrieved). In the place of each image is a generic icon that is a hyperlink to the inlined image:

Load Images in Current Loads the inlined images in the current document. Active only if you requested NCSA Mosaic *not* load images until requested. Dimmed if you turned **Delay Image Loading** off.

Reload Config Files Causes mailcaps and extension maps to be reloaded on the fly. See "Helper Applications" on page 4–1 for additional information on multimedia and external viewers.

Flush Image Cache Clears cached images. Images no longer in the cache are reloaded from the original server.

Clear Global History... Clears all entries in the Window History window for this and previous sessions. The image cache is also cleared. The global history file is by default named `.mosaic-global-history` and is a dot file in your home directory.

Clearing the global history file changes all previously viewed hyperlinks from viewed to unviewed (e.g., from one color to another or from a broken underline to a solid underline).

Fonts Opens a submenu with three options (regular, small, large) for each of four fonts: Times, Helvetica, New Century, and Lucida Bright.

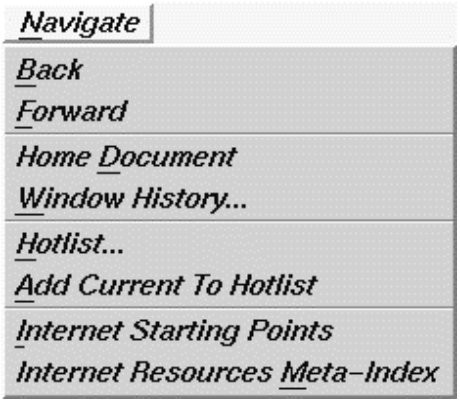
Anchor Underlines Opens a submenu with the choices for hyperlink display: default underlines; light, medium, or heavy underlines; or no underlines (color only).

NOTE: Font and anchor underline choices are inherited by all new windows opened. You can change an individual window's display as desired.

Navigate Menu

The **Navigate** menu helps move you around the Web. Like a trip log, options in this menu keep track of where you've been and let you retrace your steps.

This menu has several ways to move you quickly to Web documents: **Window History...**, **Hotlist...**, **Internet Starting Points**, and **Internet Resources Meta-Index**.



Back Returns to the previous document in the Document View window history (e.g., if you followed a hyperlink or selected a menu item). Dimmed if you have viewed only one document in this window.

Same as **Back** on the Document View bottom control panel.

Forward Moves to the Document View window that preceded the current window. For example, if you moved from Document A to Document B and returned to Document A, **Forward** brings up Document B again. Dimmed if you have viewed only one document.

Same as **Forward** on the Document View bottom control panel.

Home Document Moves to your designated home page (the file displayed when you first start an NCSA Mosaic session). The default is the NCSA Mosaic Home Page. See "Changing Your Home Page" on page 4–2 for more information.

Same as **Home** on the Document View bottom control panel.

Window History... Displays the Window History window showing **Where you've been**, a list of each document viewed since opening the current NCSA Mosaic session. The current document is highlighted. Return to any document in the list by selecting and doubleclicking.

Hotlist... Displays the Hotlist View window where you add or delete documents from your *hotlists*, hierarchical online lists of your important or often-used documents. See "Hotlists" on page 5–2 for detailed instructions on using the hotlist feature.

Add Current To Hotlist Adds the current document to the top level of your hierarchical hotlist. See "Adding Documents" on page 5–3 for more information.

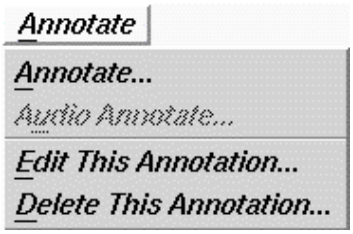
Internet Starting Points Opens a document containing hyperlinks to many common Internet-based information resources.

Internet Resources Meta-Index Opens a document containing hyperlinks to various Internet resource directories and indexes.

Annotate Menu

The **Annotate** menu items let you add your comments to a document for your own use. See "Annotate Window Elements" on page 5–5 for more information about the Annotate window.

NCSA Mosaic currently supports only personal annotations, which cannot be viewed by anyone else (unless you provide access). In the future, workgroup and public annotations may be options.



Annotate... Opens the Annotate window, where you save your comments about a file's contents. These annotations are available as a separate document each time you view the file. You can make any number of annotations for a given document.

Each annotation entered separately through the Annotate window becomes a new annotation document. After you enter an annotation, a hyperlink is displayed on the source document under the heading "Personal Annotations." See "Annotations" on page 5–5 for more information.

Audio Annotate... Opens the Audio Annotate window, where you can record an audio annotation for inclusion in a document. (Your workstation must be equipped to make audio annotations.)

Click **Start Recording** to begin and **Stop Recording** when you are done.

Commit adds the annotation to the file, **Dismiss** closes the window, and **Help** offers additional information.

Edit This Annotation... Use on annotation files (dimmed if an annotation is not being viewed). This option becomes active if an annotation is displayed in the Annotate window. To the annotation you can add other comments, include a file, or delete the annotation completely.

Delete This Annotation... Use on annotation files (dimmed if an annotation is not being viewed). This option becomes active if an annotation is displayed in the Annotate window. Select **Delete This Annotation** to delete the annotation displayed in the Document View window. The initial document is then displayed in the Document View window, this time without the annotation.

Help Menu

The **Help** menu helps you better understand NCSA Mosaic as well as features of the World Wide Web. Each item opens a new Document View window so that you can continue your regular NCSA Mosaic session while obtaining the additional help that you need. The final option on this menu lets you send electronic mail to the NCSA Mosaic for X Window System developers.

About... Gives general information about NCSA Mosaic for the X Window System, developer information (credit statement), availability of NCSA Mosaic from the NCSA anonymous FTP server, and addresses for comments or problem reports. Hyperlinks in this document provide quick access to important resources on or about NCSA Mosaic.

Manual... Lists the online NCSA Mosaic user documentation. Includes hyperlinks on available X Window System resources (for including in your `.Xdefaults` file) and command-line flags.

What's New... Lists new resources on the Web. This document is updated regularly. Additions are subject to space and general interest to the Web/NCSA Mosaic community. Items are archived monthly.

Demo... Offers hyperlinks to "exemplary applications" by general categories. Check these documents for interesting and innovative displays.

On Version... Shows the current version and lists changes from the previous version. If a new release is pending, information about the new version is included here.

On Window... Explains the components of the NCSA Mosaic screen, hotkeys, the five menus, and provides links to the rest of the NCSA Mosaic for the X Window System documentation.

On FAQ... Gives hyperlinks to several files organized by type of Frequently Asked Question (FAQ). Check here first to see if your question has been asked and answered.

On HTML... Opens *A Beginner's Guide to HTML*, an overview of how to create and code HyperText Markup Language (HTML) documents. (HTML uses *markup tags* that are interpreted by NCSA Mosaic.) The guide includes links to other reference documents that you might need as you prepare a file.

On URLs... Opens *A Beginner's Guide to URLs*, an brief explanation of the Uniform Resource Locator (URL) and its functionality in NCSA Mosaic.

Mail Developers... Opens the Mail Developers window, with space for an electronic mail message to the NCSA Mosaic developers. Enter your message or question in the large box. Your email address is automatically included in your message.

Click **Send** to mail your message, **Dismiss** to cancel the window and abort your email, or **Help** for more information.