



## **VALMAWORD- HELP (2.0.0)**

This help has the objective to give you a quick overview of ValmaWord product. This utility is intuitive and mostly self-explaining, that is why this help file doesn't force you to long reading.

### **OBJECTIVE**

You have available on your PC tons of Word, PDF, RTF and Text documents and you need to have most of them on your personal or business Internet Web Site translated into HTML language. Instead on an unique, not easy to navigate, HTML file you need for sure to have as many HTML pages as your original documents. You may need options to decide how many rows per HTML page your document has to have, to change foreground and background colors, text width, font sizes, background image, background texture, background sound, adding Bold and Italics, break lines and some kind of formatting, HTML link or HTML mail address. You may need nice to see and easy to navigate HTML documents with NEXT, BACK, HOME and END buttons automatically assigned, then to preview result in your local default browser. You may need a program to automatically create, at the end, an UPLOAD directory in your PC to facilitate publishing all things (HTML and multimedia files) to your web site, automating the FTP upload. In your local language.

Using this program you should transform your tons of .DOC/.DOCX/.PDF/.RTF/.TXT documents into nice to see HTML documents in a matter of seconds. That is why of ValmaWord. Not to start from HTML white page and try to accommodate your documents into its language, but starting from your documents and adjusting HTML to generate pretty nice Internet pages.

### **PRE-REQUISITE**

You need to have installed Microsoft Word on your computer if you want to transform .doc document into .html document. If you want to generate HTML pages from TEXT, PDF or RTF files, you don't need other pre-requisite.

### **QUICK START: 4 STEPS**

After ValmaWord installation, execute the program and see the 5 first icons in the second menu bar. From left:

- 1) click first icon : "Open Document" to choose the Word/PDF/RTF/TXT document to transform
- 2) click second icon : "Pagination" to paginate the document using default options; ValmaWord will automatically add the meta TAG "newpage" (enclosed between minor and major signs, to your document). You can edit, cancel or add new "newpage" meta TAG to your preferred position in the document (change nothing for first try)
- 3) See this button function later
- 4) Click fourth icon: "HTML (with automatic formatting)" and see temporary result
- 5) Click fifth icon: "Upload to Internet". ValmaWord will copy all needed files (.html files plus images, sounds and buttons) to a newly created sub-directory called UPLOAD and show you relative INFO BOX with notice on directory, files and INDEX file name to be uploaded into your internet server. Then it is ready to automatically upload everything to your internet site (see later how to set-up FTP data for uploading)

On your web site the file with the name of the TITLE with ".html" extension is the index HTML document to be linked to your master page (i.e. if the title of the document is "example" you have to link the index file "example.html" ; this name will appear on the INFO BOX).

That's all for first try.

## VALMAWORD STYLES

You can decide to use one of 3 different GUI (Graphic User Interface) depending on your preference. At the beginning you start with default GUI (standard windows), then you may change default GUI clicking the menu button "Change Skin Style". Change will have effect next ValmaWord execution.

## VALMAWORD LAYOUT

ValmaWord has three menus:

**First line menu** : text menu with all commands to work with this program:

- File :
  - "Open Document", it may be a doc, pdf, rtf or txt file
  - "Open Project", once saved as a project, you can rework the document
  - "Save Project As..", save temporary work
  - "Reload", reload last saved document version
  - "Exit"
- Edit :
  - "Bold", bold highlighted text
  - "Italic", make Italics the highlighted text
  - "Left", left justification
  - "Center", center highlighted text
  - "Justify", justify
  - "Right", right justification
  - "Preformatted", HTML keeps same formatting of highlighted text
- Insert :
  - "Space", HTML space symbol
  - "Break", HTML new line TAG (remember that adding a CRLF to your text doesn't impact HTML formatting)
  - "Line", add HTML line to text
  - "Text Mail", create email link in correspondence to highlighted text
  - "Text Link", create a HTML link to highlighted text
  - "Image", add an image where mouse pointer is
  - "Table", add table with columns/rows of your choice
- Layout:
  - "Foreground Color", change foreground text color
  - "Background Color", change background page color
  - "Background Image", add image to background
  - "background Music", add background HTML navigation music
- Commands:
  - "Paginate", create layout
  - "HTML", generate html language with no automatic formats
  - "HTML", generate html language with automatic formats
  - "Connect", prepare uploading
- Tools:
  - "Configuration", edit configuration file (see below)
  - "Skin Styles", change ValmaWord skin
  - "Language", change language between available language files (see below)
- Window :

- "Normal"
- "Minimize"
- "Maximize"
  
- About.. :
  - "About Me"
  - "Register" (to get the Professional version)
  - "Help"

Second line menu: the button menu with only necessary icons/steps to generate HTML pages; on top of five buttons described before, strictly enough to generate your HTML document, you can use following buttons:

- "Open Project" to open a just save work with .prj extension
- "Save Project to temporary save your work
- "Reload" to reload the previous version of your project or your document
- "Bold" adds "BOLD" HTML : "b" and "/b" TAGS (between major and minor signs) to ValmaWord highlighted text (select your text with right mouse button and then click the BOLD icon).
- "Italic" adds "ITALIC" HTML : "i" and "/i" TAGS (between major and minor signs) to ValmaWord highlighted text (select your text with right mouse button and then click the ITALIC icon).
- "Break Line" to add the HTML "carriage return" ("br /" TAG between major and minor signs) to create a new line in the HTML document
- "Space", to add an HTML sapce
- "Line", to add a line
- "Formatted Text", highlight text to be formatted
- "Text Left", justify text to left
- "Text Center", center text
- "Right Text", justify text to right
- "Justify Text", justify text
- "Text Mail", to add an email address to highlighted text
- "Text Link", to add an html link to highlighted text
- "Insert Image", to add an image to text (position cursor where image has to be inserted)
- "Insert table", to add HTML table
- "Configuration File", to edit ValmaLang.xxxxxxx file (see below)
- "Registration", to register the PROfessional version
- "Change Skin Styles", to change one of four GUIs (Graphic User Interface)
- "About Me", some info
- "Help" icon connects to Internet and shows this Help

Third line menu: the OPTIONs menu :

- HTML Document Title; write here the title of your HTML document. ValmaWord will generate HTML files with this title filename (with progressive numbers depending on number of pages). To be consistent with UNIX file naming, ValaWord will adjust title name with allowed characters. For example if you provide following title : "This is a Title Example", ValmaWord will adjust file naming as following :
  - "this\_is\_a\_title\_example.html" for the INDEX file
  - "this\_is\_a\_title\_exampleTop.html" for the TOP frame
  - "this\_is\_a\_title\_exampleBottom.html" for the BOTTOM frame
  - "this\_is\_a\_title\_example\_0.html" for first page
  - "this\_is\_a\_title\_example\_1.html" for second page
  - "this\_is\_a\_title\_example\_2.html" for third page, etc.

- Change Foreground Color: here you can change the color of your HML pages background. Final color combinations can be seen in the small text in the middle of the two color icons.
- Change Background Color: here you can change the color of your HML pages background
- Add Background Images: you can provide your preferred image as background of your page. It should be in .gif format, ValmaWord provides two small gif files as a texture background image. Pay attention to move your new gif files into ValmaWord directory to allow the program to move them into UPLOAD directory to facilitate your internet publishing.
- Add background sound. You can add a background music with following extension : .mid, .wav, .mp3. ValmaWord will automatically add these files to UPLOAD directory
- Alignment: original or your preferred one (left, right, centered)
- Page Width : you can set up the web page width; for example 100% means your document will use the entire available browser window width; 50% means it will use the 50% of available browser window width, centered in the middle
- Lines x Page : you can change here how many lines per page your HTML document should have on the internet. This value is approximate due to the fact page lines depend on the specific browser and your screen size.
- Font Size: change here your preferred font size

The following options will apply to ValmaWord Pro version only (see below):

- Bottom text: the BOTTOM form can have your customized text. This text will appear at the bottom of each page, in the middle. It can be :
  - Pure text
  - E-mail address (click the mail ICON to give your email address)
  - Link (click the link ICON to provide the link path)

## LOCALIZATION

You can change all comments, tooltips, error messages, notices, info etc, into your local language :

- 1) Use STYLE 1 (standard windows);
- 2) edit the current language (default = English) clicking "Configuration File" button or related menu item;
- 3) your preferred text editor will appear with text and messages in English; you should see \LANGUAGES\Lang\_english.txt file name;
- 4) modify all comments between brackets (i.e. replace "Open" with "Apri");
- 5) save this file (use Save As.. option on your text editor) replacing original file name "english" with your own language name; for example to generate French language save modified file to "\LANGUAGES\Lang\_francais.txt" (all language files are in the \LANGUAGES directory);
- 6) restart ValmaWord.exe, use STYLE 1 to change language, click on new language and ValmaWord will now use this language for all three styles.

## UPLOAD DIRECTORY

To facilitate you to automatically or manually upload your files into your internet web site, ValmaWord prepare all files you need into a sub-directory (created with the document title name) into the UPLOAD main directory. For example if your project has "My Work" title, at the end of HTML generation, ValmaWord puts all files you need to upload, into /my\_work/



subdirectory. If you have installed ValmaWord in the "Program Files" directory, you will find all your file in the following newly created sub-directory :  
c:/Program Files/ValmaWord/UPLOAD/my\_work/\*.\*

In this way you can have as many projects you want (with all needed files) in as many sub-directories as project number you have.

To facilitate publishing, you can provide ValmaWord.msg with the full pathname of your preferred FTP client software. For example if you use Filezilla, you can provide here relative info to allow ValmaWord to automatically open your Internet server:

SERVICE\_NAME=YourServicename  
FTPCLIENT\_PATH=\filezilla ftp client\filezilla.exe

SERVICE\_NAME: with Filezilla you can manually set up a new server, providing the relative NAME (se same you have to write as SERVICE\_NAME) and all needed ID, password etc. Then you have to write in the ValmaWord.txt file the full path where you have installed Filezilla. For example : FTPCLIENT\_PATH=c:\program files\filezilla ftp client\filezilla.exe

After saving the file and executed ValmaWord, now you can publish your HTML files and images into your web site just clicking the Publishing ICON.

### **TEMPORARY FILE**

If you are creating complex HTML document from your Doc or text file, you can temporary save your work and start it again later. Use the Save As.. command to save your file in text format (.prj extension). Next time, instead of starting from your original file, you can start from this intermediate file.

### **LAST VERSION**

I usually upload new official ValmaWord versions to specialized software sites. In some cases, for any reason, you may not find last version on Internet. In this case you can always find last version here : [ValmaWord Last Version](#) . Often this version is still in test stage, that is why I suggest you to save previous version on your PC before installing the new one.

### **REGISTRATION**

While the basic version of this program is fully free and without time restriction, the free version will have at the bottom the "ValmaConsult" text which links to [www.valmaconsult.it](http://www.valmaconsult.it). To customize this bottom FRAME text with your own text/mail/link you have to register. The price for the Professional version is Euro 19,00. To register send an email to : [registration@valmaconsult.it](mailto:registration@valmaconsult.it) .