Topshelf

FOR DUMDUMS

Everything you wanted to know about posting in TopShelf and were NOT afraid to ask *(but didn't anyway)*

A Reference
for the rest of us
Topshelf Noobs!

Bobbie J. Cabot

for questions (or violent reactions ☺), you can contact Bobbie at the BigCloset TopShelf site, at
http://bigclosetr.us/topshelf/privatemsg/new/6814

Notices and Acknowledgements:

In the interest of making this less boring, this "book" has taken liberties with several things. However, please note that this document is not for sale, is meant for the private use of writers and posters of BigCloset, and that there is no intention of profiting from the use of images that were borrowed from other sources, these sources being:

- www.ovguide.com
- http://bigclosetr.us/topshelf/
- The "For Dummies" series of manuals published by IDG Books
- *Dummy*, the cartoon mascot-character of the "For Dummies" series

Images borrowed from these sources remain the property of these entities.

It is further acknowledged that the material appearing in this publication is definitely full of errors, and if readers spot any, to please let me know. I am reachable via private message at the following page of the BigCloset website: **http://bigclosetr.us/topshelf/privatemsg/new/6814**.

For those who found my attempt less than useful, and would like a more in-depth tutorial, visit **http://www.htmlcodetutorial.com/quicklist.html** for an on-line tutorial on HTML coding.

I would also like to acknowledge Erin and, most especially, Sephrena, for getting me started on HTML coding.

Thanks also to my very good friend Burt for helping me generate the PDF version.

Lastly, I'd like to acknowledge Fleurie for Whom this "book" was originally meant for. Hope you like it, dear!

Bobbie

Roberta J. Cabot
November 2009

TopShelf for Dumdums:
Everything you wanted to know about posting in TopShelf and were
# NOT afraid to ask… but didn't anyway…

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Saying my apologies in advance

As I said in the foreword, this book is undoubtedly full of errors and misconceptions about HTML codes and what they are really meant for, and how they are supposed to be used properly. I am, after all, just putting here what I learned in trying to use HTML, and I did not learn it from a book, tutorial or a formal class.

However, by that same token, I suspect that, for a newbie (like me), this document will be more helpful than a real, full-blown reference book because it goes directly to the things that are important to the BigCloset writer/poster, written in a way that a newbie will easily understand, simply because it was written by a newbie, too.

And, as this is the first "publication" of Danny Fairchild Publications, I hope you will be gentle.
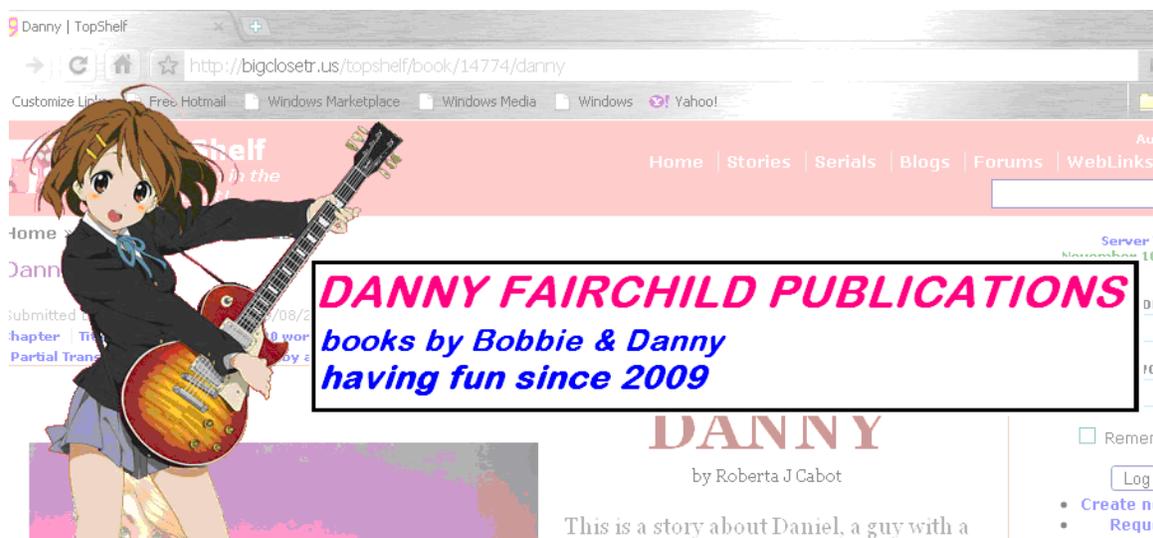
(This is the same document as the original, with minor proofreading corrections, and does not warrant to be called a new "edition." As such, this book is considered revision 1.01. Please note that a **second edition** is coming. Eventually. Heehee…)

About BigCloset TopShelf

My experience with BigCloset began a scant couple of months ago, when someone recommended I try posting my first-ever story, "Danny," on a website that was new to me, called BigCloset Topshelf. The TG community is small enough that even the stuff I wrote was getting some word-of-mouth. And Cindy Bee – one of the brave souls who took a risk and read my story - posted a message.

Cindy Bee had lots of positive stuff to say about the site, and said I should try posting there.

However, when I tried posting, I was confronted with four letters – H, T, M and L. What!?!?! I was supposed to code my little story using HTML? It's a story, not a program!!

'Kay – so what's the low tech solution to a high-tech problem? HTML editors!!!

So, I shopped around on the web and found a likely editor, called "Angel Writer" - a freeware text editor that generates HTML code as well. I then generated my HTML "code" and uploaded.

Erin and, later, Sephy, pointed out some problems with my code, and if I could fix it… Gawrsh…

But Sephy kindly offered to edit my story, and I took her up on it. Pretty soon, I got three installments of my story up.

I tried to puzzle out Sephy's "code," and my reaction at the time was – "whatinheck are these darned <>/><> doing in my text!!!"

Apparently, I had lots to learn, still.

So I kept on trying out code, kept trying to emulate Sephy, and kept trying to follow Erin's advice about headers n stuff. (I thought headers were found only in cars…)

So we come to the present. I am now conversant enough, even if not that proficient, in things like tags, tables, font names et cetera et cetera…

And I am conceited enough to think I can write a book about it now…

About HTML and HTML codes

BigCloset TopShelf is designed to receive contributions in plain text, but I am sure most (me included) want to dress up our stories on the web. And to do this, we'll need to use HTML code. For most of us (or perhaps, it's just me ☺), coding HTML is not automatic. There is, of course, the option of just typing stuff in regular text, but it makes the resulting post a little… plain. So, in order to have funky-looking posts, with highlighted text, color and pictures, then we have to learn HTML.

HTML stands for *Hyper Text Markup Language*. A markup language is a coding system used to structure, index, and link text files. This is accomplished by the use of "tags". Text coded in HTML basically looks like this:

```
<beginning-tag> stuff stuff stuff stuff stuff </end-tag>
```

The stuff between the tags are displayed in a certain way, depending on the kind of tags used (tags are almost *ALWAYS* in pairs, and they use the "<" and ">" characters to distinguish them from other text, and the end tag always has the "/" character).

For example, the following code:

```
This text will be <strong><i>bold and italicized.</i></strong>
```

will look like:

<p align="center">This text will be bold and italicized.</p>

In the above example, the HTML tags used were the tags for italics and the tags for bold.

The trick, therefore, is to know what tags to use, and when to use them.

There are tags for making text italicized, making them bold, changing the font and color, changing the size of the text, and so forth. Not *all* of the HTML tags will be described here but what WILL be included are the more common tags that you can definitely use.

Most important thing: inserting pictures in BigCloset

One of the things that can add spice to a posted story is the addition of pictures.
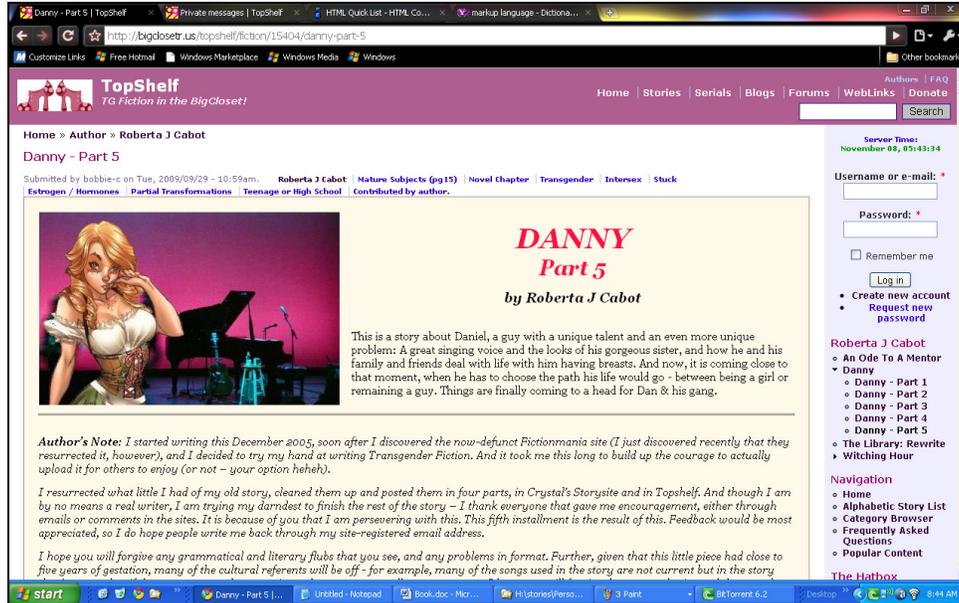
The story, "Danny", on BigCloset TopShelf – an example of a story enhanced by a picture.

Here's how you include pictures in a story.

1. We start from the point where you have started editing your post. In the "Body" window, place the cursor where you want the picture to come out.
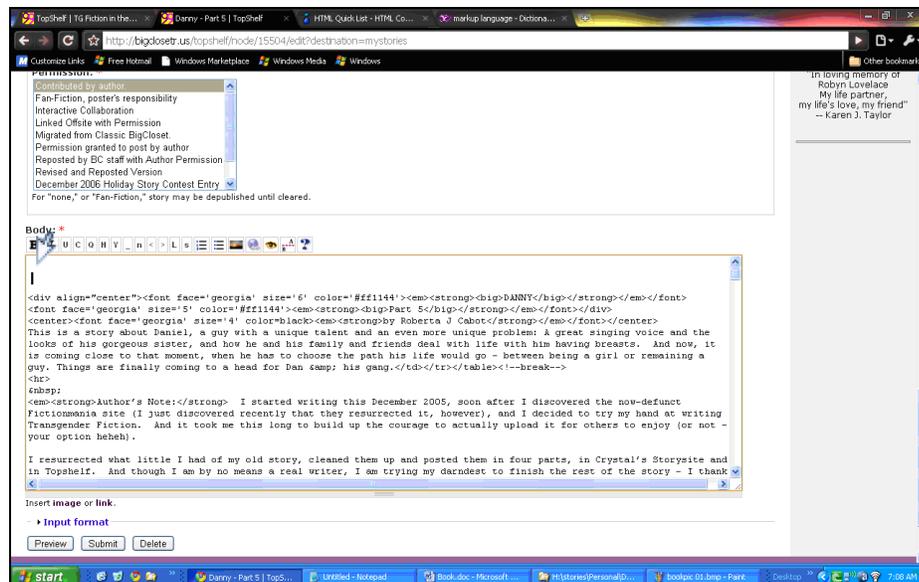
Sample of an edit screen. (Note the position of the cursor)

To avoid confusion, I suggest you keep a couple of lines above and below the cursor blank (just like in the example). This way, the code for inserting the picture will be clearly seen.

2.   Now, right below the "Body" window is a couple of hotlinks. It says "Insert image or link". Click on "image".
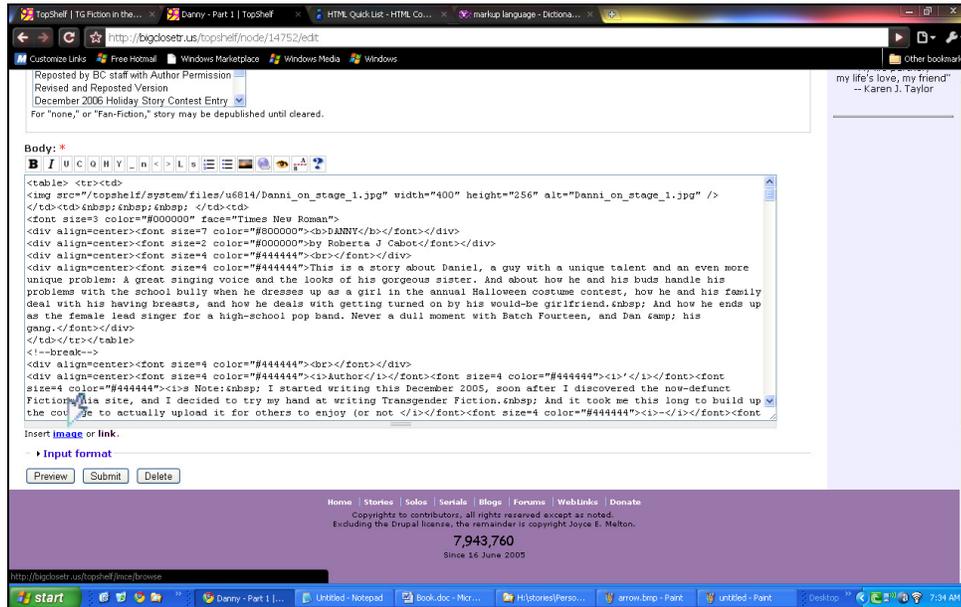
Sample of an edit screen. (Note the position of the "image" hotlink)

3.   This action will bring up the "Image/File Browser" window.
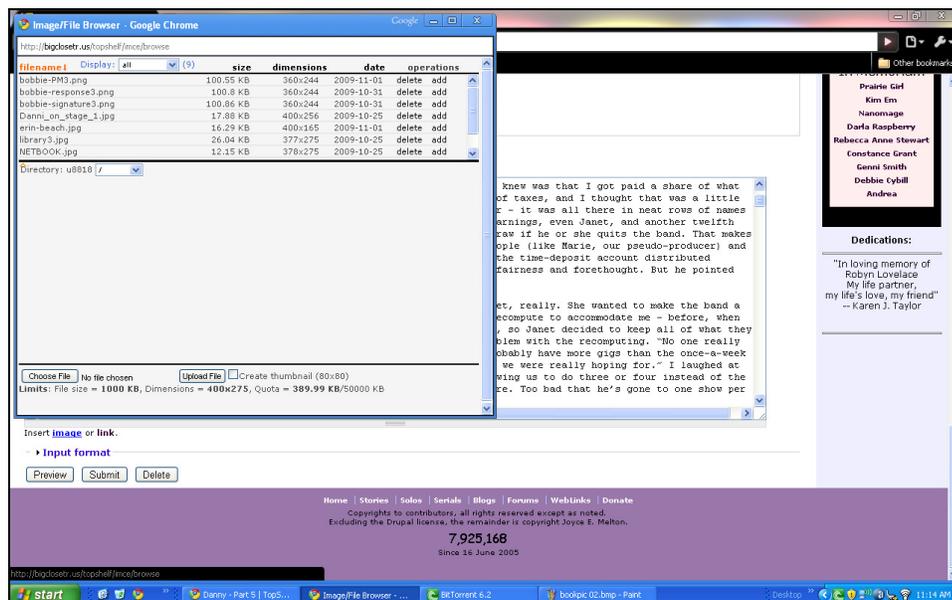
Sample of the Image/File Browser screen

From there, you will need to click the "Choose File" button.
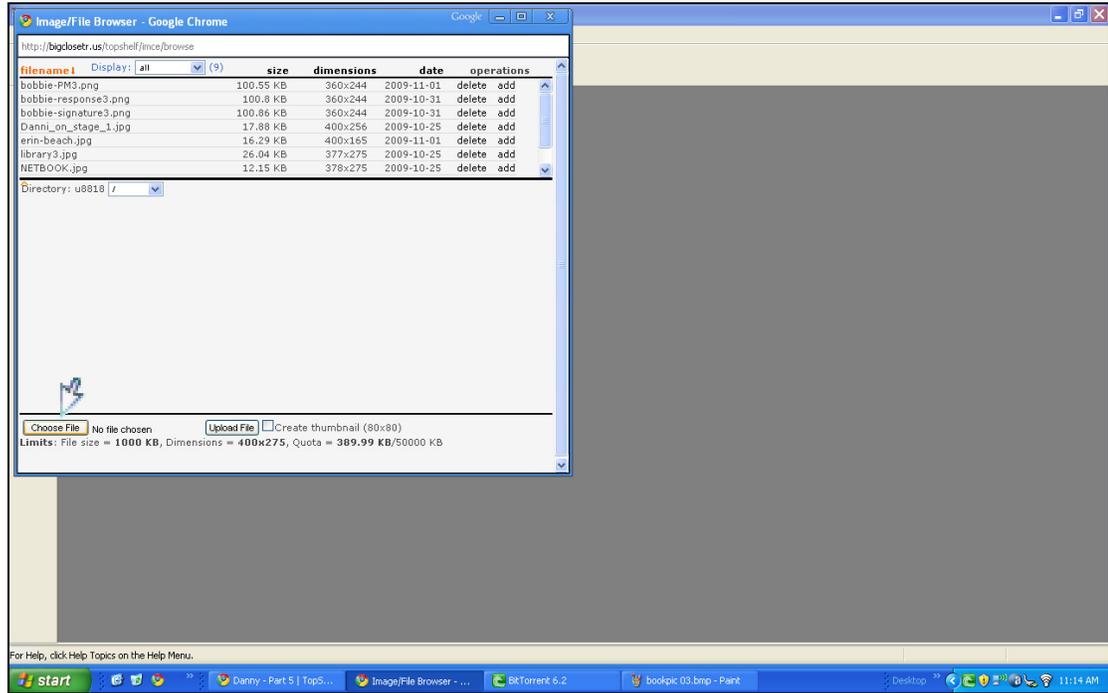
Sample of the Image/File Browser screen – please note the "Choose File Button"

This will bring you to a "File Open" window similar to Windows Explorer when you are looking for a file. (If you are familiar with windows, this will be verrry familiar).
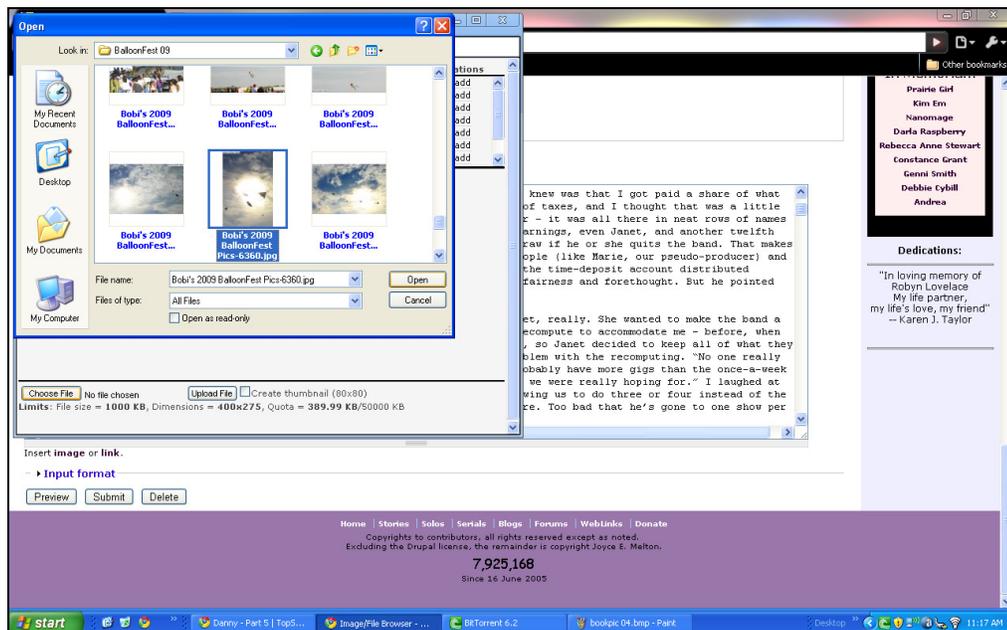
Sample "File Open" window

Browse for the graphic file you want and select it the same way you would in Explorer. Selecting the file will bring you back to the "Image/File Browser" window. (In the example, the file selected was the file, *"Bobi's 2009 BalloonFest Pics-6360.jpg."*)

4. After this, the file name should come out beside the "Choose File" Button. (If it didn't repeat # 2 and 3).
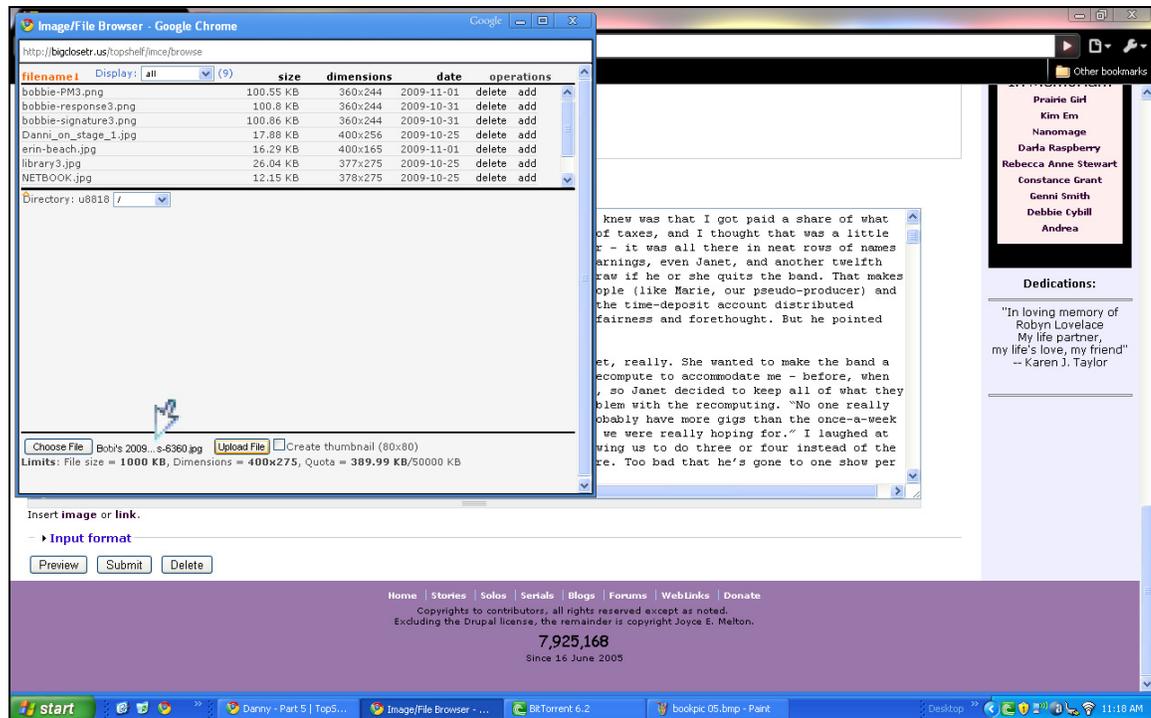
Sample of the Image/File Browser screen – please note the name of the file beside the "Choose File" Button

The next step is to upload the file. Click on the "Upload File" button.

5. After clicking the "Upload File" button, the filename should come out in the list of files in the upper half of the window. Click the "add" operation for that file to add it to the story's text. When you click "add" it will close the "Image/File Browser" window, and you will be brought back to your story's text.

6. Depending on your OS, the code to insert your picture will either appear where you left the cursor, or at the top of the file.

    In the example, the following code will appear in the text of the story as:

    ```
    <img src="/topshelf/system/files/u8818/Bobi's_2009_BalloonFest_
    Pics-6360.jpg" width="400" height="256" alt=" Bobi's_2009_
    BalloonFest_Pics-6360.jpg" />
    ```

    In essence, all that you have done is automate the creation of the code for the _image source_ tag.

    Now, after doing all this, there are two other things I am sure you would want to do after this:

    (a) control the size of the picture - In order to do that, just change the width and height (in the example, the width is 400, and the height is 256). Now, in order not to distort the picture's dimensions and not alter the aspect ratio, you have to maintain the ratio of the width to the height. If you find figuring out the proper numbers for that hard (as I do), there is a "Resize image" button on the "Image/File Browser" window. Play with that one until you get the hang of resizing.

    Another trick is to remove the height parameter of the code just inserted, and just leave the width. When you do, and you change the width, the computer will automatically adjust the height to maintain the aspect ratio.

    (b) Change the alignment - in order to make your picture come out on the right, in the middle, or on the left, you have to use the usual HTML code to align text.

    (c) Know that the picture will occupy one whole line. If you want to have text come out on the left or right of the picture, you will need to know how to make tables using HTML code. This will be discussed later.

Also know that BigCloset TopShelf only allots a limited space for your files, and the largest file you can upload is 1MB. That means you're gonna haveta economize on the file sizes of your pictures, as well as the number of files. If the allotted space is not enough, you're gonna need to contact Erin for special permission.

Remember that you can re-use previously-uploaded pictures. If the picture you want to use was previously uploaded, do Step #2, and then go directly to Step #4. From there, proceed normally.

Important tip: In order to have more space, you should only upload file types that are the smallest in size, such as GIF files. Aside from economizing in space, smaller files are also displayed faster on-screen, and with much fewer errors.

Creating Tables

I am sure all of us have had occasion to use a word processor. And most of us had also had occasion to insert tables in the documents we make with these word processors.

For the purposes of posting in BigCloset TopShelf, tables are most useful in aligning chunks of text across one line. For example:

This text is in the left column of a table, and is aligned to the left.	This text is in the middle column of a table, and is aligned to the middle.	This text is in the right column of a table, and is aligned to the right.

Sample of a table – please note that the cells/columns of the table are made visible for the purpose of illustration

Following is the same table, but with the columns and cells made invisible.

This text is in the left column of a table, and is aligned to the left.	This text is in the middle column of a table, and is aligned to the middle.	This text is in the right column of a table, and is aligned to the right.

Sample of a table – please note that the cells/columns of the table have been made invisible
The lines of tables are, by default, invisible in HTML

Typically, tables like these allow the user to also align pictures when they are surrounded by text on either side. In the following page are some samples to illustrate this (note that the cells have been made invisible).

DANNY Part 5

by Roberta J Cabot

This is a story about Daniel, a guy with a unique talent and an even more unique problem: A great singing voice and the looks of his gorgeous sister, and how he and his family and friends deal with life with him having breasts. And now, it is coming close to that moment, when he has to choose the path his life would go - between being a girl and remaining a guy. Things are finally coming to a head for Dan & his gang.

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Three examples of how text and pictures can be mixed and aligned using tables.

Anyway, there are three types of tags that are important in managing tables:

<TABLE> and </TABLE>	Table Tags
<TR> and </TR>	Table Row Tags (TR stands for "table row")
<TD> and </TD>	Table Column Tags (TD stands for "table data")

Below is a bare-bones example of the HTML code that will be necessary to manage a single-row, three-column table, similar to the third example above:

```
<TABLE><TR><TD>texttexttexttexttexttext</TD><TD><img src="/topshelf/
system/files/u8818/Danny_Pic.jpg" width="200" height="128"alt=
"Danny_Pic.jpg" /></TD><TD>texttexttexttexttexttext</TD></TR></TABLE>
```

In this example, let us extract the code for each column, which is as follows:

The code for column one is: `<TD>texttexttexttexttexttext</TD>`

The code for column two is: `<TD><img src="/topshelf/system/files/u8818/`
`Danny_Pic.jpg" width="200" height="128"`
`alt="Danny_Pic.jpg" /></TD>`

The code for column three is: `<TD>texttexttexttexttexttext</TD>`

Since all three are to be contained in one row, they are bracketed at the beginning and at the end by the Table Row tags (`<TR>` and `</TR>`)

And since all of these are to be contained in a table, they must be bracketed by the Table tags (`<TABLE>` and `</TABLE>`).

The resulting table will look like this, when displayed:

texttexttexttexttexttext   texttexttexttexttexttext

You can apply other properties by using the appropriate parameters for tables, which will be discussed later on in this document. These parameters can be about alignment, size of the picture, size of the text, color of the text, et cetera, et cetera.

Inserting pictures when there is no "insert image" link

Now, in BigCloset TopShelf, inserting pictures is possible not just when you want to post stories. You can also do this in creating or responding to blog entries, creating or responding to story comments/messages, and sending or responding to private messages. So long as you can find the hotlinks "Insert image or link" on the editing page, you can follow the procedure described previously.

If you cannot find these hotlinks, it is STILL possible to insert pictures, through this roundabout workaround procedure:

1. The picture you want to insert must have been uploaded beforehand, and you have to remember the filename of this picture.

2. You must remember your folder code. This is a code used to identify the folder assigned to you for storing for your uploaded images.

3. You must manually type the code for the *image source* tag. You can use the code that you generated when you clicked the "insert image" link as your example. Remember the code when we first generated the code for inserting pictures?

   ```
   <img src="/topshelf/system/files/u8818/Bobi's_2009_
   BalloonFest_Pics-6360.jpg" width="400" height="256" alt=
   "Bobi's_2009_BalloonFest_Pics-6360.jpg" />
   ```

   Note that, in this code:

   • The folder code is u8818, and
   • the picture file name is
     "Bobi's_2009_BalloonFest_ Pics-6360.jpg"

Some basic HTML commands

Here are some basic HTML tags that you can use in your text. Remember again that most tags are always in pairs. Do not forget to use BOTH tags.

Here are some common paired tags you will DEFINITELY need:

Text Color
`<FONT COLOR=="#RRGGBB"></FONT>` or
`<FONT COLOR=="colorname"></FONT>`

Where *#RRGGBB* is a value denoting a color, whereas *colorname* is a color, such as "blue" or "red" or "green." The values allowable is listed further on in this document.

Text Font
`<FONT FACE="fontname"></FONT>`

Where *fontname* is the name of a text font, such as "arial" or "times new roman." This font tag will only work if the computer where the text will be displayed on has the font installed in it.

Bold Text
`<B></B>`

Strong Text
(Alternative to Bold)
`<STRONG></STRONG>`

Italicized Text
`<I></I>`

Underlined Text
`<U></U>`

Strikeout Text
`<S></S>`

Subscript Text
`<SUB></SUB>`

Superscript Text
`<SUP></SUP>`

<u>Here are some useful tags that do not come in pairs:</u>

Line Break `<BR>`

Clearing Line Break `<BR CLEAR=LEFT>` or
`<BR CLEAR=RIGHT>` or
`<BR CLEAR=CENTER>`

Horizontal Rule `<HR>`

Aligned Horizontal
Rule `<HR CLEAR=LEFT>` or
`<HR CLEAR=RIGHT>` or
`<HR CLEAR=CENTER>`

Thickness of the
Horizontal Rule `<HR SIZE=n>` where n denotes the thickness in pixels

Width of the
Horizontal Rule `<HR WIDTH=n>` where n denotes the width in pixels

Width of the
Horizontal Rule `<HR WIDTH=n%>` where n denotes the width as percentage
of the page width

Solid-black
Horizontal Rule `<HR NOSHADE>`

Paragraph Return `<PR>`

Paragraph
Alignment `<PR CLEAR=LEFT>` or
`<PR CLEAR=RIGHT>` or
`<PR CLEAR=CENTER>`

<u>Here are some useful table tags you can use:</u>

Table Tags `<TABLE></TABLE>`

Table Border `<TABLE BORDER></TABLE>`
(either on or off)

Controlling the `<TABLE BORDER=n></TABLE>`
Table Border Width

Controlling the `<TABLE CELLSPACING=n></TABLE>`
space between table cells

Controlling the `<TABLE CELLPADDING=n></TABLE>`
thickness of cell borders

Controlling the `<TABLE WIDTH=n></TABLE>`
width of table cells

Controlling the `<TABLE WIDTH=n%></TABLE>`
width of table cells as percent of the page width

Controlling the `<TABLE WIDTH=n%></TABLE>`
width of table cells as percent of the page width

Table Cell `<TD></TD>`
(this must be within the code for the table row)

Table Cell `<TD></TD>`
Alignment

Controlling the `<TD ALIGN=LEFT></TD>` or
Cell Alignment `<TD ALIGN=RIGHT></TD>` or
`<TD ALIGN=CENTER></TD>`

Thickness of the `<TD SIZE=n></TD>` where n denotes thickness in pixels
Cell

Width of the `<TD WIDTH=n></TD>` where n denotes the width in pixels
Cell

Width of the `<TD WIDTH=n%></TD>` where n is the width as percentage
Cell   of the page width

Here are some useful tags for manipulating pictures:

Display an image   `<IMG SRC="url">` where url is the url of the graphic/image

Aligning an image   `<IMG SRC="url" ALIGN TOP>` or
in reference to   `<IMG SRC="url" ALIGN BOTTOM>` or
the text baseline   `<IMG SRC="url" ALIGN MIDDLE>`

Aligning an image   `<IMG SRC="url" ALIGN LEFT>` or
in reference to   `<IMG SRC="url" ALIGN RIGHT>`
the page

Text to be displayed `<IMG SRC="url" ALT="alttext">` where *alttext* is the text
if the image is   to be displayed
unavailable

Controlling image   `<IMG SRC="url" WIDTH="n" HEIGHT="n">`
Size (note that, if you use just the width or just the height,
the other parameter will automatically adjust to maintain
the aspect ratio

Image border   `<IMG SRC="url" BORDER="n">`

Controlling the   `<IMG SRC="url" HSPACE="n" VSPACE="n">`
vertical spacing

Specifying a low-   `<IMG LOWSRC="url" SRC="url">`
resolution image to load

NOTE: If an "=" or "==" sign or quotation marks are specified, be sure to include
       these in your notes.

       If you are using several parameters for one tag, please use the
       parameters within the same tag

There you go

So. That's it for this little tutorial. Maybe we can have updates of the book out later, even if just to correct errors.

So, if you have problems posting stuff – you know what to do. And the first thing to do is to NOT call me. (mwehehheheh).

Seriously, though, if you have questions, or just want to say "hi," I am just an email away.

Note: This is the same document as the one originally written and distributed, but with verrry minor proofreading corrections, and does not warrant to be called a new "edition." As such, this book is considered revision 1.01. Please note that there will indeed be a **second edition**. As to when that will be, we will need to ask my muse…

For the four hundred and twenty-seven souls who got the grammar-error-ridden first version but yet did not complain, my thanks and apologies. Feel free to download this slightly better one.