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# ***GUIDE***® ***Reader***™

## ***User's Manual***

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# **GUIDE® Reader™ User's Manual**

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## CHAPTER 1

# GETTING STARTED

*GUIDE*® Reader™ provides a dynamic, intuitive viewing environment for *GUIDE*® interactive electronic publications. You can use *GUIDE Reader* to share documents created with *GUIDE* publishing tools from InfoAccess™ with others—*GUIDE Reader* enables you to distribute *GUIDE* publications on hard drives or floppy disks, CD-ROM, local area networks (LANs), wide area networks (WANs), or even Internet Web (World Wide Web) servers.

*GUIDE Reader's* completely configurable interface allows you to tailor your interactive electronic publications' presentation to the specific needs of your audience. For example, you can choose the style, position, and size of the *GUIDE Reader* application window, select a menu-driven or iconic interface, and designate a start-up document to establish a consistent entry point to your publication. You can also enable readers to reconfigure their displays dynamically; for instance, a reader may click on a control panel button to create a wide screen image.

*GUIDE Reader* allows you and your readers to annotate and bookmark information in *GUIDE* publications. It also utilizes files created with *GUIDE Indexer*™ to conduct full text searches for any significant word or phrase in a *GUIDE* publication based on queries users construct in *GUIDE Reader*. And it enables your readers to pan and zoom large graphics in *GUIDE* publications.

*GUIDE Reader* gives you total control over your information presentation; its fully configurable interface includes functionality for annotations and bookmarks, large graphics handling features such as panning and zooming, and complex searching capabilities with full text index queries.

Please consult the license that accompanies your copy of *GUIDE Reader* for details of your distribution rights.

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## **About This Manual**

This manual's intended audience consists of authors and publishers who create *GUIDE* electronic publications and plan to distribute those publications with *GUIDE Reader*. This manual explains *GUIDE Reader's* special functionality and how to configure *GUIDE Reader* and your publication files for distribution. While portions of this manual explain how to use *GUIDE Reader's* functionality to view and navigate *GUIDE* publications, most of the information presented here pertains only to authors or publishers who create those publications, not to the end users who read them.

You should provide documentation for your readers (either online or on paper or both) that instructs them how to install your *GUIDE* application and how to use the *GUIDE Reader* functionality you've included in that publication; for example, panning and zooming, annotations, bookmarks, etc. To facilitate this, your install disks include a *GUIDE* document named **readhelp.gui**, which contains information your end users may need. You can copy and edit this file to distribute with *GUIDE* publications. For additional information, see "Supplying Documentation for Readers" later in this manual.

Throughout this manual, the term 'electronic publication' refers to the document collection that you plan to distribute. The terms 'readers', 'information users', 'audience', and 'end users' refer to people who read your *GUIDE* publications. 'Author' refers both to you as a creator of *GUIDE* publications and to the process of creating those publications.

This manual includes information about:

- ◆ *GUIDE Reader's* special functionality including annotations, bookmarks, and full text queries.
- ◆ Menu commands and dialog options available in *GUIDE Reader* and how to include and suppress functionality to customize *GUIDE Reader's* user interface for your information and audience.
- ◆ How to initialize *GUIDE Reader* for particular publications and readers.
- ◆ How to organize *GUIDE* publication files for distribution with the *GUIDE Reader* executable and associated files such as dynamic link libraries (DLLs) and interpreters.

Before you read this manual, you should know how to use *GUIDE Author* and be familiar with *LOGiiX™*, *GUIDE's* scripting language. This manual also assumes that you have experience using both Microsoft® Windows (Windows) and DOS. If you need more information, please refer to the documentation provided with those tools.

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## Before You Begin

You should be familiar with *GUIDE* technology and authoring concepts before you use *GUIDE Reader*. The documentation provided with your *GUIDE* authoring tool discusses these subjects in detail. You also need a working knowledge of *GUIDE Author* to use *GUIDE Reader*. Please refer to the *GUIDE Author User's Manual* and *GUIDE Author Command Reference* provided with your *GUIDE* authoring tool for more information.

You can write scripts with *LOGiiX*, *GUIDE Author's* built-in macro language, to expand *GUIDE* functionality so electronic publications you distribute with *GUIDE Reader* interact intelligently with your readers. *LOGiiX* also enables you to enhance *GUIDE* publications with information from other software applications such as spreadsheets or databases as well as incorporate multimedia elements like sound and video. For more detailed information about *LOGiiX*, please see the *LOGiiX User's Manual* and the *LOGiiX Command Reference* provided with *GUIDE Author*.

You also need to know how to use Windows and DOS before you begin to work with *GUIDE Reader*. For more information, please refer to the documentation provided with those products.

*GUIDE Reader* program settings are saved in two files: an initialization file (**infacces.ini**) and a configuration file (**greader.cnf**). The initialization file provides general setup information that you can edit. It should be stored either in the Windows directory or in *GUIDE Reader's* application directory. The initialization file includes an entry for the configuration file. The configuration file contains interface specifications for the *GUIDE Reader* application window. For more detailed information about initialization and configuration files, please see "Initializing *GUIDE Reader*" later in this manual.

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## ***Hardware and Software Requirements***

To use *GUIDE Reader*, you need the following computer equipment and software:

- ◆ A personal computer with an 80486 or higher processor compatible with Microsoft® Windows® (Windows)
- ◆ A high-resolution video graphics array (VGA) display or better; we recommend a color display
- ◆ A pointing device (such as a mouse) compatible with Windows
- ◆ A hard drive with approximately sixteen megabytes (16 MB) of free space
- ◆ At least 8 MB of random access memory (RAM)
- ◆ Microsoft Windows 95, Windows NT 3.51, or higher

*GUIDE* publications distributed on CD-ROM and/or that incorporate audio, video, etc., require additional hardware and software.

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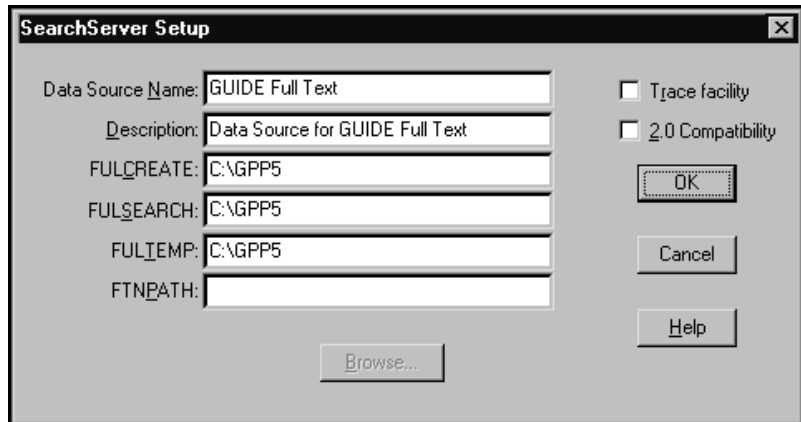
## ***Using GUIDE Reader on a Network***

If you use *GUIDE Reader* on a network, the application must be able to access the *Guide* Full Text Data Source, which services FT queries. So when you install *GUIDE Reader* on client machines, you must ensure that your install program sets up an ODBC data source for each machine running the *GUIDE* publications you distribute. That is, you must ensure that your installer installs and configures the *Guide* Full Text Data Source, setting FULCREATE, FULSEARCH, and FULTEMP to the network path you want to use. In this way, *Guide* Full Text Data Source will be able to use the indexes associated with your *GUIDE* publications.



The network path can also be set locally by individual users. This is done from the *Guide* Full Text Data Source, available from the Windows Control Panel.

- 1 From the Start menu, click Settings and then Control Panel.
- 2 In the Control Panel, double-click the 32bit ODBC icon to open the Data Sources dialog box.
- 3 Double-click GUIDE Full Text (SearchServer\_3.0 Driver (\*.cfg)) to open the SearchServer Setup dialog (see Figure 1-1).



**Figure 1-1**  
**The SearchServer Setup dialog box**

- 4 The FULCREATE, FULSEARCH, and FULTEMP text boxes contain current path information for the machine. The path should be the same in each case. Change the path to direct GUIDE Indexer to the location of the index files it needs to access in order to conduct full text index queries.
- 5 Click OK, and OK again, until you have exited the two dialog boxes as well as the Control Panel.

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## Starting *GUIDE Reader*

To start *GUIDE Reader*, double-click on the *GUIDE Reader* program icon in the *GUIDE* program group in Windows, or click **Start** and choose *GUIDE Reader* from the *GUIDE* submenu. To reconfigure the *GUIDE Reader* interface, you must use the **Program Options** dialog, which can be reached only if the command line that launches *GUIDE Reader* includes a **-y** option.

To configure the command line that launches *GUIDE Reader* with a **-y** option:

- ◆ Choose **Run** from the **Start** menu, and type **<path>greader.exe -y** in the **Open** text box in the **Run** dialog, where **<path>** represents the path for the *GUIDE Reader* executable file. Leave a space between the executable file name and the **-y** option.

After you reconfigure the command line and open *GUIDE Reader*, simply press **Ctrl+Y** to open the **Program Options** dialog.

Another extension you can add to the command line, **-c** followed by the full path name for an initialization (**.ini**) file, enables you to launch *GUIDE Reader* with a specific initialization file you want to use.

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## *LOGiiX* Functionality in *GUIDE Reader*

You can use *LOGiiX* to activate *GUIDE Reader* menu items and the icons on the tool bar interface. A number of *LOGiiX* functions work only in *GUIDE Reader*; the *LOGiiX Command Reference* provided online with *GUIDE Author* explains these functions in detail:

<b>CloseAnnotationSet</b>	<b>OpenAnnotationSet</b>	<b>RunQuery</b>
<b>CloseBookmarkSet</b>	<b>OpenBookmarkSet</b>	<b>SetAnnotator</b>
<b>CloseFTIndex</b>	<b>OpenFTIndex</b>	<b>SetPrintFooter</b>
<b>CloseQuerySet</b>	<b>OpenQuerySet</b>	<b>ShowFTHits</b>
<b>HitListItemCaption</b>	<b>QueryItemName</b>	<b>ShowHitList</b>
<b>HitListItemCount</b>	<b>QueryItemString</b>	
<b>HitListItemFile</b>		

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## Using Interpreters with GUIDE Reader

GUIDE Reader supports Command Definitions that call interpreters other than LOGiX: **launch3.dll**, **opcl3.dll**, and **serial3.dll**. These interpreters work in GUIDE Reader in exactly the same way they operate in GUIDE Author. For more information about using interpreters, please see "Advanced Topics" in the *GUIDE Author User's Manual*.

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## Getting Help

The commands on GUIDE Reader's help menu give you access to all the information you need to use GUIDE Reader. To open online help, pull down the **Help** menu and select one of the following commands:

COMMAND	DESCRIPTION
<b>Reader Help</b>	Choose this command to open GUIDE Reader's online help system. You can click on table of content items on the help system's opening screen to navigate the help system and find information specific to your needs.
<b>About</b>	Provides information about GUIDE Reader including the version number in use and copyright information.

To close GUIDE Reader's help system, double-click on the Close box located in the upper right corner of the help window.

The intended audience for GUIDE Reader's online help system and printed documentation consists of authors and publishers who plan to distribute GUIDE electronic publications with GUIDE Reader, not the end users who read those publications. Your GUIDE electronic publications should include documentation and/or online help that

instructs your audience how to install your *GUIDE* application and how to use the *GUIDE Reader* functionality you've included in that publication; for example, panning and zooming graphics, annotations, bookmarks, etc.

To facilitate this, your install disks include **readhelp.gui**, a *GUIDE* document that contains portions of this *GUIDE Reader* user's manual your readers may need. You can copy and edit this file to distribute with your *GUIDE* publications. You can change the **help=** entry in the **[gcommon]** section of the initialization file you distribute with a *GUIDE* publication to use your edited version of **readhelp.gui** or another file. For more information, please see "Initializing *GUIDE Reader*" and "Optimizing Documents for Distribution" later in this manual.

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## ***Where to Go from Here***

If you haven't worked with *GUIDE* tools before or need a refresher course in *GUIDE* terminology, technology, and operation, please review your *Welcome to...* manual. If you're an experienced *GUIDE* user, please continue reading this manual for more information about:

- ◆ *GUIDE Reader's* special functionality including annotations, bookmarks, and full text queries.
- ◆ Menu commands and dialog options available in *GUIDE Reader* and how to include and exclude functionality to customize *GUIDE Reader's* user interface for your information and audience.
- ◆ How to initialize *GUIDE Reader* for your particular publications and readers.
- ◆ How to optimize *GUIDE* documents and publications for distribution on CD-ROM.
- ◆ How to organize *GUIDE* publication files for distribution with the *GUIDE Reader* executable and associated files such as dynamic link libraries (DLLs) and interpreters.

You may want to keep *GUIDE Reader* open on your screen as you read so you can experiment as the documentation introduces new concepts.

## CHAPTER 2

# GUIDE READER FEATURES

*GUIDE Reader* offers special functionality that enables readers to use information in *GUIDE* electronic publications more effectively. Readers can read annotations you distribute with publications or create their own. You can bookmark key information or readers can mark content they refer to frequently. Readers can also use queries to search for words or terms in full text indexes created with *GUIDE Indexer*. You should understand these features before you decide how to configure *GUIDE Reader's* interface to best fit your information and audience.

This chapter concentrates on only those features unique to *GUIDE Reader*: annotations, bookmarks, and full text queries. It by no means discusses all of *GUIDE Reader's* functionality. You can also use interpreters and *LOGiX* to expand *GUIDE Reader's* functionality and enhance your information presentation.

Many *GUIDE Reader* commands and dialogs mirror *GUIDE Author* functionality (for example, panning and zooming graphics). See "Choosing Application Interface Options" later in this manual for a list of *GUIDE Reader* menus and commands. For details about how to use commands and related dialog options available in *GUIDE Reader* besides those for annotations, bookmarks, and full text queries, please see the *GUIDE Author User's Manual* and the online *GUIDE Author Command Reference*.








*GUIDE Reader* makes it simple to navigate through *GUIDE* documents: just point and click to activate information links, or, if you prefer, position the insertion cursor inside a Button (anywhere between its symbols) and hit the **Enter** key to activate the link.









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## **GUIDE Reader's Tool Bar**

The icons on the tool bar across the top of the *GUIDE Reader* application window are graphic symbols users can click on to quickly access frequently used *GUIDE Reader* functions. If the tool bar is not displayed on your screen, use the keyboard shortcut **Ctrl+Y** to open the **Program Options** dialog, and then choose **Application Window Style**. In the **Application Window Style** dialog you can set the tool bar to appear at the top or bottom of your screen.

From left to right, the icons and their corresponding functions are:

<i>ICON</i>	<i>FUNCTION</i>	<i>DESCRIPTION</i>
	<b>Open</b>	Displays the <b>Open Document</b> dialog.
	<b>Close</b>	Closes the active <i>GUIDE</i> document without closing <i>GUIDE Reader</i> or any other <i>GUIDE</i> documents that are open.
	<b>Exit</b>	Closes <i>GUIDE Reader</i> .
	<b>Print</b>	Displays the <b>Print</b> dialog.
	<b>Copy</b>	Copies selected text or graphics to the clipboard.
	<b>Find</b>	Displays the <b>Find</b> dialog.
	<b>Query</b>	Displays the <b>Query</b> dialog.

<i>ICON</i>	<i>FUNCTION</i>	<i>DESCRIPTION</i>
	<b>Backtrack</b>	Returns to the last action or <i>GUIDE</i> Object.
	<b>Top Level</b>	Folds all Expansions and takes you to the top level of the active document.
	<b>Expand All</b>	Unfolds all Expansion Buttons in the active document and returns to the top level in the active document.
	<b>Annotate</b>	Opens the <b>Create Annotation</b> dialog.
	<b>Bookmark</b>	Opens the <b>Create Bookmark</b> dialog.
	<b>Help</b>	Accesses <i>GUIDE Reader's</i> help system.
	<b>Next Frame</b>	Navigates to the next Frame in the active document.
	<b>Previous Frame</b>	Navigates to the previous Frame in the active document.

## Using Annotations

*GUIDE Reader* allows you to associate additional comments or notes called annotations with specific text in *GUIDE* documents. Readers can view, create, edit, delete and navigate to annotations in individual *GUIDE* documents or in entire publications if you include this functionality. Highlighting marks the annotated text (the information associated with comments) to alert readers that additional comments exist, but annotations leave the original document content otherwise intact.

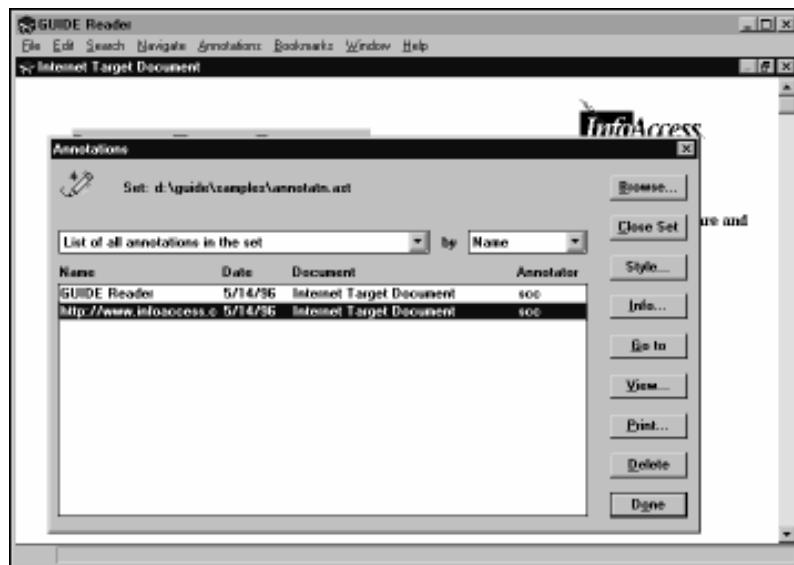
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### NOTE:

The default file extension *.ast* designates files that contain *GUIDE Reader* annotation sets.

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These comments reside in annotation sets, collections of notes associated with *GUIDE* documents. You can create one or several different annotation sets for a single *GUIDE* document or for an entire *GUIDE* electronic publication and distribute the files that contain those annotation sets with a *GUIDE* publication.



**Figure 2-1**  
**GUIDE Reader's Annotations dialog**



An annotation set must be open before you can create or edit annotations in *GUIDE Reader*. Choose the **Annotations** command from *GUIDE Reader's Annotations* menu to open the **Annotations** dialog where you can use the **Browse** option to open or create annotation sets. You can also specify an annotation file in the initialization file to load automatically with *GUIDE Reader* so that an annotation set is open and annotation functionality is immediately available for readers. For more information, please see "Initializing *GUIDE Reader*" in Chapter 4.

---

### *Opening an Annotation Set*

To open an existing annotation set and make it the active set:

- 1 Pull down *GUIDE Reader's Annotations* menu and select the *Annotations* command.**

The **Annotation** dialog opens to show the annotation file specified in the initialization file as the active set (for example, **annotatn.ast**, the annotation file installed with the software).

- 2 Click on *Browse* to display the *Open Annotation Set* dialog.**

The **File Name** field displays the file name of the open annotation set. Use the **Look In** drop-down list to locate the folder containing additional annotation sets.

- 3 Double-click on the file name of the annotation set you want to open in the list of available annotation sets shown above the *File Name* text box.**

- 4 Click on *Open*.**

- 5 When you return to the *Annotations* dialog, note that the annotation set you selected now shows as the one in use.**

- 6 Click on *Done*.**

You can now view the annotations in the set you selected and add new annotations to the set.

## Creating an Annotation Set

To create a new annotation set:

- 1 Pull down *GUIDE Reader's Annotations* menu and select the *Annotation* command.**

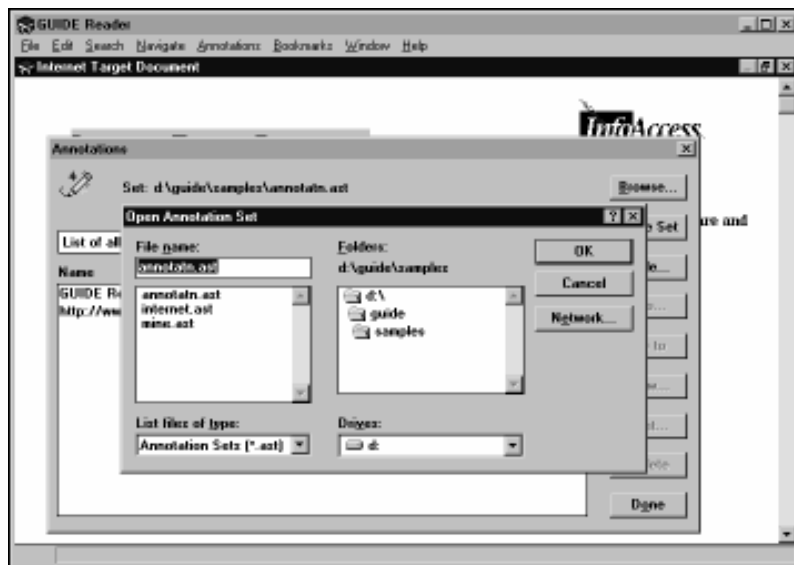
The **Annotation** dialog opens with the annotations file specified in the initialization file showing as the active set (for example, **annotatn.ast**, the default annotation file automatically installed with *GUIDE Reader*).

- 2 Click on *Browse* to display the *Open Annotation Set* dialog.**

The **File Name** text box displays the name of the annotation set currently open.

- 3 Type a new name into the *File Name* field.**

Use **.ast** as the file extension unless you change the default in the initialization file; otherwise, the file name won't appear automatically in *GUIDE Reader* when you use the **Annotation** dialog's **Browse** option to find available annotation sets.



**Figure 2-2**  
**GUIDE Reader's Open Annotation Set dialog**

**4 Click on *Open*.**

A dialog appears to tell you that the annotation set doesn't exist and asks if you want to create it. Click on **Yes** to create and save the new set; choose **No** to cancel the operation.

**5 When you return to the *Annotations* dialog, note that the annotation set you opened now shows as the one in use.****6 Click on *Done*.**

---

## *Creating Annotations*

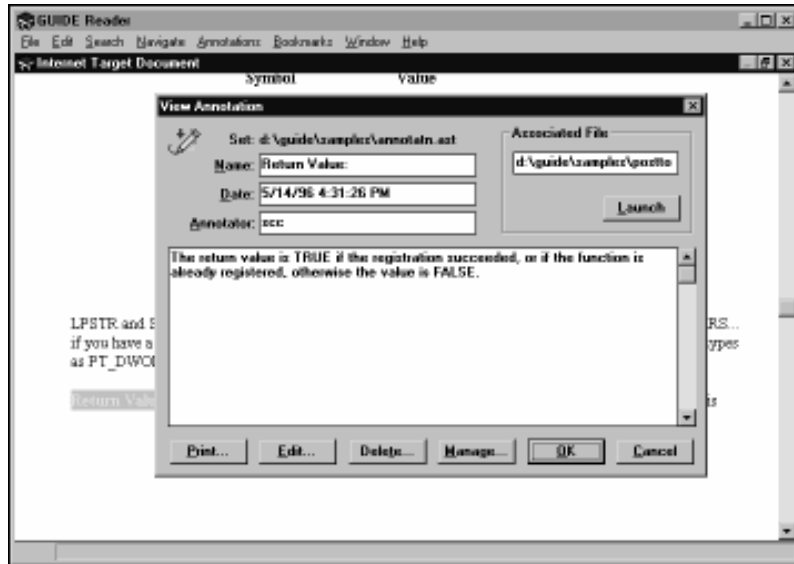
*GUIDE Reader* automatically assigns new annotations to the open annotations set. To create annotations in *GUIDE* documents:

**1 Open a document you want to annotate in *GUIDE Reader*.****2 Use the cursor to select text you want to annotate.****3 Pull down the *Annotation* menu and choose *Create Annotation*.**

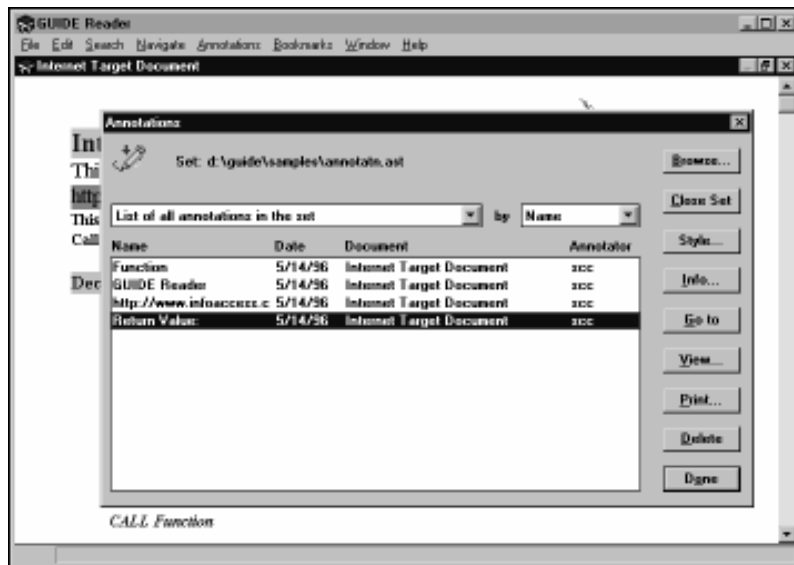
The **Create Annotation** dialog opens with the selected text displayed in the **Name** text box. *GUIDE Reader* automatically uses the selected text for the annotation's name unless you change the text in the text box. The **Date** text box shows the date and time when the annotation was created. You can select the text in this box, but *GUIDE Reader* won't allow you to change it. The **Annotator** text box shows the name of the annotator as specified during installation (and as it appears in the **[annotations]** section of the initialization file). You can change it, if you like.

**4 Position the insertion cursor in the large text box in the *Create Annotation* dialog and type your annotation in the text box.**

The text box can accommodate long annotations. You can use the scroll bar to review lengthy comments.



**Figure 2-3**  
*GUIDE Reader's View Annotation dialog*



**Figure 2-4**  
*Use GUIDE Reader's Annotations dialog to manage annotation sets*

- 5 **If you want to associate another file with this annotation, enter its name in the *Associated File* field or click on *Browse* to select an associated file.**

The **Associated File** is a DOS/Windows command line that runs when you click on **Launch** to load the selected file's application and open the associated file. If the selected file's extension isn't associated with a Windows application, type a command line into the text box in the **Create Annotation** dialog's **Associated File** panel that calls the application and specifies the file (say, **mplayer.exe c:\sounds\engknk.wav**). A space divides the calls.

With this feature your annotations can include many different types of information. For example, if your electronic publication covers automotive repair, you can annotate "engine knock" and associate a sound file with the annotation so readers can hear exactly how engine knock sounds.

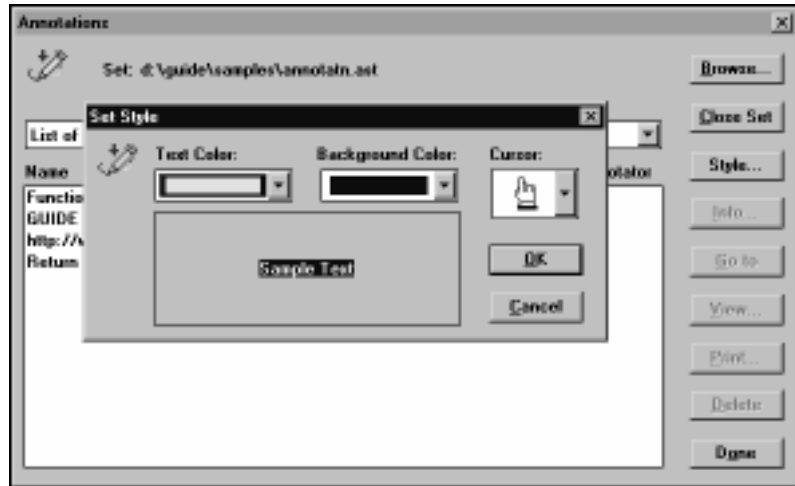
- 6 **Click on *OK* when you're ready to save the annotation, to close the *Create Annotation* dialog and return to the *GUIDE Reader* application window.**

---

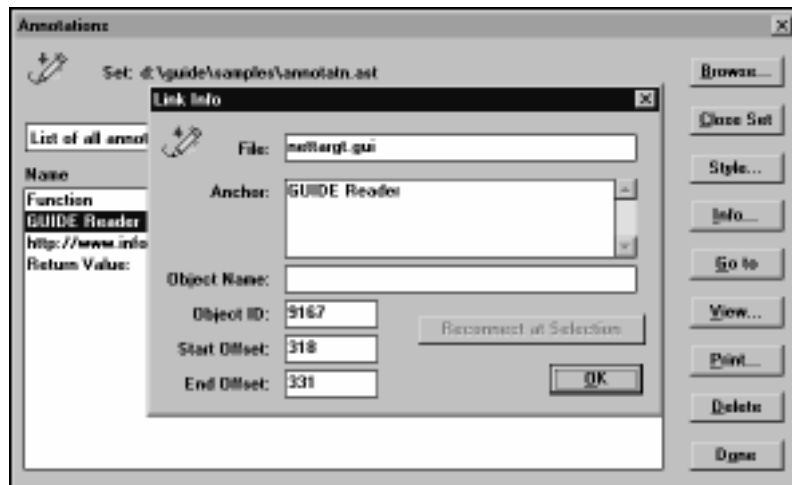
## Using Annotation Sets

To view annotations in sets, select the **Annotations** command from the **Annotations** menu to open the **Annotations** dialog. The name of the open annotations set (**.ast**) file displays in the top left corner of the dialog (Figure 2-3).

You can choose which annotations are listed (all the annotations in the open set, all annotations in all open *GUIDE* documents, or all annotations in the active document) and how they are sorted (by name, date, document, or annotator). To change the list's contents or order, click on one of the list boxes to display a list of available choices and select another category.



**Figure 2-5**  
*The Set Style dialog allows you to specify the text color, background color, and cursor pattern used to highlight text associated with annotations in the open set.*

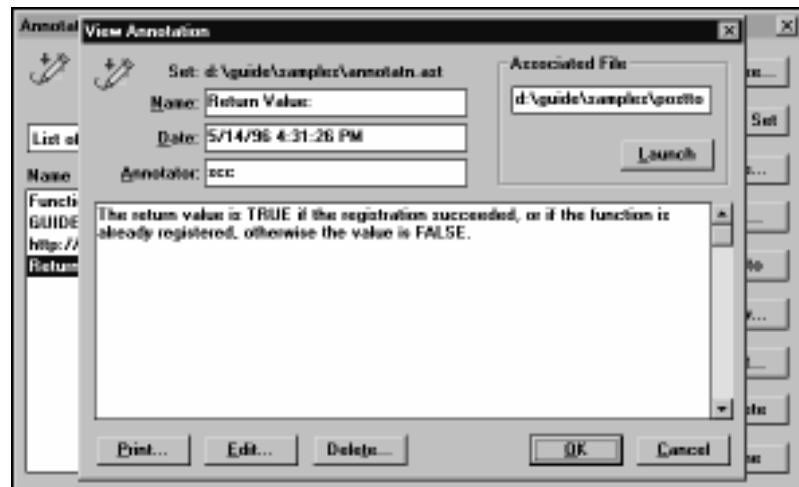


**Figure 2-6**  
*GUIDE Reader's Link Info dialog offers detailed information about a selected annotation link as well as an option to reconnect that annotation to selected text.*

The options along the right side of **Annotations** dialog offer additional annotation set handling capabilities:

OPTION	DESCRIPTION
<b>Browse</b>	Opens <i>GUIDE Reader's</i> <b>Open Annotation Set</b> dialog. If the <b>Browse</b> option in the [annotations] section of the initialization file is set to zero ( <b>0</b> ), this option is not available and readers can only use the annotation set specified in the initialization file that opens automatically with <i>GUIDE Reader</i> . For more information on to how to designate a default annotation set in the initialization file, please see "Initializing <i>GUIDE Reader</i> ."
<b>Close Set</b>	Closes the open annotation set.
<b>Style</b>	Opens the <b>Set Style</b> dialog where you can specify how you want all the annotations in the open set to appear: the color of the letters in the annotated text ( <b>Text Color</b> ), the background color used to highlight text associated with annotations ( <b>Background Color</b> ), and the shape the cursor takes when it's over text associated with an annotation in the open set ( <b>Cursor</b> ).
<b>Info</b>	<p>Opens the <b>Link Info</b> dialog to show information about annotations and their linked anchor text including the <i>GUIDE</i> file that contains the anchor text (<b>File</b>), the associated text itself (<b>Anchor</b>), the name of the <i>GUIDE</i> Object that contains the anchor text (<b>Object Name</b>), the ID of that Object (<b>Object ID</b>), and the position of the anchor text's first and last characters within that Object (<b>Start Offset</b> and <b>End Offset</b>).</p> <p>If content changes break your annotation links, the <b>Info</b> dialog can help you pinpoint the location of the original anchor text. If you return to that location, select new text for the annotation anchor, and then use the <b>Annotations</b> command to open the <b>Annotations</b> dialog. You can then select the unlinked annotation's name, click <b>Info</b> to display the <b>Link Info</b> dialog, and then click <b>Reconnect at Selection</b> to reconnect the annotation to the new anchor text. If the <b>Object Name</b> and <b>Object ID</b> number conflict, <b>Object Name</b> takes precedence. Please see "About Annotation Links" later in this chapter for more information.</p>

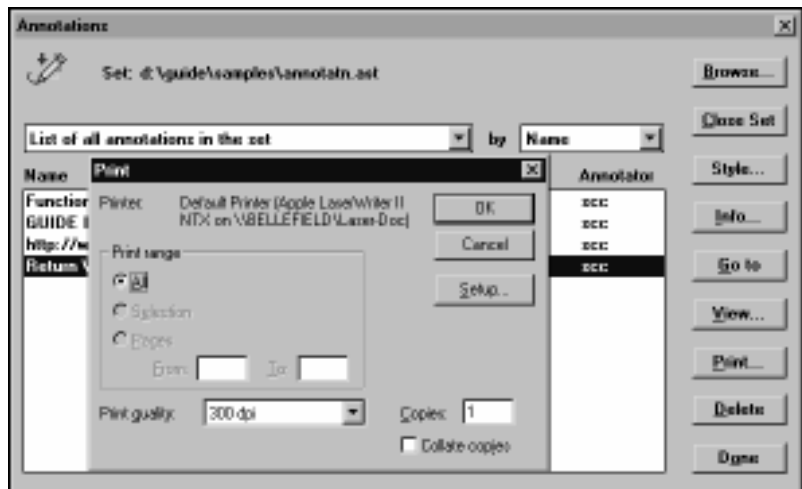
<i>OPTION</i>	<i>DESCRIPTION</i>
<b>Go to</b>	Select an annotation set from the list to enable this annotation option. When you click on <b>Go to</b> , <i>GUIDE Reader</i> closes the <b>Annotations</b> dialog and navigates to the text associated with the annotation you selected; that anchor text displays in the document window. If the annotation is unlinked (for example, the associated text has been deleted) or the annotated document can't be found, <i>GUIDE Reader</i> displays an error message.
<b>View</b>	Opens the <b>View Annotation</b> dialog to display detailed information about a selected annotation as well as options to edit or delete that annotation. (If an annotator's name is specified in the initialization file under the <b>protected=</b> entry, no one but that user can edit or delete the annotations that he or she has created. For more information, please see "Working with Annotations" later in this chapter.)



**Figure 2-7**  
***GUIDE Reader's View Annotation dialog provides detailed information about a selected annotation along with options to edit and delete it***



- |               |   |
|---------------|---|
| <i>OPTION</i> | <i>DESCRIPTION</i>  |
| <b>Print</b>  | Prints the selected annotation in simple, unformatted text. To print multiple annotations, use the <b>Shift</b> key to select adjacent annotations or the <b>Ctrl</b> key to select annotations elsewhere in the list, then click on <b>Print</b> . A Windows <b>Print</b> dialog opens to allow you to designate a print range, change the print quality, set up a printer, specify how many copies to print, and whether or not to collate copies. Selected annotation(s) spool to the printer after you click on <b>OK</b> in the <b>Print</b> dialog. |
| <b>Delete</b> | Deletes the selected annotation from the list. (If the <b>protected=</b> entry in the initialization file names an annotator's name, no one but else can delete annotations the protected user creates; for more information, please see "Working with Annotations" later in this chapter.) To delete multiple annotations, use the <b>Shift</b> key to select adjacent annotations or the <b>Ctrl</b> key to select annotations elsewhere in the list, then click on <b>Delete</b> .   |
| <b>Done</b>   | Closes the <b>Annotations</b> dialog.   |



**Figure 2-8**  
**The Print dialog offers options to print selected annotations; to open this dialog, click on Print in GUIDE Reader's Annotations dialog**

---

## *Working with Annotations*

To view annotations in *GUIDE Reader*, simply click on any text in a *GUIDE* document that's highlighted to show that it's the anchor for an annotation. Alternatively, you can pull down *GUIDE Reader's* **Annotations** menu, select the **Annotations** command, and double-click on an annotation name in the list shown in the **Annotations** dialog (double-clicking on an annotation's name has the same effect as if you select an annotation from the list and then click on the **View** button in the **Annotations** dialog).

The **View Annotation** dialog automatically opens to display the **Set**, **Name**, **Date**, and **Annotator**, as well as the text for the selected annotation and the annotation text. This dialog looks and works almost exactly like the **Create Annotation** dialog, except that **Print**, **Edit**, and **Delete** options may be added. Initialization file entries determine whether or not these options appear.

Click on **Print** to print the selected annotation in simple unformatted text. The Windows **Print** dialog opens to let you to designate a print range, change the print quality, set up a printer, specify the number of copies to print, and collate copies, if you like. The annotation displayed in the **View Annotation** dialog spools to the printer after you click on **OK** in the **Print** dialog.

To change an existing annotation, click on **Edit** in the **View Annotation** dialog. When the **Edit Annotation** dialog opens, you can change the annotation's name, text, and the associated file. To delete an annotation, bring it up in the **View Annotation** dialog, and then click on the **Delete** button.

If you don't want readers to edit and delete annotations, protect them by entering an annotator's name after the **protected=** entry in the **[annotations]** section of the initialization file, for example:

```
protected=Locked
```

In this case, no one can edit or delete any annotation that shows **Locked** as the annotator except the user identified by the annotator's name "Locked." You can set an annotator's name when you install the software or in the initialization file's **annotator=** entry.

---

## About Annotation Links

Content changes in your *GUIDE* document may break annotation links (for example, if the word “file” anchors an annotation and you change “file” to “document”). When you select an annotation in the **Annotations** dialog and click on **Go to**, *GUIDE Reader* first tries to open the *GUIDE* document that contains the text associated with that annotation. If that document has been renamed, moved, or deleted, *GUIDE Reader* displays a message that the document can't be found and returns to the **Annotations** dialog where any annotations associated with that document are now shaded gray.

To relink an annotation associated with text in a document that *GUIDE Reader* can't locate to new anchor text:

- 1 Pull down *GUIDE Reader's* **Annotations** menu and choose **Annotations** to open the **Annotations** dialog.
- 2 Select any of the gray annotations from the list, then click on **Info** to display the **Link Info** dialog where you can see the original link information.
- 3 Close the **Link Info** dialog and the **Annotations** dialog to return to the *GUIDE Reader* application window.
- 4 Open a *GUIDE* document that contains text that you want to use for the new annotation anchor and select that text.
- 5 Select the **Annotations** command from the **Annotations** menu to open the **Annotations** dialog again.
- 6 Select the gray annotation that you want to relink from the list, then click on **Info** to open the **Link Info** dialog, which displays the original link information.
- 7 Click on **Reconnect at Selection** to link the annotation to the new anchor text you selected.

**8 Click on *OK* to close the *Link Info* dialog and return to *GUIDE Reader's Annotations* dialog.**

The name of the annotation you just relinked, which was shaded gray in the list to show that its link was broken, now displays in black again.

**9 If you want to check the new link, click on *Go to*; click on *Done* to return to the *GUIDE Reader* application window.**

After *GUIDE Reader* finds the document that contains the annotation's anchor text, the next link it looks for is the Object that contains the annotation's anchor text. **Object Name** takes precedence if the **Object Name** and **Object ID** number conflict. If the Object has been deleted, *GUIDE Reader* opens the document that contained the Object, with the top of the document displayed. No anchor text is highlighted, so you may need to scroll to the point where the deleted Object was located.

You can reopen the **Annotations** dialog, select the gray annotation again, and click on **Info** to display the **Link Info** dialog that shows the anchor text's Object ID but no start offset or end offset information. Again, you can close the dialog and return to the document window to select new text for the annotation anchor. Then, reopen the **Annotations** dialog, click on **Info** to reopen the **Link Info** dialog, and click on **Reconnect at Selection** to relink that annotation to new anchor text.

The last link for the annotation is the anchor text. If *GUIDE Reader* can find the document and the Object but the anchor text has been changed or deleted (for example, the word "file" anchors an annotation and you change "file" to "document"), *GUIDE Reader* opens the document that contains that Object with the top of the document displayed. No anchor text is highlighted; you may need to scroll to bring the area in the document that contained the deleted anchor text into view.

To select new text for the annotation anchor, select new anchor text in the area where the original anchor text was located. Then use the **Annotations** command to open the **Annotations** dialog, select the unlinked annotation's name, click on **Info** to display the **Link Info** dialog, and finally click on **Reconnect at Selection** to reconnect the annotation to the new text.

## Using Bookmarks

GUIDE Reader allows you to mark information you frequently refer to in a single GUIDE publication or throughout a group of associated publications. With bookmarks, you can mark documents, even if they are on different drives or CD-ROMs. Readers can view, create, edit, delete, and navigate to bookmarks in GUIDE publications if you include this functionality.

---

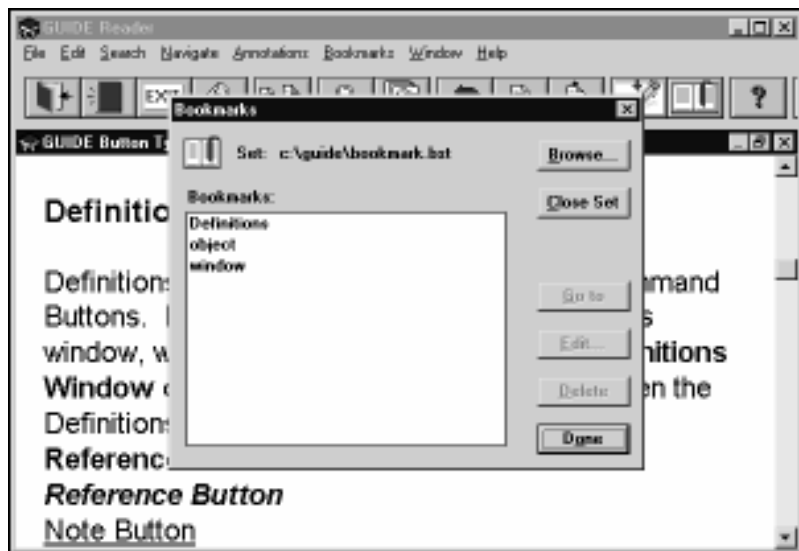
### NOTE:

The default file extension **.bst** designates files that contain GUIDE Reader bookmark sets.

---

These placeholders reside in bookmark sets. You can create one or several different bookmark sets for a GUIDE document or for an entire GUIDE electronic publication and distribute those bookmark set files with that publication. Please note, however, that only one bookmark set can be open at a time in GUIDE Reader.

A bookmark set must be open before you can create or edit bookmarks in GUIDE Reader. Choose **Bookmarks** from GUIDE Reader's **Bookmarks** menu to open the **Bookmarks** dialog where you can use



**Figure 2-9**  
The Bookmarks dialog in GUIDE Reader

the **Browse** option to open or create bookmark sets. You can also specify a bookmark set file in the initialization file to load automatically with *GUIDE Reader* so that a bookmark set is open and bookmark functionality is available immediately for readers. For more information, please see Chapter 4, "Initializing *GUIDE Reader*."

Unlike annotations, no color or text formatting indicates the presence of bookmarks in *GUIDE* documents. The bookmarks simply provide a way to navigate to a particular place you've marked in a document. Bookmarks only function in *GUIDE Reader*, not in *GUIDE Author* or other InfoAccess electronic publishing tools.

---

### *Creating a Bookmark Set*

To create a bookmark set:

- 1 Select the *Bookmarks* command from the *Bookmarks* menu to open the *Bookmarks* dialog.**

The file name of the bookmark set (**bookmark.bst**) appears after **Set** in the **Bookmarks** dialog.

- 2 Click on *Browse* to bring up the *Open Bookmark Set* dialog, which indicates the file name for the active bookmark set in the *File Name* field.**

- 3 Type a name for your new bookmark set over the name of the active set in the *File Name* field.**

- 4 Click *Open* to save your new bookmark set.**

A dialog appears to tell you that the file doesn't exist and asks you to confirm that you want to create a new bookmark set. Click on **Yes** to create the file or **No** to return to the **Open Bookmark Set** dialog. If you choose **Yes**, the new bookmark set shows as the set in use when you return to the **Bookmarks** dialogs. Click on **Done**; now you can create bookmarks for the new set.

## Creating Bookmarks

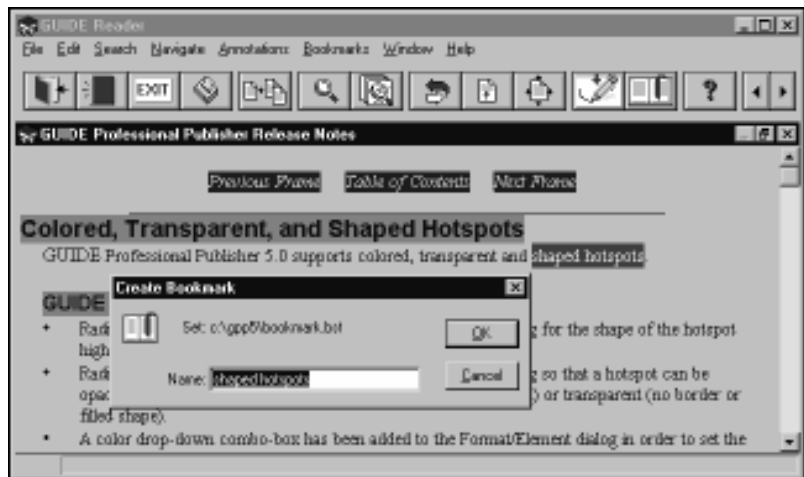
You can create bookmarks from text selected in *GUIDE* documents or in *GUIDE* Objects with no text selected. Bookmark selections can't be graphical and can't span more than one Object. When you navigate to a bookmark, *GUIDE Reader* highlights it on the screen as if it were selected. To create a bookmark:

- 1 **Select text that you want to make into a bookmark.**
- 2 **Click on the *Create Bookmark* icon in the tool bar or select *Create Bookmark* from the *Bookmarks* menu.**

If **Create Bookmark** is shaded gray and disabled, check to make sure you have a bookmark set open. When the **Create Bookmark** dialog appears, the text you selected appears as the default bookmark name, which you can edit.

- 3 **Click on *OK* to accept the bookmark.**

There's no apparent change in the *GUIDE* document itself, but you can open the **Bookmarks** dialog and see the new bookmark's name in the list of bookmarks in the open set.



**Figure 2-10**  
**GUIDE Reader's Create Bookmark dialog**

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## Using Bookmark Sets

To view the bookmarks in the active set, select **Bookmarks** from *GUIDE Reader's Bookmarks* menu to open the **Bookmarks** dialog. This dialog displays the active bookmark set's file name (for example, **bookmark.bst**), and lists all the bookmarks in that set in alphabetical order by name. This dialog also offers several options:

<i>OPTION</i>	<i>DESCRIPTION</i>
<b>Browse</b>	Opens <i>GUIDE Reader's Open Bookmark Set</i> dialog. If the <b>Browse</b> option in the [bookmarks] section of the initialization file is set to zero (0), this option is not available in <i>GUIDE Reader's Bookmarks</i> dialog and readers can only use the bookmark set specified in the initialization file (the set that opens automatically with <i>GUIDE Reader</i> ). For more information, please see "Initializing <i>GUIDE Reader</i> ."
<b>Close Set</b>	Closes the open bookmark set.
<b>Go to</b>	Select a bookmark to enable this option. When you click on <b>Go to</b> , <i>GUIDE Reader</i> closes the <b>Bookmarks</b> dialog and navigates to the text associated with the bookmark you selected so the bookmark text displays in the document window.
<b>Edit</b>	Select a bookmark from the list box to enable this option, which opens the <b>Edit Bookmark</b> dialog where you can change the selected bookmark's name. When you return to the <b>Bookmarks</b> dialog, the new bookmark name appears in the list.
<b>Delete</b>	Select a bookmark from the list to enable this option (you can only select one bookmark at a time to delete). Click on <b>Delete</b> to remove the selected bookmark from the set. A dialog asks you to confirm that you want to delete the bookmark. Click on <b>Yes</b> to return to the <b>Bookmarks</b> dialog where the deleted bookmark's name no longer appears in the list.
<b>Done</b>	Closes the <b>Bookmarks</b> dialog and returns to <i>GUIDE Reader's</i> application window.

---

### NOTE:

*A bookmark's name is usually the text selected to be made into the bookmark, but you can edit a bookmark's name when you create it or use the **Edit** option in *GUIDE Reader's Book-mark* dialog.*

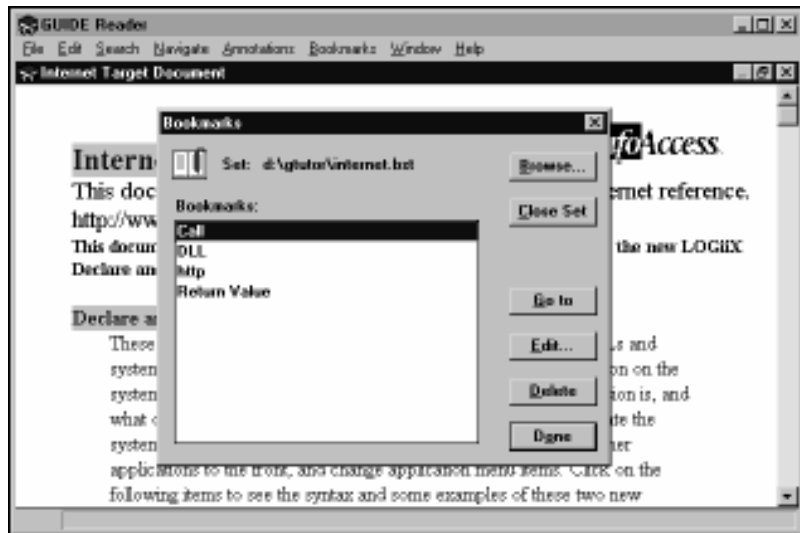
---



*GUIDE Reader* finds bookmarks the same way it locates annotations. First, it looks for the document that contains the bookmark. If that document has been moved, renamed, or deleted, *GUIDE Reader* tells you that the document can't be found and returns to the **Bookmarks** dialog where any bookmarks associated with that document are now shaded gray. If *GUIDE Reader* finds the document, the next link it looks for is the Object that contained the bookmarked text. **Object Name** takes precedence if the **Object Name** and **Object ID** number conflict.

If that Object has been deleted, *GUIDE Reader* opens the document that contained that Object with the top of the document displayed. You may need to scroll to bring into view the area of the document where the deleted Object that included the bookmark text was located.

You can reopen the **Bookmarks** dialog, select the unlinked bookmark again, and click on **Delete** to remove the bookmark from the active set. If you like, close the **Bookmarks** dialog, return to the document window, select new text, and create a new bookmark in the same area of the *GUIDE* document.



**Figure 2-11**  
**The Bookmarks dialog in GUIDE Reader**

You can make changes to a bookmark set while you have it open. To save those changes, you must click on **Close Set**, then click on **Yes** when the **Save Changes Dialog** asks if you want to save changes. If you click on **No**, all changes to the set are discarded. If you click on **Yes**, *GUIDE Reader* closes the bookmark set and returns you to the **Bookmarks** dialog where you can open another bookmark set or click on **Done** to return to the *GUIDE Reader* application window.

---

## **Using Full Text Queries**

When you distribute *GUIDE* electronic publications and associated full text indexes with *GUIDE Reader*, your readers can search for any word or term they choose, even for multiple words and terms. This provides a fast, easy way to search through large or even huge document collections.

Full text indexes generated by *GUIDE Indexer* differ greatly from a 'key word' index where you tag important terms for inclusion in the index. A full text index automatically tags every significant word in a document or a collection of documents, ignoring only words it makes no sense to index: "an," "but," "the," etc.

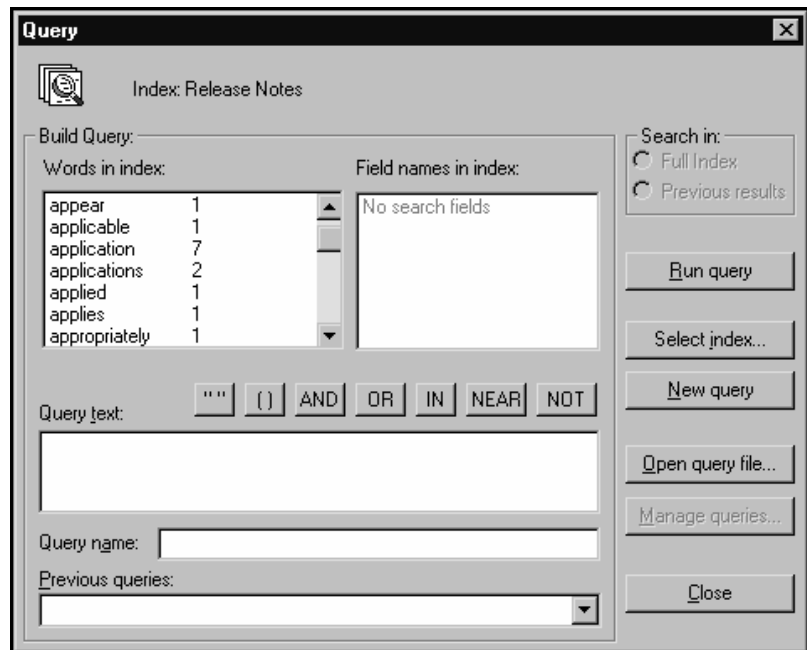
Full text indexes also use special rules to recognize plurals and possessives, so search results include those occurrences as well as 'hits' that exactly match the text a reader types into a query. For example, if a reader sets up a query for the word 'query,' the search results not only include every occurrence of 'query,' but also all instances of the word in its possessive and plural forms such as 'query's' and 'queries.'

The full text index title (which you can assign when you create the full text index) displays in the **Query** and **Hitlist** dialogs in *GUIDE Reader*. For example, if you create a full text index with *GUIDE Indexer* named **rdrref.idx** and add the title "Reading Reference," *GUIDE Reader's* **Query** and **Hitlist** dialogs display **Reading Reference** when the full text index is used. Otherwise, *GUIDE Reader* defaults to the DOS file name (**rdrref.idx**) for the full text index.

Several sections of the **infaces.ini** file help you manage indexes in *GUIDE Author*. For example, under the **[fulltext]** section, the entry **use\_index\_names=1** directs *GUIDE Reader* to the **[IndexNames]** section and instructs it to display the index names found there in the **Select Index** dialog. This allows users to use an index by an assigned name in the **Query** dialog. For example, if you create **index.idx** but prefer to use it by its assigned name **Facts on File**, you would ensure this by entering **Facts on File=index.idx** in the **[IndexNames]** section.

A third section, **[IndexDocuments]**, allows you to link an index on one drive to its related documents on another. For example, the entry **c:\guideidx\index.idx=f:\alldocs\corp\** would allow a search of files on the **f:** drive from the index **index.idx** on the **c:** drive. This would allow you to move a set of index files to a fast drive while leaving the documents on CD-ROM.

For additional information about full text indexing, please see the *GUIDE Indexer User's Manual*; for a discussion of **INI** settings, please see *Welcome to GUIDE Author*, Chapter 2.



**Figure 2-12**  
**The Query dialog in GUIDE Reader**

To perform full text searches in *GUIDE Reader*:

**1 Choose *Query* from *GUIDE Reader's* tool bar or *Search* menu to open the *Query* dialog.**

The **Query** dialog displays the name of the active full text index. Choose **Select index** if you want to select a different index for your search. Note that the **Words in index** field displays all the words in the active index, in lowercase. (You can use either upper- or lowercase to type queries.)

**2 In the *Query text* box, enter the words or terms you want to search for. You can search for a single word or phrase, or refine your query by using the Boolean operators and other options to combine words and phrases.**

As you type, a 'word wheel' in the **Query** dialog 'turns' to match the word. You can also double-click on words to select them (and replace a selected word in the **Query Text** box by clicking on another word in the wheel or one of the option buttons). A number to the right of each word on the wheel shows how many times that word appears in the indexed document collection.

Click on any of the option buttons and the option immediately appears in the **Query Text** box. For example, if you type "sgml" in the box, choose **AND**, and then type "reference," your query text reads **sgml AND reference**. (Leave a space between each entry.) This query will search the index to identify all documents in the collection that contain both "sgml" and "reference."

To refine your search, use the **NEAR** option to locate terms that appear in the same paragraph (such as **cat NEAR dog**). Queries may also include parentheses to both refine the search and to allow nested subexpressions. For example, **(wipers OR windshield) AND glass** launches a specific search that lists all documents that contain the word "glass" that also contain at least one instance of "wipers" or "windshield." A simple nested search might be **((windshield AND wipers) OR glass) AND truck**.

You can change the appropriate settings in the [fulltext] section of the **infaces.ini** file to hide any of these query option buttons. Please see *Welcome to GUIDE Author*, Chapter 2, for more information.

- 3 To search for terms in specific fields in the active index, use the *IN* button after the phrase, then select the field from the *Field name in index* list box that you want to search in.**

For example, the entry **truck IN Europe** in the **Query Text** box launches a search for all instances of “truck” in the field named “Europe” in your document collection. Please see the *GUIDE Author User's Manual* for more information on creating fields for search purposes.

- 4 Type a name for the query in the *Query name* text box if you anticipate using this query again. The name can be up to 128 characters long.**

When a query has executed successfully, the query name is attached to the query itself and added to the **Previous Queries** list where you can easily select it for future use if you save your queries in a query file. For example, the successful **sgml AND reference** query with the assigned name “SGML1” would appear in the **Previous Queries** list as **SGML1: sgml AND reference**. A query is still listed if you don't assign a name to it, but naming queries can simplify future searches.

- 5 Click on *Run query* to execute the query.**

The **Search Results Hitlist** dialog opens to display the number of hits in each document in the collection, listed in descending order by the number of hits.

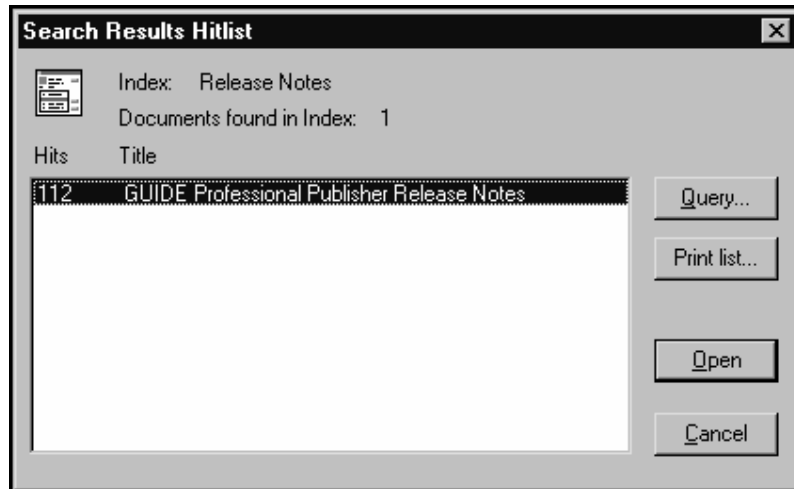
- 6 Double-click on any document name in the list to open that document with the words or terms from the search highlighted.**

You can select more than one document from the list. (If you have not assigned names to your documents, the list displays DOS file names instead.) Documents always open at the first hit. *GUIDE Indexer* does not index Definitions, so there are never hits in Note or Command Buttons.

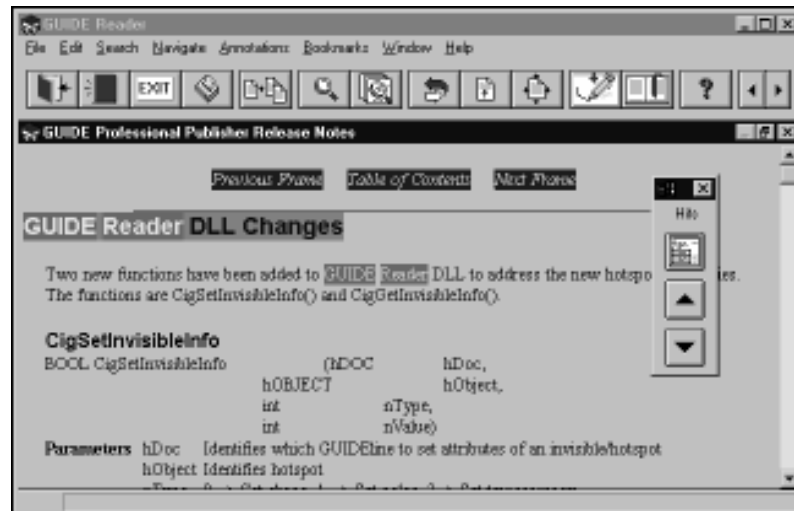
- 7 Use the *Hits* palette to navigate through the document. You can move the palette anywhere on your screen.**

- 8 Click on the *Hitlist* icon at the top of the *Hits* icon bar to return to the *Hitlist* dialog.**

- 9 Open other documents in the *Hitlist* dialog or click on *Query* to return to the *Query* dialog and perform another search.**



**Figure 2-13**  
**GUIDE Reader's Search Results Hitlist**



**Figure 2-14**  
**GUIDE Reader's Hits Palette**

Note that the **Query** dialog offers two search options: Full Index (the default) or Previous Results. Once you have run a query, you have the option of running the next query by selecting the Previous Results radio button. If you do, the operator AND is added to the current query and followed by the previous query, which gives the same results as actually searching in the files returned by the previous search. The two radio buttons can be hidden by setting the `search_previous=` entry to **0** in the `[fulltext]` section of the **INI** file.

You can print the titles of documents, and the number of hits in each, that are retrieved by a search by choosing **Print list** on the **Search Results Hitlist** dialog. You can also print the list of queries you create, and save those queries to a file.

To print or save queries, choose **Manage Queries** in the **Query** dialog to open the **Manage Queries** dialog to review the query names and text you have used for the active index. Then choose **Print** to print the list of queries, if you want. To save the queries, first delete any queries you don't want to save, and then choose **Save as**. *GUIDE Reader* uses the `.qry` extension for query files.

You can have up to 128 queries in a file; there is no limit to the number of query files you can create. Note that you name queries in the **Query** dialog, so you should complete the naming of queries before you open the **Manage Queries** dialog.

The next time you open the **Query** dialog and want to use this file for your search, you can choose **Open query file** in that dialog to access the file. In fact, you can use any query file with any index, so you may want to create a generic list of queries to use with all your *GUIDE* document collections.

### *LOGiiX Functions that Support Full Text Search*

The following *LOGiiX* functions support full text searching. Please see the *LOGiiX Command Reference*, provided online with *GUIDE Author*, for an explanation of each function.

**RunQuery**  
**OpenQuerySet**  
**CloseQuerySet**  
**ShowHitList**  
**HitListItemFile**  
**HitListItemCaption**  
**HitListItemCount**  
**QueryItemName**  
**QueryItemString**



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## CHAPTER 3

# CHOOSING APPLICATION INTERFACE OPTIONS

*GUIDE Reader's* interface is completely configurable. You can select the menu commands, application window style, startup document, and other options available to readers. As you prepare publications for distribution with *GUIDE Reader*, the decision to include or suppress menu items depends largely on your application's structure and requires careful thought. For example, if your interface includes the **Open** command on the **File** menu, readers can open documents you may not expect them to open, or open them in a different order than you intended.

---

## The Program Options Dialog

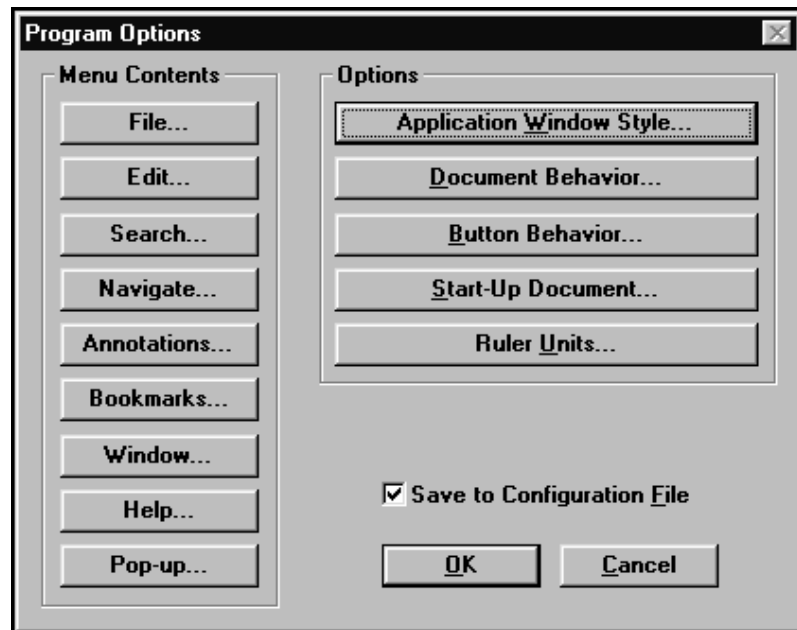
You control the *GUIDE Reader* interface — window style, menu contents, Object behavior, startup document, and ruler units — through the **Program Options** dialog. Since most publishers don't want readers to change the interface themselves, you can open the **Program Options** dialog only through a keyboard shortcut (**Ctrl+Y**) that is enabled only if the command line that launches the *GUIDE Reader* application includes a **-y** option.

In Windows 3.1, you can edit the *GUIDE Reader* program icon properties to enable or disable the **Program Options** dialog. Click *once* on the *GUIDE Reader* program icon to select that icon and choose **Properties** from the Program Manager's **File** menu; the **Command Line** text box in the **Program Item Properties** dialog contains the full path name for the *GUIDE Reader* executable file, **greader.exe**. Add **-y** after the executable's path name to enable the **Ctrl+Y** keyboard shortcut or remove **-y** to disable the shortcut.

In Windows 95 or Windows NT, choose **Run** from the **Start** menu and in the Open text box of the **Run** dialog enter the full path name to the *GUIDE Reader* executable followed by **-y** to launch *GUIDE Reader* with the **Program Options** dialog available.

Another extension you can add to the command line is **-c** followed by the full path name for an initialization (**.ini**) file, which enables you to launch *GUIDE Reader* with a specific initialization file.

To open the **Program Options** dialog, type **Ctrl+Y** while *GUIDE Reader* is running. The remainder of this chapter explains the interface options that *GUIDE Reader* offers and how to use the **Program Options** dialog to configure these options.



**Figure 3-1**  
*GUIDE Reader's Program Options dialog*

## GUIDE Reader Menus

The titles of *GUIDE Reader's* pull-down menus appear in the menu bar across the top of the application window. *GUIDE Reader* also features certain menu options that appear in a popup when you click the secondary mouse button.

Most *GUIDE Reader* commands, except those on the **Annotations**, **Bookmarks**, and **Search** menus, should be familiar to you from *GUIDE Author*; if not, please see the *GUIDE Author User's Manual* and the online *GUIDE Author's Command Reference* for more information. The menus and commands for annotations, bookmarks, and full text index searches are described in "GUIDE Reader Features" earlier in this manual. Table 3-1 lists the menu commands available in *GUIDE Reader*; you can enable or disable any or all of them when you distribute publications.

**TABLE 3-1 GUIDE READER MENUS AND COMMANDS**

MENU	COMMANDS	MENU	COMMANDS	MENU	COMMANDS
<b>File</b>	Open Close Close All Page Setup Print Print All Print Window Exit	<b>Search</b>	Query Hitlist Hits Previous Hits Next Hit	<b>Annotations</b>	Annotations Create Annotation
		<b>Navigate</b>	Backtrack Top Level Expand All Go to Start First Frame Previous Frame Next Frame Last Frame	<b>Bookmarks</b>	Bookmarks Create Bookmark
<b>Edit</b>	Copy Find Find Next			<b>Window</b>	Lists the names of open documents
				<b>Help</b>	Reader Help About
				<b>Pop-Up Menu</b>	Backtrack Top Level Expand All Go to Start

The **Program Options** dialog (press **Ctrl+Y**) enables you to include or suppress any or all of *GUIDE Reader's* menu commands for your application interface. Click on any of the **Menu Contents** options on the left side of the **Program Options** dialog to display a list of the commands specific to that menu, and then check or uncheck the boxes next to command names to enable or suppress any command on the menu. If you check the box next to a command name, that command appears in the *GUIDE Reader* interface. You can click on a checked box to uncheck it; this action disables that command and its associated keyboard shortcut (if it has one).

If you uncheck every command option that's on a menu (say, **File**), that menu (**File**) will not appear in *GUIDE Reader* and the remaining menu items align themselves to the left on *GUIDE Reader's* menu bar. No commands appear in *GUIDE Reader* if you remove the application title bar or menu bar. Please see the next section, "Application Window Style," for details.

---

## ***Application Window Style***

The **Application Window Style** dialog contains options to configure the application window's appearance. This dialog opens when you click on **Application Window Style** in the **Program Options** dialog. You can include or suppress window features such as the close box, select a border style, designate how large the application window should be when *GUIDE Reader* opens, and specify the text that appears in the title bar.

<i>WINDOW FEATURE</i>	<i>DESCRIPTION</i>
-----------------------	--------------------

<b>Control Boxes</b>	Provides options to display a Close box, Maximize box, and Minimize box in the application window's title bar. Check the Close box option if you want the interface to include a control menu that contains commands that enable readers to restore, move, size, or close the application window.
----------------------	---

WINDOW FEATURE      DESCRIPTION

**Border Style**      The **Thick Border** option produces a thick border around the application window and allows readers to resize the window. The **Thin Border** option places a thin border around the application window but doesn't allow readers to resize the window. If the application has neither a title bar nor a menu bar, you can select the **No Border** option. The application window can't be resized without a border.

**Tool Bar**      Use these options to display a tool bar at the top or bottom of the *GUIDE Reader* application window. The tool bar contains icons (graphic symbols) your readers can click on to quickly perform key tasks such as opening and closing documents, creating queries, and navigating through documents. Please refer to "GUIDE Reader Features" earlier in this manual for more details about the tool bar icons and their corresponding functions.

**Control Bars**      Click on **Application Title Bar** to display a title bar over the application window; if you turn this option off, *GUIDE Reader* also suppresses the menu bar, Close box (and, therefore, the application window control menu), Maximize box, and Minimize box. Turn the **Application Menu Bar** option on if you want to include *GUIDE Reader* menu commands in your application interface.

When **Status Bar** is active, a gray bar across the bottom of the application window provides current program information; for example, the status bar may briefly describe a selected menu command or report the progress of a file being downloaded from the Internet along with an option to cancel the download.

**Window Locks**      Choose **Lock Position** to ensure that the application window always remains in the same position on the screen; when **Lock Position** is on, your readers can't move the window. Choose **Lock Size** to retain the size of the application window. If **Lock Size** is on, your readers can't change the size of the window, even if the window has a thick border.

<i>WINDOW FEATURE</i>	<i>DESCRIPTION</i>
<b>Window State</b>	Check <b>Maximized</b> to open the <i>GUIDE Reader</i> application window at maximum size so it fills the entire screen.
<b>Save Window Size</b>	Click on <b>Save Window Size</b> if you always want the <i>GUIDE Reader</i> application window to open at its current size and position.
<b>Title Bar Caption</b>	Enter text in this box to change the caption that appears in the application window title bar from " <i>GUIDE Reader</i> " to a caption specific to your publication. This text also appears in system references to your <i>GUIDE</i> publication such as the task list. You can use <i>LOGiiX</i> to change title bar caption dynamically.

Some window options are interdependent. For example, if the application window has a title bar, it must have a thick or thin border. For more details about application window style options, please see "Properties" in the online *GUIDE Author Command Reference*.

You can set the background color for the application window in the Windows Control Panel. For more information on how to use the Control Panel, please refer to your Windows documentation.

---

## ***Controlling Document Behavior***

You can specify display and behavior characteristics to control how documents look and behave in the **Document Behavior** dialog (click on **Document Behavior** in the **Program Options** dialog). Each **Document Behavior** option can be set to one of three states:

- ◆ Unchecked to override that option in any documents (that feature or behavior will not appear)
- ◆ Checked to activate the option in all documents
- ◆ Gray to default to each document's setting for that option

Display options in the **Document Behavior** dialog include:

<i>OPTION</i>	<i>DESCRIPTION</i>
<b>Show Symbols</b>	Displays symbols that mark the beginning and end of each <i>GUIDE</i> Object in a document.
<b>Show Hotspots</b>	Displays all the Hotspots in graphic diagrams; for more information about Hotspots, please see "Working with Graphics" in the <i>GUIDE Author User's Manual</i> .
<b>Show Protection</b>	Highlights <i>GUIDE</i> Objects that have been loaded with <i>GUIDE Author's Set Protection</i> command so they can't be edited.
<b>Show Graphics</b>	If this option is turned off, gray placeholders replace graphic images in <i>GUIDE</i> documents. These placeholders, or default graphics, draw more quickly on the screen.

Behavior options in the **Document Behavior** dialog are:

<i>OPTION</i>	<i>DESCRIPTION</i>
<b>Freeze</b>	Deactivates all <i>GUIDE</i> Buttons.
<b>Enforce Protection</b>	Indicates whether to recognize protection that has been set for selected Objects with <i>GUIDE Author's Set Protection</i> command.

To learn more about display and behavior options, please see the online *GUIDE Author Command Reference*.

---

## Setting Button Behavior

When you click on **Button Behavior** in the **Program Options** dialog, the **Button Behavior** dialog opens. The options in this dialog control backtrack levels and blinking attributes for *GUIDE* Objects. Each option can be set to one of three states:

- ◆ Unchecked to override that option in any documents (that feature or behavior will not appear)
- ◆ Checked to activate the option in all documents
- ◆ Gray to default to each document's settings for that option

<i>OPTION</i>	<i>DESCRIPTION</i>
<b>Backtrack Level</b>	Backtracking retraces readers' steps through Objects. You can include <b>Reference Buttons</b> , <b>Expansion Buttons</b> , <b>Note Buttons</b> , and <b>Command Buttons</b> in the backtrack record. Check <b>Arrival at Target</b> to add all Reference Points, or other Objects that are the targets of Reference Buttons, to the backtrack record. Check <b>Frame Navigation</b> if you want to backtrack through Frames. For more information about backtracking, please see the online <i>GUIDE Author Command Reference</i> .
<b>Blinking</b>	You can make Objects <b>Blink on Arrival</b> , <b>Blink on Expansion</b> , or <b>Blink on Folding</b> . Blinking briefly highlights an Object's boundary. For more information on blinking, please see the online <i>GUIDE Author Command Reference</i> .



---

## Specifying a Start-Up Document

You can use the **Start-Up Document** dialog to designate a *GUIDE* file that you want to open automatically with *GUIDE Reader*. (You can also use an entry in the initialization file to achieve this.) Doing so will provide a consistent entry point into your publication. The startup document typically contains a title screen or table of contents for the publication. Menu commands in *GUIDE Reader* allow your readers to return to the startup document easily.

Click on **Start-Up Document** in *GUIDE Reader's Program Options* dialog. If a startup document has been specified for an electronic publication, its full path name displays in the **Start-Up Document** dialog's text box. To change the startup document, enter the full path and name of the new document in the Start-up Document Name edit box. If necessary, click **Browse** to open the **Open Document** dialog to locate the *GUIDE* file you want to use. When you select the file and click **Open** to return to the **Start-Up Document** dialog, the name of the new startup document appears in the Start-up Document edit box.

*GUIDE Reader* checks for the startup document on the current path unless you specify otherwise. So if you want *GUIDE Reader* to find a startup document in another location, you must enter the full path and name (drive, directory, and startup document's file name) here.

---

## Setting Ruler Units

Choose **Ruler Units** from the **Program Options** dialog to specify whether absolute ruler measurements should be shown in inches or millimeters in *GUIDE Reader*. For more information about relative and absolute ruler, please see "Working with Text" in the *GUIDE Author User's Manual*.

---

## ***Saving Options to the Configuration File***

*GUIDE Reader* looks for program settings in both an initialization file (**infaces.ini**) and a configuration file (**greader.cnf**). The configuration file contains interface specifications for *GUIDE Reader's* application window. The initialization file provides general setup information that you can edit; it includes an entry to specify the configuration file *GUIDE Reader* uses. To learn more about both the initialization and configuration files, please see "Initializing *GUIDE Reader*" later in this manual.

If you want the user interface options that you have chosen to be recorded in *GUIDE Reader's* configuration file, check the **Save to Configuration File** box in the **Program Options** dialog, and then click **OK**. This makes the settings currently specified the defaults. They will apply immediately to your current session in *GUIDE Reader* and each time you open the application in future.

If you want the options to apply to the current *GUIDE Reader* session only, clear the **Save to Configuration File** box and click on **OK** when you leave the **Program Options** dialog. In this way, the options will appear on-screen during your current session but won't be saved for future sessions. You may want to do this if you want to preview the effects of various changes on the application before formally adopting those changes. To reject any changes you have made, click on **Cancel**; this reinstates the previous settings and cancels any new entries.

## Customizing the Application Caption

If you want to change the application window caption **GUIDE Reader** to a caption that describes your publication, you can use the *LOGiiX* **SetAppCaption** function. Say you've created an electronic manual of diagnostic routines with a startup document named **start.gui**. You want the application window caption to identify the publication as "Troubleshooting Reference":

- 1 **Open *start.gui* in *GUIDE Author*.**
- 2 **Choose *Definitions* from *GUIDE Author's Make* menu to open the *Definitions* window for *start.gui*.**
- 3 **Type the following *LOGiiX* script into the *Definitions* window:**

```
#LOGiiX
{Set the application caption}
Function Main ()
Begin
    SetAppCaption ("Troubleshooting
Reference");
End
```

- 4 **When you have finished typing, select the script text and choose *Definition* from the *Make* menu.**
- 5 **Pull down the *Make* menu again and choose *Attributes*.**
- 6 **When the *Object Attributes* dialog opens, place the cursor in the *Object Name* text box and type *%on\_open*.**

This special Object name must be entered exactly as shown above, in lowercase letters. Assigning this special name to the Definition tells *GUIDE Reader* to execute this script each time the document opens.

---

### NOTE:

You can only use special Object names such as *%on\_open* once in a single *GUIDE* document. If you assign a special event name to more than one Command Definition in a *GUIDE* document, only the first script executes. You can, however, combine scripts into a single event-specific Definition.

---

---

## ***Displaying a Copyright Message***

Since your readers may have access to several *GUIDE* publications, you may want to associate a copyright message with each individual title than with *GUIDE Reader*. To display a simple copyright message when a publication's startup document opens:

- 1 Open your publication's startup document in *GUIDE Author*.**
- 2 Pull down *GUIDE Author's Make* menu and choose *Definitions* to open the Definitions window.**
- 3 Type the following *LOGiiX* script into the startup document's Definitions window:**

```
#LOGiiX
{Define a flag to record when the copyright
message displays}
Global MessageShown := 0;
Function Main ()
Begin
{If the copyright message hasn't displayed,
show it and set flag}
If MessageShown = 0 then
Begin
MessageShown := 1;

Answer (64, "Copyright Message", "Content
Copyright 1998 Weownthis Inc. All Rights
Reserved.");
End;
End
```

Notice that the first execution of this script sets the global variable **MessageShow**. This prevents the copyright message from appearing again if the document reopens during the course of a *GUIDE Reader* session.

- 4 Select the script text and choose **Definition** from **GUIDE Author's Make** menu.
- 5 Pull down the **Make** menu again and choose **Attributes**.
- 6 When the **Object Attributes** dialog opens, click to place the insertion cursor in the **Object Name** text box and type:  
**%on\_open**

This event-specific Definition name instructs *GUIDE Reader* to execute this script whenever the document opens.

You can create a *GUIDE* document without a title bar or scroll bar to display a more elaborate copyright message that includes a graphic or company logo. Or you can write a script that uses the *LOGiiX* **NameOpen** function to open the copyright document and then calls the **Wait** function to leave the document onscreen for a specified number of seconds before the **NameClose** function closes it. And you can use the **SetCursor** function to change the cursor pattern to an hourglass while the copyright message displays.



## CHAPTER 4

# INITIALIZING GUIDE READER

*GUIDE Reader's* program settings are saved in two files: an initialization file (**infacces.ini**) and a configuration file (**greader.cnf**). The initialization file provides general application setup information, which you can edit. It includes an entry for the configuration file, which *GUIDE Reader* consults to determine how the application should look. For example, the configuration file tells *GUIDE Reader* whether to maximize the application window, give it a thick or thin border, or display a title bar or menu bar.

The **Config=** entry under [**greader**] in the initialization file allows you to specify the location of **greader.cnf**. By default, **greader.cnf** resides in the same directory as the *GUIDE Reader* executable file (**greader.exe**).

The configuration file contains interface specifications for *GUIDE Reader's* application window. Because configuration files change fairly often while applications are open, they're written in a binary format that can be updated quickly and easily while the application is running. If you want to change the interface for different types of publications, you can create a separate configuration file for each publication type, give each configuration file a unique name (for example, **config=train.cnf**), and edit the initialization file accordingly.

---

## **About the Initialization File**

The initialization file should reside in the reader's Windows directory or in the *GUIDE Reader* application directory. You can specify a full path to the initialization file and/or to a different **.ini** file by adding the **-c** option to the command line that launches *GUIDE Reader* (either from its program icon in Windows 3.1 or from the **Run** command on the **Start** menu in Windows 95 or Windows NT). For example:

```
greader.exe -c d:\myparameters.ini
```

If you don't specify an initialization file with the **-c** command line option, *GUIDE Reader* looks for the **.ini** file in the Windows directory. If it isn't there, *GUIDE Reader* looks in the directory where **greader.exe** resides. If *GUIDE Reader* doesn't find the initialization file there, it uses built-in default initialization settings.

*GUIDE Reader* entries reside in several sections of the initialization file, including **[gcommon]**, **[greader]**, **[augmentations]**, **[fulltext]**, **[interpreters]**, and **[filters]**. You may need to edit the parameters for some of the entries in these sections before you distribute *GUIDE* electronic publications.

---

## **Editing the Initialization File**

You can revise the initialization file in any text editor whenever you want to tailor *GUIDE Reader's* setup for specific *GUIDE* publications. First close any open *GUIDE* documents and *GUIDE Reader* itself before you edit the initialization file, and then reopen them after you save the revised initialization file. Remember, *GUIDE Reader* sometimes writes to the initialization file, so don't be surprised if some parameters have changed from the default or your last edit.

The initialization file is divided into sections labeled with the topic in brackets on the first line; for example, **[interpreters]** is the first line in the section of the initialization file that specifies interpreters used with *GUIDE Reader*.



Each initialization file entry consist of an entry name followed by an equal sign (=) with parameters to the right of the sign. For example, the **path** entry reads **path=c:\greader\mypub**, where **path** is the entry name and **c:\greader\mypub** is the parameter you may want to edit. *Do not* change the entry name to the left of the equal sign (=); if you do, *GUIDE Reader* won't be able to find the entries it needs.

*GUIDE Reader* regards any lines in the initialization file that begin with semicolons as comments, not instructions, so the application ignores those lines. If you want to annotate an initialization file, simply begin all the comment lines with semicolons like this:

```
; Initialization file for Service Publication 455
; This initialization file created 01/12/98
; File revised 03/22/98
```

Since *GUIDE Reader* ignores any lines that begin with a semicolon, you can also insert a semicolon in front of existing initialization file entries to disable them temporarily rather than edit and re-edit lines. For example, you can simply 'comment out' the entry in the [**remote aliases**] section when you've finished testing documents for Internet distribution on your local drive.

Before you make any changes, make a copy of the default initialization file, **infaccs.ini**, and save it under a different name for future reference. This can help you either rule out the initialization file as the source of a problem or to locate incorrect initialization syntax when you're testing *GUIDE* publications, for example, if you inadvertently changed an entry name. Another example: most initialization parameters aren't case-sensitive, but a lowercase letter where an application looks specifically for a capital invalidates the few that are. Again, you can look in your copy of the default initialization file to see the syntax of the original entry.

Descriptions of each initialization file entry follow. The sections and entries are shown here in the same order that they appear in the default initialization file included on your CD-ROM. Some entries are assigned default settings during installation; the entry descriptions show the default and explain what it means. Other entries are blank by default, but their descriptions indicate what type of information can be added after that entry's = sign.

---

**[gcommon]**

*GUIDE Reader* consults this section of the initialization file to reference the installation directory path during searches to find target Objects, linked files, etc.

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>path=</b>	Specifies the path to the directory where <i>GUIDE Reader</i> is installed. The default is the path where you originally installed the software.

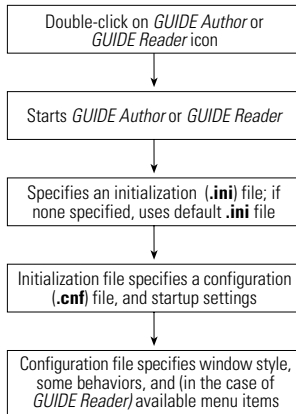
---

**[greader]**

*GUIDE Reader* looks to this section for instructions on how it should look and operate. If you use *GUIDE Reader* to distribute publications, you may want to exclude some of the entries in the initialization file you distribute with a particular publication. For example, to save disk space and avoid error messages, include only the names of the interpreters, augmentations, and filters the publication actually uses.

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>help=</b>	Specifies the path to <i>GUIDE Reader's</i> online help file; <b>greader.hlp</b> is the default. This entry launches different applications depending on the file extension used: a <b>.hlp</b> extension opens Windows help, while a <b>.gui</b> or any other extension attempts to launch a <i>GUIDE</i> electronic publication.
<b>open=</b>	Specifies the file name for a <i>GUIDE</i> ( <b>.gui</b> ) document that displays each time <i>GUIDE Reader</i> opens, for example, <b>c:\pub\startfil.gui</b> . This entry may be left blank (as it is in the default initialization file), in which case, no <i>GUIDE</i> file displays until you open one. You can use this entry to open a control panel or an introductory document each time the application opens.

## ENTRY

**config=****The Configuration File's Role****idletime=****setdocoptions=****limitfind=**

## DESCRIPTION

Names the configuration file that *GUIDE Reader* uses; the default is **greader.cnf**. *GUIDE Reader* consults configuration files to determine how the application should look, for example, whether to maximize the application window, give it a thick or thin border, or display a title bar and/or menu bar. Because configuration files change often while applications are open, they're written in a binary format that can be updated quickly and easily while the application is running. To use different configurations for various publications, you can create configuration files with unique names for those publications (for example, **config=train.cnf**) and edit the initialization file accordingly. For more information about configuration files, please see also the *GUIDE Author User's Manual*.

Designates how many seconds *GUIDE Reader* remains idle before it closes all open documents and reopens the startup document; for example, **idletime=7200** resets the application about every two hours (the actual time depends on the clock speed of your computer). If you leave this entry blank (as it is in the default initialization file), *GUIDE Reader* never 'times out' automatically.

Specifies whether *GUIDE Reader's* **Properties** dialog displays so you can set document options when you open a new *GUIDE* file. The default, **0**, suppresses the dialog; change this entry's parameter to **1** to display the dialog.

Controls search options available in the **Find Options** dialog, which opens when you choose **Find** from the **Edit** menu and click **Options** in the **Find** dialog. Setting this parameter to **1** suppresses the **Simple**, **Complex**, and **Search which document** options so that the only options available are **Match whole words only**, **Case-sensitive**, **Enable wildcard characters**, and **Search hidden material**. If this parameter is set to **0** (the default), all available search options appear in the **Find Options** dialog.

ENTRY	DESCRIPTION
<b>askexit=</b>	Specifies whether an exit message asks users to confirm that they want to close <i>GUIDE Reader</i> when they use the <b>Exit</b> command. The default, <b>0</b> , suppresses the message; set this entry to <b>1</b> if you want the exit message to display.
<b>internet=</b>	This entry tells <i>GUIDE Reader</i> whether or not to expect references to <i>GUIDE</i> documents located on an Internet Web server. The default for this parameter, <b>0</b> , specifies that no Internet connections will be made. Set the parameter to one <b>1</b> if you want to use the Internet and make sure your Internet connection is up and running before you start <i>GUIDE Reader</i> .
<b>hook_sticky=</b>	Controls the behavior of temporary windows that display Note Definitions in <i>GUIDE</i> documents. If <b>hook_sticky=1</b> (the default), you can click the primary mouse button when the pointer is over a Note Button to display the Note, which remains on-screen until you click the primary mouse button again. If <b>hook_sticky=0</b> , you must click and hold down the primary mouse button to display the Note; the 'popup' Note window closes as soon as you release the mouse button.
<b>old_palette=0</b>	Specifies the palette for rendering graphics. The default value <b>0</b> applies a 256-color palette to all graphics rendered on the screen; with this value set to <b>1</b> , the palette picks up the colors of the last graphic that is rendered on the screen.
<b>fthilite=1</b>	Designates where the first hit (occurrence of text found by a search) appears on the screen when readers conduct a query: at the top ( <b>0</b> ), in the middle ( <b>1</b> ), or at the bottom ( <b>2</b> ).

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>reslib=</b>	Names the resource library that specifies text strings used for menu commands, dialogs, messages, etc. <i>GUIDE Reader's</i> resource library has been separated from the executable file into a dynamic link library named <b>guideres.dll</b> (the default parameter for the <b>reslib</b> entry). This enables you to change resource strings easily, for example, if you want to translate them from English into another language.
<b>old_on_open=</b>	The default setting, <b>0</b> , specifies that <b>%on_open</b> scripts fire before a document becomes visible; with the setting <b>1</b> , <b>%on_open</b> scripts fire only after a document becomes visible. This entry appears also in the <b>[gauthor]</b> section.

---

## **[interpreters]**

The entries in this section initialize interpreters that enable you to open other applications and control external devices from *GUIDE* publications. Each entry is an alias name that an interpreter uses; the parameter is the name of that interpreter's executable file. A zero follows the executable file name for programming purposes.

Don't edit the defaults beyond adding **PRELOAD** after the executable file name if you want that interpreter to load with applications rather than wait to be called. You can omit entries for interpreters your *GUIDE* publications don't use in initialization files you distribute. The default initialization file includes entries for five interpreters included with *GUIDE Reader*; you can add entries for other interpreters you use or develop. To learn more about interpreters, see "Advanced Topics" in the *GUIDE Author User's Manual*.

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>#logiix=</b>	Associates an alias with the <i>LOGiiX</i> dynamic link library file; this enables you to use <i>LOGiiX</i> scripts in <i>GUIDE</i> documents. The default parameter is <b>logiix.dll 0 PRELOAD</b> .

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>#launch=</b>	Associates the alias shown in the entry with the dynamic link library file for the launch interpreter provided with <i>GUIDE Author</i> . This interpreter enables you to launch other applications from <i>GUIDE</i> publications. The default parameter is <b>launch3.dll 0</b> .
<b>#serial=</b>	Associates the alias shown in the entry with the dynamic link library file for the serial interpreter provided with <i>GUIDE Author</i> . This interpreter drives any device connected to the applicable serial port. The default is <b>serial3.dll 0</b> .
<b>#opcl=</b>	Associates the alias shown in the entry with the dynamic link library file for the open/close interpreter provided with <i>GUIDE Author</i> , <b>opcl3.dll</b> . This interpreter opens and closes documents. The default parameter is <b>opcl3.dll 0</b> .
<b>#igloo=</b>	Associates the alias shown in the entry with the dynamic link library for the 'interface glue' interpreter provided with <i>GUIDE Author</i> , <b>igloo.dll</b> . <i>GUIDE Author</i> applications use this DLL to communicate with each other. The default parameter is <b>igloo.dll 0 PRELOAD</b> .

---

## **[filters]**

This section associates the dynamic link libraries (DLLs) *GUIDE Reader* uses for import filters with supported text and graphics file formats that you can place in or externally link to *GUIDE* documents. Each parameter ends with a file extension to match the initialization file defaults with the application indicated in the entry. This enables *GUIDE Reader* to access the application that corresponds to the extension of the linked or placed file.

You can delete any filter entries from the initialization file you distribute with a *GUIDE* publication for filters that the documents you're publishing don't use; however, you shouldn't change the filter entries' syntax. To learn more about graphic filters, please see "Working with Graphics" in the *GUIDE Author User's Manual*.

The entries in the [filters] section of the initialization file are:

**AutoCAD (\*.dxf)=guidedxf.dll, dxf**  
**Bitmap (\*.bmp)=guidebmp.dll, bmp**  
**CALS Tiff (\*.ras)=guideras.dll ras**  
**CGM (\*.cgm)=guidecgm.dll, cgm**  
**Corel Draw (\*.cdr)=guidecdr.dll, cdr**  
**DIB (\*.dib)=guidebmp.dll, dib**  
**Digital Research (\*.gem)=guidegem.dll, gem**  
**Enhanced Metafile (\*.emf)=guidewmf.dll, emf**  
**EPS (\*.eps)=guideeps.dll, eps**  
**GIF (\*.gif)=guidegif.dll, gif**  
**HPGL (\*.plt)=guideplt.dll, plt**  
**JPEG (\*.jpg)=guidejpg.dll, jpg**  
**Lotus (\*.pic)=guidepic.dll, pic**  
**Micrografx (\*.drw)=guidedrw.dll, drw**  
**MS Paint (\*.msp)=guidemsp.dll, msp**  
**Paintbrush (\*.pcx)=guidepcx.dll, pcx**  
**Paintbrush (\*.pcc)=guidepcx.dll, pcc**  
**Table (\*.tmf)=guidetv.dll, tmf**  
**TIFF (\*.tif)=guidetif.dll, tif**  
**WMF (\*.wmf)=guidewmf.dll, wmf**  
**WordPerfect (\*.wpg)=guidewpg.dll, wpg**

---

**[augmentations]**

The entries in this section associate *GUIDE Reader* features with dynamic link libraries. Do not delete or edit these entries:

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>fulltext=</b>	Designates the dynamic link library file that supports full text search functionality in <i>GUIDE Reader</i> ; the default is <b>ftsearch.dll</b> .
<b>annotations=</b>	Loads the dynamic link library file to support annotations in <i>GUIDE Reader</i> , <b>annotate.dll</b> .
<b>bookmarks=</b>	Specifies the dynamic link library file to support bookmarks in <i>GUIDE Reader</i> , <b>bookmark.dll</b> .

---

**[fulltext]**

This section supports the use of full text index queries in *GUIDE Reader*. For more information about full text indexes and queries that use full text index information, see also the *GUIDE Indexer User's Manual*, provided with *GUIDE Author*.

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>index=</b>	Specifies the path and name of the full text index file ( <b>.idx</b> file) to load with <i>GUIDE Reader</i> . This entry has no default parameter; add the full path and name for <b>.idx</b> files for <i>GUIDE</i> publications you distribute with full text index files after this entry.



ENTRY	DESCRIPTION
<b>background=</b>	Designates the background color used to highlight hits (occurrences found by a search). The parameter number identifies a color from <i>GUIDE Reader's</i> default palette as follows:

<b>0</b>	Black	<b>8</b>	Cyan
<b>1</b>	Dark gray	<b>9</b>	Magenta
<b>2</b>	Light gray	<b>10</b>	Dark red
<b>3</b>	White	<b>11</b>	Dark green
<b>4</b>	Red	<b>12</b>	Navy blue
<b>5</b>	Green	<b>13</b>	Teal
<b>6</b>	Blue	<b>14</b>	Plum
<b>7</b>	Yellow		

The default is 7 (yellow).

<b>text=</b>	Sets the text color used for hits. The parameter number identifies a color from <i>GUIDE Reader's</i> default palette. The default is <b>0</b> (black).
--------------	---

<b>browse=</b>	Set this value to <b>1</b> (the default setting) to enable the <b>Select Index</b> option in <i>GUIDE Reader's Query</i> dialog so that readers can locate and load full text index files they want to use for queries. Set this parameter to <b>0</b> to suppress this option in the <b>Query</b> dialog.
----------------	--

<b>hitx=</b>	Specifies the horizontal position of the hits palette that appears after you run a full text index query in <i>GUIDE Reader</i> . The number entered as a parameter defines the hits palette's position from the left side of the screen in pixels. Change this entry to whatever position is most comfortable for you; the default is not important.
--------------	---

<b>hity=</b>	Specifies the vertical position of the hits palette in pixels, from the top of the screen. Change this entry to whatever position is most comfortable for you; the default is not important.
--------------	--

ENTRY	DESCRIPTION
<b>button_paren=1</b>	Specifies a button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to define a search by placing parentheses around text in the <b>Query</b> dialog's edit box without having to type the parentheses. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_and=1</b>	Specifies the <b>AND</b> button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to add this operator to the <b>Query</b> dialog's edit box without having to type the word. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_quotes=1</b>	Specifies a button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to define a search by placing quotation marks around text in the <b>Query</b> dialog's edit box without having to type them. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_or=1</b>	Specifies the <b>OR</b> button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to add this operator to the <b>Query</b> dialog's edit box without having to type the word. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_not=1</b>	Specifies the <b>NOT</b> button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to add this operator to the <b>Query</b> dialog's edit box without typing the word. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_near=1</b>	Specifies the <b>NEAR</b> button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to add this operator to the <b>Query</b> dialog's edit box without typing the word. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.
<b>button_in=1</b>	Specifies the <b>IN</b> button on the <b>Query</b> dialog in <i>GUIDE Reader</i> that allows users to add this operator to the <b>Query</b> dialog's edit box without typing the word. A value of <b>1</b> means show the button; a value of <b>0</b> means hide it.

## ENTRY

## DESCRIPTION

**search\_previous=1**

Specifies the **Search in** group box on the **Query** dialog of *GUIDE Reader* that has two radio buttons to allow searching through the **Full Index** or just in the **Previous Results**. A value of **1** enables the box and the two radio buttons; a value of **0** hides them.

**use\_index\_names=1**

The default setting instructs *GUIDE Reader* to look for the **[IndexNames]** section of the initialization file and display the information there in the same order in the **Select Index** dialog. This allows users to select indexes by assigned name rather than file name. With the parameter set to **0**, the **Open** dialog opens when readers click **Search Index** in the **Query** dialog.

**add\_default\_operator=1**

The default parameter, **1**, inserts the default operator (**OR**) when you double-click on words in the **Words In index** field in *GUIDE Reader's Query* dialog. With this setting, if you create a query by double-clicking on 'truck,' 'car,' and 'bus,' in turn, on the word wheel, the query reads 'truck OR car OR bus.' With the entry set to **0**, the query reads 'truckcarbus.' The latter could be useful in the case of double byte characters (say, Chinese or Japanese), because selecting such characters to be placed side by side (without spaces or operators between them) can create a unique term.

**Note:** To create a valid query by using double byte characters in this way, you must place the entire group of characters in quotation marks once you've selected them from the word wheel.

---

## **[IndexNames]**

This section of the initialization file lists both an assigned name and the full path name for any **.idx** (index) files in your *GUIDE* directory. The **use\_index\_names=** entry in the **[fulltext]** section of the initialization file uses this entry. The default **use\_index\_names=1** enables you to select an index by an assigned name when you enter the **Select Index** dialog in the **Query** dialog in *GUIDE Reader*. With the entry set to **0**, the **Open** dialog opens when you click **Select Index** in the **Query** dialog, and you then select an index by its DOS file name only. Information in this section must follow the format:

```
<assigned name>=<file name>  
<assigned name>=<file name>  
etc.
```

For example:

```
White Papers 1998=c:\guide\corp\pubs\research\98\index07.idx
```

A maximum of 32 entries is supported. The assigned names appear in the **Select Index** dialog in the same order they're listed in this section.

---

## **[Indexdocuments]**

This section allows you to link an index on one drive to its related documents on another drive. This would allow you to move a set of index files to a fast drive while leaving the documents on CD-ROM.

The entry specifies the path for your index files. The value represents the path for the location of your related documents. For example, the entry **c:\guide\index\index.idx=f:\alldocs\corp\** would allow a search of files on the **f:** drive from the index **index.idx** on the **c:** drive.

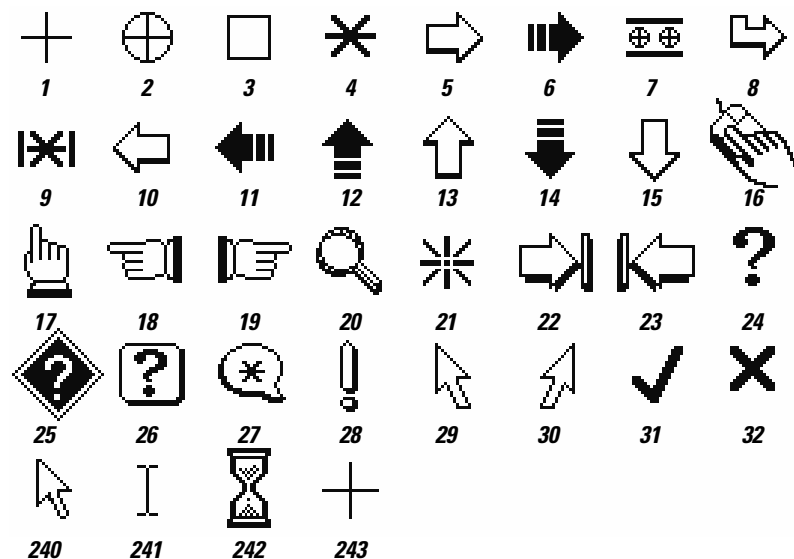
**[annotations]**

This section of the initialization file contains entries that relate to the use of annotations in *GUIDE Reader*. For more information about annotations, please see the *GUIDE Reader User's Manual* provided with *GUIDE Author*.

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>set=</b>	Specifies the file name of the annotation set that loads with <i>GUIDE Reader</i> . The default annotation set is <b>annotatn.ast</b> .
<b>annotator=</b>	Designates an annotator's name to associate with annotations. <i>GUIDE Author</i> installation utility asks you to enter a name to show who creates annotations. That name is recorded here. <i>GUIDE Reader</i> uses the name shown as a parameter for this entry in several annotation dialogs. Keep the name brief (less than ten characters) if you want to see it entirely in those dialogs. <i>GUIDE Reader</i> uses the annotator name entered during installation as the default parameter for this entry.
<b>protected=</b>	Locks annotations created by the annotator named in this entry's parameter so other users can't edit or delete them. For example, if <b>annotator=Terry Smith</b> and <b>protected=System Administrator</b> , other readers can change and delete Smith's annotations but not the system administrator's. If both entries name the same annotator ( <b>annotator=System Administrator</b> and <b>protected=System Administrator</b> ), annotations created by the user named in both entries can be edited.

<i>ENTRY</i>	<i>DESCRIPTION</i>																
<b>text=</b>	<p>Indicates the text color for annotated text (the text selected when you use <i>GUIDE Reader's Create Annotation</i> command), as defined in the <b>Set Style</b> dialog, which you access by choosing the <b>Style</b> option in the <b>Annotations</b> dialog. The parameter number identifies a color from <i>GUIDE Reader's</i> default palette as follows:</p> <table border="0" style="margin-left: 2em;"> <tr> <td><b>0</b> Black</td> <td><b>8</b> Cyan</td> </tr> <tr> <td><b>1</b> Dark gray</td> <td><b>9</b> Magenta</td> </tr> <tr> <td><b>2</b> Light gray</td> <td><b>10</b> Dark red</td> </tr> <tr> <td><b>3</b> White</td> <td><b>11</b> Dark green</td> </tr> <tr> <td><b>4</b> Red</td> <td><b>12</b> Navy blue</td> </tr> <tr> <td><b>5</b> Green</td> <td><b>13</b> Teal</td> </tr> <tr> <td><b>6</b> Blue</td> <td><b>14</b> Plum</td> </tr> <tr> <td><b>7</b> Yellow</td> <td></td> </tr> </table> <p>The default text color is yellow (7). You can use <i>GUIDE Reader's Annotations</i> command to open the <b>Annotations</b> dialog, and then click on the <b>Style</b> option to change the annotation text color in the <b>Set Style</b> dialog.</p>	<b>0</b> Black	<b>8</b> Cyan	<b>1</b> Dark gray	<b>9</b> Magenta	<b>2</b> Light gray	<b>10</b> Dark red	<b>3</b> White	<b>11</b> Dark green	<b>4</b> Red	<b>12</b> Navy blue	<b>5</b> Green	<b>13</b> Teal	<b>6</b> Blue	<b>14</b> Plum	<b>7</b> Yellow	
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<b>5</b> Green	<b>13</b> Teal																
<b>6</b> Blue	<b>14</b> Plum																
<b>7</b> Yellow																	
<b>background=</b>	<p>Specifies the background color for annotated text (the text selected when you use <i>GUIDE Reader's Create Annotation</i> command). The default is dark gray (1). You can choose <i>GUIDE Reader's Annotations</i> command to open the <b>Annotations</b> dialog, and then click on the <b>Style</b> option to change the annotated background color in the <b>Set Style</b> dialog.</p>																
<b>browse=</b>	<p>If this option is set to <b>0</b>, the <b>Annotations</b> dialog does not include an option to open new annotation sets; an entry of <b>1</b> (the default) allows users to create new annotation sets.</p>																
<b>cursor=</b>	<p>Defines the shape the cursor takes when it's over an annotation in a <i>GUIDE</i> document. The parameter is a cursor pattern ID number. (Figure 4-1 shows available cursor patterns; the default is 16.) You can also select <i>GUIDE Reader's Annotations</i> command, and then click on <b>Style</b> and choose a new cursor pattern for annotations from the drop-down list of available cursor patterns.</p>																

ENTRY	DESCRIPTION
<b>info=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Annotations</i> dialog includes an <b>Info</b> option that provides data on annotation sets. If the entry's parameter is set to <b>0</b> , no <b>Info</b> option appears in the <b>Annotations</b> dialog.
<b>m_view=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Annotations</i> dialog includes an option to view annotations. Reset this parameter to <b>0</b> to suppress the <b>View</b> option.
<b>m_delete=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Annotations</i> dialog includes an option to delete annotations. Reset the parameter to <b>0</b> to suppress the <b>Delete</b> option.



**Figure 4-1**  
Available cursor patterns and their ID numbers

<i>ENTRY</i>	<i>DESCRIPTION</i>
<b>m_goto=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Annotations</i> dialog includes a <b>Go to</b> option to take you instantly to any annotated text in the document based on the annotation you select from the list in the <b>Annotations</b> dialog. Reset this entry to <b>0</b> to suppress the <b>Go to</b> option.
<b>m_print=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Annotations</i> dialog includes an option to print annotations. Reset this entry to <b>0</b> to suppress the <b>Print</b> option.
<b>v_edit=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's View Annotations</i> dialog includes an option to edit annotations. If you reset this entry to <b>0</b> , no <b>Edit</b> option appears in the <b>View Annotations</b> dialog.
<b>v_delete=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's View Annotations</i> dialog includes an option to delete annotations. You can reset the parameter to <b>0</b> to suppress the <b>Delete</b> option in the <b>View Annotations</b> dialog.
<b>v_print=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's View Annotations</i> dialog includes an option to print annotations. If you reset the parameter to <b>0</b> , no <b>Print</b> option appears in the <b>View Annotations</b> dialog.
<b>v_manage=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's View Annotations</i> dialog includes an option to manage annotations; this option appears only if readers double-clicked on an annotation to open the dialog. You can reset this parameter to <b>0</b> to suppress the <b>Manage</b> option in the <b>View Annotations</b> dialog entirely.



---

## [bookmarks]

This section of the initialization file contains entries that relate to the use of bookmarks in *GUIDE Reader*. For more information about bookmarks, please see Chapter 2.

ENTRY	DESCRIPTION
<b>set=</b>	Specifies the file name of the bookmark set that loads with <i>GUIDE Reader</i> . The default bookmark set is <b>bookmark.bst</b> .
<b>browse=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Bookmarks</i> dialog includes an option to allow users to open new bookmark sets. If this parameter is set to <b>0</b> , the <b>Browse</b> option doesn't appear in the <b>Bookmarks</b> dialog.
<b>edit=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Bookmarks</i> dialog includes an option to edit bookmarks. If this parameter is set to <b>0</b> , the <b>Edit</b> option doesn't appear in the <b>Bookmarks</b> dialog.
<b>delete=</b>	If this entry's parameter is set to <b>1</b> (the default), <i>GUIDE Reader's Bookmarks</i> dialog includes an option to delete bookmarks. With the parameter set to <b>0</b> , the <b>Delete</b> option doesn't appear in the <b>Bookmarks</b> dialog.



---

## CHAPTER 5

# OPTIMIZING DOCUMENTS FOR DISTRIBUTION

This chapter explains how to create and distribute *GUIDE* documents, including how to:

- ◆ Maintain interdocument cross references in your publication
- ◆ Enhance *GUIDE Reader's* document access and display speed
- ◆ Distribute the *GUIDE Reader* application

---

## Path Names for External References

First let's examine interdocument references within *GUIDE Reader* and how these references affect *GUIDE* documents when you distribute them. When readers click on a Reference Button, Note Button, or Command Button linked to another *GUIDE* document, *GUIDE Reader* searches for the target file in the current directory. If *GUIDE Reader* doesn't find the linked file there, the search proceeds along the *GUIDE Reader* path listed in the initialization file. If that fails, the search continues to the system path, the program directory, and finally the source document's directory. If *GUIDE Reader* still can't locate the target document, it displays an error message.

*GUIDE Reader's* search method changes for references to a document marked for full path references to itself. *GUIDE Author* gives you an option to do this. When you link a Reference Button, Note Button, or Command Button to a file of this type, the file's full path name — not just the file name — is stored in the Button's link information (for example, `c:\guide\docs\help.gui` instead of `help.gui`).

To ensure that *GUIDE Reader* can find a referenced file, you can do one of three things:

- ◆ Put all *GUIDE* files and graphics in one directory.
- ◆ Include a path entry in the **[greader]** section of the initialization file that lists all directories where *GUIDE* documents and graphics are located.
- ◆ Turn on the **Full Path References** and **Make Default** options in *GUIDE Author's Document Properties* dialog before you author *GUIDE* documents, to include full path names in references. This limits you from moving documents, however, and locks you into this directory structure.

---

### *Including Path Entries in the Initialization File*

When you organize *GUIDE* publication files in multiple directories, you must specify all the directories' paths in the **[greader]** section of the initialization file (**infacces.ini**), and the **index=** entry in the **[fulltext]** section. Because drive letter assignments vary from system to system, readers will have to modify their initialization files or you can configure your *GUIDE* application installer to update the initialization file automatically. Make sure to provide documentation for your readers that informs them which paths they should specify and how to update their initialization files.

---

### *Using Full Path Names*

If the directory structure of your application won't change, you may elect to use full path names. Before you create any documents or links from them, turn on both the **Full Path References** and **Make Default** options in *GUIDE Author's Document Properties* dialog (accessed from the **Document** menu). Please see the *GUIDE Author User's Manual* for more information about full path names.

If you create *GUIDE* documents with full path references, links to these documents can be found only if the designated letter of the drive that a reader uses happens to correspond to the designated letter of the drive where you created the documents. Because users' drives may be designated by other letters, there's no way to ensure that this will be the case. So it's important to remove the drive letter specification from the path name when you're finished authoring documents if you plan to move the document collection to another location.



---

## CHAPTER 6

# DISTRIBUTING PUBLICATIONS

There are three different ways in which you can distribute your *GUIDE* electronic publications and associated files:

- ◆ Distribute the entire system, including the *GUIDE Reader* program files, the configuration files, document collection, index files, annotation and bookmark files, interpreters, and filters.
- ◆ Distribute only configuration files with publications
- ◆ Distribute only the files your application requires.

---

## About the Configuration File

If you want readers to use the interface you've designed, you must include a configuration file when you distribute *GUIDE* publications. *GUIDE Reader* expects to use a configuration file named **greader.cnf**. You may want to use another name for the configuration file associated with a specific publication to keep it separate from the configuration files that belong with other *GUIDE* applications. You can specify the name of the configuration file you want to use in the **[greader]** section of the initialization file, for example:

```
config= greader.cnf  
or   config= c:\docs\myconfig.cnf
```

---

### NOTE:

*You may want to add icons to the Program Manager for each *GUIDE* application you distribute so that readers can simply double-click on an icon to open your publication. Please see your Windows documentation for more information about adding program items to the Program Manager.*

---

---

## **Supplying Documentation for Readers**

*GUIDE Reader* includes a *GUIDE* file, **readhelp.gui**, that contains sections of this manual that may pertain to end users who read *GUIDE* publications distributed with *GUIDE Reader*, such as:

- ◆ General information about *GUIDE Reader* and how to use it (hardware and software requirements, important terms, etc.)
- ◆ How to launch and exit *GUIDE Reader*
- ◆ Working with Buttons in *GUIDE* documents
- ◆ *GUIDE Reader* menus, commands, and shortcuts, including the tool bar
- ◆ *GUIDE Reader* viewing functionality, including annotations, bookmarks, and full text queries

You should copy, edit, and expand the information in **readhelp.gui** or provide your own documentation to describe the *GUIDE Reader* functionality your *GUIDE* publication offers as well as authoring conventions used in your *GUIDE* documents (for example, the text styles, cursor patterns, and other attributes used to indicate Buttons). You should also tell readers what they need to do to use the publication and which document to open first.

Don't forget to document any special event functions (**%on\_open**, **%on\_move**, etc.) you've defined with *LOGiX* scripts and any other special touches you've added to your electronic publication that may need explanation. If you've included special effects such as audio or video, your documentation should let readers know about any special equipment a publication requires, such as a CD-ROM player. Distribute this information with your *GUIDE* publications.

It's particularly important to let your readers know that they can click on the question mark icon (?) in *GUIDE Reader's* tool bar to access the help system. From there, readers can quickly learn how to get around in *GUIDE* electronic documents. If you use the publication's help file name as the parameter for the **help=** entry in the **[greader]** section of the initialization file you distribute with a publication, that file becomes the help system.



You can also provide online help for your *GUIDE* application in Windows Help. If you specify a file name with **.hlp** as its extension for the **help=** entry in the **[greader]** section of the initialization file, *GUIDE Reader* opens that file in Windows Help. If you use a file name with any other extension, *GUIDE Reader* attempts to launch a *GUIDE* publication.

---

## ***Deciding Which Files to Distribute***

Deciding which filters, interpreters, and associated files should be included with a *GUIDE* publication depends on the functionality and content of your documents. In addition to the actual *GUIDE* document files, you need to include *GUIDE Reader's* executable file, **greader.exe**, and any dynamic link libraries (DLLs) and interpreters your *GUIDE* files use. However, to save both time and disk space, make sure you distribute only the files readers need in order to use your electronic publication.

See *Welcome to Guide Author*, Appendix B, "GUIDE Files," to determine which files you need to distribute with *GUIDE* electronic publications.

---

### *Files for Readers Who Don't Have GUIDE Reader*

If you have purchased a distribution license for *GUIDE Reader* and plan to distribute an entire system that includes the *GUIDE Reader* executable (**greader.exe**) along with a configuration file, *GUIDE* document files, index files, annotation and bookmark files, and any necessary interpreters and filters:

- 1 Copy the program files to the distribution disks; these files include the executable (*greader.exe*), configuration file (*greader.cnf*, for example), initialization file (*infacces.ini*, for example), and the augmentations library file (*augman.dll*).**
- 2 Copy the document collection (*GUIDE* document files) to the distribution disks.**
- 3 Copy the interpreter and filter files for the document collection to the distribution disks.**

---

### *Files for Users Who Have GUIDE Reader*

If you plan to distribute your *GUIDE* application to readers who already have *GUIDE Reader*:

- 1 Copy the document collection (*GUIDE* document files) to the distribution diskettes.**
- 2 Copy the configuration file you want to use for that particular publication to the diskettes.**
- 3 Copy the initialization file to the diskettes.**

If your documents contain external graphics, you need to include the appropriate graphic filters in your initialization file entries. If the distribution documents require interpreters, you need to include the appropriate interpreters in your modified initialization file.

Copy only the interpreters you actually used in your documents, then remove the entries in the initialization file that correspond to interpreters that you have not used.

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