
GUIDE[®] Author[™]

User's Manual for GUIDE[®] Author[™]

GUIDE® Author™ User's Manual

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CHAPTER 1

GUIDE AUTHOR BASICS

GUIDE Author is a powerful authoring system you can use to generate custom electronic publications or prototype electronic documents for volume production. *GUIDE Author* provides:

- ◆ Robust hypermedia authoring tools that enable you to create and refine electronic publishing applications in a 'what you see is what you get' (WYSIWYG) environment
- ◆ Full user interface customization
- ◆ The *LOGiiX* macro system that enables you to add intelligence to *GUIDE* electronic publications

About GUIDE Author

GUIDE Author is a great way to get started with intelligent electronic publishing. Whether you want to create a custom publication or a prototype document before you begin volume production, *GUIDE Author* gives you the power to build the best.

For example, you have complete control over the look and feel of your publications. You can specify which onscreen controls to include, what they look like, and where they appear. You can break long documents into smaller, more manageable frames. You can even suppress normal Microsoft® Windows™ (Windows) controls like minimize buttons and sizing handles.

And, when you're ready to move beyond basic hypertext links, *GUIDE Author* can take you where you want to go. You can create 'Hotspots' on images—even multiple Hotspots on the same graphic—to activate links and other commands to add graphical navigation to electronic publications. You also get full integration of multimedia objects like sound, video, and animation, as well as dynamic links to other applications.

LOGiiX Adds Intelligence to Publications

Electronic publications produced with *GUIDE Author* can do much more than display information; they can respond to the individual needs of users. *LOGiiX*, *GUIDE's* robust macro language, enables you to create truly intelligent publications that can automatically adjust to readers' actions.

LOGiiX intelligence gives you the power to transfer knowledge more effectively. By producing 'smart' publications, you can help those who use your information to get the job done right the first time.

About This Manual

This chapter describes *GUIDE Author* fundamentals. The rest of the manual describes *GUIDE Author* concepts and functionality in detail:

- ◆ Chapter 2 shows you how to define program and document windows
- ◆ Chapter 3 explains how to work with text
- ◆ Chapter 4 explains how to work with graphics
- ◆ Chapter 5 covers creating interactive Objects and links
- ◆ Chapter 6 details *GUIDE Author's* search capabilities to find text, Objects, and links
- ◆ Chapter 7 explains how to edit interactive Objects
- ◆ Chapter 8 describes *GUIDE Author's* Glossary
- ◆ Chapter 9 covers printing
- ◆ Chapter 10 discusses advanced topics such as launching other applications, using interpreters to open and close documents automatically, and how to incorporate multimedia elements such as sound, animation, and video into *GUIDE* documents
- ◆ Chapter 11 covers troubleshooting

Using GUIDE Author

To start *GUIDE Author*, double-click on the *GUIDE Author* program icon in the program group or choose the application from the **Start** menu. *GUIDE Author's* menus are listed across a bar just below the application window title bar. To pull down a menu, simply click on the menu's name in the menu bar. You can move the mouse pointer over a menu command and click or use keyboard shortcuts to activate commands. For more information about keyboard shortcuts, please see "Using Keyboard Shortcuts" in the *Welcome to...* manual.

The *GUIDE Author Command Reference* (part of *GUIDE Author's* online help system) offers alphabetical listings of all *GUIDE Author* menu commands and options with complete descriptions of their functionality. Menu options followed by ellipses (...) indicate that dialogs are available to offer additional options when you choose those commands.

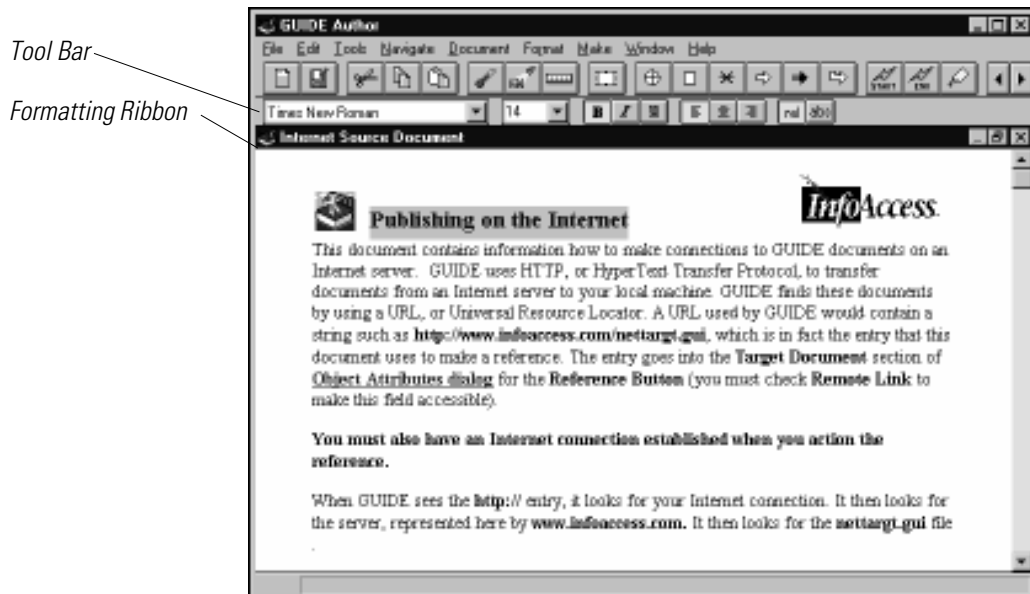


Figure 1-1
The *GUIDE Author* application window





Using *GUIDE Author's Tool Bar*








A tool bar across the top of *GUIDE Author's* application window provides fast access to frequently used authoring commands. Rather than use menu commands or keyboard shortcuts, you can click on tool bar icons to perform file operations and editing functions, change document status settings, link *GUIDE* Objects, and navigate through *GUIDE* document Frames.










GUIDE Author automatically displays the tool bar at the top of the application window. You can turn the tool bar off by choosing the **Tool Bar** command from the **Tools** menu. Alternatively, you can choose **Program Options** from the **Tools** menu, clear the **Tool Bar** option in the **Program Options** dialog, and then click **OK** to return to the *GUIDE Author* application window. In either case, you can reverse these moves to display the tool bar again.

The tool bar displays all its available icons when the application window is maximized on a video graphics array (VGA) monitor configured to display 640x480 pixels. If the tool bar can't be displayed completely, *GUIDE Author* clips it from the right end. All the tool bar icons except **Open** are disabled if no *GUIDE* documents are open.

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

ICON	FUNCTION	DESCRIPTION
	Open	Click on this icon to open a <i>GUIDE</i> document.
	Save	Saves the active <i>GUIDE</i> document. If the active document is new and untitled, the Save Document dialog displays.
	Cut	Removes any selected text or graphics from the document and places it in the Clipboard.
	Copy	Copies selected text or graphics from the document into the clipboard.

ICON	FUNCTION	DESCRIPTION
	Paste	Copies the Clipboard's contents into the document at the insertion point.
	Freeze	Turns off linking activity so you can select and edit the label text of Objects. When the document is frozen, the icon appears to be recessed (pushed in). You can click on the icon again to turn the Freeze function off.
	Show Symbols	Displays symbols to indicate Object boundaries. When symbols are displayed, the icon looks like it's pushed in. You can click on the icon again to hide the symbols.
	Show Ruler	Displays the ruler to show margin and tab settings for selected text. When the ruler is onscreen, the icon appears to be recessed. To hide the ruler, click on the Show Ruler icon.
	Insert Hotspot	Inserts a blank graphic element you can make into a Button or other type of Object in a selected diagram Frame. Hotspots are transparent by default.
	Expansion Button	Creates an Expansion Button using the current selection for the Button's label. If nothing is selected, an Expansion Button with no label is created.
	Expansion	Creates an Expansion from any text selected in the active document.

ICON	FUNCTION	DESCRIPTION
	Note Button	Creates a Note Button using the current selection for the Button label. If nothing is selected, <i>GUIDE Author</i> creates a Note Button with no label.
	Reference Button	Creates a Reference Button using the current selection for the Button label. If nothing is selected, a Reference Button with no label is created.
	Command Button	Creates a Command Button from the current selection. If nothing is selected, <i>GUIDE Author</i> creates a Command Button with no label.
	Reference Point	Creates a Reference Point and uses the current selection for the Object label. If nothing is selected, <i>GUIDE Author</i> creates a Reference Point with no label.
	Start a Link	Begins a link from the selected Object.
	Connect Link	Completes a link to the selected <i>GUIDE</i> Object.
	Attributes	Opens <i>GUIDE Author's</i> Object Attributes dialog. Select an Object or position your insertion cursor between the symbols of an Object before you click on this icon.
	Previous Frame	Displays the previous Frame.
	Next Frame	Displays the next Frame in sequence.

Using the Formatting Ribbon

GUIDE Author's formatting Ribbon, located at the top of your screen below the tool bar, allows you to easily perform text formatting functions such as choosing fonts, font size, text style, text alignment, and a relative or absolute ruler. For more information about *GUIDE Author's* ruler, please see "Working with Text."

GUIDE Author automatically displays the Ribbon at the top of the application window below the tool bar. To turn it off, choose the **Ribbon** command from the **Tools** menu. Alternatively, you can choose **Program Options** from the **Tools** menu to open the **Program Options** dialog and clear the **Ribbon** option. Ribbon options are the same as those defined in the **Text Style** and **Ruler** dialogs, which are explained in "Working with Text."

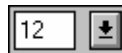
The Ribbon allows you to easily select text and ruler formatting by choosing any of these combinations:

FONT LIST



The wide box on the left side of the Ribbon shows the font applied to the currently selected text. Click anywhere on the box to pull down a list of the other available fonts. To change the font for selected text, simply click on the name of the font you want to use.

FONT SIZE



The point size of the currently selected text displays in this box. Click on the arrow next to the box to pull down a list of point sizes and select the size you want to use or type a new size over the number shown in the text box.

TEXT STYLES



These icons are provided on the Ribbon to allow you to choose **bold**, *italic*, or underlined text.

TEXT ALIGNMENT



The lined icons provided on the Ribbon allow you to align text to the left, center, or right.

RELATIVE RULER



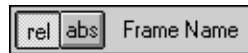
Expresses ruler units as a percentage of the document window's width so tabs and margin settings vary in proportion to the window's size. When you resize the document window, text wraps to fit the new window width.

ABSOLUTE RULER



Displays ruler units in fixed units (inches or millimeters) so that tabs and margins have absolute (fixed) values. When you resize a document window, these values do not change and text does not wrap to accommodate the new window width.

FRAME NAME



Displays the name of the current Frame in the active document. If the Frame has a name, this text appears on the far right of the Ribbon. If the active Frame has no name or no documents are open, this space is blank.

Getting Help

When you need help or more information about *GUIDE Author*, press the **F1** key or select **Author Help** from the **Help** menu. *GUIDE Author's* online help system contains complete command references for *GUIDE Author* and *LOGiiX*, *GUIDE Author's* built-in scripting language.

Opening Documents

To open a new *GUIDE* document, pull down the **File** menu and click on **New**. To open an existing *GUIDE* document, choose **Open** from the **File** menu or click on the **Open** icon on the tool bar. When the **Open Document** dialog opens, you can do one of the following:

- ◆ Select the directory that contains the file you want to open from the **Look In** list, double-click on the folder containing the file, select the file, and click **Open**.
- ◆ Type the entire path name for the file you want to open, including the drive letter and directory, in the **File Name** box and choose **Open**. If the file is in the active directory, you can simply type in the file name (make sure you include the file extension).

The **Open Document** dialog displays file names with **.gui** extensions by default (**.gui** is the default extension for *GUIDE* documents). To see other types of files, replace ***.gui** in the **File Name** edit box with ***.*** to view all available files in the directory or with ***.** followed by the file extension for a particular type of file, for example, ***.txt**.

To ensure you don't accidentally change a document, check the **Open As Read-Only** box when you open it. For more information about opening documents, please see **Open** in the *GUIDE Author Command Reference*.

Saving Documents

To save a document, you can choose **Save** from the **File** menu or click on the tool bar's **Save** icon to save active *GUIDE* documents that have been named and saved previously. To save new documents for the first time or to save an existing *GUIDE* document under a new name, choose **Save As** from the **File** menu.

Save As also allows you to save the active document as a *GUIDE* document or as an ASCII text file. Both **Save** and **Save As** record all the changes made to a *GUIDE* document on disk: content additions or edits, document options, window settings, formatting, color settings, new Objects, etc.

If you've saved a document previously, *GUIDE Author* performs **Save** in the background without prompting you for a name or other information. However, if you select **Save As**, the **Save Document** dialog opens. This dialog allows you to name or rename documents, specify a path for the drive and directory where you want to store this version of the document, choose a different file format, and designate the file as read-only.

GUIDE Author supports long file names. So *GUIDE* document file names can be more than eight characters, and the optional extension can be more than three characters. The default extension for *GUIDE* document files is **.gui**, but you may want to use a different extension for some *GUIDE* files to make them easier to identify. For example, if you save your control panel documents as **.cp** and publication body documents as **.gui**, you can tell which files are which from a glance at your publication directory. When you create a full text index for a *GUIDE* publication, you can index files by extension and exclude control panel documents from the full text index to save time.

GUIDE (.gui) Format*

When you save a file as a *GUIDE* document, the file name appears in the document window's title bar after the file is saved unless you assign a caption to the document. Document captions can be assigned through the **Document Properties** dialog, which is accessed from the **Properties** option in the **Document** menu.

Text Only (.txt) Format*

The **Text Only (*.txt)** option under **Save As Type** in the **Save Document** dialog saves files as ASCII text with no *GUIDE* document structure or text formatting. This means that special fonts, point sizes, and type style settings are discarded. If you select **Text Only (*.txt)** for the file format, the **Save As Text** dialog appears after you click on **Save** in the **Save Document** dialog. The **Save As Text** dialog offers these options:

<i>OPTION</i>	<i>DESCRIPTION</i>
Carriage Return at	Specifies whether to save carriage returns at the end of each paragraph or line, and the number of characters per line.
Tabs	Specifies whether or not tabs should be saved as spaces; the tab pitch determines how many spaces are in each tab.
Save All	Saves all Expansions; if this option is not checked, <i>GUIDE Author</i> saves only the Expansions currently displayed.
OK	Saves the text file as specified and returns you to <i>GUIDE Author's</i> application window.
Cancel	Discards the entire Save As procedure and returns you to the active document window.

Note that *GUIDE Author* automatically appends the file extension **.gui** to all file names in the **Save Document** dialog. If you want to save a document as ASCII text, you need to change the file extension in the file name text box *and* choose that format from the **Save As Type** list.

Closing a Document

To close a document, choose **Close** from the **File** menu or press **Ctrl+F4**. Either command closes the active document window in the same way as clicking on the window's Close box.

If you try to close an untitled document or one with unsaved changes, *GUIDE Author* asks, "**Do you want to save changes?**" Click **No** to close the document without saving the changes; choose **Yes** to save the document with the changes. If the document has not been named, the **Save Document** dialog appears. Choose **Cancel** to abandon the close procedure and return to the active document window.

For more information on closing documents, please see **Close** in the *GUIDE Author Command Reference*.

Exiting GUIDE Author

To exit *GUIDE Author*, click on the Close box in the application window or choose **Exit** from the **File** menu. If you've made any changes to open documents without saving them, *GUIDE Author* asks, "**Do you want to save changes?**" If you answer **Yes**, *GUIDE Author* opens the **Save Document** dialog so you can name the document, if necessary, and select a directory in which to store the *GUIDE* file. Choose **No** to discard any changes you've made.

CHAPTER 2

DEFINING WINDOWS

This chapter describes how to customize the *GUIDE Author* application window and *GUIDE* document windows. You'll also learn how to navigate through the document and create Frames to divide the document into readable chunks of information.

Configuring the Application Window

To change *GUIDE Author's* application window, pull down the **Tools** menu and click on **Program Options**. Alternatively, you can open the **Program Options** dialog at any time by pressing **Ctrl+Y**.

Figure 2-1 shows the **Program Options** dialog. To select options, click the check boxes beside the option names; if the box contains a check mark (✓), it's active. A dimmed check box means the option is not available.

Application window choices you can make in *GUIDE Author's Program Options* dialog include:

OPTION	DESCRIPTION
Title Bar	If you don't check this option, <i>GUIDE Author's</i> application window has no menu bar, title bar, system menu, zoom box, or close box, and you cannot move the window around on the screen.
Thick Border	To give a window a thick border, check Thick Border . Checking this box also allows you to resize the application window.
Thin Border	To specify a thin border for the <i>GUIDE Author</i> window application, check Thin Border . If you choose this option, the application window can't be resized.

NOTE:

If the Title Bar, Thick Border, and Thin Border options are all unchecked, the window displays with no border.



Figure 2-1
GUIDE Author's Program Options dialog

OPTION	DESCRIPTION
Tool Bar	Check this option to display <i>GUIDE Author's</i> tool bar near the top of the application window. The tool bar features icons that give you fast, easy access to many of <i>GUIDE Author's</i> functions. For more information about the tool bar, please see Chapter 1, " <i>GUIDE Author Basics</i> ."
Ribbon	Turn this option on to display <i>GUIDE Author's</i> formatting Ribbon. The Ribbon icons give you fast, easy access to text formatting functions. For more information about the formatting Ribbon, please see Chapter 1, " <i>GUIDE Author Basics</i> ."
Menu Bar	Check this box to display the menu bar and provide access to menus.
Control Menu	Check this box to display the Close box in the application title bar and provide access to control menu commands.
Minimize Box	Check this option to display the Minimize box in the right of the title bar. Readers can click on this box to reduce <i>GUIDE Author's</i> application window to an icon on the Windows desktop or a button on the taskbar.
Maximize Box	Check this option to display the Maximize box in the right of the title bar. When <i>GUIDE Author</i> is maximized, it fills the screen.
Status Bar	Check this option to display the Status Bar at the bottom of application window. The Status Bar provides additional information as you pass the cursor over each menu item.

To configure the application window, check or clear options in the **Program Options** dialog, then click **Save Settings**. This saves your preferences for *GUIDE Author's* application window in the configuration file, **gauthor.cnf**, and applies those settings whenever you open *GUIDE Author*.

Configuring Document Windows

To configure the windows that display *GUIDE* documents, pull down the **Document** menu and click **Properties**. The **Document Properties** dialog opens (Figure 2-2). You can choose from these options in the **Document Properties** dialog:

<i>OPTION</i>	<i>DESCRIPTION</i>
Maximize	Check this box to maximize the document window within the <i>GUIDE Author</i> application window.
Title Bar	Check this option to display a title bar over the document window.
Thick Border	Check this option to give the document window a thick border.
Thin Border	Check this option to give the document a thin border. A window with a thin border can't be resized with the mouse; however, you can use the Size command on the document window's control menu or the Ctrl+F8 keyboard short-cut to resize the window.
Scroll Bar	Check this box to display the scroll bar for the document window.
Close Box	Deactivates the Close box in the title bar so that the documentation window cannot be closed by the user.
Maximize Box	Removes both the Maximize and Minimize icons from the title bar so that the document window cannot be resized.
File	Displays the file's path and name; you can't change this parameter.

OPTION

DESCRIPTION

Caption

An optional caption that appears in place of the document's file name in the document window title bar; type in the caption you'd like (up to 128 characters) in the text box.

Show Caption

Check this option to display in the document window title bar the text entered in the Caption text box.

Show Frame Name

Check this option to display in the document window title bar the Frame name.

Stay Back

Keeps a document's Buttons active, but forces the document itself to stay in the background; most useful for control panel documents.

Save Window Position

Check this box to save the size and position of the document window.

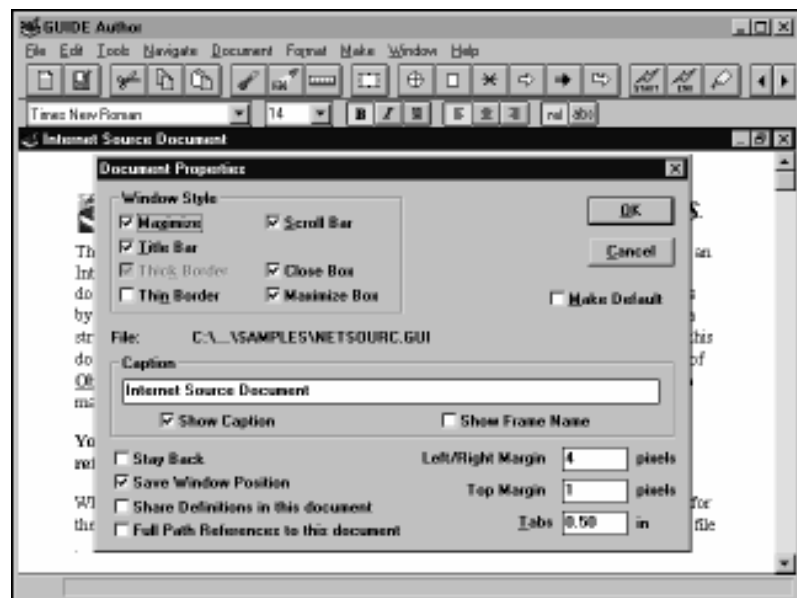


Figure 2-2
The Document Properties dialog

OPTION	DESCRIPTION
Share Definitions	Check this option to allow Command Buttons and Note Buttons in other documents to use Definitions from the active document.
Full Path References	Saves the full path name for the link; <i>GUIDE</i> applications search the path rather than just look in the current directory when the link is activated. This makes the location fixed; if you move a linked document, you must change the path references accordingly.
Left/Right Margin	Sets the left and right margin for text, in pixels.
Top Margin	Sets the space between the top of the Frame and the first line of text, in pixels.
Tabs	Enter the size of tabs in inches or millimeters to determine the default tab spacing. The unit of measurement, which can be inches or millimeters, is set in the Program Options dialog.
Make Default	Check this box to make the active document options the defaults for all new documents. If this box is not checked, your changes apply only to the active document.

To use the options in the **Document Properties** dialog, pull down *GUIDE Author's* **Document** menu and click **Properties** to open the **Document Properties** dialog, and then check or uncheck options for the configuration you want for the active document window. When you're done, click **OK** to save the changes or on **Cancel** to discard the changes. To apply the same attributes to all new windows for new *GUIDE* documents you create in *GUIDE Author*, click **Make Default** before you click **OK**. This saves your settings to *GUIDE Author's* configuration file so that all new document windows are created according to the options you've specified.

Arranging Document Windows on the Screen

You can use the commands on *GUIDE Author's* **Window** menu to manage open document windows within the application window. For example, the screen may look cluttered if several document windows are open. You can pull down the **Window** menu and choose the **Cascade** command to arrange the windows neatly on the screen in a cascading formation.

When more than one document is open on the screen, it may be difficult to see the title bars for all the documents. You can pull down the **Window** menu to view a list of open documents; the list shows captions for those open documents that have been assigned captions, and path names for those open documents without captions. A check mark indicates the document that's currently active; to make another open document the active document, click on its caption or path name in the list.

To close a document window, you can click on the Close box in the upper right corner of that window. If you have several document windows on the screen and want to close them all at the same time, you can simply pull down the **Window** menu and click on **Close All**. If you have made changes in any documents, *GUIDE Author* prompts you to save each document before it closes that document window.

Setting Document Background Color

The **Document Color** command on *GUIDE Author's* **Document** menu allows you to set the background color for the active *GUIDE* document or save the same background color as your preference for every document. When the **Document Color** dialog appears, it displays a list of available colors in sample boxes. To set the background color for the active document, select the color you want from the list, then click on **OK**. To make that background color the default for every new document window that you open, click on **Make Default** before you click on **OK**.

Displaying the Ruler

GUIDE Author uses a ruler to format text (see Figure 2-3). You can set margins and tabs as well as align text to the left, center, or right of the ruler. For more information about the ruler, please see “Working with Text” later in this manual.

To display the ruler, click on the ruler icon in the tool bar or pull down the **Document** menu and choose **Show Ruler**. The ruler displays at the top of the active document window.

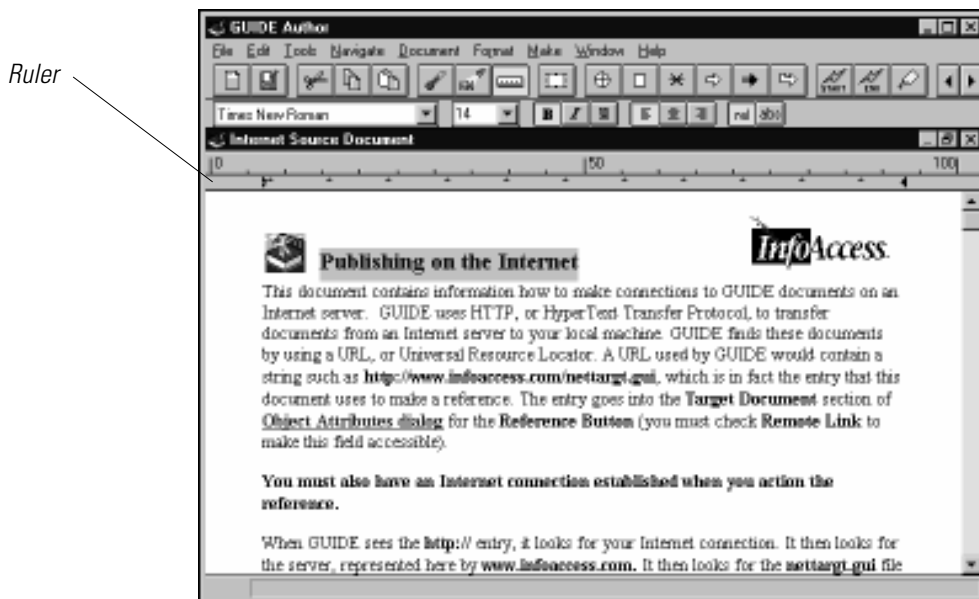


Figure 2-3
The ruler displayed over a GUIDE document window

Document Window Display Options

To change the display text size for more comfortable reading, you can pull down the **Document** menu and choose the **Text Larger** or **Text Smaller** option. Each time you choose either of the options, the display size for text increases or decreases to the next point size shown on the *GUIDE Author's* point size list as shown on the formatting Ribbon or in the **Text Style** dialog.

Whenever you create a *GUIDE* Object, *GUIDE Author* places special symbols around the Object. If the symbols aren't visible, you may accidentally type within the area you've defined as an Object. To display Object symbols, pull down the **Document** menu and then choose **Set Display** to open that dialog. Click on **Show Symbols** if the option is not checked. The **Set Display** dialog also includes the option **Show Paragraphs**; paragraph symbols display in the active document if this option is checked.

If your documents include many graphics, you can use *GUIDE Author's* default graphic (a plain gray box labeled with information about the graphic it represents), which appears in place of detailed images to conserve memory. This also allows you to work more rapidly when you edit documents in *GUIDE Author* because you don't have to wait for graphics to draw. To display the default graphic, pull down the **Document** menu and choose **Set Display**, and then turn off **Show Graphics** in the **Set Display** dialog if the option is checked.

Using Frames

Frames provide a way to structure *GUIDE* documents by dividing them into 'pages', or easily manageable chunks of related information. Instead of scrolling through entire documents, readers can use the commands on the **Navigate** menu or the Frame navigation icons on the tool bar to move quickly from Frame to Frame. You can also use these keyboard shortcuts to navigate Frames:

- ◆ To move to the first Frame, press **Ctrl+1**.
- ◆ To move to the previous Frame, press **Ctrl+2**.
- ◆ To move to the next Frame, press **Ctrl+3**.
- ◆ To move to the last Frame, press **Ctrl+4**.

GUIDE documents can contain only a single Frame for each individual screen or paragraph. Since Frames feature scroll bars, you can make them as long as you like.

To create a Frame:

- 1 Move to the Frame positioned just before the location where you want to insert the new Frame.**

New Frames are always inserted after the active Frame.

- 2 Pull down the *Edit* menu and click on *Insert Frame*.**

GUIDE Author inserts a blank Frame.

- 3 Continue creating your document, adding text or graphics in the new Frame until you want to insert another Frame.**

To cut, copy, paste, and delete Frames, use the clipboard or the Frame commands on the **Edit** menu. Cut a Frame to remove it from the document and insert it into the Clipboard. Copying a Frame duplicates the Frame, leaves the original in the document, and inserts the copy in the Clipboard. Deleting a Frame removes it from the document and clears it completely. You can use **Paste** from the **Edit** menu to insert a copy of a Frame that's already in the Clipboard into a document.

You can create Frame names to help you locate a Frame you want to edit, so that you don't have to move sequentially through each Frame looking for certain information. To name a Frame, pull down the **Navigate** menu, choose **Frames**, and type a name into the text box in the **Frames** dialog.

You can display the name of the active Frame in *GUIDE Author's* formatting Ribbon. To display a Frame name, open the **Document** menu, choose **Properties**, and check the **Show Frame Name** option in the **Document Properties** dialog.

CHAPTER 3

WORKING WITH TEXT

This chapter describes how to work with text. You'll learn how to:

- ◆ Select text
- ◆ Set the ruler, margins, and tabs
- ◆ Set and change text style
- ◆ Set and change text color
- ◆ Copy, move, and delete text
- ◆ Search for strings of text
- ◆ Find and replace text

Selecting Text

To select text, hold the mouse button down and drag the pointer over the text you want to select. However, if you move the pointer past an Object's symbol, *GUIDE Author* automatically selects the rest of the sentence. This prevents you from selecting text across an Object's boundary. You can select text outside of an Object's symbols or part of the text inside symbols, but you cannot start a selection outside an Object and end it inside an Object.

Using the Ruler

GUIDE Author uses a ruler to format text. The ruler enables you to set margins and tabs and to align text to the left margin, the center of the window, or the right margin. To display the ruler, either click the **Ruler** icon in the tool bar or pull down the **Document** menu and choose **Show Ruler**. The ruler appears at the top of the application window between the formatting Ribbon and the document text (see Figures 3-1 and 3-2). You can use the mouse pointer or the **Ruler** dialog to change margin and tab settings. The **rel** (relative) and **abs** (absolute) icons on the formatting Ribbon allow you to choose the ruler's current measuring mode and switch between modes.

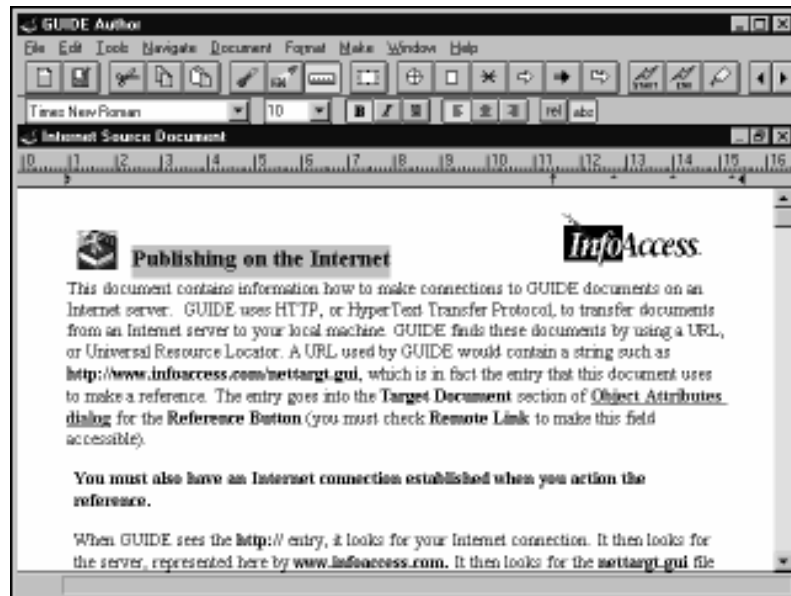


Figure 3-1
Absolute ruler using millimeters to measure a GUIDE document

Using an Absolute Ruler

When you use an absolute ruler, *GUIDE Author* measures document windows in inches or millimeters (whichever is checked in the **Program Options** dialog), and the ruler reflects those absolute increments. When you resize document windows that use an absolute ruler, the text does not wrap to adjust to the size of the window. To select the absolute ruler mode, click on the **abs** icon in the Ribbon. The ruler features unit markings, labeled at regular intervals, as well as markers to indicate the left margin, first line indent, default tabs, set tabs, and the right margin. The left margin, first line indent, default tabs, and right margin markers look like small triangles. Tabs that you set are indicated by arrows that point up to the ruler where you have set a tab stop.

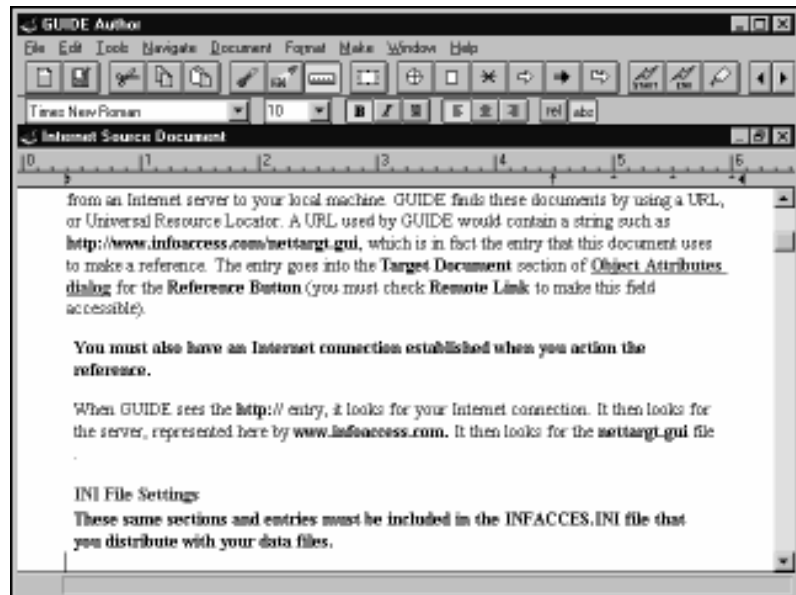


Figure 3-2
Absolute ruler using inches to measure a GUIDE document

Using a Relative Ruler

When you use a relative ruler, *GUIDE Author* measures the screen proportionally; for example, tabs are expressed as a percentage of the window's width. You can always see all of the window's contents, no matter how wide or narrow the window, and no horizontal scroll bar is necessary. *GUIDE Author* wraps text to adjust to the size of the window and resizes graphics. To choose the relative mode, click the **rel** icon in the Ribbon.

There are three measurements labeled on the relative ruler (**0%**, **50%**, and **100%**) along with a triangular left indent marker, a triangular right indent marker, and an arrow that points up to indicate the indent level for the first line in a paragraph. These marks control the left margin, the right margin, and where the first line starts.

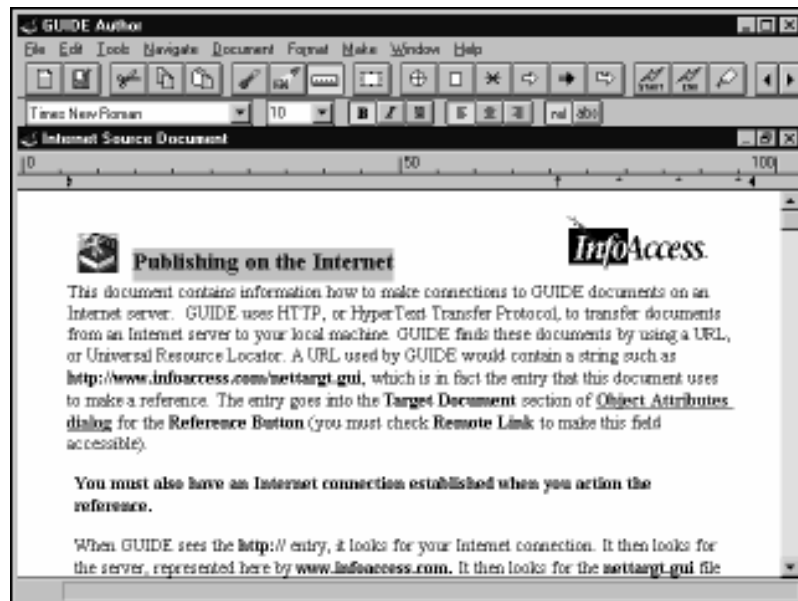


Figure 3-3
A relative ruler with tab and margin settings shown in Figure 3-2 measured as a percent of the total ruler

Using the Mouse Pointer to Set Margins

You can use the mouse pointer to change margins, which are the offset between the edge of the document window and the content area. You must select any paragraphs that you want to apply new margins, tabs, etc., to.

To set the right margin:

- 1 Select the paragraphs you want to change. If you are creating a new document, start with Step 2.**
- 2 Position your pointer over the right margin marker (the triangular marker that points left on the far right of the ruler), and then press and hold the mouse button.**
- 3 Drag the marker to reposition the right margin.**
- 4 Release the mouse button.**

To set the left margin:

- 1 Select the paragraphs you want to change. If you're creating a new document, start with Step 2.**
- 2 Press and hold the mouse button over the left margin marker (the bottom triangle that points right at the far left of the ruler; the triangle on the top is the marker for the first line indent).**
- 3 Drag the marker to where you want the left margin to end and text to begin.**

The first line marker (the top triangle) moves along with the bottom marker. To indent the first line of the selected paragraphs from the left margin, click on the top marker and drag it to the position you want. The top triangle moves independently from the left marker margin on the bottom.

- 4 Release the mouse button.**

Using the Mouse Pointer to Set Tabs

You can add, delete, and modify a ruler's tab settings with the mouse pointer. To add a tab, simply click anywhere on the ruler where you want a tab to appear. To delete a tab, point at the tab marker and drag it off the side or below the ruler. When the mouse pointer moves beyond the edge of the ruler, the tab disappears. To reposition a tab, drag it to its new location.

Using the Set Ruler Dialog

You can also use the **Ruler** command on *GUIDE Author's Format* menu to open the **Ruler Settings** dialog, where you can change margins, indents, tabs, and text alignment. When you make entries in this dialog and click **OK**, the ruler reflects your changes.

GUIDE Author applies the exact changes made in the dialog to all selected paragraphs, regardless of any individual rulers set for each paragraph. You can click on the applicable **Alignment** option in this dialog to align the selected text or any text you type after the insertion cursor to the left, center, or right. When you make changes to more than one paragraph, the current settings for the paragraph at the beginning of the selection display in both the ruler and the **Ruler Settings** dialog.

Choosing a Text Style

GUIDE Author's default text style is 10-point Arial (a TrueType™ font) in a plain typeface. To set the text style, you can use GUIDE Author's formatting Ribbon or use the **Text Style** dialog. To reformat a portion of a document, select the text you want to reformat before you set text style attributes.

NOTE:

'Plain' is used in GUIDE electronic publishing tools to refer to text that has no special type style such as bold, italic, or underlining applied to it. Some applications refer to plain text as 'normal' or 'regular' text.

To set a document's text style in the **Text Style** dialog:

- 1 **Position the text cursor where you want the text style to begin.**
- 2 **Pull down the *Format* menu and choose *Text Style*.**
- 3 **To choose a font, click on a font name in the Font list.**
- 4 **To choose the point size you want, click on that size in the Size list just to the right of the Font list.**
- 5 **Choose the style you want by checking or unchecking the *Plain*, *Bold*, *Italic*, *Underline*, *Strikeout*, *Superscript*, *Boxed*, and *Subscript* boxes (you can choose more than one).**
- 6 **If you want to make these settings the default text style, click on *Make Default*.**

Any new documents you create will use the default type style you've just specified.
- 7 **Click on *OK* to save the new text style or click on *Cancel* to retain the settings shown when you first opened the dialog.**

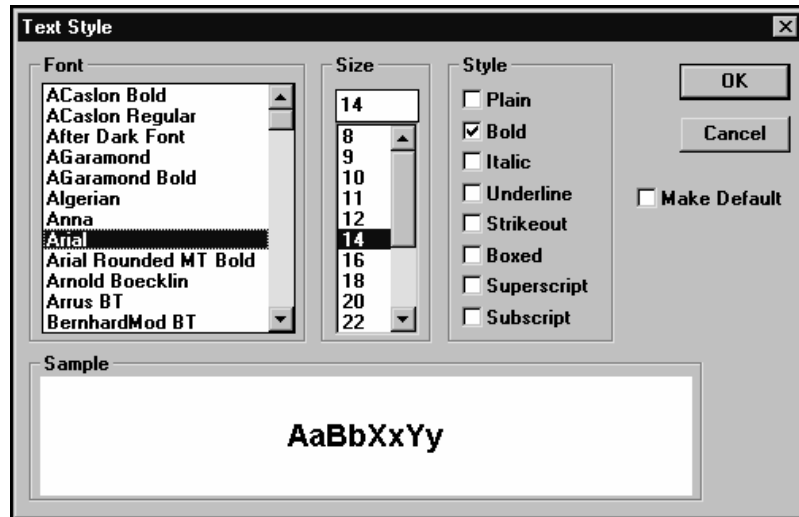


Figure 3-4
The Text Style dialog, showing Arial 14-point bold selected

Changing Text Color

You can change the color of text on an Object-by-Object basis. Since top-level text is an Object, if you select any text in the top level and change its color, all the top-level text changes color, not just the selected text. To highlight specific words or phrases in color, you must first make them into an Object, for example, a Group. To change the color of text:

- 1** **Positions the insertion cursor in the Object whose text color you want to change.**
- 2** **Pull down the *Format* menu and click on *Text Color*.**
 The **Text Color** dialog appears with a sample that shows its current color.
- 3** **Click on the *Text* box or arrow next to the box to drop down a list of available colors and choose one.**

The color box displays your selection.

4 Click on **OK** to apply the color to the text.

The text color reverts to the default at the beginning of the next Object.

If you want to make your color settings apply to all new documents, click on **Make Default**. If **Make Default** is not checked, *GUIDE* applies your changes only to the active document.

Palette Handling

GUIDE Author can handle a single 256-color palette on a 256-color screen. This prevents palette conflicts. If the computer's graphics capabilities include 64,000 colors, all graphics should appear in their true color range.

Please note, however, that *GUIDE* electronic publishing tools only support solid colors. When you work with the palette, the color shown under the color mixer on the right side of the box labeled **Color | Solid** shows how the color will display in *GUIDE* documents, in both *GUIDE Author* and *GUIDE Reader*. Any additional shading shown on the left side of the **Color | Solid** box does not appear in *GUIDE* documents.

Changing the Background Color of Text

To change the background color of text:

- 1 Place the text cursor inside the symbols for the Object whose background color you want to change.
- 2 Pull down the **Format** menu and click on **Text Color**.

The **Text Color** dialog appears with a sample to show the current color.

3 Open the *Background* drop-down box and choose the color you want.

4 Click on *OK* to apply the background color.

The background color reverts to its default color when the text reaches the beginning of the next Object.

Copying Text

GUIDE Author uses the Windows Clipboard to copy text:

1 Select the text you want to copy.

2 Click on *Copy* in the *Edit* menu or on the tool bar's *Copy* icon.

GUIDE Author copies the selected text to the Clipboard.

3 Move the pointer to the position where you want to insert the copy of the text and click to place the insertion point.

4 Pull down the *Edit* menu again and click on *Paste* or use the tool bar's *Paste* icon.

GUIDE Author takes a copy of the text in the Clipboard and inserts it at the position you marked in the document. The copied text remains in the Clipboard until you copy or cut another selection into the Clipboard.

Moving Text

GUIDE Author also uses the Windows Clipboard to move text:

1 Select the text you want to move.

- 2 Pull down the **Edit** menu and click on **Cut** or use the Cut icon on the tool bar.

GUIDE Author deletes the text from the document and puts it in the Clipboard.

- 3 Position the text cursor where you want to insert the cut text.

- 4 Use the **Edit** menu's **Paste** command or the tool bar icon.

GUIDE Author makes a copy of the text from the Clipboard and inserts it into the *GUIDE* document, beginning at the position you marked. The cut text remains in the Clipboard until you cut or copy another selection into the Clipboard.

Deleting Text

To delete text in a document, select the text you want to remove, and then choose **Clear** from the **Edit** menu. You can also press **Delete** or the backspace key to delete selected text from a *GUIDE* document.

To delete text from a document but retain a copy, use the **Cut** command from the **Edit** menu or the tool bar's **Cut** icon. This removes the text from the document and places it in the Clipboard.

Searching for Text

The **Find** option on the **Edit** menu searches for characters in the active document in a set of documents you specify or in documents linked to the active document. This option allows you to define the text you want to search for and where you want to search for it.

Defining the Search

You start a search by pulling down the **Edit** menu and clicking on **Find**. When the **Find** dialog opens, enter the text you want to find in the **Find What** text box. Then choose from these options:

OPTION	DESCRIPTION
Options	Sets the scope and characteristics of the search.
Select Files	Identifies files to search and where to look for them.
Find Next	Starts the search at the insertion point in the active document to find the next occurrence of the Find statement. Choose Find Next repeatedly to find each occurrence of the text string. If you choose this option after the previous search has reached the end of the document, <i>GUIDE Author</i> asks if you want to continue the search from the beginning of the document. Choose Yes to continue the search or No to end it.

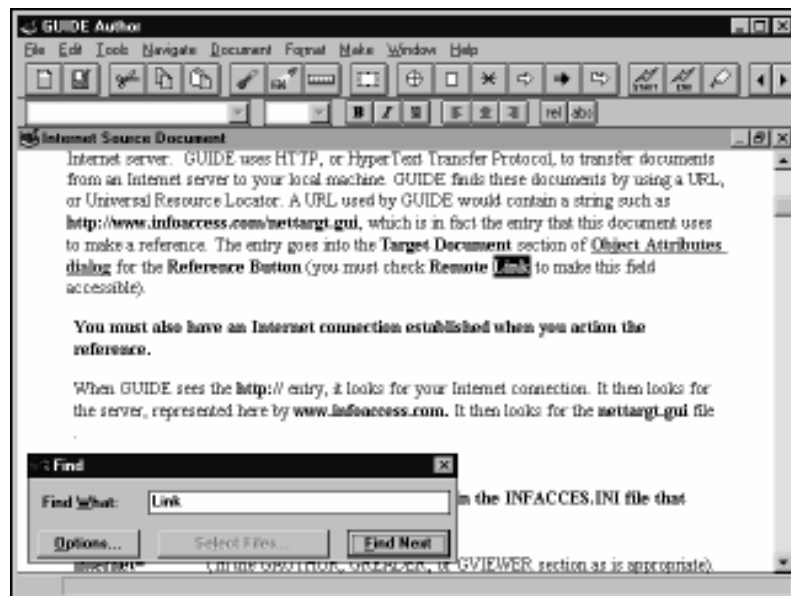


Figure 3-5
The Find dialog

Setting Search Scope and Characteristics

If you choose **Options** in the **Find** dialog, the **Find Options** dialog opens to offer the following choices:

OPTION	DESCRIPTION
Match Whole Words Only	Searches only for whole words that match. If you check this option, the Find statement "text" returns "text" but not "texture." If you uncheck this option, the search finds both.
Case Sensitive	Searches text that exactly matches the upper- and lowercase characters typed in the Find statement. If Case Sensitive is checked, "Case" finds "Case" but not "case." If Case Sensitive is not checked, the search finds both words.
Enable Wildcard Characters	Enables you to use the wild card character, a question mark (?), in place of specific characters in the Find statement. <i>GUIDE Author</i> substitutes the wildcard for any character. For example, the statement "tr??" would find "tree," "trap," and "trim."
Search Hidden Material	Includes all Expansions in the search, even if they are not displayed. If this option is not checked, <i>GUIDE Author</i> searches only the part of the document that is displayed (the current state of expansion).
Search Document and Definitions	Searches the active document's Definitions window if this option is checked.
Simple	Searches for a single Find statement.
Complex (AND, OR)	Displays multiple edit boxes so you can search for up to four Find statements. A button between each edit box allows you to specify a logical operator to combine the results of the search. If you combine two Find statements with a logical AND , a document must contain both

statements to count as a “hit.” A document that contains just one of the **Find** statements won't be reported.

If you combine two **Find** statements with a logical **OR**, a search reports a document that contains either statement as a ‘hit.’

Active Only	Searches only the active document.
Active and Linked	Includes linked documents in the search.
Selected Documents	Allows you to select documents to include in the search.
Save Settings	Check this option and choose OK to record the changes you've made to the options in the configuration file, making them the defaults that apply every time you open <i>GUIDE Author</i> . If you don't check Save Settings , <i>GUIDE Author</i> only saves the Find option changes for the active document.

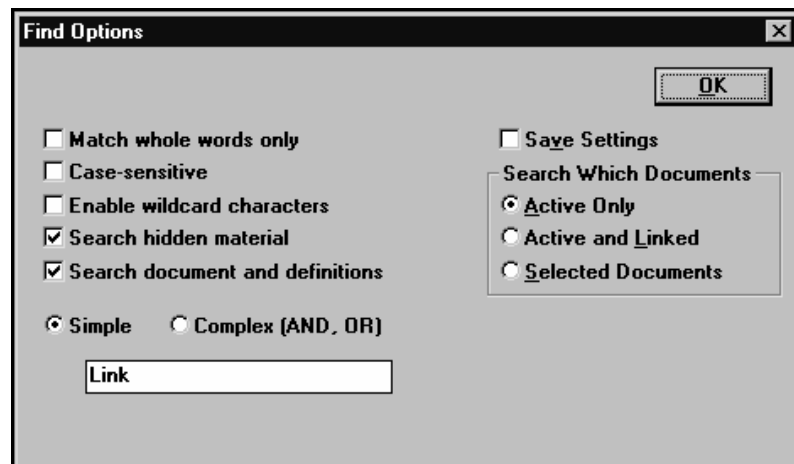


Figure 3-6
The Find Options dialog

Defining Where to Search

GUIDE Author allows you to search for a string of text in the active document, a set of documents, or documents linked to the active document. You specify where to search, using the options in the **Search Which Documents** panel of the **Find Options** dialog.

OPTION	DESCRIPTION
Active Only	Searches the active document.
Active and Linked	Includes linked documents in the search. If you select this option, Select Files is activated in the Find dialog.
Selected Documents	Enables you to specify documents you want to include in the search. If you select this option and click OK , the Find dialog re-opens with the Select Files button now active. You can click Select Files to open that dialog. You can use the Add button to add files to be scanned. Selected files are listed in the Files to Scan list. To change the directory, select a new directory from the Look In list in the Add Files to Catalog dialog and choose Open . You can use the Shift and Ctrl keys with the mouse to select multiple files in a directory. Click Clear All to discard all files in the Files to Scan list. To remove individual files from the search, select the file name and choose Remove . When you are finished, choose OK .

If you choose a file in the **Select Files** dialog, and then click **OK**, *GUIDE Author* displays these options in the **Find** dialog:

OPTION	DESCRIPTION
Scan	Scans all documents linked to the active document or all the selected documents and lists those that contain the Find statement and the number of occurrences of the statement in each.

Go To Displays the first occurrence of the **Find** statement in the document that you've selected in the **Find** dialog, and then displays the **Find** dialog again so that you can click **Find Next** to display other occurrences in the document or choose other options.

Find Next Occurrence

If you want to find the next occurrence of a text string, click on the **Find Next** button. *GUIDE Author* highlights the next occurrence of the string. To find more occurrences of the string, click on the **Find Next** button again. *GUIDE Author* repeats this action so that you can see all occurrences of the string.

When it reaches the end of the document, *GUIDE Author* asks you if you want to continue searching from the beginning of the document. Choose **Yes** to start the search again from the beginning or choose **No** to end the search.

Searching in Linked Documents

GUIDE Author lets you search for occurrences of a string in documents that are linked to the active document:

- 1 Pull down the **Edit** menu and click on **Find**.
- 2 Click on **Options** to open the **Find Options** dialog.
- 3 Select options to define the search characteristics.
- 4 Click on the **Active and Linked** button, then click on **OK**.

- 5 Click on **Scan** to find the names of the documents linked to the active document that contain the **Find** statement.

GUIDE Author displays the names of the documents and the number of occurrences of the string you're searching for. This information appears in the list.

- 6 Select any document you want to search in from the list, then click on **Go To** to open that document.
- 7 Click on **Find Next** to search for the next occurrence.

Replacing Text

The **Replace** option lets you search for and change an alphanumeric character or string of alphanumeric characters. To search for a string of characters in the active document:

- 1 Pull down the **Edit** menu and click on **Replace**.
- 2 Enter the new character string you want to change in the **Replace** edit box and enter the character string you want to use in the **With** edit box.
- 3 Click the **Options** button, define the search in the **Find Options** dialog, making sure you choose **Active Only** under **Search Which Documents**. Then click on **OK**.
- 4 Click on **Find Next**.
- 5 When an occurrence of the text is found and highlighted, use one of the **Replace** options to change the string:
 - ◆ Click **Replace** to change the first occurrence.
 - ◆ Click **Replace All** to change all the occurrences of the string without navigating to each occurrence.
 - ◆ Click **Replace, then Find** to replace the first occurrence of the **Find What** text, then find the next hit.

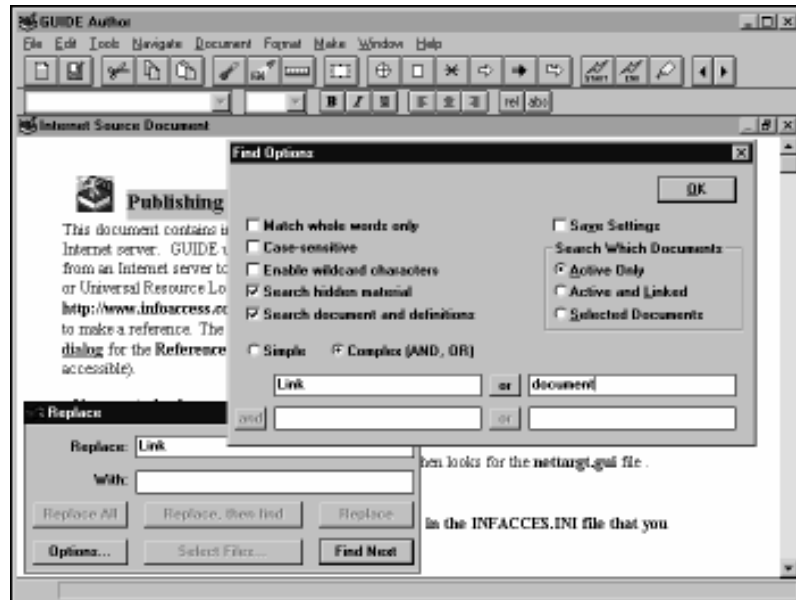


Figure 3-7
The Replace dialog; click Options to open the Find Options dialog

You can also find and change a string of characters in a set of documents that you specify:

- 1 Pull down the **Edit** menu and click **Replace**.
- 2 Enter the character string you want to change in the **Replace** edit box, and then type the character string you want to substitute for the **Replace** string in the **With** edit box.
- 3 Click **Options**, and then define the search in the **Find Options** dialog. Make sure you include **Selected Documents**, then click **OK**.
- 4 Click **Select Files** to open the **Select Files** dialog and choose the documents you want to search.

To look at the files in a specific directory, click **Add** to open the **Add Files to Catalog** dialog, select the directory from the **Look In** list, and then click **Open**. *GUIDE Author* displays all the files in that directory. You can also enter the file name

directly in the **File Name** edit box or use the **Shift** and **Ctrl** keys with the mouse to select multiple files. In the **Select Files** dialog you can remove all documents from the **Scan** list by clicking **Clear All**. To remove a specific document from the list, select it and click on **Remove**.

5 Click **OK** to close the **Select Files** dialog.

6 Click **Scan**.

GUIDE Author searches through all the documents you selected and looks for occurrences of the **Find What** text. If *GUIDE Author* finds any occurrences of the word in any of the documents, it lists all the names of scanned documents that contain the **Find What** text and the number of occurrences of that string in each document.

7 Select a document from the list and click **Go To** to open it.

8 Click **Find Next** to find the first hit of the **Find What** text.

9 When an occurrence of the text is found and highlighted, use one of the **Replace** options to change the string:

- ◆ Click **Replace** to change the first occurrence.
- ◆ Click **Replace All** to change all the occurrences of the string without navigating to each occurrence.
- ◆ Click **Replace, then Find** to replace the first occurrence of the **Find What** text, then find the next hit.

Changing Text in Linked Documents

You can find and change a string of characters in documents that are linked to the active document:

1 Pull down the **Edit** menu and click on **Replace**.

2 Enter the new character string you want to change in the **Replace** edit box and enter the character string you want to use in the **With** edit box.

- 3 Click the *Options* button to define the search in the *Find Options* dialog. Be sure to choose the *Active and Linked Files* before you click on *OK*.

(Please refer to “Defining the Search” for an explanation of each option in the **Find Options** dialog.)

- 4 Click on *Scan*.

GUIDE Author searches through the active document and all documents linked to it for the **Find What** text. If *GUIDE Author* finds any hits in any of the documents, it lists all the names of scanned documents that contain the **Find What** text and the how many occurrences it found in each document.

- 5 To open a document, click on its name, and then on *Go To*.

- 6 Click *Find Next* to find the first occurrence.

- 7 When an occurrence of the text is found, use one of the *Replace* options to change the string:

- ◆ Click *Replace* to change the first occurrence.
- ◆ Click *Replace All* to change all the occurrences of the string without navigating to each occurrence.
- ◆ Click *Replace, then Find* to replace the first occurrence of the *Find What* text, then find the next hit.

CHAPTER 4

WORKING WITH GRAPHICS

Graphics play an integral role in any information presentation; *GUIDE* publications are no exception. This chapter covers how to bring graphics into *GUIDE* documents, how *GUIDE Author* handles graphics, how to resize and crop graphic images, how to display and hide graphics, and how to lock graphics from editing.

About Graphics

To include graphics in *GUIDE* documents, you can import them from other paint or drawing applications. *GUIDE Author* can import and display many different types of graphics files:

GRAPHICS FILE FORMAT	EXTENSION	FILTER
AutoCAD	*.dxf	guidedxf.dll
Bitmap	*.bmp	guidebmp.dll
CALS Tiff	*.ras	guideras.dll
CGM (Computer Graphics metafile)	*.cgm	guidecgm.dll
Corel Draw	*.cdr	guidecdr.dll
DIB	*.dib	guidebmp.dll
Digital Research	*.gem	guidegem.dll
Enhanced Metafile	*.emf	guidewmf.dll
EPS (Encapsulated PostScript)	*.eps	guideeps.dll
GIF (Graphics Interchange Format)	*.gif	guidegif.dll
HPGL (Hewlett-Packard)	*.plt	guideplt.dll
JPEG	*.jpg	guidejpg.dll
Lotus	*.pic	guidepic.dll
Micrografx	*.drw	guidedrw.dll
Microsoft Paint	*.msp	guidemsp.dll
Paintbrush	*.pcc or *.pcx	guidepcx.dll
Table	*.tmf	guidetv.dll

TIFF (Tagged Image File Format)	*.tif	guidetif.dll
Windows metafile	*.wmf	guidewmf.dll
WordPerfect	*.wpg	guidewpg.dll

GUIDE Author offers two options to import stand-alone graphics into *GUIDE* documents: You can use the Windows Clipboard or the **Place Graphic** command on *GUIDE Author's* **Edit** menu. Graphics imported with source documents are converted to the **.wmf** (Windows Metafile) format. To import stand-alone graphics, use *GUIDE Author's* **Place Graphic** command.

Inserting Graphics through the Clipboard

When you bring graphics into *GUIDE* documents through the Clipboard, you can add any image created in a Windows application. To paste graphics into a *GUIDE* document from the Clipboard:

- 1 Open the graphics file in the application used to create it.**
- 2 Select the image(s) you want to import into a *GUIDE* document, and then copy or cut those items to place them in the Clipboard.**

Cut removes a graphic from application files and puts it into the Windows Clipboard, overwriting the Clipboard's previous contents. **Copy** makes a copy of a selected graphic and leaves the original in the application file; the copy goes into the Clipboard, overwriting its previous contents.

- 3 Close the drawing application and start *GUIDE Author*.**
- 4 Open the *GUIDE* document where you want to add the graphic.**
- 5 Position the insertion cursor where you want to place the graphic in the *GUIDE* document.**

- 6 Pull down **GUIDE Author's Edit** menu and choose **Paste** or click on the **Paste** icon on the tool bar.

GUIDE Author copies the Clipboard's contents, creates a diagram at the position you specified with the pointer, and inserts graphics from the Clipboard into the diagram. The diagram, its components, and uses will be discussed later in this chapter. The contents of the Clipboard won't change until you cut or copy new material to overwrite them.

Placing Graphics

Whether you want to create a new *GUIDE* document or add new information to an existing *GUIDE* document, it is easy to incorporate new graphics at any time. If you have a working knowledge of desktop publishing, you already understand the basics of importing graphics into *GUIDE* documents.

To import a graphic into a *GUIDE* document with the **Place Graphic** command:

- 1 Open or create the *GUIDE* file in which you want to place a new graphic.
- 2 Position the insertion cursor in the *GUIDE* document where you want to place the new graphic.
- 3 Pull down the **Edit** menu and click on **Place Graphic**.

The **Place** dialog opens.

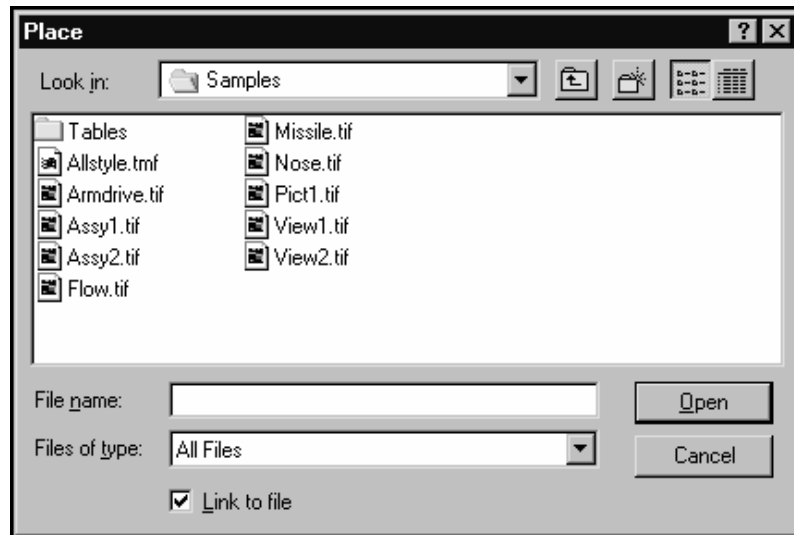


Figure 4-1
GUIDE Author's Place dialog

- 4 Select the graphics file you want to import.**
- 5 Check or uncheck *Link to file*.**

If you check **Link to file**, you can include the image in the document without actually importing the graphic. Linking a graphics file helps to minimize the size of *GUIDE* documents (see the next section, “About Internal and External Graphics”).

- 6 Click on *Open*.**

GUIDE Author creates a diagram in the document at the insertion point and places the graphic inside the diagram. If you are unable to import the graphic, you will see an error message.

About Internal and External Graphics

If you check the **Link to file** option in the **Place** dialog when you place a graphic, *GUIDE Author* creates a 'pointer' to the graphic file, but doesn't actually include the graphic as part of the *GUIDE* document. Every time the document displays, the viewing application (*GUIDE Author* or *GUIDE Reader*) retrieves the graphic file from disk and displays it.

Graphics that are linked to but are not actually a part of *GUIDE* documents are called external graphics. If you don't check **Link to file**, the graphic is copied into the *GUIDE* document as an internal graphic and becomes a part of the *GUIDE* document file.

External graphics offer two notable advantages: You can modify graphic files in their native applications and see those changes reflected in *GUIDE* documents linked to that graphic file the next time you open those documents. Linking graphics externally also saves a considerable amount of disk space.

About the Default Graphic

You can use a default graphic to indicate the space and location occupied by graphics in *GUIDE* documents. The default graphic is a gray box labeled with a file name when it represents external graphics, or the word 'Internal' if the image it represents is part of the *GUIDE* document. The default graphic redraws much more quickly than detailed images, so you can work faster. To use the default graphic, choose **Set Display** from the **Document** menu and uncheck **Show Graphics** in the **Set Display** dialog. When you are finished editing or want to see the actual graphics again, simply open the **Set Display** dialog again and recheck **Show Graphics**.

The default graphic also displays when an external graphic file can't be found, for example, if the graphic file has been renamed or deleted. If this is the case, follow the preceding instructions for placing a graphic, under "Inserting Graphics through the Clipboard," or for replacing the renamed or deleted graphic, under "Placing Graphics."

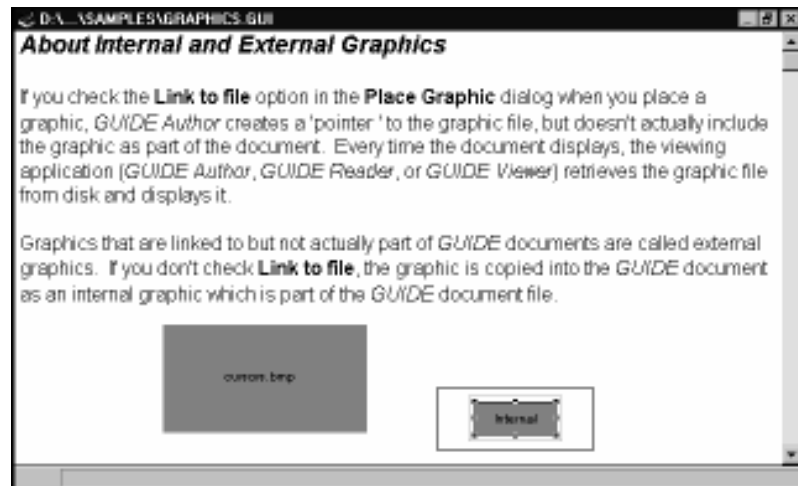


Figure 4-2
The default graphic appears if Show Graphics is not checked or if an externally linked file can't be found

About Graphic Elements and Diagrams

Diagrams enclose all graphics in *GUIDE* documents. Each image within a diagram is called a graphic element. A single diagram can contain several graphic elements to create a composite image. *GUIDE Author* creates diagrams automatically when you paste or place graphic images into *GUIDE* documents unless you already have a diagram selected when you place the file. If this is the case, the new graphic file is inserted into the diagram you've selected as an additional graphic element.

The diagram includes a viewing window to display the graphic image and a clipping frame that enables you to crop the image. These components surround the graphic elements placed in that diagram. When you click on a graphic in a *GUIDE* document, *GUIDE Author* highlights the viewing window boundaries with a thin black line, the clipping frame with a thin gray line, and the graphic element you clicked on with sizing handles (small black boxes) at the corners and sides to show that the graphic is selected.

To select a graphic element for editing, simply click on it. When sizing handles surround the graphic element you want to edit, it's selected. To select multiple graphic elements, hold down the **Shift** key and click on additional graphic elements you want to select. To resize a graphic element, position the pointer over one of the handles so the cursor changes to a plus sign (+), then drag the mouse to resize the selected graphic element.

Graphic diagrams also contain an invisible grid that can help you reposition and resize graphics more precisely. If the **Diagram Grid** option on *GUIDE Author's* **Format** menu has a check mark beside it, you can move or resize graphics in increments of four pixels (please see "Sizing or Moving Graphics Incrementally," later in this chapter).

GUIDE interprets diagrams as in-line text characters. For example, you can use the space bar and carriage return key to move them: Insert spaces in front of a diagram to move it to the right; remove or add carriage returns before and after the diagram to move it up or down. You can stretch the diagram to cover the area on the page where you want to position a graphic, enlarge the clipping frame, and then use the mouse to reposition a graphic anywhere inside the clipping frame's boundaries.

When *GUIDE Author* imports an image, it positions it along the base line of the text wherever the cursor is located. If you place an image within a paragraph and the document is wider than the paragraph, text follows the image on the same line. If the graphic is taller than the accompanying text, the spacing between the text line that contains the image and the previous line will increase. If you want the graphic to be on its own line, simply hit the carriage return after the graphic is imported.

Viewing Windows

Viewing windows are created automatically as part of a diagram and show the diagram's boundaries. You can use the viewing window to confine a graphic to a smaller area or include oversized images in a document. To select the viewing window, click anywhere between the black line that indicates the viewing window boundary and the gray line that outlines the clipping frame. When a sizing handle (a small black square) appears at the bottom right corner of the diagram/viewing window, position the pointer over it. When the cursor changes to a plus sign, drag to resize the diagram and viewing window. You can also choose the **Diagram Info** command from the **Format** menu while a diagram is selected to open the **Diagram Info** dialog and edit the values in the boxes under **Viewing Window** to resize a viewing window.

If a graphic element is too big to fit in the viewing window, scroll bars appear on the viewing window that enable readers to pan and zoom the image. The viewing window now looks like a small window within the larger document window. The image in its uncropped state remains unchanged. This feature enables you to include oversized images in your documents or to magnify graphics for more detail.

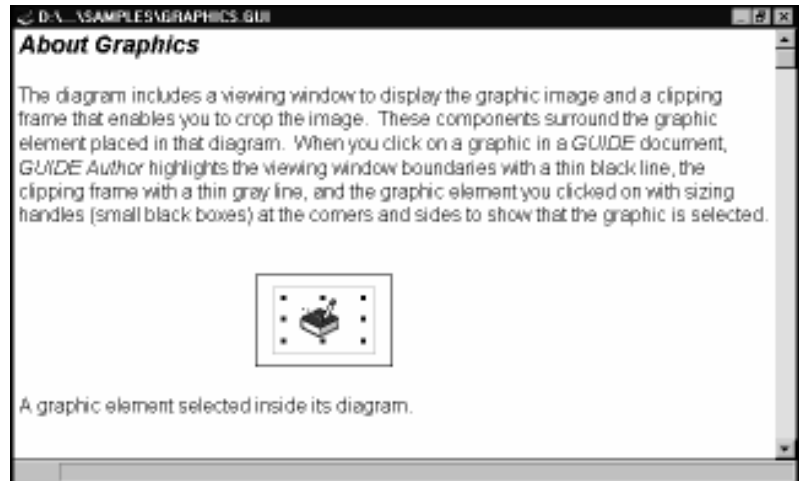


Figure 4-3

A graphic diagram in a GUIDE document; note the viewing window that delineates the diagram boundaries, the clipping frame inside the viewing window, and the graphic element surrounded by sizing handles (small black squares) within the clipping frame

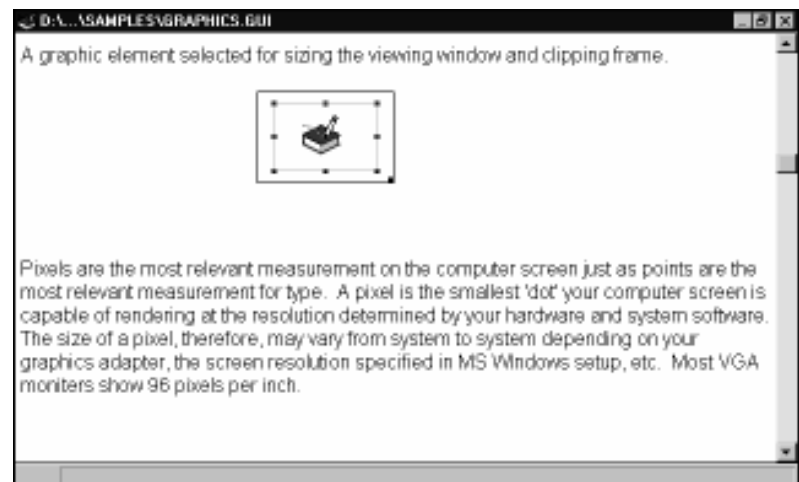


Figure 4-4

A graphic diagram selected so that the viewing window and clipping frame can be resized

Clipping Frames

A clipping frame inside the viewing window encloses all the graphic elements pasted or placed in the diagram. The clipping frame is for visual reference; it also provides you with a way to crop, or clip, the graphic. You can resize, add, delete, and crop graphic elements within the clipping frame.

When you click between the diagram/viewing window boundary and the clipping frame to select a diagram, you also select the clipping frame as illustrated by the sizing handles that appear at the corners and on the sides of the thin gray line that shows the clipping frame's boundaries. You can drag these handles with the mouse pointer to resize the clipping frame.

When you resize the clipping frame, any part of a graphic element that falls outside the clipping frame's boundary is hidden from view as though that portion of the image has been clipped off (no scroll bars appear to allow the graphic element to be panned or zoomed). When you enlarge or reduce a clipping frame, it centers itself within the viewing window after it resizes.

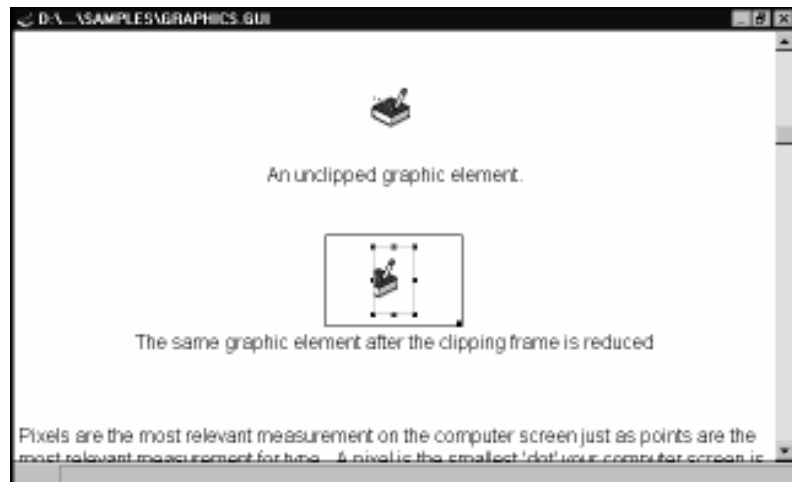


Figure 4-5
The clipping frame crops or hides portions of the graphic element from view.

About Hotspots

Hotspots are special graphic elements, usually transparent, that you can overlay on a graphic or a part of a graphic. You can then make the Hotspot into a *GUIDE* Object to provide links from that particular area of the image to related information. For example, a technical drawing of a printed circuit board might have a Hotspot over a specific chip. When a reader clicks on the Hotspot, a link displays information concerning the chip's function, part number, replacement procedure, etc.

To overlay a Hotspot on a graphic in a *GUIDE* document and make the Hotspot into a Button:

- 1 Click on a graphic to select it.**
- 2 Pull down the *Format* menu and click on *Insert Hotspot* or click on the *Insert Hotspot* icon in the tool bar.**

The Hotspot appears in the upper left corner of the clipping frame as an invisible rectangle outlined by its sizing handles.

- 3 Click on the Hotspot, hold the mouse button down, and drag the Hotspot to the desired position within the clipping frame.**

Once the Hotspot is in place, you can drag on its sizing handles to enlarge or reduce it.

- 4 Pull down the *Make* menu and click on the type of Button you want the Hotspot to be (for example, Note Button).**

- 5 Link the Button.**

For information on how to link Buttons, please refer to Chapter 5, "Creating Objects and Links."

Colored, Transparent, and Shaped Hotspots

GUIDE Author supports colored, transparent and shaped hotspots.

Radio buttons in the **Element Info** dialog (from the **Format** menu) let you specify the shape of the Hotspot highlight. There are three options: None (the shape will be a rectangle but without a border), Ellipse, or Square (the shape will be a rectangle). With the Transparency options in the **Element Info** dialog you can create a Hotspot that is opaque, semi-opaque (both shape and background show through), or transparent (no border or filled shape).

A color drop-down box in the **Element Info** dialog allows you to set the color of the highlight to one of the 16 possible *GUIDE* colors.

SHAPE/ TRANSPARENCY	NONE	SQUARE (RECTANGLE)	ELLIPSE
Transparent	Not visible	Square outline	Elliptical outline
Semi-opaque	Not visible	Filled square that is see-through	Filled ellipse that is see-through
Opaque	White rectangle	Opaque filled square	Opaque filled ellipse

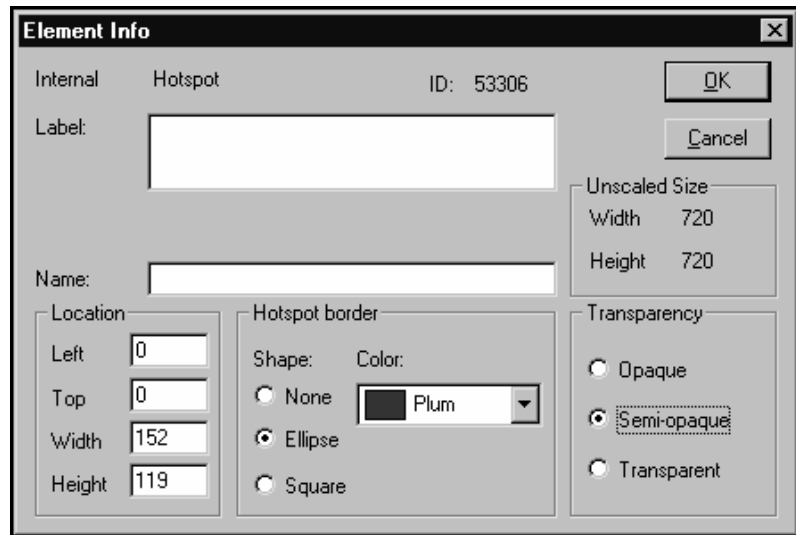


Figure 4-6
The Element Info dialog for a selected Hotspot

Elliptical Hotspot Behavior

- ◆ When a Hotspot has an elliptical shape, clicking outside of the ellipse will not activate the Hotspot.
- ◆ When a Hotspot has an elliptical shape and it is an expansion, note, command or reference button, the cursor will change to the relevant icon only when it is placed within the ellipse of the Hotspot.
- ◆ An elliptical Hotspot inside a table (TMF file) cannot be assigned to an expansion or expansion button.
- ◆ When a Hotspot has an elliptical shape and it is an expansion, note, command or reference button, and you click on it, the click will highlight the ellipse.

The Format Menu for Graphics

The options on *GUIDE Author's* **Format** menu change depending on what you've selected for editing. When you select a graphic, commands that enable you to edit graphics replace the text and ruler options on the **Format** menu. The graphic **Format** commands are: **Push to Back**, **Pull to Front**, **Restore Size**, **Insert Hotspot**, **Element Info**, **Lock Diagram**, **Diagram Grid**, **Show Elements**, and **Diagram Info**. To use these commands, select a graphic element or diagram that you want to edit, then pull down the **Format** menu and select a command:

COMMAND	DESCRIPTION
Push to Back	Moves the selected graphic element to the back of the diagram so that it's behind any other graphic elements in the diagram.
Pull to Front	Unlike windows, graphic elements don't automatically come to the top of the stack when you select them. You can select a graphic element that's partially obscured by other graphic elements, then choose this command to bring the selected graphic element to the front.
Restore Size	This command 'undoes' any resizing done on a selected graphic element, returning it to the dimensions it had when it was first imported into the <i>GUIDE</i> document.
Insert Hotspot	Inserts a transparent Hotspot into a selected diagram; you can then turn the Hotspot into a Button and link it to information that relates to the specific part of the graphic the Hotspot covers, for example, a particular chip on a drawing of a printed circuit board.

Element Info	Displays information about a selected graphic element: whether it's an internal or external graphic, its type (bitmap, metafile, or Hotspot), the Hotspot Border, Transparency, its Object ID number, any Object name assigned, its position in its clipping frame, and the original dimensions of the graphic element when it was imported into the <i>GUIDE</i> document.
Lock Diagram	Locks and unlocks graphic diagrams. You select a diagram you want to lock by clicking on its clipping frame and choosing Lock Diagram . When a graphic is locked, its graphic elements cannot be moved or resized, nor can the clipping frame be resized. A check mark beside the Lock Diagram command on the menu indicates that a selected diagram is locked. It is a good idea to lock diagrams before you edit them.
Diagram Grid	Turns on an invisible grid that can help you reposition and resize graphics more precisely (please see "Sizing or Moving Graphics Incrementally"). A check mark appears beside Diagram Grid on the Format menu if the grid is active.
Show Elements	You may hide graphic elements when you reduce the size of a clipping frame. This command enables you to recover and display hidden graphic elements in the upper left corner of the clipping frame. If you can't see all the elements, use Push to Back and Pull to Front to restack them. If any portion of a graphic falls within the clipping frame, this command won't move that element. The <i>GUIDE</i> Show Hotspots command will outline all Hotspots with a black rectangle, or a black ellipse for elliptical hotspots.

Diagram Info

Opens a dialog that shows the diagram's Object Name (if it has one; if it doesn't, you can type one into the text box), Object ID number, zoom ratio, the offset of viewing from the left and top edges of the clipping frame, the margin between the diagram and surrounding text elements in pixels, the clipping frame's width and height in pixels, the viewing window's width and height in pixels, and the coordinates for the center of the viewing window over the clipping frame region to help you zoom. The **Diagram Info** dialog also has three options you can check: **Lock Diagram** prevents graphics from being resized or edited, **Disable Zoom** won't allow readers to enlarge or reduce their view, and **Crop to Fit** resizes the diagram window to fit within the document window. If **Crop to Fit** is checked (the default), graphic elements remain at their full size and are cropped to fit the diagram; if this option is turned off, *GUIDE* resizes graphic elements to fit within the diagram rather than cropping them.

Checking Graphic Element Information

If you can't remember whether graphic elements are internal or external graphics or if they are bitmaps or metafiles, you can use the **Element Info** command on the **Format** menu to find out.

The **Element Info** dialog shows:

- ◆ Whether the selected graphic element is an internal or external graphic
- ◆ Whether the selected graphic element is a bitmap, metafile, or Hotspot
- ◆ The selected graphic element's Object ID number

- ◆ Any Object name assigned to that graphic element; you can change the text in the **Name** box to edit the graphic element's Object name or, if no text appears in the **Name** box, type in an Object name for the graphic element
- ◆ The selected graphic element's position from the sides of the clipping frame shown in pixels
- ◆ The unscaled size of the graphic element
- ◆ The Hotspot Border information concerning shape.
- ◆ The Transparency information concerning the three possibilities of Opaque, Semi-Opaque, or Transparent.

Edit the text shown in the **Name** field to change the graphic element's Object name. If no text appears next to **Name**, the graphic element has not been assigned an Object name; you can type in text to name the graphic element Object if you like.

You can use the **Location** option to reposition graphic elements in the clipping frame (please see "Moving Graphic Elements," later in this chapter). Enter a number in the **Left**, **Top**, **Width**, and/or **Height** text boxes. Repositioning a graphic element may tuck part of it under the clipping frame. For example, if an unscaled graphic element is 523 pixels high and you enter a height of 600, the lower part of the graphic element disappears under the bottom of the clipping frame.

The **Name** text box in the **Element Info** dialog enables you to assign or change an Object name for the graphic or Hotspot. An Object name is a character string used to identify a *GUIDE* Object in special operations conducted by *LOGiiX* scripts, for example, when searching for Objects. For more information, please refer to Chapter 5, "Creating Object and Links"; Chapter 6, "Finding Objects and Links"; and the online *LOGiiX Command Reference*.

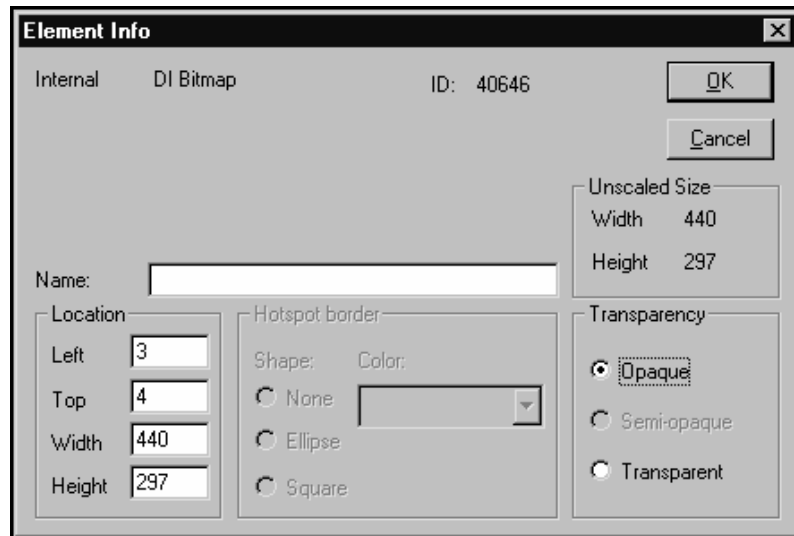


Figure 4-7
The Element Info dialog for the selected bitmap

Checking Diagram Information

You can select a diagram, and then pull down the **Format** menu and choose **Diagram Info** to open a dialog where you can see information about the diagram and change some of its attributes. The **Diagram Info** dialog shows you the diagram's Object Name, if it has one; if it doesn't, you can type one into the **Name** box. The diagram's Object ID number displays in the upper right corner.

Three check boxes enable you to control how the graphics display: **Lock Diagram** prevents graphics from being resized or otherwise edited, **Disable Zoom** prevents readers from zooming graphics, and **Crop to Fit** resizes the diagram window to fit within the document window. If the **Crop to Fit** option is checked (the default), graphic elements remain full size and are cropped to fit inside the diagram; if this option is turned off, *GUIDE* resizes the graphic elements to fit within the diagram rather than cropping them.

Zoom Ratio shows how far the image has been zoomed; a ratio of 1:1 indicates that graphic has not been zoomed. The numbers in the **Viewing Offset** boxes indicate the position of the viewing window from the left and top edge of the clipping frame. The boxes beneath **Margins** show the distance between the diagram and surrounding text elements in pixels. The **Clipping Frame** section shows the clipping frame's width and height in pixels. The information under **Viewing Window** indicates the viewing window's width and height in pixels. You can edit the numbers in these boxes to change the diagram's characteristics. **Viewing Center** shows the center of the viewing window over the clipping frame region; this information can be helpful when you zoom.

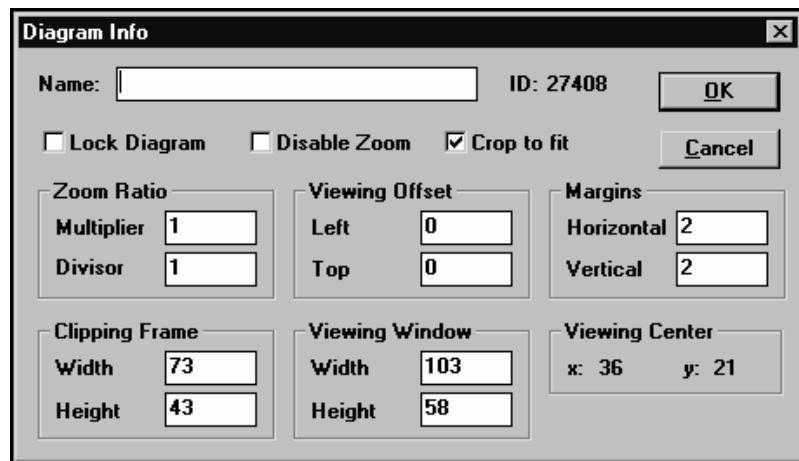


Figure 4-8
The Diagram Info dialog

Zooming Graphics

You can 'zoom in' to magnify a part of a graphic to view it in more detail or 'zoom out' for an overview. You can use the right mouse button or the plus and minus keys on the keypad to zoom in or out on graphics in *GUIDE Author* or *GUIDE Reader*. In *GUIDE Author*, you can also use the **Diagram Info** command on the **Format** menu. With the exception of the **Diagram Info** command, the following procedures can also be used in *GUIDE Reader*.

If a graphic is already at its original size and you want to magnify it to the fill the viewing window, double-click the secondary mouse button while the pointer is positioned over the graphic. To enlarge a graphic gradually, select the graphic and repeatedly tap the plus (+) key until you are satisfied with the graphic's magnification.

To zoom in on a specific point on a graphic with the mouse:

- 1 Position the mouse pointer over the graphic slightly above and to one side of the area you want to magnify.**
- 2 Press and hold down the secondary mouse button as you drag the pointer diagonally across the area you want to enlarge to define an enlargement frame.**

As you drag the pointer, a rectangle forms around the area you've defined.

- 3 Release the mouse button when you have drawn a box around the area you want to zoom in on.**

The box disappears and the area magnifies.

To zoom in on graphics with the **Diagram Info** command, choose **Diagram Info** from the **Format** menu, and then edit the numbers in the **Multiplier** and/or **Divisor** boxes. If the ratio is **1:1**, the graphic is at its original scale. If you enter a **5** as a multiplier (you can enter only positive numbers), the graphic is magnified five times its normal size. To zoom out, enter a divider that is larger than the multiplier, for example, a **5:10** ratio reduces the graphic in its viewing window to half its normal size.

To quickly zoom out from an enlarged graphic to its original size in the document, double-click the right mouse button. To gradually reduce a graphic's size, simply tap the minus key (-) until the graphic is the desired size. These techniques to reduce graphics work in both *GUIDE Author* and *GUIDE Reader*.

Panning Graphics

Panning enables you to move up, down, and across an image to see different areas in detail. If you enlarge (zoom in on) a graphic, you may need to pan it to see all its detail. To pan a graphic in *GUIDE Author* or *GUIDE Reader*:

- 1 Click on the graphic with the primary mouse button to select it.**
- 2 Tap the up, down, left, and right arrow keys on your keyboard repeatedly to pan the graphic in the desired direction.**

Cropping Graphics

Cropping a graphic lets you control what part of a graphic displays in the clipping frame. For example, cropping can be useful if you have a drawing that includes a logo that you want to hide, or you want to emphasize a particular area of a graphic.

To crop a graphic:

- 1 Click anywhere on the clipping frame to select it.**

The sizing handles of the clipping frame appear. Be sure to activate the sizing handles of the clipping frame and not the small black squares along the graphic's border.

- 2 Move the pointer over the middle handle on the side of the graphic you want to crop.**

The cursor shape changes into a plus sign (+) when it is positioned directly over the handle.

- 3 Hold the mouse button down and drag the plus sign until only the portion of the image you want to retain remains in view.**

For example, if you drag the bottom handle up, the bottom part of the graphic begins to disappear under the clipping frame. If you drag a side handle toward the center of the graphic, that side of the graphic begins to disappear under the clipping frame.

Recovering Hidden Graphic Elements

You can make clipping frames so small that the graphic elements inside them are hidden. To recover and display hidden graphics:

- 1 Select the clipping frame.**
- 2 Pull down the *Format* menu and click on *Show Elements*.**

If you can't see all the elements, use **Push to Back** and **Pull to Front** to restack them. If any portion of a graphic element falls within the clipping frame, **Show Elements** won't move it.

Moving Graphic Elements

You may want to reposition graphic elements in clipping frames. To move graphic elements one at a time, click on the graphic element you want to reposition to select it; when the sizing handles appear, reposition the mouse pointer over the selected graphic, hold the primary mouse button down and drag the mouse to move the graphic element to the position you want in the clipping frame.

To move several graphic elements at once, select the first graphic element, then hold down the **Shift** key and click on other elements you want to move. Position the mouse pointer over any of the selected graphic elements, then hold the mouse button down and drag the group of graphic elements to the desired position. *GUIDE Author* moves all the selected graphic elements at once.

You can also use the **Element Info** dialog's **Location** option to reposition graphic elements:

- 1 **Click on a graphic element you want to reposition.**
- 2 **Pull down the *Format* menu and choose *Element Info*.**
This opens the **Element Info** dialog.
- 3 **Edit the numbers in the *Left*, *Top*, *Width*, and *Height* text boxes.**

The numbers indicate the element's distance in pixels from the top, bottom, and left edge of the clipping frame and the graphic element's height. Repositioning a graphic element may tuck part of it under the clipping frame. For example, if the unscaled graphic element is 523 pixels high and you enter a height of 600, the bottom of the graphic element is hidden under the bottom of the clipping frame.

Sizing Graphics

To resize a graphic:

- 1 **Click anywhere on the graphic to select it.**
The sizing handles (small black squares along the graphic's border) appear when the graphic is selected.
- 2 **Move the pointer over any sizing handle on the border of the graphic until the cursor shape changes into a plus sign (+).**
If the pointer shape is an arrow, you don't have the pointer properly positioned over a handle; if you drag the mouse, you will move the graphic instead of resizing it.

- 3 Hold the mouse button down and drag the plus sign cursor away from the selected sizing handle to resize the graphic.**

To make the graphic smaller, drag the pointer toward the middle of the graphic. You can drag the pointer away from the middle to make the graphic bigger. The sizing handles on the corners resize the graphic's contents; the handles in the middle along the sides stretch or compress the graphic.

You can use the **Restore Size** command from the **Format** menu to return a graphic to the size it was immediately before you changed it.

Sizing More than One Graphic at a Time

You can size more than one graphic elements in the same clipping frame at the same time. This process allows you to resize a group of graphic elements while preserving their relative positions in the document. To simultaneously size multiple graphics:

- 1 Click on the first graphic to select it.**
- 2 Press *F3* and hold down the mouse button.**

One set of sizing handles appears around the group of graphic elements you've selected.
- 3 Move the mouse around on a resize handle until the pointer changes to a plus sign.**
- 4 Click and drag the mouse until the group of graphic elements is the size you want.**

GUIDE Author resizes all the graphic elements at once.

Sizing Diagrams

To resize a diagram, select the diagram, position the mouse pointer over the sizing handle in the lower right corner so that the cursor shape turns into a plus sign, and then drag the mouse until the diagram is the size you want. You can also resize diagrams in the **Diagram Info** dialog:

- 1 Select one of the frames or click on a graphic element to select its diagram. Only one sizing handle appears in the lower right corner of the selected diagram.**
- 2 Pull down the *Format* menu.**
- 3 Choose *Diagram Info* to open the *Diagram Info* dialog.**
- 4 Enter different numbers in the *Width* and/or *Height* text boxes of the *Viewing window* option.**

The numbers represent pixel measuring units; the number of pixels to an inch varies according to the computer's graphics adapter, system setup, etc.

Sizing or Moving Graphics Incrementally

The diagram grid enables you to resize or move the graphic elements in steps. This gives you more control over sizing. When the diagram grid is active, *GUIDE Author* performs sizing in increments of four pixels. To resize a scaled graphic in steps:

- 1 Select a graphic.**
- 2 Pull down the *Format* menu.**

3 Click on *Diagram Grid*.

Although you can't see it, the diagram grid divides the diagram into units of four pixels.

4 Move your pointer across the graphic's corner handle until you see the pointer change shape into a plus sign (+).**5 Press the mouse button and drag the corner out slowly.**

You'll see the graphic element jump outward from the corner four pixels at a time as you drag.

Copying Graphics

If you select an entire diagram when you copy graphics into the Clipboard from *GUIDE* documents, the copy retains the original graphic's zoom ratio, its current cropping and clipping frame position, and its colors. You can also copy multiple graphic elements or even a single graphic element rather than an entire diagram.

Moving Graphics Between Clipping Frames

You can use the **Cut**, **Copy**, and **Paste** options from the **Edit** menu or their tool bar icons to move graphic elements from one clipping frame to another in the same document or from a clipping frame in one document to a clipping frame in another document. To move graphic elements from one clipping frame to another:

1 Select the graphic element or elements you want to move.**2 Pull down the *Edit* menu and click on *Cut* or *Copy*.**

You can also use the **Cut** or **Copy** tool bar icons to insert the graphic element(s) into the Clipboard.

- 3 **Select the clipping frame where you want the graphic element(s) to appear.**
- 4 **Pull down the *Edit* menu again and click on *Paste* or use the *Paste* icon on the tool bar.**

GUIDE Author inserts a copy of the Clipboard contents into the selected clipping frame in the same position that it occupied in the original clipping frame. If the new clipping frame is smaller than the graphic's original clipping frame, you may not be able to see a graphic element after you have pasted it into the new clipping frame. If this is the case, either enlarge the second clipping frame or pull down the **Format** menu and click on **Show Elements**.

Inserting Multiple Elements into Diagrams

GUIDE Author centers the first imported graphic in the diagram and highlights the viewing window. If you begin to add other graphics without enlarging the diagram, subsequent graphics are placed on top of the first one. To include more than one graphic element in the same diagram:

- 1 **If you intend to use the Clipboard rather than *GUIDE Author's Place* command, cut or copy the graphic element you want to add into the diagram to insert that graphic into the Clipboard.**
- 2 **Select the diagram, making sure that any graphic elements already inserted into the clipping frame are not selected.**
- 3 **Select the *Paste* or *Place* option from the *Edit* menu or click on their tool bar icons to insert another graphic element into the selected diagram.**

The graphic element appears in the top left corner of the clipping frame. Because the size of the diagram is determined by the size of the first graphic element, the second graphic element may overflow the confines of the clipping frame and be partially hidden. You can enlarge the clipping frame to see all of the graphic elements.

Restacking Graphic Elements

You can stack graphic elements on top of one another and then change the order of graphics in the stack. You can pull one or more graphic elements to the front or push one or more graphic elements to the back.

To pull graphic elements to the front, click on the graphic element or elements you want to restack, then pull down the **Format** menu, and click on **Pull To Front**. To push graphic elements to the back, click on the graphic element or elements you want to restack, pull down the **Format** menu, and click on **Push To Back**.

Grouping Graphic Elements

Grouping graphic elements allows you to treat them as one Object that can be resized, cropped, etc. To group graphic elements:

- 1 Click on a graphic element that you want to include in a group.
- 2 Hold down the **Shift** key as you click on the other graphics you want to include in the group.
- 3 Pull down the **Make** menu and choose **Group**.

Locking Graphics

GUIDE Author provides a locking feature to prevent graphics from being inadvertently panned, zoomed, or resized. To prevent panning, select a graphic diagram and turn off the **Crop to fit** box in the **Diagram Info** dialog under the **Format** menu to remove scroll bars from the screen. When you check the **Disable Zoom** box in this dialog, readers can't zoom in and out on graphics.

There are two ways to lock diagrams from editing: You can choose **Lock Diagram** from the **Format** menu while the diagram you want to lock is selected or check the **Lock Diagram** option in the **Diagram Info** dialog. Locking graphics prevents readers from resizing or repositioning graphic elements and from resizing the viewing windows or clipping frames for those graphics.

You cannot scale and crop graphic elements, viewing windows, or clipping frames when **Lock Diagram** is active. If the paragraph's ruler margins are too narrow to display the diagram, you can unlock the diagram to fit it within the available space. Scaled diagrams let you see a reduced view of the graphic elements.

Deleting Diagrams and Graphic Elements

To delete diagrams, all their graphic elements, and the associated viewing window and clipping frame:

- 1 Drag your pointer across both frames and all graphic elements.**
- 2 Choose *Clear* from the *Edit* menu or press the *Delete* key.**

To delete one or more graphic elements in a diagram:

- 1 Select the graphic element or elements you want to delete.**
- 2 Choose *Clear* from the *Edit* menu or press the *Delete* key.**

CHAPTER 5

CREATING OBJECTS AND LINKS

You structure text and graphics in *GUIDE* documents by defining Objects and linking them. An Object can be a single word, a sentence, a paragraph, a graphic, or even a collection of graphics. Just about anything you can select with your mouse can be made into an Object. Objects can also be linked to information and devices outside *GUIDE*, including spreadsheets, video sequences, and audio clips. For detailed descriptions of *GUIDE* Object types, components, behavioral attributes, and link information, please see “About *GUIDE* Objects” in Chapter 3 of *Welcome to GUIDE Author*.

GUIDE Author's Object-oriented information model provides an intuitive framework for organizing information. When you define your information as Objects, you can attach attributes that determine the behavior and presentation of Object, and how they relate to other Objects in *GUIDE* publications.

Using Freeze

Objects in *GUIDE* documents are active or inactive depending on whether you activate the **Freeze** option. To create or modify Buttons and other Objects, **Freeze** must be turned on so that Objects aren't 'hot' (active). When you move the pointer over Objects with **Freeze** on, the Objects behave like regular text and graphics. The pointer displays as the insertion point (I-bar), allowing you to edit the Objects.

To turn **Freeze** on or off, use the **Freeze** command on the **Document** menu or the **Freeze** icon on the tool bar. There is a check mark before **Freeze** in the **Document** menu when **Freeze** is on. To change the **Freeze** state temporarily, press and hold the **Ctrl** key. This switches **Freeze** on or off for as long as you hold down **Ctrl**.

Creating Objects in GUIDE Author

No matter which type of Object you want to make, you follow the same procedure:

- 1 Select the text or graphic you want to make into an Object.**
- 2 Pull down the *Make* menu.**
- 3 Choose the command or appropriate icon in the tool bar for the type of Object you want to make.**

Generally, it's easier to create Objects and links when *GUIDE* Object symbols are visible. Use the **Show Symbols** command on the **Document** menu or the **Show Symbols** icon on the tool bar to display Object symbols.

Using Objects for Fielded Searches

One special use of Objects is in indexed documents. You can mark portions of your documents as fields, which can speed up searches by reducing the amount of data to be searched. You do this by treating the fields as Objects in *GUIDE*.

Say you mark portions of the documents in a collection as fields, using three field names: "North America," "South America," and "Europe." Your readers can then search in all documents of the collection or specify just one of the fields to narrow their search. For example, if readers select the appropriate index in *GUIDE Reader's Query* dialog, they can use the **IN** operator to create a **trucks IN Europe** query to search for all instances of "trucks" only in those portions of the documents designated as fields named "Europe."

With *GUIDE Author* you can easily create fields that your readers can use to locate information in *GUIDE Reader*. First, you enclose the data for a proposed field with a reference point. That is, with your *GUIDE* document open, select the portion of text you want to designate as a field. Then choose **Reference Point** from the **Make** menu to create a reference point, and with the text still selected, right-click on the text and choose **Attributes** from the pop-up menu to open the **Object Attributes** dialog. Check the Search Field box under Object Attributes and enter a name for the field in the Object Name text box. The name you use will display in the **Query** dialog when you use the index for this document collection to conduct a search in *GUIDE Reader*.

You can have up to 32 named fields in your document collection (there's no limit to the total number of fields); one field can even be nested within another. A field name can have up to 240 alpha-numeric characters; single spaces are allowed, but punctuation and quotation marks aren't.

Making Objects from Graphics

You can make Objects from graphics the same way you create Objects from text: select a graphic element, make it into a Button, create a target Object, and link it to the graphic Button. You can make an entire graphic element into a Button or overlay Hotspots on specific parts of a graphic (the next section in this chapter, "Creating Hotspots on Graphics," covers this topic in detail).

For example, to create a graphical Expansion Button, simply select a graphic element, and then choose **Expansion Button** from the **Make** menu or click on the **Expansion Button** icon in the tool bar. *GUIDE Author* displays a graphic Expansion stub that is already selected and shows its sizing handles (small black squares that frame the stub) in the top left corner of the clipping frame. You'll also notice that the cursor changes shape when you choose **Expansion Button**.

Because the Expansion stub is already selected, you can choose **Paste** from the **Edit** menu or use the **Paste** icon on the tool bar to replace the default stub contents with graphics from the clipboard automatically. You can also use the **Edit** menu's **Place Graphic** command to place graphic elements into the stub. (Since the Expansion stub is inside the graphic's clipping frame, only graphics can be pasted or placed into the graphic Expansion stub. If you want to link the graphic to text, make it into a Note Button or Reference Button rather than into an Expansion Button.)

You can resize and move the Expansion stub just like a graphic element: To resize the stub, drag one of the handles toward or away from the stub's center. To move the Expansion stub, freeze the document if it isn't already frozen, then click on the Expansion stub, hold the mouse button down, and drag the stub into position.

Creating Hotspots on Graphics

You may decide that you want to place a Button on a background graphic in a specific location, but you don't want to make the entire graphic into a Button. You can insert special graphic elements called "Hotspots" into a clipping frame, then position them over graphic elements and make each Hotspot into an Object.

For example, if you have an image of a flower garden, you can insert Hotspots, position them over different types of flowers, make the Hotspots into Note Buttons with verbal descriptions of individual flowers. When readers click on a Hotspot, a window pops up with information on the type of flower that's covered by the invisible Hotspot.

To insert a Hotspot into a diagram to overlay a particular area of the graphic element and make the Hotspot into a Button:

- 1 **Click on the graphic to select it.**
- 2 **Pull down the *Format* menu and click on *Insert Hotspot* or click on the *Insert Hotspot* icon on the tool bar.**

A Hotspot appears in the top left corner of the graphic diagram; sizing handles (small black squares) surround the Hotspot to show that it is selected.

- 3 **To resize the Hotspot, move your pointer over a corner sizing handle until the pointer turns into a plus sign (+). Hold the mouse button down and drag until the Hotspot is the size you want.**

Hotspot border and transparency can also be set by selecting **Element Info** from the **Format** menu.

- 4 **To move the Hotspot, place your pointer on the Hotspot (not over one of its sizing handles), press the mouse button, and drag the Hotspot to the desired location over the graphic element within the clipping frame.**
- 5 **Pull down the *Make* menu and select the type of Button you want to make from the Hotspot (for example, choose *Note Button*) or use the tool bar icon for that type of Button.**
- 6 **Link the Button to an appropriate target Object.**

Creating Links

When you create an Expansion Button or a Group, *GUIDE Author* automatically creates the link between the Expansion Button and Expansion or between each Object and its Group. To link other types of Buttons to their target Objects, however, use the **Start a Link** command. **Start a Link** starts a new link from a source or target Object in preparation to link it to another Object.

The order in which you create and link Objects in *GUIDE Author* usually doesn't matter as long as you start the link at one end and connect it at the other. For example, you could create a Definition first, and then create a Note Button to display it or vice versa. You can start the link at the Definition or the Button. Whichever you create first, the Object you click on to activate the link is defined as the source Object; the Object the link takes you to is the target Object.

Starting a Link

To use the **Start a Link** command:

- 1 **Place the insertion point between the source Object's symbols or, if the source Object is a graphic, click on the graphic.**
- 2 **Pull down the *Make* menu and click on *Start a Link* or use the *Start a Link* icon on the tool bar.**

GUIDE Author links Expansion Buttons and Expansions automatically, so this linking procedure applies to Note Buttons, Reference Buttons, and Command Buttons. You can also use *GUIDE Author's* pop-up menu to create links; please see "Shortcuts for Creating and Linking Objects" later in this chapter.

Connecting a Link

Once you start a link, use the **Connect Link** command from the **Make** menu or the pop-up menu, or use the **End Link** icon on the tool bar to complete it. **Connect Link** completes a link initiated with the **Start a Link** command. The **Connect Link** command is not available unless you have already chosen **Start a Link**. If you link an existing Object with a new Reference Point or Definition, any previous link is lost. Although you can create multiple links to an Object, you can only create one link *from* an Object.

If a link from an Object has already been started, the **Connect Link** menu command text tells you what type of Object the link originates from (for example, **Link from Reference Button**). **Connect Link** does not apply to Expansion Buttons and Expansions because *GUIDE Author* links them automatically.

If you want to prevent Objects in a document from being changed or unlinked, you can protect each one individually or protect the entire document. Pull down the **Tools** menu and choose the **Set Protection** command. When the **Set Protection** dialog opens, select **Entire Document** or **Selection**, then click on **Protect**.

IMPORTANT:

*You must place the insertion point inside the symbols of the Object you want to link to or select a graphic Object before you choose **Connect Link** or **End Link**.*

Shortcuts for Creating and Linking Objects

The following procedure outlines a quick method to make a Note Button and Definition using keyboard shortcuts:

- 1 Click on the Note Button icon or type *Ctrl+Shift+N* to create a Note Button.**
- 2 Enter the text you want to use for the Button label.**
- 3 Press *Ctrl+Shift+W* to open the Definitions window.**
- 4 Type the text for the note into the Definitions window.**
- 5 Close the Definitions window to return to the active document.**

You can also use the pop-up menu and tool bar icons to create Buttons, start links, and connect links:

- 1 Make sure *Freeze* is off.**
- 2 Move the mouse pointer over the Object you want to link.**
- 3 Press *Shift* and hold down the secondary mouse button.**
- 4 When the pop-up menu appears, select a command, then release the mouse button.**

The commands on the pop-up menu vary depending on the type of Object you selected and its current link. When you create a source Object, the pop-up menu provides options to start the linking process. When you create a target Object, the pop-up menu provides commands to complete links.

To create a Note Button and its Definition using shortcuts:

- 1 Place the insertion point where you want to create the Note Button or select text you want to use for the Note Button label.**
- 2 To make a Note Button, click on the Note Button icon on the tool bar or type *Ctrl+Shift+N*.**
- 3 If you didn't select existing text, type in the new text you want for the Note Button label.**
- 4 Position the pointer over the Note Button you just created, press the secondary mouse button to display the pop-up menu.**
- 5 Choose *Make Definition* from the pop-up menu.**
A Definition is automatically created and linked to the Note Button.
- 6 Enter, place, or insert the text or graphics for the Definition.**
- 7 Close the Definitions window to return to the active document.**

The Note Button is linked to the Definition.

You can also create a Command Button and its Definition using this method, except that you use the **Command** Button icon on the tool bar or the keyboard shortcut in Step 2.

Displaying and Printing Definitions

To display the Definitions for an entire document, pull down the **Make** menu and click on **Definitions Window**. *GUIDE Author* displays the Definitions for all the Note Buttons and Command Buttons in the active *GUIDE* document in a separate window.

To display a Definition for a particular Note Button or Command Button, click on the secondary mouse button while the cursor is over the Note Button or Command Button to display the pop-up menu, then click on **Show Definition**. *GUIDE Author* displays the Definitions window for that document scrolled to the Definition for the Note Button or Command Button. The text for that Definition blinks briefly to highlight it.

You can also print the content in the Definitions window. To do this, open the Definitions window, then choose the **Print** command from the **File** menu.

CHAPTER 6

FINDING OBJECTS AND LINKS

This chapter describes how to find Objects and links in *GUIDE* documents. The ability to find Objects and test the integrity of links becomes important when you have large or complex documents to manage. For example, you may decide that a publication no longer needs a particular Object. However, before you delete the Object, you need to determine if other Objects maintain links to it. Also, if you create documents with many Objects, you need to check that all Objects are correctly linked. *GUIDE Author's* tools for finding Objects and links can help you accomplish essential development and maintenance tasks like these.

Finding Objects

The **Find Objects** command on the **Tools** menu finds all Objects defined in the active document. This is useful when you want to see a list of Objects, change information about selected Objects, or generate an index for a document.

Click on the **Options** button in the **Find Objects** dialog to open the **Find Objects Options** dialog to tailor the information that the search results report to fit your particular needs with these options:

OPTIONS	DESCRIPTION
Text	Displays the text label, Object type, and ID number of any Object found, and indicates whether the Object is based on text or graphics.
Object Name	Displays the Object type, the ID number, and the name of any Object found.

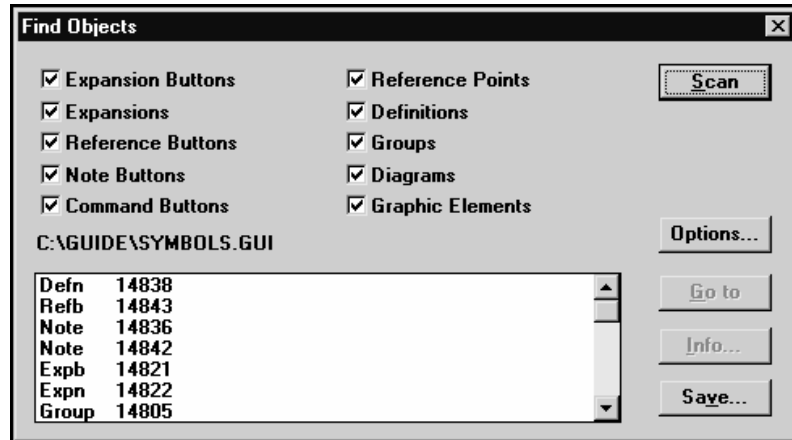


Figure 6-1
GUIDE Author's Find Objects dialog

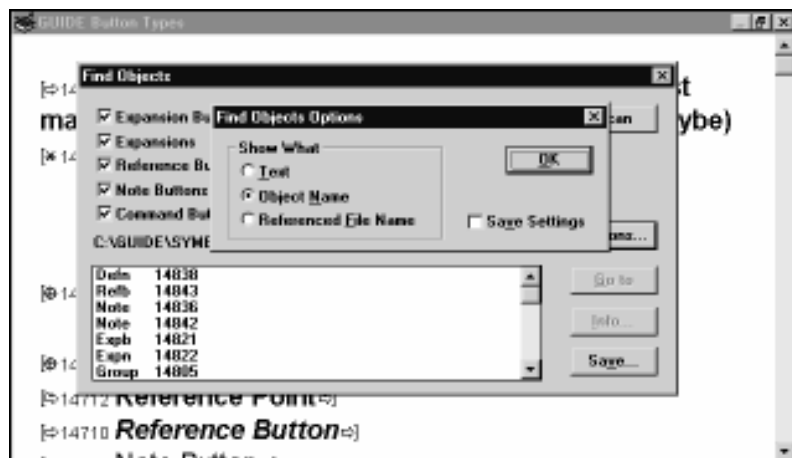


Figure 6-2
The Find Objects Options dialog

OPTIONS	DESCRIPTION
Referenced File Name	Displays the names of target documents for any Reference Buttons, Note Buttons, or Command Buttons found in the active document.
Save Settings	Check Save Settings to make the options you have selected the defaults that apply each time you start <i>GUIDE Author</i> . If Save Settings is not checked, <i>GUIDE Author</i> uses the changes for the current session only.

To use the **Find Objects** command:

- 1 Pull down the *GUIDE Author's Tools* menu.**
- 2 Click on *Find Objects*.**
GUIDE Author displays the **Find Objects** dialog.
- 3 Check the boxes for the types of Objects you want to search for.**
- 4 Click on *Options* in the *Find Objects* dialog to choose the type of information you want the search results to report.**
- 5 Click on *OK* to return to the *Find Objects* dialog where the *Scan* option is now available.**
- 6 Click on *Scan*.**

GUIDE Author searches for the types of Objects you specified, and then lists the Objects found and related information about those Objects based on the options you chose in Step 4. To scan again using different options, repeat Steps 3 and 4.

- 7 After the scan, you can select an Object from the 'hitlist' to activate the *Go to* and *Info* options.
- 8 Click on *Go to* to navigate to the selected Object's location in the active document or Definitions window; the Object blinks briefly to help you locate it.
- 9 Choose *Info* to display the selected Object's attributes and change them if you wish.
- 10 Choose *Save* to save the entire list of Objects as a *GUIDE* document that contains reference links to each Object on the hitlist. *GUIDE Author* opens the hitlist document for you to view and edit.
- 11 Double-click on the close boxes for any dialogs or windows opened during your *Find Objects* session and return to the active *GUIDE* document.

Finding Links

Find Links on *GUIDE Author's Tools* menu searches for links to a selected Object (the target Object) in active, linked, and selected documents. For example, an Expansion Button may be the target of several Reference Buttons; **Find Links** enables you to locate all Reference Buttons linked to that Expansion Button. This command is particularly useful to check the existence or integrity of links and to determine the implications of deleting an Object. You can configure link searches with these option (click the **Options** button in the **Find Links** dialog):

<i>OPTION</i>	<i>DESCRIPTION</i>
Text	Displays the text label, Object type, and ID number of any Objects linked to the target Object.
Object Name	Displays the name, Object type, and ID number of any Object linked to the target Object.
Active Only	Includes only the active document in the search.

OPTION

DESCRIPTION

Active and Linked

Includes linked documents in the search. A linked document has at least one Reference link **from** the active document that contains the target Object. Documents that maintain links **to** the active document aren't considered linked for searching purposes. If the active document contains any Reference links to other *GUIDE* files, this option lets you include linked documents in the search. If you select **Active and Linked**, *GUIDE Author* scans all *GUIDE* files linked to the active document and lists only those linked to the target Object. The Object types, ID numbers, and optional user-defined names of linked Objects also display.

Selected

Lets you select documents to include in the search.

Save Settings

Writes the new settings to the configuration file, making them the defaults that apply every time you start *GUIDE Author*. If this box is not checked, the changes apply only for the current session.

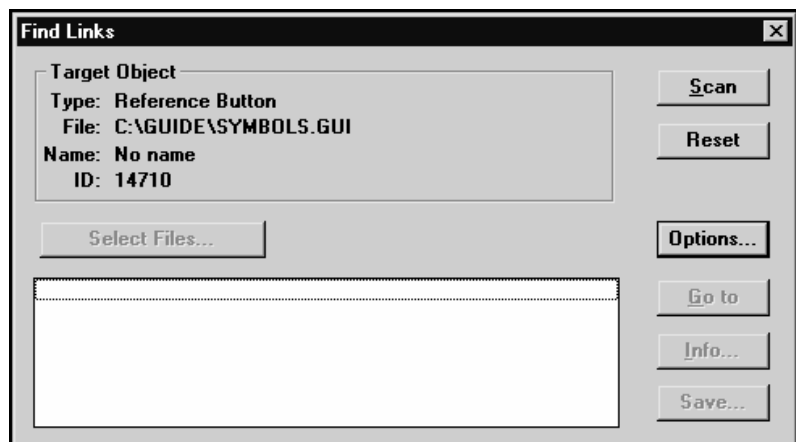


Figure 6-3
The Find Links dialog

To use **Find Links**:

- 1 Place the insertion point between the target Object's symbols.**
Hold the **Ctrl** key down to temporarily freeze Object activity.
- 2 Pull down the *Tools* menu.**
- 3 Click on *Find Links* to open the *Find Links* dialog.**
- 4 Click on *Options* in the *Find Links* dialog to define the scope of the search and results presentation.**
- 5 Click on *OK* to return to the *Find Links* dialog.**

When you click on **Selected** in the **Find Links Options** dialog, *GUIDE Author* enables **Select Files** in the **Find Links** dialog. **Select Files** opens a dialog where you can choose files to include in the search. You can click on **Add** to open the **Add Files to Catalog** dialog to locate the files you want to scan. When you return to the **Select Files** dialog, the selected files appear in the Files to Scan list.

Repeat this process until you've selected all the documents that you want to include in the search. Click on **Clear All** to discard all the files in the **Files to Scan** list. To delete individual files, select the file name and choose **Remove**. When you are finished, choose **OK** to return to the **Find Links** dialog.

- 6 Click on *Scan* in the *Find Links* dialog.**

GUIDE Author searches for links to the selected Object based on the **Find Links** option you chose in Step 4 and returns a list of documents and Objects linked to the selected target Object.

- 7 After the scan, you can click on a document or link name in the hitlist to activate the *Go to* option.**

When you click on **Go to**, *GUIDE Author* opens the document that contains the linked Object; the Object blinks briefly to help you locate it.

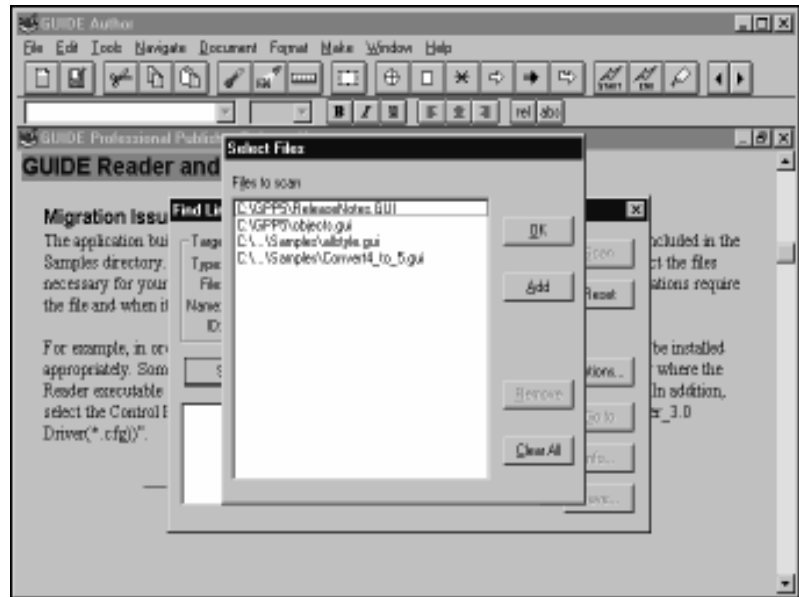


Figure 6-4
Selecting files for a Find Links scan

8 Click on an Object ID in the hitlist to activate the *Info* option.

When you choose **Info**, *GUIDE Author* displays the selected Object's attributes; you can change them if you like.

9 Choose *Save* to save the entire list of Objects as a *GUIDE* document that contains reference links to each Object on the hitlist. *GUIDE Author* opens the hitlist for you to view and edit.

10 Close any dialogs or windows opened during your *Find Links* session and return to the active *GUIDE* document.

CHAPTER 7

EDITING OBJECTS

You can edit the appearance, behavior, and label text or graphics of *GUIDE* Objects to help readers recognize them. You can set or change the appearance of Objects in several ways.

You can change the label text style to make it bold, italic, etc. You can change the color of label text or its background, enclose Objects in a box or leave them unboxed, and choose a specific cursor pattern that appears whenever a reader moves the mouse pointer over an Object of that type.

Changing Object Text

The styles applied to Object label text help highlight Objects in *GUIDE* documents. The default text styles for *GUIDE* Objects are:

OBJECT	DEFAULT TEXT STYLE
Expansion Button	Bold
Expansion	Plain
Note Button	<u>Underlined</u>
Reference Button	<i>Italic</i>
Command Button	<i>Italic</i>
Reference Point	Plain
Definition	Plain

To change the style of label text for all Objects of a certain type:

- 1 Pull down the *Document* menu and click on *Object Styles*.**
- 2 Select an Object type, then check the box next to the text style you want to use for that type of Object.**

For example, if you want all Expansion Buttons to appear in italic type, select **Expansion Button**, then **Italic**. Repeat this process for different Object types until you assign all the Object styles you want.

Options across the bottom of the **Object Styles** dialog apply styles to all Objects regardless of type. Click on **All Plain** if you want all Objects to have plain text labels. Click on **Default Styled** to return Object labels to the default text style for each type of Object. Click on **Default Boxed** to use default text styles for Objects with the addition of a box around their text labels.

- 3 Check *Make Default* in the *Object Styles* dialog if you want to change the default text styles for Objects to the configuration you've just defined.**

This applies the active Object styles to all Objects in both the active document and any new documents you create. If **Make Default** is not checked, the Object styles you've defined apply only to the active document.

GUIDE Author adds the appearance attributes you set with **Object Styles** to any text Object you've already created and to those you subsequently create. You can use the commands from the **Format** menu or options on *GUIDE Author's* formatting Ribbon to add these characteristics to styles for individual Objects.

Changing Object Colors

You can change the color of text or background in Object labels to highlight them. Using color to highlight text and background makes it easy for readers to recognize Objects. To change the color of an Object's text label:

- 1 Use the **Ctrl** key or the **Freeze** icon on **GUIDE Author's** tool bar to freeze Object activity, and then position the insertion point anywhere inside an Object but between the Object's symbols.
- 2 Pull down the **Format** menu and click on **Text Color**.
- 3 When the **Text Color** dialog opens, click on the color shown in the **Text** or **Background** box, depending on which you want to change.

A list of available colors drops down.

- 4 Click on the color you want to use; the sample area in the **Text Color** dialog gives you a preview of the Object label.

Repeat this process until you're satisfied with the color of both the text and its background.

- 5 Click **OK** to apply the color to the Object label or click **Cancel** to discard it.

Setting the Cursor Pattern

NOTE:

One of the cursor patterns you can choose is the Windows hourglass (ID #242). When you select this pattern, the cursor dialog displays the hourglass. This is just the cursor pattern you've chosen; its appearance does not mean that the application has paused or stopped responding. When you move the pointer outside the dialog, the cursor reverts to an arrow.

The shape of the mouse pointer, or cursor, changes when it is over a *GUIDE* Object. The cursor patterns you assign for Object types not only highlight the location of Objects in your *GUIDE* documents, they can also indicate the type of Object the cursor is over and suggest its purpose.

You can choose **Attributes** from the **Make** menu and select a pattern from the **Cursor** list in the **Object Attributes** dialog to set the cursor shape for an Object type. You can also use the pop-up menu to change the cursor pattern:

- 1 Move the mouse pointer over an Object, and then click once with the secondary mouse button to display the pop-up menu.**
- 2 Choose *Set Cursor*.**
The **Set Cursor** dialog opens to display the ID number for the Object's current cursor pattern. To see a list of available cursor patterns, click on the pattern display or the arrow beside it. Scroll until you see the pattern you want, then select it. The list folds away and the new pattern displays in the box.
- 3 Click on *OK* to return to the active *GUIDE* document where the new cursor pattern displays when the mouse pointer is over an Object of the type you selected before you chose *Set Cursor*.**

For a complete list of available cursor patterns and their ID numbers, see "Initializing *GUIDE Author*" in the *Welcome to GUIDE Author* manual.

Setting the Horizontal Size of a Note

When you click on a Note Button, its Definition displays in a pop-up window. To reset the horizontal size of a Note Definition's temporary window:

- 1 Choose *Definitions Window* from the **Make** menu to open the Definitions window for the active *GUIDE* document.**

- 2 Select a Note Definition.
- 3 Choose *Show Ruler* from the *Document* menu or click on the *Ruler* icon in the tool bar to display the text ruler in the Definitions window.
- 4 Click on the *abs* icon on the tool bar to set the units on the Definitions window's ruler to absolute.
- 5 Adjust the right margin marker to size the window horizontally.
- 6 To change the pop-up window's vertical size, add or delete carriage returns inside the Definition symbols.
- 7 Close the Definitions window, and then click on the Note Button linked to that Definition to display the Definition's pop-up window and check its new size.

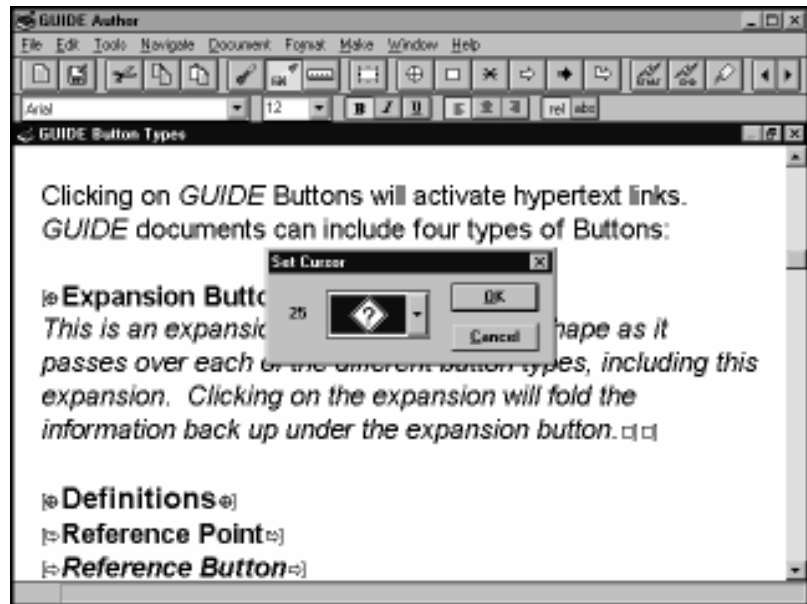


Figure 7-1
GUIDE Author's Set Cursor dialog

Changing Object Behavior

Objects in *GUIDE* are composed of three components: data (the text or graphics used to label, or make, the Object), presentation attributes, and behavioral attributes. In addition, information associated with each Object (the Object type, Object ID number, and its link status, for example) give it a unique identity in the *GUIDE* environment and specify its relationship with other Objects.

The data component is the text or graphic that appears on the screen when the Object displays. In the case of Command Definitions, data consists of the instructions or *LOGiiX* script that executes when a reader clicks on the associated Command Button.

Presentation attributes apply primarily to text Objects. These attributes determine how the data is displayed and include text styles, fonts, sizes, effects, and colors. Behavioral attributes define what happens when a reader clicks on a source Object or when a target Object displays. For example, you can specify that a source Object blinks whenever it's activated or that a target Object appears at the top of the document window when it first displays.

You can control more than Object appearance; you can also set or change Object behavior. How an Object behaves depends on its Object type and the attributes that can be assigned to it. Please see the table "Behavior Attributes for *GUIDE* Objects" at the end of this chapter.

You can use the **Attributes** command to change Object behavior. To access the **Object Attributes** dialog, place the insertion point between the Object's symbols, pull down the **Make** menu, and choose **Attributes** or click on the **Attributes** icon in the tool bar. You can also access **Attributes** through the pop-up menu.

NOTE:

The Object at the start of a link is the source Object; an Object at the end of a link is the target Object. When the target Object is in a different document than the source Object, the document at the end of the link is called the target document.

The **Object Attributes** dialog shows the type of Object you're working with, its Object ID number, and any assigned Object name. The listings vary according to the type of Object you've selected. You can type text in the **Object Name** field to assign a specific name for that Object. Object names display in the hitlist (search results) when you use the **Find Object** or **Find Links** command on the **Tools** menu to search for Objects. If you select a Reference Button, Note Button, or Command Button (a source Object) before you selected **Attributes** from the **Make** menu, the target Object's ID number and the name of the document that contains the target Object appears in the **Object Attributes** dialog.

You can redirect a link to a target Object manually; simply change the target document name and Object ID number in the **Object Attributes** dialog, then check **Local Link** or **Remote Link** to specify whether the link is local or remote. Check **Remote Link** if you plan to connect this link to an Object in another document.

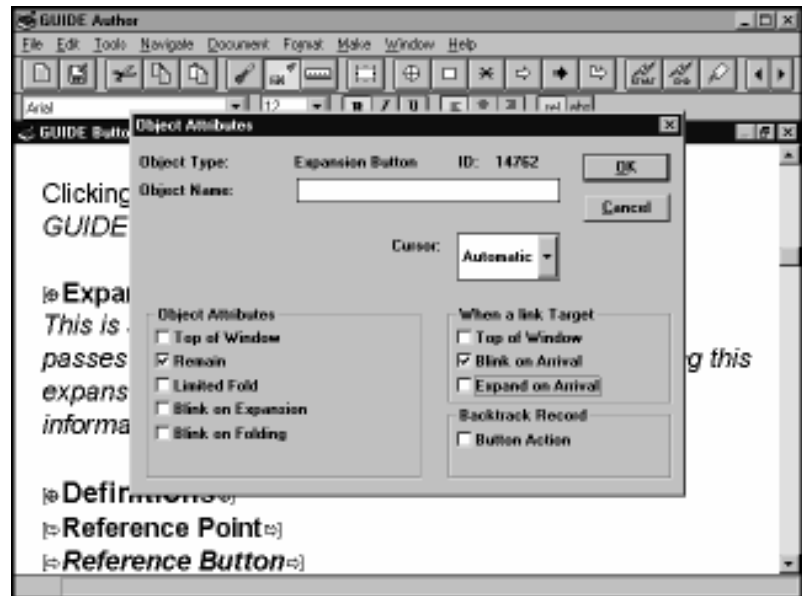


Figure 7-2
GUIDE Author's Object Attributes dialog

The following table provides detailed descriptions of Object attributes. Note that not all attributes can be applied to all types of Objects. Also keep in mind that when an Object is a link target, you can only define it with **Top of Window** and **Blink on Arrival** attributes. When Objects become part of the backtrack record by being selected, they can only be defined with the **Object Action** and **Arrival at Target** attributes. Command Definition behavior depends on the contents of the *LOGiiX* script that executes when a reader clicks on the associated Command Button.

BEHAVIOR ATTRIBUTES FOR GUIDE OBJECTS

ATTRIBUTE	APPLIES TO	BEHAVIOR
Object Attributes		
Top of Window	Expansion Buttons	The Expansion (the target Object) displays at the top of the active document window when it unfolds.
	Groups	The Group displays at the top of the document window when a reader folds an Expansion in that Group.
Remain	Expansion Buttons	The Expansion Button remains visible when its Expansion unfolds.
	Groups	The active Expansion Button unfolds and the labels of folded Expansion Buttons and any text or graphics inside the Group displays when Remain is applied.
Limited Fold	Expansion Buttons	After the Expansion unfolds, it remains open. The only way you can fold it away again is to click on the Expansion Button (normally, you click on an Expansion to fold it). This prevents the Expansion from folding accidentally.
Blink on Expansion	Expansions	The Expansion blinks briefly when it unfolds.
Blink on Folding	Expansion Buttons	The Expansion Button blinks briefly after its Expansion folds away.

BEHAVIOR ATTRIBUTES FOR GUIDE OBJECTS (CONTINUED)

ATTRIBUTE	APPLIES TO	BEHAVIOR
Object Attributes (Continued)		
Local Link	Reference Buttons Note Buttons Command Buttons	Specifies that the link is local (the target Object is in the same <i>GUIDE</i> document).
Remote Link	Reference Button Note Button Command Button	Specifies a remote link (the target Object resides in another document).
Close this Document	Reference Buttons	If a Reference Button is linked to a remote Object, this attribute closes the document that contains the Reference Button after the document that contains its Reference Point opens.
Keep Document Active	Reference Buttons	Keeps the document that contains the Reference Button active even after the document that contains its target Object opens.
Close Target on Backtrack	Reference Buttons	Closes the document you backtrack from when you backtrack to a Reference Button. This allows you to 'chain' through a series of <i>GUIDE</i> documents but keep just one document open.

BEHAVIOR ATTRIBUTES FOR GUIDE OBJECTS (CONTINUED)

ATTRIBUTE

APPLIES TO

BEHAVIOR

When a Link Target**Top of Window**

Expansion Buttons
 Expansions
 Groups
 Reference Buttons
 Reference Points
 Note Buttons
 Command Buttons

Objects can be both the source and target of links. If an Object is the target of a link, you can apply this attribute to display the Object at the top of a document window after a Reference action.

Blink on Arrival

Expansion Buttons
 Expansions
 Groups
 Reference Buttons
 Reference Points
 Note Buttons
 Command Buttons

The Object blinks briefly when it first displays. The Object also blinks on arrival if it displays as the result of a backtrack action.

Expand on Arrival

Expansion Buttons

This attribute ensures that Expansion Buttons that are the target Object of links expand before they display.

Search Field

Reference Points

This attribute facilitates searches in selected portions or 'fields' of documents.

Backtrack Record**Object Action**

Expansion Buttons
 Groups
 Reference Buttons
 Note Buttons
 Command Buttons

Records the Object's action in the backtrack record.

Arrival at Target

Reference Buttons

Records arrival at the target Object for backtracking.

Removing GUIDE Structure from Objects

You can remove *GUIDE* Object structure but leave intact the text or graphics used to label Objects. To 'unmake' an Object:

- 1 Activate *Freeze*, if necessary.**
- 2 Position the insertion point somewhere between the symbols of the Object you want to unmake.**
- 3 Pull down the *Make* menu and click on *Unmake*.**

The text of the **Unmake** command varies on the menu according to the type of Object you've selected to unmake.

GUIDE Author removes the Object structure and formatting, but leaves intact the text or graphic that was used to label the Object in the *GUIDE* document. *GUIDE Author* can unmake Objects that are nested inside other Objects. For example, if you created a Reference Point inside an Expansion, you can position the pointer between the Reference Point symbols and choose **Unmake** to remove the Reference Point but leave the Expansion. Conversely, if you position the insertion point inside the Expansion but outside the Reference Point symbols and choose **Unmake**, *GUIDE Author* removes the Expansion, but leaves the Reference Point.

When you unmake a folded Expansion Button, *GUIDE Author* unfolds the Expansion. If the Button and its Expansion were created from text, *GUIDE Author* inserts the Expansion text after the Expansion Button label text in the document.

CHAPTER 8

USING THE GLOSSARY

You can use *GUIDE Author's* Glossary to store nearly anything you use frequently—text, graphics, scripts, etc.—so you have that material readily available to insert into *GUIDE* documents as you create and edit them. Quick access to this 'boilerplate' material reduces the amount of time you spend on repetitive activities such as opening files, and cutting and pasting.

This chapter describes how to use *GUIDE Author's* Glossary. You'll learn how to add, retrieve, change, and delete items from the Glossary.

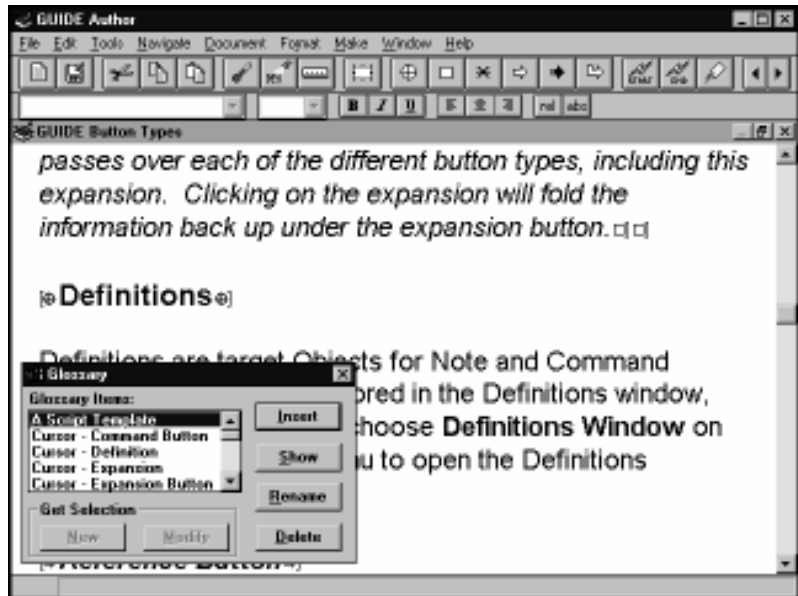


Figure 8-1
GUIDE Author's Glossary dialog

Adding Items to the Glossary

To add an item to the Glossary:

- 1 Select the item (text, graphic, or Object) that you want to add to the Glossary.**
- 2 Pull down the *Tools* menu and click on *Glossary* or press *Ctrl+G*.**
- 3 Click on *New* under *Get Selection*.**
GUIDE Author displays a dialog where you can name your new Glossary item.
- 4 Type a unique name for the new Glossary item over *Unnamed* in the *Item Name* text box.**
- 5 Click on *New* to accept the name, close the *Item Name* dialog, and return to the *Glossary* dialog.**

Your new item is highlighted in the **Glossary Items** list.

- 6 Click on the close box in the title bar of the *Glossary* dialog.**

Another dialog appears to ask if you want to save changes to the Glossary. Click **Yes** to save the revised Glossary, **No** to discard the new item, or **Cancel** to return to the **Glossary** dialog.

Displaying a Glossary Item's Contents

You can display what a Glossary item contains as well as its name:

- 1 Pull down the **Tools** menu and click on **Glossary**.
- 2 Select the item you want to see from the **Glossary Items** list in the **Glossary** dialog, and then click on **Show**.
GUIDE Author displays the contents of the Glossary item you selected.
- 3 Click anywhere on the window that displays the Glossary item's contents to close it and return to the **Glossary** dialog.

Changing a Glossary Item Name

To rename a Glossary item, but leave its contents unchanged:

- 1 Pull down the **Tools** menu and click on **Glossary**.
- 2 Select the item you want to change from the **Glossary Items** list in the **Glossary** dialog.
- 3 Click **Rename** in the **Glossary** dialog.
- 4 Type over the current name in the **Item Name** text box.
- 5 Click **Rename** to accept the new item name and return to the **Glossary** dialog.
- 6 Click on the close box in the title bar of the **Glossary** dialog to close it.

Another dialog appears to ask if you want to save changes to the Glossary. Click **Yes** to save the revised Glossary, **No** to discard the new item, or **Cancel** to return to the **Glossary** dialog.

Inserting Glossary Items into Documents

To insert an item from the Glossary into a *GUIDE* document:

- 1 Position the insertion point where you want to insert the Glossary item into the document.**
- 2 Pull down the *Tools* menu and click on *Glossary*.**
- 3 Select the name of the item you want to insert from the *Glossary Items* list in the *Glossary* dialog, then click on *Insert*.**

GUIDE Author inserts the Glossary item, closes the **Glossary** dialog, and returns you to the active document.

Scripts are often inserted from the **Glossary** as Definition Objects. If you can't insert a Glossary item, make sure the insertion cursor is in the Definitions window but not in a Definition Object, and try again.

A quicker way to insert a Glossary item into a *GUIDE* document:

- 1 Position the insertion point where you want to insert the Glossary item.**
- 2 Press *Ctrl+G* to open the *Glossary* dialog.**
- 3 Select the Glossary item you want to insert into the document from the *Glossary Items* list in the *Glossary* dialog, and then click *Insert* to paste the item into the document.**

Changing a Glossary Item's Contents

You can change the contents of a Glossary item without changing its name:

- 1 **Select the text or graphics you want to use to replace the contents of a current Glossary item.**
- 2 **Pull down the *Tools* menu and click on *Glossary*.**
- 3 **Select the name of the Glossary item you want to modify from the *Glossary Items* list in the *Glossary* dialog, and then click on *Modify* in the *Get Selection* field.**
- 4 **When *GUIDE Author* displays a dialog that shows the name of the *Glossary* item you selected, click on *Modify*.**

GUIDE Author modifies the contents of the item in the Glossary and returns you to the **Glossary** dialog. If you click on **Cancel**, *GUIDE Author* does not modify the **Glossary** item.

Deleting a Glossary Item

To delete an item from the Glossary:

- 1 **Pull down the *Tools* menu and click on *Glossary*.**
- 2 **Select the item you want to delete in the list from the *Glossary Items* list in the *Glossary* dialog.**
- 3 **Click on *Delete*.**
- 4 **Click on *OK* to delete the item when *GUIDE Author* asks you to confirm the deletion; choose *Cancel* if you change your mind.**

When you click on **OK**, *GUIDE Author* deletes the item from the Glossary. When you click on **Cancel**, *GUIDE Author* retains the item in the Glossary.

CHAPTER 9

PRINTING DOCUMENTS

In this chapter, you'll learn how to prepare documents for printing, how to print documents on various printer types, and how to print portions of a document or an entire document. Before you print a document, make sure that you have selected a printer that is properly connected to your computer.

Page Setup

GUIDE Author's **Page Setup** dialog lets you control how documents appear when you print them. This step is optional. **Page Setup** options include:

OPTIONS	DESCRIPTION
Margins	You can set the left, right, top, and bottom margins by typing new values into the appropriate edit boxes. The abbreviation that follows the edit boxes specifies whether the margins are measured in inches or millimeters.
Orientation	Click on Portrait to orient contents vertically on the page or on Landscape for a horizontal page format.
GUIDE Style	The As Display option prints Object text in the type styles you've chosen with the Set Object Styles command. When you choose this option, the appearance of Objects in the printout approximately matches their appearance on the computer screen. Select None if you want <i>GUIDE Author</i> to ignore Object typefaces.

OPTIONS	DESCRIPTION
Footer Text	Enter any text you want to appear across the bottom of printed pages in the Footer Text box.
Page Numbers	Click on the box to turn page numbering on; click on the box again to turn page numbering off. If this option is checked, <i>GUIDE Author</i> centers page numbers at the bottom of printed pages unless you also specify footer text, in which case footers print in the lower left corner and page numbers in the lower right corner on each page.
Make Default	If you check this option and choose OK , <i>GUIDE Author</i> records your page setup specifications in the configuration file, making them the defaults that apply every time you create a new document. If this box is not checked, <i>GUIDE Author</i> saves the changes only for the active document.

To use the **Page Setup** dialog:

- 1 Pull down the *File* menu and click on *Page Setup*.**
The **Page Setup** dialog displays.
- 2 Select one or more print options in the *Page Setup* dialog.**
- 3 Choose *OK* to save the options for *GUIDE Author's Print* and *Print All* commands.**

Printing the Active Frame

You can print the entire document or just the active Frame at its current level of expansion (only Expansions that are currently unfolded appear in the printout).

- 1 Choose *Print* from the *File* menu.**
GUIDE Author opens the **Print** dialog.

- 2 **Select the range of pages to print.**
Choose **All** to print all pages in the active Frame. To specify individual pages for printing, enter the page numbers in the **From** and **To** edit boxes.
- 3 **You can change the print quality in the Printer Properties dialog.**
- 4 **If you want to print to an Encapsulated PostScript (EPS) file rather than on paper, check *Print to File* in the *Print* dialog, and then click *Properties*. When the *Printer Properties* dialog opens, click *PostScript* to open that tab dialog, and choose *Encapsulated Postscript (EPS)* from the drop-down list. Click *OK* to return to the *Print* dialog.**
- 5 **Type the number of copies you want to print into the *Copies* text box.**
- 6 **Choose *OK* to print the Frame at its current level of expansion.**

Printing an Entire Document

You can print an entire *GUIDE* document, including all Frames and all Expansions, even those that are hidden. The document's Note Definitions automatically print on a separate page at the end of the printout. To print an entire document, choose **Print All** from the **Print** dialog. Please see the preceding section "Printing the Active Frame" for a description of options available in the **Print** dialog.

NOTE:

If you just want to print a document's Definitions, choose the Definitions Window command from the Navigate menu before you select the Print option.

CHAPTER 10

ADVANCED TOPICS

This chapter describes advanced topics you'll find useful in creating and refining electronic publications in *GUIDE Author*. You'll learn how to:

- ◆ Launch other applications from *GUIDE* documents
- ◆ Control the serial port
- ◆ Use **opcl3.dll** to open and close documents
- ◆ Add a control panel
- ◆ Use *LOGiiX* to add multimedia to publications
- ◆ Prepare *GUIDE* documents for publication on the Internet

About Interpreters

GUIDE Author supports interpreters that can access external systems: **logiix.dll** provides access to *LOGiiX*, a powerful macro language, **launch3.dll** launches other applications, **opcl3.dll** opens and closes documents, and **serial3.dll** controls the serial port. Scripts that call these interpreters reside in the Definitions windows of *GUIDE* documents as Command Definitions that execute when users activate linked Command Buttons. For detailed information about *LOGiiX*, see the *LOGiiX User's Manual* and the online *LOGiiX Command Reference*.

Launching Other Applications

You can use Command Buttons to launch other *GUIDE* publications, Windows-based applications, or even non-Windows-based applications. For example, you could create a Command Button that launches a spreadsheet and then returns you to your *GUIDE* publication.

To launch another application from a *GUIDE* document, simply create a Command Button and link it to a Definition that calls the **launch3.dll** interpreter provided with *GUIDE Author*. You can assign special parameters to maximize the launched application and minimize your *GUIDE* publication.

Launching Windows Applications

To write a Command Button Definition to launch Windows applications, enter syntax similar to this in the Definitions window:

```
#launch  
load c:\pathname\application
```

#launch specifies the use of the (**launch3.dll**) interpreter. The **load** option tells *GUIDE Author* to load a specific application and open it minimized (as an icon on the Windows desktop). Substitute the drive letter, path, and name for the application you wish to run, for example, **load c:\windows\excel.exe**.

After the Definition has been linked to a Command Button, the Windows application launches whenever a reader clicks on the associated Command Button.

Launch Options

You can use options in Command Definitions that launch other applications from *GUIDE* publications for varying effects: **load** launches the specified application as an icon (minimized), **run** opens the application at its normal size, and **zoom** maximizes the application to fill the entire screen when it is launched.

The syntax for **load** is described in the previous section. The syntax for the **run** option is the same:

```
#launch  
run c:\path\application
```

for example, **run c:\windows\excel.exe**

The syntax for the **zoom** option is:

```
#launch  
zoom c:\path\application
```

for example, **zoom c:\windows\excel.exe**

You can use an **icon** option before **load**, **run**, or **zoom** to minimize the *GUIDE* application that contains the Command Button that launches the other application before the application specified in the Command Definition opens. The syntax is:

```
#launch  
icon  
run c:\path\application
```

for example, **run c:\windows\excel.exe**

Controlling the Serial Port

You can use Command Buttons to drive any device connected to the serial port of your computer. You can control a videodisc player, modem, or other serial peripheral.

To use *GUIDE*'s serial interpreter (**serial3.dll**) to drive a serial device, first create a Command Button, and then write a script for its Command Definition similar to this:

```
#serial
port in com1:
port out com1:
mode in com1:1200,N,8,1
mode out com1:1200,N,8,1
synch out 2000
data out "go\0d\0a"
```

#serial specifies the serial interpreter. The **port** commands tell the serial interpreter which ports to use for input and output. The **mode** commands initialize the serial port for input and output; the syntax is the same as that for the DOS **mode** command.

The **synch** command sets a time-out in milliseconds for the serial port. If the input or output transfer doesn't take place before this time-out occurs, the transfer is abandoned. A zero time-out is equivalent to asynchronous output.

The **data out** command sends the string surrounded with quotes to the output port. A **data in** command asks the interpreter to pause until it receives a specified data string from the currently selected input port.

Using *opcl3.dll*

Another *GUIDE* interpreter, **opcl3.dll**, it allows you to use certain commands such as **open** or **close** in a Command Definition. The **opcl3.dll** commands are similar to the *LOGiiX* functions of the same names. For more information about *LOGiiX*, see the *LOGiiX User's Manual* and the online *LOGiiX Command Reference*. Table 10-1 lists **opcl3.dll** commands and parameters; these commands only function in the active *GUIDE* document.

To use a **opcl3.dll** command, first create a Command Button, and then write a script for the Button's Command Definition similar to this:

```
#opcl  
CommandName (parameters)
```

#opcl is the alias for the open/close interpreter; this line passes instructions that follow to the **opcl3.dll** interpreter. **CommandName (parameters)** identifies the command(s) and parameter(s) you want to use in the script (please see Table 10-1).

After the Definition has been linked to a Command Button, the interpreter executes the specified commands according to the script parameters whenever a reader clicks on that Command Button.

TABLE 10-1 — OPCL3.DLL COMMANDS AND PARAMETERS

COMMAND	PARAMETERS	DESCRIPTION
Version	No parameters	Displays a message box that identifies the version of the open/close interpreter in use
Wait	Time	Waits for the number of seconds specified by Time
Open	DocumentName	Opens (activates) the document specified by DocumentName
Close	DocumentName	Closes the document designated by the DocumentName parameter if it's open
CloseAll	No parameters	Closes all open <i>GUIDE</i> documents
TopLevel	No parameters	Performs the Top Level command
Backtrack	No parameters	Performs the Backtrack command
FirstFrame	No parameters	Performs the First Frame command
PrevFrame	No parameters	Performs a Previous Frame command
NextFrame	No parameters	Performs the Next Frame command
LastFrame	No parameters	Performs the Last Frame command
GoToFrame	FrameNumber	Goes to the document Frame specified by FrameNumber
SendToBack	No parameters	Sends the document to the back of the stack of open documents
ReferenceTo	DocumentName ObjectName	Simulates a Reference action from the active document to the document and Object specified by DocumentName and ObjectName
NameAction	ObjectName	Activates the <i>GUIDE</i> Button specified by ObjectName
Beep	No parameters	Sounds an audible beep

Creating a Control Panel

To create a control panel document:

- 1 **Use a painting or drawing application that's compatible with Windows to create the control panel icons or use the icons provided in *GUIDE Author's Glossary*. When you are finished, copy the icons to the Clipboard.**
- 2 **Open a new *GUIDE* document, and position its window where you want the control panel to appear each time it is opened.**
- 3 **Paste your icons into the document.**

- 4 **If your icons are represented as a single graphic element, insert a Hotspot and place it over each icon.**

For more information about Hotspots, please see "Working with Graphics" earlier in this manual.

- 5 **Make each Hotspot into a Command Button.**

For more information about Command Buttons, please see "Creating Objects and Links" earlier in this manual.

- 6 **Make a Definition.**

To make a Definition, choose **Definition** from the **Make** menu or the pop-up menu. Your Definition might contain an open/close interpreter command or a *LOGiiX* script. For detailed information about *LOGiiX*, see the *LOGiiX User's Manual* and *LOGiiX Command Reference*.

- 7 **Use the *Properties* command to set the *Stay Back* attribute for the control panel document.**

This ensures that the control panel's Buttons remain available when publication content documents are active. (Please see "Creating Objects and Links" for more information about the **Stay Back** attribute.)

- 8 **Uncheck the *Title Bar* and *Scroll Bar* display options in the *Document Properties* dialog and give the control panel a thin border or no border.**

TIP:

Use one large control panel graphic rather than many small ones for better performance.

- 9 Use *Document Properties* to lock the control panel document from zooming.
- 10 Position the document accurately using the *Ctrl+F7* (move) and *Ctrl+F8* (resize) accelerator keys.

Using Multimedia

Multimedia is an exciting and dynamic field. Opening your documents to media besides text and graphics adds new depth and dimension to the information you present. *GUIDE Author* allows you to embed animation, digital audio, and video sequences into *GUIDE* documents through *LOGiiX* scripts.

Using multimedia in *GUIDE* documents isn't complicated. Start by deciding what media is most appropriate for your information and audience. For example, consider this scenario: you would like to distribute a *GUIDE* document that teaches people to tune an automobile engine. One of the procedures involved in an engine tune-up is changing the spark plugs. Rather than explain it all with words, you can link a video clip to the document through Buttons and include a full motion demonstration of a person changing spark plugs. Readers who want to see how it's done can click on the Button and view the video sequence; those who already know how to change spark plugs can skip the demonstration.

Consider another scenario: Your *GUIDE* document is a language lesson. Users read phrases on the screen and click on the phrases to hear how they are spoken. The phrases in the text are Buttons linked to audio recordings.

Any kind of media that can be digitized can be incorporated into *GUIDE* documents. By now, most people are familiar with audio compact discs (CDs); audio from a CD can be incorporated into a computer application. MIDI (Musical Instrument Digital Interface) allows you to control your own musical instrument (for example, a synthesizer) from your computer.

Incorporating multimedia in *GUIDE* publications requires careful planning and some simple programming with *LOGiiX*. You'll find

the results are worth the minimal effort involved. Typical media devices include videodisc players, CD players, animation players, and MIDI sequencers.

Three *LOGiiX* functions named **mciSendString**, **mciGetLastError**, and **mciGetErrorString** give you access to the capabilities of the Windows Media Control Interface (MCI). The MCI allows you to work with media through a high-level interface and to control video displays, audio hardware, videodisc players, and videotape players. Because the MCI handles the interface between *GUIDE* publications and various media and devices, you can easily add any number of multimedia features to *GUIDE* documents. Please see your Windows or Microsoft Multimedia Development Kit documentation for more information about multimedia and the MCI.

Using LOGiiX Multimedia Functions

Windows includes the file **mmsystem.dll**, which is a dynamic link library that provides functions that enable *GUIDE* publications to display multimedia files and control various multimedia devices. The **mmsystem.dll** uses the MCI to translate between *GUIDE* documents and multimedia components.

Three *LOGiiX* functions — **mciSendString**, **mciGetLastError**, and **mciGetErrorString** — pass text strings that instruct the MCI to play media elements. You can also use the **mciWaitNotify** function with **mciSendString** to execute another command while the media element is playing. And you can use *LOGiiX* multimedia functions to test the success of a procedure and to display any error messages generated. To use the multimedia functions, simply include them in *LOGiiX* scripts. For more information on *LOGiiX* programming, see the *LOGiiX User's Manual*.

For convenience, you might want to set up a standard Definition that includes a routine with the new functions, then refer to that Definition in other multimedia scripts. You might also want to make the Definition a Glossary entry so you can use it later. For more details about the MCI functions, please refer to the documentation for Windows or the Microsoft Multimedia Development Kit.

Multimedia Troubleshooting

If you get unexpected results from a script or media player, you should check to make sure that:

- ◆ All external hardware has power.
- ◆ All cables and connections are secure.
- ◆ You installed all required software drivers correctly.
- ◆ The *LOGiiX* scripts that correspond to various tasks are correct. If a syntax error occurs, you should see an error message that identifies the problem; however, if the script logic is in error (for example, if lines are in the wrong order), you won't see an error message. Check the script.

Also remember to consult the documentation for equipment and software you are using in conjunction with *GUIDE* publications.

Publishing Documents on the Internet

You can publish *GUIDE* documents on the Internet if you place them on a World Wide Web server. This is a particularly good distribution solution for documents that change daily, for example, government regulations or financial data that need to be updated and distributed each day to staff at other locations.

You can also use the protocols described in this section to publish *GUIDE* documents on internal Web servers.

You can create a Reference Button in a source document linked to target documents on an Internet server to give readers access to the information. The source document may be on a local network, on a computer's hard drive, or on a CD-ROM.

Readers must be connected to their Internet servers before they can access documents with HyperText Transfer Protocol (HTTP) links. If you place documents on the Internet, you must modify your **infacces.ini** file to include Internet items. For more information about editing the **infacces.ini** file, see "Initializing *GUIDE Author*" in Chapter 2 of *Welcome to GUIDE Author*.

To create an Internet reference:

- 1 **Create a Reference Button in a source document stored on your local hard drive.**
- 2 **Pull down *GUIDE Author's Make* menu and choose the *Attributes* command to open the *Object Attributes* dialog.**

- 3 **Click on the *Remote Link*.**

The **Target Document** option displays.

- 4 **Enter the path to the target document URL (Uniform Resource Locator) on the Internet in the following order: the HyperText Transfer Protocol (HTTP), server name, directory path, and *GUIDE* file name.**

For example, an entry could look like this:

```
http://www.orcas.com/regs/daily.gui
```

Please note that two forward slashes are required between **http:** and the server name in accordance with URL protocol.

- 5 **If you want to open the document on the Internet at a particular Reference Point, make sure the correct *Target Object ID* is entered in the related text box of the *Object Attributes* dialog.**

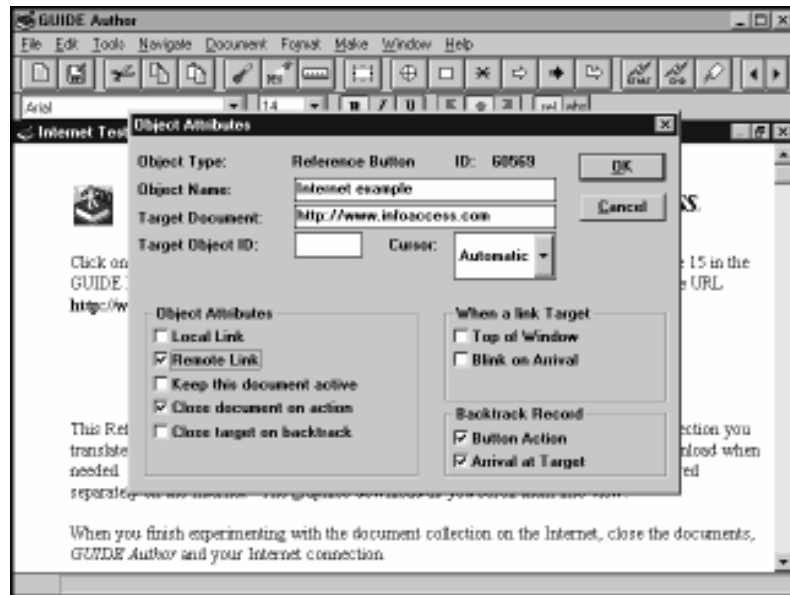


Figure 10-1
The Internet path is recorded in the Target Document text box in GUIDE Author's Object Attributes dialog

HTTP Relative Links

With *GUIDE Professional Publisher*, you can use relative links when publishing your electronic documents on a Web server. Consider the following four examples. In each case, a link has already been established to **doc1.gui** and we are now linking **doc1.gui** to **doc2.gui**. The reference for **doc2.gui** would be entered in the **Target Document** field of the **Object Attributes** dialog, as explained above. The examples show where the Web server will look for **doc2.gui** in each case:

/dir/doc2.gui	looks for a path starting at the virtual root of the Web server
----------------------	---

doc2.gui	looks for the file in the same directory as doc1.gui
dir/doc2.gui	looks for the file in the subdirectory dir
../doc2.gui	looks in the parent directory of the directory that contains doc1.gui

HTTP Proxy Servers

GUIDE Professional Publisher provides proxy server handling so that you can offer access to your Web site on the Internet through a “firewall machine.” This is done by entries in the **infoaccess.ini** file. When you install *GUIDE Author*, the following section and entries appear in the initialization file:

```
[remote settings]
directory=c:\guide
cache=500
```

where **directory** identifies the directory for your cache. To complete this section of the initialization, you’d add two settings, such as:

```
proxy=nntest.infoaccess.com
noproxies=www.washington.edu;www.infoaccess.com;
www.planet.net
```

The **proxy** setting refers to your firewall machine. With this particular entry, the server is **nntest.infoaccess.com**. However, if the URL you are seeking specifies one of the hosts in the **noproxies** list, *GUIDE* goes directly to that server instead.

CHAPTER 11

TROUBLESHOOTING

This chapter contains information that will help you correct actions you didn't mean to take. *GUIDE Author* includes commands to let you cancel your most recent action and that enable you to discard any changes to document's content or window you make during a single authoring session.

Using Undo

IMPORTANT:

Undo applies only to your most recent action in GUIDE Author.

The **Undo** option in the **Edit** menu lets you reverse your most recent action, including **Undo** itself. For example, if you make a Button and it's the most recent thing you've done, you can use **Undo** to reverse the action. If making the Button wasn't your most recent action, use the **Unmake** option described in Chapter 7, "Editing Objects." The following actions can be reversed:

Cut
Copy
Paste
Clear
Place
Delete Frame
Cut Frame

This means that if you use any of these command options by mistake or change your mind, you can pull down the **Edit** menu, click on **Undo**, and *GUIDE Author* reverses the action.

Using Revert Content

The **Revert Content** option in the **File** menu undoes any changes you made to the active document since the last time you saved it. For example, you may have changed a font, added a few graphics, and made some Expansion Buttons. If you decide that you preferred the document the way it was before you made changes during this editing session, pull down the **File** menu and click on **Revert Content**.

Using Revert Window

The **Revert Window** option in the **File** menu reverses any changes you've made to the active document window size or position. When you use **Revert Window**, *GUIDE Author* undoes any window style, size, or position changes made since the last time you saved the active document. To use this option, pull down the **File** menu and click on **Revert Window**.

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