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How Do I Step-by-step instructions for common tasks



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Using Help Hints on learning Help

Edit (OLE link option)

Lets you jump to the linked application to edit the object.

How to Use It

Cut and Paste Note Text



Edit, Cut, Copy, or Paste

Purpose

Use Cut or Copy to place note text on the Clipboard. Cut removes the text from the note, while Copy leaves the note text intact and places a duplicate on the Clipboard.

Use Paste to paste Clipboard contents into an Envoy file. Pasted text appears as a note.

Steps

To place note text on the Clipboard,

- 1 Right-click a note, then choose Cut or Copy.

To paste Clipboard contents into an Envoy file,


- 1 Choose Paste from the Edit menu, then click in the main viewer or on a thumbnail.

See Also

[Edit a File](#)

DELETED TOPIC

Create a Runtime File



 Save as Runtime Viewer, Print

Purpose

Use the Envoy printer driver to create a runtime file. Because it is attached to the Runtime Viewer, a runtime file takes up more disk space than a regular Envoy file.

For more information on print destinations, see *Set Up the Envoy Driver*.

Steps

- 1 Create a document in any Windows application that prints. 
- 2 Select the Envoy Driver in the application's Windows printer list.
- 3 Select Save as Runtime Viewer from the print destination list.
- 4 Print the document as you would print any other document in that application. 

See Also

[Create an Envoy File](#)

[Save a File](#)

[Set Up the Envoy Driver](#)

print destination

Lets you open the document in the Envoy Viewer, save the file, create a runtime file, or send through E-mail.

[How to Use It](#)

 **Hint**

You can also create a runtime file in Envoy using Save As.

scaling

Enlarges or reduces what prints on screen and on the printed page.

About Envoy Viewer

Purpose

Envoy is an electronic publishing program that lets you create, annotate, and distribute files quickly and easily. Envoy Viewer files can be exchanged easily between Windows and Macintosh platforms.

Use About Envoy Viewer to get information about the program release date and your licence number.

Steps

- 1 Choose About Envoy Viewer from the Help menu.
- 2 Click OK.

See Also

[Customer Support](#)

Help Menu

Use the options on the Envoy Help menu to get online Help.

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See Also

[Using Help](#)

Embed Fonts



File, Print Setup, Envoy Driver on EVY;, Options, Fonts

Purpose


Envoy automatically reproduces fonts using intelligent font mapping.

However, in rare cases you may wish to embed some fonts in the files you create. Embedding ensures that the exact fonts will appear in the file you send, regardless of the fonts the recipient has installed. But note that adding fonts also adds greatly to file size.

Use Envoy Driver True Type Font Embedding Options to create a default list of fonts that will be embedded into your Envoy files. All embeddable fonts on your system appear in the dialog box.

Steps

Before you send a document to Envoy,

- 1 Select the Envoy printer driver.
- 2 Open the printer setup dialog. 
- 3 Choose Fonts.
- 4 Select the font(s) from the list on the left, then click the right arrow.
or
Click Non Standard to select all embeddable fonts.
- 5 Select the font(s) in the document.
- 6 Print to the Envoy Driver.
The Envoy Driver embeds the font(s) in the Envoy file.

To remove the font(s) from the default embedded list,

- 1 Select font(s) in the Embed list, then click the left arrow.
or
Click None to remove them all.

See Also

[Font Reproduction](#)

[Set Up the Envoy Driver](#)

Open in Envoy Viewer

Launches the Envoy Viewer with your printed file as the current document.

Save as Envoy File

Saves the printed file with a .EY extension so that you can open it in the Envoy Viewer.

Send to E-mail Users

Attaches the Envoy file to a mail message (see *Send an Envoy File by E-mail*).

 **Hint**

If you are creating a link from a word processor, select the text you wish to link.

Save as Runtime Viewer

Creates a file that you can open on a PC computer that does not have Envoy installed.

Save in Spool Directory

Saves the file to a directory (Spool) that was created when you installed Envoy.



Open a File

 File, Open

Purpose

Use Open to open an Envoy file from within the viewer. You can also open an Envoy file by clicking its icon in the Windows Program Manager.

Steps

- 1 Click the Open icon on the Toolbar. 
- 2 To change the drive, choose from the Drives list.
- 3 To display directory contents, double-click an option in the directory list box.
- 4 To display only certain kinds of files in the directory, choose an option under List Files of Type. 
- 5 Select the file you wish, then click OK.

See Also

[Close a File](#)

Save a File



File, Save or Save As

Purpose

Use Save to save the current document for the first time or to replace the current document on disk. Use Save As to save the current document with a new name, in a different directory, with security restrictions, or in a new format.

If you have saved an earlier version of this file, Save will replace the document on disk with the version in the viewer. If you do not wish to replace the document on disk, use Save As and rename the file before you save.


Steps

To save or replace the current document,

- 1 Click the Save icon on the Toolbar.

If you have not saved this file before, Envoy brings up the Save As dialog box.

To use Save As,

- 1 Choose Save As from the File menu, then choose any of the following options. 

File Name

Drives

List Files of Type

Directories list

Security

- 2 Click OK.

See Also

[Open a File](#)

Set Up the Printer




File, Print Setup

Purpose

Use Print Setup to select a printer, paper size, and page orientation. You can also select a printer from the Windows Control Panel.

Steps

- 1 Choose Print Setup from the Envoy File menu.
- 2 To select a different printer, choose Specific Printer, then select a printer from the list.
- 3 Select Portrait or Landscape to change the paper orientation. 
- 4 Select a paper size from the list, if you wish.
- 5 Select a source from the list, if you wish.
- 6 Choose Options, select any other options you wish, then click OK.

See Also

[Print to Paper](#)

[Set Up the Envoy Driver](#)

Invisible Rectangle

Surrounds the source area with a rectangle that is visible on screen but will not print on paper.

greeked text

Greeked text shows as grey lines in the viewer. For example, the text on the thumbnail views is greeked. Greeked text displays faster. You can read greeked text by zooming in on it.

Highlight



Tools, Highlight

Purpose

Use the Highlight tool to highlight text or a rectangular area you select. You can change highlight style and colour with Highlight Properties.

Steps

- 1 Click the Highlight icon on the Toolbar.
- 2 Click on text and drag to highlight text lines.
or
Click outside text and drag a rectangle to highlight anything inside it.
- 3 Click the Highlight icon again to quit highlighting.

See Also

[Customise Highlighting](#)

Add Pages



View, Thumbnails, Top or Left, click a thumbnail, drag and drop

Purpose

Use the Thumbnails to add pages to an Envoy file. You can either cut pages from one file and paste them in the other, or you can keep the pages in the source document and duplicate them in the other.

Steps

- 1 Open two Envoy files.
- 2 Display Thumbnails on both files.
- 3 Select a page or a range of pages in one file.
- 4 To cut and paste, drag the selection and drop it on the other file's thumbnail area.
or
To copy pages, hold down the Control key while you drag and drop.

See Also

[Delete a Page](#)

[Display the Thumbnail Views](#)

[Rearrange Pages](#)

[Select Thumbnails](#)

Arrange Icons

Neatly arranges any minimized files in the viewer.


Change Hypertext Properties

 Tools, Hypertext, right-click, Hypertext Properties

Purpose

Use Hypertext Properties to change the appearance of a hypertext source area and destination.

Steps

- 1 Click the Hypertext icon on the Toolbar.
- 2 Right-click the area you wish to edit, then choose Hypertext Properties.
- 3 Choose any of the following options. 
 - Invisible Rectangle
 - Framed Rectangle
 - Coloured Text
 - Underlined Coloured Text
 - Underlined Only
 - Source Text Colour
 - Button
 - Centre Destination in Window
- 4 Click OK.

See Also

[Create a Hypertext Link](#)
[Edit a Hypertext Link](#)
[Use a Hypertext Link](#)

Change the Thumbnail Defaults

 Edit, Preferences, Thumbnails

Purpose

Use Thumbnail Preferences to change the default zoom level, screen position, page number display, and greek level for the thumbnail views. These choices remain in effect until you change them.

Steps

1 Choose Preferences from the Edit menu, then choose Thumbnails.

2 Choose any of the following options.

Preferred Zooms

Greek below:

Default Zoom

Show Page Numbers

Position

To return to the previous settings,

1 Click Defaults.

See Also

[Change the Zoom Levels for the Main Viewer](#)

[Display the Thumbnail Views](#)

Change the Zoom Levels for the Main Viewer



Edit, Preferences, Main View

Purpose

Use Main View Preferences to change the zoom levels and the size at which text in the main viewer window is greeked. These choices stay in effect until you change them again.

Steps

1 Select Preferences from the Edit menu, then choose Main View.

2 Choose any of the following options.

Fit to Width

Fit to Height

Fit to Window

Set Zoom to:

Greek below:

Maximize Document Window

Preferred Zooms

See Also

[Change the Thumbnail Defaults](#)

Control Document Size and Quality



Envoy Driver Setup, choose an option

Purpose

Use the Envoy Driver settings to make trade-offs between the file size of .EVY documents and their overall quality. These settings make the most difference in documents that contain bitmaps.

For more tips on authoring Envoy files, see *Common Questions* under *Additional Help*. For help creating very large Envoy documents, see the README file.

Steps

To create a smaller .EVY file,

1 Open the Envoy Driver Setup dialog box, then choose from the following options.

[Settings list](#)

[Custom Options](#)

[Custom Options: Bitmap Colour](#)

See Also

[Embed Fonts](#)

Create a Bookmark




Tools, Bookmark

Purpose

Use Bookmark to create an alphabetical list of bookmarks that lets you jump to selected parts of a document.

Steps

- 1 Click the Bookmark icon on the Toolbar.
- 2 Click on text and drag to bookmark the selected text lines.
or
Click outside text and drag a rectangle to bookmark anything inside it. 
- 3 Type a brief label for the bookmark and select a link style, then click OK.
The first few characters of selected text become the bookmark label unless you change it.
- 4 Repeat steps 2-3 to create another bookmark.
or
Click the Bookmark icon again to quit creating bookmarks.

See Also

[Customise Bookmarks](#)

[Use Bookmarks](#)

Create a File with Drag and Drop



Windows File Manager, drag and drop

Purpose

Use Drag and Drop to create an Envoy file without opening an application.

Steps

- 1 Open the Windows File Manager and locate the file you wish to convert to an Envoy file.
- 2 Drag the file and drop it on top of the minimized Envoy Viewer.
or
Drag the file and drop it on top of the open Envoy Viewer.

See Also

[Create an Envoy File](#)

Create a Hypertext Link





Tools, Hypertext

Purpose

Use Hypertext to create a link between two parts of a document. Once the link is created, you can jump from the source to the destination area.

You cannot create a link between two separate documents.

Steps

- 1 Click the Hypertext icon on the Toolbar.
- 2 Click on text and drag to select text lines as a source. 
or
Click outside text and drag to create a rectangle or a button as a source. 
- 3 Go to the page you wish to link, then drag to create the destination.
- 4 Repeat steps 2-3 for another link.
or
Click the Hypertext icon again to quit creating hypertext links.

See Also

[Change Hypertext Properties](#)

[Use a Hypertext Link](#)

Create a New File in the Envoy Viewer



File, New

Purpose

Usually you create an Envoy file by printing from another application or by importing from within Envoy.

Use New to create a blank Envoy document in the Envoy Viewer. You can copy text into a note from the Clipboard, drag and drop thumbnails to add pages from another Envoy document, and add annotations.

Steps

- 1 Open the Envoy Viewer.
- 2 Click the New icon on the Toolbar.

See Also

[Create a File with Drag and Drop](#)

[Create an Envoy File](#)

[Import a File](#)

Create or Edit a Sticky Note



Tools, Note

Purpose



Use the Note tool to create or change a sticky note anywhere in an open Envoy document. You can also select note text and copy it to the Clipboard or insert text into a note from the Clipboard.

Unless you hide annotations first, annotations print when you print a file on paper. For best printing results, be sure your notes are a light colour and are no more than a quarter inch from the edge of the page.

The name of the person who created a note (its author) appears on the status line.

Steps

To create a note,

- 1 Click the Note icon on the Toolbar.
- 2 Click anywhere in the main viewer window to add a standard-size note. 
or
Drag a rectangle of any size.
- 3 Type the text you wish on the note. 
- 4 Click outside the note.

To change text on a finished note,

- 1 Double-click the note, then edit it.

To insert text from the Clipboard into a note,

- 1 Double-click the note, place the insertion point where you wish the text to appear, then choose Paste from the Edit menu.

See Also

[Customise or Resize a Note](#)

[Show or Hide Annotations](#)


Customise Bookmarks

 Tools, Bookmark, select a bookmark, Properties

Purpose

Use Bookmark Properties to change a bookmark's label and appearance in the viewer.


Steps

- 1 Click the Bookmark icon on the Toolbar.
- 2 Place the Bookmark icon on the bookmarked area and right-click, then choose Bookmark Properties. 
- 3 Choose any of the following options.
 - Label
 - Centre Bookmark in Window
 - Fit Bookmark to Window
 - Select Bookmark Content after Jump
- 4 Click OK.

See Also

[Create a Bookmark](#)

Customise Highlighting


 Tools, Highlight, select highlighting, Properties

Purpose

Use Highlight Properties to change the selected highlight's author, colour, and style. The author shows in the status line at the bottom of the screen when highlighting is selected.

These changes remain in effect until you change them again.

Steps

- 1 Click the Highlight icon on the Toolbar.
- 2 Right-click on a highlighted area, then choose Highlight Properties. 
- 3 Select the highlight properties you wish to change.
- 4 Click the Highlight icon again.

See Also
[Highlight](#)

Customise or Resize a Note



Tools, Note, Properties



Purpose

Use Note Properties to change a note's author, font style, colour, or icon style. These changes stay in effect until you change them again.

You can also resize a note.

Steps

To customise a note,

- 1 Place the pointer on the note and right-click. 
- 2 Choose Close Note if you wish the selected note to appear as an icon. 
or
Choose Note Properties, then choose any of the following options.
[Text Options](#)
[Text Colour](#)
[Icon Style](#)
[Background Colour](#)
[Author](#)
- 3 Click OK.

To resize a note,

- 1 Select and drag the border or corner of the note in the direction you wish it resized.

See Also

[Create or Edit a Sticky Note](#)

Close a File



File, Close or Close All

Purpose

Use Close or Close All to exit an Envoy file or files. If you have changed a file, you will be prompted to save it before you close it.

Steps

- 1 To close just the active file, choose Close from the File menu.
or
To close all open files, choose Close All from the File menu.

See Also

[Open a File](#)

 **Hint**

You can delete and add text as you would in most word processors. Use the arrow keys to view text that scrolls off the view in a small note.

Delete a Page

Purpose

You can delete a page or pages from an Envoy file using the thumbnails.

Delete pages with care. You cannot reverse the deletion.

Steps

- 1 Select the thumbnail(s) you wish to delete, then press the Delete key.

See Also

[Add Pages](#)

[Rearrange Pages](#)

[Select Thumbnails](#)

Display OLE Links



Edit, Links

Purpose

Use Links to see a list of the OLE links in an Envoy file.


Steps

- 1 Open a file containing a linked object.
- 2 Choose Links from the Edit menu.

See Also

[Link an OLE Object to an Envoy File](#)
[OLE Concepts](#)

Display the Thumbnail Views

 View, Thumbnails, Top or Left

Purpose

Use Thumbnails to make thumbnail views visible. You can also display page numbers and resize the thumbnail views.

Steps

To display thumbnails,

1 Click the Thumbnail icon on the Toolbar to display thumbnails across the top of the viewer.

or

Click again for left-side placement.


or

Click a third time to hide the thumbnails.

To display page numbers under the thumbnails,

1 Choose Thumbnails from the View menu, then choose Show Page Numbers.

To zoom in or out on the thumbnail views,

1 Right-click anywhere in the thumbnail area. 

2 Choose a percentage.

See Also

[Change the Thumbnail Defaults](#)

[Select Thumbnails](#)

Edit a Hypertext Link



Tools, Hypertext, right-click

Purpose

Use the Hypertext QuickMenu to edit a hypertext source or destination. The options on the QuickMenu are different for a source or a destination.

Steps

- 1 Click the Hypertext icon on the Toolbar.
- 2 Right-click the selected area to edit.
- 3 Choose any of the following options.
 - Clear
 - Hypertext Properties
 - Edit Link
 - Edit Source
- 4 Click the Hypertext icon again to quit editing.

See Also

[Change Hypertext Properties](#)

Edit an OLE Link



Edit, Links

Purpose

Use Links to edit an OLE link in an Envoy file.

Steps

- 1 Choose Links from the Edit menu.
- 2 Select the link you wish to edit in the Links list box.
- 3 Choose one of the following options.
 - [Update Now](#)
 - [Cancel Link](#)
 - [Change Link](#)
 - [Edit](#)

See Also

[Edit an OLE Object](#)
[Link an OLE Object to an Envoy File](#)
[OLE Concepts](#)

Previous View


Returns to the previous page or zoom level.

Edit an OLE Object

Purpose

Once you have embedded or linked an OLE object in an Envoy file, you can edit the object without exiting Envoy.


Steps

- 1 Double-click the object to open its source application.
- 2 Edit the object as desired.
- 3 Choose Exit & Return to Envoy from the File menu in the source application to return to your Envoy document. 
or
Choose Update from the File menu to remain in the source application.

See Also

[Embed an OLE Object into an Envoy File](#)


Embed an OLE Object into an Envoy File

 Edit, Insert Object

Purpose

Use Insert Object to insert objects (such as figures, animation clips, and charts) from different applications into an Envoy document. You can then edit the object in its source application without exiting Envoy.

Steps

- 1 Choose Insert Object from the Edit menu.
- 2 Select the object type you wish, then click OK.
- 3 Click in the Envoy file where you wish the object inserted.
The server application launches.
- 4 Create or retrieve the object in the server application.
or
Choose Update from the File menu to remain in the server application.
- 5 Choose Exit & Return to Envoy Viewer from the File menu in the server application. 

You can now move and size the object as desired.

See Also

[Edit an OLE Object](#)

[Link an OLE Object to an Envoy File](#)

[OLE Concepts](#)

Export



Select, Edit, Copy

Purpose

Use Copy to export selected text and graphics to the Clipboard. Use Save As to export all the text in a file.

Graphics are copied to the Clipboard as WMF files in Windows. Scalable graphics remain scalable.

Steps

1 Select text or graphics.

or

Select thumbnails to select whole pages of text. 

2 To copy text or graphics to the Clipboard, choose Copy from the Edit menu.

or

To export all the text in a file, choose Save As from the file menu, select Text Files from the Format list, then click OK.

See Also

[Import a File](#)

[Select Text or Graphics for Export](#)

[Select Thumbnails](#)

File Navigation



View

Purpose

Use the first eight items on the View menu (or the corresponding buttons on the Toolbar and status bar) to move within an Envoy document.

You can also use the the keyboard to move within a file, note, or dialog box. See *Keystrokes*.

Steps

- 1 Choose any of the following options from the View menu.

First Page

Previous Page

Next Page

Last Page

Go To Page

Go To Bookmark

Previous View

Next View

See Also

Keystrokes

Use Thumbnails to Move to Another Page

Show or Hide Annotations



View, Annotations

Purpose

Use Annotations to make annotations temporarily disappear from the main view and the thumbnails. This may be useful when printing on paper.

When annotations are displayed, a check mark appears beside the menu item.

Steps

To hide annotations,

- 1 Choose Annotations from the View menu.

To view them again,

- 1 Choose Annotations again.

See Also

[Display the Thumbnail Views](#)

[Show or Hide the Toolbar and Status Bar](#)

Import a File



File, Import, File

Purpose

Use Import to create an Envoy file from within the Envoy Viewer.

The imported file must have an extension associated with a Windows application through the Windows registration database. For example, WordPerfect filenames should end with the extension .WPD.

Steps

- 1 Choose Import from the File menu, then choose File.
- 2 Select or enter the directory and name of the file you wish to convert to Envoy, then click OK.

See Also

[Create a File with Drag and Drop](#)

[Create an Envoy File](#)

[Import Annotations](#)

Import Annotations



File, Import, Annotations

Purpose

Use Import to copy annotations from one file to another.

When you import annotations, the imported annotations remain on the same page they were on in the file you are importing from. If the destination file is shorter than the file you're importing from, items on page numbers not present in the destination file will not be imported. The properties of imported annotations remain the same.

Steps

- 1 Choose Import from the File menu, then choose Annotations.
- 2 Select the file you wish to import from, then click OK.
- 3 Select the type(s) of annotation you wish to import, then click OK.

See Also

[Import a File](#)

Link an OLE Object to an Envoy File




Edit, Paste Link

Purpose

Use Paste Link to link an object created in another application to your Envoy file.

If an OLE destination file becomes separated from its source file, the link is broken. For example, if you create a link in Envoy, then send the Envoy file to someone who does not have access to the source file, the link does not exist.

Steps

- 1 Open the server application.
- 2 Create or retrieve an object in the server application.
- 3 Save the object with a filename.
- 4 If it is not already selected, select the object. 
- 5 Choose Copy from the Edit menu to copy the object to the Clipboard.
- 6 Switch to Envoy.
- 7 Choose Paste Link from the Edit menu.
- 8 Click in the Envoy file where you wish to paste the object.

You can now move and size the object as desired.

See Also

[Display OLE Links](#)

[Edit an OLE Link](#)

[OLE Concepts](#)

Print to Paper



File, Print

Purpose

Use Print to print an Envoy file on paper.

Before you print, select and set up the printer. See [Set Up the Printer](#).

Steps

- 1 Click the Print icon on the Toolbar.
- 2 Select All to print the entire document.
or
Select Selection to print pages you have selected in the viewer.
or
Select Pages, then specify the range in the From and To boxes.
- 3 Select a print resolution from the Print Quality list.
- 4 Specify the number of copies you wish in the Copies text box.
- 5 Select Collate Copies, if you wish.
- 6 Click OK to start printing.

See Also

[Set Up the Printer](#)

Create an Envoy File



File, Print

Purpose

Use the Envoy printer driver to create an Envoy file from within any Windows application that prints.

By default, printing to the Envoy Driver opens your document in the Envoy Viewer. You can also create a runtime file or print the file to a directory you specify.

The Envoy Driver preserves fonts and page layout and compresses most files to at least half their original size.

Steps

- 1 Create a document in any Windows application that prints.
- 2 Select the Envoy Driver in the application's Windows printer list.
- 3 Select a print destination (for example, under Setup in WordPerfect).
- 4 Print the document as you would print any other document in that application.

See Also

[Create a New File in the Envoy Viewer](#)

[Create a Runtime File](#)

[Import a File](#)

[Set Up the Envoy Driver](#)

Rearrange Pages



Select a thumbnail, drag and drop

Purpose

Use the thumbnails to rearrange pages in an Envoy document. Thumbnails will position themselves directly before the thumbnail they are dropped on.

Steps

- 1 Select the thumbnail of the page(s) you wish to move.
- 2 Drag the selection and drop it in a new position.


See Also

[Add Pages](#)

[Delete a Page](#)

[Select Thumbnails](#)


Search for Annotations

 Edit, Find

Purpose

Use Find to search for a note, a highlight, an OLE object, a hypertext source, or a bookmark. If a match is found, it appears selected in the viewer. You can also search for text.

Steps

- 1 Click the Find icon on the Toolbar.
- 2 Select the kind of annotation you wish.
- 3 Select Backward to search to the beginning of the document.
or
Select Forward to search to the end of the document. 
- 4 Choose Find Next.
- 5 Choose Find Next or Find Previous from the Edit menu to search for other annotations of the same type.

See Also

[Search for Text](#)

Search for Text




Edit, Find

Purpose

Use Find to search for a particular word or phrase in the current Envoy file. If an exact match is found, it appears selected in the viewer. You can also search for annotations.

Steps

- 1 Click the Find icon on the Toolbar.
- 2 Make sure Text is selected under Find What.
- 3 Type the word or phrase you wish in the Find Text box.
Type a word or phrase exactly as you expect to find it. You can type partial words only at the beginning or end of the search phrase. Do not use wildcards.
- 4 Select Match Case to search for capital letters exactly as you typed them.
- 5 Select Backward to search to the beginning of the document.
or
Select Forward to search to the end of the document. 
- 6 Choose Find Next or Find Previous from the Edit menu to search for other occurrences of the text.

See Also

[Search for Annotations](#)

Next View

Reverses the effect of Previous View (works only immediately after you use Previous View).

Select Text or Graphics for Export



Tools, Select

Purpose

Use the Selection tool to select text or graphics for export. You can select text across multiple pages.

Steps

- 1 Click the Select icon on the Toolbar.
- 2 Click on text and drag to select text lines.
or
Drag a rectangle around a graphic.

See Also

[Export](#)

Select Thumbnails



Tools, Select

Purpose

Use the Selection tool to select entire pages using the thumbnail views. Then you can move, add, delete, or copy the pages.

A selected thumbnail appears with a thick coloured outline.

Steps

- 1 Click the Selection icon on the Toolbar.
- 2 Select thumbnails according to the list below.
 - To select one page:**
Click the select tool on the thumbnail.
 - To select multiple (but not continuous) pages:**
Control+click on separate thumbnails.
 - To select continuous pages:**
Shift+click on first and last thumbnail you wish to select.
 - To select all pages:**
Alt+click on any thumbnail.

To deselect thumbnails, click outside the thumbnail area.

See Also

[Display the Thumbnail Views](#)

[Edit a File](#)

Send an Envoy File by E-Mail



File, Send

Purpose

Use Send to send an Envoy file as an e-mail attachment. In Envoy, Send works with any VIM or MAPI compatible e-mail application.

Steps

- 1 Open a file in Envoy.
- 2 Choose Send from the File menu.
- 3 Enter a password if required.
- 4 Address the recipient(s) in the To box.
- 5 Type a subject line, if you wish.
- 6 Type a message if you wish, then click Send (or OK on some e-mail systems).

The Envoy file is sent by e-mail and you return to the Envoy Viewer.

See Also

[Set Up the Envoy Driver](#)

Set Up the Envoy Driver





File, Print Setup, Options

Purpose

When you install Envoy, the Envoy Driver is added to your Windows system directory, enabling any Windows application to access it.

You can select default paper size, orientation, print quality, and destination for the Envoy Driver from the Windows Control Panel or from within any application. The steps below start from the Envoy Viewer.

Steps

- 1 Choose Print Setup from the File menu. 
- 2 Select Specific Printer, select the Envoy Driver, then choose Options.
- 3 Select a page size from the list.
or
Select Custom Paper Size from the list, specify a size in the Custom text boxes, then select Inches, mm, or Points.
- 4 Change the Scaling percentage, if you wish.
- 5 Select Portrait or Landscape paper orientation. 
- 6 Choose any of the following options.
Open in Envoy Viewer
Save as Envoy File
Send to E-mail Users
Save as Runtime Viewer
Save in Spool Directory
- 7 Select a predefined print quality from the Settings list.
or
Choose Custom, specify new settings for resolution and colour, then click OK.
- 8 Choose Fonts, select any other options you wish, then click OK.

See Also

[Control Document Size and Quality](#)
[Embed Fonts](#)
[Send an Envoy File by E-Mail](#)

Show or Hide the Toolbar and Status Bar



View, Toolbar or Status Bar

Purpose

Use Toolbar or Status Bar to make these elements temporarily disappear from the screen. When displayed, a check mark appears beside the corresponding menu item.

By default, the Toolbar and status bar display whenever you open the Envoy Viewer.

Steps

To hide the Toolbar or status bar,

- 1 Choose Toolbar or Status Bar from the View menu.

To view them again,

- 1 Choose Toolbar or Status Bar from the View menu.

See Also

[Display the Thumbnail Views](#)

[Show or Hide Annotations](#)

Use a Hypertext Link




Tools, Select, click a source

Purpose

Use a Hypertext link to jump from source to destination in a file.

Steps

- 1 Click the Select icon on the Toolbar.
- 2 Click the hypertext source area or button. 

See Also

[Create a Hypertext Link](#)


[Edit a Hypertext Link](#)

Use Bookmarks

Purpose

Use the Bookmarks button on the status bar (at the bottom of the viewer) to jump to a bookmarked page.

Steps

- 1 Click the Bookmarks button on the status bar. 
- 2 Click a bookmark label on the list.

See Also

[Create a Bookmark](#)

[Customise Bookmarks](#)

Zoom In





Zoom, Zoom In

Purpose

Use Zoom In to enlarge the view in the main viewer.

Steps

- 1 Click the Zoom In icon on the Toolbar.
- 2 Click in the main viewer window to resize the view by preset amounts. 
or
Drag a rectangle on the screen to select an area that will fill the entire document window. 

See Also

[Change the Zoom Levels for the Main Viewer](#)
[Zoom Out](#)

Zoom Out





Zoom, Zoom Out

Purpose

Use Zoom Out to shrink the view in the main viewer.

Steps

- 1 Click the Zoom Out icon on the Toolbar.
- 2 Click in the main viewer window to resize the view by preset amounts. 
or
Drag a rectangle on the screen to make the contents of the main viewer window shrink to fit the rectangle. 

See Also

[Change the Zoom Levels for the Main Viewer](#)
[Zoom In](#)

Underlined Only

The selected source text appears underlined.

Button

Creates a button as a source. Select a button style with the scroll bar.

Centre Destination in Window

Makes the destination appear centred in the window.

Coloured Text

The selected source text appears in colour.

Framed Rectangle

Surrounds the source area with a rectangle that will print on paper. Choose Set to select a colour for the rectangle.

Source Text Colour

Click Set, then select the colour for source text and/or underlines. Click Define Custom Colours to mix your own shade.

Underlined Coloured Text

The selected source text appears underlined in colour.

Default Zoom

When you open a new document, the thumbnails display at the zoom level you select here.

Greek below:

Indicates the point size below which text displays as grey lines.

 **Hint**

If you clicked on a text link in Step 2, the text options appear. If you clicked on a rectangle link, the rectangle options appear.

Position

When you open a new document, the thumbnails will be hidden, displayed across the top of the window, or at the left.

Preferred Zooms (thumbnail)

Changes the percent options on the thumbnail QuickMenu. You can type any percentage from 3% to 2000%.

Show Page Numbers

When selected, a page number displays below each thumbnail view.

Print Topics

Purpose

You can print one or several Help topics.

Steps

To print a single Help topic,

- 1 Display the topic.
- 2 Choose the Print button at the top of the Help window.
or
Choose Print Topic from the File menu.

To print several topics,

- 1 Choose Print Topics from the File menu.
- 2 Click the following jump term:

[All Help Topics](#)
- 3 Select the topics you wish to print.
- 4 Choose Print.
Each topic is printed one at a time.

Fit to Height

When you open a new document window, it displays to fit the window height.

Fit to Width

When you open a new document, it displays to fit the window width.

Fit to Window

When you open a new document, it displays to fit the window width and height.

 **Hint**

You can change these amounts with Main View Preferences.

 **Hint**

You can see the zoom level as a percentage in the status bar at the bottom of the viewer. Click the percent button to choose another preset zoom level.

Maximize Document Window

When you open a new document, the main document window is maximized.

Preferred Zooms (main view)

Changing these numbers changes the percent options on the Zoom menu. You can type any percentage from 3% to 2000%. Magnification also jumps by these amounts when you click the Zoom tool in the viewer window.

Set Zoom To:

When you open a new document, it displays at the zoom level you select.

 **Hint**

The page icon in the dialog box changes to show the difference between landscape and portrait.

Clear (hypertext QuickMenu)

Deletes the selected hypertext source.

Edit Link

Lets you move to the destination to edit it.

Edit Source

Lets you move to the source area to edit it.

 **Hint**

You can add a bookmark, a sticky note, or highlighting to any page by clicking on its thumbnail view.

 **Hint**

The mouse pointer changes to an I-beam when you select text.



Hint

See Change Hypertext Properties for information on creating buttons.

 **Hint**

To return to the source area, click the Go to Previous View icon on the Toolbar.

Hypertext Properties (QuickMenu)

Lets you change the properties of an existing hypertext source or destination.

[How to Use It](#)

Author

Change the name that appears on the status bar when the note is selected.

Background Colour (note)

Click Set to select a new colour for the background of the selected note.



Hint

Left-click if you are using a left-handed mouse.

 **Hint**

To read or edit a note icon, double-click the icon.

Icon Style

Select an icon style by clicking the scroll bar in the Icon group box. The selected style becomes the icon for any note you close from now on.

Text Colour (note)

Click the Set button to select a new colour for the text within the selected note.

Text Options

Lets you change the position of text within the selected note. Click the Font button to change the font of selected note text.

Centre Bookmark in Window

When you jump to the bookmarked page, the bookmarked area displays in the centre of the window.

Fit Bookmark to Window

When you jump to the bookmarked page, the bookmarked area enlarges or shrinks to fit the window.

Label

Lets you type a brief description of the bookmark. If you selected text instead of a rectangle, the text becomes the label unless you change it.

Select Bookmark Content after Jump

When you jump to the bookmarked page, the bookmarked area appears selected.

First Page

Jumps to the first page in the document. You can also press Ctrl+Home.

Go To Bookmark

Jumps to the selected bookmark. You can also click the Bookmark button at the bottom of the screen.

Go To Page

Jumps to a selected page. You can also click the page button at the bottom of the screen.

Last Page

Jumps to the last page in the document. You can also press Ctrl+End.

Next Page

Jumps to the top of the page after the current view. You can also press Alt+Page Down.

Previous Page

Jumps to the top of the page before the current view. You can also press Alt+Page Up.

Edit a File

Purpose

Use the thumbnails to move, add, or delete entire pages. Because an Envoy file is much like a printed page, you cannot edit the contents of an Envoy file as you would in a word processor.

You can also cut and paste selected items using the Clipboard.

Steps

1 Select the thumbnail view(s) of the page(s) you wish to affect.

2 Choose one of the following options for more information.

[Add Pages](#)

[Cut and Paste Note Text](#)

[Delete a Page](#)

[Rearrange Pages](#)

See Also

[Select Thumbnails](#)

 **Hint**

This step may vary depending on the Windows application you are using with Envoy.

 **Hint**

If an annotation of the type you are searching for has already been selected in the viewer, the search begins there. If not, the search begins on the page currently displayed in the viewer.



Hint

You cannot select graphics by selecting thumbnails.

 **Hint**

If text has already been selected in the document, the search begins with the selected text.
If not, the search begins with the page currently displayed in the viewer.

 **Hint**

If text has already been selected in the document, the search begins there. If not, the search begins on the page currently displayed in the viewer.

 **Hint**

You can resize or move the rectangle with the Selection tool, but you cannot drag the rectangle across pages.

 **Hint**

If you have installed another WordPerfect application, the dialog box will show other options such as QuickFinder. Click the Help button on the dialog box to view online Help for that dialog.

OLE Concepts

Linking vs. Embedding

You can insert OLE objects (such as figures, animation clips, sound clips, charts, and so on) into an Envoy file from other Windows applications. Objects can be either linked or embedded. Both methods place a copy of the object in your Envoy file. In most cases, when you double-click the object, its source application launches (if it is installed). You can then edit the object in its source application without exiting Envoy.

The main difference between linking and embedding is the location where the data for the object is stored. The data for a linked object remains in the source file. The data for an embedded object is stored in the destination (Envoy) file. So, if you are going to distribute an Envoy file to anyone who might not have the source application, linking will not work. Embedding increases the size of the Envoy file but allows you to distribute the file more freely.

OLE Client and Server

Applications that support OLE can be clients or servers. Envoy is an OLE 1.0 client. You can link or embed objects into Envoy from OLE server applications.

For more information about OLE, see your Windows manual.

Printing OLE Objects

The source application for a linked or embedded object determines how the object appears on screen and when printed.

See Also

[Embed an OLE Object into an Envoy File](#)

[Link an OLE Object to an Envoy File](#)

Use the Window Menu



Window, choose an option

Purpose

Use the Window menu to arrange open files for easier viewing. You can also switch to any open file by choosing it from the menu.

Steps

1 Choose one of the following options from the Window menu.

Tile Vertical

Tile Horizontal

Cascade

Arrange Icons

See Also

Show or Hide the Toolbar and Status Bar

Use Thumbnails

Purpose

Use Thumbnails to view miniature representations of the pages in the current Envoy file. With thumbnails you can add annotations, navigate, and add, delete, or rearrange pages.

1 Choose one of the following options for more information.

[Add Pages](#)

[Create a Bookmark](#)

[Create or Edit a Sticky Note](#)

[Delete a Page](#)

[Edit a File](#)

[Highlight](#)

[Rearrange Pages](#)

[Select Thumbnails](#)

[Use Thumbnails to Move to Another Page](#)

Use Thumbnails to Move to Another Page

Purpose

Use Thumbnails to jump to another page in the document.

Steps

- 1** Click the thumbnail icon to display thumbnails.
- 2** Choose Thumbnails from the View menu, then choose Show Page Numbers.
- 3** Double-click the thumbnail view of the page you wish to view.

See Also

[Use Thumbnails](#)

Directories list

Double-click an item in the list to display its contents.

Drives

Change to the drive where you wish to save the file.

File Name

Type a filename to save the document to the default directory. (You can also type the drive and directory if you do not wish to use the default.)



Hint

The last four files opened show on the File menu. Click a file there to reopen it.

List Files of Type

Select a file format to convert the file to. The file is saved with the correct file extension.

Security

To restrict the way a file can be used, add a password and/or choose a Document Access option.

Customer Support

Purpose

If you need help installing or integrating PerfectOffice, or if you need help with an application, please contact your local Novell Sales Centre or authorised reseller.

See Also

[Create a Runtime File](#)

 **Hint**

When you distribute a runtime file, you may wish to tell recipients how to open it. A runtime file can be opened using Run under the File menu in the Windows Program Manager.

runtime file

A self-opening file attached to a Runtime Viewer. This means that a runtime file created under Windows can be opened on any computer running Windows, even without Envoy installed. The Runtime Viewer opens only the one file attached to it.

QuickMenu

A menu that pops up in the viewer when you click on a selected item. Each QuickMenu has options specific to the kind of item selected.

 **Hint**

The Bookmarks button shows only if you have already created a bookmark.

Cancel Link

Deletes the OLE link between the source file and the destination file. Once you delete a link, any change you make to the source file has no impact on the object in the destination file. This action cannot be reversed.

Change Link

Lets you replace the linked object with another.

Update Now

Updates a linked object. Use this only if the link is manual; you do not need to perform this action if the link is automatic.

OLE client (definition)

The application in which you link or embed an OLE object.

OLE embedding (definition)

Placing a copy of an object in your document without a link to the original. This means you can edit the copy without altering the original.

OLE linking (definition)

Placing a copy of the object in your file with a dynamic link to the original in the source application. When you edit either the copy or the original, the other is automatically updated.

OLE server (definition)

The source application in which you create the object you will embed in or link to your Envoy file.

Additional Help

Close

Common Questions Answers to basic questions about Envoy

What is Envoy Product and feature information

Available Products Additional Novell applications

Print Topics Print multiple Help topics

DragonDictate Talk→To PerfectOffice Speech-recognition system (available only on CD-ROM version)

Customer Support Customer Support information

Cascade

Overlaps files with title bars visible.

Tile Vertical

Displays files side by side.

Tile Horizontal

Divides window equally top to bottom among open files.

Custom Options

Click the Custom button, then specify a bitmap resolution that is lower than the overall resolution. Typical on-screen bitmap resolutions are 96 or 120 dpi.

Custom Options: Bitmap Colour

Select 16 or 256.

Settings list

Select Low or Medium quality.

Available Products

WordPerfect, the Novell Applications Group, provides several popular products for the Windows environment.

◆ **GroupWise**

Combine e-mail, calendaring, and scheduling with task management and workflow features. Access messages, personal and group appointments, tasks, and notes in one customisable interface.

◆ **InfoCentral**

Organise and access vital information with this Personal Information Manager (PIM). Create intelligent connections between people, places, and things.

◆ **InForms**

Combine InForms with e-mail or a network to put an end to paperwork. Design electronic forms that calculate mathematical functions, retrieve information from databases, and protect confidential information. Design paper forms that incorporate company logos and follow rigid specifications.

◆ **Main Street**

Enhance productivity, education, and entertainment in your home or small business. Products include Grammatik, Random House Webster's School & Office Dictionary, Clip Art (more than 4,800 high-quality, full-colour pictures), Wallobee Jack, Kap'N Karaoke, and reading, language, and maths education software.



Presentations

Create professional presentations using Outline, Master Gallery, Slide Sorter, sound, more than 1,000 clip art images, and powerful drawing and paint tools.



Quattro Pro

Combine the power of spreadsheet and graphics. Quattro Pro simplifies your analysis, doing most of your work for you. It helps you visualize numbers with presentation graphics, and is easier to use than 123 or Excel. Quattro Pro delivers spreadsheet power to PerfectOffice.



WordPerfect

Integrate text, graphics, and data in one easy-to-use program. Create great-looking documents with powerful text editing features, drawing and charting capabilities, and advanced spreadsheet functionality.



WordPerfect Works

Combine all your simple computing needs with a word processor, a spreadsheet, graphics tools, communications utilities, and a database. Use the applications individually or together to create documents.



AppWare

Construct applications by linking icons that represent prebuilt AppWare Loadable Modules (ALMs). Drag and drop icons to create applications in less time with prewritten and pretested code. The code can be used as is or it can be edited to control the program flow.



ExpressFax+

Combine fax, data, voice and optical character recognition software and turn your computer into a desktop communications centre. All essential communications are organised on the ExpressFax+ Desktop, making ExpressFax+ the easiest way to send and receive faxes and data. Send faxes from ExpressFax+, WordPerfect, Quattro Pro, or any other Windows Application.

Common Questions

Electronic publishing presents different requirements and possibilities than paper publishing. A clear understanding of these issues can help you produce better results with Envoy.

Choose from the following topics for answers to common questions about authoring Envoy documents.

How should I set up my computer system to run Envoy?

[Set Up the Computer System](#)

How can I maximize my document for on-screen viewing?

[Plan your Document for Envoy Publication](#)

How can I control document file size?

[Control Document Size and Quality](#)

How can I make information in my document easy to find?

[Create a Bookmark](#)

[Create a Hypertext Link](#)

What else should I consider when I publish my document in Envoy?

[Adding Document Security](#)

[Font Reproduction](#)

[Converting PostScript and EPS](#)

Should I create runtime files or regular Envoy files?

[Create a Runtime File](#)

See Also

[Create an Envoy File](#)

[Envoy's Annotation Features](#)

Convert PostScript Files

Purpose

Native PostScript files can be converted to Envoy format using a third-party product, such as ZScript from ZenoGraphics, Inc. Some documents that contain EPS images can be converted to Envoy format using the Envoy Driver, but EPS image quality may vary depending on the application the image was created in.

For more information, see the README file.

Steps

To preserve the quality of EPS images,

- 1** Create a PostScript file using a PostScript driver.
- 2** Use a third-party program to convert the file to Envoy format. (For example, print to the Envoy Driver in ZScript).
- 3** Use the resolution settings in Envoy Printer Setup to control document size and image quality.

See Also

[Control Document Size and Quality](#)

Add Document Security



File, Save As

Purpose

Because Envoy files are so portable and easy to view, you may wish to safeguard your document by adding security restrictions such as a password.

Steps

- 1 Add security restrictions in the Save As dialog box.

See Also





[Save a File](#)

intelligent font mapping

When Envoy displays a document on a system that does not have the original fonts, it automatically selects the typeface closest to the original and, if necessary, scales the font to preserve document spacing.

Plan your Document for Envoy Publication

When you create a document that you intend to publish in Envoy, it helps to consider whether you expect others to view your Envoy document on screen or print it to paper. You can maximize on-screen viewing the following ways.

-  Increase font size.
-  Reformat the layout to fit screen size and orientation.
-  Change Envoy Driver settings to increase resolution.
-  Add hypertext and bookmarks to the Envoy file.

See Also

[Create a Bookmark](#)

[Create a Hypertext Link](#)

[Set Up the Envoy Driver](#)

Set Up the Computer System

Purpose

Before you publish a document with Envoy, you must set up your computer and software.

Steps

- 1** Before you print to Envoy, make sure all the applications and fonts used to create the original document(s) are resident.

See Also

[Create an Envoy Document](#)

Font Reproduction

Envoy automatically makes fonts in your Envoy document look the same when viewed on any computer. Using "intelligent font mapping," Envoy matches fonts and spacing as closely as possible, even if the recipient does not have the document's original fonts. This works well for many TrueType and PostScript fonts on Windows and Macintosh.

However, in rare cases where you must reproduce fonts exactly, you can use Envoy's TrueType embedding. But note that embedding fonts dramatically increases the size of your Envoy file.

See Also

[Embed Fonts](#)

What Is Envoy?

Envoy lets users exchange, distribute, and consume portable electronic documents across different computers and operating systems without relying on the application or fonts used to create the file.

Once you have created an Envoy document, you can easily add annotations to it such as highlighting, sticky notes, hypertext links, bookmarks, or OLE links. You can send the document to other Envoy users and ask them to annotate it, then you can import all the annotations from various recipients into one easy-to-view file.

You can also create an Envoy runtime file, which is a self-opening document with its own viewer. This enables others to view and annotate your file without having Envoy installed.

See Also

[Create an Envoy File](#)

Keystrokes

Purpose

Use the following CUA keystrokes within the main view, within a note, or within a dialog box.

To move within the main view to the

Beginning of a document
Bottom of the screen
End of the document
Next page
Previous page
Specified page
Previous document
Next document
Previous window
Next window

Press the CUA keystroke

Ctrl+Home
PgDn
Ctrl+End
Alt+PgDn
Alt+PgUp
Ctrl+G
Ctrl+Shft+F6
Ctrl+F6
Ctrl+Shft+F6
Ctrl+F6

Within a note, to

Delete to the left
Delete to the right
Go to line beginning
Go to line end
Go to next word
Go to previous word
Move right one character
Move left one character
Move one line down
Move one line up

Press

Backspace
Delete
Home
End
Ctrl+Right Arrow
Ctrl+Left Arrow
Right Arrow
Left Arrow
Down Arrow
Up Arrow

Other editing keystrokes

Copy text to the Clipboard
Cut text to the Clipboard
Paste text from Clipboard
Cancel

Press

Ctrl+C
Ctrl+X
Ctrl+V
Esc

While in a dialog, to

Move to the next control
Move back one control
Perform the default action

Press

Tab
Shft+Tab
Enter

Envoy's Annotation Features

Purpose

Use Envoy's annotation features to comment on, highlight, bookmark, or link parts of a file. You can use OLE to insert information from another application into your Envoy file. You can also import annotations from various recipients into one comprehensive file.

Although the real-world uses of these features vary with your purpose and imagination, the suggestions below may help you get started.

For instructions on creating or modifying annotations, see the respective Help topics on each type.

Sticky notes:

Use these any way you would use paper sticky notes. You can make them less obtrusive in your file by changing them into icons. If you like, you can assign a note colour to each person commenting on your file for quick identification.

Highlighting:

Use this the way you would use a highlighter pen on paper. For example, you can highlight passages you wish to point out.

Bookmarks:

Use this the way you would place a bookmark in a book. For example, to quickly find parts of your document, create a bookmark for each part.

Hypertext links:

Link two related parts of a document. For example, you can create links in a table of contents that jump to the page where each section starts.

OLE:

OLE enables you to include dynamic information from another application within your Envoy file. For example, you could create a newsletter with an OLE link to a spreadsheet. When you change the figures in the spreadsheet, it automatically updates in your Envoy file.

See Also

[Create a Bookmark](#)

[Create a Hypertext Link](#)

[Create or Edit a Sticky Note](#)

[Highlight](#)

[OLE Concepts](#)

Annotation Commands

Purpose

The speech commands listed below are some of the basic annotation tasks you will frequently perform when using DragonDictate Talk→To PerfectOffice.

Steps

- 1 Find the speech command you wish from the table below.
- 2 Read into the microphone the appropriate commands, from left to right without pausing.

A command that is surrounded by square braces denotes an optional word or number. For example, the word "[Previous]" in certain speech commands is optional; you can choose to say the word "previous" as part of the command or not. Some commands will require you to say a number (usually one through five) as in, "Up three lines."

- 3 If you change your mind after saying a speech command, in most cases you can reverse the action by simply saying, "Undo."

For additional information on using Talk→To PerfectOffice, refer to the DragonDictate Talk→To PerfectOffice User's Guide in Envoy format.


Begin by saying...	Then say...	Followed by...
Bookmark Highlight Hypertext Selection Scroll Zoom in Zoom out	▶ Tool	
New	▶ Bookmark Hyperlink Note	
Copy Paste	▶ Selection	
Highlight text Insert note		
Double click Single click/Button click		

See Also

[Document and Window Management Commands](#)
[Speech-Recognition System](#)
[Viewing and Navigation Commands](#)

Document and Window Management Commands

Purpose

The speech commands listed below are some of the document and window management tasks you will frequently perform using DragonDictate Talk  To PerfectOffice.

Steps

- 1 Find the speech command you wish from the table below.
- 2 Read into the microphone the appropriate commands, from left to right without pausing.

A command that is surrounded by square braces denotes an optional word or number. For example, the word "[Previous]" in certain speech commands is optional; you can choose to say the word "previous" as part of the command or not. Some commands will require you to say a number (usually one through five) as in, "Up three lines."

- 3 If you change your mind after saying a speech command, in most cases you can reverse the action by simply saying, "Undo."

For additional information on using DragonDictate Talk  To PerfectOffice, refer to the DragonDictate User's Guide in Envoy format.


Begin by saying...

Close
New
Open
Print
Save

Then say...

 Document

Cascade
Tile

 Documents/
Windows

Find dialog
Help
Open dialog
Print dialog
Save as dialog

See Also

[Annotation Commands](#)

[Speech-Recognition System](#)

[Viewing and Navigation Commands](#)

Speech-Recognition System

DragonDictate Talk[®]To PerfectOffice is a speech-recognition product that lets you run commands by speaking into a microphone. For example, instead of using your mouse or keyboard, you can use speech to start an application, open a document, move within a document, work with menus and dialog boxes, or save and print a document.

If you purchased the PerfectOffice suite on CD-ROM, you already have the software necessary to use the DragonDictate Talk[®]To PerfectOffice speech-recognition system and the electronic version of the DragonDictate User's Guide in Envoy format. You can order the additional items listed below.



DragonDictate Microphone

Required for using the DragonDictate Talk[®]To PerfectOffice speech recognition system.



Speech Commands Quick Reference Booklet

A collection of speech commands that are task-oriented and specific to the suite product you are working in. For example, the booklet lists, among other things, speech commands for annotating an Envoy file, navigating in a WordPerfect document, or editing slides in Presentations.

The same collection of Envoy speech commands found in the Quick Reference booklet, are also available online by choosing one of the command categories listed below.



Getting Started Guide

A guide for the user new to speech recognition.



DragonDictate Starter Edition

DragonDictate Starter Edition is a dictation system that allows you to insert or "type" words into the application, using your voice.

For ordering information, please refer to the coupon included with your software package.

Command Categories

For a list of speech commands you can use in Envoy, choose one of the following categories:


[Annotation Commands](#)

[Document and Window Management Commands](#)

[Viewing and Navigation Commands](#)

Viewing and Navigation Commands

Purpose

The speech commands listed below are some of the basic viewing and navigation tasks you will frequently perform when using DragonDictate Talk  To PerfectOffice.

Steps


- 1 Find the speech command you wish from the table below.
- 2 Read into the microphone the appropriate commands, from left to right without pausing.

A command that is surrounded by square braces denotes an optional word or number. For example, the word "[Previous]" in certain speech commands is optional; you can choose to say the word "previous" as part of the command or not. Some commands will require you to say a number (usually one through five) as in, "Up three lines."

- 3 If you change your mind after saying a speech command, in most cases you can reverse the action by simply saying, "Undo."

For additional information on using DragonDictate Talk  To PerfectOffice, refer to the DragonDictate User's Guide in Envoy format.

Begin by saying...	 Then say...
---------------------------	--


Beginning of/Top of	 Document
End of/Bottom of	


Up	 1-5 page(s)
Down	


First	 Page
Last	

Next	 Page
Previous	View




Page	 Up
	Down

Show/View	 Annotations
Hide	Thumbnails
	Toolbar
	Status bar
	Quick tips

Scroll	 Up
	Down
	Left
	Right

Find	 Next
------	--

Previous

- Go to  Bookmark
Page
- Zoom to  25/50/75/80/9
0/100/120/200
/400 percent
Margin width
Page width
Page height
- Zoom  In
Out

See Also

[Annotation Commands](#)

[Document and Window Management Commands](#)

[Speech-Recognition System](#)

How Do I



Open Books



Close Books

Close



Use Envoy Basics



Create Documents



Move within a File



Change What Shows in the Viewer



Edit and Annotate Files



Send E-mail



Print a File

How Do I



Open Books



Close Books

Close



Use Envoy Basics



Get Started

[Get Help](#)

[Create an Envoy File](#)

[Annotate a File](#)



Move within an Envoy File

[Use the Toolbar Icons or View Menu](#)

[Search for Text](#)



Open, Save, and Exit Documents

[Open a File](#)

[Save a File](#)

[Exit a File](#)



Create Documents

[Create an Envoy File](#)

[Create a File with Drag and Drop](#)

[Import a File](#)

[Create a New File in the Envoy Viewer](#)

[Control Document Size and Quality](#)



Move within a File



File Navigation

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Using Help

The following information explains basic features of a Help topic (this screen is a Help topic).

Pop-up definitions are dot-underlined, coloured words and phrases that you click to see a "pop-up" window that displays information. The pop-ups below explain the buttons on the top of this Help screen, and are examples of the pop-ups found in Help. Click once to read them, then click again to close them.

Contents

Search

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History

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Close

Jump terms are underlined, coloured words and phrases that move you to another Help topic. To read the topic about Context-sensitive Help, click this jump term: context-sensitive Help, then click the Back button to return to this Help topic.



The light bulb is an icon containing a hint. Click the light bulb to read the hint.



Text following a route icon shows the menus and buttons you choose to access a feature.



Text following an exclamation point is important information.



Text following a reference icon directs you to the printed documentation.

Many Help topics contain graphics you can click to display a pop-up definition.

DELETED TOPIC

Search



Help, Search for Help On

Purpose

Use Search to find topics by feature name or keyword.

Steps

1 Choose Search for Help On from the Help menu.

Choose the Search button in the Help screen.

2 Type or select the word or phrase you wish to search for.

3 Double-click a term from the list of terms.

Choose Show Topics.

4 Double-click an item from the list of topics.

Select the topic you wish to view, then choose Go To.

See Also

[Using Help](#)

DELETED TOPIC

Close button

A Help button you can use to close the Help window.

ODMA Support

Purpose

ODMA (Open Document Management API) lets you use other ODMA-supporting document management systems you have installed instead of WordPerfect's file management dialog.

Steps

To use a WordPerfect file management dialog,

- 1** Request a WordPerfect file management dialog box from the current document management system.

To return to your document management system,

- 1** Open a WordPerfect file management dialog box.
- 2** Choose the appropriate button.

See Also

[Managing Files](#)



route

The path that indicates where a feature is found. The hand icon points to the steps you take to access the feature.

jump term

A graphic or underlined, coloured word or phrase you can choose to go to a related Help topic.

Open a Copy of a File

Purpose

Use Open As Copy to open a document as a read-only copy. You can read the document and make changes to it, but you must save it with a different filename.

Steps

- 1 Choose Open from the File menu, then select Open As Copy.
- 2 Specify the filename you wish, then choose Open.
- 3 Read the file or make changes to it.
- 4 Choose Save As from the File menu, type a new name for the file, then choose Save.

See Also

[Opening Files](#)

Context-Sensitive Help

Purpose

Use Shift+F1 or F1 to get context-sensitive Help in a dialog box, menu, or window. Shift+F1 requires a mouse and provides more specific help than F1.

Steps

To use Shift+F1,

- 1 Press Shift+F1 in a dialog box, menu, or window.
- 2 Click the item or control you wish information about.

To use F1,

- 1 Press F1 while a menu item is highlighted or when a dialog box or window is open.
or
Choose the Help button in a dialog box.

See Also

[Using Help](#)

Select Directory

Purpose

Use the folder icon to select the directory you wish. It appears next to text boxes where you need to specify a directory name. When you choose OK, the directory you selected appears in the text box.

Steps

- 1 Click the folder icon.
- 2 Select the drive and directory you wish to list the files in.
or
Choose a QuickList entry.
- 3 Choose OK.

Filename

Purpose

Use the Filename text box to specify the file you wish. You can type in the full pathname of a file, or select it from the list of files in the current directory. You can also use the History list to access a list of previously opened files or selected directories.

Steps

To select a particular filename,

1 In a directory dialog box, select the drive and directory you wish to list the files in.

or

Choose a QuickList entry.

2 Specify the name of the file you wish to open, select or save.

3 Choose OK.

or

Right-click on the files list, then choose the option you wish.

To select a previously selected filename or directory,

1 In a directory dialog box, click the arrow to the right of the Filename text box.

2 Select the name of the file you wish to open, or the directory you wish to use.

3 Choose OK.

See Also

[Directories List](#)

[Drives](#)


[File Options](#)

[List files](#)

[QuickList](#)

List Files of Type

Purpose

Use the List Files of Type drop-down list to choose the type of files you wish to display. For example, choosing Text Files (*.txt) displays all the files in the current directory with a .TXT extension. 

Steps

- 1 In a directory dialog box, choose the file type you wish to display in the list files.

See Also

[Directories List](#)

[Drives](#)

[List files](#)

[QuickList](#)

[Save File As Type](#)

Drives

Purpose

Use the Drives drop-down list to choose the drive in which you wish to list directories and files.

Steps

- 1 In a directory dialog box, choose the drive you wish.

See Also

Directories List

List files


QuickList

List files

Purpose

Use the list files box to view the files in the currently selected drive and directory, and to select the files you wish to use.

Steps

- 1 In a [directory dialog box](#), select the type of files you wish to list.
- 2 Select the drive and directory whose files you wish to list.
or
Select a QuickList item.
- 3 Select the file(s) you wish. 
- 4 Choose OK.
or
Right-click on the files list, then select the option you wish.

See Also

[Directories List](#)
[Drives](#)
[File Options](#)
[List files Display](#)
[List Files of Type](#)
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[Save File As Type](#)

QuickList

Purpose

Use the QuickList to access directories or files without entering the full path every time. Use the QuickList options to change the default directory display in your directory dialog boxes and to edit your QuickList.

Steps

To display the QuickList,

- 1 Enter any directory dialog box, then choose QuickList.
- 2 Choose Show QuickList, Show Directories, or Show Both.

To use the QuickList,

- 1 Select the QuickList item you wish.
- 2 Select the file(s) you wish.
- 3 Choose OK.
or
Right-click on the files list, then select the option you wish.

See Also

[Add or Edit QuickList Item](#)

[Delete QuickList Item](#)

[Open/Save As Setup](#)


[Print Lists](#)

File Options

Purpose

Use the File Options pop-up list to choose options you wish to perform on the selected file(s) or directory.

Steps

- 1 In a directory dialog box, select the file(s) you wish to affect. 
- 2 Choose File Options, then choose from the following options:
 - Copy
 - Move
 - Rename
 - Delete
 - Change Attributes
 - Print
 - Print List files
 - Create Directory
 - Remove Directory
 - Rename Directory

Directories List

Purpose

Use the Directories list box to view a list of directories and subdirectories in a selected drive and to select the directory you wish to use.

Steps

- 1** In a directory dialog box, select a drive from the Drives drop-down list, then double-click directory names to list their subdirectories.
- 2** Double-click a directory name to select that directory and display the names of the files in it.
- 3** Right-click on the Directories list, then choose Create Directory to create a subdirectory within a selected directory.
or
Choose Remove Directory to remove the selected directory.

See Also

[Create Directory](#)

[Drives](#)

[File Options](#)

[Print Lists](#)

[QuickList](#)

[Remove Directory](#)

Sorting Files



Open/Save As Setup, Sort By and Sort Order

Purpose

Use Sort By to sort filenames in the files list box by filename, extension, size, date/time, descriptive name, or descriptive type. Use Sort Order to specify an ascending or descending order.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select a Sort By option.
- 3 Select a Sort Order.
- 4 Choose OK.

See Also

Create Speedup Files

List files Display

Open/Save As Setup

List files Display





Open/Save As Setup, List files Display

Purpose

Use List files Display to specify which elements of a file's description will display in the list files box.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select a Show option. 
- 3 Select Show Column Labels if you wish to display headings for Custom Columns. 
- 4 Select Show Hidden/System Files if you wish to display hidden and system files.
- 5 Select Change Default Directory to change the default directory every time you move to a new directory.
- 6 Choose OK.

See Also

[Create Speedup Files](#)
[Open/Save As Setup](#)
[Sorting Files](#)

Create Speedup Files



Open/Save As Setup, Create Speedup Files

Purpose

Use Create Speedup Files to make files display faster when you are displaying Document Summary information (descriptive name and type) in the list files.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Select Custom Columns or Descriptive Name, Filename.
- 3 Select Create Speedup Files.
- 4 Specify a directory to store the speedup files.
- 5 If the directory specified does not exist, choose Yes to create the directory.

See Also


List files Display
Open/Save As Setup
Sorting Files

Save File As Type

Purpose

Use the Save File As Type drop-down list to choose the format of the file you wish to save.

Steps

- 1 In a directory dialog box, select the drive and directory where you wish to save your file.
- 2 Specify the name of the file you wish to save. 
- 3 Choose the format you wish.
- 4 Choose OK to save the file in the selected format.

See Also

[Directories List](#)

[Drives](#)

[Filename](#)

[List files](#)

[QuickList](#)

[Save Format](#)



folder icon

A small file folder icon next to a text box. The folder icon appears on dialog boxes and is used to access another dialog box to select files or change directories. Sometimes called a list button.

menu

A list of options displayed on screen from which you can select a particular function or command.

directory dialog box

Dialog boxes that allow you to open, save, name, find, view, copy, move, rename, delete, and print files. They also let you create and remove directories. Directory dialog boxes appear when you use any feature that retrieves or saves a file, such as Open, Save As, Insert File, and so on.

dialog box

Dialog boxes let you communicate with an application. They display warnings and messages, and they let you select and implement options by choosing appropriate command buttons. Dialog boxes have a title bar and a control menu, but they do not have a menu bar. They can be moved to different locations on the screen. Most dialog boxes must be closed before you can work in the document window, but a few allow you to move between the window and the dialog box.

When a dialog box option is unavailable and cannot be used, it appears dim. If subsequent actions make the item available, it changes to a normal appearance.

text box (dialog box)

The area in a dialog box where you type text or where the application types text for you. The selection insertion point must be in the text box before you can begin to type.

drop-down list

A list of options that appears to "drop down" from an option when you click a button in a dialog box. Drop-down lists are marked by downward-pointing arrows.

pop-up list

A list of options that appears when a pop-up button is selected. Most pop-up lists are marked by double arrows or triangles and display mutually exclusive options. The button itself shows the selected option. Other pop-up lists, marked by single arrows or triangles, show the feature name rather than the selected option.

Add or Edit QuickList Item




QuickList, Add Item

Purpose

Use Add QuickList Item to add items to the list of directories and files you use frequently.
Use Edit QuickList Item to edit your list of frequently used directories and files.

Steps

To add a QuickList item,

- 1 Enter any directory dialog box.
- 2 Right-click on the QuickList, then choose Add Item.
- 3 Specify the directory or filename you wish to add to the QuickList. 
- 4 Type a descriptive name.
- 5 Choose OK.

To edit a QuickList item,

- 1 Enter any directory dialog box.
- 2 Select the item you wish to edit.
- 3 Right-click on the QuickList, then choose Edit Item.
- 4 Make the changes you wish.
- 5 Choose OK.

See Also


Delete QuickList Item
QuickList

Change File Attributes

Purpose

Use Change Attributes to change the Archive, Read-Only, Hidden, and System attributes of one or more files.

Steps

- 1 In a directory dialog box, select the file(s) you wish to change. Make sure the selected files are not already open. 
- 2 Right-click on the files list, then choose Change Attributes.
- 3 Choose from the following options:
 - Archive
 - Read-Only
 - Hidden
 - System
- 4 Choose OK.

See Also

File Options

**Hint**

To open a file without choosing OK, double-click a filename in the list files box of a directory dialog box that lets you open files.

Drag and Drop Capabilities

Purpose

Use the drag-and-drop capabilities built into directory dialog boxes to launch applications, open files, package files as OLE objects, and create Windows Program Manager icons for applications.

Steps

To launch an application,

- 1 In a directory dialog box, drag a filename from the list box onto the .EXE file for the application you wish to launch.

This launches the application and opens the selected file within it.

To open a file in an open application,

- 1 Open the application you wish to work in.
- 2 Open a directory dialog box in another application.
- 3 Drag the filename of the file you wish from the files list onto the title bar of the application.

To package a file as an OLE object,

- 1 Open a directory dialog box.
- 2 Drag the filename of the file you wish from the files list into an open document window in a different application.

To create an application icon,

- 1 Open a directory dialog box.
- 2 Drag an .EXE file into a Program Group in Windows Program Manager.

See Also

[Managing Files](#)
[Opening Files](#)

 **Hint**

Filenames can be a maximum of eight characters, followed by a period and a three-character extension. When you name a document, do not use the following characters: * + = [] : ; < > ? / \ |. A period can be used only to separate the first part of the filename from the filename extension. For example, if you specify the filename GIRAFFE.ABCD, WordPerfect applications will read and record the name as GIRAFFE.ABC.

If you do not specify an extension, WordPerfect applications save the file with the extension that identifies the format selected. Specify a filename that ends with the period if you do not wish to add the default extension.



Hint

You will not be able to recover the files or subdirectories after you delete them.

If you do not select a different directory before choosing Remove Directory, the application will remove the current directory.

Rename Directories

Purpose

Use Rename Directory to give directories new names.

Steps

- 1 In a directory dialog box, right-click on the Directories list, then choose Rename Directory.
- 2 Specify the new location or name for the selected directory, then choose Rename.

See Also

Create Directory
Remove Directory

Archive


Archives or backs up the file(s) the next time you run a third-party backup program.

Copy Files

Purpose

Use Copy to copy one file or multiple files into other drives or directories.

Steps

- 1 In a directory dialog box, select the file(s) you wish to copy. 
- 2 Right-click on the files list, then choose Copy.
- 3 Specify the path or filename for the file(s).
- 4 Select Do not replace files with the same size, date, and time to avoid copying files that are identical to the files they would replace.
- 5 Choose Copy.

You can also copy files by selecting a filename from the list box and dragging it to another drive or directory in the Directories list box or the QuickList.

See Also

[Move Files](#)

[Rename Files](#)

Create Directory

Purpose

Use Create Directory to create a new directory or subdirectory in the current drive.

Steps

- 1 In a directory dialog box, select the drive or directory you wish to add a directory to.
- 2 Right-click on the Directory list, then choose Create Directory.
- 3 Type a name for the directory.
- 4 Choose Create.

See Also

[File Options](#)

[Remove Directory](#)

[Rename Directories](#)

Read-Only

Protects the file(s) from being modified or deleted.

Custom Columns


If you also select Show Column Labels, Custom Columns lets you select from a list of column types to display in a list files.

Delete Files

Purpose

Use Delete to delete one or more files.

Steps

- 1 In a directory dialog box, select the file(s) you wish to delete. 
- 2 Right-click on the files list, then choose Delete.
- 3 Choose Delete.

See Also

[Copy Files](#)
[File Options](#)
[Move Files](#)

Hidden

Hides the file(s) in directory dialog box list files and QuickFinder Search Results lists, and makes it a hidden file for DOS.

**Hint**

To select a column label, click a blank space between column labels with the right mouse button, then choose an option. You may need to scroll right to find a blank space.

Network

Purpose

Use the Network options list to view and edit network settings. The number and type of options will vary depending on your network software. Network only appears if your computer is connected to a network.

Steps

- 1 Enter any directory dialog box, then choose Network.

Depending on the network driver and version you are using, the options that appear will vary. Choose the Help buttons on the Network dialog boxes for more information.

DELETED TOPIC

System


Identifies the file(s) to DOS as part of your computer's operating system. The file(s) are not displayed in directory dialog box list files or QuickFinder Search Results lists.

Move Files

Purpose

Use Move to move one or more files to a different drive or directory.

Steps

- 1 In a directory dialog box, select the file(s) you wish to move. 
- 2 Right-click on the files list, then choose Move.
- 3 Type the path or filename you wish the file(s) moved to.
or
Click the list button, select the directory you wish the files moved to, then choose OK.
- 4 Choose Move.

You can also move files by selecting a filename from the list box and pressing Alt or Shift while dragging it to another drive or directory in the Directories list box or the QuickList.

See Also

[Copy Files](#)
[File Options](#)

Managing Files

Purpose

In WordPerfect applications, file management capabilities are provided in directory dialog boxes. For example, you can use this dialog box to select directories, choose macros, locate specific files, open documents, and save documents as new or renamed files. You can find and select directories and files using the drive, directory, and list files. You can also change network connection or document management options if you are connected to a network or have alternate document management programs.

To find a more specific Help topic about your task, use the Search button above to look up the title of a specific dialog box or option.



The options that appear on this dialog box will change depending on its title and the application in which it appears.

Choose from the following options for more information:

[Filename](#)

[List files](#)

[Save File As Type](#)

[Directories List](#)

[QuickList](#)

[Drives](#)

[List Files of Type](#)

See Also

[Drag and Drop Capabilities](#)

[File Options](#)

[Network](#)

[ODMA Support](#)

[Opening Files](#)

[Saving Files](#)

Open/Save As Setup

Purpose

Use Open/Save As Setup to specify how you wish to display the list files and to set the Speedup Files options for directory dialog boxes.

Steps

- 1 Enter any directory dialog box, then choose Setup.
- 2 Make the changes you wish, then choose OK.

Choose from the following options for more information:

Create Speedup Files

List files Display

Sorting Files

See Also


Managing Files

Print Files

Purpose

Use Print to print one or more files without opening them into the current document window.

Steps

- 1 In a directory dialog box, select the file(s) you wish to print. 
- 2 Right-click on the files list, then choose Print.
- 3 Choose Print.

See Also

[File Options](#)

[Print Lists](#)

Print Lists

Purpose

Use Print List to print a list of selected files or all files displayed in the list files box, the Directory List, or the QuickList.

Steps

To print a list files,

- 1 In a directory dialog box, choose Setup, then select the List files Display options you wish. The information displayed on a printed list files is identical to the information displayed in the list files box.
- 2 Select the files in the list files that you wish to include on the printed list. Skip this step if you wish to print the entire list files.
- 3 Right-click on the files list, then select Print List files.
- 4 Choose the type of list you wish to print.
- 5 Select Include Subdirectories to print subdirectories in addition to the list.
- 6 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 7 Choose Change, select a font, style, and size, then choose OK.
- 8 Choose Print.

To print a directory list,

- 1 Enter any directory dialog box, then right-click on the Directories List.
- 2 Choose Print Directory List.
- 3 Select the printing option you wish.
- 4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 5 Choose Change, select a font, style, and size, then choose OK.
- 6 Choose Print.

To print a QuickList,

- 1 Enter any directory dialog box, then choose QuickList.
- 2 Choose Print QuickList.
- 3 Select the printing option you wish.
- 4 Choose Setup, select a printer, orientation, and paper size and source, then choose OK.
- 5 Choose Change, select a font, style, and size, then choose OK.
- 6 Choose Print.

See Also

[File Options](#)

[Print Files](#)

Remove Directory

Purpose

Use Remove Directory to remove a directory and to delete any subdirectories and files contained in the directory you wish to remove. If you do not select a different directory, the application will delete the current directory.

Steps

- 1 In a directory dialog box, select the directory you wish to remove.
- 2 Right-click on the Directories list, then choose Remove Directory.
- 3 Choose Yes to delete the selected directory, including all files and subdirectories in it.

See Also

[Create Directory](#)

[Delete Files](#)

[File Options](#)


[Rename Directories](#)

Rename Files

Purpose

Use Rename to give one or more files new names and locations.

Steps

- 1 In a directory dialog box, select the file(s) you wish to rename. 
- 2 Right-click on the files list, then choose Rename.
- 3 Specify the new path or filename for the selected file(s), then choose OK.
- 4 Choose Rename.

See Also

[File Options](#)

[Move Files](#)

[Select Directory](#)

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group box

A set of related options in a dialog box, often with its own subtitle.

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dialog box title bar

The horizontal bar across the top of the dialog box that contains the name of the dialog box and the Control-menu box.

application

Software designed to carry out a certain kind of action or activity, such as word processing, electronic mail, or spreadsheet entries. Sometimes called a program.

check box

A small box next to an option in a dialog box. Clicking an empty check box selects the option; clicking a marked check box deselects the option.

command button

A button in a dialog box that carries out a command such as Open, Close, Exit, OK, or Cancel. The selected command button is indicated by a dotted rectangle.

Control menu

The menu containing commands that will open, close, maximize, minimize, or restore a window or dialog box. You can display a Control menu by clicking the Control-menu box or by pressing Alt+Spacebar.

Control-menu box

A small rectangular button in the upper-left corner of a window or dialog box. Clicking a Control-menu box displays the Control menu; double-clicking the Control-menu box closes the window or dialog box. Several windows can be open at the same time, each with its own Control-menu box.

document window

The window in which documents are created or edited.

double-click

To press and release the mouse button twice in rapid succession.

filename

The name given to a data file used by applications to perform open and save operations. In DOS and Windows applications, filenames can have as many as eight characters with an optional extension of as many as three characters. The filename and extension are separated with a period.

Saving Files





File, Save or Save As

Purpose

You can save hundreds of files on a hard disk, which works like a filing cabinet with directories and subdirectories as file drawers and folders that group similar files. You can save files with new names, save them in different directories, or save them in different formats. If you do not specify a directory or format, WordPerfect applications save files in the current directory and default format.

You should use Save periodically to avoid losing your work if a power or system failure occurs. You can also use the Backup features to avoid losing your work.

Steps

- 1 Choose Save or Save As from the File menu.
- 2 Select the directory where you wish to save the file from the Directories list box or the QuickList.
or
Type the full path for the file before the filename.
- 3 Type a filename for the file.
or
Select the file you wish to replace with the saved file.
- 4 Choose the format you wish.
- 5 Choose Save to save the file in the selected format.

See Also

[Opening Files](#)
[Save File As Type](#)
[Save Format](#)

icon

A small graphics image that represents an application, a command, or a tool. Clicking or double-clicking an icon will produce an action.

list box

A box that displays a list of choices. When a list is too long to display all choices, it will have a scroll bar, so that you can view additional items.

list button

In dialog boxes, a way to get to another dialog box to select files or change directories. It appears as a small file-folder button next to a text box.

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menu bar

The area at the top of a window containing headings for pull-down menu items.

pointer

A symbol that indicates a position on screen as you move the mouse on your desktop.

palette

An on-screen box or window that contains tools, available colours, or possible fill patterns.

path

The address that tells a computer where to locate a directory or file on a disk or network. A path includes the drive, the root directory, and any subdirectory names that branch from the root directory.

pop-up definition

A graphic or dot-underlined, coloured word that you can click to display a definition or explanation.

radio button

One of a set of buttons found before options in a dialog box. Only one radio button in a set can be selected at a time.

root directory

The fundamental directory of a disk, created when the disk is formatted.

scroll bar

The bars on the right side and bottom of the window that let you move vertically and horizontally through a document, list, or graphic by clicking the scroll arrows or dragging the scroll box.

Status Bar

The line at the bottom of a document window that shows information such as the document number, page, line, and vertical and horizontal position of the insertion point.

window

A method of displaying a document so that many of its elements appear graphically and many features are immediately available as on-screen choices. The place where you type your documents is called a document window.

application window

The window that contains the operating features of the application, such as the menu bar, Toolbar, and document window. Document windows are placed within the application window and, if your computer has enough memory, you can open as many as nine document windows at a time.

title bar

The horizontal bar across the top of each window that contains the name of the window, the Control-menu box, and the maximize, minimize, and restore buttons. Sometimes the title bar also contains Help prompts that give you information about menu items you select.

minimize button

A button that you use to shrink an application window or document window to an icon.

maximize button

A button that you use to enlarge a small application window or document window to its maximum size. A window that is smaller than a full-screen window, but not minimized to an icon, can also be maximized by double-clicking its title bar.

Toolbar

A feature that contains buttons representing features you use often. You can create your own customised Toolbars.

Power Bar

A group of buttons representing frequently used features.

Contents button

A Help button you can use to return to the main Contents screen which helps you quickly navigate through specific areas of Help.

Search button

A Help button you can use to search for Help topics by typing keywords.

Back button

A Help button you can use to return to the last topic you opened.

History button

A Help button you can use to display the last 40 Help topics you opened, with the most recent at the top of the list. To reopen a topic, double-click it.

Print button

A Help button you can use to print the current Help topic.

Browse buttons

Buttons which display the previous (<<) or next (>>) topic in a series of grouped or associated topics. When you reach the first or last topic in the series, the corresponding previous or next button is dimmed.

 **Hint**

You can reduce the size and move the Help window to keep it on-screen while you follow the steps.

Choose Always on Top from the Help menu above to display the Help window "on top" of other applications, even when it is minimized. Or, size both Help and the application window so they do not overlap.

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Choose an option from the Save File As Type list to save a file in a format other than the default for the current application. WordPerfect applications save the file with a default extension that identifies the selected file type and format. You can type a period at the end of the filename to save the file without an extension, or type your own extension.

Some extensions have special meaning in WordPerfect applications, DOS, or Windows. These include .ALL, .BAT, .BIF, .COM, .DLL, .EXE, .INI, .PRS, .SET, .WCM, .WPT, and .WWK. Do not use these extensions when saving documents unless you have a specific reason for doing so.

 **Hint**

Click and drag to select a continuous range of items. You can also click an item at one end of the range, then hold down the Shift key and click the item at the other end of the range.

Press Ctrl while clicking each item you wish to select noncontinuous items. Press Ctrl+/ to select all items.

Click inside the list files, then type the first letters or numbers of the filename to move to a specific file in a list files sorted by filename, size, or date/time. When the list files is sorted by extension, descriptive name, or descriptive type, those items are used in searching.

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Save Format

Purpose

The Save Format dialog box appears when you attempt to save a document which was converted from another format when you opened the document.

Save Format allows you to save the file in the current default format, the original format, or in another format.

Steps

- 1** Open a document that was saved in a format other than your current default format, make any changes you wish, then choose Save As from the File menu.
- 2** Choose the default format or the original format.
or
Choose Other, choose OK, then choose the format you wish. 
- 3** Choose OK.

See Also

[Managing Files](#)

[Open/Save As Setup](#)

[Save File As Type](#)

[Saving Files](#)

Opening Files




File, Open

Purpose

Use Open to open as many as nine documents or windows in the same application. Open works with documents you have previously saved as files on a hard disk or floppy disk. When you wish to edit a document that is saved on disk, you need to open a copy of the file into a window. The file then becomes active in your computer's memory so that you can edit it. The changes you make are not recorded on disk until you save the file again.

Steps

- 1 Choose Open from the File menu.
- 2 Select the drive and directory you wish to list the files in.
- 3 Select the file you wish. 
or
Type the full path, separated by commas, of as many as nine files at one time to open multiple files.
- 4 Choose OK.

See Also

[Managing Files](#)

[Open a Copy of a File](#)

[Saving Files](#)

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Cascade

Purpose

Use Cascade to view as many as nine open document windows at the same time. Cascade overlaps the windows.

Steps

- 1 Choose Cascade from the Window menu.

See Also

[Tile](#)

Control Menu

Purpose

Use the options on the Control Menu to position, size, close, and switch application windows. Double-click the control-menu box, then choose an option from the Control Menu.

Restore

Move

Size

Minimize

Maximize

Next

Exit

Switch To

document

A file (drawing, text, slide show, spreadsheet, and so on) created in a WordPerfect application.

Close



Control Menu, Close

Purpose

Use Close to close a document or to exit an application.

Steps

- 1 Choose Close from the Control menu.
- 2 Choose Yes to save changes and exit the document or application.

See Also

Switch To

Maximize



Control Menu, Maximize

Purpose

Use Maximize to enlarge a window to full size.

Steps

- 1 Activate the window you wish to maximize, then choose Maximize from the Control menu.
or
Double-click the title bar of the window you wish to maximize. Click the Maximize button (the up-arrow button on the window title bar).

See Also

Minimize

Minimize



Control Menu, Minimize

Purpose

Use Minimize to reduce a window to an icon.

- 1 Activate the window you wish to minimize, then choose Minimize from the Control menu.

or

Click the Minimize button (the down-arrow button on the window title bar).

See Also

Maximize

Move



Control Menu, Move

Purpose

Use Move to relocate a window on the screen.

Steps

- 1 Activate the window you wish to move, then choose Move from the Control menu. Use the arrow keys to move the window to a new location, then press Enter.
or
Drag the title bar to the new location.

See Also

Size

Next



Control Menu, Next

Purpose

Use Next to scroll through open document windows.

Steps

- 1 Choose Next from the Control menu.

See Also

Switch To

Restore



Control Menu, Restore

Purpose

Use Restore to return a window to its previous size and position.

Steps

- 1 Activate the window you wish to restore, then choose Restore from the Control menu.
or
Click the Restore button (the double-arrow button on the window title bar).

See Also

Maximize
Size

Size



Control Menu, Size

Purpose

Use Size to modify the size of a window.

Steps

- 1 Activate the window you wish to size, then choose Size from the Control menu. Use the arrow keys until the outline of the window is the size you wish, then press Enter.
or
Place the pointer on the window border (the pointer becomes a double arrow), then drag the pointer to the size you wish.

See Also

Maximize

Move

Restore

Switch To



Control Menu, Switch To

Purpose

Use Switch To to activate other applications without exiting the current one.

Steps

- 1 Choose Switch To from the Control menu, select the application you wish, then choose Switch To.
or
Press Alt+Tab.

See Also

Next

Tile

Purpose

Use Tile to view as many as nine open windows at the same time. Tile places the windows side by side.

Steps

- 1 Choose Tile from the Window menu.

See Also

Cascade

window border

The outside border of an application window or a tiled or cascaded document window. Drag the border to size the window.

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You can use wildcard characters to include specific types of files. For example, typing `c:\october*.shw` will include all files in the OCTOBER subdirectory of the C: drive with the extension `.SHW`; typing `c:\october*.*` includes all files in the OCTOBER subdirectory.

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If you try to open a file that was created in a format other than the format the current application uses, the Convert File Format message box appears. Choose OK to convert the file.

If a WordPerfect application cannot convert the file, an error message will inform you that the file format is unknown. If this occurs, you may wish to use the original program to save the file in DCA/RTF or RTF format. If neither of these formats is available, you can save the file as an ASCII (DOS) text file. However, some formatting features in your file may be lost when you open it into the current application.

Exclude Files

Ignores all specified file types. All files with .EXE, .COM, and .DLL extensions are excluded by default.

Expand Browse Dialog

Lets you specify how the Create and Edit Index dialog boxes appear. If you select Expand Browse Dialog, the Filename, Drives, and Directories display each time the dialog box is opened. (Applies to all indexes.)

Extended Characters in Non-WP Documents

Lets you specify how extended characters in documents other than WordPerfect formats are treated in the index. If you are indexing a document created in Windows, choose Interpret as ANSI; if you are indexing a document created in DOS, choose Interpret as ASCII. If you have both or are unsure, select Exclude.

Include Numbers in Index

Indexes numbers as well as letters.

Index Contains

Lets you specify how much of a document to index.

Index Level

Lets you specify an area to search for word patterns (for example, on the same line, or in the same paragraph).

Index WordPerfect Documents Only

Indexes only WordPerfect 5.1/5.2 and 6.0 documents (but not WordPerfect 4.0 documents).

Location for Index Files

Lets you specify the default location for index files. (Applies to all indexes.)

Delete QuickList Item



QuickList, Delete Item

Purpose

Use Delete Item to remove an item from a QuickList.

Steps

- 1 Enter any directory dialog box.
- 2 Select the item you wish to delete.
- 3 Right-click on the QuickList, then choose Delete Item.
- 4 Choose Yes.

See Also

Add or Edit QuickList Item
QuickList

counter box

A box in which you specify a number by typing or by using the incrementor/decrementor buttons.

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UNC Drive Mappings

Purpose

When your computer is part of a network, use Universal Naming Convention (UNC) drive mapping formats anywhere you specify a filename.

Steps

- 1 Enter any directory dialog box or QuickFinder search results list.
- 2 Specify the filename of the file, using the following drive mapping conventions:

Format	Syntax
UNC	\\Server\Volume\Dir\Dir etc...
Acceptable	//Server/Volume/Dir/Dir etc...
Novell	Server/Volume:Dir\Dir etc...
Acceptable	Server\Volume:Dir/Dir etc...

- 3 Choose OK.

See Also

[Managing Files](#)

