Contents

Purpose

This online Help contains basic instructions on using the Envoy Runtime Viewer.

Steps

1 Choose one of the following topics.
   View a File
   Annotate a File
   Save and Print
2 Follow the prompts at the bottom of the viewer.

Annotate a File

Purpose
Use the Envoy annotation features to comment on or mark a runtime file.

Steps
To create a note,
1 Click the Note icon, click in the viewer, type the note, then click outside the note.

To highlight,
1 Click the Highlight icon, drag over an area, then click the Highlight icon again.

To place a bookmark,
1 Click the Bookmark icon, drag over an area, type a label, then click OK.

To link two parts of a document,
1 Click the Hypertext icon, then drag over the source.
2 Go to the destination, drag over the area, then click the Hypertext icon again.

View a File

! The Runtime Viewer opens only the one file attached to it.

Steps

To jump to a particular place in a file,
1 Choose one of the first eight options from the View menu.

To change the magnification of the view,
1 Choose an option from the Zoom menu.

Save and Print

Steps
1 Make sure annotations are a light colour if you wish to print them.
  or
  Choose Annotations from the View menu to hide them.
2 Choose Save from the File menu to replace the file.
  or
  Choose Save As to save the file with a new name or location.
3 Choose Print Setup from the File menu, then make any changes you wish.
4 Choose Print from the File menu.