

2. Pick "Cut" from the Edit menu.

The selected text will be removed from the screen and the text around it will be reformatted if necessary. The deleted text is temporarily stored on an invisible Clipboard.

If you cut a selection of text that contains block markers, the blocks will not be cut. Instead, the markers will be repositioned over the first character following the selection which was cut. If the selection you cut contains more than a single block marker, the blocks will retain their individual identity, but the markers will merge into a single marker and be placed over the first character following the selection which was cut. To delete these blocks, use the "Unblock" command (see Subsection G. *Deleting Blocks* in Section 4. of Chapter 2. *Using IRIS Intermedia*).

Clearing

1. Select the text you wish to delete.

See Subsection B. above.

2. Press the Delete key.

The selected text will be removed from the screen and will not be saved on the Clipboard (and will also not affect the contents of the Clipboard). Choosing the "Undo" command from the Edit menu will undo this operation.

D. Copying Text

Sometimes you may want to copy a selection of text to repeat it at a new location without first deleting it.

1. Select the text you wish to copy.

See Subsection B. above.

2. Pick "Copy" from the Edit menu.

The selected text is placed on the Clipboard but is not removed from the screen. To place the copied material elsewhere in the document, see instructions for pasting in Subsection E. below.

E. Pasting Text

Once text has been stored on the Clipboard either by cutting or copying, it can be pasted at a new location in the same document or in a different one. In some situations, such pasting may affect the style of the material to be pasted or that of the text into which it is being inserted (see Section 3. Formatting an InterWord Document for information on using styles).

1. Follow the steps for cutting or copying text.

See Subsection C. for cutting text and Subsection D. for copying text. The paste command will only be available if the Clipboard contains some text or graphics.

2. Set an insertion point in the document in which you wish to paste the selection.

This indicates the location to paste the material stored on the Clipboard.

3. Pick "Paste" from the Edit menu.

The contents of the Clipboard will be pasted at the insertion point. This may have an effect on the style of either the pasted text or the text into which the addition is made (for some examples of this, see *Paste* in Section 4. of Chapter VII. *InterWord Reference Guide*).

F. Changing Type Characteristics

The steps below describe the method for changing the type characteristics of portions of text within a paragraph. It is best to use styles if you wish to change the type characteristics of one or more paragraphs. See Section 3. Formatting an InterWord Document for information on using styles.

1. Select the text you wish to change.

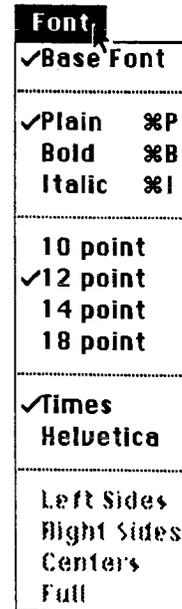
See Subsection B. above.

2. Pull down the Font menu.

This menu will give you information about type styles, point size and type faces, as well as allow you to change any of these characteristics of selected text. Check marks appear next to certain items in the menu to let you know what characteristics are already associated with the text you have selected.

3. Select the desired type style, point size and/or typeface from this menu.

Be sure the text you wish to change is still selected. While it is selected, you can make as many changes as you wish. If you select the "Base Font" option, the selected text will take on the set of type characteristics associated with the style of the paragraph of which the text is a part (see Section 3. for information about styles).



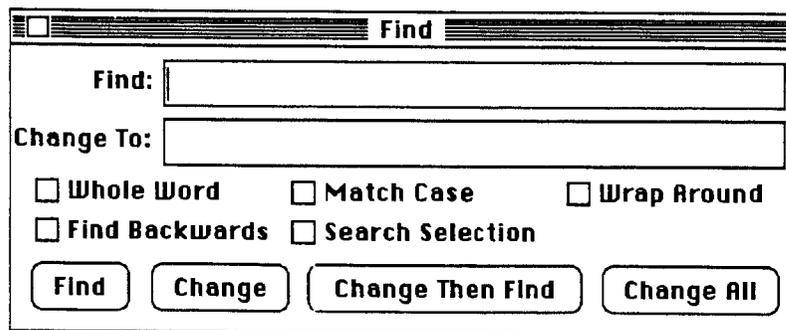
G. Finding and Changing Text

The "Find" command allows you to search for and change any word or string of text in an InterWord document.

Changing One Occurrence at a Time

1. Choose "Find" from the Edit menu.

This will bring up a dialog box.



2. Fill in the text you would like to find.

If you only want to find a string of text and not change it, proceed to step 4.

3. Press the Tab key and enter replacement text.

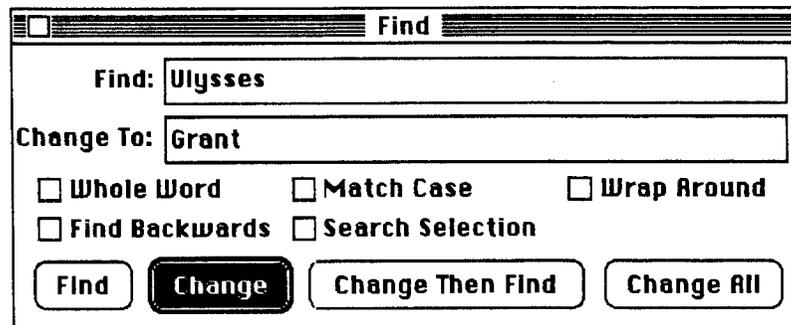
If you would like to change a word or string of words, enter the new text (i.e. what you want the old text to be changed to) in the "Change To" field of the dialog. It is not necessary to fill in the "Change To" field if you just wish to search for text. You may alter any of the other settings as you need them. See *Find* in Section 4. of Chapter VII. *InterWord Reference Guide* for more information on these settings.

4. Click the "Find" button at the bottom of the dialog box.

InterWord will locate the text you entered in the dialog box, starting the search at the insertion point. If you have entered replacement text in the "Change To" field, the "Change" and "Change Then Find" buttons will now be active.

5. If you want to change the highlighted, or found text, pick "Change" or "Change Then Find."

If you clicked on "Change," the text will change according to what you entered in the "Change To" box. If you clicked on "Change Then Find," the text will change and the next occurrence of the text in the "Find" field will be found. If there are no more occurrences, you will be notified.



6. Click on the Close Box to close the dialog box.

This step is optional. You may leave the Find dialog open as long as you wish. If it gets buried under other windows, pick "Find..." from the Edit menu.

Changing All Occurrences at Once

1. Select "Find" from the Edit menu.

This will bring up a dialog box. If you only wish to find and change text in a portion of your document, select that portion before picking "Find" from the menu.

2. Fill in the text you would like to change throughout the whole document or in the current selection.

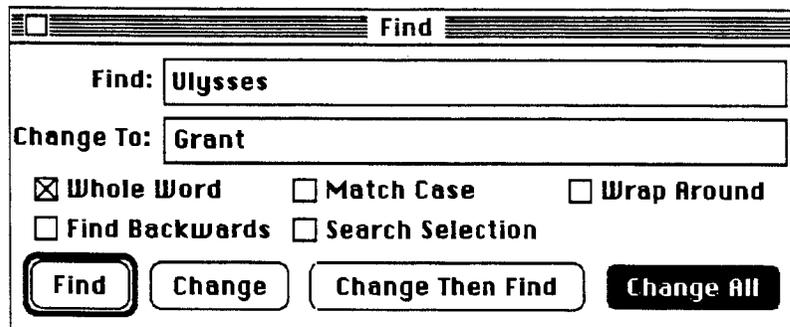
Typing will replace any text already in the "Find" field.

3. Enter the new text (i.e. what you want the old text to be changed to) in the "Change To" field of the dialog box.

The Tab key can be used to advance to the "Change To" field. You may also alter the other settings of the dialog box as you need them. For example, you may want to set "Search Selection" so that the changes occur only in the current selection and not throughout the entire document. To change any of the settings, click once in the adjacent box. An "X" will appear to indicate that the setting is in effect. Clicking in the box a second time will turn the setting off. See *Find* in Section 4. of Chapter VII. *InterWord Reference Guide* for more information on these settings.

4. Click the "Change All" button at the bottom of the dialog box.

All occurrences of the text in the "Find" field will be changed to whatever you entered in the "Change To" field. The search always begins at the insertion point and continues to the end of the document.



The image shows a screenshot of the "Find" dialog box. At the top, there is a title bar with a close button and the text "Find". Below the title bar, there are two text input fields: "Find:" containing the text "Ulysses" and "Change To:" containing the text "Grant". Underneath these fields are four checkboxes: "Whole Word" (checked), "Match Case" (unchecked), "Wrap Around" (unchecked), and "Find Backwards" (unchecked). Below the checkboxes are two more checkboxes: "Search Selection" (unchecked). At the bottom of the dialog box, there are four buttons: "Find", "Change", "Change Then Find", and "Change All".

5. Click on the Close Box to close the dialog box.

This step is optional. You may leave the Find dialog open as long as you wish. If it gets buried under other windows, pick "Find..." from the Edit menu.

3. FORMATTING AN INTERWORD DOCUMENT

InterWord documents are made up of paragraphs — any amount of text between two carriage returns — and different styles can be applied to each paragraph to change its appearance. Styles are defined and edited using the Font menu and the Ruler. The Font menu allows you to change the type face, point size and type style of text. The Ruler, which is displayed in the Top Palette of the InterWord window, allows you to change settings for margins, tabs, line spacing, and justification. You can give each style you define a mnemonic name such as "title," "subhead," or "list" so that it is easy to distinguish between styles. The names of the styles are found in the Style List, located in the Left Palette of the InterWord document window.

When you open a new InterWord document, you will find several predefined styles in the Style List. These styles are provided for your convenience. If you start typing in the writing area without changing styles, all the paragraphs you create will reference the default style "Normal." In general, styles are inherited from one paragraph to the next. For instance, if you are entering text in a paragraph that references the style called "List" and you hit the Return key, the next paragraph will automatically be another list item.

A. Showing and Hiding the Ruler and Style Palette

If you only plan to read a document and make few or no editing changes, you may want to hide the Ruler and Style Palette to unclutter the screen. The Ruler and Style Palette can easily be restored to view once hidden. New InterWord documents always open with the Ruler and Style Palette displayed; however, existing documents may not have the Ruler and/or Style Palette visible when they are opened. The state of the Ruler and Style Palette is saved when the document is saved.

1. Pick "Hide Top Palette" from the Arrange menu.

When the Ruler is hidden, you can still select text in the writing area and make any editing changes that do not involve styles. If you pull down the Arrange menu, you will notice that the "Hide Top Palette" command now says "Show Top Palette." This indicates that the Ruler has been hidden.

2. Pick "Hide Left Palette" from the Arrange menu.

The Style Palette will be hidden.

When you wish to see the Ruler and/or the Style Palette again:

3. Pick "Show Top Palette" from the Arrange menu.

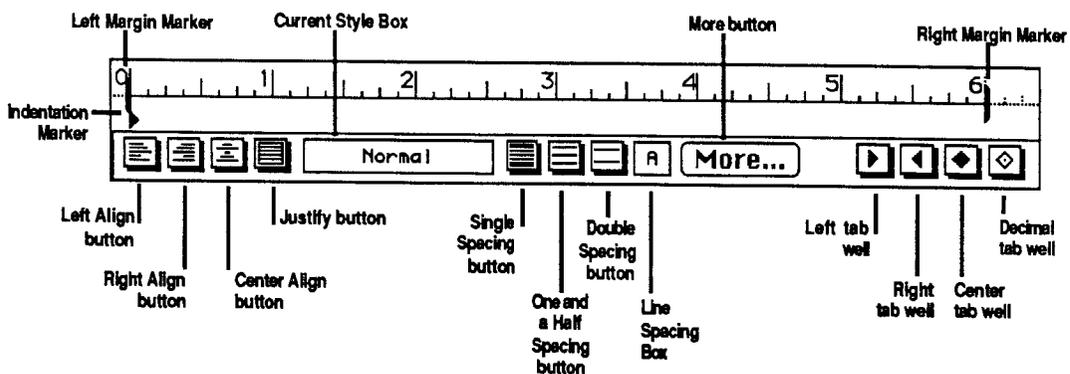
This will restore the Ruler to the top portion of the window.

4. Pick "Show Left Palette" from the Arrange menu.

This will restore the Style Palette to the left portion of the window.

B. Using the Ruler

The Ruler allows you to display and alter the format of your text. It contains a measurement scale (in inches) which resembles an actual ruler, and special markers which are selected or placed on this Ruler to modify the appearance of your document. The diagram below shows the Ruler with all its components.

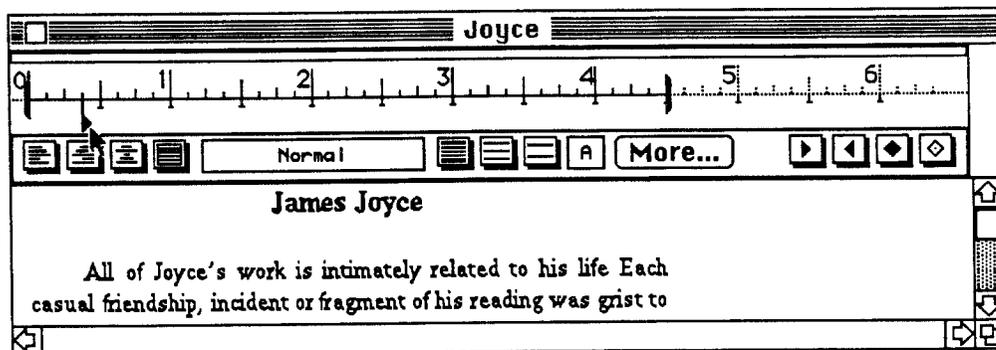
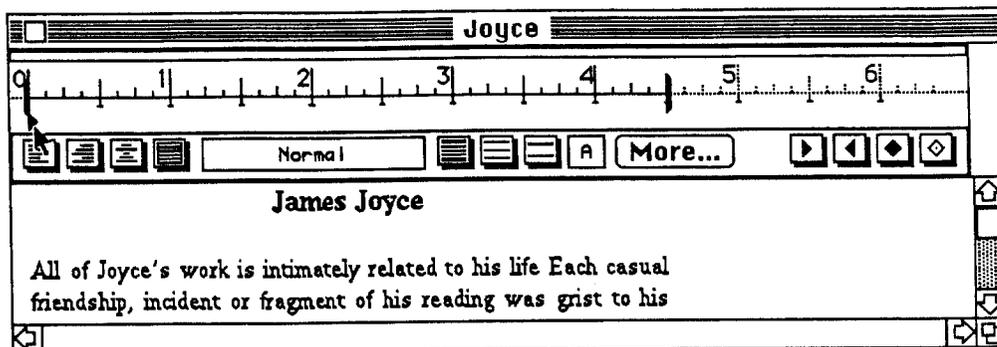


Paragraph Margins

You can set the right and left margins of a paragraph by dragging the margin marker to the desired position on the Ruler (See Chapter II. *Using IRIS Intermedia* if you need information on dragging objects). When you adjust the left margin, the indentation is also adjusted automatically.

Indentation

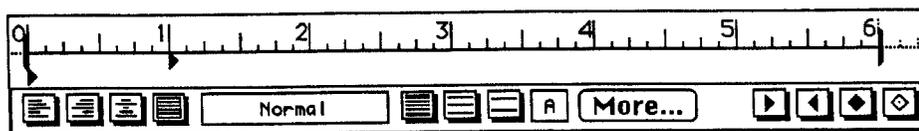
To indent the first line of a paragraph, drag the indentation marker to the desired position on the Ruler.



Tabs

There are four types of tab stops in InterWord: Right Tabs, Left Tabs, Centering Tabs, and Decimal Point Tabs. The Left Tab aligns items along their left edges, the Right Tab to their right edges, and the Centering Tab to the centers of the items. In addition, the Decimal Point Tab allows you to align numbers which contain decimal points.

Note: Only Left Tabs are implemented in this version of IRIS Intermedia.



This text is aligned on a left tab stop set at 1 inch|

To use any of these tab stops, drag them to the desired location on the Ruler.

Current Style Box

Normal

While you are editing your document, the Current Style Box will indicate the style associated with the paragraph containing your insertion point or selection. If you wish to redefine this particular style, you must click once on the name to highlight it and then change the Ruler settings. If you do not click on the name in the Style Box, your formatting changes will only affect the current paragraph. This is considered a *local style change*. You may also edit any style whose name is in the Style List by clicking on the name in the list. The style you have chosen will then appear highlighted in the Current Style Box and you may change the Font menu or Ruler settings if desired. All paragraphs associated with the style will be reformatted to reflect the change.

The Normal style (12 point Times font, justified text with one inch margins and a half-inch first line indent) is the style upon which all other styles are based. All styles are defined by how they differ from the Normal style. Therefore, if you make changes to the Normal style definition, all other styles change accordingly unless you have overridden them with another formatting command. For example, the Title style might be Normal style plus boldface and centering. If you edit the Normal style to create wider margins, the Title margins will be changed, but Titles will remain centered and boldface. Changing the definition of the Normal style is a powerful way to make global changes to your document. It's a quick way to change both line spacing and margin settings of all styles that don't override those settings.

Line Spacing



These boxes let you control the amount of space between lines in a paragraph. The first three boxes allow you to change the line spacing from single, to one and a half, to double spacing. The right box shows you the number of points between lines. It will usually contain an "A" to indicate that the number of points between the lines is being automatically calculated based on the size of the type and the line spacing you have chosen in one of the first three boxes. If you wish your interline spacing to be a point size other than that automatically calculated for single, one and a half or double spacing, you can select the text in the Line Spacing Box and type in a number of points. Be sure to press the Return key after typing the number.

"More..." Button

More...

Clicking on this button will bring up one of two dialog boxes that allow you to change style attributes such as the style name, the spacing before and after a paragraph of a particular style, the base style, and the style that should always follow the current style. If the name of a style is selected in the Current Style Box, clicking on the More button will display the following dialog:

The dialog box contains the following elements:

- Style Name:** A text field containing the word "Title".
- Spacing around style:**
 - Skip --** followed by a numeric input field containing "0" and the text "pts. Before".
 - Another numeric input field containing "0" and the text "pts. After".
- Based On:** A scrollable list box containing "Heading", "Indented Quote", "Normal" (highlighted), and "Numbered Point".
- Next Style:** A scrollable list box containing "Normal", "Numbered Point", "Spaced", and "Title" (highlighted).
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The dialog box allows you to change some of the attributes of the named style (the "Title" style is shown in the illustration). To change the name of a style, edit the text in the "Style Name" field. This will change the name in the document's Style List.

If you would like additional space either before or after all paragraphs of this style, you can change the numbers in the "Skip pts. Before" and "Skip pts. After" fields. This space will be in addition to interline spacing.

All styles are, by default, based on the Normal style. If you wish your style to be based on a style other than Normal, click on the name of a different style in the scrolling "Based On" list. All the Font menu and Ruler settings that you have not explicitly changed in the current style definition will automatically change to the settings of the new base style rather than those of the Normal style.

Styles are inherited from one paragraph to the next. If you are using the Indented Quote style and press Return, the next paragraph will also be an Indented Quote. Sometimes it is convenient to alter this behavior. You might decide that you always want Normal paragraphs after Indented Quotes. If this is the case, you can change the default next style to a new one by selecting any style name from the "Next Style" list.

If the name of a style is not selected in the Current Style box, the settings you change in the More dialog will only alter the paragraph containing the insertion point or selection. In other words, you are making a local style change (see Subsection E. for more information on editing local styles). The dialog box that will appear when no style name is selected will look like:

Since you are not editing the definition of a named style, the only items you are able to change are the spacing before and after the current paragraph(s).

Spacing around style:

Skip -- pts. Before
 pts. After

Alignment



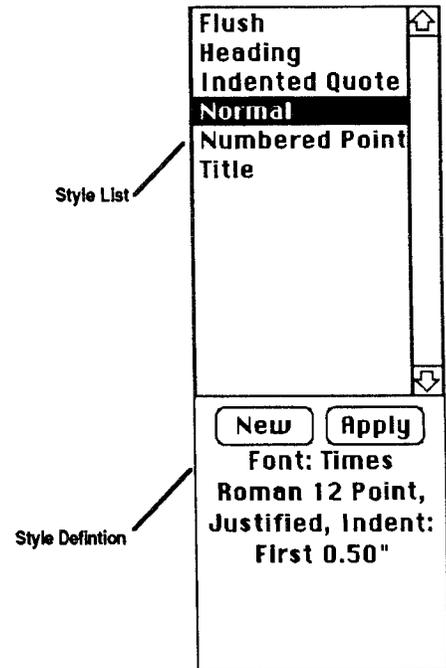
These four buttons allow you to specify how you would like your text aligned with respect to the left and right margins. Clicking the Left Align button will align your text to the left side of the page, leaving the right side "ragged;" the Right Align button will align your text along the right margin; the Center Align button centers your text, while the Justify button aligns your paragraphs so that they are flush against both the right and left margins.

C. Creating New Styles

Each new InterWord document is supplied with six styles: Flush, Heading, Indented Quote, Normal, Numbered Point, and Title. For some documents, you may want to create additional styles. Once a new style is defined, it can be applied to new paragraphs or to existing paragraphs.

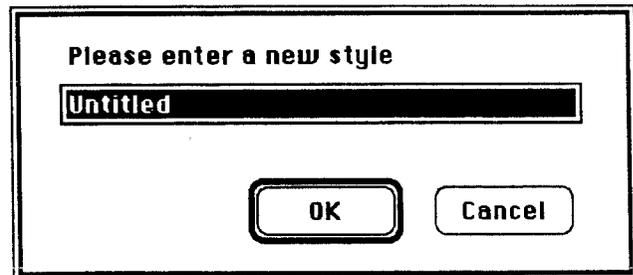
1. Show the Ruler and Style Palette if they are not already visible by selecting "Show Top Palette" and "Show Left Palette" from the Arrange menu.

The Ruler and Style Palette appear in the top and left portions of the current document. The Ruler has been explained above. The Style Palette consists of the Style List, the Style Definition, and two buttons, "New" and "Apply." The Style List shows you what styles are already available for this document, while the Style Definition explains what each style is (point size, font, indentations, etc). . If you choose "New" when no style is selected in the Style List, your new style will initially have the same settings as "Normal." If you choose "New" when a style is selected, your new style will start off as a copy of that style, and will be *based on* the selected style.



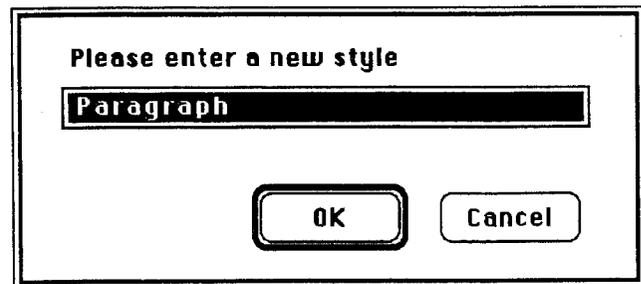
2. Click once on the "New" button.

A dialog box will appear, asking you to enter a name for the new style.



3. Enter a name for the new style and click "OK."

Once a style has been named, the name is added to the Style List and is highlighted in the Current Style Box, indicating that you can edit the definition of the style.



4. Alter the Font menu and Ruler settings to create your new style.

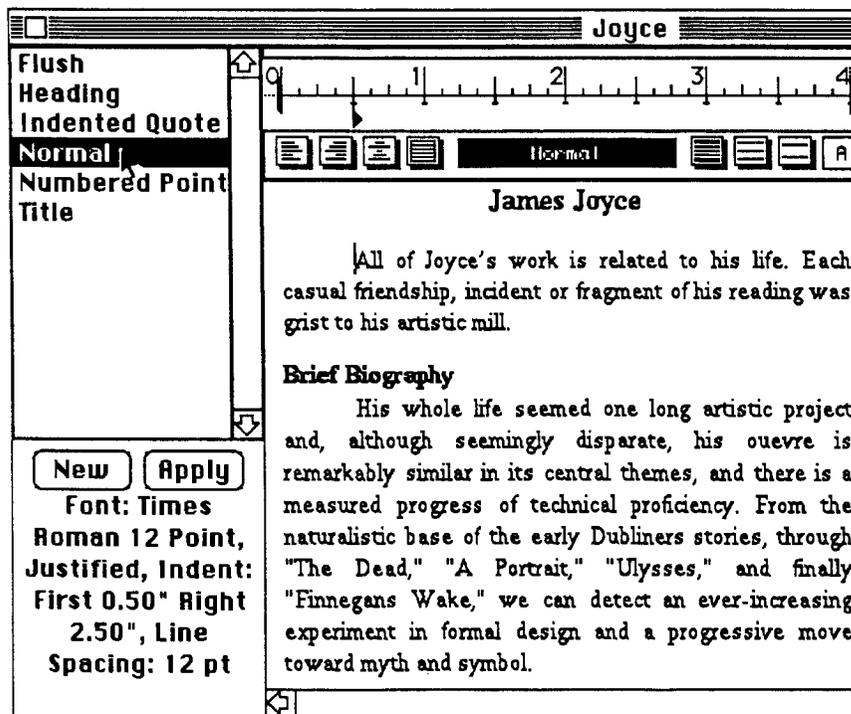
As you make changes, the information is recorded in the Style Definition. When you have finished altering the settings, you can apply the style to a new paragraph or to existing text by following the instructions in Subsection F.

D. Editing Named Styles

If a style's name is contained in the Style List, that style may be edited. If you make changes to a style, those changes will be reflected in every paragraph which uses that style. The changes will only affect the current document.

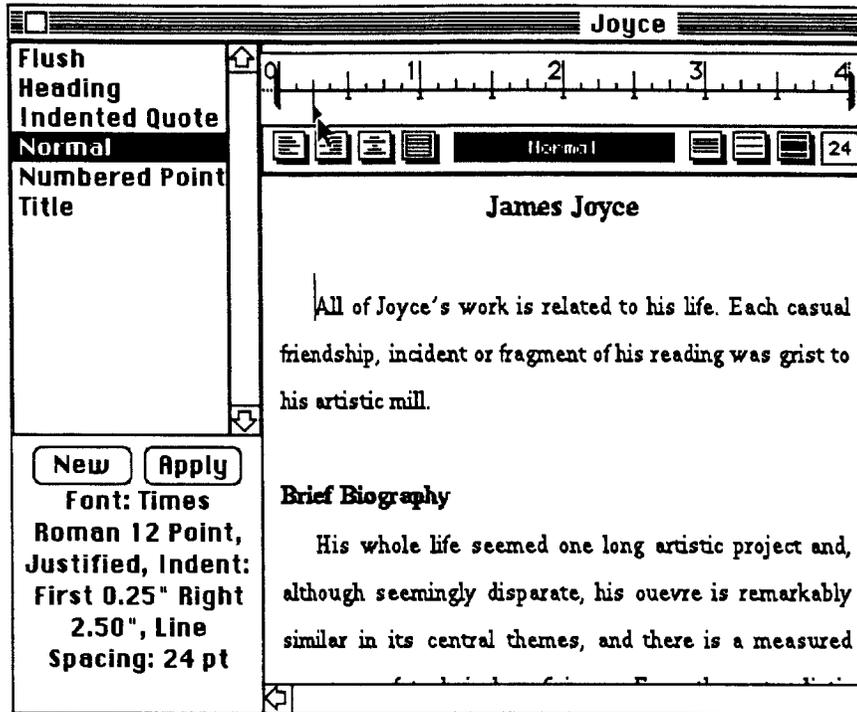
1. Click on a style name in the Style List or in the Current Style Box.

The name of the style you wish to edit will now be highlighted in black in both the Style List and in the Current Style Box on the Ruler.



2. Change any of the Font menu or Ruler settings.

For changing Ruler settings, see Subsection B. above. You will see the effects of your formatting changes immediately if any paragraphs which use the style you are now editing are visible in the InterWord window. Remember that changing the definition of an existing style will reformat all paragraphs which use that style.



E. Editing Local Styles

Editing named styles is a powerful way to make global changes to text scattered throughout your document; however, there are times when you may not want to make these global changes. For example, you may want to change a single word or phrase in a paragraph to an italic face or you may want to change the line spacing in a single "Numbered Point" paragraph from double spacing to single spacing because that point takes up two lines instead of just one line like most of your other points. Whatever the reason, InterWord allows you to make local style changes as well as global ones.

Local Ruler Changes

1. Set an insertion point in the paragraph you wish to change.

Be certain that no named style is highlighted in the Current Style Box. Setting an insertion point is sufficient to indicate which paragraph should be affected by the Ruler changes.

2. Alter any of the Ruler settings.

Use the same techniques as explained in Subsection B.

Local Font Changes

1. Select the text you wish to change.

Setting an insertion point is *not* sufficient to indicate the text that should be changed. You must select the text, even if you wish to change the font characteristics of the entire paragraph. Unlike Ruler changes which always affect entire paragraphs, font changes can affect any amount of text.

2. Pick one or more options from the Font menu.

You can only change one font characteristic at a time, but as long as the text is still selected, you can continue to pick other items from the Font menu.

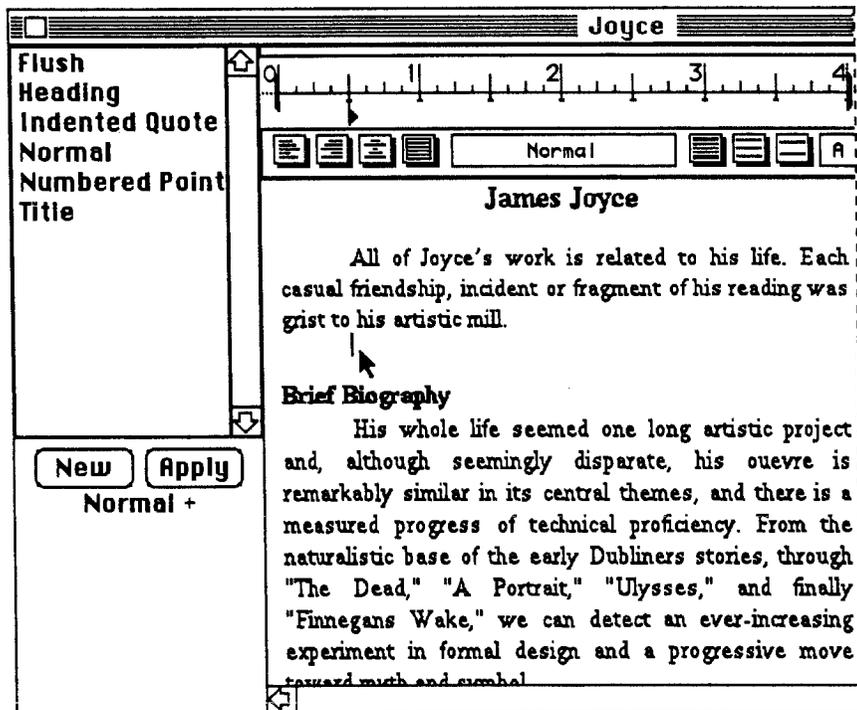
F. Applying Styles

Once a style is in the Style List, it can be applied to one or more paragraphs. Even if a paragraph contains no text, a style can still be applied. For example, you may have just entered an indented quote and now want to return to the "Normal" style. To do so, finish typing the quote, press the Return key (your new paragraph is represented by an insertion point) and apply the "Normal" style.

Applying Styles to New Paragraphs

1. Create a new paragraph by pressing the Return key.

Since carriage returns delimit paragraphs, pressing the Return key allows you to create a new paragraph. You will now have an insertion point on a blank line.

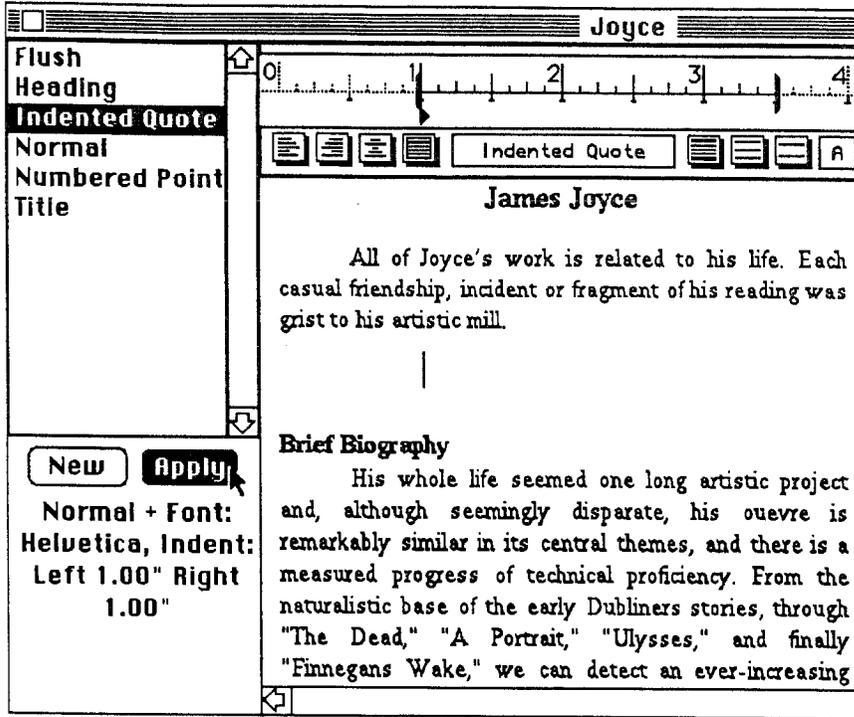


2. Click on a style name in the Style List.

The name of the style you wish to apply to the new paragraph will now be highlighted in black.

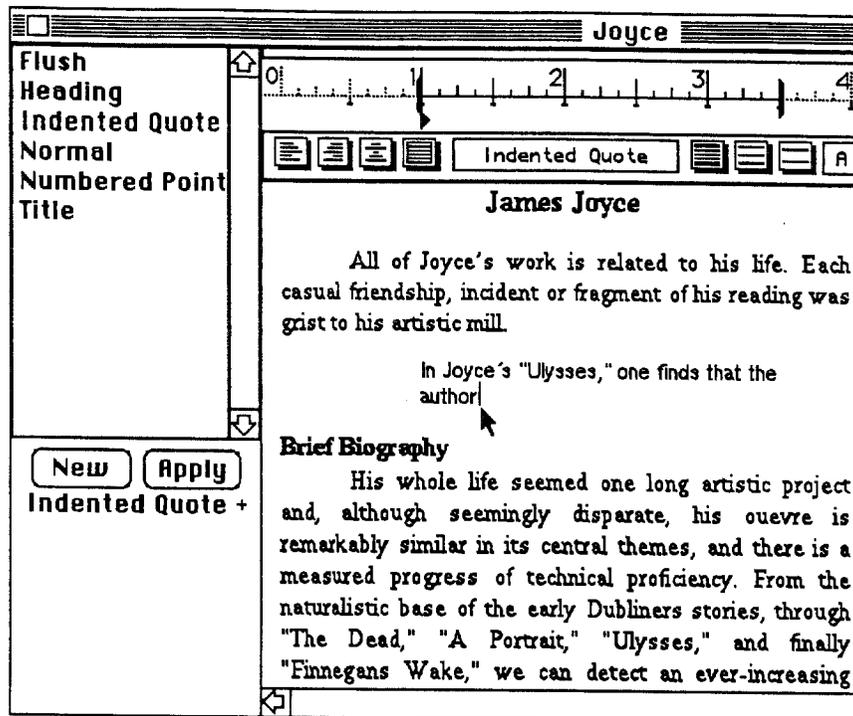
3. Click on the "Apply" button.

Your new paragraph now has the formatting characteristics of the style you have applied. You may observe that the insertion point has moved slightly to reflect the indentation and line spacing in the definition of the style you have just applied. Double-clicking on the style name has the same effect as steps 2 and 3.



4. Enter text at the insertion point.

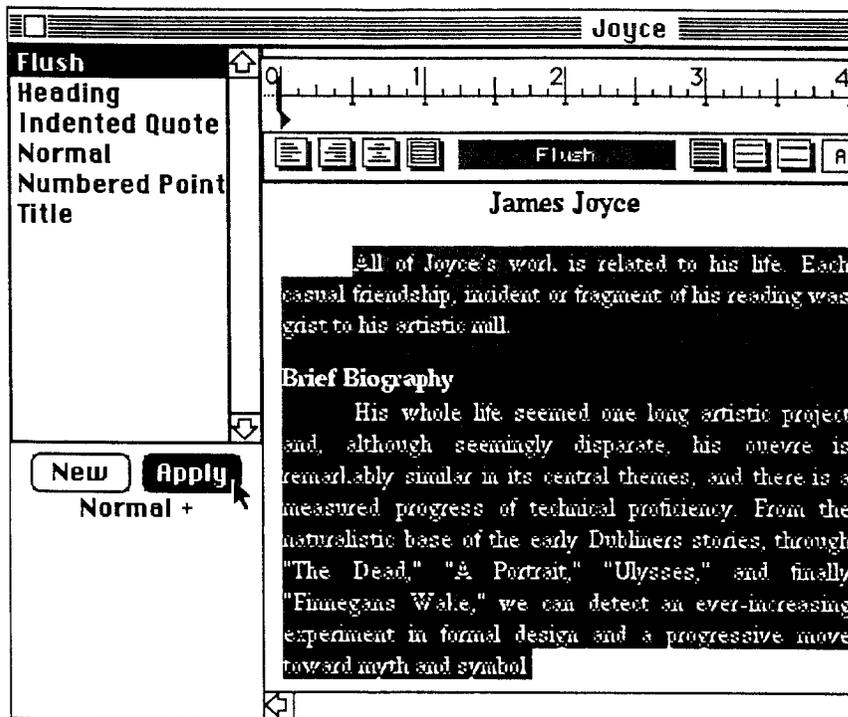
The text you type will be formatted according to the definition of the style you have just applied.



Applying Styles to Existing Paragraphs

1. Set an insertion point, or, if you wish, select one or more paragraphs.

If you only wish to change the style of a single paragraph, setting an insertion point somewhere within the boundaries of the paragraph is sufficient to indicate what text you wish to reformat. If you want to change the style of more than one paragraph, however, you must select them all. This can be accomplished by dragging over the paragraphs until all of the text you wish to alter is highlighted in black.



2. Click on a style name in the Style List.

The name of the style you wish to apply to the selected paragraph or paragraphs will now be highlighted in black.

3. Click on the "Apply" button.

The paragraph containing the insertion point (or the selected paragraphs) will be reformatted to reflect the style that has just been applied.

4. LINKS AND BLOCKS IN INTERWORD DOCUMENTS

The section on "Using IRIS Intermedia" provides a general description of blocks and links. If you are unfamiliar with these concepts, you may wish to review that section. The description below will only explain the manner in which you interact with blocks and links in the InterWord application.

In InterWord, any selection of text, from an insertion point to a whole document, may become a block – an anchor for a link. Block markers are placed over the first character of the text which makes up the block extent. Since several blocks may begin with the same first character, the existence of a marker indicates that at least one block exists at that location. Each of these blocks may have one or more links associated with it. Dialog boxes will help you to differentiate between blocks whose extents begin with the same first character and the links associated with each block.

Remember, a web must be open to view, manipulate or create blocks and links.

A. Selecting Block Markers

Block markers are always placed directly over the first character of the block's extent.

1. Position the pointer with its point in the marker box and click the mouse button once.

If the cursor is positioned properly, the marker will be selected (highlighted in black) when you click the mouse button. If the cursor is not directly over the marker, you will set an insertion point rather than select the marker. If this happens, just try again.

 All of Joyce's work is intimately related to his life Each casual friendship, incident or fragment of his reading was gist to his artistic mill. His whole life seemed one long artistic project and, although

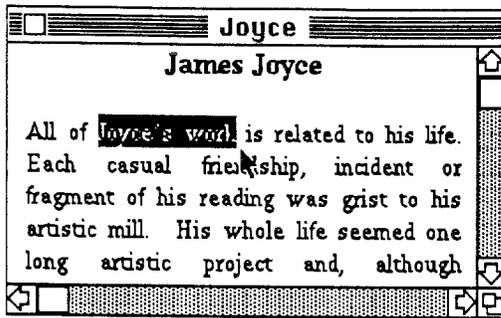
 All of Joyce's work is intimately related to his life Each casual friendship, incident or fragment of his reading was gist to his artistic mill. His whole life seemed one long artistic project and, although

B. Creating New Blocks

To create a new block in the InterWord application, select the text you would like to serve as the anchor for the block.

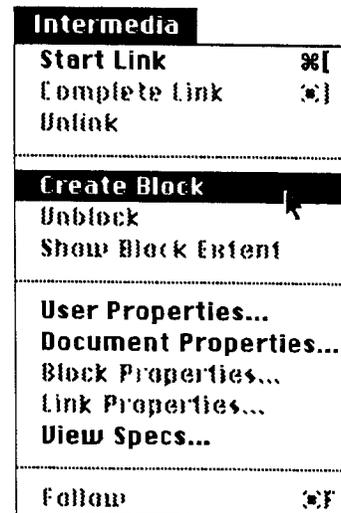
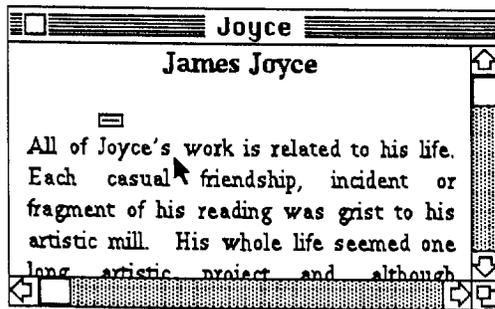
1. Select the text you wish to use as the extent for the block.

An insertion point is also a valid block extent.



2. Choose "Create Block" from the Intermedia menu.

A block marker will be placed above the first character of the selection region. Notice that the marker is a straight line enclosed in a rectangle. This symbol indicates that there are currently no links attached to the block. Links may be attached at a later date (see Subsection C).



C. Starting and Completing Links

The process of initiating or completing a link in an InterWord document is similar to the process of creating a block.

1. Select any amount of text or an existing block marker.

The text or the existing block will serve as the source block of the link.

2. Choose "Start Link" from the Intermedia menu .

If you selected text, it will temporarily be considered the source block of the link which is pending.

3. Select another marker or create another selection region in the same or in a different document.

This will be the destination block of the link.

4. Choose "Complete Link" from the Intermedia menu to finish the link.

A block marker containing a link symbol will appear above the first character of both of the blocks associated with this link if markers were not already there. If Link Creation is set to "Verbose" in the Viewing Specifications dialog (see Chapter II. *Using IRIS Intermedia*), then a property sheet will appear so that you may name the blocks at both ends of the link (see that chapter for instructions on how to use property sheets).

D. Attaching Links to Existing Blocks

1. Select an existing marker.

Click on the block marker. The desired marker should be highlighted in black.

2. Choose "Start Link" or "Complete Link."

Use "Start Link" to turn the selected block into the source point for a new link. To complete a pending link using an existing block, follow step 1. and then pick "Complete Link" to turn the selected block into the destination point for the pending link.

E. Handling Blocks with Overlapping Extents

If two or more blocks have extents which begin with the same character, their markers will overlap. You can still access the links associated with the overlapping markers by interacting with a dialog box.

1. Select a block marker that may represent more than one block.

All overlapping markers will be selected.

2. Pick "Show Block Extent" or "Follow" from the Intermedia menu.

If more than one block is contained in your selection or if more than one link is attached to a block, a dialog box will appear requesting you to choose the link you wish to follow (see Chapter II. *Using IRIS Intermedia*). An alternate method of following a link is to double-click on a block marker.

3. Select the block whose extent you wish to see or the source and destination of the link you wish to follow.

If you picked "Show Block Extent," the dialog will have a list of blocks, by explainer. If you picked "Follow," the left side of the dialog box contains a list of all blocks (listed by explainer) that are included in your selection. If there is more than one explainer in the "Show Block Extent" dialog or in the source column of the "Follow" dialog, the marker you selected represents more than a single block. The list on the right side of the dialog box shows the destination points of each link associated with the first block. The items in this list indicate the name of the destination document, followed, in parentheses, by the explainer of the destination block. If the "Source" column contains only one item, select the destination to which you wish to travel from the "Destination" column and continue to step 4. If the "Source" column contains more than one item, you can browse through all possible destinations by clicking on each item in the list. Each time you click on a different source block explainer, the list of destinations will change to show you the documents and blocks associated with your choice. Locate and select the destination to which you wish to travel.

4. Click on the "OK" button.

The dialog box will disappear and a block extent will be highlighted with a marquee or the document containing the destination block of the selected link will appear. The link marker of the destination block will be selected and the block's extent will be highlighted with a marquee or gray handles, depending on the application at the destination of the link.

V. USING INTERDRAW

InterDraw is a structured graphics editor designed as a tool for creating illustrations and diagrams. The editor provides facilities for incorporating bitmap images — images created using a digitizing camera or a paint program — and for overlaying text and graphics on these images.

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1. HANDLING INTERDRAW DOCUMENTS

The methods for creating, opening, closing and saving InterDraw documents are the same as the methods used for performing these operations in other IRIS Intermedia applications.

A. Opening Existing Graphics Documents

Existing graphics documents are represented in folder and Web View windows by InterDraw document icons.



1. Select an InterDraw document icon.

An InterDraw icon in a folder or Web View window will be highlighted in black.



Position the pointer



Click once

2. Pick "Open" from the File menu.

A window containing the InterDraw document will open. Double-clicking on the InterDraw document icon will have the same effect as steps 1. and 2.

B. Opening a New Graphics Document

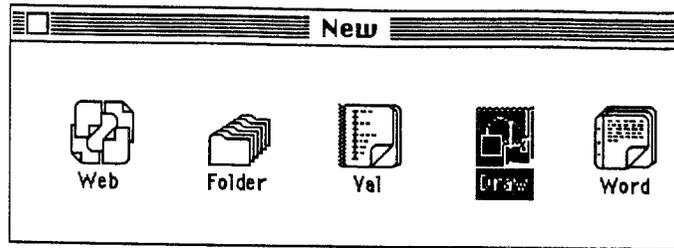
You may open a new InterDraw document by using the InterDraw icon in the "New" window.

1. Pick "New" from the File menu.

The "New" window will open.

2. Select the InterDraw icon.

The icon should be highlighted in black.



3. Choose "Open" from the File menu.

The InterDraw application will start up, opening a new graphics window. The graphics document will initially be called "Untitled." Double-clicking on the InterDraw icon in the "New" window will have the same effect as steps 2. and 3.

C. Saving a Graphics Document

Once you have made changes to a new or existing graphics document, it is a good idea to save your work periodically as a protection against a system failure. You may also want to save a copy of the graphics document on which you are working. Saving a copy is a useful way to back up your work or to freeze a version of the document that you can go back to at a later time.

Saving the Current Document

1. Pick "Save" from the File menu.

The "Save" command will only be available if you have made changes to the InterDraw document. Be sure that the window containing the graphics document you wish to save is active (the Title Bar should have horizontal black stripes). The "Save" command will save all the changes you have made. If you are saving the document for the first time, you will be prompted to type in a name for the document. (See illustration of "Save As" dialog box below.) An icon for this document will now appear in your current folder.

Once you save a document, you cannot undo any of the editing changes performed before the save.

2. Wait for the arrow cursor to return before continuing to work.

It may take several seconds for the system to save your document. Wait until you see the wristwatch turn back into an arrow cursor before trying to edit the document.

Saving a Copy of the Current Document

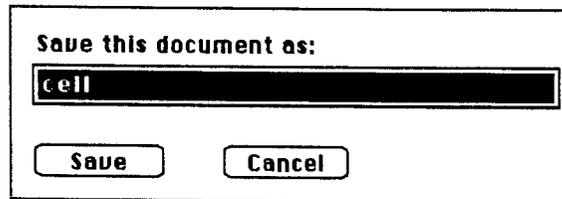
1. Pick "Save As" from the File menu.

Be sure that the window containing the graphics document you wish to save is active (the Title Bar should have horizontal black stripes). The "Save As" command will bring up a dialog box asking you to type in a name for the copy of the current document.

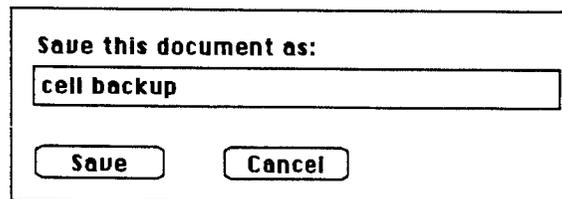
If you have made changes to your current document since it was last saved, the changes will only be saved in the copy of the document and not in the original. Save the document before choosing "Save As" if you want the changes saved in both versions.

2. Type in a name for the copy.

The name of the document will be selected when the "Save As" dialog appears. Type to replace the old name with a new one for the copy of the document.



A screenshot of a dialog box titled "Save this document as:". The text field contains the word "cell". Below the text field are two buttons: "Save" and "Cancel".



A screenshot of a dialog box titled "Save this document as:". The text field contains the words "cell backup". Below the text field are two buttons: "Save" and "Cancel".

3. Click on the "Save" button.

The "Save As" dialog box will close, a new InterDraw icon with the name just entered will appear in your current folder, the original document will close, and the copy will replace it in the open InterDraw window. For example, if you saved a copy of the document called "cell" as "cell backup," the "cell backup" document will now be open on the screen and the original document, "cell," will have closed.

D. Closing an InterDraw Document

After you are finished examining or editing a document, it is a good idea to save it and put it away. When you close a graphics document, it will return to its icon representation.

1. Pick "Close" from the File menu or click in the window's Close Box.

Be sure the graphics document you wish to close is in the active window. This command will close the window and return the document to its icon representation. If you have made changes in the document before closing it, you will be asked if you would like to save those changes..

2. WORKING WITH THE TOOL PALETTE

The InterDraw application contains two types of palettes: a Tool Palette and a Style Palette. They are located on the Left Palette and Top Palette, respectively. The Tool Palette is used for creating new objects, and the Style Palette, which is described in the following section, is used to change certain properties (e.g., fill styles, line widths) of the objects created using the InterDraw tools.

The Tool Palette contains icons representing the various types of objects you can create using InterDraw. For example, there is a Text tool, a Line tool, a Rectangle tool, an Oval tool, a Freehand Drawing tool, a Polygon tool, and so forth. To create an object with one of these tools, you must first select the tool's icon. Once selected, you can create any number of objects of the same type.

At times you might want to create squares, rounded squares, and circles rather than rectangles, rounded rectangles, and ovals. To aid with this, InterDraw provides a constrained version of a number of the tools. See the sections below on particular tools for details.

To select a tool from the palette, you position the arrow cursor over the icon of a tool and click the mouse button once. To select the constrained version of a tool, double-click on the icon. Double-clicking on the tool a second time will change it back to the unconstrained version. The instructions below explain how to use each tool.

A. Showing and Hiding the Tool and Style Palettes

If you do not plan to use the Style and/or Tool Palette for a period of time, you can hide the Top and Left Palettes from view to unclutter the screen. You must hide and show palettes one at a time.

1. Choose "Hide Top Palette" or "Hide Left Palette" from the Arrange menu.

The palettes will be removed from the window.

2. To redisplay, choose "Show Top Palette" or "Show Left Palette" from the Arrange menu.

The palettes will appear at the top or left of the window.

B. Selecting Tools

When a tool is selected from the palette, you can use that tool indefinitely until you select a different tool.

1. Position the pointer over a tool icon.

All tools are selected in the same manner.



2. Click the mouse button once.

The tool's icon will now be highlighted in black. When a tool is highlighted in black it is selected. The selected tool remains in effect until you select a different tool. In order to get the constrained version of the tool, double-click on the tool icon. Double-click a second time to return to the unconstrained version of the tool. Not all tools have constrained versions, so double-clicking on these will have no effect.



C. Text

A single word or a whole paragraph can be typed into an InterDraw document. In addition, any text object can be selected and changed to a different type style, point size or type face. Ways to edit the text are explained in Section 3. Editing Graphics. The constrained version of the tool lets you create a bracket to indicate the column width of the text.

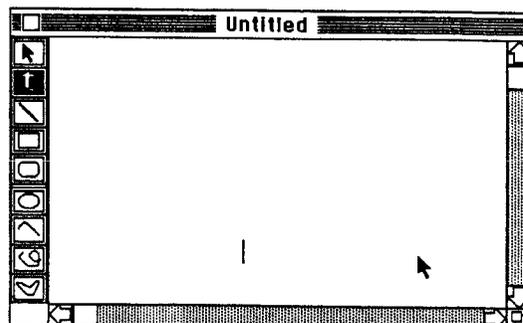
1. Select the Text tool.

The tool will be highlighted in black.

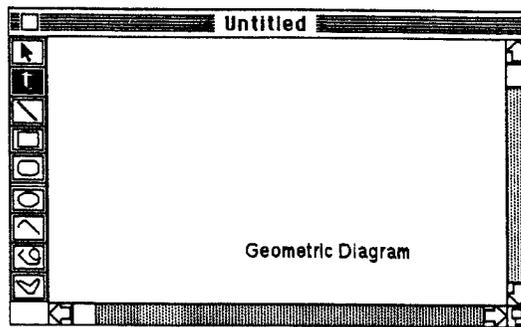


2. Position the cursor in the drawing area and click the mouse button to create an insertion point.

When you release the mouse button, there will be a flashing insertion point.



3. Type in some text.



Constrained Text

In order to get the constrained version of the tool, double-click on the tool icon.

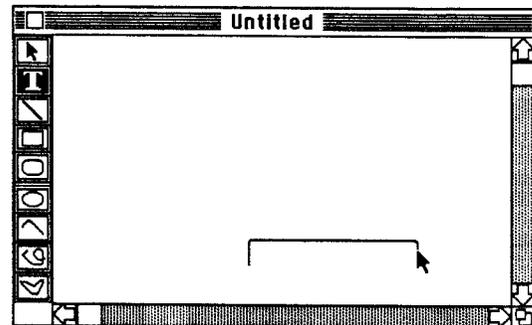
1. Double-click on the Text tool.

The tool will change to the constrained Text tool, and will be highlighted in black.

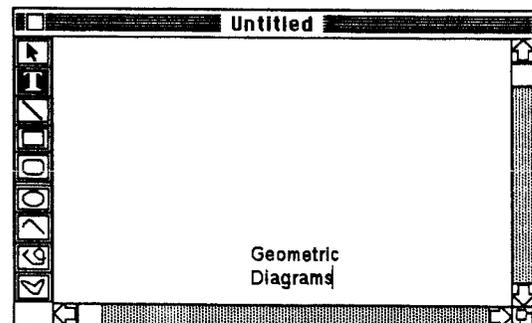


2. In the drawing area, press the mouse button and drag the mouse to create a text bracket of the desired size.

When you release the mouse button, the bracket will disappear, but there will be a flashing insertion point.



After you type a few words you will notice that the text automatically wraps around to conform to the width of the now invisible bracket. See Subsection G. *Reshaping Objects* of Section 3. *Editing Graphics* for instructions on how to change the width of the text bracket.



D. Lines

InterDraw provides facilities for adding lines of various lengths and widths.

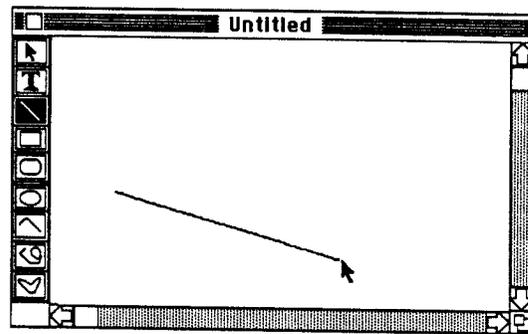
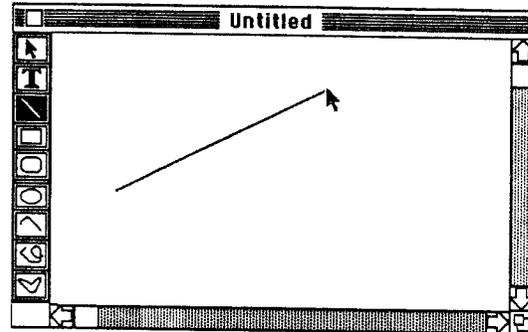
1. Select the Line tool's icon.

The tool should be highlighted in black.



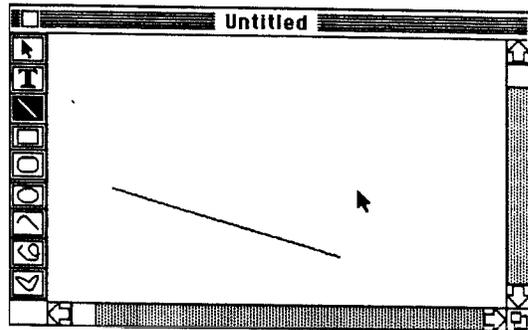
2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you depressed the mouse button will anchor one end point of the line. The other end point will follow the movements of the cursor. This is known as *rubber-banding*.



3. Release the mouse button when the line is in the desired position.

As soon as you release the mouse button, the line will become fixed in place.



Constrained Lines

The constrained version of this tool lets you draw vertical, horizontal, and 45° angle lines.

1. In order to get the constrained version of the tool, double-click on the tool icon.

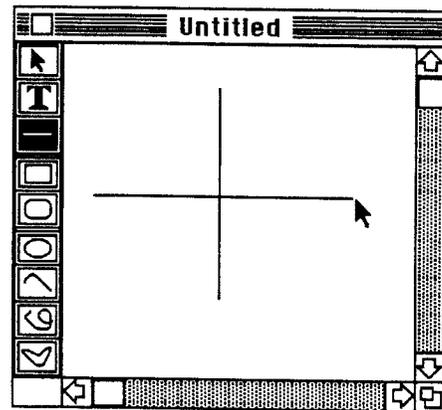
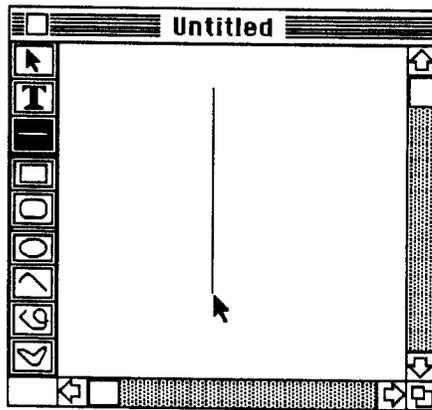
The tool's icon will change to a horizontal line and will be highlighted in black.



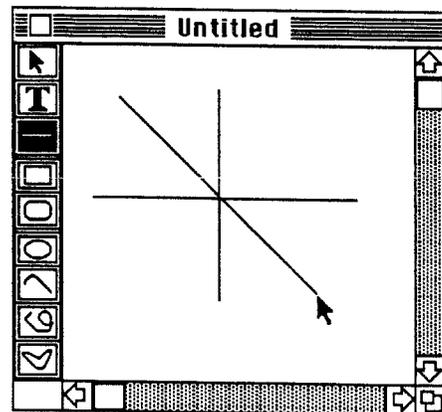
2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you depressed the mouse button will anchor one end point of the line.

3. Release the mouse button when the line is in the desired position.



As soon as you release the mouse button, the line will become fixed in place.



E. Rectangles and Rounded Rectangles

Two tools exist for creating rectangles. Both are used in the same way, but one allows you to create rectangles with rounded corners.

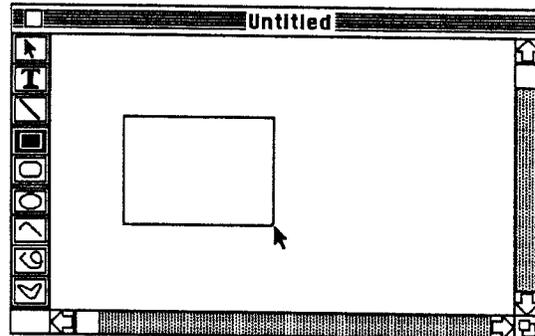
1. Select the Rectangle or Rounded Rectangle tool's icon.

The tool you chose should be highlighted in black. These tools work in almost the same manner and therefore will be described together.



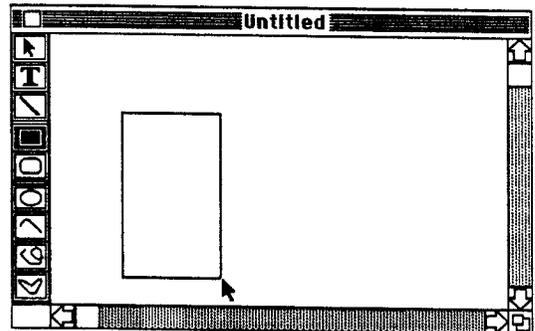
2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you pressed the mouse button becomes a corner of the rectangle or rounded rectangle.



3. Release the mouse button.

The rectangle (or rounded rectangle) will be fixed in place.



Constrained Rectangles and Rounded Rectangles

The constrained version of the tool lets you draw squares and rounded squares in place of rectangles.

1. In order to get the constrained version of the tool, double-click on the tool icon.

The tool's icon will turn into a square or rounded square and will be highlighted in black.

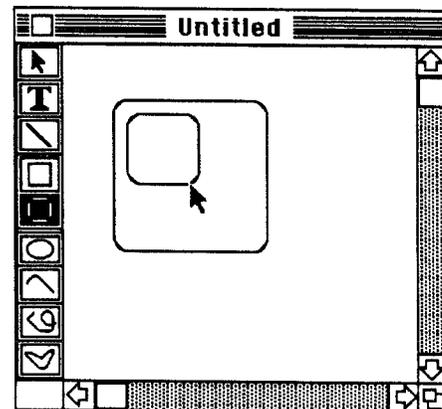
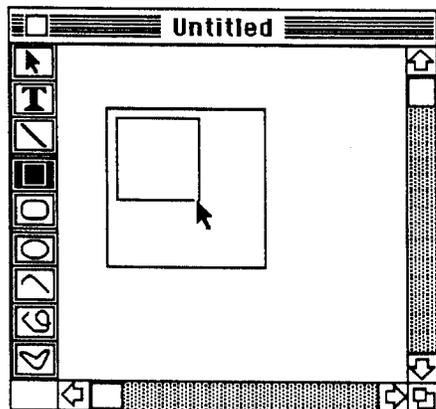


2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you pressed the mouse button becomes a corner of the square or rounded square.

3. Release the mouse button.

The square (or rounded square) will be fixed in place.



F. Ovals

Ovals are created just like rectangles. Actually, any closed round shape can be created using this tool.

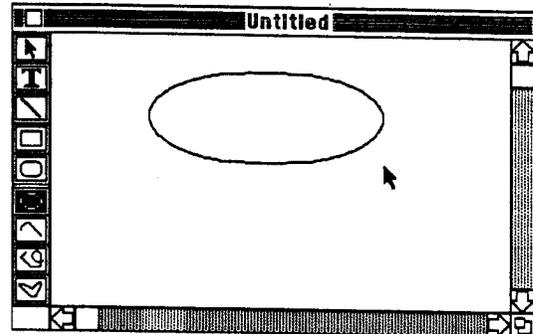
1. Select the Oval tool's icon.

The Oval tool should be highlighted in black. The Oval tool works in almost the same manner as the Rectangle tools.



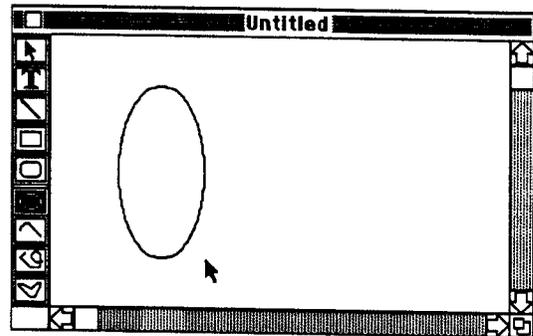
2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you depressed the mouse button becomes a "corner" of the oval.



3. Release the mouse button.

The oval will be fixed in place.



Constrained Ovals

The constrained version of the tool lets you draw circles in place of ovals.

1. In order to get the constrained version of the tool, double-click on the tool icon.

The tool's icon will change to a circle and will be highlighted in black.

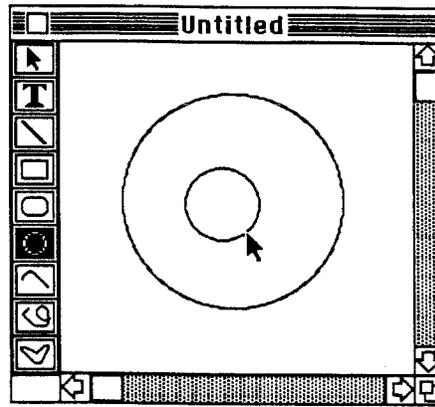


2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you depressed the mouse button becomes a "corner" of the circle.

3. Release the mouse button.

The circle will be fixed in place.



G. Arcs

Arcs are portions of ovals. There is no constrained version of this tool.

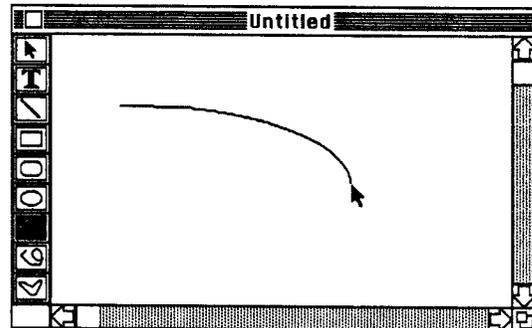
1. Select the Arc tool's icon.

The Arc tool should be highlighted in black.



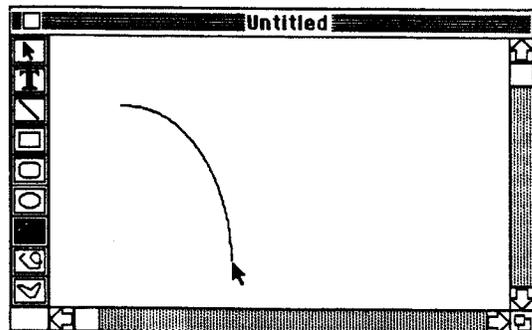
2. Move the cursor to the drawing area. Press the mouse button and drag.

The point at which you pressed the mouse button becomes one end point of the arc.



3. Release the mouse button.

The arc will be fixed in place.



H. Freehand Drawing

InterDraw allows you to add freehand shapes and designs to your document. There is no constrained version of this tool.

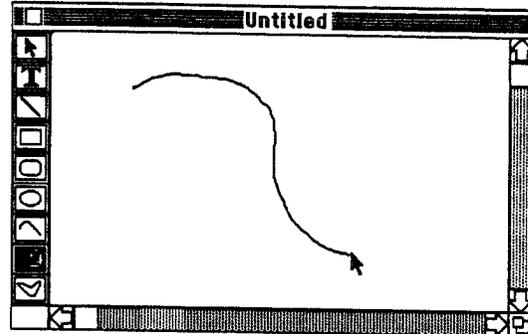
1. Select the Freehand Drawing tool's icon.

The Freehand Drawing tool will be highlighted in black.



2. Move the cursor to the drawing area. Press the mouse button and draw.

You can draw by dragging the mouse as long as the mouse button is depressed.



3. Release the mouse button.

Drawing will stop. The shape you have created is considered to be a single object.

I. Polygons

InterDraw allows you to create open or closed polygons. There is no constrained version of this tool.

1. Select the Polygon tool's icon.

The Polygon tool will be highlighted in black.

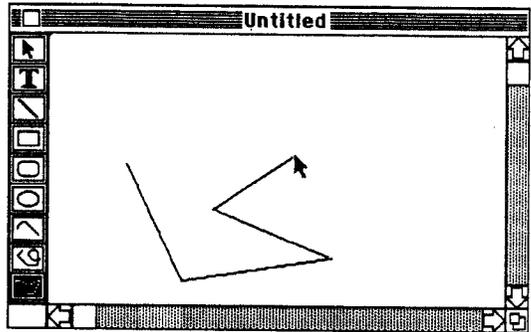
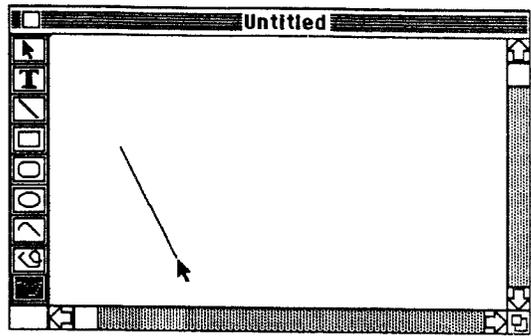


2. Move the cursor to the drawing area. Click the mouse button to begin the polygon.

The point at which you click the mouse button will be the first vertex of the polygon.

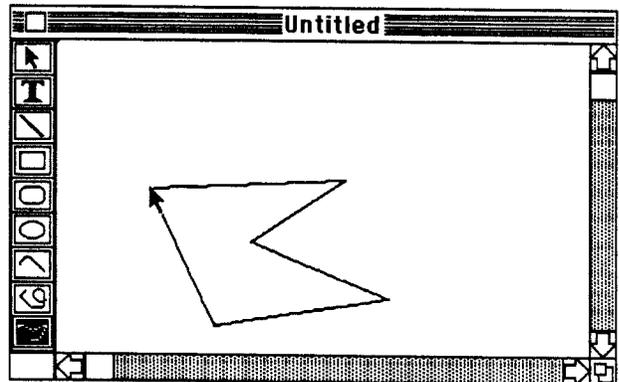
3. Drag the mouse and click the mouse button in a different location. Repeat to make more vertices.

Each time you click the mouse button, a new vertex is created.



4a. Click down in the starting location.

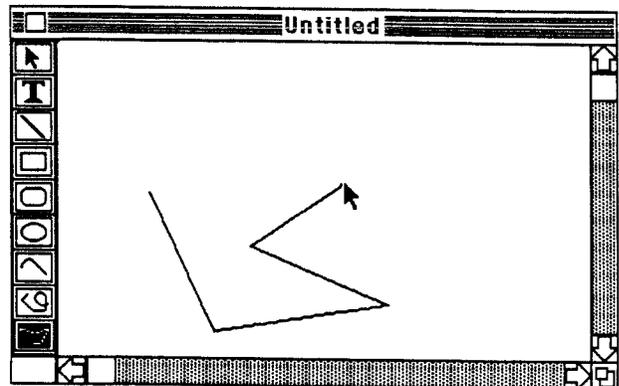
Closing the polygon indicates to InterDraw that you are finished.



Or...

4b. Double-click on the mouse button.

InterDraw will automatically finish the polygon, giving you an open shape.



3. EDITING GRAPHICS

A. Selecting Graphics Objects

In order to change, copy, cut or alter an existing object, you must first select the object. Techniques for selecting objects are detailed below.

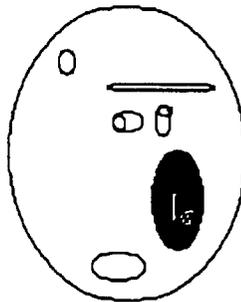
Selecting a Single Object

1. Select the Arrow tool from the Tool Palette (on the Left Palette).

The Arrow tool will be highlighted in black.

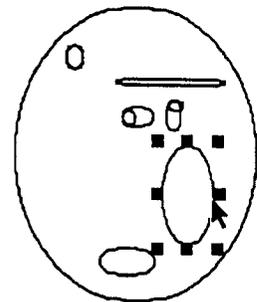
2. Position the arrow over an object.

If the object is filled, positioning the arrow anywhere over the object will work. (See Subsection H. Using the Style Palette for information on how to fill objects.) However, if the object is unfilled or a single line, you must be sure the arrow is directly over a solid black portion.



3. Click the mouse button once.

If you have positioned the arrow properly, the object will now be selected. A selected object is highlighted with small squares called *handles*. The use of these handles is described in Subsection G. *Reshaping Objects*.



Selecting Multiple Objects

- 1a. Select one object.

Follow the steps above.

- 2a. Hold down the Shift key.

The Shift key is often used to extend selections.

3a. Select any number of other objects.

As long as the Shift key is depressed, any objects that are selected will be added to the selection. If you select an object that is already selected, it will be subtracted from the selection.

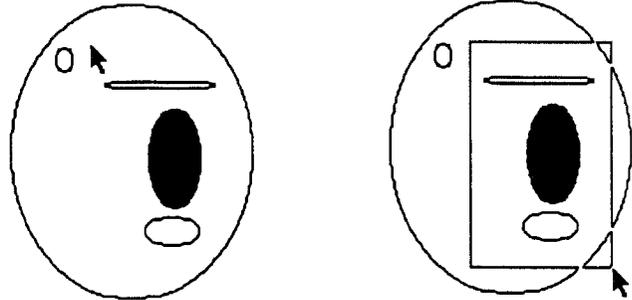
Or...

1b. Position the arrow cursor above and to the left of the objects you wish to select.

Be sure the arrow is not directly on top of an object. You are now going to draw a *bounding box* around more than one object.

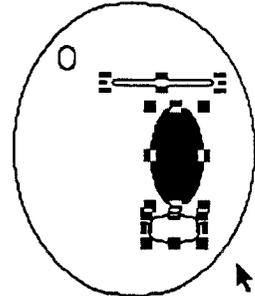
2b. With the mouse button depressed, drag a bounding box around the objects.

When you press the mouse button with the arrow positioned on an empty space in the drawing area and drag the mouse, you create a bounding box. A bounding box is always rectangular.



3b. Release the mouse button.

The bounding box will disappear and all the objects entirely inside it will be selected.



Deselecting

1a. Select another object by clicking on it or by drawing a new bounding box.

Selecting another object will deselect any currently selected objects.

Or...

1b. Position the arrow in an empty spot in the drawing area and click the mouse button.

No objects will be selected now.

Or...

1c. If more than one object is selected, press the Shift key, position the arrow over a selected object, and click the mouse button.

The object will be subtracted from the selection. As long as the Shift key is held down, you can continue to click on selected objects to deselect them.

B. Deleting Graphics Objects

To delete one or more objects from an InterDraw document, you must first select them and then either use the "Cut" or the "Clear" command to remove them. If you cut the objects, they will be temporarily stored on the invisible Clipboard so that you can paste them back into a different location in the same document or into a different document. Clearing the objects does not save them on the Clipboard.

Cutting

1. Select one or more object(s).

Use the techniques described above. Objects are selected when they are surrounded by handles.

2. Choose "Cut" from the Edit menu.

The selected object(s) will be deleted and placed on the Clipboard, replacing the previous contents of the Clipboard. You are now able to paste this material elsewhere in this or another InterDraw document.

Clearing

1. Select one or more object(s).

Use the techniques described above. Objects are selected when they are surrounded by handles.

2. Choose "Clear" from the Edit menu or press the Delete key.

The selected object(s) will be deleted. You will not be able to paste them if they are cleared rather than cut. You can, however, choose "Undo" from the Edit menu to restore the cleared objects.

C. Copying Graphics Objects

An object or group of objects may be copied and then pasted in the same or a different InterDraw document. InterDraw objects stored on the Clipboard may also be pasted into any other type of IRIS Intermedia document.

1. Select one or more objects.

Use one of the techniques described in Subsection A.

2. Choose "Copy" from the Edit menu.

The display will remain unchanged, but a copy of the selected object(s) will be placed on the Clipboard, replacing the previous contents. You are now able to paste this material elsewhere in this or another IRIS Intermedia document.

D. Pasting Graphics Objects

The last object(s) you deleted by cutting or the last object(s) you copied is stored on the Clipboard. Selecting the "Paste" command inserts the contents of the Clipboard into your current document.

1. Click once to set an insertion point.

This step is optional. Setting an insertion point indicates where you would like the object(s) in the Clipboard to be pasted. Unlike some other applications, InterDraw does not have a visible insertion point when pasting. Nonetheless, the spot in which you click will become the upper left hand corner of the object you are pasting.

2. Choose "Paste" from the Edit menu.

The contents of the Clipboard will be pasted into your current document whether or not it is the same document that the objects were cut or copied from. The object(s) can then be repositioned (see Subsection F. *Repositioning Objects*).

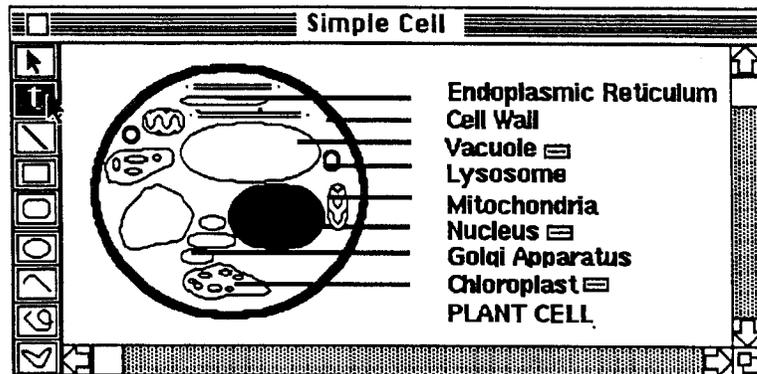
E. Editing Text in Graphics Documents

Text that has been included in an InterDraw document with the Text tool can be edited. You can reformat the text and change its type style, point size, typeface or format. These changes are made on all text within the selected bracket, so it is suggested that you keep units of text small to allow for diverse styles, faces, point sizes, and formats. Additions and deletions may be made at any place within an existing text object. Constrained text objects may be resized by dragging their handles. (see Subsection G. Reshaping Objects).

Adding Text

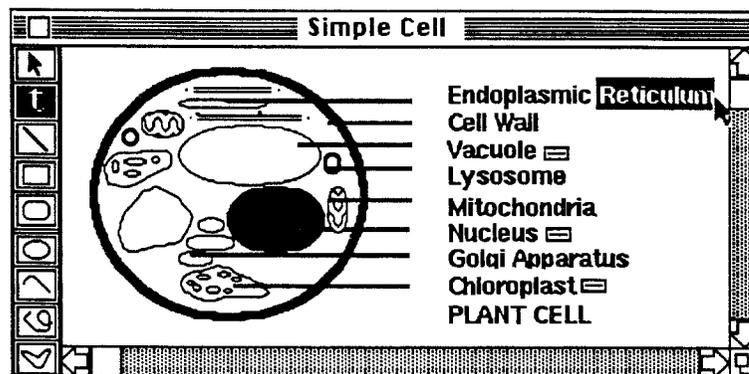
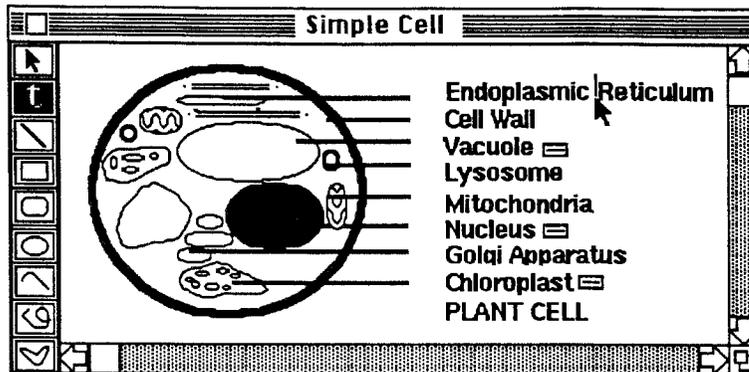
1. Select the Text tool icon ("t" or "T") in the Tool Palette (on the Left Palette).

You can now insert or edit text. The technique for editing text is the same for constrained or unconstrained text.



2. Click at some point within existing text or select text you wish to replace by dragging over it.

Clicking once on the mouse button while the pointer is positioned over text will create an insertion point. If you wish to replace, cut, or copy text, you should select it. Do so by pressing the mouse button and dragging over the characters you wish to replace, cut or copy. When all the characters are highlighted in black, release the mouse button.



3. Type to add text.

Anything you type will be added at the insertion point. If you have selected text, anything you type will replace that text. You may also paste any text from the Clipboard by selecting the "Paste" command from the Edit menu. This text will appear at the insertion point or in place of selected text. If any type of object other than text is currently stored on the Clipboard, pasting will leave the text in tact and *add* the object from the Clipboard to the document.

Deleting Text

1. Select the Text tool icon in the Tool Palette (on the Left Palette).

You can now delete or edit text.

2. Click at some point within the existing text or select text you wish to replace by dragging over it.

Clicking on the mouse button once while the pointer is positioned over text will create an insertion point. If you wish to replace or cut text, you should select it.

3. Choose "Clear" from the Edit menu or press the Delete key.

If you have an insertion point, this will delete the character immediately before the insertion point. If you have selected text, pressing the Delete key will delete it. You may also choose "Cut" from the Edit menu. This will place the deleted text on the invisible Clipboard. If you paste with the Arrow tool selected, a new text object will be created, containing the text from the Clipboard. If you paste with the Text tool selected, you can insert the contents of the Clipboard within the bounds of any other text object.

Editing Type Style, Point Size, Typeface and Format

1. With the arrow selected in the Tool Palette, click on a text object to select it.

Brackets will appear with handles. Font and format changes can only be made to the entire text object. If you select part of a text object as you would to delete it and then choose commands from the Font menu, the changes will be made on the entire text object.

2. Choose the desired commands from the Font menu.

Commands in this menu will allow you to change type style, point size, typeface and format.

F. Repositioning Objects

Once an object has been created, it can be dragged around the drawing area and repositioned in another location. Commands in the Arrange menu allow you to reposition stacked objects.

Moving Objects by Dragging

1. Select one or more objects.

If multiple objects are selected, they will move "in formation."

2. Position the arrow cursor over any selected object.

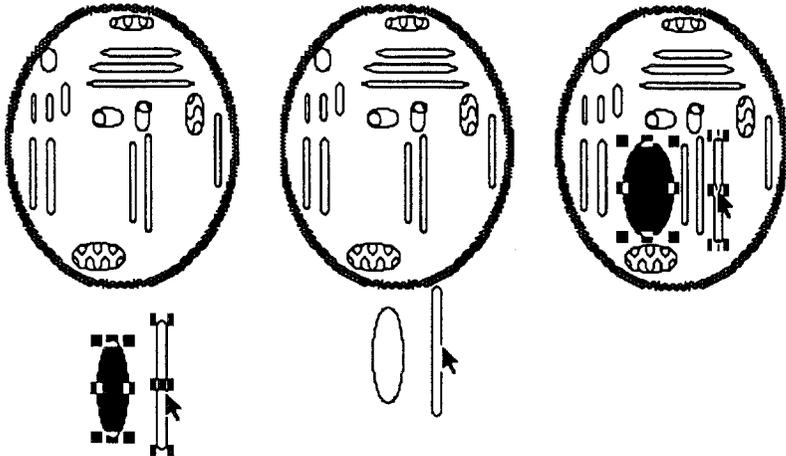
Be sure you are on top of a solid black part of an object.

3. Hold down the mouse button and drag the mouse.

An outline of the object(s) will follow the movement of the mouse.

4. Release the mouse button.

When you have dragged the objects to a new location, releasing the mouse button will fix them in place.



Repositioning Overlapping Objects

1. Select an object in the middle of a stack of overlapping objects.

Handles should appear around the perimeter of this object.

2. Choose "Move to Front" from the Arrange menu.

The stack will be redrawn with the selected object on top.

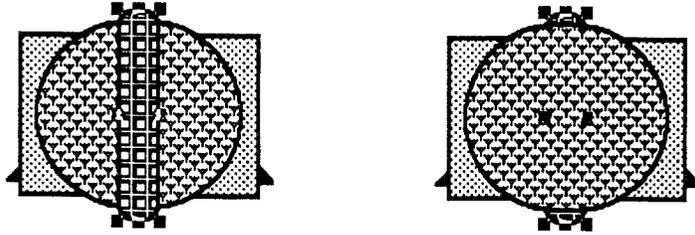


When you are done with this object and would like to see others in the stack, you have two options: sending it to the back or swapping layers. If you wish to go through the objects in order, you can send the top object to the back, but if you would like to switch an object's position with that of another object in the stack, you can swap layers. These two functions are explained immediately below.

3a. Select an object in a stack.

This should be one you wish to place on the bottom of the stack. Handles should appear around its perimeter.

4a. Choose "Send To Back" from the Arrange menu.



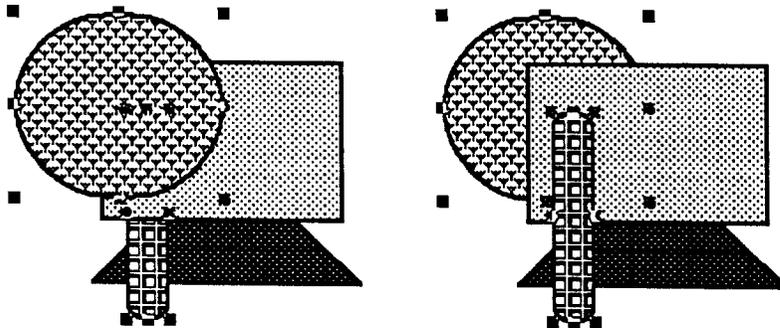
The stack will be redrawn with the selected object on the bottom.

Or...

3b. Select two objects in a stack.

These should be objects whose positions you wish to switch in the stack. Handles should appear around both of the selected objects.

4b. Choose "Swap Layer" from the Arrange menu.



The stack will be redrawn with the selected objects in reversed positions.

G. Reshaping Objects

The handles that are used to highlight selected objects are also provided as a means for reshaping objects. The handles in the corners stretch the object in two directions while the handles in the middle only stretch the object in one direction.

1. Select an object.

You can reshape as many objects as you have selected at one time, but it is best to experiment with one first.

2. Position the arrow cursor directly over a handle.

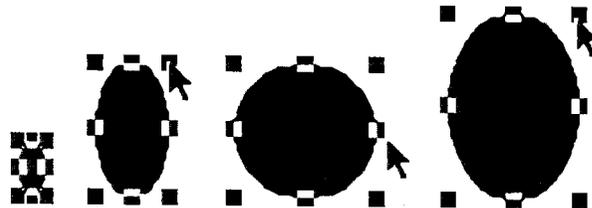


Be sure the tip of the arrow is directly over one of the handles.

3a. With the mouse button depressed, drag the mouse to enlarge the object.

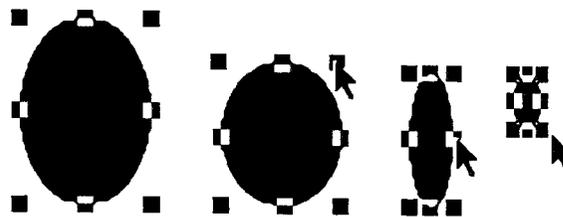
If you have grabbed a middle handle on the top or bottom, you can enlarge the object by dragging either up or down. If you have grabbed a middle handle on the right or left, you can enlarge the object by dragging either right or left. If you have grabbed a corner handle, you can enlarge the object by dragging both down and right, down and left, etc. For example:

Note: Unconstrained text objects cannot be resized.



3b. With the mouse button depressed, drag the mouse to shrink the object.

The middle handles will allow you to shrink the object in one direction at a time while the corner handles will allow you to shrink it in two directions at a time. For example:

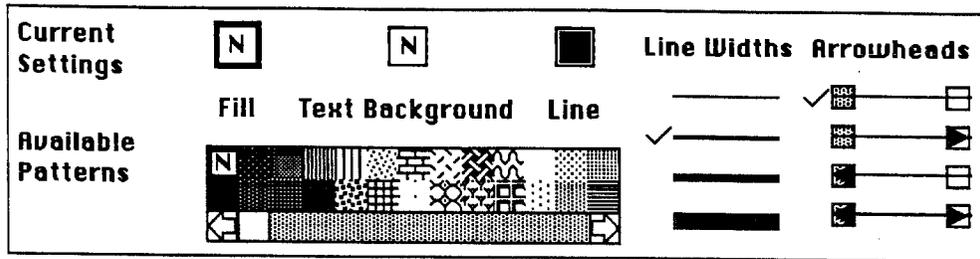


4. Release the mouse button when the object reaches the desired size.

Releasing the mouse button will fix the object in its new position and leave it selected. You can now reshape it in a different direction by dragging a different handle.

H. Using the Style Palette

The Style Palette, which is used to indicate what properties an object should have, provides icons representing different patterns, line widths and arrowheads. It is found on the Top Palette. The Style Palette is provided so that you can change the style or width of any lines, change the fill style of objects, or change the background of any text. In addition, it allows you to add arrowheads to lines or arcs.

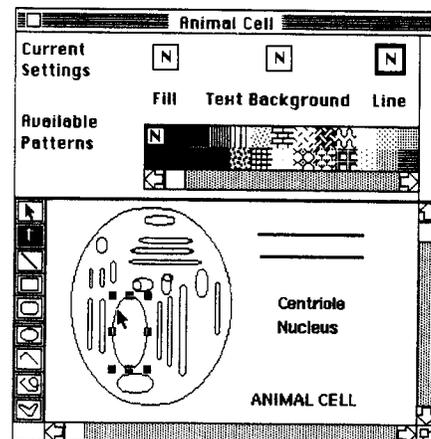


Changing Fill Patterns

1. Select one or more objects.

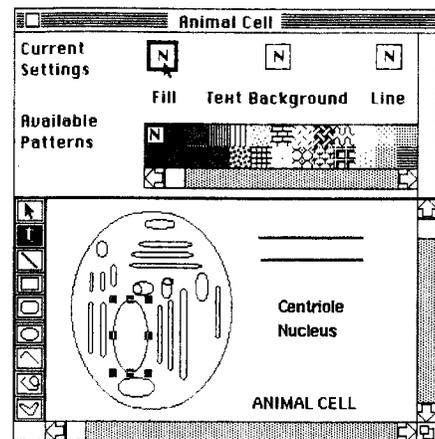
These can include any objects that are not created by using the Line or Text tools. (Lines and text in the selection will not be changed in any way.)

For example, if you create a rectangle by using the Line tool to make the four sides, you will not be able to select this rectangle as an object. (Selecting the four lines will not work for fill style purposes.) If you use the Rectangle or Polygon tool to create the rectangle, however, you will be able to select it for this purpose. Use the Shift key or a bounding box to extend the selection to more than one object if desired.



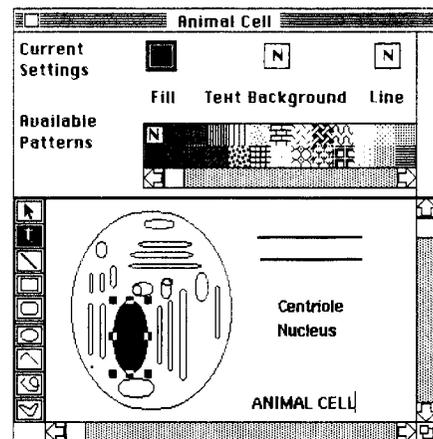
2. Click on the "Fill" box in the Style Palette If it does not have a bold outline.

It should turn to a bold outline when selected. New InterDraw documents initially open with the "Fill" box selected. If you have not been changing text backgrounds or line patterns, it is not necessary to perform this step.



3. Click on one of the "Available Patterns."

If you don't see a pattern you like, use the Scroll Arrows to scroll through all the available patterns. The one you choose will be reflected in the "Fill" box, and all the selected objects will change to reflect the new fill pattern. To return to the original unfilled pattern, click on the box containing the "N" in the upper left hand corner of the "Available Patterns."



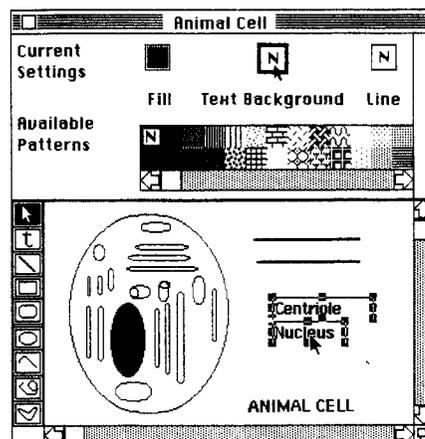
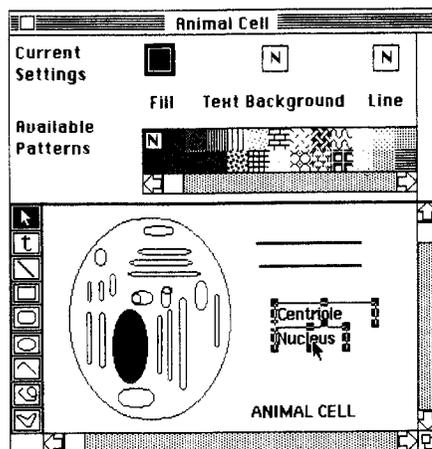
Changing Text Background Patterns

1. Select one or more text objects.

Use the Shift key or a bounding box to select more than one text object.

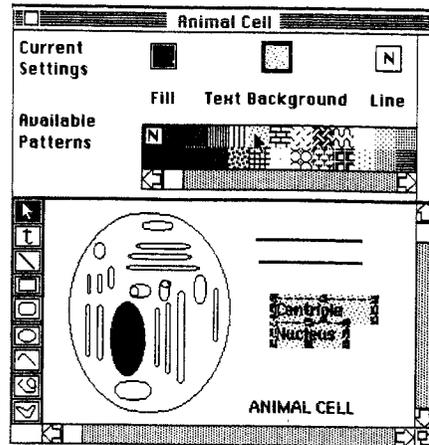
2. Click on the "Text Background" box in the Style Palette.

It should turn to a bold outline when selected.



3. Click on one of the "Available Patterns."

If you don't see a pattern you like, scroll through all the "Available Patterns." The one you choose will appear in the "Text Background" box and all the selected text objects will change to reflect the new background pattern. To return to the original unfilled background, click on the box containing the "N" in the upper left hand corner of the "Available Patterns."

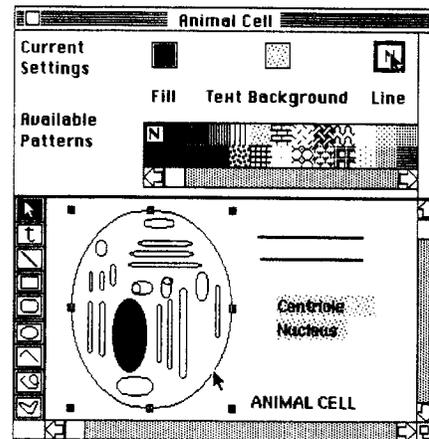
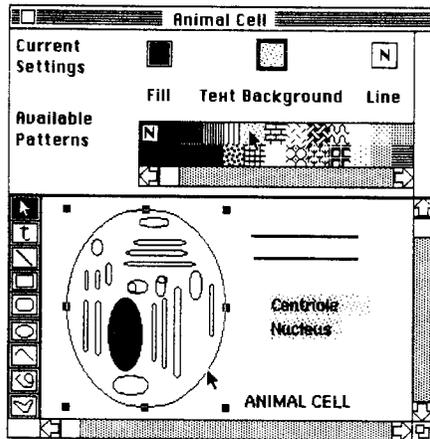


Changing Line Patterns

1. Select one or more objects composed of lines.

These can include any non-text objects. Use the Shift key or a bounding box to select more than one object if desired.

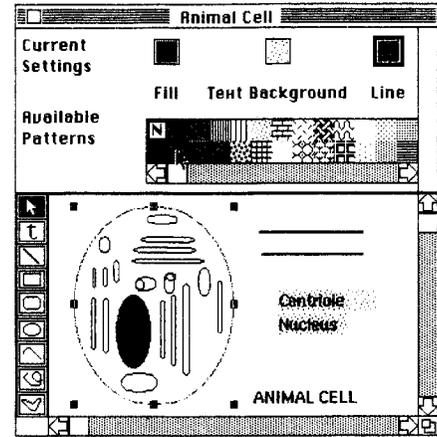
2. Click on the "Line" box in the Style Palette.



It should turn to a bold outline when selected.

3. Click on one of the "Available Patterns."

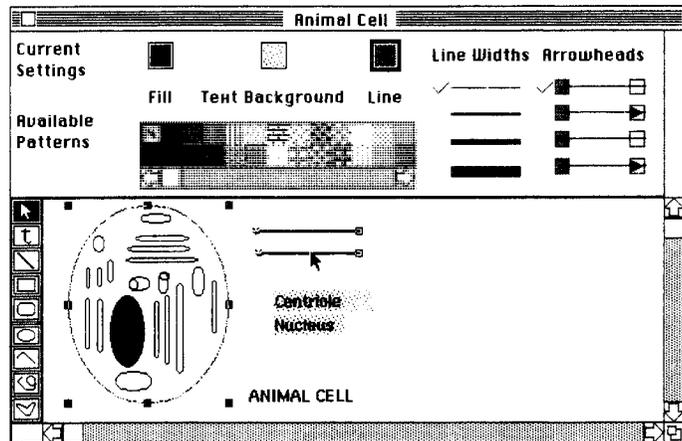
If you don't see a pattern you like, use the Scroll Arrows to scroll through all the "Available Patterns." The one you choose will be reflected in the "Line" box and all the lines in the selected objects will change to reflect the new line pattern. The fill style will not be altered. To return to the original solid black pattern, click on the box containing the black color chip in the lower left hand corner of the "Available Patterns."



Changing Line Widths

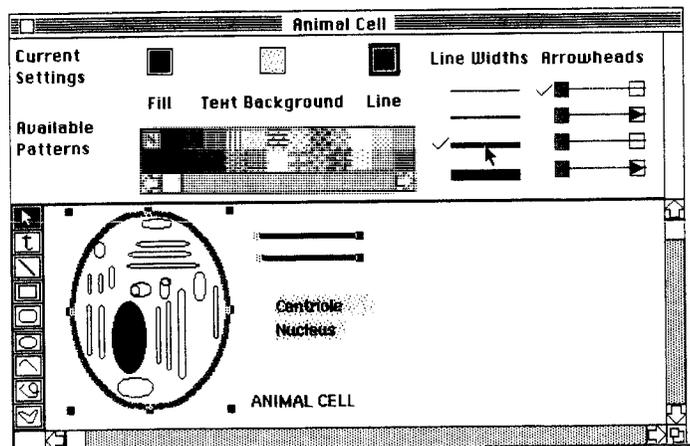
1. Select one or more objects composed of lines.

These can include any non-text objects.



2. Click on one of the lines in the "Line Widths" column in the Style Palette.

The one you choose will be indicated by a check mark and all the lines in the selected objects will be redisplayed to reflect the change.



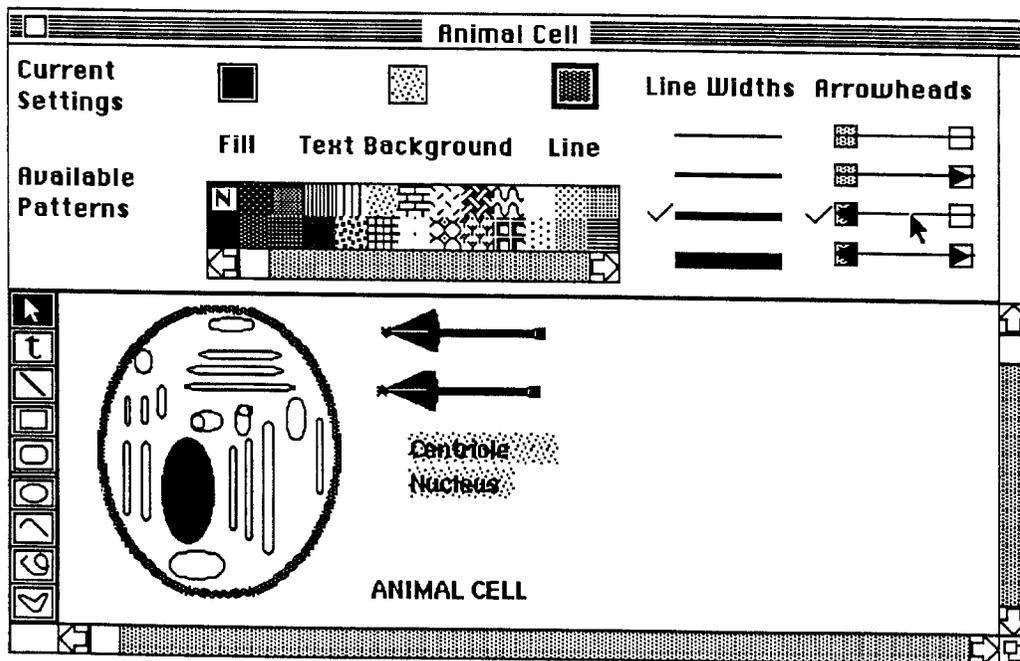
Adding Arrowheads

1. Select one or more lines or arcs.

Arrowheads can only be added to lines created using the Line or Arc tools. Use the Shift key or a bounding box to select more than one object if desired. Selected lines and arcs have two handles, one at either endpoint. One of these will be solid and the other hollow. This differentiation helps you to determine the endpoint of the line or arc which will change to an arrowhead.

2. Click on one of the settings in the "Arrowheads" column in the Style Palette.

The one you choose will be indicated by a check mark. The first setting (topmost) indicates a line without arrowheads. This is the initial setting for all new InterDraw documents. To remove arrowheads, simply select the lines with arrowheads in your document and click on the no arrowhead setting in the Style Palette. Use the second setting to add an arrowhead to the endpoint of the line or arc with the hollow handle and the third setting to add the arrowhead to the endpoint with the solid handle. The bottom setting will add arrowheads to both endpoints of lines and arcs in the selection.



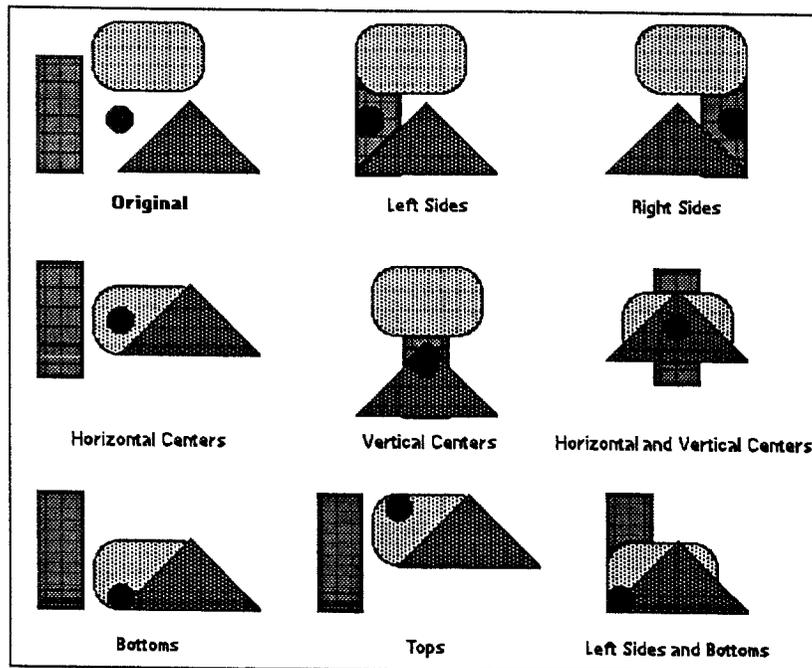
I. Aligning Objects

InterDraw provides powerful facilities for aligning objects. The alignment tools allow you to center objects, line up their tops or bottoms or their right or left sides.

1. Select at least two objects.

You must have at least two objects selected to use any of the alignment commands.

2. Choose one of the last six commands from the Arrange menu.



Depending on which command you have chosen, the selected objects will now be aligned appropriately. The diagram to the right shows the result of each of the different alignment commands. It is often useful to use more than one alignment command on a set of selected objects. See the illustration of aligning both Left Sides and Bottoms, for example.

J. Grouping Objects

Grouping objects is useful for moving more than one object at a time and also for style editing and alignment purposes. When objects are grouped together, they behave as if they were a single object.

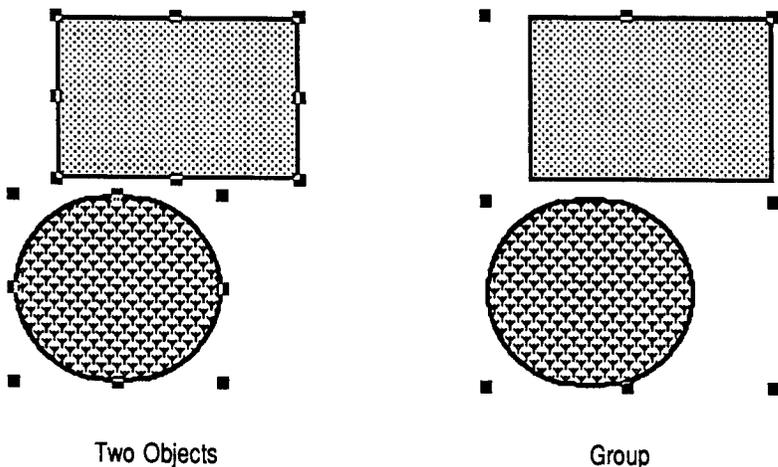
Creating a Group

1. Select at least two objects.

These should be the objects you wish to group.

2. Choose "Group" from the Arrange menu.

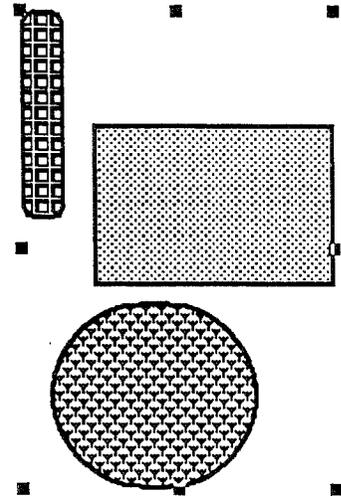
The selected objects will become a group and their individual handles will be replaced by a single set that encompasses the entire group. Once you have created a group, it will function as a single object. You can build group upon group, if you wish, by selecting at least one group as well as other groups and/or objects and then choosing the "Group" command from the Arrange menu.



Ungrouping

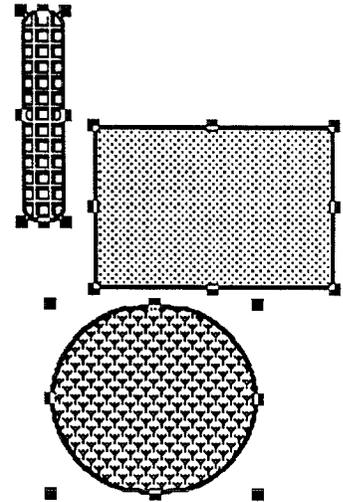
1. Select a group.

Do this either by clicking on any of the objects in the group or by drawing a bounding box around the group. When the group is selected, handles should appear around the perimeter of the group.



2. Choose "Ungroup" from the Arrange menu.

The objects will remain selected, but will now be displayed with handles for each object. If the group you originally selected contained one or more groups within it, choosing "Ungroup" will only break up the largest group. Smaller groups within the selected group will remain intact. In this example, the rectangle and the circle are still grouped.



3. Choose "Ungroup" again to break up groups remaining after Step. 2.

Remaining groups can be divided into individual objects or smaller groups by choosing the "Ungroup" command again.

K. Including Pictures Created Outside of InterDraw

It can often enhance your illustration to include a bitmap image, such as a digitized photograph. InterDraw provides a facility for including such bitmap images that have been created with the InterPix application (see your System Administrator for instructions on how to create bitmap images). Once the image is copied into the InterDraw document, it is considered a single object and can be manipulated in almost the same way as any other object in the document.

Copying and Pasting a Bitmap Image from InterPix to InterDraw

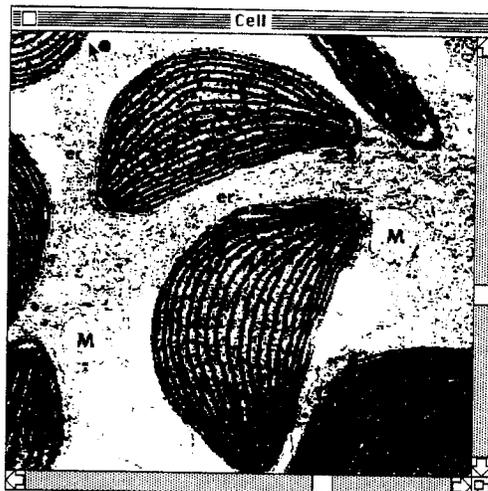
1. Open an existing InterPix icon from a folder window.

You can either double-click on the icon or select it and then choose "Open" from the File menu. The window for the InterPix document will open.



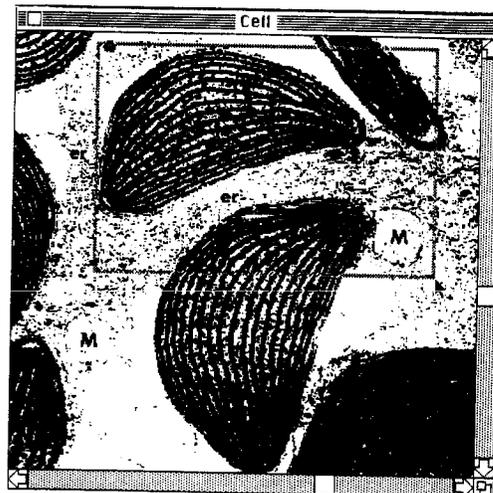
2. Press the mouse button above and to the left of the area you wish to transfer to an InterDraw document.

When you drag down and to the right, you will create a bounding box.



3. Drag the mouse until the bounding box encompasses the entire area you wish to transfer and then release the mouse button.

Once the bounding box is established, it will pulsate. If you wish to remove the bounding box and create a new one, simply repeat steps 2. and 3.



4. Choose "Copy" from the Edit menu.

The area within the bounding box will be placed on the invisible Clipboard.

5. Click in the InterPix document's Close Box or choose "Close" from the File menu.

The InterPix document will close.

6. Open an InterDraw document into which you want to place the copied bitmap picture.

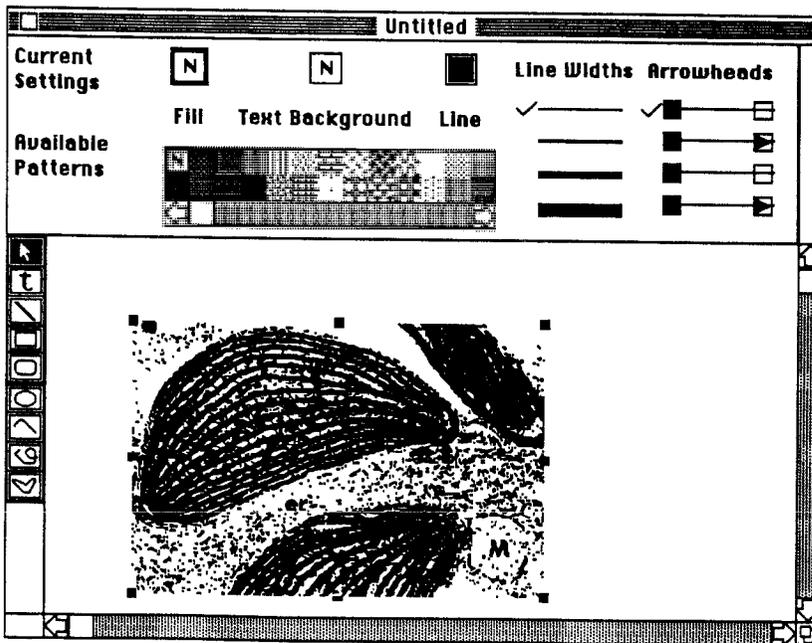
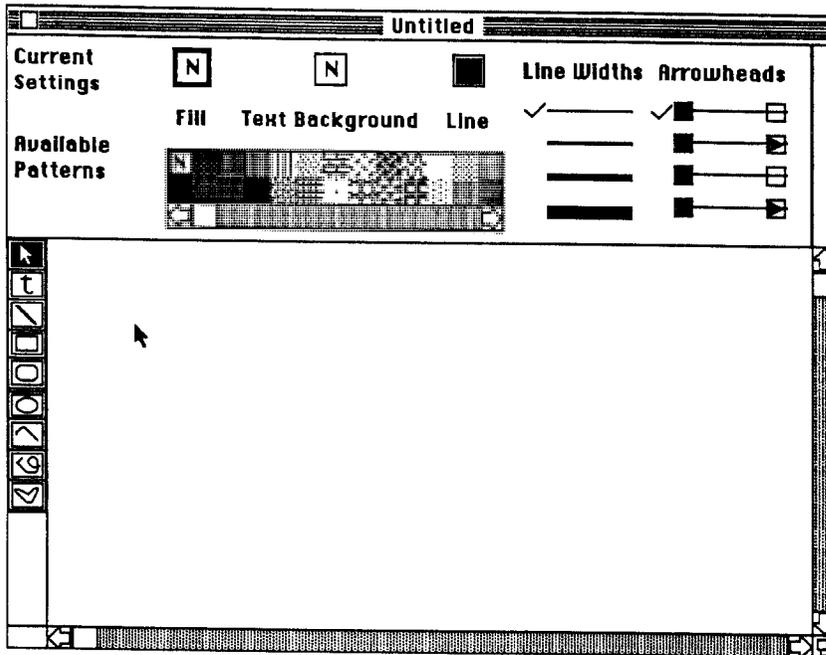
This can be either a new document or one on which you have previously worked. It is also possible to paste bitmap images into other types of IRIS Intermedia documents.

7. Click within the drawing area to set an insertion point.

The insertion point will be invisible.

8. Choose "Paste" from the Edit menu.

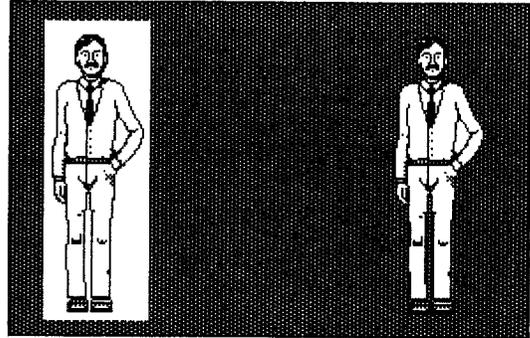
The copied bitmap picture will appear in the InterDraw document with its upper left hand corner positioned at the insertion point. It will appear selected with handles. You can resize and move the picture within the document as you would any other object in InterDraw (see Subsections F. and G. above). When resizing, the picture will shrink as you drag the different handles. It is not possible to make the picture larger than its original size.



Changing the Background of a Bitmap Image

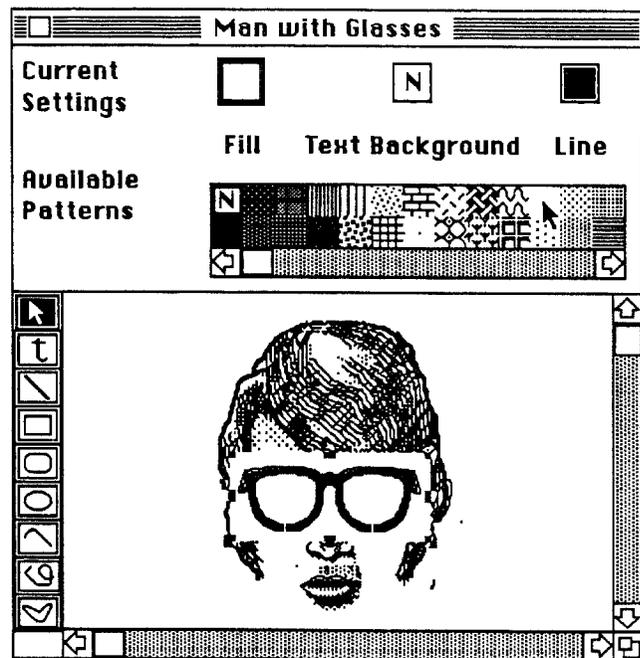
When first pasted, the background of a bitmap image is transparent. You can change the background to opaque (white) if so desired. In the illustration below, the bitmap image of the man on the left has an opaque background, while the image on the right has a transparent background.

Notice that not all white areas turn transparent. If any white areas are completely bounded by black, they will remain white even when the background is transparent. The spot under the man's right arm is a good example of white space that you might have expected to turn transparent. Since it is bounded entirely by a black outline, this space remains white.



1. Select a bitmap object.

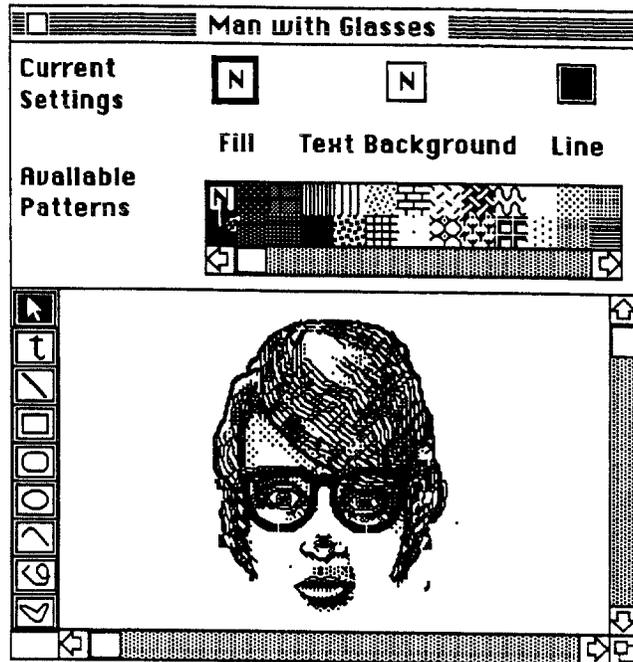
Handles should appear around the object. In this case, the selected bitmap (eye glasses) has an opaque background.



2. Click on either the "N" or the white icon in the "Available Patterns" portion of the Style Palette.

Be sure the "Fill" box in the "Current Settings" row is selected with the bold outline. The background of the bitmap image will change to transparent if you select the "N" or no fill pattern option, and it will change to opaque if you select the white fill pattern. Selecting any other pattern will not affect the background of a bitmap image.

Now the sample bitmap has a transparent background.



Notice that the insides of the lenses are transparent, unlike the space under the man's right arm in the first example. If you look carefully, you will see that the eye glass lenses are not completely solid. The background was able to bleed through the small gaps in the bottom of the lenses, as it does in the space between the man's legs in the first illustration.

4. LINKS AND BLOCKS IN INTERDRAW DOCUMENTS

Chapter II. *Using IRIS Intermedia* provides a general description of blocks and links. If you are unfamiliar with these concepts, review that chapter. The description below will only explain the manner in which you interact with blocks and links in the InterDraw application.

In InterDraw, block markers are initially placed above the upper left corner of the the first object selected as the block's extent. Unlike markers in most other IRIS Intermedia applications, block markers in InterDraw may be repositioned any place with the document.

Remember, a web must be open to view, manipulate or create blocks and links.

A. Selecting Block Markers

The method for selecting markers is the same as that for the other IRIS Intermedia applications.

1. Position the cursor over the marker and click the mouse button once.

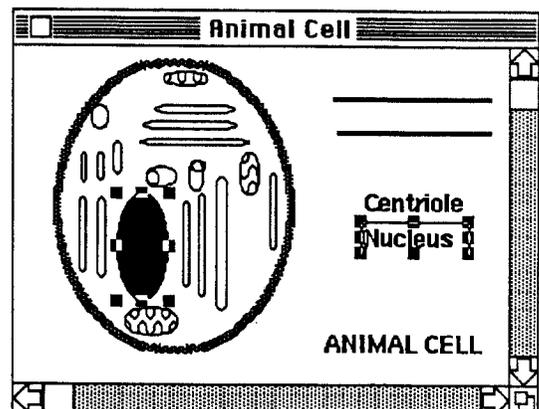
The marker should be highlighted in black.

B. Creating New Blocks

Blocks are created in InterDraw in the same manner as in other IRIS Intermedia applications. You can make blocks of graphic objects, text objects, or a combination of both.

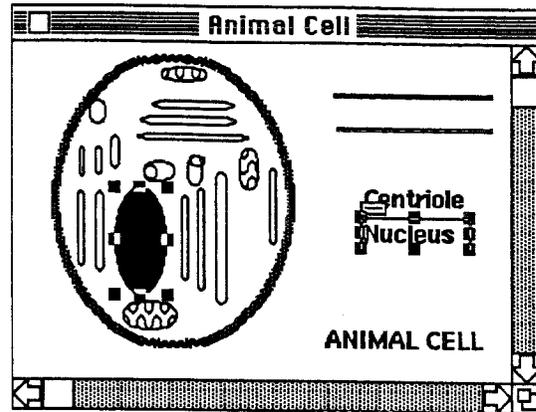
1. Select one or more objects.

The object(s) should have handles once selected. Text objects may be selected, but individual words and phrases within a text object may not be selected apart from the entire object.



2. Pick "Create Block" from the Intermedia menu.

The selected object(s) will be made into a block, and a single block marker will be placed above the upper left corner of the first object you selected.



If desired...

3. Reposition the block marker.

Block markers are repositioned in the same way as any other object (see Subsection F. Repositioning Objects). You may drag the marker to any position in the current document.

C. Starting and Completing Links

The process of initiating or completing a link in an InterDraw document is similar to the process of creating a block.

1. Select one or more objects.

The object(s) will serve as the source block of the link.

2. Choose "Start Link" from the Intermedia menu to initiate a link.

The selected object(s) will temporarily be considered the source block of the pending link. No marker will appear until the block is made permanent by completing the link.

3. Make another selection in the same or in a different document.

This will be the destination block of the link.

4. Choose "Complete Link" from the Intermedia menu.

The source block of the link will be made permanent and markers will be placed at the source and destination blocks of the link.

D. Attaching Links to Existing Blocks

A new link may be initiated or terminated anywhere a block already exists.

1. Select an existing marker.

The desired marker should be highlighted in black.

2. Choose the "Start Link" or the "Complete Link" command.

Use "Start Link" to turn the selected block into the source point for a new link or use the "Complete Link" command to turn the selected block into the destination point for a pending link.

V. USING INTERVAL

The InterVal application is designed to aid in the creation of timelines. Timelines are useful for organizing historic information, or any data, in a temporal manner. The application allows you to enter the timeline data interactively and then manipulate the display of events in a number of ways.

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1. HANDLING INTERVAL DOCUMENTS

The methods for creating, opening, closing, and saving InterVal documents are the same as the methods used for performing these operations in other IRIS Intermedia applications.

A. Opening Existing Timeline Documents

Existing timeline documents are represented in folder and Web View windows by InterVal application icons.



1. Select an InterVal document icon.

An InterVal icon in a folder window should be highlighted in black.



Dickens TL

Position the pointer



Click once

2. Pick "Open" from the File menu.

A window containing the InterVal document will open. Double-clicking on the icon will achieve the same effect as steps 1. and 2.

B. Opening a New Timeline Document

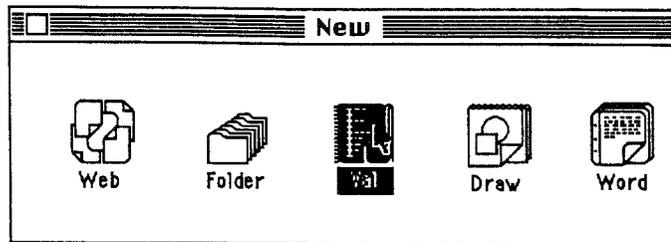
An InterVal icon can be found in the "New" window, allowing you to create new timeline documents.

1. Pick "New" from the File menu.

The "New" window will open.

2. Select the InterVal icon.

The icon will be highlighted in black.



3. Choose "Open" from the File menu.

The InterVal application will start up, opening a new timeline window. The timeline document will initially be called "Untitled." Double-clicking on the InterVal icon in the "New" window will accomplish the same effect as steps 2. and 3.

C. Saving a Timeline Document

Once you have made changes to a new or existing timeline document, it is a good idea to save your work periodically as a protection against a system failure. You may also want to save a copy of the timeline document you are working on. Saving a copy is a useful way to back up your work or to freeze a version of the document that you can go back to at a later time.

Saving the Current Document

1. Pick "Save" from the File menu.

The "Save" command will only be available if you have made changes to the InterVal document. Be sure that the window containing the timeline you wish to save is active (the Title Bar should have horizontal black stripes). The "Save" command will preserve all the changes you have made. If you are saving the document for the first time, you will be prompted to type in a name for the document. (See illustration of "Save As" dialog box below.)

Note: Once you save a document, you cannot undo any of the editing changes performed before the save.

2. Wait for the pointer to return before continuing to work.

It may take several seconds for the system to save your document. Wait until you see the wristwatch cursor turn back into an arrow before trying to edit the document.

Saving a Copy of the Current Document

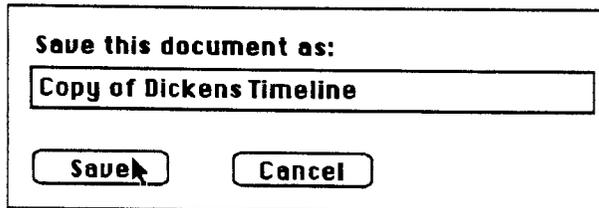
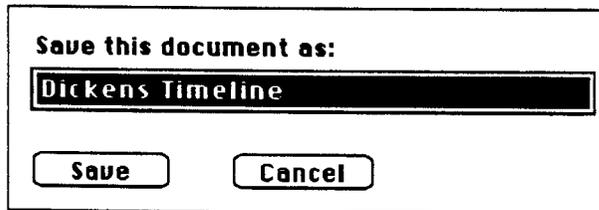
1. Pick "Save As" from the File menu.

Be sure that the window containing the timeline you wish to save is active (the Title Bar should have horizontal black stripes). The "Save As" command will bring up a dialog box asking you to type in a new name for the copy of the current document.

Note: If you have made changes to your current document since it was last saved, the changes will only be saved in the copy of the document and not in the original. Save the document before choosing "Save As" if you want the changes saved in both versions.

2. Type in a name for the copy.

The name of the document will be selected when the "Save As" dialog appears. Type to replace the old name with a new one for the copy of the document.



3. Click on the "Save" button.

The "Save As" dialog box will close, a new timeline icon with the name just entered will appear in your current folder, the original document will close and the copy will replace it in the open InterVal window. For example, if you were editing "Dickens Timeline" and decided to save a copy of it called "Copy of Dickens Timeline," the copy would now be open on your screen.

D. Closing a Timeline Document

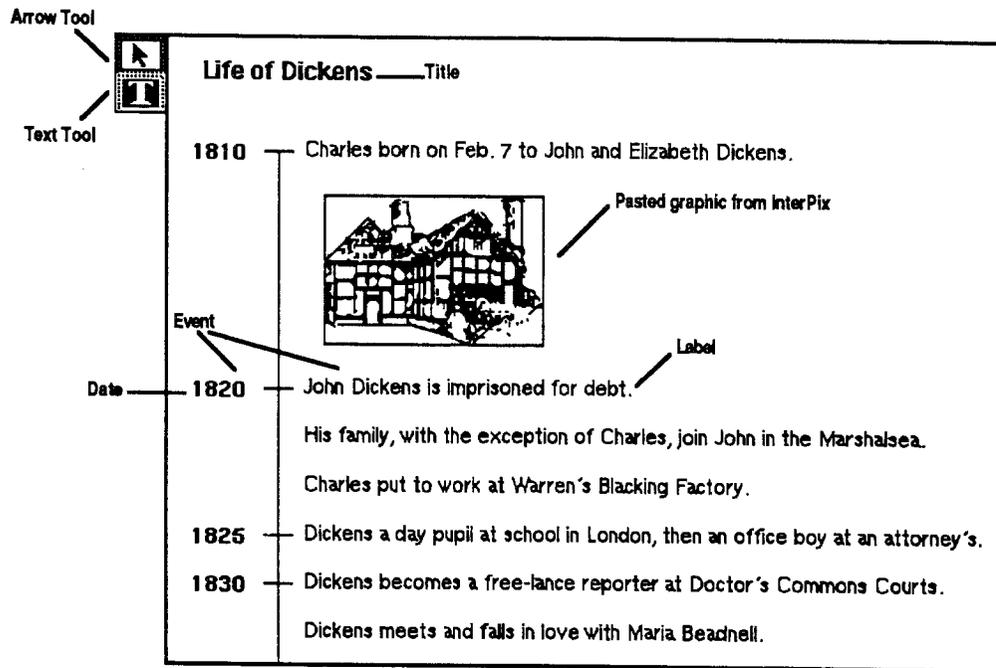
After you are finished examining or editing a document, it is a good idea to save it and put it away. When you close a timeline document, it will return to its icon representation.

1. Pick "Close" from the File menu or click in the window's Close Box.

Be sure the timeline document you wish to close is in the active window. Closing the document will close the window and return the document to its icon representation. If you have made changes to the document before closing it, you will be asked if you would like to save those changes.

2. EDITING AND MANIPULATING TIMELINES

InterVal allows you to view and manipulate timeline data in a number of ways. You can add and delete events, paste in illustrations from InterDraw, and create blocks and links to other IRIS Intermedia documents. For example, you might wish to edit a timeline chronicling the life of Charles Dickens. You could paste in a portrait of Dickens which shows what he looked like the year he published *Great Expectations*, then create a link from this point to an essay on that novel. The following pages detail methods for editing and manipulating timelines from the display window.



A. Adding Events to a Timeline

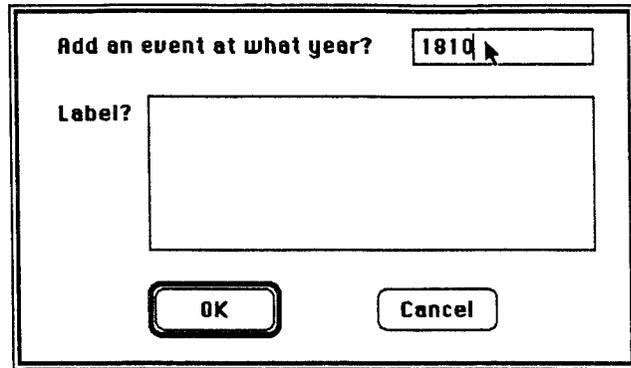
To create a timeline from scratch or add events to an existing one, use the method described below.

1. Open an existing InterVal document or create a new one.

See Section 1. *Handling InterVal Documents* for instructions on opening new or existing InterVal documents.

2. Choose "Add Event..." from the Edit menu.

A dialog box will appear, allowing you to enter a date and an event. As you enter the necessary information in the dialog, pressing the Tab key will move the cursor to the next field.



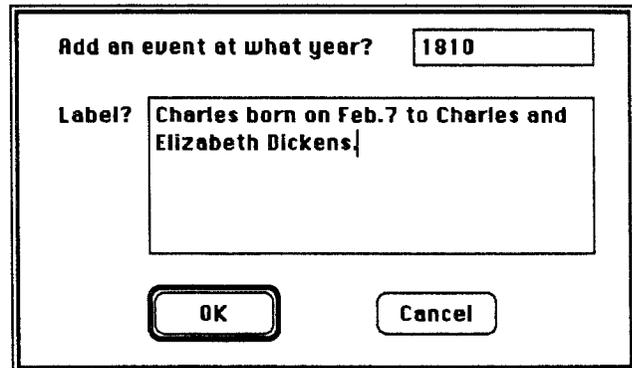
Add an event at what year? 1810

Label?

OK Cancel

3. Type in the desired date and event and click on the "OK" button.

The date should be an integer (e.g., 1908). Clicking on the "OK" button will close the dialog box and display the event at the appropriate location on the timeline.

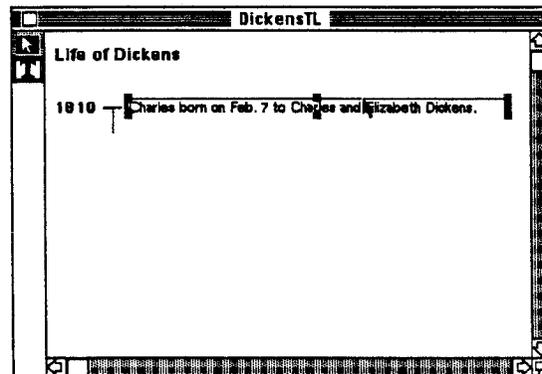


Add an event at what year? 1810

Label? Charles born on Feb. 7 to Charles and Elizabeth Dickens.

OK Cancel

Note: "Add Event" can only be used to add textual events. You must copy and paste graphical events from InterDraw or InterPix documents.



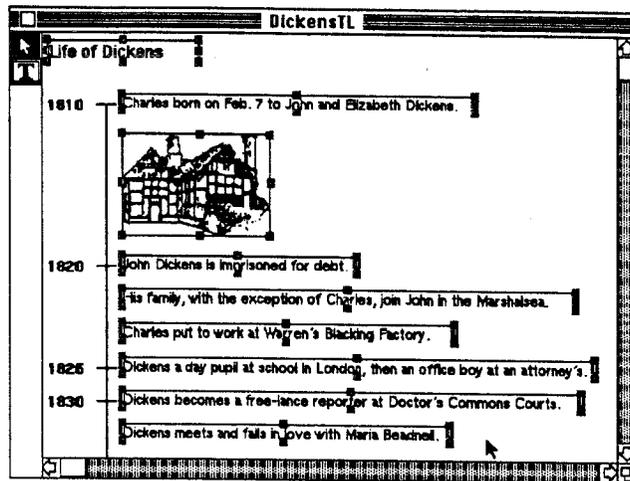
B. Selecting Timelines Objects

You may choose to select either a title, a marker, or an event (or any combination thereof). Each of these is called a timeline object. You may also select an entire timeline in order to copy it, change its type style or resize the width of the title and event labels.

Selecting Entire Timelines

1. Choose "Select All" from the Edit menu.

Small black squares called handles will appear around each object in the timeline that can be edited.



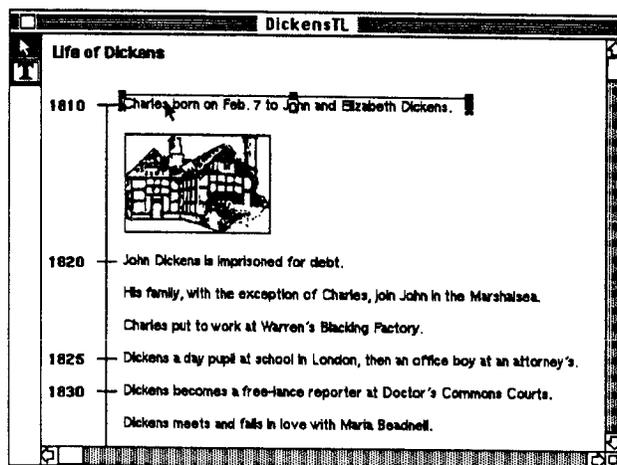
Selecting a Single Timeline Object

1. Choose the arrow tool from the tool palette.

It should be highlighted in black. If the tool Palette is not visible, choose "Show Left Palette" from the Arrange menu.

2. Position the pointer directly over the timeline object that you wish to select and click once.

The object will become selected. Selected timeline objects are always surrounded by handles.



Selecting Multiple Timeline Objects

The simplest method of selecting consecutive timeline objects is to use the bounding box method explained below. This method, however, does not allow you to select multiple timeline objects that are not consecutive. To select objects that are not consecutive, use the shift-click method instead.

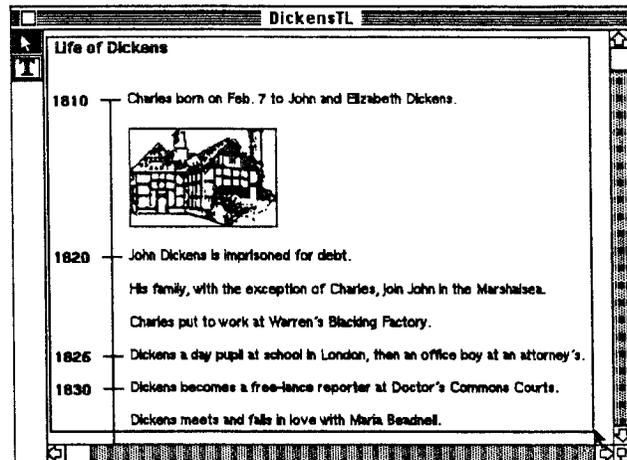
Bounding Box Method

1. Position the pointer above and to the left of the object or objects you wish to select.

Be certain that you do not have the pointer positioned over a timeline object.

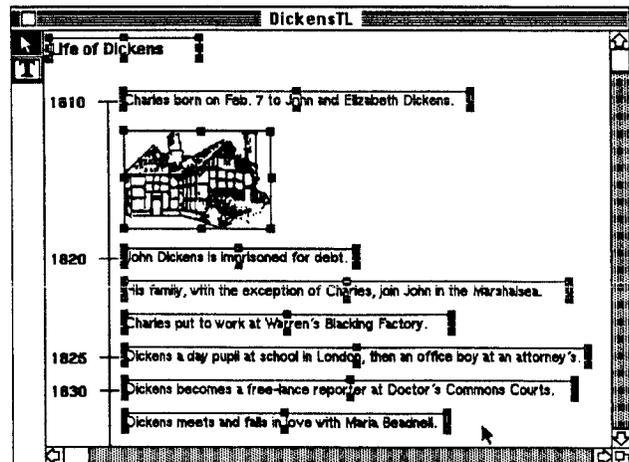
2. Press the mouse button and drag the mouse so that a bounding box forms around the desired object(s).

More than one consecutive timeline object can be selected by extending the bounding box to encompass all of the objects you wish to select.



3. Release the mouse button when all of the desired object(s) are encompassed by the bounding box.

The object or the objects completely surrounded by the bounding box will become selected.



Shift-Click Method

1. Select a timeline object.

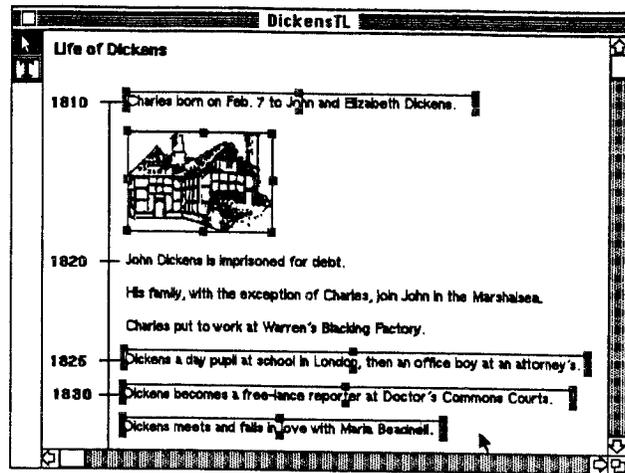
Position the pointer over an object and click the mouse button once. The object will be surrounded by handles.

2. Press and hold down the Shift key and select additional objects.

While pressing the Shift key, click on any other timeline objects you wish to select. Clicking on objects that are already selected will remove those objects from the selection.

3. Release the Shift key.

Once all the objects you wish to edit are selected, you no longer need to hold down the Shift key.



C. Deleting Timeline Objects

To delete one or more whole events, you must first select them and then either use the "Cut" or the "Clear" command to remove them. If you cut the objects, they will be temporarily stored on the invisible Clipboard so that you can paste them back into the same document or into a different document. Clearing the objects does not save them on the Clipboard.

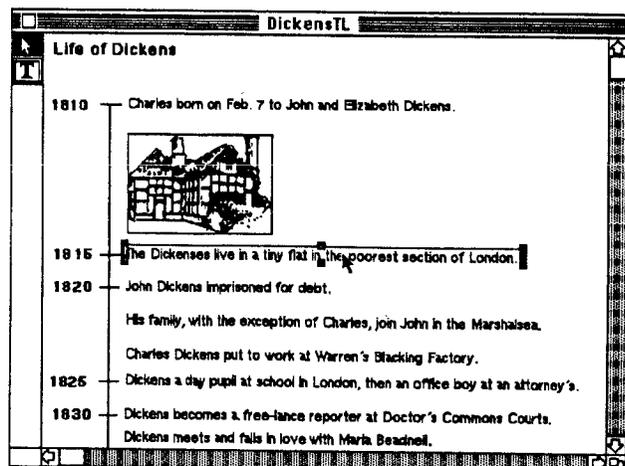
Cutting

1. Select the Arrow tool from the Tool Palette.

If the Tool Palette is not visible, choose "Show Left Palette" from the Arrange menu.

2. Select one or more events.

Use the techniques described in Subsection B. Handles will appear around the selected events.



3. Choose "Cut" from the Edit menu.

The selected event(s) will be deleted and placed on the Clipboard. You are now able to paste this material elsewhere in this or another document.

Note: If you cut an event that has a block associated with it, the next time you open this document the block marker will be placed in the upper left corner of the document. To delete a block, use the "Unblock" command (See Subsection G. *Deleting Blocks* in Section 4 of Chapter II *Using IRIS Intermedia*).

Clearing

1. Select one or more events.

Use the techniques described in Subsection B. Handles will appear around the selected events.

2. Choose "Clear" from the Edit menu, or press the Delete key.

The selected object(s) will be deleted. You will not be able to paste them if they are cleared rather than cut. You can choose "Undo" from the Edit menu, however, to restore cleared objects.

D. Copying Timeline Objects

An object or group of objects may be copied and then pasted into the same or a different document.

1. Select the title and/or one or more events.

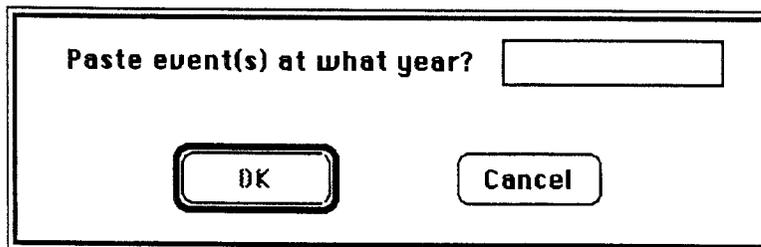
Use one of the techniques described in Subsection B. Handles will appear around the selected objects.

2. Choose "Copy" from the Edit menu.

The display will remain unchanged, but a copy of the selected object(s) will be placed on the Clipboard. You are now able to paste this material into this document or a different one.

E. Pasting Timeline Objects

The last object or group of objects you deleted by cutting or the last object or group of objects you copied is stored on the invisible Clipboard. You can paste items from the Clipboard into your current document by using the "Paste," "Insert Before" and "Insert After" commands in the Edit menu. "Paste" performs the same function as an "Insert After" when you have an event selected. If no event is selected and the object in the Clipboard is not from an InterVal document, "Paste" prompts you with a dialog box to give a date for the new event. If the date you enter is already on the timeline, your new event is added to the end of the events listed at that date.

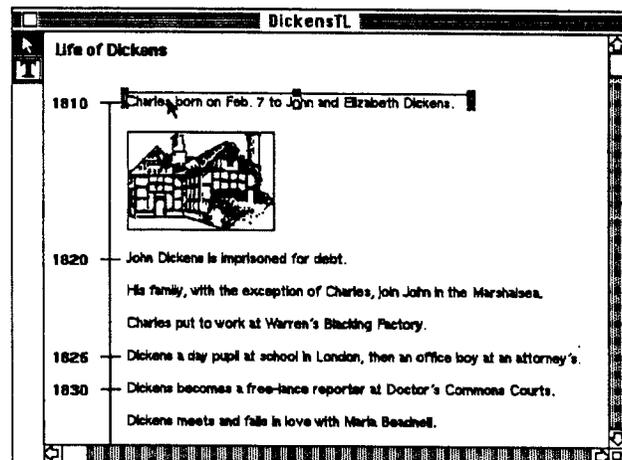


Paste event(s) at what year?

OK Cancel

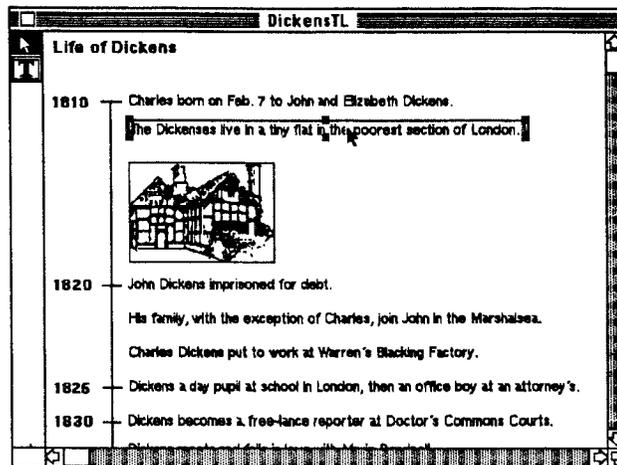
1. Select an event on the timeline.

Be sure you have the arrow tool selected to do this.



2. Choose "Paste," "Insert Before" or "Insert After" from the Edit menu.

The contents of the Clipboard will be placed either before or after the selected event, depending on which command you choose. Again, if you do not specify a date by selecting an existing event, InterVal will either prompt you for a year at which to place the selection (if the contents of the Clipboard is not from an InterVal document), or will place the selection at the same year at which it was located before it was cut/copied (if the selection was from InterVal). The rules for pasting text and graphics objects are identical.



F. Editing Text in InterVal

The timeline title or any event label can be edited using the text tool. Event dates cannot be edited directly; instead, cut the event and paste it at the desired date.

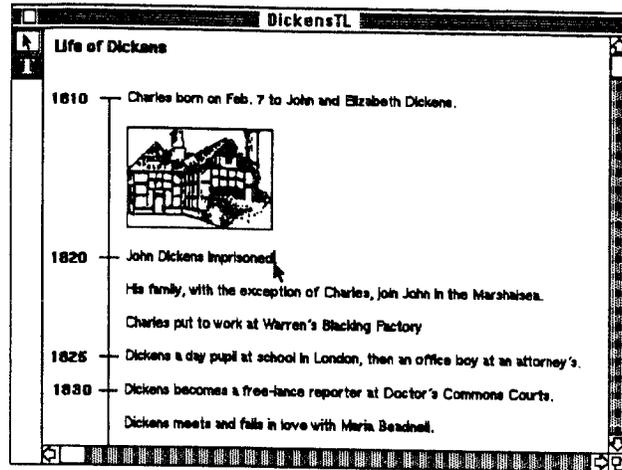
Adding Text to an Existing Event or Title

1. Select the text tool (the "T" icon) from the tool palette.

The icon will become highlighted in black. If the tool palette is not shown, you can display it by choosing "Show Left Palette" from the Arrange menu.

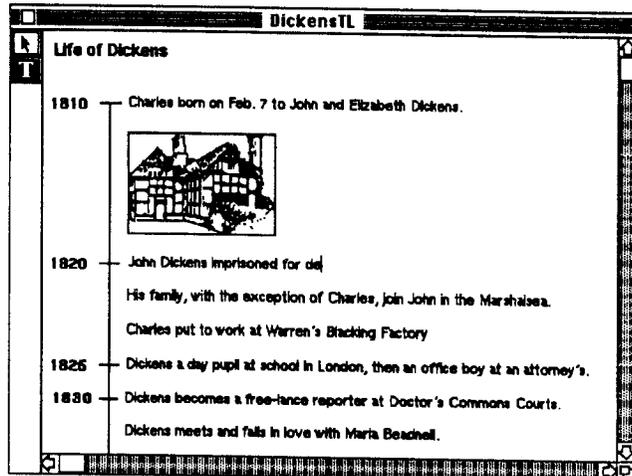
2. Click down within the boundaries of an existing event or title to set an insertion point where you wish to add text.

Clicking once on the mouse button while the pointer is positioned over the text will set an insertion point.



3. Type to add text.

Any typing at an insertion point will add text to an event or title.



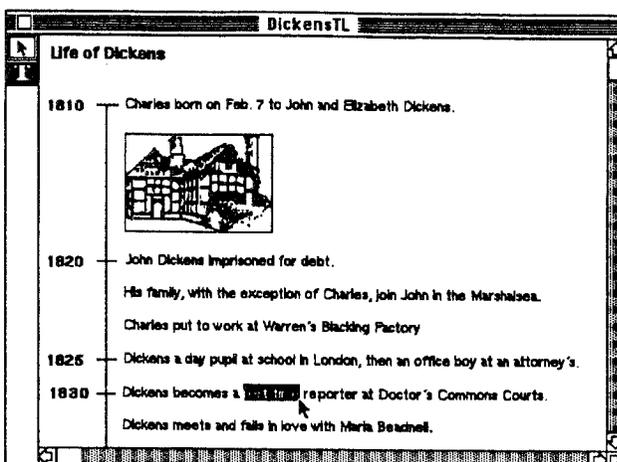
Deleting Text from Titles and Events

1. Select the text tool ("T" icon) from the tool palette.

The icon will be highlighted in black. You can now delete or edit text. If the tool palette is not shown, you can display it by selecting the "Show Left Palette" command from the Arrange menu.

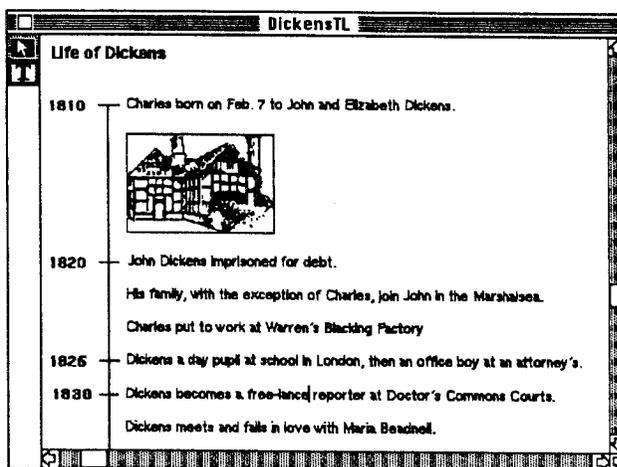
2. Set an insertion point or select a portion of text.

Position the pointer within the boundary of an event or title and click the mouse button to set an insertion point. You can select whole words by positioning the pointer over a word and double-clicking the mouse. You can select any amount of text by positioning the pointer before the first character you wish to select, and pressing and holding the mouse button down while you drag the mouse. When the characters you wish to change or delete are highlighted, release the mouse button.



3. Pick "Cut" or "Clear" from the Edit menu, press the Delete key, or type new characters.

In all cases, the selected text will disappear. If you set an insertion point, cutting or clearing will have no effect, and pressing the Delete key will remove characters to the left of the insertion point. If you chose "Clear" or pressed the Delete key with text selected, the text will be deleted and can only be recovered by using the "Undo" command from the Edit menu. If you chose "Cut" with text selected, the text will be stored on the Clipboard and may be pasted into the current document or a different one.



G. Repositioning the Title

You can also move the title anywhere in an InterVal document.

1. Be sure the Arrow tool is selected.

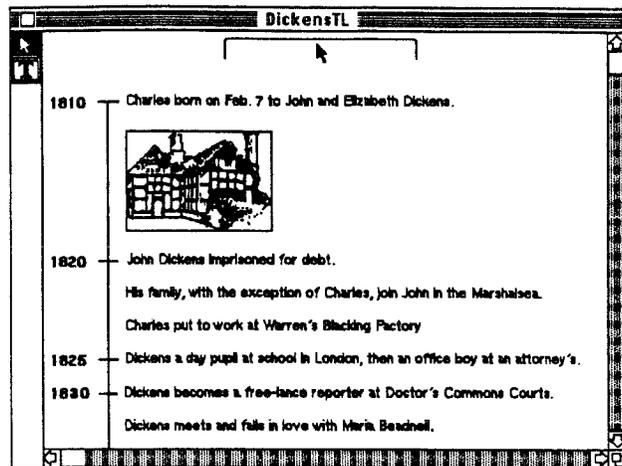
The Arrow tool is used for selecting events and moving the title.

2. Position the Arrow tool over the title.

Be sure the pointer is directly over the title.

3. Press and hold down the mouse button and drag the mouse.

The title will follow the movement of the mouse.



4. Release the mouse button.

When you have dragged the title to a new location, releasing the mouse button will fix the title in place.

H. Reshaping Timeline Textual Events and Titles

Handles are used to indicate that an event or title has been selected; in addition, they also provide a means for changing the width of text objects.

1. Select a title or textual event.

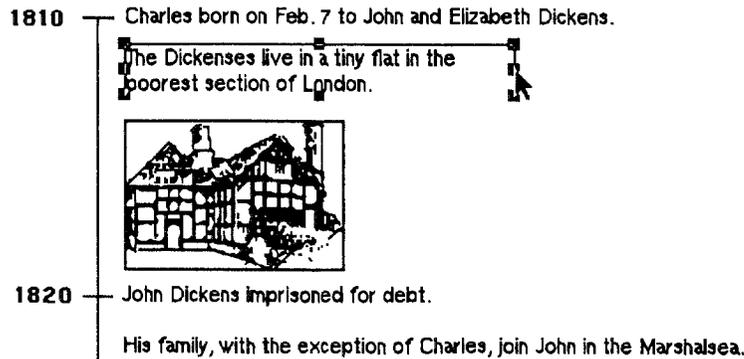
See Subsection B for instructions on selecting timeline objects.

2. Position the pointer directly over the handle in the middle of the right side.

Be sure the tip of the arrow is squarely in the middle of the handle. Only the middle handle on the right can be used to resize text objects and only that handle plus the bottom middle and right handles can be used to resize graphics objects. If you try to use any of the other handles, you will be notified with a dialog box that the handle you selected cannot be used to resize the selected object.

3. With the mouse button depressed, drag to enlarge or shrink the column width.

Shrinking and enlarging works the same way it does for text objects in Inter-Draw. The title or event will be broken up into several lines if the column width is small, or will be placed all on one line if the column width is large. Multiple timeline events may be resized at the same time by selecting multiple events and resizing just one of them.



4. Release the mouse button when the column width reaches the desired size.

Releasing the mouse button will fix the object in its new position and leave it selected.

I. Changing Display Characteristics

You may change the typeface, point size or type style of any selected objects by using commands found in the Font menu. .

1. Select one or more timeline events or a title.

Hold down the Shift key to select multiple objects or draw a bounding box around them.

2. Choose the desired command from the Font menu.

You can change the typeface, point size or type style by choosing the appropriate command. To change more than one of these characteristics, simply leave the object(s) selected and choose another command from the Font menu.

3. LINKS AND BLOCKS IN INTERVAL DOCUMENTS

Chapter II, *Using IRIS Intermedia* provides a general description of blocks and links. If you are unfamiliar with these concepts, review that chapter. The description below will only explain the manner in which you interact with blocks and links in the InterVal application.

Remember, a web must be open to view, manipulate or create blocks and links.

A. Selecting Block Markers

The method for selecting markers is the same as that for the other IRIS Intermedia applications. Note that a web must be open in order to perform any of the IRIS Intermedia functions relating to blocks and links.

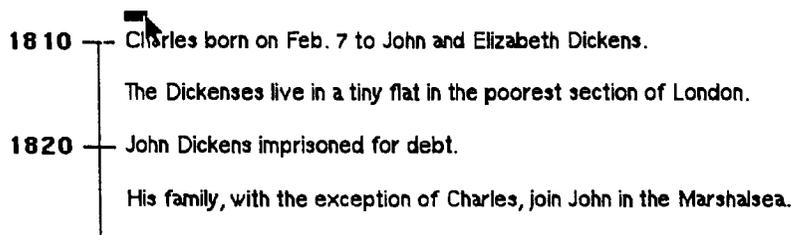
1. Select the Arrow tool from the Tool Palette (on the Left Palette).

It should be highlighted in black.

2. Position the pointer over the marker and click the mouse button once.

The marker should be highlighted in black.

Life of Dickens



B. Creating New Blocks

Blocks are created in InterVal in the same manner as in other IRIS Intermedia applications.

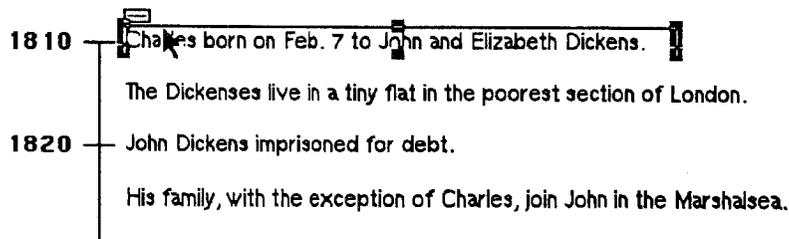
1. Select at least one event and/or a title.

Handles will appear around the event(s) and titles. Only events and titles are valid block extents.

2. Pick "Create Block" from the Intermedia menu.

The selected object(s) will be made into a block, and a block marker will be placed above the object that was selected first.

Life of Dickens



C. Starting and Completing Links

The process of initiating or completing a link in an InterVal document is similar to the process of creating a block.

1. Select at least one event or title.

The selection will serve as the source block of the link.

2. Choose "Start Link" from the Intermedia menu to initiate a link.

The selection will temporarily be considered the source block of the pending link.

3. Make another selection in the same or in a different document.

This will be the destination block of the link.

4. Choose "Complete Link" from the Intermedia menu.

The source block of the link will be made permanent and markers will be placed at the source and destination blocks of the link.

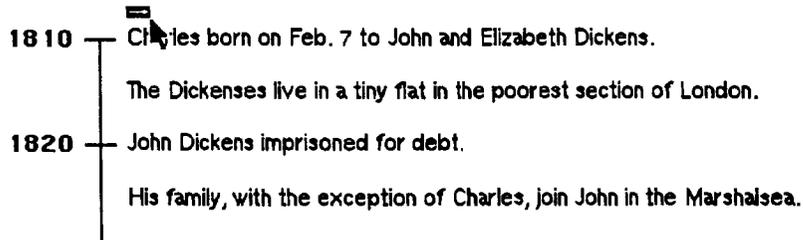
D. Attaching Links to Existing Blocks

A new link may be initiated or terminated anywhere a block already exists.

1. Select an existing marker.

The desired marker should be highlighted in black.

Life of Dickens



2. Choose either the "Start Link" or the "Complete Link" command.

Use "Start Link" to turn the selected block into the source point for a new link or use the "Complete Link" command to turn the selected block into the destination point for a pending link.

VI. IRIS INTERMEDIA REFERENCE GUIDE

This reference guide contains a description of each menu command provided by the IRIS Intermedia system. For a more complete description of these commands in the various IRIS Intermedia applications, see Chapter VII. *InterWord Reference Guide*, Chapter VIII. *InterDraw Reference Guide*, and Chapter IX. *InterVal Reference Guide*.

1. 🍏 APPLE MENU

About

IRIS Intermedia... This command opens a dialog box providing release and copyright information about IRIS Intermedia. Clicking on the "OK" button or pressing the Return key will close the box.

Expand Window Choosing the "Expand Window" command will enlarge the window to either its maximum size or to a size that will fit within the boundaries of the screen. Choosing "Expand Window" a second time will return the window to its original size. This command is particularly useful if a window has been moved so that its Scroll Bars and Resize Box are off-screen. In such a case, the "Expand Window" command will resize the window so that it is entirely within the boundaries of the screen.

Note: Double-clicking on a window's Title Bar is an alternate method of expanding or shrinking a window.

Redraw Screen This command redraws the entire IRIS Intermedia screen. Use "Redraw Screen" if a message from A/UX or the network has printed on your screen.

InterLex Dictionary

If your site has purchased rights to use the *American Heritage Dictionary* with IRIS Intermedia, you will be able to look up words by using the "InterLex Dictionary" reference window. If you do not have a copy of the dictionary, a dialog box will inform you that the dictionary can not be found. If you do have the dictionary, a dialog box containing a copyright notice will appear (this notice only appears the first time you choose the "InterLex Dictionary" command in a session). After clicking "OK," you will receive a second dialog box. Type the word you wish to look up and press Return. If the word is not found, you will be alerted with a dialog box. If the word is found, one or more definition windows will open. You may either click in the definition window's Close Box to remove the definition from the screen, or pick "Save" from the File menu to save the definition as an InterWord document in your current folder.

In addition to a field for typing a word to look up, the dictionary dialog box also contains a Status Line, a Word List and three buttons. After you enter a word and press Return, all other dictionary entries containing your word will be listed. This includes all inflections and derivations that have the same root as the word you entered. If you click on "List A-Z," the list will expand to show you all the entries that are alphabetically adjacent to your word in the dictionary. To return to the shorter list, click on "Search Dictionary." To look up any word in the Word List, either select the word from the list and choose "Open Definition" or double-click on the word. More sophisticated searches can be accomplished using additional controls (see "Show/Hide Controls" in Section 6. *Arrange Menu*). In addition, you can look up any word that occurs in any document (including definition windows) by using the "Define" command (see "Define" in Section 3. *Edit Menu*).

2. FILE MENU

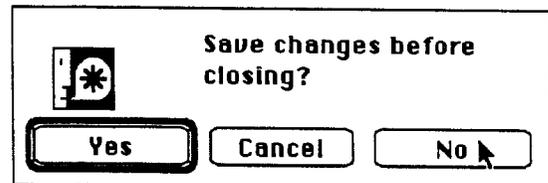
New... "New..." opens a window containing icons representing each application currently installed in the IRIS Intermedia system and icons representing a web and a folder. Selecting an icon and then choosing "Open" from the File menu will open a new document, a new web or a new folder. Double-clicking on an icon is equivalent to selecting it and then choosing "Open" from the File menu.

Note: Pressing the Apple key and typing an "n" is an alternate way of opening the New window.

Open "Open" will open the currently selected icon (web, folder, or document) in a folder, Web View, or New window. If the selected icon is already open, choosing the "Open" command causes its window to be popped to the top and to be made the currently active window. If the selected icon is in the New window, "Open" will open a document of the type selected.

Note: Double-clicking on an icon is equivalent to selecting that icon and choosing "Open" from the File menu. Pressing the Apple key and typing "o" also has the same effect as choosing "Open" from the File menu.

Close "Close" causes the active window to close and shrink to its icon representation. If the contents of a document window has changed since the document was opened or last saved, you will be prompted to decide whether or not those changes should be saved with this dialog box.



Note: Clicking on the Close box, located on the left side of window's Title Bar, is equivalent to picking the "Close" command from the menu. Pressing the Apple key and typing a "w" also has the same effect as choosing "Close" from the File menu.

Close Definitions

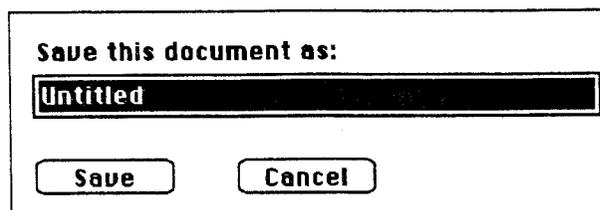
The "Close Definitions" command is used with the InterLex Dictionary desk accessory. If you have opened dictionary definition windows, "Close Definitions" will close all open definition windows.

Note: Pressing the Apple key and typing an "a" has the same effect as choosing Close Definitions from the File Menu.

Save "Save" will save the contents of the active document window. If the active document has not been saved before, the user is prompted with the Save As... dialog box in order to name the document (see "Save As" command for more information).

Note: Pressing the Apple key and typing an "s" has the same effect as choosing "Save" from the File Menu.

Save As... "Save As..." saves a copy of a document under a new name. You will be prompted to name the document with this dialog box.



Once it is saved under a new name, the original document will be closed and the copy will replace it in the open window. A new document icon will be created with the new name and placed in the current folder.

Revert The "Revert" command is not implemented in this version of IRIS Intermedia; however, if you wish to revert the document to the state it was in when you last saved or opened it, simply close the document and do not save changes. Do this by clicking the "No" button in the dialog box illustrated under the "Close" command above.

Delete Document "Delete Document" will delete the selected documents, webs, or folders. For each icon you have selected, a dialog box will appear so you may confirm the delete operation. If a folder icon is selected, the dialog box will list all items contained within the folder. Clicking on the "Delete All" button will remove the folder plus all its contents. When the function is completed, the selected icons will disappear. There is no way to undo this command.

If you delete a document with links to other documents, the links emanating from the deleted document will be removed as well, although the blocks in the other documents will remain intact. If you delete a web, all links and blocks created within the context of that web will also be deleted.

Close All Documents

"Close All Documents" will close all open documents, including the Web View window. Open folders are not affected.

Quit

"Quit" will close any open documents, folders, and webs and will end your IRIS Intermedia session. Before closing any open documents or webs that are either newly created or that have had changes made since they were last saved, IRIS Intermedia will present a dialog box asking whether you wish to save changes.

Note: Pressing the Apple key and typing a "q" is an alternate way of quitting an IRIS Intermedia session.

3. EDIT MENU

Undo When a document is open and active, "Undo" returns the document to the state it was in before the last action. "Undo" can be chosen repeatedly until all operations since the last time the document was saved have been undone. There are, however, operations that cannot be undone, such as "Save," "Save As...," "Delete Document," "Print" and window manipulations (e.g., scrolling and resizing). "Undo" does not affect the contents of the Clipboard.

Note: Pressing the Apple key and typing a "z" is an alternate way of undoing the last action.

Redo "Redo" reverses the effect of the last undo. Consecutive undos can be redone until there are no more commands that can be redone. "Redo" does not affect the contents of the Clipboard.

Note: Pressing the Apple key and typing an "r" is an alternate way of redoing the last action.

Cut "Cut" removes the current selection from the document and places it on the Clipboard, thereby replacing any previous contents. Blocks and links are not stored on the Clipboard.

Note: Pressing the Apple key and typing an "x" is an alternate way of cutting selected objects or text.

Copy The "Copy" command copies the current selection onto the Clipboard, thereby replacing any previous contents. Blocks and links are not stored on the Clipboard.

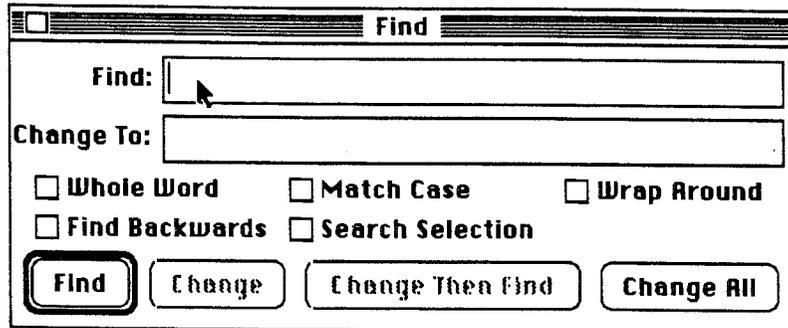
Note: Pressing the Apple key and typing a "c" is an alternate way of copying selected objects or text.

Paste "Paste" places whatever is in the Clipboard into the active document. Each application has specific rules regarding pasting; check the chapters *Using InterWord*, *Using InterVal* and *Using InterDraw* for more information.

Note: Pressing the Apple key and typing a "v" is an alternate way of pasting the contents of the Clipboard.

Clear "Clear" removes the current selection from the active document. It is only applicable in some applications.

Find... The "Find..." command opens a dialog box which allows you to search for any word or string of text in an InterWord document, and allows you to change any or all occurrences of that word.



Note: Pressing the Apple key and typing a "/" is an alternate way of opening the Find dialog box.

Look Up This InterLex command is only available if your site has purchased rights to the *American Heritage Dictionary*. If the dictionary is available, you may select any word in an InterWord document or in an InterLex Definition window and choose "Define" from the menu. A window containing the dictionary definition will open.

Note: Pressing the Apple key and typing a "d" is an alternate way of looking up the definition of a selected word.

Insert Before This InterVal command inserts the contents of the Clipboard before the current selection.

Insert After This InterVal command inserts the contents of the Clipboard after the current selection.

Duplicate This command duplicates a selection within a document. It is not implemented in this version of IRIS Intermedia.

Select All "Select All" selects all text or graphics objects in a document.

Add Event This InterVal command allows you to add an event to a timeline.

Note: Pressing the Apple key and typing an "e" is an alternate way of opening the Add Event dialog box.

4. INTERMEDIA MENU

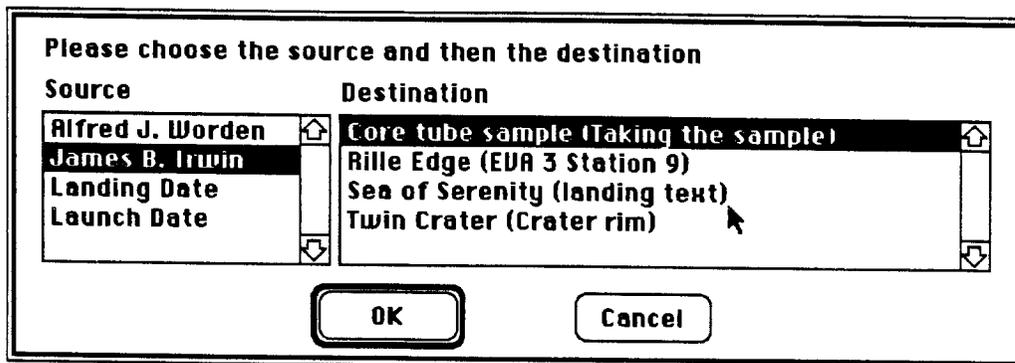
Start Link "Start Link" temporarily turns the current selection (which may be a block marker) into the source point of a link. If your selection is not a block marker, a block will automatically be created when you complete the link. The link is pending until you pick "Start Link" again, thereby cancelling the previous "Start Link" command, or until you pick "Complete Link" (explained below) to complete the pending link. Any number of actions unrelated to creating or completing links can occur between a "Start Link" and a "Complete Link" command. A pending link is eliminated if you close the current web, close the current document or quit the IRIS Intermedia session before completing the link.

Note: Pressing the Apple key and typing a "[" is an alternate way of starting a link.

Complete Link "Complete Link" completes a link which is pending from a "Start Link" command. A link is created from the source block to the current selection (which may be a block marker).

Note: Pressing the Apple key and typing a "]" is an alternate way of completing a link.

Unlink "Unlink" deletes a link. If more than one block is selected, or a block marker with more than one link is selected, a dialog box similar to the one below appears containing all of the links associated with the selected block(s):



Create Block "Create Block" creates a block consisting of the current selection (minus any block markers). A block marker appears near the selection to indicate the existence of the block.

Unblock "Unblock" deletes a block associated with the selected block marker. If more than one block marker is contained in the selection, a dialog box appears asking you to select a block to delete. Only one block can be deleted at a time. Once you have chosen the "Unblock" command, the marker will disappear, and the block extent will no longer be highlighted (if it was before you chose the "Unblock" command). All links attached to the block will also be deleted.

**Show Block
Extent**

"Show Block Extent" highlights the extent of one block at a time using either a marquee or gray handles. If more than one block is contained in the current selection, a dialog box will appear asking you to pick the explainer of the block whose extent you wish to view.

User Properties... "User Properties..." allows you to view information about the current user. Choosing this command brings up a dialog box containing the user's name, ID, address, phone number(s), and home folder. In addition, it is possible to see to which access groups the user belongs, and which other users are in the same access groups.

USER PROPERTIES

User: nkm
Full Name: Norman Meyrowitz
Address: 212 Darling
Phone 1: 2943
Phone 2: 5554545
Home: /irwin/nkm

Member of Groups: other project scholars source

Other Group Members:

OK

**Document
Properties...**

"Document Properties..." allows you to view and edit the properties of a selected or currently active document or web. Choosing this command brings up a dialog box containing the access right settings, plus other information about the document such as the size of the document and the name of the folder in which it resides.

DOCUMENT ACCESS RIGHTS & PROPERTIES

	Protect	Write	Annotate	Read
All:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Owner:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inter:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Folder: /irwin10/mergedocs.CT/Lunar Geology
Document: Moon Sites
ID: 796
Type: DRAW
Owner: kes
Group: scholars
Size: 16259
Last Access: Mon Feb 6 15:18:34 1989
Modified: Mon Feb 6 15:18:07 1989

OK Cancel

**Block
Properties...**

"Block Properties..." allows you to view or edit the properties of one or more blocks. Choosing this command after you have selected one or more block markers brings up a dialog box containing the block's property sheet. Creation Date and Author are assigned automatically when a block is created. If the "Verbose" setting for block creation is in effect in the Viewing Specifications dialog box, the "Block Properties..." command is automatically executed when a new block is created as a result of a "Create Block," "Start Link" or "Complete Link" command. When the Block Property Sheet is opened for the first time, there is a temporary default label in the explainer field which takes the form "Block <number>."

Picking the "Apply" button applies the new explainer to the block currently selected in the block list. Each time you edit a block explainer, you must use the "Apply" button before going on to edit another explainer. If you only wish to edit a single explainer, click the "Apply & Close" button to apply the change and close the dialog box.

BLOCK PROPERTIES

Blocks

- Alfred J. Worden
- Block 510
- James B. Irwin

Explainer David R. Scott

Creation Date: Fri Jan 13 09:57:49 1989

Author: ny

Apply & Close Apply Cancel

Link Properties... The "Link Properties..." command opens a Link Property dialog box which allows you to edit the block explainers of the blocks on either end of the selected link. The block explainers listed in the "Source" column represent all the blocks contained in the current selection. When you select a block from the "Source" column, the items listed in the "Destination" column indicate the documents and blocks at the other end of the link. As you select document/block pairs from the "Destination" column, the "Source Document," "Source Block," "Destination Document," and "Destination Block," "Author," and "Creation Date" fields will update. You may edit the text in either explainer field. After editing the explainers corresponding to a single link, be sure to click on the "Apply" button before going on to edit any other block explainers. When you are finished editing, use the "Apply & Close" button. If you wish to follow to one of the destinations listed in the "Destination" column, select the destination and click on the "Follow" button.

LINK PROPERTIES

Source	Destination
Alfred J. Worden	Core tube sample (Taking the sample)
James B. Irwin	Rille Edge (EVA 3 Station 9)
	Sea of Serenity (landing text)
	Twin Crater (Crater rim)

Source Document: Apollo 15 Mission Summary

Source Block: James B. Irwin

Destination Document: Twin Crater

Destination Block: Crater rim

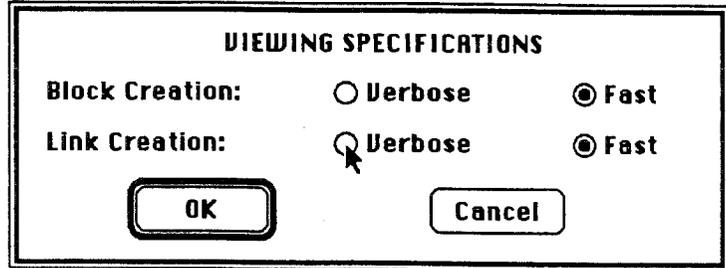
Author: ny

Creation Date: Fri Jan 13 10:39:56 1989

Apply & Close Apply Follow Cancel

View Specs...

"View Specs..." brings up the Viewing Specifications dialog box with the settings that are in effect for the current web.



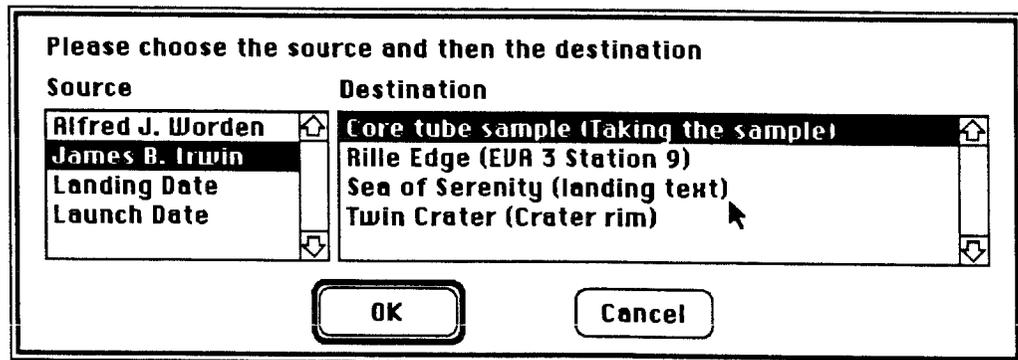
The dialog box is titled "VIEWING SPECIFICATIONS". It contains two rows of radio button options. The first row is "Block Creation:" with "Verbose" (unselected) and "Fast" (selected). The second row is "Link Creation:" with "Verbose" (selected) and "Fast" (unselected). At the bottom are "OK" and "Cancel" buttons.

If the "Fast" setting is specified for either block or link creation, default explainers are automatically assigned to all blocks. (See "Block Properties...", above.) If "Verbose" is set for block creation, a Block Properties dialog box will open every time a new block is created. This includes blocks created by a "Start Link" or "Complete Link" command. If "Verbose" is set for link creation, a Link Properties dialog box will open after each "Complete Link" command. You will be able to enter explainers for the blocks at either end of the link. Typically, you will either want block or link creation set to "Verbose," but not both.

Any changes to the settings remain in effect for the current session only.

Follow

"Follow" allows you to travel from the source block to the destination block of any link whose marker is currently selected. The document containing the destination block opens (or reactivates if it is already open) and scrolls in such a way that all or part of the destination block's extent is visible. The destination block's marker will be selected, and the extent of the destination block is highlighted.



The dialog box is titled "Please choose the source and then the destination". It has two columns: "Source" and "Destination". The "Source" column contains a list with "Alfred J. Worden" selected, and "James B. Irwin", "Landing Date", and "Launch Date". The "Destination" column contains a list with "Core tube sample (Taking the sample)" selected, and "Rille Edge (EVA 3 Station 9)", "Sea of Serenity (landing text)", and "Twin Crater (Crater rim)". At the bottom are "OK" and "Cancel" buttons.

It is not possible to follow more than one link at a time. If you select a block marker representing a single link and then choose "Follow," the link is traversed immediately. If, however, you select a marker representing multiple links, a dialog box appears. The left side of the dialog box contains a list of all blocks (listed by explainer) that are included in your selection. One of the blocks is selected. The list on the right side of the dialog box shows the destination points of each link associated with the selected block. The items in this list indicate the name of the destination document, followed, in parentheses, by the explainer of the destination block. If the "Source" column contains only one item, select the destination to which you wish to travel from the "Destination" column. If the "Source" column contains more than one item, you can browse through all possible destinations by clicking on each item in the list of blocks. Each time you click on a different block, the "Destination" list will change to show you the document/block pairs associated with your choice. Locate and select the destination to which you wish to travel.

Note: Double-clicking on a marker is identical to selecting that marker and choosing "Follow" from the menu. Pressing the Apple key and typing an "f" is another way of following a link.

5. FONT MENU

- Base Font** The "Base Font" command only applies to InterWord documents. This command either changes the entire selection into the base font of the style applied to the current paragraph or changes subsequent text typed at the insertion point into the base font.
- Plain** Choosing "Plain" from the Font menu either changes the entire selection into a plain face or causes subsequent text to appear in a plain face.
- Note: Pressing the Apple key and typing a "p" is an alternate way of doing this.
- Bold** Choosing "Bold" from the Font menu either changes the entire selection into a bold face or causes subsequent text to appear in a bold face. If the "Bold" command appears in the menu with a check mark, picking it will remove the bold face from the text.
- Note: Pressing the Apple key and typing a "b" is an alternate way of doing this.
- Italic** Choosing "Italic" from the Font menu either changes the entire selection into an italic face or causes subsequent text to appear in an italic face. If the "Italic" command appears in the menu with a check mark, picking it will remove the italic face from the text.
- Note: Pressing the Apple key and typing a "i" is an alternate way of doing this.
- 10, 12, 14,
18 point** Choosing any point size from the Font menu either changes the selection into the selected point size or causes subsequently typed text to appear in that point size.
- Times, Helvetica** Choosing any type style from the Font menu either changes the selection into the selected font or causes subsequently typed text to appear in that font.
- Left Sides** This command left justifies selected text objects in InterDraw.
- Right Sides** This command right justifies selected text objects in InterDraw.
- Centers** This command centers selected text objects in InterDraw.
- Full** This command full justifies selected text objects in InterDraw.

6. ARRANGE MENU

- Send to Back** This InterDraw command moves a selected object in a stack of objects to the bottom of the stack. You may select multiple objects to move using this command. If you do so, the selected objects will retain their original relationship to one another at the bottom of the stack. All of the objects beneath the selected object will move up one place in the stack, making this command useful for examining items in a stack one by one.
- Move to Front** This InterDraw command moves a selected object in a stack of objects to the top of the stack so that it can be easily examined and worked on. You may select multiple objects to move using this command. If you do so, the selected objects will retain their original relationship to one another at the top of the stack. All of the objects originally ahead of the selected object in the stack will move down one.
- Swap Layer** This InterDraw command switches the positions of two selected objects in a stack of objects. For example, if you choose this command after selecting a rectangle on the bottom of the stack and an oval directly under the top object in the stack, the rectangle will move up to occupy the oval's position and the oval will go to the bottom of the stack.
- Group** If more than one object is selected, the "Group" command in InterDraw groups the objects so that they will behave as a single object. Any objects in the selection that are already groups are imbedded in the new group so that no grouping information is lost. After grouping, the group is then selected (shown with handles placed in a rectangular region encompassing all the objects in the group).
- Ungroup** If the selection contains objects that have been grouped, the InterDraw command "Ungroup" separates the objects. All of the objects in the group will be individually selected (surrounded by handles). Any imbedded groups within the selection remain grouped. If you want to ungroup imbedded groups, you must select the remaining groups and use the "Ungroup" command again.
- Show/Hide Left Palette** If the Left Palette is visible, you can hide it from view by selecting "Hide Left Palette." When the Left Palette is hidden, you can perform some editing commands on the document, but you cannot use any of the available tools.
- Show/Hide Top Palette** If the Top Palette is visible, you can hide it from view by selecting "Hide Top Palette." When the Top Palette is hidden, you can perform most editing commands on the document, but cannot work with any of the available tools.

- Show/Hide Controls** This command only applies to the InterLex reference window. If the InterLex controls are visible, you can hide them from view by selecting "Hide Controls." When the Controls are hidden, you can look up words in the *American Heritage Dictionary*, but you can not alter any of the search criteria. Information about the controls can be found in the documentation which accompanies the dictionary.
- Align Left Sides** This InterDraw command aligns the left sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.
- Align Horizontal Centers** This InterDraw command aligns the horizontal centers of two or more selected objects. The horizontal centers of the selected objects are averaged to find the new horizontal center for the selection, and the objects will gravitate to it.
- Align Right Sides** This InterDraw command aligns the right sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.
- Align Tops** This InterDraw command aligns the top sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.
- Align Vertical Centers** This InterDraw command aligns the vertical centers of two or more selected objects. The vertical centers of the selected objects are averaged to find the new vertical center for selection, and the objects will gravitate to it.
- Align Bottoms** This InterDraw command aligns the bottom sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.

7. PRINT MENU

Page Setup... This command brings up a dialog box which asks you to specify the type of paper, orientation of the document, percentage, and special printer effects.

The screenshot shows the 'LaserWriter v3.1' dialog box. It has a title bar with 'LaserWriter' on the left and 'v3.1' on the right. There are 'OK' and 'Cancel' buttons in the top right corner. The 'Paper:' section has radio buttons for 'US Letter' (selected), 'A4 Letter', 'US Legal', and 'B5 Letter'. The 'Reduce or Enlarge:' section has a text box containing '100' followed by a '%' sign. The 'Orientation' section has two icons: a vertical one and a horizontal one. The 'Printer Effects:' section has checked boxes for 'Font Substitution?' and 'Smoothing?'.

Print... This dialog box asks about number of copies, paper source, cover page, and the pages of the document you want to print.

The screenshot shows the 'LaserWriter v3.1' dialog box. The title bar says 'LaserWriter <LaserWriter>' on the left and 'v3.1' on the right. There are 'OK', 'Cancel', and 'Help' buttons in the top right corner. The 'Copies:' field has a text box with '1'. The 'Pages:' section has radio buttons for 'All' (selected), 'From:' followed by a text box, and 'To:' followed by a text box. The 'Cover Page:' section has radio buttons for 'No' (selected), 'First Page', and 'Last Page'. The 'Paper Source:' section has radio buttons for 'Paper Cassette' (selected) and 'Manual Feed'.

Print One "Print One" sends one copy of the current document to the printer, bypassing the Print dialog box.

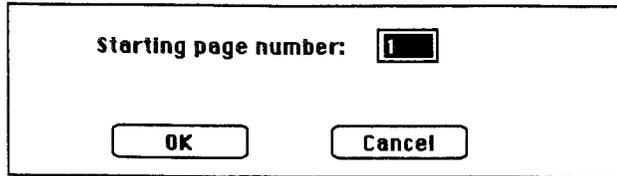
Headings This command brings up a dialog box for heading settings. This command is not implemented in this version of IRIS Intermedia.

Margins... This dialog box asks about the margin settings for the document.

The screenshot shows the 'Set margins to:' dialog box. It has a title bar with 'Set margins to:'. There are radio buttons for '0"', '1/2"' (selected), '1"', '1 1/2"', '2"', and '2 1/2"'. There is also a radio button for 'Printable area of page'. There are 'OK' and 'Cancel' buttons at the bottom.

**Start Page
Number...**

"Start Page Number..." brings up a dialog box which asks you where page numbering should start.



Top to Bottom

This command numbers pages top to bottom; deselecting it will change the numbering to Side to Side.

**Print Page
Numbers**

"Print Page Numbers" adds the page numbers to the printed copy of the document.

Include Frame

This command places a black border around your document when it is printed out.

Show Breaks

This command displays lines to illustrate where page breaks will occur during printing.

**Show Page
Numbers**

This command shows the page numbers of the document on the screen.

Show Borders

"Show Borders" displays a border around each page of your document. The command does not affect printing.

VII. INTERWORD REFERENCE GUIDE

This reference guide contains a description of the Style List buttons and each menu command provided by the InterWord application. For descriptions of the IRIS Intermedia system menu commands, see the Chapter VI. *IRIS Intermedia Reference Guide*.

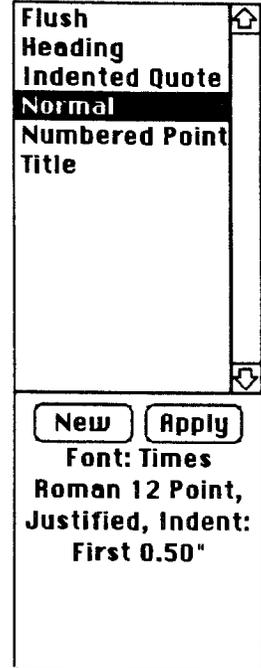
1. STYLE LIST BUTTONS

New

Clicking on the "New" button in the style palette causes a dialog box to appear, asking you for a name for the new style.

Apply

Picking the "Apply" button reformats any paragraphs that contain the insertion point or all or part of a selection according to the definition of the style that is currently selected in the Style List. Even if only part of a paragraph is selected, the entire paragraph will be reformatted. Double-clicking on a style name is equivalent to selecting the style name and clicking on the "Apply" button.



2. 🍏 APPLE MENU

Note: All Apple menu commands behave in the same manner for all IRIS Intermedia applications and are not described in this section. For an explanation of the "About IRIS Intermedia...", "Expand Window," "Redraw Screen," and "InterLex Dictionary" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

3. FILE MENU

Note: File menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Open," "Close," "Close Definitions," "Save," "Save As...," "Revert," "Delete Document," "Close All Documents," and "Quit" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

New... Selecting the "New..." command opens a window containing all the currently available IRIS Intermedia tools, including an InterWord application icon. When you double-click on the InterWord icon or select "Open" from the File menu, an "Untitled" InterWord window opens. A Ruler appears in the Top Palette of the window, and the Style Palette is visible in the window's Left Palette. The blank central portion of the window, called the writing area, is for text entry. An insertion point is positioned on the first line. Typing at the insertion point creates a paragraph using the "Normal" style settings for indentation, margins, tabs, line spacing, and justification. All text entered in the writing area may be scrolled. The InterWord window may be moved and resized like all other IRIS Intermedia windows.

Note: Pressing down the Apple key and typing an 'n' is an alternate method of displaying the New window.

4. EDIT MENU

Note: Edit menu commands that behave in the same manner for all IRIS Intermedia applications or those that do not apply to InterWord are not described in this section. See Chapter VI. *IRIS Intermedia Reference Guide* for a description of the "Undo," "Redo," "Define," "Insert Before," "Insert After," "Duplicate," "Select All," and "Add Event" commands.

Cut The "Cut" command deletes any text contained in the current selection and places it on the Clipboard. If the cut selection contains one or more carriage return characters (spans more than one paragraph) and begins in the middle of a paragraph, the text between the end of the cut selection and the next paragraph becomes part of the paragraph that is now directly above it and is reformatted accordingly. If the cut selection contains one or more carriage return characters but starts at the beginning of a paragraph, the text between the end of the cut selection and the next paragraph will begin a new paragraph but will take on the style characteristics of the first paragraph in the selection. When in the Clipboard, a carriage return character always maintains its tie to the style it referenced before being cut.

If block markers are contained in the selection, they will not be cut. They will be repositioned over the first character directly after the selection region.

Note: Pressing the Apple key and typing an "x" is an alternate way of cutting selected text.

Copy The "Copy" command places any selected text on the Clipboard without deleting it from the original location. Links are not maintained in the Clipboard. If block markers are contained in the selection, they will not be copied.

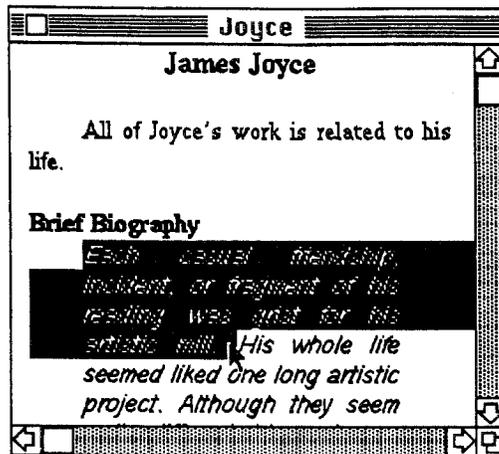
Note: Pressing the Apple key and typing a "c" is an alternate way of copying text.

Paste The "Paste" command is only available when text or graphics from InterWord or another application has been placed on the Clipboard by cutting or copying. If the Clipboard is not empty, the "Paste" command either places the contents of the Clipboard at the insertion point or replaces a selection region with the contents of the Clipboard.

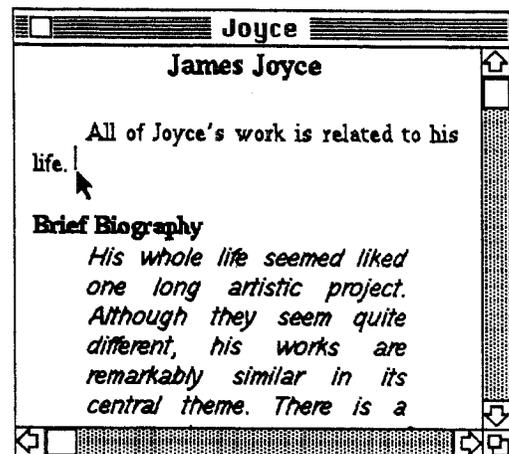
If the text in the Clipboard contains one or more carriage return characters, one of several things may happen depending on the makeup of the text in the Clipboard. Remember that carriage returns maintain their tie to style information when in the Clipboard. Below, the result of a paste operation in two different cases is described. In both cases, it is assumed that the paste is being done in the middle of an existing paragraph at an insertion point. The result of a paste operation in any other case can easily be derived from the cases described in detail below.

Note: Pressing the Apple key and typing a "v" is an alternate way of pasting text.

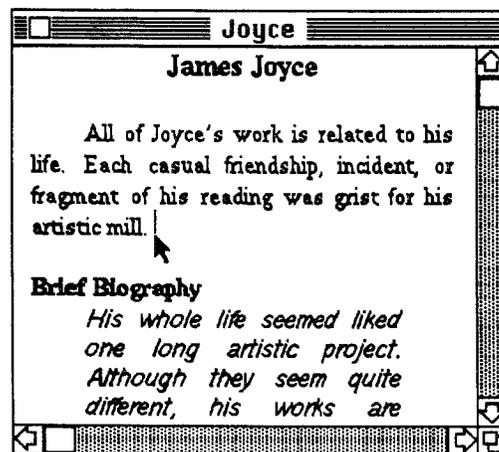
CASE 1: *Pasting a text string containing no carriage returns.* No matter what style paragraph the text was originally a part of, the text takes on the characteristics of the paragraph into which it is paste



Select text.

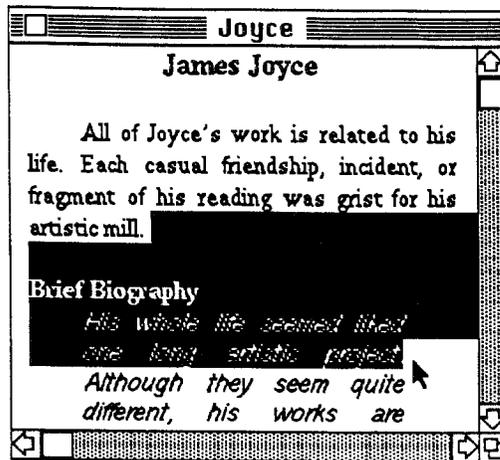


Cut selection and set a new insertion point.

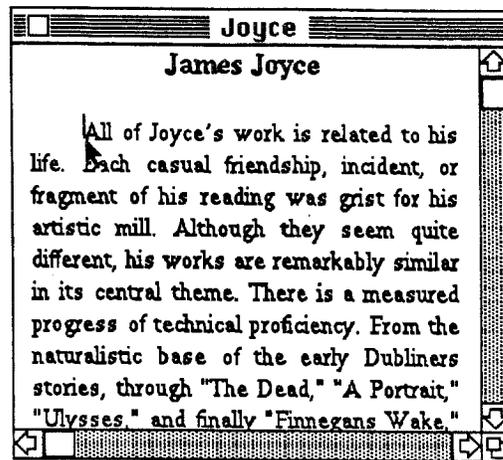


Paste text.

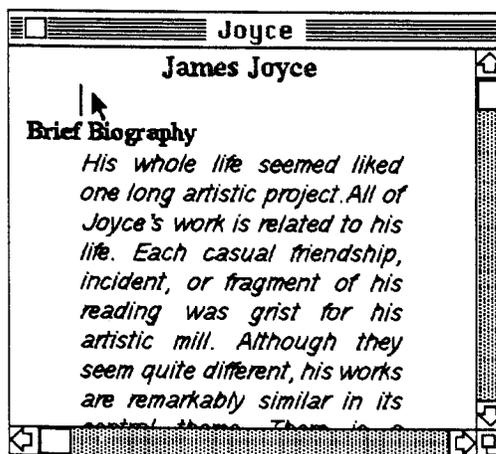
CASE 2: *Pasting a text selection containing at least one carriage return.* When you paste, any text before the pasting point is unchanged. If you paste within the boundaries of an existing paragraph (as illustrated), the text in that paragraph after the pasting point is reformatted to conform with the style associated with the last carriage return in the Clipboard.



Select text.



Cut selection and set a new insertion point.



Paste text.

Clear

The "Clear" command in the menu does not apply to InterWord; however, pressing the Delete key removes the current selection from the active document. The formatting of text is affected in the same manner as when text is cut (see Subsection *Cut*).

Find..

The "Find..." command displays a dialog box which allows you to search for any word or string of text in an InterWord document, and allows you to change any or all occurrences of that word. When the dialog box first opens, only the "Find" and "Change All" buttons are available. As soon as you find a particular word or string, "Change" and "Change Then Find" are enabled.

The "Find" dialog box provides five optional settings. If an "x" appears in the box adjacent to a setting, the setting is in effect. Clicking once on the box will turn the setting on and place an "x" in the box. Clicking a second time will turn the setting off, removing the "x" from the box.

If the "Whole Word" setting is turned on, pressing "Find" will only find the exact contents of the text you have entered in the "Find:" field of the dialog box. When this setting is off, you may find the text in the "Find:" field even if it is part of another word. For example, an "a" in the "Find:" field with the "Whole Word" setting turned off will cause any word containing an "a" to be found. If the setting is turned on, only the word "a" will be found.

"Find Backwards" allows you to search from the insertion point back to the beginning of the document. Normally, a search occurs from the insertion point to the end of the document.

The "Match Case" setting allows you to specify whether or not you would like the "Find" command to pay attention to upper and lower case letters. If "Match Case" is not set, you will find all text that matches the text in the "Find:" field regardless of capitalization.

The "Search Selection" setting is particularly useful in conjunction with the "Change All" button. It only applies if you created a selection before picking "Find..." from the Edit menu. When turned on, you will only find text or change text within the boundaries of the selection.

The "Wrap Around" setting is most useful when you pick the "Find..." command from the middle of a document. In this case, the find operation will start at your insertion point, go to the end of the document and then continue the search at the beginning of the document.

You must click on "Cancel" to leave the "Find" dialog box.

Note: Pressing the Apple key and typing a "/" is an alternate way of bring up the Find dialog box.

5. INTERMEDIA MENU

Note: Intermedia menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Start Link," "Complete Link," "Unlink," "Create Block," "Unblock," "Show Block Extent," "User Properties...," "Document Properties...," "Block Properties...," "Link Properties...," "View Specs..." and "Follow" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

6. FONT MENU

Note: Font menu commands that behave in the same manner for all IRIS Intermedia applications or are not applicable to InterWord are not described below. For an explanation of the "Plain," "Bold," "Italic," "10-," "12-," "14-," "18 point," "Times," "Helvetica," "Left Sides," "Right Sides," "Centers," and "Full" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

Base Font The "Base Font" command returns selected text to the base font of the style applied to the paragraph(s) contained in the selection region. The base font of a style encompasses the type face, the point size and the type family that is defined for the style.

7. ARRANGE MENU

Note: Arrange menu commands primarily apply to InterDraw documents, so most of the commands are not described below. For an explanation of "Send to Back," "Move to Front," "Swap Layers," "Group," "Ungroup," "Align Left Sides," "Align Horizontal Centers," "Align Right Sides," "Align Tops," "Align Vertical Centers," and "Align Bottoms," see Chapter VI. *IRIS Intermedia Reference Guide*.

Show/Hide Top Palette

"Hide Top Palette" hides the InterWord Ruler. Choosing "Show Top Palette" will display the Ruler if it is hidden.

Show/Hide Left Palette

"Hide Left Palette" hides the InterWord Style Palette. Choosing "Show Left Palette" will display the Style Palette if it is hidden.

8. PRINT MENU

Note: Print menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Page Setup...", "Print...", "Print One," "Headings," "Margins...", "Start Page Number...", "Top to Bottom," "Print Page Numbers," "Include Frame," "Show Breaks," "Show Page Numbers," and "Show Borders," see Chapter VI. *IRIS Intermedia Reference Guide*.

VIII. INTERDRAW REFERENCE GUIDE

This reference guide contains a description of each menu command provided by the InterDraw application. For descriptions of the IRIS Intermedia system menu commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

1. 🍏 APPLE MENU

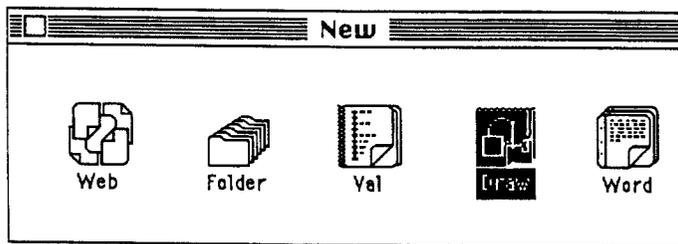
Note: All Apple menu commands behave in the same manner for all IRIS Intermedia applications and are not described in this section. For an explanation of the "About IRIS Intermedia...", "Expand Window," "Redraw Screen," and "InterLex Dictionary" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

2. FILE MENU

Note: File menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Open," "Close," "Close Definitions," "Save," "Save As...," "Revert," "Delete Document," "Close All Documents," and "Quit" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

New...

Selecting the "New" command opens a window containing all the currently available IRIS Intermedia tools, including an InterDraw application icon. When the InterDraw icon is selected and "Open" is chosen from the File menu, an "Untitled" InterDraw window opens. The InterDraw window may be moved and resized like all other IRIS Intermedia windows. The blank portion of the window, called the drawing area, is for entry of graphics objects including text. The Tool Palette, in the Left Palette of the window, allows you to select the type of graphics objects to work with from among text, lines, rectangles, rounded rectangles, ovals, arcs, objects drawn freehand, and polygons. The Style Palette, in the Top Palette above the drawing area, allows you to choose line widths, line, fill and text background patterns, and placement of arrowheads on lines and arcs.



Note: Pressing the Apple key and typing an "n" is an alternate way.

3. EDIT MENU

Note: Edit menu commands that are not applicable or that behave in the same manner for all IRIS Intermedia applications are not described below. See Chapter VI. *IRIS Intermedia Reference Guide* for a description of the "Undo," "Redo," "Cut," "Copy," "Paste," "Clear," "Find," "Define," "Insert Before," "Insert After," "Duplicate," "Select All," and "Add Event" commands.

4. INTERMEDIA MENU

Note: Intermedia menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Start Link," "Complete Link," "Unlink," "Create Block," "Unblock," "Show Block Extent," "User Properties...," "Document Properties...," "Block Properties...," "Link Properties...," "View Specs..." and "Follow" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

5. FONT MENU

Note: Font menu commands that behave in the same manner for all IRIS Intermedia applications or are not applicable to InterDraw are not described below. For an explanation of the "Plain," "Bold," "Italic," "10-," "12-," "14-," "18 point," "Times," "Helvetica," "Left Sides," "Right Sides," "Centers," and "Full" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

6. ARRANGE MENU

Send to Back This command moves a selected object in a stack of objects to the bottom of the stack. You may select multiple objects to move using this command. If you do so, the selected objects will retain their original relationship to one another at the bottom of the stack. All of the objects beneath the selected object will move up one place in the stack, making this command useful for examining items in a stack one by one.

Move to Front This command moves a selected object in a stack of objects to the top of the stack so that it can be easily examined and worked on. You may select multiple objects to move using this command. If you do so, the selected objects will retain their original relationship to one another at the top of the stack. All of the objects originally on top of the selected object in the stack will move down one.

Swap Layer This command switches the positions of two selected objects in a stack of objects. For example, if you choose this command after selecting a rectangle on the bottom of the stack and an oval directly under the top object in the stack, the rectangle will move up to occupy the oval's position and the oval will go to the bottom of the stack.

Group If more than one object is selected, the "Group" command in InterDraw groups the objects so that they will behave as a single object. Any objects in the selection that are already groups are imbedded in the new group so that no grouping information is lost. After grouping, the group is then selected (shown with handles placed in a rectangular region encompassing all the objects in the group).

Ungroup If the selection contains objects that have been grouped, the InterDraw command "Ungroup" separates the objects. All of the objects in the group will be individually selected (surrounded by handles). Any imbedded groups within the selection remain grouped. If you want to ungroup imbedded groups, you must select the remaining groups and use the "Ungroup" command again.

Show/Hide Left Palette If the Tool Palette is visible, you can hide it from view by selecting "Hide Left Palette."

It is possible to obtain both constrained and unconstrained versions of many of the tools on the Tool Palette. See Chapter IV. *Using InterDraw* for more information.

Show/Hide Top Palette If the Style Palette is visible, you can hide it from view by selecting "Hide Top Palette." When the Style Palette is hidden, you can perform most editing commands on the document, but cannot work with line, fill or background patterns, line widths, or arrowheads. You can display the Style Palette if it is hidden by choosing "Show Top Palette" from the Arrange menu.

Align Left Sides This command aligns the left sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.

Align Horizontal Centers This command aligns the horizontal centers of two or more selected objects. The horizontal centers of the selected objects are averaged to find the new horizontal center for selection, and the objects will gravitate to it.

Align Right Sides This command aligns the right sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.

Align Tops This command aligns the top sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.

Align Vertical Centers This command aligns the vertical centers of two or more selected objects. The vertical centers of the selected objects are averaged to find the new vertical center for selection, and the objects will gravitate to it.

Align Bottoms This command aligns the bottom sides of two or more selected objects. The object selected first remains in its place, and the others will gravitate to it.

7. PRINT MENU

Note: Print menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Page Setup...", "Print...", "Print One," "Headings," "Margins...", "Start Page Number...", "Top to Bottom," "Print Page Numbers," "Include Frame," "Show Breaks," "Show Page Numbers," and "Show Borders," see Chapter VI. *IRIS Intermedia Reference Guide*.

X. INTERVAL REFERENCE GUIDE

This reference guide contains a description of each menu command provided by the InterVal application. For descriptions of the IRIS Intermedia system menu commands, see the Chapter VI. *IRIS Intermedia Reference Guide*.

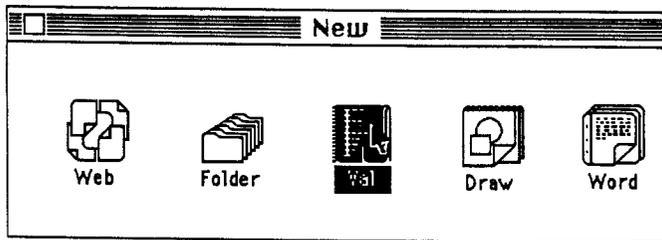
1. 🍏 APPLE MENU

Note: All Apple menu commands behave in the same manner for all IRIS Intermedia applications and are not described in this section. For an explanation of the "About IRIS Intermedia...", "Expand Window," "Redraw Screen," and "InterLex Dictionary" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

2. FILE MENU

Note: File menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Open," "Close," "Close Definitions," "Save," "Save As...," "Revert," "Delete Document," "Close All Documents," and "Quit" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

New... Selecting the "New..." command opens a window containing all the currently available IRIS Intermedia tools, including an InterVal application icon. When the InterVal icon is selected and "Open" is chosen from the File menu, an "Untitled" InterVal window will open.



Note: Holding down the Apple key and typing an "n" is an alternate way of opening the New window.

3. EDIT MENU

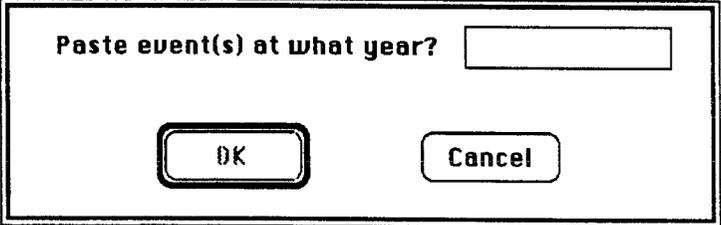
Note: Edit menu commands that are the same for all applications or that do not apply to InterVal are not described in this section. See Chapter VI. *IRIS Intermedia Reference Guide* for a description of the "Undo," "Redo," "Cut," "Copy," "Clear," "Find," "Define," "Duplicate," and "Select All" commands.

Paste The result of a "Paste" command depends on the current contents of the Clipboard and the timeline objects that are selected when the command is issued.

If the Clipboard contains a timeline event and no event is currently selected, the event in the Clipboard is pasted at the year associated with the event before it was cut or copied. If there are already events at this date, the event in the Clipboard is placed at the end of the list of events. If the Clipboard contains a title and no event is currently selected, the title replaces the timeline's title. Pasting without selecting an event is provided so that you can select part or all of an existing timeline and paste it into another InterVal document, thereby making an exact copy of the original.

If an event is currently selected, the contents of the Clipboard will be pasted after the selected event, at the same date. If more than one event is currently selected, the contents of the Clipboard will be pasted after the first event in the selection.

If the timeline title or nothing is selected and the Clipboard contains material from an application other than Interval, a dialog box will appear asking at which date you want to place the event.



Paste event(s) at what year?

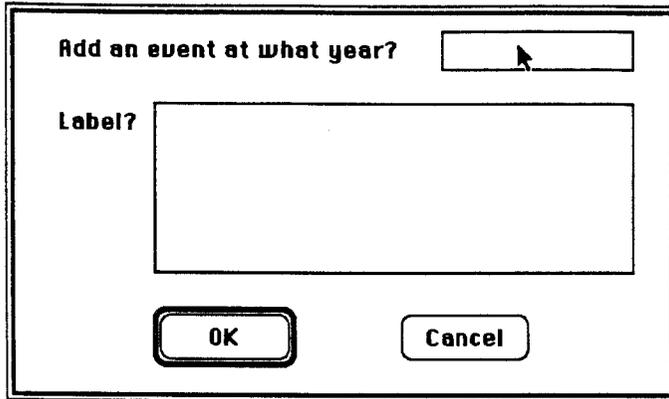
OK Cancel

Insert Before This InterVal command inserts pasted material at the same year as the selected event, but directly before it.

Insert After This InterVal command inserts pasted material at the same year as the selected event, but directly after it.

Add Event...

The "Add Event..." command opens a dialog box that allows you to enter a date and label to define a new event on the timeline. When the dialog is displayed, type the appropriate year in the "Add an event at what year?" box at the top of the dialog. Then click once in the "Label?" field to create an insertion point (or press the Tab key) and type in the desired label. Be sure that the label is comprised of fewer than eighty characters. Click on the "OK" button to close the dialog and display the event on the timeline. You must reopen the dialog each time you wish to add an event.



Note: Holding down the Apple key and typing an "e" is an alternate way of opening the "Add Event" dialog.

4. INTERMEDIA MENU

Note: Intermedia menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Start Link," "Complete Link," "Unlink," "Create Block," "Unblock," "Show Block Extent," "User Properties...," "Document Properties...," "Block Properties...," "Link Properties...," "View Specs..." and "Follow" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

5. FONT MENU

Note: Font menu commands that behave in the same manner for all IRIS Intermedia applications or are not applicable to InterVal are not described below. For an explanation of the "Plain," "Bold," "Italic," "10-," "12-," "14-," "18 point," "Times," "Helvetica," "Left Sides," "Right Sides," "Centers," and "Full" commands, see Chapter VI. *IRIS Intermedia Reference Guide*.

6. ARRANGE MENU

Note: Arrange menu commands primarily apply to InterDraw documents, so most of the commands are not described below. For an explanation of "Send to Back," "Move to Front," "Swap Layers," "Group," "Ungroup," "Hide Top Palette," "Align Left Sides," "Align Horizontal Centers," "Align Right Sides," "Align Tops," "Align Vertical Centers," and "Align Bottoms," see Chapter VI. *IRIS Intermedia Reference Guide*.

Show/Hide Left Palette

If the Tool Palette is visible, you can hide it from view by selecting "Hide Left Palette." If the Tool Palette is hidden from view, choosing the "Show Left Palette" command will cause it to reappear.

7. PRINT MENU

Note: Print menu commands that behave in the same manner for all IRIS Intermedia applications are not described below. For an explanation of the "Page Setup...", "Print...", "Print One," "Headings," "Margins...", "Start Page Number...", "Top to Bottom," "Print Page Numbers," "Include Frame," "Show Breaks," "Show Page Numbers," and "Show Borders," see Chapter VI. *IRIS Intermedia Reference Guide*.

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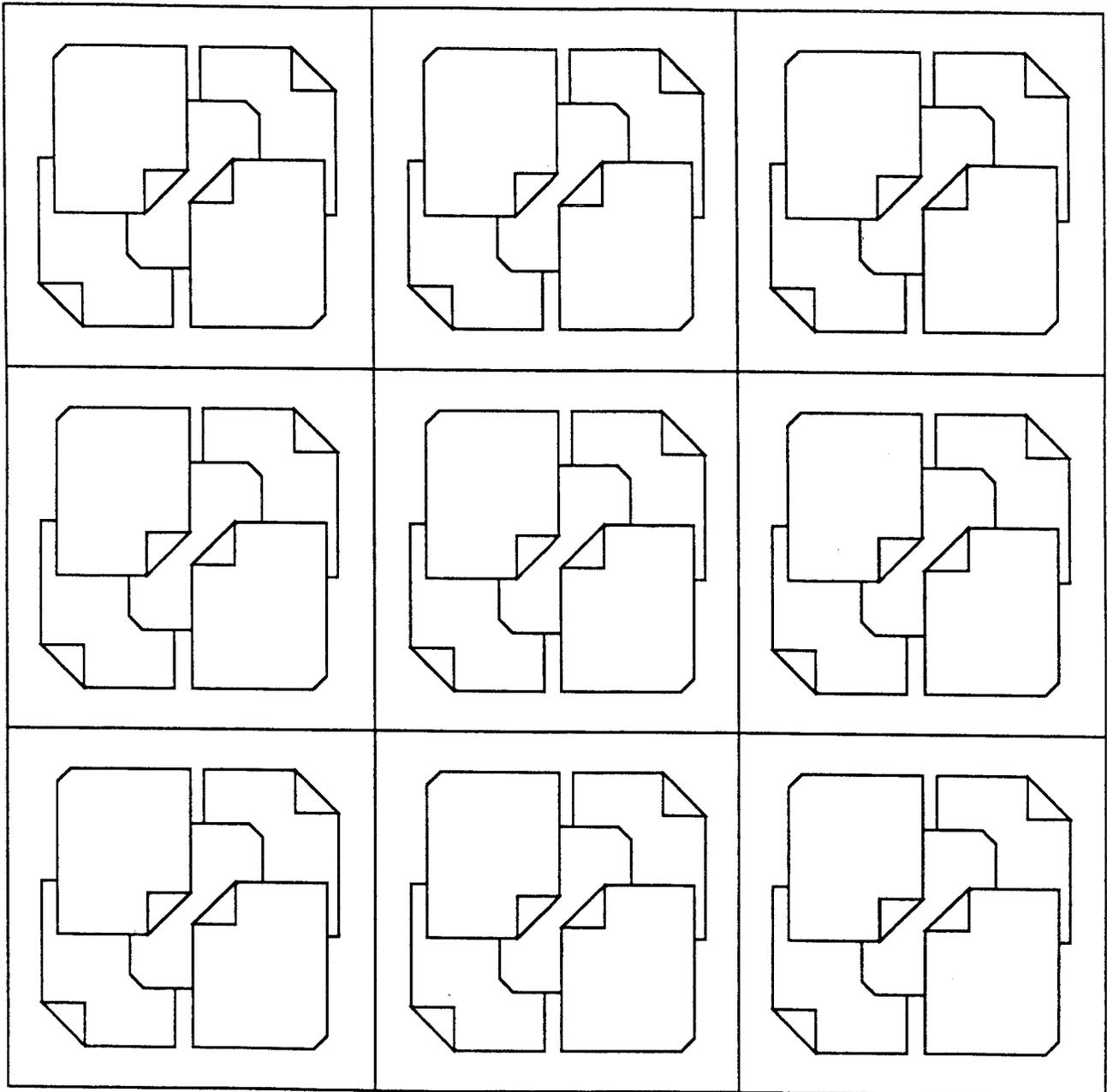
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**This Index was compiled with contributions by
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