

I R I S I N T E R M E D I A

User's Guide

Release 3.0

I R I S I N T E R M E D I A

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Institute for Research in Information and Scholarship

Box 1946

Brown University

Providence, Rhode Island 02912

Contents

I. Tutorials

1. INTRODUCTORY TUTORIAL: EXPLORING THE IRIS INTERMEDIA ENVIRONMENT	4
A. Starting Up the System.....	4
B. Examining Folders and their Contents	5
C. Repositioning and Manipulating Windows.....	7
<i>Moving Windows</i>	8
<i>Resizing Windows</i>	8
<i>Scrolling</i>	9
D. Opening a Web	12
E. Following Links.....	14
F. Closing a Web and Exiting the System.....	17
2. ADVANCED TUTORIAL: CREATING MATERIALS WITHIN THE IRIS INTERMEDIA ENVIRONMENT	18
A. Starting the Tutorial	18
B. Creating a Web.....	19
C. Editing an InterWord Document.....	20
<i>Correcting Minor Errors</i>	21
<i>Reorganizing</i>	22
<i>Changing Styles</i>	24
D. Creating a Link.....	27
E. Starting Another Link.....	29
F. Manipulating an InterVal Document	30
G. Completing the Second Link.....	31
H. Setting Block Properties.....	32
I. Setting Viewing Specifications	34
J. Opening a New InterDraw Document	34
K. Saving and Naming a New Document	39
L. Creating a Link with Block Explainers	39
M. Completing a Link using an Existing Link Marker	40
N. Saving Links.....	41

O. Making More Links.....	42
P. Closing a Web.....	42
Q. Exiting the System.....	43

II. Using Intermedia

1. OVERVIEW OF THE IRIS INTERMEDIADSKTOP.....	49
2. WINDOWS.....	50
A. Opening Windows.....	50
B. Moving Windows.....	50
C. Resizing Windows.....	52
D. Scrolling.....	53
<i>Using the Scroll Arrows.....</i>	53
<i>Using the Scroll Box.....</i>	53
<i>Using the Scroll Shaft.....</i>	54
E. Showing and Hiding Palettes.....	55
F. Closing Windows and Quitting IRIS Intermedia.....	56
<i>Closing One Window at a Time.....</i>	56
<i>Closing All Documents.....</i>	56
<i>Exiting the System.....</i>	56
3. FOLDERS.....	57
A. Creating New Folders.....	57
B. Moving Icons.....	58
<i>Moving One Icon at a Time.....</i>	58
<i>Moving Multiple Icons (Shift Click Method).....</i>	62
<i>Moving Multiple Icons (Bounding Box Method).....</i>	63
C. Renaming Documents, Webs and Folders.....	64
D. Deleting Documents, Webs and Folders.....	64

4. WEBS, BLOCKS AND LINKS.....	66
A. Creating a New Web.....	67
B. Opening an Existing Web	68
C. Creating Blocks	69
D. Selecting Markers	70
<i>Selecting a Marker</i>	<i>70</i>
<i>Selecting Multiple Markers in Text.....</i>	<i>70</i>
<i>Selecting Multiple Markers in Graphics.....</i>	<i>71</i>
E. Editing Block Properties	72
F. Showing the Extent of a Block	73
G. Deleting Blocks	74
H. Creating Links.....	75
I. Following Links	76
<i>The Simple Case</i>	<i>76</i>
<i>Following a Link when Multiple Links Emanate from the Same Source Block.....</i>	<i>76</i>
J. Editing Link Properties.....	77
K. Deleting Links.....	80
L. Setting Viewing Specifications.....	80
M. Using a Web View	
<i>Scope Lines, Paths and Maps.....</i>	<i>82</i>
<i>Browsing through Linked Documents.....</i>	<i>84</i>
<i>Link Previewing.....</i>	<i>84</i>
<i>Opening a Document from the Path or Map.....</i>	<i>84</i>
<i>Following Links from the Web View.....</i>	<i>85</i>
N. Saving a Web.....	86
O. Closing a Web.....	88
5. USER AND DOCUMENT PROPERTIES	89
A. User Properties	89
<i>Using the "Member of Groups" and "Other Group Members" Properties.....</i>	<i>90</i>
B. Document Properties	90
<i>The Property List.....</i>	<i>91</i>
<i>Access Rights Settings.....</i>	<i>92</i>

6. PRINTING AND REFORMATTING	99
A. Reformatting Using the Print Menu	99
<i>Page Setup</i>	99
<i>Margins</i>	101
<i>Including a Frame</i>	102
<i>Page Numbering</i>	102
B. Printing Folders, Web Views and Documents	106

III. Using InterWord

1. HANDLING INTERWORD DOCUMENTS	113
A. Opening Existing InterWord Documents	113
B. Opening a New InterWord Document	114
C. Saving an InterWord Document	115
<i>Saving the Current Document</i>	115
<i>Saving a Copy of the Current Document</i>	115
D. Closing an InterWord Document	116
2. EDITING TEXT	117
A. Entering Text	117
B. Selecting Text	118
<i>Selection by Dragging</i>	118
<i>Extending or Shortening the Selection</i>	119
<i>Deselection</i>	119
C. Deleting Text	119
<i>Cutting</i>	119
<i>Clearing</i>	120
D. Copying Text	120
E. Pasting Text	121
F. Changing Type Characteristics	121
G. Finding and Changing Text	122
<i>Changing One Occurrence at a Time</i>	122
<i>Changing All Occurrences at Once</i>	123

3. FORMATTING AN INTERWORD DOCUMENT.....	125
A. Showing and Hiding the Ruler and Style Palette.....	125
B. Using the Ruler.....	126
<i>Paragraph Margins.....</i>	<i>126</i>
<i>Indentation.....</i>	<i>127</i>
<i>Tabs.....</i>	<i>127</i>
<i>Current Style Box.....</i>	<i>128</i>
<i>Line Spacing.....</i>	<i>128</i>
<i>"More..." Button.....</i>	<i>129</i>
<i>Alignment.....</i>	<i>130</i>
C. Creating New Styles.....	131
D. Editing Named Styles.....	132
E. Editing Local Styles.....	134
<i>Local Ruler Changes.....</i>	<i>134</i>
<i>Local Font Changes.....</i>	<i>134</i>
F. Applying Styles.....	135
<i>Applying Styles to New Paragraphs.....</i>	<i>135</i>
<i>Applying Styles to Existing Paragraphs.....</i>	<i>138</i>
4. LINKS AND BLOCKS IN INTERWORD DOCUMENTS.....	139
A. Selecting Block Markers.....	139
B. Creating New Blocks.....	140
C. Starting and Completing Links.....	141
D. Attaching Links to Existing Blocks.....	141
E. Handling Blocks with Overlapping Extents.....	142

IV. Using InterDraw

- 1. HANDLING INTERDRAW DOCUMENTS.....147
 - A. Opening Existing Graphics Documents147
 - B. Opening a New Graphics Document147
 - C. Saving a Graphics Document.....148
 - Saving the Current Document*.....148
 - Saving a Copy of the Current Document*.....149
 - D. Closing an InterDraw Document150

- 2. WORKING WITH THE TOOL PALETTE.....151
 - A. Showing and Hiding the Tool and Style Palettes151
 - B. Selecting Tools152
 - C. Text.....152
 - Constrained Text*.....153
 - D. Lines154
 - E. Rectangles and Rounded Rectangles.....156
 - Constrained Rectangles and Rounded Rectangles*.....157
 - F. Ovals158
 - Constrained Ovals*.....158
 - G. Arcs.....159
 - H. Freehand Drawing160
 - I. Polygons160

- 3. EDITING GRAPHICS.....162
 - A. Selecting Graphics Objects162
 - Selecting a Single Object*.....162
 - Selecting Multiple Objects*.....162
 - Deselecting*.....163
 - B. Deleting Graphics Objects164
 - Cutting*.....164
 - Clearing*.....164
 - C. Copying Graphics Objects.....165
 - D. Pasting Graphics Objects165

E. Editing Text In Graphics Documents	166
<i>Adding Text</i>	<i>166</i>
<i>Deleting Text</i>	<i>167</i>
<i>Editing Type Style, Point Size, Typeface and Format</i>	<i>168</i>
F. Repositioning Objects	168
<i>Moving Objects by Dragging</i>	<i>168</i>
<i>Repositioning Overlapping Objects</i>	<i>169</i>
G. Reshaping Objects	170
H. Using the Style Palette	172
<i>Changing Fill Patterns</i>	<i>172</i>
<i>Changing Text Background Patterns</i>	<i>173</i>
<i>Changing Line Patterns</i>	<i>174</i>
<i>Changing Line Widths</i>	<i>175</i>
<i>Adding Arrowheads</i>	<i>176</i>
I. Aligning Objects	177
J. Grouping Objects	178
<i>Creating a Group</i>	<i>178</i>
<i>Ungrouping</i>	<i>179</i>
K. Including Pictures Created Outside of InterDraw	180
<i>Copying and Pasting a Bitmap Image from InterPix to InterDraw</i>	<i>180</i>
<i>Changing the Background of a Bitmap Image</i>	<i>183</i>
4. LINKS AND BLOCKS IN INTERDRAW DOCUMENTS	185
A. Selecting Block Markers	185
B. Creating New Blocks	185
C. Starting and Completing Links	186
D. Attaching Links to Existing Blocks	187

V. Using InterVal

1. HANDLING INTERVAL DOCUMENTS.....	192
A. Opening Existing Timeline Documents.....	192
B. Opening a New Timeline Document.....	192
C. Saving a Timeline Document	193
<i>Saving the Current Document.....</i>	<i>193</i>
<i>Saving a Copy of the Current Document.....</i>	<i>194</i>
D. Closing a Timeline Document.....	195
2. EDITING AND MANIPULATING TIMELINES.....	196
A. Adding Events to a Timeline.....	196
B. Selecting Timelines Objects.....	198
<i>Selecting Entire Timelines.....</i>	<i>198</i>
<i>Selecting a Single Timeline Object.....</i>	<i>198</i>
<i>Selecting Multiple Timeline Objects.....</i>	<i>199</i>
C. Deleting Timeline Objects.....	200
<i>Cutting.....</i>	<i>200</i>
<i>Clearing.....</i>	<i>201</i>
D. Copying Timeline Objects.....	201
E. Pasting Timeline Objects.....	202
F. Editing Text in InterVal.....	203
<i>Adding Text to an Existing Event or Title.....</i>	<i>203</i>
<i>Deleting Text from Titles and Events.....</i>	<i>204</i>
G. Repositioning the Title.....	205
H. Reshaping Timeline Textual Events and Titles.....	206
I. Changing Display Characteristics	207
3. LINKS AND BLOCKS IN INTERVAL DOCUMENTS.....	208
A. Selecting Block Markers.....	208
B. Creating New Blocks.....	209
C. Starting and Completing Links.....	209
D. Attaching Links to Existing Blocks.....	210

VI. IRIS Intermedia Reference Guide

1.  APPLE MENU.....	213
2. FILE MENU.....	214
3. EDIT MENU.....	216
4. INTERMEDIA MENU.....	218
5. FONT MENU.....	223
6. ARRANGE MENU.....	224
7. PRINT MENU.....	226

VII. InterWord Reference Guide

1. STYLE LIST BUTTONS.....	231
2.  APPLE MENU.....	232
3. FILE MENU.....	233
4. EDIT MENU.....	234
5. INTERMEDIA MENU.....	238
6. FONT MENU.....	239
7. ARRANGE MENU.....	240
8. PRINT MENU.....	241

VIII. InterDraw Reference Guide

1.  APPLE MENU.....	245
2. FILE MENU	246
3. EDIT MENU	247
4. INTERMEDIA MENU.....	248
5. FONT MENU	249
6. ARRANGE MENU	250
7. PRINT MENU.....	252

IX. InterVal Reference Guide

1.  APPLE MENU.....	255
2. FILE MENU	256
3. EDIT MENU	257
4. INTERMEDIA MENU.....	259
5. FONT MENU	260
6. ARRANGE MENU	261
7. PRINT MENU.....	262

I. TUTORIALS

IRIS Intermedia is based on the concept of *hypertext*, a term meaning non-sequential reading and writing. A hypertext-based system is both a reader's tool and an author's medium. It allows readers to follow trails between related materials and helps authors create those trails by providing a means for *linking* significant blocks of information together.

IRIS Intermedia contains a variety of application programs. Each of these programs allows authors to create different sorts of materials (e.g., text, diagrams, timelines, etc.). This initial version of IRIS Intermedia includes four such application programs:

1. InterWord *Text Editor*
2. InterDraw *Structured Graphics Editor*
3. InterVal *Timeline Editor*
4. InterPix *Bitmap Facility*

The material created with these applications can be linked together to form *webs* of related material. For example, a history instructor might create a web which includes the original writings of Thomas Jefferson. These writings might be linked to analytical articles about each work, a biography of Jefferson, a timeline which outlines all the significant historical events that occurred before, during and after Jefferson's life, a collection of drawings that depict Jefferson's inventions and architectural designs, a collection of bitmap photographs of Monticello and grounds and an annotated bibliography of related reading material. By using the IRIS Intermedia system and the accompanying applications, the instructor is able to create an exploratory world of Jefferson and his work.

The two tutorials provided in this chapter serve as an introduction to IRIS Intermedia, touching briefly on many of the topics covered in more detail in later chapters. If you are already familiar with the Macintosh desktop and a number of applications, you may wish to skim the Introductory Tutorial and begin with the Advanced Tutorial. Depending on your prior experience using computer applications, the Introductory Tutorial should take you between a half an hour to an hour to complete and the Advanced Tutorial should take you between an hour and a half to two hours.

1. INTRODUCTORY TUTORIAL: EXPLORING THE IRIS INTERMEDIA ENVIRONMENT	4
A. Starting Up the System.....	4
B. Examining Folders and their Contents	5
C. Repositioning and Manipulating Windows.....	7
Moving Windows.....	8
Resizing Windows.....	8
Scrolling	9
D. Opening a Web	12
E. Following Links.....	14
F. Closing a Web and Exiting the System.....	17
2. ADVANCED TUTORIAL: CREATING MATERIALS WITHIN THE IRIS INTERMEDIA ENVIRONMENT	18
A. Starting the Tutorial	18
B. Creating a Web.....	19
C. Editing an InterWord Document.....	20
Correcting Minor Errors.....	21
Reorganizing.....	22
Changing Styles.....	24
D. Creating a Link.....	27
E. Starting Another Link	29
F. Manipulating an InterVal Document	30
G. Completing the Second Link.....	31
H. Setting Block Properties.....	32
I. Setting Viewing Specifications	34
J. Opening a New InterDraw Document	34
K. Saving and Naming a New Document	39
L. Creating a Link with Block Explainers	39
M. Completing a Link using an Existing Link Marker	40
N. Saving Links.....	41
O. Making More Links.....	42
P. Closing a Web.....	42
Q. Exiting the System.....	43

1. INTRODUCTORY TUTORIAL: EXPLORING THE IRIS INTERMEDIA ENVIRONMENT

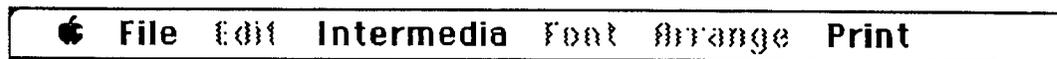
The step-by-step instructions below will take you through a complete session with IRIS Intermedia. The bold type explains what you are to do or type and the plain type below it describes the step in greater detail.

A. Starting Up the System

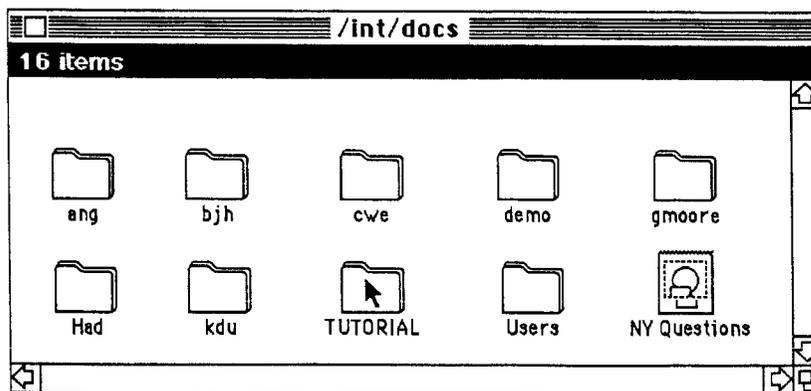
Since the machines which run IRIS Intermedia may vary, only general instructions for logging on are provided here. For help, consult the computer's owner's manual or ask someone already familiar with the operation of the machine.

1. Log in to the computer and type "intermedia."

After several seconds, the screen will display the IRIS Intermedia *desktop*. The top of the screen will contain a *Menu Bar* with seven menu titles (Apple, File, Edit, Intermedia, Font, Arrange, Print).



Notice that several of the menus are black and that the others are "grayed." You can pull down both black (*activated*) and grayed (*unactivated*) menus, but you can only pick an action from an activated menu. Similarly, you can only pick a black (activated) item from a menu. The system highlights the relevant menus (and actions) for the application you're using.



You will also see a *folder window* open on the screen. It contains at least one subfolder and may contain other icons. In the following example, the folder you will be using is called "TUTORIAL." The contents of the folder may differ slightly from the contents pictured in the illustrations that accompany this tutorial.

B. Examining Folders and their Contents

Folders in the IRIS Intermedia environment are like ordinary manila folders. They are used to store and organize documents. A folder may contain any number of documents of different types (text, graphics, timeline, or bitmap), and it may also contain other folders and webs (discussed later). When a folder is open, its contents are displayed in a window on the screen. When a folder is closed, the contents are hidden from view, and it is graphically represented by an icon that looks like a folder.

1. Position the pointer over the "TUTORIAL" folder icon with the mouse.

You may see more than one *folder icon* on the screen. Roll the mouse on the desktop until the pointer is directly on top of the folder icon called "TUTORIAL." As you see, moving the mouse moves the pointer on the screen. If you run out of room for the mouse, pick it up and put it down where you have more space. When you pick the mouse up, the pointer does not move.



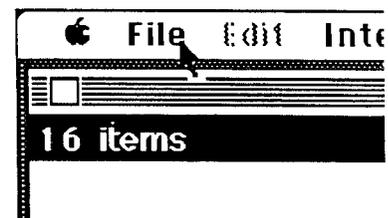
2. Press and release the mouse button.

The white folder turns to black when the button is *clicked* (pressed and released quickly). The icon is now said to be *selected*.



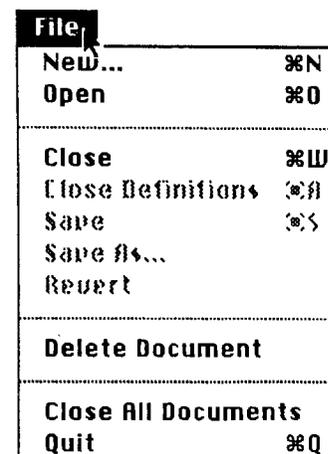
3. Position the pointer over the word "File" in the Menu Bar.

The pointer should be on top of the word "File" in the upper left corner of the screen.



4. Press and hold down the mouse button.

The File menu pulls down and reveals an array of commands when you point to the menu title and hold down the mouse button.



5. Point to the word "Open" in the menu without releasing the button.

As you move over the menu commands with the button depressed, the commands that can be chosen are *highlighted* in black.

File	
New...	⌘N
Open	⌘O

Close	⌘W
Close Definitions	⌘H
Save	⌘S
Save As...	
Revert	

Delete Document	

Close All Documents	
Quit	⌘Q

6. Release the mouse button when the word "Open" is highlighted.

The pointer will assume the shape of a wristwatch while you wait for the folder to open on the desktop and reveal its contents. (If this did not happen, repeat steps 1-6.) The folder may contain other folder icons, *document icons* and/or *web icons*. Your screen should now resemble *Figure 1*. (The number and names of the icons you have may differ slightly from the ones pictured.)

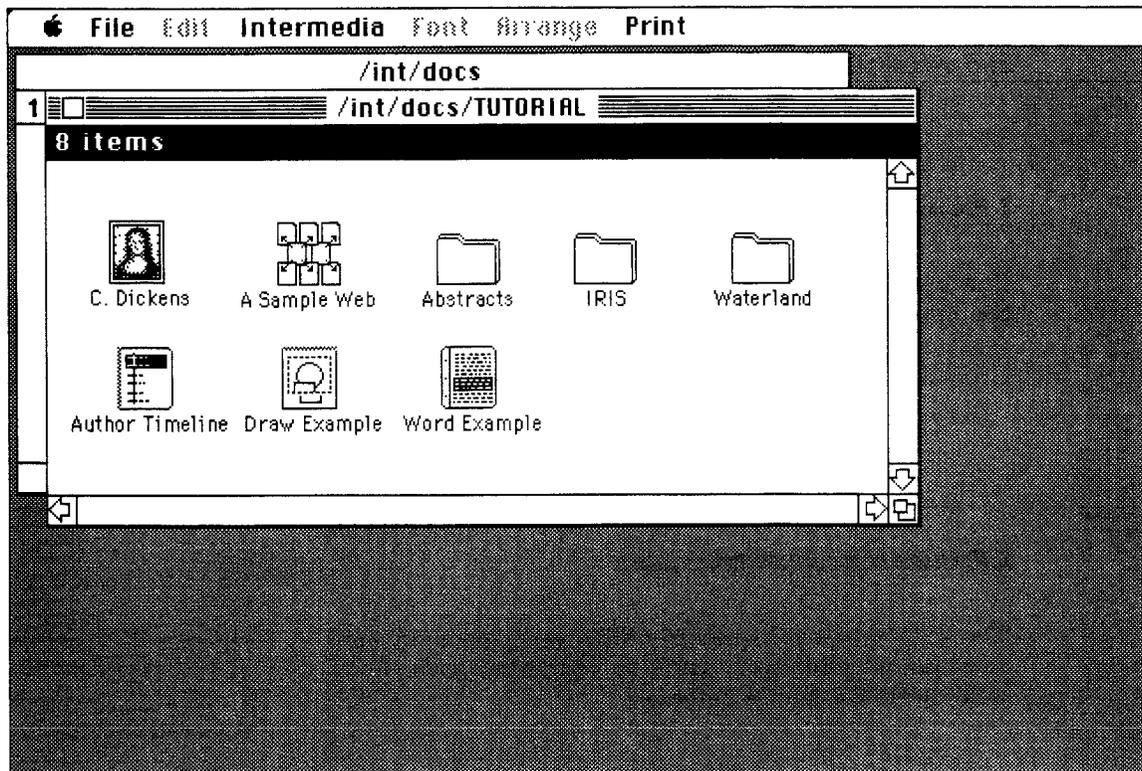


Figure 1. The "TUTORIAL" folder window containing document, folder and web icons.

7. Open the document called "Word Example."

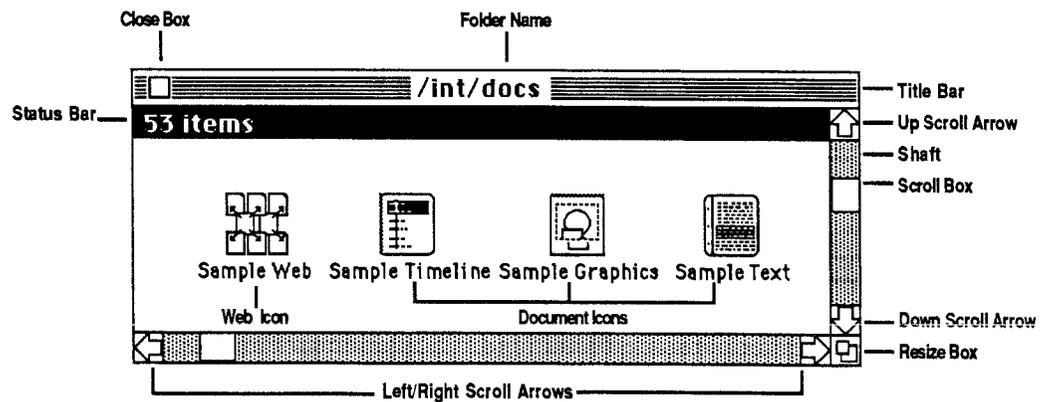
Either follow steps 1-6, replacing "TUTORIAL" folder icon with "Word Example" document icon, or position the pointer over the "Word Example" icon and *double-click* the mouse button (press and release the button quickly two times in a row).

Selecting "Open" from the File menu when an icon is selected and double-clicking on that icon are equivalent to one another

After double-clicking or picking "Open," the InterWord document named "Word Example" will open in a *window*.

C. Repositioning and Manipulating Windows

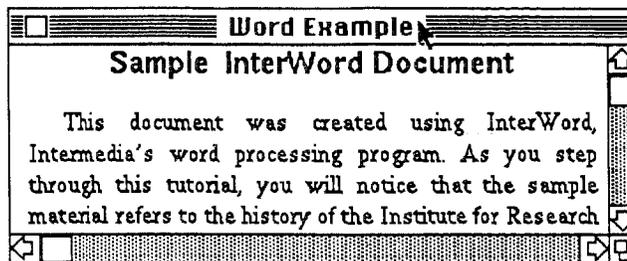
Windows allow you to see the contents of folders and documents. So far, you have seen folder windows and a text window. Although the windows differ in what they contain, they can be manipulated in similar ways. The steps below are intended to familiarize you with some useful ways to manipulate windows. Specifically, you will learn how to move and resize windows so that you can arrange, organize and reorganize your screen in any way that you wish. You will also learn scrolling techniques.



Moving Windows

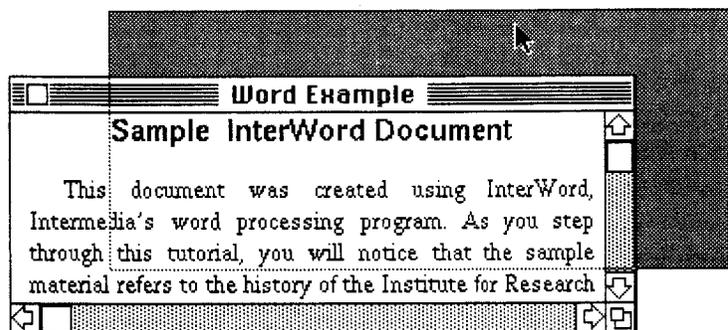
1. Position the pointer over the words "Word Example" in the window's Title Bar.

The pointer should be right over the text.



2. With the mouse button depressed, move the mouse.

The border of the window will become a bit fuzzy. You will see the outline of the window follow your movements.



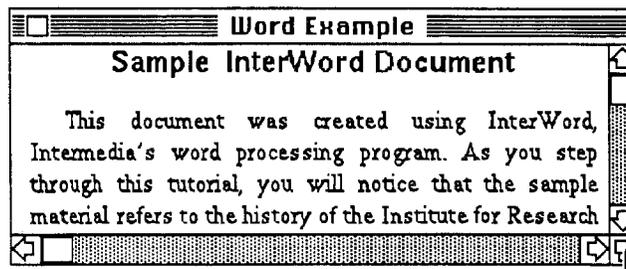
3. Release the mouse button.

The window will now be in a new position.

Resizing Windows

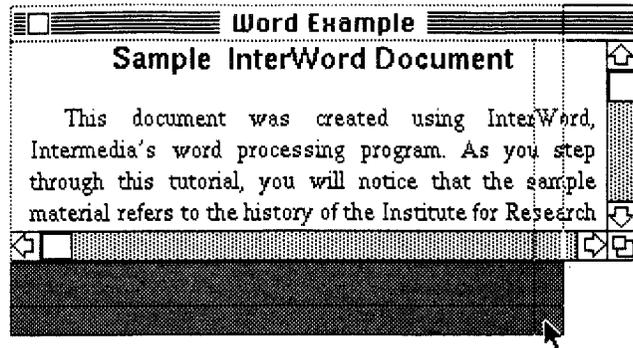
1. Position the pointer over the Resize Box of the "Word Example" window.

The Resize Box is located in the lower right corner of the window.



2. Hold down the mouse button and move the mouse.

An outline of the lower right corner of the window will follow your movements.



3. Release the mouse button.

The window should now have assumed a new size, either larger or smaller, depending on the position of the window's outline when you released the button.

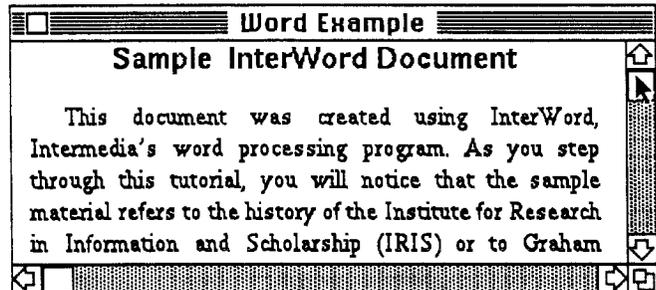
Scrolling

1. Click on the up and down arrows in the Scroll Bar to examine the contents of the Word Example document.

The contents of the document will move in and out of view in small increments as you experiment with the Scroll Arrows.

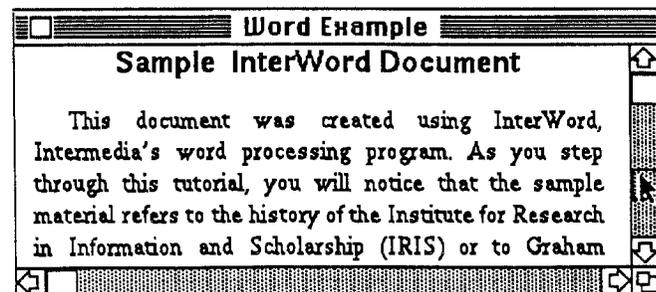
2. Position the pointer over the Scroll Box (elevator).

The *Scroll Box* located in the Shaft allows you to move to a new relative position in the window. For example, if you move the Scroll Box to the middle of the Shaft, you will scroll to the mid point of the document.



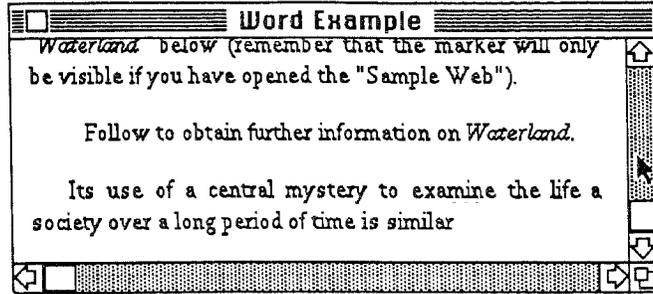
3. With the mouse button depressed, drag the Scroll Box to the bottom of the Shaft.

An outline of the Scroll Box will follow your movements.



4. Release the mouse button.

The Scroll Box will move to the new position in the Shaft and the window will scroll so that you are viewing the contents at the end of the document.



5. Position the mouse above the Scroll Box.

Be sure the pointer is in the Shaft above the Scroll Box.

6. Click the button once.

The contents of your window will now scroll up one screenful. Clicking in the Shaft above or below the Scroll Box allows you to scroll the contents of the window up or down by screenfuls.

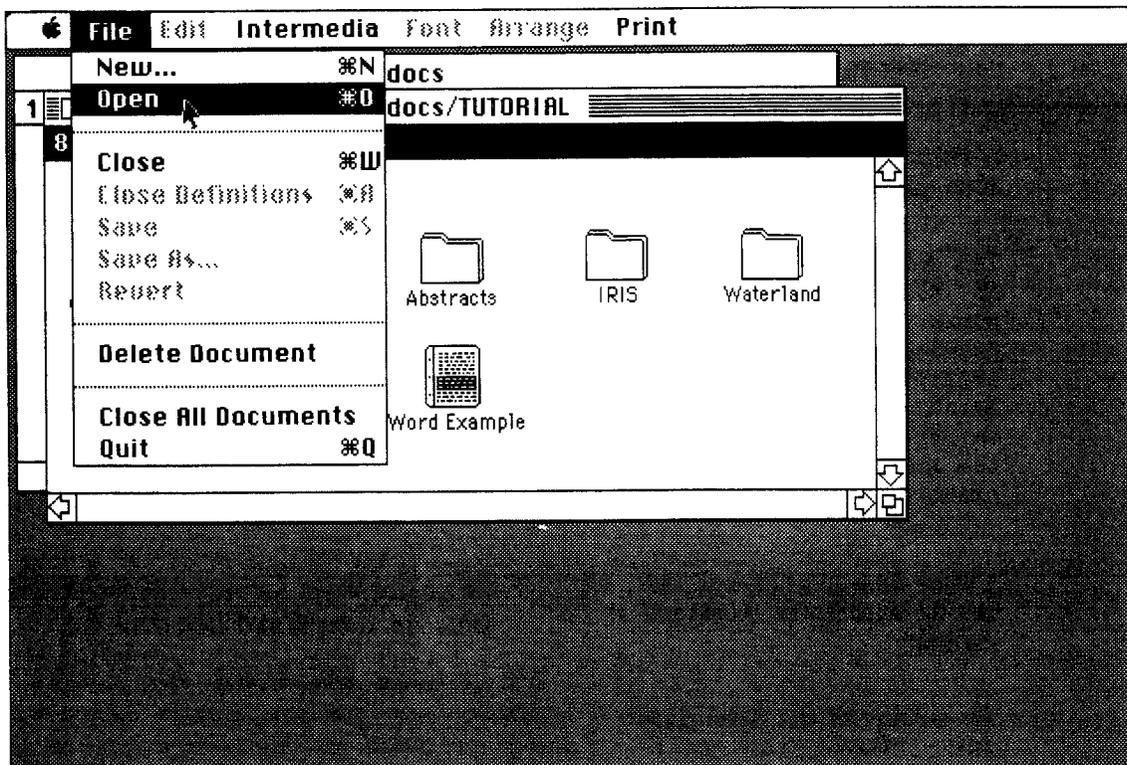


Figure 2. The File menu pulls down to reveal a list of commands. As you move over the menu commands with the mouse button depressed, the commands that can be chosen are highlighted. Releasing the mouse button when a command is highlighted (in this case "Open") issues the command.

7. Close "Word Example" by clicking once in the Close Box.

Position the pointer over the white box in the upper left corner of the "Word Example" window and click the mouse button once.



The "Word Example" window closes, returning to its iconic representation. The screen will return to the way it looked after step 7 in Subsection B. If the document does not close, and instead you see a *dialog box* informing you that you do not have rights to change this document, simply click on the "OK" button. This means that you accidentally clicked in a location other than the Close Box; be sure the arrow is pointing right into the Close Box before you try closing the document again.

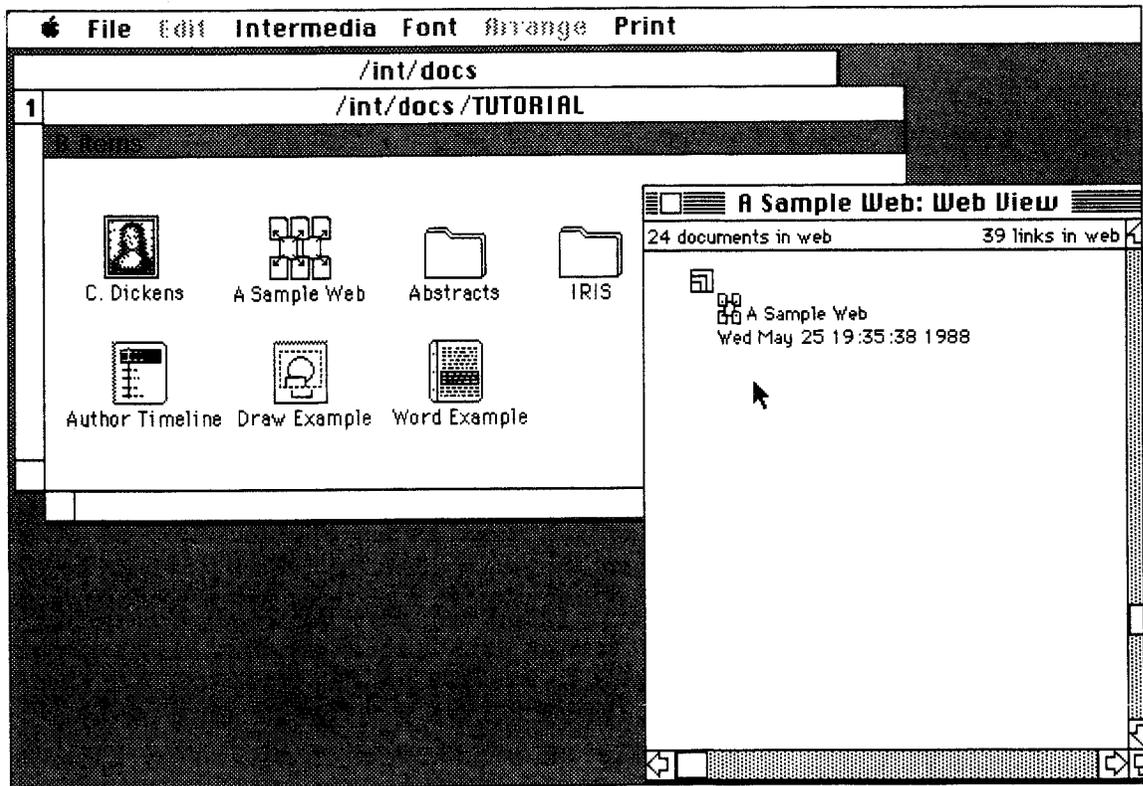


Figure 3. The "A Sample Web" Web View window contains an open symbol, a tiny web icon and the time and date.

D. Opening a Web

In the IRIS Intermedia environment, documents can be viewed and edited in one of two ways. They can either be examined as individual entities or they can be looked at within a specific context called a web. When a web is open, you are able to jump from one document to another by following links. If an encyclopedia were contained in an environment like IRIS Intermedia, links would exist between articles that are traditionally connected by "See Also..." references. Instead of retrieving a new volume and finding the correct page and column indicated in the "See Also..." reference, the reader would be able to point to the words "See Also" and ask to see the referenced article in another window on the screen.

The remainder of this tutorial will be devoted to exploring documents within the context of a sample web provided in the TUTORIAL folder. The advanced tutorial provides an introduction to creating your own web.

1. Select the "Sample Web" web icon.



After clicking once on the "Sample Web" icon, it should be highlighted.

2. Pick "Open" from the File menu.

 *Figure 2 illustrates what the screen should look like now. (Remember that double-clicking on the "Sample Web" icon is another way to open the web.) After the "Open" command is issued, a *Web View window* appears (*Figure 3*). It should contain an open symbol (shown at left), a small web icon and the time and date. You might want to resize the window so that it takes up less space on your desktop (see above for information on resizing windows). Don't worry if the Web View appears in a slightly different location than in the illustration – you can move it to the location pictured by clicking on the Title Bar and dragging the window across the screen (see subsection D. *Positioning and Manipulating Windows*, above).*

3. Click in the "TUTORIAL" folder window.

This activates the folder window. Now you can open one of the documents contained in the web.

4. Open the "Word Example" document.

Either select the icon and pick "Open" from the File menu or double-click on the "Word Example" icon. A window containing the "Word Example" document will appear.

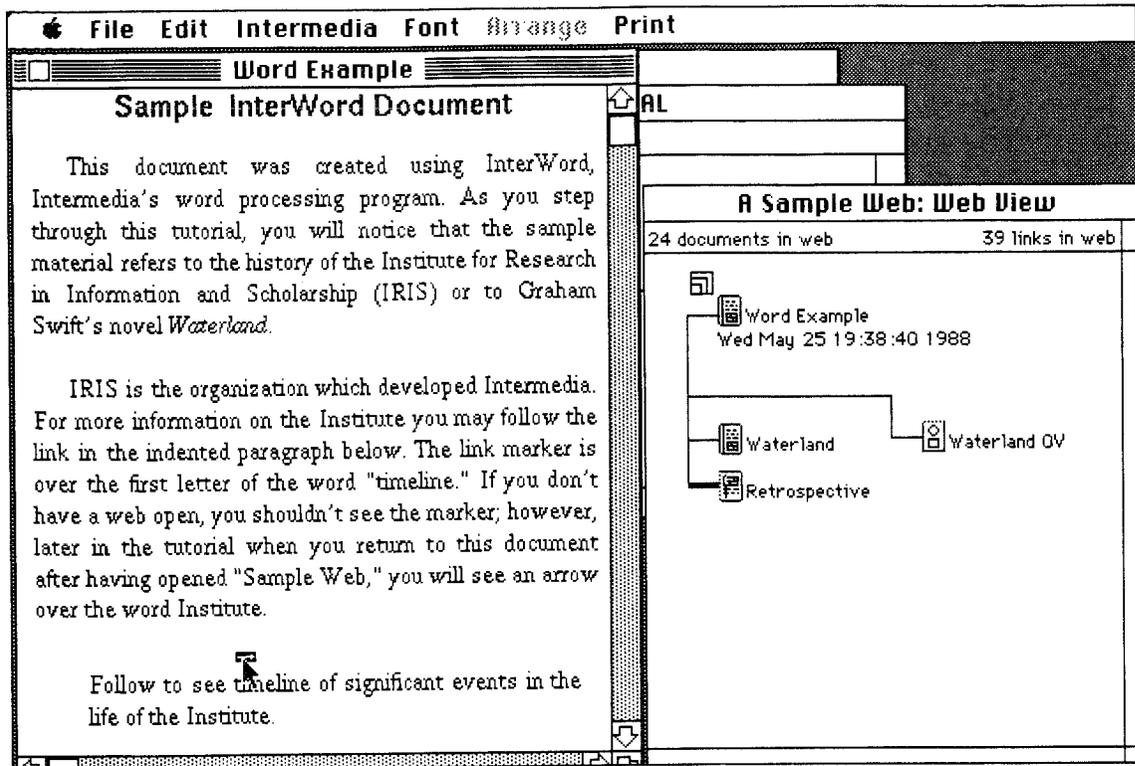


Figure 4. Clicking on a link marker highlights the link marker in the document and the link line in the Web View.

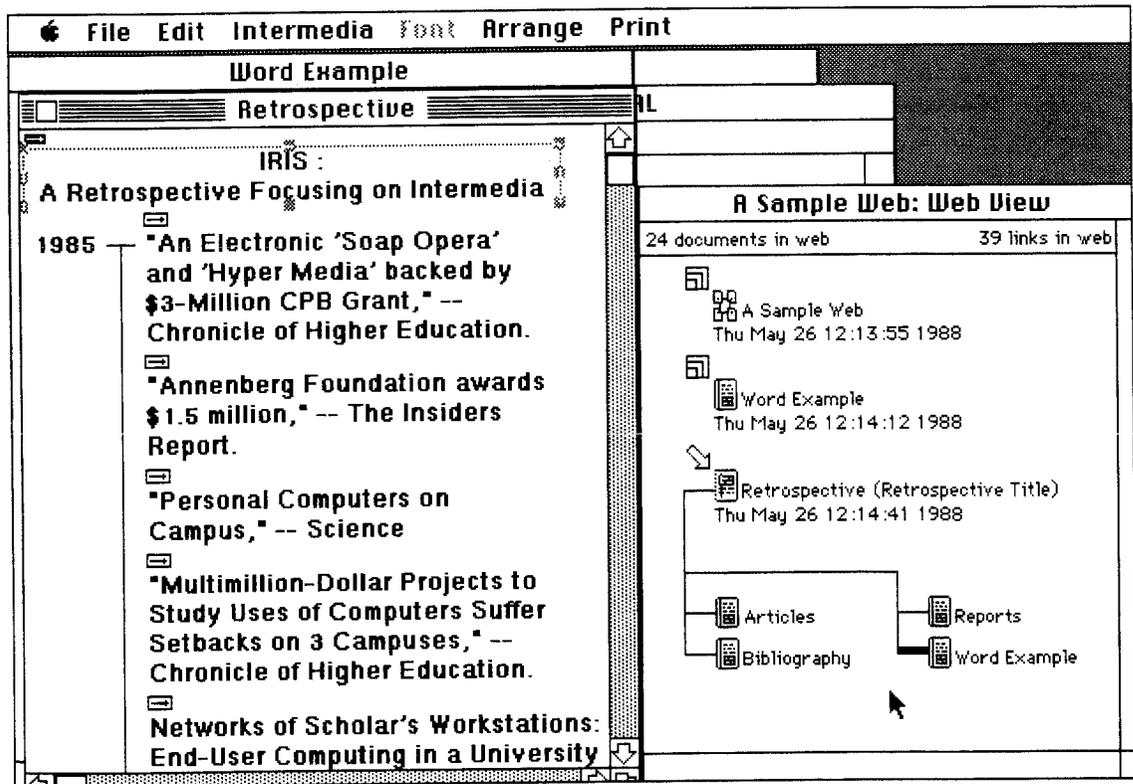


Figure 5. The Follow command leads you to the destination of the link and opens a window containing an InterVal document. The marker and text associated with the link are highlighted in the window and the Web View updates to show the links to the destination document.

E. Following Links

The Sample Web contains a number of connected or linked documents. The existence of links in a document is indicated by link markers. In text documents these markers are located directly over the first character of the text associated with the link. A link marker looks like: .

It is possible to follow links — travel from the text or graphics associated with one end of the link to the text or graphics associated with the other end — by selecting the link markers. To learn how, follow the instructions below.

1. Find the first link marker in the "Word Example" window.

Figure 4 illustrates the location of the link marker. If it is not visible on your screen, use the controls in the Scroll Bar to locate the marker. Figure 4 also illustrates the manner in which the Web View updates. As you follow links, this diagram will continually update, indicating where you have been, where you are, and where you can go. In this case, you can see all the documents linked to "Word Example." If you can not see the entire contents of the Web View, click once in the window to activate it, and, if necessary, reposition and resize it so it fills the lower right portion of the screen. Reactivate the "Word Example" window by clicking anywhere in the window.

2. Position the cursor over the link marker.



Make sure the pointer is directly over the arrow.

3. Click the mouse button.



Clicking the mouse button should highlight the link marker in the document and the link line in the Web View. *Figure 4* illustrates this in the context of the entire screen.

4. Pick "Follow" from the Intermedia menu.

The Follow command allows you to *traverse* the link and opens a window containing another document. In this case, it leads to an InterVal or "timeline" document called "Retrospective." Notice that a link marker and the title of the timeline are highlighted in the new window and that the Web View has redrawn to reflect the links to the currently active document. See *Figure 5*.

5. Close the window called "Retrospective."

When the window closes, the "Word Example" window will become the *active window* once again. The active window is always indicated by black stripes around the window title.

If a window is not active, moving the pointer within the window's borders and clicking on the mouse button will activate it.

6. Scroll through the document to find the second link marker. It should be somewhere in the fifth paragraph. Select the second link marker.

In the same way as you selected the first link marker (steps 2 and 3), select this one. When selected, the marker will be highlighted.

7. Pick "Follow" from the Intermedia menu or double-click on the marker.

Try positioning the pointer over the link marker and double-clicking on the mouse button. This is exactly the same as selecting the marker and picking the "Follow" command from the menu. In this case, more than one link is attached to the text associated with the marker. A dialog box appears on your screen, asking you to choose a destination. Pick "Waterland OV (Overview of Topics)" by clicking on that item once, and then click on the "OK" button (*Figure 6*). The text at the other end of the link is part of a graphics document. See *Figure 7*. Always remember to wait for the cursor to change from the watch back to the arrow before continuing.

8. Experiment with following links.

A number of practice links are contained in the "Waterland OV" document as well as others in the TUTORIAL folders. Try selecting a link marker and following the link. After you examine the contents of the documents at the ends of the links, close the windows containing those documents so the screen does not become too cluttered.

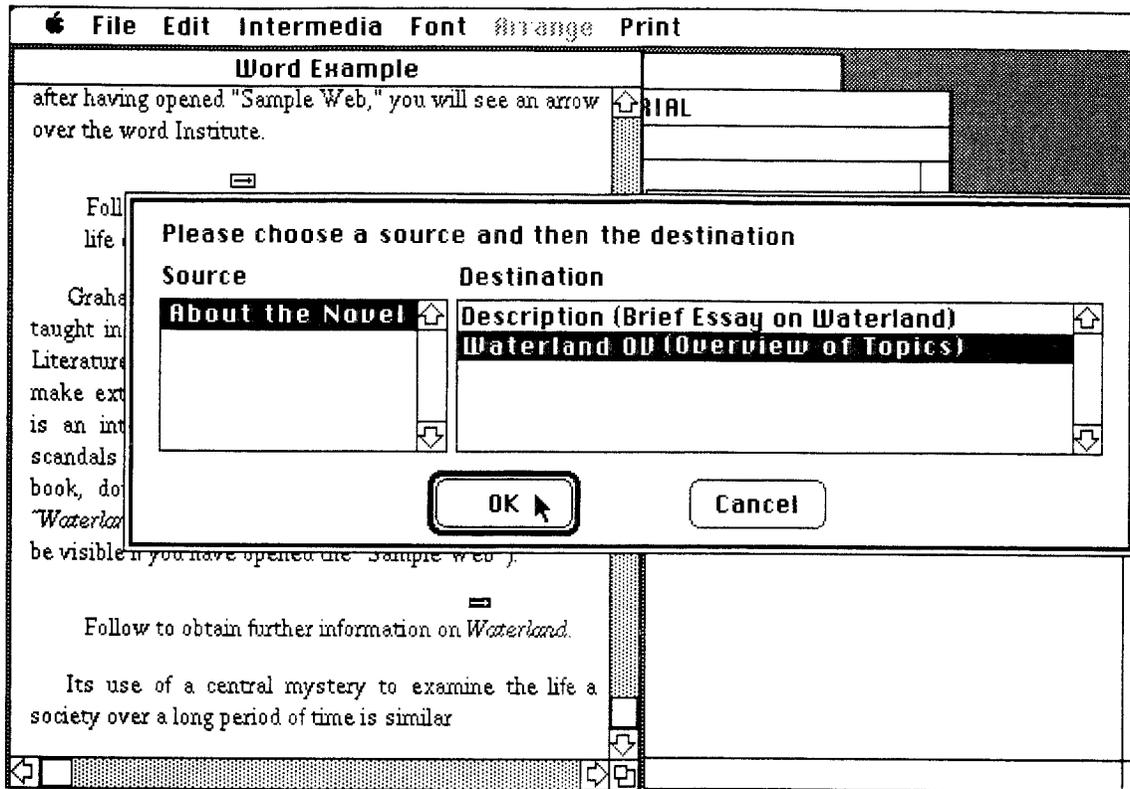


Figure 6. When more than one link is attached to the text associated with a marker, a dialog box will ask you to choose a destination. Here, the chosen destination is "Waterland OV (Overview of Topics)".

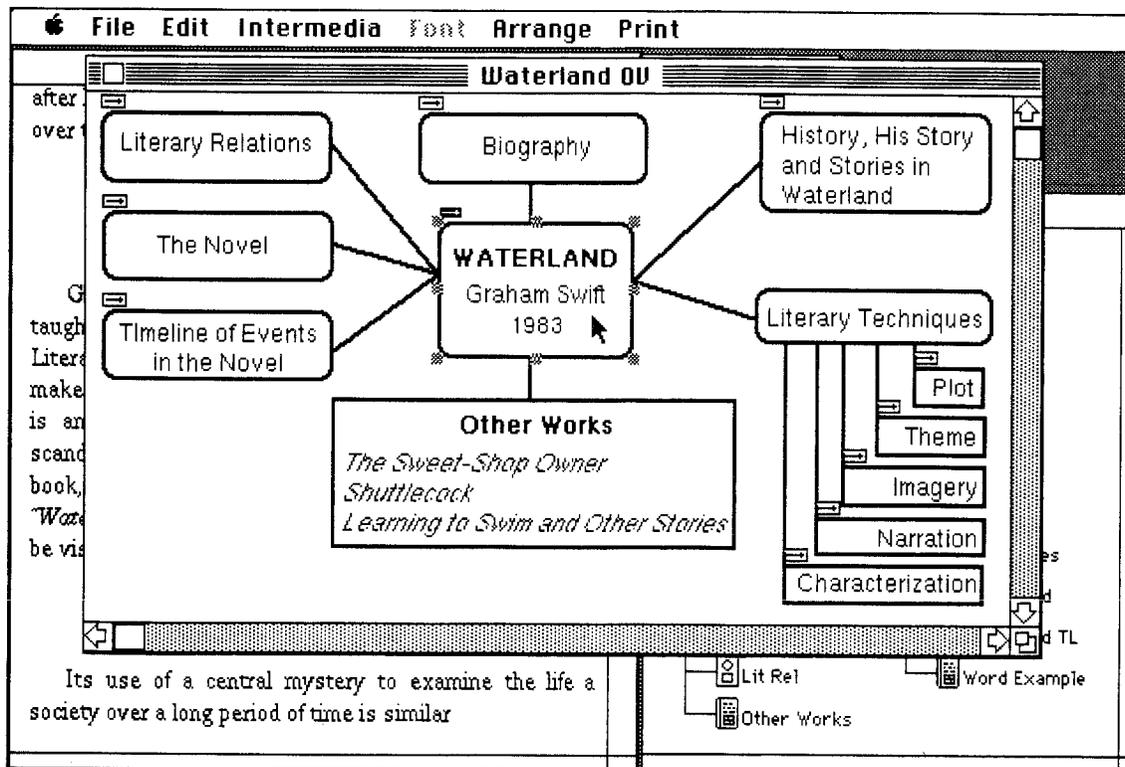


Figure 7. The Follow command is completed. The highlighted destination of the link appears in an InterDraw document window.

F. Closing a Web and Exiting the System

Links and link markers exist only within the context of a web. When a web is closed, the link markers created in the context of the web will no longer appear on the screen. If you close the documents and then reopen them when the web is closed, the documents will appear without their link markers (as you saw with the "Word Example" document in Subsection B. of this tutorial). The links are still there, but they cannot be followed when the web is closed. Opening the web will not make markers appear in documents that are already open. You must first close all open documents then reopen the web in order to be able to use those documents within the context of the web.

1. Close all open document and Web View windows.

You can do this either by clicking in their Close Boxes or by choosing "Close" from the File menu. Either method will close the document in the active window.

2. Pick "Quit" from the File menu.

You cannot close the original folder by using the "Close" or "Close All Documents" commands. "Quit" will close any remaining open windows. A dialog box will appear, asking whether you really want to quit. Click on "OK."

2. ADVANCED TUTORIAL: CREATING MATERIALS WITHIN THE IRIS INTERMEDIA ENVIRONMENT

The step-by-step instructions below will take you through a complete session with the IRIS Intermedia system. This tutorial is written for users who plan to create original materials and the links that connect them. The bold type explains what you are to do or type, and the plain type beneath it provides additional details and describes the way the computer should respond to your action. In the tutorial, you will be working with a number of different IRIS Intermedia applications. More complete descriptions of these applications are provided in the chapters following this tutorial.

A. Starting the Tutorial

A folder called "AdvTutorial" has been provided in your personal folder. It contains all the documents that you will need to complete the tutorial. All the work that you do in this tutorial takes place in the context of the "AdvTutorial" folder.

Note: The instructions below assume that the materials for the Advanced Tutorial have been placed in your personal folder which is located within a folder called "Users." The setup of your site may not be exactly the same. If you have trouble finding the materials for the tutorial by following these instructions, consult with your IRIS Intermedia System Administrator.

1. Start up IRIS Intermedia if you have not done so already.

2. Open the folder called "Users."

To open a folder, first select the folder icon by clicking on it once and then pick "Open" from the File menu. Double-clicking on the "Users" folder icon is another way to open the folder.

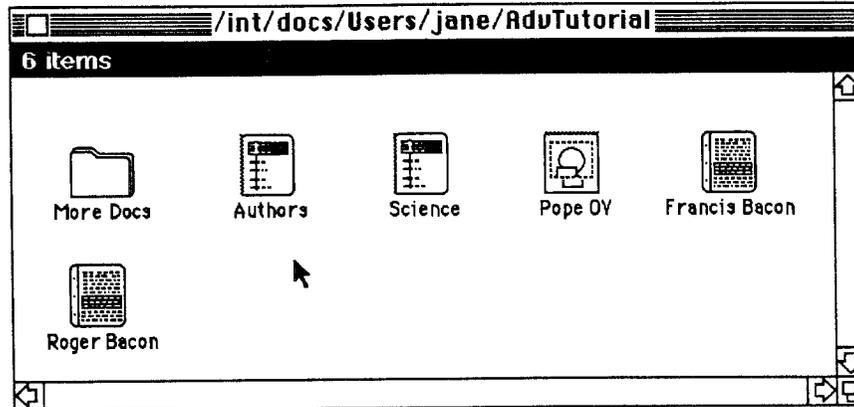
3. Locate your personal folder and open it.

Each IRIS Intermedia user has a personal folder in which to store his or her work. Your personal folder is titled with your user I.D. which is assigned to you when your computer account is created. (You probably logged on to the system using your user I.D.) The materials you will need for this tutorial have been placed in your personal folder.

4. Open the "AdvTutorial" folder.



Once you open the "AdvTutorial" folder, you will see the raw materials with which you will be working. A window will open on your screen. It contains InterWord, InterDraw, and InterVal icons, as well as another folder icon.

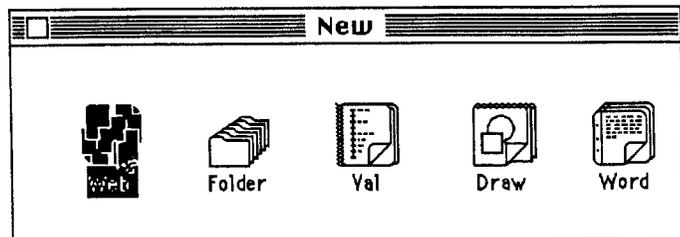


B. Creating a Web

In IRIS Intermedia, documents can be viewed and edited in two ways — by themselves, or as parts of webs. In this tutorial, you will be creating a web using documents that refer to Roger Bacon. A web allows you to create a context in which to organize large amounts of related materials. As you will see, it provides a Web View that diagrams the links to your active document and records your activities during a session.

1. Pick "New" from the File menu.

A window containing several icons will appear in the upper right hand corner of your screen.

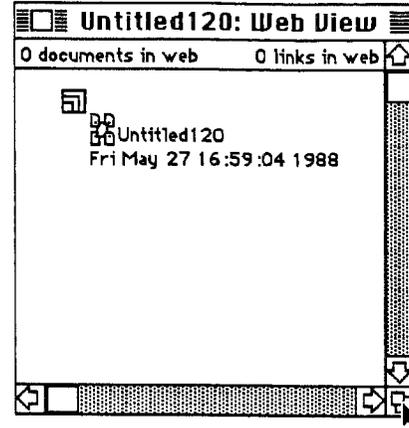


When you create a new document, IRIS Intermedia places it in the current folder. In this case, the "AdvTutorial" folder was the last active folder and is therefore considered to be the current folder.

2. Double-click on the web icon.

Selecting the web icon and picking "Open" from the File menu produces the same result. A wristwatch appears until a Web View window opens. It contains an open symbol next to a small "Untitled" web icon. As you work through this tutorial, the Web View will illustrate the links that you make from the active document and will keep track of each link you follow and each document you open or activate.

Whenever you activate a different document, the Web View will redraw to diagram the links to the document you have just activated. Scrolling through the Web View is a good way to remind yourself of your progress.



3. Shrink the Web View window and move it to one corner of the screen.

You will want to refer to the Web View often, so place it in a convenient location and make it large enough to see the original contents. The lower right corner of the screen is usually a good location.

C. Editing an InterWord Document

1. Click once in the "AdvTutorial" window.

The window is now activated.

2. Double-click on the InterWord document icon "Roger Bacon."

Selecting an InterWord icon and picking "Open" from the File menu will also open an InterWord document. A wristwatch appears until the window containing the text of the document opens on the screen.

3. Position your pointer on the Down Scroll Arrow and hold the mouse button down.

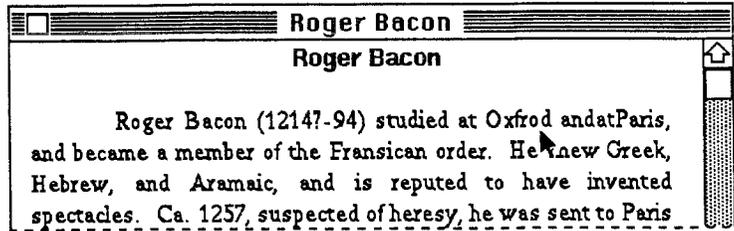
The contents of the document will scroll if there is more text than will fit in the window.



Correcting Minor Errors

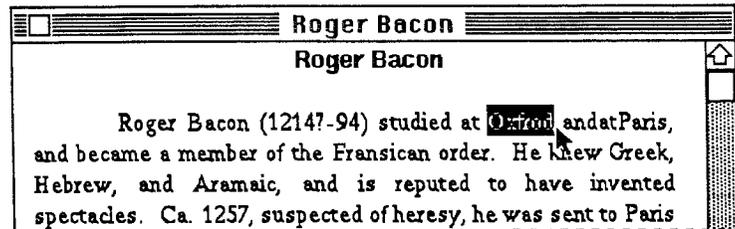
1. Use the Scroll Arrows to search through the document for spelling errors.

The "Roger Bacon" document has been deliberately altered to contain typos and spelling errors.



2. Click to one side of a misspelled word, and, holding down the mouse button, drag across the word until it is selected. Release the mouse button.

The selected word is now highlighted with white letters on a black background. Double-clicking on the word is an alternate way of selecting an entire word.



3. Retype the word, spelling it correctly.

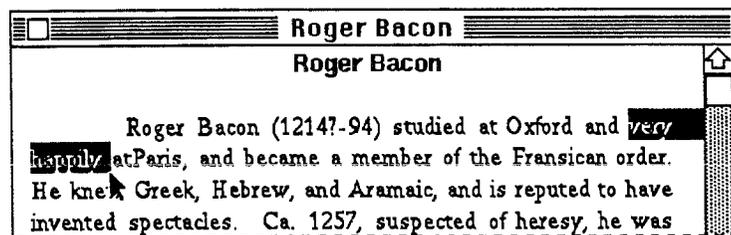
Notice that the new typing replaces the letters that were selected.

4. Locate a group of words that have been run together.

You will be adding spaces between these words.

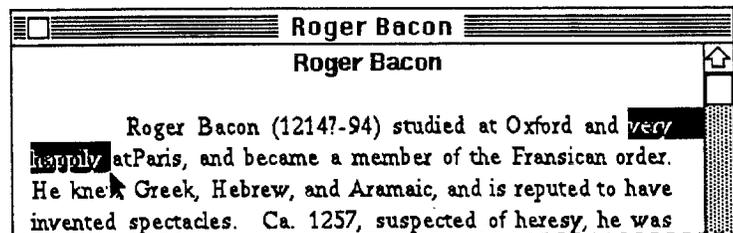
5. Place the pointer between two words and click the mouse button.

A straight line, called an *insertion point*, appears between the words.



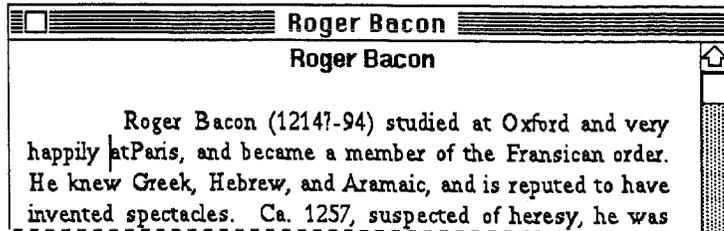
6. Press the Space Bar once.

A space appears between the words.



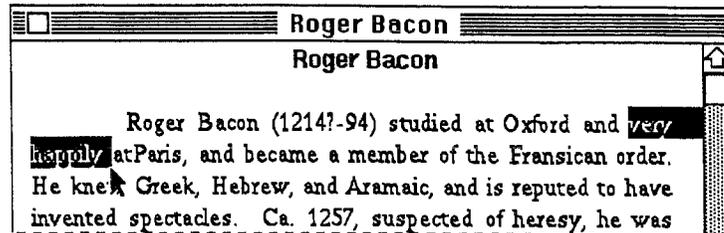
7. Without moving the insertion point, type several words.

Notice that the text adjusts to accommodate your typing.



8. Select the words you typed (as in step 2) and press the Delete key.

Everything that was highlighted disappears and the text readjusts itself.



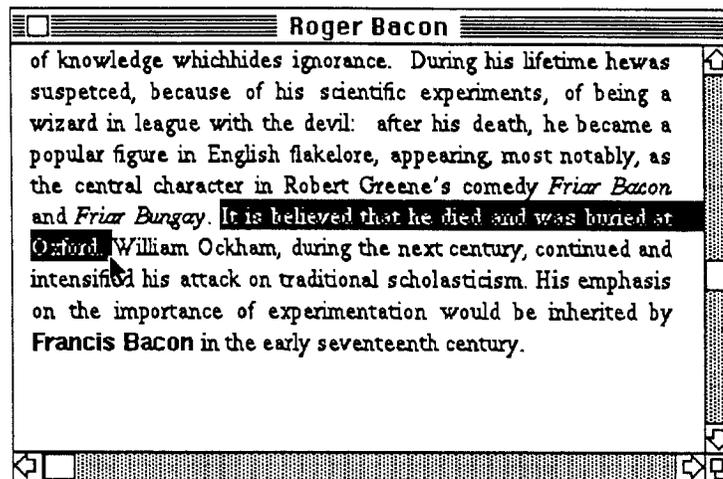
9. Practice editing by correcting any other mistakes you find.

The document contains approximately a dozen errors.

Reorganizing

1. Select an entire sentence by dragging over it.

The sentence will be highlighted when you release the mouse button. You can alter the order of phrases, sentences, paragraphs and larger units of text by first selecting the text and then using the commands in the Edit menu.

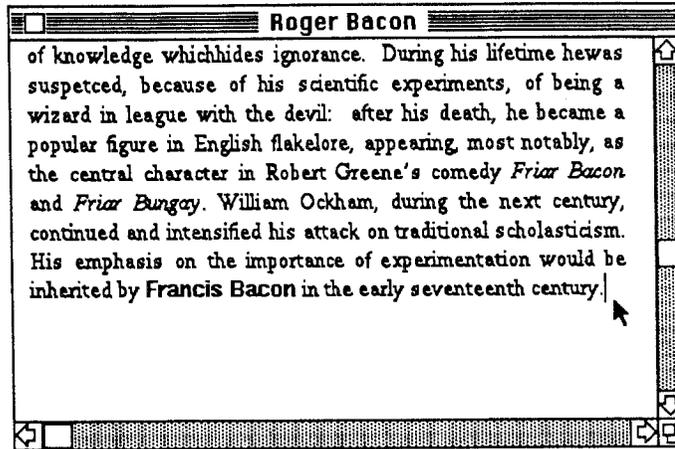


2. Pick "Cut" from the Edit menu.

The selected text is removed and placed on an invisible Clipboard.

3. Position the insertion point somewhere in the text document by moving the pointer and clicking the mouse button.

A straight line indicates the new insertion point.



Edit	
Undo	⌘Z
Redo	⌘R

Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	

Find...	⌘/

Look Up	⌘L

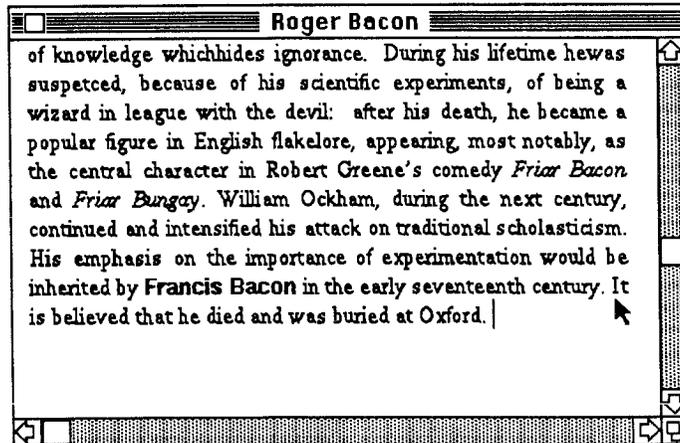
Insert Before	
Insert After	

Duplicate	⌘D
Select All	⌘A

Add Event	⌘E

4. Pick "Paste" from the Edit menu.

The text that you cut and stored on the Clipboard appears at the insertion point.



Changing Styles

1. Select "Show Left Palette" from the Arrange menu if the Style List is not visible.

You can tailor the style of your text document by applying the styles available in the Style List that appears in the Left Palette on the left side of the text window.

If after choosing this command it looks like nothing has happened, try moving the whole window to the right. If the document window is rather large, the palette might appear off-screen. The Style List will appear in the window's Left Palette. If you see "Hide Left Palette" when you pull down the menu, it means the Style List (since it is located on the Left Palette) is already visible. When you are editing or formatting a Word document, you will want both the Top and Left Palettes showing.

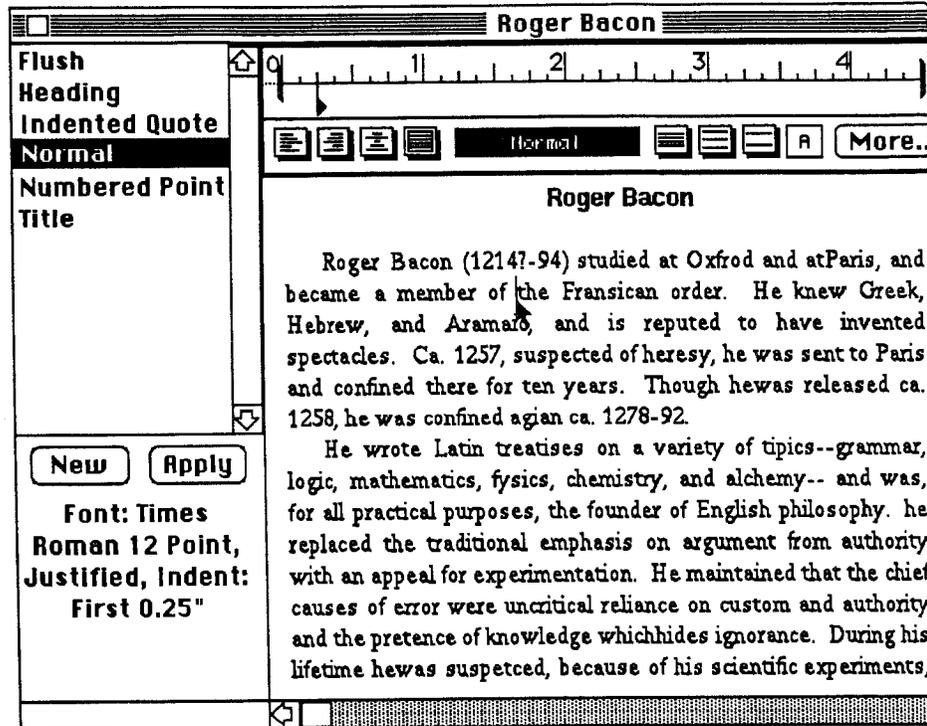
2. Select "Show Top Palette" from the Arrange menu if the Ruler is not visible.

If the command "Hide Top Palette" is listed instead, it means the palette is already visible. The Ruler in InterWord is part of the Top Palette.

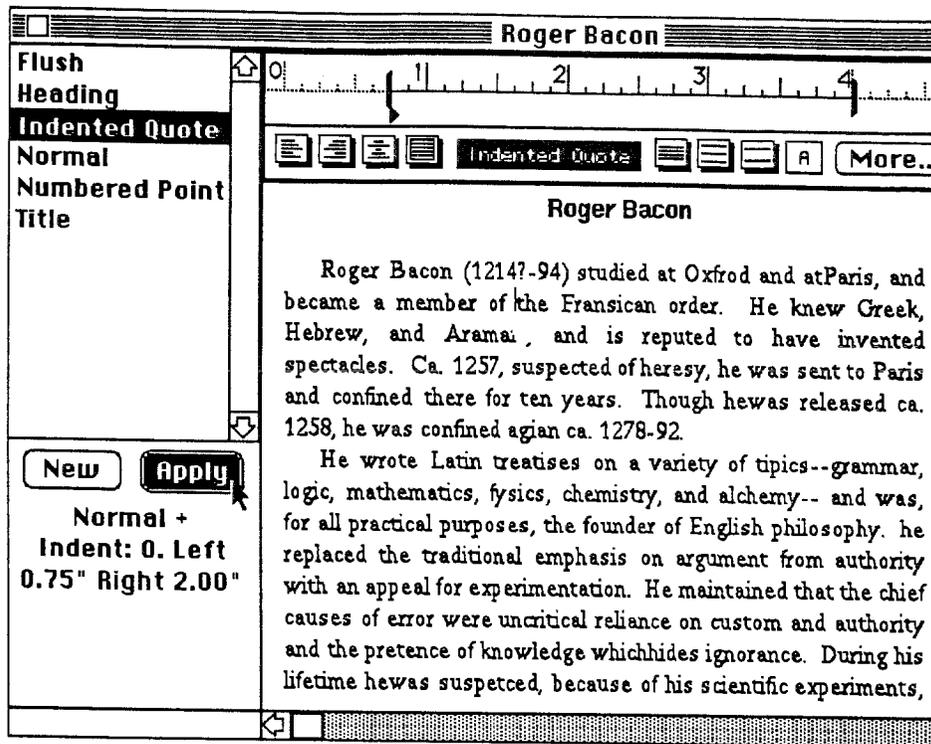
Graphics documents also have a Top Palette on the top of the window and a Left Palette to the left. You can use the Arrange menu to hide and reveal these palettes in the same manner as in text documents.

3. Position your insertion point within one of the paragraphs.

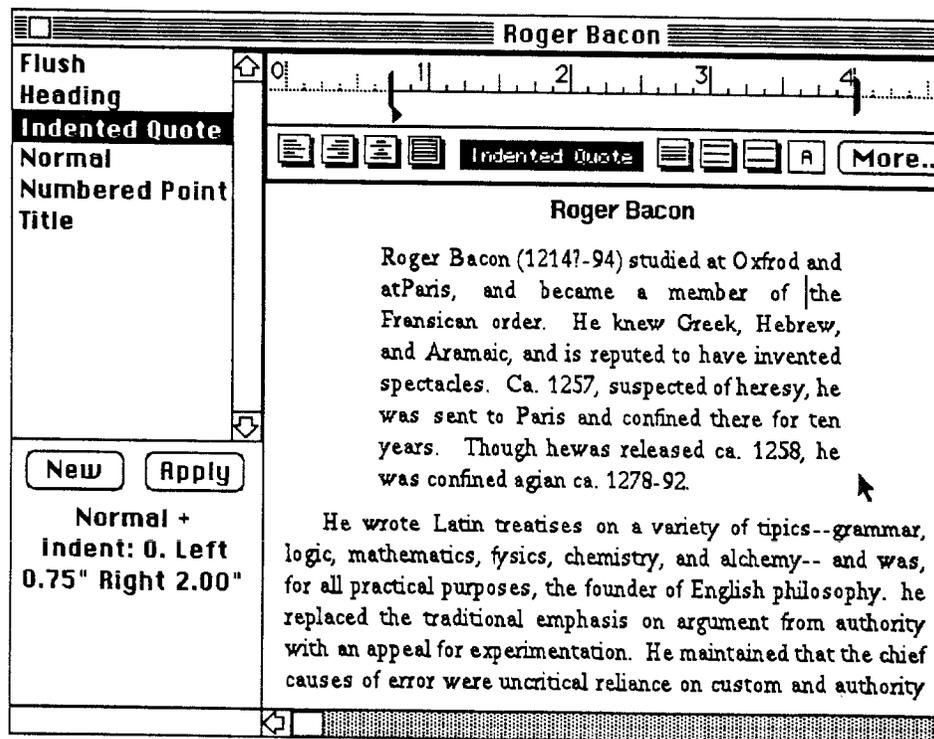
The Current Style Box, highlighted in black on the Ruler in the illustration below, indicates the name of the style applied to the paragraph containing your insertion point. Notice that the current style is "Normal."



4. Select "Indented Quote" from the list of styles by clicking on it, and then click on "Apply."



The paragraph that contains the insertion point now reformats and looks like an indented quote. The style in the Current Style Box changes to "Indented Quote."



5. Experiment with the available styles.

You can also create and name your own style by picking "New" from the Style List. (See Chapter III. *Using InterWord* or Chapter VII. *InterWord Reference Guide* for more information.)

6. When you are satisfied with the contents, organization and appearance of the text document, pick "Hide Top Palette" and "Hide Left Palette" from the Arrange menu.

The Ruler and Style List will be hidden from view.

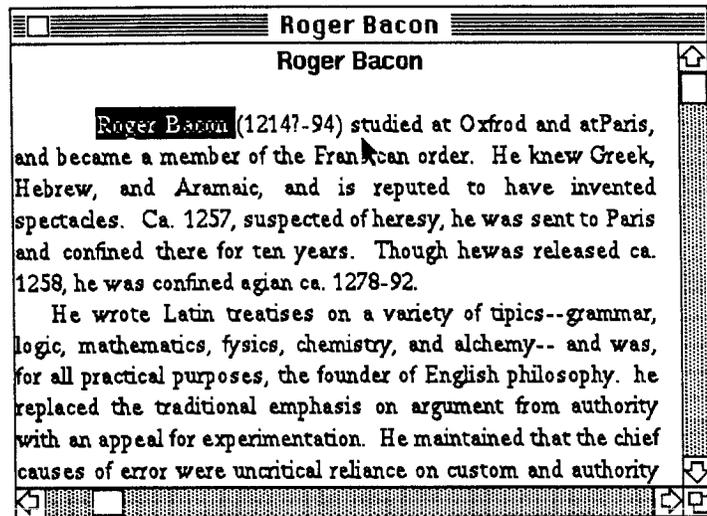
7. Save the changes you have made by picking "Save" from the File menu.

It's always a good idea to save your work periodically to protect yourself from system errors.

D. Creating a Link

1. Select the words "Roger Bacon" in the first line.

These words will be turned into an anchor point or *block* for a link after you complete the next step.



2. Pull down the Intermedia menu and pick "Start Link."

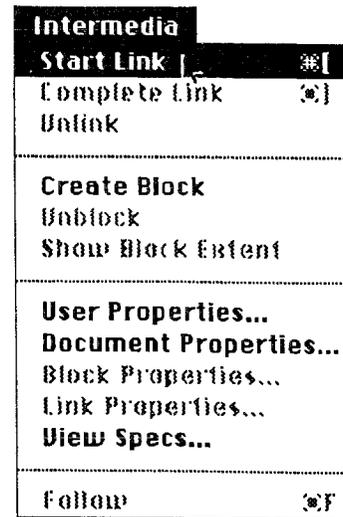
A wristwatch may appear briefly.

3. Activate the "AdvTutorial" folder window by clicking once anywhere in the window.

You may have to move the open InterWord window to find the folder behind it.

4. Open the InterVal document called "Authors."

Either double-click on the icon or select it and pick "Open" from the File menu.



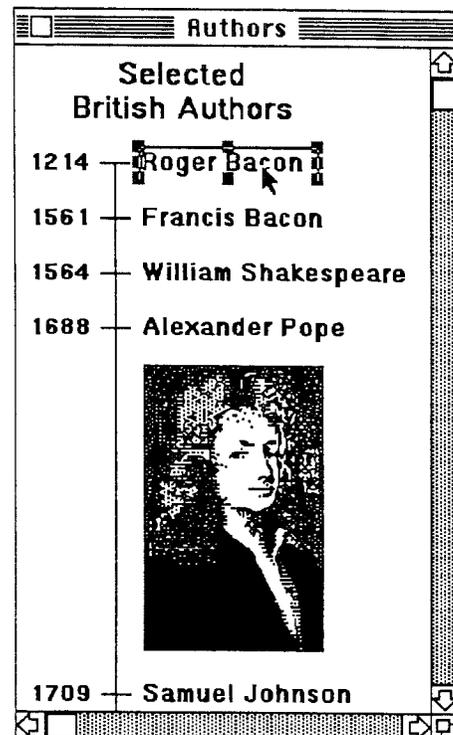
5. Click on the text "Roger Bacon" in the timeline.

It should be highlighted – surrounded with black squares called *handles*. This timeline event will serve as the destination of the link.

6. Pick "Complete Link" from the Intermedia menu.

A link is now established between the text "Roger Bacon" in the InterWord document and the Roger Bacon event on the timeline. Link markers are placed above both the source and destination selections.

Note: In some IRIS Intermedia installations, a dialog box containing a Link Property Sheet will appear after you pick "Complete Link." If this happens, refer to Subsection I. *Setting Viewing Specifications* of Chapter II. *Using IRIS Intermedia*.

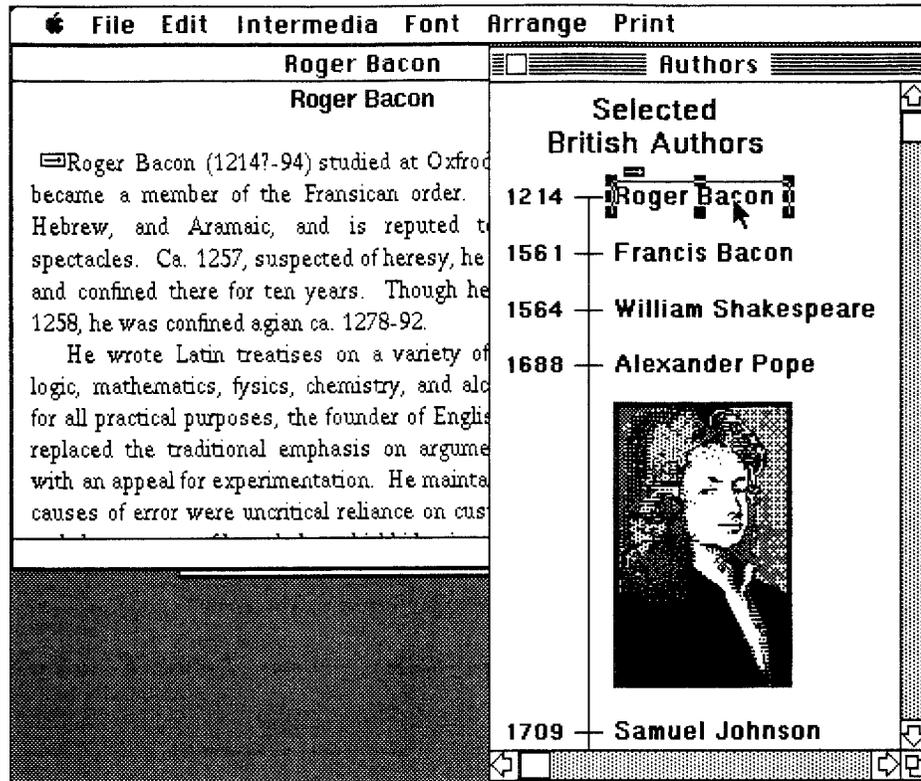


7. Try following your link by double-clicking on the marker in the InterVal document.

The "Roger Bacon" text window should pop into view and the words you selected as the block extent should be outlined with a marquee.

8. Follow the link in the other direction.

The timeline will pop up.



9. Close and save the "Authors" document by clicking in the Close Box.

Click "Yes" in the dialog box when you are asked "Save changes before closing?"

E. Starting Another Link

1. Select the word "Spectacles" in the second sentence of the "Roger Bacon" InterWord document.

You will be making that word into a block by starting a link. You will not complete this link immediately.

2. Pull down the Intermedia menu and pick "Start Link."

A wristwatch may appear briefly. Until you complete the link you have started here, the InterWord document will not reflect the existence of a block. As a convenience, IRIS Intermedia allows you to perform any number of actions before you complete a pending link. In this case, you will open an InterVal document, add an event to it and then complete the link.

F. Manipulating an InterVal Document

1. Click in the "AdvTutorial" window.

The window is now activated.

2. Double-click on the InterVal icon called "Science."

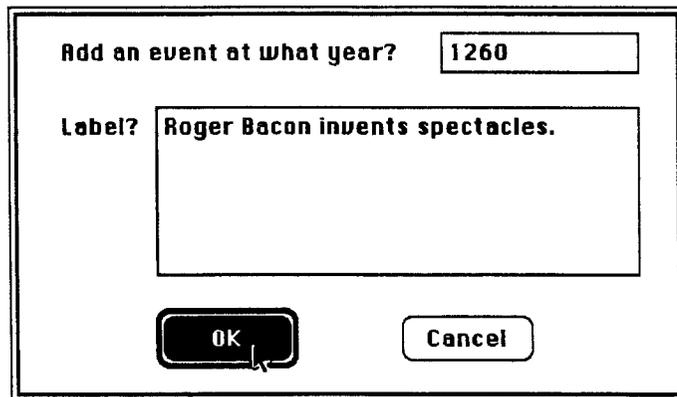
A wristwatch appears until the timeline appears on the screen. The timeline named "Science and Technology" chronicles important inventions and scientific discoveries between 1700 and 1905.

3. Pick "Add Event" from the Edit menu.

A dialog box appears on your screen.

4. Type "1260" in the first field of the dialog box.

The year 1260 appears at the insertion point.



The dialog box has a title bar and contains the following elements:

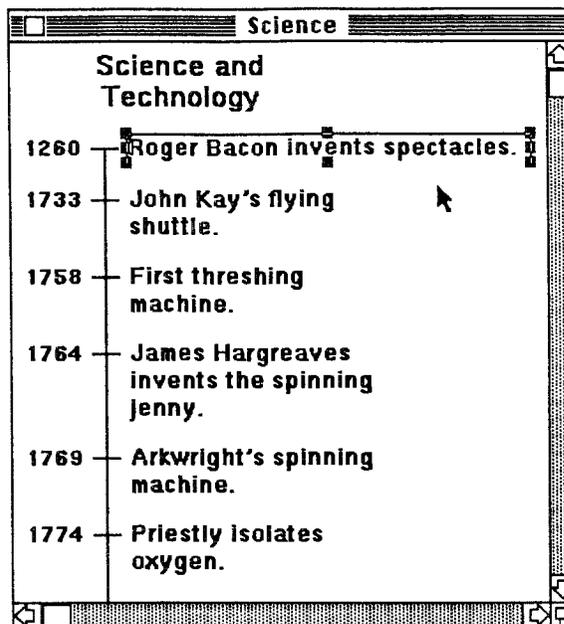
- A label "Add an event at what year?" followed by a text input field containing the value "1260".
- A label "Label?" followed by a text area containing the text "Roger Bacon invents spectacles.".
- Two buttons at the bottom: "OK" and "Cancel".

5. Press the Tab key to move to the next field in the dialog box.

Now the insertion point moves to the first line of the "Label?" box.

6. Type "Roger Bacon invents spectacles," and pick "OK."

The dialog box disappears while the timeline is enlarged and the new event is added to the timeline. The event is surrounded with handles.



G. Completing the Second Link

Remember that the link you began in the text document in Subsection E. has still not been completed. Since you have a timeline open on your screen, you can establish one of its events as the destination of the pending link.

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

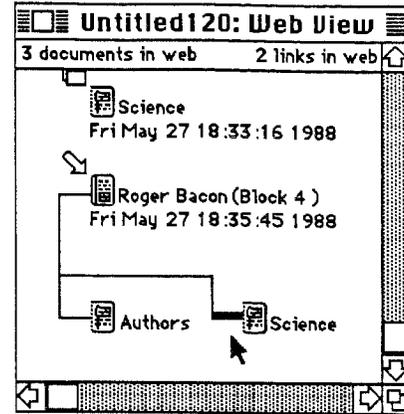
Be sure the text "Roger Bacon invents spectacles" is still selected (surrounded by handles). If it isn't, click once on it and pick the "Complete Link" command. When the wristwatch vanishes, notice that a marker appears above the selected event.

2. Follow your link by double-clicking on the marker.

The "Roger Bacon" document should pop up and the word "spectacles" should be outlined with a *marquee*.

3. Click in the Web View window.

You may have to move some overlapping windows out of the way. The Web View now shows the first two connections in your web. A line connects the current document, "Roger Bacon," to the "Authors" InterVal icon and to the "Science" InterVal icon. If the marker associated with spectacles is still selected when you activate the Web View, the line leading to the "Science" icon should be bold. This tells you that the other end of that link is in the "Science" InterVal document.



4. Re-activate the "Science" window by double-clicking on its icon in the Web View.

If a document is buried under several other windows, you can always reactivate it by selecting it from the Web View. Double-clicking on an icon in the Web View achieves the same effect as double-clicking on an icon in a folder window. This is another good reason to keep the Web View window in a convenient location.

H. Setting Block Properties

Block Property Sheets are used to specify information about particular blocks. Though IRIS Intermedia automatically assigns each block a number, these property sheets give you the opportunity to provide other users with more descriptive information. In a complex web, with many overlapping and criss-crossing links, "verbose" descriptions of blocks can help a user navigate from one document to another with a better sense of direction.

1. Follow the link you have just made by selecting the marker and picking "Follow" from the Intermedia menu.

The text document in which you started the link appears on the screen. Notice that the link marker is highlighted and positioned above the first character of the block (the word "Spectacles") and the word is outlined.

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

Be sure the marker is still selected when you choose this command. A dialog box appears with the following information filled in:

The screenshot shows a dialog box titled "BLOCK PROPERTIES". It features a list box labeled "Blocks" containing the entry "Block 5". Below the list box is a text field labeled "Explainer" which also contains "Block 5". Further down, the "Creation Date" is set to "Fri Jan 13 09:57:49 1989" and the "Author" is "ny". At the bottom of the dialog, there are three buttons: "Apply & Close", "Apply", and "Cancel".

3. Replace the words "Block 5" from the explainer field by typing "Spectacles," and pick "Apply & Close."

Now the block can be identified. The dialog box will disappear after you pick "Apply & Close."

4. Follow the link again, back to the "Science" timeline.

You should also name the block which serves as the other endpoint of the link.

5. Pick "Block Properties..." once more.

The dialog box will again appear.

6. Name this other block "Spectacles invented," and choose "Apply & Close."

Name the second block as you did the first in step 2. Now both blocks of the link are named.

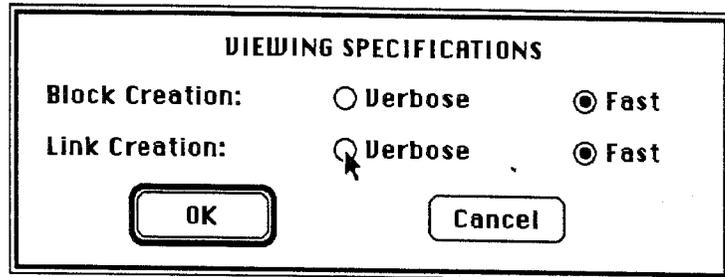
I. Setting Viewing Specifications

When you are working on a web, it may become inconvenient to pick "Block Properties..." each time you create a link. IRIS Intermedia allows you to specify some of the conditions under which you make links. By changing the settings in the "Viewing Specifications" dialog, you can have Link Property Sheets appear automatically as you start and complete links. A Link Property Sheet allows you to enter an explainer for both the source and destination blocks of the link.

1. Pull down the Intermedia menu and pick "View Specs..."

The Viewing Specifications dialog box appears.

Note: It is possible that "Link Creation" is already set to "Verbose." If so, skip step 2.



2. Click on the radio button next to "Verbose" in the category of Link Creation and click "OK."

The dialog box disappears. Now whenever you create a link, IRIS Intermedia will prompt you with a dialog box requesting "explainers" for the blocks at either end of the link. An explainer is a short descriptive name for the block. As you use the system more and more, you will discover how useful it is to enter explainers — they really do aid you in exploring a web, especially when the web contains numerous documents and blocks.

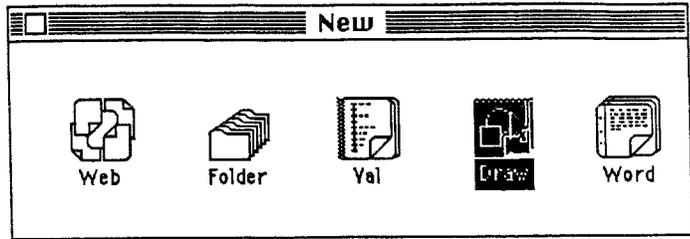
J. Opening a New InterDraw Document

1. Without closing the InterVal document, pick "New" from the File menu.

The "New" window will pop to the top of the screen if it is obscured or open if it was closed.

2 Double-click on the Draw icon.

Selecting the icon and picking "Open" from the File menu has the same effect. A wristwatch appears until the new InterDraw window begins to take shape on the screen.



Notice that the window opens with a Style Palette and a Tool Palette ready for use. In order to draw Roger Bacon's spectacles, you will need to use several different tools and styles. The arrow tool is selected automatically.

3. Select the Oval tool by clicking on the oval in the Tool Palette.

Now the oval, rather than the arrow, is highlighted.

4. Position the pointer in the drawing area.

You can now draw any number of ovals.

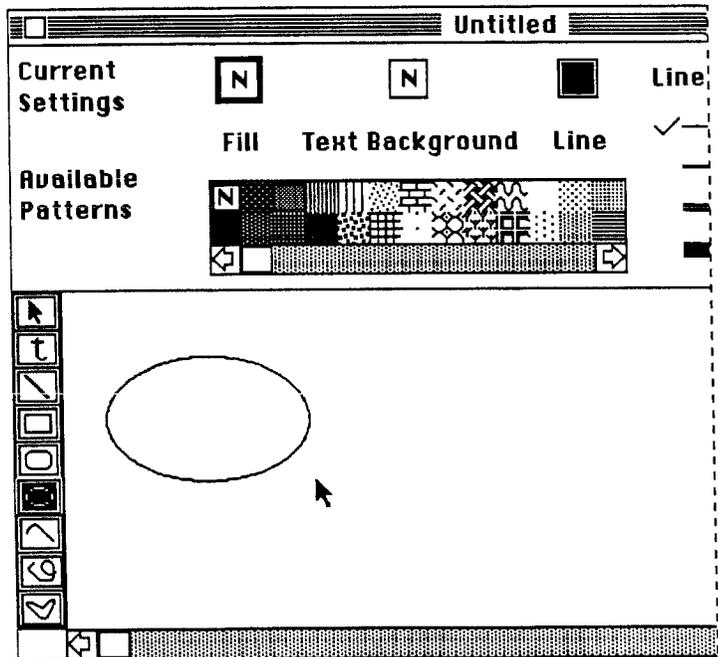


5. With the mouse button depressed, drag the oval out to a suitable size and release the button.

You are drawing one of the lenses of Bacon's glasses.

6. Now try to make another oval the same size next to the first oval.

While the Oval tool is selected, you can make any number of ovals in a row. Notice the difficulty of making two identical ovals.

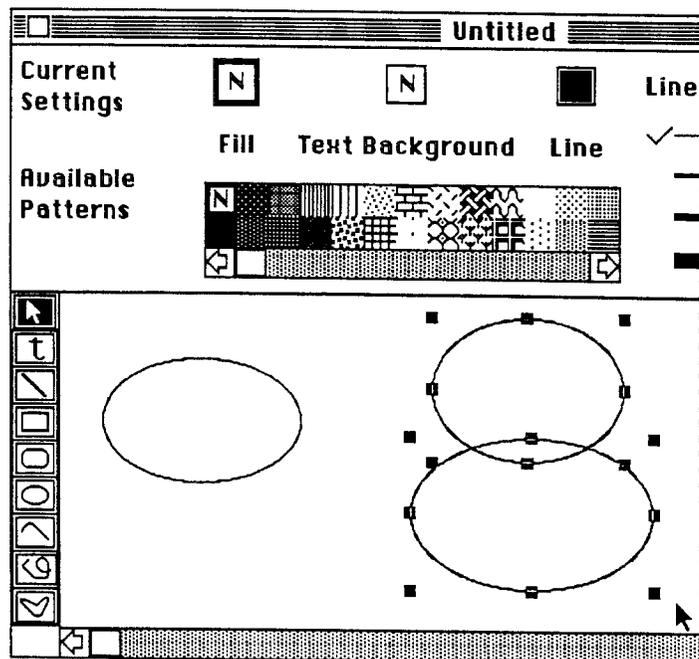
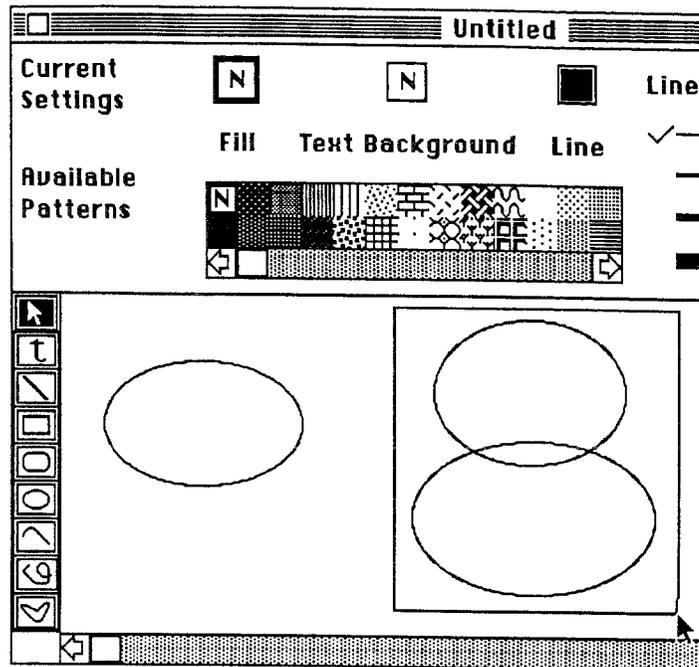


7. Click on the Arrow tool.

The Arrow tool highlights in the palette. With the Arrow tool you can select objects you have created.

8. Draw a "bounding box" around the unsatisfactory oval or ovals.

You have selected the oval(s). Small black handles surround each oval entirely encompassed by your bounding box.



9. Pick "Clear" from the Edit menu.

The selected ovals will disappear.

10. Click on the remaining oval to select it and pick "Copy" from the Edit menu.

Be sure that you put the arrow directly on top of the line making up the oval. Handles appear when the oval is selected. You can now paste an exact copy of the oval next to its original.

11. Click in the spot where you want the upper left of the copy to be positioned and pick "Paste" from the Edit menu.

Now you have two identical "lenses." Don't worry if they aren't aligned properly.

12. Hold down the Shift key and select the original oval by clicking on it.

Now both ovals are selected. The Shift key is often used to *extend* selections.

13. Pick "Align Bottoms" from the Arrange menu.

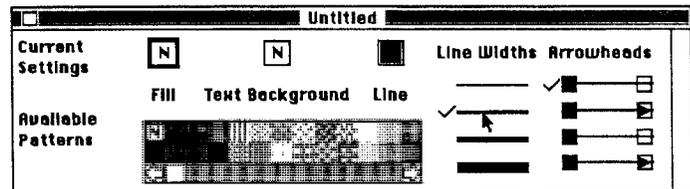
Now the ovals are parallel to one another.

14. Click on the Line tool in the Tool Palette at the left of the window.

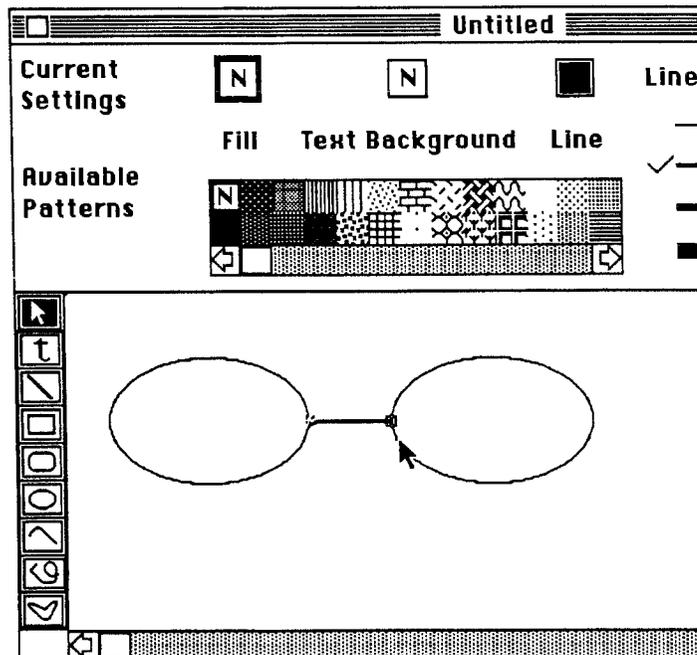
The Line tool is the third one from the top.

15. In the Style Palette, click on the second line under "Line Widths."

The checkmark moves to reflect your choice.



16. Connect the two ovals with a line.



17. Click on the "t" tool in the Tool Palette.

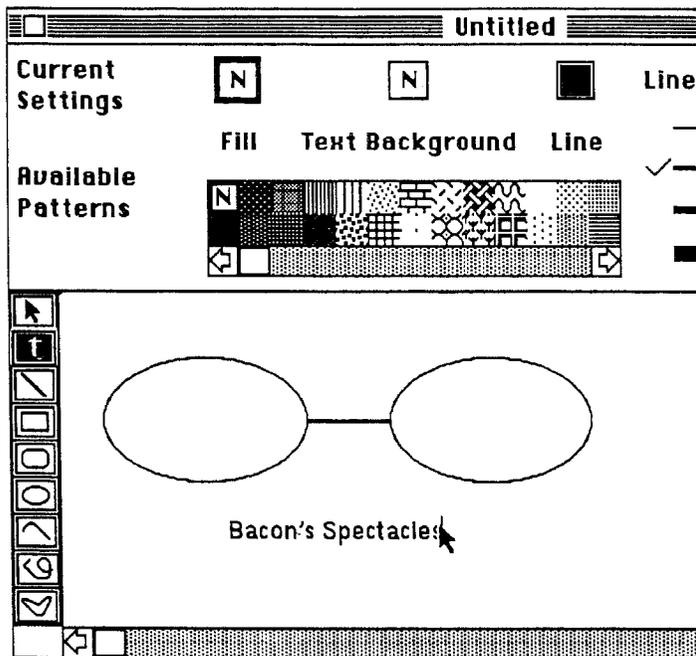
Now you can add text to your diagram. Only a scholar would be able to identify the artifact; students will need a label to recognize Bacon's invention.

18. Click on the mouse button to set an insertion point

Your text will begin at the insertion point.

19. Type "Bacon's Spectacles."

Now your drawing is complete.



20. Experiment with the other styles available in the Style Palette.

Try making the spectacles into sunglasses. (Hint: select an oval and pick an Available Pattern.) Be sure you first select the Arrow tool.

21. Experiment with the other tools available in the Tool Palette.

Notice that the same tool, the Line tool, can be used to create both lines and arrows, depending on its *style*.

22. Experiment with "Undo" from the Edit menu.

IRIS Intermedia puts no limit on the number of "Undo" commands you can select in a row. Each "Undo" command that you issue undoes the last action that you performed. If you drew a line, it takes that line away. If you cut an object, it replaces that object.

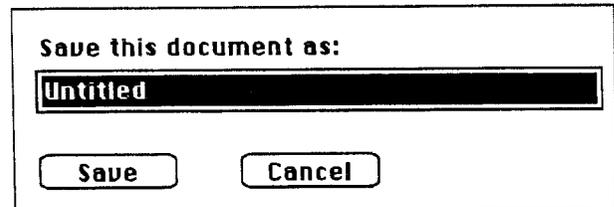
23. Experiment with "Redo" from the Edit menu

"Redo" undoes the last "Undo."

K. Saving and Naming a New Document

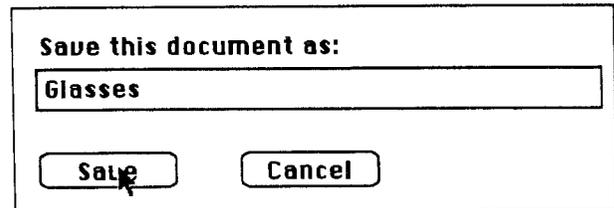
1. Save your work by picking "Save" from the File menu.

A dialog box appears:



2. Type "Glasses" to name your new drawing. Click on the "Save" button.

Now the drawing is saved and named. It will be stored in the "AdvTutorial" folder, which was the last activated folder.



New documents are always stored in the most recently activated folder.

L. Creating a Link with Block Explainers

1. Select one of the lenses in your drawing by clicking on it.

Be sure the Arrow tool is active. Handles will appear around the lens when it is selected.

2. Pull down the Intermedia menu and pick "Start Link."

When you start a new link, you also create a new block.

M. Completing a Link using an Existing Link Marker

1. Click once in the InterVal window called "Science."

Black stripes appear in the Title Bar, indicating that the "Science" timeline is the active window.

If the "Science" window is covered up, you can double-click on the InterVal icon named "Science" in the Advanced Tutorial folder window or in the Web View window, or you can move the windows that are in the way by dragging them to new locations.

2. If the link marker in the "Science" timeline is not already selected, click on it once.

The link marker will be highlighted.

3. Pick "Complete Link" from the Intermedia menu.

A Link Property Sheet appears. Since you set "Link Creation" to *verbose* in Subsection H, IRIS Intermedia gives you a property sheet for the link, which allows you to assign block explainers to the blocks at the endpoints of the link.

4. Enter "lens" as the source block explainer.

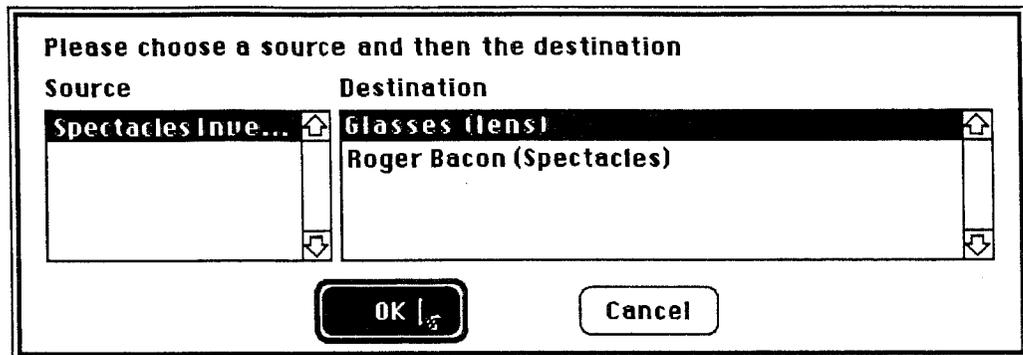
In this case, the source block is the eye glass lens. When you type the word "lens," your typing will replace the system-assigned block name which is automatically selected when the dialog box appears. Notice that the destination block already has the explainer "Spectacles Invented." This is the block you named in step 6. of Subsection H. If you had selected a graphics object, a timeline event or some text instead of an existing link marker, you would have had to enter an explainer for the destination block as well as the source block.

5. Click "OK" in the Link Properties dialog box.

The dialog box closes and a wristwatch icon appears while the link is being created. You should see new connections reflected in the Web View, with lines indicating links connecting the InterDraw icon, "Glasses," to the InterVal icon, "Science," and the InterVal icon to the InterWord icon, "Roger Bacon."

6. Double-click on the marker to follow the new link.

A dialog box asks you to choose which link to follow. On the left side of the dialog box is the name you gave to the block associated with the "Roger Bacon" event. On the right side are the names of the documents at the other ends of the links. These are followed, in parentheses, by the block names you assigned.



7. Pick the document/block pair "Glasses (lens)" from the list of destinations and click on "OK."

In a complex web, with many overlapping and criss-crossing links, "verbose" descriptions of blocks can help a user navigate with a better sense of direction.

Notice that a link marker has appeared above the lens you selected as the source point of the link.

You should now see only one connection in the Web View, with a line indicating a link connecting the InterDraw icon, "Glasses," to the InterVal icon, "Science." The other links still exist within the context of the web, but the connections are no longer visible in the Web View because they do not involve the active document ("Glasses").

N. Saving Links

1. Click in the Web View window to activate it.

Its Title Bar should be striped.

2. Pick "Save" from the File menu and click on "OK" in the dialog box that appears.

This dialog informs you that the documents *containing* the links will be saved before the web itself is saved. Note that all of the links created within the context of the web will be saved, including those that do not appear in the Web View at the present time. After all the documents containing new blocks and links have been saved, a dialog box appears, asking you to name the new web.

3. Type "Bacon Web," and click on "Save."

The system takes its time performing this vital action. When the wristwatch disappears, the web has a name and the links are saved. An icon representing the web also appears in the "AdvTutorial" folder. It is a good idea to save the web at regular intervals to protect yourself from losing work in the case of a system failure.

O. Making More Links

1. Experiment with making more links.

Extra materials, in the form of diagrams, text documents and timelines, have been placed in the "AdvTutorial" folder. These materials were created by Professor George Landow for a survey course on English literature taught at Brown University. All the documents are related to each other in some way. You can experiment with these materials and you can create new documents as well.

2. Open the folder called "More Docs."

You will find more document icons in this folder. In each InterWord document, words or phrases have been made bold to indicate that they might make appropriate anchor points for links. Try making a link between a document in this folder and one in the "AdvTutorial" folder. You can also make links between documents that reside in different folders.

P. Closing a Web

When you have experimented enough and feel you will return to IRIS Intermedia with a better sense of its features, you will want to close the web you have made.

1. Click in the Close Box of any open document.



Position



Click

If you wish to save your changes, respond accordingly in the dialog box. You can also pick "Close All Documents" from the File menu if you have many documents open. This command closes all open documents, including the Web View, but it does not close folder windows. If you pick "Close All Documents," skip to step 3.

2. Click in the Close Box of the Web View.

If you have made links that have not yet been saved, you should say "OK" to the questions in the dialog boxes.

3. If you have never saved this web before, you will also have to give it a name. (See Subsection K.)

Once the web is saved and named, it closes.

Q. Exiting the System

When you have completed all your work, saved and closed all new documents, and saved and closed your web, you must exit the system so others can use it after you.

1. Pick "Quit" from the File menu.

After you have quit IRIS Intermedia, you should log off the system.

II. USING IRIS INTERMEDIA

This section describes how to perform the essential IRIS Intermedia operations. If you have stepped through the tutorials, you should already be familiar with many of the operations described below. In the following explanations, the bold type explains what you are to do or type and the plain type underneath describes the step in greater detail. The explanations assume that you are already familiar with the operation of the mouse and menus. If you are not, refer back to Chapter I. *Tutorials.*

1. OVERVIEW OF THE IRIS INTERMEDIA DESKTOP.....	49
2. WINDOWS	50
A. Opening Windows	50
B. Moving Windows.....	50
C. Resizing Windows.....	52
D. Scrolling	53
Using the Scroll Arrows.....	53
Using the Scroll Box	53
Using the Scroll Shaft.....	54
E. Showing and Hiding Palettes	55
F. Closing Windows and Quitting IRIS Intermedia.....	56
Closing One Window at a Time.....	56
Closing All Documents	56
Exiting the System.....	56
3. FOLDERS.....	57
A. Creating New Folders	57
B. Moving Icons	58
Moving One Icon at a Time	58
Moving Multiple Icons (Shift Click Method)	62
Moving Multiple Icons (Bounding Box Method)	63
C. Renaming Documents, Webs and Folders	64
D. Deleting Documents, Webs and Folders	64
4. WEBS, BLOCKS AND LINKS.....	66
A. Creating a New Web.....	67
B. Opening an Existing Web	68
C. Creating Blocks	69
D. Selecting Markers	70
Selecting a Marker	70
Selecting Multiple Markers in Text.....	70
Selecting Multiple Markers in Graphics	71
E. Editing Block Properties	72

F. Showing the Extent of a Block	73
G. Deleting Blocks	74
H. Creating Links.....	75
I. Following Links	76
The Simple Case	76
Following a Link when Multiple Links Emanate from the Same Source Block.....	76
J. Editing Link Properties.....	77
K. Deleting Links.....	80
L. Setting Viewing Specifications.....	80
M. Using a Web View	
Scope Lines, Paths and Maps.....	82
Browsing through Linked Documents.....	84
Link Previewing.....	84
Opening a Document from the Path or Map	84
Following Links from the Web View.....	85
N. Saving a Web.....	86
O. Closing a Web.....	88
5. USER AND DOCUMENT PROPERTIES	89
A. User Properties	89
Using the "Member of Groups" and "Other Group Members" Properties	90
B. Document Properties	90
The Property List.....	91
Access Rights Settings.....	92
6. PRINTING AND REFORMATTING	99
A. Reformatting Using the Print Menu.....	99
Page Setup.....	99
Margins	101
Including a Frame	102
Page Numbering	102
B. Printing Folders, Web Views and Documents	106

1. OVERVIEW OF THE IRIS INTERMEDIA DESKTOP

The IRIS Intermedia desktop is made up of a variety of objects which allow you to interact with the system. The most important of these are *documents* which are created using any of the applications provided in the IRIS Intermedia system. They are organized on the desktop in *folders*, which are analogous to paper folders in an office. Since folders can contain subordinate folders in addition to documents, you can create a hierarchical organization of your materials.

Webs provide an alternate, but complementary, mechanism for organizing documents. While any one document may only be stored in a single folder, that same document can be referenced in any number of webs, which can be thought of as contexts. For example, a biography of Charles Darwin might be stored in a "History of Science" folder, but referenced in webs called "Scientific Thought," "Evolution" and "British Literature." Instead of imposing a hierarchical structure, webs allow you to organize materials non-hierarchically. By creating anchor points in documents, called *blocks*, and linking them to anchor points in other documents, you are able to create a network of related materials. Documents, blocks, and links all have properties associated with them, such as the name of the person who created them, the date and time they were created, and the date and time they were modified. This information is stored in *property sheets*.

Documents, folders and webs are all represented on the IRIS Intermedia desktop using *icons* and are viewed in *windows*. Icons indicate the existence of documents, folders and webs while windows allow you to view their contents. You are able to interact with desktop objects using a rich set of commands. These commands are issued by using *menus*, *palettes* or the *keyboard*.

The explanations below detail the manner in which desktop objects can be manipulated.

2. WINDOWS

Windows are views into portions of documents, folders and webs. Upon starting an IRIS Intermedia session, a folder window is automatically opened for you.

A. Opening Windows

1. Position the pointer (arrow cursor) over a document, folder or web icon and click the mouse button.

The icon is now selected (highlighted in black).

2. Choose the "Open" command from the File menu.

A window containing the selected document, folder or web will open on the screen. An alternate method of opening a window is to position the pointer over a document, folder or web icon and double-click the mouse button.

B. Moving Windows

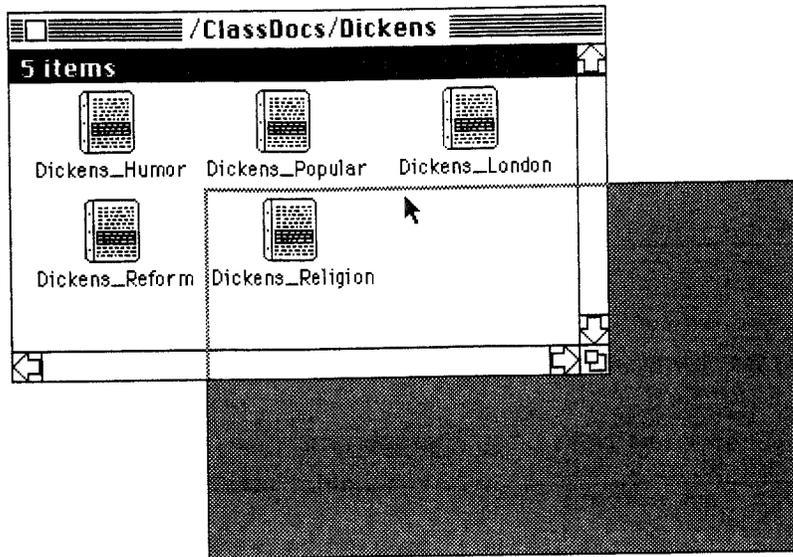
1. Position the pointer over the Title Bar of any open window.

Be sure not to position the pointer over the window's Close Box.

2. Press and hold down the mouse button.

The window border will become "fuzzy." If you are not sure where the Title Bar is, refer to the Folder Window Diagram in Subsection C. *Repositioning and Manipulating Windows* of the *Introductory Tutorial* in Chapter I.

3. Keeping the mouse button depressed, drag the window.



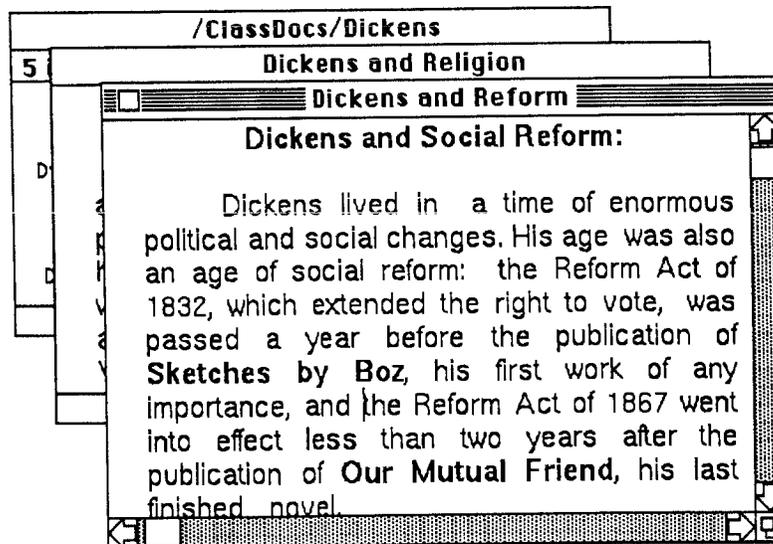
The border of the window will follow your movements.

4. Release the mouse button when the window's outline is in the desired location.

When you lift up on the button, the window will move to the new location.

Hint...

5. Stack your windows in a fan formation for easy access.

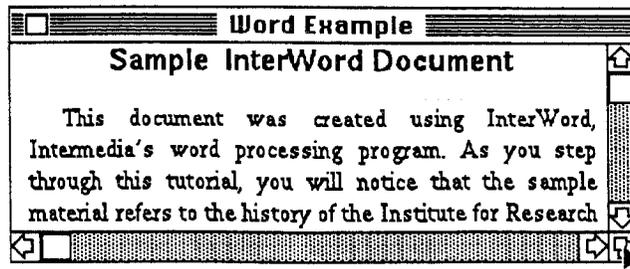


If you have a number of windows open on the screen at once, it is useful to stack them in such a way that windows won't get lost or buried. The fan formation, shown here, is one way to do this.

C. Resizing Windows

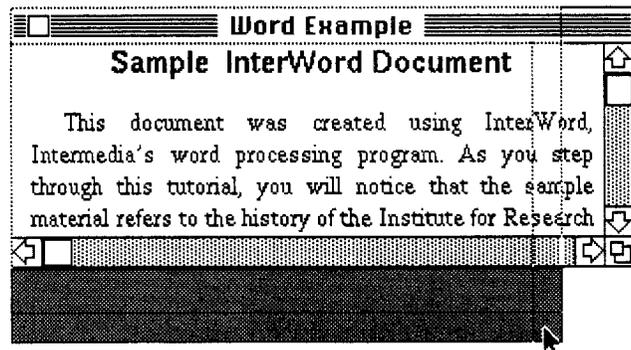
1. Position the pointer over the Resize Box of the active window.

The Resize Box is located in the lower right corner of the window.



2. Press and hold down the mouse button and move the mouse.

An outline of the lower right corner of the window will follow your movements. Some windows have a minimum size, often when the Top or Left Palettes are visible. If this is the case, the outline will stop following your movements when the minimum size is reached.



3. Release the mouse button.

The window should now have assumed a new size, either larger or smaller, depending on the position of the window's outline when you released the button.

D. Scrolling

In many cases, only a portion of a document, folder or web can be viewed in a window at a time. A technique called scrolling is used to move contents of the window in and out of view. There are two tools provided for scrolling windows: Scroll Arrows and Scroll Boxes (see window diagram in the Introductory Tutorial, Subsection C. Repositioning and Manipulating Windows). The arrows are used for scrolling a little bit at a time and the Scroll Boxes are used for scrolling screenfuls of information or for moving quickly to a different part of a document.

Using the Scroll Arrows

1. Position the pointer over one of the Scroll Arrows.

Each window has four Scroll Arrows: up and down arrows on the right side of the window, and right and left arrows on the bottom of the window. The Scroll Arrows will only work if the Shaft in which they are located is gray.

2. Click the mouse button.

A single click on the Up Arrow will allow you to see information above the current information by scrolling the contents of the window down one line. The Down Arrow has the opposite effect. Likewise, a single click on the Right Arrow scrolls information to the right of the current position into view and the left arrow does the opposite.

3. Hold the mouse button down for several seconds while it is positioned over a Scroll Arrow.

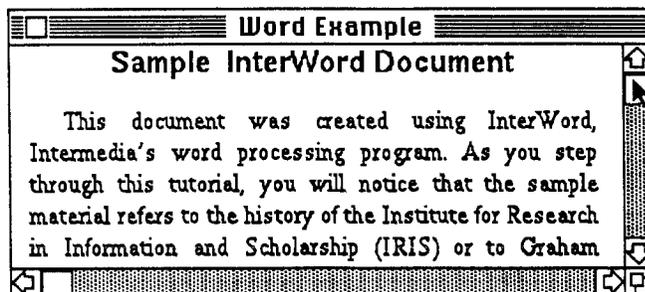
The contents of the document will move in and out of view continuously as long as the mouse button is depressed. Notice that the Scroll Box moves in the Shaft to reflect your current position in the document as you use the Scroll Arrows. For example, if the Scroll Box is near the bottom of the right Shaft, this indicates that you are near the end of the contents of the window.

Using the Scroll Box

1. Position the pointer over the Scroll Box in the right Shaft.

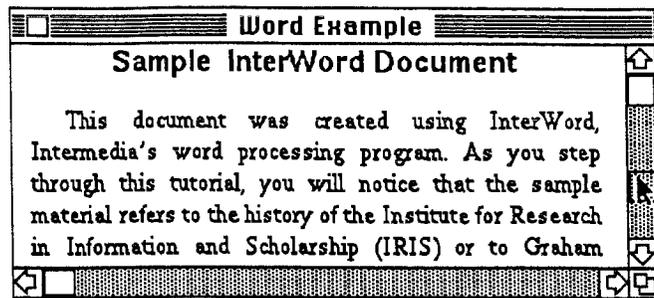
The Scroll Box located in the Shaft allows you to move to a new position in the window.

If the Shaft of the window is white and not gray, this indicates that the entire contents of the window is already in view. The Scroll Box will not be visible.



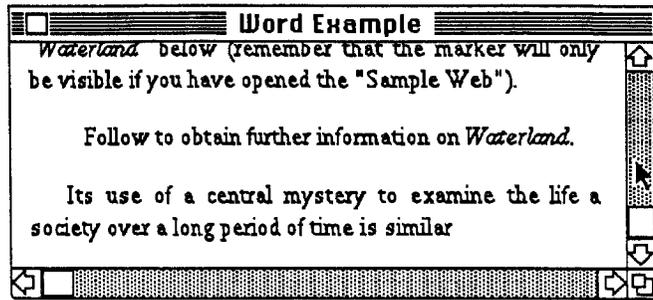
2. With the mouse button depressed, drag the Scroll Box towards the bottom of the Shaft.

An outline of the Scroll Box will follow your movements.



3. Release the mouse button at any point in the Shaft.

The Scroll Box will move to the new position in the Shaft and the window will scroll so that you are viewing the contents farther along in the document.



Using the Scroll Shaft

1. Position the pointer in the Shaft above or below the Scroll Box.

Be sure the pointer is in the Shaft above the Scroll Box (as shown in the illustration in step 3. above) or below the Scroll Box.

2. Click the mouse button once.

The contents of your window will now scroll up or down one screenful. Clicking in the Shaft above or below the Scroll Box allows you to scroll the contents of the window up or down by screenfuls. Likewise, clicking in the bottom Shaft to the right or left of the Scroll Box allows you to scroll the contents of the window right or left by screenfuls.

E. Showing and Hiding Palettes

Most IRIS Intermedia document windows have one or more tool palettes that can optionally be shown or hidden. Usually you will want to have the palettes shown when you are editing a document and hidden when you are just browsing or reading. Palettes are identified in the Arrange menu by their position with respect to the window. Some applications just provide a Left Palette while others provide a Top Palette as well. For example, the InterWord Ruler is provided in the Top Palette of all InterWord windows and the list of styles is provided in the window's Left Palette.

1. Open or activate a document window.

Only InterWord, InterDraw and InterVal windows have palettes associated with them.

2. Pull down the Arrange menu and choose "Show Left Palette" or "Hide Left Palette."

Only one of these two commands will be available depending on whether or not the Left Palette of the active document window is currently shown or hidden. You should see the effects of the command immediately. If the Left Palette was hidden, it will now be displayed. If it was displayed, it will now be hidden.

Some documents also have a Top Palette with additional tools. You can use the Arrange menu to hide and reveal Top Palettes in the same manner as Left Palettes. If a document window has two palettes available, you must show and hide them one at a time.

3. Pull down the Arrange menu again.

If you displayed the Left or Top Palette in step 2., you will now notice that the command you chose has changed to "Hide Left Palette" or "Hide Top Palette" to reflect the new state of the window.

F. Closing Windows and Quitting IRIS Intermedia

To avoid cluttering up the screen, you may wish to close windows after you have examined their contents.

Closing One Window at a Time

1. Close the current window by clicking once in the Close Box.

Position the pointer over the white box in the upper left corner of the window and click the mouse button once.



Position



Click

The window closes, returning to its iconic representation. If you have made any changes to the contents of the document in the window, you will be prompted to save changes before the window is closed.

Closing All Documents

1. Choose "Close All Documents" from the File menu.

All document windows and the Web View will close. This is a quick way to unclutter the screen. Folder windows will not be affected by this command. You will be prompted to save changes to any documents or webs that have been altered and not previously saved.

Exiting the System

1. Choose "Quit" from the File menu.

The "Quit" command closes all open windows, including folder windows, and ends the current IRIS Intermedia session.

2. Click on "OK" or "Cancel" in the Quit dialog.

The dialog box asks you to confirm that you would like to end the current session. If you choose "Cancel," the IRIS Intermedia session will not end. If you choose "OK," you will be prompted to save changes to any documents that were altered but not saved in the current session.

3. FOLDERS

Folders are containers for documents, webs and other folders. They allow you to organize material hierarchically. When you first start the IRIS Intermedia system, there is always one folder open on the desktop. This folder cannot be closed until you quit the current session.

Icons are organized alphabetically by type in IRIS Intermedia folders. When you browse through the folder hierarchy, you will notice that all webs are arranged alphabetically followed by all folders, followed by all InterVal documents, etc. As new documents, webs and folders are created, they are automatically stored in the last folder which you activated. Each new icon will initially appear after the last icon in the folder; however, once you close and reopen the folder, the new icon will be displayed in its proper position alphabetically. If you wish to change the location of one or more documents, webs or folders, you may do so by moving their icons from one folder to another.

A. Creating New Folders

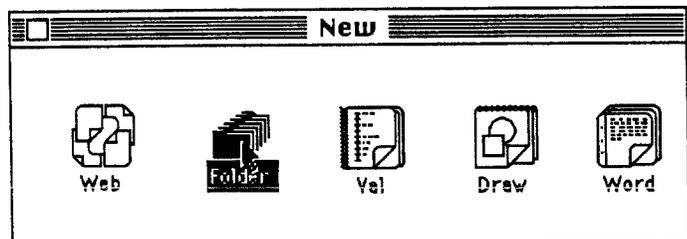
After you have created a number of documents, you may wish to organize them more efficiently by placing them in folders.

1. Pick "New" from the File menu.

A window will appear containing icons, including one called "Folder."

2. Click on the Folder icon.

It will be selected.

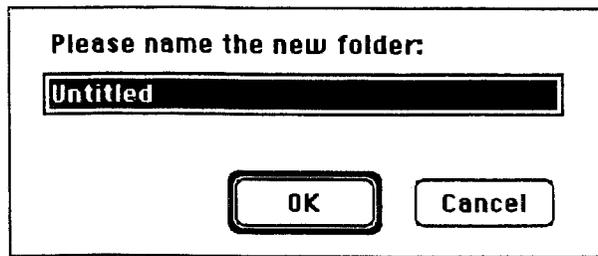


3. Pick "Open" from the File menu.

A dialog box will appear, allowing you to name the new folder. You may double-click on the folder icon in the "New" window instead of steps 2. and 3.

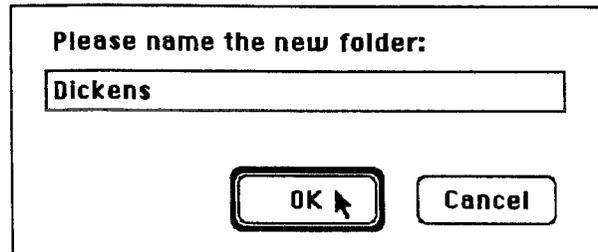
4. Type in a name for the new folder.

The name you typed will appear where the dialog previously indicated "Untitled."



5. Click on the "OK" button in the dialog box.

Your newly created folder will appear as the last icon in your current folder window.



B. Moving Icons

All icons representing documents, webs and folders can be moved to new locations within their current folder or to locations in different folders. Moving icons is useful for keeping your work organized and for storing material in an order that is easy for you to remember.

Note: If you change the location of an icon in its current folder, the change is not saved once the folder is closed.

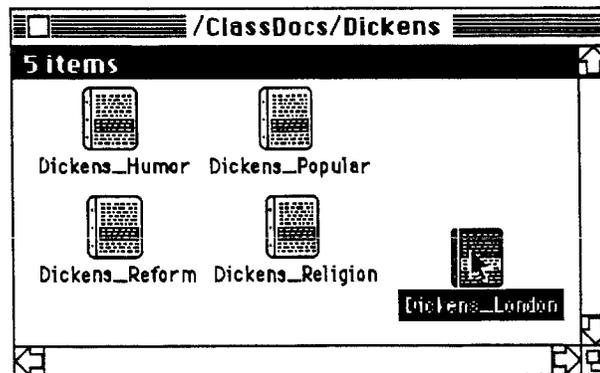
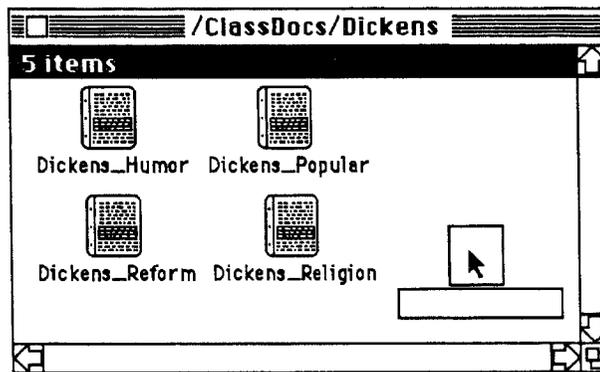
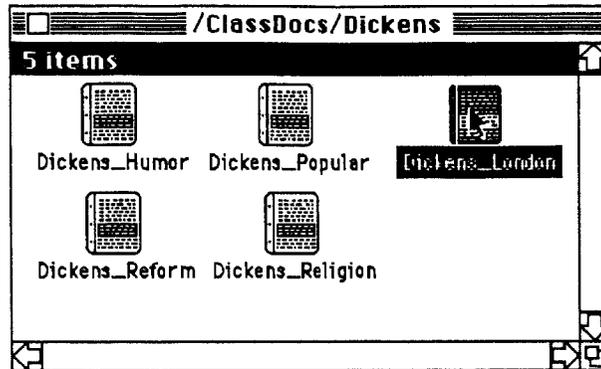
Moving One Icon at a Time

1. Position the pointer over an icon.

All icons are moved in the same manner. You may want to move icons around to organize them within their current folder (although this change is not saved) or to move them to a different folder. Documents, webs or folders that are open cannot be moved. If any of these items are open, their icons will be grayed in the folder window.

2. Press the mouse button and drag the icon.

While the mouse button is depressed, an outline of the icon will follow the movements of the mouse.



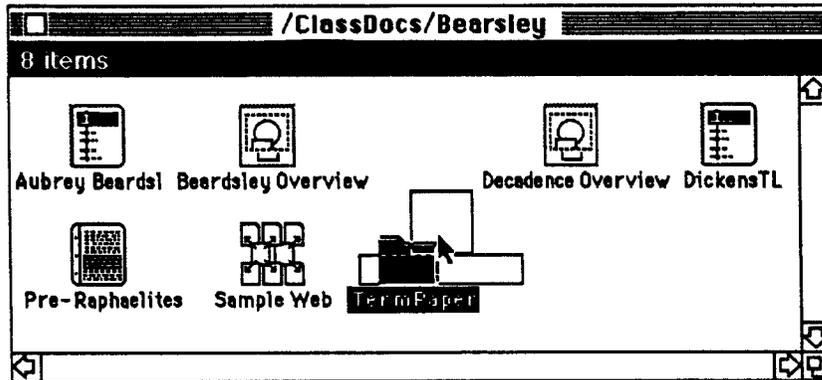
3a. Release the mouse button when the icon's outline is in the desired location.

Icons may only be moved within the same folder window or into a different folder window. They may not be moved into document windows, the Web View window, the "New" window, or onto the gray portion of the desktop.

To move an icon to a different folder:

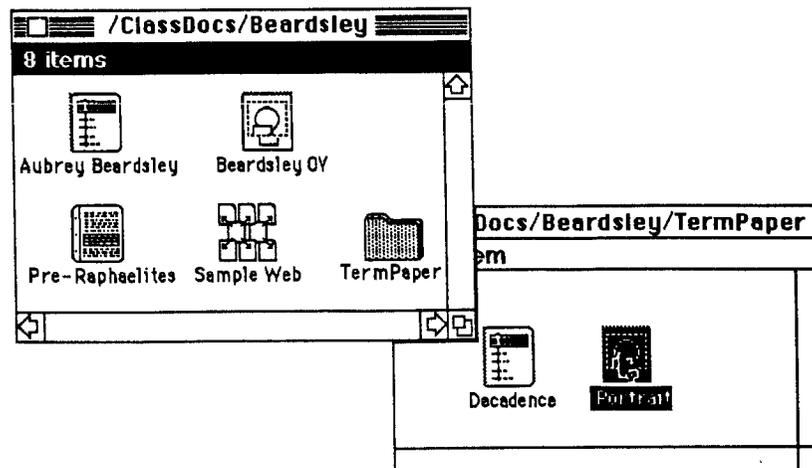
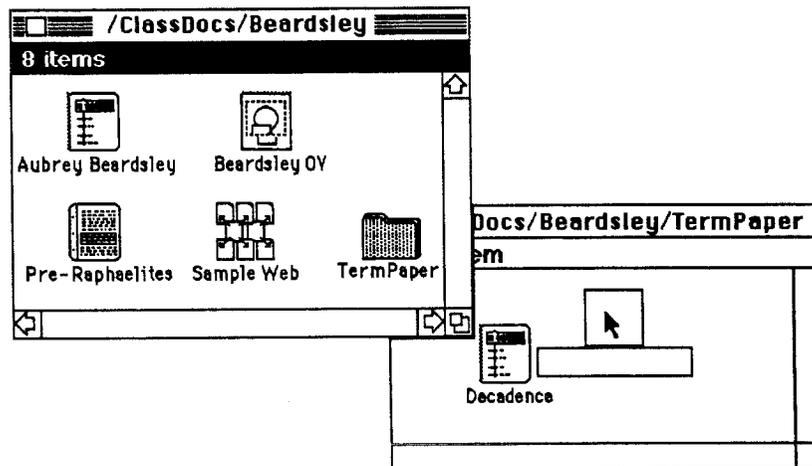
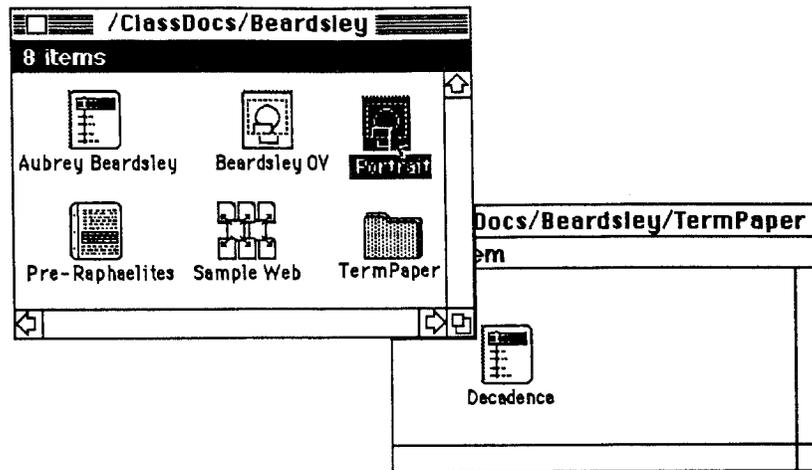
3b. Release the mouse button when the icon's outline is over the desired folder icon.

The folder will turn black when the icon's outline is directly over it. When you release the mouse button, the document will have moved into that folder.



Or, if the folder is open,

3c. Release the mouse button when the icon's outline is within the boundaries of the open folder window.



When you release the mouse button, the document will have moved into that folder.

Moving Multiple Icons (Shift Click Method)

1. Click on one of the icons to be moved.

It will be highlighted in black.

2. Hold down the Shift key and click once on each of the additional icons to be moved.

All the icons you wish to move should be highlighted in black. The Shift key is used to extend selections.

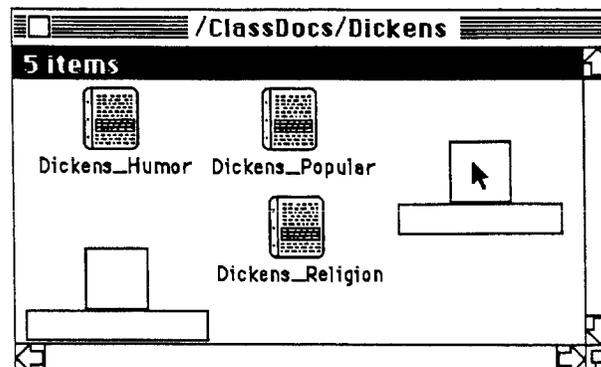
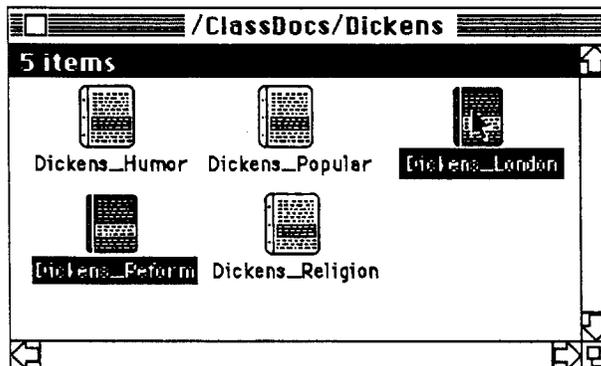
3. Release the Shift key.

4. Position the pointer over any one of the selected icons, press and hold the mouse button, and drag the icons to desired location.

The icons will move as a group "in formation."

5. Release the mouse button.

The icons will be in their new location.



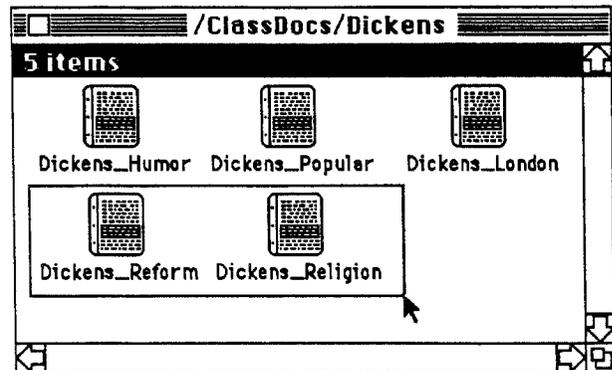
Moving Multiple Icons (Bounding Box Method)

1. Position the pointer above and to the left of the group to be moved.

This method is useful for selecting a group of icons in close proximity to one another.

2. Hold the mouse button down and drag diagonally to the lower right corner of the group.

A rectangular *bounding box* will follow the movement of the mouse.



3. Release the button when all desired icons are enclosed in the box.

The bounding box will disappear and all the icons entirely within the bounding box will become highlighted in black. If an edge of the bounding box borders one of the icons too closely (even though it might appear to be fully within the box) that icon will not be selected and will not move with the group. To avoid this problem, draw your bounding box with margins of at least an eighth of an inch from the icons to be enclosed.

4. Position the pointer over any one of the selected icons, press and hold the mouse button, and drag the icons to desired location.

The icons will move as a group "in formation."

5. Release the mouse button.

The icons will be in their new location.

C. Renaming Documents, Webs and Folders

Frequently it is useful to rename documents, webs and folders you have created. Renaming is done by editing the name associated with the icon of the item you wish to rename. Only closed documents, webs and folders may be renamed.

1. Select a document, web or folder icon.

You will only be allowed to rename documents, webs and folders that you have permission to edit. In addition, the document, web or folder must be closed. The icon will appear grayed in the folder if the document, web or folder is currently open on the desktop.

2. Click once within the title to set an insertion point or drag through the text you wish to change.

If you set an insertion point, you can type to add characters or backspace to delete them. If you drag through the entire name of the document, you can then type new text which will replace the old name. If you double-click on one word of the name, the word will be selected. You can then type to replace the entire word.

D. Deleting Documents, Webs and Folders

To delete a document, a folder or a web, you first select an icon and then choose the "Delete Document" command. Be careful when using this function as it cannot be undone. If you delete a document with links to other documents, the links emanating from the deleted document will be removed along with the document, although the blocks at the other ends of the links will remain intact. If you delete a web, all links and blocks created in the context of that web will be deleted. Since folders may contain other folders, documents or webs, all enclosed items will be deleted along with the folder you select; however, you are always informed of the names of all items that are contained in the folder.

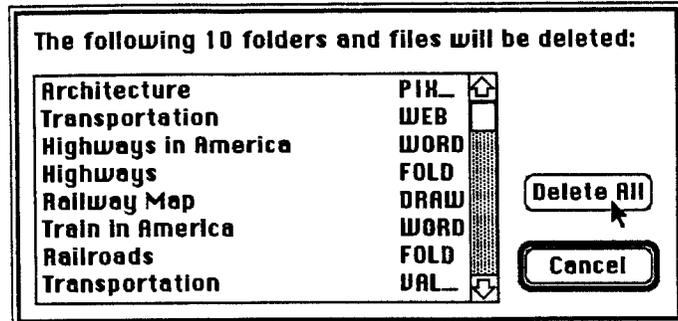
1. Select the document, folder or web you wish to delete.

The icon representing the document, folder or web you wish to delete will be highlighted in black. Only closed documents, webs or folders may be deleted.

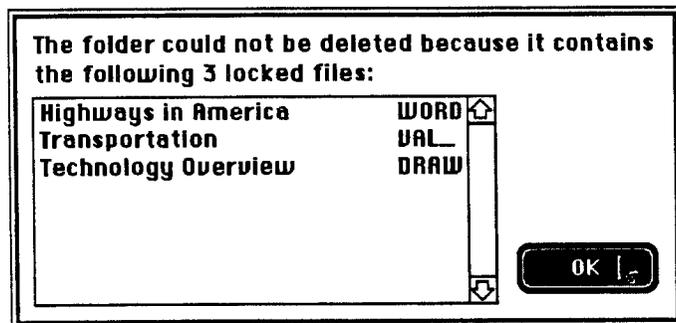
2. Choose "Delete Document" from the File menu.

If you have selected a document or a web icon, a dialog box will appear, asking you whether you are sure you want to delete the document or web. Click "OK" if you are sure, and "Cancel" if you are not.

If you have selected a folder, a different dialog box will appear that lists the name of the folder plus all nested folders, documents and webs. You may either cancel the operation or choose the "Delete All" button from the dialog box.



If you do not have permission to delete any one of the items in the folder, or if one or more of the enclosed documents is currently being edited by someone else, you will not be allowed to delete the folder.



4. WEBS, BLOCKS AND LINKS

Material stored in IRIS Intermedia documents can be connected together to form large or small collections of linked information. These collections, which can be viewed and edited by single or multiple users, are called *webs*. *Blocks* are discrete units of information that you may identify in any IRIS Intermedia document when you are in the context of a web. Blocks serve as the source and destination for *links*, which provide bidirectional connections between units of information. Links should be used to establish concrete relationships between blocks created in any of the IRIS Intermedia applications. The sections *Using InterWord*, *Using InterDraw*, and *Using InterVal* provide specific details on creating blocks and links to and from documents created with InterWord, InterDraw, and InterVal, while this section provides some general rules and methods for working with blocks and links within a web.

Webs

Webs provide the context in which blocks and links exist. If you wish to work with blocks and links, you must create a new web or open an existing one. When a web is open, it is represented by a *Web View*. You must have a Web View open in order to create, modify or manipulate blocks or links. When the Web View window is closed, all the blocks and links created within the context of that web will disappear from any documents still open on the screen.

It is possible for a document to have blocks and links in more than one web, although only one web can be open at a time. For example, you may wish to link together a set of related works by Shakespeare to trace his use of color imagery. Another user at your site may decide to create a whole different set of links connecting the same information. When your web is open, you would not see the other user's connections; those links exist in the context of a different web. Instead of storing your links separately in two different contexts, you could alternately share a single web. In this case, you could view and follow one another's links, plus the links of any other users who are sharing the same web or collection of blocks and links.

Blocks

A block can be as small as an insertion point or as large as an entire document; it may serve as the source or destination for one link, or for several links. Any selection that you can make in a document can be turned into a block. For example, in an InterWord document, a block could be a single character, a word, a paragraph, or a group of paragraphs. The text (or graphics objects or segments of timelines) that you choose to associate with a block is referred to as the block's *extent*. The extent is indicated in different ways depending on the application being used. For example, it is indicated by light gray

handles in InterVal and InterDraw, and by a marquee (flashing outline) in InterWord.

The existence of a block is signalled by a marker. Some applications may have slightly different methods for displaying markers, but the block marker symbols are the same for all applications (see illustration below). For example, in InterWord documents, markers are placed above the first character of a block, and in InterDraw documents, markers are placed above the first object selected as part of the block's extent.

Every block has an associated *property sheet*. The information in the property sheet includes the block author's name and the block's date of creation. In addition, each block has an *explainer* or name which helps you to identify a block in a list of blocks.

To operate on a block, the user must select the block's marker. Selecting a block marker allows the user to do such things as delete the block, start or complete links, show the block's extent, or access the block's property sheet.

☐ Block Marker

☐ Block Marker with Link Symbol

Links

The existence of a link is signalled by a block marker containing a link symbol. If there is no link symbol, then there is no link from this point.

Once you have created links, you may *traverse* those links. That is, you may travel from the source block to the destination block or vice versa. To follow a link, you must select the block marker indicating the existence of a link. There is no limit to the number of links you can attach to a block, but only one link may be followed at a time. If you select a marker which represents more than one link, you will be given a list of the links associated with the block from which to choose.

A. Creating a New Web

Creating a web provides you with a new context in which to create blocks and links.

1. Select "Close All Documents" from the File menu.

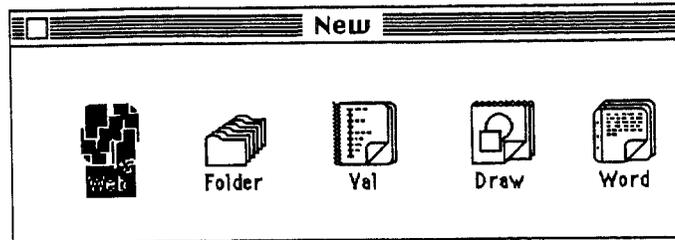
A web will not open if there is a web or any documents already open.

2. Pick "New" from the File menu.

The "New" window will open.

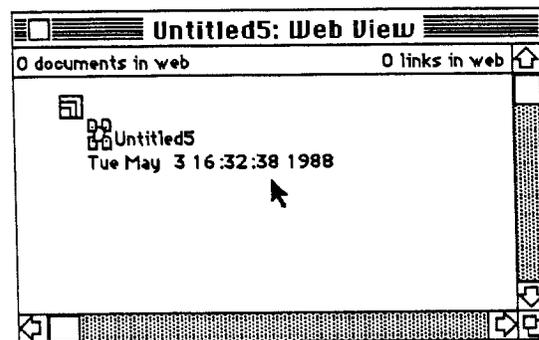
3. Select the web icon from the "New" window.

The icon will be highlighted in black when selected.



4. Pick "Open" from the File menu.

A Web View window will appear (see Subsection M. *Using a Web View* for further information). An alternate method of opening a new Web View window is to double-click on the web icon in the "New" window. If you attempt to open a new web while one is already open, a dialog box will appear informing you that you must close the open web before opening another.



5. You may now open documents and create blocks and links.

Instructions are provided in the following sections.

B. Opening an Existing Web

Once a web has been created, it can be opened for browsing or editing. It is only possible to have one web open at a time. If you plan to work with blocks and links, be sure to open the web before opening documents. If the documents are opened before the web, they must be closed and reopened in order for their markers to appear.

1. Select a web icon.

The icon will be highlighted in black. Be sure you have closed all open documents. Use the "Close All Documents" command from the File menu if you have many documents open.

2 Pick "Open" from the File menu.

An alternate method of opening an existing web is to double-click on the web's icon. If this is the first time you have opened the web, the Web View will display information indicating the number of documents and links in the web, an icon of the web and a timestamp. If you have previously opened this web, then the Web View will open and display the information that was saved the last time you closed the web. Subsection M. *Using a Web View* provides information about interacting with the Web View.

C. Creating Blocks

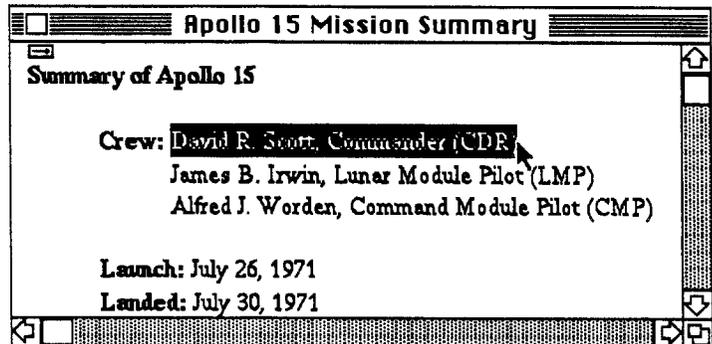
Remember that blocks and links only exist within the context of a web; therefore, before following the steps below, be sure a web is open.

1. Open an existing document.

Select a document that already contains some text or a diagram.

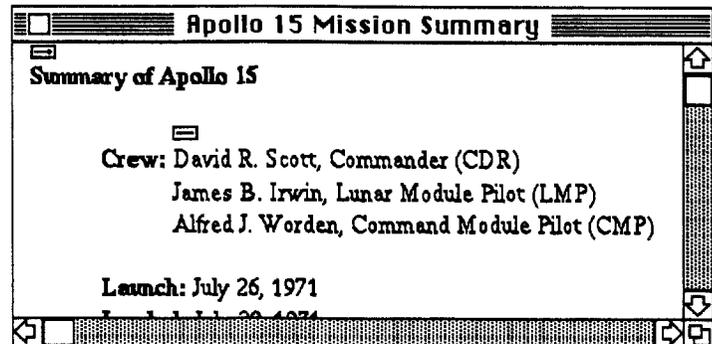
2. Select the text or graphics objects you intend to make into a block.

Text will be highlighted in black; handles will appear around graphics objects and timeline events. Refer to the sections on *Using Inter-Word*, *Using Inter-Draw* and *Using Inter-Val* if you are unsure how to select any of these.



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

A block marker will appear above the first character of a block of text or above and to the left of graphics objects or timeline events.



D. Selecting Markers

To delete a block, show its extent or edit its properties, you must first select the marker associated with the block. In the InterWord application, the marker is always located over the first character of the block. In other IRIS Intermedia applications, the marker either appears over a character or near the objects that make up the block.

Selecting a Marker

1. Position the pointer over the block marker.

The pointer is positioned properly when the point of the arrow is directly over the rectangular box that contains the marker.

2. Click the mouse button to select the marker.

When the marker is properly selected, it will become highlighted in black.


Crew: David R. Scott, Commander (CDR)
James B. Irwin, Lunar Module Pilot (LMP)
Alfred J. Worden, Command Module Pilot (CMP)

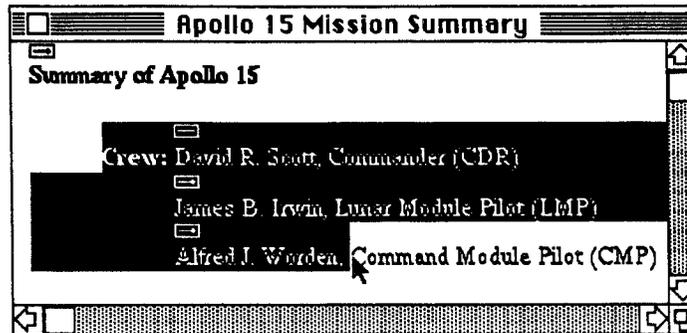

Crew: David R. Scott, Commander (CDR)
James B. Irwin, Lunar Module Pilot (LMP)
Alfred J. Worden, Command Module Pilot (CMP)

Selecting Multiple Markers in Text

The methods for selecting a single marker in InterDraw or InterVal documents are identical to those for InterWord documents. The techniques for selecting more than one marker, however, are slightly different.

1. Select a portion of text which contains several markers by dragging over it.

The text will become highlighted in black, and the markers within the text will become highlighted as well. To select text in InterWord, position the pointer before the first character you wish to select, press and hold the mouse button, and drag the mouse. As you drag, text will highlight. Release the mouse button when the text containing the markers is highlighted.



Selecting Multiple Markers in Graphics

1a. Select one of the markers.

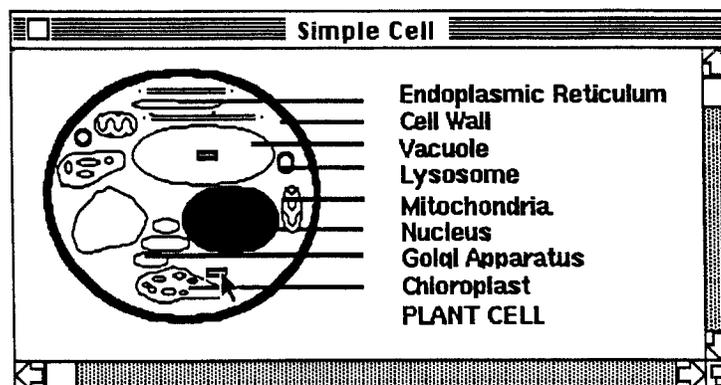
Use the technique described above for selecting a single marker.

2a. Hold down the Shift key.

The Shift key is often used to extend selections.

3a. With the Shift key held down, click once on each of the other markers.

As you click on each marker, it will become highlighted in black.



Or...

1b. Draw a bounding box around any number of markers.

Use the technique described in *Moving Multiple Icons (Bounding Box Method)* in Section 3. *Folders*, Subsection B. *Moving Icons* to draw the bounding box. All markers and objects completely within the bounding box will be selected.

E. Editing Block Properties

IRIS Intermedia gives you the option of assigning explainers—descriptive text—to your blocks either as you create them or at some later time. These explainers, plus additional information about the block, are stored in property sheets. Block Property Sheets may or may not appear automatically when you create a block. (See Subsection L. Setting Viewing Specifications) Whether you assign explainers to blocks as you go along or not, you may eventually want to edit or review them. You may also want to look up who created a particular block or discover when the block was created.

1. Select one or more block markers. Choose "Block Properties..." from the Intermedia menu.

A *Block Property Sheet* will appear. A list of all the blocks contained in your selection appears at the top of the property sheet dialog box with the first one selected. Under the block list is a field that allows you to edit the selected block's explainer. If a block is new, its explainer will consist of a number automatically assigned by the system. The Block Property Sheet also contains the date, the time, and the user I.D. of the person who created the block. If only one explainer appears under the "Blocks" heading, continue to step 3.

2. To select a different block to view and edit, click on its explainer in the list under "Blocks."

The information about that block will appear in the "Explainer," "Creation Date" and "Author" fields below the block list. The only information you may change is the explainer.

BLOCK PROPERTIES

Blocks

Alfred J. Worden
Block 510
James B. Irwin

Explainer Block 510

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

Author: ny

Apply & Close Apply Cancel

3. Edit the explainer.

The text of the current explainer is automatically selected, so to replace it, simply type a new explainer. It's a good idea to keep the text of your explainers as short as possible. (The absolute limit is eighty characters.) Also, keep in mind that block explainers almost always appear in dialog boxes or web views preceded by the name of the document in which they are contained. This means that it is not necessary to repeat the name of the document in the explainer. The most meaningful explainers are ones that succinctly describe the content of the block extent.

4. Click on the "Apply" or the "Apply & Close" button.

Both of these options associate the new explainer with the block highlighted in the block list. Use "Apply" when you would like to edit explainers of other blocks in the list and "Apply & Close" when you are finished editing or reviewing block explainers. The "Apply" button leaves the dialog box open. After clicking on "Apply," you may select another block from the block list to edit. Be sure to use the "Apply" button after you edit each block explainer.

The screenshot shows a dialog box titled "BLOCK PROPERTIES". It contains a list of blocks with "Block 510" selected. Below the list is an "Explainer" field with the text "David R. Scott". The "Creation Date" is "Fri Jan 13 09:57:49 1989" and the "Author" is "ny". At the bottom, there are three buttons: "Apply & Close", "Apply", and "Cancel".

Note: If you edit a block explainer and click on another block from the block list without first picking "Apply," your editing changes will not be saved.

F. Showing the Extent of a Block

When you create blocks, you select text or objects which make up the block's extent. If you would like to see the text or objects that comprise a block, select the block marker and choose "Show Block Extent" from the Intermedia menu.

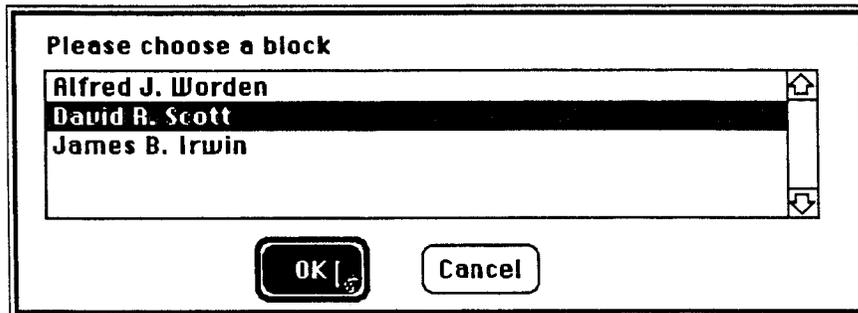
1. Select one or more block markers.

Use the techniques described in Subsection D. *Selecting Markers.*

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

If you selected a single marker, the text or objects which make up the block's extent will be highlighted. The method of highlighting block extents varies in IRIS Intermedia applications. For example, objects are highlighted with small gray boxes called handles in InterDraw and InterVal documents, and are highlighted with an outline called a marquee in InterWord documents. You will notice that the extent of the blocks at the destinations of links are highlighted automatically when you follow links (see Subsection I. *Following Links*).

If you selected more than a single marker, you will be asked to choose one block from a list of block explainers. It is only possible to view the extent of a single block at a time.



G. Deleting Blocks

A block you have created may be deleted at any time. See Subsection K. Deleting Links for instructions on how to unlink if you wish to keep the block intact, but remove one or more links associated with it.

1. Select the marker of the block you wish to delete.

The marker will be highlighted in black.

2. Pick "Unblock" from the Intermedia menu.

The block will be deleted and the block marker will disappear. Any links associated with the block will also be deleted. If, for some reason, you happened to select more than one block marker, you will be asked to choose which block you would like to delete. Only one block may be deleted at a time.

Note: It is not possible to undo the delete block operation, so exercise caution when deleting blocks.

H. Creating Links

Links can either be attached to existing blocks or they can be created without using existing blocks. In the latter case, however, the process of creating a link also automatically creates blocks at the source and destination points of the link.

1. Create a selection of text and/or graphics, or select a block marker.

If you are not sure how to select text or graphics in your current document, refer to Chapters III, IV or V. Selecting a block marker allows you to attach a link to a preexisting selection of text or graphics.

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

A link is now pending. The text, graphics or block you selected will temporarily be considered the source of the link. If you selected text or graphics instead of a block marker, that text or graphics will become the extent of a new block once the link is completed. The "Start Link" command does not change the appearance of your document in any way.

Before you go on to step 3, you may perform any number of actions that are not related to link making; however, if you pick the "Start Link" command before you complete the pending link, your new selection will replace the previous selection as the source point for the link. If you close the web that is now open or quit the current IRIS Intermedia session, your "Start Link" command will be canceled.

3. Create a selection of text and/or graphics, or select a block marker in the same or a different document.

This selection or preexisting block will serve as the destination of the link.

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

A link will now be established between the two blocks. If you selected text or graphics, this selection will now be turned into a block. Block markers with link symbols will be placed at the source and destination blocks of the link if such markers do not already exist.

If the block or link creation settings in the Viewing Specifications dialog box are set to "Verbose," (see Subsection L. *Setting Viewing Specifications*), you will be presented with a property sheet dialog box before the link is actually completed. This dialog box allows you to enter explainers for either the source and destination blocks, or both.

I. Following Links

Following a link causes the block at the other end of the link to appear on the screen. If that block is within a document that is already open, the window containing the document will pop to the top of your desktop. If the document is not already open, it will be opened for you. When multiple links are associated with a block, you will be given a choice as to which link you would like to follow. Only one link may be traversed at a time.

The Simple Case

1. Select a block marker containing a link symbol.

See the illustration at the beginning of this section if you are not sure which symbol indicates the existence of a link. The marker should become highlighted in black.

2. Pick "Follow" from the Intermedia menu.

The document containing the block at the other end of the link will appear in a window on the screen and that block's marker will be selected. The block extent will also be highlighted. An alternate method of following a link is to simply double-click on a block marker containing a link symbol.

Following a Link when Multiple Links Emanate from the Same Source Block

1. Select one or more markers with link symbols.

The marker(s) should be highlighted in black.

2. Pick "Follow" from the Intermedia menu or double-click on a selected marker.

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.

Please choose the source and then the destination

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

OK Cancel

3. Select the source and destination of the link you wish to follow.

The left side of the dialog box contains a list of all blocks (listed by explainer) that are included in your selection. The first block explainer will be selected. The list on the right side of the dialog box shows the destination points of each link associated with the selected block in the "Source" column. 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 document and block 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 of source blocks. Each time you click on a different block, the list of destinations will change to show you the documents and blocks at the other ends of the links. Locate and select the destination to which you wish to travel.

4. Click on the "OK" button.

The dialog box will disappear and the destination document will appear. The marker of the destination block will be selected and the block's extent will be highlighted.

J. Editing Link Properties

Like blocks, links have a set of properties associated with them such as the person who created the link, and the date and time of creation. Unlike blocks, links do not have explainers. Instead, the link property sheet includes the names of the documents at either end of the link and the names of the blocks in those documents to which the link is attached. As a convenience, the block explainers may be edited from the Link Property dialog box. If you wish to enter explainers for the blocks at both ends of the link while you are creating links, you can change the "Link Creation" setting in the Viewing Specifications dialog to "Verbose." (See Subsection L. Setting Viewing Specifications if you would like property sheet dialogs to appear automatically upon link creation.)

1. Select one or more block markers with link symbols. Choose "Link Properties..." from the Intermedia menu.

A Link Property Sheet will appear. In the property sheet, links are identified by the blocks at either end. Since block explainers are not necessarily unique, the property sheet also indicates in which document a block is located. Your current document is always considered the *source document* and all blocks in your selection region are considered *source blocks*.

The top portion of the property sheet consists of two lists. The "Source" column lists all of the blocks (by explainer) that are included in your selection (unless they do not have links emanating from them). In many cases there will only be a single block listed. If there is more than one block listed, the first one in the list will always be selected when the property sheet dialog box opens. The adjacent column shows the destination points of each link associated with the selected block in the "Source" list. The items in the "Destination" list indicate the name of the destination document, followed, in parentheses, by the explainer of the destination block. All the information below the "Source" and "Destination" columns refers to the link whose source and destination points are selected in the "Source" and "Destination" columns.

If the "Source" column contains only one item, continue to step 3. If both the "Source" and "Destination" columns contain only one item, continue to step 4.

2. If more than one block is listed under "Source," select the source block of the link you wish to edit.

LINK PROPERTIES	
Source	Destination
Alfred J. Worden	Hadley Rille orbit (View from orbit)
James B. Irwin	
Source Document:	Apollo 15 Mission Summary
Source Block:	Alfred J. Worden
Destination Document:	Hadley Rille orbit
Destination Block:	View from orbit
Author:	ny
Creation Date:	Fri Jan 13 10:32:27 1989
<input type="button" value="Apply & Close"/> <input type="button" value="Apply"/> <input type="button" value="Follow"/> <input type="button" value="Cancel"/>	

As you click on block explainers in the "Source" list, the list of destination points will change to show you the documents and blocks associated with the other end of the link. You can browse through all possible destinations by clicking on each item in the list of source blocks. The properties for the link represented by the selected source and destination will appear in the lower portion of the dialog box. If only one document/block pair now appears in the "Destination" column, continue to step 4.

3. If more than one document/block pair is listed under "Destination," select one from the list.

As you click on document/block pairs in the "Destination" column, the information about the link will appear in the "Source Document," "Source Block," "Destination Document," "Destination Block," "Author" and "Creation Date" fields. You may only change the explainers in the block fields.

Source	Destination
Alfred J. Wordan	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

Buttons: Apply & Close, Apply, Follow, Cancel

4. Edit the source and destination block explainers.

The text of the source block explainer is automatically selected, so to replace it, simply type a new explainer. Press the Tab key to advance to the destination block explainer field. It's a good idea to keep the text of your explainers as short as possible. (The absolute limit is eighty characters.)

5. Click on the "Apply," "Apply & Close" or "Follow" button.

The "Apply" and "Apply & Close" options both associate the new explainers with the link highlighted in the source and destination lists. Use "Apply" when you would like to edit explainers of other link endpoints, and "Apply & Close" when you have finished editing. The "Apply" button leaves the dialog box open. After clicking on "Apply," you may select another link from the source and destination lists. Be sure to use the "Apply" button after you edit each block explainer pair. If you edit a pair of block explainers and click on another link without first picking "Apply," your editing changes will not be saved. You must explicitly save each editing change you wish to keep by using either the "Apply" or "Apply & Close" buttons.

The "Follow" button is provided as a shortcut. Clicking on "Follow" will traverse the currently selected link.

If you click on the "Cancel" button, any unsaved changes will be ignored and the dialog box will close.

K. Deleting Links

You may delete any link in the current web. Deleting a link leaves the source and destination blocks of the link intact, so you may attach different links to those blocks or you may delete them by using the "Unblock" command (see Subsection D. Deleting Blocks).

1. Select the marker associated with the link you wish to delete.

The marker should be highlighted in black.

2. Pick "Unlink" from the Intermedia menu.

If the selected marker only has one link associated with it, the link will be deleted. If it has more than one link, you will be given a dialog box identical to the one illustrated in Subsection I. *Following Links*. Select the source and the destination of the link you wish to delete and click on the "OK" button under the list. The source and destination blocks will *not* be deleted, only the connection between them is removed. It is only possible to delete one link at a time.

L. Setting Viewing Specifications

Depending on your site, link and block property sheets may or may not automatically open for you when you create blocks or links. The Viewing Specifications dialog allows you to specify verbose or fast block and link creation. When the radio button is set to "Verbose" rather than "Fast," the property sheets are automatically presented when blocks or links are created. Any changes you make to settings in this dialog box will only be in effect for the current IRIS Intermedia session. If you would like the settings changed permanently, consult with your IRIS Intermedia System Administrator.

1. Pick "View Specs..." from the Intermedia menu.

The viewing specifications dialog box will appear on the screen.

VIEWING SPECIFICATIONS		
Block Creation:	<input type="radio"/> Verbose	<input checked="" type="radio"/> Fast
Link Creation:	<input checked="" type="radio"/> Verbose	<input type="radio"/> Fast
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

2. Choose the desired radio button.

To make property sheets appear automatically upon block or link creation, click on the "Verbose" radio button by each choice. To reverse this process, click on the "Fast" radio button.

If you are only making blocks and not links, then you should set "Block Creation" to "Verbose." The property sheet that appears is identical to the one illustrated in Subsection C. *Editing Block Properties*. If you set "Block Creation" to "Verbose" and you create a link, you may be presented with two Block Property Sheets: one after you pick the "Start Link" command and one after you pick the "Complete Link" command. Block Property Sheets only appear if you select text or graphics as the source or destination of the link. Property Sheets are not presented if the source or destination of a link is a preexisting block.

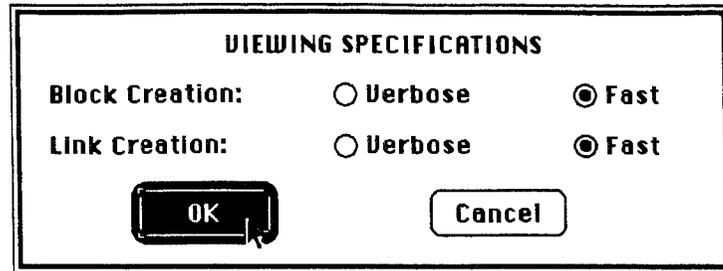
If you would like to enter block explainers as you make links, the most efficient way is to set "Link Creation" to "Verbose." In this case, a Link Property Sheet (pictured below) will automatically open after you issue the "Complete Link" command. This property sheet allows you to enter explainers for both the source and destination blocks of the new link. If you attached one or both ends of the link to preexisting blocks, the explainers for these blocks will already be entered in the "Source Block" or "Destination Block" fields. Clicking on the "Apply" button in this dialog box will associate the explainers with the source and destination blocks of the link. Choosing "Cancel" will leave the explainers in the same state as when the dialog box opened, but the link will still be established.

LINK PROPERTIES	
Source Block:	James B. Irwin
Destination Block:	Block 3136
Creation Date:	Fri Jan 13 10:39:56
Author:	ny
<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>

LINK PROPERTIES	
Source Block:	James B. Irwin
Destination Block:	Crater rim
Creation Date:	Fri Jan 13 10:39:56
Author:	ny
<input type="button" value="Apply"/>	<input type="button" value="Cancel"/>

3. Pick the "OK" button.

The "OK" button will close the Viewing Specifications dialog box and save any changes you specified. Choosing "Cancel" will discard any changes you have made to block and link creation settings.



M. Using a Web View: Scope Lines, Paths and Maps

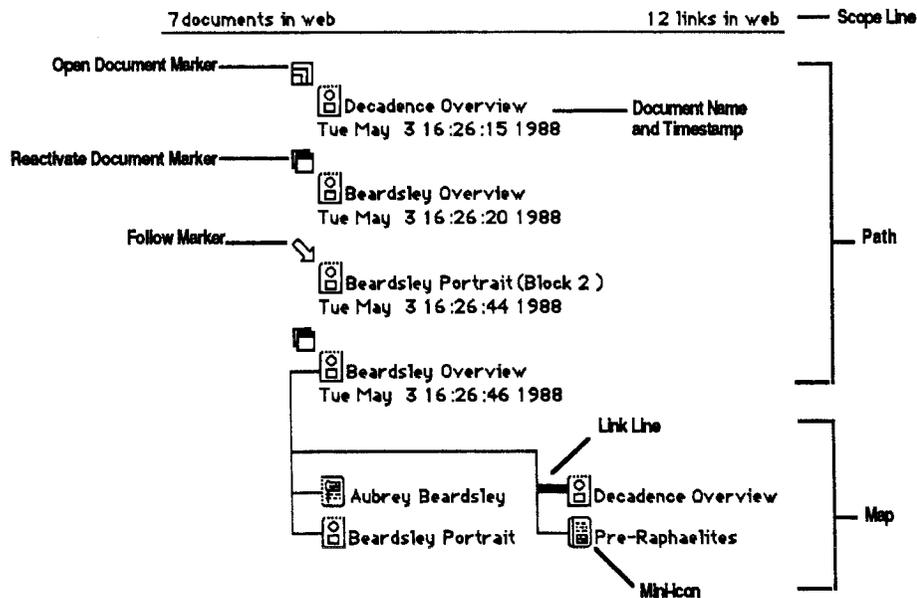
When a web is opened, it is represented by a Web View. As long as you wish to view, create or manipulate blocks and links in the context of the current web, the Web View window must be left open on the screen.

The Web View serves a variety of interrelated purposes. It provides historical information answering the question "How did I get here?," and also tells you about connections between documents, answering the question "Where can I go from here?" The Scope Line, located just below the window's Title Bar shows you how many documents are included in the web and how many links exist between those documents. This gives you an idea of the size or "scope" of each web. In addition, the Web View also offers a number of facilities to help you browse through a linked set of documents. From the Web View you can both open documents and follow links; the instructions below show how this can be done.

As you open documents from folders, from the Web View or by following links, their icons will appear in the Web View window. Each icon will be timestamped indicating when the event occurred. These icons will remain in the Web View window to form the Path. This Path allows you to see which documents you have visited. For example, every time you follow a link, the action along with the destination of the link is recorded for you in the Path. This provides you with a sense of where you are within the web as a whole, and makes it possible for you to retrace your steps easily. The Path portion of the Web View presents document icons in a sequential list of events. Each time you open a document, follow a link, or activate an inactive document, your action is automatically recorded with a transition marker. There are three such transition markers:

- ☐ tells you that you opened a document,
- 👉 tells you that you followed a link to a document, and
- 📄 tells you know that you reactivated a document window that was already open on the desktop.

If you decide you want to return to a document you've previously opened in your session, you can go back to it by double-clicking on the mini-icon in the Path portion of the Web View. The Path is also saved between sessions so that you can review your activities from your previous session.



While the Path shows you the route you took to arrive at the current document, the Map tells you where you can go next. The last item in the Path (the most recently active document) is drawn with lines connecting it with icons of each of the documents to which it is linked. As with Path icons, you may double-click on any Map icon to open the corresponding document. In addition, selecting a block marker with a link symbol in the current document will highlight the corresponding link lines in the Map, letting you know which document or documents you could open by double-clicking on the selected marker.

It's a good idea to place the Web View window in a location on the screen where you can easily refer to it.

Browsing through Linked Documents

1. Open a document.

Be sure a web is open. An icon representing the document will appear in the Path portion of the Web View window. If you open a new document or one that does not contain blocks and links, nothing more will happen. If the document you opened contains links created in the context of the web which is open, then, in addition to being added to the Path, the document will be shown with lines to other icons representing documents to which the active document is linked.

2. Follow a link or open another document from a folder.

With each successive document opening, the Web View will redraw, adding the newly opened document to the end of the Path. If appropriate, the Web View will also provide a Map of all the documents connected to the one you have opened.

Link Previewing

The Map portion of the Web View may be used as a method for previewing link destinations. If a document with links is active, you can determine the name of the document containing the destination block(s) of any selected marker.

1. Open a document containing more than one link.

Position the document window so that you can see the contents of the document and the Map portion of the Web View at the same time.

2. Select a block marker with a link symbol.

One or more link lines in the Map will be highlighted, indicating the destination document or documents at the other end of each link associated with the selected marker.

3. Select a different marker.

Now see which link lines are highlighted.

Opening a Document from the Path or Map

Suppose you would like to go back to a document you were looking at earlier or would like to go directly to a document displayed in the Map.

1. Position the pointer over a Map or Path entry in the Web View.

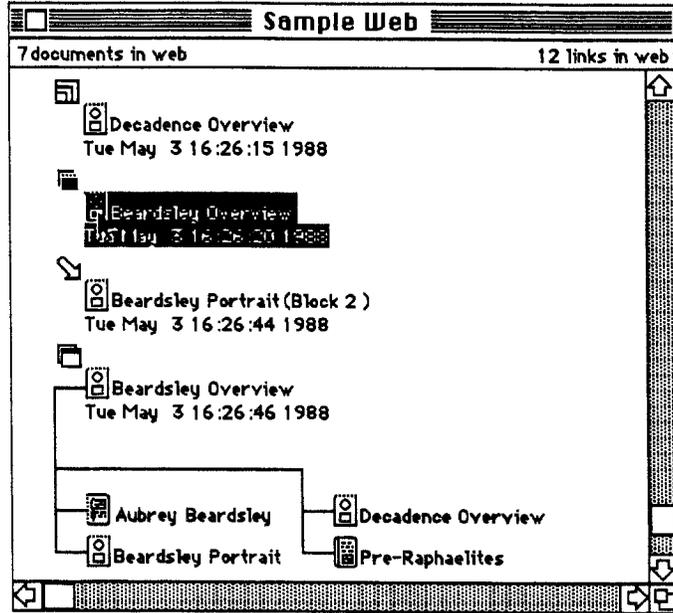
Be sure the cursor is directly over a Path or Map entry. In the Path, this refers to an icon plus the corresponding document name, transition marker, and timestamp. In the Map, the entry is simply an icon and the corresponding document name.

2. Click the mouse button.

The event will become highlighted in black.

3. Pick "Open" from the File menu.

Double-clicking on the Path or Map entry is another method of opening a document from the Web View.



Following Links from the Web View

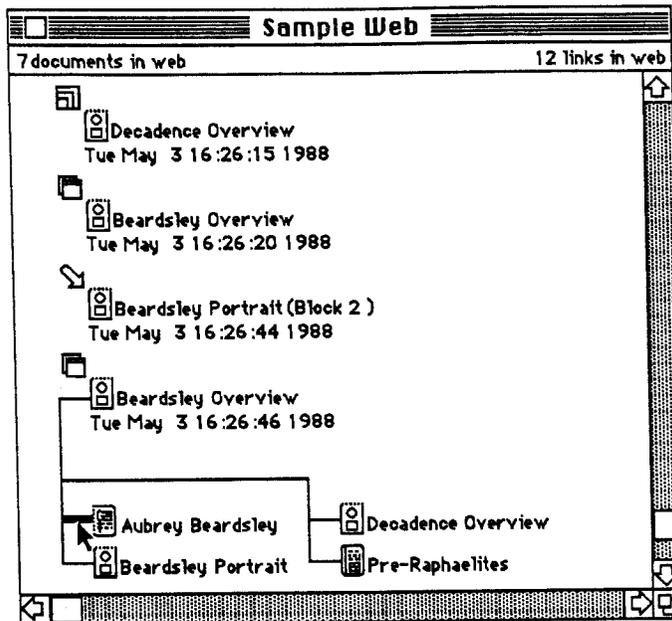
Opening a document from the Web View always places you at the beginning of the document. Sometimes, however, you may want to go directly to the block at the other end of a link displayed in the Map portion of the Web View. If the Web View window is active, you can follow links by double-clicking on link lines in the Map. This is particularly useful if the document at the end of the link is long or complex.

1. Position the cursor over a link line in the Map.

Be sure the pointer is directly over the line.

2. Click the mouse button.

The link line will become highlighted.



3. Choose "Follow" from the Intermedia menu.

Double-clicking on the link line is an alternative way of traversing the link.

The document corresponding to the link line will open and will scroll to the block which serves as the endpoint of the link. If there is more than one link from the current document, you can select the one to follow from the dialog box that will appear. The link marker at the endpoint of the link will be selected and the block extent will be highlighted.

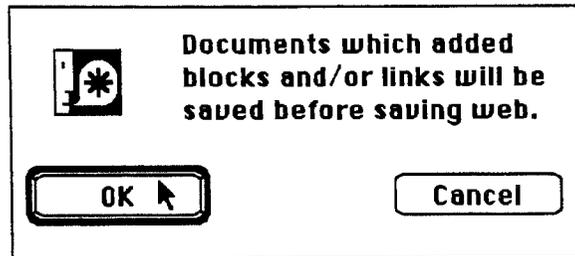
N. Saving a Web

1. Activate the Web View window when you wish to save it.

The Title Bar should have horizontal black lines.

2. Pick "Save" from the File menu.

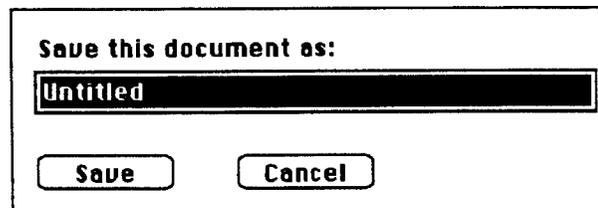
A dialog box will appear to alert you that documents to which you have added blocks and links will be saved before the web is saved. Saving the web is a convenient way to save all open documents to which you have added blocks and links.



3. Click on the "OK" button.

If the web you are saving had been previously saved, the cursor will turn to a wristwatch while the web and any other unsaved documents are saved. Wait for the arrow cursor to reappear before continuing to work. Skip step 4.

If you have not previously saved the web, a dialog box will appear requesting a title for the web.



4. Type in a title and click "Save."

The new web will be saved. You will see a web icon appear in your current folder, and the name you entered will appear in the Title Bar of the Web View window.

O. Closing a Web

When you are ready to stop working or when you wish to open a different web, you must first close the web which is currently open.

1a. Close the Web View window by clicking in its Close Box.

The "Close" command from the File menu can also be used. When a Web View window is closed, any block markers contained in open documents will disappear. If you would like to follow, create or manipulate blocks and links, you must close all open documents, reopen the web, and then reopen any relevant documents.

Or...

1b. Choose "Close All Documents" from the File menu.

The web and all its documents will be closed. If you have made changes to any of the documents, or added or deleted any blocks or links in the web, you will see a dialog box asking if you wish to save these changes. Click on the appropriate button in the dialog box. If this is the first time the web has been closed, you will be given a dialog box asking you to specify a title for the web (see Subsection N. *Saving a Web*). Once the web is closed, you must reopen it to edit blocks or traverse links associated with that web.

5. USER AND DOCUMENT PROPERTIES

User properties provide information about the current user, including login ID, address, home folder, and group membership. Each document created within IRIS Intermedia is also assigned a set of properties. *Document properties* determine the *access rights* of a document (which tell who is allowed to read, annotate and edit a document), and also provide other information about a document such as its size, the name of the folder in which it resides, etc.

A. User Properties

The User Properties sheet contains two parts: a property list and group information. The latter is interactive.

The User Properties dialog box provides you with information about the person who currently is logged in and running IRIS Intermedia. This is usually yourself. The information, contained in the top portion of the dialog, includes login ID, user name, address, phone number(s), and home folder.

USER PROPERTIES

User: nkm
Full Name: Norman Meyrowitz
Address: 212 Darling
Phone 1: 0000
Phone 2: 5554545
Home: /irwin/nkm
Member of Groups: other, project, scholars, source
Other Group Members:
OK

The last two items in the property sheet give you information about access rights groups. The first, "Member of Groups," tells you to which access group(s) you belong. Your group membership will determine the rights you have to edit, annotate and read IRIS Intermedia documents. The second, "Other Group Members," informs you who else is in your group(s) (see Subsection B. below for a discussion of access rights).

Using the "Member of Groups" and "Other Group Members" Properties

1. Select "User Properties" from the Intermedia menu.

The groups of which you are a member will automatically be listed in the "Member of Groups" category. In many cases, you will only be granted permission to edit a document if you are in the group associated with the document. The group ownership of a document can be determined using the Document Properties dialog (see Subsection B. below).

2. Click on the name of a group to which you belong.

It will become highlighted in black, and the members of this group will appear next to "Other Group Members."

3. When you are done examining group information, click "OK" to close the User Properties dialog.

USER PROPERTIES

User: nkm
Full Name: Norman Meyrowitz
Address: 212 Darling
Phone 1: 0000
Phone 2: 5554545
Home: /lrwin/nkm

Member of Groups: other, project, **scholars**, source

Other Group Members: inter, nkm, tjc

OK

B. Document Properties

The Document Access Rights & Properties dialog box has two basic parts: the access rights portion, which is editable, and the property list, which is for informational purposes only.

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: /lrwin10/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

The Property List

The property list portion of the Document Access Rights & Properties dialog box provides useful information about a document. You can determine the name of a document, the name of the folder in which it resides, the ID number of the document, the type of document it is (InterDraw, InterWord, etc), the owner, the access group, the size of the document, and the dates at which the document was last accessed and modified. This property list occupies the lower portion of the dialog.

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

1. Select the icon of the document whose document properties you wish to examine.

The document can be either open or closed. If it is open, changes made in the dialog box will not take effect until the document has been closed and then reopened.

2. Choose "Document Properties..." from the Intermedia menu.

The Document Access Rights & Properties dialog box will open.

3. Click on the "OK" button when you are finished examining the different document properties.

You cannot alter any of the property list items; the access rights are the only part of the dialog box you may modify. These are explained below.

Access Rights Settings

When a new document is created, it is automatically assigned to the same group as the folder in which it resides. The property list in the Document Access Rights & Properties dialog box permits you to look up the individual ownership and group affiliation of a document, while the User Properties dialog, described in Subsection A., allows you to determine whether or not you are in the same group as the one affiliated with the document and who else is in that group. With this information, you can now use the access rights portion of the document properties sheet to determine the rights you have to a document and the rights others have to that document.

Note: There is currently no way within IRIS Intermedia for users to change their group membership or the group ownership of folders or documents. The IRIS Intermedia System Administrator should be able to make these changes for you. If you plan to coauthor documents with other users, the best strategy is to ask the System Administrator to set up a new user group. He or she should then add each of you to the new group and create a common folder with the new group affiliation in which you and the others can create documents.

The system recognizes four categories of users: *All*, *Group*, *Owner* and *Inter*. "Inter" refers to the System Administrator, who retains the ultimate authority over setting and changing access rights. No one can change the "Inter" access rights; they appear in the dialog box for informational purposes only. "Owner" refers to the person who created the document, "Group" refers to anyone in the group affiliated with the document, and "All" refers to all IRIS Intermedia users. Using the information in the User Properties dialog, you can determine whether your access category is "Owner," "Group," or "All." For most documents, users in the "All" category have the most restricted access rights. Access rights for users in the "Group" category are calculated by adding together the rights assigned to "All" and "Group," and access rights for the owner of the document are calculated by adding together the rights assigned to "All," "Group," and "Owner."

In addition to the categories of users, there are four types of access rights: *Protect*, *Write*, *Annotate* and *Read*. "Protect" access refers to the ability to change the access rights settings associated with a document. "Write" access refers to the ability to edit the contents of a document. "Annotate" access is the ability to add or delete blocks and links or to make any other changes to the document using the Intermedia menu. "Read" access allows the user to open the document, view its contents, and follow links.

Any number of IRIS Intermedia users may annotate or read a document at the same time; however, only one user at a time may edit a document. If another user tries to change a document while you are changing it, he or she will get a message indicating that the document is locked. A lock is placed on the document as soon as you make any editing change. The lock is not released until the document is *closed*. Saving the document will not release the lock, so if you are working jointly on a document with other people, be sure to close it when you have finished your editing changes. If you reopen it without making any modifications, someone else will now be able to edit that document.

1. Select the icon of the document whose document properties you wish to examine.

The document can be either open or closed. If it is open, changes made to access rights will not take effect until the document has been closed and then reopened.

2. Choose "Document Properties..." from the Intermedia menu.

The Document Access Rights & Properties dialog box will open.

3. Examine the dialog box to determine the types of access rights granted to each group of users.

Horizontal rows of boxes refer to categories of users; vertical lines of boxes refer to categories of access rights. Boxes marked with an "X" indicate the current access rights settings. If no "X" appears in a box or any box directly above it, that category of user has no right to perform that particular activity.

	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: /lrwin10/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

The illustration above shows the access rights portion of the dialog box with its default settings for newly created documents. The settings in the first row ("All") indicate that all IRIS Intermedia users have permission to read and annotate the document, but they have no rights to edit or change the protections for the document. The other three categories of users ("Group," "Owner" and "Inter") have less restricted access than those in the "All" category. The owner of the document ("kes" in this example), users who are members of the document's group (the group "scholars") and the System Administrator may change the document's access rights, edit or annotate the document and read the document. If you wish to change the default access rights settings for new documents, see *Changing Default Access Rights* below.

Any user with "Protect" access to a document can change the document's access rights settings. The ability of a given category of user to change access rights is determined by looking in the "Protect" column of the Document Access Rights & Properties dialog box.

1. Select a document icon and open the Document Access Rights & Properties dialog if it is not already open.

The dialog box will open.

2. Determine your user category.

Unless you are the System Administrator (your login ID would be "inter"), you will be in one of the three other user categories. First check to see if you are the owner of the document by looking it up in the property list portion of the dialog box. If you are not the owner, check the group affiliation of the document in the property list. Are you a member of that group? If you are, your user category is "Group." If you are not sure if you are a member of the group, close the dialog box, open the User Properties dialog box and see if the group name appears in the list next to "Member of Groups." Reopen the Document Access Rights & Properties dialog box. If you are not a member of the document's group, you are in the "All" user category.

3. Check the access rights portion of the dialog box to determine whether your user category has "Protect" access.

If the "Protect" box in your user category row or in any row above it has an "X," you can revise the access rights settings for the document that you selected. If you do not have "Protect" access to the current document, you will not be able to make any changes in this dialog box. If this is the case, skip to step 5.

4. If you have "Protect" access for this document and wish to revise any of the access rights settings, click in empty boxes to set new access rights and click in boxes already containing an "X" to remove access rights.

An "X" will appear where you have added access rights, and the box will become empty where you have removed them. In some cases, described below, adding or removing one type of access rights will automatically alter other settings.

If you have "Protect" access to the document, you may change the "Protect" access of one or more categories of users in order to provide or remove their ability to revise access rights to this document. Be careful that you do not remove your own ability to change the access rights of the document.

The illustration demonstrates changing the "All" category's ability to edit a document by giving that category "Write" access. Any user from the "All" category will now be able to edit the document in addition to reading and annotating it. In order to make this change, you would have to be in the appropriate group, the owner of the document or the System Administrator.

DOCUMENT ACCESS RIGHTS & PROPERTIES				
	Protect	Write	Annotate	Read
All:	<input type="checkbox"/>	<input checked="" 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:	kee			
Group:	scholars			
Size:	16259			
Last Access:	Wed Feb 8 11:05:45 1989			
Modified:	Mon Feb 6 15:18:07 1989			
		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	

It is not possible to have "Write" access without also having "Annotate" and "Read" access, and it is not possible to have "Annotate" access without also having "Read" access. Likewise, it is not possible to remove "Read" access without also removing "Write" and "Annotate" access. If you add "Write" access to a category of user, the "Annotate" and "Read" access settings will automatically be turned on for that category of user if they are not already on. If you remove "Read" access from a category of user, the "Write" and "Annotate" access settings will automatically be turned off if they are not already off.

The illustration below demonstrates changing the "Group" category's "Write" access setting. Clicking in the empty box adds an "X" to the "Write," "Annotate" and "Read" boxes in the "Group" row.

DOCUMENT ACCESS RIGHTS & PROPERTIES				
	Protect	Write	Annotate	Read
All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: DAAW
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

DOCUMENT ACCESS RIGHTS & PROPERTIES				
	Protect	Write	Annotate	Read
All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group:	<input 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: DAAW
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

5. Click on the "OK" or "Cancel" buttons to close the dialog box.

Clicking on the "OK" button closes the Document Access Rights & Properties dialog box and saves the changes you have made. If you have changed the access rights of an open document, close and then reopen the document to implement the changes. Clicking on the "Cancel" button closes the dialog box and returns the access rights settings to what they were when you opened the dialog box.

Changing Default Access Rights

1. Pick "New..." from the File menu.

The New window will open. Selecting any icon in this window and examining its document properties will allow you see the default access rights settings for new documents. Changing these settings will change the default settings for the current IRIS Intermedia session.

2. Select any icon in the New window and pick "Document Properties..." from the Intermedia menu.

The dialog box will open, showing the default access rights settings currently in effect. Most of the items in the property list portion of the dialog box are not applicable when an icon from the New window is selected.

3. Edit the settings in the access rights portion of the dialog box.

If your documents are works in progress and you do not want anyone else to read them, remove all the "X's" from the "All" and "Group" categories, as shown below. If you are working on documents with other members of a user group, you may want to remove "Annotate" and "Read" access from the "All" category, but retain "Write" access for the "Group" category. If you want to allow others to read your documents, make links to and from them, but not edit their contents, add "X's" to the "Annotate" boxes in the "All" and "Group" categories and remove "X's" from the "Write" and "Protect" boxes. If you don't remove "Protect" access, users will be able to reinstate their own "Write" access. Whatever changes you make, you will always be able to revise the settings later.

DOCUMENT ACCESS RIGHTS & PROPERTIES				
	Protect	Write	Annotate	Read
All:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:	New			
Document:	Default Access Rights			
ID:	-			
Type:	-			
Owner:	-			
Group:	-			
Size:	-			
Last Access:	-			
Modified:	-			

4. Click on the "OK" button to close the dialog box and save the changes.

Every time you create a new document in the current session, the access rights for that document will correspond to the changes you have just made.

Note: Changes made to default access rights settings are only in effect for the current IRIS Intermedia session.

6. PRINTING AND REFORMATTING

Once you have examined the contents of a folder in IRIS Intermedia, you may wish to print out a copy of the folder as well as any number of documents. A series of commands in the Print menu allow you to format and print folders, web views and documents created with the InterDraw, InterWord and InterVal applications. These commands act only on the active window, and therefore you can only print or reformat the contents of one window at a time.

Note: You cannot select an icon in a folder or Web View window and print the document it represents. Documents must be open to be printed.

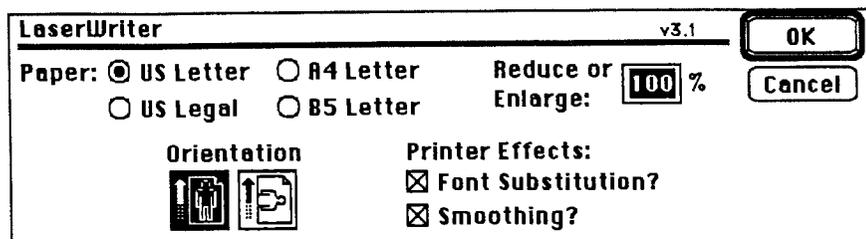
A. Reformatting Using the Print Menu

Intermedia's Print menu provides a number of commands that allow you to reformat before you print. These commands allow you to reformat the currently active folder, Web View or document. Other commands are designed to reformat on the screen only and will not affect the printed format. If "Show Breaks" has not been activated, you will not be able to choose either "Show Page Numbers" or "Show Borders." The "Print Page Numbers" and "Insert Frame" commands are designed to reformat for printing purposes only and will not affect the screen format.

Page Setup

1. Choose the "Page Setup..." command from the Print menu.

A dialog box will appear, allowing you to specify the type of paper in the printer, indicate printing orientation and determine a percentage by which to reduce or enlarge the document. The dialog box also allows you to deselect two "Printer Effects." "Font Substitution" is not applicable in this version of IRIS Intermedia and "Smoothing" improves printing of bitmap pictures. You are urged not to change these two settings.



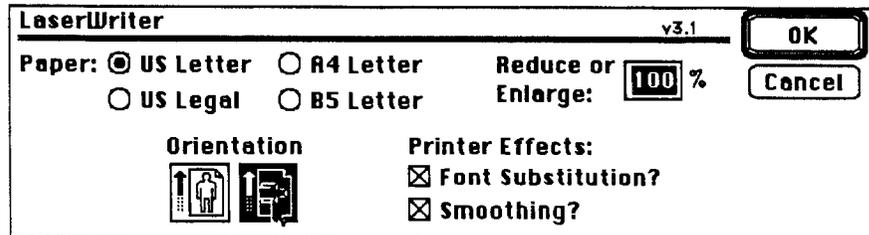
The illustration shows the Page Setup dialog box with its default settings.

2a. To change paper size, click on the appropriate button.

Your choices are US Letter, US Legal, B4 Letter and B5 Letter. Unless the appropriate paper and paper tray are available for the other sizes, you should keep Paper set on US Letter. If page breaks are showing, they will be adjusted to reflect the new page size.

2b. To change orientation, click on one of the "Orientation" icons.

The document will still appear vertically on the screen, but if page breaks are showing, they will be adjusted to reflect the new orientation.



2c. To reduce or enlarge the document, type in the desired percentage.

To decrease the size, type in a number less than 100. To increase the size, type in a number greater than 100. The components of the document will not become larger or smaller on the screen, but if page breaks are showing, they will be adjusted to reflect their new relationship to the components. For example, if you enlarge by 150% a text document that exactly fills one full page, the text will appear the same size on the screen, but both vertical and horizontal page breaks will be adjusted to reflect the new pagination.

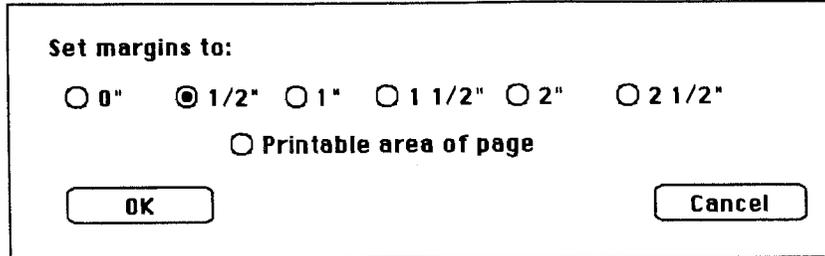
3. Click on the "OK" button to implement changes in the active folder, Web View or document.

The dialog box will disappear and the changes will be implemented. If you click on the "Cancel" button, the dialog box will disappear and the settings will return to what they were when you opened the dialog box.

Margins

1. Choose the "Margins..." command from the Print menu.

A dialog box will appear, allowing you to reformat the margins. The default setting is 1/2".

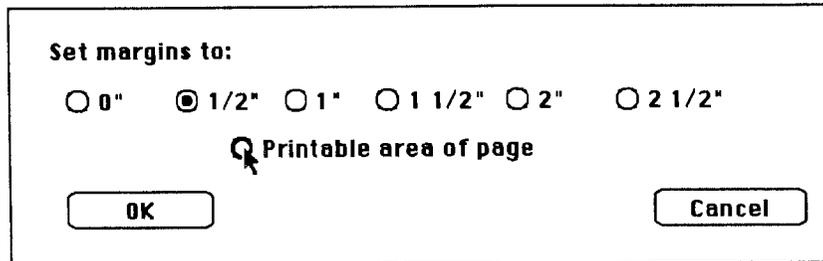


The screenshot shows a dialog box titled "Set margins to:". It contains six radio button options: "0\"", "1/2\"", "1\"", "1 1/2\"", "2\"", and "2 1/2\"". The "1/2\"" option is selected. Below these options is a radio button labeled "Printable area of page", which is not selected. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

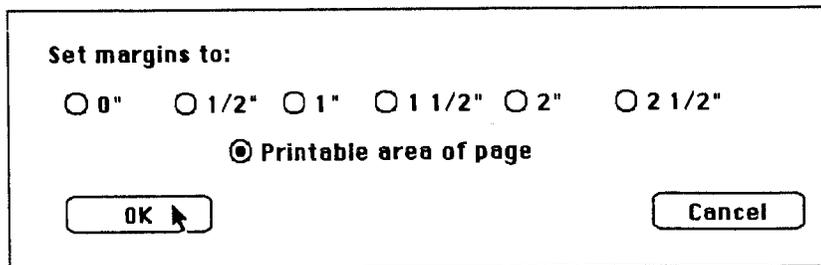
The illustration shows the Margins dialog box with its default setting.

2. To change the margins, click on the appropriate button.

You may make the margins smaller by clicking on the "0" or "Printable area of page" buttons. "0" leaves no margin and may cause text or components near the page borders not to appear on the printed page. "Printable area of the page" creates a small margin but ensures that no information will be lost when the page is printed. You may also enlarge the margins to "1", "1 1/2", "2" and "2 1/2".



This screenshot shows the same dialog box as above, but with the "Printable area of page" radio button selected. A mouse cursor is visible over the "Printable area of page" option.



This screenshot shows the dialog box with the "0" radio button selected. A mouse cursor is visible over the "OK" button.

If page breaks are showing, they will be adjusted to reflect the printable area left by the new margins. For example, if you increase the margins, thereby decreasing the printable area, the page breaks will move closer to the text.

3. Click on the "OK" button to implement changes in the active folder, Web View or document.

The dialog box will disappear and the changes will be implemented. If you click on the "Cancel" button, the dialog box will disappear and the settings will return to what they were when you opened the dialog box.

Including a Frame

To have each page you print framed with a black border, use the "Include Frame" command from the Print menu. To remove the frame, choose the same command when it appears with a check mark in front of it. This command is especially useful when printing folders because they appear without borders when printed.

1. Be sure the document in which you want to include a frame is in the active window.

Click in the document's window if it is not already active.

2. Choose "Include Frame" from the Print menu.

A frame will now appear around the margins of each page of the document when you print it. If the command appears with a check mark in front of it, the frame has already been inserted. Choosing the command with the check mark visible will remove the frame from subsequently printed versions of the document.

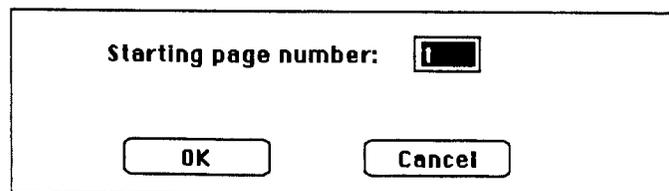
Page Numbering

Four commands in the Print menu involve page numbering: "Start Page Number...", "Top To Bottom," "Print Page Numbers" and "Show Page Numbers."

Start Page Number

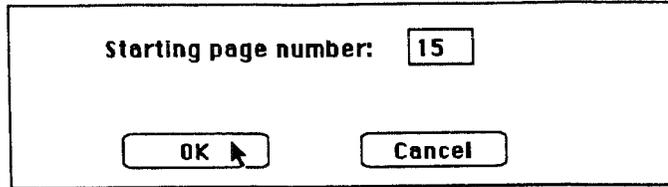
1. Choose the "Start Page Number..." command from the Print menu.

A dialog box will appear, allowing you to set the page number of the document's first page. The default setting is 1.



The illustration shows the "Start Page Number" dialog box with its default setting.

2. To change the numbering of the first page, type in the desired page number.



A rectangular dialog box with a black border. Inside, the text "Starting page number:" is followed by a small rectangular input field containing the number "15". Below this, there are two buttons: "OK" with a mouse cursor arrow pointing to it, and "Cancel".

3. Click on the "OK" button to implement changes in the active folder, Web View or document.

The dialog box will disappear and the changes will be implemented. If page numbers are showing on the screen, they will now reflect any changes you have made. All pages following the first page will be renumbered in accordance with the new first page number. If you click on the "Cancel" button, the dialog box will disappear and the settings will return to what they were when you opened the dialog box.

Top To Bottom

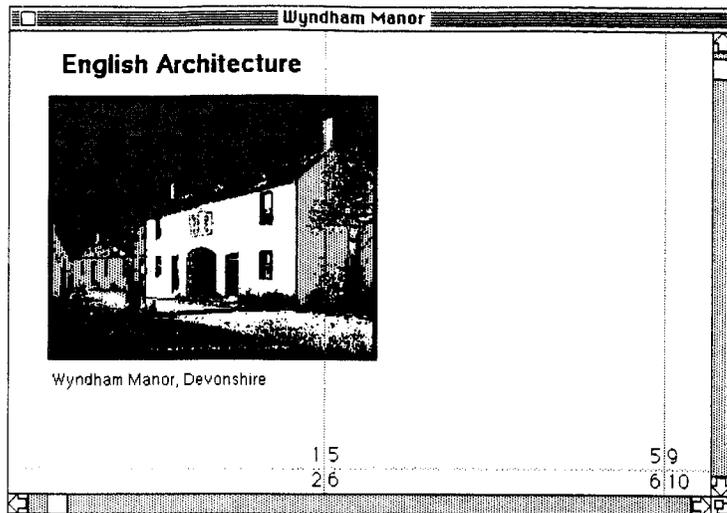
This command provides you with a choice of numbering schemes in InterDraw and InterVal documents that are more than one page wide. You may either number the first column down, then the second column down and so on (Top To Bottom) or you may number the first row across, then the second row across and so on (Side To Side). When a check mark appears before the command, it signifies that the document is currently formatted in a Top To Bottom scheme and that choosing the command will change the numbering to Side To Side.

1. Be sure that the document you wish to reformat is in the active window.

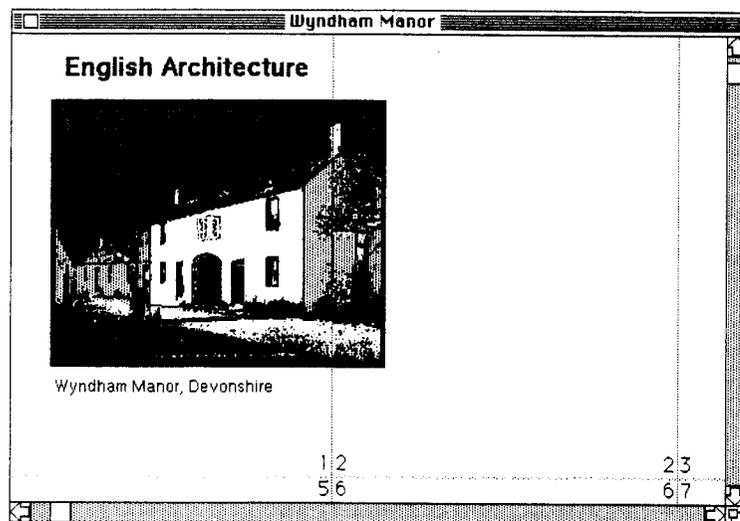
Click in the window you wish to reformat if it is not currently active.

2. Choose the "Top To Bottom" command from the Print menu.

If the command appears without a check mark, the document you wish to reformat will have its numbering changed from Side To Side to Top To Bottom. If a check mark appears before the command, the numbering will be changed from Top To Bottom to Side To Side.



The first illustration shows the document's pages numbered using the Top To Bottom format. The second illustration shows the same document's pages numbered using the Side To Side format.



Showing and Printing Page Numbers

There are separate commands in the Print menu that allow you to display page numbers on the screen ("Show Page Numbers") or display page numbers on the printed page ("Print Page Numbers"). If a check mark appears before either of these commands, page numbers are currently turned on. Choosing the command with the check mark visible hides the page numbers.

1. Be sure that the document you wish to reformat is in the active window.

Click in the window you wish to reformat if it is not currently active.

2. Choose either the "Show Page Numbers" or the "Print Page Numbers" command from the Print menu.

Choosing these commands will display page numbers or enable them to be printed. If a check mark appears before the command, choosing it will hide the page numbers, which are currently displayed or are ready to be printed.

Showing Page Breaks and Borders

These two commands reformat the active document on the screen only. They have no effect on printing. The "Show Breaks" command displays lines to illustrate where page breaks will occur when the document is printed. If you alter the contents of a document after showing the page breaks, the lines may not be in the proper location. Always choose "Show Breaks" again after making editing changes. The "Show Borders" command displays a border around each page of the document. A check mark appearing before either command indicates that the page breaks or borders are already visible. Choosing the command with the check mark visible will reverse the command.

1. Click in the window you wish to reformat if it is not currently active.

The Title Bar of the document you wish to reformat should have horizontal stripes.

2. Choose either the "Show Breaks" or the "Show Borders" command from the Print menu.

Either page breaks or a border will appear in the active window. If they are not immediately visible, they can be located by scrolling. If the command appeared with a check mark, choosing it will hide the page break or border in the active document (The illustration on the previous page shows a document with both page breaks and borders displayed).

B. Printing Folders, Web Views and Documents

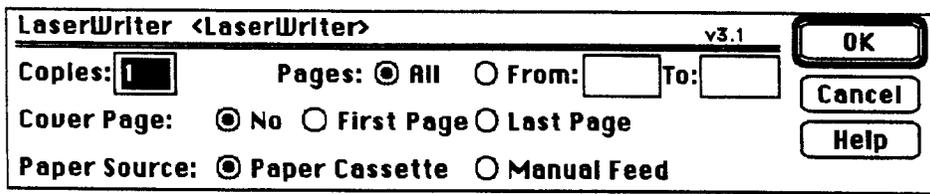
Once you have formatted the current window using the commands discussed in Subsection A. above, you are ready to print the active folder, Web View or document. You can only print the contents of one window at a time. Documents must be in an open window to be printed. If you select an icon without opening it and then pick "Print," you will print out the active window, which in this case is a folder with an icon highlighted in it. The procedure for printing folders, webs and documents is explained below.

1. Click in the window containing the material you wish to print if it is not active.

The window should have horizontal black stripes.

2. Pick the "Print.." command from the Print menu.

A dialog box will appear.



LaserWriter <LaserWriter> v3.1

Copies: Pages: All From: To:

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

OK
Cancel
Help

The illustration shows the Print dialog box with its default settings.

Note: The "Cover Page" option does not work in this version of IRIS Intermedia. The printing of a cover page is based on the configuration of your printer.

3a. To change the number of copies to be printed, type in the number of copies you would like to print.

The new number will replace the number "1" in the "Copies" field.

3b. To change the Paper Source to "Manual Feed," click on the appropriate button in the bottom line of the dialog box.

If you need more information on using the Manual Feed function, click on the "Help" button on the bottom right of the dialog box.

4. To print part of a document, either press the Tab key or click in the "From" field.

You will now have a flashing insertion point in the "From" field. You need only use the "From" and "To" boxes if you wish to print fewer than the full number of pages.

LaserWriter <LaserWriter> v3.1

Copies: 1 Pages: All From: To:

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

OK Cancel Help

5. Type in the number of the first page you wish printed.

If the document begins with a page number other than one, you should type in the page number of the first page you want printed. For example, if your document begins with page 17 and you wish to start printing at the fifth page of the document, you should type 21 rather than 5.

LaserWriter <LaserWriter> v3.1

Copies: 1 Pages: All From: 1 To:

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

OK Cancel Help

6. Press the Tab key or click in the "To" field and type in the page number of the last page you want printed.

Pressing Tab or clicking in the "To" field will move the flashing insertion point. The page number you type will now appear in this box. If you only wish to print one page, type the same number in the "To" box that you typed in the "From" box.

LaserWriter <LaserWriter> v3.1

Copies: 1 Pages: All From: 1 To: 1

Cover Page: No First Page Last Page

Paper Source: Paper Cassette Manual Feed

OK Cancel Help

The first illustration shows the format for printing one page of a document. (Actually, for documents that are one page long, you don't have to fill in the "From" and "To" boxes.)

LaserWriter <LaserWriter> v3.1

Copies: 1 Pages: All From: 4 To: 6

Cover Page: No First Page Last Page

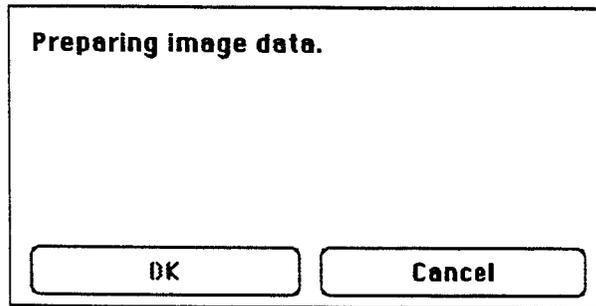
Paper Source: Paper Cassette Manual Feed

OK Cancel Help

The second illustration shows the format for printing only the pages numbered four, five and six in the current document.

7. Click on the "OK" button to begin printing.

A dialog box will appear informing you that IRIS Intermedia is preparing the image data. If you wish to stop the printing process at this stage or while you still have the previous dialog box, click on the "Cancel" button. If you do not cancel the printing, the document will be printed when the dialog box disappears.



III. USING INTERWORD

InterWord is a text processing application that runs within the IRIS Intermedia system. It is used for creating and editing text documents. Formatting of text in the InterWord application is based on the concept of styles. Each unit of text (from one carriage return to the next) is known as a paragraph and can have a different style. For example, a typical document might have title, subhead, and indented quote styles associated with the various paragraphs that make up the document. Styles are created and edited through the use of a Ruler which allows you to change a variety of settings including line spacing, margins, justification and tab stops. Once a style is defined using the Ruler, the style can be applied to existing paragraphs or to new paragraphs.

1. HANDLING INTERWORD DOCUMENTS.....	113
A. Opening Existing InterWord Documents	113
B. Opening a New InterWord Document	114
C. Saving an InterWord Document.....	115
Saving the Current Document	115
Saving a Copy of the Current Document.....	115
D. Closing an InterWord Document.....	116
2. EDITING TEXT	117
A. Entering Text.....	117
B. Selecting Text	118
Selection by Dragging.....	118
Extending or Shortening the Selection.....	119
Deselection.....	119
C. Deleting Text.....	119
Cutting	119
Clearing	120
D. Copying Text.....	120
E. Pasting Text.....	121
F. Changing Type Characteristics.....	121
G. Finding and Changing Text.....	122
Changing One Occurrence at a Time.....	122
Changing All Occurrences at Once.....	123
3. FORMATTING AN INTERWORD DOCUMENT.....	125
A. Showing and Hiding the Ruler and Style Palette	125
B. Using the Ruler	126
Paragraph Margins	126
Indentation.....	127
Tabs	127
Current Style Box.....	128
Line Spacing	128
"More..." Button.....	129
Alignment.....	130

C. Creating New Styles	131
D. Editing Named Styles.....	132
E. Editing Local Styles	134
Local Ruler Changes.....	134
Local Font Changes	134
F. Applying Styles.....	135
Applying Styles to New Paragraphs	135
Applying Styles to Existing Paragraphs.....	138
4. LINKS AND BLOCKS IN INTERWORD DOCUMENTS	139
A. Selecting Block Markers	139
B. Creating New Blocks	140
C. Starting and Completing Links	141
D. Attaching Links to Existing Blocks.....	141
E. Handling Blocks with Overlapping Extents	142

1. HANDLING INTERWORD DOCUMENTS

The methods for creating, opening, closing and saving InterWord documents are simple to learn and are the same for all other applications in the IRIS Intermedia system. If you learn to handle InterWord documents, you also will have learned how to handle any other type of IRIS Intermedia document you may encounter.

A. Opening Existing InterWord Documents

Existing text documents are represented in folder and Web View windows by special InterWord document icons.



1. Select an InterWord document icon from a folder window.

To select, place the pointer directly over the icon and click the mouse button. A selected InterWord icon in a folder or Web View window will be highlighted in black (as on the right, below).



Joyce

Position the pointer



Click once

2. Pick "Open" from the File menu.

A window containing the InterWord document will open. (Double-clicking on an InterWord document icon in a folder window will produce the same result as steps 1. and 2.)

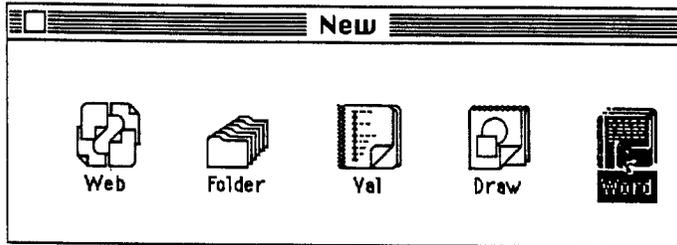
B. Opening a New InterWord Document

Selecting "New" from the File menu provides easy access to opening each of the various types of documents in IRIS Intermedia, including InterWord documents.

1. Pick "New" from the File menu.

The "New" window will open.

2. Select the InterWord application icon.



The icon will be highlighted in black.

3. Choose "Open" from the File menu.

The InterWord application will start up, opening a new window. The window will contain both a Ruler and a Style Palette (see Section 3. for details on using styles). Initially the document will be called "Untitled." (Double-clicking on the InterWord icon in the "New" window will produce the same result as steps 2. and 3.)

C. Saving an InterWord 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 text 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 to which you can return 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 InterWord document. Be sure that the window containing the InterWord document you wish to save is active (the Title Bar should contain horizontal black stripes). The "Save" command will save all the changes you have made. The arrow cursor will turn into a wristwatch while the document is being saved. If you are saving the document for the first time, you will be prompted to type in a name for the document after which you must click on the "Save" button. (See illustration of "Save As" Dialog below.)

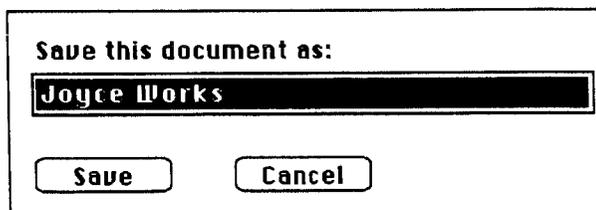
2. Wait for the arrow cursor to return before continuing to work.

If your document is long, it may take several seconds for the system to save it. Wait until you see the arrow cursor before trying to edit the document.

Saving a Copy of the Current Document

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

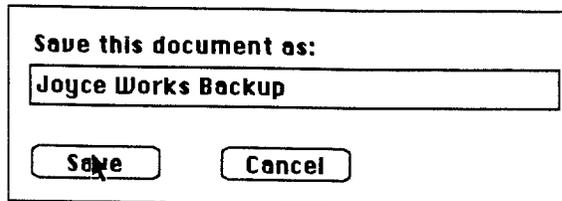
Be sure that the window containing the InterWord document you wish to save is active (the Title Bar should contain horizontal black stripes). Choosing the "Save As" command will bring up a dialog box asking you to type in a name for the copy of the current document.



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 title of the document will be selected when the dialog box appears. Any typing you enter will replace the selected text. If you wish to use part of the title (as in the example shown), do not type immediately. Instead, use the editing techniques described in Section 2. *Editing Text*.



3. Click on the "Save" button.

The "Save As" dialog box will close, a new InterWord icon with the name just entered will appear in your current folder, and the copy will appear in the open InterWord window. The original document will close.

D. Closing an InterWord 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 an InterWord 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 text 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 TEXT

The methods and techniques described in this section for text editing can be applied in any other IRIS Intermedia application that allows you to edit text.

A. Entering Text

Before typing in text, you must set an insertion point. This vertical line indicates the location at which you will add new text.

1. Position the pointer at the location at which you want to enter new text.

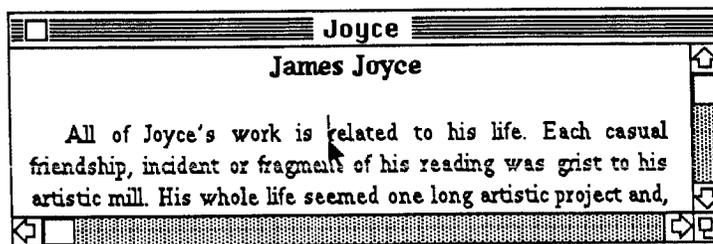
Text will always be inserted to the right of the insertion point.

2. Click the mouse button once.

This will set an insertion point, which is a thin blinking vertical line. If you click in a new location, the insertion point will move to that location.

3. Type in characters using the keyboard.

The characters you type will appear at the insertion point. All the characters to the right of the insertion point will be shifted right to accommodate the new text. To add text at a different point in the document, simply move the pointer to the desired location in the text and create a new insertion point.



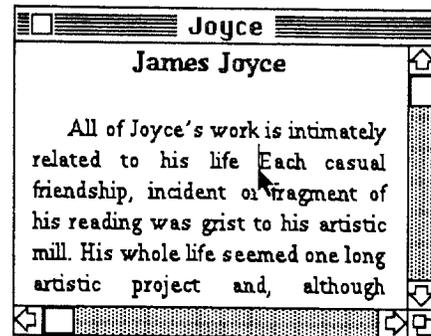
B. Selecting Text

In order to change text in any way, it must first be selected. For example, if you would like to change an existing word into boldface or italics, or if you simply wish to correct a spelling error, you must first select the text. The simplest method of selection is by dragging, which allows you to select any number of characters. The sections following this one detail all the operations you can perform on text once you have selected it.

Selection by Dragging

1. Press and hold down the mouse button to set an insertion point.

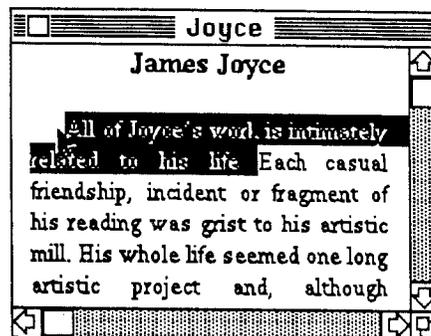
This position marks the beginning or end of a set of characters you wish to select.



Set an insertion point

2. Without releasing the mouse button, drag the mouse to highlight the desired text.

When you drag the mouse, the text between the insertion point and the moving cursor will become highlighted in black. As you drag the mouse, the extent of the selected text changes.

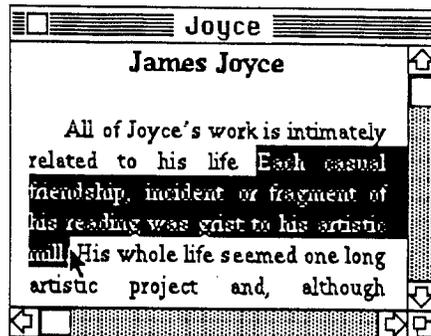


Drag up

Note: You can also select a whole word by double-clicking on it.

3. Release the mouse button.

Releasing the mouse button sets a *selection*. The text encompassed in the selection (the text which is highlighted in black) can now be changed in a number of ways. You can always change the selection by pressing the mouse button and dragging to a new location.



Drag down