How To Use This Document

This DOCMaker Stand-Alone-Document has a few features you should be aware of.

Printing Pages from the Manual
DOCMaker sets up printing by having you choose the chapter(s) that you wish to print from a dialog containing a list of the chapters in the document, but does NOT allow for choosing particular sections of a chapter.   You can specify pages to print from your printer software, but the S.A.D. doesn't provide page numbers in the document window to facilitate page selection.   The Table of Contents chapter in this document is provided to help you decide which pages you want to print.

Sometimes, it is necessary to calculate page numbers for printing specific pages. This document is paginated beginning with chapter 1 (Title) and ending with the last chapter (this chapter).

Some chapters are one page, while others are longer.   When you want to print only one chapter, the print function will automatically handle page numbering.   When you want to print less than an entire chapter, you may have to calculate the page numbers for the page(s) you wish to print.

As an example, my Stylewriter II won't accept, say, page 37 if I'm not printing the entire document.   To give you an idea of how to select pages for printing, here's an example (assuming use of a Stylewriter II):

First, I either select Print from the File menu.   Next I select the Chapter   that the section I want to print is located in (in the dialog window provided) and click the OK button.   Depending on whether or not I previously selected Page Setup from the File menu, I'll either be taken to the Page Setup dialog or to the Print dialog.

> I want to print the Registration code section of the Registering BulkRate
> chapter.   The Table Of Contents chapter shows that Registering BulkRate
> starts on Page 56 and is 2 pages, so Registration code is Page 57.
> Counting Page 56 as Page 1, Page 57 then becomes Page 2.
> I choose Registering BulkRate as the chapter to print and click OK.
> When I get to the Print dialog, I set the From: page# to 2.
> Since I just want to print that one page, I set the To: page# to 2 also.

One further note.   This document is paginated so that, even if you have to specify

pages as the example above shows, the printed document will reflect the page numbers as shown in the Table of Contents chapter (ie. the printed form will reflect page# 57 in the footer).

Page Footers
Each page of the document (except for the Title page) includes a footer when being printed.   The footer includes the following information:

ther Ways To Navigate This Document
Along the bottom of the document window is a series of buttons that perform specific navigation functions.   Below is a description of these buttons and their functions.

able of Contents button
This button is not active in this document.

Chapter Name & Popup Menu
This field displays the name of the current chapter, and if clicked displays a popup menu of the chapters available in the document which can be selected.   Individual chapters may also be selected from the Contents menu.

Return To Previous Chapter button
This button is used to return to the chapter you were previously in (bypassing all other chapters) and scroll the chapter to the paragraph you were last reading.   For example, if you came to this chapter from the Title chapter, this button will return you to the Title chapter and scroll you back to the point in that chapter where you

previously were.

Go To 1st Chapter button
This button is used to move to the first chapter, bypassing all other chapters.

The Scrollbar
The Scrollbar is used to move sequentially from one chapter to the next, or to move several chapters by dragging the thumb button.   It includes the following buttons:

Go To Previous Chapter button   moves the document back one chapter.
Drag To Chapter thumb button   moves the document several chapters by
                                                                             dragging in either
direction.   Clicking in the
                                                                     page area will also
move the document one
                                                                 chapter in either
direction.
Go To Next Chapter button   moves the document forward one
chapter.

Go To Last Chapter button
This button is used to move to the last chapter, bypassing all other chapters.

Other Menu & Button Functions

File Menu
The File menu includes the following items:

Page Setup… , Print
                                        These are the standard print functions.   However,
Print will
                                        produce the chapter selection dialog referred to
previously in this
                                        chapter before going on to the Print dialog.   As
with the button
                                        described previously, if you haven't selected Page
Setup… prior
                                        to selecting Print, the Page Setup dialog will be
displayed first.

Find… , Find Again
If you know a part of the text that you want to read, but can't remember where in the document it is, you can find the location quickly by using these functions.

Quit
This item quits the document.

Edit Menu
This menu includes the standard edit functions.   The items in this menu are disabled.

Chapter Menu
This menu includes a list of items containing the names of each of the chapters in the document.   Selecting a chapter item will move the document to the beginning of that chapter.

Finally…
For more information about BulkRate and this document, select About BulkRate… from the Apple menu.