WĀV™

The Next Generation Desktop™

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Welcome to WAV

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Welcome to WAV™, the world's first word processor designed for OpenDoc™ technology. Besides powerful text editing capabilities, WAV includes built-in Internet tools for access, navigation, E-mail, viewing and direct retrieval from the World Wide Web. You also have the ability to "speak" your document—have it read to you aloud by any voice you select—and take advantage of an assort-ment of task-specific parts to help you get your work done.

What is OpenDoc?

OpenDoc is a revolutionary technology that brings a new class of applications and documents to multiple platforms, starting with the Macintosh. With OpenDoc, software developers can cre-

ate smaller components to better serve the needs of individual users. Because developers adhere to the same standards, OpenDoc components work together, as if they were all one application. All you need to do is pick which components you need to get your work done.

OpenDoc components are called *Live Objects*™. That's because OpenDoc documents can contain many *objects*, each created by a different editor, but seamlessly integrated into one document. Live Objects can be placed within any OpenDoc document while retaining an association with their editors and all their original attributes.

What is WAV?

When you're working in WAV, you might be tempted to think the document you're creating belongs to WAV, in the same way a Word document belongs to Microsoft Word. However, OpenDoc has made that model obsolete. Instead, think of the document as a compound document containing many parts, with each part having its own editor. WAV is the editor that helps you write and format your text. You can use other OpenDoc editors to insert or edit tables, graphics and movie clips and other objects in your documents.

WAV System Requirements

Macintosh or Power Macintosh
Suggested Memory:
   8 MB (virtual memory on)
   16 MB (virtual memory off)
MacOS version 7.5.1 or later

OpenDoc 1.0.4 or later
Color or Grayscale monitor

Installing and Setting Up WAV

When you install WAV, you can select either the Easy Install or the Custom Install. If you want to select which OpenDoc components to install, use the Custom Install.

1. If you're installing from a CD, insert the WAV CD into the CD-ROM drive.

2. Double-click the WAV CD icon, then double-click the WAV Installer icon.

3. Select either Easy Install or Custom Install from the pop-up menu.

4. Click Install to install WAV and several other OpenDoc components. Continue to follow the prompts. You may be asked to restart your computer.

Select Easy Install or Custom Install.

Change OpenDoc Memory Requirements

When you run an OpenDoc Live Object such as WAV, you may be prompted that you have low memory conditions. If you do not allocate enough memory to WAV and other Live Objects, you can run out of memory, even if your system has plenty of available memory. Follow these steps to change WAV's Memory Requirements.

1. Start WAV (double-click the WAV icon in the WAV folder or in the Stationery folder).

2. If WAV is the Live Object you are using, choose Document Info from the Document menu.

3. Click the Size button at the bottom of the Document Info dialog box.

4. Select Use OpenDoc Default Size.

5. Click the up arrow to increase the amount of memory used.
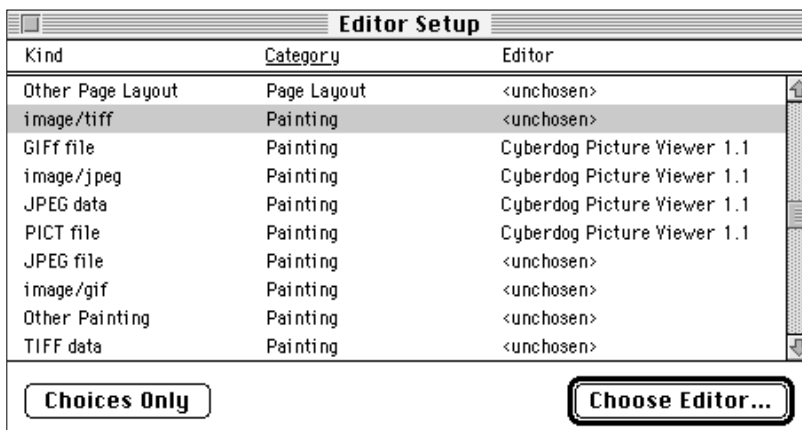
Assign editors to your data.

We recommend approximately 2000-3000K for using WAV. If you don't want to use Cyberdog to link to the Internet, you may want to allocate less memory (between 512-1000K).

6. Close the WAV document and any other Live Objects that are running, then restart the WAV document.

Set Up Your Editors

When you copy objects into OpenDoc applications, your system needs to know which editor you want to use to edit that object. Unless you assign editors to different types of data, WAV may not recognize a graphic or an object that you copy into a document. Here's how you can choose the appropriate editors or viewers for the different OpenDoc objects.

1. Choose Control Panels from the Apple menu, then choose Editor Setup.

2. Click Show All.

3. Highlight the kind of data you want to assign an editor to, then choose Choose Editor.

4. Select the default editor and choose OK.

Here are some recommendations:

• Choose WAV for Text data, text/plain, and other text types.

• Choose the Cyberdog Picture Viewer for GIF, JPEG and other graphic file types.

WAV Overview

The FolderBay™ is WAV's "control panel." It contains document formatting controls (the Text folder), speech controls (the Speech folder), Internet controls (the Cyberdog folder), and access to other Live Objects (the Parts folder). The FolderBay may also include feature controls for other part editors if you use objects associated with that editor.

You can also add your own project folders to the FolderBay. You can store in these folders graphics, movies, Internet URLs, company logos, and other common elements you plan on using in your documents.

The Text Folder

When the Text folder is selected, you can use the same text-editing features found in traditional word processors. WAV provides easy access to these essentials, while introducing word processing innovations like *dynamic text wrap* and the ability to click and type anywhere on a blank screen. Then, if you need extra text handling features like merge or equation editor, WAV allows you to plug them in later.

The Speech Folder

Now you can hear how your document sounds before you send it, or write a note and play it to your preschooler— slow enough for them to read along with each highlighted word. WAV provides incredible text-to-speech technology, including the ability to choose from many different voices, to adjust

The Text Folder
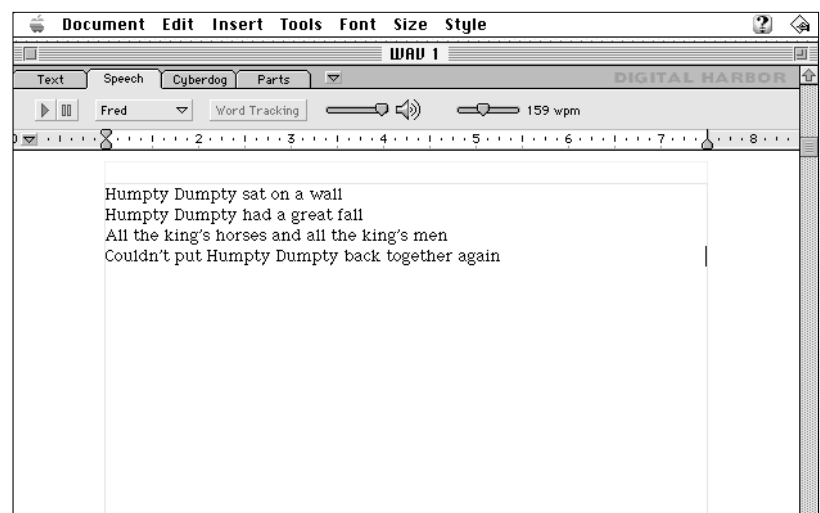
The Speech Folder
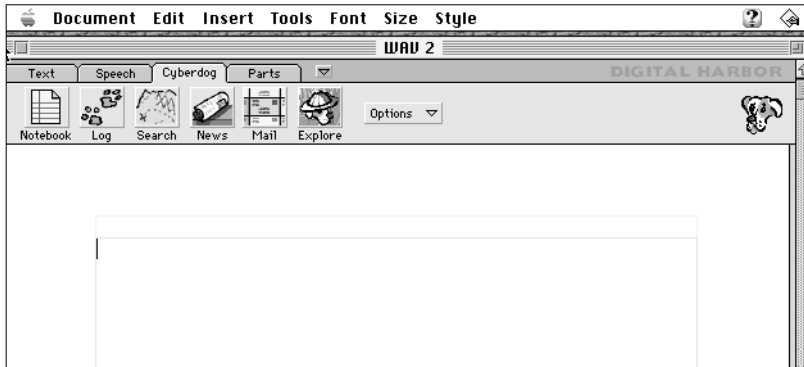
The Cyberdog Folder
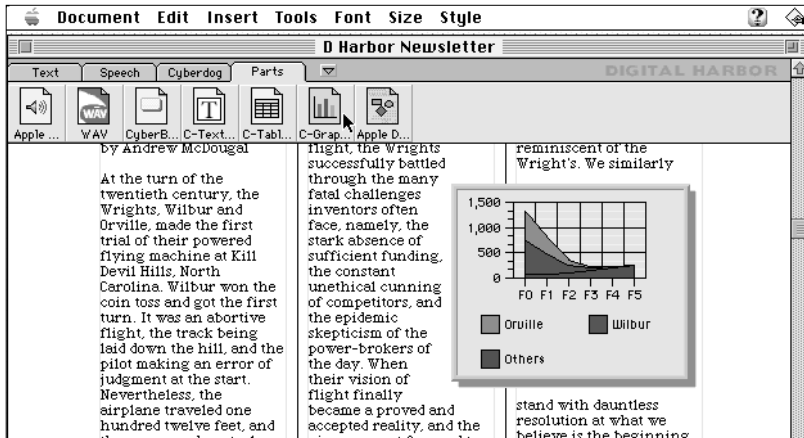
The Parts Folder

Project Folders

the words-per-minute speed and sound volume, and to turn word tracking on or off.

The Cyberdog Folder

The Cyberdog folder contains everything you need to use the Internet. Some software programs allow you to *connect* to other software programs that *connect* you to the Web, but WAV includes built-in Internet navigation, viewing and retrieval tools as part of its intuitive control panel. Apple's powerful new *Cyberdog* product comes completely installed and ready to use as an integral part of WAV.

With seamless Internet and Intranet integration, you'll finally begin to really use the Web—not merely browse it. Drag and drop articles, information, data, photographs and multimedia directly into your documents.

The Parts Folder

WAV comes with an assortment of task-specific parts included in its Parts folder, and you can organize more parts into the folder as you like. Think of the Parts folder as your own team of task experts that you can plug anywhere into your document for precise needs. For example, you may want to add tables and charts to your document, or you may want to edit bitmap graphics. Once inserted, these parts become actual, integrated elements of your document—not just links between your document and other independent, system-consuming applications.

Project Folders

Project folders are what *you* create, and you can create as many as you like. Simply drag items like URLs (web pages), company logos, text and images from anywhere, including the Web, into new or existing project folders—some of which probably already sit on your desktop.

You can drag a folder from your desktop into the FolderBay. A new tab will appear, and any file or program that can be used in WAV will appear as a button in the FolderBay. You can also create or open custom folders from within WAV.

A sample projects folder installs with WAV that includes all the elements for building a newsletter. Simply drag this Newsletter folder (located in the WAV folder) from the desktop into the FolderBay. From there you can drag items you need into your document and experiment.

Getting Help

An excellent way to learn about WAV's features is to use WAV Guides. These Apple Guides describe WAV's features, explain terms, and even walk you through tasks step-by-step.

To use Guides, choose WAV Guides from the Help menu (the Help menu is the question mark on the right side of the menu bar).
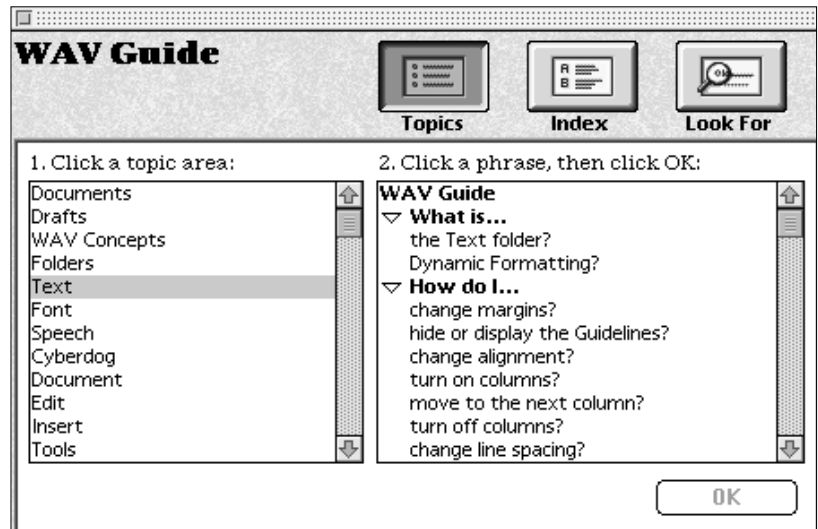
Apple Guides teach you how to use WAV.

Technical Support

You can get fee-based technical support by calling the following toll-free number:

1-888-SUPPORT (1-888-787-7678)

You can also get technical support on the Internet by going to the Support Central Web page at the following address:

http://www.supportcentral.com

Digital Harbor Internet Site

If you require information or help not contained in this manual or the WAV Guides, visit Digital Harbor online to receive additional support:

http://www.dharbor.com

WAV Basics

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This chapter takes you through some of the basics of creating documents in WAV. Even if you're accustomed to working with word processors, you'll want to learn how to take advantage of WAV's powerful new features, such as click and type and dynamic text wrapping.

Creating Your First Document

To start WAV, open the WAV folder on the root of your hard drive, then double-click the WAV icon. You can also open the Stationery folder on the root

of your hard drive, then double-click the WAV icon.

When you first start WAV, a document appears with a blinking insertion point. You're ready to start typing, the same as in any word processor. But here's something new—you can click and type in areas that contain no text. When you move the mouse pointer, you'll notice a ghosted version of the insertion point following the movement of the mouse pointer. This *precursor* indicates where the insertion point will appear when you click. In areas that contain no text, the precursor appears either at the left, in the center, or at the right.

MENUS

FOLDERBAY

RULER

HEADER FRAME

BODY FRAME

Document Edit Insert Tools Font Size Style

WAV 2

Text   Speech   Cyberdog   Parts   DIGITAL HARBOR

New York   12   P B I U   1 Column   Spacing...   WAV
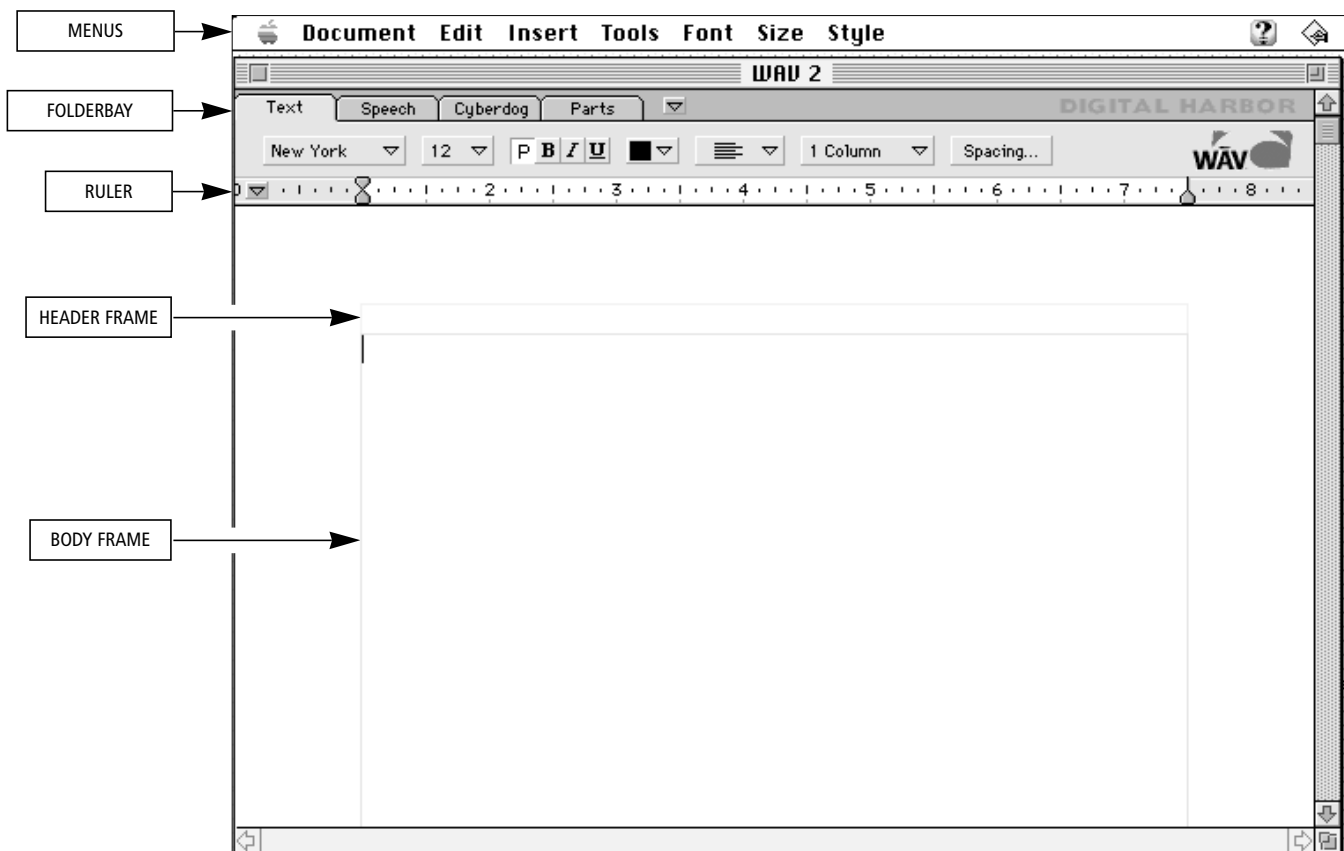
Q How do I create a new page?

A Choose New Page from the Insert menu. You can also press (Command-Return).

Q How do I save a document?

A Choose Save {Document Name} from the Document menu (the name of the current document appears in place of {Document Name}). If you have saved this document before, any changes are saved. If you have never saved this document, a dialog box appears that lets you specify the name and location of the file. Type the name of the file and choose where to save it, then click Save.

Q How do I close a document?

A Choose Close {Document Name} from the Document menu or click the close box in the upper left corner of the document. If you have made unsaved changes to the current document, you are asked if you want to save your changes. When you close a document, you quit WAV.

For more information on working with files, see *Chapter 5: File Management.*
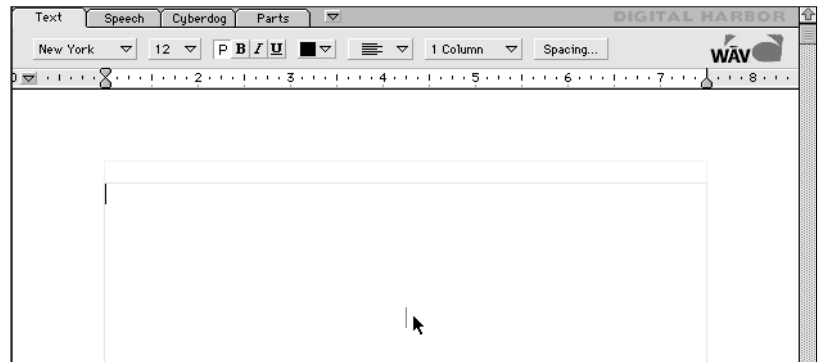
Move the mouse pointer until the precursor appears where you want to type...
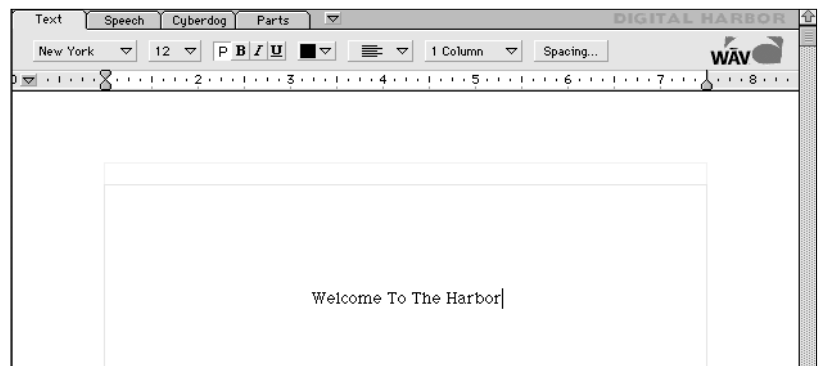
...then click and type.

Quick Keystrokes

⌘-Up Arrow	Top of text flow
⌘-Dn Arrow	Bottom of text flow
⌘-Left	Beginning of line
⌘-Right	End of line
⌘-Left	Previous word
⌘-Right	Next word

For a list of other shortcut keystrokes, see "Appendix A: Shortcut Keystrokes."

Selecting Text

Before you delete, move or edit text, you must select it. Selecting text is the same as in other word processors. Here are some different methods:

- Use the mouse to drag across text you want to select.

- Double-click to select a word.

- Triple-click to select a paragraph.

- Hold down the Shift key and click to select the text between the insertion point and the point where you click.

- Hold down the Shift key and press the arrow keys to select in any direction.

- Choose Select All from the Edit menu to select all the text in the text flow.

Once you select text, you can delete it by pressing Delete, you can move or copy it to a different place in your document, or you can change its appearance.

Moving and Copying Text

You can move or copy text by choosing Cut or Copy from the Edit menu. Then move the insertion point to a new location and choose Paste from the Edit menu. You can also drag the selected text to a new area by clicking the selection and dragging it where you want to move it to—the precursor will let you know where the text will be dropped.
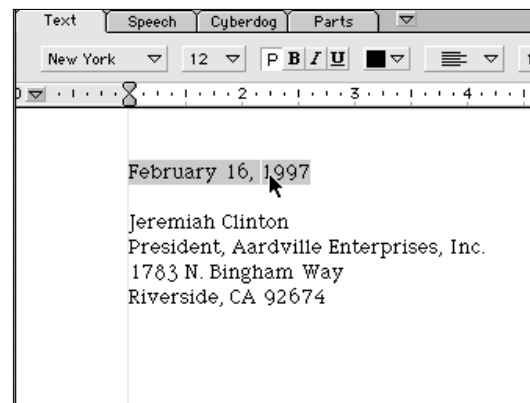
Select the text...
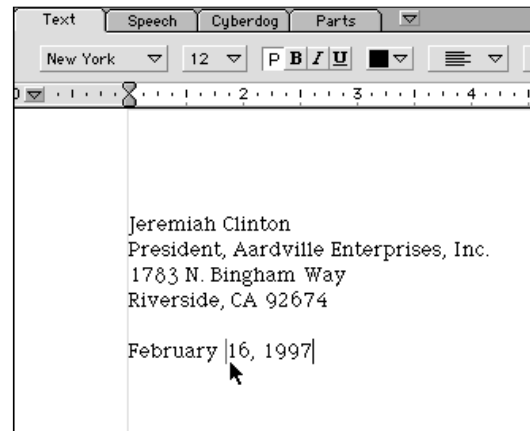
...then drag it to a new location.

Q Why was the text reselected instead of dragged?

A After you select the text, release the mouse button for a moment before you click and drag.

Q How do I copy text to a new location?

A To copy text, hold down the Option key while dragging the selection.

Changing the Appearance of Your Text

You can change the font (such as Helvetica and Times), the size (such as 10 or 24 point), and the style (such as bold and italics) of your text. You can even change the color of your text and reverse the shading.

1. Select the Text folder in the FolderBay.

2. Select the text you want to change, then use the options in the FolderBay to change the appearance of your text. You can also select fonts, sizes, and styles from the Font, Size, and Style menus.

If text is not selected when you choose a new appearance option, all subsequent text you type will have that new appearance, until you change it again or move the insertion point.

Q How do I change the text color?

A With the Text folder selected in the FolderBay, select the text, then choose a color from the Font Color palette.

Q How do I create white text against a black background?

A Select the text, then choose Reverse from the Style menu. You can change the background color by selecting a color from the Font Color palette in the FolderBay.
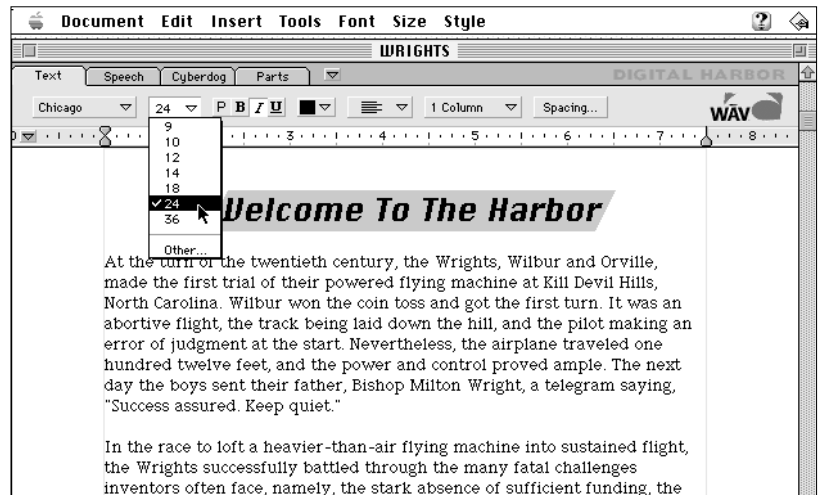
Use options in the Text folder to change the appearance of your text.

Q How do I remove bold and italics?

A Select the formatted text, then click the Plain button.

TIP Want to get the size of your title or headline just right? Select the headline, then choose Larger or Smaller from the Size menu to increase or decrease your font size by a point (1/72"). If you want to add more space between characters, select the headline and choose Expand from the Style menu.

Q How do I change the default font for new documents?

A Choose WAV Preferences from the Edit menu, then select the font and point size you want to use in your new documents.

TIP

The most recently used fonts are listed at the top of the Font pop-up menu in the FolderBay.

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┌──────────────────────────── WRIGHTS ────────────────────────────┐
│ Text │ Speech │ Cyberdog │ Parts │ ▽          DIGITAL HARBOR    │
│ Geneva    ▽   10  ▽  P B I U  ■ ▽    ≡  ▽  1 Column  ▽  Spacing...  WAV │
│  ···1···  ···2···  ···3···  ···4···  ···5···  ···6···  ···7···  ···8··· │
│                                                                  │
│  "Success assured. Keep quiet."                                  │
│                                                                  │
│      In the race to loft a heavier-than-air flying machine into sustained │
│  flight, the Wrights successfully battled through the many fatal challenges │
│  inventors often face, namely, the stark absence of sufficient funding, the │
│  constant unethical cunning of competitors, and the epidemic skepticism of │
│  the power-brokers of the day. When their vision of flight finally became a │
│  proved and accepted reality, and the view was cast forward to the │
│                                                                  │
│  The Wright Brothers          May 17, 1997          Page 1       │
│                                                                  │
└──────────────────────────────────────────────────────────────────┘
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Text you type in a footer appears on every page.

Creating Headers and Footers

To create headers and footers, click inside the Header frame or Footer frame, and then type the text you want to have appear on every page.

Q How do I insert a line?

A Choose Line from the Insert menu, then select the type of line you want to insert in the footer.

Q How do I insert page numbers?

A Choose Page Number from the Insert menu to insert running page numbers.

Q How do I insert the date?

A Choose Date from the Insert menu to insert the text of today's date. The date is not automatically updated when you print or open the document.

Text Formatting

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WAV is designed to let you work without having to spend a lot of time thinking about formatting. Knowing how WAV does a few things, however, will help you work more efficiently. When you format text, the formatting affects different areas of your document, depending on which feature you used. There are four types of formatting:

Character-based formatting such as fonts and font styles (bold, italics, etc.) affects only the selected text or the text you type after changing the format.

Paragraph-based formatting such as alignment, line spacing and paragraph spacing affects the selected paragraphs or only the paragraph in which the insertion point is placed. If you change the formatting on a blank line, the formatting will remain in effect while you insert new text.

Section-based formatting such as tab settings and columns affects the entire section in which the insertion point is placed. To end columns or change tab settings, start a new section (choose New Section from the Insert menu).

Document-based formatting such as margins, page orientation and headers and footers affects the entire document.

Changing the Margins

To change the margins, drag the margin guidelines in the WAV editing window. You can also change the left and right margins by dragging the margin markers on the Ruler.

Q   How do I specify exact margin settings?

A   Choose Margins from the Tools menu, then type the margin settings.

Q   How do I set up a landscape page?

A   Choose Page Setup from the Document menu, then click the landscape orientation icon. (Note: the options available depend on the type of printer you are using.)

TIP

Choose Undo from the Edit menu to reverse the last change. In fact, you can undo many of your previous changes one at a time by continuing to choose Undo from the Edit menu.
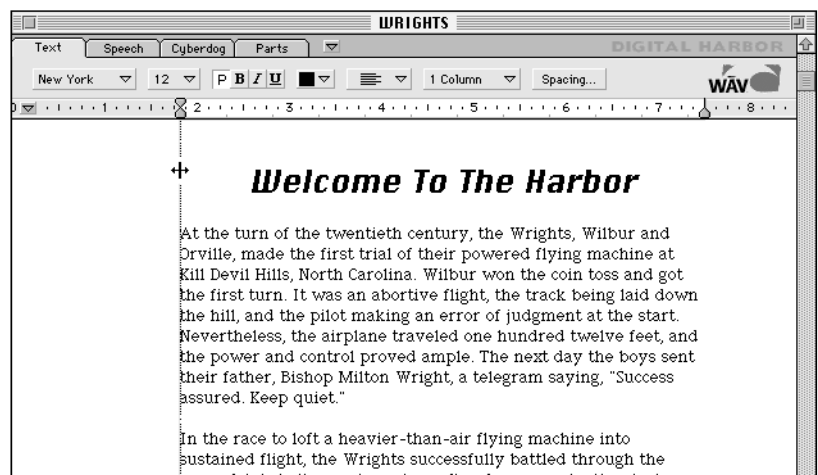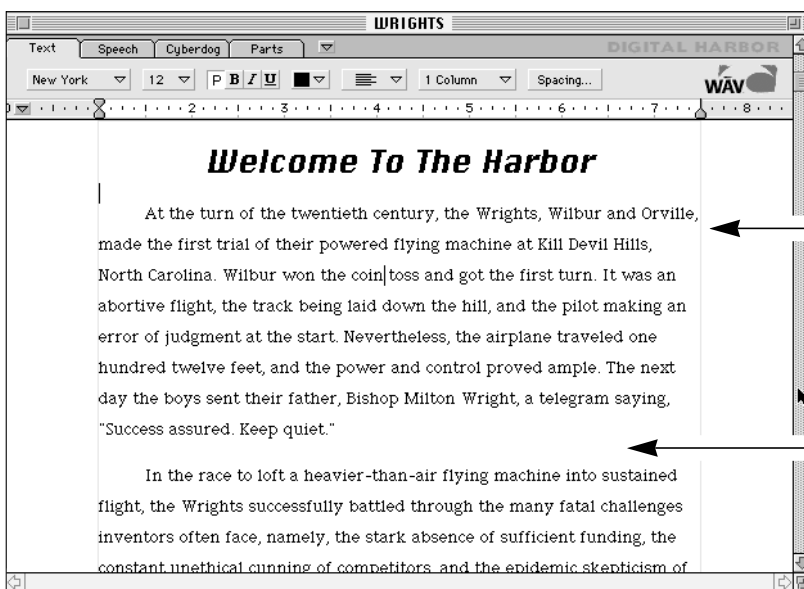

Drag the margin guidelines to change the margins.

Changing Line and Paragraph Spacing

You can change the spacing between lines, or you can change the spacing before or after paragraphs. Changing the line and paragraph spacing affects only the paragraph in which the insertion point is placed or the paragraphs in which text is selected.

1. Select the Text folder in FolderBay.

2. Place the insertion point where you would like spacing to begin or select the paragraphs in which you would like to change the spacing (choose Select All from the Edit menu to select all the text in your document).

3. To change the spacing, click Spacing and select an option. For example, if you want double-spacing, choose 2 from the Spacing pop-up menu

under Line.

4. To change the paragraph spacing, type values in the Space Before or Space After text boxes under Paragraph. The values you type control the amount of space before and after each paragraph (measured in points, or 1/72").

Changing the Alignment

If you want to type a centered or right-justified line, just click in the area where you want to type and begin typing. If you want to center or right-justify existing text, make sure the Text folder in FolderBay is selected, then select the paragraph(s) and choose an option from the Alignment pop-up menu in FolderBay.

Q Why was only the first paragraph in the document centered?

Line spacing was changed from single to 1.5 spacing. Paragraph spacing was added after each paragraph
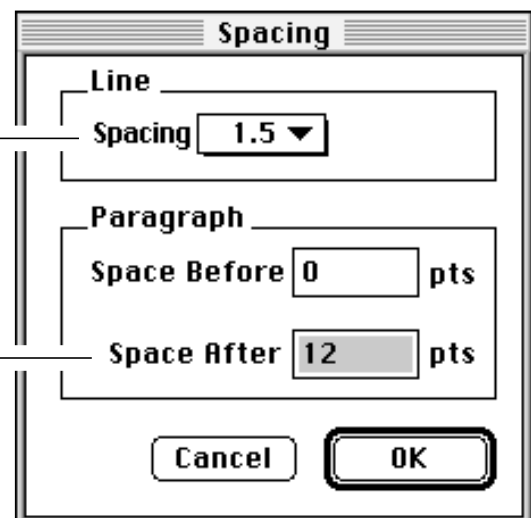
A Alignment changes affect only the paragraph in which the insertion point is placed. To align all the existing paragraphs, choose Select All from the Edit menu, then make your alignment changes.

Shortcut Keystrokes

⌘-Shift-L	Left Justify
⌘-Shift-C	Center
⌘-Shift-R	Right Justify
⌘-Shift-F	Full Justify
⌘-Shift-A	Justify All
⌘-Shift-P	Partial Justify

Turning On Columns

You can insert as many as five columns in your document. Keep in mind that columns affect the entire *section* in which the insertion point is placed.

1. Select the Text folder in FolderBay.

2. Place the insertion point where you want to start your columns, then choose New Section from the Insert menu.

3. Choose the number of columns you want from the Columns pop-up menu.
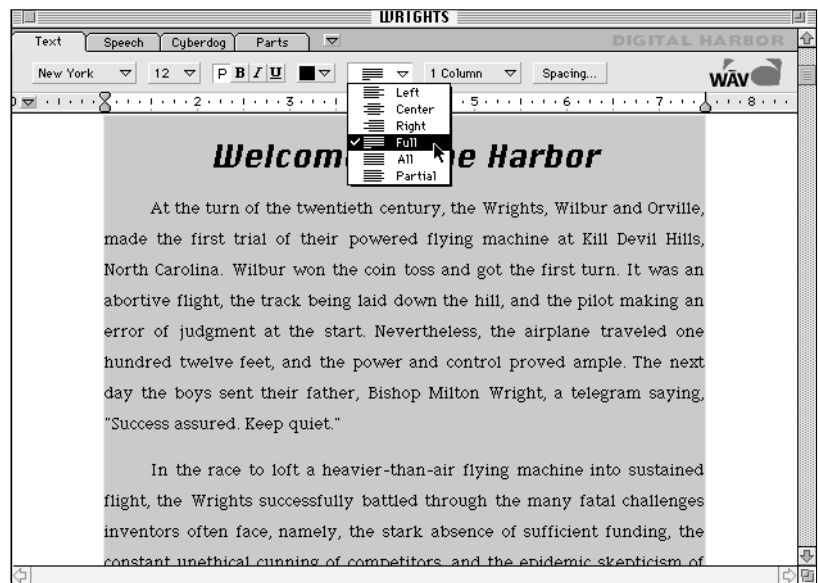
These paragraphs are full-justified.

Columns begin at the start of the section.

Q How do I turn off columns?

A To turn off columns or to change the number of columns, you must start a new section. Place the insertion point at the end of the columns and choose New Section from the Insert menu.

Q How do I insert a column break?

A Place the insertion point where you want the new column to start, then choose New Column from the Insert menu. From that point, the text flows to the next column.

Q How do I change the spacing between columns?

A Choose Space Between from the Columns pop-up menu in FolderBay, then type the number of points you want between the columns (72 points equal 1 inch).

Q How do I change the number of columns?

A Just place the insertion point in the columns and select the number of columns you want from the Columns pop-up menu. If you want to remove the columns, choose 1 Column from the Columns pop-up menu.

Setting Tabs

Tabs are preset at every half-inch setting. However, you can use the Ruler to add tab settings at different locations. The Ruler appears at the top of the screen below FolderBay. Keep in mind that tab settings affect the entire section in which the insertion point is placed, so if you want to set tabs for only a few lines in your document, you'll want to add section breaks before and after those lines.

1. If the Ruler does not appear, select the Text folder in FolderBay. If you want to show the Ruler for an embedded WAV object, choose Show Ruler from the Tools menu.

2. If you don't want the tab settings to affect previous text, choose New Section from the Insert menu.

3. Select the type of tab (Left, Center or Right) you want to insert from the tab settings pop-up list on the left side of the Ruler.

4. Click the area of the Ruler where you want your tab setting to appear.

Q Why did changing the tab settings of selected text affect the rest of the document?

A New tab settings affect the entire section in which they appear. To add new tab settings, start a new section (Insert, New Section). To revert to the default tab settings, select Clear All from the tab set-

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tings pop-up list on the left side of the Ruler.

Q How do I insert a dot leader?

A To insert a dot leader to the next tab stop, press Command-Tab.

TIP As you drag tabs on the Ruler, you may notice that the tab settings "snap" to preset locations. To move tabs without this snapping effect, hold down the Option key.

Creating Bullet and Number Lists

To create a bullet indent, type any character (including a bullet or number) at the beginning of a line, then press Tab. Any text you type after the tab will be indented.

TIP To insert an indent without a character, press Command-Shift-I.

Q How do I insert a bullet?

A Choose Symbol from the Insert menu, then choose the bullet character you want to use. To see which other characters you can insert, choose Key Caps from the Apple menu, then hold down the different keys (Shift, Ctrl, Option and Command) in different combinations. For example, pressing Option-8 inserts a bullet.
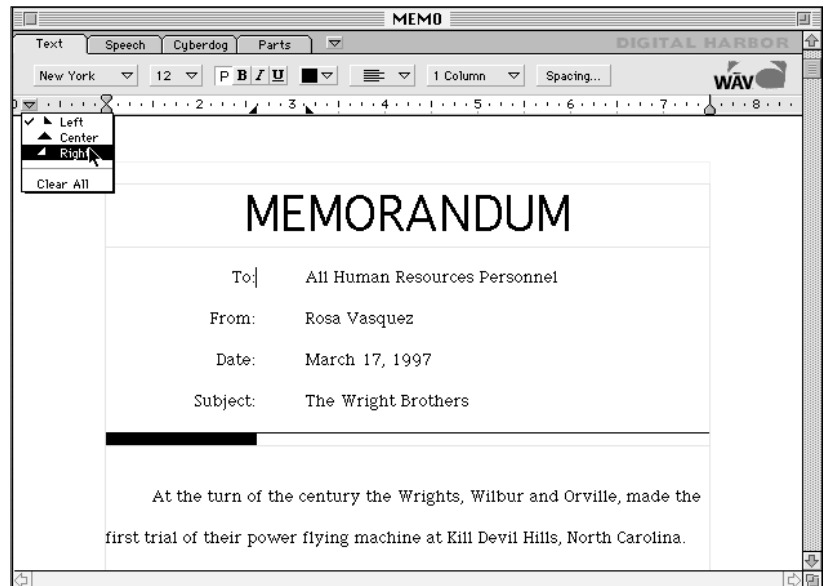
Select the type of tab, then click the Ruler where you want the new tab setting to appear.
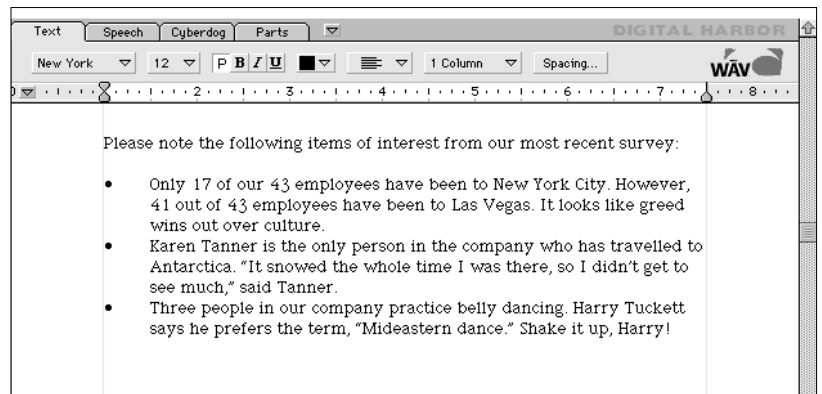
To create a bullet list, type a bullet character and press Tab.

Pressing Option-Tab inserts a bullet character and indents the text to the next tab stop. The bullet character inserted is determined by the most recent bullet entered with the previous bullet keystroke or the most recently inserted line.

Quick Keystrokes

⌘-1	➤	Bullet Indent
⌘-2	◆	Bullet Indent
⌘-3	✊	Bullet Indent
⌘-4	■	Bullet Indent
⌘-5	□	Bullet Indent
⌘-6	☞	Bullet Indent
⌘-7	✓	Bullet Indent
⌘-8	✗	Bullet Indent
⌘-9	★	Bullet Indent
⌘-0	●	Bullet Indent
⌘--	○	Bullet Indent

Note: If you do not have Zapf Dingbats installed in your system, these characters will appear as a bullet (•).

Q What if I don't want the paragraph to be indented after a number or bullet?

A After you begin the paragraph with a bullet character or number, press Ctrl-Tab instead of Tab to insert a hard tab. Only the first line of the paragraph you type will be indented.

Creating First-Line Indents

The first-line indent controls the amount in which the first line of each paragraph is indented. By setting a first line indent, you can avoid having to tab at the beginning of each paragraph.

To create a first-line indent, drag the top slider on the left side of the Ruler to where you want the first line of each paragraph to begin.

TOP SLIDER
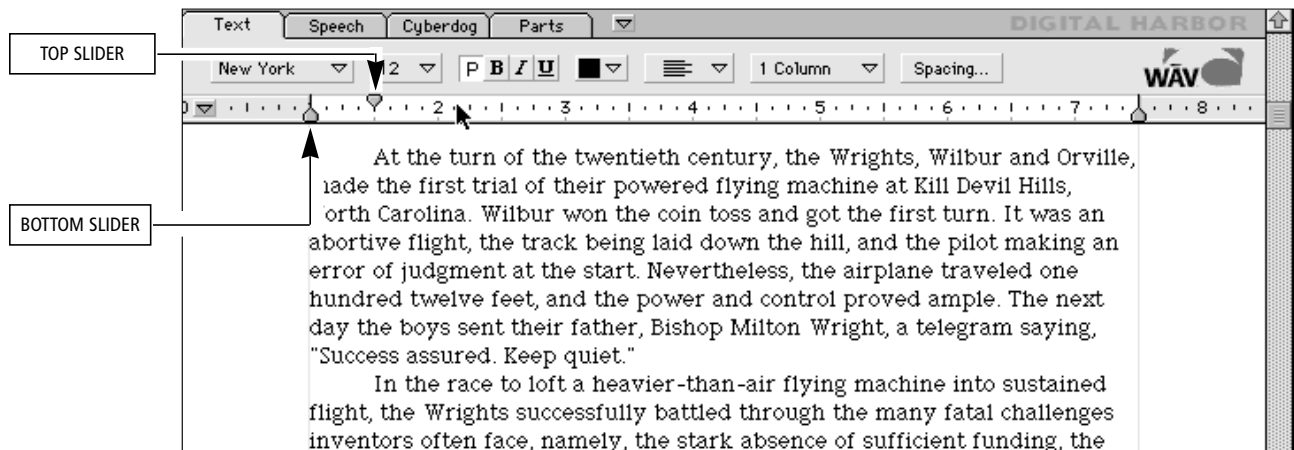
BOTTOM SLIDER

The top slider indicates where the first line of the paragraph starts. The bottom slider is the left indent marker.

You can also drag the sliders to create hanging indents for bibliographies and any other paragraphs that require all the lines to be indented except the first line. To create a hanging indent, drag the bottom slider where you want the indent to begin, then drag the top slider back to its original position on the left margin.

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Working with Other OpenDoc Components

WAV is based on the idea that if you want something in your document, you should be able to simply grab it and place it. You can drag objects (graphics, movies, Internet URLs, text, etc.) into your document from FolderBay, from the desktop, or from other applications that support drag and drop. You can also drag objects between WAV documents, from the desktop into FolderBay, or even from the Cyberdog browser right into your document.

Adding Objects from Other OpenDoc Parts

You can drag an item from any of the sources listed above to where you want it to appear in your WAV document.

Graphics can be positioned anywhere within your margins.

You can also cut or copy items to the Clipboard and paste them into your document. Use the Cut, Copy and Paste commands on the Edit menu.

Q Why didn't WAV recognize the object?

A When you copy objects into OpenDoc applications, WAV needs to know which editor you want to use to edit that data type. For more information, see "Installing and Setting Up WAV" in *Chapter 1: Welcome to WAV*.
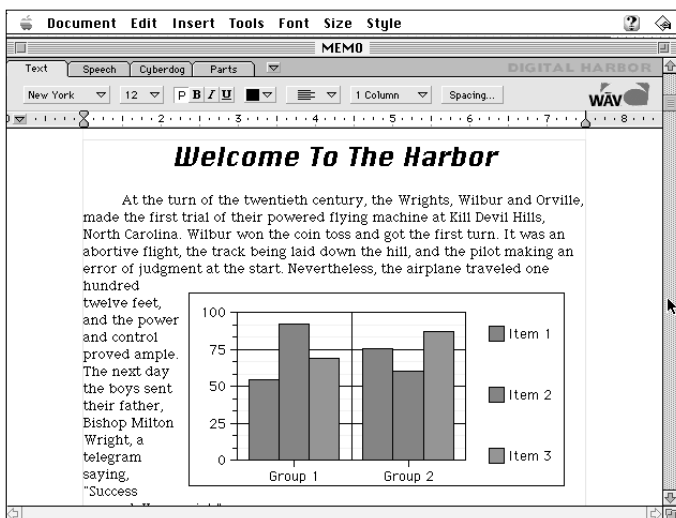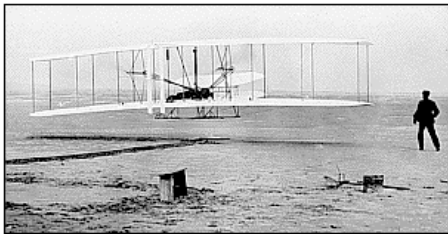
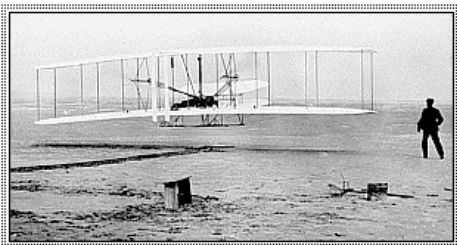When the text object is active, the WAV menus and FolderBay appears.
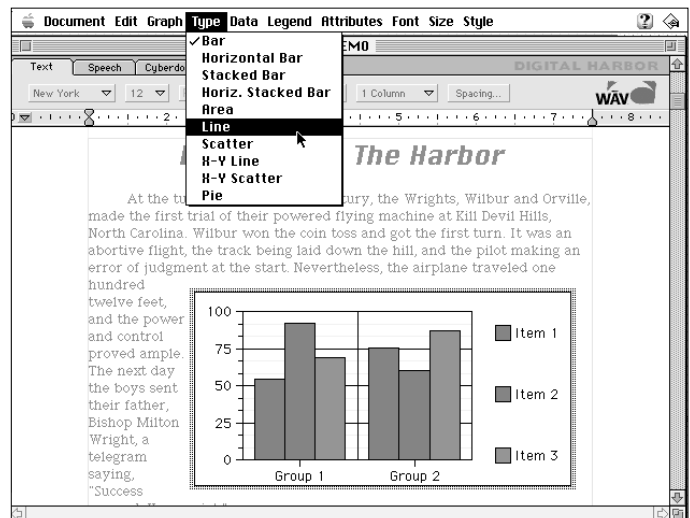
When the graphics object is active, different editing menus appear.
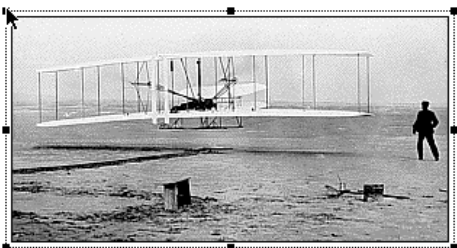
Moving and Sizing Objects

When you click an object, you make it active, which means you can edit the content inside the frame. To move or size an object, Command-click it to
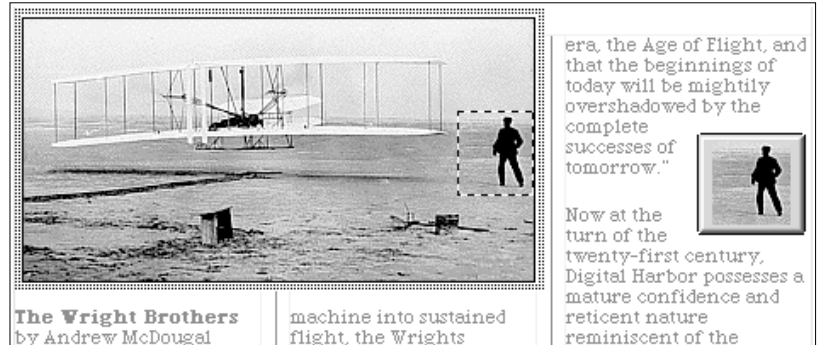

Inactive object

Click an object to edit it.

Command-click an object to move or size it.

display the sizing handles (if the object is active, click the frame border to select it). You can hold the pointer over the selected object and drag it with the hand cursor. As you do so, WAV reformats the document immediately.

Select the part of the graphic you want to copy, then drag it to the new location, such as a cyberbutton.

To size an object, drag one of the sizing handles.

Q Can I insert parts of drawings or graphics?

A Yes, if Cyberdog is the viewer for the object. First, click the object to make it active. Drag across the part of the active object you want to copy elsewhere. An inner box highlights your selection. Drag the highlighted box to the place in your document where you want to keep it.

Q How do I delete an object?

A If you want to delete a graphic, chart, or other object, click the frame to select it and press Delete.
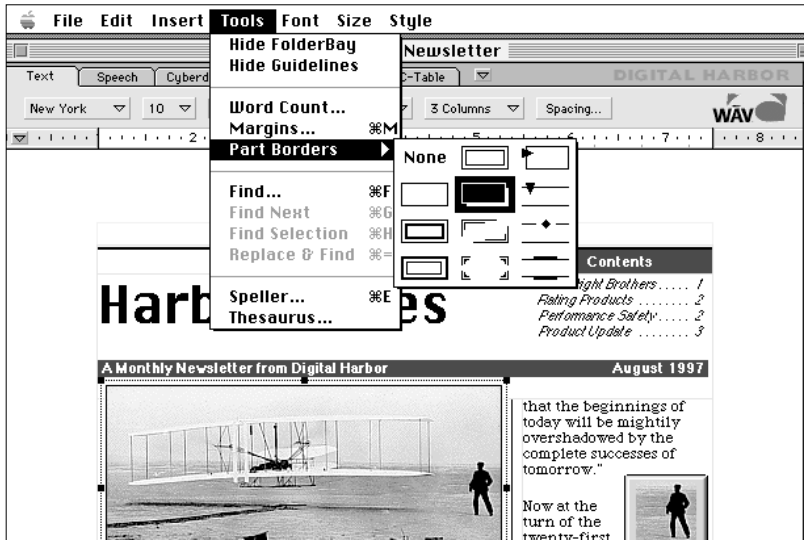
Select the embedded object then add a border.

You can change the color of the border by Command-click-ing the embedded object and selecting a color from the Color pop-up menu in FolderBay (make sure the Text folder is selected).

Placing Borders Around Part Objects

To place a border around an object, click the border of the object to select it. Choose Borders from the Tools menu, then choose the type of border you want to use.

If you want to place a border around a paragraph or page, you must place that text inside a frame. For example, to place a paragraph inside a frame, select the paragraph and choose Cut from the Edit menu. Place the insertion point where you want the frame to appear and choose Paste As from the Edit menu. Select Frame from the Embed As pop-up list, then choose OK.

Creating Objects from Other Parts

If you have installed other OpenDoc Live Objects such as chart or graphics editors on your computer, you can use them to create objects in your document. The Parts folder contains Live Object icons that you can click to embed objects in your document.

1. Click the Parts Folder to select it.

2. Click the icon of the component you want to work with. An object is inserted in your document.

3. Command-click the object to move, size or copy it.

4. Click the object to edit it.

Q Why can't I create a table or a chart?

A You may not have tables or chart-ing components installed on your system. For more information about which OpenDoc compo-nents you can purchase, see *Appendix B: Component 100 Members.* You can also visit the Component 100 Web page:

http://www.c100.org.

Q Why can't I see the WAV format-ting options in FolderBay any-more?

A You selected a folder other than the Text folder. Click the Text folder to see the WAV formatting options again.

Embedding Objects as Frames

You can use Paste As to *embed* an object. By doing this, you can specify whether the object will be incorporated into the current content or embedded as a separate object, such as a frame or icon. If you paste the object as an icon, a placeholder icon appears in your document instead of the object.

1. Cut or copy the item you want to paste into your document.

2. Choose Paste As from the Edit menu.

3. Specify whether to merge the pasted material with the document or embed it. For example, if you're pasting text from another document, you can paste that text within a paragraph or you can embed it inside a frame to be used as a text box or pull-quote.
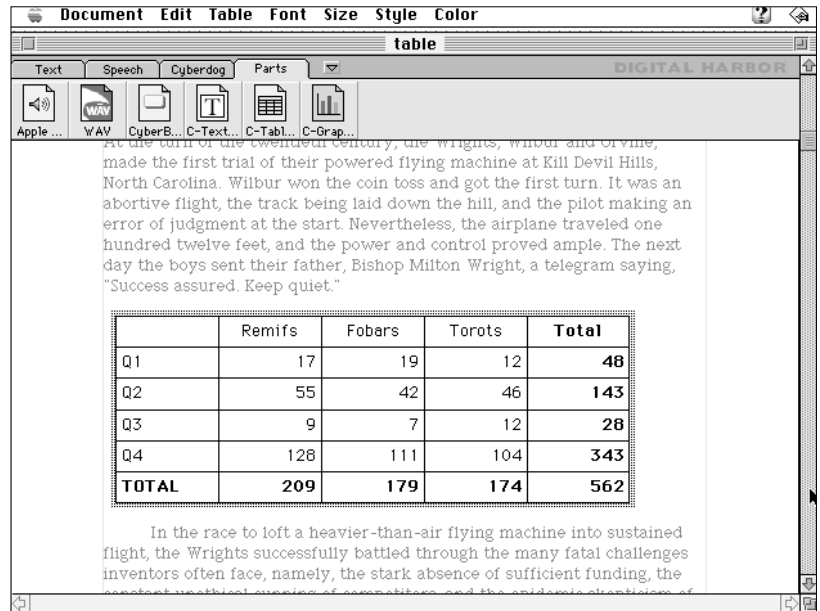
While you edit an object, the menus of that component become active.

4. If you're embedding the object, choose a type from the Embed As pop-up menu. Select Frame if you want to see the object in your document instead of a placeholder icon.
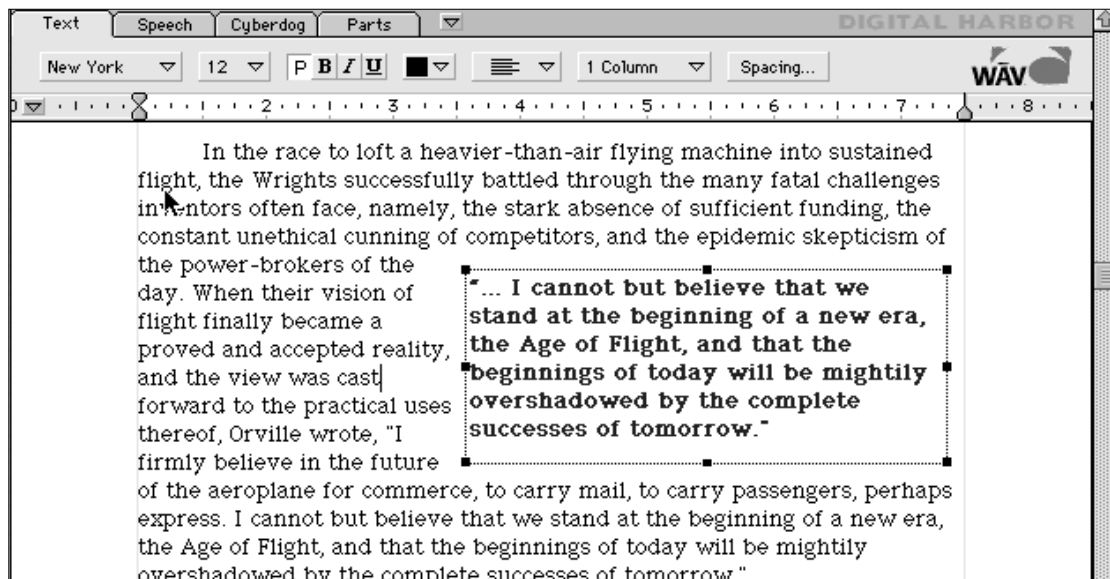
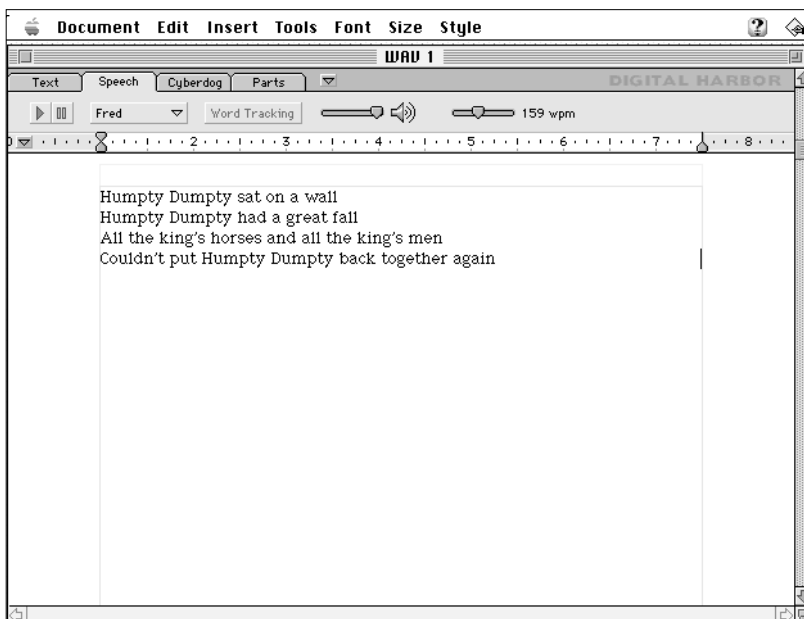**Pasted text can be merged with existing text or placed in a frame.**

Q How do I find out which viewer is assigned to the object?

A Command-click the object, then choose Part Info from the Edit menu.

Speaking a Document

The Speech folder contains controls to have your computer speak the text in a document. You can choose from several voices, adjust the volume and speed, and track the speaking progress. The speech folder appears only if you have PlainTalk installed on your computer. PlainTalk can be found in the Apple Extras folder.

1. Open the document you want to speak. If you want to speak only a portion of your document, select the text you want to speak.

2. Select the speech folder in FolderBay.

3. Click the Play button in the Speech folder.

To pause speaking, click the Pause button.

To change the voice, select the Speech folder in FolderBay, then choose a voice from the Voice pop-up menu in the Speech folder (the Voice pop-up menu is just to the right of the pause button). The default voice is Fred.

To adjust the volume, select the Speech folder in FolderBay, then drag the Volume slider in the Speech folder.

To change the speech speed, select the Speech folder in FolderBay, then drag the Speed slider in the Speech folder. The speed is measured in words per minute (wpm).

You can track the progress of speech if you want. Progress is indicated by selecting each word in the document as it is spoken. To track the word currently being spoken, select the Speech folder in FolderBay, then click Word Tracking. If the button is depressed, Word Tracking is on.

Select the Speech folder to have your text read aloud.

Embedding WAV in Another OpenDoc Component

In the same way that you can use a chart or table editor in WAV to edit an embedded object, you can embed—and edit—a WAV object in another component editor, or in WAV itself if you want to create a text box. You can even display the Ruler and FolderBay to help you make your editing changes.

To embed a WAV document in another Live Object, drag the WAV stationery icon from the WAV folder or the Stationery folder into a part object. You can also choose Insert from the Document menu, open the Stationery folder on your hard drive, click the WAV icon, and then click Open.

Q How do I display the Ruler and FolderBay?

A After you have embedded a WAV object, click the object to make it active, then choose Show Ruler or Show FolderBay from the Tools menu.
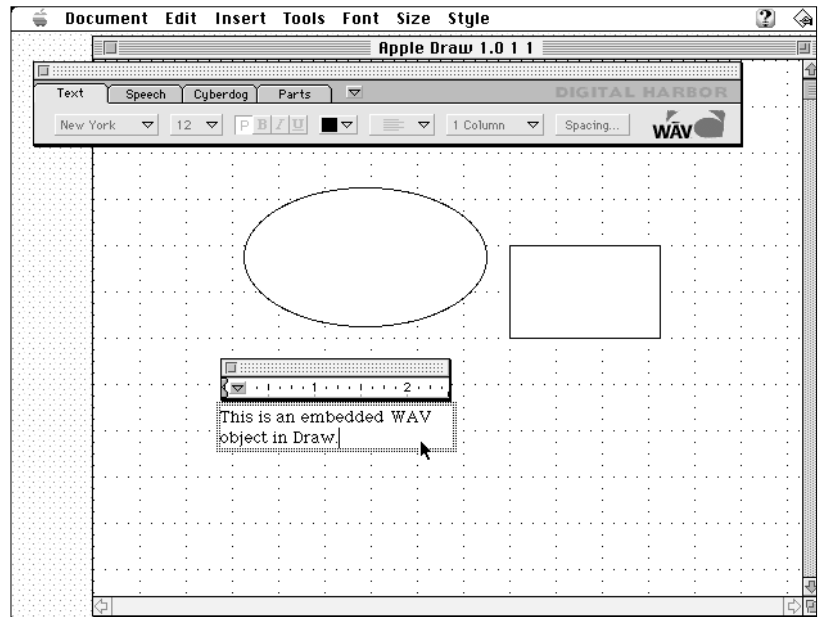
In this example, a WAV object is embedded in the Draw editor.

File Management

5

WAV includes several features that help you manage your files more productively. For example, as you build your document, you can use the Drafts feature to save different versions of the document as you go along. If you don't like your most recent changes, you can revert to the state of the document when it was last saved.

You can also open folders in FolderBay so that you can drag objects into your document.

Opening a Document

To open a document, choose Open Document from the Document menu, then select the document and click Open. If you open a file created in a different application such as Word or WordPerfect, the document will be opened in its own application.

You can have several WAV documents open at the same time. You can switch to other documents by sizing the top document window and clicking any of the documents behind it, or you can select the document you want to work

on using the Applications menu in the upper right corner of your screen. Remember, WAV is not an application with several documents opened; instead, each document is a "version" of WAV.

Q How do I open a new document?

A Choose New from the Document menu. A new WAV document appears with its own menus and FolderBay

Q How do I insert a Word or WordPerfect document in WAV?

A You can drag the document icon from the desktop into WAV. You can also choose Insert from the Document menu, then select the file you want to open. The file will be inserted into the WAV document at the insertion point.

If you're using WordPerfect, you can select the text in the WordPerfect document and drag it into WAV (Word doesn't support this). The text will be inserted where the precursor is when you release the mouse button.
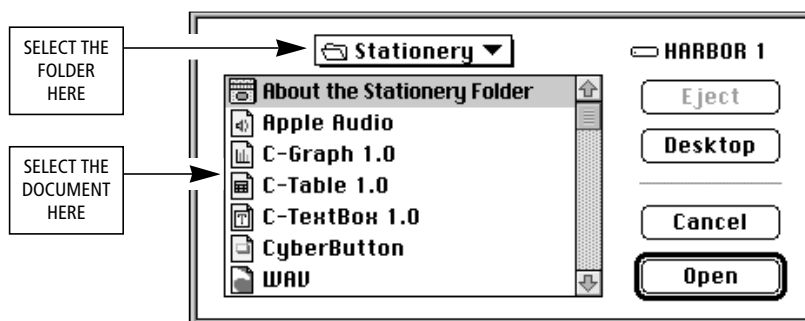
Saving a Document

1. To save a document, choose Save {Document Name} from the Document menu (the name of the current document appears in place of {Document Name}).

SELECT THE FOLDER HERE

SELECT THE DOCUMENT HERE

If you have saved this document before, any changes are saved. If you have never saved this document, a dialog box appears that lets you name the file and select the folder where it will be stored.

2. Type the name of the file and choose where to save it, then click Save.

Note: Saving a document clears the Undo/Redo buffer, which means you can't undo or redo any formatting changes made before saving the document. If you think you may want to revert to a previous draft of your document, you may want to save drafts of the document periodically. See "Undoing Formatting" in *Chapter 6: Specialized Procedures.*

Q How do I save a copy of a document?

A Choose Save a Copy from the Document menu. In the dialog box that appears, choose another name or location for the file. You can also select the kind of document you want to save it as from the Kind pop-up menu. For example, you can save the document as stationery for later use or as a simple text file. When you're finished, click Save.

Q How do I close a WAV document?

A To close a WAV document, choose Close {Document Name} from the Document menu or click the close box in the upper left corner of the

document. If you have made unsaved changes to the current document, you are asked if you want to save your changes.

Q How do I delete a document?

A To delete the current document, choose Delete {Document Name} from the Document menu. Delete a document only if you want to remove it permanently from your drive. Otherwise, just close the document so you can open it later.

Inserting a File into a Document

You can insert text, graphics, sound clips and other files into your document. If the file needs to be converted from a different format, WAV will convert it automatically. If WAV can't convert the format of the file you're trying to insert, open that file in its original application and save it in a format that WAV can read.

1. Place the insertion point where you want the file to be inserted.

2. Choose Insert from the Document menu.

3. Select a file to insert, then click Open.

Text files are placed in the document at the insertion point. Other types of files (graphics, movies, etc.) are placed in the center of the document window.

Q How do I copy text from Word or WordPerfect?

A In WordPerfect, select the text you want to copy, then drag it into the WAV document. In Word (which does not support drag and drop), select the text, then choose Edit, Copy. Click in the WAV document where you want the text to appear and choose Edit, Paste.

Q Why can't I insert a Word 6 document?

A WAV cannot convert some formats, including Word 6 files. Open the document in Word and save it as a Word 5.1 file. You'll then be able to insert the file into the WAV document.

Q Where can I obtain additional conversion filters?

A To download additional conversion filters, go to the Digital Harbor site: http://www.dharbor.com

Creating Stationery Templates

Stationery files are specialized parts or documents whose only purpose is to serve as templates for the creation of other parts. A stationery document is never opened; when you double-click a stationery icon (such as WAV), a copy of the stationery is opened rather than the original. You can create additional stationery for other types of documents with specific formatting and content to create letterheads, forms, or other templates. Stationery documents can be embedded in documents, or they can exist as stand-alone documents themselves.

1. Open a document you want to use as stationery. You may want to delete text and make other editing changes so that it's easier to create additional documents.

2. Choose Save a Copy from the Document menu.

3. Select OpenDoc Stationery from the Kind pop-up menu.

4. Type a name for the stationery, then click Save.
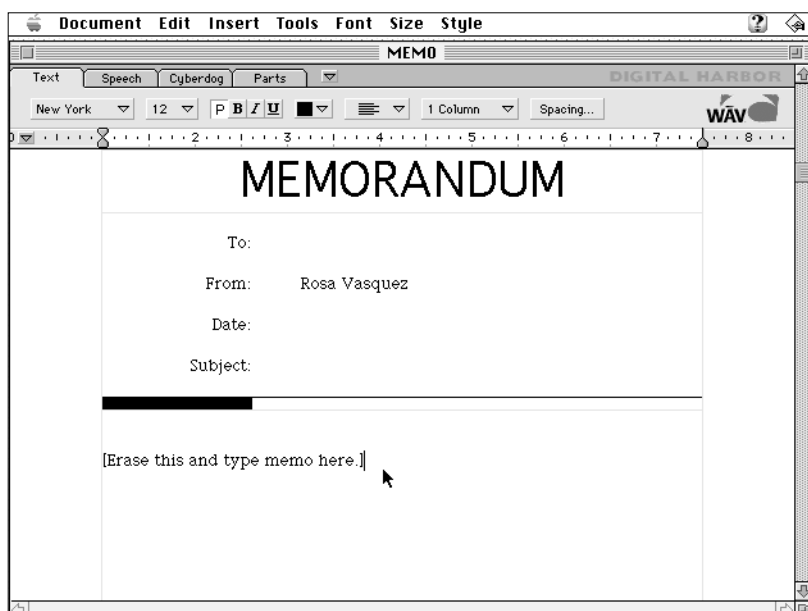
You can create a stationery template for future memos.
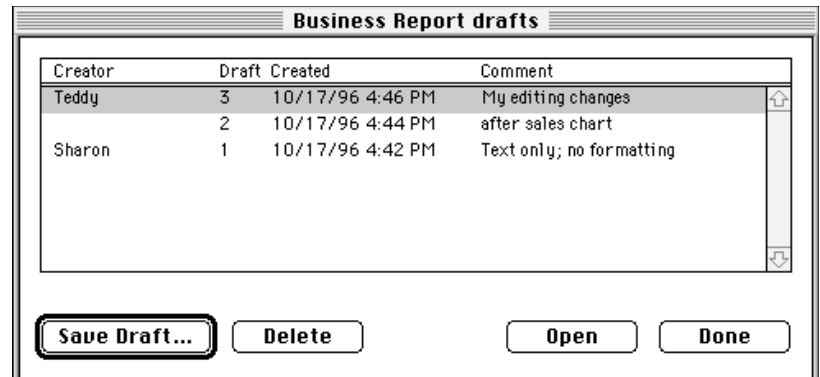
Q What is the Stationery folder?

A When you install OpenDoc, the Stationery folder is created on your hard disk. When you install an OpenDoc part, the part's stationery is placed in the Stationery folder. For example, the WAV icon is actually a stationery file; when you double-click it, a blank WAV document appears.

Q Why doesn't my editor appear in FolderBay?

A If you have installed an editor but its icon does not show up in FolderBay, make sure the Stationery folder resides at the root of the hard drive. If you have installed your OpenDoc component, but it no longer appears in the Stationery folder, you need to drag the editor onto the OpenDoc icon located in the WAV folder. If you can't drag the editor onto this alias, you'll have to drag it onto the OpenDoc icon located in the OpenDoc Libraries folder, which is in the Extensions folder in the System folder.

Working with Document Drafts

OpenDoc documents have a history that can be preserved and inspected through *drafts*. A draft is a captured record of the state of a document at a

Creator	Draft	Created	Comment
Teddy	3	10/17/96 4:46 PM	My editing changes
	2	10/17/96 4:44 PM	after sales chart
Sharon	1	10/17/96 4:42 PM	Text only; no formatting

Use drafts to save different versions of your document.

given time. You decide when to save the current state of a document as a new draft and when to delete older drafts. All drafts are stored together in the same document.

1. Choose Drafts from the Document menu.

2. Click Save Draft, then type any comments that will help you distinguish this draft from others.

3. Click Save.

To open a document draft, choose Drafts from the Document menu, select the draft you want to open, then click Open.

Q How do I discard unsaved changes?

A Choose Revert to Saved from the Document menu. The most recently saved version of the current document is reloaded. Any changes you have made since the last time you saved are discarded.

Q How do I use multiple undo?

A If you've made several changes to your document and decide you want to undo a few of these changes, choose Undo from the Edit menu several times until you've undone the changes you don't want.

Printing a Document

Choose Print from the Document menu to print a document.

Q How do I change print options?

A Choose Page Setup from the Document menu. Make any changes you want to the page setup. For example, you may want to print your document in landscape rather than portrait size. The options available depend on the type of printer you are using.

Working With Project Folders

You're not limited to the four folders in FolderBay created when WAV is installed. You can create your own folders for storing items you plan to use in connection with your documents. Project folders can contain any kind of Macintosh file, including applications. The most common use of project folders, however, is as a place to store document items. For example, you can place the masthead of a newsletter you need to create every month, or you may want to include the company logo so that you can drop it into letters, brochures, and newsletters. You may also want to include text that you may want to use in different documents.

A sample project folder installs with WAV that includes all the elements for building a newsletter. To open this folder, drag it from the WAV folder on your desktop into FolderBay. To use project folders, drag items from FolderBay into a document or from
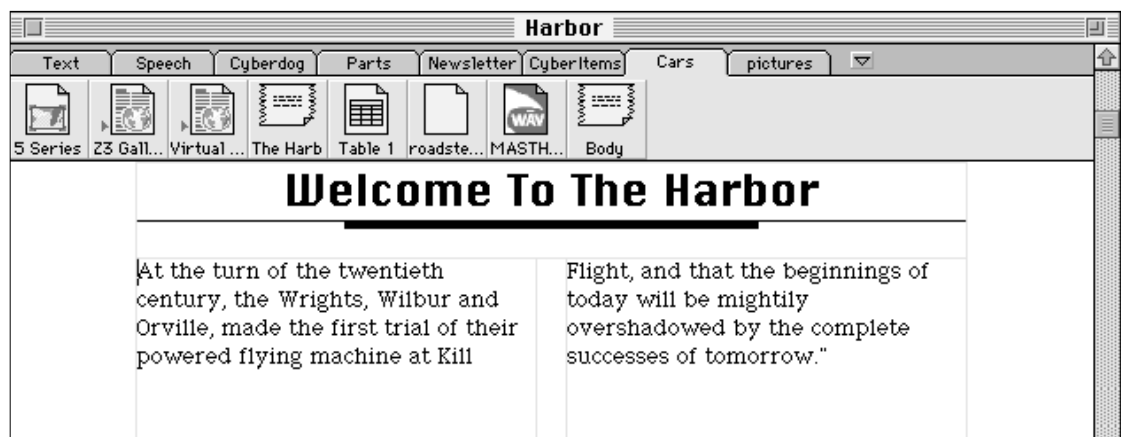
To select a project folder, click its tab in FolderBay.

your documents into project folders. If you have applications or AppleScripts in your project folders, you can click them to run the application or script.

Open Project Folders

To place a folder in FolderBay, choose Open from the Folder menu (to open the Folder menu, click the pop-up triangle at the right side of FolderBay). Select a folder to open. From there you can drag items you need from FolderBay into your document, or you can run applications or Apple Scripts.

To remove objects from a folder in FolderBay, drag them to the Trash on the desktop.

To close a folder, select the folder you want to close, then choose Close from the Folder menu (to open the Folder menu, click the pop-up triangle at the right side of FolderBay).

To remove a folder, select the folder you want to delete, then choose Remove from the Folder menu. Even though the folder is removed from FolderBay, it still exists on your hard drive or network drive.

Create Project Folders

To create a new folder, choose New from FolderBay menu, then type a folder name. Type a new name, in which case a folder with the same name is created in the location you specify.
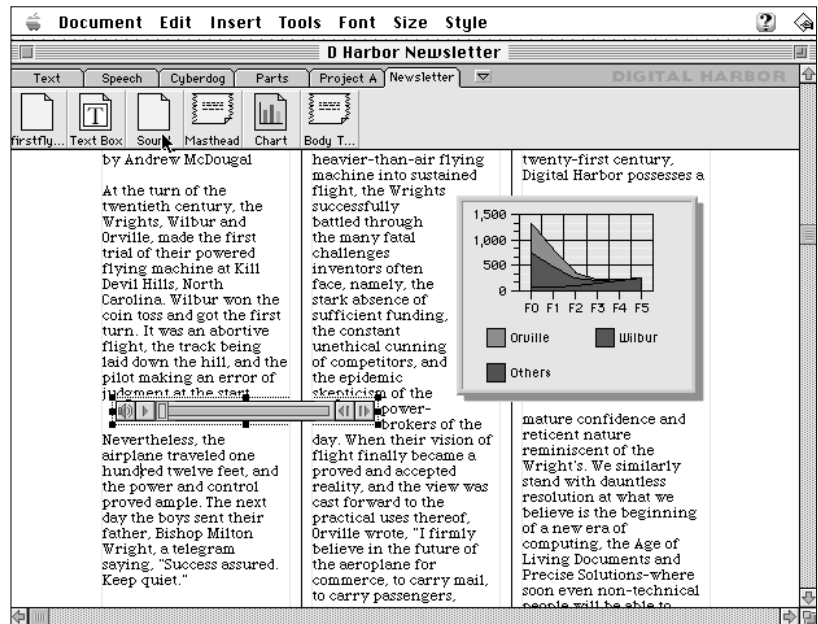
Drag objects from the project folder into your document.

The folder you create is associated with the current WAV document. When you open the WAV document again, the project folder will also appear. However, if you want to send the document to someone else or transfer it, you need to attach the file to the document.

Attach Folders to Documents

When you create a new folder, it is associated with the document currently open. If you transfer the file to someone else, however, the folder contents are unavailable unless you attach the folder to the document.

1. Select a folder you want to attach to a document by clicking its tab in FolderBay.

TIP

An even easier way to open a folder in FolderBay is to drag a folder from the desktop into FolderBay. Document items are automatically created for any usable files. You can drag folders from local or network drives.

Select folder options from the triangle pop-up menu in FolderBay.

2. Open the Folder menu and select Attach to Document. Choose OK.

Note: Attaching a folder to a document can greatly increase the size of the document.

Q How do I unattach a folder?

A Click its tab in FolderBay, then open the Folder menu and uncheck Attach to Document.

TIP Folders that are not attached to a document can be opened over the network from multiple WAV documents. For example, a teacher may want to give students a template document that uses folders on his or her computer.

Specialized Procedures

This chapter takes you through some of the editing and design tasks you may want to include, such as finding and replacing text, customizing WAV, and creating special effects such as pull-quotes and text boxes.

Finding Text

If you need to find a word or phrase in your document, or if you need to replace a word or phrase with another word or phrase, use the Find feature.

To find text, choose Find from the Tools menu, then type the word or phrase you want to find in the Find text box. Click Find.

Here are some of the options for finding text:

Entire Word. Select this option if you want to find only the word you typed. For example, if you type *the* in the Find text box, you probably don't want to find words like "*the*atrical" and "a*the*ism."

Case Sensitive. Select this option if you want to find the text with the exact same case as the text you typed. For example, if you type *Germ* in the Find text box without selecting Case Sensitive, WAV will search for *Germ*, *germ* and even *GERM*. If this option is selected, WAV will search for *Germ* only.

Backwards. Select this option if you want to search from the insertion point toward the top of the document.

Q How do I find the same text again?

**A** Choose Find Next from the Tools menu.

TIP You can also find the next occurrence of selected text. Just select the text you want to find, then choose Find Selection from the Tools menu.

Find and Replace Text

You can find words or phrases and replace them with other words or phrases.

1. Choose Find from the Tools menu.

2. Type the word or phrase you want to find in the Find text box.

6
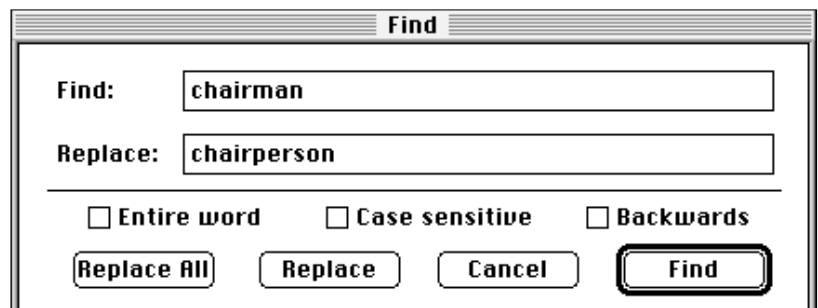
In this example, "chairman" can be replaced by "chairperson."

3. Type the word or phrase you want to replace it with in the Replace text box.

4. To replace the next instance only, click Replace. To replace all instances, click Replace All.

Q How do I replace the next occurrence of the word?

A You can replace the next instance and then refind whatever text you most recently found and replaced. Choose Replace & Find from the Tools menu.

Undoing Formatting

WAV provides multi-level undo, which helps you work more efficiently by being able to backtrack one formatting change at a time. For example, if you have typed new text, selected a portion of it and turned on bold, and then inserted a graphic, you could undo each of these actions one at a time.

To undo the last action, choose Undo from the Edit menu. To undo the action before that one, choose Undo again from the Edit menu. Continue choosing Undo until you've reversed all the formatting changes you've made since the last time you saved the document.

Note: You can undo only those actions that change the document. Moving the insertion point, for example, does not change the document, and cannot therefore be undone.

Redo reverses the action of an Undo command. Like Undo, you can redo multiple levels.

To redo an undone action, choose Redo from the Edit menu. You can choose Redo only if you have previously chosen Undo.

Saving the document clears the Undo/Redo buffer, which means you cannot undo or redo any formatting changes made before you saved the document.

Checking Spelling

WAV includes SoftLinc's LEXI speller so that you can check the spelling in your document. You may also have an OpenDoc component that lets you find synonyms for words. Check your Tools menu for a Thesaurus option.
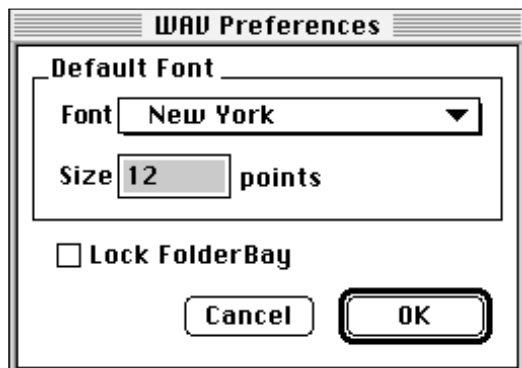
If you have Speller and Thesaurus options on the Tools menu, you can learn more about them by starting the Speller or Thesaurus and then choosing Speller Guide or Thesaurus Guide from the Help menu in the upper right corner of the screen.

For information on obtaining other OpenDoc components, see *Appendix B: Component 100 Members.*

Customizing WAV

You can change several of the default WAV preferences to suit your needs. For example, you can change the default font and font size. You can also hide or show FolderBay and the Guidelines.

To change the default font or font size, choose WAV Preferences from the Edit menu

```
╔═══════════════════════════════╗
║      WAV Preferences          ║
║ ┌─Default Font──────────────┐ ║
║ │ Font │ New York      ▼│   │ ║
║ │                          │ ║
║ │ Size │12│ points          │ ║
║ │                          │ ║
║ │ ☐ Lock FolderBay         │ ║
║ └──────────────────────────┘ ║
║        │ Cancel │  │  OK  │   ║
╚═══════════════════════════════╝
```

Q How do I hide the guidelines and FolderBay?

A To hide or display FolderBay, choose Hide FolderBay or Show FolderBay from the Tools menu. To hide or display the Guidelines, choose Hide Guidelines or Show Guidelines from the Tools menu.

Q How can I "freeze" FolderBay so my students can't delete important objects?

A Choose WAV Preferences from the Edit menu, then select Lock Folder Bay.

TIP Choose Document Info from the Document menu to get details on the current document such as the size, when it was created, and when it was last modified.

TIP You can add a border to the embedded frame. Command-click the frame, then choose Borders from the Tools menu, then select which border you want to use.

Creating Text Boxes and Pull-Quotes

You can create a text box by dragging the WAV icon from the Parts folder into the document. A blank frame appears. To create a pull-quote, select the text you want to copy, then drag it into the frame. You can then click inside the frame and format the text.

TIP Hiding the Guidelines is a way to "preview" your document. When you hide the Guidelines, the text is not dimmed in the Header or Footer panels (or in the Body panel if you click in the Header or Footer panels).
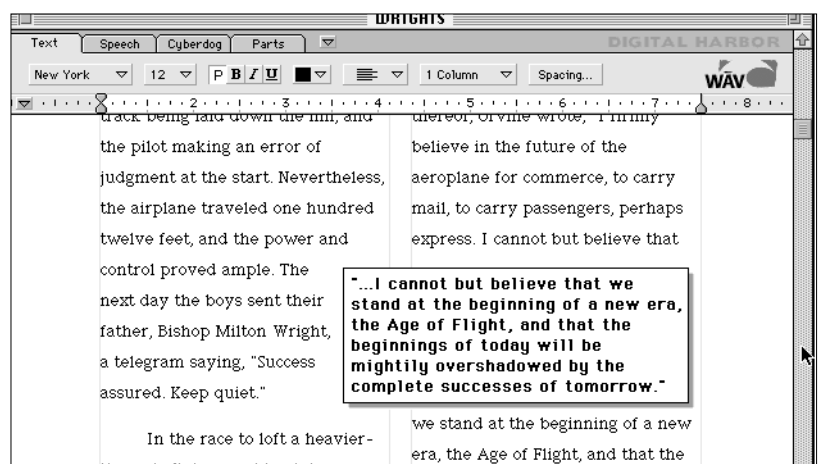
You can create a pull-quote by dragging text into an embedded WAV object.
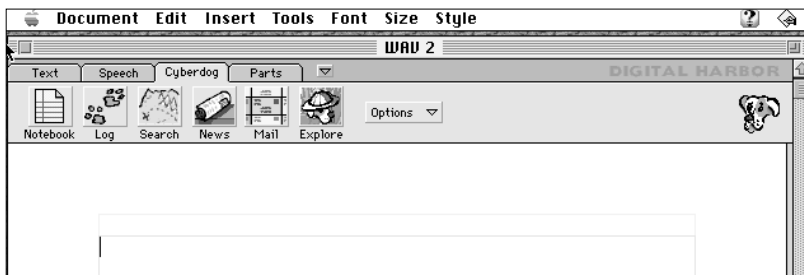
Cyberdog and the Internet

7

To give you access to the Internet, WAV comes with Apple's Cyberdog. You can use Cyberdog for all your Internet needs, including sending and receiving E-mail, browsing the World Wide Web, and accessing newsgroups.

Using Cyberdog and WAV together gives you more than simple access to the Internet. Here are some of the tasks you can do:

- Integrate Internet elements directly into your documents

- Launch a browser in a separate window by clicking on a URL item in a folder

- Embed a browser in a document by dragging URLs from the browser or URL items from project folders

- Create Cyberbuttons which can perform any of several Internet tasks within documents

- Drag text and graphics directly from a browser, news, or E-mail window into your documents.

What is the Internet?

The *Internet* is a world-wide computer network that allows people using computers all over the world to communicate with one another. The *World Wide Web* (often called the Web) is like a giant online library, where everyone who wants to can contribute. The Web is made up of thousands of individual sites. The Web sites (or home pages) can contain text, graphics, sounds, movies, and more. You use the Internet to access the World Wide Web.

What is Cyberdog?

Cyberdog is Apple's new OpenDoc technology for the Internet. Cyberdog gives you integrated access to all services on the Internet, including the ability to browse the World Wide Web, read and write E-mail, follow usenet newsgroup discussions, utilize file transfer services to share files, explore gopher-space, and remotely login to computers via telnet. Because it is based on OpenDoc, Cyberdog is built of many small components, which makes it easy for you to replace or update components as new functionality becomes available.

With Cyberdog, an Internet address is an object that can be dropped into mail, your notebook, WAV documents, or into the Finder. If you double-click on an Internet address, Cyberdog opens the object, whether it's a Web

The Search button takes you directly to an Internet search query window. The Explore button takes you to the Cyberdog Home Page on the Web.

page, a picture (Cyberdog will do any necessary translation or decompression), or a file. And Cyberdog provides you with powerful mail that's integrated with the other Internet components.

Q Is Cyberdog compatible with my Internet Service Provider?

A As long as access to your Internet provider is offered through standard Internet protocols (SLIP/PPP), Cyberdog will be completely compatible with your provider. Cyberdog will work with any provider that offers servers compatible with today's leading Internet applications like those included in the Apple Internet Connection Kit.

However, Cyberdog will not work to access proprietary protocols, such as those used by online services such as America Online and CompuServe.

Q Why doesn't the Cyberdog folder appear?

A The Cyberdog folder appears only if you have Cyberdog installed in your system and enough memory to run Cyberdog. For information on increasing memory, see "Change OpenDoc Memory Requirements" in *Chapter 1: Welcome to WAV*.

Browsing the Web

Cyberdog includes a browser that lets you explore Web pages on the Internet. You can move from one page to another by a hypertext link—an electronic connection to the new information activated by your clicking.

Click the Cyberdog tab in FolderBay, then click Explore. While your computer connects to the Internet, a message indicates which phase of the connection is in progress. When enough information arrives, the window expands to full size and displays the Cyberdog Net Station page.

Click any of the underlined items to jump to that site or service. For example, clicking the "Apple Home Page" link takes you to Apple's home page. Depending on how the Web page
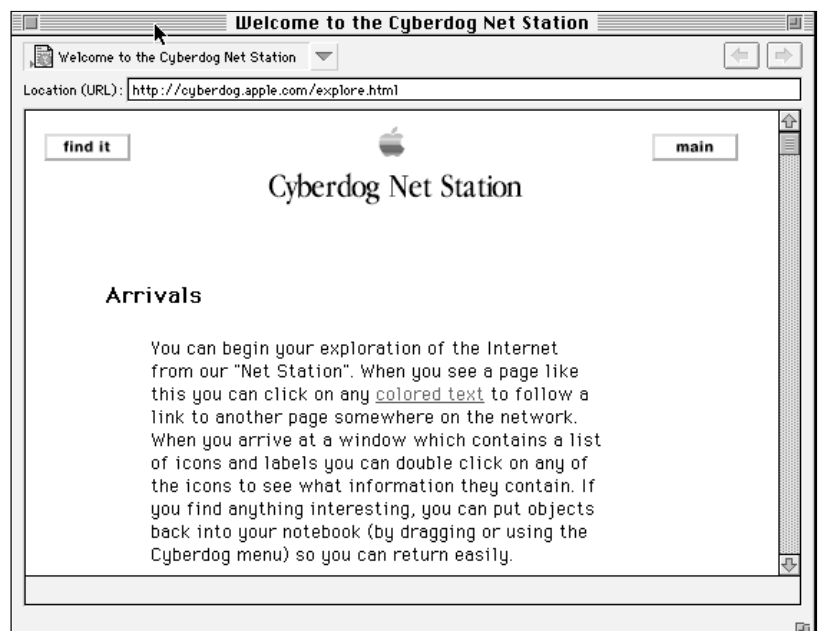
From the Cyberdog Net Station page, you can access the entire Internet. You can drag text or graphics from Web pages into WAV documents.

author designed the page, links can appear as buttons, or they can appear as "hot text," which appears underlined and in contrasting color (if your display supports color). By clicking from one link to the next you can search a series of Web pages.

Search for Specific Information

You can search for specific information on the Web by using a search engine to isolate lists of links that are likely to bring you to the Web pages you're looking for.

1. Click the Cyberdog tab in FolderBay, then click Search.

2. Type your search query in the text box, then click Search.

Keep Track of Web Pages

Cyberdog provides a Log and a Notebook to keep track of where you've been.

The *Log* is a list of all the Web pages you've visited. The Log can be displayed alphabetically, chronologically, or hierarchically. Objects can be dragged from the Log into the Notebook, mail, or any OpenDoc document. Log files can be saved, and the log can be erased.

The *Notebook* is your place to store Internet references. As you find Web sites you think you'll want to revisit, you can add them to a Cyberdog notebook. You can drag any Web "link" from a Web page, any item from the
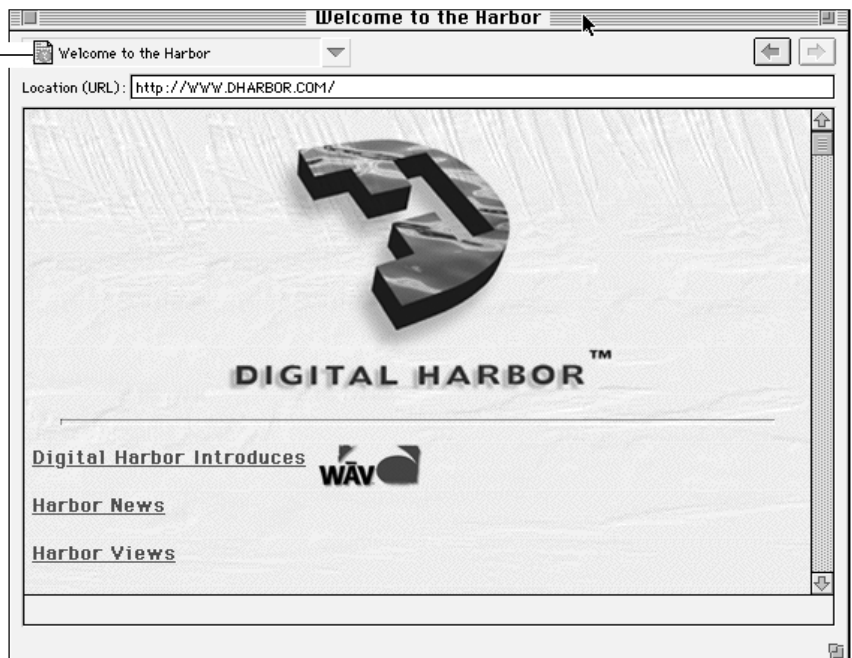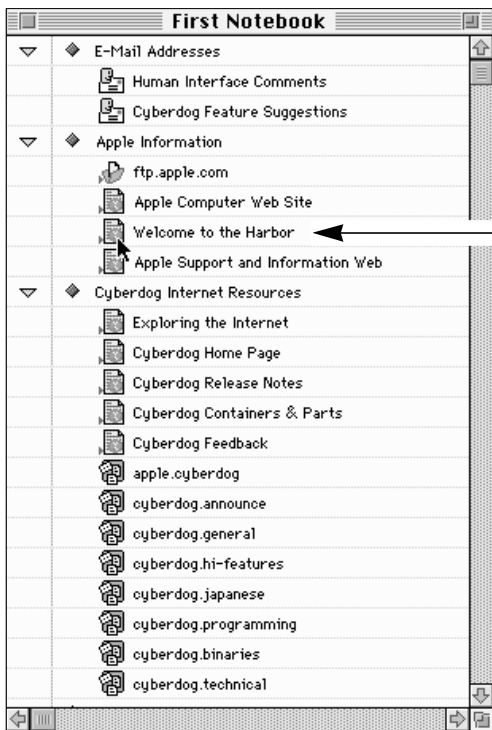
Drag the Web Page icon into the Notebook for future reference.

log, or any file saved as a URL from the desktop into the notebook. You can even drag any text that has the form of a URL address (such as http://www.dharbor.com) into the notebook and it will be accepted as an Internet address, and even represented with the appropriate icon. You can have multiple notebooks, so you can easily organize a large volume of links and mail addresses for quick access.

1. With the Web page you want to add open on the screen, click the Notebook icon in FolderBay.

2. Click the icon in the top left corner of the browser, next to the title of the page you're using, then drag the icon to the appropriate section of the notebook.

Sending and Receiving E-mail

Cyberdog provides powerful E-mail capabilities. It supports the full MIME 1.0 standard, so you can use styled text, plus you can drop pictures, Internet links (as links, not just text addresses), and enclosures right into your message. Cyberdog has mail handlers that filter and sort your incoming or outgoing mail messages, like an online post office. You can even create multiple mailboxes for storing your received mail, and search stored messages for any word in any field of the message.

Set Up Mail and News

First, check whether E-mail is set up. Select the Cyberdog tab in FolderBay, then click the Mail icon. If you have been using a mail application with mail preferences already set up in Internet Config, such as Eudora, Cyberdog opens the Mail Trays window and displays an In Tray corresponding to that Internet mail account, indicating that your Cyberdog mail account is set up and functioning. If you are prompted to use Mail and News Setup from the Mail/News menu, follow these steps:

1. Click either Notebook or Explore to open the Cyberdog window.

2. Choose Mail & News Setup from the Mail/News menu.

3. Click each of the setup options on the left and then fill in the appropriate information on the right. If you
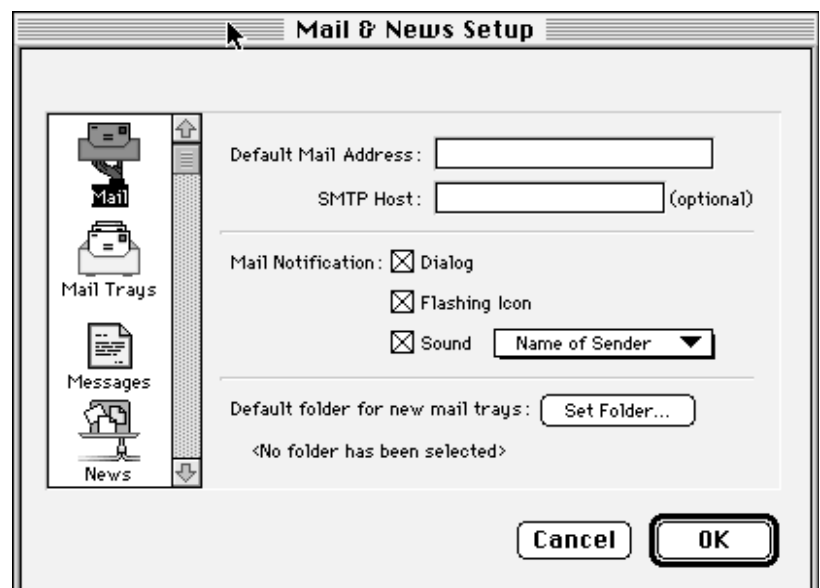
Before you send and receive messages, you must set up mail.

are unsure of your address and host name, ask your Internet or network service provider.

4. Click OK when you're finished.

IMPORTANT: In order to use Cyberdog mail, you first need an Internet mail account that uses the POP protocol to receive mail and the SMTP protocol to send mail. Your Internet service provider can give you the information you need to set this up.

Open and Reply to a Message

To check for new messages, select the Cyberdog folder in FolderBay. Click Mail in the Cyberdog folder. Click Check to check for new mail. Once you find mail in your In Tray, follow these steps to open messages, send replies to the messages you receive, and file received messages.

1. Double-click the In Tray icon.
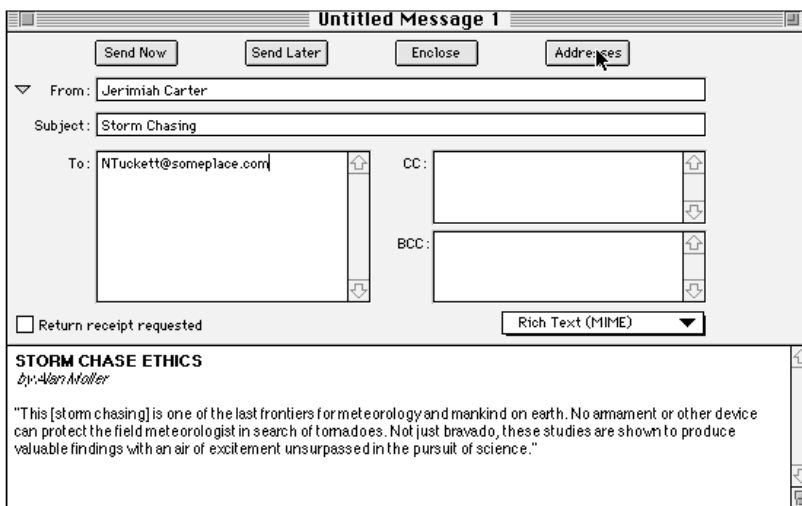
When you send mail, you can drag text from a WAV document into the message.

2. Double-click the messages you want to read.

3. Use the on-screen buttons to forward, reply to, file or delete the message.

Compose and Send a Message

You can use Cyberdog to compose and send an e-mail message. You can drop text from a WAV document into your mail message.

1. Select the Cyberdog folder in FolderBay, then click the Mail button.

2. Click New. Choose a message letterhead, then click OK.

3. Type the subject, recipient address(es), and then type your message.

   Messages can include any standard Macintosh editing feature, including fonts, colors and graphics. However, keep in mind that the recipient's mail system might affect the look of your message.

4. Click Enclose to attach a file or folder to your message.

   Not all mail server systems are set up to receive attachments.

5. If you want to include links to AppleShare servers or Internet locations, drag those items from the Notebook.

6. Click Send Now or Send Later.

Send Later places your message in the Out Tray to be sent the next time you connect to the mail server.

Store E-mail Addresses in a Notebook

A cyberdog notebook can hold E-mail addresses as well as URLs.

1. Open the notebook you want to use.

2. Drag an address from an open E-mail message to the E-Mail Addresses category of the notebook. (You can also choose Add E-mail from Address from the Mail/News menu, then type the address.)

TIP If you are using the Eudora mail system, you can import your Eudora addresses directly into Cyberdog. Open the Cyberdog notebook, choose Import Items from the Notebook menu. Choose Eudora Nicknames from the Import Items submenu. Select Eudora Nicknames from the dialog box that appears, then click Open.

Subscribing to Usenet Newsgroups

Usenet is made up of thousands of electronic discussion forums called *newsgroups*. Each newsgroup is composed of a series of electronic messages (called *articles*) on a given topic. The article *themes* (called threads) can be

anything related to those topics. With Cyberdog, you can read the articles in any newsgroup and respond to them by sending E-mail to the entire newsgroup or to the article's author (known as the poster). Here's how to subscribe to a newsgroup:

1. Select the Cyberdog folder in FolderBay

2. Click News in the Cyberdog folder,

3. Double-click a newsgroup you want to open to display the content messages.

The group **news.announce.new users** is the first newsgroup to which you should subscribe. Read the articles in this newsgroup before you post an article.

4. Double-click a message you want to read.

To post a newsgroup message, click Reply. Click Newsgroup (to post a reply to everyone) or Author (to send a private message), select a letterhead, then click OK.

To subscribe to a newsgroup, drag its icon to a notebook. Whenever you want to read articles in that group, you double-click its icon and the newsgroup opens.

Note: To use Usenet newsgroups, you must first establish a connection to your Internet access provider's news server.

Taking Advantage of Other Internet Services

Besides browsing the Web and communicating through E-mail and newsgroups, you can use Cyberdog to take advantage of many other Internet services, including Gopher and FTP.

What is FTP?

FTP, which stands for File Transfer Protocol, is a way to download files from another computer. Many computer sites allow access to their files only if you have a user ID and a password. However, you can use anonymous FTP archives to gain access to application software, graphics, collections of sounds, and databases without a password or user ID. You can use the Cyberdog Search page to locate FTP sites.

1. Select the Cyberdog folder in FolderBay

2. Click Search in the Cyberdog folder,

3. Type *Mac anonymous FTP* in the Search field and press Return.

4. Click a site name.
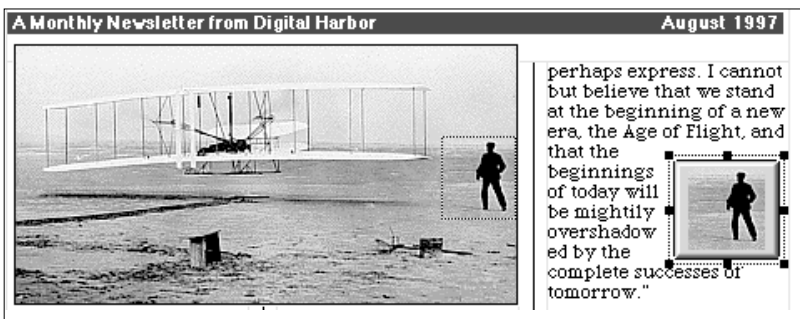
You can click a Cyberbutton to jump to a Web page.

What Is Gopher?

Gopher is a way of accessing information on the Internet. A gopher is a list of topics that can be divided into many layers of subtopics. The lowest level is useful computer files: programs, documents, and so on. Gopher is like FTP in that you can use it to retrieve files; but while FTP can only show lists of files that are on the host computer to which you're connected, Gopher can show lists of files that are on many computers. Gopher is especially useful for locating academic information since the best gopher systems are run by universities.

Link to Item lets you link the button to FTP sites, Gopher sites, Telnet sites, URLs, and files. To specify a file, select URL and type file:/// followed by the filename in the Connect to URL text box (you may need to specify the complete path of the file, with each directory level separated by a colon; example: file:///hard disk:documents:project files:startup.html).

Creating Cyberbuttons

A cyberbutton is a Live Object in a document that can be linked to a Web page, a sound clip, or a program. By clicking the button, you open the Web page or launch a program. You can create cyberbuttons, specify what they link to, and place them anywhere in a WAV document.

1. Select the Parts folder in FolderBay.

2. Drag the cyberbutton Live Object from the Parts folder into your document.

3. Click the button, then choose Link to Item from the Cyberbutton menu and specify the object you want to link to. You can also drag a sound or Web page icon onto the button to create an automatic link.

4. Choose Attach Picture from the Cyberbutton menu to apply a graphic image to the face of the button. You can also drag a clipping on top of the button from the desktop or the Scrapbook to attach a graphic image.

To use a cyberbutton, just click it. The designated file, URL, etc. is automatically opened.

TIP To modify a cyberbutton, hold down Option and click the button. If you don't hold down Option, the button action is performed when you click it.

Customizing Cyberdog

You can change Cyberdog preferences to suit your needs.

1. Click the Cyberdog folder in FolderBay.

2. Choose Preferences from the Options pop-up menu in the Cyberdog folder.

Change the Default Search Location

1. Click the Cyberdog folder in FolderBay.

2. Choose Select Search from the Options pop-up menu in the Cyberdog folder.

3. Select URL at the left and type the address of the search location you want to use the in the Connect to URL text box.

Change the Default Browser Location

You can change the default World Wide Web location that appears when you first open the Cyberdog Web browser.

1. Click the Cyberdog folder in FolderBay.
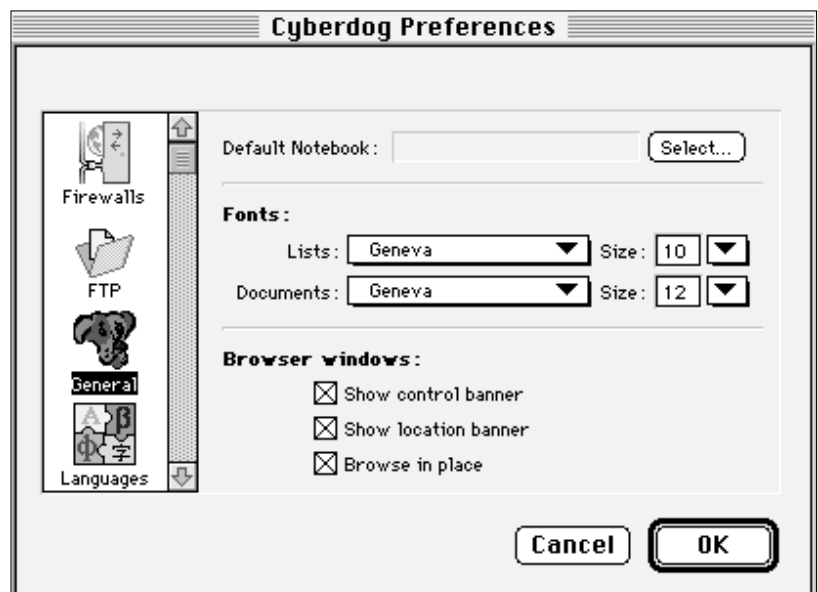
Use Preferences to customize Cyberdog.

2. Select Explore from the Options pop-up menu in the Cyberdog folder.

3. URL at the left and type the address of the default location you want to appear when you first open the browser.

Appendix A: Shortcut Keystrokes

Arrow . . . . .Move by character

Shift-Arrow . . . . .Select by character

Option-Arrow . . . . . . .Move by word

Option-Shift-Arrow . . . .Select by word

⌘-Left Arrow . . . . .Move to beginning of line

⌘-Right Arrow . . . . . . .Move to end of line

⌘-Shift-Left Arrow . . . .Select to beginning of line

⌘-Shift-Right Arrow . . . .Select to end of line

⌘-Up Arrow . . . . .Move to beginning of flow

⌘-Down Arrow . . . . . .Move to end of flow

⌘-Shift-Up Arrow . . . . .Select to beginning of flow

⌘-Shift-Down Arrow . . .Select to end of flow

Home . . . . .Move view to top of
document

End . . . . Move view to bottom of
document

⌘-Home . . . . .Move cursor to top

⌘-End . . . . .Move cursor to bottom

⌘-Shift-> . . . . .Increment font size

⌘-Shift-< . . . . .Decrement font size

Delete . . . . .Delete left

Shift-Delete . . . . .Delete right

F1 . . . . .Undo

F2 . . . . .Cut

F3 . . . . .Copy

F4 . . . . .Paste

F5 . . . . .Dot leader

F6 . . . . .Wide dot leader

F7 . . . . .Single line

Page Up . . . . .View up by a screen

Page Down . . . . .View down by a screen

Help . . . . .Help

⌘-D . . . . .Insert Date as text

⌘-M . . . . .Margins

⌘--F . . . . .Find

⌘-G . . . . .Find Next

⌘-H . . . . .Find Selection

⌘-= . . . . .Replace and Find

⌘-Shift-F . . . . .Find Backwards

⌘-Shift-G . . . . .Find Next Backwards

⌘-Shift-H . . . . .Find Selection Backwards

⌘-Shift-= . . . . .Replace and Find Backwards

⌘-Q . . . . .Quit

⌘-Return . . . . .New Page

⌘-Shift-Return . . . . . . .Column Break

Option-Return . . . . . . .New Section

⌘-Shift-L . . . . .Left Justify

⌘-Shift-C . . . . .Center

⌘-Shift-R . . . . .Right Justify

⌘-Shift-J . . . . .Full Justify

⌘-Shift-A . . . . .Left All

Continued on next page…

⌘-1 . . . . . .➤ . . . . . .Bullet Indent

⌘-2 . . . . . .◆ . . . . .Bullet Indent

⌘-3 . . . . . .☙ . . . . .Bullet Indent

⌘-4 . . . . . .■ . . . . .Bullet Indent

⌘-5 . . . . . .□ . . . . .Bullet Indent

⌘-6 . . . . . .☞ . . . .Bullet Indent

⌘-7 . . . . . .✓ . . . . .Bullet Indent

⌘-8 . . . . . .✗ . . . . .Bullet Indent

⌘-9 . . . . . .★ . . . . .Bullet Indent

⌘-0 . . . . . .● . . . . .Bullet Indent

⌘-- . . . . . .○ . . . . . .Bullet Indent

Control-Tab . . . . .Hard Tab

Appendix B:
Component 100 Members

Contact the members of the Component 100™ club listed below to to find out which additional OpenDoc parts you can install. For a current update on new members, visit Digital Harbor's home page at *http://www.dharbor.com*, or visit the Component 100 home page at *http://www.c100.org*.

Digital Harbor, L.C.
21 N. State Street
Lindon, UT 84042
Contact: Dave Harding
http://www.dharbor.com
801-796-8137
801-785-2414 (fax)
WAV

SoftLinc
950 N. Collier Blvd., #208
Marco Island, FL 34145
Contact: Paola Aliverti
http://www.softline.com
941-642-7979
941-642-4979 (fax)
LEXI

theta group
Viktoriastr. 17
76133 Karlsruhe
Germany
Contact: Hans Martin Kern
http://www.thetagroup.ilk.de
+49 721/91324-0
+49 721/91423-44 (fax)
LiveAccess

Adrenaline Software
360, rue Franquet, Suite 10
Sainte-Foy, (Québec)
G 1 P 4N0 Canada
Contact: Martin Bigonesse
http://www.adrenaline.ca
418-658-9909
418-658-9919 (fax)
Numbers, Charts

Corda Technologies
5306 W. 9910 N.
Highland, UT 84003
Contact: Neal Williams
http://www.corda.com
C-Table, C-Graph, C-TextBox

Hutchings Software
26406 Mountain Grove Circle
Lake Forest, CA 92630-7511
Contact: Brad Hutchings
http://www.hutchings-software.com
714-470-1520
Rapid-I

Appendix C: Troubleshooting

Here are some tips, frequently asked questions, and other troubleshooting pointers.

I can't delete the graphic.

Remember, clicking a graphic makes it active so that you can edit it. Command-clicking a graphic or clicking the frame of a graphic displays sizing handles so that you can size it, move it or delete it. To delete a graphic, click the frame of the graphic to select it, then press Delete.

Why can't I see the WAV formatting options in FolderBay anymore?

You selected a folder other than the Text folder. Click the Text folder to see the WAV formatting options again.

Why don't other OpenDoc components show up in FolderBay?

If you have installed an editor but its icon does not show up in FolderBay, make sure the Stationery folder resides at the root of the hard drive. If you have installed your OpenDoc component, but it no longer appears in the Stationery folder, you need to drag the editor onto the OpenDoc icon located in the WAV folder. If you can't drag the editor onto this alias, you'll have to drag it onto the OpenDoc icon located in the OpenDoc Libraries folder, which is in the Extensions folder in the System folder.

WAV cannot read my GIF file.

When you copy objects into OpenDoc applications, your system needs to know which editor you want to use to edit that object. Unless you assign editors to different types of data, WAV may not recognize a graphic or an object that you copy into a document. Here's how you can choose the appropriate editors or viewers for the different OpenDoc objects.

1. Choose Control Panels from the Apple menu, then choose Editor Setup.

2. Click Show All.

3. Highlight the kind of data you want to assign an editor to, then choose Choose Editor.

4. Select the default editor and choose OK.

Here are some recommendations:

• Choose WAV for Text data, text/plain, and other text types.

• Choose the Cyberdog Picture Viewer for GIF, JPEG and other graphic file types.

I keep running out of memory.

When you run an OpenDoc Live Object such as WAV, you may be prompted that you have low memory conditions. If you do not allocate enough memory to WAV and other Live Objects, you can run out of memory, even if your system has plenty of available memory. Follow these steps to change WAV's Memory Requirements.

1. Start WAV (double-click the WAV icon in the WAV folder or in the Stationery folder).

2. If WAV is the Live Object you are using, choose Document Info from the Document menu.

3. Click the Size button at the bottom of the Document Info dialog box.

4. Select Use OpenDoc Default Size.

5. Click the up arrow to increase the amount of memory used.

   We recommend approximately 2000-3000K for using WAV. If you don't want to use Cyberdog to link to the Internet, you may want to allocate less memory (between 512-1000K).

6. Close the WAV document and any other Live Objects that are running, then restart the WAV document.

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