Understanding ClipBook Viewer

The ClipBook Viewer window contains two smaller windows: the Local ClipBook and the Clipboard. The Local ClipBook window opens when you first start ClipBook Viewer. The Clipboard window appears as an icon.

The Clipboard temporarily stores information you are transferring between documents, and the ClipBook permanently stores information you want to save and share with others.

The Clipboard window shows the contents of the Clipboard. When you cut or copy information from an application, it is placed onto the Clipboard and remains there until you clear the Clipboard, or until you cut or copy another piece of information. You can paste the information into any document as often as you like.

You can permanently save the contents of the Clipboard by copying it onto your Local ClipBook. You can save several pieces of information (called pages) on it and then copy the information back onto the Clipboard when you want to paste it into a document.

After information is saved as a page, you can share it. Each computer has its own ClipBook. You can connect to a ClipBook on another computer, and others can connect to the ClipBook on your computer to use the information in shared pages.

Understanding the ClipBook Viewer Toolbar

The ClipBook Viewer toolbar is located directly below the menu bar. You can use the toolbar for quick access to many ClipBook Viewer features.

The ClipBook Viewer toolbar contains the following buttons:

Click	To
Connect	Connect to a ClipBook on another computer.
Disconnect	Disconnect from a ClipBook on another computer.
Share	Share a ClipBook page.
Stop Sharing	Stop sharing a ClipBook page.
Copy	Copy the selected ClipBook page onto the Clipboard.
Paste	Paste the contents of the Clipboard onto the ClipBook.
Delete	Delete the contents of the Clipboard or the selected ClipBook page.
Table of Contents	Display the titles of the pages saved on the ClipBook.
Thumbnails	Display small pictures (thumbnails) of each page on the ClipBook.
Full Page	Display the contents of the selected ClipBook page.

Clearing the Contents of the Clipboard

Because the Clipboard stores information in multiple formats, clearing it may free some memory to run an application.

To clear the contents of the Clipboard

1 Select the Clipboard icon or window.

2 On the toolbar, click **Delete**.

Or, on the **Edit** menu, click **Delete**.

Saving the Clipboard Contents to a File

You can save the contents of the Clipboard either onto a page on the Local ClipBook or to a Clipboard file. The former is the preferred method because it is easier to view, retrieve, and share. Clipboard files cannot be shared.

To save the contents of the Clipboard to a file

1 Select the Clipboard icon or window.
2 On the **File** menu, click **Save As**.
3 In the **Save As** dialog box, type a filename. The default extension for a Clipboard file is .clp.
4 Click **OK**.

To open a Clipboard file

1 Select the Clipboard icon or window.
2 On the **File** menu, click **Open**.
3 In the **File Name** box, select the .clp file you want to retrieve.
4 Click **OK**.

See Also

Managing Shared ClipBook Pages

Saving the Clipboard Contents to the Local ClipBook

Saving the Clipboard Contents to the Local ClipBook

You can save the contents of the Clipboard either onto a page on the Local ClipBook or to a Clipboard file. The former is the preferred method because it is easier to view, retrieve, and share. Clipboard files cannot be shared.

To save the contents of the Clipboard on the Local ClipBook

1 Select the Local ClipBook window.

2 On the toolbar, click the **Paste**.

   Or, on the **Edit** menu, click **Paste**.

3 In the **Page Name** box, type a name for the page that is to contain the information.

4 To make this page available for others to use, select the **Share Item Now** check box.

   The **Share ClipBook Page** dialog box appears. Make your selections and then click **OK**.

See Also

Managing Shared ClipBook Pages

Saving the Clipboard Contents to a File

Transferring Information When Using Windows NT-Based Applications

The Clipboard temporarily stores information that is being copied or moved from one document to another. After the information is on the Clipboard, you can save it, view it in other formats, or remove it from the Clipboard.

You can use the Clipboard to transfer information between applications. The method you use varies, depending on the type of application you are copying from and pasting to.

By using the **Cut**, **Copy**, and **Paste** commands found in most Windows NT-based applications, you can copy or move information within a document, between documents, or between applications.

To transfer information by using the Clipboard

1 Select the information you want to copy or move:
- To copy the information, click **Copy** on the **Edit** menu.
- To move the information, click **Cut** on the **Edit** menu.

2 Position the insertion point where you want the information.

Or, switch to another document or application, and then position the insertion point where you want the information.

3 On the **Edit** menu, click **Paste**.

To copy an image of the active window onto the Clipboard

- Press ALT+PRINT SCREEN.

To copy an image of the contents of the entire screen onto the Clipboard

- Press PRINT SCREEN.

Copying Information from an MS-DOS-Based Application

When transferring information between MS-DOS-based applications, you first cut or copy the information onto the Clipboard and then paste it into a document.

When using an MS-DOS-based application in a window, you can copy selected information, an image of the window, or an image of the desktop onto the Clipboard. When using a full-screen application, you can only copy an image of the contents of the entire screen onto the Clipboard.

To copy selected information onto the Clipboard

1 Click the application's Control-menu box.

Or, press ALT+SPACEBAR to open the **Control** menu.

2 On the **Control** menu, click **Edit**, and then click **Mark**.

3 In your document, select the information you want to copy.

4 Click the application's Control-menu box.

Or, press ALT+SPACEBAR to open the **Control** menu.

5 On the **Control** menu, click **Edit** and then click **Copy**.

To copy an image of the active window onto the Clipboard

- Press ALT+PRINT SCREEN.

To copy an image of the contents of the entire screen onto the Clipboard

- Press PRINT SCREEN.

Note

- This procedure works for MS-DOS-based applications only if they are running in text mode, not graphics mode.

Pasting Information into an MS-DOS-Based Application

MS-DOS-based applications can run in a window or in a full screen.

You can paste only text into an MS-DOS-based application.

To paste into a full-screen application

1 Copy the information onto the Clipboard.
2 Switch to the application into which you want to paste the information.
3 Place the insertion point where you want the information to appear.
4 Press ALT+SPACEBAR to open the application's **Control** menu.
5 On the **Control** menu, click Edit.
6 On the **Edit** menu, click **Paste**.

To paste into an application running in a window

1 Copy the information onto the Clipboard.
2 Switch to the application into which you want to paste the information.
3 Place the insertion point where you want the information to appear.
4 Click the Control-menu box.
   Or, press ALT+SPACEBAR to open the **Control** menu.
5 On the **Control** menu, click **Edit**, and then click **Paste**.

Viewing the Contents of the Clipboard or a ClipBook Page in Different Formats

The Clipboard stores information in multiple formats so that you can transfer information between applications that use different formats. The Clipboard stores text in three formats. Owner Display is the character set of fonts you use when creating text. The Text character set is used by most Windows NT-based applications. The OEM Text format is used by MS-DOS-based applications.

The formats are listed on the **View** menu. Those that cannot be displayed are listed on the menu but appear dimmed and cannot be chosen. A check mark appears by the current format.

Notes

- The type of display driver you are using determines whether you can view the page contents from another computer's ClipBook in bitmap format.
- Before you can view or change the format of the information on a ClipBook page, you must have the page selected and be in Full Page view.

To select Full Page view

1 Select the ClipBook window.

2 Select the page you want to view.

3 On the toolbar, click the **Full Page** button.

Or, on the **View** menu, click **Full Page**.

To return to the initial format

- On the **View** menu, click **Default Format**.

To view the contents of the Clipboard

- Click the Clipboard icon on the ClipBook Viewer window.

See Also

Saving the Contents of the Clipboard

Connecting to and Disconnecting from a ClipBook on Another Computer

You must connect to a ClipBook on another computer before you can use the information in the shared pages on that computer's ClipBook.

To connect to a ClipBook on another computer

1. On the toolbar, click the **Connect** button.

   Or, on the **File** menu, click **Connect**.
2. In the **Select Computer** dialog box, type the name of the computer that has the ClipBook you want, or click the name in the **Computers** list.
3. Click **OK**.

   A window opens, displaying the contents of the ClipBook you have connected to. If you do not see anything in the ClipBook, the owner of the ClipBook has not shared the ClipBook pages.

Notes

- You can disconnect from the remote ClipBook when you have finished using it.
- For help with the **Select Computer** dialog box, click **Help** or press F1 while using the dialog box.

To disconnect from a ClipBook on another computer

1. Select the ClipBook window.
2. On the toolbar, click the **Disconnect** button.

   Or, on the **File** menu, click **Disconnect**.

Displaying ClipBook Pages in Different Views

There are three ways you can view Local ClipBook pages:

- To display titles alphabetically, click the **Table of Contents** button on the toolbar, or the **Table of Contents** command on the **View** menu.
- To display a miniature snapshot of each page, click the **Thumbnails** button on the toolbar, or the **Thumbnails** command on the **View** menu.
- To display page contents, select the page, and then click the **Full Page** button on the toolbar, or the **Full Page** command on the **View** menu.

Managing Shared ClipBook Pages

After you save information to a page on the Local ClipBook, you can share it with others. When you share a ClipBook page, others can connect to your ClipBook and view or even change the information you have shared, depending on the type of access you assign.

You can identify which pages are shared by the icon that appears next to the page.

To share a page on the Local ClipBook

1 In the Local ClipBook window, select the page you want to share.

2 On the toolbar, click the **Share** button.

Or, on the **File** menu, click **Share**.

3 In the **Share ClipBook Page** dialog box or the **ClipBook Page Properties** dialog box, select the **Start Application On Connect** check box if you want to start, on your computer, the application used to create the page contents whenever a user attempts to link the page to a document. If you want the application to run as a minimized icon, select both the **Start Application On Connect** and **Run Minimized** check boxes.

4 To control the access groups and individual users have to the page, click **Permissions**. For help with the **ClipBook Page Permissions** dialog box, click **Help** or press F1 while you are using the dialog box.

5 Click **OK**.

Note

- For help with the **Share ClipBook Page** dialog box or the **ClipBook Page Properties** dialog box, click **Help** or press F1 while you are using the dialog box.

To stop sharing a page on the Local ClipBook

1 Select the page you want.

2 On the toolbar, click the **Stop Sharing** button.

Or, on the **File** menu, click **Stop Sharing**.

See Also

Permissions for Shared ClipBook Pages

Copying a ClipBook Page onto the Clipboard

You must copy the ClipBook page back onto the Clipboard before you can insert it into another document, with one exception. If you have not copied any new information onto the Clipboard (that is, the contents of the Clipboard is the same as the ClipBook page), the information you want is already on the Clipboard and there is no need to copy it.

To copy a ClipBook page onto the Clipboard

1 On the Local ClipBook, select the page you want to transfer.

2 On the toolbar, click the **Copy** button.

   Or, on the **Edit** menu, click **Copy**.

Embedding an Object

When you are embedding objects , these objects are temporarily stored on the Clipboard while they are being transferred from the source document to the destination document.

The source and destination documents can both be on your computer, or you can embed an object from a source document on another computer. To do the latter, you connect to the ClipBook on the other computer. The object must be saved as a page on the ClipBook and be marked as shared.

To embed an object

1 Open the source document.

2 Select the object, and then, on the **Edit** menu, click **Copy**.

A copy of the object is placed onto the Clipboard.

3 Switch to the destination document.

4 On the **Edit** menu, click Paste.

Embedding an Object from Another Computer

When you are embedding objects, these objects are temporarily stored on the Clipboard while they are being transferred from the source document to the destination document.

The source and destination documents can both be on your computer, or you can embed an object from a source document on another computer. To do the latter, you connect to the ClipBook on the other computer. The object must be saved as a page on the ClipBook and be marked as shared.

To embed an object from another computer

1. On the toolbar, click the **Connect** button.

   Or, on the **File** menu, click **Connect**.
2. In the **Select Computer** dialog box, type the name of the computer you want to connect to, or click the name in the **Computers** list.
3. Click **OK**.

   The ClipBook window shows the shared pages available on the other computer's ClipBook.
4. Select the page you want to embed in your document.
5. On the **Edit** menu, click Copy.

   A copy of the object is placed onto the Clipboard.
6. Open the document in which you want to embed the object.
7. On the **Edit** menu, click **Paste**.

Note

- For help with the **Select Computer** dialog box, click **Help** or press F1 while using the dialog box.

Linking an Object

When you create a linked object, you insert a placeholder or representation of the object in a destination document. The object still exists in the source document and, when it is changed, the linked object is updated to reflect these changes.

The source and destination documents can both be on your computer, or you can link an object from a source document on another computer. To do the latter, you connect to the ClipBook on the other computer. The object must be saved as a page on the ClipBook and be marked as shared.

To link an object

1 Open the source document.
2 Select the object, and then, on the **Edit** menu, click **Copy**.
   A copy of the object is placed onto the Clipboard.
3 Switch to the destination document.
4 On the **Edit** menu, click **Paste Special**.
5 Select the format you want to use, and then click **Paste Link**.

Note

- To link an object, the application used to create the object must support this feature. Different applications may use different menu commands for these tasks. For more information, see the documentation supplied with the application.

Linking an Object from Another Computer

You cannot edit a linked object if its source document is on another computer. You can receive changes made to the source document, but you cannot make any changes to the source document.

When you create a linked object, you insert a placeholder or representation of the object in a destination document. The object still exists in the source document and, when it is changed, the linked object is updated to reflect these changes.

To create a link to an object from another computer

1 On the toolbar, click the **Connect** button.

   Or, on the **File** menu, click **Connect**.

2 In the **Select Computer** dialog box, type the name of the computer you want to connect to, or click the name in the **Computers** list.

3 Click **OK**.

   The ClipBook window shows the shared pages available on the other computer's ClipBook.

4 Select the page you want to link to your document.

5 On the **Edit** menu, click Copy.

   A copy of the object is placed onto the Clipboard.

6 Open the destination document to which you want to link the object.

7 On the **Edit** menu, click Paste Special.

8 Select the format you want to use, and then click **Paste Link**.

Notes

- To link an object, the application used to create the object must support this feature. Different applications may use different menu commands for these tasks. For more information, see the documentation supplied with the application.
- Depending on the type of display driver you are using, you may not be able to view the page contents from another computer's ClipBook in bitmap format.
- For help with the **Select Computer** dialog box, click **Help** or press F1 while using the dialog box.

Open

Opens a Clipboard file and displays the contents in the Clipboard window.

Save As

Saves the Clipboard contents in a new file.

Share

Makes the selected ClipBook page available to others.

Stop Sharing

Makes the information in the page no longer available to others.

Connect

Opens the ClipBook on another computer.

Select Computer

The **Select Computer** dialog box enables you to select a remote computer.

Computer

Displays the name of the computer you want to select. To select a computer, you can either click a name in the **Select Computer** box, or type the name of the computer (prefaced by two backslashes) in the **Computer** box.

Select Computer

Displays the names of domains and workgroups, and their computers. To select a computer, click the name in the **Select Computer** box and then click **OK**.

Disconnect

Closes the ClipBook from another computer.

Exit

Quits ClipBook Viewer.

Copy

Copies the contents of the selected ClipBook page onto the Clipboard.

Paste

Enables you to save the information that is currently on the Clipboard onto a ClipBook page and assign a name to the page.

The **Paste** dialog box has the following options:

Page Name

Provides a place for you to type the name you want to assign to the ClipBook page.

Share Item Now

Makes the ClipBook page that contains this information available to others.

Delete

Clears the contents from the ClipBook Viewer window or from a ClipBook page.

Toolbar

Displays or hides the ClipBook Viewer toolbar.

Status Bar

Displays or hides the status bar.

Table of Contents

Displays the contents of the selected ClipBook by title.

Thumbnails

Displays each page of the selected ClipBook as a black-and-white miniature snapshot.

Full Page

Displays the contents of each page of the selected ClipBook one at a time.

Default Format

Displays the Clipboard contents in the format it was in when it was placed onto the Clipboard.

Format Names

Displays the Clipboard contents in the format you choose.

Cascade

Arranges open windows so that the title bar of each window is visible.

Tile Horizontally

Arranges all open windows one on top of the other so that each window is visible and none overlap.

Tile Vertically

Arranges all open windows side by side so that each window is visible and none overlap.

Arrange Icons

Arranges icons in a row at the bottom of the ClipBook Viewer window.

Refresh

Updates the active window.

Names of Open Windows

Makes an open window active when you click its name in the list. All open ClipBook windows and the Clipboard window are listed, including those that have been reduced to icons.

Contents

Starts **Help** and displays the topics in ClipBook Viewer Help.

Search for Help On

Opens the **Index** tab for ClipBook Viewer Help. You can look up information by using keywords on this tab.

How to Use Help

Describes how to use Help.

About ClipBook Viewer

Displays version and copyright information about Windows NT.

Control Menu

The **Control** menu contains the following commands:

Restore

Restores the window to its former size after it has been maximized or minimized.

Move

Enables you to use the keyboard to move the window to another position.

Size

Enables you to use the keyboard to change the size of the window.

Minimize

Reduces the window to an icon.

Maximize

Enlarges the window to its maximum size.

Close

Quits ClipBook Viewer, or closes the window or dialog box.

Switch To

Opens Task List, which you can use to switch between running applications and rearrange their windows and icons on your desktop.

Share ClipBook Page

Use this dialog box to share a ClipBook page with other workgroup or Windows NT Server domain members and to assign access permission.

For more information about the dialog box, click one of the following buttons:

- Start Application on Connect
- Run Minimized
- Permissions Button

See Also

Permissions for Shared ClipBook Pages

ClipBook Page Properties

Use this dialog box to view or modify the properties of a shared ClipBook page.

For more information about the dialog box, click one of the following buttons:

- Start Application on Connect
- Run Minimized
- Permissions Button

See Also

Permissions for Shared ClipBook Pages

Start Application on Connect

Automatically starts on your computer the application that was used to create the information on the shared page.

For another user to establish a link to formatted information stored on a ClipBook page, the application used to create the information must be running on your computer. If you select this check box, the necessary application is started automatically whenever anyone attempts to link to the shared ClipBook page.

If the ClipBook page contains a bitmap or plain text, you do not need to select this option.

Run Minimized

In addition to the **Start Application On Connect** check box, specifies that the application that was used to create the information in the shared page be run as a minimized icon on your computer.

For another user to establish a link to formatted information stored on a ClipBook page, the application used to create the information must be running on your computer. If you select this check box, the necessary application is started automatically whenever anyone attempts to link to the shared ClipBook page.

Running the application minimized is sufficient for the purpose, and prevents the application from interrupting any other applications you may be running.

If the ClipBook page contains a bitmap or plain text, you do not need to select this option.

Permissions

Assigns specific access permissions to individual users or local or global groups.

When you click this button, the **ClipBook Page Permissions** dialog box appears. For help in assigning permissions, press F1 or click **Help**.

File Menu Commands

The **File** menu contains the following commands:

Open

Opens a Clipboard file and displays the contents in the Clipboard window.

Save As

Saves the Clipboard contents in a new file.

Stop Sharing

Makes the information in the page no longer available to others.

Connect

Opens the ClipBook on another computer.

Disconnect

Closes the ClipBook from another computer.

Exit

Quits ClipBook Viewer.

Edit Menu Commands

The **Edit** menu contains the following commands:

Copy

Copies the contents of the selected ClipBook page onto the Clipboard.

Paste

Creates a new ClipBook page when you type a page name in the **Paste** dialog box and pastes the contents of the Clipboard onto the new page.

Paste to Page

Pastes the contents of the Clipboard onto the current ClipBook page.

Delete

Clears the contents from the ClipBook Viewer window or from a ClipBook page.

Security Menu Commands

The **Security** menu contains the following commands:

Permissions

Sets or changes permissions for groups and users to access shared ClipBook pages.

Auditing

Audits the use of a shared ClipBook page by specified groups and users.

Owner

Displays the owner of a shared ClipBook page.

View Menu Commands

The **View** menu contains the following commands:

Toolbar

Displays or hides the ClipBook Viewer toolbar.

Status Bar

Displays or hides the status bar.

Table of Contents

Displays the contents of the selected ClipBook by title.

Thumbnails

Displays each page of the selected ClipBook as a black-and-white miniature snapshot.

Full Page

Displays the contents of each page of the selected ClipBook one at a time.

Window Menu Commands

The **Window** menu contains the following commands:

Cascade

Arranges open windows so that the title bar of each window is visible.

Tile Horizontally

Arranges all open windows one on top of the other so that each window is visible and none overlap.

Tile Vertically

Arranges all open windows side by side so that each window is visible and none overlap.

Arrange Icons

Arranges icons in a row at the bottom of the ClipBook Viewer window.

Refresh

Updates the active window.

Names of Open Windows

Makes an open window active when you click its name in the list. All open ClipBook windows and the Clipboard window are listed, including those that have been reduced to icons.

Setting ClipBook Page Permissions

Enables you to set permissions on a ClipBook page by specifying the access that a group or user has to it.

To change or remove permissions on a shared ClipBook page

1. On the ClipBook window, select a shared ClipBook page.
2. On the **Security** menu, click **Permissions**.
3. In the **ClipBook Page Permissions** dialog box, click the name of the group or user whose permission you want to change.
4. Click a permission type in the **Type of Access** box.
5. Click **OK**.
6. To remove ClipBook page permissions, click the name of the group or user in the **ClipBook Permissions** dialog box, and then click **Remove**.

Important

- To change permissions on the ClipBook page, you must be the owner of the page, or have been granted permission to do so by the owner.

To add a group or user to the ClipBook permissions list

1. On the ClipBook window, select a shared ClipBook page.
2. On the **Security** menu, click **Permissions**.
3. In the **ClipBook Permissions** dialog box, click **Add**.

   The **Add Users And Groups** dialog box appears, displaying the groups on the computer or in the domain.

4. Do one of the following:

- To select another computer or domain, click the down arrow to the right of the **List Names From** box, and then select the item you want.
- To display the names of users on the selected computer or domain, click **Show Users**.
- To see a group's content, select the group and then click **Members.** To add the group, click **Add.** To add only some of the group's users, select the users' names and then click **Add**.
- To add a domain group or domain user, you must know the domain that contains the group's or user's account. On a Windows NT Server network, click **Search** to find the domain of a group or user. In the **Find Account** dialog box, type the name of the group or user in the **Find User Or Group** box and specify the domains you want to search. Then click **Search**. To include the groups or users in the **Add Users and Groups** dialog box, select them in the **Search Results** box, and then click **Add**.
- To add groups or users to the permissions list, select them and then click **Add**, or double-click the name of the group or user. Or, type the names of groups and users in the **Add Names** box, separating the names using a semicolon.

5. In the **Type of Access** list, select the permission for the groups or users shown in the **Add Names** list and click **OK**.
6. In the **ClipBook Page Permissions** dialog box, click **OK**.

Important

- Permissions are cumulative, except that No Access overrides all other permissions. For example, if a user is a member of a group with Read permission and a member of a group with Change permission, the user will have Change permission.

Notes and Tips

- Domains appear only if your computer is a member of a domain on a Windows NT Server network. The domains shown have a trust relationship with the domain containing the page.
- If the account of the group or user is not located on the computer or domain shown by the **List Names From** box, you must specify the location. Type the computer or domain name followed by the group or user name and separate the names using a backslash (for example, Shipping\Ernesta). You can type the name without waiting for Windows NT to list groups in the **Names** box.
- For help with any dialog box, click **Help**, or press F1 while using the dialog box.

Auditing ClipBook Pages

Auditing ClipBook pages allows you to track their usage. For a particular ClipBook page, you can specify which groups or users and which actions to audit. You can audit both successful and failed actions. Windows NT stores the information generated from auditing in the security log.

To audit ClipBook pages, you must set the file and object access. Set audit policy in User Manager.

To audit a ClipBook page

1 In the ClipBook window, select the ClipBook page.

2 On the **Security** menu, click **Auditing**.

3 Select the name of the group or user.

4 Select the events to audit, and then click **OK**.

Important

- To audit pages, you must be logged on as a member of the Administrators group.

To add a group or user to the auditing list

1 In the **Auditing** dialog box, click **Add**.

The **Add Users And Groups** dialog box appears, displaying the groups on the computer or in the domain.

2 Do one of the following:

- To select another computer or domain, click the down arrow to the right of the **List Names From** box, and then select the item you want.
- To display the names of users on the selected computer or domain, click **Show Users**.
- To see a group's content, select the group and then click **Members.** To add the group, click **Add.** To add only some of the group's users, select the users' names and then click **Add**.
- To add a domain group or domain user, you must know the domain that contains the group's or user's account. On a Windows NT Server network, click **Search** to find the domain of a group or user. In the **Find Account** dialog box, type the name of the group or user in the **Find User Or Group** box and specify the domains you want to search. Then click **Search**. To include the groups or users in the **Add Users and Groups** dialog box, select them in the **Search Results** box, and then click **Add**.
- To add groups or users to the audit list, select them and then click **Add**, or double-click the name of the group or user. Or, you can type the names of groups and users in the **Add Names** box, separating the names using a semicolon.

3 Click **OK**.

4 In the **ClipBook Page Auditing** dialog box, click **OK**.

Notes and Tips

- If the account of the group or user is not located on the computer or domain shown by the **List Names From** box, you must specify the location. Type the computer or domain name followed by the group or user name and separate the names using a backslash (for example, Shipping\Ernesta). You can type the name without waiting for Windows NT to list groups in the **Names** box.
- For help with any dialog box, click **Help**, or press F1 while using the dialog box.

To remove ClipBook page auditing for a group or user

1 In the **Auditing dialog** box, select the name of the group or user in the list.

2 Click **Remove**.

Note

- For help with any dialog box, click **Help**, or press F1 while using the dialog box.

Taking Ownership of a ClipBook Page

When you create a ClipBook page, you become the owner of it. By granting permissions, the owner controls how the ClipBook page is used. The owner can grant permission to another user to take ownership of a ClipBook page. Otherwise, you must be logged on as a member of the Administrators group to take ownership.

Although an administrator can take ownership, an administrator cannot transfer ownership to others. This preserves security. For example, only an administrator who takes ownership and changes permissions can gain access to a ClipBook page on which you have set No Access permission.

To take ownership of a ClipBook page

1 Select the ClipBook page in the ClipBook Viewer window.

2 On the **Security** menu, click **Owner**.

3 Click **Take Ownership**.

Note

- For help with the **Owner** dialog box, click **Help**, or press F1 while using the dialog box.

ClipBook Page Permissions

Use the **ClipBook Page Permissions** dialog box to set or change permission for groups and users to use the selected shared ClipBook page or pages.

For more information about this dialog box, click one of the following buttons:

- ClipBook Page
- Owner
- Name
- Type of Access
- Add Button
- Remove Button

See Also

Permissions for Shared ClipBook Pages

ClipBook Page

Displays the name of the selected ClipBook page.

Owner

Displays the name of the owner of the ClipBook page.

Name

Displays the names of groups and users and their current permissions. To change a permission, click the group or user and then click a permission in the **Type Of Access** box.

Type of Access

Displays a list of available permissions. To change a permission, click the group or user in the **Name** box and then click a permission.

Add button

Adds groups or users to the permission list.

Remove button

Removes a selected group or user from the permission list.

Add Users and Groups

Use this dialog box to add a group or user to the permission list for a shared ClipBook page.

For more for information, click one of the following buttons:

- List Names From
- Names
- Add Button
- Show Users Button
- Members Button
- Search Button
- Add Names
- Type of Access

See Also

Permissions for Shared ClipBook Pages

List Names From

Displays the name of the domain or computer whose groups are shown in the **Names** box. To display groups and users in another domain or on another computer, click another domain or computer.

Names

Displays the groups or users belonging to the current domain or computer. To add groups or users to the permissions list, click them in the **Names** box, and then click **Add**.

Add button

Adds the selected groups or users to the permissions list.

Show Users button

Displays the names of users belonging to the current domain or computer in the **Names** box.

Members button

Displays the selected group's content.

Search button

Starts the search for the domain to which a specified group or user belongs. To add a group or user, you must know the domain that contains the group or user account.

Add Names

Displays the names of groups and users who you are adding to the permissions list. To add groups or users to the **Add Names** box, click them in the **Names** box, and then click **Add**.

Type of Access

Displays a list of available permissions. To set a permission for the groups and users listed in the **Add Names** box, click a permission, and then click **OK**.

Find Account

When you add a user or group to the permissions or audit list, you must know the name of the domain that contains the user's or group's account. Use the **Find Account** dialog box to locate the domain of an account on a Windows NT Server network.

For more information, click one of the following buttons:

- Find User or Group
- Search All
- Search Only In
- Search Button
- Add Button

Find User or Group

Provides a place for you to type the name of the group or user whose account you want to find.

Search All

Enables you to search for the account in all the listed domains.

Search Only In

Enables you to search for the account in one or more domains.

Search button

Starts the search for a group or user in the specified domains.

Add button

Adds a selected user or group to the **Add Names** box in the **Add Users and Groups** dialog box.

Local Group Membership

Displays the members of the local group selected in the **Add Users And Groups** dialog box.

Global Group Membership

Displays the members of the global group selected in the **Add Users And Groups** dialog box.

ClipBook Page Auditing

Use this dialog box to audit the use of a shared ClipBook page by groups and users.

For more information, click one of the following buttons: :

- ClipBook Page
- Name
- Events to Audit
- Add Button
- Remove Button

ClipBook Page

Displays the name of the selected ClipBook page.

Name

Displays the names of the currently audited groups and users.

Events to Audit

Enables you to specify the events you want to audit for the page for a selected group or user by selecting the appropriate check boxes.

For a particular ClipBook page, you can audit events that succeed and those that fail.

Add button

Adds the selected groups or users to the auditing list.

Remove button

Removes the selected group or user from the auditing list.

Owner

Displays the owner of the selected file or directory. To take ownership of the file or directory, click **Take Ownership**.

Permissions

Sets or changes permissions for groups and users to access shared ClipBook pages.

See Also

Permissions for Shared ClipBook Pages

Auditing

Audits the use of shared ClipBook pages by specified groups or individual users.

Owner

Displays the owner of a shared ClipBook page.

Permissions for Shared ClipBook Pages

When you designate a ClipBook page as shared, you can specify what ClipBook Viewer will permit other users to do with the page. You can set the following permissions on individual shared ClipBook pages:

- No Access
- Read
- Read and Link
- Change
- Full Control

No Access overrides any other permission. Except for No Access, permissions are cumulative: if an individual user is assigned more than one permission to a shared ClipBook page—for example, by being a member of more than one group, each of which is assigned a different permission—all permissions granted to the user are available.

By default, the person who creates a shared ClipBook page has Full Control permission, and members of the group Everyone have Read and Link permission.

No Access

Prevents any access to the shared ClipBook page. If a user has No Access permission, the page is unavailable even if the user otherwise has access to the ClipBook.

Read

Allows:

- Viewing the shared ClipBook page in ClipBook Viewer
- Embedding the contents of the page in another application, but not establishing a link to the page

Read and Link

Allows:

- Viewing the shared ClipBook page
- Embedding the contents of the page in another application
- Establishing a link to the page from another application

Change

Allows:

- Viewing the shared ClipBook page
- Embedding the contents of the page in another application
- Establishing a link to the page from another application
- Editing the source document of a linked object that appears on the page, and updating the link from the object to the source document
- Deleting the page

Full Control

Allows:

- Viewing the shared ClipBook page
- Embedding the contents of the page in another application
- Establishing a link to the page from another application
- Editing the source document of a linked object that appears on the page, and updating the ClipBook page itself
- Deleting the page
- Setting permissions for the page
- Taking ownership of the page