


Click the Help Topics button to return to the list of topics.

About Main View Preferences

Use Main View Preferences to change the zoom levels and the size at which text in the document window is greeked. These choices stay in effect until you change them again.

To get information on an option in a dialog box, click , then click the option.



To change zoom levels for the main viewer

Related Concepts

To zoom out by increments you can change,

1 Click Zoom ▶ percentage.

Tips

◆ You can also click the Zoom button at the bottom right of the viewer, then click a percentage.

◆ To change the zoom percentages that appear on the list, click Edit

▶ Preferences

▶ Main View.



Related Topics



About Zooming Out

To zoom in by increments you can change,

1 Click Zoom ▶ Zoom In.

Tips

◆ You can also click the Zoom button at the bottom right of the viewer, then click a percentage.

◆ To change the zoom percentages that appear on the list, click Edit

▶ Preferences

▶ Main View.



Related Topics



About Zooming In

About Runtime Files

You can create two different types of Envoy* files: an Envoy document (.EVY) or a "self-opening" runtime file (.EXE).

IMPORTANT: If you are using the Envoy Distributable Viewer and have not purchased the full Envoy product, you cannot create runtime files.

The Pros and Cons of Runtime Files

The advantage of a runtime file created with Envoy 7 is that anyone running Windows* 95 can open your Envoy file, even if they don't have an Envoy Viewer. But if you want to send the file to someone using a Macintosh, create a regular Envoy file (.EVY) and make sure the recipients have the Envoy 7 Viewer for Macintosh*.

Because it is attached to the Runtime Viewer, a runtime file (.EXE) takes up more disk space than an Envoy document (.EVY). If file size is critical, you may want to create an .EVY file and make sure recipients have the Envoy Distributable Viewer for Windows 95.

Also, note that neither kind of Envoy file (.EVY or .EXE) created under Windows 95 can be opened under Windows 3.1.



To create a runtime file



Related Concepts

destination

Lets you open the document in the Envoy viewer, send the document immediately via E-mail, save the document to a folder you select, or save the document to the Envoy 7\Spool folder. If you want to select different destinations and file formats without opening the Properties dialog box, select Prompt for destination and format type when printing.

scaling

Enlarges or reduces what prints on screen and on the printed page.

About Envoy Viewer

Envoy* is an electronic publishing program that lets you create, annotate, and distribute files quickly and easily. Envoy Viewer files can be exchanged easily between Windows* and Macintosh* platforms.

IMPORTANT: If you are using the Envoy Distributable Viewer and have not purchased the full Envoy product, you cannot create Envoy files.

Use About Envoy Viewer to get information about the program release date and your license number.

 To get release date and license information

About Font Embedding

Envoy automatically reproduces fonts using [intelligent font mapping](#).

However, you may want to embed some fonts in the files you create. Embedding ensures that the exact fonts will appear in the file you send, regardless of the fonts the recipient has installed. But note that adding fonts also adds somewhat to file size.

Envoy* 7 uses Bitstream* TrueDoc* font embedding, which provides font fidelity with all character sets and all standard font formats. Only the characters you actually use in your file are embedded, which is the most efficient way to embed fonts.



[To embed fonts](#)

[Related Concepts](#)

Open in the Envoy Viewer

Opens the Envoy Viewer with your new Envoy file displayed.

Save to disk

Saves your new Envoy file to a directory you specify.

Send by E-mail

Opens an e-mail message with your new Envoy file as an attachment.

Print to the Envoy spooling folder

Saves your new Envoy file to a directory called SPOOL that was created when you installed Envoy (for example, C:\OFFICE7\ENVOY7\SPOOL).

About Opening a File

Use Open to open an Envoy* file from within the Envoy Viewer. You can open several files at a time. The actual number of files you can open depends on how much memory is available on your computer, the size of the files, and other factors.

The names of the files currently open show on the Window menu. The names of the files you have most recently opened show on the File menu, and appear there again the next time you open Envoy. You can reopen a file by clicking its name on the File menu. You can also open an Envoy file by clicking its icon on the Windows* 95 desktop.



To open a file

Related Concepts

About Saving a File

Use Save to save the current document for the first time or to replace the current document on disk. Use Save As to save the current document with a new name, in a different folder, with security restrictions, or in a new format.

If you have saved an earlier version of this file, Save will replace the document on disk with the version in the viewer. If you don't want to replace the document on disk, use Save As and rename the file before you save.





[To save the current document with a new name](#)


[Related Concepts](#)

About Highlighting

Use the Highlight tool to highlight text or a rectangular area you select. You can change highlight style and color with Highlight Properties.


To get information on an option in a dialog box, click , then click the option.

 To customize highlighting

 To highlight part of a document

About Thumbnail Preferences

Use Thumbnail Preferences to change the default zoom level, screen position, page number display, and greeking level for the thumbnail views. These choices remain in effect until you change them.

To get information on an option in a dialog box, click , then click the option.




To change the thumbnail defaults



Related Concepts

About Main View Preferences

Use Main View Preferences to change the zoom levels and the size at which text in the main viewer window is greeked. These choices stay in effect until you change them again.

To get information on an option in a dialog box, click , then click the option.



To change zoom levels for the main viewer



Related Concepts

About Resolution Settings

Use the Envoy* 7 Driver settings to make trade-offs between the size of .EVY files and their overall quality. For example, if you don't have enough disk space, you can make your Envoy file smaller by choosing lower resolution settings. In many cases, the difference in quality is minimal. If disk space is no object and you want the highest-quality graphics, you can choose higher resolution settings.

Bitmap Resolution Affects File Size

Higher resolution settings increase file size most noticeably when there are bitmap graphics in the file. Higher settings affect file size much less dramatically when there are vector graphics (such as .WPG graphics) in the file.

Display Quality Is a Result of Many Variables

Display quality is limited not only by the resolution settings you choose, but also by the system on which the Envoy file is viewed. For example, if the recipient of your file has a computer that displays images at 120 dots per inch (dpi) or less and uses a maximum of 256 colors, higher resolution settings than these will not affect display quality.

Because there are so many variables (including the capabilities of the authoring application), there are no formulas for choosing resolution settings. But creating an Envoy file is fast, so you can experiment without investing a great deal of time. The best way to determine the optimum resolution settings is to try creating a file using various settings, then view the results in Envoy.



[To create a smaller .EVY file](#)




[Related Concepts](#)

About Bookmarks

Like a physical bookmark, the Bookmark feature in Envoy* lets you mark a place in a document so you can find it again quickly. Or you can use bookmarks to help recipients of your Envoy document find important points.

When you create a bookmark, you give it a label that is added to an alphabetical list of bookmarks. To jump to a marked place, simply click its label in the alphabetical list.

To get information on an option in a dialog box, click , then click the option.



To create a bookmark



To customize bookmarks




To use bookmarks





About Hypertext Links

Use Hypertext to create a link between two parts of a document or between two Envoy* documents. Once the link is created, you can jump from the source to the destination area.

You can create a hypertext link in any open Envoy file, or you may receive an Envoy file that contains hypertext links.

A hypertext source can appear as highlighted text, a rectangle, or a button with an icon on it. If you aren't sure whether something is a hypertext source, move the Select pointer over it. The pointer changes to a hand over a hypertext source.

To get information on an option in a dialog box, click , then click the option.

-  To change the appearance of a hypertext link
-  To create a hypertext link
-  To edit a hypertext link
-  To jump to a hypertext link

About QuickNotes

What Is a QuickNote?

Like paper sticky notes, the QuickNote feature in Envoy* lets you make comments that get noticed and that can be moved. You can also edit QuickNotes, change their appearance, import them from other Envoy files, and import and export QuickNote text using the Clipboard.

Making a QuickNote into an Icon

You can minimize a QuickNote by making it appear as an icon. You can select one of several icon styles using QuickNote Properties.







Printing QuickNotes

Unless you hide annotations, QuickNotes will print when you print a file on paper. For best printing results, be sure your QuickNotes are a light color and are no less than a quarter inch from the edge of the page.

QuickNote Author

The name of the person who created a QuickNote (its author) appears on the status line when the QuickNote is selected. This is useful when more than one person has commented on a file.

To get information on an option in a dialog box, click , then click the option.

-  [To create a QuickNote](#)
-  [To customize QuickNotes](#)
-  [To make a QuickNote appear as an icon](#)
-  [To open a QuickNote icon](#)
-  [To place QuickNote text on the Clipboard](#)
-  [Related Concepts](#)

About Close, Close All, and Exit

Use Close or Close All to close an Envoy* file or files. The Envoy Viewer remains open.

Use Exit to close the Envoy Viewer. If you have changed a file, you will be prompted to save it before you close or exit.

To get information on an option in a dialog box, click , then click the option.



To close a file




Related Concepts

About Copy

Use Copy to copy selected text and graphics to the Clipboard.

Graphics are copied to the Clipboard as .WMF files in Windows*. Scalable graphics remain scalable.

To get information on an option in a dialog box, click , then click the option.



To copy text or graphics to the Clipboard



Related Concepts

About Moving within a Document

There are many ways to move within an Envoy* document.


To scroll through the current document, use the scroll bars on the viewer window.

To cycle through pages or views, use the View menu (or the corresponding buttons on the viewer).


To move to a particular page number, use Go To Page.


You can search for text or for a type of annotation with Find.

You can also use the keyboard to move within a file, QuickNote, or dialog box.

To get information on an option in a dialog box, click , then click the option.

 [To go to a particular page number](#)

 [To move in a file by page or view](#)

 [To search for text](#)

 [To use thumbnails to move to another page](#)

 [Related Concepts](#)

About Hiding Annotations

You can make annotations (QuickNotes, highlights, bookmarks, links, and embedded objects) temporarily disappear from the main viewer window and thumbnails. This may be useful when printing on paper.



To hide annotations



Related Concepts

About Importing Annotations

Use Import to copy annotations from one file (the source) to another file (the destination).


When you import annotations, they are copied to the same page number in the destination file. If the destination file is shorter than the source file, annotations on page numbers not present in the destination file won't be imported. The properties of imported annotations remain the same.

To get information on an option in a dialog box, click , then click the option.

 To import annotations

About Printing to Paper

Use Print to print an Envoy* file on paper. The file prints exactly as you see it in the Envoy Viewer. Make sure all annotations are at least one-quarter inch from the margins.

 To print to paper

About Creating an Envoy File

Ways to Create an Envoy File

You can create an Envoy* file several ways. The most common way to create an Envoy file is to print it from within another Windows* 95 application. You can also create an Envoy file from the desktop, without opening another application. From within Envoy you can create a file by importing a file that already exists in another format. You can even create a new file within Envoy by copying pages from other Envoy files into a blank file. This makes it easy to create an Envoy file wherever you are working.

The Envoy Viewer and Driver








You can view Envoy files without purchasing Envoy. The Envoy Distributable Viewer and Runtime Viewer are available without cost. However, **you must purchase the Envoy 7 Driver in order to create Envoy documents.**

Destinations and File Types

When you create an Envoy file, you specify the destination. The default destination opens your new Envoy file in the Envoy Viewer. When you create an Envoy file you can also choose whether you want it to be a "regular" Envoy file (.EVY) or a runtime file.


Results

Envoy files preserve the fonts and page layout of the original file, and files can be compressed smaller than their original size.


-  [To create a new file in the Envoy Viewer](#)
-  [To create a runtime file](#)
-  [To create a smaller .EVY file](#)
-  [To create an Envoy file from within an application](#)
-  [To create an Envoy file without opening an application](#)
-  [To import a file](#)
-  [Related Concepts](#)

About Find

Use Find to search for text, a QuickNote, a highlight, an OLE object, a hypertext source, or a bookmark within the current Envoy* file. If a match is found, it appears selected in the viewer.

To get information on an option in a dialog box, click , then click the option.

 To search for annotations

 To search for text

About Selecting Text or Graphics for Export

Use the Selection tool to select text or graphics for export. You can select text across multiple pages.



[Related Concepts](#)

About Selecting Thumbnails

Use the Selection tool to select entire pages using the thumbnail views. Then you can move, add, delete, or copy the pages.

A selected thumbnail appears with a thick colored outline.



[To select thumbnails](#)

[Related Concepts](#)

About Sending an Envoy File by E-mail

Use Send to send an Envoy* file as an e-mail attachment. In Envoy, Send works with any VIM- or MAPI-compatible e-mail application.

A runtime file (*.exe) becomes a regular Envoy file (*.evy) when sent through e-mail from within Envoy. In order to keep the runtime format, open your e-mail application and send the runtime file as an attachment.



To send the current Envoy file by e-mail



Related Concepts

About Envoy 7 Driver Properties

When you install Envoy*, the Envoy Printer Driver is added to your Windows* system folder, enabling any Windows application to access it.

You can select default destination, paper size and orientation, print quality, and font embedding for the Envoy 7 Driver from the Windows 95 Start menu or from within any application. The steps in the topic below start from the Envoy Viewer.



[To change the Envoy 7 Driver default settings](#)




[Related Concepts](#)

About the Toolbar and Status Bar

The Toolbar is the row of buttons at the top of the document in the Envoy* Viewer. These buttons provide shortcuts to commonly used Envoy features.

The status bar is the space at the bottom of the viewer that contains instructions on the left and buttons on the right. The instructions tell you what to do next as you perform a task. The buttons display the page number, zoom level, and bookmarks (if any) of the current document.

By default, the Toolbar and status bar display whenever you open the Envoy Viewer, but you can hide them.

To get information on an option in a dialog box, click , then click the option.



To hide the status bar



To hide the Toolbar



Related Concepts


About Zooming In

Use Zoom In to enlarge what appears in the main viewer window. You can zoom in three ways, explained below.

◆ Zoom in by fixed amounts on the upper-left portion of the main viewer window. These amounts are preset and cannot be changed. For example, clicking Zoom In on the Zoom menu can change the zoom level from 310% to 390%. Click Zoom In again to go to 490%. The zoom button at the bottom right of the viewer shows the current zoom level.

◆ Zoom in on the upper-left portion of the main viewer window by increments you can change. Although preset increments show as percentages on the Zoom menu and on the Zoom pop-up menu, you can change these percentages using Main View Preferences. The Zoom pop-up menu appears when you click the zoom button at the bottom right of the viewer.

◆ Zoom in by any amount. The Zoom In tool lets you select an area and enlarge it to fit the entire main window. As you select the area, the status bar shows the exact percentage you are zooming in. For example, if you start at 50% and the status bar shows 100% when you finish selecting the area, the result will be twice the size of the original.

To get information on an option in a dialog box, click , then click the option.



To zoom in by any amount



To zoom in by fixed amounts



To zoom in by increments you can change








Related Concepts

About Zooming Out

Use Zoom Out to shrink what appears in the main viewer window. You can zoom out three ways, explained below.

- ◆ Zoom out by fixed amounts. These amounts are preset and cannot be changed. For example, clicking Zoom Out on the Zoom menu can change the zoom level from 400% to 320%. Click Zoom Out again to go to 260%. The zoom button at the bottom right of the viewer shows the current zoom level.
- ◆ Zoom out by increments you can change. Although preset increments show as percentages on the Zoom menu and on the Zoom pop-up menu, you can change these percentages using Main View Preferences. The Zoom pop-up menu appears when you click the zoom button at the bottom right of the viewer.
- ◆ Zoom out by any amount. The Zoom Out tool lets you shrink the contents of the main window to fit within a rectangle you create. As you create the rectangle, the status bar shows the exact percentage you are zooming out. For example, if you start at 100% and the status bar shows 50% when you finish creating the rectangle, the result will be half the size of the original.

To get information on an option in a dialog box, click , then click the option.

-  To zoom out by any amount
-  To zoom out by fixed amounts
-  To zoom out by increments you can change
-  Related Concepts








About Editing a File

Because an Envoy* file is much like a printed page, you cannot edit the text of an Envoy file as you would in a word processor.

However, you can use the thumbnails to rearrange pages within an Envoy file, to add pages from another Envoy file, or to delete pages.

IMPORTANT: Delete pages with care; you cannot reverse the deletion.

You can also cut QuickNote text and place it on the Clipboard, or paste Clipboard text into an Envoy file in the form of a QuickNote.

-  To add pages to an open file
-  To delete a page
-  To edit a file
-  To paste Clipboard contents into an Envoy file
-  To place QuickNote text on the Clipboard
-  To rearrange pages in an Envoy file
-  To select thumbnails

About OLE

Linking vs. Embedding

You can insert OLE objects (such as figures, animation clips, sound clips, charts, and so on) into an Envoy* file from other Windows* applications. Objects can be either linked or embedded. Both methods place a copy of the object in your Envoy file. In most cases, when you double-click the object, its source application launches (if it is installed). You can then edit the object in its source application without exiting Envoy.

The main difference between linking and embedding is the location where the data for the object is stored. The data for a linked object remains in the source file. The data for an embedded object is stored in the destination (Envoy) file. So, if you are going to distribute an Envoy file to anyone who might not have the source application, linking will not work. Embedding increases the size of the Envoy file but allows you to distribute the file more freely.

OLE Object and Container Applications

Applications that support OLE can be Objects or Containers. Envoy 7 is an OLE 1.0 Object and Container. You can link or embed objects into Envoy from OLE Container applications, and you can link or embed objects from Envoy into OLE Object applications.

For more information about OLE, see your Windows manual.

Printing OLE Objects

The source application for a linked or embedded object determines how the object appears on screen and when printed.

- ? To display OLE links
- ? To edit an OLE link
- ? To edit an OLE object
- ? To embed an OLE object into an Envoy file
- ? To link an OLE object to an Envoy file

About the Window Menu

Use the Window menu to easily rearrange open files for easier viewing, to close all files at once, to arrange minimized open files in the viewer, or to activate any open file.

- ? To activate any open file in the Envoy Viewer
- ? To arrange minimized files in the Envoy Viewer
- ? To close all open files at once
- ? To rearrange your windows

About Thumbnails

Thumbnails are miniature representations of the pages in the current Envoy* file. You can change the size and placement of thumbnails. Although the text on thumbnails is greeked, you can also use thumbnails to add annotations, navigate, and add, delete, or rearrange pages.

- ? _____ To add pages to an open file
- ? _____ To delete a page
- ? _____ To display thumbnails
- ? _____ To rearrange pages in an Envoy file
- ? _____ To use thumbnails to move to another page

Can be viewed with or without Envoy installed

Creates an Envoy file that is attached to an Envoy Runtime Viewer. An Envoy Runtime Viewer can open the one file attached to it, even without Envoy installed, but it can open only on the same platform on which it was created. An Envoy Runtime Viewer created in Windows 95 can open on any system running Windows 95; an Envoy Runtime Viewer created on a Macintosh can open only on a Macintosh.

QuickMenu

A menu that pops up in the viewer when you right-click a selected item. Each QuickMenu has options specific to the kind of item selected.

OLE Object application (definition)

The application in which you link or embed an OLE object.

OLE embedding (definition)

Placing a copy of an object in your document without a link to the original. This means you can edit the copy without altering the original.

OLE linking (definition)

Placing a copy of the object in your file with a dynamic link to the original in the source application. When you edit either the copy or the original, the other is automatically updated.

OLE Container application (definition)

The source application in which you create the object you will embed in or link to your Envoy file.

About Converting PostScript Files

Native PostScript* files can be converted to Envoy* format using a third-party product. Some documents that contain EPS images can be converted to Envoy format using the Envoy 7 Driver, but EPS image quality may vary depending on the application used to create the image.

? _____ To preserve the quality of EPS images

? _____ Related Concepts

About Security Settings

Because Envoy* files are so portable and easy to view, you may want to safeguard your document by adding security restrictions such as a password.

To get information on an option in a dialog box, click **?**, then click the option.

? To add document security

? Related Concepts

intelligent font mapping

When Envoy displays a document on a system that does not have the original fonts, it automatically selects the typeface closest to the original and, if necessary, scales the font to preserve document spacing.

About Planning Your Envoy Document

When you create a document that you intend to publish in Envoy*, it helps to consider whether you expect others to view your Envoy document on screen or print it to paper. You can maximize on-screen viewing the following ways.

- ? Increase font size.
- ? Reformat the layout to fit screen size and orientation.
- ? Change Envoy Printer Driver settings to increase resolution.
- ? Add hypertext and bookmarks to the Envoy file.
- ? To create a bookmark
- ? To create a hypertext link
- ? To create an Envoy file from within an application
- ? Related Concepts

About Envoy

Envoy* is a publishing tool that lets you exchange, distribute, view, and annotate portable electronic documents across different computers and operating systems. Publishing with Envoy is faster and less expensive than publishing on paper. Envoy preserves fonts and page layout, and files can be compressed smaller than their original size.

Once you have created an Envoy document, you can easily add annotations to it such as highlighting, QuickNotes, hypertext links, bookmarks, or OLE links. You can send the document to others and ask them to annotate it, then you can import all the annotations from various recipients into one easy-to-view file.

When you publish to Envoy, you can select from four destinations and two file types. Click these terms for a brief explanation of each option.

[Open in the Envoy Viewer](#)

[Save to disk](#)

[Send by E-mail](#)

[Print to the Envoy spooling folder](#)

[Prompt for destination and format type when printing](#)

[Can be viewed with or without Envoy installed](#)

[Can be viewed only with Envoy installed](#)

[? To create an Envoy file from within an application](#)

[? To create an Envoy file without opening an application](#)

[? Related Concepts](#)

Tips for Using Keystrokes

Use the following CUA keystrokes within the main viewer window, within a QuickNote, or within a dialog box.

To move within the main view to the . . .

Beginning of a document
Bottom of the screen
End of the document
Next page
Previous page
Specified page
Previous document
Next document
Previous window
Next window

Press the CUA keystroke:

Ctrl+Home
PgDn
Ctrl+End
Alt+PgDn
Alt+PgUp
Ctrl+G
Ctrl+Shft+F6
Ctrl+F6
Ctrl+Shft+F6
Ctrl+F6

Within a QuickNote, to . . .

Delete to the left
Delete to the right
Go to line beginning
Go to line end
Go to next word
Go to previous word
Move right one character
Move left one character
Move one line down
Move one line up

Press:

Backspace
Delete
Home
End
Ctrl+Right-arrow
Ctrl+Left-arrow
Right-arrow
Left-arrow
Down-arrow
Up-arrow

Other editing keystrokes:

Copy text to the Clipboard
Cut text to the Clipboard
Paste text from Clipboard
Cancel

Press:

Ctrl+C
Ctrl+X
Ctrl+V
Esc

While in a dialog, to . . .

Move to the next control
Move back one control
Perform the default action

Press:

Tab
Shft+Tab
Enter

 Related Concepts

About the Envoy Annotation Features

Use the Envoy* annotation features to comment on, highlight, bookmark, or link files. You can use OLE to insert information from another application into your Envoy file. You can also import annotations from various recipients into one comprehensive file.

Although the uses of these features vary with your purpose and imagination, the suggestions below may help you get started.

Bookmarks

To quickly find parts of your document, create a bookmark for each part.

Highlighting

Highlight passages you want to emphasize.

Hypertext links

Link two related parts of a document. Create a table of contents or index that jumps to the page for each entry.

OLE

Create a newsletter with an OLE link to a spreadsheet. When you change the figures in the spreadsheet, it automatically updates in your Envoy file.

QuickNotes

Make comments, ask questions, or point out something in the file. Have several people comment on one file, each using a different QuickNote color.

Web links

Link two separate documents. Link the current Envoy file to a file on the World Wide Web.

To get information on an option in a dialog box, click **?**, then click the option.

- ?** To create a bookmark
- ?** To create a hyperlink to a non-Envoy file
- ?** To create a hypertext link
- ?** To create a QuickNote
- ?** To highlight part of a document
- ?** To link an OLE object to an Envoy file
- ?** Related Concepts

About the Envoy Distributable Viewer

The Envoy* Distributable Viewer lets you view files created using the full Envoy product. The Distributable Viewer looks like the full Envoy viewer, but the following features are not active in the Distributable Viewer:


- ? Import File
- ? Save as Runtime Viewer
- ? Send

IMPORTANT: If you want to create or publish Envoy files, you must purchase the full Envoy product. If you already own the full Envoy product, you can copy the Distributable Viewer for others to use with your files, **but the driver cannot be distributed.**

- ? [To copy the Distributable Viewer](#)
- ? [Related Concepts](#)

To place QuickNote text on the Clipboard,

1 Select the QuickNote.


2 Click Edit  Cut or Copy.

Tips

 To paste Clipboard contents into an Envoy* file, click Edit

 Paste, then click in the main viewer window or on a thumbnail.

 [Related Topics](#)

 [About Editing a File](#)

To create a runtime file,

- 1** Create a document in any Windows* application that prints.
- 2** Choose Print, then select the Envoy* 7 Driver in the printer list.
- 3** Click Properties, then select Viewable with or without Envoy Viewer (Runtime).
- 4** Select any other options from Paper, Resolution, and Fonts, then click OK twice.

Tips

? Step 2 will vary somewhat depending on the application. For example, in WordPerfect* 7 for Windows 95, click File


? Print.


? You can also create a runtime file in Envoy using Save As.

? When you distribute a runtime file, you may want to tell recipients how to open it. A runtime file can be opened the same way you open any other program file in Windows 95. Customer support for the Runtime Viewer is available for a per-minute charge at (900)555-5020.


? [About Runtime Files](#)

To get release date and license information,





1 Click Help  About Envoy* Viewer.

 About Envoy Viewer


To open a file,

- 1** Click File  Open.
- 2** Select the folder that contains the file.
- 3** Click Files of type, then select the kind of file you want to open.
- 4** Select a file from the list.
- 5** Click Open as read-only if you want to protect the file from being changed, then click Open.




Tips

-  The names of the last files opened display on the File menu. Click a file there to reopen it.
-  Although you can have several Envoy* files open at a time, you must open each file individually by following the steps above. You cannot select more than one file in the Open dialog box.
-  To preview an Envoy file without opening it, right-click it in the Windows Explorer, click Properties, then click the Thumbnails tab.
-  [About Opening a File](#)

To save the current document with a new name,

- 1 Click File  Save As.
- 2 Select a location for the file.
- 3 Type in a new file name.
- 4 Select a file type from the Save as type list.
- 5 Click Security if you want to restrict file access.

Tips

-  Click File
-  Save if you want to replace the file with the same name.
-  [About Saving a File](#)

To highlight part of a document,




1 Click Tools **?** Highlight.

2 Click on text and drag to highlight text lines, or click outside text and drag a rectangle.



3 Click Tools **?** Highlight again to quit highlighting.

? About Highlighting


To add pages to an open file,

- 1** Click View  Thumbnails
-  Top.
- 2** Open another Envoy* file.
- 3** Repeat step 1 on the second file.
- 4** Click Window  Tile Top To Bottom.
- 5** Select a page or a range of pages in one file.
- 6** To cut and paste, drag the selection and drop it on the other file's thumbnail area.


Tips


-  To copy pages, hold down the Control key while you drag and drop.
-  About Editing a File

To change the appearance of a hypertext link,



- 1 Click Tools  Hypertext.
- 2 Right-click the area you want to edit, then click Hypertext Properties.
- 3 Select any options.

Tips



 The changes you make apply to the area you selected in Step 2, and they remain in effect for hypertext links you will create.

 [About Hypertext Links](#)

To change the thumbnail defaults,

- 1 Click Edit  Preferences  Thumbnails.
- 2 Select any of the options.

Tips

-  To return to the previous settings, click Defaults.
-  [About Thumbnail Preferences](#)

To change zoom levels for the main viewer,

- 1 Click Edit [?](#) Preferences
- [?](#) Main View.
 - 2 Select any of the options.
- [?](#) Related Topics
- [?](#) About Main View Preferences


To create a smaller .EVY file,

- 1** Open the Envoy* 7 Driver Properties dialog box.
- 2** Click the Resolution tab, then select Low or Medium from the drop-down list; or click Custom Quality, then specify lower General and Bitmap resolution settings.
- 3** Click JPEG, then select one of the first three settings from the drop-down list.




Tips

- ?** Step 1 may vary depending on the application you are using. For example, in WordPerfect* 7, click File
- ?** Print, click the Printer tab, select the Envoy 7 Driver, then click Properties.
- ?** Related Topics
- ?** About Resolution Settings

To create a bookmark,

- 1 Click Tools  Bookmark.
- 2 Drag over text to bookmark text lines, or drag a rectangle.
- 3 Type a brief label for the bookmark, then select any other options.
- 4 Repeat steps 2-3 to create another bookmark.
- 5 Click the Bookmark icon again to quit creating bookmarks.

Tips

-  The first few characters of selected text become the bookmark label unless you change it.
-  Related Topics
-  About Bookmarks


To create an Envoy file without opening an application,

- 1** Locate the file you want to publish to Envoy*.
- 2** Drag the file and drop it on top of the minimized Envoy Viewer.




? Related Topics

? About Creating an Envoy File

To create a hypertext link,

- 1 Click Tools  Hypertext.
- 2 Click on text and drag to select text lines as a source, or click outside text and drag to create a rectangle or a button as a source.
- 3 Go to the page you want to link, then drag to create the destination.
- 4 Repeat steps 2-3 for another link.
- 5 Click the Hypertext icon again to quit creating hypertext links.

Tips

-  The mouse pointer changes to an I-beam when you select text.
-  Related Topics
-  About Hypertext Links


To create a new file in the Envoy Viewer,

1 Click File **?** New.








2 Drag thumbnails from another file into the new file.

? _____ About Creating an Envoy File


To create a QuickNote,

- 1 Click Tools  QuickNote.
- 2 Click anywhere in the main viewer window to add a standard-size QuickNote, or drag a rectangle of any size.
- 3 Type the text you want on the QuickNote.
- 4 Click outside the QuickNote.


Tips


-  You can delete and add text as you would in most word processors. Use the arrow keys to view text that scrolls off the view in a small QuickNote.
-  You can add a bookmark, a QuickNote, or highlighting to any page by clicking that page's thumbnail view.
-  You can make any QuickNote appear as an icon. To do this, right-click the QuickNote and choose Close QuickNote. To open a closed QuickNote, double-click its icon.
-  To move a QuickNote, select it, then drag.
-  To customize a QuickNote, right-click it, then choose QuickNote Properties.
-  Related Topics
-  About QuickNotes

To customize bookmarks,


- 1 Click Tools  Bookmark.
- 2 Right-click the bookmarked area, then click Bookmark Properties.
- 3 Select any options.

Tips


 If you select text instead of drawing a rectangle when you create a bookmark, the first characters of selected text become the label unless you change it.


 [About Bookmarks](#)

To customize highlighting,

- 1 Click Tools  Highlight.
- 2 Right-click a highlighted area, then click Highlight Properties.
- 3 Select any options.

Tips

 Highlight properties stay in effect until you change them again.

 [About Highlighting](#)

To customize QuickNotes,

- 1 Right-click a QuickNote, then click QuickNote Properties.
- 2 Select any options.


Tips


- ? To read or edit a QuickNote icon, double-click the icon.
- ? To resize a QuickNote, select it and drag a side or corner handle.
- ? QuickNote properties stay in effect until you change them again.
- ? [About QuickNotes](#)


To close a file,

1 Click File  Close.


Tips

 To close all open files, click Window




 Close All.

 _____ About Close, Close All, and Exit

To delete a page,


- 1 Click Tools  Select.
- 2 Select the thumbnail(s) you want to delete, then press the Delete key.

Tips



-  Delete pages carefully. You cannot undo a deletion.
-  Related Topics
-  About Editing a File

To display OLE links,


1 Click Edit  Links.

 About OLE

To display thumbnails,

- 1 Click View  Thumbnails  Top or Left.

Tips

 You can also click the Thumbnail icon on the Toolbar to cycle through top placement, left placement, and closed.


 [Related Topics](#)


To edit a hypertext link,

- 1** Click Tools **?** Hypertext.
- 2** Right-click the source or destination you want to edit.
- 3** Select any of the editing options.
- 4** Click Tools **?** Hypertext again to quit editing.

? About Hypertext Links

To edit an OLE link,


- 1** Click Edit  Links.
- 2** Select the link you want to edit in the Links list box.
- 3** Select the editing options you want.


 About OLE

To edit an OLE object,


1 Double-click the object to open its source application.


2 Edit the object in the source application.

3 Click File  Exit & Return to Envoy* to return to your Envoy document, or click File

 Update to remain in the source application.

Tips

 Step 3 may vary depending on the source application you are using. For example, in an application that opens a window so you can create the OLE object in Envoy, close the object window by clicking outside it.

 _____ About OLE



To embed an OLE object into an Envoy file,

- 1 Click Edit **?** Insert Object.
- 2 Select the object type you want, then click OK.
- 3 Click in the Envoy* file where you want the object inserted.
- 4 Create or retrieve the object in the server application.
- 5 Click File **?** Exit & Return to Envoy Viewer, or click File **?** Update to remain in the server application.





Tips

- ?** Step 5 may vary depending on the server application you are using. For example, in an application that opens a window so you can create the OLE object in Envoy, close the object window by clicking outside it.
- ?** About OLE

To copy text or graphics to the Clipboard,

- 1 Click Tools  Select.
- 2 Click on text and drag to select text lines, or drag a rectangle around a graphic.
- 3 Click Edit  Copy.

Tips


-  To export all the text in a file as ASCII text, click File
-  Save As, then select Text Files from the Format list.
-  You can also copy pages of text to the Clipboard by selecting thumbnails.
-  About Copy


To move in a file by page or view,

1 Click View.


2 Click any of the last six options.

Tips


 You can also click the corresponding icons on the Toolbar.


 [About Moving within a Document](#)

To hide annotations,

1 Click View  Annotations.



Tips

 To see annotations, click View

 Annotations again. When annotations are visible, the Annotations menu item appears with a check mark to its left.

 [About Hiding Annotations](#)


To import a file,

1 Click File  Import
 File.

2 Specify the folder and name of the file you want to import to Envoy*.

Tips



 If you are importing a WordPerfect* file, the filename must end in .WPD.

 Importing creates an Envoy file from a file that already exists in another format. If you want to create an Envoy file "from scratch" within Envoy, click File



 New.

 [About Creating an Envoy File](#)


To import annotations,

- 1 Click File  Import
-  Annotations.
 - 2 Select the file from which you want to import annotations, then click Open.
 - 3 Select the type(s) of annotation you want to import.





Tips

-  You can import annotations from only one file at a time.
-  [About Importing Annotations](#)


To link an OLE object to an Envoy file,

- 1** Open the server application.
- 2** Create or retrieve an object in the server application.
- 3** Save the object with a filename.
- 4** If it is not already selected, select the object.
- 5** Click Edit  Copy to copy the object to the Clipboard.
- 6** Switch to Envoy.*
- 7** Click Edit, then click Paste.
- 8** Click in the Envoy file where you want to paste the object.





Tips

-  In step 2, if you are creating a link from a word processor, select the text you want to link.
-  Steps 1-5 will vary depending on the application you are using.
-  If an OLE link destination file becomes separated from its source file, the link is broken. For example, if you create a link in Envoy, then send the Envoy file to someone who does not have access to the source file, the link does not exist.
-  _____ [About OLE](#)



To print to paper,

- 1** Click File  Print.
- 2** Select the printer name, print range, and number of copies.
- 3** Click Properties if you want to select paper, graphics, fonts, or device options.
- 4** Click OK to start printing.








Tips

-  If you want to print a file but not its annotations, hide the annotations first.
-  To print selected pages, first select the thumbnail view of each page you want to print, then click Selection in the Print dialog box.
-  [Related Topics](#)
-  [About Printing to Paper](#)



To create an Envoy file from within an application,

- 1** Click Start on the Windows* 95 taskbar  Settings
-  Printers.
 - 2** Select the Envoy* 7 Driver, then click Properties on the File menu.
 - 3** Click the Destination tab, then select a destination and format type.
 - 4** Select Security if you want to be prompted to select access restrictions for your file (such as View Only).
 - 5** Select any other options from Paper, Resolution, and Fonts, then click OK.
- 6** Open any Windows application that prints and create the file you want to print to Envoy.
- 7** Print the document to the Envoy 7 Driver as you would print any other document in that application.




Tips

-  Step 7 will vary depending on the application you are using. For example, in WordPerfect* 7 for Windows 95, click File
-  Publish to Envoy instead of step 7.
-  To make each page of your document fit exactly into one Envoy Viewer screen, select Statement paper size and landscape orientation in your originating application before you create the file. For example, in WordPerfect 7, click Format
-  Page
-  Page Size. In some applications you may also need to change the page size and orientation in the Envoy 7 Driver Properties dialog box.
-  The Envoy 7 Driver Properties are defaults. If you want to select different destinations or file formats without changing the defaults, select Prompt for destination and format type when printing in step 3.
-  [About Creating an Envoy File](#)


To rearrange pages in an Envoy file,

- 1 Click View  Thumbnails
-  Top or Left.
 - 2 Select the thumbnail of the page(s) you want to move.
 - 3 Drag the selection and drop it in a new position.


Tips


-  Thumbnails position themselves directly before the thumbnail they are dropped on.
-  Related Topics
-  About Editing a File


To search for annotations,

- 1 Click Edit  Find.
- 2 Select the kind of annotation you want.
- 3 Click Find Next or Find Previous to search forward or backward.


Tips

 If an annotation of the type you are searching for is selected in the file, the search begins there. If not, the search begins at the insertion point.


 Related Topics

 About Find


To search for text,

- 1 Click Edit  Find.
- 2 Type the word or phrase you want in the Find Text box.
- 3 Select Match Case to search for capital letters exactly as you typed them.
- 4 Make sure Text is selected under Find What.
- 5 Select Find Next or Find Previous to search forward or backward from the insertion point.


Tips

 Type a word or phrase exactly as you expect to find it. You can type partial words only at the beginning or end of the search phrase. Do not use wildcards.







 [Related Topics](#)

 [About Find](#)


To select thumbnails,

- 1 Click Tools  Select.
- 2 Select thumbnails according to the tips below.



Tips

-  To select one page, click the select tool on the thumbnail.
-  To select multiple (but not continuous) pages, Control+click separate thumbnails.
-  To select continuous pages, Shift+click the first and last thumbnail you want to select.
-  To select all pages, Alt+click any thumbnail.
-  To deselect thumbnails, click outside the thumbnail area.
-  [About Selecting Thumbnails](#)



To send the current Envoy file by e-mail,

- 1** Click File  Send.
- 2** Enter a password if required.
- 3** Address the recipient(s) in the To box.
- 4** Type a subject line, if you want.
- 5** Type a message if you want, then click Send (or OK on some e-mail systems).


Tips


-  The Envoy* file is sent by e-mail and you return to the Envoy Viewer.
-  [About Sending an Envoy File by E-mail](#)


To change the Envoy 7 Driver default settings,

- 1 Click Start on the Windows 95 taskbar  Settings  Printers.
- 2 Select the Envoy* 7 Driver, then click Properties.
- 3 Click the Destination tab, then select a destination and format type.
- 4 Select Security if you want to be prompted to select access restrictions for your file (such as View Only).
- 5 Select any other options from Paper, Resolution, and Fonts, then click OK twice.


Tips

 You can also change Envoy 7 Driver properties from within most applications, but you should do this before you create the file you are going to print to Envoy.

 To make each page of your file fit exactly into one Envoy Viewer screen, click the Paper tab, then select Statement paper size and landscape orientation when you create the file.

 If you want to select different destinations or file formats without changing the defaults, select Prompt for destination and format type when printing in step 3.

 Related Topics

 About Envoy 7 Driver Properties

To hide the Toolbar,

1 Click View  Toolbar.


Tips

 To see the Toolbar, click View




 Toolbar again. When View Toolbar is selected, the Toolbar menu item appears with a check mark to its left.

 _____ About the Toolbar and Status Bar


To jump to a hypertext link,

- 1 Click Tools  Select.
- 2 Click the hypertext source area or button.





Tips

-  To return to the source area, click View
-  Previous View.
-  Related Topics

To use bookmarks,

- 1 Click Edit  Go To Bookmark.
- 2 Click Sort by page number if you want the list of bookmarks to display in order of page number.
- 3 Click a bookmark label on the list.


Tips


-  You can also click the Bookmarks button on the status bar.
-  The Bookmarks button shows only if you have already created a bookmark.
-  Related Topics
-  About Bookmarks

To zoom in by fixed amounts,

1 Click Zoom  Zoom In.


Tips

 These zoom amounts are preset and cannot be changed. If you want to zoom in by amounts you choose, use the percentages on the Zoom menu or use the Zoom In tool.


 You can also click




on the Toolbar, then click in the main viewer window.


 [About Zooming In](#)


To zoom out by fixed amounts,

1 Click Zoom  Zoom Out.


Tips

 These zoom amounts are preset and cannot be changed. If you want to zoom out by amounts you can control, use the percentages on the Zoom menu or use the Zoom Out tool.


 You can also click

 on the Toolbar, then click in the main viewer window.


 [Related Topics](#)

 [About Zooming Out](#)

To edit a file,

- 1 Click Tools  Select.
- 2 Select the thumbnail view(s) of the page(s) you want to affect.
- 3 Add, delete, or rearrange pages; or cut and paste QuickNote text from one page to another.

 Related Topics


 About Editing a File

To rearrange your windows,






1 Click Window.

2 Click any option except Close All.

? _____ About the Window Menu

 About the Window Menu

To use thumbnails to move to another page,

- 1** Click View  Thumbnails
 Top or Left.
- 2** Click View  Thumbnails
 Show Page Numbers.
- 3** Double-click the thumbnail view of the page you want to view.
-  [About Thumbnails](#)

To preserve the quality of EPS images,

1 Create a PostScript* file using a PostScript driver.

2 Use a third-party program to convert the file to Envoy format.

3 Use the resolution settings in Envoy* 7 Driver Properties to control document size and image quality.

? [About Converting PostScript Files](#)



To add document security,

1 Click File **?** Save As.


2 Click Security, then select any options.


? About Security Settings

To copy the Distributable Viewer,


- 1 Click Start  Programs
-  Windows* Explorer.
 - 2 Double-click Dvsetup.exe in your Envoy* folder (for example, C:\Core\Office7\Envoy 7\Dvsetup.exe).
 - 3 Follow the prompts to copy the Distributable Viewer files.


Tips


 The Output Path is the location where you want to copy the Distributable Viewer. You can copy the Distributable Viewer files to any location where there is enough space. There is not enough space on a floppy disk to copy all the Distributable Viewer files.

 [About the Envoy Distributable Viewer](#)

To display page numbers with thumbnails,

1 Click View  Thumbnails

 Show Page Numbers.

 Related Topics


To zoom in or out on thumbnails,

- 1 Right-click the thumbnail area.
- 2 Click a percentage on the list.


Tips

- ? To change the percentages that appear on the list, click Edit
- ? Preference
- ? Thumbnails.
- ? Related Topics
- ? About Thumbnails


To edit a QuickNote,

- 1 Click Tools  QuickNote.
- 2 Double-click the QuickNote, then edit it.




Tips

 To insert text from the Clipboard, double-click the QuickNote, place the insertion point where you want the text to appear in the QuickNote, then click Edit




 Paste.

 [About QuickNotes](#)


To embed fonts,

- 1 Click File  Print
-  Properties
-  Fonts.
 - 2 Select the font(s) from the list, then click the right arrow, or click All Fonts to select all embeddable fonts.
 - 3 Select fonts in the document as you usually would in the authoring application.
 - 4 Print to the Envoy* Printer Driver.




Tips



-  All the embeddable fonts on your system are listed under Available fonts on system.
-  To deselect certain fonts, select them from Fonts available for embedding, then click the left arrow.
-  About Font Embedding

To create a hyperlink to a non-Envoy file,


- 1 Click Tools  Web Links.
- 2 Drag over text to select a text source, or drag a rectangle to select a non-text source.
- 3 Specify a local file or Internet address in the Destination text box.
- 4 Specify the name of a bookmark in the destination document, if you want the document to open to that bookmark when the source is clicked.

Tips


-  Different properties options appear depending on whether you selected a text or non-text source in step 2.
-  In step 3, you can click the file icon or the Browse Web button and select a destination.
-  In step 4, you must specify a bookmark that already exists in the destination document. You can't create a bookmark while you are creating the hyperlink.


-  Related Topics
-  About Web Links

To hide the status bar,


1 Click View  Status Bar.

Tips

 To see the status bar, click View

 Status Bar again. When View Status Bar is selected, the Status Bar menu item appears with a check mark to its left.


 Related Topics

 About the Toolbar and Status Bar


Can be viewed only with Envoy installed


Creates a "regular" Envoy file that can be opened on any Windows 95 or Macintosh system that has Envoy installed.

To paste Clipboard contents into an Envoy file,


- 1 Click Edit  Paste.
- 2 Click in the main viewer window or on a thumbnail where you want to insert the information.

Tips

 Any text you paste from the Clipboard appears as a QuickNote in the Envoy* file. A pasted graphic appears as a graphic.

 You can also paste text from the body of an Envoy file into a QuickNote. To do this, select the text, click Copy, then follow the steps above.

 [Related Topics](#)

 [About Editing a File](#)

About Web Links

Use Web Links to create a link from the current Envoy* file to any other file, even to a file on the Internet. If you want to link to a specific place in the destination file, create a bookmark in the destination file and record the bookmark label before you select the Web Links source.

You can select text lines or a rectangle as the Web Links source. You can change several aspects of source appearance, or properties. A text source has different properties options than a non-text source.

If you install Quick View Plus*, you can specify any file location (local or Internet) in the Web Links dialog box and view other file formats from Envoy using the Netscape* viewer.

To get information on an option in a dialog box, click **?**, then click the option.

? To create a hyperlink to a non-Envoy file

? To view other file formats from Envoy

? Related Concepts


greeked text

Greeked text shows in the viewer or in the thumbnail views as gray lines. Greeked text displays faster than regular text.





runtime file

A file that is attached to a Runtime Viewer, so that the file can be opened on any system running Windows 95, even if Envoy is not installed. The Runtime Viewer can open only the one file attached to it, and it does not have all the features of the full Envoy Viewer.


To zoom out by any amount,

- 1 Click Tools  Zoom Out.
- 2 Drag a rectangle into which the contents of the main viewer window will shrink.





Tips

-  The zoom button at the bottom right of the viewer shows the current zoom level.
-  As you drag the rectangle, the status bar shows the exact percentage you are zooming out. For example, if you start at a zoom level of 100% and the status bar shows 50% when you finish dragging the rectangle, the result will be one-half the size of the original.
-  Related Topics
-  About Zooming Out


To zoom in by any amount,

- 1 Click Tools  Zoom In.
- 2 Drag a rectangle in the main viewer window to select an area that will expand to fill the entire window.


Tips


-  The zoom button at the bottom right of the viewer shows the current zoom level.
-  As you drag the rectangle, the status bar shows the exact percentage you are zooming in. For example, if you start at a zoom level of 50% and the status bar shows 100% when you finish dragging the rectangle, the result will be twice the size of the original.
-  [Related Topics](#)
-  [About Zooming In](#)

To arrange minimized files in the Envoy Viewer,


1 Click Window  Arrange Icons.

Tips


 To minimize the active Envoy* file, click the minimize button at the top right corner of the Envoy Viewer window.


 [About the Window Menu](#)

To activate any open file in the Envoy Viewer,


1 Click Window  title of the file you want to use.

Tips


 You can also click one of the first three options on the Window menu, then click in the file you want to use.


 About the Window Menu


To close all open files at once,


1 Click Window  Close All.

Tips

 If you have changed an open file, you will be prompted to save it.

 To close only the active file, click File


 Close.

 [About the Window Menu](#)

To make a QuickNote appear as an icon,

- 1** Right-click the QuickNote.
- 2** Click Close QuickNote.

Tips

 To select another icon style, right-click a QuickNote, then click QuickNote Properties.

 [About QuickNotes](#)

To open a QuickNote icon,

1 Double-click the icon that represents a QuickNote.

Tips

? To close it again, right-click the QuickNote, then click Close QuickNote.

? [Related Topics](#)

? [About QuickNotes](#)


About Clear

Use Clear to remove a bookmark, a highlight, a QuickNote, an OLE object, a hypertext link, or a Web Link from a document.



To get information on an option in a dialog box, click **?**, then click the option.

- ?** To clear a bookmark
- ?** To clear a hypertext link
- ?** To clear a QuickNote
- ?** To clear highlighting


To clear a hypertext link,

- 1 Select the source of the link you want to delete.
- 2 Click Edit  Clear.



Tips

-  You can also right-click the hypertext source, then click Clear.
-  About Clear

To clear a QuickNote,


- 1 Select the QuickNote you want to delete.
- 2 Click Edit  Clear.

Tips


-  You can also right-click the QuickNote, then click Clear.
-  About Clear


To clear highlighting,

1 Select the highlighting you want to delete.


2 Click Edit  Clear.

Tips



 You can also right-click the highlighting, then click Clear.

 About Clear


To clear a bookmark,


- 1 Select the bookmark you want to delete.
- 2 Click Edit  Clear.

Tips

-  You can also right-click the bookmark, then click Clear.
-  About Clear


To go to a particular page number,


- 1 Click Edit  Go to Page.
- 2 Type the page number you want.

 About Moving within a Document



About Application Preferences

Use Application Preferences to set the size or position of the entire Envoy* window next time you open Envoy. If you want to set the size or zoom level of just the document window, use Main View Preferences.



To get information on an option in a dialog box, click , then click the option.

 To set the size or position of Envoy next time it opens

To set the size or position of Envoy next time it opens,

- 1 Click Edit  Preferences  Application.
- 2 Select an option.


Tips

-  To set the size or zoom level of just the document window, use Main View Preferences.
-  [About Application Preferences](#)




About Document Properties

You can create a summary of a document that identifies such information as the person who created it and a description of the content. A document summary is saved with the document but does not display or print with the document. Summary information is visible in the Document Properties dialog box.

To get information on an option in a dialog box, click , then click the option.

 _____ To create a document summary


To create a document summary,

- 1 Click File  Properties.
 - 2  Type or edit information in any of the text boxes.
-  _____ About Document Properties


Prompt for destination and format type when printing


Lets you select a destination and format type for each file you create. This is useful when you are printing several files, but you don't want them all to have the same destination and format type.


To customize Web Links,

- 1 Click Tools  Web Links.
- 2 Right-click a web link, then click Properties.
- 3 Select any options.

Tips

 The changes you make apply to the web link you selected in step 2, and they remain in effect for web links you will create.

 Related Topics

 About Web Links

Tips for Using Resolution Settings

The Resolution Custom Settings

The following paragraphs summarize the Resolution Custom Settings options.

General Resolution

General resolution means the resolution for the entire file, excluding bitmaps. The options are given in dots per inch. You can select a standard setting from the list, or click Custom and type other settings in the boxes at the right.

Bitmap Resolution

Select from the list, or click Custom and type other settings in the boxes at the right (in dots per inch).

Bitmap Colors

JPEG: Smaller files, but slight loss of detail. The options refer to resolution (Very Low resolution to Very High resolution.) Non-Lossy: no loss of detail, but larger files than JPEG.

Examples of How to Use the Custom Settings

The following list gives two examples of how you might want to use the settings described above.

? If the file has many different shades and highlights, use higher dpi settings. The resulting file will be larger.

? If the file has very few shades and many solids, use lower dpi settings. The resulting file will be smaller.

? To create a smaller .EVY file

? Related Concepts

About Paste Special


Use Paste Special to select a specific format when you paste information from the Clipboard into Envoy*.

To get information on an option in the Paste Special dialog box, click the option, then press Shift-F1.


? To select the format for pasted information

? Related Concepts


To select the format for pasted information,

- 1** Open the application and file you want to copy from.
- 2** Select the information you want to copy to the Envoy* document, then copy it to the Clipboard.
- 3** Switch to Envoy.
- 4** Click Edit  Paste Special.
- 5** Click Paste, then select a format from the list box.

Tips

 When you click an option in the Paste Special dialog box, the Result box at the bottom tells you what the option does.

 Related Topics

 About Paste Special

Why does my Envoy file look different from my WordPerfect file?

A number of factors affect the way your Envoy* file turns out. Some of the most common causes of problems are explained below in the first bulleted list. The second bulleted list below gives suggestions. Most of these situations and suggestions apply to other applications as well as to WordPerfect.*

What Happened

? The Envoy 7 Driver was not selected when you created the file. Every font has its own unique characteristics, which affect word spacing, word wrap zone, line spacing, and so on. Even fonts with the same name may be slightly different for each printer driver you select. If you select a different driver after you create the file, these font differences can add up enough to cause the document to be reformatted.

? Some font information was not available. Fonts can reside either in your Windows fonts folder or at your printer. When fonts are stored on the printer, not all of the information for the font is available to the Envoy 7 Driver. In such cases Envoy will reproduce the font as closely as it can, given the information available. Also, if the computer system where you are viewing the Envoy file does not have the same fonts installed as the system where you created the file, some unembedded fonts may look a little different.

? The viewing system has limited capabilities. Some computer systems do not have the ability to display details you could see on the printed page. For example, some printers can support up to 1200 X 1200 dpi output, but the screen cannot.

? Your application's color palette may differ slightly from the Envoy palette. Because Envoy was designed for cross-platform use, the Envoy color palette is the best match for both Macintosh and Windows systems. This means that Envoy uses a color palette that may not match up exactly with the color palette you are using in WordPerfect.

? The zoom level may be too small. Often you get better resolution on screen if you increase the zoom level in the Envoy Viewer.

What You Can Do

Before You Create the File in WordPerfect

Before you create a file in WordPerfect that you know you are going to print to Envoy, select the Envoy 7 Driver properties you want. This will format the file correctly for Envoy.

- 1 Click Start on the Windows 95 taskbar, then click Settings **? Printers**.
 - 2 Select the Envoy 7 Driver, then click File **? Properties**.
 - 3 Click the Destination, Resolution, or Fonts tab, then select any options.
 - 4 Open WordPerfect 7 for Windows 95.
 - 5 Click File **? Print**
- ? Printer**, then select the Envoy 7 Driver.
- 6 Create the file in WordPerfect, then print it to Envoy.

If You Are Using an Existing File

If you have printed a file to Envoy that doesn't look the way you expected it to, try the following suggestions.

? Select the Envoy 7 Driver first. First, open your file again in the original application (such as WordPerfect). Then select the Envoy 7 Driver before you make any more changes to the file. This will make it format correctly for the Envoy 7 Driver.

? Embed fonts. Try embedding any fonts that don't appear correct in your Envoy file.

? Try Make It Fit. If a document paginates differently in WordPerfect when you select the Envoy 7 Driver, try the Make It Fit feature, then print to Envoy again.

? Enlarge graphics, or increase resolution. If you have graphics in your file, you may want to enlarge them in the original application to make the details look clearer in the Envoy file. You can also select higher resolution options for bitmaps in the Envoy 7 Driver Properties dialog box.

- ? To change the Envoy 7 Driver default settings**
- ? To create an Envoy file from within an application**
- ? To embed fonts**
- ? To preserve the quality of EPS images**
- ? To zoom in by any amount**
- ? Related Concepts**


About Help Online


Through Help Online you can go directly to the Envoy* 7 home page on the World Wide Web.

If you have installed Netscape Navigator* and have a modem or network connection to an Internet service provider, you can go to the Envoy 7 home page, which contains links to:

- ? Information on Corel and Corel products
- ? Download the Envoy Viewer
- ? Envoy Hints & Tips not included in the documentation
- ? To access the Envoy home page

To access the Envoy home page,

1 Click Help  Help Online.

 About Help Online


To view other file formats from Envoy,

1 While installing Quick View Plus*, select the option that allows integration with all programs.

2 In Envoy* 7, click Tools  Web Links.

3 Specify a local path to a file that exists in any format supported by Quick View Plus (for example, type C:\Myfiles\Anyfile.wpd).

 Related Topics

 About Web Links

Type the name that you want to show on the status bar when the QuickNote is selected.

Click Set, then select a background color for QuickNotes.

Click the button, then blend your own color for QuickNote backgrounds.

Aligns QuickNote text along the left margin of the QuickNote.

Click to select a font, font style, and point size for QuickNote text.

Click the arrows to select a style for closed QuickNotes.

Click Set to select a color for the text on QuickNotes.

Click to select options that limit access to your Envoy file.

Keeps the file from being changed.

Type text exactly as you expect to find it. Do not add extra spaces or wildcard characters (such as an asterisk).

Select this to find the exact text you type in the Find box (including capital letters).

Click Text, then type the text you want to search for in the space below. Or select the annotation type you want to search for.

Searches forward in the current Envoy file. If text or an annotation of the type you are searching for is already selected in the file, the search begins there. If not, the search begins at the insertion point.

Searches backward in the current Envoy file. If text or an annotation of the type you are searching for is already selected in the file, the search begins there. If not, the search begins at the insertion point.

Type the number of the page you want to find.

When you open a new document, it displays to fit the window width.

When you open a new document, it displays so that one page fits within the window height.

When you open a new document, it displays so that one page fits within the window height and width.

When you open a new document, it zooms to the level you specify here.

When you open a new document, the main document window is maximized.

Select a point size so that any text smaller than that point size will appear as gray lines.

Select the zoom levels you want to appear on the pop-up menu on the status bar.

Select the zoom levels you want to appear on the pop-up menu when you right-click on the thumbnail area.

Select how you want thumbnails to display when you open a new document. Thumbnails can be hidden or can display at the top or left of the main viewer window.

Select a point size so that any text smaller than that point size will display as gray lines.

Opens the thumbnails to the zoom level specified here.

Select this to make thumbnails always display with page numbers.

Surrounds selected text with color.

Draws a colored line through selected text.

Click Set to select a highlight color. This choice remains in effect until you change it.

Type the name you want to show on the status bar when a highlighted area is selected.

Surrounds the hypertext source area with a rectangle that does not appear on screen or print on paper. This is useful if you want to make an existing graphic into a source, for example.

Surrounds the source area with a rectangle that is visible on screen and that prints on paper.

Click Set to select a color for the hypertext source rectangle.

Click Button, then click the arrows below to select an icon that will appear wherever you create a hypertext source.

When you jump to the hypertext destination, it will appear centered in the window.

When you jump to the hypertext destination, it zooms to fill the entire window.

Type the label you want for the selected bookmark. If you have selected text, the first few selected characters will be the bookmark label unless you change it.

When you jump to the bookmark, it displays centered in the viewer window.

When you jump to the bookmark, it zooms to fill the entire viewer window.

When you jump to the bookmark, it appears selected in the window.

Click to select a file on the Internet that you want to link to the file currently open in the Envoy Viewer.

[Click here to select a destination file from local folders.](#)

Type the location of a file to which you want to link the current Envoy file, or click the file button at the right to select the file.

If you have already created a bookmark in the destination file, you can type its label here. When the Web Links source is clicked, the destination file opens to the bookmark specified here.

Check Password if you want to restrict document access with a password you assign.

Type the password you want to assign to the file you are saving.

Click Unrestricted if you want others to be able to view, print, or change your file.

Click View and print only if you want others only to read your file and print it, but not change it.

Use a detailed name for the document that is longer than or different from the document's filename.

Shows the author of the document. If no author appears, you can type one.

Provides general information about the content of the document. Type or edit information in the text box.

Shows important terms to help identify the topics in the document. These keywords may be used in indexing and searching for the document. Type or edit terms in the text box.

Click to close the dialog box without implementing your changes.

Click to view online Help that explains this dialog box.

Click to implement your changes and close this dialog box.

[Click to return to the original settings.](#)

Click Maximized to make the Envoy Viewer window fill your computer screen whenever you open Envoy.

Click Restored if you want the Envoy Viewer to open exactly the same size and position it was when you exited Envoy.

Click Use default to make the Envoy Viewer fill about three-quarters of the screen whenever you open Envoy.

This square shows the color currently selected for text in a QuickNote.

This square shows the color currently selected for the background on QuickNotes.

Centers QuickNote text between the margins of the QuickNote.

Aligns QuickNote text along the right margin of the QuickNote.

Aligns QuickNote text along both the right and left margins of the QuickNote.

Surrounds the Web Links source area with a rectangle that does not appear on screen or print on paper. This is useful if you want to make an existing graphic into a source, for example.

Surrounds the source area with a rectangle that is visible on screen and that prints on paper.

This rectangle shows the color currently selected for framed rectangles.

Click Set, then select the color you want for framed rectangles.

Click Button, then click the arrows below to select an icon that will appear whenever you create a Web Links source.

The image that shows in this box is the icon style currently selected for Web Link source buttons.

Click to select an icon style for button sources.

Type the location of the file you want to link to, or click the file button at the right to select any file not located on the Internet.

Click to select a file on the Internet that you want to link to the file currently open in the Envoy Viewer.

Click to search for QuickNotes in the current document.

Click to search for highlighting in the current document.

Click to search for embedded OLE objects in the current document.

Click to search for hypertext sources in the current document.

Click to search for bookmarks in the current document.

This list shows the bookmarks that exist in the current file, sorted alphabetically or by page number. Select the bookmark you want to jump to.

Click to rearrange the list of bookmarks from alphabetical to the order in which they appear in the file.

If found, the name of the application where the original document was created appears here.

The producer of the file is Envoy.

The date and time the file was created (printed to Envoy).

The date and time the file was last saved.

Type any page number within the range displayed here.

Click to deselect any type of annotation you do not want to import.

Type a zoom level, as a percentage.

