🗒 Fast Start

Check List:

HCP.exe should be in your PATH, i.e. in your Windows directory

Have you license this stuff from <u>BKMA Inc</u> ? This work is (c) 1992, 1993 by BKMA Inc.

Take your existing document:

Set the TEMPLATE to RTFMAGIC

Mark each topic/piece of information you wish on a separate screen with a title line.

Change this Title Line to a style of "Heading 1" thru "Heading 8".

SAVE THE DOCUMENT.

Click the Happy face on the tool bar (or Run RTFMAGIC macro.) Answer any openning questions.   Word will proceed to flash, etc - *have a cup of coffee with your computer-widowed significant other.*

Eventually a DOS Window will open and a message box will appear.

When the DOS Window CLOSES, Click OK

WinHelp will now appear

Your source files will CLOSE AUTOMATICALLY
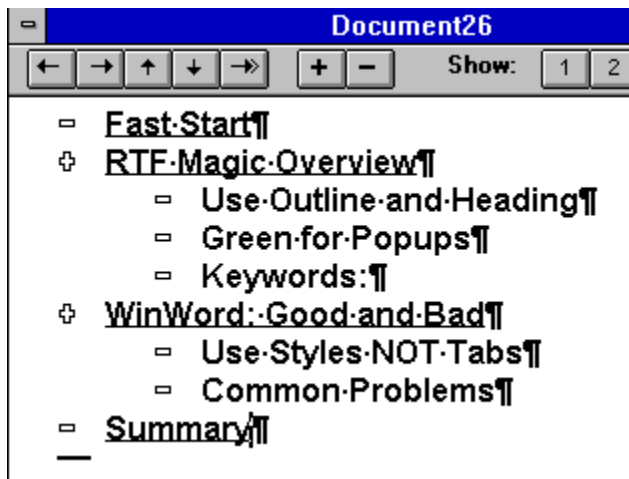
Examine the WinHelp Created.

🗒 RTF Magic Overview

RTF Magic is designed to allow the rapid conversion of documents into WinHelp or Viewer without having to learn a lot of details about WinHelp/Viewer. You uses the OUTLINE feature of WinWord to organize the information and RTF MAGIC creates **a matching table** of contents in your help file.   You do not have to build all the jumps, because browse sequences and buttons are automatically added. This keeps a strong 'Book' feel to it while allowing the use of hypertext. This document was created using RTF MAGIC.

This is intended as a ONE SOURCE tool, you prepare your document for printing as usual. This creates a WinHelp RTF file version from this document but DOES NOT CHANGE THE ORIGINAL DOCUMENT [To insure this does not happen by accident -- the original document is automatically unloaded at the end]

🖳 Use Outline and Heading

Select **View**, **Outline** and you enter the Outline mode:

```
┌──────────────────────────────────────────────┐
│ ▭            Document26                        │
├──────────────────────────────────────────────┤
│ ← → ↑ ↓ →»   + −   Show:   1   2               │
├──────────────────────────────────────────────┤
│   ▭  Fast·Start¶                               │
│   ✛  RTF·Magic·Overview¶                       │
│         ▭  Use·Outline·and·Heading¶            │
│         ▭  Green·for·Popups¶                   │
│         ▭  Keywords:¶                          │
│   ✛  WinWord:·Good·and·Bad¶                    │
│         ▭  Use·Styles·NOT·Tabs¶                │
│         ▭  Common·Problems¶                    │
│   ▭  Summary¶                                  │
│   __                                           │
└──────────────────────────────────────────────┘
```

Select the lines that are going to be **Topics** and assigned them styles of "**Heading 1**" to "**Heading 8**". You should observe the following:

Rules:

No TABS or TABLES in any Heading - replace by spaces.

Every Heading text must be *unique.* Do not use the same titles, i.e. 'Summary', rather qualify it.

Summary:Popups

Summary: Jumps

After every Heading, you should have some text -- not another heading.

The Outline you see on screen will be duplicated on the Table of Contents page for your help -- with indents showing the Heading number -- see the Contents of this file.

HEADINGS IMAGES

If you answer Yes when you asked to include images on the startup dialogs, bit maps will be added at the start of each line in the table of contents, they are called toc1.bmp to toc8.bmp -- you may use the provided ones or create your own.

Similary, Yes to heading bitmaps, places heading1.bmp to heading8.bmp before each line.

🖳 Green for Popups

If you wish any popups, then highlight the word or words with green. , some where in the document you must have the same words STARTING A PARAGRAPH and in green, i.e.

 green WinWord Color 4, used to indicate what is to be a popup.

This text will becomes the popup text.

All PopUp text will be moved to a file of the same name BUT with the extension VOC which will be saved as an RTF file. NOTE: the above example has a space to the left which allow it to remain here.

Rules:

Be careful that EVERYTHING is green, a common error for multiple words is to leave the spaces as black (or auto). HIGHLIGHT the entire phrase and then turn it green -- Press **P** on the toolbar after highlighting the text.

There should be only **one entry** for each word or phrase that is **the popup text** (i.e. Starting a Paragraph). All subsequent entries will produce a non-fatal error message and will be ignored.

The PopUp text ENDS AT THE FOLLOWING PARAGRAPH MARK ALWAYS. One Paragraph only.

Avoid using TABS or Indents in PopUps -- the text is removed from the original source.

🖳 How To Add Keywords:

A style called Keywords has been added to the template. **In a separate paragraph** enter all the keywords for the topic and change it's style to "Keywords". The style is defined to be dark green and hidden so it will not appear on printed versions. You may change the style characteristics if needed - just keep the style name "KeyWords". for example:

Keywords: How to;Demo;Styles

Keywords are what appear when you click the Search Button.

⬜ **WinWord: Good and Bad**

If you use good WinWord Styles, RTF is much easier. Some examples are show below:

This is important:

Use TABLES not TABs - No Borders on tables!

Do not MANUALLY FORMAT the text, use STYLES and set the margins, for example, the mistake on the left could be corrected by setting indent to 1" and First Line to -1".

Watch Spelling, spacing and garbage formats, for example **Keywords:{space}{Tab}** is NOT **Keywords: {Tab}.** Or, deleting a green word may leave a carriage return that is still green (but not normally seen).

🖳 Use Styles NOT Tabs

Tabs often cause endless problems.   Always use Table or Style. Never manually format a paragraph, i.e.

ION: →   The·WY1100·will·accept·a·4.77·MHz·(5·MHz)·8087···¶
·coprocessor·chip·at·location·4E.··You·will·also·need·to·set·s
10-pin·DIP·switch·block·to·the·off·position.¶

BAD

Common Problems

Many common are corrected automatically, others are more difficult to resolve, especially if several hundred styles are in use:

Under **Tools**, **Options**, **View** Turn *Non-Printing Characters* **All** to on. This will often show the cause of problems -- hidden spaces, characters etc.

Watch Spelling, spacing and garbage formats, for example **Keywords:{space}{Tab}** is NOT **Keywords: {Tab}.** Or, deleting a green word may leave a carriage return that is still green (but not normally seen).

Always use LINES in style definitions - NEVER POINTS.

If a line or phrase   LOOKS OK but is not.... delete the problem area AND ONE CHARACTER ON EACH SIDE!!! and then RETYPE the text, then reapply formatting

The Macro errors out -- usually this is because you have the RTF file(or Vocabulary) loaded or in use. Close all documents (NO SAVE) and try again.

📋 Summary

This is BKMA's RTFMAGIC BASE *Shareware* Template. More advance versions are available which allow multiple documents, automatic conversion of embedded or imported images to embedded graphics and much more. To register your version -- an automatically receive an evaluation copy of the next level up and the current register-version of this, send a check for $20.00 to:

Bainbridge Knowledge Management Arts, Inc.

PO Box 170

Kingston WA

98346-0170

For more information, if you are:

Individual/Small Business

System Integratoer or DP Provider

Corporate Client needing conversions:

VOCABULARY

green WinWord Color 4, used to indicate what is to be a popup.

Popups The **P button** on the toolbar changes HIGHLIGHTED TEXT green.

Keywords/phrases should have ";" between it and the next (there **is** a built in automatic conversion of "," to ";"). Keywords are case insensitive. On the line below, Hidden was turn off manually so you could see it.

SMALL BUSINESS OR INDIVIDUALS

BKMA provides an ECONOMY SERVICE, converting you documents to winhelp or Viewer (Full Text Search).
To use this service:

      1) Layout your document using Outline and Headings in WinWord

      2) Mail it to us on diskette with a check for $1.00 per topic (i.e. Heading) and a $20.00 **per document** handling fee.   Conversion will include converting embedded art to bmp where feasible at no additional cost.   If a separate Vocabulary Document is provided - with each word or phrase being a heading, the dirst occurance of each word in each topic will be hotspotted as a popup.

      3) Add $10.00 for Viewer 2 with full text search and setup diskette.

      4) Expect turn around of two weeks.

NO WARRANTY IS MADE ABOUT THE FINAL PRODUCT. NO RETURNS. BUT....
The work will be done or overviewed by staff who have converted stuff for Microsoft -- some of which you may be using now......   good deal, eh?

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