

the Links menu

Add Link

The Basic Concept

LinksWare allows you to make connections between words, phrases, or areas of a graphic and another file, or some other location in the same file. For example, if you have a word used in paragraph one of a text document, and the definition of the word at the end of the document, then you can make a link between the two, so that when you click on the word, the definition is displayed. The definition could even be in a different file; or a different kind of file.

Thus, you might click on the word 'elephant' in a text file, and be presented with a QuickTime movie of an elephant stampeded.

LinksWare does this without altering the files in any way, and by displaying the actual original file(s). You do not need the program that created the file in the first place.

To retrieve a link, you just have to double-click on the word: LinksWare will find and open the connected file automatically.

Making links

To make a link, you only need to establish two things: the word to be linked from (in the "host" file), and the file to be linked to (the "target" file). (Optionally, you can also specify where in the target file you want to go when it opens.)

Since LinksWare can both add links and retrieve them, if you are adding a link you need to let the program know that's what you are doing. (If you don't do anything, then it will try to retrieve links instead.)

The most common LinksWare commands are available on a simple tool-bar. To display the tool-bar, press command H, or select it from the "Links" menu.

To go into the add mode, simply press Command A (for "A"dd). If you are using the tool bar, just click the mouse on the Add-Link button, the second from the top. (You can also enter the add mode by selecting "Add Link..." from the "Links" menu.)

You can tell you are in the add mode, because the cursor will change to a tiny rectangular box.

Now double-click on the word you want to be linked.

When you do this, a standard open-dialog will display your files. To select the file to be linked to (the target), just double-click on the file-name (as if you were going to open it.) The file will not be opened at this time, but the link is now established.

To open the file, just double-click on your linked word.

So...

To make a link:

1)

Press command A

2)

double-click on the word

3)

double-click on the file

(To link from a phrase, you'll have to drag the cursor over the words, rather than double-clicking.)

The Tool-bar actually has two Add-Mode buttons. One has an arrow to the right, and the other has an arrow pointing down.

Use the right arrow for adding a link when the target is a different file.

Use the down arrow for adding a link when the target is a different place in the same file. (This bypasses the open-file dialog-box).

In a graphics document, press and hold the mouse button for a moment before dragging out a rectangle. The rectangle set up when you release the button will be the active area in that graphic for the following link.

Adding links to the same document ...and the menu item Bind

Binding Links

Immediately after a link has been retrieved, and is on display, the Links Menu item 'Bind' (Command B) is activated. BEFORE selecting this command, you can resize and reposition the front window (that of the retrieved link), as well as scroll that window to a location of your choosing. Once the scrolled position and window size and screen position are to your liking, pressing Command B (Bind) will bind that information to the linked word. (If you now close the window, and re-open it by retrieving the link again, it will open to the positions you selected when you bound it.)

This feature allows you to link to specific areas in another file or you can link to a different paragraph within the same file.

To link to a different place in the same file:

- 1) select the last button in the tool bar (with the down arrow)
- 2) highlight a word or phrase
- 3) Scroll to the location you wish the link to activate.
- 4) click on the Bind button (or press command B).

if you select Add Link from the menu, or press Command A and actually want to link within the same document instead, **hold down the Option key** when double clicking on a word or selecting a phrase. (Be sure to hold the key down for a moment or two.)

From now on when you retrieve that particular link, the file will automatically scroll to the position you selected.

Also note that you may use Binding with QuickTime Movies as well. Simply size and place the window, and scroll to where you want the movie to begin. Then choose the "Bind" command, or button. Immediately after doing this, you may optionally scroll further in the movie file to indicate the end (or Termination) of a "clip" that you want played. Once scrolled to this position, select "Terminate Clip" or press Command T, or the terminate button. Movie links created thus will play only the selected clip when retrieved from a link. Multiple "clips" may be linked within the same movie.

(Note, I do not recommend that you resize or reposition the window on the screen, as when retrieving such a single-file link will be disconcerting if the window itself changes. Naturally, it will work, and there may be some rare occasion for its use...)

Terminate Clip

This feature is used only with movies, and in conjunction with the Bind command. To automatically play a scene (or 'clip') from within a movie when the user activates a link, select the beginning point with Cmd B and the slide to the ending point. Then press Cmd T.

Remove Link

Pressing Cmd R selects the remove cursor, a series of lines. Double-clicking on a linked word will remove the word (or rectangle) as a hot link in the current document. It does not remove the link from the same word in other documents since it may be linked elsewhere. For this reason, if you are in the expanded mode (see below) the word will still show as a link.

Show Links

LinksWare has several ways of displaying the linked words for you. The most obvious one is the Words menu. If you choose to have it created automatically then each time you open a new document, whether from the menu or by activating a link, a menu item named "Words" will appear in the menu bar. It will contain all the words that are linked in context in the current document. You may use this menu to select a word, just as if you had double-clicked on it in the body of the text.

You can also ask LinksWare to display the links in the body of the text. To do this, press Cmd L (the same as selecting "Show Links" from the Links menu). LinksWare will run through the text and highlight the links in a different text style.

The preferences dialog box controls how LinksWare will display the links, how many links it will display and what area of the text it will search to find the links. Please see the Preferences section in the utilities menu description for more information.

Expanded vs Context Styles

When you select Cmd A and add a link in a document, that link is said to exist "in context" of that document. That is because you may have linked the same word, but in a different document, to some other file. LinksWare is smart enough to know, for example, that the word "molecule" linked in the document "Salt" should retrieve a drawing of a chemical/atomic structure, while the same word "molecule" linked in the document "Advanced Finance" should retrieve the text file "Micro-economic structures."

Now suppose that you have opened a brand new document which had never had any links created in it. And there in the body of the text is the word "molecule." If you were to double-click on it, nothing would happen: nothing was linked. It is still possible to retrieve linked information from this unlinked document!

Press Cmd E (or select Expanded mode from the links menu). Now every word which has ever been linked (in the current set) is an active link in the current document. You can click on “molecule” and retrieve the link. This is an extremely powerful option in LinksWare, for it allows the use of hypertext to expand searches instead of just narrowing them. Teachers and anyone involved in archiving find this feature vital.

Word List

This menu item creates an alphabetical list of all the linked words in the current set. If you're sure you linked a word, but can't remember where, come to this item. If you're “just browsing” this is also a good place to start. To exit this window without making a selection, hit the go-away box like a normal window. On the other hand when you select a word from the list, you will be taken to the...

File List

If you got here by selecting a word from the word list (above) this window will contain a list of files in which that word is linked. This could be from none to several hundred files. Also you can select this as a menu item without going through the word list. In that case, the window displays a list of all the files that have been linked. You can either exit by closing the window or double-clicking on a file to open it.

toolbar:

- Expanded mode.....
- Add link to external file.....
- Remove a Link.....
- Show Links.....
- Bind Link.....
- Terminate Movie Clip.....
- Add Link within the same document.....

Press command H or select the tool bar from the links menu. There are 7 buttons: each performs actions from the links menu with one exception.

(from top to bottom)

- 1) Enter the expanded mode. This is the same as pressing command A. If links are showing they will be turned off.
- 2) Add a link to an external file. Use this to link to a different file.
- 3) Remove a link.
- 4) Show the links. See the Preferences section for options on how links are shown.
- 5) Bind a link. Makes the target file remember its position and scroll state when retrieved.

- 6) Terminate a movie clip (used after binding to the start of a clip)
- 7) Add a link within the same document.

You may reposition the tool bar as you would any window. Selecting "Hide tool bar" from the menu will update the position, so that it will re-open at that (last) location.