

## Running LinksWare

The easiest way to introduce you to the features of LinksWare is to describe them as they appear in the menu bar. There are powerful features available in LinksWare and the brief time it takes to read through this short manual will make them clear and easy to remember. In keeping with that, here are the Command key shortcuts for the menu items:

Cmd O (oh, not zero) = Open

Cmd Q = Quit the program

Cmd A = Add a link

Cmd L = show the Links

Cmd E = toggle between Expanded / context modes

Cmd R = Remove a link

    Cmd B = Bind a link's window, position, size, and scroll state

    Cmd T = Terminate a scene (used with QuickTime movies)

Cmd H = Show (or hide) the Tool-bar.

## the File menu

### Open

LinksWare comes up with the standard desktop interface, enhanced by Claris' XTND file translators. Simply choose "Open" from the file menu and open a document . With LinksWare, there is no "first" document you're required to open: you may begin anywhere.

If you are unsure of what a file contains, use this Open command to view the file before establishing a link to it. Otherwise, you'll have to redo the link if it is incorrect. With the wide range of translators available, you may find LinksWare ideal for viewing various types of files.

### Close

This command simply closes the current document window, just as if you had clicked in the "go-away" box in the upper left corner of the window.

### Save As Formatted...

(NOTE: You may wish to read this after you are more familiar with the rest of the program's features.)

Both Save As Formatted and Save Standalone create very large documents (the down side) that

LinksWare can load and display quite rapidly (the up side). The Save Formatted is designed therefore, primarily with the distribution of documentation on CD-ROM in mind (ie training manuals; product repair and technical manuals and so on.)

Save Standalone is for single "one-shot" self-referring documents. While it too will be larger than your original word-processor document, it will still be smaller (and considerably more convenient) than distributing the original word-processor document and a linkset file...

You will have noticed there is no "Save" item under the file menu. That is because we specifically designed LinksWare NOT to alter your existing documents: it makes absolutely no changes to them. There is a "Save As Formatted..." feature. Here's what it does.

Briefly, "Save As Formatted..." will save the current text document in a format proprietary to LinksWare. This in turn will load considerably faster than is possible otherwise, particularly if a complex and long document requires XTND translation. The danger of course, is accidentally saving it over your original document- precisely what we hoped to avoid. To help prevent this, we append ".LW" to the end of the file name in the "Save As Formatted..." dialog box.

The intended use for this is with the "Show Links" command (under the Links menu) particularly in showing every occurrence of a linked word in the full body of the text. By performing time-consuming operations such as this only once, and then doing a "Save As Formatted...", a read-only document can be created that a) loads very rapidly, and b) has the "hot" words pre-stylized for rapid identification. Note that this document is read-only, and only by LinksWare. This feature is used when putting together a final set for use by others, such as an instruction manual, a book, or an educational sequence.

Because such documents are displayed with the links previously underlined (which is the whole point of saving it in the first place) please note that use of the ShowLinks command will appear to turn the links off. A file saved as formatted is generally intended to be read-only. Thus saving a file "as formatted" actually formats the text as it appears on the screen. When it is read in, therefore, the links will be underlined (or in whatever style you selected for show links.) This is not the same as using the show links command. Do not be confused : the showlinks command changes the formatting of selected words as you are looking at the document. A ".LW" file actually saved the file as it is currently formatted.

Distribute these files with a **unregistered** version of LinksWare.

## Save Self Referring...

If you have the demo, this is disabled. It allows you to save a single text document in which there are links only to itself. These documents are easily transferred. Self referential documents are extremely common, and are usually used to define terms used in context.

## Save Self-referring...

This file menu option is similar to 'Save formatted... (page 7) but is designed exclusively for creating a single document which contains only links within itself (ie to other paragraphs). Ideal for large help files or other single files, this document can then be read without the use of a link-set, while still retaining formatting and internal links.

It does NOT, and cannot, contain references to other files.

Remember to set the preferences to display all links and throughout the file. Then do a Show Links before

you select "Save self referring..." so that the links will be obvious in your file.

Once a standalone document is saved, it is written in stone: you cannot add or remove links from it. Since, however, a standalone document is created from a regular document, to add, change or remove links, do so using the original document. Then choose "Save Self referring" from the menu again.

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## Abstract...

The Abstract feature allows you to enter a word and have LinksWare automatically create a report about its use within your linked documents.

It will create a list of documents in which the word you enter has been linked. Then it will note the file(s) to which that word has been linked.

Finally it will generate a report listing all occurrences of that word, in context, in all of the files, both host and linked.

This is a powerful reporting feature that can make searching a large linkset much more convenient. By abstracting the word in all its contexts, you can glance at the report and determine which files are of interest to you.

The report is saved as a standard text file that can be opened from within LinksWare your your favorite word-processor.

Here's an example: (these examples are short: the program actually takes 100 characters before the word and 100 characters after the word.)

In the file Animals, you have linked the word 'elephant' to the file India. The report would begin:  
"In the file HD:myfolder: Animals, the word ELEPHANT is linked to the file HD: otherfolder: India."

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From HD:myfolder: Animals, occurrence #1

... African velt is replete with many animals, the most famous of which is the elephant. This huge beast is known to exist both on this continent and in other locations...

From HD:myfolder: Animals, occurrence #2

...often taken for public and occasional private collections. Among the most popular are the elephant and the zebra. Although it is now illegal to take these creatures, many such ...

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From HD: otherfolder: India, occurrence #1

...where the cow is a sacred animal, untouched by the needs of human hunger. Interestingly, the elephant also appears in India. It is different in many ways from its African cousin, not the least of which is the size of its ears...

•-----Next File-----•

(and LinksWare would proceed to the next file in which 'elephant' is linked.)

Note that if the word is not found in the file to which it is linked (ie India) then the report would contain the first 200 characters from the document, so that you would at least have an idea as to the nature and content of the document (India).

## Page Setup and Print

The Page Setup and Print menu items perform as they do in virtually all Mac applications. See the Macintosh owner's guide for further information.

## Quit

This item also performs as expected: it quits the program.

## the Edit Menu

Under the Edit menu you'll notice that only copy and show clipboard are enabled. That is because LinksWare is designed NOT to alter your original documents: obviously cut and paste would do so. You may copy a selection to the clipboard and view the clipboard. Due to the nature of adding and replacing links, the undo command is not implemented. Use Cmd R for removing a link (instead of undo) and Cmd A to add a link. (If you want to replace a link with another, simply choose Cmd A, and LinksWare will ask you if you really want to replace the existing link.) There is no real need for an Undo command. It remains in the menu for the convenience of desk accessories that may need it.

Find and Find again find occurrences of words. If the word is linked, it will not be retrieved until clicked again.