

User's Guide

GETTING AROUND

CONTENTS

UNIVERSITY  
Envoy™

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# Envoy™ Version 7 QuickStart Guide

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# Envoy Version 7 QuickStart Guide

## Windows 95

<b>New</b>		Open a new window (not visible on some monitors)
<b>Open</b>		Open an existing document into a new window
<b>Save</b>		Save the current document
<b>Print</b>		Print the current document
<b>Find</b>		Search for text or annotations
<b>Select</b>		Select text or graphics
<b>Scroll</b>		Drag the current view in any direction
<b>Zoom In</b>		Zoom in on the main view by set amounts
<b>Zoom Out</b>		Zoom out on the main view by set amounts
<b>QuickNote</b>		Insert a new QuickNote
<b>Highlight</b>		Highlight text or graphics
<b>Hypertext</b>		Create a hypertext link
<b>Bookmark</b>		Insert a bookmark
<b>Web Links</b>		Create links to web documents
<b>First Page</b>		Go to the first page in the document
<b>Previous Page</b>		Go to the previous page
<b>Next Page</b>		Go to the next page
<b>Last Page</b>		Go to the last page in the document
<b>Previous View</b>		Return to the previous view
<b>Next View</b>		Return to the next view
<b>Thumbnails</b>		Show or hide the thumbnail views
<b>Fit Width</b>		Make page fit window width
<b>Fit Height</b>		Make page fit window height
<b>Get Help</b>		Show the contents of Envoy online Help

This QuickStart guide shows the basics of installing Envoy 7 for Windows 95, creating an Envoy document, using the annotation features, and getting help. You may find it helpful to print this guide on paper for a quick review later.

**IMPORTANT:** You can view and annotate Envoy files with the Envoy Viewer, which is available without cost. In order to create Envoy files, you must purchase the Envoy 7 Driver.

For detailed information on using Envoy, see the online Help topics and user's guide. For more information on Help, see *Getting Help* at the end of this QuickStart guide.

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## What Is Envoy?

Envoy is a publishing tool that lets you share documents electronically with others, even if they use different platforms, different applications, and different fonts.

Envoy is a powerful tool for collaboration and workgroup publishing. Once your document is in Envoy format, others can view it on a Windows 95 system, just as you created it. And with the complete annotation tools in Envoy, they can give you feedback and comments quickly and easily.

Envoy is ideal for anyone who wants to publish electronic documents, such as newsletters, business plans, and marketing materials. Anything that might wind up on paper is a good candidate for Envoy. You can even combine documents from different applications in a single Envoy file and then send them to any number of people who use Windows 95. This can save you time and money by helping you distribute materials faster, while avoiding high printing costs.

To ensure that your document looks the same when viewed on any machine, you can embed fonts. Envoy 7 uses Bitstream® TrueDoc™ font embedding, which provides font fidelity with all character sets and all standard font formats.

Envoy also has all the annotation tools you need. You can easily highlight, attach electronic “sticky notes” to your document, and create bookmarks. You can also insert OLE objects and links into your Envoy document. You can link parts of a document, or you can link one document to another. You can even create links to documents on the World Wide Web.

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## Installing Envoy on Your Computer

To install Envoy as part of the Corel® suite, follow the installation instructions in the suite manual.

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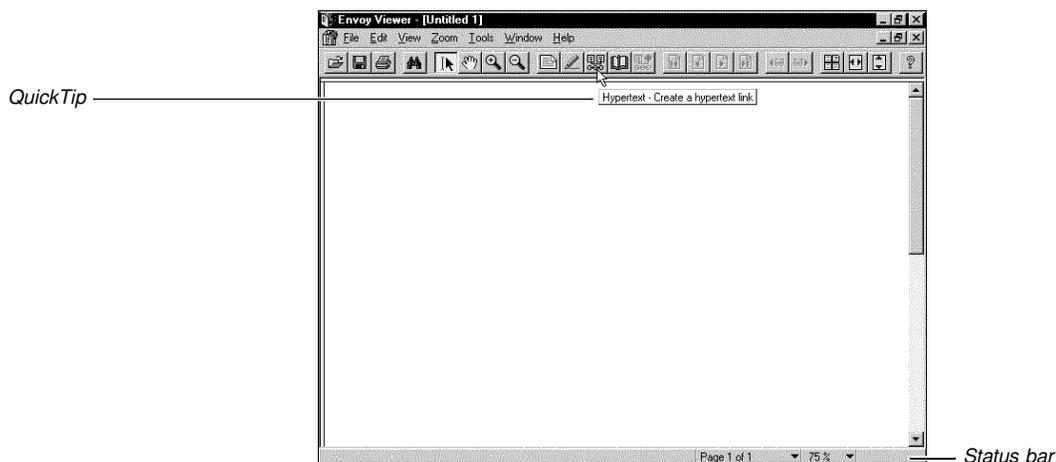
## Envoy Overview

Envoy consists of the Envoy 7 Driver and the Envoy Viewer. The driver lets you create an Envoy file from within other Windows applications. The viewer lets you read files, annotate them, and print them on paper.

**Important:** The Runtime Viewer and the Distributable Viewer, which you can create with Envoy, only let you open, view, and annotate files. The full Envoy program is required to create Envoy files.

To open the viewer,

- 1 Click **Start** ► **Programs** ► **Windows Explorer**.
- 2 Go to the folder where you installed Envoy, then double-click **Envoy7.exe**.



The Envoy Viewer as it appears on Windows 95.

## Creating an Envoy File

You don't need to open the Envoy Viewer to create an Envoy document. Just create a file in any Windows 95 program that prints, then print it to the Envoy 7 Driver.

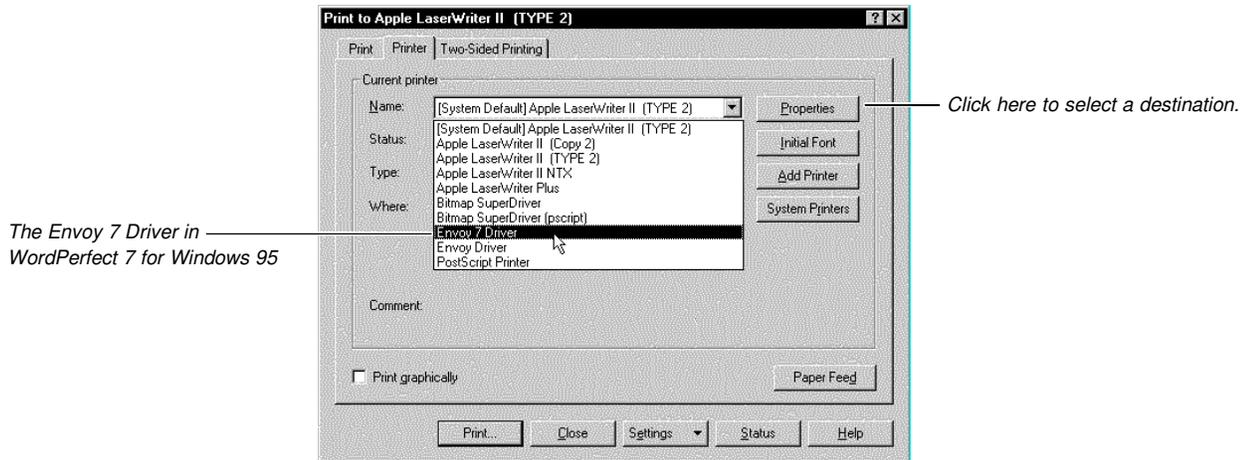
By default, the Envoy 7 Driver opens your document in the Envoy Viewer. You can also send the document to other destinations or create a runtime file (see *Creating a Runtime Document* below).

### Creating an Envoy Document

Depending on the destination you select, you can create an Envoy file that opens in the Envoy Viewer, is saved to disk, or is saved as a runtime file.

In the application you will use to create the original document,

- 1 Select the **Envoy 7 Driver** in your application's printer list.



- 2 Create the document.

or

Open an existing document.

- 3 Print the document as you would print any other document in that application.

You can also create an Envoy file by importing a file from within the Envoy Viewer. See online Help for more information.

### Creating a Runtime Document

You can create a runtime document that opens itself on any system running Windows 95, even without Envoy installed. Because the runtime document is attached to a copy of the Envoy Viewer, you don't need to install the regular Envoy Viewer to open a runtime file.

- 1 Create an Envoy file by following the steps above.

In the Envoy Viewer,

- 2 Click **File** ▶ **Save As**.
- 3 Select a folder.
- 4 Click the arrow to the right of **Save as type**, then click **Envoy Runtime Files (\*.exe)**.
- 5 Type a filename in the text box (be sure the filename ends in .exe), then click **Save**.

To open a runtime document,

- 1 Click **Start** ► **Run** on the Windows 95 taskbar.
- 2 Specify the path and filename (such as *c:\Corel\Office7\MyFiles\Runtime.exe*).

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## Annotation

You can make several kinds of annotations on Envoy documents. You can highlight text, add sticky notes, insert bookmarks, and create hypertext links. You can even create an OLE link that lets you insert a graphic and jump back to the original application to edit it.

For notes, highlights, and hypertext, you can change properties such as color, author, and font. For more information, see the respective topics in online Help.

### *Creating a Sticky Note*

- 1 Click the **QuickNote** icon on the Toolbar. 
- 2 Click anywhere in the main viewer window to add a standard-size note.  
*or*  
Drag a rectangle of any size.
- 3 Type the text you want on the note.

### *Highlighting Text*

- 1 Click the **Highlight** icon on the Toolbar. 
- 2 Click on text and drag to highlight text lines. (The mouse pointer changes to an I-beam when you select text.)  
*or*  
Click outside of text and drag a rectangle to highlight anything inside it.

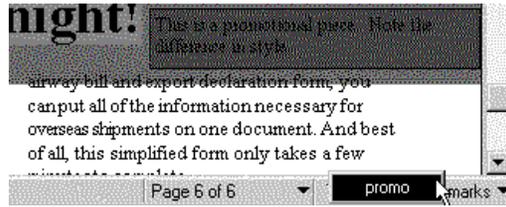
### *Creating a Bookmark*

- 1 Click the **Bookmark** icon on the Toolbar. 
- 2 Click on text and drag to select text lines. (The mouse pointer changes to an I-beam when you select text.)  
*or*  
Click outside of text and drag a rectangle to bookmark anything inside it.
- 3 Type a bookmark name, select any other options, then click **OK**.

You can now jump to the bookmarked area by clicking its label in the bookmark list. See *Using Bookmarks* below.

## Using Bookmarks

- 1 Click the **Bookmarks** button in the bottom right portion of the viewer window.



Bookmarks are sorted alphabetically by default.

- 2 Click a label on the list to jump to the bookmark.

### Creating a Hypertext Link

Once you've created a hypertext link, you simply click on the source to jump to its linked destination anywhere in the document.

- 1 Click the **Hypertext** icon on the Toolbar. 
- 2 Click on text and drag to select text lines as a source. (The mouse pointer changes to an I-beam when you select text.)  
*or*  
Click outside of text and drag a rectangle to select anything inside it.
- 3 Go to the page you want to link to, then drag to create the destination.
- 4 Repeat steps 2-3 for another link.  
*or*  
Click the **Hypertext** icon again to quit creating hypertext links.

You can delete links and change their appearance and placement. For more information, see online Help.

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## Getting Help

When you need help using Envoy, you can turn to several resources.

The prompts at the bottom of the viewer screen tell you what to do next as you perform a task.



The user's guide (which follows this QuickStart guide) includes lessons on how to publish a document, annotate it, create hypertext links, and send an Envoy document for review. The online Help topics give steps that guide you through performing many tasks with Envoy.

### *Using Envoy Help*

- 1 Click **Help** ▸ **Help Topics**.
- 2 Click **Contents** ▸ **How Do I** ▸ **Open**.
- 3 Click a topic, then click **Display**.
- 4 Return to the Contents page by clicking the Help Topics button at the top of any Help screen.

# How to Publish with Envoy: User's Guide

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# How to Publish with Envoy: Introduction

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## What Is Envoy?

**IMPORTANT:** You can view and annotate Envoy files with the Envoy Viewer, which is available without cost. In order to create Envoy files, you must purchase the Envoy 7 Driver. Much of the information in the first half of this manual pertains to creating files with the Envoy Driver. The lessons in the second half of the manual can be completed without the driver.

Envoy provides a simple yet powerful solution for electronic publishing projects. You can use Envoy to distribute documents electronically (for example, by e-mail, on a network, on the Internet, or on disk) rather than having to print files and send paper copies. And it isn't necessary for recipients of your Envoy file to own the same kind of computer you have, because an Envoy file can be viewed on any Windows 95 system. To make it even easier, you can freely send an Envoy Viewer to anyone who doesn't own Envoy.

Envoy is ideal for anyone who wants to publish documents—newsletters, business plans, marketing materials—or rough drafts of anything that needs another person's comment. Anything that might wind up on paper is a good candidate for Envoy. You can even create documents in various applications, combine them in a single Envoy file, and then send them to people throughout your workgroup without worrying about how the documents will look when they arrive. This can save you time and money by helping you distribute materials faster, while avoiding high printing costs.

Creating an Envoy file is simple. First you author your file in any Windows application that prints, then you print the file to Envoy. Recipients of your Envoy files then use the Envoy Viewer on a Windows 95 system to view, annotate, and print the documents.

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## What's in This Guide?

Although creating an Envoy file is easy, you can vary the results in several ways, depending on your purpose. This guide describes how to use Envoy to publish projects for electronic distribution and gives you tips on how to control the results.

The information in this guide is divided into two main segments: The Basics and Lessons. The Basics gives concepts and steps for planning and creating an Envoy file. The Lessons use a sample file to demonstrate what you can do with an Envoy file after you create it.

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# How to Publish with Envoy: the Basics

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# Planning Your Electronic Publishing Project

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## On-screen Viewing vs. Paper

You have decided that Envoy is the most efficient way to publish your document. But people who receive your Envoy document can choose to view the document entirely on screen, print it on paper, or print only parts of it on paper. You can't know how they will choose to view your document, but you can influence them somewhat by the way you organize and present your document in Envoy. If you would like them to view your document on screen, you can make it easy to view on-screen. A "screen-friendly" file is less likely to be printed.

A clear understanding of the screen-or-paper issues can help you produce better results with Envoy. The following table gives an overview of the pros and cons to consider as you decide how you expect people to view your Envoy file.

	<b>Paper</b>	<b>On-screen</b>
Pros	Familiar medium; easy to look at	No extra step for the user; you can add screen navigation aids
Cons	The user must spend time and money printing to paper	Less familiar medium; often harder to look at

The advantages of on-screen viewing are zooming in, quick navigation, and easy annotation. Envoy offers several zoom and navigation options and gives you the ability to insert bookmarks, hypertext links, and OLE links. For more information on these features, see Envoy online Help and the lessons in the second half of this manual.

For paper documents, the main advantage is familiarity—for the author and for recipients. Many people are still more comfortable with a printed page. And you probably have some idea of what is required to produce a paper document; the requirements for producing an Envoy publication meant to be printed on paper are basically the same. For example, the page size will probably be 8.5 X 11 inches (21.59cm X 27.94cm) and portrait orientation (long and narrow like a typical book page). When you print to paper from Envoy, the quality of the printed page depends on printer resolution.

Because publishing for on-screen viewing is newer and less familiar than publishing for print, most of the information in this guide focuses on the issues involved in publishing for on-screen viewing.

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## Making an On-screen Document Easy to View

Before you author your file, it helps to know about the concepts involved in publishing for screen viewing. This section gives general principles to consider before you create your Envoy file. For detailed instructions on modifying your file for screen viewing, see the following section, *Stage I: Authoring Documents for Envoy Publication*.

To make your document easy to view on-screen, you need to consider page size, fonts, and graphics.

### **Page Size**

Most printed pages are long and narrow (portrait orientation), while most computer screens are short and wide (landscape orientation). This means that a page formatted for print can't be viewed on the computer screen without scrolling. However, most people prefer not to scroll as they read a page, particularly in a long document. You can easily format your pages so that one page equals one screen.

### **Fonts**

Another issue for on-screen viewing is font resolution. Are the fonts you have chosen easy to read on screen? Envoy's "intelligent font reproduction" displays fonts as closely as possible, and you can embed fonts to make them display exactly. However, certain fonts are easier to read on screen than others. For example, the more common and larger fonts are easier to read on-screen than unusual or small fonts. Also, some of your intended

readers may not have systems that match yours in display quality. Although Envoy lets you zoom in and out easily, most readers prefer not to zoom when they read pages of text.

### ***Graphics***

If the document you are publishing has several graphics, screen display will be slower than it would be with fewer or less-detailed graphics. Also, depending on the quality of your recipients' systems, some of the detail in a graphic may be lost when viewed on screen.

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### **Conclusion**

Once you decide how you want your recipients to view your Envoy file, you can begin creating your document. Creating an Envoy file occurs in two stages. Stage I includes everything you do in the originating application(s) before you print the file to Envoy. Stage II includes printing the file to Envoy and modifying the file in Envoy. You can affect the quality of your Envoy publication in either stage. The following sections give you detailed instructions on what to do in both stages to obtain the best possible result with Envoy.

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# Stage I: Authoring Documents for Envoy Publication

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## What Is Authoring?

Authoring consists of everything you do before you print a file to the Envoy 7 Driver. All the authoring takes place in the “authoring application,” which can be any Windows application that prints.

You can also create an Envoy file by authoring pages in several different applications, printing the files separately to Envoy, then combining the files within Envoy. For details on how to do this, see *Lesson 1: Adding and Deleting Pages*.

---

## Balance Quality Against File Size

During the authoring stage, consider two factors: quality (such as on-screen resolution) and file size. A rule of thumb to remember is the higher the quality, the larger the file size. In some cases you may need to make trade-offs between quality and file size.

This section shows you how to make choices in the authoring process that will affect the quality and size of your Envoy file. The steps focus on optimizing your file for on-screen viewing, but most of the principles also apply to files intended for paper.

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## Make Your Envoy File Easy to View On-Screen

During the authoring stage, you can optimize on-screen viewing in Envoy the following ways:

- by changing page size and orientation to fit typical computer monitors
- by increasing font size
- by embedding fonts

### *Page Size and Orientation*

Readers are used to seeing a whole page at a glance. You can create screen-size pages by changing page size and orientation.

To create screen-size pages,

- 1 Select half-page (for example, Statement in WordPerfect) paper size and landscape orientation in your authoring application.

### *Font Size*

On paper, font resolution is limited by the printer you use. On screen, font resolution is limited by the system your recipients use. Because you can't always know what kind of system recipients have, you may want to enlarge some fonts.

To increase font size,

- 1 Select a larger point size from your authoring application's font options.

### *Font Embedding*

Envoy automatically makes fonts in your Envoy document look nearly the same when viewed on any computer. Using “intelligent font mapping,” Envoy matches fonts and spacing as closely as possible, even if the recipient does not have the document's original fonts. This works well for many TrueType and PostScript fonts in Windows.

However, in cases where you must reproduce fonts exactly, you can use Envoy's font embedding feature. Envoy uses Bitstream TrueDoc font embedding technology, which ensures that the exact fonts, not just the closest possible match, will appear in the file you send. But note that embedding fonts increases the size of your file. The amount the file size increases varies, depending on the font.

Use the Envoy 7 Driver font-embedding options to create a default list of fonts that will be embedded into your Envoy files. All embeddable fonts on your system appear in the dialog box.

To embed fonts,

- 1 Select the **Envoy 7 Driver** in the authoring application, then click **Properties**.
- 2 Click the **Fonts** tab.
- 3 Select the font(s) from the **Available fonts on system** list, then click the right arrow.  
*or*  
Click **All Fonts** to select all embeddable fonts.
- 4 Select the font(s) in the document as you normally would in the authoring application.

When you print to the Envoy 7 Driver, it embeds the font(s) in the Envoy file. Envoy 7 embeds only the characters you actually use, so the file size increases by a smaller amount than if all characters were embedded.

To remove the font(s) from the default embedded list,

- 1 Follow steps 1 and 2 above.
- 2 Select font(s) in the **Fonts available for embedding** list, then click the left arrow.  
*or*  
Click **No Fonts** to remove them all.

---

## File Size

Whether or not you publish for on-screen viewing, you may need to consider file size. For example, if you are going to distribute your files on a floppy disk and you don't have enough disk space, you can make trade-offs between file size and resolution.

Envoy compression creates the smallest possible files without compromising document quality. However, if you have extreme size limitations, you may need to reduce document size, either before or during printing to Envoy.

During the authoring stage you can reduce file size by manipulating three main elements: graphics, fonts, and content. You probably don't want to cut content, so try working with graphics and fonts first. Also, print a draft to Envoy before you make your final decision, because you can't predict exactly how much Envoy will compress your file.

### *Graphics*

The easiest way to reduce file size is to reduce the number or size of graphics, particularly bitmap images. Reducing bitmap images also increases the speed of on-screen display and printing.

To reduce bitmap size when you publish to Envoy,

- 1 Click **Settings** ► **Printers** on the Windows 95 **Start** menu.
- 2 Select the **Envoy 7 Driver**, then click **File** ► **Properties** ► **Resolution**.
- 3 Select **Custom Quality** from the **Resolution** list, then select lower resolution options or color options under **Custom settings**.

**Tips for Custom Settings.** • Display resolution is limited 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 or less and uses a maximum of 256 colors, using 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 set formulas to follow in choosing resolution settings. But creating an Envoy file is fast, so you can experiment without investing a great deal of time.

Bear in mind that the higher resolution settings usually increase file size.

The following table summarizes 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**

Non-Lossy: no loss of detail, but larger files than JPEG.

JPEG: Smaller files, but slight loss of detail. The options refer to resolution (Very Low resolution to Very High resolution).

***Fonts***

A second but much less significant way to limit file size is to reduce the number of fonts and font changes in a document during the authoring stage. Embedding fonts also increases file size.

---

## Stage II: Printing your File to Envoy

After you have planned and authored your file in another application, your next step is to print the file to Envoy.

Before you print your file to Envoy, be sure you edit it thoroughly. Because Envoy is a final file format, you can't edit text in an Envoy file the way you can in a word processor. You can rearrange and add pages in Envoy, but you can't change the wording in an Envoy file.

Printing a file to Envoy is as easy as printing to paper. When you install Envoy, the Envoy 7 Driver is added to your system's list of Windows 95 printer drivers. You simply print to the Envoy 7 Driver to create an Envoy file.

Because you can print to Envoy from any number of applications, the steps below will vary somewhat depending on your authoring application.

---

### Select the Envoy 7 Driver and Properties

For some applications (such as Paradox<sup>®</sup>), you need to select the Envoy 7 Driver and its properties from the Windows 95 desktop before you open or create the file. You can also select the driver and properties from within many applications.

To select the Envoy 7 Driver from the Windows 95 desktop,

- 1 Click **Settings** ► **Printers** on the Windows 95 **Start** menu, then select the **Envoy 7 Driver**.

If you have also installed an earlier version of Envoy, be sure you select the Envoy 7 Driver.

At this point you can exit and use the default driver properties settings, or you can change them. Any changes you make become the Envoy 7 Driver defaults until you change them again.

To change Envoy 7 Driver properties,

- 2 Click **File** ► **Properties**, then click a tab and select any options.

The properties that specifically apply to the Envoy 7 Driver are Destination, Paper, Resolution, and Fonts. A brief explanation of each follows.

#### *Destination Options*

The following table gives a brief overview of the Envoy 7 Driver Destination options.

<b>Destination / Format Option</b>	<b>What It Does</b>
Open in the Envoy Viewer	Launches the Envoy Viewer and opens your file in it.
Send by E-mail	Launches your e-mail program and attaches the Envoy file to an e-mail message.
Save to disk	Saves the printed file to any directory you select.
Print to the Envoy spooling folder	Saves the file to a folder called Spool that was created when you installed Envoy (for example, C:\Corel\Office7\Envoy7\Spool). This is useful when you want to print several files at once.
Prompt for destination and format type when printing	If you are creating more than one file at a time and you want to change the options on some of them, select this option.

<b>Destination / Format Option</b>	<b>What It Does</b>
Only viewable with Envoy Viewer (.EVY)	Creates a “regular” Envoy file that opens on a PC running Windows 95, if the recipient has installed the Envoy 7 Viewer.
Viewable with or without Envoy Viewer (Runtime)	Creates a file that can open on any system running Windows 95, even if Envoy is not installed.
Security	If you want to set access restrictions for your file, click <b>Security</b> . The Security options let you set a password or limit others to reading and printing your file.

### ***Paper Options***

Although you are printing to Envoy and not to paper, the paper options do affect the way your pages appear in the Envoy Viewer. For example, you can select Statement size and portrait orientation to make each page in your file fit within the Envoy Viewer window.

You can set paper size options within most authoring applications. Some applications, however (such as GroupWise™) require you to set paper size in the Envoy 7 Driver Properties dialog box.

### ***Resolution Options***

The resolution options affect both file size and the detail you will see in the Envoy Viewer window. For more information, see *Graphics* in *Stage I: Authoring Documents for Envoy Publication*.

### ***Font Options***

You can select fonts that will be embedded by default in your Envoy files. For more information, see *Font Embedding* in *Stage I: Authoring Documents for Envoy Publication*.

---

## **Print to Envoy**

- 1** Open or create the file in the authoring application.  
For example, open your file in WordPerfect® 7 for Windows 95.
- 2** Make sure all the fonts used to create the file are resident on the system you are using now.  
For example, if someone else authored the file and asked you to print it to Envoy, make sure you have the same fonts on your system that the author used. For details on font installation, see the documentation for the authoring application.
- 3** Open the Print dialog box in the authoring application.  
For example, in WordPerfect 7, click **File ▶ Print**.
- 4** Select the Envoy 7 Driver if it is not already selected.  
For example, in WordPerfect 7, click **Printer**, then select **Envoy 7 Driver** from the printer list.

From this point on, the steps will not vary from application to application. You can use the default properties, or you can change them now.

To change default properties within the authoring application,

- 5** Click **Properties**, then click the **Destination** tab.
- 6** Select a document destination from the list, then select a document format type.

The destination and format options are described in the table above.

- 7 If you want to set access restrictions for your file, click **Security**.

The Security options let you set a password or limit others to reading and printing your file.

- 8 Print to the Envoy 7 Driver as if you were printing to paper.

You have published your document to Envoy.

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## Conclusion

You now know the basics of creating an Envoy file. For instructions on modifying, annotating, linking, and distributing your Envoy file, see the following lessons.

---

## See Also

- Online Help
- 1 Click **Help** ▶ **Help Topics** ▶ **Index**.
  - 2 Type **create: file**, click **Display**, select a topic, then click **Display** again.

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# How to Publish with Envoy: The Lessons

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# How to Publish with Envoy: Introduction to the Lessons

The lessons walk you through tasks using sample Envoy files provided with your Envoy program. The sample files are writing samples created in several authoring applications, then published to Envoy.

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## How to Proceed

These lessons are intended to be a continuous process. Because the work you do in each lesson becomes a foundation for the following lessons, it's best if you complete the lessons in order.

If you decide not to complete all the lessons in order, be sure you don't do Lesson 1 (*Adding and Rearranging Pages*) after you have created bookmarks or hypertext links. Reorganizing pages will break the links you have created.

Before you begin the lessons, you may want to copy the sample files you will use. This is just a precaution in case you do something wrong and want to start over fresh with the unchanged sample files.

To copy the sample files,

- 1 Click **Start** ▶ **Programs** ▶ **Windows Explorer** on your Windows 95 desktop.
- 2 Go to the folder where your Envoy 7 files are located (for example, C:\Core\Office7\Envoy7).
- 3 Open the Samples folder, then copy all the files except evy7us.evy into your MyFiles folder (for example, C:\Core\Office7\MyFiles).

# Lesson 1: Adding and Deleting Pages

You can use the Envoy Thumbnails feature to see all of a file's pages at once; to add annotations to pages; and to add, delete, and rearrange pages. You can also drag and drop pages from one file to another using the Thumbnails.

Do not add, delete, or rearrange pages after you have created bookmarks or hypertext links. Although it can be recreated, a hypertext link will be broken if you delete or move its destination page. The label for a deleted bookmark will remain in the bookmarks list, but you cannot recreate an actual bookmark that is linked to this label.

## Objective

Use the Thumbnails to add and delete pages in an Envoy file.

## Exercises

If you have not already done so, copy the files Finance.evy, Form.evy, Info.evy, Letter.evy, News.evy, and Promo.evy from the Samples folder into your MyFiles folder (for example, C:\Core\Office7\MyFiles).

- 1 Open the Envoy Viewer.
- 2 Click **File** ► **Open**.
- 3 Open your MyFiles folder, then double-click **Finance.evy**.

A page of a sample file you will use for this lesson opens in the Envoy Viewer.



To view the Thumbnails of this file,

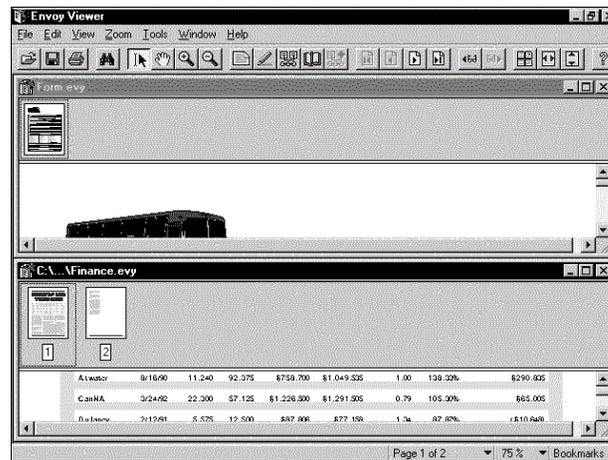
- 4 Click **View** ► **Thumbnails** ► **Top**.

Next, open another Envoy file and drag a page from it to Finance.evy.

- 5 Click **File** ► **Open**.
- 6 Open your **MyFiles** folder, then double-click **Form.evy**.
- 7 Repeat step 4 above for the second file.
- 8 Click **Window** ► **Tile Top to Bottom**.

To display page numbers under the Thumbnails,

- 9 Right-click anywhere in the Thumbnail area of Finance.evy, then click **Show Page Numbers**.

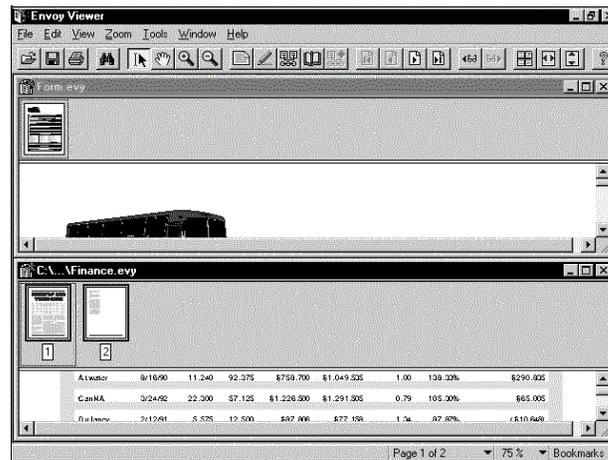


To add pages, drag the thumbnails from one file to another. To drag thumbnails,

- 10 Click **Tools** ► **Select**.

- 11 Press the **Alt** key and click on a thumbnail in Finance.evy.

Both pages are selected.



*Each selected page is surrounded by a thick colored line.*

- 12 Click either selected page, drag to the blank space after the thumbnail of Form.evy, then release the mouse button.

Both pages are moved to Form.evy. Now let's delete page 3.

- 13 Click the blank space in the Form.evy thumbnail area to deselect the pages.

- 14 Click the thumbnail view of Page 3 in Form.evy, then press the **Delete** key.

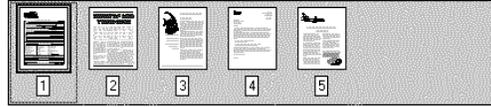
Because the file now contains pages from both files, let's rename it to be more descriptive.

- 15 Click **File** ► **Save As**, type **Examples.evy**, then click **Save**.

Now that you have learned how to add pages, see if you can add more pages without reviewing all the steps above.

**16** Open **Info.evy**, **Letter.evy**, and **Promo.evy**.

**17** Add the first page of each file (in the order they appear in step 16) to Examples.evy.



**18** Click **File** ▶ **Save** to save Examples.evy with all the added pages.

**19** Click **Window** ▶ **Close All** to clear your Envoy screen. (You don't need to save any other files.)

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## See Also

- Online Help

- 1** Click **Help** ▶ **Help Topics** ▶ **Index**.

- 2** Type **edit: file**, then click **Display**.

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# Lesson 2: Adding Annotations

Envoy has a full set of annotation features, including highlighting, sticky notes, bookmarks, hypertext links, and OLE links. You can even link an Envoy file to a file on the Internet. For complete information about how to use all these features, see online Help.

You can customize annotations with various “properties” options, such as color and style.

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## Objective

Use the Envoy annotation features to highlight parts of a document, create a sticky note, and create a bookmark.

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## Exercises

If your sample file is not open,

- 1 Open the Envoy Viewer.
- 2 Click **File** ▶ **Open**.
- 3 Open your **MyFiles** folder, then double-click **Examples.evy**.

### *Highlight Text and a Rectangle*

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

To display the last page in the document window,

- 1 Display the thumbnails, then double-click the last page.

The last page should be the page with the airplane graphic in the upper left corner. If for some reason your pages are not in this order, you can rearrange them easily by dragging the thumbnails.

To select the Highlight tool,

- 2 Click **Tools** ▶ **Highlight**.
- 3 Click on the first letter in the title and drag down to the exclamation point.

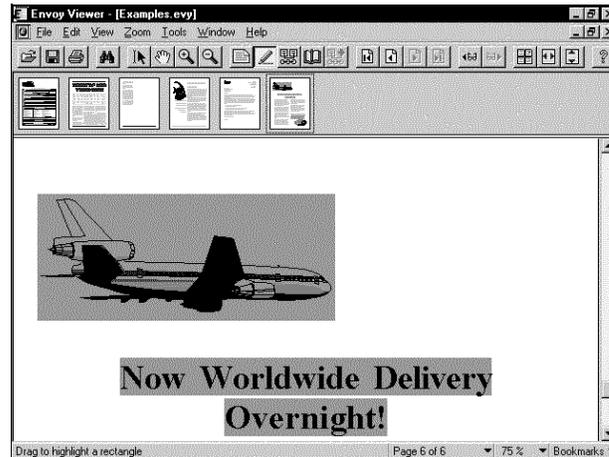
The text appears highlighted.

HINT: When you click on text, the highlight pointer has a small I-beam at its lower left. When you click outside of text and drag a rectangle, the pointer has a small cross at the lower left.

Except when text appears in columns as it does in this sample page, it works best to select text lines rather than drag a rectangle around text. If you do drag a rectangle around text, the highlight properties specific to text (Normal and Strikeout) will not be available.

To highlight the airplane picture,

- 4 Drag a rectangle around the picture.



Now let's change the color of the highlighting on the airplane.

- 5 Right-click anywhere on the highlighted rectangle around the airplane, then click **Highlight Properties**.
- 6 Click **Set**, click a color, then click **OK** twice.

The highlighted rectangle around the airplane changes to the color you just selected.

To delete highlighting,

- 7 Right-click the highlighted rectangle, then click **Clear**.

To quit highlighting,

- 8 Click **Tools** ► **Highlight** again.

### *Add a Note*

You can add a note anywhere in an open Envoy document. You can also select note text and copy it to the Clipboard or insert text into a note from the Clipboard.

To create a note,

- 1 Click **Tools** ► **QuickNote**.

To add a standard-size note,

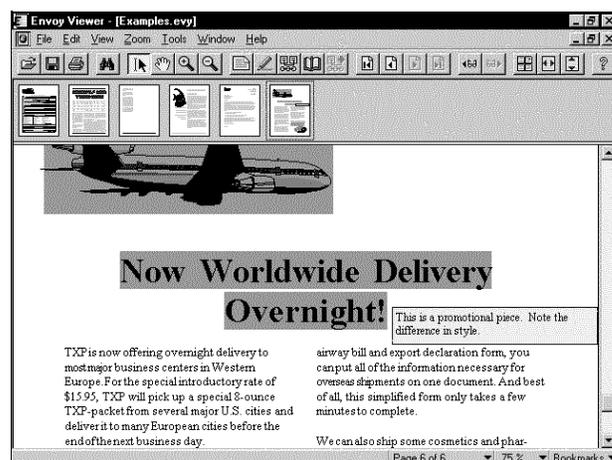
- 2 Click near the highlighted text.
- 3 Type the following text on the note: **This is a promotional piece.**

When you finish writing on the note,

- 4 Click outside the note.

Then you think of something else you want to add to the note. To edit the note,

- 1 Double-click the note, then type the following on the note: **Note the difference in style.**



### ***Add a Bookmark***

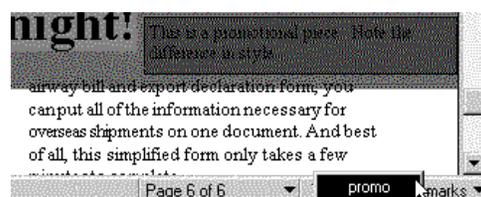
After you add your reminder, you want to place a bookmark on that page to find it again easily.

To add a bookmark,

- 1 Click **Tools** ► **Bookmark**.
- 2 Click in the top-left corner of the page and drag a rectangle that includes your note.
- 3 Type **promo** in the text box, click **Select Bookmark Content after Jump**, then click **OK**.

To see the label you have just typed,

- 4 Click the **Bookmarks** button at the bottom right of the screen.



*The label PROMO shows when you click the Bookmarks button.*

To quit creating bookmarks,

- 5 Click **Tools** ► **Bookmark** again.

To use the bookmark you just created,

- 6 Double-click the thumbnail view of page one.
- 7 Click **Edit** ► **Go To Bookmark**, then double-click the bookmark label.

You can also click the Bookmarks button on the status bar and click the bookmark label there.

To save Examples.evy with the added annotations,

- 8 Click **File** ► **Save**.

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## See Also

- Online Help
- 1 Click **Help** ▸ **Help Topics** ▸ **Contents**.
  - 2 Double-click **How Do I**.
  - 3 Double-click **Edit and Annotate Files**, then double-click a book listed below it.
  - 4 Double-click a topic page.

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# Lesson 3: Hypertext Linking in a File

Hypertext links let you jump from one place to another in a file. A hypertext source is a “button” you create that lets you jump to the destination you have selected.

You can also delete links and change their appearance and placement. For more information, see Envoy online Help.

**IMPORTANT:** Adding, deleting, or rearranging pages after you place hypertext links will break the links.

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## Objective

Use the Envoy hypertext feature to create a link within an Envoy file.

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## Exercises

**1** Open your **MyFiles** folder, then double-click **Examples.evy**.

**2** Click **Tools** ▶ **Hypertext**.

To create the hypertext source,

**3** Drag a rectangle around the bus.

To create the hypertext destination,

**4** Click **Edit** ▶ **Go to page**, type **3**, then click **OK**.

**5** Drag across the first paragraph.

**HINT:** Don't try to double-click on the thumbnail view of page three to move to that page. While the hypertext tool is still selected, clicking on a thumbnail will select that entire page as the destination.

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## Change Hypertext Properties

You can change the way a hypertext source looks or change how a destination appears in the window. For information on any option in a dialog box, click the question mark in the upper-right corner of the dialog box, then click on the option.

It's possible that someone may print your file on paper, and the hypertext source rectangle might be confusing on paper. We'll change the hypertext source properties to make this an invisible rectangle that will not print on paper.

To change the source to an invisible rectangle,

**6** Right-click anywhere within the rectangle around the bus, then click **Properties** ▶ **Invisible Rectangle** ▶ **OK**.

The rectangle shows now but will not show when you quit creating hypertext links. You can detect an invisible rectangle on screen by moving the select tool pointer over an area. The selection arrow turns into a hand icon when you move it over a hypertext source, even an invisible rectangle.

The select tool pointer looks like a hand when you move it over a hypertext source.



To quit creating hypertext links,

**7** Click **Tools** ▶ **Hypertext** again.

To use your hypertext link,

**8** Double-click the thumbnail view of page one.

**9** Click anywhere on the bus in the main view.

The hypertext destination you selected appears in the window.

To save Examples.evy with your hypertext link,

**10** Click **File** ▶ **Save**.

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## See Also

- Online Help

**1** Click **Help** ▶ **Help Topics** ▶ **Index**.

**2** Type **hypertext**, click **Display**, select an entry from the list box, then click **Display**.

# Lesson 4: Cross-Document Linking

You can create a hypertext link within an Envoy file, from one Envoy file to another, or to another kind of file. You can even create a link to a file on the Internet.

Use the Hypertext feature to link within an Envoy file or to another Envoy file. Use the Web Links feature to link to another file type or to a file on the Internet. For information on using the Web Links feature, see Envoy online Help.

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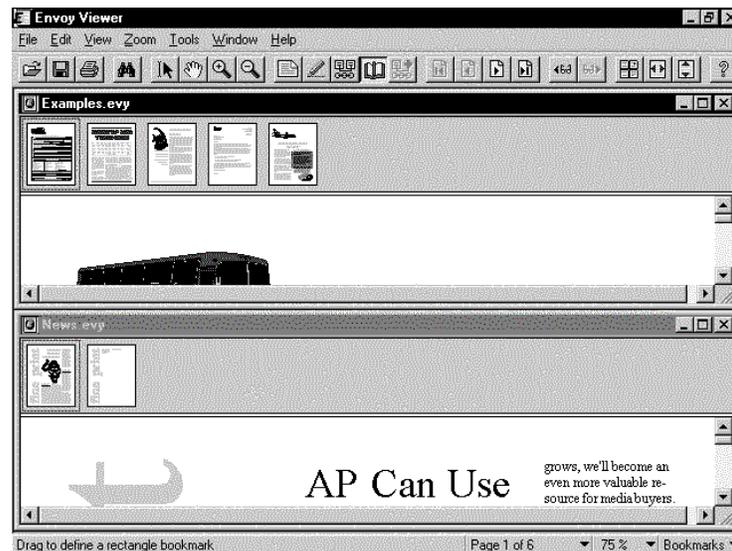
**Objective** Create a link to another Envoy file.

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**Exercises** To create a link between two Envoy files,

- 1 Click **File** ▶ **Open**.
- 2 Open your **MyFiles** folder, then double-click **Examples.evy**.
- 3 Click **File** ▶ **Open** again, then open **News.evy**.
- 4 Click **View** ▶ **Thumbnails** ▶ **Top**.
- 5 Click **Window** ▶ **Tile Top to Bottom**.
- 6 Click anywhere in **Examples.evy**, then click **View** ▶ **Thumbnails** ▶ **Top**.

At this point you should have both files showing with their thumbnails on top. This time we will create a hypertext link using the thumbnail views.



To create the hypertext source,

- 7 Click **Tools** ▶ **Hypertext**, then drag a rectangle around the thumbnail view of the graphic in the middle of the first page of News.evy.

To create the hypertext destination,

- 8 Click anywhere on the thumbnail of the first page of Examples.evy.

To quit creating hypertext links,

- 9 Click **Tools** ▶ **Hypertext** again.

To test your hypertext link,

- 1 Click anywhere on **Examples.evy**, then click **File** ▶ **Close**.
- 2 Click the maximize button on **News.evy** to make the tiger appear in the main viewer window.
- 3 Click on the tiger in the main view of **News.evy** (you can't use the thumbnail to jump to a link).

Examples.evy opens to the page you clicked on in Step 8 above.

To save News.evy with the link,

- 4 Click **Window** ▶ **Close All**, then save **News.evy** when you are prompted.

You don't need to save the file that contains the hypertext destination.

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**See Also**

- Online Help
- 1 Click **Help** ▶ **Help Topics** ▶ **Index**.
  - 2 Type **hypertext**, click **Display**, select an entry from the list box, then click **Display**.

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# Lesson 5: Distributing Your File with a Viewer

You can distribute an Envoy file with an Envoy Viewer, in case recipients of the file don't own Envoy. You can either create a runtime file, which is a "self-opening file" attached to its own copy of the viewer; or you can send the Envoy Distributable Viewer with your file.

The main difference between the Runtime Viewer and the Distributable Viewer is that the Runtime Viewer opens only the one file attached to it, while the Distributable Viewer can open any Envoy file. You can freely copy and distribute files either way. The full Envoy product also includes the Envoy 7 Driver, which lets you create Envoy files. **The driver cannot be copied or distributed.**

The following table summarizes the differences between the two viewers.

Viewer Type	Features	When to Use It
Runtime	Opens the one Envoy file attached to it; full annotation features; has brief online Help	If you have only one file to send
Distributable Viewer	Opens multiple .evy files; full annotation features; has full online Help	If you have multiple files to send

Both the Runtime Viewer and the Distributable Viewer let you open a file, move through it, and annotate it. However, you cannot import files, save a file as a runtime file, or send a file by e-mail using either of these viewers.

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## Objective

Create an Envoy runtime file. Copy the Distributable Viewer.

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## Create a Runtime File

Because it is attached to the Runtime Viewer, a runtime file takes up more disk space than a regular Envoy file.

To make your file into a runtime file,

- 1 Open your **MyFiles** folder, then double-click **Examples.evy**.
- 2 Click **File** ► **Save As**.
- 3 Select the folder where you want to save the runtime file.
- 4 Click the arrow by **Save as type**, then select **Envoy Runtime Files (\*.exe)**.
- 5 Type **.exe** after the filename in the text box (**Examples.exe**).
- 6 Click **Save**.

To view your runtime file,

- 7 Exit Envoy.
- 8 Click **Start** ► **Run** on the Windows 95 taskbar.
- 9 Type the folder and filename of the runtime file you just created, then click **OK**.

You can also create a runtime file in another application. For more information, see *Stage II: Printing Your File to Envoy*.

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## Copy the Distributable Viewer

To create a Distributable Viewer diskette,

- 1 Click **Start** ▶ **Programs** ▶ **Windows Explorer**.
- 2 Double-click **Dvsetup7.exe** in your Envoy folder (for example, C:\Corel\Office7\Envoy7\Dvsetup7.exe).
- 3 Follow the prompts to copy the Distributable Viewer files.

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## See Also

### *Online Help*

- 1 Click **Help** ▶ **Help Topics** ▶ **Index**.
- 2 Type one of the following search terms, then click **Display**.
  - viewer: distributable
  - viewer: runtime

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# Lesson 6: Sending a File for Review and Compiling Comments

Envoy provides efficient tools for sending a draft to a review panel, then compiling all comments into one Envoy file.

If you have an e-mail program installed, you can send your draft for review by various methods. For this lesson, we have chosen to use the Send option on the Envoy File menu. If you don't have an e-mail system, you can complete this lesson by copying the document onto a diskette.

You can import annotations from Envoy files as long as the pages in the Envoy file have not been changed. Annotations remain on the page they were on in the file from which you are importing.

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<b>Objective</b>	Send an Envoy file to others for review, then compile their comments into one Envoy file.
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<b>Exercises</b>	<i>Distribute the File to the Review Panel</i>
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With your file open in the Envoy Viewer,

- 1 Click **File** ▶ **Save**, then save the file as usual.
- 2 Click **File** ▶ **Send**, then send the e-mail message as usual.  
*or*  
Copy the file onto a diskette and distribute it manually.

### *Compile Comments into One Envoy File*

When you receive comments from the review panel,

- 1 Save each file with a unique filename.
- 2 Open one of the Envoy files.

From within Envoy,

- 3 Click **File** ▶ **Import** ▶ **Annotations**.
- 4 Select the file from which you want to import, then click **Open**.
- 5 Select the types of annotations you want to import, then click **OK**.

### *View the Comments*

When you import annotations, some notes and highlights may overlap. You can easily find the next highlight or note in Envoy, and you can rearrange notes for easier viewing. You can also scroll through note text rather than enlarge the note.

To find the next note or highlight,

- 1 Right-click a note, then click **Find Next QuickNote**.  
*or*  
Click **Tools** ▶ **Highlight**, right-click a highlighted area, then click **Find Next Highlight**.

Some of the QuickNotes people have added may overlap something you need to see. To move or resize a note,

- 1 Click **Tools** ▶ **Select**, then click the note.

2 Drag the note to move it.

*or*

Drag a side or corner handle to resize it.

Some QuickNotes may be too small to display all the text written on them. To scroll through note text,

1 Double-click the note, then use the arrow keys to scroll up or down.

Some reviewers may “close” a note so it appears as an icon, such as a miniature page or a stop sign.

To read a closed note,

1 Double-click the icon.

### ***Print the Compiled Annotations***

You can print a hard copy of your compiled file if you like. But first make sure the notes are positioned correctly. Envoy prints exactly what you see on your screen.

1 Make sure all notes are at least 1/4 inch (.635cm) from the edges of the page because most printers cannot print in this area.

2 Move or resize notes so you can read all the text you need.

See *View the Comments* earlier in this section for information on moving and resizing notes.

3 Click **File** ▶ **Print**.

4 Select the pages you want to print, then click **OK**.

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## **See Also**

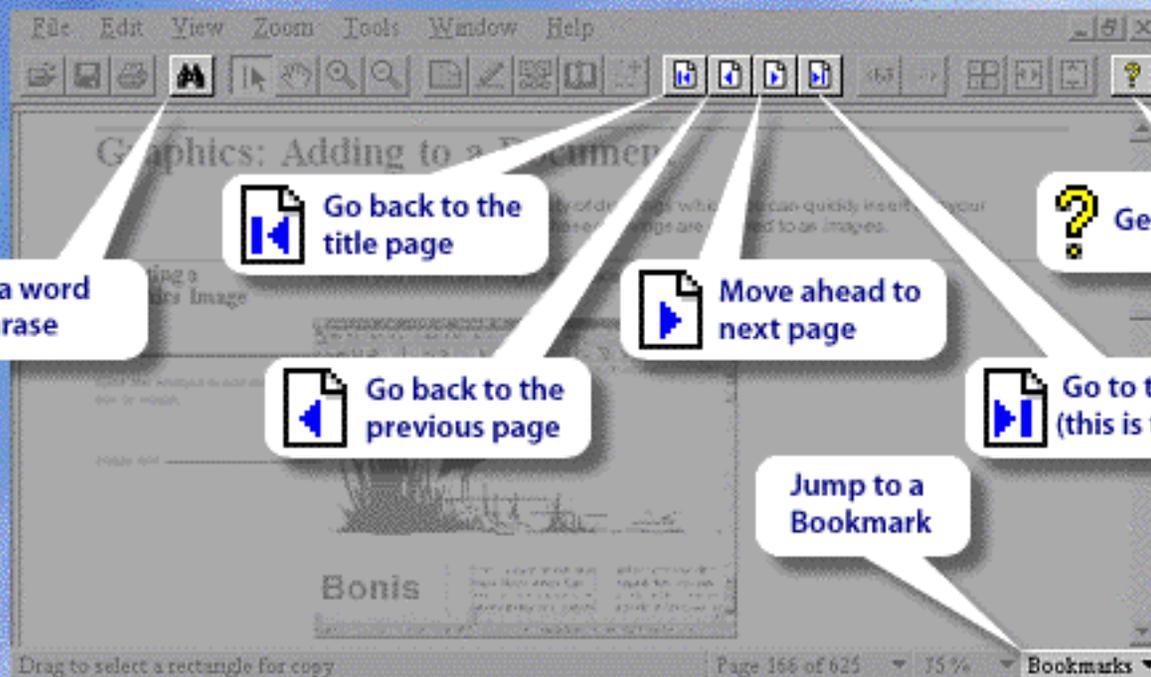
• Online Help

1 Click **Help** ▶ **Help Topics** ▶ **Index**.

2 Type one of the following search terms, then click **Display**.

- e-mail
- import: annotation
- print: file

## How To Get Around



 Find a word or phrase

 Go back to the title page

 Go back to the previous page

 Move ahead to next page

 Jump to a Bookmark

 Go to the last page (this is the last page)

 Get more help