Table of Contents

Click the underlined text below to jump to more information about those topics.

To close this online user's guide, choose **Close** from the **File** menu.

How to Use this User's Guide

How Do I

Feature List

Customer Support Information

How Do I Contents

Feature List Contents

OLE Annotations	Save
Open File	Save As
Page Display	Search
Page Navigation	Select Graphics
Paste	Select Page
Paste Link	Select Text
Preferences (Main View)	Select Thumbnails
Preferences (Thumbnail)	Show Page Numbers (Thumbnails)
Previous Page	Text Search
Previous View	Thumbnail Preferences
Print	Thumbnails
Print Setup	Tile
Print Quality	Tile Horizontal
QuickMenu	Zoom
Runtime File	Zoom In
Runtime Viewer	Zoom Out

How to Use this User's Guide

If you are a new Envoy user, read this section for basic information that will help you use this online user's guide.

This user's guide is an Envoy file (*.EVY) and works the same way any other Envoy viewer file works. This means you can annotate it, but you can't change the contents.

Double-click the following icon for a sample annotation.

Changing the Arrangement of Files in the Viewer on a PC

You may find it helpful to rearrange your windows. This lets you view a file you're working on while you read the user's guide.

1   Choose **Tile Horizontal** from the **Window** menu.

If thumbnail views are in the way,

2   Click the **Thumbnail** icon until they are hidden.

HINT: Use the scroll bars to view all of a file's contents when files are tiled. You can also click the Zoom Out tool on a file to make the file's contents appear smaller.

Finding Information in this User's Guide

You can use Envoy's navigation features to find what you want in this online user's guide. A brief summary of navigation follows.

For details on moving within an Envoy file, see *Getting Started*. Because the Table of Contents contains hypertext links, you can also click on *Getting Started* in the Table of Contents to jump to that section.

Click the following hypertext link to jump to the Table of Contents. To return to this section, click *How to Use this User's Guide* **in the Table of Contents.**

Click here to jump to the Table of Contents.

To move to another page or view in the user's guide,

1   Click one of the navigation icons on the Button Bar.

HINT: As you move your mouse over an icon, watch the top of the screen for information about what that icon does.

Using Thumbnails to Move to Another Page

You can also use the thumbnail views to move quickly to another page.

1   Click the **Thumbnail** icon on the Button Bar.

Click once to display thumbnails across the top of the viewer. Click again for left side placement. (Click a third time to hide the thumbnails.)

To display page numbers under the thumbnails,

2   Choose **Thumbnails** from the **View** menu, then choose **Show Page Numbers**.

To jump to another page,

1 Double-click the corresponding thumbnail view.

Searching in this User's Guide

You can quickly find specified text anywhere in an Envoy file. You can also search for annotations. The search begins on the current page in the viewer. Or, if you have selected text or annotations, the search begins from the selection.

1 Click the **Find** icon on the Button Bar.

2 Make sure **Text** is selected.

3 Type the word or phrase you want in the **Find Text** box.

IMPORTANT: Type a phrase exactly as you expect to find it. You can type partial words only at the beginning or end of the search phrase.

4 Select **Match Case** if you want to search for capital letters exactly as you typed them.

5 Select **Backward** to search to the beginning of the document.
or
Select **Forward** to search to the end of the document.

6 Click **Find Next**.

If an exact match is found, it appears highlighted in the viewer.

7 Choose **Find Next** or **Find Previous** from the **Edit** menu to search for other occurrences of the text.

Closing and Reopening this User's Guide

To exit this user's guide,

1 Click the **Close File** icon on the Button Bar.

To reopen this file from within the viewer,

1 Click the **Help** icon on the Button Bar.

Getting Started

Think of Envoy as electronic publishing—what you see in the viewer is like printed material, except that Envoy prints it on the screen.

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

Because the online user's guide you are now reading is a regular Envoy file, you can practice these skills on this file. If you make changes you want to keep, such as highlighting details to review later, choose Save As from the file menu and rename your annotated file. Or you can print pages of the user's guide on paper. See *Printing* for details.

Getting Help

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

- The QuickStart card included with the full Envoy package shows the basics of creating an Envoy document and using the annotation features. You may find it helpful to keep this card for a quick review later as well as for getting started.

- This user's guide includes steps that guide you through performing tasks with Envoy.

- The prompts on the viewer status bar (at the bottom of the screen) and on the title bar (at the top of the screen) tell you what a selected feature does or what to do next as you perform a task.

- The README file includes additions and corrections to this user's guide.

- If you are in the United States, Puerto Rico, or the U.S. Virgin Islands and you need assistance beyond what this user's guide, the README file, and the QuickStart card can provide, you can call the numbers listed below for personalized help with Envoy. If you are in another location, please contact your local affiliate or authorized reseller.

  (801) 228-9929 (toll support—you will be charged only for the phone call)

  (800) 861-2720 (toll-free support—you will not be charged for the phone call, but will be charged $25 per call for support service)

  Support operators are available between 8:00 a.m. and 5:00 p.m., U.S. mountain time, Monday through Friday, excluding U.S. holidays.

  Please have your Personal Identification Number (PIN) ready when calling Customer Support. You will receive your PIN when you register your product with WordPerfect Corporation. If you do not have a PIN, please have your license number from your Certificate of License ready when calling for support. The license number can also be found when you select About Envoy Viewer from the Help menu, if you entered it when you installed Envoy.

  When a product is upgraded to a new version or is discontinued, free support will continue for an additional 90 days. WordPerfect Envoy support policies are subject to change without prior notice.

Finding the Envoy Feature You Want

Most Envoy features can be accessed on the pull-down menus at the top of the viewer (File, Edit, View, and so on). Many features are also on the Button Bar.
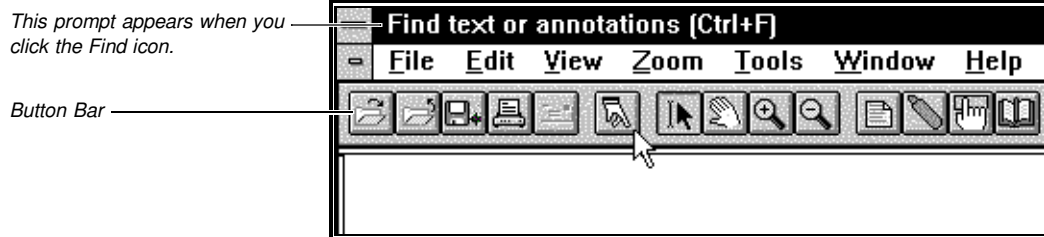
To help you learn what is possible, in this section you'll find various methods documented. In the rest of this user's guide, you'll find the easiest method documented.
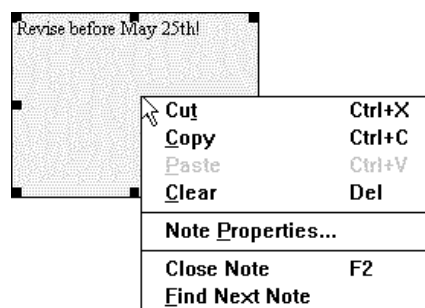
QuickMenus

Some features, such as annotations and thumbnails, have an associated *QuickMenu*, which pops up in the window when you right-click there. QuickMenus are not always documented. If you prefer QuickMenus, you may want to experiment a little.

To display a QuickMenu,

1   Right-click on the area associated with a QuickMenu. (Left-click with a left-handed mouse.)

HINT: If the QuickMenu you want doesn't appear when you right-click, try clicking the appropriate icon on the Button Bar, then right-click in the document. For example, to display the QuickMenu for highlighting, click the Highlight icon, then right-click on the highlighted part of the document.

Right-click on a note to display the QuickMenu for sticky notes.

The items on a QuickMenu change depending on where you click and what task you're performing.
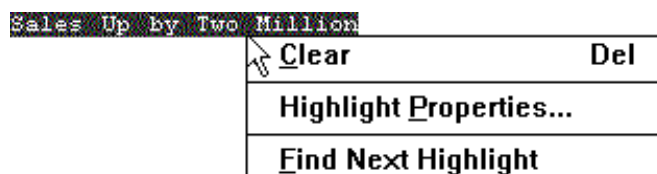
Right-click on a highlight to display the QuickMenu for highlighting.

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 program that prints, then print to the Envoy driver.

By default, printing to the Envoy driver opens your document in the Envoy viewer. You can also create a *runtime* file, a "self-opening file" you can view on a computer that doesn't have Envoy installed.

Creating an Envoy Document with the Print Command

Depending on the printer destination you select, you can create an Envoy file that opens in the Envoy viewer or is saved.

A runtime document opens itself on the same kind of computer it was created on (Macintosh or PC), even without Envoy installed. A runtime file is attached to a scaled-down version of Envoy so that the file is portable.

IMPORTANT: With the runtime viewer, you can't import or open any file other than the file that is attached to the runtime viewer.

In the application you used to create the original document,

1   Select the Envoy driver in your application's printer list.

2   Choose **Setup**, select the destination for the file (such as Open in Envoy Viewer or Save as Runtime Viewer), then click **OK**.

    For a definition of the destination options, see *Print Setup*.

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 *Importing Annotations and Files* for more information.

Opening an Envoy File

You can open the viewer and a file at the same time by double-clicking the file's icon in the Windows Program Manager.

When the viewer is open, you can use the Open option in the File menu, as described below.

1   Click the **Open** icon on the Button Bar ![icon], or choose **Open** from the **File** menu.

2   Select the document, then click **OK**.

If you need more information about using the Open dialog box, see *Basic File Operations*.

Notice that the last four files you opened in the viewer show on the File menu. Simply click a file listed there to open it again.
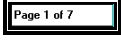
Navigating in an Envoy File

This section tells you how to move quickly within an Envoy file. You can practice on this user's guide, because it is an Envoy file.

Hypertext and bookmarks can also help you find a specific place in a file. For more information, see *Advanced Annotation: Bookmarks* and *Advanced Annotation: Hypertext Links*.

In this file, you can click a topic in the Table of Contents to jump to that section because the topics are hypertext sources.

The following table shows how various mouse or menu options move the screen display to another location within a page or to another page in a document.

View menu option	Icon, button, or key	Result
First Page	[⏮]	Jumps to first page in the document
Previous Page	[◀] or Alt+Page Up	Jumps to top of page before the current view
Next Page	[▶] or Alt+Page Down	Jumps to top of page after the current view
Last Page	[⏭]	Jumps to last page in the document
Go To Page	Page 1 of 7	Jumps to a selected page
Go To Bookmark	[📖] at the bottom of the screen	Jumps to the selected bookmark
Go Backward	[◀]	Returns to previous view
Go Forward	[▶]	Reverses effect of Go Backward (works only immediately after you use Go Backward)

Using Thumbnails to Move to Another Page

You can also use the thumbnail views to move quickly to another page. The thumbnail of the current page in the viewer is enclosed by a thin colored rectangle.

To make thumbnail views visible,

1 Click the **Thumbnail** icon on the Button Bar. [⊞]

Click once to display thumbnails across the top of the viewer. Click again for left side placement. (Click a third time to hide the thumbnails.)

or

Choose **Thumbnails** from the **View** menu, then choose **Top** or **Left** placement in the viewer.

You can also drag the thick line at the left or top of the viewer document window.

To display page numbers under the thumbnails,

2 Choose **Thumbnails** from the **View** menu, then choose **Show Page Numbers**.

Thumbnail view of current page ─

Page number ─

Drag this line to size the thumbnail view area.

beneficial to the physical well-
being.

After extensive testing, Dr. Hugo
Nebula, famous tonal physicist,

To jump to another page,

3 Double-click the corresponding thumbnail view.

Searching in this User's Guide

You can quickly find specified text anywhere in an Envoy file. You can also search for annotations. The search begins on the current page in the viewer. Or, if you have selected text or annotations, the search begins from the selection.

1 Click the **Find** icon on the Button Bar 📷, or choose **Find** from the **Edit** menu.

2 Make sure **Text** is selected.

3 Type the word or phrase you want in the **Find Text** box.

IMPORTANT: Type a phrase exactly as you expect to find it. You can type partial words only at the beginning or end of the search phrase.

4 Select **Match Case** if you want to search for capital letters exactly as you typed them.

5 Select **Backward** to search to the beginning of the document.

   or

   Select **Forward** to search to the end of the document.

6 Click **Find Next**.

If an exact match is found, it appears highlighted in the viewer.

7 Choose **Find Next** or **Find Previous** from the **Edit** menu to search for other occurrences of the text.

Exiting a Viewer File

To exit an Envoy viewer file such as this online user's guide,

1 Click the **Close File** icon on the Button Bar 📷, or choose **Close** from the **File** menu.

To reopen this file from within the viewer,

1 Click the **Help** icon on the Button Bar. 📷

Basic File Operations

This section covers opening, saving, and closing Envoy viewer files. For information on creating files, see *Creating an Envoy File*.

When you have Envoy installed, all Envoy viewer files (*.EVY) and Envoy runtime files (*.EXE) open in the Envoy viewer. The title bar at the top of a runtime file says "Embedded Document." The title bar on a viewer file shows the filename.

For more information about runtime files, see *Getting Started*.

Opening an Envoy File

You can open the viewer and a file at the same time by double-clicking the file's icon in the Windows Program Manager. For example, to open the online user's guide, double-click **Online User's Guide** in the Envoy program group on your Windows Program Manager.

You can also open files from within the Envoy viewer.

1   Click the **Open** icon on the Button Bar.

2   Choose an option under **List Files of Type** to select the kinds of files you want to display.

3   Choose from the **Drives** list if you want to change the drive.

4   Double-click an option in the directory list box on the right to display its contents.

5   Select the file you want, then click **OK**.

Notice that the last four files you opened in the viewer show on the File menu. Simply click a file listed there to open it again.

Saving a File

Save and Save As
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 directoryr, with security restrictions, or in a new format.

Using Save
IMPORTANT: 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.

1   Click the **Save** icon on the Button Bar.

If you have not saved this document before, Envoy brings up the Save As dialog box.

Using Save As

1   Choose **Save As** from the **File** menu, use the options explained below, then click **OK**.

Save As option	How to use it
File Name	Type a filename to save the document to the default directory. (You can also type the drive and directory if you don't want to use the default.)
Drives	Change to the drive where you want to save the file.
List Files of Type	Select a file format to convert the file to. The file is saved with the correct file extension.
Directories list	Double-click an item in the list to display its contents.

Save As option	How to use it
Security	To restrict the way the file can be used, add a password and/or choose a Document Access option.

Closing a Viewer File

To exit an Envoy viewer file such as this user's guide,

1 Click the **Close File** icon on the Button Bar.

To close more than one file at a time,

1 Choose **Close All** from the **File** menu.

If you've changed a file, you'll be prompted to save it before you exit. See *Saving a File* above for details.

HINT: To reopen this file from within the viewer, you can choose Online User's Guide from the Help menu.

Closing the Envoy Viewer

1 Choose **Exit** from the **File** menu.

Creating an Envoy File

You can create a file in any Windows application that prints, then convert it to an Envoy file by printing to the Envoy printer driver.

By default, printing to the Envoy driver opens your document in the Envoy viewer. You can also create a runtime file or print the file to a directory you specify.

A runtime document opens itself on the same kind of computer it was created on (Macintosh or PC), even without Envoy installed. A runtime file is attached to a scaled-down version of Envoy so that the file is portable.

IMPORTANT: With the runtime viewer, you can't import or open any file other than the file that is attached to the runtime viewer. For more information on print destinations, see *Envoy Driver Setup* in *Print Setup*.

HINT: Users of Envoy runtime files who don't own the full Envoy product can call (900) 555-7373 for technical support. There is a charge of $2.00 per minute for runtime support.

Fonts and page layout are preserved in the conversion. The Envoy driver compresses most files to at least half their original size.

Printing to the Envoy Driver

The information below is generalized because you can create an Envoy file from many applications. For details specific to printing from within your application, see that application's documentation.

1 Select the Envoy driver in your application's printer list.

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

Drag and Drop Creation

You can also create an Envoy file with drag and drop.

1 Open the Windows File Manager and locate the file you want to convert to an Envoy file.

2 Drag the file and drop it on top of the minimized Envoy viewer.

The file's original application starts in the background and prints to the Envoy driver.

Importing a File

You can also create an Envoy file by importing a file from within the Envoy viewer.

1   Choose **Import** from the **File** menu, then choose **File**.

2   Select or enter the directory and name of the file you want to convert to Envoy, then click **OK**.

If you need help finding the file you want, see *Opening an Envoy File* under *Basic File Operations*.

The file's original application starts in the background and prints to the Envoy driver.

Creating a File in the Envoy Viewer

You can create a blank Envoy document in the Envoy viewer. You can copy text into a note from the Clipboard, drag and drop thumbnails to add pages from another Envoy document, and add annotations.

1   Open the Envoy viewer.

2   Choose **New** from the **File** menu.

Page Navigation
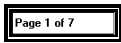
This section discusses several mouse and menu methods to move within a viewer document. For information on changing elements of the viewer such as the thumbnail view area, see *Changing the Layout of the Viewer*.

You can also move to a particular word, phrase, or annotation within a document. See *Searching* for more information.

Hypertext and bookmarks can also help you find a specific place in a file. For more information, see *Advanced Annotation: Bookmarks* and *Advanced Annotation: Hypertext Links*.

Using the Menu or Icons to Move within the Current Document

The following table shows how various mouse or menu options move the screen display to another location within a page or to another page in a document. The scroll bars work as they do in other applications.

View menu option	Icon, button, or key	Result
First Page	or Ctrl+Home	Jumps to first page in the document.
Previous Page	or Alt+Page Up	Jumps to top of page before the current view.
Next Page	or Alt+Page Down	Jumps to top of page after the current view.
Last Page		Jumps to last page in the document.
Go To Page	Page 1 of 7	Jumps to a selected page.
Go To Bookmark	at the bottom of the screen	Jumps to the selected bookmark.
Go Backward		Returns to previous view.

View menu option	Icon, button, or key	Result
Go Forward		Reverses effect of Go Backward (works only immediately after you use Go Backward).

You can also use the arrow keys on the keyboard to move one character or line at a time.

Using Thumbnails to Move to Another Page

You can also use the thumbnail views to move quickly to another page. The thumbnail of the current page in the viewer is enclosed by a thin colored rectangle.

To make thumbnail views visible,

1 Click the **Thumbnail** icon on the Button Bar.

Click once to display thumbnails across the top of the viewer. Click again for left side placement. (Click a third time to hide the thumbnails.)

or

Choose **Thumbnails** from the View menu, then choose **Top** or **Left** placement in the viewer.

You can also drag the thick line at the left or top of the viewer document window.

To display page numbers under the thumbnails,

2 Choose **Thumbnails** from the **View** menu, then choose **Show Page Numbers**.

Thumbnail view of current page

Page number

Drag this line to size the thumbnail view area.

beneficial to the physical well-being.

After extensive testing, Dr. Hugo Nebula, famous tonal physicist,

To jump to another page,

3 Double-click the corresponding thumbnail view.

Searching

You can quickly find specified text, notes, highlights, OLE objects, hypertext sources, or bookmarks anywhere in the current Envoy viewer file.

Searching for Text

You can search for a particular word or phrase with Find.

HINT: If text has already been selected in the document, the search begins there. If not, the search begins on the page currently displayed in the viewer.

1 Click the **Find** icon on the Button Bar.

2 Make sure **Text** is selected.

3 Type the word or phrase you want in the **Find Text** box.

IMPORTANT: Type a 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.

4 Select **Match Case** if you want to search for capital letters exactly as you typed them.

5 Select **Backward** to search to the beginning of the document.

or

Select **Forward** to search to the end of the document.

6 Click **Find Next**.

If an exact match is found, it appears highlighted in the viewer.

7 Choose **Find Next** or **Find Previous** from the **Edit** menu to search for other occurrences of the text.

Searching for Annotations

You can search for a note, a highlight, an OLE object, a hypertext source, or a bookmark with Find.

HINT: If an annotation of the type you are searching for has already been selected in the document, the search begins there. If not, the search begins on the page currently displayed in the viewer.

1 Click the **Find** icon on the Button Bar.

2 Select the kind of annotation you want.

3 Select **Backward** to search to the beginning of the document.

or

Select **Forward** to search to the end of the document.

4 Choose **Find Next**.

If a match is found, it appears selected in the viewer.

5 Choose **Find Next** or **Find Previous** from the **Edit** menu to search for other annotations of the type you selected.

Changing the Layout of the Viewer

You can change and rearrange various elements on the viewer screen, including your default display. This section discusses displaying the Button Bar, the status bar, the thumbnail views, and annotations.

For information about moving within the contents of the viewer display (paging down, for example), see *Page Navigation*. For information on changing the size of the contents displayed in the main viewer window, see *Zoom*.

Changing the Arrangement of Files in the Viewer

Because you can open and display more than one file at a time in the viewer, Envoy lets you arrange them for easier viewing.

1 Choose one of the following options from the **Window** menu.

Window menu option	What it does
Tile	Displays files side by side
Tile Horizontal	Divides window equally top to bottom
Cascade	Overlaps files with title bars visible
Arrange Icons	Neatly arranges any minimized files in the viewer

Showing or Hiding the Button Bar and Status Bar

By default, the Button Bar and the status bar display whenever you open the Envoy viewer. You can choose to open the viewer with these elements hidden. This change remains in effect unless you change it again.

1   Choose **Hide Button Bar** or **Hide Status Bar** from the **View** menu.

This change takes effect the next time you open Envoy.

Displaying the Thumbnail Views

To make thumbnail views visible,

1   Click the **Thumbnail** icon on the Button Bar.

Click once to display thumbnails across the top of the viewer. Click again for left side placement. (Click a third time to hide the thumbnails.)

You can also drag the thick line at the left or top of the viewer document window.

To display page numbers under the thumbnails,

1   Choose **Thumbnails** from the **View** menu, then choose **Show Page Numbers**.

Thumbnail view of current page ⎯

Page number ⎯

Drag this line to size the thumbnail view area. ⎯

beneficial to the physical well-being.

After extensive testing, Dr. Hugo Nebula, famous tonal physicist,
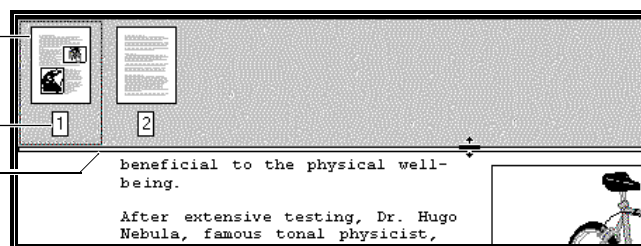
To zoom in or out on the thumbnail views by a certain percentage,

1   Right-click anywhere in the thumbnail area to display the QuickMenu.
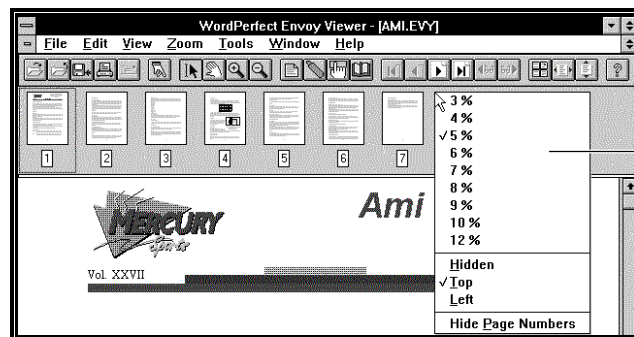
The thumbnail QuickMenu

2   Choose a percentage.

For information on changing the percentages that appear on the QuickMenu, see *Changing the Default Display of Thumbnail Views* below.

| **Changing the Default Display of Thumbnail Views** | You can change the default zoom level, screen position, page number display, and *greeking* level for the thumbnail views. Greeked text shows as gray lines in the thumbnails. |

These choices remain in effect until you change them.

1   Choose **Preferences** from the **File** menu, then choose **Thumbnails**.

2   Make any changes you want.

The table below lists the options and their effects.

>   *or*

To return to the previous settings,

>   Click **Defaults**.

Thumbnail Preferences option	What it does
Preferred Zooms	Changes the percent options on the thumbnail QuickMenu. You can type any percentage from 3% to 2000%.
Greek below:	Indicates the point size below which text displays as gray lines.
Default Zoom	When you open a new document, the thumbnails display at the zoom level you select.
Show Page Numbers	When selected, a page number displays below each thumbnail view.
Position	When you open a new document, the thumbnails will be hidden, displayed across the top of the window, or at the left.

| **Hiding and Viewing Annotations** | Annotations appear on thumbnails as well as in the main viewer. |

To make annotations temporarily disappear,

1   Choose **Hide All Annotations** from the **View** menu.

To make annotations reappear,

2   Choose **Show All Annotations** from the **View** menu.

Zoom

You can change the appearance of the viewer display several ways. This section discusses ways to make the contents of the main viewer window appear larger or smaller. For example, you can magnify a selected portion of text without changing the window size.

For information on changing elements of the viewer such as the thumbnail views and the Button Bar, see *Changing the Layout of the Viewer*.

| **Changing the Zoom Levels for the Main Viewer Window** | You can change the zoom levels and the size at which text in the main viewer window is *greeked*. |

Greeked text shows as gray lines in the viewer. For example, the text on the thumbnail views is greeked. Greeked text displays faster. You can read greeked text by zooming in on it.

1   Select **Preferences** from the **File** menu, then choose **Main View**.

2   Make any changes you want, then click **OK**.

These choices stay in effect until you change them again. The table below lists the options and their effects.

or

To return to the previous settings,

Click **Defaults**.

Main View Preferences Option	What it does
Zoom on Open: Fit to Width, Fit to Height, or Fit to Window	When you open a new document, it displays to fit the window width, height, or both.
Set Zoom To:	When you open a new document, it displays at the zoom level you select.
Greek below:	The number you select here indicates the point size below which text displays as gray lines.
Maximize Document Window	When you open a new document, the main document window is maximized.
Preferred Zooms	Changing these numbers changes the percent options on the Zoom menu. You can type any percentage from 3% to 2000%. Magnification also jumps by these amounts when you click the Zoom tool in the viewer window.

Using the Zoom In and Zoom Out Tools

To enlarge or shrink the view on screen,

1   Click the **Zoom In** icon or the **Zoom Out** icon on the Button Bar.

Zoom In enlarges the view. Zoom Out shrinks the view.

2   Click in the main viewer screen to resize the view by preset amounts (see Preferred Zooms in the table above).

or
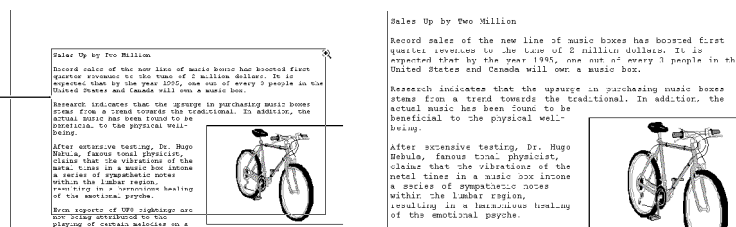
Drag a rectangle on the screen.

HINT: You can see the zoom level as a percentage in the status bar at the bottom of the viewer.

The view changes to fit the rectangle. Zoom In makes the selected area fill the entire document window. Zoom Out makes the selected area fit within the rectangle.

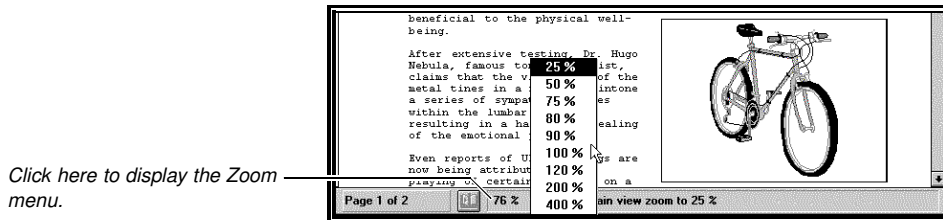*Drag to select an area to Zoom In on.*

The selected area enlarges to fill the screen.

Zoom In

Using the Menus

Using the Pop-up Menu

1 Click the percentage button on the status bar at the bottom of the viewer.

Click here to display the Zoom menu.

2 Choose an option from the menu.

The screen display stretches or shrinks by the selected percentage.

Using the Zoom Menu

1 Click **Zoom** on the menu bar at the top of the viewer screen, then choose an option.

The following table shows the effect of each option. The icon shows the corresponding icon on the Button Bar.

Zoom Menu Option	Icon	What it does
Fit Page to Window	No icon	Makes the page display smaller or larger (by both width and height) to fit the window size.
Fit Width to Window		Makes the page display wider or narrower to fit the window size.
Fit Height to Window		Makes the page display stretch or shrink from top to bottom to fit the window size.
Zoom In		Activates the Zoom In tool (see the heading above).
Zoom Out		Activates the Zoom Out tool (see the heading above).
Zoom	No icon	Makes the screen display stretch or shrink by the selected percentage.

Editing Files

Because an Envoy file is much like a printed page, you can't edit the contents of an Envoy file as you would in a word processing program. However, you can rearrange, combine, or delete whole pages. You can also cut and paste selected items using the Clipboard.

For information on highlighting, creating or editing sticky notes, bookmarks, or hypertext links, see the respective sections on annotation in this user's guide. For information on linking or embedding an object from another Windows application, see *Object Linking and Embedding*.

Selecting Thumbnails

You can move, add, or delete entire pages using the thumbnail views. But first you must select the thumbnails that represent the pages you want to affect.

The page showing in the main viewer window

A selected thumbnail
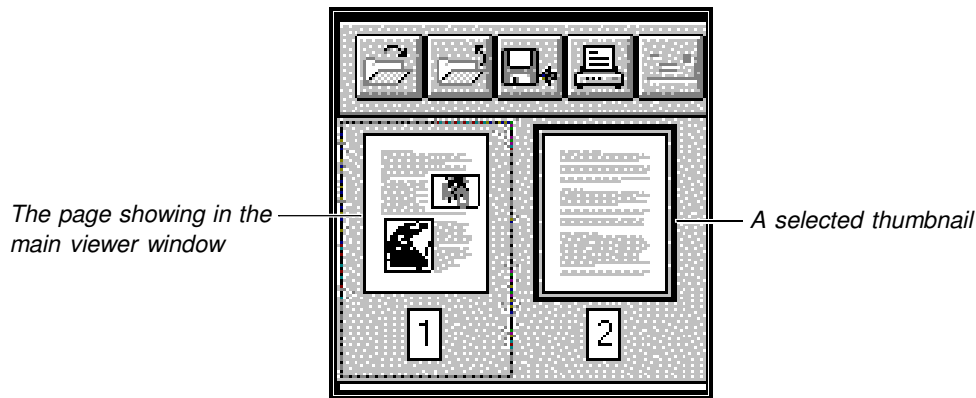
A selected thumbnail appears with a thick colored outline.

1 Click the **Select** icon on the Button Bar , then select thumbnail(s) according to the table below.

Result	Method
To select one page	Click the selection tool on the thumbnail.
To select multiple pages (but not a continuous range)	Control+click on separate thumbnails.
To select continuous pages	Shift+click on first and last thumbnail you want to select.
To select all pages	Alt+click on any thumbnail.

To deselect thumbnails, click outside the thumbnail area.

Rearranging Pages

You can rearrange pages by dragging and dropping thumbnails.

1 Select the page or pages you want to move.

2 Drag the selection and drop it in a new position.

Thumbnails will position themselves directly before the thumbnail they are dropped on.

Adding Pages

You can add pages from one Envoy file to another by dragging thumbnails. You can either cut pages from one document and paste them in the other, or you can keep the pages in the source document and duplicate them in the other.

You can combine pages from various kinds of source files (such as pages created in a database and in a word processor). You can also combine portrait and landscape pages.

1 Open two Envoy files, then arrange them so that the thumbnails on both files are showing.

2 Select a page or a range of pages in one file.

To cut and paste,

3 Drag the selection and drop it in any location on the other file's thumbnail area.
or

To copy pages while leaving the original file intact,

Hold down the Control key while you drag and drop.

Thumbnails will position themselves directly before the thumbnail they are dropped on.

Deleting Pages	You can delete pages using the thumbnails.

IMPORTANT: Delete pages with care. You cannot reverse the deletion.

1 Select the thumbnail(s) you want to delete, then press the **Delete** key.

Cutting and Pasting

To cut note text and place it on the Clipboard,

1 Right-click on the note, then choose **Cut**.

To paste Clipboard contents into an Envoy file,

1 Choose **Paste** from the **Edit** menu, then click in the main viewer or on a thumbnail.

Pasted text appears as a note.

Basic Annotation: Sticky Notes and Highlighting

Envoy lets you easily create and change sticky notes and highlights anywhere in an open Envoy document.

Annotations print when you print a file on paper. For best printing results, be sure your notes and highlights are a light color. Notes should be more than a quarter inch from the edge of the page.

You can also import annotations from other files. See *Importing Annotations and Files*.

Creating and Editing Sticky Notes

Creating a Sticky Note

1 Click the **Note** icon in the Button Bar.

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.

HINT: 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 note.

4 Click outside the note.

Editing a Note
To change the text on a note you previously created,

1 Double-click the note, then edit it.

You can delete and add text as you would in most word processors. You can also select note text and copy it to the Clipboard or insert text into a note from the Clipboard.

To insert text from the Clipboard into a note,

1   Double-click the note, place the insertion point where you want text to appear, then choose **Paste** from the **Edit** menu.

You can also change font, text placement, or color, and you can make the note appear as an icon. For information, see *Customizing a Note* below.

Resizing a Note

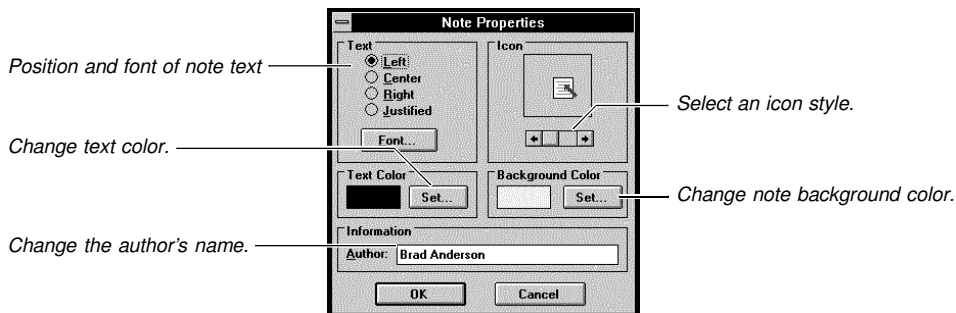1   Select and drag the border or corner of the note in the direction you want it resized.

Customizing a Note
Notes have properties, such as author, font style, color, and icon style. The author shows in the status line at the bottom of the screen when a note is selected. These changes remain in effect until you change them again.

1   Place the pointer on the note and right-click.

2   Choose **Close Note** if you want the selected note to appear as an icon. You can select the icon style in Note Properties.

or

Choose **Note Properties**, make any changes you want, then click **OK**.

Position and font of note text

Change text color.

Change the author's name.

Select an icon style.

Change note background color.

To read or edit a note icon,

1   Double-click the icon.

Highlighting and Customizing the Highlight Appearance

Highlighting

1   Click the **Highlight** icon on the Button Bar.

2   Click on text and drag to highlight text lines.
    or
    Click outside text and drag a rectangle to highlight anything inside it.

3   Click the **Highlight** icon again to quit highlighting.

Customizing Highlights
Highlight has properties, such as author, color, and style. The author shows in the status line at the bottom of the screen when highlighting is selected. These changes remain in effect until you change them again.

1   Click the **Highlight** icon on the Button Bar.

2 Right-click on a highlighted area, then choose **Highlight Properties**.

3 Select the highlight properties you want to change.

4 Click the **Highlight** icon again to quit highlighting.

Advanced Annotation: Bookmarks

You can create an alphabetical list of bookmarks that lets you jump to selected parts of a document.

Creating a Bookmark

1 Click the **Bookmark** icon on the Button Bar.

2 Click on text and drag to bookmark the selected text lines.

or

Click outside text and drag a rectangle to bookmark anything inside it.

HINT: You can create a bookmark on any page using the thumbnails.

3 Type a brief label for the bookmark and select a link style, then click **OK**.

The first few characters of selected text become the bookmark label unless you change it. See *Customizing Bookmarks* below for more information.

4 Repeat steps 2-3 to create another bookmark.

or

Click the **Bookmark** icon again to quit creating bookmarks.

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

Customizing Bookmarks

Bookmarks have properties, such as label and placement in the viewer.

To change the properties of a bookmark,

1 Click the **Bookmark** icon on the Button Bar.

2 Place the Bookmark icon on the bookmarked area and right-click, then choose **Bookmark Properties**.

3 Make any changes you want, then click **OK**.

The table below lists the options and their effects.

Bookmark Properties option	What it does
Label	Lets you type a brief description of the bookmark. If you selected lines of text instead of a rectangle, the text becomes the label unless you change it.
Center Bookmark in Window	When you jump to the bookmarked page, the bookmarked area displays in the center of the window.
Fit Bookmark to Window	When you jump to the bookmarked page, the bookmarked area enlarges or shrinks to fit the window.
Select Bookmark Content after Jump	When you jump to the bookmarked page, the bookmarked area appears selected.

Using Bookmarks

1 Click the **Bookmark** icon in the bottom left portion of the viewer window.

Bookmarks are sorted alphabetically.

2 Click a bookmark label on the list to jump to the bookmarked page.

Advanced Annotation: Hypertext Links

Hypertext lets you create a link between two parts of a document. Once the link is created, you can jump from the source to the destination area.

Creating a Hypertext Link

1 Click the **Hypertext** icon on the Button Bar.

2 Click on text and drag to select text lines as a source. (The mouse pointer arrow changes to an I-beam when you select text.)

or

Click outside text and drag to create a rectangle or a button as a source.

See *Changing Hypertext Properties* below for information on creating buttons.

3 Go to the page you want to link, 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.

Using a Hypertext Link

1 Click the **Select** icon on the Button Bar.

2 Click the source area or button.

The destination area appears.

To return to the source area,

3 Click the **Go to Previous View** icon on the Button Bar.

Editing Hypertext Links	*Editing the Source Area*

Editing the Source Area

1 Click the **Hypertext** icon on the Button Bar.

2 Right-click the selected area to edit.

3 Choose **Clear** to delete the selected hypertext source.

or

Choose **Hypertext Properties**. See *Changing Hypertext Properties* below.

or

Choose **Edit Link** to move to the destination and edit it.

Editing the Destination Area

1 Click the **Hypertext** icon on the Button Bar.

2 Right-click the selected area to edit.

3 Choose **Edit Link**.

4 Right-click the destination.

5 Choose **Hypertext Properties**. See *Changing Hypertext Properties* below.

or

Choose **Edit Source** to move to the source area and edit it.

Changing Hypertext Properties

After you create a link, you can change the way a hypertext source area and destination area appear.

1 Click the **Hypertext** icon on the Button Bar.

2 Right-click the area you want to edit, then choose **Hypertext Properties**.

3 Select from the following options, then click **OK**.

If you clicked on a text link in Step 2, the text options appear. If you clicked on a rectangle link, the rectangle options appear.

Hypertext Properties option	What it does
Invisible Rectangle	Surrounds the source area with a rectangle that is visible on screen but won't print on paper.
Framed Rectangle	Surrounds the source area with a rectangle that will print on paper. Choose Set to select a color for the rectangle.
Colored Text	The selected source text appears in color
Underlined Colored Text	The selected source text appears in color and is underlined in color
Underlined Only	The selected source text appears underlined in color
Source Text Color	Click **Set**, then select the color for source text and/or underlines. Click **Define Custom Colors** to mix your own shade.
Button	Creates a button as the source. Select a button style with the scroll bar.
Center Destination in Window	Makes the destination appear centered in the window.

Hypertext Properties option	What it does
Fit Destination to Window	When you jump from source to destination, magnifies the destination to fill the window.

Object Linking and Embedding

Use Object Linking and Embedding (OLE) to insert objects (such as figures, animation clips, sound clips, charts, and so on) from different applications into an Envoy document. Double-clicking an inserted object launches the object's source application. You can then edit the object in its source application without having to exit your current application.

For example, you could create an Envoy document that contains two objects— a figure and a pie chart. With OLE, you can double-click either object to open the source application, then edit the object as desired.

Concepts

Linking vs. Embedding

Inserted objects may 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 is launched (providing the source application is installed). You can then edit the object in its source application as desired.

Note the difference between linking and embedding. When you *link* an object, you place a copy of the object in your document with a link to the original. Linking is dynamic, meaning that whenever you edit either the copy *or* the original, the other is automatically updated.

When you *embed* an object, you place a copy of the object in your document *without* a link to the original. This means that you can edit the copy without altering the original.

The primary difference between linking and embedding is the location where the actual data for the object is stored. The data for a linked object remains in the source file. The data for an embedded object, however, is stored in the destination file. You should keep this difference in mind when deciding whether to link or embed information. If you want to use the information in one document only, it's better to embed. In most other cases, it's better to link.

OLE Client and Server

Applications that support OLE can be *servers* or *clients*. A *server* is the application in which you create the information. A *client* is the application that obtains data from the server. This data is linked to or embedded in the client document.

Envoy acts as an OLE client. This means that you can link objects to Envoy from OLE server applications, or embed objects into Envoy from OLE server applications.

For more information about Object Linking and Embedding, see your Windows manual.

Embedding an Object into an Envoy File

You can embed an OLE object into Envoy in two ways. If you are in the server application, you can copy the object to the Clipboard, then open Envoy and choose Paste from the Envoy Edit menu. When you are already using the Envoy viewer, the following method is easier.

1 Choose **Insert Object** from the **Edit** menu.

The Insert New Object dialog box lists the available format types you can embed. These format types vary, depending on the applications you have installed.

2 Select the object type you want, then click **OK**.

3 Click in the Envoy file where you want the object to be inserted.

The server application launches.

4 Create or retrieve the object in the server application. (The object could be a document, a graphics image, a sound clip, text art, and so on.)

5 Choose **Update** from the File menu in the server application to insert the object in Envoy.

6 Choose **Exit & Return to Envoy Viewer** from the **File** menu in the server application. (This menu option may be worded differently, depending on the server application.)

You can now move and size the object as desired.

Editing an Embedded Object	**1** Double-click the object to open its source application.

IMPORTANT: Double-clicking a sound clip simply plays the sound. To edit a sound clip, you must first select the object, then choose the desired editing commands from either the Edit menu or the QuickMenu.

2 Edit the object as desired.

3 Choose **Exit & Return To Envoy** from the **File** menu in the source application to return to your document. (This menu option may be worded differently, depending on your source application.)

or

Choose **Update** from the **File** menu to remain in the source application.

Linking an Object to Envoy	If you are continually revising an Envoy file because the information in an embedded object keeps changing (for example, a spreadsheet containing sales data), you may want to link the object instead.

The link ensures that the object is automatically updated when the information in the object's source file is updated. This occurs because the object's data actually remains in the source file. (The object in your Envoy file is simply a graphical representation of that data.)

IMPORTANT: If an OLE 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.

To link an object to an Envoy file,

1 Open the server application.

2 Create or retrieve an object in the server application. (The object could be a document, a graphics image, an animation clip, a video clip, and so on.)

3 Save the object with a filename.

IMPORTANT: If you don't save the object with a filename, you cannot establish a link.

If not already selected,

4 Select the object. (If you're working in a word processor, select the text you want to link.)

5 Choose **Copy** from the **Edit** menu to copy the object to the Clipboard.

6 Switch to Envoy.

7 Choose **Paste Link** from the **Edit** menu.

(If you choose **Paste**, the object is embedded instead of linked.)

8 Click in the Envoy file where you want to paste the object.

You can now move and size the object as desired.

Displaying Links

To see what links have been established in a file,

1 Retrieve a file containing a linked object.

2 Choose **Links** from the **Edit** menu.

Editing a Link

1 Choose **Links** from the **Edit** menu.

2 Select the link you want to edit in the **Links** list box.

3 Choose one of the editing options described below.

Option	What it does
Update Now	Updates a linked object
	Use this only if the link is manual; you do not need to perform this option if the link is automatic.
Cancel Link	Deletes the link between the source file and the destination file
	Once you delete a link, any change you make to the source file has no impact on the destination file. This action cannot be reversed.
	Without a link, the object becomes static. Envoy treats it simply as another object in your file.
Change Link	Lets you replace the linked object with another

Printing OLE Objects
The application an object is linked to or embedded in determines how the object appears on screen and when printed.

Importing Annotations and Files

You can copy annotations from one file to another using Import. You can also convert a file to Envoy format by importing it from within Envoy.

Importing Annotations
When you import annotations from one Envoy file into the current file, the imported annotations remain on the same page they were on in the file you are importing from. If the destination file is shorter than the file you're importing from, items on page numbers not present in the destination file won't be imported.

The properties of imported annotations remain the same.

1 Choose **Import** from the File menu, then choose **Annotations**.

2 Select the file you want to import from, then click **OK**.

3 Select the type(s) of annotation you want to import, then click **OK**.

Importing Files

You can convert files created in another application (such as word processor or spreadsheet files) into the Envoy format from within the Envoy viewer.

1 Choose **Import** from the File menu, then choose **File**.

2 Select the file you want to convert to Envoy, then click **OK**.

If you need help finding the file you want, see *Opening an Envoy File* under *Basic File Operations*.

The imported file displays in the viewer.

Exporting Text and Graphics

You can export selected text and graphics from an Envoy file by copying to the Clipboard. You can also export all the text in a file with Save As.

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

For information on Cut and Paste, see *Editing Files*.

Selecting Text and Graphics for Export

Selecting Text

You can select text within a page or across multiple pages.
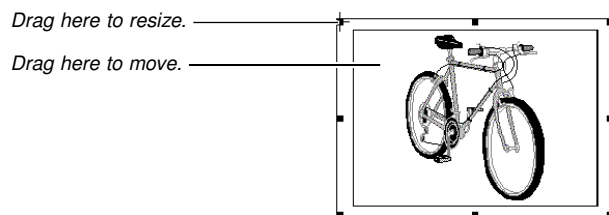
1 Click the **Select** icon on the Button Bar.

2 Click on text and drag to select text lines.

Do not drag a rectangle to select text.

Selecting Graphics

1 Click the **Select** icon on the Button Bar.

2 Drag a rectangle around the graphic you want to select.

You can resize or move the rectangle with the Select tool, but you cannot drag across pages.

Drag here to resize. ————

Drag here to move. ————

Selecting Entire Pages

Select thumbnails to select whole pages of text. The graphics will not be selected this way. See *Editing Files* for details on selecting thumbnails.

Exporting	To export selected parts of a file,

1 Select text or graphics as described above, then choose **Copy** from the **Edit** menu.

To export all the text in an Envoy file,

1 Choose **Save As** from the **File** menu, select **Text** from the file type list, then save the file.

For details on using the Save As dialog box, see *Basic File Operations*.

Sending E-Mail

You can attach an Envoy file to a mail item. In Envoy, Mail works with any VIM or MAPI compatible e-mail application.

Using Mail

1 Open a file in WordPerfect Envoy.

2 Click the **Mail** icon on the Button Bar.

3 Enter a password if required.

4 Address the recipient(s) in the **To** box.

5 Type a subject line, if you want.

6 Type a message if you want, then click **Send** (or **OK** on some e-mail systems).

The Envoy file is sent by e-mail and you return to the Envoy viewer.

Print Setup

This section discusses selecting print and Envoy driver options in Windows.

Selecting Print Options

You can select a printer, paper size, and page orientation using Print Setup.

1 Choose **Print Setup** from the **File** menu.

The Default Printer is selected.

2 If you want to select a different printer, choose **Specific Printer**, then select a printer from the list.

3 Select **Portrait** or **Landscape** to change the paper orientation.

HINT: The icon at the bottom left changes to show the difference between landscape and portrait.

4 Select a paper size from the list, if you want.

5 Select a source from the list, if you want.

6 Choose **Options**, select any other options you want, then click **OK**.

See *Envoy Driver Setup* below for details on the options.

Envoy Driver Setup　　When you install Envoy on your hard drive, the Envoy driver is added to all the applications on that drive that print. For example, if you install WordPerfect 6.0 on your hard drive before you install Envoy, the Envoy driver is automatically added to the WordPerfect 6.0 list of Windows printer drivers.

You can select default paper size, orientation, print quality, and destination for the Envoy driver from within any application. The steps below start from the Envoy viewer File menu.

1　Choose **Print Setup** from the **File** menu.

2　Select **Specific Printer**, select the Envoy driver, then choose **Options**.

3　Select a page size from the list, if you want.

　　or

　　Select **Custom** from the list, then specify a page size in inches.

4　Change the **Scaling** percentage, if you want.

Scaling enlarges or reduces what prints on the page.

5　Select **Portrait** or **Landscape** to change the paper orientation.

HINT: The icon at the left changes to show the difference between landscape and portrait.

6　Select a destination for your Envoy file from the list.

Destination	Explanation
Open in Envoy Viewer	Launches the Envoy viewer with your printed file as the current document.
Save as Envoy File	Saves the printed file with a .EVY extension so that you can open it in the Envoy viewer.
Send to E-mail Users	Attaches the Envoy file to a mail message (see *Sending E-Mail*).
Save as Runtime Viewer	Creates a file that you can open on a PC computer that does not have Envoy installed.
Save in Spool Directory	Saves the file to a directory (Spool) that was created when you installed Envoy.

7　Select a predefined print quality from the **Settings** list, if you want.

　　or

　　Choose **Custom**, specify new settings for resolution and color, then click **OK**.

See *Controlling Document Size and Quality* below.

8　Choose **Fonts**, select any other options you want, then click **OK**.

See *Fonts* below for more information about Envoy fonts.

Controlling Document Size and Quality　　The WP Envoy Driver lets you make trade-offs between the file size of .EVY documents and their overall quality. In documents that contain only text and/or scalable graphics, these settings make a small difference in file size and document quality. In documents that contain bitmap images, however, these settings may significantly affect both document size and quality.

To create a smaller .EVY file,

1 Open the Envoy Driver Setup dialog box, then choose from the following options.

Option	All files	Only files that contain bitmaps
Settings list	Select Low or Medium quality.	
Custom Options (Click the Custom button)		Specify a bitmap resolution that is lower than the overall resolution. Typical on-screen bitmap resolutions are 96 or 120 DPI.
Custom Options: Bitmap Color		Select 16 or 256.

Fonts

This section discusses ways Envoy deals with fonts. If you need general information about the kinds of fonts Windows has, see your Windows documentation.

Intelligent Font Mapping
When the recipient of a file doesn't own the same fonts as the file's creator, Envoy solves the font conversion problem two ways. In general, Envoy uses "intelligent font mapping." This means that Envoy stores all the information about fonts used in a document, including name, style, weight, point size, and so on.

When the file is opened on another computer, the Envoy viewer uses the exact fonts for display and printing if they are available. If the exact fonts aren't available, Envoy chooses the closest match. All formatting, page layout, line spacing, and column widths are preserved. This works with both PostScript and True Type fonts.

True Type Embedding
The second font solution Envoy uses in Windows is True Type embedding. The Envoy Driver True Type Font Embedding Options dialog box lists all the embeddable True Type fonts installed on your system. You can choose to embed specific fonts or embed all non-standard True Type fonts.

True Type embedding increases the size of your file.

Printing

Envoy lets you print to paper or to the Envoy driver. This section covers printing to paper. For information on printing to the Windows Envoy driver, see *Creating an Envoy File*.

Printing to Paper

You can select pages to print, print quality, number of copies, and collation with Print.

1 Click the **Print** icon on the Button Bar. 🖥

2 Select **All** to print the entire current document.
or
Select **Selection** to print pages you have selected in the viewer.
or
Select **Pages**, then specify the range in the **From** and **To** boxes.

3 Select print resolution from the **Print Quality** list.

4 Specify the number of copies you want in the **Copies** text box.

5   Select **Collate Copies**, if you want.

6   Choose **Setup** to select a printer, paper size, and page orientation. See *Print Setup* for more information.

7   Click **OK** to start printing.